



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

HYBRID MEETING

Meeting ID: 899 7345 4609

Password: 397812

May 16, 2022, at 6:30 pm.

- CALL TO ORDER:** Commission Chair Elsner
- ROLL CALL:** Commissioners Findley, Tao, Quade, Giulioni
and City Treasurer Pia
- COUNCIL LIAISON:** Council Member, Evelyn Zneimer
- STAFF PRESENT:** Interim Finance Director, Ken Louie

NOTICE OF PUBLIC PARTICIPATION AND ACCESSIBILITY

Pursuant to Government Code Section 54953, subdivision (e) (3), the Finance Commission may conduct its meetings in a hybrid manner, via video conference or in-person. The Finance Commission may allow public participation to continue via live public comment conducted over ZOOM or In-person.

The Meeting will be available –

- In Person: 1424 Mission Street, South Pasadena, CA 91030
- Via web link: www.southpasadenaca.gov/financecommission

If you would like to comment on an agenda item, or make a general public comment, members of the public may submit their comments for Finance Commission's consideration by one of the following options:

Option 1: Participate in-person at the City Council Chambers.

Option 2: Participants will be able to "raise their hand" using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3: Email your public comment(s) to fcpubliccomment@southpasadenaca.gov. Public Comments must be received by 6 p.m., May 15th, 2022 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment.

ACTION/DISCUSSION

- 1. Review of the Proposed Fiscal Year 2022-2023 Budget
- 2. Update on Finance Department Policies and Procedures (verbal)

ADJOURNMENT

FUTURE FINANCE COMMISSION MEETINGS

May 26, 2022

Hybrid

PUBLIC ACCESS TO AGENDA DOCUMENTS

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

ACCOMMODATIONS



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

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

5/12/22

Date

Interim Finance Director – Kenneth Louie



Finance Commission Agenda Report

DATE: May 16, 2022
FROM: Ken Louie, Interim Finance Director
SUBJECT: Approval of 2022-23 Annual Budget

Recommendation

It is recommended that the Finance Commission review and approve the 2022-2023 Annual Budget.

Background

The City of South Pasadena adopts a comprehensive Annual Adopted Budget (“Budget”) for all funds including the General Fund. In addition to the General Fund, there are *Enterprise Funds*, *Special Funds* and *Internal Service Funds*. The City has enterprise funds such as the Water and Sewer Funds. Enterprise funds can be for profit but moreover serve to provide a public service while making sure that they are solvent (revenues meet or exceed expenses). The City also has Special Funds which include but are not limited to Prop A, Prop C, Metro grants, etc. These funds must be spent on a specific purpose, usually come from a federal, state or county source and are highly regulated by a third-party secured by the grantor. Internal Service funds are implemented within the agency to ensure that all funds are paying/receiving their fair share of revenue and expenses. A good example of this is the City’s Fund 103 - Insurance Fund which collects from the appropriate internal entity so each entity can be charged its fair share of insurance costs.

The Budget process begins early in the calendar year and is a lengthy process of department meetings, and revenue/expenditure analyses coordinated through the Finance Department. Once all departments have submitted their proposal for the upcoming fiscal year, they confer on the final proposal with the City Manager. The City Manager and Finance Director forward this tentative final document to the Finance Commission and ultimately to the City Council in what is called “The Preliminary Budget”. A budget presentation is then held for the City Council. This year’s presentation is May 25, 2022.

Discussion/Analysis

Enclosed is the Preliminary Budget which features Total Budget Revenues of \$69,748,864 and Total Budgeted Expenditures of \$69,724,739 for a net organizational change of \$24,125. The General Fund is budgeting revenues of \$36,129,935 and Expenditures/outflows of \$35,929,826 for a projected net positive change of \$200,109. The focus of this report will be on the General

Fund as all other funds are highly regulated by a third-party and revenue within those funds are for a specific purpose. Whereas, the General Fund is at the sole discretion of the City Council.

Major Revenues

Property Tax	\$18,180,000
Sales Tax	5,766,000
Utility Users' Tax	4,299,703
Planning/Bldg. Fees	1,636,200
All Others	<u>6,248,032</u>
Total	\$36,129,935

Major Expenditures

Labor costs	\$24,870,216
Mtce. & Operations	9,258,648
CIP Contribution	1,133,483
Transfers Out	383,079
Capital Outlay – Equip.	<u>284,400</u>
Total	\$35,929,826

Net Proposed Change \$ 200,109

Budget Highlights

- Library
 - Funding for a new full-time Librarian
 - Budgeted for workstations for Support Svs. Division
 - Budgeted \$20,000 for books/DVD's/CD/e-books (new).
- Comm. Svs.
 - Return of all Senior, Recreation events, classes, programs.
 - Festival of Balloons/Fourth of July Fireworks Show and Event
 - Construction of Berkshire and Grevelia Pocket Parks paid with Impact Fees and grants

- Fire - Requesting (SLFRF funding) 3 critical apparatus replacement
- Air Quality Apparatus (\$600,000)
 - Rescue Ambulance (\$250,000)
 - Breathing Apparatus (\$150,000)
- Mgmt Serv. - Funding for Phase II of Class and Comp Study
- Funding for City General Election (November)
 - Funding for recruitment and employee engagement
 - Return of Commissioner Congress
- Comm. Dev. - New Sr. Management Analyst to assist new housing programs
- New Code Enforcement Officer for weekends/evenings
 - Convert 3 part-time positions into 1 full-time Counter Tech
 - Historical survey. First since 2014 (\$65,000)
- Public Works - New Transportation Engineer
- Increase in tree planting budget to accelerate planting
 - Electric Pickup truck to replace fuel truck \$300,000 (SLFRF funded)
- Police - Unfreezing of Deputy Chief position
- Unfreezing of Officer position
 - Continued exploration of fleet replacements
 - Implementation of city wide license plate reader

Other Considerations

“Wish List”

Items that are under consideration to be added to the upcoming budget but that are not in the upcoming budget as-built are placed on the Wish List. These will be discussed at the May 25, 2022 Budget Presentation. The current list is as follows:

- Skating rink for holiday season (\$30,000)
- LED lighting for Golf Course (\$16,000)

SLFRF

The City has received \$6,059,235 in unrestricted SLFRF (formerly known as “ARPA” funding now “State and Local Fiscal Recovery program-SLFRF”). These funds were originally intended to assist local entities in offsetting the costs and circumstances encountered due to the COVID-19 pandemic. However, in January 2022 the “Final Rule” with regards to these funds was issued and it does not place any restrictions on the use of these funds for entities receiving less than \$10 million. The City Council has expressed preliminary interest in funding the following projects/items with SLFRF dollars.

- Already-incurred emergency supplies/equipment costs from pandemic (\$1 million)
- MOU Negotiations (\$ to be determined)
- Fire Apparatus (\$1 million)
- Public Works Electric Utility Truck (\$300,000)
- Employee engagement/retention due to “The Great Resignation” (\$ to be determined)

The City Council will deliberate on which items will be funded and to what degree during the May 25, 2022 Budget Presentation.

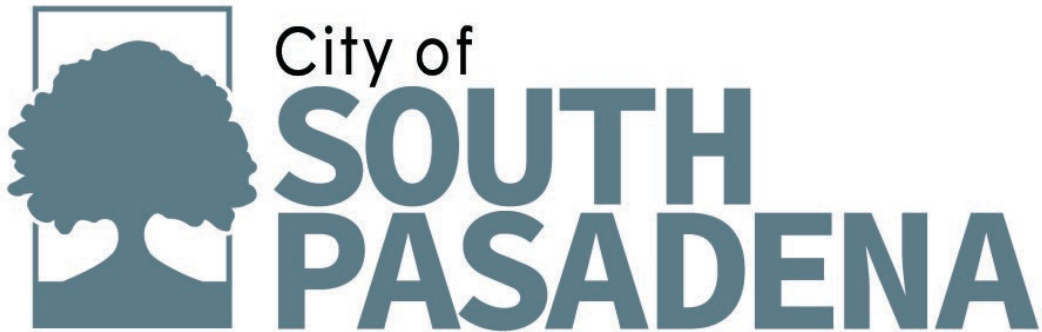
Fiscal Impact

The net fiscal impact of the current budget as-built is a positive increase in fund balance of \$200,109.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website.

Attachments: Proposed Annual Budget



Proposed Budget For the 2022-2023 Fiscal Year

Mayor
Michael A. Cacciotti

Mayor Pro Tempore
Jon Primuth

Councilmember
Jack Donovan

Councilmember
Diana Mahmud

Councilmember
Evelyn G. Zneimer

Chief City Clerk
Vacant

City Treasurer
Gary Pia

City Manager
Arminé Chaparyan

Population 25,668

VISION STATEMENT

We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small-town character, committed to building a more just and environmentally and financially sustainable future.

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

- Open and Accessible Government
 - Customer Service
 - Community
 - Innovation
 - Collaboration

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About South Pasadena

The City of South Pasadena is located approximately six miles northeast of downtown Los Angeles, between the cities of Pasadena, San Marino, Los Angeles and Alhambra. It has a population of 25,668. 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.



City History

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

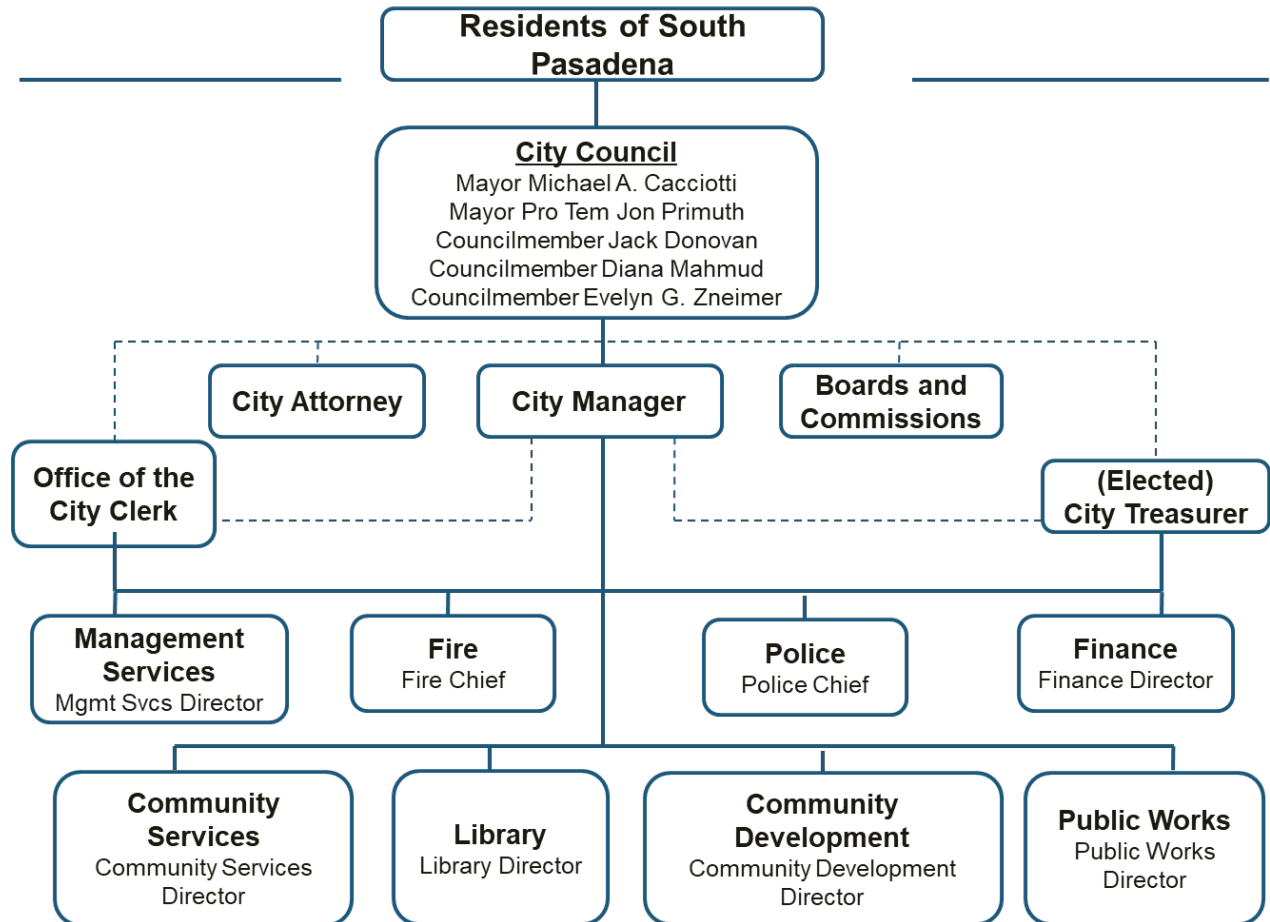
consists of 3.44 square miles of prime residential property. In 1876, unimproved land with water was selling from \$75 to \$150 an acre. Today a vacant lot in South Pasadena can be sold for more than \$200,000.

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 the 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 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.

Municipal Organizational Chart



City Manager's Budget Message

Fiscal Year 2022-23

FORTHCOMING

Will be released following the May 25th Council budget workshop.

FY21/22 Fund Balance - Projected

Fund	Description	06/30/21 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/22 Year- End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		34,814,461	30,635,139	4,179,322	
	Capital			-	-	
	Transfers/Interfund Loans		-	5,874,439	(5,874,439)	
	Reserves					
	Undesignated	15,968,365			-	14,273,247
	Arroyo Golf Course / Bike Trail	600,000			-	600,000
	CalTrans Vacant Lot Purchases	392,000			-	392,000
	Legal Reserve	500,000			-	500,000
	Library Expansion	200,000			-	200,000
	Maint. Yard / Comm. Ctr	267,067			-	267,067
	Renewable Energy Sources Reserve	700,000			-	700,000
	Retiree Pension Reserve	500,000		500,000	(500,000)	-
	Retiree Medical Reserve	500,000		500,000	(500,000)	-
	Tree Replacement	-			-	-
	Storm Water	600,000			-	600,000
	Library Park Drainage Reserve	22,000			-	22,000
	Financial Sustainability Reserve	900,000			-	900,000
	Slater Reimbursement Reserve	345,876			-	345,876
	Vehicle Replacement Reserve	100,000			-	100,000
	SR-110 Interchange Proj (Rogan Fund Match)	1,410,000		-	-	1,410,000
	Cell Tower Revenue Reserve	-	4,374,439		4,374,439	4,374,439
	Assigned Reserves					
	Stables CIP Reserve	20,739			-	20,739
	Nonspendable					
	Advances to other funds	450,000			-	450,000
	Inventory	5,083			-	5,083
101	General Fund Total	\$ 23,481,130	\$ 39,188,900	\$ 37,509,578	\$ 1,679,322	\$ 25,160,451
103	Insurance Fund	(742,387)	2,655,245	2,083,045	572,200	(170,187)
104	Street Improvements Program	2,520,208	-	15,500	(15,500)	2,504,708
105	Facilities & Equip. Replacement	2,574,719	1,000	658,500	(657,500)	1,917,219
106	Technology Surcharge	3,126	4,000	-	4,000	7,126
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	1,493,431	541,611	358,309	183,302	1,676,733
207	Prop "C"	1,076,101	475,442	351,496	123,946	1,200,047
208	TEA/Metro	169,094	-	18,100	(18,100)	150,994
210	Sewer	4,769,349	2,165,551	1,381,752	783,799	5,553,148
211	CTC Traffic Improvement	(23)	23	-	23	0
215	Street Light & Landscape	428,350	977,953	1,131,544	(153,591)	274,759
217	Public, Educ. & Gov't. Fund	181,680	19,000	-	19,000	200,680
218	Clean Air Act	120,248	34,700	5,000	29,700	149,948
220	Business Improvement Tax	2,011	78,530	108,000	(29,470)	(27,459)
223	Gold Line Mitigation Fund	63,213	-	-	-	63,213
226	Mission Meridian Public Garage	(353,004)	-	10,000	(10,000)	(363,004)

Fund	Description	06/30/21 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/22 Year- End Fund Balance
228	Housing Authority	78,563	22,428	400	22,028	100,591
230	State Gas Tax	931,133	628,563	666,075	(37,512)	893,621
232	County Park Bond	(173,785)	336,431	41,500	294,931	121,146
233	Measure R	1,071,145	329,831	31,773	298,058	1,369,203
236	Measure M	1,338,684	369,475	13,404	356,071	1,694,755
237	Road Maint. & Rehab. Acct.	715,650	499,149	-	499,149	1,214,799
238	MSRC Grant	(150,000)	30,000	-	30,000	(120,000)
239	Measure W	123,877	229,227	229,227	-	123,877
241	Measure H	(74,454)	-	-	-	(74,454)
242	Prop C Exchange	58,096	-	10,000	(10,000)	48,096
245	Bike & Pedestrian Paths	1	4,828	-	4,828	4,829
248	BTA Grants	(416,948)	-	-	-	(416,948)
249	Open Streets Grant	(24,914)	448,340	200,000	248,340	223,426
255	Capital Growth	549,174	40,000	-	40,000	589,174
260	CDBG	53,000	66,514	42,000	24,514	77,514
270	Asset Forfeiture	221,095	-	20,000	(20,000)	201,095
272	Police Grants - State (COPS)	486,423	102,500	101,000	1,500	487,923
274	Homeland Security Grant	(21,011)	-	-	-	(21,011)
275	Park Impact Fees	853,882	166,000	-	166,000	1,019,882
276	Historic Preservation Grant	5,102	40,000	-	40,000	45,102
277	HSIP Grant	(44,701)	-	-	-	(44,701)
278	Housing Element Grant	150,000	-	-	-	150,000
295	Arroyo Seco Golf Course	2,017,136	1,269,800	1,240,728	29,072	2,046,208
310	Sewer Capital Projects	(633,430)	425,808	185,000	240,808	(392,622)
327	2000 Tax Allocation Bonds	924,867	-	-	-	924,867
500	Water	72,811,450	11,624,715	9,603,584	2,021,131	74,832,581
503	Water Efficiency Fund	925,422	237,176	176,861	60,315	985,737
505	2016 Water Revenue Bonds	(33,620,794)	2,446,638	2,546,250	(99,613)	(33,720,406)
506	SRF Loan - Water	(90,562)	132,483	51,280	81,203	(9,359)
510	Water & Sewer Impact Fees	981,112	200,000	-	200,000	1,181,112
550	Public Financing Authority	(4,543,038)	556,188	152,000	404,188	(4,138,850)
927	Redev. Obligations Trust Fund	155,695	195,800	195,800	-	155,695
		56,934,032	27,354,949	21,628,127	5,726,822	62,660,854
227	Successor Agency to CRA	(635,170)	195,800	40,800	155,000	(480,170)
	Successor Agency Total	(635,170)	195,800	40,800	155,000	(480,170)
	TOTAL CITY & CRA	79,779,992	66,739,649	59,178,506	7,561,143	87,341,135

FY22/23 Fund Balance

Fund	Description	06/30/22 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/23 Year-End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		36,129,935	34,413,264	1,716,671	
	Capital			795,000	(795,000)	
	Transfers/Interfund Loans		-	383,079	(383,079)	
	Reserves					
	Undesignated	14,423,247			-	14,961,839
	Arroyo Golf Course / Bike Trail	600,000			-	600,000
	CalTrans Vacant Lot Purchases	392,000			-	392,000
	Legal Reserve	500,000			-	500,000
	Library Expansion	200,000			-	200,000
	Maint. Yard / Comm. Ctr	267,067			-	267,067
	Renewable Energy Sources Reserve	700,000			-	700,000
	Retiree Pension Reserve	-			-	-
	Retiree Medical Reserve	-			-	-
	Tree Replacement	-			-	-
	Storm Water	600,000			-	600,000
	Library Park Drainage Reserve	22,000			-	22,000
	Financial Sustainability Reserve	900,000			-	900,000
	Slater Reimbursement Reserve	345,876			-	345,876
	Vehicle Replacement Reserve	100,000		-	-	100,000
	SR-110 Interchange Proj (Rogan Fund Match)	1,410,000	-	338,483	(338,483)	1,071,517
	Assigned Reserves					
	Stables CIP Reserve	20,739			-	20,739
	Mental Health Reserve	200,000			-	200,000
	Nonspendable					
	Advances to other funds	100,000			-	100,000
	Inventory	5,083	-	-	-	5,083
101	General Fund Total	\$20,786,012	\$ 36,129,935	\$ 35,929,826	\$ 200,109	\$20,986,121
103	Insurance Fund	(170,187)	2,940,000	2,364,071	575,929	405,742
104	Street Improvements Program	2,504,708	-	-	-	2,504,708
105	Facilities & Equip. Replacement	1,917,219	1,000	1,014,000	(1,013,000)	904,219
106	Technology Surcharge	7,126	15,000	-	15,000	22,126
108	SR110 General Fund Reserve	-	338,483	338,483	-	-
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	1,676,733	656,217	786,453	(130,236)	1,546,497
207	Prop "C"	1,200,047	568,430	607,785	(39,355)	1,160,692
208	TEA/Metro	150,994	-	-	-	150,994
210	Sewer	5,553,148	2,165,551	2,036,174	129,377	5,682,525
211	CTC Traffic Improvement	0	-	-	-	0
215	Street Light & Landscape	274,759	1,292,079	1,566,839	(274,760)	(0)
217	Public, Educ. & Gov't. Fund	200,680	11,000	-	11,000	211,680
218	Clean Air Act	149,948	34,700	-	34,700	184,648
220	Business Improvement Tax	(27,459)	86,500	110,500	(24,000)	(51,459)
223	Gold Line Mitigation Fund	63,213	-	-	-	63,213
226	Mission Meridian Public Garage	(363,004)	-	15,000	(15,000)	(378,004)

Fund	Description	06/30/22 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/23 Year-End Fund Balance
228	Housing Authority	100,591	45,528	11,700	33,828	134,419
230	State Gas Tax	893,621	757,620	1,291,418	(533,798)	359,823
232	County Park Bond	121,146	470,000	97,500	372,500	493,646
233	Measure R	1,369,203	399,573	367,415	32,158	1,401,361
234	LACMTA Measure M MAT	-	475,000	475,000	-	-
236	Measure M	1,694,755	448,516	417,415	31,101	1,725,855
237	Road Maint. & Rehab. Acct.	1,214,799	592,093	585,093	7,000	1,221,799
238	MSRC Grant	(120,000)	-	-	-	(120,000)
239	Measure W	123,877	251,179	295,270	(44,091)	79,786
240	Measure M MSP	-	250,000	250,000	-	-
241	Measure H	(74,454)	-	57,083	(57,083)	(131,538)
242	Prop C Exchange	48,096	-	-	-	48,096
245	Bike & Pedestrian Paths	4,829	24,172	25,000	(828)	4,001
247	SGVCOG Grants	-	50,000	50,000	-	-
248	BTA Grants	(416,948)	-	-	-	(416,948)
249	Open Streets Grant	223,426	-	-	-	223,426
255	Capital Growth	589,174	40,000	450,000	(410,000)	179,174
260	CDBG	77,514	463,213	122,553	340,660	418,174
270	Asset Forfeiture	201,095	-	60,000	(60,000)	141,095
272	Police Grants - State (COPS)	487,923	102,500	130,000	(27,500)	460,423
274	Homeland Security Grant	(21,011)	44,369	1,240	43,129	22,118
275	Park Impact Fees	1,019,882	166,000	825,000	(659,000)	360,882
276	Historic Preservation Grant	45,102	-	-	-	45,102
277	HSIP Grant	(44,701)	554,365	554,365	-	(44,701)
278	Housing Element Grant	150,000	-	-	-	150,000
295	Arroyo Seco Golf Course	2,046,208	1,634,600	2,048,815	(414,215)	1,631,993
310	Sewer Capital Projects	(392,622)	425,808	425,808	-	(392,622)
327	2000 Tax Allocation Bonds	924,867	-	-	-	924,867
500	Water	74,832,581	15,008,595	12,513,845	2,494,750	77,327,331
503	Water Efficiency Fund	985,737	265,000	210,395	54,605	1,040,342
505	2016 Water Revenue Bonds	(33,720,406)	2,448,838	2,501,050	(52,212)	(33,772,618)
506	SRF Loan - Water	(9,359)	-	264,966	(264,966)	(274,325)
510	Water & Sewer Impact Fees	1,181,112	200,000	-	200,000	1,381,112
550	Public Financing Authority	(4,138,850)	-	531,676	(531,676)	(4,670,525)
927	Redev. Obligations Trust Fund	155,695	196,500	196,500	-	155,695
		62,660,854	33,422,429	33,598,413	(175,984)	62,484,869
227	Successor Agency to CRA	(480,170)	196,500	196,500	-	(480,170)
	Successor Agency Total	(480,170)	196,500	196,500	-	(480,170)
	TOTAL CITY & CRA	82,966,696	69,748,864	69,724,739	24,125	82,990,821

Revenue Detail

Acct	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
		2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
4000-000	Property Tax - Current Secured	11,146,277	11,578,594	12,386,279	12,002,763	12,959,865	13,425,000
4010-000	Property Tax - Unsecured	753,045	115,324	747,188	420,711	420,711	416,300
4015-000	Property Tax - Residual SA	-	133,780	101,674	135,000	135,000	135,000
4020-000	Property Tax - Prior Years	(56,597)	(29,505)	(23,528)	(25,000)	(25,000)	(25,000)
4030-000	Property Tax - Int & Pen	33,417	35,319	45,544	30,000	30,000	30,000
4035-000	Property Tax - Postponement	-	-	18,790	-	-	-
4040-000	Highway Rental	114,707	117,783	112,115	120,000	112,114	112,114
4050-000	Homeowners Exemption	62,175	60,796	58,805	60,000	60,000	60,000
4060-000	Supplemental - Sec/Unsec	333,952	333,877	320,286	310,000	310,000	310,000
5002-000	Motor Vehicle In Lieu Adj.	2,981,222	3,145,589	3,318,155	3,436,613	3,445,099	3,676,954
	Property Tax	15,368,198	15,491,557	17,085,308	16,490,087	17,447,789	18,140,368
4150-000	Library Special Tax	330,941	342,237	347,931	357,170	357,170	360,000
	Assessments & Special Taxes	330,941	342,237	347,931	357,170	357,170	360,000
4200-000	Sales & Use Tax	2,252,037	2,149,095	2,860,404	2,270,228	2,508,548	2,592,000
4200-002	Sales Tax - Measure A	-	412,661	2,259,171	2,244,000	2,762,000	2,874,000
4201-000	Supplemental - Prop 172 Sales Tax	311,080	302,718	326,764	322,485	331,290	340,000
	Sales Tax	2,563,117	2,864,474	5,446,338	4,836,713	5,601,838	5,806,000
4230-001	Utility Tax - Water	672,023	774,712	960,932	800,000	960,000	1,079,703
4230-002	Utility Tax - Electric	1,179,074	1,429,355	1,562,810	1,330,000	2,000,000	2,000,000
4230-003	Utility Tax - Gas	496,814	450,337	489,887	453,000	500,000	570,000
4230-004	Utility Tax - Telephone	649,905	584,161	410,435	600,000	600,000	400,000
4230-006	Utility Tax - Cable	230,504	206,889	314,466	200,000	200,000	250,000
	Utility Users Tax	3,228,320	3,445,454	3,738,531	3,383,000	4,260,000	4,299,703
4210-001	Franchise - Refuse	514,724	556,224	553,981	567,350	567,350	567,350
4210-002	Franchise - Cable TV	290,940	185,465	228,125	226,000	226,000	226,000
4210-003	Franchise - Electric	150,085	-	155,020	159,650	159,650	159,650
4210-004	Franchise - Gas	46,659	53,149	58,579	54,000	54,000	54,000
4220-000	Real Property Transfer	130,503	155,292	204,703	162,000	205,000	210,000
	Other Taxes	1,132,910	950,130	1,200,408	1,169,000	1,212,000	1,217,000
4400-000	Business License	391,461	359,324	386,163	350,000	434,000	434,000
4405-000	Business License SB1186 Fee	10,112	9,445	9,779	9,000	9,000	9,000
4420-000	Bus Lic Penalties & Trans	8,192	16,075	6,011	5,000	5,000	5,000
4440-000	Tobacco Retail Permit	600	480	240	480	480	480
4460-000	Parking Permits	352,207	360,898	283,235	350,000	350,000	350,000
4445-000	Filming Permits	75,300	67,487	80,498	60,000	60,000	60,000
4465-001	Fire Permits	4,941	5,015	14,418	4,000	4,000	4,000
4470-001	Grading Permits	-	362	-	300	300	300
4470-002	Street / Curb Permits	33,190	27,117	27,793	30,000	30,000	30,000
4470-004	Street Closure Permits	4,271	5,672	-	3,000	3,000	3,000
4470-005	Newsrack Permits	836	573	-	500	500	500
4480-000	FOG Wastewater Permit	11,450	9,248	142	7,000	7,000	7,000
	Licenses & Permits	892,560	861,697	808,280	819,280	903,280	903,280
4600-000	Vehicle Code Fines	66,759	46,821	34,108	55,000	55,000	30,000
4610-000	Parking Citations	262,525	207,821	100,057	200,000	200,000	100,000
4620-000	Other Court Fines	10,353	9,959	9,284	10,000	10,000	10,000
	Fines & Forfeitures	339,636	264,601	143,449	265,000	265,000	140,000
4800-000	Interest Income	284,778	299,006	238,731	125,000	85,000	181,000
4802-000	Gain / Loss on Investments	10,702	7,853	25,833	-	-	-
4805-000	Unrealized Gain / Loss	202,872	201,885	(261,442)	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	3,646	2,250	4,665	3,000	3,000	3,000
4820-000	Rental - Stables	81,907	73,149	106,240	100,000	100,000	100,000
4820-001	Rental - Stables - CIP Rsv	20,739	7,678	48,693	55,000	55,000	55,000
4825-000	Rental - Tennis	81,900	63,700	77,700	75,600	75,600	75,600
4825-001	Rental - Tennis - CIP Rsv	-	700	4,900	8,400	8,400	8,400
4830-001	Rental - Cellular Site	-	-	4,374,440	-	-	-
4830-002	Rental - Cell Phone Site	34,665	44,536	23,013	-	-	-

Acct	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
		2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
4830-003	Rental - Cell Site - AT&T	23,038	32,392	15,062	-	-	-
4830-004	Cell Phone - CW/Bilicke	38,474	33,142	20,188	-	-	-
4830-005	Cell Phone - Verizon - San Pascual	28,619	29,477	17,524	-	-	-
4830-006	Cell Phone - Cingular OG	44,560	36,538	14,617	-	-	-
4830-009	Cell Phone - Cingular ASP	38,386	35,187	16,090	-	-	-
4830-010	Cell Phone - Verizon - MH	21,718	22,309	10,416	-	-	-
4840-000	Rental - War Memorial Building	50,765	26,146	(600)	40,000	40,000	50,000
4850-000	Rental - Eddie Park	4,676	3,541	-	3,000	3,000	3,000
4860-000	Rental - Library Comm Room	14,863	11,108	2,954	2,000	2,000	2,000
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	1,900	2,616	-	2,000	2,000	3,000
4890-000	Rental - Farmer's Market	16,456	5,625	11,662	5,000	5,000	5,000
4891-000	Rental - Orange Grove	4,644	2,861	-	2,500	2,500	2,500
4892-000	Rental - Misc	30,516	36,784	35,730	5,000	5,000	5,000
4893-000	Rental - Batting Cages	13,061	9,787	1,153	8,000	8,000	10,000
4894-000	Rental - Youth House	4,190	1,712	-	4,000	4,000	5,000
Use of Money & Property		1,057,074	989,984	4,787,570	438,500	398,500	492,500
5000-000	Motor Vehicle In Lieu	-	20,772	-	-	-	-
5400-000	Sale of Property	856	1,167	993	-	-	-
5020-000	State Reimb - Police Training	8,570	14,700	12,562	30,000	30,000	30,000
5030-000	State Mandated Cost	62	-	-	-	-	-
5071-003	Miscellaneous Grants	263,258	500	273,820	-	-	-
5071-005	Non-Federal Grants - Pub. Work:	414,694	-	-	-	-	-
5071-007	Misc Federal Grant	-	-	328,205	-	-	-
5073-001	Grants-Police	23,739	-	6,712	-	-	-
5073-002	Grants-Fire	-	27,100	-	-	-	-
5077-003	Metro Gold Line Authority	-	-	-	-	-	-
5310-001	Fire Interagency Support Reimb	-	-	332,914	315,000	315,000	315,000
Revenue From Other Agencies		711,179	64,239	955,205	345,000	345,000	345,000
5150-001	Business License App Fee	17,783	25,092	23,741	15,000	15,000	15,000
5150-002	Non Sufficient Fund Chg	340	294	105	300	300	300
Current Services-Finance		18,123	25,386	23,846	15,300	15,300	15,300
5200-001	Community Development Misc Fee	7,647	15,812	-	20,000	20,000	20,000
5200-002	Planning Fees	126,542	256,431	232,459	659,000	659,000	680,000
5200-003	Plan Check	300,717	350,036	334,541	300,000	400,000	475,000
5200-004	Building Permits	420,639	396,542	459,335	500,000	450,000	460,000
5200-007	Administrative Citations	700	1,200	1,545	1,200	1,200	1,200
Current Services-Planning & Building		856,245	1,020,020	1,027,880	1,480,200	1,530,200	1,636,200
5220-001	Engineering Fees - Misc	81,445	159,689	140,208	100,000	50,000	60,000
5220-002	Engineering Plan Check	700	2,786	345	2,500	2,500	2,500
5223-000	NPDES	136,577	101,720	78,305	90,000	90,000	90,000
5224-000	Public Works - Filming	-	1,295	-	-	-	-
Current Services-Public Works		218,723	265,489	218,859	192,500	142,500	152,500
5230-001	Police Special Svcs	4,036	10,926	189,262	5,000	5,000	5,000
5230-004	Vehicle Impound Fees	34,428	30,971	14,418	20,000	20,000	20,000
5230-005	Police Svcs - Filming	190,960	207,875	285,925	150,000	150,000	215,000
5280-001	Animal Control Fees	893	857	163	800	800	800
Current Services-Police		230,317	250,629	489,768	175,800	175,800	240,800
5255-000	Passport Services	15,387	14,646	301	10,000	10,000	7,000
Current Services-Library		15,387	14,646	301	10,000	10,000	7,000
5260-002	Library Fines	48,868	30,190	575	-	-	-
5260-003	Library Replacements	3,609	2,950	763	2,000	2,000	5,000
Current Services-Library		52,477	33,139	1,337	2,000	2,000	5,000

Acct	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
		2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
5265-002	Sr. Citizens Classes	20,483	17,436	41	15,000	15,000	28,000
5265-003	Sr. Citizens Membership	10,430	8,335	1,885	6,000	6,000	7,500
5265-004	Sr. Citizens Bus Trips	3,694	2,605	(40)	2,000	2,000	3,000
5265-005	Snr. Citizens Center Programs	2,150	1,104	300	1,000	1,000	1,000
5265-006	Bingo - Coffee - Med. I.D.	1,163	897	-	1,200	1,200	500
5270-001	Camp Med Fees	392,712	238,880	11,218	230,000	275,000	430,400
5270-002	Recreation Classes	168,097	108,560	195,086	100,000	210,000	250,000
5270-003	Special Events	10,435	10,262	4,897	10,000	10,000	10,000
5270-004	MTA Bus Pass - General	-	-	-	-	-	-
5270-005	Park/Field Reservations	60,680	26,035	7,296	50,000	75,000	60,000
5270-007	Adult Sports	-	-	-	-	-	-
5270-008	Concerts in the Park	8,000	-	-	-	-	10,000
5270-009	War Memorial Kitchen	3,075	2,500	-	2,500	2,500	2,500
Current Services-Community Services		680,920	416,614	220,684	417,700	597,700	802,900
5289-001	Fire Dept - Filming	111,685	113,240	134,098	100,000	100,000	100,000
5289-002	Fire Dept - Plan Check	55,018	57,987	41,646	45,000	45,000	45,000
5289-007	Fire Dept - Inspection	-	56,335	114,883	60,000	60,000	60,000
5290-001	Paramedic Fees	609,334	680,353	599,057	650,000	650,000	650,000
5300-000	Paramedic Subscriptions	18,770	27,560	27,108	27,500	27,500	27,500
5302-000	Fire Command Reimbursements	142,129	23,994	180,143	100,000	100,000	100,000
5305-001	Fire Miscellaneous	73,214	449	12	-	-	-
Current-Services-Fire		1,010,150	959,918	1,096,947	982,500	982,500	982,500
Current-Services-ALL		3,082,342	2,985,842	3,079,621	3,276,000	3,456,000	3,842,200
5420-000	Workers Comp Reimb	37,479	-	72,416	-	-	-
5425-000	Gen. Liability Insurance Reimb	40,695	-	-	-	-	-
5430-000	Damage to City Property	(18,123)	7,430	1,301	-	-	-
5440-000	Candidate Filing Fee	100	-	1,571	-	-	-
5460-000	Recycling Revenue	39,234	12,238	2,850	5,000	5,000	5,000
5460-001	Recycling Container	19,309	-	-	-	-	-
5490-000	Cash Over/Short	81	(764)	42	-	-	-
5501-001	Donations - Misc	66	70	3	-	-	-
5501-003	Donations - Senior Meals	29,901	2,806	23,913	54,000	54,000	54,000
5501-005	Donations - Library	-	-	-	-	-	-
5505-000	Miscellaneous	105,334	37,529	68,511	25,000	20,000	20,000
5505-001	Duplication Fees	4,979	7,698	8,394	4,000	4,000	4,000
5510-000	Credit Card Transaction Fee	-	7,360	6,337	1,500	1,500	1,500
5550-000	Prior Year Adjustment	(2,389,820)	(0)	-	-	-	-
Other Revenue		(2,130,764)	74,367	185,338	89,500	84,500	84,500
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022
5640-000	Reimbursement-Water Fund	414,362	414,362	414,362	414,362	414,362	414,362
Reimbursements From Other Funds		483,384	483,384	483,384	483,384	483,384	483,384
101 - GENERAL FUND TOTAL		27,058,896	28,817,965	38,261,363	31,952,634	34,814,461	36,129,935
5410-000	Insurance Reimbursement - WC	-	77,299	53,052	75,000	75,000	80,000
5410-001	Insurance Reimbursement - GL	-	48,231	454,257	50,000	50,000	55,000
5420-000	Internal Service Charge - WC	-	671,573	681,985	730,245	730,245	765,000
5425-000	Internal Service Charge - GL	-	415,312	-	1,800,000	1,800,000	2,040,000
Other Revenue		-	1,212,415	1,189,294	2,655,245	2,655,245	2,940,000
9911-000	Transfers from Other Fund	269,956	140,000	1,227,250	-	-	-
Transfers In		269,956	140,000	1,227,250	-	-	-
103 - INSURANCE FUND TOTAL		269,956	1,352,415	2,416,544	2,655,245	2,655,245	2,940,000
5505-000	Miscellaneous	-	4,000	-	-	-	-
5550-000	Prior Year Adjustment	1,300,000	-	-	-	-	-
Other Revenue		1,300,000	4,000	-	-	-	-
9911-000	Transfers from Other Fund	1,100,000	965,000	509,948	-	-	-
Transfers In		1,100,000	965,000	509,948	-	-	-
104 - STREET IMPROVEMENTS PROGRAM FUND TOTAL		2,400,000	969,000	509,948	-	-	-

Acct	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
4800-000	Interest Income	5,823	23,208	10,423	1,000	1,000	1,000
	Use of Money & Property	5,823	23,208	10,423	1,000	1,000	1,000
5550-000	Prior Year Adjustment	1,006,584	-	-	-	-	-
	Other Revenue	1,006,584	-	-	-	-	-
9911-000	Transfers from Other Fund	546,000	825,000	784,679	-	-	-
	Transfers In	546,000	825,000	784,679	-	-	-
	105 - FACILITIES & EQUIP REPLACEMENT TOTAL	1,558,407	848,208	795,102	1,000	1,000	1,000
5520-000	Technology Surcharge	-	-	3,126	-	4,000	15,000
	Other Revenue	-	-	3,126	-	4,000	15,000
	106 - TECHNOLOGY SURCHARGE TOTAL	-	-	3,126	-	4,000	15,000
9911-000	Transfers from Other Fund	-	-	-	-	-	338,483
	Transfers In	-	-	-	-	-	338,483
	108 - SR110 GENERAL FUND RESERVE TOTAL	-	-	-	-	-	338,483
4200-000	Sales & Use Tax	521,818	505,425	528,052	514,111	514,111	626,217
	Sales Tax	521,818	505,425	528,052	514,111	514,111	626,217
4800-000	Interest Income	25,696	30,002	18,059	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	416	391	1,271	-	-	-
4805-000	Unrealized Gain / Loss	7,894	14,595	(12,865)	-	-	-
	Use of Money & Property	34,006	44,988	6,466	10,000	10,000	10,000
5266-000	Dial - A - Ride Charges	5,079	2,787	1,671	5,000	5,000	5,000
	Charges for Current Services	5,079	2,787	1,671	5,000	5,000	5,000
5500-000	MTA Bus Pass - Senior	4,844	3,040	160	500	500	5,000
5504-000	Prop A - NTD Disc. Incentive	-	12,156	30,364	12,000	12,000	10,000
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	20	-	-	-	-	-
	Other Revenue	4,864	15,196	30,524	12,500	12,500	15,000
	205 - LOCAL TRANSIT RETURN "A" TOTAL	565,766	568,396	566,713	541,611	541,611	656,217
4200-000	Sales & Use Tax	432,833	419,251	438,000	426,442	426,442	519,430
	Sales Tax	432,833	419,251	438,000	426,442	426,442	519,430
4800-000	Interest Income	17,292	22,104	12,329	9,000	9,000	9,000
4802-000	Gain / Loss on Investments	275	296	847	-	-	-
4805-000	Unrealized Gain / Loss	5,210	11,047	(8,571)	-	-	-
	Use of Money & Property	22,777	33,447	4,605	9,000	9,000	9,000
4460-001	Parking Revenue	45,775	39,021	2,164	40,000	40,000	40,000
	Charges for Current Services	45,775	39,021	2,164	40,000	40,000	40,000
	207 - LOCAL TRANSIT RETURN "C" TOTAL	501,385	491,719	444,769	475,442	475,442	568,430
4800-000	Interest Income	14,255	10,843	2,375	-	-	-
4802-000	Gain / Loss on Investments	207	107	138	-	-	-
4805-000	Unrealized Gain / Loss	3,920	3,990	(1,400)	-	-	-
	Use of Money & Property	18,382	14,940	1,114	-	-	-
5077-041	MTA Grant - Ped. Improv. - LTF	-	-	-	-	-	-
	Revenue From Other Agencies	-	-	-	-	-	-
	208 - TEA/METRO TOTAL	18,382	14,940	1,114	-	-	-
4800-000	Interest Income	112,962	124,084	68,264	60,000	60,000	60,000
4802-000	Gain / Loss on Investments	2,025	1,609	4,810	-	-	-
4805-000	Unrealized Gain / Loss	38,383	60,000	(48,674)	-	-	-
	Use of Money & Property	153,370	185,693	24,399	60,000	60,000	60,000

Acct	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
5310-000	Sewer Service Charges	1,627,051	1,959,372	2,108,764	2,100,551	2,100,551	2,100,551
5315-000	Penalty - Sewer	5,978	3,071	-	5,000	5,000	5,000
5335-000	Water Impact Fees	(160,907)	-	-	-	-	-
	Charges for Current Services	1,472,121	1,962,443	2,108,764	2,105,551	2,105,551	2,105,551
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
	Other Revenue	-	-	-	-	-	-
	210 - SEWER TOTAL	1,625,491	2,148,137	2,133,163	2,165,551	2,165,551	2,165,551
5071-006	Federal Grant - Rogan HR 5394	108	-	-	-	-	-
	Revenue From Other Agencies	108	-	-	-	-	-
9911-000	Transfers from Other Fund	-	-	-	23	23	-
	Transfers In	-	-	-	23	23	-
	211 - CTC TRAFFIC IMPROVEMENT TOTAL	108	-	-	23	23	-
4100-000	Street Light Assessments	893,205	890,461	892,903	900,000	900,000	900,000
	Assessments & Special Taxes	893,205	890,461	892,903	900,000	900,000	900,000
4800-000	Interest Income	5,018	3,834	1,862	4,000	4,000	4,000
	Use of Money & Property	5,018	3,834	1,862	4,000	4,000	4,000
5430-000	Damage to City Property	-	-	-	-	-	-
5501-012	Donations - Tree Dedications	4,476	11,727	13,536	10,000	5,000	5,000
	Other Revenue	4,476	11,727	13,536	10,000	5,000	5,000
9911-000	Transfers from Other Fund	25,000	200,597	-	68,953	68,953	383,079
	Transfers In	25,000	200,597	-	68,953	68,953	383,079
	215 - STREET LIGHT & LANDSCAPE TOTAL	927,698	1,106,620	908,301	982,953	977,953	1,292,079
4800-000	Interest Income	2,811	2,398	822	1,000	1,000	1,000
	Use of Money & Property	2,811	2,398	822	1,000	1,000	1,000
5250-000	PEG Fees	7,104	23,744	9,074	18,000	18,000	10,000
	Revenue From Other Agencies	7,104	23,744	9,074	18,000	18,000	10,000
	217 - PUBLIC, EDUC., & GOV'T. TOTAL	9,915	26,142	9,896	19,000	19,000	11,000
4800-000	Interest Income	3,621	3,285	1,697	1,500	1,500	1,500
4802-000	Gain / Loss on Investments	58	36	121	-	-	-
4805-000	Unrealized Gain / Loss	1,097	1,326	(1,224)	-	-	-
	Use of Money & Property	4,776	4,646	594	1,500	1,500	1,500
5082-000	AB 2766 (SCAQMD) Fees	33,784	33,136	33,243	33,200	33,200	33,200
	Revenue From Other Agencies	33,784	33,136	33,243	33,200	33,200	33,200
	218 - CLEAN AIR ACT TOTAL	38,561	37,782	33,836	34,700	34,700	34,700
4800-000	Interest Income	1,380	85	20	500	500	500
	Use of Money & Property	1,380	85	20	500	500	500
5412-000	Business Improvement Tax	61,654	53,771	67,454	55,790	55,790	60,000
5412-001	BIT - Filming Permits	29,747	26,615	30,086	22,240	22,240	26,000
	Other Revenue	91,401	80,386	97,540	78,030	78,030	86,000
	220 - BUSINESS IMPROVEMENT TAX TOTAL	92,781	80,471	97,560	78,530	78,530	86,500
4800-000	Interest Income	1,239	966	299	-	-	-
	Use of Money & Property	1,239	966	299	-	-	-
	223 - GOLD LINE MITIGATION FUND TOTAL	1,239	966	299	-	-	-

Acct	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
4875-000	Rental - MMV Parking	(3,440)	3,685	-	-	-	-
	Use of Money & Property	(3,440)	3,685	-	-	-	-
	226 - MISSION MERIDIAN PUBLIC GARAGE TOTAL	(3,440)	3,685	-	-	-	-
4800-000	Interest Income	4,398	2,901	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4880-000	Rental - Nursery Property	-	-	-	-	-	-
	Use of Money & Property	4,398	2,901	-	-	-	-
9911-000	Transfers from Other Fund	195,617	193,809	196,639	195,800	195,800	196,500
	Transfers In	195,617	193,809	196,639	195,800	195,800	196,500
	227 - SA-CRA TOTAL	200,014	196,710	196,639	195,800	195,800	196,500
4800-000	Interest Income	1,719	1,868	1,007	-	-	-
4802-000	Gain / Loss on Investments	27	24	68	-	-	-
4805-000	Unrealized Gain / Loss	506	894	(693)	-	-	-
4810-000	Rental - Arroyo House	8,569	8,350	9,513	10,428	10,428	10,428
4880-000	Rental - Nursery/Theater Propert	11,000	12,000	11,000	12,000	12,000	35,100
	Use of Money & Property	21,821	23,136	20,896	22,428	22,428	45,528
	228 - HOUSING AUTHORITY TOTAL	21,821	23,136	20,896	22,428	22,428	45,528
4800-000	Interest Income	25,064	24,463	12,314	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	387	304	842	-	-	-
4805-000	Unrealized Gain / Loss	7,343	11,354	(8,518)	-	-	-
	Use of Money & Property	32,794	36,121	4,638	10,000	10,000	10,000
5038-000	State Gas Tax - 2103	87,016	180,969	170,923	197,422	197,422	252,804
5039-000	State Gas Tax - 2105	142,910	133,878	130,520	145,027	145,027	165,606
5040-000	State Gas Tax - 2106	90,024	80,727	77,965	85,667	85,667	96,966
5050-000	State Gas Tax - 2107	179,725	169,046	160,651	184,447	184,447	226,244
5060-000	State Gas Tax - 2107.5	6,000	6,000	21,964	6,000	6,000	6,000
5070-000	State Gas Tax - SB1	29,373	29,505	-	-	-	-
	Revenue From Other Agencies	535,049	600,126	562,024	618,563	618,563	747,620
5535-000	Loader Fee - Athens	-	-	-	-	-	-
	Other Revenue	-	-	-	-	-	-
	230 - STATE GAS TAX TOTAL	567,843	636,247	566,662	628,563	628,563	757,620
4800-000	Interest Income	2,108	-	-	-	-	-
	Use of Money & Property	2,108	-	-	-	-	-
5084-006	County Park Bond - (Prop A)	-	33,014	-	265,931	265,931	400,000
5084-008	County Park Bond - Maint	41,294	4,553	-	70,500	70,500	70,000
	Revenue From Other Agencies	41,294	37,567	-	336,431	336,431	470,000
	232 - COUNTY PARK BOND TOTAL	43,402	37,567	-	336,431	336,431	470,000
4200-000	Sales & Use Tax	324,718	313,988	328,956	319,831	319,831	389,573
	Sales Tax	324,718	313,988	328,956	319,831	319,831	389,573
4800-000	Interest Income	25,381	29,154	12,829	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	409	364	854	-	-	-
4805-000	Unrealized Gain / Loss	7,746	13,581	(8,642)	-	-	-
	Use of Money & Property	33,536	43,099	5,041	10,000	10,000	10,000
	233 - MEASURE R TOTAL	358,255	357,087	333,996	329,831	329,831	399,573
5071-000	LACMTA Measure M MAT	-	-	-	-	-	475,000
	Revenue From Other Agencies	-	-	-	-	-	475,000
	234 - LACMTA MEASURE M MAT TOTAL	-	-	-	-	-	475,000

Acct	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
4200-000	Sales & Use Tax	365,736	353,424	372,719	362,475	362,475	441,516
	Sales Tax	365,736	353,424	372,719	362,475	362,475	441,516
4800-000	Interest Income	14,543	21,705	15,422	7,000	7,000	7,000
4802-000	Gain / Loss on Investments	271	300	1,096	-	-	-
4805-000	Unrealized Gain / Loss	5,145	11,190	(11,090)	-	-	-
	Use of Money & Property	19,960	33,195	5,428	7,000	7,000	7,000
	236 - MEASURE M TOTAL	385,695	386,619	378,147	369,475	369,475	448,516
5070-000	State Gas Tax - SB1	490,158	454,560	474,939	492,149	492,149	585,093
	Sales Tax	490,158	454,560	474,939	492,149	492,149	585,093
4800-000	Interest Income	11,744	23,442	8,169	7,000	7,000	7,000
4802-000	Gain / Loss on Investments	267	338	515	-	-	-
4805-000	Unrealized Gain / Loss	5,057	12,606	(5,210)	-	-	-
	Use of Money & Property	17,067	36,386	3,474	7,000	7,000	7,000
	237 - ROAD MAINT. & REHAB. ACCT. TOTAL	507,225	490,946	478,413	499,149	499,149	592,093
5071-014	MSRC Grant	134,182	-	-	30,000	30,000	-
	Revenue From Other Agencies	134,182	-	-	30,000	30,000	-
	238 - MSRC GRANT TOTAL	134,182	-	-	30,000	30,000	-
5071-003	Miscellaneous Grant	-	-	273,748	229,227	229,227	251,179
	Revenue From Other Agencies	-	-	273,748	229,227	229,227	251,179
	239 - MEASURE W TOTAL	-	-	273,748	229,227	229,227	251,179
4200-000	Sales & Use Tax	-	-	-	-	-	250,000
	Sales Tax	-	-	-	-	-	250,000
	240 - MEASURE M MSP TOTAL	-	-	-	-	-	250,000
5230-007	Homeless Outreach Service	-	12,394	24,056	-	-	-
	Revenue From Other Agencies	-	12,394	24,056	-	-	-
	241 - MEASURE H TOTAL	-	12,394	24,056	-	-	-
5071-003	Miscellaneous Grants	-	-	204,264	-	-	-
	Revenue From Other Agencies	-	-	204,264	-	-	-
	242 - PROP C EXCHANGE TOTAL	-	-	204,264	-	-	-
4800-000	Interest Income	0	0	75	-	-	-
4802-000	Gain / Loss on Investments	-	-	8	-	-	-
4805-000	Unrealized Gain / Loss	0	-	(83)	-	-	-
	Use of Money & Property	0	0	0	-	-	-
5035-000	SB 821 State Grants	22,735	48,280	(10,252)	-	-	24,172
	Revenue From Other Agencies	22,735	48,280	(10,252)	-	-	24,172
9911-000	Transfers from Other Fund	-	-	-	4,828	4,828	-
	Transfers In	-	-	-	4,828	4,828	-
	245 - BIKE & PEDESTRIAN PATHS TOTAL	22,735	48,280	(10,251)	4,828	4,828	24,172
5071-000	SGVCOG Grants	-	-	-	-	-	50,000
	Revenue From Other Agencies	-	-	-	-	-	50,000
	247 - SGVCOG GRANTS TOTAL	-	-	-	-	-	50,000
5071-017	Mission St. Bikeway-BTA Grant	-	-	-	-	-	-
	Revenue From Other Agencies	-	-	-	-	-	-
	248 - BTA GRANTS TOTAL	-	-	-	-	-	-

Acct	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
5071-045	MSRC Grant - Golden Streets	-	-	-	-	-	-
5077-045	Metro Grant - Golden Streets	-	-	332,000	420,000	420,000	-
	Revenue From Other Agencies	-	-	332,000	420,000	420,000	-
9911-000	Transfers from Other Fund	-	-	-	14,170	14,170	-
	Transfers In	-	-	-	14,170	14,170	-
249	- OPEN STREETS GRANT TOTAL	-	-	332,000	434,170	434,170	-
4800-000	Interest Income	11,469	12,354	6,617	-	-	-
4802-000	Gain / Loss on Investments	179	157	445	-	-	-
4805-000	Unrealized Gain / Loss	3,398	5,848	(4,508)	-	-	-
	Use of Money & Property	15,046	18,360	2,554	-	-	-
5215-000	Growth Requirement - Resident	55,744	27,901	58,207	40,000	40,000	40,000
5216-000	Growth Requirement - Comm/ Indus	661	6,303	-	-	-	-
	Charges for Current Services	56,405	34,205	58,207	40,000	40,000	40,000
255	- CAPITAL GROWTH TOTAL	71,451	52,564	60,761	40,000	40,000	40,000
5075-032	Sr. Program - D99575	17,995	-	42,708	18,383	18,383	24,510
5075-049	ADA Sidewalk	115,076	-	-	216,567	-	312,660
5075-055	CDBG-CV Grant	-	-	53,000	23,617	23,617	98,043
	Revenue From Other Agencies	133,071	-	95,708	258,567	42,000	435,213
5501-003	Donations - Senior Meals	10,409	30,719	20,579	23,900	23,900	28,000
5550-000	Prior Year Adjustment	2,437	-	-	-	-	-
	Other Revenue	12,846	30,719	20,579	23,900	23,900	28,000
9911-000	Transfers from Other Fund	-	-	-	307	307	-
	Transfers In	-	-	-	307	307	-
260	- CDBG TOTAL	145,917	30,719	116,287	282,467	65,900	463,213
4800-000	Interest Income	136	1,394	2,465	-	-	-
4802-000	Gain / Loss on Investments	-	38	181	-	-	-
4805-000	Unrealized Gain / Loss	-	1,408	(1,832)	-	-	-
	Use of Money & Property	136	2,839	814	-	-	-
5075-001	Asset Forfeiture - DOJ	4,469	140,941	76,501	-	-	-
	Revenue From Other Agencies	4,469	140,941	76,501	-	-	-
270	- ASSET FORFEITURE TOTAL	4,604	143,780	77,315	-	-	-
4800-000	Interest Income	5,464	8,017	4,723	2,500	2,500	2,500
4802-000	Gain / Loss on Investments	86	110	298	-	-	-
4805-000	Unrealized Gain / Loss	1,622	4,105	(3,013)	-	-	-
	Use of Money & Property	7,172	12,231	2,008	2,500	2,500	2,500
5005-000	State Grant - COPS (AB3229)	100,000	155,948	156,727	100,000	100,000	100,000
	Revenue From Other Agencies	100,000	155,948	156,727	100,000	100,000	100,000
272	- POLICE GRANTS - STATE TOTAL	107,172	168,179	158,735	102,500	102,500	102,500
4800-000	Interest Income	-	-	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
	Use of Money & Property	-	-	-	-	-	-
273	- POLICE SUBVENTIONS - CLEEP TOTAL	-	-	-	-	-	-
4800-000	Interest Income	-	67	-	-	-	-
	Use of Money & Property	-	67	-	-	-	-
5036-000	Homeland Security Grant	4,319	-	-	-	-	44,369
	Revenue From Other Agencies	4,319	-	-	-	-	44,369
274	- HOMELAND SECURITY GRANT TOTAL	4,319	67	-	-	-	44,369

Acct	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
4800-000	Interest Income	9,367	9,414	3,831	6,000	6,000	6,000
	Use of Money & Property	9,367	9,414	3,831	6,000	6,000	6,000
5200-008	Park Impact Fees	164,071	187,167	164,527	160,000	160,000	160,000
	Charges for Current Services	164,071	187,167	164,527	160,000	160,000	160,000
	275 - PARK IMPACT FEE	164,071	187,167	168,358	166,000	166,000	166,000
4800-000	Interest Income	-	78	24	-	-	-
	Use of Money & Property	-	78	24	-	-	-
5071-015	Historic Preservation Grant	5,000	-	-	40,000	40,000	-
	Revenue From Other Agencies	5,000	-	-	40,000	40,000	-
	276 - HISTORIC PRESERVATION GRANT TOTAL	5,000	78	24	40,000	40,000	-
5071-016	HSIP Grant	900	-	2,090	-	-	554,365
	Revenue From Other Agencies	900	-	2,090	-	-	554,365
	277 - HSIP GRANT TOTAL	900	-	2,090	-	-	554,365
5071-001	Miscellaneous Grant - State	-	-	150,000	-	-	-
	Revenue From Other Agencies	-	-	150,000	-	-	-
	278 - HOUSING ELEMENT GRANT TOTA	-	-	150,000	-	-	-
4800-000	Interest Income	254	154	29	2,000	2,000	2,000
4802-000	Gain / Loss on Investments	2	2	2	-	-	-
4805-000	Unrealized Gain / Loss	46	71	(18)	-	-	-
	Use of Money & Property	302	227	13	2,000	2,000	2,000
5275-001	Green Fees / Mini Golf	738,026	642,207	1,111,553	744,500	744,500	963,000
5275-002	Range	351,477	312,210	564,930	340,650	340,650	540,000
5275-003	Golf Shop	62,538	51,627	43,937	72,650	72,650	86,700
5275-004	Food	75,399	41,475	36,750	95,000	95,000	33,200
5275-005	Filming	28,375	27,364	9,964	15,000	15,000	9,700
	Charges for Current Services	1,255,814	1,074,883	1,767,133	1,267,800	1,267,800	1,632,600
	295-ARROYO SECO GOLF COURSE TOTAL	1,256,116	1,075,110	1,767,146	1,269,800	1,269,800	1,634,600
4800-000	Interest Income	5,118	-	-	-	-	-
4802-000	Gain / Loss on Investments	155	-	-	-	-	-
4805-000	Unrealized Gain / Loss	2,937	-	-	-	-	-
	Use of Money & Property	8,210	-	-	-	-	-
9911-000	Transfers from Other Fund	160,000	710,425	579,555	425,808	425,808	425,808
	Transfers In	160,000	710,425	579,555	425,808	425,808	425,808
	310 - SEWER CAPITAL PROJECTS TOTAL	168,210	710,425	579,555	425,808	425,808	425,808
4800-000	Interest Income	77	9,453	6,969	-	-	-
4802-000	Gain / Loss on Investments	1	291	759	-	-	-
4805-000	Unrealized Gain / Loss	22	10,839	(7,682)	-	-	-
	Use of Money & Property	48,312	20,629	46	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	-
	Transfers In	-	-	-	-	-	-
	327 - 2000 TAX ALLOCATION BONDS TOTAL	100	20,583	46	-	-	-
4800-000	Interest Income	175,722	29,375	26,394	70,000	70,000	70,000
4802-000	Gain / Loss on Investments	1,911	-	2,824	-	-	-
4805-000	Unrealized Gain / Loss	36,224	(5,938)	(28,576)	-	-	-
	Use of Money & Property	213,857	23,437	642	70,000	70,000	70,000

Acct	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
		2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
5320-000	Water Sales	8,968,934	10,816,540	11,508,051	11,401,868	11,401,868	12,572,000
5325-000	Standby Service Charge	13,040	26,097	129,569	36,000	36,000	74,800
5370-000	Penalty - Water/Rubbish	65,684	16,256	-	-	-	-
5327-000	Efficiency Fee	-	103,157	(9)	-	-	-
5330-000	Private Fire Service	32,844	47,294	42,444	38,830	38,830	46,795
5335-000	Water Impact Fees	160,907	-	-	-	-	-
Charges for Current Services		9,241,408	11,009,343	11,680,055	11,476,698	11,476,698	12,693,595
5360-000	Rubbish Clearing	386	(10,122)	-	-	-	-
5400-000	Sale of Property	(15,056)	-	-	-	-	-
5430-000	Damage to City Property	-	-	-	-	-	-
5505-000	Miscellaneous	(186)	596,727	-	-	-	-
5510-000	Misc Service Revenue	5,089	13,037	22,001	5,000	5,000	5,000
5525-000	Yard Waste	110	-	-	-	-	-
5530-000	Rubbish Billing Fees	-	-	-	-	-	-
5540-000	Service Fees	11,542	13,449	2,735	10,000	10,000	10,000
5550-000	Prior Year Adjustment	(810,615)	-	-	-	-	-
5560-000	Sewer Billing Fees	50,321	23,006	-	63,017	63,017	30,000
Other Revenue		(758,408)	636,096	24,736	78,017	78,017	45,000
5071-007	Water Quality Authority	589,000	-	-	-	-	-
5071-019	Federal Grant - EPA	-	90,833	-	-	-	-
5071-020	Prop 68 Groundwater Remediat	-	-	-	-	-	2,200,000
5586-000	Loan Proceeds	-	-	-	-	-	-
Revenue From Other Agencies		589,000	90,833	-	-	-	2,200,000
9911-000	Transfers from Other Fund	-	321,132	-	-	-	-
Transfers In		-	321,132	-	-	-	-
500 - WATER TOTAL		9,285,857	12,080,843	11,705,433	11,624,715	11,624,715	15,008,595
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
502 - WATER RATE STABILIZATION FUND		-	-	-	-	-	-
4800-000	Interest Income	-	13,883	4,100	-	-	-
Use of Money & Property		-	13,883	4,100	-	-	-
5327-000	Efficiency Fee	191,737	105,232	215,966	237,176	237,176	225,000
Charges for Current Services		191,737	105,232	215,966	237,176	237,176	225,000
5071-003	Miscellaneous Grants	-	-	30,604	-	-	40,000
Revenue From Other Agencies		-	-	30,604	-	-	40,000
5550-000	Prior Year Adjustment	787,097	-	-	-	-	-
Other Revenue		787,097	-	-	-	-	-
503 - WATER EFFICIENCY FUND		978,834	119,115	250,670	237,176	237,176	265,000
4800-000	Interest Income	2,677	2,799	-	-	-	-
Use of Money & Property		2,677	2,799	-	-	-	-
9911-000	Transfers from Other Fund	2,434,558	2,426,838	2,432,214	2,446,638	2,446,638	2,448,838
Transfers In		2,434,558	2,426,838	2,432,214	2,446,638	2,446,638	2,448,838
505 - 2016 WATER REVENUE BONDS TOTAL		2,437,235	2,429,637	2,432,214	2,446,638	2,446,638	2,448,838
4800-000	Interest Income	-	23,940	29,030	-	-	-
Use of Money & Property		-	23,940	29,030	-	-	-
9911-000	Transfers from Other Fund	-	-	-	132,483	132,483	-
Transfers In		-	-	-	132,483	132,483	-
506 - SRF LOAN - WATER TOTAL		-	23,940	29,030	-	-	-

Acct	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
		2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
4800-000	Interest Income	13,812	13,182	4,262	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
	Use of Money & Property	13,812	13,182	4,262	10,000	10,000	10,000
5335-000	Water Impact Fees	187,650	(25,955)	121,331	180,000	180,000	180,000
5336-000	Sewer Impact Fees	8,549	17,252	5,112	10,000	10,000	10,000
	Charges for Current Services	196,199	(8,703)	126,443	190,000	190,000	190,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
	Other Revenue	-	-	-	-	-	-
	510 - WATER & SEWER IMPACT FEES TOTAL	210,011	4,479	130,705	200,000	200,000	200,000
4800-000	Interest Income	-	1,842	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
	Use of Money & Property	-	1,842	-	-	-	-
9911-000	Transfers from Other Fund	658,018	-	550,923	-	-	-
9912-000	Transfers from Other Fund	-	550,656	-	556,188	556,188	-
	Transfers In	658,018	550,656	550,923	556,188	556,188	-
	550 - PUBLIC FINANCING TOTAL	658,018	552,498	550,923	556,188	556,188	-
4800-000	Interest Income	3,077	1,987	-	-	-	-
	Use of Money & Property	3,077	1,987	-	-	-	-
4000-000	Property Tax - Current Secured	191,735	193,700	285,849	195,800	195,800	196,500
	Property Tax	194,812	195,687	285,849	195,800	195,800	196,500
	927 - REDEV. OBLIGATIONS TOTAL	194,812	195,687	285,849	195,800	195,800	196,500
	CITYWIDE TOTAL	53,008,312	56,459,716	67,445,445	59,706,473	62,350,733	69,748,864

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
		2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
101	Wages & Benefits	17,615,843	19,457,515	22,095,018	22,510,093	22,440,911	23,960,216
101	Operations & Maintenance	6,436,170	6,677,254	6,519,308	10,069,477	8,109,228	10,168,648
101	Capital Outlay	405,680	95,613	39,802	105,500	85,000	284,400
101	Transfer Out	1,860,956	2,451,729	2,521,877	1,498,281	1,500,000	721,562
101	Capital Projects	213,344	-	-	-	-	795,000
	101 - General Fund Total	26,531,994	28,682,111	31,176,005	34,183,351	32,135,139	35,929,826
103	Operations & Maintenance	306,906	2,941,009	1,592,851	2,083,045	2,083,045	2,364,071
	103 - Insurance Fund Total	306,906	2,941,009	1,592,851	2,083,045	2,083,045	2,364,071
104	Capital Projects	554,781	998,213	107,055	2,313,936	15,500	-
	104 - Street Improvements Program Total	554,781	998,213	107,055	2,313,936	15,500	-
105	Operations & Maintenance	6,113	(12,802)	-	130,000	-	143,000
105	Capital Outlay	317,208	42,645	77,691	209,343	58,000	120,000
105	Capital Projects	241,781	458	449,315	480,310	600,500	751,000
	105 - Facilities & Equip. Replacement Total	565,103	30,301	527,006	819,653	658,500	1,014,000
108	Capital Projects	-	-	-	-	-	338,483
	108 - SR110 General Fund Reserve Total	-	-	-	-	-	338,483
205	Wages & Benefits	227,111	236,150	183,021	338,231	245,558	481,712
205	Operations & Maintenance	82,505	107,328	63,453	120,741	112,751	135,741
205	Capital Outlay	-	-	64,500	252,699	-	169,000
205	Capital Projects	-	-	-	114,000	-	-
	205 - Prop "A" Total	309,616	343,478	310,974	825,671	358,309	786,453
207	Wages & Benefits	167,571	177,463	194,932	234,160	229,430	201,462
207	Operations & Maintenance	44,270	76,298	82,684	166,053	122,066	106,323
207	Capital Outlay	80,000	-	-	36,502	-	-
207	Capital Projects	-	-	-	52,900	-	300,000
	207 - Prop "C" Total	291,842	253,761	277,616	489,615	351,496	607,785
208	Capital Projects	8,675	223,956	125,801	22,767	18,100	-
	208 - TEA/Metro Total	8,675	223,956	125,801	22,767	18,100	-
210	Wages & Benefits	360,407	455,309	408,299	488,888	499,778	527,144
210	Operations & Maintenance	143,758	146,680	136,532	568,962	391,772	583,222
210	Capital Outlay	-	18,806	77,123	-	-	-
210	Other Expenses	204,593	354,601	-	-	-	-
210	Transfer Out	180,000	710,425	579,545	425,808	425,808	425,808
210	Capital Projects	-	17,370	498,605	342,985	64,394	500,000
	210 - Sewer Total	888,758	1,703,192	1,700,104	1,826,643	1,381,752	2,036,174
214	Capital Projects	2,497	-	3,211	-	-	-
	214 - Rogan HR5394 Grant Total	2,497	-	3,211	-	-	-

Fd	Category/Fund	Unaudited			Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
		Actual 2018/19	Actual 2019/20	Actual 2020/21			
215	Wages & Benefits	151,314	163,405	199,179	201,381	206,694	222,389
215	Operations & Maintenance	778,750	669,453	732,340	1,049,200	924,850	1,314,450
215	Capital Outlay	-	-	-	20,000	-	30,000
	215 - Street Light & Landscape Total	930,064	832,858	931,519	1,270,581	1,131,544	1,566,839
218	Operations & Maintenance	20,461	73	-	15,000	5,000	-
218	Capital Outlay	2,395	55,038	35,924	35,500	-	-
	218 - Clean Air Act Total	22,856	55,111	35,924	50,500	5,000	-
220	Operations & Maintenance	160,000	108,000	105,500	108,000	108,000	110,500
	220 - Business Improvement Tax Total	160,000	108,000	105,500	108,000	108,000	110,500
226	Operations & Maintenance	13,053	8,987	9,650	15,300	10,000	15,000
	226 - Mission Meridian Public Garage Total	13,053	8,987	9,650	15,300	10,000	15,000
227	Operations & Maintenance	69,487	55,222	53,193	195,800	40,800	196,500
	227 - Successor Agency to CRA Total	69,487	55,222	53,193	195,800	40,800	196,500
228	Operations & Maintenance	10,766	15,199	9,645	-	400	11,700
	228 - Housing Authority Total	10,766	15,199	9,645	-	400	11,700
230	Wages & Benefits	446,522	443,708	469,132	528,591	525,325	679,918
230	Operations & Maintenance	140,378	128,122	88,920	274,795	140,750	346,500
230	Capital Outlay	-	-	25,185	27,000	-	65,000
230	Capital Projects	-	-	-	-	-	200,000
	230 - State Gas Tax Total	586,900	571,830	583,237	830,386	666,075	1,291,418
232	Operations & Maintenance	43,455	42,632	27,957	82,500	41,500	97,500
	232 - County Park Bond Total	43,455	42,632	27,957	82,500	41,500	97,500
233	Wages & Benefits	-	-	-	13,404	-	67,415
233	Capital Projects	50,856	270,116	343,453	679,431	31,773	300,000
	233 - Measure R Total	50,856	270,116	343,453	692,835	31,773	367,415
234	Capital Projects	-	-	-	-	-	475,000
	234 - LACMTA Measure M MAT Total	-	-	-	-	-	475,000
236	Wages & Benefits	-	-	-	13,404	13,404	67,415
236	Operations & Maintenance	-	-	-	-	-	100,000
236	Capital Projects	-	86,000	-	-	-	250,000
	236 - Measure M Total	-	86,000	-	13,404	13,404	417,415
237	Capital Projects	-	462,291	451,157	-	-	585,093
	237 - Road Maint. & Rehab. Acct. Total	-	462,291	451,157	-	-	585,093
238	Capital Outlay	-	20,000	-	-	-	-
238	Capital Projects	7,281	121,567	1,151	-	-	-
	238 - MSRC Grant Total	7,281	141,567	1,151	-	-	-

Fd	Category/Fund	Unaudited					Proposed 2022/23
		Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	
239	Wages & Benefits	514	35,811	24,495	33,947	37,727	35,270
239	Operations & Maintenance	-	51,641	16,074	195,280	191,500	255,000
239	Capital Projects	-	21,335	-	-	-	5,000
	239 - Measure W Total	514	108,787	40,570	229,227	229,227	295,270
240	Capital Projects	-	-	-	-	-	250,000
	240 - Measure M MSP Total	-	-	-	-	-	250,000
241	Wages & Benefits	-	77,957	32,947	-	-	57,083
	241 - Measure H Total	-	77,957	32,947	-	-	57,083
242	Capital Projects	-	148,350	(2,182)	47,890	10,000	-
	242 - Prop C Exchange Funds Total	-	148,350	(2,182)	47,890	10,000	-
245	Capital Projects	22,735	38,041	-	-	-	25,000
	245 - Bike & Pedestrian Paths Total	22,735	38,041	-	-	-	25,000
247	Capital Projects	-	-	-	-	-	50,000
	247 - SGVCOG Grant Total	-	-	-	-	-	50,000
248	Capital Projects	111,666	163,178	7,830	-	-	-
	248 - BTA Grants Total	111,666	163,178	7,830	-	-	-
249	Operations & Maintenance	299,800	-	10,745	652,797	200,000	-
	249 - Golden Streets Grant Total	299,800	-	10,745	652,797	200,000	-
255	Capital Projects	-	-	-	-	-	450,000
	255 - Capital Growth Total	-	-	-	-	-	450,000
260	Operations & Maintenance	28,404	31,026	62,980	42,000	42,000	24,510
260	Capital Projects	115,076	-	-	216,567	-	98,043
	260 - CDBG Total	143,480	31,026	62,980	258,567	42,000	122,553
270	Operations & Maintenance	8,193	-	-	10,000	20,000	10,000
270	Capital Outlay	-	-	-	50,000	-	50,000
	270 - Asset Forfeiture Total	8,193	-	-	60,000	20,000	60,000
272	Operations & Maintenance	-	-	-	3,500	1,000	-
272	Capital Outlay	63,126	24,100	24,478	130,000	100,000	130,000
	272 - Police Grants - State (COPS) Total	63,126	24,100	24,478	133,500	101,000	130,000
274	Capital Outlay	-	-	-	62,680	-	1,240
	274 - Homeland Security Grant Total	-	-	-	62,680	-	1,240
275	Operations & Maintenance	-	-	18,050	25,870	-	-
275	Capital Projects	83,374	-	-	-	-	825,000
	275 - Park Impact Fees Tota	83,374	-	18,050	25,870	-	825,000
277	Wages & Benefits	-	270	-	-	-	-
277	Operations & Maintenance	5,528	-	-	-	-	-
277	Capital Projects	2,720	-	-	-	-	554,365
	277 - HSIP Grant Total	8,248	270	-	-	-	554,365

Fd	Category/Fund	Unaudited					Proposed 2022/23
		Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	
278	Operations & Maintenance	-	-	-	150,000	-	-
	278 - Housing Element	-	-	-	150,000	-	-
	Grant Total	-	-	-	150,000	-	-
295	Operations & Maintenance	1,104,772	976,192	1,077,602	1,311,398	1,240,728	1,298,815
	295 Other Expenses	53,366	54,372	-	-	-	-
	295 Capital Projects	-	-	-	100,000	-	750,000
	295 - Arroyo Seco Golf	1,158,138	1,030,564	1,077,602	1,411,398	1,240,728	2,048,815
	Course Total	1,158,138	1,030,564	1,077,602	1,411,398	1,240,728	2,048,815
310	Wages & Benefits	3,375	-	0	-	-	-
	310 Operations & Maintenance	568,266	196,987	189,420	177,755	185,000	425,808
	310 - Sewer Capital	571,641	196,987	189,420	177,755	185,000	425,808
	Projects Total	571,641	196,987	189,420	177,755	185,000	425,808
327	Capital Projects	800,000	-	-	-	-	-
	327 - 2000 Tax Allocation	800,000	-	-	-	-	-
	Bonds Total	800,000	-	-	-	-	-
500	Wages & Benefits	1,372,443	1,649,908	1,703,889	1,862,788	1,877,488	2,079,508
	500 Operations & Maintenance	3,710,117	3,046,082	3,517,438	5,444,942	4,574,741	5,690,111
	500 Capital Outlay	42,919	56,579	32,708	204,000	-	460,000
	500 Other Expenses	1,108,290	1,879,766	-	-	-	-
	500 Transfer Out	3,152,576	2,977,494	2,983,137	3,135,309	3,135,309	3,006,226
	500 Capital Projects	0	188,163	2,023,450	1,931,185	16,046	1,278,000
	500 - Water Total	9,386,345	9,797,991	10,260,622	12,578,224	9,603,584	12,513,845
503	Wages & Benefits	5,703	107,314	102,376	140,516	131,651	51,195
	503 Operations & Maintenance	40,725	20,909	25,678	159,200	45,210	159,200
	503 Capital Outlay	-	-	-	40,000	-	-
	503 Capital Projects	-	31,453	89,039	120,000	-	-
	503 - Water Efficiency Fund	46,427	159,676	217,093	459,716	176,861	210,395
	Total	46,427	159,676	217,093	459,716	176,861	210,395
505	Operations & Maintenance	1,645,594	1,622,075	1,810,538	2,241,100	2,546,250	2,501,050
	505 - 2016 Water Revenue	1,645,594	1,622,075	1,810,538	2,241,100	2,546,250	2,501,050
	Bonds Total	1,645,594	1,622,075	1,810,538	2,241,100	2,546,250	2,501,050
506	Operations & Maintenance	5,696	33,229	104,607	51,280	51,280	264,966
	505 - 2016 Water Revenue	5,696	33,229	104,607	51,280	51,280	264,966
	Bonds Total	5,696	33,229	104,607	51,280	51,280	264,966
550	Operations & Maintenance	165,175	145,642	160,988	111,276	152,000	531,676
	550 - Public Financing	165,175	145,642	160,988	111,276	152,000	531,676
	Authority Total	165,175	145,642	160,988	111,276	152,000	531,676
927	Transfer Out	195,617	193,809	196,639	195,800	195,800	196,500
	927 - Redev. Oblig.	195,617	193,809	196,639	195,800	195,800	196,500
	Retirement Total	195,617	193,809	196,639	195,800	195,800	196,500
	CITYWIDE TOTAL	46,070,659	51,597,516	52,585,933	64,671,066	53,804,067	69,724,739

General Fund Revenue Summary

Revenue Category	Actual	Actual	Unaudited Actual	Budgeted	Estimated	Proposed
	2018/19	2019/20	2020/21	2021/22	2021/22	2022/23
Property Taxes	15,368,198	15,491,557	17,085,308	16,490,087	17,447,789	18,140,368
Assessments & Special Taxes	330,941	342,237	347,931	357,170	357,170	360,000
Sales Taxes	2,563,117	2,864,474	5,446,338	4,836,713	5,601,838	5,806,000
Utility Users Taxes	3,228,320	3,445,454	3,738,531	3,383,000	4,260,000	4,299,703
Franchise Fees	1,132,910	950,130	1,200,408	1,169,000	1,212,000	1,217,000
License & Permits	892,560	861,697	808,280	819,280	903,280	903,280
Fines & Forfeitures	339,636	264,601	143,449	265,000	265,000	140,000
Use of Money & Property	1,057,074	989,984	4,787,570	438,500	398,500	508,500
Other Agencies	711,179	64,239	955,205	345,000	345,000	345,000
Current Services	3,082,342	2,985,842	3,079,621	3,276,000	3,456,000	3,842,200
All Other Revenues	(2,130,764)	74,367	185,338	89,500	84,500	84,500
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	27,058,896	28,817,965	38,261,363	31,952,634	34,814,461	36,129,935

General Fund Expenditure Summary

Department/Program Exp	Unaudited			Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
	Actual 2018/19	Actual 2019/20	Actual 2020/21			
City Council	41,990	45,401	35,890	50,119	50,162	49,194
City Manager	1,142,872	1,512,868	1,577,656	813,119	745,940	1,089,081
Management Services						
Management Services	-	-	-	251,660	215,829.31	459,345.80
City Clerk	281,872	113,311	115,512	329,711	307,700	409,359
Elections	58,244	185,743	76,843	165,500	52,750	166,000
Human Resources	453,421	324,830	350,761	685,224	727,405	762,848
Transportation Planning	86,257	12,835	287	-	90	-
Legal Services	331,356	492,566	607,285	450,000	450,000	450,000
Information Systems	547,079	573,881	541,110	601,850	702,250	764,200
Finance						
Finance	1,082,072	755,116	871,011	967,676	903,836	875,851
City Treasurer	9,165	9,211	8,444	9,250	9,250	8,752
Non-Dept/Overhead	1,044,550	1,060,512	1,642,946	2,514,682	1,786,000	2,616,340
Police	8,391,436	9,171,740	10,398,243	9,960,831	9,956,435	10,684,973
Fire						
Fire	4,695,243	5,435,419	6,315,749	6,292,549	6,605,019	6,580,280
Emergency Preparedness	386,516	91,913	31,932	55,000	40,000	55,000
Public Works						
Admin & Engineering	614,100	586,534	618,493	1,017,348	744,746	761,381
Environmental Services	44,051	54	653	83,410	64,210	304,979
Park Maintenance	493,227	497,591	476,793	672,292	496,997	949,284
Facilities Maintenance	640,250	799,206	826,985	971,565	1,002,645	1,023,929
Community Development	1,116,412	1,876,257	1,806,432	3,483,795	2,629,503	2,994,886
Library	1,672,375	1,525,685	1,608,369	1,849,686	1,817,646	1,867,814
Community Services						
Senior Services	336,850	330,809	202,374	396,764	322,451	429,698
Community Services	192,289	172,667	217,223	214,635	201,258	338,866
Recreation and Youth Services	796,066	656,232	323,135	848,404	803,016	771,205
Capital Projects	213,344	-	-	-	-	795,000
Misc/Transfers Out	1,860,956	2,451,729	2,521,877	1,498,281	1,500,000	721,562
Total GF Expenditures	26,531,994	28,682,111	31,176,005	34,183,351	32,135,139	35,929,826

* Additional Transfer from Undesignated Reserve to CTC Traffic Improvement	-
* Additional Transfer from Undesignated Reserve to Street Light and Landscape	383,079
* Additional Transfer from Undesignated Reserve to Bike & Pedestrian Path	-
* Additional Transfer from Undesignated Reserve to Open Street Grant	-
* Additional Transfer from Undesignated Reserve to CDBG	-
* Additional Transfer from Undesignated Reserve to SR110 General Fund Reserve	338,483
Total Transfers from Reserves	721,562

Capital Improvement Projects

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
9160	000	Arroyo Seco Bike & Pedestrian Trail	6,485	-	-	-	-	-
9192	000	Signal Software Improvements	8,260	-	-	-	-	-
9203	000	Street Repairs	192,542	-	-	-	-	-
9264	000	Sidewalk Repairs	6,057	-	-	-	-	-
9149	000	VoiP Phone System Installation	-	-	-	-	-	200,000
9186	000	CD Permit Management Software	-	-	-	-	-	150,000
9187	000	CD Digital Records Scanning & Document Mgmt	-	-	-	-	-	45,000
9188	000	Civic Center/City Hall EV Charging Systems	-	-	-	-	-	350,000
9189	000	Arroyo Park EV Charging Systems	-	-	-	-	-	50,000
101 - GENERAL FUND TOTAL			213,344	-	-	-	-	795,000
9010	000	CIP Expense	-	-	-	-	-	-
9203	001	Street Repairs	577,516	998,213	107,055	2,313,936	15,500	-
9287	000	Sidewalk, Curb & Gutter Imprvm	(22,735)	-	-	-	-	-
104 - STREET IMPROVEMENTS PROGRAM TOTAL			554,781	998,213	107,055	2,313,936	15,500	-
9000	000	CIP for Budgeting	2,948	-	-	-	-	-
9010	000	CIP Expenses	-	-	449,315	359,810	400,000	-
9258	000	WMB Waterproofing/Rehab	238,833	458	-	-	-	-
9258	001	WMB Floor Resurfacing - 2022	-	-	-	20,500	20,500	-
9404	000	City Hall Facilities Assessment	-	-	-	100,000	-	100,000
9321	000	Library Security Camera System.	-	-	-	-	20,000	-
9206	000	825 Mission Yard Security Gates	-	-	-	-	160,000	-
9301	000	Library HVAC Repairs	-	-	-	-	-	25,000
9269	000	War Memorial HVAC Repairs	-	-	-	-	-	25,000
9224	000	Citywide Facilities Repairs	-	-	-	-	-	150,000
9322	000	Library ADA Ramp Lighting and Improvements	-	-	-	-	-	20,000
9230	000	PD Front Lobby Remodel	-	-	-	-	-	16,000
9229	000	PD Locker Room Remodel	-	-	-	-	-	180,000
9231	000	PD Briefing Room Update	-	-	-	-	-	18,000
9232	000	PD 1st Floor Interior Paint, Drywall, & Millwork	-	-	-	-	-	12,000
9226	000	FD Fire Station Front Bay Apparatus Door Replacement	-	-	-	-	-	80,000
9242	000	War Memorial Sound and Audio/Visual Equipment	-	-	-	-	-	50,000
9273	000	Recreation Facilities Key System	-	-	-	-	-	75,000
105 - FACILITIES & EQUIP. REPLACEMENT T			241,781	458	449,315	480,310	600,500	751,000
9161	000	North-South Corridor ITS Deploymer	-	-	-	-	-	338,483
108 - SR110 GENERAL FUND RESERVE TOT,			-	-	-	-	-	338,483
9395	000	Arroyo Seco Sewer Lift Station	-	-	-	114,000	-	-
205 - PROP "A" TOTAL			-	-	-	114,000	-	-
9209	000	Fair Oaks Traffic Control	-	-	-	24,900	-	-
9406	000	Natural Gas Compressor Repair	-	-	-	28,000	-	-
9203	000	Street Repairs - 2023	-	-	-	-	-	300,000
207 - PROP "C" TOTAL			-	-	-	52,900	-	300,000

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
9160	000	Arroyo Seco Bike & Pedestrian Trail	2,122	5,000	-	-	-	-
9191	000	Orange Grove Signal	6,553	218,956	125,801	22,767	18,100	-
208 - TEA/METRO TOTAL			8,675	223,956	125,801	22,767	18,100	-
9999	000	Depreciation	173,544	268,800	-	-	-	-
9010	000	CIP Expense	-	17,370	498,605	-	-	-
9403	000	Integrated Water & Wastewater	-	-	-	272,985	64,394	-
9407	000	CMMS/Work Order System/GIS	-	-	-	70,000	-	-
9408	000	Sewer System Repair, Rehab & Replcmnt	-	-	-	-	-	500,000
210 - SEWER TOTAL			173,544	286,170	498,605	342,985	64,394	500,000
9311	000	SR 110 Hook Ramp Proj. - City	2,497	-	3,211	-	-	-
214 - ROGAN HR5394 GRANT TOTAL			2,497	-	3,211	-	-	-
9203	001	Street Repairs - 2023	-	-	-	-	-	200,000
230 - STATE GAS TAX TOTAL			-	-	-	-	-	200,000
9354	000	Monterey Road Improvements	50,856	270,116	343,453	79,431	31,773	-
9210	000	Fair Oaks Corridor Improvement	-	-	-	600,000	-	-
9203	000	Street Repairs - 2023	-	-	-	-	-	300,000
233 - MEASURE R TOTAL			50,856	270,116	343,453	679,431	31,773	300,000
9102	003	Fremont/Huntington Mobility Active Transportation Project	-	-	-	-	-	475,000
234 - LACMTA MEASURE M MAT TOTAL			-	-	-	-	-	475,000
9000	000	CIP for Budgeting	-	86,000	-	-	-	-
9203	003	Street Repairs - 2023	-	-	-	-	-	250,000
236 - MEASURE M TOTAL			-	86,000	-	-	-	250,000
9010	000	CIP Expenses	-	462,291	451,157	-	-	585,093
237 - ROAD MAINT. & REHAB. ACCT. TOTAL			-	462,291	451,157	-	-	585,093
9307	000	CNG Fueling Station (MSRC)	7,281	121,567	1,151	-	-	-
238 - MSRC GRANT TOTAL			7,281	121,567	1,151	-	-	-
9000	000	CIP Expenses	-	21,335	-	-	-	-
9364	000	Rio Hondo LRS - Alhambra Wash Treatment System	-	-	-	-	-	5,000
239 - MEASURE W TOTAL			-	21,335	-	-	-	5,000
9290	000	Measure M Street-Related Projects	-	-	-	-	-	250,000
240 - MEASURE M MSP TOTAL			-	-	-	-	-	250,000
9354	000	Monterey Road Improvements	-	148,350	(2,182)	47,890	10,000	-
242 - PROP C EXCHANGE FUNDS			-	148,350	(2,182)	47,890	10,000	-
9190	000	Bicycle Parking	-	38,041	-	-	-	-
9287	000	Sidewalk, Curb & Gutter Imprvm	22,735	-	-	-	-	-
9203	000	Street Repairs - 2023	-	-	-	-	-	25,000
245 - BIKE & PEDESTRIAN PATHS TOTAL			22,735	38,041	-	-	-	25,000
9198	000	Slow Streets	-	-	-	-	-	50,000
247 - SGVCOG TOTAL			-	-	-	-	-	50,000

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
9190	000	Bicycle Parking	-	163,178	7,830	-	-	-
9387	000	Bikeway Improvement	101,377	-	-	-	-	-
9388	000	Bicycle Parking	10,289	-	-	-	-	-
248 - BTA GRANTS TOTAL			111,666	163,178	7,830	-	-	-
9161	000	North-South Corridor ITS Deployment Design	-	-	-	-	-	450,000
255 - CAPITAL GROWTH TOTAL			-	-	-	-	-	450,000
9264	000	Sidewalk Repairs	115,076	-	-	216,567	-	98,043
260 - CDBG TOTAL			115,076	-	-	216,567	-	98,043
9160	000	Arroyo Seco Bike & Pedestrian Trail	70,500	-	-	-	-	-
9190	000	Dog Park	12,874	-	-	-	-	-
9033	000	Grevalia & Berkshire Pocket Parks	-	-	-	-	-	825,000
275 - PARK IMPACT FEES TOTAL			83,374	-	-	-	-	825,000
9192	000	Signal Software Improvements	2,720	-	-	-	-	315,900
9351	000	Rectangular Rapid Flashing Beacon:	-	-	-	-	-	238,465
277 - HSIP GRANT TOTAL			2,720	-	-	-	-	554,365
9999	000	Depreciation	53,366	54,372	-	-	-	-
9157	000	Golf Course/Driving Range Netting Replacement	-	-	-	100,000	-	750,000
295 - ARROYO SECO GOLF COURSE TOTAL			53,366	54,372	-	100,000	-	750,000
9999	000	Depreciation	1,219,634	1,220,757	-	-	-	-
9010	000	CIP Expenses	-	121,975	169,312	-	-	-
9289	000	Graves Reservoir	-	-	1,560,961	116,557	165	-
9300	000	Annual Water Main Repairs	0	66,188	293,178	1,134,628	15,881	1,000,000
9407	000	CMMS/Work Order System/GIS	-	-	-	50,000	-	-
9408	000	Elevated Tanks - Raymond & Bilikie	-	-	-	80,000	-	40,000
9409	000	Westside Reservoir	-	-	-	550,000	-	-
9348	000	Water Facility Site Improvements	-	-	-	-	-	88,000
9349	000	Advanced Metering Infrastructure (AMI)	-	-	-	-	-	150,000
500 - WATER TOTAL			1,219,634	1,408,920	2,023,450	1,931,185	16,046	1,278,000
9010	000	CIP Expenses	-	31,453	89,039	-	-	-
9410	000	Climate Action Plan	-	-	-	120,000	-	-
503 - WATER EFFICIENCY FUND TOTAL			-	31,453	89,039	120,000	-	-
GRAND TOTAL			2,861,331	4,314,420	4,097,886	6,421,971	756,313	8,779,984

City Council

Fiscal Year 2022-23 Budget Snapshot

Overview

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.

Notable Changes – Wages and Benefits

No significant changes to Wages and Benefits.

Notable Changes – Operations and Maintenance

No items budgeted for Operations and Maintenance.

Capital Outlay

No items budgeted for Capital Outlay.



City Council / 101-1011

Budget Summary

EXPENDITURE SUMMARY	Unaudited					
	Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
Wages & Benefits	22,230	22,466	15,653	22,519	17,562	18,594
Operations & Maintenance	19,760	22,935	20,236	27,600	32,600	30,600
Total Expenses by Category	41,990	45,401	35,890	50,119	50,162	49,194
[101-1011] City Council	41,990	45,401	35,890	50,119	50,162	49,194
Total Expenses by Program	41,990	45,401	35,890	50,119	50,162	49,194

Authorized Positions

Michael A. Cacciotti, Mayor Jon Primuth, Mayor Pro Tem Jack Donovan, Councilmember Diana Mahmud, Councilmember Evelyn G. Zneimer, Councilmember

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
			2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
7000	000	Salaries - Permanent	20,340	5,460	2,120	21,840	6,000	18,000
7010	000	Salaries - Temp / Part	1,500	16,460	12,880	-	10,680	-
7110	000	Workers Compensation	74	228	163	349	349	333
7170	000	FICA - Medicare	317	318	490	330	533	261
		<WAGES & BENEFITS>	22,230	22,466	15,653	22,519	17,562	18,594
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	199	149	206	100	100	100
8020	000	Special Department Expense	9,003	4,640	1,404	2,000	5,000	2,000
8021	000	Discretionary Fund Program	5,231	9,490	15,376	20,000	20,000	20,000
8060	000	Dues & Memberships	-	150	3,200	500	500	500
8090	000	Conference & Meeting Expense	5,326	8,507	50	5,000	7,000	8,000
		<OPERATIONS & MAINTENANCE>	19,760	22,935	20,236	27,600	32,600	30,600
[101-1011] City Council Total			41,990	45,401	35,890	50,119	50,162	49,194

PERSONNEL SERVICES

7000 Regular Salaries

Funds \$300 monthly stipend for City Councilmembers. Includes cell phone allowance. Councilmembers are subject to Medicare withholding and Workers Compensation coverage.

OPERATIONS & MAINTENANCE

8010 Postage

Funds postage meter charges and postage for City Council mail (\$100).

8020 Special Department Expense

Funds City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$1,000); proclamation and certificate supplies (\$500); special requests for City Council meetings and unanticipated department expenses (\$500). (Total \$2,000)

8021 Discretionary Fund Program

Funds a public purpose benefitting the City. Each Councilmember is allotted \$4,000. (Total \$20,000)

8060 Dues/Memberships/Subscriptions

Funds individual councilmember memberships in organizations (\$500).

8090 Conference and Meeting Expense

Funds City Council to attend conferences and meetings, including parking and mileage, meals for regular and special City Council meetings, receptions, and budget sessions; strategic planning sessions: logistics, refreshments, supplies, recording; purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$8,000).

City Manager

Fiscal Year 2022-23 Budget Snapshot

Overview

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, legislative tracking, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget.

The City's Economic Development Division is housed under the City Manager's Office, and is the liaison to the business community, focused on efforts to strengthen and grow the local economy, and serves as a liaison to business affairs at City Hall. The Division oversees the communications and engagement efforts of the City, including marketing, branding social media and the City's website.

Notable Changes – Wages and Benefits

Due to organizational restructuring, City Manager has become its own department and is now separated from Management services. City Manager has 5 FTEs for Fiscal Year 2022-23. One part-time management intern has been added.

Notable Changes – Operations and Maintenance

No items budgeted for Operations and Maintenance.

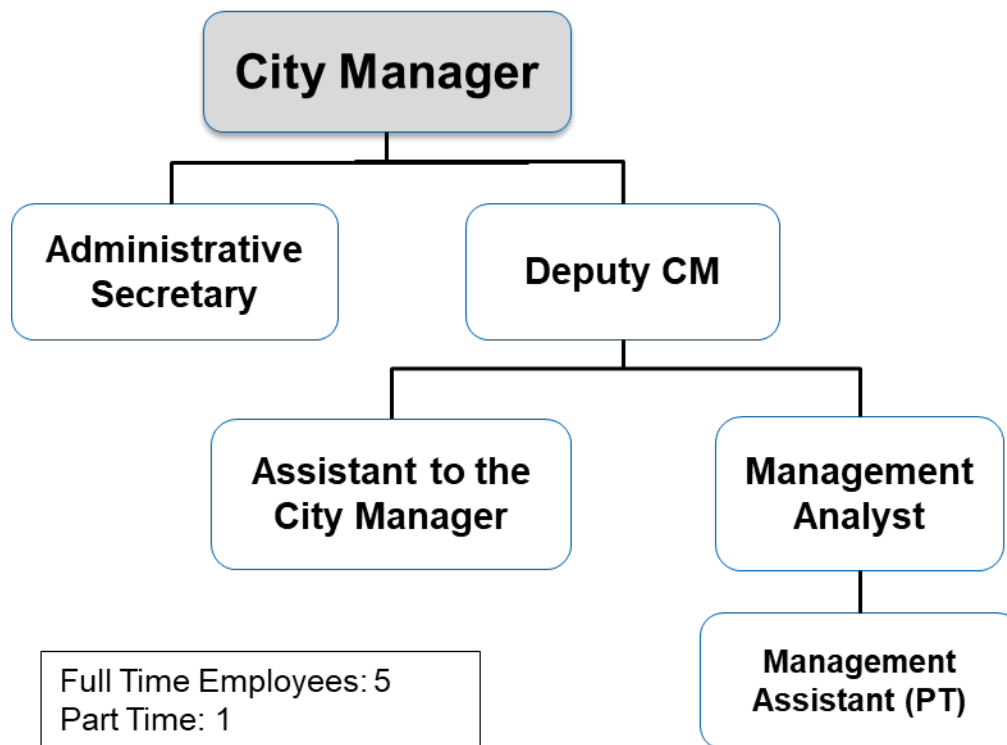
Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
	2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
Wages & Benefits	1,013,499	1,350,983	1,363,498	664,419	597,240	877,131
Operations & Maintenance	289,373	269,886	319,658	256,700	256,700	322,450
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	1,302,872	1,620,868	1,683,156	921,119	853,940	1,199,581
[101-2011] City Manager	1,142,872	1,457,590	1,577,395	807,719	740,540	1,045,681
[101-2012] Economic Development	-	55,278	261	5,400	5,400	43,400
[220-2301] Community Promotion	160,000	108,000	105,500	108,000	108,000	110,500
Total Expenses by Program	1,302,872	1,620,868	1,683,156	921,119	853,940	1,199,581

Authorized Positions



City Manager / 101-2011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted* 2021/22	Estimated* 2021/22	Proposed** 2022/23
7000	000	Salaries - Permanent	615,878	879,831	815,286	443,512	396,333	587,377
7010	000	Salaries - Temp / Part	154,249	96,744	219,067	55,000	35,000	35,000
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	-	187	2,929	-	-	-
7040	000	Holiday	-	8,103	14,082	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	4,029	2,987	-	4,225	4,225	27,000
7100	000	Retirement	137,974	251,744	185,649	115,976	115,976	144,439
7108	000	Deferred Compensation	4,687	7,438	36,687	3,942	3,942	4,542
7110	000	Workers Compensation	3,890	12,017	12,311	8,781	8,781	11,569
7120	000	Disability Insurance	4,335	-	-	-	-	-
7130	000	Group Health Insurance	63,835	63,472	51,707	23,758	23,758	53,112
7140	000	Vision Insurance	1,461	1,586	1,247	666	666	1,080
7150	000	Dental Insurance	4,441	5,025	4,432	2,498	2,498	4,050
7160	000	Life Insurance	542	745	592	275	275	446
7170	000	FICA - Medicare	12,876	15,630	17,509	5,786	5,786	8,517
7180	000	Car/Uniform Allowance	5,300	5,475	2,000	-	-	-
		<WAGES & BENEFITS>	1,013,499	1,350,983	1,363,498	664,419	597,240	877,131
8000	000	Office Supplies	9,093	5,640	4,428	10,000	10,000	10,000
8010	000	Postage	417	803	370	300	300	2,000
8020	000	Special Department Expense	5,003	7,615	1,630	6,000	6,000	15,000
8050	000	Printing/Duplicating	4,739	98	126	2,000	2,000	6,000
8060	000	Dues & Memberships	1,330	1,115	1,025	2,000	2,000	44,100
8090	000	Conference & Meeting Expense	5,582	2,088	494	8,000	8,000	15,000
8100	000	Vehicle Maintenance	2,094	1,965	1,498	1,500	1,500	750
8110	000	Equipment Maintenance	2,085	-	-	500	500	700
8150	000	Telephone	42	-	-	-	-	-
8170	000	Professional Services	78,970	45,221	77,806	100,000	100,000	40,000
8180	000	Contract Services	20,017	42,063	116,518	3,000	3,000	10,000
8200	000	Training Expense	-	-	-	-	-	-
8272	000	CM Emergency	-	-	10,000	10,000	10,000	25,000
		<OPERATIONS & MAINTENANCE>	129,373	106,608	213,897	143,300	143,300	168,550
		[101-2011] City Manager Total	1,142,872	1,457,590	1,577,395	807,719	740,540	1,045,681

*During fiscal year 2021-22, the City Manager's department was split into two departments (City Manager and Management Services). For purposes of clearer financial picture, the budgetary accounting portion of it will begin in 2022-23. The brown shading above depicts what portion would remain attributable to the City Manager's department with the balance of the true expenditures transferred to the new Management Services Department. The green shading is the new complete picture of the City Manager budget.

**The Proposed amounts reflect the budget for the 5 authorized positions in FY22-23 for the City Manager's department.

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds the City Manager, Deputy City Manager, Assistant to the City Manager, Management Analyst, and Administrative Secretary. Refer to Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds non-salaried part-time Management Assistant.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds office supplies for the City Manager's Office (\$10,000).

8010 Postage

Funds postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$2,000).

8020 Special Department Expense

Funds miscellaneous department supplies and services not considered office supplies, including Council Closed Session beverages, security for City Manager's office doors (for items not covered by CIP Security assessment), furniture, kitchen equipment, and copier paper (for City Hall second floor) (\$15,000).

8050 Printing and Duplication

Funds printing and duplication of materials, including City information brochures, signage, banners, translation services, surveys, mailings, brochures (\$4,500), stationery and business cards (\$500). (Total \$5,000)

8060 Dues, Memberships, and Subscriptions

Funds San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, City memberships in League of California Cities (\$11,002), League of California Cities-LA County (\$1,212.75), San Gabriel Valley Economic Partnership (\$2,625), the San Gabriel Valley Council of Governments* (\$14,995), Contract Cities* (\$3,000) and the Southern CA Association of Governments* (\$3,049) **partially paid by other funds*, and subscriptions to newspapers and professional publications. (Total \$44,100.00)

8090 Conference and Meeting Expense

Funds professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Association Meeting, and Municipal Management Association of Southern California Annual Conference (\$15,000).

- 8100 Vehicle Maintenance and Operations
Funds fuel, repair and maintenance of City-owned vehicles (\$750).
- 8110 Equipment Maintenance
Funds repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (\$700).
- 8170 Professional Services
Funds consultant services, such as operational studies and other professional services (\$20,000); for professional services related to City Manager's Office and citywide operations (\$20,000). (Total \$40,000)
- 8180 Contract Services
Funds City Manager Office to enter in unanticipated professional contracts services (\$10,000).
- 8272 City Manager Emergency Fund
Funds the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$25,000).

Economic Development / 101-2012

Budget Detail

Acct	Tsk	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8050	000	Printing/Duplicating	-	-	-	-	-	8,000
8060	000	Dues & Memberships	-	-	-	-	-	3,000
8190	000	Community Engagement	-	-	-	-	-	20,000
8220	000	Communications Spec. Dept Expens	-	125	261	1,000	1,000	4,000
8230	000	Communications Prof Services	-	55,153	-	4,400	4,400	8,400
		<OPERATIONS & MAINTENANCE>	-	55,278	261	5,400	5,400	43,400
[101-2012] Economic Development Total			-	55,278	261	5,400	5,400	43,400

OPERATIONS & MAINTENANCE

8050 Printing and Duplication

Funds the printing and duplication of materials, including Guide to Doing Business in South Pasadena, business mailers, surveys, informational brochures, flyers, and translation services (\$8,000).

8060 Dues and Memberships

Funds membership dues for the San Gabriel Valley Economic Partnership (\$3,000).

8190 Community Engagement

Funds business networking events (\$4,000), holiday lighting and décor (\$15,000), and tabling at the Farmer's Market (\$1,000). (Total \$20,000)

8220 Communications - Special Department Expense

Funds contract services including Constant Contact citywide email marketing tool, and citizen inquiry tracking software (\$4,000).

8230 Communications Professional Services

Funds professional services, graphic design services (\$6,000), and social media (\$2,400) to comply with Brown Act requirements. (Total \$8,400)

Community Promotion / 220-2301

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
			2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
8185	000	Chamber of Commerce	157,500	105,500	105,500	105,500	105,500	105,500
8255	000	Public Events Promotion	2,500	2,500	-	2,500	2,500	5,000
		<OPERATIONS & MAINTENANCE>	160,000	108,000	105,500	108,000	108,000	110,500
[220-2301] Community Promotion Total			160,000	108,000	105,500	108,000	108,000	110,500

OPERATIONS & MAINTENANCE

8185 Chamber of Commerce

Funds contracts with South Pasadena Chamber of Commerce (\$105,500).

8255 Public Events Promotion

Funds public events promotion, such as City Open House event (\$5,000).

Key Performance Indicators

The City Manager's Team is focused on improving the quality of life for residents, businesses and employees. With the move of Economic Development to the City Manager's Office, the City Manager's team is redefining community outreach and engagement, business support and service. A commitment to Strategic Plan goals and active legislative efforts ensure furthering the community's priorities while protecting and preserving quality of life in South Pasadena.

Public Engagement/ Community Outreach

Establish and implement a targeted Community Outreach Program, including:

- 150-300 photos of the City, and Departments for marketing and documents by FY2022
- 1,000 new followers across social media by the end of FY2022
- 5,000 Neighborhood Pulse subscribers by FY2022
- Explore creation of a City app for civic engagement, service requests and programming
- Create a new City website that is user-friendly, current and well-maintained
- Strategic Plan Quarterly Updates

Economic Development

Develop and launch and Economic Development program:

- Business Concierge Service Program, including business visits and business review sessions with interdepartmental Economic Development Team
- Create a 'Guide to Doing Business in South Pasadena'
- Branding and marketing plan
- Host two business networking events in 2022

Establish and Prioritize Healthy Workplace Culture

- Establish Citywide internship and professional shadowing programs
- Host quarterly Mid Manager's Meetings
- Plan and Host City Open House Event

Management Services

Fiscal Year 2022-23 Budget Snapshot

Overview

During Fiscal Year 2021-2022, the Management Services Department was reorganized and two departments were created: the City Manager's Office and the Management Services Department. The Management Services Department includes Human Resources, Risk Management, City Clerks Division, Grants Management and Information Technology (IT).

Functional areas within the Management Services Department are:

- Management Services: Information Technology, Grants Management and Special Projects
- Human Resources: Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations
- City Clerk: Records Management, Elections, Boards, Commissions, and City Council Support

Notable Changes – Wages and Benefits

The new Department includes 7 FTEs and 1 PTE.

Notable Changes – Operations and Maintenance

Due to the reorganization, the Department has been issued new account numbers.

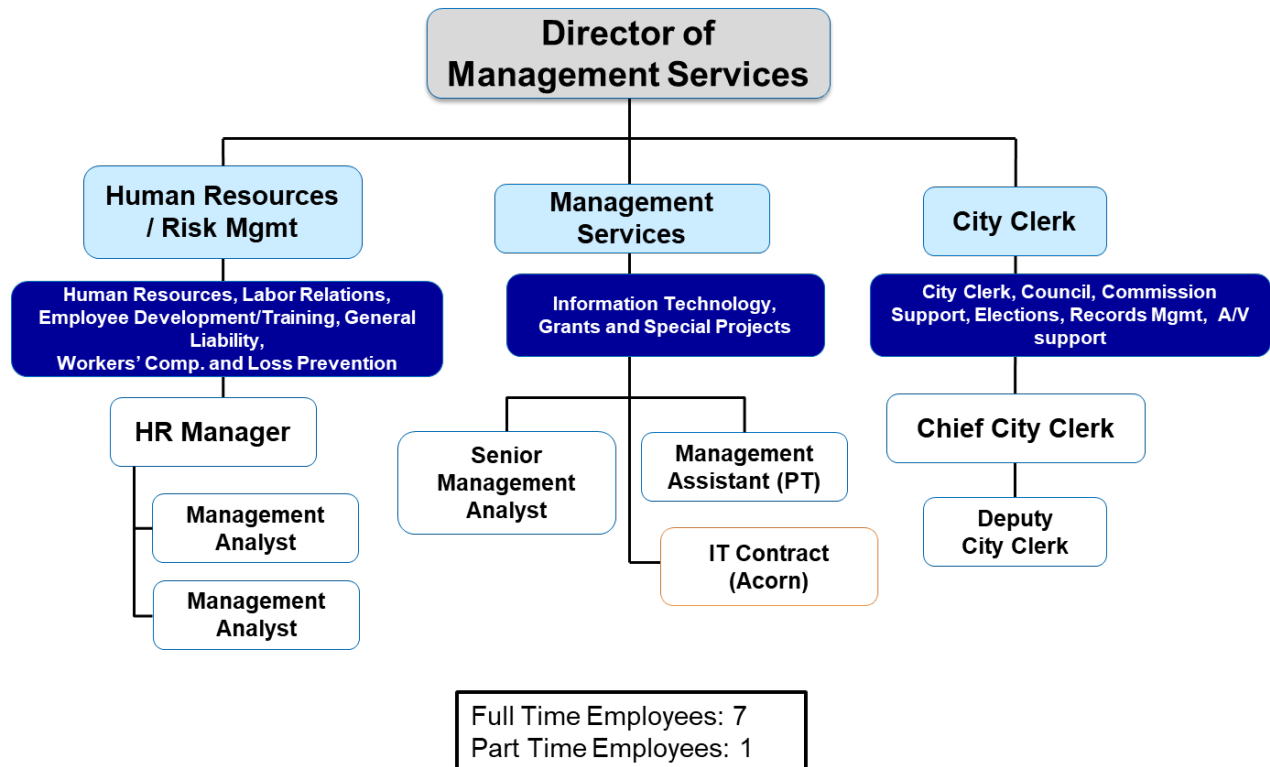
Capital Outlay

Information Technology- Equipment replacement, software licensing, and server upgrades.

Budget Summary

EXPENDITURE SUMMARY	Actual			Unaudited		
	2018/19	2019/20	2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
Wages & Benefits	221,616	6,764	30,959	914,294	823,634	1,057,403
Operations & Maintenance	1,446,737	1,627,845	1,647,496	1,489,650	1,552,390	1,854,350
Capital Outlay	192,141	68,556	91,035	80,000	88,000	100,000
Total Expenses by Category	1,860,494	1,703,165	1,769,490	2,483,944	2,464,024	3,011,753
[101-2033] City Clerk	281,872	113,311	115,512	329,711	307,700	409,359
[101-1022] Elections	58,244	185,743	76,843	165,500	52,750	166,000
[101-2034] Human Resources	453,421	324,830	350,761	685,224	727,405	762,848
[101-2021] Transportation Planning	86,257	12,835	287	-	90	-
[101-2031] Management Services	-	-	-	251,660	215,829	459,346
[101-2032] Information Services	547,079	573,881	541,110	601,850	702,250	764,200
[101-2501] Legal Services	331,356	492,566	607,285	450,000	450,000	450,000
[105-3032] Information Services	102,265	-	77,691	-	8,000	-
Total Expenses by Program	1,860,494	1,703,165	1,769,490	2,483,944	2,464,024	3,011,753

Authorized Positions



Management Services / 101-2031

Budget Detail

Acct	Tsk	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted* 2021/22	Estimated* 2021/22	Proposed** 2022/23
7000	000	Salaries - Permanent	-	-	-	148,816	132,986	228,614
7010	000	Salaries - Temp / Part	-	-	-	55,000	35,000	95,000
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	-	-	-	-	-	5,000
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	4,225	4,225	15,000
7100	000	Retirement	-	-	-	23,404	23,404	61,369
7108	000	Deferred Compensation	-	-	-	-	-	1,527
7110	000	Workers Compensation	-	-	-	2,354	2,354	4,229
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	13,562	13,562	9,348
7140	000	Vision Insurance	-	-	-	433	433	415
7150	000	Dental Insurance	-	-	-	1,622	1,622	1,557
7160	000	Life Insurance	-	-	-	178	178	171
7170	000	FICA - Medicare	-	-	-	2,065	2,065	3,315
7180	000	Car/Uniform Allowance	-	-	-	-	-	-
		<WAGES & BENEFITS>	-	-	-	251,660	215,829	425,546
8000	000	Office Supplies	-	-	-	-	-	10,000
8010	000	Postage	-	-	-	-	-	300
8020	000	Special Department Expense	-	-	-	-	-	-
8050	000	Printing/Duplicating	-	-	-	-	-	2,000
8060	000	Dues & Memberships	-	-	-	-	-	2,000
8090	000	Conference & Meeting Expense	-	-	-	-	-	4,000
8100	000	Vehicle Maintenance	-	-	-	-	-	-
8110	000	Equipment Maintenance	-	-	-	-	-	500
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	15,000
8180	000	Contract Services	-	-	-	-	-	-
8200	000	Training Expense	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	33,800
[101-2031] Management Services Total			-	-	-	251,660	215,829	459,346

*During fiscal year 2021-22, the City Manager's department was split into two departments (City Manager and Management Services). For purposes of clearer financial picture, the budgetary accounting portion of it will begin in 2022-23. The brown shading above depicts what portion would have been attributable to the Management Services department so the reader can get a better picture of a typical year. The green shading is the new complete picture of the Management Services budget.

**The Proposed amounts reflect the Management Services budget for FY22-23 post-split from the City Manager's department.

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Management Services Director and Senior Management Analyst salaries.
- 7010 Salaries – Part-Time
Funds non-salaried part-time employees (Management Assistant) and temporary staff for special projects.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds office supplies for the Management Services Department (\$10,000).
- 8010 Postage
Funds postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$300).
- 8050 Printing and Duplication
Funds the printing and duplication of materials, including City information brochures, stationery and business cards (\$2,000).
- 8060 Dues, Memberships, and Subscriptions
Funds International City Manager’s Association dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$2,000).
- 8090 Conference and Meeting Expense
Funds professional and training meetings, conference registrations (\$4,000).
- 8110 Equipment Maintenance
Funds repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (\$500).
- 8170 Professional Services
Funds consultant services, such as operational studies and other professional services (\$15,000).

City Clerk / 101-2033

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted* 2021/22	Estimated* 2021/22	Proposed** 2022/23
7000	000	Salaries - Permanent	130,962	-	20,633	206,914	184,903	195,943
7010	000	Salaries - Temp / Part	10,537	6,158	3,151	-	-	-
7020	000	Overtime	3,348	-	-	-	-	-
7070	000	Leave Buyback	18,652	-	-	-	-	-
7100	000	Retirement	45,732	162	934	13,624	13,624	49,993
7108	000	Deferred Compensation	1,074	-	4,737	1,170	1,170	1,216
7110	000	Workers Compensation	775	72	195	3,500	3,500	3,625
7130	000	Group Health Insurance	6,750	-	600	14,984	14,984	28,386
7140	000	Vision Insurance	217	-	40	446	446	456
7150	000	Dental Insurance	704	-	150	1,673	1,673	1,710
7160	000	Life Insurance	68	-	17	184	184	188
7170	000	FICA - Medicare	2,797	372	503	2,715	2,715	2,841
		<WAGES & BENEFITS>	221,616	6,764	30,959	245,211	223,200	284,359
8000	000	Office Supplies	10	-	-	-	-	-
8010	000	Postage	430	185	252	500	500	500
8020	000	Special Department Expense	2,162	1,920	-	1,500	1,500	1,500
8040	000	Advertising	3,034	1,233	595	2,800	2,800	5,000
8050	000	Printing/Duplicating	-	238	61	500	500	500
8060	000	Dues & Memberships	1,477	1,739	264	1,000	1,000	1,000
8070	000	Mileage/Auto Allowance	-	-	-	500	500	500
8090	000	Conference & Meeting Expense	3,326	650	150	3,000	3,000	3,000
8095	000	Commissioners Congress	-	4,836	-	-	-	8,000
8110	000	Equipment Maintenance	1,127	44	-	2,000	2,000	2,000
8170	000	Professional Services	-	-	3,200	-	-	65,000
8180	000	Contract Services	47,690	93,776	79,501	72,500	72,500	37,000
8200	000	Training Expense	1,000	1,926	530	200	200	1,000
8300	000	Lease Payment	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	60,256	106,547	84,554	84,500	84,500	125,000
8520	000	Machinery & Equipment	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
		[101-2033] City Clerk Total	281,872	113,311	115,512	329,711	307,700	409,359

*The Management Services department was created during fiscal year 2021-22 with the budgetary accounting portion of the modification to take effect in 22-23. The City Clerk's division, prior to the split, used the City Manager's budget in FY21-22. The Budgeted and Estimated amounts reflect the amount budgeted for the Chief City Clerk and the Deputy City Clerk for FY21-22 and are for information, comparison and clean-up purposes. The City Clerk's previous account # was 101-1021 but changed to 101-2033 due to restructuring.

**The Proposed amounts reflect the City Clerk's budget for FY22-23 post-split from the City Manager's department.

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Chief City Clerk and Deputy City Clerk salaries.

OPERATIONS & MAINTENANCE

- 8010 Postage
Funds postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (\$500).
- 8020 Special Department Expense
Funds special department supplies and services to include special office supplies, printer cartridges and supplies, City pins, training materials, stationery, business cards, special events and receptions, City Council reorganization, advisory body training materials, and unanticipated department expenses incurred to fulfill requests by management/ elected officials (\$1,500).
- 8040 Advertising
Funds advisory body recruitment, publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$5,000).
- 8050 Printing and Duplication
Funds printing and duplication of documents by a duplication service company for offsite agenda packet printing or for special projects (\$500).
- 8060 Dues, Memberships
Funds membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses (\$1,000).
- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Funds conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000).
- 8095 Commissioner Congress
Funds the annual Commissioner Congress (\$8,000).
- 8110 Equipment Maintenance
Funds repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual

supplies and equipment for maintenance, refurbishing, and repair (\$2,000).

8170 Professional Services

Funds professional services, including records retention policy, and citywide management and records training (\$9,100); audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$53,500); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,400). (Total \$65,000)

8180 Contract Services

Funds Public Records Request Act Management System (\$10,000); municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); professional services including minutes preparation (\$10,000); funds for bidding system and social media archiving system. (Total \$37,000)

8200 Training Expense

Funds Notary Public, Brown Act, and Technical Training for City Clerks, or related seminars (\$1,000).

Elections / 101-2022

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8010	000	Postage	-	-	517	500	50	1,000
8020	000	Special Department Expense	-	-	5,000	5,000	2,500	5,000
8040	000	Advertising	4,543	3,668	5,000	5,000	200	5,000
8170	000	Professional Services	53,702	182,075	66,326	155,000	50,000	155,000
		<CAPITAL OUTLAY>	58,244	185,743	76,843	165,500	52,750	166,000
[101-1022] Elections Total			58,244	185,743	76,843	165,500	52,750	166,000

OPERATIONS & MAINTENANCE

8010 Postage

Funds postal expenses for postage meter charges and mailings related to Elections (\$1,000).

8020 Special Department Expense

Funds special department supplies and materials related to the election and voter outreach program, including translation services (\$5,000).

8040 Advertising

Funds the voter outreach program (\$5,000).

8170 Professional Services

Funds translation of election notices and election consulting services from the firm MCA Direct and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office for the November 8, 2022 General Municipal Election (\$155,000).

Human Resources / 101-2034

Budget Detail

Acct	Tsk	Account Title	Actual 2018/19	Actual 2019/20	Unaudited Actual 2020/21	Budgeted* 2021/22	Estimated* 2021/22	Proposed** 2022/23
7000	000	Salaries - Permanent	-	-	-	308,518	275,699	247,824
7010	000	Salaries - Temp / Part	-	-	-	-	-	-
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	-	-	-	-	-	-
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	70,749	70,749	52,738
7108	000	Deferred Compensation	-	-	-	1,202	1,202	1,166
7110	000	Workers Compensation	-	-	-	4,912	4,912	4,585
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	24,957	24,957	34,618
7140	000	Vision Insurance	-	-	-	639	639	576
7150	000	Dental Insurance	-	-	-	2,396	2,396	2,160
7160	000	Life Insurance	-	-	-	264	264	238
7170	000	FICA - Medicare	-	-	-	3,788	3,788	3,593
7180	000	Car/Uniform Allowance	-	-	-	-	-	-
		<WAGES & BENEFITS>	-	-	-	417,424	384,605	347,498
8000	000	Office Supplies	7	-	-	-	-	-
8010	000	Postage	796	175	288	350	350	350
8020	000	Special Department Expense	12,510	11,728	2,039	12,000	12,000	35,000
8040	000	Advertising	4,609	7,540	7,140	7,000	7,000	7,000
8050	000	Printing/Duplicating	245	245	-	350	350	1,000
8060	000	Dues & Memberships	3,050	3,195	3,295	3,900	3,900	4,000
8090	000	Conference & Meeting Expense	2,905	46	280	8,000	8,000	8,000
8110	000	Equipment Maintenance	-	-	-	200	200	-
8160	000	Legal Service	244,953	242,001	173,286	140,000	140,000	165,000
8170	000	Professional Services	181,022	57,350	126,333	90,000	165,000	70,000
8180	000	Contract Services	-	-	-	-	-	105,000
8200	000	Training Expense	3,324	2,550	38,100	6,000	6,000	20,000
		<OPERATIONS & MAINTENANCE>	453,421	324,830	350,761	267,800	342,800	415,350
		[101-2034] Human Resources Total	453,421	324,830	350,761	685,224	727,405	762,848

* The Management Services department (which includes Human Resources) was created in fiscal year 2021-22 and used funds from the City Manager's budget in FY21-22. The Budgeted and Estimated amounts reflect the amount budgeted for the Human Resources & Risk Manager and two Management Analysts for FY21-22 and are for information, comparison and clean-up purposes. The previous Human Resources account # was 101-2013 but changed to 101-2034 due to restructuring.

**The Proposed amounts reflect the Human Resources budget for FY22-23 post-split from the City Manager's department.

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Human Resources & Risk Manager and two Management Analyst position salaries.

OPERATIONS & MAINTENANCE

- 8010 Postage
Funds postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Funds special department expenses including city employee identification cards, recruitment expenses, employee wellness program funds for employee relations and morale initiatives including employee lunch and winter lunch program (\$35,000).
- 8040 Advertising
Funds employment advertisement in various print and online resources other advertisement outlets (\$7,000).
- 8050 Printing and Duplication
Funds the printing and duplication of new employee handbooks as the Department is re-branding and purchase of annual Employment Law update posters (\$1,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Funds 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 (\$4,000).
- 8090 Conference and Meeting Expense
Funds Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$8,000).
- 8160 Legal Services
Funds labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$165,000).
- 8170 Professional Services
Funds the Classification and Compensation Study Phase II by consultant

(\$50,000) and consultant services for special training (\$20,000). (Total \$70,000)

8180 Contract Services

Funds pre-employment medical and psychological examinations and background checks/investigations (\$10,000), Fitness for Duty medical examinations (\$3,000), Personnel investigations (\$30,000), Employee Assistance Program services (\$6,500), 457 Plan Consulting contract (\$12,000), Supplemental Insurance Plan (TASC) administration fee (\$2,000), NeoGov License , Recruitment , Training and and Performance Evaluation (\$28,000), testing materials for recruitments for public safety (\$2,000), ADA Sign Language & other ADA accommodation services (\$1,500), , Liability and Workers Compensation Actuarial expenses (\$5,000) and temporary staffing services (\$5,000). (Total \$105,000)

8200 Training Expense

Funds skills enhancement and safety and educational workshops as well as mandatory training for staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$20,000).

Legal Services / 101-2501

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
			2018/19	2019/20	Actual	2021/22	2021/22	2022/23
8160	000	Legal Service	331,356	492,566	607,285	450,000	450,000	450,000
		<OPERATIONS & MAINTENANCE>	331,356	492,566	607,285	450,000	450,000	450,000
[101-2501] Legal Services Total			331,356	492,566	607,285	450,000	450,000	450,000

OPERATIONS & MAINTENANCE

8160 Legal Services

Funds City Attorney contract 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 (\$450,000).

Information Services / 101-2032

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	-	-	106	1,000	1,000	1,000
8060	000	Dues & Memberships	-	-	-	200	200	200
8110	000	Equipment Maintenance	7,206	-	-	1,500	1,500	1,500
8150	000	Telephone	194,507	211,380	254,693	199,600	300,000	300,000
8170	000	Professional Services	164,074	216,983	206,352	200,000	200,000	220,000
8180	000	Contract Services	52,742	32,277	39,308	80,550	80,550	96,500
8300	000	Lease Payment	24,606	25,469	18,929	24,000	24,000	25,000
8301	000	Copier Usage Charges	14,068	19,216	8,378	15,000	15,000	20,000
		<OPERATIONS & MAINTENANCE>	457,203	505,325	527,766	521,850	622,250	664,200
8530	000	Computer Equipment	89,876	68,556	13,344	80,000	80,000	100,000
		<CAPITAL OUTLAY>	89,876	68,556	13,344	80,000	80,000	100,000
[101-2032] Information Systems Total			547,079	573,881	541,110	601,850	702,250	764,200

Budget Detail

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Funds miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Funds membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Funds printer repair and replacement (\$1,500).
- 8150 Telephone
Funds City-wide land lines, inter-agency lines, conference calling system, and cable television services at City facilities (\$180,400), Point-to-Point network services with Spectrum throughout City Facilities (\$38,400), secondary back-up internet with AT&T (\$6,200), mobile device/cellular accounts for personnel including FirstNet for responders and Mobile Device Management software, and miscellaneous expenses (\$75,000). (Total \$300,000)
- 8170 Professional Services
Funds Citywide network system consulting services provided by Acorn Technology Corporation for all departments; special projects outside the scope of the service contract (\$220,000).
- 8180 Contract Services
Funds Domain.GOV annual fee (\$500), web hosting/support services (\$20,000), Laserfiche (\$3,200), Spam Filter (\$3,000), Anti-Virus (\$4,000), SecureWorks (portion paid through PD) Dropbox (\$1,200 partially funded by Library and Community Services), SpringBrook (\$32,000), and miscellaneous contract services (\$4,000), and disaster recovery/ off site backup. (Total \$96,500)
- 8300 Lease Payment
Funds monthly lease payments, maintenance and related costs for citywide copier fleet (\$25,000).
- 8301 Copier Usage Charges
Funds copies per lease agreement for citywide copiers, except those paid from special funds (\$20,000).

CAPITAL OUTLAY

- 8530 Computer Equipment
Funds Citywide personal computer/work station replacements, including expanded software licensing and servers as required (\$100,000).

Key Performance Indicators

The Management Services Department oversees the Human Resources and Risk Management Division, the City Clerk's Office, and Information Services. The department is focused on effectively centralizing management of citywide grants and contracts, establishing and implementing the Grants Manual and Policy Document, hosting monthly grant meetings with all Departments to ensure compliance and provide training, providing secure and reliable technological infrastructure for the City by completing and implementing initiatives in the Technology Master Plan, and updating administrative policies.

City Clerk's Office

Enhancing Customer Service through Innovation

- Continue to update and improve the City Clerk's webpage to provide quick access of information and accountability insuring public transparency on a quarterly basis, or as necessary changes to content arises
- Host and Record 2 trainings for Staff for Agenda Process
- Host and Record 2 onboarding trainings for appointed elected officials, including Commissioners and Staff Liaisons
- Host Commissioner Congress
- Continue to provide exemplary customer service, keeping in mind the diverse population we serve

2022 General Municipal Election

- Successfully coordinate with the County for the City General Municipal Election in November

Utilize Records Management Systems to Account for and Maintain Citywide Records

- Implement City's Records Retention schedule and host 2 trainings for staff
- Host Quarterly Records Clean Up Day, citywide, to include review of physical and electronic records
- Track and report on Public Records Act (PRA) Requests to the City Council on a monthly basis

Human Resources and Risk Management

Organizational Culture

- Update Personnel Policies, Rules & Regulations
- Building an Employer brand to attract and retain top caliber candidates
- Develop organizational culture framework
- Enhance diversity, equity and inclusion (DEI) initiatives

Employee Experience (EX)

- Increase employee satisfaction, with survey evaluations 2 times per year.
- Increase training opportunities and offerings to 1 training per quarter
- Increase employee retention/reduce turnover
- Establish Employee Experience Committee

Risk Management

- Develop and implement a focus on safety by implementing Annual Departmental Risk Assessments
- Improve claims process and ensure all departments are aware of their role in promoting safety (training 2 per year)
- Identify areas of frequent risk occurrence/type and develop plans to mitigate
- Evaluate existing risk pool
- Monitor number of claims filed and settled, denied or in litigation

Recruitment

- Provide an annual report on staff turnover to the City Council
- Provide monthly recruitment updates to the City Council

Information Services

Enhance Customer Service through Innovation

- Provide a secure and reliable technological infrastructure for the City by completing and implementing the initiatives in the Technology Master Plan
- Identify opportunities for ongoing system improvements through new technologies and software
- Continue upgrades to the City's network locations in order to increase the level of security, virus protection, efficiency of the network, and access to additional electronic and computerized functions
- Approach IT initiatives as a partnership between IT and individual departments

Modernizing the Organization

- Implement on-demand user training on security issues relating to computer, internet, and telephone use with emphasis on preventing successful virus/malware/ransomware attacks and fraudulent activity such as impersonation of a person, vendor, or IT
- Conduct biannual trainings on cybersecurity
- Work with other Departments to select a modern phone system

Finance

Fiscal Year 2022-23 Budget Snapshot

Overview

The Finance Department accounts for all City and Successor Agency expenditures, administers business licensing and water billing through third-party vendors, accounts for revenue collection, performs city wide accounting functions, including grant accounting, processes the biweekly payroll through a third-party vendor, 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 Annual Comprehensive Financial Report (ACFR). 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 by utilizing a third-party vendor for the City's approximately 7,000 accounts for all water, refuse and sewer fees. The Department works with the City Treasurer, Finance Commission, and committees with respect to the various financial issues. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments.

Notable Changes – Wages and Benefits

Full-time permanent salaries increased due to department staffing changes. Based on the technical requirements for the positions, two Management Assistant positions have been upgraded to Management Analyst. Last fiscal year saw an increase in part-time and temporary staff salaries due to vacancies and staffing needs, such as the Interim Finance Director and part-time Management Analyst.

Notable Changes – Operations and Maintenance

The only notable increase is the Liability and Surety Bonds line item. The City has established an Internal Service Fund for Insurance, for the purpose of managing the City's self-insured general liability and worker's compensation policy. The Liability and Surety Bonds line item funds the Insurance Fund.

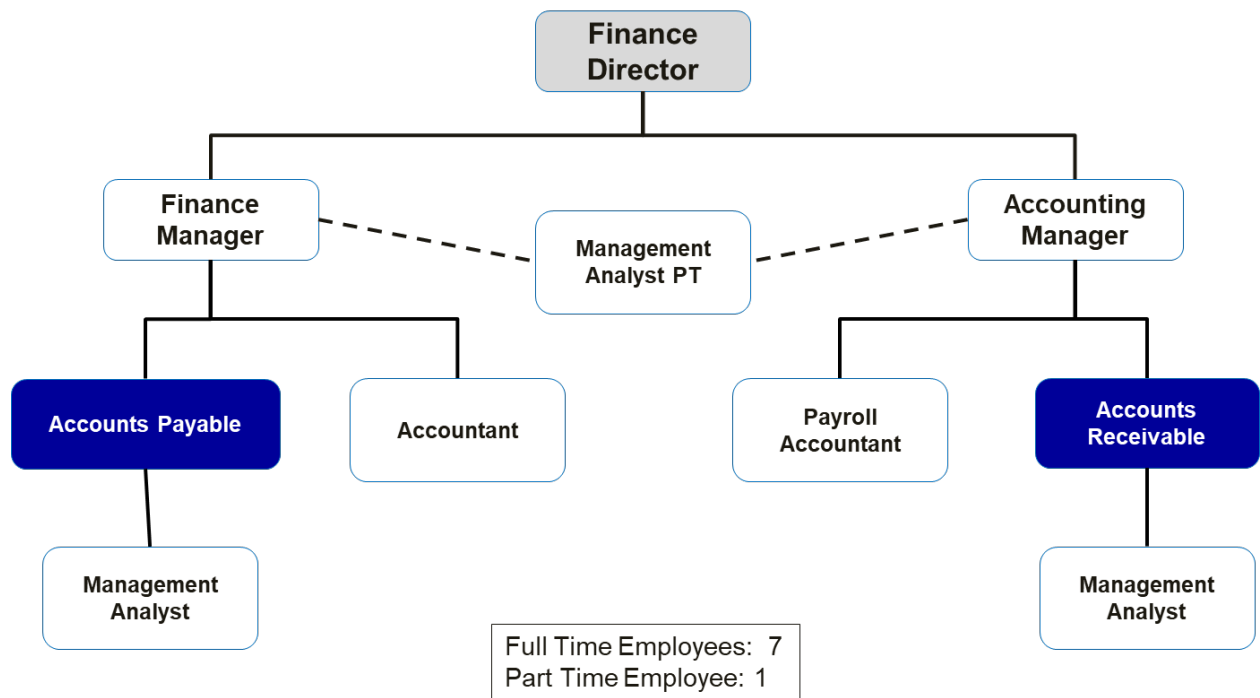
Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Budgeted	Estimated	Proposed
	2018/19	2019/20	2020/21	2021/22	2021/22	2022/23
Wages & Benefits	1,467,753	1,106,306	1,280,084	1,480,051	1,109,556	1,537,915
Operations & Maintenance	1,842,062	4,558,267	3,554,948	5,069,164	4,519,764	5,251,180
Total Expenses by Category	3,309,815	5,664,573	4,835,031	6,549,215	5,629,320	6,789,095
[101-3011] Finance	1,082,072	755,116	871,011	967,676	903,836	875,851
[101-3041] Non-Dept/Overhead	1,044,550	1,060,512	1,642,946	2,514,682	1,786,000	2,616,340
[103-2501] Legal Services	306,906	2,941,009	1,592,851	2,083,045	2,083,045	2,364,071
[500-3012] Utility Billing	876,286	907,936	728,223	983,812	856,439	932,833
Total Expenses by Program	3,309,815	5,664,573	4,835,031	6,549,215	5,629,320	6,789,095

Authorized Positions



Finance / 101-3011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	430,173	237,928	275,120	432,731	379,532	444,823
7010	000	Salaries - Temp / Part	11,228	23,008	144,195	50,000	150,000	48,071
7020	000	Overtime	2,397	1,648	1,669	2,038	4,000	2,050
7040	000	Holiday	-	4,358	6,582	-	7,000	6,780
7070	000	Leave Buyback	39,048	7,436	-	13,723	-	26,000
7100	000	Retirement	94,252	33,565	30,112	35,031	40,000	68,587
7108	000	Deferred Compensation	2,158	1,596	12,766	2,553	2,553	2,493
7110	000	Workers Compensation	2,251	3,508	4,961	8,071	7,021	8,229
7120	000	Disability Insurance	4,390	-	-	-	-	-
7122	000	Unemployment Insurance	-	7,613	3,003	-	-	-
7130	000	Group Health Insurance	41,865	30,664	38,869	39,830	34,205	39,761
7140	000	Vision Insurance	1,170	616	639	1,106	926	1,034
7150	000	Dental Insurance	2,490	2,216	2,505	4,149	3,474	3,879
7055	000	IOD - Non Safety	-	-	-	-	-	-
7160	000	Life Insurance	462	290	344	452	382	427
7170	000	FICA - Medicare	7,661	5,519	8,813	6,303	5,503	10,127
		<WAGES & BENEFITS>	639,545	359,966	529,578	595,987	634,597	662,262
8000	000	Office Supplies	5,635	7,765	890	7,247	7,247	9,000
8010	000	Postage	3,272	1,758	2,235	3,500	3,500	3,500
8020	000	Special Department Expense	14,651	21,400	73,639	33,000	33,000	72,648
8050	000	Printing/Duplicating	2,113	815	584	3,500	500	2,000
8060	000	Dues & Memberships	1,160	945	150	2,500	500	2,500
8070	000	Mileage/Auto Allowance	-	129	-	-	-	-
8090	000	Conference & Meeting Expense	311	-	225	2,000	-	1,000
8110	000	Equipment Maintenance	181	602	-	1,000	-	300
8170	000	Professional Services	150,718	226,568	192,842	234,942	202,992	80,141
8180	000	Contract Services	263,652	133,373	70,619	80,000	20,000	38,500
8200	000	Training Expense	835	1,796	249	4,000	1,500	4,000
		<OPERATIONS & MAINTENANCE>	442,527	395,151	341,433	371,689	269,239	213,589
		[101-3011] Finance Total	1,082,072	755,116	871,011	967,676	903,836	875,851

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds the Finance Director, Accounting Manager, Finance Manager, Management Analyst, and Accountants salaries. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Temp/Part-time
Funds a part-time Management Analyst and Interim Finance Director.
- 7020 Overtime
Funds overtime for non-management staff to assist with Finance Commission.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds the purchase of miscellaneous supplies (\$9,000).
- 8010 Postage
Funds postal expenses for mailing information, checks and miscellaneous Department mailings (\$3,500).
- 8020 Special Department Expense
Funds credit card charges and bank analysis fees (offset with revenue 101-0000-0000-5510) (\$62,500), compilation of the ACFR statistical section, and application costs for the GFOA ACFR award program (\$1,515); annual PERS accounting actuarial (\$3,583), W-2, 1095-C, 1099 mailing and materials (\$2,550). (Total \$72,648)
- 8050 Printing and Duplication
Funds the printing and duplication of draft and final budget (\$1,000) and other miscellaneous information intended for public distribution from the Finance Department. (Total \$2,000)
- 8060 Dues, Memberships, Subscriptions, and Books
Funds membership in the California Society of Municipal Finance Officers Association (CSMFO) (\$660), the Government Finance Officers Association (GFOA) (\$675), and other financial associations (\$1,165). (Total \$2,500)
- 8090 Conference and Meeting Expense
Funds attendance to GFOA/CSMFO conferences (\$1,000).
- 8110 Equipment Maintenance
Funds postage machine lease/maintenance allocation (\$300).

8170 Professional Services

Funds HdL sales tax, business license tax, and property tax audits (\$50,000), Morgan Stanley/Western Asset Investment and property (\$15,975), Time Keeping Services (\$11,740), and Annual Transaction report (\$2,450). (Total \$80,141)

8180 Contract Services

Funds OpenGov contract (\$8,500), ACFR and Audit assistance (\$30,000). (Total \$38,500)

8200 Employee Training

Funds department training opportunities; includes funds for additional finance software training (\$4,000).

Non-Departmental Overhead / 101-3041

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7131	000	Retiree Health Insurance	575,274	561,272	558,561	600,000	200,000	600,000
		<WAGES & BENEFITS>	575,274	561,272	558,561	600,000	200,000	600,000
8020	000	Special Department Expense	37	-	-	-	-	-
8060	000	Dues & Memberships	41,683	32,969	29,330	36,000	36,000	1,400
8140	000	Utilities	-	-	400,366	491,682	200,000	495,000
8170	000	Professional Services	73,362	43,643	134,326	130,000	90,000	137,640
8180	000	Contract Services	15,496	10,166	2,262	16,000	5,000	16,000
8191	000	Liability & Surety Bonds	179,308	251,782	346,580	1,080,000	1,080,000	1,190,000
8335	000	Property Tax Admin. Fee	159,390	160,681	171,522	161,000	175,000	176,300
		<OPERATIONS & MAINTENANCE>	469,276	499,240	1,084,385	1,914,682	1,586,000	2,016,340
[101-3041] Non-Dept/Overhead Total			1,044,550	1,060,512	1,642,946	2,514,682	1,786,000	2,616,340

PERSONNEL SERVICES

7131 Retirees Health Insurance

Funds retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$600,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Funds City memberships in LAFCO (\$1,400).

8140 Utilities

Funds Citywide water utility usage (\$495,000).

8170 Professional Services

Funds general fund portion of independent accounting services, including interim audits and preparation of FY 21-22 Financial Report Audit (\$23,400), FY 21-22 ACFR (13,600), retiree health actuarial (\$23,000), and a share of Morgan Stanley/Western Asset investment management services (\$28,000). (Total \$137,640)

8180 Contract Services

Funds share of bank armored courier services (\$16,000).

8191 Liability & Surety Bonds

Funds 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 (\$300,000).

8335 Property Tax Admin Fee

Funds LA County Fee for property tax calculation and administration (\$176,300).

Insurance Fund / 101-2501

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
			2018/19	2019/20	Actual	2021/22	2021/22	2022/23
8160	000	Legal Service	331,356	492,566	607,285	450,000	450,000	450,000
		<OPERATIONS & MAINTENANCE>	331,356	492,566	607,285	450,000	450,000	450,000
		[101-2501] Legal Services Total	331,356	492,566	607,285	450,000	450,000	450,000

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds special department expenses (\$77,250); worker's compensation premium through PRISM, formerly CSAC-EIA (\$441,880); general liability premium through PRISM, formerly CSAC-EIA (\$648,830). (Total \$1,167,960)

8161-000

Claims & Judgements – WC

Funds estimated worker's compensation settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-000 (\$341,966).

8161-001

Claims & Judgements – GL

Funds estimated general liability settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-001 (\$854,145).

Utility Billing / 500-3012

Budget Detail

Acct	Tsk	Account Title	Actual	Unaudited			Budgeted	Estimated	Proposed
			2018/19	2019/20	2020/21	2021/22	2021/22	2022/23	
7000	000	Salaries - Permanent	163,182	135,727	125,421	205,360	205,360	209,383	
7010	000	Salaries - Temp / Part	-	1,346	26,960	23,513	23,513	9,013	
7020	000	Overtime	688	-	-	-	-	2,000	
7040	000	Holiday	498	869	1,627	-	-	1,578	
7070	000	Leave Buyback	12,483	2,732	-	-	-	1,500	
7100	000	Retirement	52,429	28,655	21,275	27,369	27,369	26,492	
7108	000	Deferred Compensation	1,052	818	5,632	1,014	1,014	1,062	
7110	000	Workers Compensation	827	1,639	1,716	3,799	2,000	3,874	
7120	000	Disability Insurance	638	-	-	-	-	-	
7130	000	Group Health Insurance	17,066	10,163	6,083	17,305	10,000	15,051	
7140	000	Vision Insurance	354	240	187	528	528	516	
7150	000	Dental Insurance	1,075	817	786	1,980	1,980	1,935	
7160	000	Life Insurance	140	108	98	218	218	213	
7170	000	FICA - Medicare	2,504	1,954	2,159	2,978	2,978	3,036	
		<WAGES & BENEFITS>	252,934	185,069	191,944	284,064	274,959	275,653	
8000	000	Office Supplies	-	-	-	-	-	-	
8010	000	Postage	26	15,302	24,779	25,000	25,000	40,000	
8020	000	Special Department Expense	136,544	173,213	103,683	160,000	160,000	160,000	
8032	000	Water Efficiency Fee Projects	-	9,057	47	-	-	-	
8060	000	Dues & Memberships	-	-	-	-	-	-	
8070	000	Mileage/Auto Allowance	-	-	-	-	-	-	
8090	000	Conference & Meeting Expense	-	(100)	-	100	-	100	
8110	000	Equipment Maintenance	15,225	602	-	19,058	-	18,000	
8170	000	Professional Services	368,707	423,996	312,894	398,610	300,000	346,600	
8180	000	Contract Services	10,870	8,817	2,895	4,500	4,500	-	
8200	000	Training Expense	-	-	-	500	-	500	
8350	000	Bad Debt Expense	-	-	-	-	-	-	
8400	000	Overhead Allocation	91,981	91,981	91,981	91,980	91,980	91,980	
		<OPERATIONS & MAINTENANCE>	623,353	722,867	536,279	699,748	581,480	657,180	
		[500-3012] Utility Billing Total	876,286	907,936	728,223	983,812	856,439	932,833	

Budget Detail

PERSONNEL SERVICES

7000 Regular Salaries

Funds partial Finance Director, Accounting Manager, Finance Manager, Management Analyst, and Accountant salaries. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Temp/Part-time

Funds partial -time Management Analyst and Interim Finance Director compensation.

OPERATIONS & MAINTENANCE

8010 Postage

Funds postal expenses related to water billing services and inserts (\$40,000).

8020 Special Department Expense

Funds payment of allocation of credit card charges and bank analysis fees (\$160,000). (Offset by Transaction fee acct # 101-0000-0000-5510-000)

8090 Conference and Meeting Expense

Funds share of annual CSMFO conference for the Finance Staff (\$100).

8110 Equipment Maintenance

Funds postage machine and copier lease/maintenance allocation (\$2,000) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$16,000). (Total \$18,000)

8170 Professional Services

Funds \$310,000 toward contractual support service with Munibilling, Finance Department's utility billing processor, and \$12,000 for a lockbox fee; portion of annual city audit services (\$23,400); a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200). (Total \$346,600)

8200 Training

Funds training seminars for Finance Department staff (\$500).

8400 Overhead Allocation

Funds for administrative services provided by the General Fund (\$91,980).

Key Performance Indicators

At the Finance Department, we strive to work efficiently and effectively. In the past few years we have launched various projects that will be in full effect this year.

Workflows

In Fiscal Year 2021-2022, the Accounts Payable and Receivable functions became completely digital via a workflow process. This cuts down staff time significantly, as well as streamlines a previously strenuous process. It also falls in line with the City's environmental strategies by reducing the amount of paper used.

Payroll

The Finance department has taken on the magnanimous task of in-house payroll. This allows staff to have more autonomy over their payroll. We endeavor to make this process more efficient, therefore time and attendance procedures are currently being developed. In FY 2022-2033, our goal is to successfully launch the Time and Attendance portion of payroll utilizing Time Clock Plus.

Records

Finance converted document retention procedures to a digital format. In previous years, all documents were only paper copies. We have invested time into scanning and converting documents to a digital platform in order to have quicker access. This allows the department and the City to respond to inquiries quicker in the future. We continue to change all paper documents into a digital and/fillable form to continue these procedures.

Enterprise Resource Planning Upgrade

Finance currently utilizes a software called Springbrook for its accounting needs and resources. This year we plan to take this software to new heights by enrolling in the Cloud-based system. This will allow the department to generate new reports and improved reports. As well as adding a layer of security to our financial data in the event of a natural disasters.

Bank Reconciliation

Bank reconciliations shall be completed 30 days after the previous month end and no later than 45 days.

Annual Audit and ACFR

The audit shall commence in November with the completion of the audit no later than January of the following year. The (Annual Comprehensive Financial Report) ACFR shall be completed and submitted to City Council in March following the prior fiscal year.

City Treasurer

Fiscal Year 2022-23 Budget Snapshot

Overview

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 Commission, and submits an annual investment policy to the City Council.

Notable Changes – Wages and Benefits

No significant changes to Wages and Benefits.

Notable Changes – Operations and Maintenance

No items budgeted for Operations and Maintenance.

Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
	2018/19	2019/20	Actual	2021/22	2021/22	2022/23
Wages & Benefits	9,165	9,211	8,444	9,250	9,250	8,752
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	9,165	9,211	8,444	9,250	9,250	8,752
[101-3021] City Treasurer	9,165	9,211	8,444	9,250	9,250	8,752
Total Expenses by Program	9,165	9,211	8,444	9,250	9,250	8,752

Authorized Positions

City Treasurer	1
Total	1

City Treasurer / 101-3021

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7010	000	Salaries - Temp / Part	8,472	8,472	7,766	8,472	8,472	8,472
7110	000	Workers Compensation	45	91	84	130	130	157
7170	000	FICA - Medicare	648	648	594	648	648	123
		<WAGES & BENEFITS>	9,165	9,211	8,444	9,250	9,250	8,752
[101-3021] City Treasurer Total			9,165	9,211	8,444	9,250	9,250	8,752

PERSONNEL SERVICES

7010 Salaries – Temp / Part

Funds monthly stipend of elected City Treasurer. The Treasurer's stipend is authorized by Government Code and City resolutions.

Police

Fiscal Year 2022-23 Budget Snapshot

Overview

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. As a reflection of the community, the Police Department has enhanced its diversity by increasing the number of female police officers to three.

The South Pasadena Police Department is comprised of 34 sworn officers including Lieutenants, Sergeants, Corporals, Deputy Chief of Police and Chief of Police, 18 full-time non-sworn personnel and additional part-time non-sworn personnel including Police Cadets. The department is augmented with an additional four Reserve Officers and a volunteer Chaplain.

\$200,000 has been set aside as an assigned reserve for Mental Health.

Notable Changes – Wages and Benefits

The Police Department intends to fill all vacancies and bring the level of staffing up to authorized strengths. The overtime exceeded expectations is due to unfilled vacancies, increased patrol for special assignments and COVID-19 related absences. In Fiscal Year 2022-23, the Police Department had an increase in overtime due to unfilled vacancies, and COVID-19 related absences.

Notable Changes – Operations and Maintenance

To become more sustainable and support the City's Green Action Plan, the Police Department is moving towards the electrification of its fleet of vehicles. The contract for crossing guards with All City Management was increased to reflect the return to in-person learning and a traditional school calendar.

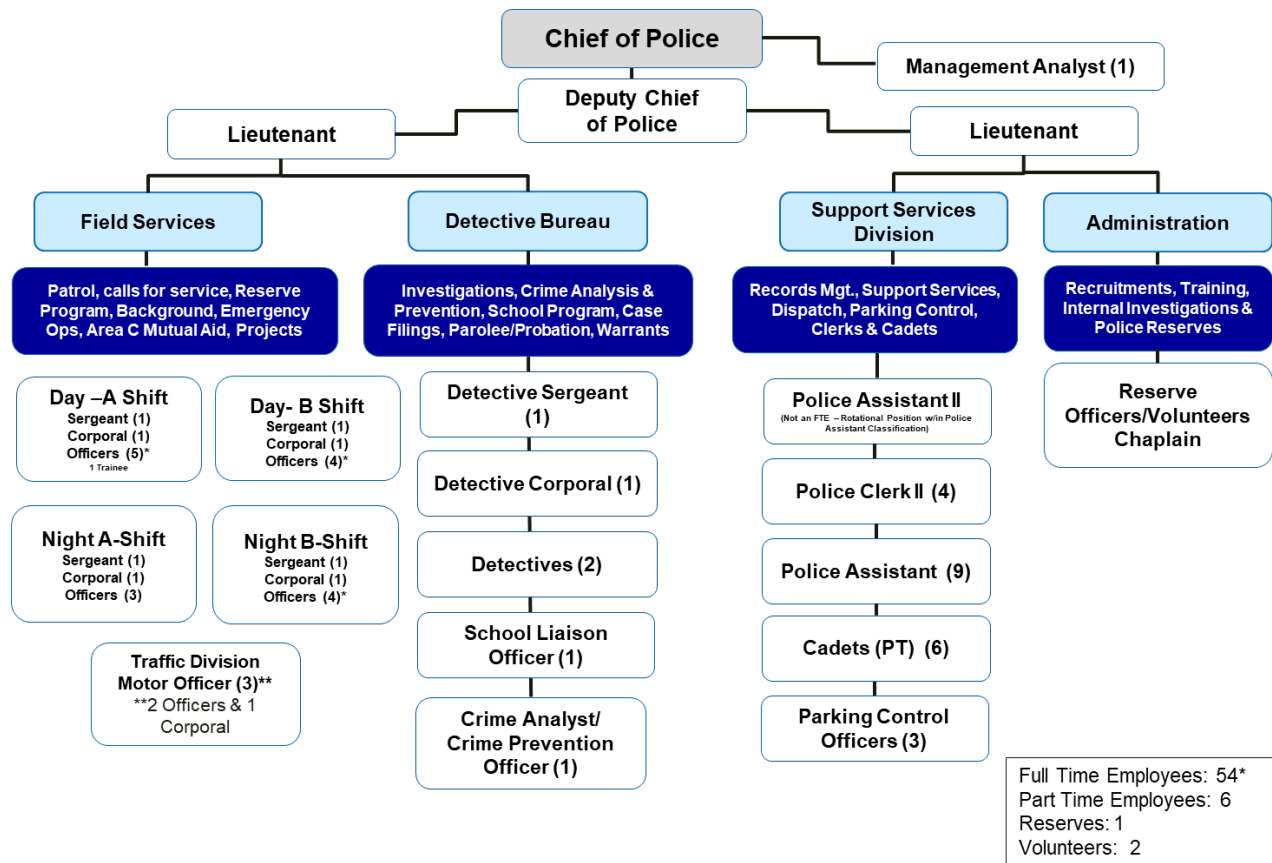
Capital Outlay

The COPS Grant is funding the new Computer Aided Dispatch and Records Management System.

Budget Summary

EXPENDITURE SUMMARY	Unaudited					
	Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
Wages & Benefits	7,382,606	8,442,920	9,754,905	8,680,720	8,943,571	9,592,485
Operations & Maintenance	1,017,023	806,777	676,285	1,419,611	1,033,864	1,302,571
Capital Outlay	242,518	66,745	24,478	256,023	150,000	301,240
Total Expenses by Category	8,642,146	9,316,441	10,455,668	10,356,354	10,127,435	11,196,296
[101-4011] Police	8,391,436	9,171,740	10,398,243	9,960,831	9,956,435	10,684,973
[105-4011] Facilities & Equipment Replacement	179,392	42,645	-	139,343	50,000	263,000
[241-4011] Measure H	-	77,957	32,947	-	-	57,083
[270-4011] Police	8,193	-	-	10,000	20,000	10,000
[270-4015] Police Asset Forfeiture	-	-	-	50,000	-	50,000
[272-4018] Police State Grant - AB 3229	63,126	24,100	24,478	133,500	101,000	130,000
[273-4019] Police Subventions - Cleep	-	-	-	-	-	-
[274-4019] Homeland Security Grant	-	-	-	62,680	-	1,240
Total Expenses by Program	8,642,146	9,316,441	10,455,668	10,356,354	10,127,435	11,196,296

Authorized Positions



Police / 101-4011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	3,908,896	4,482,814	4,606,792	4,573,350	4,573,350	4,943,712
7010	000	Salaries - Temp / Part	124,865	153,126	147,632	160,000	160,000	160,000
7020	000	Overtime	646,515	618,057	704,131	592,000	792,000	792,000
7030	000	Overtime - FLSA	-	3,796	6,687	-	5,000	-
7040	000	Holiday	189,384	245,815	268,676	200,000	200,000	200,000
7045	000	Overtime - Special (Movie) Detail	190,960	207,780	286,525	160,000	275,000	250,000
7050	000	Overtime - DUI Checkpoint	16,564	7,217	13,471	69,900	10,000	20,000
7060	000	IOD - Safety	1,702	5,957	-	10,000	40,000	10,000
7070	000	Leave Buyback	96,236	46,574	16,512	36,935	6,000	38,000
7100	000	Retirement	1,499,691	1,711,224	2,562,864	2,015,181	2,015,181	2,227,309
7108	000	Deferred Compensation	2,871	3,529	170,181	4,780	4,780	4,780
7110	000	Workers Compensation	71,326	218,990	239,059	215,394	215,394	228,697
7120	000	Disability Insurance	1,904	32,102	7,956	-	-	-
7122	000	Unemployment Insurance	8,938	-	2,825	-	-	-
7130	000	Group Health Insurance	457,601	449,722	499,806	468,678	468,678	477,314
7140	000	Vision Insurance	10,473	10,220	10,285	12,240	12,240	12,960
7150	000	Dental Insurance	31,089	33,914	35,053	45,900	45,900	48,600
7160	000	Life Insurance	4,394	4,799	4,864	5,049	5,049	5,346
7170	000	FICA - Medicare	73,181	85,626	90,990	66,314	70,000	71,684
7180	000	Car/Uniform Allowance	46,017	43,700	47,650	45,000	45,000	45,000
		<WAGES & BENEFITS>	7,382,606	8,364,963	9,721,958	8,680,720	8,943,571	9,535,402
8000	000	Office Supplies	29,012	28,120	28,677	26,000	26,000	29,000
8010	000	Postage	5,878	2,669	4,410	5,000	5,000	5,000
8020	000	Special Department Expense	62,849	64,022	42,603	74,247	60,000	60,000
8034	000	K9 Expenses	5,116	8,436	8,154	9,000	9,000	9,000
8035	000	Narco K9 Expenses	5,303	4,332	3,770	8,000	8,000	-
8040	000	Advertising	-	60	-	-	-	-
8050	000	Printing/Duplicating	12,373	16,373	12,944	16,500	16,500	20,000
8060	000	Dues & Memberships	4,918	2,145	1,555	3,700	3,700	3,700
8090	000	Conference & Meeting Expense	3,801	2,213	400	8,000	1,500	8,000
8100	000	Vehicle Maintenance	85,169	75,887	45,933	80,000	80,000	80,000
8105	000	Fuel	91,158	63,769	65,031	65,000	65,000	120,000
8109	000	Equipment	-	-	14,702	25,000	10,000	25,000
8110	000	Equipment Maintenance	13,830	13,040	12,621	20,000	15,000	20,000
8120	000	Building Maintenance	480	-	-	-	-	-
8134	000	Safety Clothing/Equipment	37,147	30,105	15,419	30,000	15,000	30,000
8150	000	Telephone	855	-	-	-	-	-
8170	000	Professional Services	49,302	104,677	71,024	186,516	186,516	189,250
8180	000	Contract Services	544,007	353,111	309,161	651,648	451,648	483,121
8200	000	Training Expense	32,332	18,875	22,880	30,000	30,000	30,000
8210	000	Training Expense - POST Reimb.	25,302	18,944	17,002	30,000	30,000	30,000
8176	000	Reserves and Volunteers	-	-	-	7,500	-	7,500
		<OPERATIONS & MAINTENANCE>	1,008,830	806,777	676,285	1,276,111	1,012,864	1,149,571
8520	000	Machinery & Equipment	-	-	-	4,000	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	4,000	-	-
[101-4011] Police Total			8,391,436	9,171,740	10,398,243	9,960,831	9,956,435	10,684,973

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds for all full-time, permanent sworn and civilian employees' salaries.
- 7010 Salaries – Temporary/Seasonal/Part-Time
Funds seasonal, temporary and other non-salaried part-time employees, including Police Cadets, compensation.
- 7020 Overtime
Funds cost of overtime for non-management personnel, including duties such as 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 (\$792,000).
- 7040 Holiday
Funds overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Special (Movie) Detail
Funds the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7050 Overtime – DUI Checkpoint
Funds overtime compensation for DUI checkpoint staffing (\$20,000).
- 7060 IOD – Safety
Funds Injury on Duty (IOD) overtime (\$10,000).
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances (\$38,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds the purchase of Police report forms; Detective and Records case file folders, office stationery, miscellaneous office, kitchen and COVID-19 supplies (\$29,000).
- 8010 Postage
Funds Police Department postal expenses (\$5,000).
- 8020 Special Department Expense
Funds department supplies and services to include: fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Department of Justice fingerprint checks (\$4,000); Live-Scan (\$3,500); office equipment including office chairs, computer equipment and briefing room projector (\$7,500); locker room

refurbishment (\$5,000); community education programs to include: Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials (\$26,500); Festival of Balloons expenses including radio, repeater and message board rentals (\$1,000); and other miscellaneous expenditures (\$7,500). (Total \$60,000)

8034 K-9

Funds training, equipment, maintenance and veterinarian costs (\$9,000).

8035 Narco K9 Expenses

Funds training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses.

8050 Printing and Duplication

Funds the printing and duplication of materials such as crime prevention brochures (\$3,500); parking, traffic citations, and parking permits; (\$13,000); printing costs are expected to increase 10 to 15% this year. (Total \$20,000)

8060 Dues, Memberships, Subscriptions and Books

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

8090 Conference and Meeting Expenses

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

8100 Vehicle Maintenance and Operations

Funds the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$45,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000). (Total \$80,000)

8105 Fuel

Funds fueling of patrol vehicles. Increased due to fuel cost increase (\$120,000).

- 8109 Equipment
Funds lethal and less lethal weapons, accessories training supplies including ammunition, range maintenance, and repairs (\$25,000).
- 8110 Equipment Maintenance
Funds the repair and maintenance of City-owned equipment, such as radar units, office machines, police radios, video cameras, and other equipment; excluding police vehicles (\$20,000).
- 8134 Safety Clothing/Equipment
Funds purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). (Total \$30,000)
- 8170 Professional Services
Funds outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); SecureWorks annual subscription and other software/license fees (\$28,816). Phoenix Group Information Systems city parking program management offset by revenue in Parking Citations account #4610-000, includes a 5% increase (\$57,435). (Total \$189,251)
- 8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society increased by 2% (\$173,483); all City Management Crossing Guards (\$177,716); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team increased by 14% (\$35,057); Lexipol policy training increased by 25% (\$10,000); first year of Flock Camera Systems annual lease (\$30,000); \$200,000 previously budgeted for the Crisis Intervention Team will be carried over. (Total \$683,121)
- 8200 Training Expense
Funds training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).
- 8210 P.O.S.T. Training Expense
Funds training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).
- 8176 Reserves and Volunteers
Funds expenses associated with Volunteer Program and Police Reserve Officers to include uniforms maintenance and training (\$7,500).

Facilities and Maintenance Equipment / 105-4011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8101	000	Vehicle Lease (PD)	-	-	-	130,000	-	143,000
		<OPERATIONS & MAINTENANCE>	-	-	-	130,000	-	143,000
8540	000	Automotive Equipment	179,392	42,645	-	9,343	50,000	120,000
		<CAPITAL OUTLAY>	179,392	42,645	-	139,343	50,000	263,000
[105-4011] Police FACILITIES & EQUIP. REPI			179,392	42,645	-	139,343	50,000	263,000

OPERATIONS & MAINTENANCE

8101 Vehicle Lease (PD)

Funds the five-year lease of police vehicles. The lease will provide 10 hybrid vehicles. The vehicle leasing costs will be budgeted annually. \$130,000 was budgeted previously and was unused. \$273,000 is needed therefore the current budget is \$143,000 to cover the difference. (Total \$143,000).

CAPITAL OUTLAY

8540 Automotive Equipment

Funds the purchase of two vehicles (\$120,000).

Measure H / 241-4011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	-	8,698	4,531	-	-	-
7020	000	Overtime	-	53,144	22,433	-	-	53,144
7040	000	Holiday	-	3,939	-	-	-	3,939
7100	000	Retirement	-	5,816	2,543	-	-	-
7110	000	Workers Compensation	-	2,991	1,253	-	-	-
7130	000	Group Health Insurance	-	2,044	1,593	-	-	-
7140	000	Vision Insurance	-	75	43	-	-	-
7150	000	Dental Insurance	-	280	148	-	-	-
7160	000	Life Insurance	-	33	20	-	-	-
7170	000	FICA - Medicare	-	938	384	-	-	-
		<WAGES & BENEFITS>	-	77,957	32,947	-	-	57,083
		[241-4011] Police Total	-	77,957	32,947	-	-	57,083
		241 - MEASURE H TOTAL	-	77,957	32,947	-	-	57,083

PERSONNEL SERVICES

7020 Overtime

Funds the partial cost of officer overtime. Reimbursed by SGVCOG.

7040 Holiday

Funds partial overtime compensation for employees required to work on Holidays. Reimbursed by SGVCOG.

Asset Forfeiture / 270-4015

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8200	000	Training Expense	8,193	-	-	10,000	20,000	10,000
		<OPERATIONS & MAINTENANCE>	8,193	-	-	10,000	20,000	10,000
8520	000	Machinery & Equipment	-	-	-	50,000	-	50,000
		<CAPITAL OUTLAY>	-	-	-	50,000	-	50,000
[270-4015] Police Asset Forfeiture Total			8,193	-	-	60,000	20,000	60,000
270 - ASSET FORFEITURE TOTAL			8,193	-	-	60,000	20,000	60,000

OPERATIONS & MAINTENANCE

8200 Training Expenses

Funds law enforcement training and education—training of investigators, sworn and non-sworn law enforcement personnel in any area necessary to perform official law enforcement duties, such as canine handler, narcotics, defensive tactics, criminal justice, language, constitutional law, accounting/finance, or forensics. Provided that the employees' regular duties require knowledge of these topics (\$10,000).

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds the costs associated with the purchase of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities (\$50,000).

Police State Grant – AB 3229 / 272-4018

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8022	000	OTS Grant Expenses	-	-	-	3,500	1,000	-
8180	000	Contract Services	-	-	-	-	-	-
8200	000	Training Expense	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	-	3,500	1,000	-
8520	000	Machinery & Equipment	63,126	24,100	24,478	130,000	100,000	130,000
		<CAPITAL OUTLAY>	63,126	24,100	24,478	130,000	100,000	130,000
[272-4018] Police State Grant - AB 3229 Total			63,126	24,100	24,478	133,500	101,000	130,000
272 - POLICE GRANTS - STATE (COPS) TOT			63,126	24,100	24,478	133,500	101,000	130,000

OPERATIONS & MAINTENANCE

8022 OTS Grant Expenses

Funds equipment and overtime for DUI and special enforcement through a special grant.

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds Axon Enterprise Inc., digital storage and upgrade current equipment (\$25,000); computer-aided dispatch and records management system (CAD/RMS) (\$105,000). (Total \$130,000)

Homeland Security Grant / 274-4019

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8520	000	Machinery & Equipment	-	-	-	62,680	-	1,240
		<CAPITAL OUTLAY>	-	-	-	62,680	-	1,240
[274-4019] Police Grant Total			-	-	-	62,680	-	1,240
274 - HOMELAND SECURITY GRANT TOTAL			-	-	-	62,680	-	1,240

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds the purchase of mobile data computers. \$62,680 was budgeted previously and was unused. \$63,290 is needed therefore the current budget is \$1,240 to cover the difference (\$1,240).

Key Performance Indicators

The South Pasadena Police Department meets the needs of the community by providing professional services to safe guard the city in crime prevention. Community outreach is accomplished by active patrols, educational programs, and social media through the City's website. The Key Performance Indicators (KPI) for the department demonstrate the need to quantify its information in a concise and articulate manner.

Computer Aided Dispatch and Record Management System (CAD/RMS)

- On March 22, 2022, the Motorola Flex System went into effect to bring the South Pasadena Police Department into 21st century of law enforcement
- The system incorporates a new Geographical Information System (GIS) that decreases the officer response time from time of dispatch
- The CAD decreases response time to 911 calls for service
- All calls for service can be tracked in a detailed report as to the initiation of a call, time of response, and length of duration. This information can be tabulated in an annual report to the City Council
- The Records Management System capabilities unite several departments, patrol, detectives, and records division into a simultaneous report flow limiting human input errors
- The increase in information capture enhances the departments efficiency and provides an increase in details on a monthly basis

The South Pasadena Police Departments Assessment of 2022

- The Request for Proposals have been completed and the selection process has begun
- The chosen firm will evaluate the separate bureaus of patrol, detectives, dispatch, traffic, records, and administration to examine work flow of each bureau and provide input to increase efficiency to the department as a whole

Racial and Identity Profiling Advisory (RIPA) AB 953

- The South Pasadena Police Department RIPA statistics began compilation on January 1, 2022, and submitted to the Department of Justice in April, 2023
- The RIPA statistics shall include:
 - Stop Data Demographics
 - Calls for Service
 - Actions Taken During Stop by Officers
 - Result of Stop
 - Tests for Racial/Ethnic Disparities
 - Use of Force Analysis
 - Report-Specific Analyses

Enhanced Community Needs Outreach Via Mobile Crisis Outreach Unit

- Increase City's outreach efforts with a contracted partner
- Provide dedicated response to individuals experiencing mental health crises
- Track and report data regarding number of referrals for mental health and addiction treatment, along with placements aimed towards permanent housing for those experiencing homelessness

Fire

Fiscal Year 2022-23 Budget Snapshot

Overview

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.

Notable Changes – Wages and Benefits

Increases in wages and benefits are associated with increased retirement costs and health benefit costs.

Notable Changes – Operations and Maintenance

While there are no significant increases in Operations and Maintenance, some Operations and Maintenance costs are up due to COVID related supplies and equipment. The City has received CARES funds to help with COVID related costs, but on a city-wide basis, costs will be more than the CARES funds received to date. One-time increase in fuel due to the current fuel cost crisis.

Capital Outlay

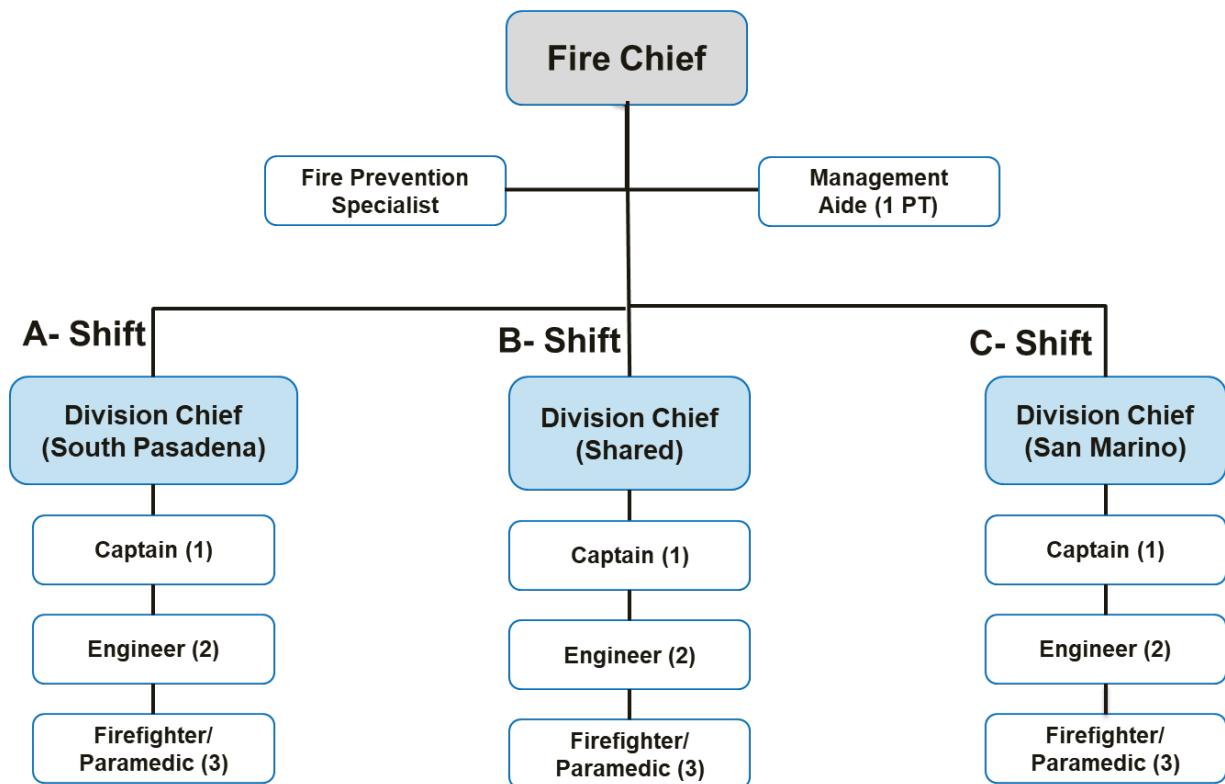
Replacement of Self-Contained Breathing Apparatus (SCBA). Estimated cost: \$150,000.

The department's current SCBA's are at their end of life span and will be out of OSHA compliance at the end of 2023. SCBA's are worn by fire department suppression personnel on all incidents where there is the possibility of hazardous atmosphere. SCBA's are also a requirement of OSHA's Respiratory Protection Program for respiratory protection of firefighting personnel

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Budgeted	Estimated	Proposed
	2018/19	2019/20	2020/21	2021/22	2021/22	2022/23
Wages & Benefits	4,260,234	4,900,576	5,775,579	5,758,049	6,048,519	5,822,580
Operations & Maintenance	593,964	587,004	572,103	589,500	596,500	662,700
Capital Outlay	263,113	39,751	-	-	-	150,000
Total Expenses by Category	5,117,310	5,527,332	6,347,681	6,347,549	6,645,019	6,635,280
[101-5011] Fire	4,695,243	5,435,419	6,315,749	6,292,549	6,605,019	6,580,280
[101-5012] Emergency Preparedness	386,516	91,913	31,932	55,000	40,000	55,000
[105-5011] Facilities & Equipment Replacement	35,551	-	-	-	-	-
Total Expenses by Program	5,117,310	5,527,332	6,347,681	6,347,549	6,645,019	6,635,280

Authorized Positions



Full Time Employees: 22*
 Part Time Employees: 1
*Not including Div. Chief: Two-City Cooperative Agreement

Fire / 101-5011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	1,766,150	2,174,539	2,458,937	2,472,714	2,462,184	2,478,360
7010	000	Salaries - Temp / Part	40,813	28,692	27,627	28,100	28,100	28,576
7020	000	Overtime	950,379	915,080	1,318,654	550,000	1,000,000	600,000
7030	000	Overtime - FLSA	30,903	32,593	36,518	97,000	97,000	97,000
7035	000	Overtime - Fire Strike	-	-	-	300,000	-	300,000
7040	000	Holiday	72,945	74,932	86,086	90,000	90,000	90,000
7045	000	Overtime - Special (Movie) Detail	116,549	114,254	134,178	100,000	160,000	100,000
7060	000	IOD - Safety	34,812	6,813	-	-	100,000	-
7065	000	Fitness	5,700	5,200	6,200	9,000	-	9,000
7070	000	Leave Buyback	37,408	23,388	-	57,170	57,170	50,000
7100	000	Retirement	828,132	969,679	941,079	1,384,707	1,384,707	1,378,154
7108	000	Deferred Compensation	5,243	5,447	110,601	4,876	4,876	5,034
7110	000	Workers Compensation	88,270	252,985	309,938	335,448	335,448	337,652
7122	000	Unemployment Insurance	-	7,783	4,419	-	-	-
7130	000	Group Health Insurance	204,450	209,337	242,086	250,724	250,724	269,760
7140	000	Vision Insurance	4,041	4,084	4,551	5,280	5,280	5,280
7150	000	Dental Insurance	12,952	13,712	15,226	19,800	19,800	19,800
7160	000	Life Insurance	1,739	1,799	2,120	2,178	2,178	2,178
7170	000	FICA - Medicare	45,786	47,760	61,235	35,702	35,702	35,936
7180	000	Car/Uniform Allowance	13,962	12,500	16,125	15,350	15,350	15,850
		<WAGES & BENEFITS>	4,260,234	4,900,576	5,775,579	5,758,049	6,048,519	5,822,580
8000	000	Office Supplies	3,708	3,516	3,688	3,700	3,700	3,700
8010	000	Postage	975	779	1,061	1,000	1,000	1,000
8020	000	Special Department Expense	43,978	43,669	43,159	44,000	44,000	44,000
8024	000	Fire Strike Team Expense	-	-	-	15,000	5,000	15,000
8025	000	Medical Supplies	47,350	50,279	132,574	34,000	34,000	34,000
8026	000	Hazardous Materials	695	287	-	500	500	500
8027	000	Ground Emergency Medical Transport	-	-	-	34,000	34,000	34,000
8034	000	K9 Expenses	-	-	-	-	-	5,000
8050	000	Printing/Duplicating	982	1,031	1,249	1,000	1,000	1,000
8060	000	Dues & Memberships	1,890	1,498	1,225	1,800	1,800	2,000
8080	000	Books & Periodicals	1,876	2,369	840	2,000	-	2,000
8090	000	Conference & Meeting Expense	482	1,490	-	2,000	2,000	2,000
8100	000	Vehicle Maintenance	44,694	32,479	42,297	52,500	37,500	37,500
8105	000	Fuel	20,898	20,085	20,637	17,000	17,000	30,000
8110	000	Equipment Maintenance	9,824	11,093	10,222	11,000	5,000	11,000
8120	000	Building Maintenance	17,131	72,100	9,029	10,000	10,000	10,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8134	000	Safety Clothing/Equipment	28,075	28,218	26,087	31,000	31,000	31,000
8170	000	Professional Services	25,667	36,216	23,385	40,000	40,000	42,000
8180	000	Contract Services	149,708	157,331	156,250	157,000	212,000	225,000
8183	000	Contract Services - Command Sharing	27,347	62,686	58,723	65,000	65,000	65,000
8200	000	Training Expense	9,727	9,367	9,745	12,000	12,000	12,000
		<OPERATIONS & MAINTENANCE>	435,009	534,493	540,170	534,500	556,500	607,700
8520	000	Machinery & Equipment	-	350	-	-	-	150,000
		<CAPITAL OUTLAY>	-	350	-	-	-	150,000
[101-5011] Fire Total			4,695,243	5,435,419	6,315,749	6,292,549	6,605,019	6,580,280

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds fire administration, command/suppression personnel, and support staff.
- 7010 Part-Time Salaries
Funds one part-time Management Aide to perform secretarial duties.
- 7020 Overtime
Funds 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.
- 7035 Overtime-Fire Strike
Funds the cost of overtime for non-management personnel for out-of-area strike team responses.
- 7040 Holiday
Funds overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Funds 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
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, (\$2,300); toner, printer supplies, (\$800) and copy paper, letter head, envelopes (\$600). (Total \$3,700)
- 8010 Postage
Funds department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State government mailings and postal expenses (\$1,000).
- 8020 Special Department Supplies
Funds extraordinary department supplies and services including unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$4,200); station and apparatus cleaning supplies (\$4,500); linen services (\$6,800); department identification cards (\$500); unanticipated repairs to front-line and reserve firefighting apparatus (\$10,500); replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,500). (Total \$44,000)

- 8024 Fire Strike Team Expense
Funds the cost of out-of-area Strike Team responses including, but not limited to, fuel, hotel expenses, food, and other supplies (\$15,000).
- 8025 Paramedic and Emergency Medical Services and Supplies
Funds purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$19,000); expendable medical supplies including oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000); and other medical supplies (\$5,000). (Total \$34,000)
- 8026 Hazardous Materials
Funds purchase of hazardous materials inspection and compliance materials to maintain the department's Participating Agency inspections status notices (\$500).
- 8027 Ground Emergency Medical Transport
Funds participation in the State's Ground Emergency Medical Transport Program that enables the City to recover costs associated with the transportation of Medi-Cal patients (\$34,000).
- 8034 Accelerant Detection Canine
Funds the purchase of supplies to support the department's accelerant detection canine (\$2,000); veterinarian bills (\$1,000); and annual re-certification costs (\$2,000). (Total \$5,000)
- 8050 Printing and Duplicating
Funds 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). (Total \$1,000)
- 8060 Dues and Membership
Funds 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 (\$2,000).
- 8080 Books and Training Materials
Funds the purchase of fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Funds conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$2,000).
- 8100 Vehicle Maintenance
Funds to cover the operating expenses, repairs, and preventive maintenance of all

department vehicles including emergency/unscheduled repairs to front line apparatus (\$37,500).

8105 Fuel

Funds diesel (\$17,000) and unleaded gasoline (\$13,000) fuel for fire apparatus. (Total \$30,000)

8110 Equipment Maintenance

Funds 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). (Total \$11,000)

8120 Building Maintenance

Funds cleaning supplies, maintenance, and minor repair of the fire station facility (\$9,000); routine repair and maintenance costs related to fuel distribution systems (\$1,000). (Total \$10,000)

8134 Safety Clothing and Equipment

Funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (\$19,000); safety turn out gear (\$12,000). (Total \$31,000)

8170 Professional Services

Funds contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (\$34,850), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (\$3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000). (Total \$42,000)

8180 Contract Services

Funds comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$165,000) and paramedic billing (\$60,000). (Total \$225,000)

8183 Contract Services – San Marino

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

8200 Training Expense

Funds mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification; training for Department managers and supervisors in leadership and safety compliance issues. (\$7,000); use of multi-agency Training Tower (\$5,000). (Total \$12,000)

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds the replacement of Self-Contained Breathing Apparatus (\$150,000).

Emergency Preparedness / 101-5012

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
			2018/19	2019/20	Actual	2021/22	2021/22	2022/23
8020	000	Special Department Expense	158,955	52,511	31,932	40,000	40,000	40,000
8180	000	Contract Services	-	-	-	15,000	-	15,000
		<OPERATIONS & MAINTENANCE>	158,955	52,511	31,932	55,000	40,000	55,000
8520	000	Machinery & Equipment	14,459	14,530	-	-	-	-
8523	000	EOC Equipment	213,102	24,871	-	-	-	-
		<CAPITAL OUTLAY>	227,561	39,401	-	-	-	-
[101-5012] Emergency Preparedness Total			386,516	91,913	31,932	55,000	40,000	55,000

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds operational items such as the Emergency Operations Plan (EOP), Disaster Mitigation Plan (DMP), EOC supplies and operations and disaster preparedness supplies (\$15,000), EOC training for Department Directors (5,000); Black Board Connect Mass Communication System (15,000); CERT Team expenses (\$5,000). (Total \$40,000)

CAPITAL OUTLAY

8180 Contract Services

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

Key Performance Indicators

UNITS OF MEASURE

This is the most basic unit of measurement. Includes raw sources of data that measure productivity. Includes both inputs (number of requests, cases, applications, complaints, referrals received); and outputs (number of requests, cases, applications, complaints, referrals closed).

Total Response Time

- Fires
- EMS

Turnout Times

- Fires
- EMS

Number of Emergency Calls

- Fires
- EMS
- Service

Number of EMS Transports

Number of Mutual/Automatic Aid Responses

- Given
- Received

Number of Fire Prevention Inspections

- Company Field
- Mandated Occupancy Inspections
- Certificate of Occupancy (COO)/ New Business
- Brush Clearance

Number of Plan Checks

- Fire Sprinkler
- Fire Alarm
- Building

Training Hours

Leave Usage

- Sick
- Comp
- Worker's Comp/ IOD hours

KEY PERFORMANCE INDICATORS

Measures that would indicate success in achieving your department's core missions. Measures of volume and efficiency. Targets successfully delivered.

- Reduction and Maintenance of Response Times consistent with NFPA 1710
- Reduction and Maintenance of Turnout Times consistent with NFPA 1710
- Compliance with DHS and Departmental EMS QA and QI Indicators and Standards
- Complete 100% of Company Field Inspections annually
- Complete 100% of Brush Clearance Inspections annually
- Complete Mandated Occupancy Inspections
- Complete COO / New Business Inspections within 5 days of request
- Complete Plan Checks
- Complete all required Training Hours annually
- Adequately manage sick leave usage
- Adequately manage worker's comp / IOD hours
- Conduct appropriate number of Public Education events annually (measure through attendance, candy canes, pancakes, ticket sales, etc...)
- Increase attendance at events and education opportunities

OUTCOMES MEASUREMENT

Measures of success as seen from the perspective of the end user (a customer): reduced processing times, easier access, quicker response, successful resolution of problems. Indicators might include measures of health and happiness, economic improvements, etc.

- Response Time Reductions
- Reduction in plan check turn-around time
- Annual visit by Fire Company to businesses and apartments
- Fast processing of COO / New Business inspections
- Superbly trained and effective personnel
- Crew consistency, camaraderie, morale, enthusiasm
- Happy and large attendance at events and education opportunities

MEASURES OF CUSTOMER SATISFACTION

Identify three means by which you would propose to measure customer satisfaction.

- Community Surveys / Public Forums / Town Hall
- City Website
- Online Questionnaires / Surveys
- Community Events / Feedback
- Public Education Events / Feedback
- Social Media
- Comment Cards

Public Works

Fiscal Year 2022-23 Budget Snapshot

Overview

The Public Works department is pleased to submit the Fiscal Year 22-23 budget proposal. The Public Works Department is comprised of four divisions: the Engineering Division, Operations & Maintenance Division, Environmental Sustainability Division, and the Water Division.

The Engineering Division is responsible for:

- Interagency Coordination (METRO, Arroyo Verdugo Communities Joint Powers Authority, San Gabriel Valley Council of Governments, Federal Highway Administration, Caltrans, CalRecycle, LA County, and neighboring jurisdictions).
- Capital Improvement Projects, including design, plan review, construction management, and inspections.
- Grants administration, and contracts award and management.
- Traffic Operations, including Active Transportation and Intelligent Transportation Systems.
- Private Developments, plan reviews, right of way improvements' inspections, traffic, and environmental impact studies.
- Municipal Separate Storm Sewer System (MS4) permit compliance
- Issuance of right of way encroachment permits.
- Support Public Works & Mobility and Transportation Infrastructure Commissions.

The Maintenance Division is responsible for:

- Parks and Urban Forest Management.
- Traffic Signals, Street Lights, and Facilities.
- Street and sidewalk maintenance, and traffic control setup for special events.
- Storm Drain and sewer system (58 miles) maintenance.
- Utility Coordination.

The Environmental & Sustainability Division is responsible for:

- Water conservation; educate, promote, and implement water-saving programs through rebates and workshops
- Environmental and sustainability programs, implementing the City's Green Action Plan (GAP) and Climate Action Plan (CAP).

The Water Division is responsible for:

- Water production, treatment, and distribution, delivering of safe, clean water to over 6,200 connections.
- Water infrastructure maintenance consisting of eight water storage tanks, six pump stations, and 130 miles of pipelines.
- Water resources planning and coordination for short and long-term reliable water supplies.

Notable Changes – Wages and Benefits

Increases in Wages and Benefits due to cost-of-living increases and increases in retirement and health insurance. Through the last fiscal year, several positions were consolidated or created, including the Deputy Public Works Director, Environmental Sustainability Manager, Management Analysts and Transportation Engineer. The Public Works department divisions and positions were reorganized.

Notable Changes – Operations and Maintenance

- Increases in professional and contract services to accommodate expected workload and costs increases.
- Increases in building maintenance budgets to accommodate necessary building repairs, including HVAC systems.
- Adding mileage reimbursement and fuel accounts to field divisions.
- Increasing the allocation of expenditures to revenue accounts, including gas tax and Measure W Safe Clean Water Program.
- Increase in tree planting budget to accelerate the filling of vacant tree lots in the City.

Capital Outlay

Traffic Signals – Cabinet replacement or upgrades

Facilities & Equipment Maintenance – Aerial Lift Truck

Street Maintenance - Operations & Maintenance Division Asphalt Truck

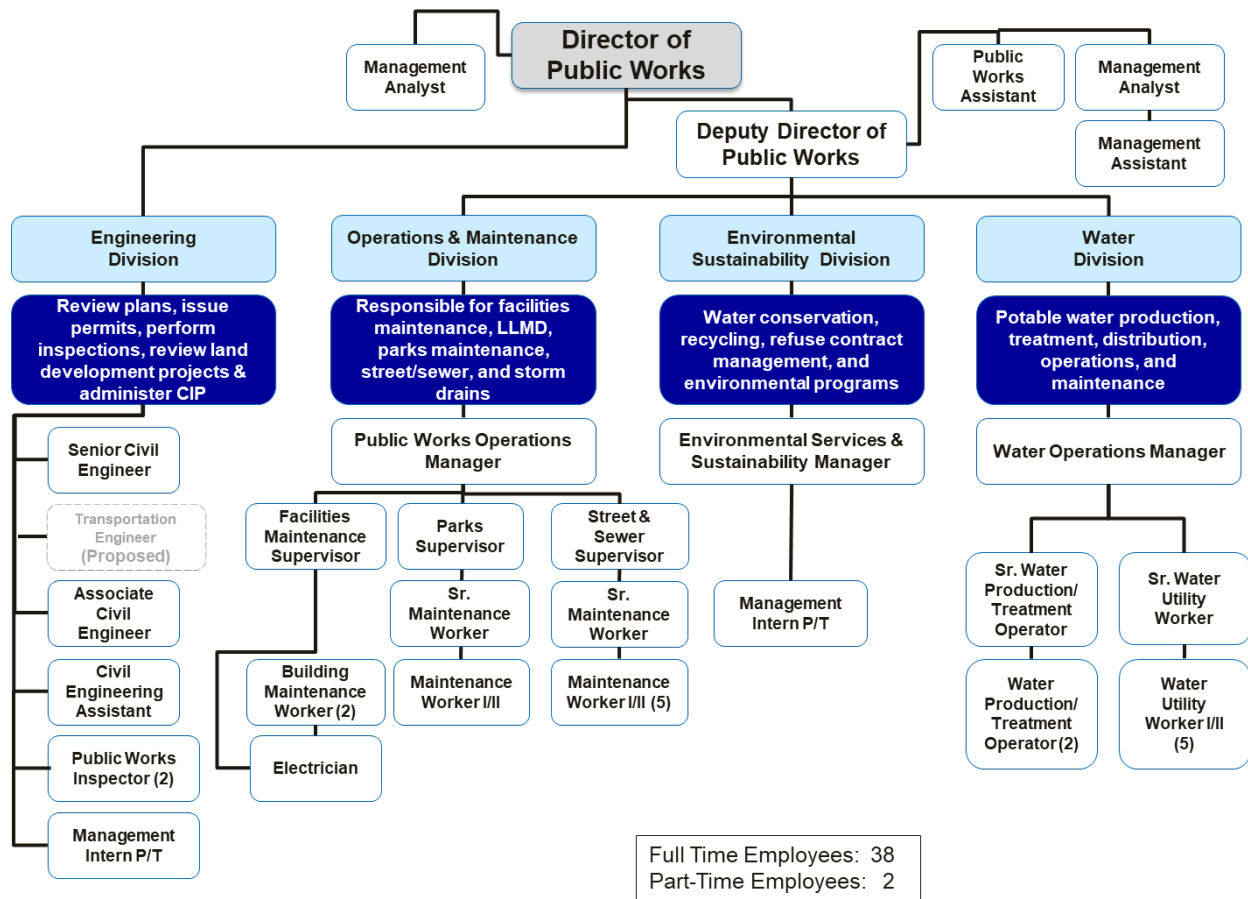
Water Distribution - Water Division Vehicle and backhoe concrete breaker attachment

Water Production - Valve Truck for preventative maintenance valve exercise program

Budget Summary

EXPENDITURE SUMMARY	Unaudited					
	Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
Wages & Benefits	2,870,673	3,627,094	3,762,571	4,191,735	4,144,601	4,786,624
Operations & Maintenance	5,591,073	4,348,314	4,935,382	9,357,493	7,177,189	9,594,353
Capital Outlay	45,314	150,423	170,940	526,500	-	557,000
Other Expenses	(80,295)	744,810	-	-	-	-
Total Expenses by Category	8,426,765	8,870,640	8,868,893	14,075,728	11,321,790	14,937,977
[101-6011] PW Admin & Engineering	614,100	586,534	618,493	1,017,348	744,746	761,381
[101-6015] Environmental Services	44,051	54	653	83,410	64,210	304,979
[101-6410] Park Maintenance	493,227	497,591	476,793	672,292	496,997	949,284
[101-6601] Facilities Maintenance	640,250	799,206	826,985	971,565	1,002,645	1,023,929
[105-6011] PW Admin & Engineering	-	-	-	200,000	-	-
[207-6011] PW Admin & Engineering	-	38,641	40,199	62,830	62,241	-
[210-6501] Sewer Operations	504,165	620,795	621,954	1,057,850	891,550	1,110,366
[210-9990] Unfunded Liabilities	27,024	78,636	-	-	-	-
[210-9997] Unfunded Liabilities	4,025	7,165	-	-	-	-
[215-6115] Traffic Signals	157,247	142,427	162,424	238,900	188,900	311,000
[215-6118] Sidewalk Maintenance	-	-	-	-	-	-
[215-6201] Street Lighting	194,637	213,339	241,920	335,700	303,250	410,917
[215-6310] Street Trees	531,006	400,049	475,457	617,481	560,894	706,171
[215-6416] Median Strips	47,174	77,043	51,718	78,500	78,500	138,750
[218-2270] Clean Air Act	22,856	55,111	35,924	50,500	5,000	-
[230-6116] Street Maintenance	586,900	571,830	583,237	830,386	666,075	1,091,418
[232-6417] Prop "A" Park Maintenance	43,455	42,632	27,957	82,500	41,500	97,500
[233-6011] PW Admin & Engineering	-	-	-	13,404	-	67,415
[236-6011] PW Admin & Engineering	-	-	-	13,404	13,404	167,415
[238-6501] Sewer Operations	-	20,000	-	-	-	-
[239-6011] PW Admin & Engineering	514	87,452	40,570	229,227	229,227	290,270
[239-6011] PW Admin & Engineering	-	-	-	-	-	-
[239-6011] PW Admin & Engineering	299,800	-	10,745	652,797	200,000	-
[277-6011] PW Admin & Engineering	5,528	270	-	-	-	-
[310-6501] Sewer Operations	26,530	-	0	-	-	-
[500-6710] Water Distribution	1,115,702	1,321,885	1,383,135	2,179,553	1,910,657	2,397,957
[500-6711] Water Production	3,133,490	2,522,747	3,142,676	4,348,366	3,685,133	4,898,829
[500-9990] Unfunded Liabilities	(111,344)	659,009	-	-	-	-
[503-6713] Water Efficiency	46,427	128,223	128,054	339,716	176,861	210,395
Total Expenses by Program	8,426,765	8,870,640	8,868,893	14,075,728	11,321,790	14,937,977

Authorized Positions



Public Works Administration / 101-6011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	235,619	254,429	281,814	357,802	362,527	304,964
7010	000	Salaries - Temp / Part	6,788	15,716	19,665	22,000	22,000	22,000
7020	000	Overtime	(701)	305	2,637	7,000	7,000	7,000
7040	000	Holiday	-	5,113	13,506	-	5,000	-
7070	000	Leave Buyback	9,105	1,387	-	7,894	7,894	7,894
7100	000	Retirement	63,709	71,256	62,484	80,916	80,916	70,574
7108	000	Deferred Compensation	477	670	8,684	2,072	2,072	1,741
7110	000	Workers Compensation	2,154	4,194	4,018	9,097	2,500	7,734
7120	000	Disability Insurance	2,014	-	12,937	-	15,000	-
7122	000	Unemployment Insurance	-	353	-	-	-	-
7130	000	Group Health Insurance	26,643	27,072	31,470	31,563	31,563	21,447
7140	000	Vision Insurance	628	653	757	972	972	708
7150	000	Dental Insurance	2,153	2,394	2,831	3,645	3,645	2,655
7160	000	Life Insurance	258	294	344	401	401	292
7170	000	FICA - Medicare	3,727	4,899	4,692	5,257	5,257	4,422
		<WAGES & BENEFITS>	352,574	388,733	445,841	528,618	546,746	451,431
8000	000	Office Supplies	1,960	1,353	1,147	2,000	2,000	3,000
8010	000	Postage	1,016	817	617	2,000	2,000	2,000
8020	000	Special Department Expense	25,551	45,110	23,082	64,540	25,000	30,000
8040	000	Advertising	2,286	2,822	98	4,500	10,000	4,500
8050	000	Printing/Duplicating	2,356	8,949	4,517	7,500	7,500	7,500
8060	000	Dues & Memberships	483	3,081	847	1,915	-	2,250
8090	000	Conference & Meeting Expense	62	30	25	3,700	-	3,700
8100	000	Vehicle Maintenance	2,281	1,630	1,640	1,500	1,500	500
8105	000	Fuel	-	-	-	-	-	3,000
8110	000	Equipment Maintenance	-	-	-	290	-	-
8134	000	Safety Clothing/Equipment	-	-	-	-	-	1,500
8170	000	Professional Services	225,531	131,246	139,386	400,785	150,000	250,000
8180	000	Contract Services	-	2,763	1,294	-	-	-
8200	000	Training Expense	-	-	-	-	-	2,000
8300	000	Lease Payment	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	261,526	197,801	172,652	488,730	198,000	309,950
[101-6011]		PW Admin & Engineering Total	614,100	586,534	618,493	1,017,348	744,746	761,381

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds the partial compensation for the Public Works Director, Deputy Public Works Director, Public Works Assistant, Senior Civil Engineer, Associate Civil Engineer, two Public Works Inspectors, Civil Engineering Assistant, Management Assistant, and two Management Analysts. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds 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

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$3,000).

8010 Postage

Funds City mailings and overnight deliveries (\$2,000).

8020 Department Expense

Funds Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates (\$5,000), annual software subscriptions (\$6,000), County Recorder recording fees (\$1,000), cell phone service (\$2,000), State Water Resources Control Board Waste Discharge Fee (\$1000), Annual AQMD Generator permit fee (\$1,000), workstation installations (\$14,000). (Total \$30,000)

8040 Advertising

Funds advertising of legal notices, recruitment postings, and notices of various City activities (\$4,500).

8050 Printing and Duplication

Funds the printing and duplication of materials, utility bill inserts, business cards, reprographic costs for oversized maps and plans, and costs for duplications of plans and specifications for bidding purposes. 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 (\$7,500).

8060 Dues, Memberships, Subscriptions, and Books

Funds 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), as well as certification renewal fees, books, and seminars (\$2,250).

8090 Conference and Meeting Expense

Funds conference registration and meeting expenses. No funds budgeted this year due to COVID (\$3,700).

8100 Vehicle Maintenance and Operations

Funds operating vehicles including routine maintenance services and repairs (\$500).

8105 Fuel

Funds operational fuel expenses (\$3,000).

8170 Professional Services

Professional on-call engineering services, reports, and studies (\$170,000), GIS system maintenance services (\$5,000), Pavement Management and Rehabilitation Program (\$45,000), Arroyo Seco Army Corps Study, (\$30,000) Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. (Total \$250,000)

Environmental Services / 101-6015

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	1,178	-	-	3,505	3,505	136,348
7010	000	Salaries - Temp / Part	-	-	-	-	-	4,000
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	135	-	-	-	-	19,616
7108	000	Deferred Compensation	-	-	-	-	-	348
7110	000	Workers Compensation	9	-	-	-	-	3,323
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	256	-	-	-	-	14,343
7140	000	Vision Insurance	3	-	-	-	-	276
7150	000	Dental Insurance	-	-	-	-	-	1,035
7160	000	Life Insurance	2	-	-	-	-	114
7170	000	FICA - Medicare	23	-	-	-	-	1,977
		<WAGES & BENEFITS>	1,607	-	-	3,505	3,505	181,379
8010	000	Postage	-	-	-	-	-	5,000
8020	000	Special Department Expense	23,397	13,793	421	60,705	60,705	25,000
8040	000	Advertising	-	-	-	3,000	-	3,000
8050	000	Printing/Duplicating	-	-	-	16,200	-	15,000
8060	000	Dues & Memberships	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	-	-	-	-	-	600
8140	000	Utilities	311	155	232	-	-	-
8170	000	Professional Services	-	35	-	-	-	75,000
8172	000	Professional Svcs. - Oil Recycling	6,954	(13,929)	-	-	-	-
8180	000	Contract Services	11,782	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	42,443	54	653	79,905	60,705	123,600
8500	000	Building & Improvements	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-6015] Environmental Services Total			44,051	54	653	83,410	64,210	304,979

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds the partial compensation for the Public Works Director, Deputy Public Works Director, Environmental & Sustainability Manager, and two Management Analysts. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Environmental & Sustainability Intern, and other non-salaried part-time employees.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8010 Postage

Funds City mailings and overnight deliveries (\$5,000).

8020 Department Expense

Funds Environmental & Sustainability supplies and services including computer supplies, annual software subscriptions, cell phone service, supplies for the Natural Resources and Environmental Commission, promotional items related to environmental programs, and Climate/Green Action Plans implementation (\$25,000).

8040 Advertising

Funds advertising of legal notices, promotional notices, recruitment postings, newspaper announcements, and notices of various City activities (\$3,000).

8050 Printing and Duplication

Funds the printing and duplication of environmental & sustainability program materials, including banners, posters, flyers, door hangers, and City-wide mailings for thousands of locations (\$15,000).

8090 Conference and Meeting Expense

Funds conference registration and meeting expenses (\$600).

8170 Professional Services

Funds the professional environmental & sustainability services and studies related to the implementation of the Climate Action Plan and Green Action Plan, and state, county, and local mandates such as Organic Waste Recycling requirements (\$75,000).

Park Maintenance / 101-6410

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	81,902	99,273	105,806	144,295	10,000	183,365
7020	000	Overtime	1,938	714	2,695	2,000	2,000	2,000
7040	000	Holiday	785	2,573	5,514	-	3,000	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	2,324	37	-	2,000	-	2,000
7100	000	Retirement	16,168	25,562	22,940	27,299	27,299	42,612
7108	000	Deferred Compensation	233	239	4,941	505	505	82
7110	000	Workers Compensation	1,119	3,048	3,948	4,775	4,775	6,874
7120	000	Disability Insurance	1,029	-	1,794	-	-	-
7130	000	Group Health Insurance	11,434	12,781	15,228	14,427	14,427	25,908
7140	000	Vision Insurance	244	286	324	396	396	636
7150	000	Dental Insurance	885	1,071	1,213	1,485	1,485	2,385
7160	000	Life Insurance	108	120	137	163	163	262
7170	000	FICA - Medicare	1,110	1,393	1,746	2,147	2,147	2,659
		<WAGES & BENEFITS>	119,279	147,098	166,287	199,492	66,197	268,784
8000	000	Office Supplies	689	809	454	800	800	1,000
8020	000	Special Department Expense	15,852	32,175	15,261	25,500	25,500	28,000
8070	000	Mileage/Auto Allowance	-	-	-	-	-	500
8100	000	Vehicle Maintenance	56	1,551	1,032	1,500	1,500	1,500
8110	000	Equipment Maintenance	737	523	773	2,500	2,500	2,500
8140	000	Utilities	38,234	39,350	46,052	50,000	50,000	50,000
8170	000	Professional Services	3,740	25	-	15,000	-	15,000
8180	000	Contract Services	301,935	272,238	238,938	360,500	335,500	560,000
8200	000	Training Expense	345	98	34	2,000	-	2,000
8262	000	Graffiti Removal	12,359	3,724	7,962	15,000	15,000	20,000
		<OPERATIONS & MAINTENANCE>	373,948	350,493	310,506	472,800	430,800	680,500
		[101-6410] Park Maintenance Total	493,227	497,591	476,793	672,292	496,997	949,284

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Public Works Operations Manager, Park Supervisor, Associate Civil Engineer, Civil Engineering Assistant, Senior Maintenance Worker, Maintenance Worker I/II, Management Analyst, and Maintenance Assistant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies and expenses (\$1,000).

8020 Special Department Expense

Funds special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$10,500), fertilizer (\$2,000), miscellaneous garden supplies (\$3,000), pest control products (\$2,500), miscellaneous park supplies (\$5,500), and humane bee control service (\$2,000). (Total \$28,000)

8070 Mileage/Auto Allowance

Funds reimbursement funds for street maintenance related call outs (\$500).

8100 Vehicle Maintenance

Funds operational costs for parks vehicles including smog certifications and routine maintenance services (\$1,500).

8110 Equipment Maintenance

Funds the repair and maintenance of equipment (\$2,500).

8140 Utilities

Funds electrical service by Southern California Edison to City park facilities (\$50,000).

8170 Professional Services

Funds landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks, including soil and tissue sampling, arborist reports, and sports field consulting

(\$15,000).

8180 Contract Services

Funds partial cost of landscape contracted services to maintain the parks, City owned parcels, and playing fields, including irrigation system repairs (\$448,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180); gopher abatement (\$7,500), the rental of an extended boom truck to access field lighting (\$1,000), landscape services (\$28,500), supplemental tree trimming and replacement (\$50,000), and temporary labor for emergency services (\$25,000). (Total \$560,000)

8200 Training Expense

Funds training seminars, materials, and job-related training sessions for employees, as well as books and manuals (\$2,000).

8262 Graffiti Removal

Funds graffiti removal contract services (\$20,000).

Facilities Maintenance / 101-6601

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	211,233	267,169	268,674	309,457	313,237	301,816
7020	000	Overtime	3,683	7,785	8,175	3,000	15,000	3,000
7040	000	Holiday	780	8,164	13,740	-	8,000	-
7070	000	Leave Buyback	3,781	3,627	-	2,000	2,000	2,000
7100	000	Retirement	46,919	71,259	58,920	81,205	81,205	60,992
7108	000	Deferred Compensation	233	239	9,900	505	505	194
7110	000	Workers Compensation	3,589	11,495	12,079	11,925	11,925	8,857
7120	000	Disability Insurance	1,029	-	8,995	-	26,000	-
7130	000	Group Health Insurance	32,574	42,611	46,089	43,674	43,674	44,175
7140	000	Vision Insurance	650	820	819	960	960	972
7150	000	Dental Insurance	2,022	3,062	3,061	3,600	3,600	3,645
7160	000	Life Insurance	280	386	387	396	396	401
7170	000	FICA - Medicare	3,095	3,988	4,178	4,542	4,542	4,376
		<WAGES & BENEFITS>	309,869	420,605	435,018	461,265	511,045	430,429
8000	000	Office Supplies	893	1,290	1,309	1,500	1,500	1,500
8020	000	Special Department Expense	36,743	31,543	38,782	45,000	30,000	65,000
8060	000	Dues & Memberships	-	-	-	700	-	700
8070	000	Mileage/Auto Allowance	-	-	-	-	-	700
8100	000	Vehicle Maintenance	613	767	1,605	10,500	10,500	2,000
8105	000	Fuel	-	-	-	-	-	15,000
8110	000	Equipment Maintenance	34	429	27	1,500	-	3,000
8120	000	Building Maintenance	34,740	35,337	50,248	95,000	95,000	120,000
8130	000	Small Tools	285	507	663	3,000	3,000	3,000
8132	000	Uniform Expense/Cleaning	1,123	827	1,202	2,000	2,000	2,000
8134	000	Safety Clothing/Equipment	1,200	1,106	1,685	1,800	1,800	2,100
8140	000	Utilities	100,555	144,258	167,144	160,000	160,000	160,000
8180	000	Contract Services	154,193	162,536	129,302	187,800	187,800	215,000
8200	000	Training Expense	-	-	-	1,500	-	1,500
		<OPERATIONS & MAINTENANCE>	330,380	378,601	391,968	510,300	491,600	591,500
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	2,000
		<CAPITAL OUTLAY>	-	-	-	-	-	2,000
[101-6601] Facilities Maintenance Total			640,250	799,206	826,985	971,565	1,002,645	1,023,929

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds compensation for two full-time Building Maintenance Workers and partial compensation for Public Works Operations Manager, Facilities Maintenance Supervisor, Senior Civil Engineer, Associate Civil Engineer, Civil Engineering Assistant, Electrician, Management Analyst, and Maintenance Assistant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds the cost of overtime for non-management staff performing emergency call outs after hours.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies and expenses. (Total \$1,500)

8020 Special Department Expense

Funds special and miscellaneous department supplies including construction supplies (\$30,000), playground hardware (\$2,000), paint and painting supplies (\$2,000), electrical supplies and parts including light bulbs (\$5,000), paper goods (\$1,500), cell phone monthly service charge (\$2,200), fire extinguisher maintenance (\$1,300), elevator and equipment certifications (\$10,000), and other expenses for City facilities (\$11,000). (Total \$65,000)

8060 Dues/Memberships/Subscriptions

Funds membership fees, dues, subscriptions and publications to professional organizations (\$700).

8070 Mileage/Auto Allowance

Funds reimbursement funds for street maintenance related call outs (\$700).

8100 Vehicle Maintenance and Operations

Funds operational costs for oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicles and smog certifications (\$2,000).

8105 Fuel

Funds operational fuel expenses (\$15,000).

- 8110 Equipment Maintenance
Funds repair and maintenance of City owned equipment (\$3,000).
- 8120 Building Maintenance
Funds building maintenance services and supplies; contract maintenance of air conditioning system (\$68,000), elevators (\$10,000), pest control services (\$5,000), locksmith service (\$2,000), generator maintenance (\$10,000), electrical repairs (\$5,000), painting (\$4,000), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$4,000). (Total \$120,000)
- 8130 Small Tools
Funds replacement or purchase of worn or damaged hand and power tools (\$3,000).
- 8132 Uniform Expenses
Funds the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies
Funds the purchase of safety equipment and supplies (\$2,100).
- 8140 Utilities
Funds electrical service by Southern California Edison to City facilities (\$160,000).
- 8180 Contract Services
Funds janitorial services for City buildings including twice a week day porter service (\$165,000); annual fees for the Civic Center Facility access system (\$6,500); annual underground service tank (UST) inspections and cleaning (\$20,000); emergency response contractor (\$6,500). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$10,000) and CNG station repairs (\$7,000). (Total \$215,000)
- 8200 Training Expenses
Funds training seminars, materials, and job-related training sessions for employees (\$1,500).

Sewer Maintenance / 210-6501

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	239,492	304,672	264,762	332,250	334,140	366,654
7010	000	Salaries - Temp / Part	12,380	1,574	7,599	15,949	15,949	18,953
7020	000	Overtime	2,011	3,355	3,917	3,000	3,000	5,000
7040	000	Holiday	1,375	6,812	9,742	-	6,000	-
7070	000	Leave Buyback	7,208	4,130	-	6,551	6,551	8,000
7100	000	Retirement	62,570	76,096	59,317	80,636	80,636	75,606
7108	000	Deferred Compensation	540	881	10,138	1,361	1,361	1,554
7110	000	Workers Compensation	2,906	9,815	8,497	9,981	9,981	9,217
7120	000	Disability Insurance	961	-	2,985	-	3,000	-
7130	000	Group Health Insurance	24,191	39,377	33,812	29,557	29,557	31,876
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	620	776	630	922	922	962
7150	000	Dental Insurance	2,077	2,890	2,341	3,456	3,456	3,609
7160	000	Life Insurance	277	401	320	380	380	397
7170	000	FICA - Medicare	3,798	4,530	4,238	4,845	4,845	5,316
9997	000	OPEB Expense	4,025	7,165	-	-	-	-
9990	000	Pension Expense	27,024	78,636	-	-	-	-
		<WAGES & BENEFITS>	391,456	541,110	408,299	488,888	499,778	527,144
8000	000	Office Supplies	249	600	864	600	600	1,000
8010	000	Postage	-	-	-	600	-	-
8020	000	Special Department Expense	20,604	13,561	21,477	74,800	74,800	36,300
8050	000	Printing/Duplicating	-	141	-	200	-	200
8060	000	Dues & Memberships	-	-	-	500	-	1,000
8070	000	Mileage/Auto Allowance	-	-	-	-	-	1,000
8090	000	Conference & Meeting Expense	-	-	-	800	-	800
8100	000	Vehicle Maintenance	8,538	6,073	4,584	25,000	5,000	10,000
8105	000	Fuel	-	-	-	-	-	15,000
8110	000	Equipment Maintenance	-	101	27	7,000	-	27,000
8120	000	Building Maintenance	-	-	-	1,200	500	2,000
8130	000	Small Tools	-	-	-	21,500	-	21,500
8132	000	Uniform Expense/Cleaning	890	614	970	1,200	1,200	1,400
8134	000	Safety Clothing/Equipment	1,063	311	495	1,000	1,000	3,000
8170	000	Professional Services	10,493	16,881	6,431	112,340	58,650	60,000
8180	000	Contract Services	15,958	15,882	-	132,200	60,000	132,000
8191	000	Liability & Surety Bonds	16,622	22,900	31,829	180,000	180,000	200,000
8200	000	Training Expense	320	595	332	1,000	1,000	2,000
8400	000	Overhead Allocation	69,022	69,022	69,522	9,022	9,022	69,022
		<OPERATIONS & MAINTENANCE>	143,758	146,680	136,532	568,962	391,772	583,222
8520	000	Machinery & Equipment	-	29,085	77,123	-	-	-
8540	000	Automotive Equipment	-	(10,279)	-	-	-	-
		<CAPITAL OUTLAY>	-	18,806	77,123	-	-	-
		[210-6501] Sewer Operations Total	535,214	706,596	621,954	1,057,850	891,550	1,110,366

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Public Works Director, Deputy Public Works Director, Public Works Operations Manager, Streets Supervisor, Senior Civil Engineer, Associate Civil Engineer, two Public Works Inspectors, Senior Maintenance Worker, five Maintenance Worker I/II positions, Public Works Assistant, two Management Analysts, and several positions in the City Manager, Management Services and Finance departments. Refer to the Appendix for a detailed allocation list. Additional 5% incentive for obtaining California Water Environment Association certification.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for afterhours emergency response to sewer main stoppages and repairs.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$1,000).

8020 Special Department Expense

Funds special department supplies including fittings, jetting nozzles, sewer reel hoses, new manhole covers, cell phone service, and State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$36,300).

8050 Printing/Duplicating

Funds the printing and duplication of sewer related materials (\$200).

8060 Dues/Memberships/Subscriptions

Funds for membership to the California Water Environmental Association for division staff members (\$1,000).

8070 Mileage/Auto Allowance

Funds reimbursement funds for street maintenance related call outs (\$1,000).

8090 Conference & Meeting Expense

Funds conference registration and meeting expenses related to sewer related matters (\$800).

8100 Vehicle Maintenance

Funds operational costs for oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles (\$10,000).

8105 Fuel

Funds operational fuel expenses (\$15,000).

8110 Equipment Maintenance

Funds repairs to the sewer main cleaning equipment, including the vacor truck and line video equipment (\$27,000).

8120 Building Maintenance

Funds maintenance of sewer division garage at the Service Facility (\$2,000).

8130 Small Tools

Funds replacement of worn or damaged hand and power tools (\$21,500).

8132 Uniform Expenses

Funds the purchase and uniform service of City supplied uniforms (\$1,400).

8134 Safety Equipment & Supplies

Funds the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel-toed boots, and other miscellaneous items (\$3,000).

8170 Professional Services

Funds Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000), GIS system retainer services (\$10,000), and shared cost for Acorn Technology IT Services (\$30,000). (Total \$60,000)

8180 Contract Services

Funds sewer main video, cleaning, spill containment services, FOG-related expenses, and temporary field workers (\$132,200).

8191 Liability Insurance & Surety Bonds and Property

Funds a 10% share of the City's self-insured costs, which goes to the Insurance Fund 103. The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLMD (5%). (Total \$200,000)

8200 Employee Training

Funds for training seminars and workshops related to sewer maintenance (\$2,000).

8400 Overhead Allocation

Funds for administrative services provided by the General Fund (\$69,022).

Traffic Signals / 215-6115

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	375	594	13,562	30,900	30,900	63,000
8140	000	Utilities	60,417	67,118	76,475	68,000	68,000	68,000
8180	000	Contract Services	96,455	74,714	72,387	120,000	90,000	150,000
		<OPERATIONS & MAINTENANCE>	157,247	142,427	162,424	218,900	188,900	281,000
8520	000	Machinery & Equipment	-	-	-	20,000	-	30,000
		<CAPITAL OUTLAY>	-	-	-	20,000	-	30,000
[215-6115] Traffic Signals Total			157,247	142,427	162,424	238,900	188,900	311,000

OPERATIONS & MAINTENANCE

8020 Department Supplies

Funds special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$8,000); in-pavement crosswalk maintenance (\$30,000); traffic signal systems upgrades (\$25,000). (Total \$63,000)

8140 Electricity

Funds electrical service by Southern California Edison for traffic signal operations (\$68,000).

8180 Contract Services

Funds the contract services related to monthly inspection, maintenance, and testing of the traffic signal system (\$75,000), non-routine signal maintenance (\$40,000) and signal knockdown repairs (\$30,000). Cost sharing for traffic signal at Orange Grove and SR110 (\$3,500) and Orange Grove and Columbia (\$1,500). (Total \$150,000)

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds traffic cabinet replacements or upgrades (\$30,000).

Street Lighting / 215-6201

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	-	-	-	-	-	39,791
7020	000	Overtime	-	-	-	-	-	9,000
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	-	-	5,263
7108	000	Deferred Compensation	-	-	-	-	-	56
7110	000	Workers Compensation	-	-	-	-	-	1,397
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	-	-	3,375
7140	000	Vision Insurance	-	-	-	-	-	108
7150	000	Dental Insurance	-	-	-	-	-	405
7160	000	Life Insurance	-	-	-	-	-	45
7170	000	FICA - Medicare	-	-	-	-	-	577
		<WAGES & BENEFITS>	-	-	-	-	-	60,017
8000	000	Office Supplies	275	343	811	600	600	1,000
8020	000	Special Department Expense	25,557	26,480	18,848	45,000	45,000	50,000
8100	000	Vehicle Maintenance	5,881	834	2,128	7,500	7,500	5,000
8105	000	Fuel	-	-	-	-	-	7,500
8110	000	Equipment Maintenance	910	429	-	3,000	1,000	5,000
8130	000	Small Tools	434	268	-	1,000	-	1,500
8132	000	Uniform Expense/Cleaning	1,003	671	1,067	1,500	1,500	1,500
8134	000	Safety Clothing/Equipment	635	245	228	1,000	250	1,000
8140	000	Utilities	128,450	142,238	161,588	170,000	150,000	170,000
8170	000	Professional Services	5,670	4,440	6,930	15,100	7,400	7,400
8191	000	Liability & Surety Bonds	25,823	37,390	50,320	90,000	90,000	100,000
8200	000	Training Expense	-	-	-	1,000	-	1,000
		<OPERATIONS & MAINTENANCE>	194,637	213,339	241,920	335,700	303,250	350,900
		[215-6201] Street Lighting Total	194,637	213,339	241,920	335,700	303,250	350,900

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for the Public Works Operations Manager, Facilities Maintenance Supervisor, Senior Civil Engineer, Electrician, and Civil Engineering Assistant. Refer to the Appendix for a detailed allocation list.

7020 Overtime

Funds overtime pay for afterhours emergency response to facility issues, and attendance at commission meetings.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$1,000).

8020 Special Department Expense

Funds special department supplies and services (\$5,000), materials for signal knockdowns (\$25,000), street light replacements (\$20,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500). (Total \$50,000)

8100 Vehicle Maintenance and Operations

Funds operational costs for oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$5,000).

8105 Fuel

Funds operational fuel expenses (\$7,500).

8110 Equipment Maintenance

Funds hydraulic repairs for boom truck and repair and maintenance of facilities equipment (\$5,000).

8130 Small Tools

Funds replacement or purchase of worn or damaged hand and power tools (\$1,500).

8132 Uniforms and Equipment

Funds the purchase and service of City supplied uniforms (\$1,500).

8134 Safety Equipment & Supplies

Funds the purchase of safety equipment and supplies (\$1,000).

8140 Electricity

Funds the energy costs by Southern California Edison for the City streetlights

(\$170,000).

8170 Professional Services

Funds the annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).

8191 Liability Insurance & Surety Bonds and Property

Funds a 5% share of the City's self-insured costs, which goes to the Insurance Fund 103. The remaining portions are paid out of General Fund (60%), Water Fund (25%), and Sewer (10%). (Total \$100,000)

8200 Training Expense

Funds training seminars and workshops related to street lighting systems (\$1,000).

Street Tree Maintenance / 215-6310

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	109,136	110,618	132,668	139,022	139,022	99,740
7020	000	Overtime	917	1,896	6,493	8,000	8,000	8,000
7040	000	Holiday	531	4,032	7,065	-	4,000	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	2,509	1,209	-	2,500	4,000	2,500
7100	000	Retirement	18,116	26,474	24,039	27,771	27,771	33,767
7108	000	Deferred Compensation	105	-	5,044	117	117	-
7110	000	Workers Compensation	1,668	4,610	5,728	5,187	5,000	3,937
7120	000	Disability Insurance	515	-	-	-	-	-
7130	000	Group Health Insurance	14,398	11,200	14,128	14,538	14,538	11,370
7140	000	Vision Insurance	351	329	376	432	432	312
7150	000	Dental Insurance	1,262	1,231	1,406	1,620	1,620	1,170
7160	000	Life Insurance	162	153	170	178	178	129
7170	000	FICA - Medicare	1,644	1,653	2,063	2,016	2,016	1,446
		<WAGES & BENEFITS>	151,314	163,405	199,179	201,381	206,694	162,371
8000	000	Office Supplies	63	423	520	500	500	700
8020	000	Special Department Expense	3,937	3,365	3,812	27,000	10,000	27,000
8040	000	Advertising	-	-	-	200	-	200
8060	000	Dues & Memberships	135	135	185	400	-	400
8070	000	Mileage/Auto Allowance	-	-	-	-	-	500
8090	000	Conference & Meeting Expense	200	-	-	500	-	200
8100	000	Vehicle Maintenance	965	3,360	6,266	11,000	6,000	7,500
8105	000	Fuel	-	-	-	-	-	5,000
8110	000	Equipment Maintenance	2,744	2,284	1,267	5,000	2,000	5,000
8130	000	Small Tools	1,158	266	142	7,000	2,000	5,000
8132	000	Uniform Expense/Cleaning	1,000	1,058	970	2,100	2,100	3,000
8134	000	Safety Clothing/Equipment	1,385	1,055	615	1,600	1,600	3,000
8170	000	Professional Services	14,500	14,500	14,500	15,000	15,000	25,500
8180	000	Contract Services	269,037	204,005	230,000	260,000	230,000	300,000
8181	000	In-Lieu Tree Planting	-	10,000	10,000	10,000	10,000	10,000
8184	000	Annual Tree Planting	84,569	(4,127)	8,000	75,000	75,000	150,000
8200	000	Training Expense	-	320	-	800	-	800
		<OPERATIONS & MAINTENANCE>	379,693	236,644	276,278	416,100	354,200	543,800
		[215-6310] Street Trees Total	531,006	400,049	475,457	617,481	560,894	706,171

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds the partial compensation for the Parks Supervisor, Senior Maintenance Worker, Maintenance Worker I/II, Public Works Assistant, and Management Assistant. Refer to the Appendix for a detailed allocation list.

7020 Overtime

Funds overtime pay for afterhours emergency response to fallen trees, broken limbs, and attendance at commission meetings.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$700).

8020 Special Department Expense

Funds special and miscellaneous department supplies including chain saw blades, blade sharpening, gloves, chipper blades (\$8,000), ropes, sling, and pulleys (\$4,000), work zone signs and cones (\$1,000), 25% of department cell phones (\$1,000), and pesticides and fungicides (\$3,000). Provides for replacement of sidewalks and curbs damaged by City trees (\$10,000). (Total \$27,000)

8040 Advertisements

Funds to publish ads for the tree regulations (\$200).

8060 Dues/Memberships/Subscriptions

Funds dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (\$400).

8070 Mileage/Auto Allowance

Funds reimbursement funds for street maintenance related call outs (\$500).

8090 Conference & Meeting Expense

Funds tree related conference registration and meeting expenses (Total \$200).

8100 Vehicle Maintenance

Funds operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (Total \$7,500).

8105 Fuel

Funds operational fuel expenses. (Total \$5,000)

8110 Equipment Maintenance

Funds repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$5,000).

- 8130 Small Tools
Funds replacement or purchase of worn or damaged hand and power tools (\$5,000).
- 8132 Uniforms and Equipment
Funds the purchase and service of City supplied uniforms (\$3,000).
- 8134 Safety Equipment & Supplies
Funds the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$3,000).
- 8170 Professional Services
Funds the cost of a miscellaneous tree studies and samplings, independent arborist reports, and certified arborist services as needed (\$25,500)
- 8180 Contract Services
Funds routine tree maintenance services rendered under contract for tree trimming, annual grid pruning, and removal of trees (\$300,000).
- 8181 In-Lieu Tree Planting
Funds miscellaneous tree planting. The charges to this account are offset by residents paying for the cost of the trees into a revenue account (\$10,000).
- 8184 Annual Tree Planting & Removal
Funds annual Citywide tree planting and removal (\$150,000).
- 8200 Training
Funds attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

Median Strips / 215-6416

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	2,203	1,781	1,061	3,500	3,500	7,500
8180	000	Contract Services	44,971	75,263	50,657	75,000	75,000	131,250
		<OPERATIONS & MAINTENANCE>	47,174	77,043	51,718	78,500	78,500	138,750
[215-6416] Median Strips Total			47,174	77,043	51,718	78,500	78,500	138,750

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds department supplies including sprinklers, valves, fittings and plumbing (\$7,500).

8180 Contract Services

Funds partial cost of landscape services including landscape maintenance of street medians and City owned parcels. The remainder of this contract is charged to General Fund Park Maintenance (account 101-6410-8180) (\$131,250).

Street Maintenance / 230-6116

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	316,013	293,972	311,472	365,283	366,228	506,222
7010	000	Salaries - Temp / Part	-	394	-	10,000	-	10,000
7020	000	Overtime	4,675	11,733	8,764	6,000	7,000	9,000
7040	000	Holiday	2,624	9,487	15,356	-	10,000	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	4,650	2,866	-	5,211	-	5,211
7100	000	Retirement	57,277	68,741	58,003	75,370	75,370	46,993
7108	000	Deferred Compensation	338	137	11,706	635	635	378
7110	000	Workers Compensation	5,127	12,121	12,547	13,068	13,068	19,254
7120	000	Disability Insurance	1,544	-	2,537	-	-	-
7130	000	Group Health Insurance	44,058	34,482	38,812	41,022	41,022	66,413
7140	000	Vision Insurance	1,244	1,012	1,002	1,296	1,296	1,764
7150	000	Dental Insurance	3,724	3,780	3,706	4,860	4,860	6,615
7160	000	Life Insurance	475	478	471	535	535	728
7170	000	FICA - Medicare	4,774	4,504	4,756	5,310	5,310	7,340
		<WAGES & BENEFITS>	446,522	443,708	469,132	528,591	525,325	679,918
8000	000	Office Supplies	568	1,095	814	1,000	1,000	1,000
8020	000	Special Department Expense	106,827	84,240	64,185	207,000	97,000	120,000
8060	000	Dues & Memberships	-	-	-	300	-	1,500
8070	000	Mileage/Auto Allowance	-	-	-	-	-	1,500
8100	000	Vehicle Maintenance	15,585	7,903	9,420	26,000	10,000	10,000
8105	000	Fuel	-	-	-	-	-	20,000
8110	000	Equipment Maintenance	34	3,087	27	400	-	35,000
8130	000	Small Tools	-	-	3,058	4,000	-	6,000
8132	000	Uniform Expense/Cleaning	2,493	1,509	2,059	3,000	1,000	3,000
8134	000	Safety Clothing/Equipment	2,189	1,152	1,287	1,750	1,750	3,500
8170	000	Professional Services	500	10,000	-	2,945	2,000	3,000
8180	000	Contract Services	12,183	19,134	8,070	28,000	28,000	140,000
8200	000	Training Expense	-	-	-	400	-	2,000
		<OPERATIONS & MAINTENANCE>	140,378	128,122	88,920	274,795	140,750	346,500
8540	000	Automotive Equipment	-	-	25,185	27,000	-	65,000
		<CAPITAL OUTLAY>	-	-	25,185	27,000	-	65,000
[230-6116] Street Maintenance Total			586,900	571,830	583,237	830,386	666,075	1,091,418

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Public Works Director, Deputy Public Works Director, Street Supervisor, Senior Maintenance Worker, Public Works Operations Manager, Senior Civil Engineer, Associate Civil Engineer, two Public Works Inspectors, Management Analyst, and five Maintenance Worker I/II positions. Refer to the Appendix for a detailed allocation list.

7010 Salaries Part-time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for afterhours emergency response.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$500) and miscellaneous expense (\$500). (Total \$1,000)

8020 Special Department Expense

Funds special and miscellaneous department supplies & services including street signage (\$20,000), asphalt, sand, base, and backfill soil (\$40,000), concrete (\$40,000), catch basin repairs (\$10,000) and other expenses (\$10,000). (Total \$120,000)

8060 Dues, Memberships, Subscriptions, and Books

Funds construction handbooks, standard specifications for Public Works Construction (“Greenbook”), APWA Standard Drawings, and WATCH manuals (\$1,500).

8070 Mileage/Auto Allowance

Funds reimbursement funds for street maintenance related call outs (\$1,500).

8100 Vehicle Maintenance

Funds operational costs for tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$20,000).

8105 Fuel

Funds operational fuel expenses (\$10,000).

8110 Equipment Maintenance

Funds repair and maintenance of City owned equipment used by the Streets

Division (\$35,000).

8130 Small Tools

Funds replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer (\$6,000).

8132 Uniforms and Equipment

Funds the purchase and service of City supplied uniforms (\$3,000).

8134 Safety Equipment & Supplies

Funds the purchase of safety equipment and supplies, including safety boots (\$3,500).

8170 Professional Services

Funds professional services for street and roadway related topics (\$3,000).

8180 Contract Services

Funds services rendered for street maintenance activities such as traffic striping and markings, Citywide traffic striping maintenance, sidewalk, curb & gutter replacement, temporary field workers, and other contract services (\$140,000).

8200 Training

Funds seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$2,000).

CAPITAL OUTLAY

8540 Vehicles and Equipment

Funds to purchase an electric truck for Maintenance Worker (\$65,000).

Prop "A" Maintenance / 232-6417

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	11,875	19,407	4,648	25,000	10,000	25,000
8110	000	Equipment Maintenance	-	7,009	-	11,000	-	11,000
8140	000	Utilities	173	1,050	6,292	11,500	11,500	11,500
8180	000	Contract Services	31,407	15,166	17,016	35,000	20,000	50,000
<OPERATIONS & MAINTENANCE>			43,455	42,632	27,957	82,500	41,500	97,500
[232-6417] Prop "A" Park Maintenance Total			43,455	42,632	27,957	82,500	41,500	97,500

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Funds janitorial supplies for park restrooms (\$2,000), adding ground cover materials for playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000). (Total \$25,000)

8140 Equipment Maintenance

Funds playground equipment maintenance (\$6,000).

8140 Utilities

Funds utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (\$5,500).

8180 Contract Services

Funds janitorial services (\$15,000), to unlock restrooms at Arroyo Park and Garfield parks (\$5,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground, and Eddie Park playground (\$15,000). (Total \$50,000)

Measure R / 233-6011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	-	-	-	10,760	-	56,118
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	866	-	4,515
7108	000	Deferred Compensation	-	-	-	44	-	561
7110	000	Workers Compensation	-	-	-	268	-	1,038
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	1,125	-	3,750
7140	000	Vision Insurance	-	-	-	36	-	120
7150	000	Dental Insurance	-	-	-	135	-	450
7160	000	Life Insurance	-	-	-	15	-	50
7170	000	FICA - Medicare	-	-	-	156	-	814
		<WAGES & BENEFITS>	-	-	-	13,404	-	67,415
[233-6011] PW Admin & Engineering Total			-	-	-	13,404	-	67,415

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Transportation Engineer. Refer to the Appendix for a detailed allocation list.

Measure M / 236-6011

Budget Detail

Acct	Tsk	Account Title	Unaudited			Budgeted	Estimated	Proposed
			Actual	Actual	Actual			
			2018/19	2019/20	2020/21	2021/22	2021/22	2022/23
7000	000	Salaries - Permanent	-	-	-	10,760	10,760	56,118
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	866	866	4,515
7108	000	Deferred Compensation	-	-	-	44	44	561
7110	000	Workers Compensation	-	-	-	268	268	1,038
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	1,125	1,125	3,750
7140	000	Vision Insurance	-	-	-	36	36	120
7150	000	Dental Insurance	-	-	-	135	135	450
7160	000	Life Insurance	-	-	-	15	15	50
7170	000	FICA - Medicare	-	-	-	156	156	814
		<WAGES & BENEFITS>	-	-	-	13,404	13,404	67,415
8170	000	Professional Services	-	-	-	-	-	100,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	100,000
		[236-6011] PW Admin & Engineering Total	-	-	-	13,404	13,404	167,415

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Transportation Engineer. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

8170 Professional Services

Funds implementation of the Neighborhood Traffic Management Program (NTMP) (\$100,000).

Measure W – Safe Clean Water Act / 239-6011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	514	27,500	17,438	27,522	31,302	25,857
7040	000	Holiday	-	96	861	-	-	-
7070	000	Leave Buyback	-	12	-	-	-	-
7100	000	Retirement	-	3,377	2,319	2,518	2,518	6,404
7108	000	Deferred Compensation	-	239	1,204	272	272	210
7110	000	Workers Compensation	-	484	219	781	781	577
7130	000	Group Health Insurance	-	3,430	1,962	2,091	2,091	1,599
7140	000	Vision Insurance	-	56	40	60	60	48
7150	000	Dental Insurance	-	208	149	225	225	180
7160	000	Life Insurance	-	25	18	25	25	20
7170	000	FICA - Medicare	-	383	286	454	454	375
		<WAGES & BENEFITS>	514	35,811	24,495	33,947	37,727	35,270
8020	000	Special Department Expense	-	23,698	8,503	24,500	24,500	25,000
8170	000	Professional Services	-	26,314	5,517	138,780	135,000	135,000
8180	000	Contract Services	-	1,629	2,054	32,000	32,000	95,000
		<OPERATIONS & MAINTENANCE>	-	51,641	16,074	195,280	191,500	255,000
		[239-6011] PW Admin & Engineering Total	514	87,452	40,570	229,227	229,227	290,270

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation of Public Works Director, Deputy Public Works Director, Senior Civil Engineer, and Associate Civil Engineer. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for Public Works Intern.

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds annual NPDES storm drain permit (\$10,000); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000). (Total \$25,000)

8170 Professional Services

Funds the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000). Upper LA River Enhanced Watershed Management Program Development for MS4 Permit compliance (\$25,000). SCW Annual Plan development and planning, professional and technical service for stormwater projects (\$75,000). (Total \$135,000)

8180 Contract Services

Funds annual citywide catch basin cleaning services required for MS4 Permit compliance, catch basin protection and repair, trash capture inserts, and other stormwater related services (\$95,000).

Water Distribution / 500-6710

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	462,810	572,544	583,898	617,739	617,739	711,282
7010	000	Salaries - Temp / Part	40,236	2,361	31,658	-	-	0
7020	000	Overtime	15,624	23,295	36,597	40,000	40,000	45,000
7040	000	Holiday	2,102	12,528	20,060	-	15,000	-
7055	000	IOD - Non Safety	909	-	-	-	-	-
7070	000	Leave Buyback	6,415	6,041	-	1,196	-	1,196
7100	000	Retirement	101,764	126,277	116,670	145,100	145,100	169,547
7108	000	Deferred Compensation	1,218	2,028	24,689	2,052	2,052	2,122
7110	000	Workers Compensation	7,256	19,609	21,694	21,310	21,310	21,063
7120	000	Disability Insurance	956	-	1,392	-	-	-
7130	000	Group Health Insurance	53,832	58,787	65,393	67,662	67,662	86,970
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	1,531	1,626	1,724	1,951	1,951	2,208
7150	000	Dental Insurance	5,195	5,092	5,875	7,317	7,317	8,280
7160	000	Life Insurance	735	723	727	805	805	911
7170	000	FICA - Medicare	8,074	8,617	9,680	8,957	8,957	10,314
		<WAGES & BENEFITS>	708,659	839,528	920,056	914,089	927,893	1,058,893
8000	000	Office Supplies	4,497	4,082	4,313	3,700	3,700	3,700
8010	000	Postage	115	-	127	200	200	200
8020	000	Special Department Expense	100,284	75,255	14,913	131,000	100,000	141,000
8050	000	Printing/Duplicating	670	292	66	2,000	500	3,500
8060	000	Dues & Memberships	-	238	-	700	-	700
8070	000	Mileage/Auto Allowance	815	964	616	1,500	1,600	2,500
8090	000	Conference & Meeting Expense	-	-	-	2,200	-	2,200
8100	000	Vehicle Maintenance	8,734	6,353	7,620	12,250	5,000	2,250
8105	000	Fuel	-	-	-	-	-	20,000
8110	000	Equipment Maintenance	9,770	9,807	9,224	10,000	10,000	10,000
8120	000	Building Maintenance	(15,614)	5,469	15,562	20,900	20,900	23,000
8130	000	Small Tools	1,316	1,991	4,902	10,000	10,000	10,000
8132	000	Uniform Expense/Cleaning	2,704	2,972	2,864	4,900	4,900	2,500
8134	000	Safety Clothing/Equipment	2,497	1,083	2,387	3,000	3,000	5,400
8140	000	Utilities	26,571	38,306	49,179	43,000	43,000	43,000
8150	000	Telephone	8,310	9,160	8,832	10,500	10,500	10,500
8170	000	Professional Services	10,656	16,422	19,963	160,500	150,350	164,500
8180	000	Contract Services	9,655	49,076	25,109	75,000	45,000	100,000
8191	000	Liability & Surety Bonds	75,688	106,089	145,805	450,000	450,000	490,000
8200	000	Training Expense	1,085	225	595	2,000	2,000	2,000
8229	000	Taxes	3,155	4,537	4,392	5,000	5,000	5,000
8400	000	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
		<OPERATIONS & MAINTENANCE>	368,021	449,435	433,583	1,065,464	982,764	1,159,064
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	200,000	-	180,000
8572	000	Meters	37,919	29,511	23,735	-	-	-
8573	000	Fire Hydrants	-	2,523	5,762	-	-	-
8574	000	Valves	1,104	889	-	-	-	-
		<CAPITAL OUTLAY>	39,022	32,923	29,496	200,000	-	180,000
		[500-6710] Water Distribution Total	1,115,702	1,321,885	1,383,135	2,179,553	1,910,657	2,397,957

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds compensation for six full-time employees, including Senior Water Utility Worker and five Water Utility Worker I/II and partial compensation of Public Works Director, Deputy Public Works Director, Water Operations Manager, two Public Works Inspectors, Senior Civil Engineer, Civil Engineering Assistant, Public Works Assistant, Electrician, two Management Analysts, and Management Assistant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for afterhours emergency response to water main and service connection leaks.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds office supplies (\$800) and Division share of copier lease cost (\$2,900). (Total \$3,700)

8010 Postage

Funds postal expenses for City mailings (\$200).

8020 Special Department Expense

Funds underground service alert fees (\$2,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$60,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and division share of natural gas costs for CNG vehicles (\$2,400); purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Inventory Management System for Water Inventory (\$10,000). (Total \$141,000)

8050 Printing and Duplication

Funds the printing and duplication of materials and printing costs of utility billing inserts (\$3,500).

8060 Dues, Memberships, Subscriptions, and Books

Funds the purchase of new Water Distribution reference books and membership in SCWUA (\$700).

8070 Mileage/Auto Allowance

Funds reimbursement funds for water related call outs (\$2,500).

8090 Conference & Meeting Expenses

Funds the AWWA Conference and regional conference & meetings (\$2,200).

8100 Vehicle Maintenance

Funds operational expenses such as oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles and smog certifications (\$2,250).

8105 Fuel

Funds operational fuel expenses (\$20,000).

8110 Equipment Maintenance

Funds repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade water line locator, leak detection devices, and pressure logger (\$5,000). (Total \$10,000)

8120 Building Maintenance

Funds miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$7,000) including automatic gate & garage door maintenance (\$500), elevator maintenance at Garfield Reservoir (\$4,500) and Garfield Reservoir janitorial services (\$11,000). (Total \$23,000)

8130 Small Tools

Funds 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

Funds uniform rental cleaning service and purchase of uniforms and equipment (\$2,500).

8134 Safety Equipment & Supplies

Funds the purchase of personal protective equipment, including, safety vests, work boots, work zone signs, cones, and delineators (\$5,400).

8140 Utilities

Funds electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$43,000).

- 8150 Telephone
Funds telephone service to Garfield Water Distribution Facility and all water sites, including meter reading network service (\$10,500).
- 8170 Professional Services
Funds professional services to update the water GIS to include water services and meters (\$20,000), Water Rate Study (\$80,000) and hydraulic model analysis for development project include fire flow (\$10,000), other professional services (\$54,500). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. (Total \$164,500)
- 8180 Contract Services
Funds emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$75,000), landscaping contract services for water facilities (\$24,000), and Citywide Cross Connection Program management (\$1,000). (Total \$100,000)
- 8191 Liability Insurance & Surety Bonds and Property
Funds a 25% share of the City's self-insured costs which goes to the Insurance Fund 103. The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%). (Total \$490,000)
- 8200 Training Expense
Funds training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water and State Water Resources Control Board operator certifications (\$2,000).
- 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 Automotive Equipment
Funds purchase of a replacement Water Division Vehicle and backhoe concrete breaker attachment (\$180,000).

Water Production / 500-6711

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	252,683	386,293	369,595	423,517	423,517	463,523
7010	000	Salaries - Temp / Part	-	2,361	-	-	-	-
7020	000	Overtime	30,943	21,826	38,166	45,000	45,000	50,000
7040	000	Holiday	4,227	8,255	11,503	-	10,000	-
7070	000	Leave Buyback	12,493	2,523	-	8,263	8,263	10,000
7100	000	Retirement	70,595	140,486	97,798	118,180	118,180	158,116
7108	000	Deferred Compensation	550	1,484	13,556	1,499	1,499	2,083
7110	000	Workers Compensation	4,335	12,786	13,769	14,872	14,872	14,858
7130	000	Group Health Insurance	27,053	38,372	36,343	40,324	40,324	32,970
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	648	972	937	1,325	1,325	1,296
7150	000	Dental Insurance	2,704	3,927	3,795	4,968	4,968	4,860
7160	000	Life Insurance	318	436	425	546	546	535
7170	000	FICA - Medicare	4,301	5,591	6,001	6,141	6,141	6,721
		<WAGES & BENEFITS>	410,850	625,312	591,888	664,636	674,636	744,962
8000	000	Office Supplies	1,434	1,758	1,025	1,500	1,500	1,500
8010	000	Postage	(26)	-	65	200	200	200
8020	000	Special Department Expense	28,017	(2,773)	23,120	39,500	39,500	42,700
8040	000	Advertising	-	(279)	-	-	-	-
8050	000	Printing/Duplicating	1,458	449	-	2,000	-	2,000
8060	000	Dues & Memberships	2,213	2,223	2,373	2,600	2,600	5,600
8070	000	Mileage/Auto Allowance	217	130	259	300	300	600
8080	000	Books & Periodicals	-	-	-	500	-	500
8100	000	Vehicle Maintenance	1,136	3,363	597	5,000	5,000	5,000
8110	000	Equipment Maintenance	14,686	11,863	4,660	59,000	38,000	136,000
8120	000	Building Maintenance	15,463	199	496	9,000	1,000	10,500
8130	000	Small Tools	-	371	-	1,000	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,866	1,706	2,014	2,500	2,500	2,500
8134	000	Safety Clothing/Equipment	1,233	-	1,197	800	800	800
8140	000	Utilities	8,065	3,317	5,986	7,000	7,000	7,000
8150	000	Telephone	2,123	-	-	1,200	-	1,200
8152	000	Pumping Power	409,495	533,536	692,436	825,000	935,000	935,000
8170	000	Professional Services	221,819	135,176	128,616	272,863	220,830	255,000
8180	000	Contract Services	7,886	136,563	417,062	1,033,000	300,000	1,050,000
8200	000	Training Expense	1,275	110	-	1,500	-	1,500
8231	000	Water Purchases - Resale	462,906	281,237	345,861	310,000	250,000	210,000
8233	000	Watermaster Charges	1,332,212	559,565	716,542	900,000	1,000,000	1,000,000
8400	000	Overhead Allocation	205,267	205,267	205,267	205,267	205,267	205,267
		<OPERATIONS & MAINTENANCE>	2,718,744	1,873,780	2,547,577	3,679,730	3,010,497	3,873,867
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	3,897	3,040	3,211	4,000	-	20,000
8540	000	Automotive Equipment	-	20,616	-	-	-	260,000
		<CAPITAL OUTLAY>	3,897	23,656	3,211	4,000	-	280,000
		[500-6711] Water Production Total	3,133,490	2,522,747	3,142,676	4,348,366	3,685,133	4,898,829

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds compensation for three full time employees, including Senior Water Production/Treatment Operator, and two Water Production/Treatment Operators, and partial compensation for Public Works Director, Deputy Public Works Director, Water Operations Manager, Senior Civil Engineer, Civil Engineering Assistant, Public Works Assistant, Electrician, two Management Analysts, and Management Assistant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.

7040 Holiday

Funds employees whose work rotation falls on holidays.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds office supplies and miscellaneous expenses (\$1,500).

8010 Postage

Funds postal expenses for City mailings (\$200).

8020 Special Department Expense

Funds special and miscellaneous department supplies and services including: salt for sodium hypochlorite generation at Wilson, Garfield, and Graves Reservoir (\$28,000), chlorine analyzer solution (\$7,000), turbine oil (\$800), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200). (Total \$42,700)

8050 Printing and Duplication

Funds the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).

8060 Dues, Memberships, Subscriptions

Funds membership fees and dues of the American Water Works Association

(\$5,600).

- 8070 Mileage/Auto Allowance
Funds reimbursement for water related call outs (\$600).
- 8080 Books, Videos, Magazines, and Recordings
Funds the purchase of reference books and manuals (\$500).
- 8100 Vehicle Maintenance and Operations
Funds operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles and smog certifications (\$5,000).
- 8110 Equipment Maintenance
Funds emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems, including replacement of water level transmitters and radios at elevated tanks and on-site chlorine generation system maintenance and replacement (\$136,000).
- 8120 Building Maintenance
Funds replacement of cracked & falling block wall and gate at Kollé pump house and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$10,500).
- 8130 Small Tools
Funds replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment
Funds the purchase and service of City supplied uniforms (\$2,500).
- 8134 Safety Equipment & Supplies
Funds the purchase of personal protective equipment, safety equipment and supplies (\$800).
- 8140 Utilities
Funds electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone
Funds telephone service to water system facilities (1,200).
- 8152 Pumping Power
Funds electrical and energy charges associated with operating well and booster pumps (\$935,000).
- 8170 Professional Services
Funds professional services such as water quality testing including water quality monitoring city wide and of the Wilson & Graves Wellhead treatment system

(\$65,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$47,000), consultant services for preparation of the annual Consumer Confidence Report (\$8,000), Consulting service for preparation of Water Audit (\$30,000) Water Project Manager (\$20,000), SCADA system maintenance (\$12,000), water quality and treatment cost reduction study (\$30,000), and as needed consulting services for water production (\$30,000). (Total \$255,000)

8180 Contract Services

Funds granular activated carbon media replacement for Wilson Wellhead Treatment system (\$450,000). Granular activated carbon media for Graves Treatment system (\$400,000), and Graves Ion exchange generation salt (\$75,000), weed abatement and reservoir tree maintenance (\$15,000), and waste brine treatment & disposal (\$110,000). (Total \$1,050,000)

8200 Training Expense

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

8231 Water Purchases – Resale

Funds the purchase of water from the City of Pasadena and from MWD purchase through Upper San Gabriel Valley Water District supplement the City's well production (\$210,000).

8233 Watermaster Charges

Funds for extraction of groundwater from the Main San Gabriel Basin within our water rights, and for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin. The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin (\$1,000,000).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$205,267).

CAPITAL OUTLAY

8530 Computer Equipment

Funds replacement computer equipment for the Water Division Supervisory Control and Data Acquisition (SCADA) system (\$20,000).

8540 Vehicles and Equipment

Funds the purchase of a Water Division Valve Truck to implement a preventative maintenance valve exercise program (\$260,000).

Water Efficiency Projects / 503-6713

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	5,703	66,122	57,146	100,769	80,904	38,180
7010	000	Salaries - Temp / Part	-	-	3,243	-	6,000	1,000
7020	000	Overtime	-	-	2,950	-	3,000	-
7040	000	Holiday	-	1,584	2,644	-	2,000	-
7100	000	Retirement	-	26,130	19,866	22,571	22,571	6,096
7108	000	Deferred Compensation	-	234	2,987	204	204	108
7110	000	Workers Compensation	-	881	910	2,941	2,941	857
7130	000	Group Health Insurance	-	10,756	10,923	11,742	11,742	4,029
7140	000	Vision Insurance	-	151	140	216	216	72
7150	000	Dental Insurance	-	455	520	810	810	270
7160	000	Life Insurance	-	69	79	89	89	30
7170	000	FICA - Medicare	-	933	966	1,173	1,173	554
		<WAGES & BENEFITS>	5,703	107,314	102,376	140,516	131,651	51,195
8000	000	Office Supplies	-	600	66	2,000	-	2,000
8010	000	Postage	26	-	-	2,500	200	2,500
8020	000	Special Department Expense	-	395	5,465	25,000	25,000	25,000
8032	000	Water Efficiency Fee Projects	40,631	19,256	20,147	125,000	20,000	125,000
8060	000	Dues & Memberships	-	-	-	2,500	-	2,500
8070	000	Mileage/Auto Allowance	48	153	-	200	10	200
8090	000	Conference & Meeting Expense	20	504	-	2,000	-	2,000
		<OPERATIONS & MAINTENANCE>	40,725	20,909	25,678	159,200	45,210	159,200
8540	000	Automotive Equipment	-	-	-	40,000	-	-
		<CAPITAL OUTLAY>	-	-	-	40,000	-	-
		[503-6713] Water Efficiency Total	46,427	128,223	128,054	339,716	176,861	210,395

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds partial compensation of Environmental & Sustainability Manager. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Funds the cost of overtime for non-management staff attending City Council and commission meetings and, as authorized, official City events outside of regular office hours.
- 7010 Salaries – Part-Time
Funds compensation for a part time intern to assist in processing water conservation program permits.

OPERATIONS & MAINTENANCE

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

Key Performance Indicators

The Public Works Department is committed to improving public engagement and community access to project and program information in Fiscal Year 2022-2023. In addition to completing a department reorganization and recruitment of critical positions, Public Works will implement quarterly newsletters and website project updates to communicate its many endeavors to City stakeholders.

Public Works Administration & Engineering

- Fulfillment of up to 2,000 service requests annually.
- Process 500 permits for encroachment, excavation, tree replacement, etc.

Water & Sewer Infrastructure

- Produce sufficient water for South Pasadena, approximately 4,000 acre-feet annually.
- Replace 50-100 meters, 10-12 fire hydrants, and 5-8 water service lines annually.
- Remove and replace up to 1,000 linear feet (LF) of water main pipelines.
- Collect 6,200 meter readings monthly.
- Perform at least 10 area leak detection inspections to identify and repair leaks
- Monthly sewer inspection and maintenance program.

Street & Sidewalk Maintenance

- Track repair and replacement of City sidewalks, curbs, and gutters.
- Track repair of street potholes.
- Track replacement of damaged asphalt.

Street/Median Trees & Parks Maintenance

- Plant 80-100 trees annually.
- Increase outreach and education programs regarding landscape & trees maintenance to quarterly.

Facilities & Street Lights

- LED light conversion for up to 50 street, park, and field lights annually.

Environmental Programs & Sustainability

- Increase water conservation rebate programs utilization by 25%.
- Provide 3 demonstrations and 2 citywide utility bill inserts/mailings promoting electric leaf blowers.

Customer Service and Response

- Provide responses to customers within 1 business days, and status updates on service requests with 10 business days.
- Respond to emergencies, including water service/main break leaks within 1 hour.
- Quarterly Updates on programs and projects.

Community Development

Fiscal Year 2022-23 Budget Snapshot

Overview

The Community Development Department is comprised of four divisions: Planning, Building and Safety, Code Enforcement, and Housing. Additionally, the Department issues film permits and yard sale permits. Staff in Community Development serves the Planning Commission, Cultural Heritage Commission, Design Review Board and Public Art Commission. The Planning staff administers the City's Zoning Code including 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 reviewing building plans for code compliance, issuing building permits, and performing construction inspections. The code enforcement staff works with property owners to secure compliance with the municipal code regarding property maintenance and operations. Housing is the newest division in the Department and focuses on developing affordable housing policies and implementing strategies to improve housing opportunities for all income levels.

Notable Changes – Wages and Benefits

There is an increase in overall wages and benefits due to additional staffing needed in the department to manage the Planning case log, implementation of the housing programs in the State mandated Housing Element, required zoning code amendments due to the General Plan, Housing Element and Downtown Specific Plan updates, among other department priorities.

Notable Changes – Operations and Maintenance

In addition to completion of the zoning code amendments brought on by the Housing Element, General Plan and Downtown Specific Plan, the budget for Professional Services will include an extensive work plan including:

- Zoning code amendments required by adoption of the Housing Element and General Plan
- Housing Element implementation
- Implementation of SB 381
- Electronic permitting system
- Historic evaluation study
- Soft story building inventory
- Occupancy inspection program
- Commercial area parking study

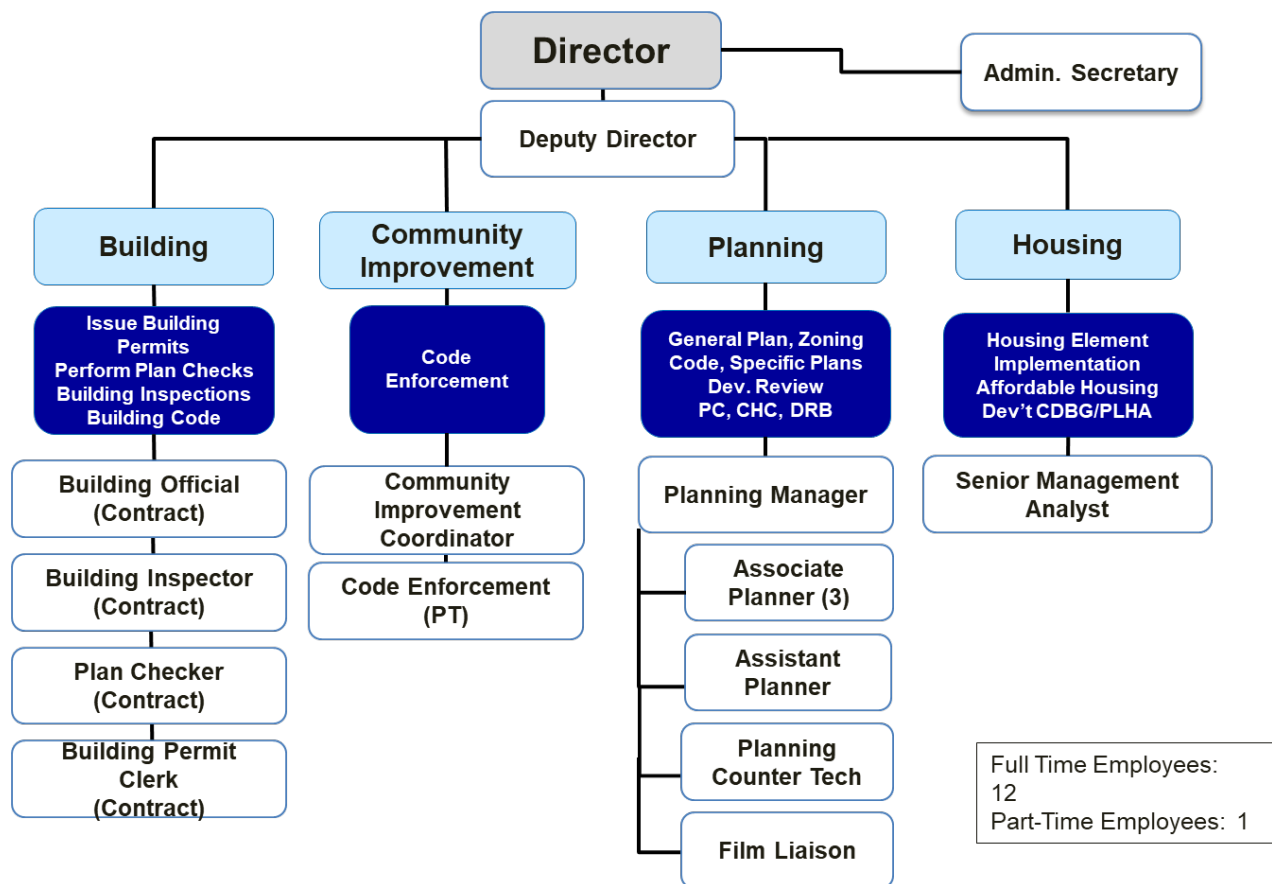
Capital Outlay

No capital outlay budgeted in this fiscal year.

Budget Summary

EXPENDITURE SUMMARY	Unaudited					
	Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
Wages & Benefits	587,552	826,247	1,095,463	1,512,600	1,472,253	1,556,386
Operations & Maintenance	545,739	1,052,408	720,613	2,121,195	1,157,650	1,450,200
Total Expenses by Category	1,133,291	1,878,655	1,816,077	3,633,795	2,629,903	3,006,586
[101-7011] Community Development	1,116,412	1,876,257	1,806,432	3,483,795	2,629,503	2,994,886
[105-7011] Facilities & Equipment Replacement	6,113	(12,802)	-	-	-	-
[228-7220] Housing Authority	10,766	15,199	9,645	-	400	11,700
[278-7011] Housing Element Grant (LEAP)	-	-	-	150,000	-	-
Total Expenses by Program	1,133,291	1,878,655	1,816,077	3,633,795	2,629,903	3,006,586

Authorized Positions



Community Development / 101-7011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	329,386	497,128	672,364	989,103	945,138	1,029,544
7010	000	Salaries - Temp / Part	109,152	90,558	142,722	174,000	174,000	109,000
7020	000	Overtime	8,502	2,828	1,041	1,000	1,000	5,000
7040	000	Holiday	217	4,591	14,192	-	10,000	-
7070	000	Leave Buyback	3,127	7,988	-	11,997	16,000	8,000
7100	000	Retirement	86,883	156,654	144,519	208,846	208,846	241,120
7108	000	Deferred Compensation	477	1,192	34,217	2,995	2,995	3,005
7110	000	Workers Compensation	2,190	7,114	9,415	20,385	10,000	22,266
7122	000	Unemployment Insurance	-	6,620	1,360	-	-	-
7130	000	Group Health Insurance	37,979	35,293	54,223	78,180	78,180	109,893
7140	000	Vision Insurance	757	904	1,319	2,400	2,400	2,640
7150	000	Dental Insurance	1,927	3,223	4,915	9,000	9,000	9,900
7160	000	Life Insurance	317	450	668	990	990	1,089
7170	000	FICA - Medicare	6,639	11,704	14,508	13,705	13,705	14,928
		<WAGES & BENEFITS>	587,552	826,247	1,095,463	1,512,600	1,472,253	1,556,386
8000	000	Office Supplies	2,821	2,588	470	2,750	2,750	3,000
8010	000	Postage	6,313	3,830	6,769	6,000	6,000	6,000
8020	000	Special Department Expense	3,201	2,140	8,173	4,500	4,500	4,500
8040	000	Advertising	9,779	6,082	-	14,500	-	4,000
8050	000	Printing/Duplicating	7,338	4,049	10,526	10,000	10,000	15,000
8060	000	Dues & Memberships	425	475	25,400	33,000	33,000	33,000
8090	000	Conference & Meeting Expense	795	415	275	1,000	-	6,500
8100	000	Vehicle Maintenance	2,094	1,535	2,032	1,000	1,000	1,000
8110	000	Equipment Maintenance	183	1,434	-	1,500	-	1,500
8170	000	Professional Services	117,665	455,467	293,955	479,445	200,000	430,000
8180	000	Contract Services	377,467	563,495	351,629	1,388,000	900,000	900,000
8200	000	Training Expense	280	-	380	1,500	-	6,000
8257	000	Boards & Commissions	500	-	-	3,000	-	3,000
8260	000	Public Art	-	8,500	11,360	25,000	-	25,000
		<OPERATIONS & MAINTENANCE>	528,859	1,050,010	710,968	1,971,195	1,157,250	1,438,500
[101-7011]		Community Development Total	1,116,412	1,876,257	1,806,432	3,483,795	2,629,503	2,994,886

Budget Detail

PERSONNEL SERVICES

7000 Regular Salaries

Funds compensation for the Planning & Community Development Director, Deputy Director, Planning Manager, three Associate Planners, one Assistant Planner, one Film Liaison, one Community Improvement Coordinator, one Senior Management Analyst, one Administrative Secretary and one new Planning Counter Technician.

7010 Salaries – Part-Time

Funds compensation for seasonal, temporary, and other non-salaried part-time employees. Includes additional staffing to process Planning Department backlog.

7020 Overtime

Funds compensation for overtime duty for department staff.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds regular office supplies (\$3,000).

8010 Postage

Funds postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).

8020 Special Department Expense

Funds special department supplies, subscriptions and services. Includes additional technology to accommodate hybrid Commission meetings, and online community outreach (\$4,500).

8040 Advertising

Funds advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fee. This category also provides funding for publicity for the Zoning Code Amendments and new Housing initiatives, and to facilitate and encourage public engagement in other planning projects and programs (\$4,000).

8050 Printing and Duplication

Funds the printing and duplication of materials for building permit forms, inspection forms, Planning Commission, Design Review Board, Cultural Heritage Commission and Public Art Commission public notice envelopes, reproduction of maps, General Plan, Housing Element, Zoning Codes, specific plans, and other planning reports and materials (\$15,000).

8060 Dues, Memberships, Subscriptions, and Books

Funds membership fees, dues, subscriptions and publications of professional

organizations and continuing education materials, including the California Title 24 and Building Codes (every 3 years), California Planning & Development Report, American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, and Film Liaisons in California Statewide (\$33,000).

8090 Conference and Meeting Expense

Funds conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association, National American Planning Association, California Association of Code Enforcement, and League of California Cities (\$6,500).

8100 Vehicle Maintenance

Funds operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,000).

8110 Equipment Maintenance

Funds Community Development's share of the postage meter lease (\$1,500).

8170 Professional Services

Funds consultant services and other services related to planning and building (including Strategic Plan priorities) such as: Zoning Code Amendments, parking study, implementation of housing element programs; occupancy inspection, historic resources inventory, historic preservation studies, continued Al Fresco and Parklet Programs (\$25,000), electronic permit tracking system, and other housing initiatives. This list does not include all Strategic Plan priorities or grant funded projects etc. (Total \$430,000)

8180 Contract Services

Funds building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech (\$600,000) and other potential consultants (\$300,000; contract costs are fully recovered by plan checking and building permit fees. (Total \$800,000)

8200 Training

Funds required CEQA, land use, and historic preservation training seminars, materials, and other job-related training sessions taken by employees on city time (\$6,000).

8257 Board & Commissions

Funds required training in historic preservation for the Cultural Heritage Commission and CEQA and land use training for Planning Commission (\$3,000).

8260 Public Art

Funds professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).

Housing Authority / 228-7220

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
			2018/19	2019/20	Actual	2021/22	2021/22	2022/23
8120	000	Building Maintenance	-	4,075	262	-	-	500
8121	000	Utility Credit - Arroyo House	-	800	1,100	-	400	1,200
8180	000	Contract Services	10,766	10,324	8,283	-	-	10,000
		<OPERATIONS & MAINTENANCE>	10,766	15,199	9,645	-	400	11,700
228 - HOUSING AUTHORITY TOTAL			10,766	15,199	9,645	-	400	11,700

OPERATIONS & MAINTENANCE

8120 Building Maintenance

Funds minor building maintenance of Arroyo House (\$500).

8121 Utility Credit – Arroyo House

Funds credit of \$100 per month for the Arroyo House (\$1,200).

8180 Contract Services

Funds to contract with the Housing Rights Center for workshops and outreach (\$10,000).

Housing Element Grant / 278-7011

Budget Detail

Acct	Tsk	Account Title	Unaudited			Budgeted	Estimated	Proposed
			Actual	Actual	Actual			
			2018/19	2019/20	2020/21	2021/22	2021/22	2022/23
8170	000	Professional Services	-	-	-	150,000	-	-
		<OPERATIONS & MAINTENANCE>	-	-	-	150,000	-	-
		[278-7011] Community Development Total	-	-	-	150,000	-	-
		278 - HOUSING ELEMENT GRANT TOTAL	-	-	-	150,000	-	-

OPERATIONS & MAINTENANCE

8170 Professional Services

Funds the Housing Element Update, which includes programs to accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing needs assessment, through a Local Early Action Planning (LEAP) grant (\$150,000).

Key Performance Indicators

The Community Development Department strives to provide excellent customer service by efficiently managing workload and thereby reducing processing times, building plan check approvals and permit issuance.

Administration

Encourage interdepartmental collaboration to improve entitlement applications and public information regarding development projects; continue to improve department processes

- Assist City Manager's Office (CMO) with economic development quarterly newsletter
- Conduct six (to be held every other month) interdepartmental development projects coordination meetings

Planning & Building

Reduce processing time for discretionary applications and building plan check by securing an electronic permitting system.

- Process 25 discretionary applications (PC, CHC, DRB)
- Process 50 administrative (by-right) applications

Code Enforcement

Respond to resident complaints by investigating, opening cases, and closing cases. Reduce closure rates.

- Ensure complaint is investigated within four days of receiving complaint
- Follow up on open cases within one month
- Provide quarterly reports to City Council on code enforcement activity

Film & Art

Process film applications efficiently while eliminating impacts to residents and neighborhoods.

- Minimum film permits: 175
- Develop a public art policy
- Provide quarterly reports to City Council on film activity

Housing

Obtain certification from HCD on the 6th Cycle Housing Element 2021-2029 and conduct community outreach efforts related to the housing programs implementation.

- Conduct housing informational workshops or study sessions: 4

Library

Fiscal Year 2022-23 Budget Snapshot

Overview

The Library Department serves people from all walks of life and socio-economic backgrounds and is a community resource for literacy, lifelong learning, recreation, and professional development. In a typical year, more than 20,000 customers visit each month, and items for reading, viewing and listening are checked-out more than 250,000 times. Reference librarians connect people to information and plan engaging cultural and literary events. The Local History Collection preserves our community memory for the benefit of current and future generations. The Children's Room supports literacy and promotes a love of reading with regular story times and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7.

During Fiscal Year 2021-2022, the Library continued to meet the challenges presented by the pandemic. In-person services were safely reintroduced and popular services implemented during the pandemic, like the ability to place holds on any items, were made permanent. Goals met during the previous fiscal year also include the release of an RFP for a strategic planning consultant, and staff engagement around issues of equity, inclusion, and diversity, with all full-time staff attending a 6-hour interactive course titled Equity in Action: Fostering an Antiracist Library Culture.

The Library's goals for Fiscal Year 2022-2023 include continuing to ensure that our in-person library services are safe and compliant with public health guidelines, completing a strategic plan, placing the library special parcel tax on the November 2022 ballot, hosting a Library Open House, and continuing to provide equitable and inclusive programs and services to customers.

Notable Changes – Wages and Benefits

The budget reflects the Library's request for a support services librarian, which would return the total FTE count to 10 (the number it was prior to fiscal year 2021-2022). It also reflects the proposed reclassification of a full-time Clerk I to Clerk II in the Support Services division. Part-time expenses continue to rise, due to salary scale adjustments adopted in 2019 to meet the requirements of the State of California Minimum Wage Order. The part-time salaries budget also includes funds for a passport services clerk which are offset by fee revenue.

Notable Changes – Operations and Maintenance

There are no notable changes to M&O accounts.

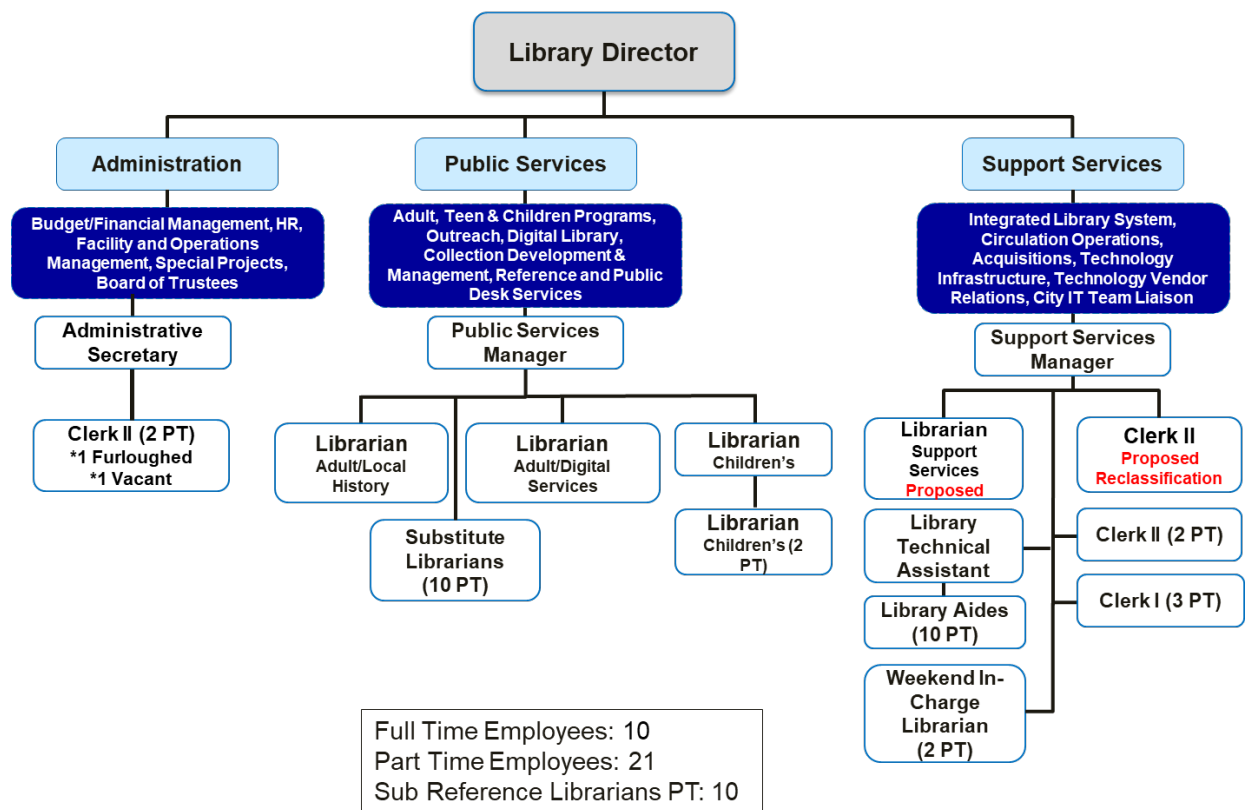
Capital Outlay

Funds have been designated to replace the tables on the Library patio, to purchase new ergonomic workstation furniture for staff, and for HVAC for the administrative office that lacks heating or cooling.

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Budgeted	Estimated	Proposed
	2018/19	2019/20	2020/21	2021/22	2021/22	2022/23
Wages & Benefits	1,207,029	1,213,859	1,335,189	1,508,276	1,520,686	1,515,114
Operations & Maintenance	379,377	310,714	248,738	319,910	291,960	320,300
Capital Outlay	85,969	1,112	24,442	21,500	5,000	32,400
Total Expenses by Category	1,672,375	1,525,685	1,608,369	1,849,686	1,817,646	1,867,814
[101-8011] Library	1,672,375	1,525,685	1,608,369	1,849,686	1,817,646	1,867,814
Total Expenses by Program	1,672,375	1,525,685	1,608,369	1,849,686	1,817,646	1,867,814

Authorized Positions



Library / 101-8011

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	610,377	599,212	707,712	750,432	750,432	818,664
7010	000	Salaries - Temp / Part	290,259	240,771	250,634	364,000	364,000	342,000
7020	000	Overtime	76	147	155	-	600	-
7040	000	Holiday	-	12,789	23,432	-	15,000	-
7070	000	Leave Buyback	7,491	17,016	-	12,308	-	18,000
7100	000	Retirement	179,768	226,060	190,818	242,704	242,704	191,378
7108	000	Deferred Compensation	2,401	1,422	31,618	1,387	1,387	1,387
7110	000	Workers Compensation	4,735	10,480	11,479	13,883	13,883	15,145
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	-	1,055	1,029	-	-	-
7130	000	Group Health Insurance	79,325	74,545	84,889	101,530	101,530	104,280
7140	000	Vision Insurance	1,619	1,460	1,610	2,160	2,160	2,400
7150	000	Dental Insurance	5,290	5,454	6,022	8,100	8,100	9,000
7160	000	Life Insurance	702	788	899	891	891	990
7170	000	FICA - Medicare	24,985	22,660	24,892	10,881	20,000	11,871
		<WAGES & BENEFITS>	1,207,029	1,213,859	1,335,189	1,508,276	1,520,686	1,515,114
8000	000	Office Supplies	9,193	5,359	6,359	7,500	7,500	6,500
8010	000	Postage	2,446	1,820	1,738	2,000	2,000	1,500
8020	000	Special Department Expense	31,417	20,681	15,160	21,000	21,000	20,000
8030	000	Library Periodicals	12,318	10,604	6,715	7,000	7,000	7,000
8031	000	Electronic Resources	30,993	29,292	20,619	22,000	22,000	20,000
8040	000	Advertising	3,380	1,076	1,287	1,200	1,200	1,000
8050	000	Printing/Duplicating	4,418	1,963	1,480	4,000	4,000	3,500
8060	000	Dues & Memberships	2,002	4,104	4,060	4,500	4,500	4,200
8070	000	Mileage/Auto Allowance	56	117	-	100	-	100
8080	000	Books & Periodicals	110,564	95,474	70,843	90,000	90,000	105,000
8083	000	E-Books	9,988	35,393	33,288	30,000	30,000	35,000
8085	000	City-wide Reading Program	-	-	-	-	-	1,000
8090	000	Conference & Meeting Expense	1,911	200	-	2,000	-	2,000
8110	000	Equipment Maintenance	4,192	2,789	405	3,500	3,500	3,000
8120	000	Building Maintenance	12,979	9,469	24,552	11,650	5,000	9,000
8140	000	Utilities	33,541	-	-	-	-	-
8151	000	CENIC WiFi Expenses	11,258	6,218	5,646	11,960	11,960	11,500
8155	000	Rental/Lease	-	-	-	-	-	-
8170	000	Professional Services	10,622	4,375	2,625	27,000	10,000	15,000
8180	000	Contract Services	85,600	81,432	51,941	72,000	72,000	72,000
8200	000	Training Expense	-	-	1,820	1,500	-	1,500
8257	000	Boards & Commissions	2,500	348	200	1,000	300	1,500
		<OPERATIONS & MAINTENANCE>	379,377	310,714	248,738	319,910	291,960	320,300
8500	000	Building & Improvements	-	-	15,962	16,500	5,000	18,400
8520	000	Machinery & Equipment	-	695	4,151	3,000	-	12,000
8521	000	Mach. & Equip. - Library Ops. Study	77,341	-	3,150	-	-	-
8530	000	Computer Equipment	8,628	417	1,179	2,000	-	2,000
		<CAPITAL OUTLAY>	85,969	1,112	24,442	21,500	5,000	32,400
[101-8011]		Library Total	1,672,375	1,525,685	1,608,369	1,849,686	1,817,646	1,867,814

Budget Detail

PERSONNEL SERVICES

7000 Regular Salaries

Funds compensation for a full-time staff of ten positions. These include 1 Library Director; 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Support Services Librarian, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk II.

7010 Wages - Seasonal and Part-Time Employees

Funds the compensation of part-time library staff members who are paid hourly rates, including passport services clerk and Community Room rental staffing, which are offset by fee income.

7020 Overtime

Funds compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies (\$6,500).

8010 Postage

Funds postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan items lent or returned to their owning institutions (\$1,500).

8020 Special Department Expense

Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, supplies for children's programs, book trucks, archival supplies, book jackets, mending tape, display racks, and other miscellaneous provisions; collection development resources for staff, performers' fees, special event insurance for Library programs, and software that supports the provision of services and resources to the public (\$20,000).

8030 Periodicals

Funds hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others (\$7,000).

8031 Digital Resources

Funds the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include encyclopedias, access to scholarly articles, assistance with homework, test preparation, and job seeking, streaming

films, advice for readers, digital comics and manga, and interactive e-books for kids (\$20,000).

8040 Advertising/Publicity/Outreach/Marketing

Funds the purchase of print and online ads in newspapers for major projects, programs, or events (\$1,000).

8050 Printing and Duplication

Funds the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public (\$3,500).

8060 Dues and Memberships

Funds membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, and other professional organizations. Memberships provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities (\$4,200).

8070 Mileage Reimbursement

Funds 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 (\$100).

8080 Books/DVDs/CDs

Funds the purchase and outsourced physical processing of books, music and audiobook CDs, and DVDs and Blu-rays. Annual circulation of materials exceeds 250,000 (\$105,000).

8083 E-Books

Funds the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000 and increases as the collection grows (\$35,000).

8085 Citywide Reading Program

Funds the purchase of physical and digital books and speaker fees for a community reading program (\$1,000).

8090 Conference and Meeting Expense

Funds conference and meeting travel expenses and registration fees for staff (\$2,000).

8110 Equipment Maintenance

Funds technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects; telephone repair and maintenance, automated external defibrillator units maintenance, and postage meter leasing (\$3,000).

8120 Building Maintenance

Funds fire extinguisher maintenance, elevator permit, miscellaneous emergency janitorial (\$4,000), plumbing, electrical, and other service and repairs and supplies for the Library building (\$2,000); exterior steam cleaning and interior furniture cleaning (\$3,000). (Total \$9,000)

8151 CENIC Wi-Fi Expenses

Funds the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes SonicWall security for Wi-Fi router (\$700). (Total \$11,500)

8170 Professional Services

Funds professional services from auditors to prepare and process the tax roll for the Library Parcel Tax (\$7,500), for technology project support from Acorn (\$5,500), for graphic design services (\$2,000). (Total \$15,000)

8180 Contract Services

Funds security alarm maintenance (\$450), fire alarm system maintenance (\$1,000), emergency lighting system maintenance (\$1,550), and theft detection system and self-check kiosk maintenance (\$3,500); cataloging records subscription (\$22,000), library asset recovery service (\$1,500), a book/CD/DVD ordering platform (\$2,000), public computer reservation system (\$1,000), and Integrated Library System product licensing (\$39,000), off-site hosting, and services. (Total \$72,000)

8200 Training Expense

Funds training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with an annual Library staff development day (\$1,500).

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at the annual California public library advocates workshop and the California Library Association annual conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition event (\$1,500).

CAPITAL OUTLAY

8500 Building Improvements

Funds to replace Library patio tables and chairs (\$10,000) and for Library administration office HVAC (\$8,400). (Total \$18,400)

8520 Machinery & Equipment

Funds to replace five non-ergonomic staff workstations (\$12,000).

8530 Computer Equipment

Funds for 2 tablet devices and 2 mobile scanners for use at events off-site, for collections management projects in the stacks, and for backup circulation services (\$2,000).

Key Performance Indicators

The Library's main focus early in the 2022-2023 fiscal year is to complete its 5-year strategic planning process and to engage in education and outreach in support of the Library Special Tax measure that will be on the ballot in November, including the publication of a new library information brochure.

If the budget request for a full-time support services librarian is approved, the department will engage in a reorganization of roles and responsibilities in the Support Services division, and in documenting and revising the division's policies, procedures and workflows.

Special projects for 2022-2023 include replacing the Library Patio tables and benches, launching a laptop lending kiosk, implementing a materials acquisitions module in the Integrated Library System (ILS), and launching the Library of Things lending program.

Outreach

- Add 500 people to the Library's e-newsletter recipient list
- Conduct 15 SPUSD and private school class visits at the start of the school year

Operations

- Review and revise 4 administrative policies
- Add 4,500 new items to the collection
- Rent the Community Room 20 times annually

Programs & Services

- Exceed 12,000 visitors per month on average
- Lend 20,000 items per month on average
- Present at least 8 programs for adults, such as book discussions, author talks, hands-on crafting, concerts, and films
- Exceed program attendance of 4,000 individuals annually

Community Services

Fiscal Year 2022-23 Budget Snapshot

Overview

The Community Services Department provides services within four divisions:

- Senior Division: Provides older adults educational, social, physical, nutritional, and emotional services and city special events. The division slowly reopened its doors for onsite lunch services, classes, and activities for seniors in early 2022. Home-delivered meals will continue to serve seniors residing within city limits. Additionally, a new senior center supervisor was hired after the retirement of a long-standing employee. This will be a transition for the seniors along with programming and events.
- 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 reservation, and city events such as Concerts in the Park and Eggstravaganza. Summer Camp Med will resume in summer 2022. Park reservations have resumed. Building reservations have resumed but at a slower pace.
- Community Transit: Operates the Dial-a-Ride Program, which offers essential services for seniors, including rides to medical appointments, grocery stores, financial institutions, and social gatherings provided by the City. Ridership is slowly increasing post-pandemic as seniors begin to feel comfortable and mandates have become less restrictive.
- 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 Stables, Batting Cages, Ironworks Museum, and Tower Venture Cellular. Many agreements are expiring, on a month-to-month basis or coming to an end of a term within its agreement. The Recreation Leased Facilities Ad Hoc Committee continues to meet and review contract agreements and assists with new contracts. The staff supports the Parks and Recreation Commission, Youth Commission, Senior Commission, Festival of Balloons, South Pasadena Tournament of Roses Committee, and Recreation Leased Facilities Ad Hoc Committee.

Notable Changes – Wages and Benefits

The hiring of a Deputy Director of Community Services and filling many vacant positions in all of its divisions to resume to pre-COVID programming.

Notable Changes – Operations and Maintenance

Offer new community events, contract classes and programs.

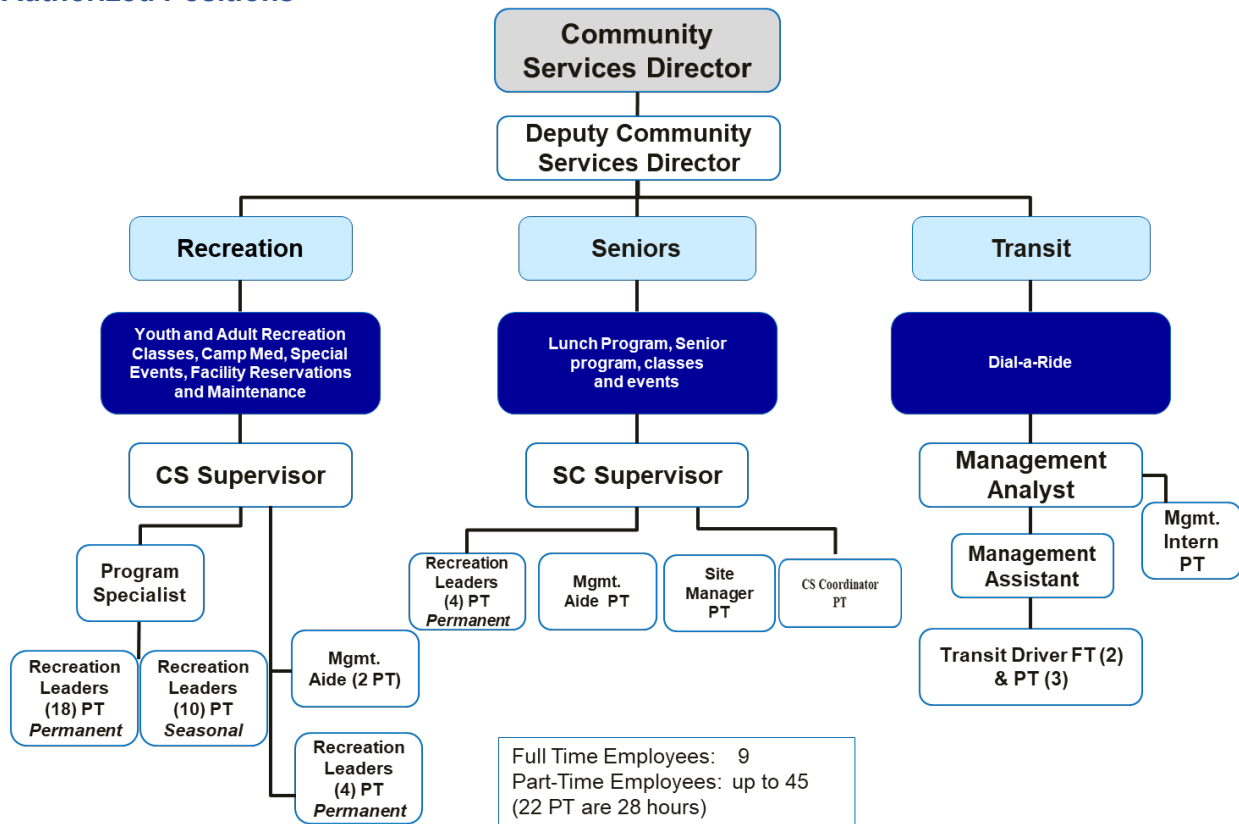
Capital Outlay

Construction of Berkshire and Grevelia Pocket Parks - see CIP (Park Impact Fees).

Budget Summary

EXPENDITURE SUMMARY	Unaudited					
	Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
Wages & Benefits	1,308,445	1,298,385	990,943	1,623,490	1,521,093	1,657,745
Operations & Maintenance	1,682,173	1,449,933	1,401,947	2,027,237	1,745,924	2,145,587
Capital Outlay	82,274	(13,807)	66,516	289,201	-	169,000
Total Expenses by Category	3,072,892	2,734,511	2,459,406	3,939,928	3,267,017	3,972,332
[101-8021] Senior Services	336,850	330,809	202,374	396,764	322,451	429,698
[101-8031] Community Services	192,289	172,667	217,223	214,635	201,258	338,866
[101-8032] Recreation and Youth Services	796,066	656,232	323,135	848,404	803,016	771,205
[105-8031] Facilities & Equipment Replace	-	-	-	-	-	-
[205-2210] Prop "A" Administration	6,011	7,529	13,204	15,237	15,037	15,630
[205-8024] Transit Planning	93,421	119,202	143,026	406,091	145,392	338,235
[205-8025] Dial-A-Ride	210,184	216,748	154,744	290,343	197,880	432,588
[207-2260] Prop "C" Administration	5,001	5,140	6,602	6,530	6,530	6,699
[207-8025] Dial-A-Ride	286,841	209,979	230,816	367,355	282,725	301,087
[226-2029] Mission Meridian Public Garage	13,053	8,987	9,650	15,300	10,000	15,000
[260-8023] CDBG Senior Nutrition Prog	28,404	31,026	62,980	42,000	42,000	24,510
[275-6410] Park Maintenance	-	-	18,050	25,870	-	-
[295-8032] Recreation and Youth Services	9,021	0	(39,500)	-	-	-
[295-8041] General Administration	395,733	336,413	447,861	480,421	429,521	462,381
[295-8042] Golf Course Maintenance	375,459	376,387	378,623	452,620	452,620	483,470
[295-8043] Range	30,085	60,252	143,203	158,781	139,011	207,994
[295-8044] Golf Shop	127,414	79,003	128,569	133,063	133,063	126,570
[295-8045] Food Service	167,060	124,137	18,846	86,513	86,513	18,400
Total Expenses by Program	3,072,892	2,734,511	2,459,406	3,939,928	3,267,017	3,972,332

Authorized Positions



Senior Services / 101-8021

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	77,670	84,518	61,759	80,556	80,556	82,164
7010	000	Salaries - Temp / Part	88,159	92,552	86,307	160,000	160,000	160,000
7070	000	Leave Buyback	-	-	-	2,100	-	2,100
7100	000	Retirement	28,831	27,224	21,180	27,860	27,860	6,610
7108	000	Deferred Compensation	767	826	732	806	806	822
7110	000	Workers Compensation	795	2,031	1,575	1,490	1,490	3,399
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	13,380	13,380	7,805	7,500	7,500	8,580
7140	000	Vision Insurance	240	240	140	240	240	240
7150	000	Dental Insurance	900	900	525	900	900	900
7160	000	Life Insurance	99	99	58	99	99	99
7170	000	FICA - Medicare	3,746	4,740	4,352	1,168	2,500	1,191
		<WAGES & BENEFITS>	214,587	226,509	184,433	282,719	281,951	266,105
8000	000	Office Supplies	2,637	2,910	1,306	3,000	1,000	3,000
8010	000	Postage	2,318	467	1,343	2,000	2,000	3,000
8020	000	Special Department Expense	12,019	9,419	2,480	14,400	3,000	30,600
8040	000	Advertising	-	294	-	400	-	2,800
8050	000	Printing/Duplicating	3,496	1,934	209	4,500	200	4,500
8060	000	Dues & Memberships	180	180	-	200	200	760
8090	000	Conference & Meeting Expense	-	-	-	600	600	2,000
8110	000	Equipment Maintenance	2,131	215	220	3,500	-	3,500
8120	000	Building Maintenance	3,134	1,642	152	3,200	500	3,300
8140	000	Utilities	-	-	-	635	-	-
8150	000	Telephone	550	-	-	-	-	-
8170	000	Professional Services	25	-	-	-	-	-
8180	000	Contract Services	76,636	64,707	9,078	56,650	10,000	67,773
8200	000	Training Expense	-	-	-	500	-	500
8264	000	Special Events	2,453	1,642	93	2,500	2,500	17,000
8267	000	Classes	16,363	12,894	-	19,500	19,500	22,400
8300	000	Lease Payment	321	219	1,043	2,460	1,000	2,460
		<OPERATIONS & MAINTENANCE>	122,264	96,523	15,925	114,045	40,500	163,593
8520	000	Machinery & Equipment	-	5,372	2,016	-	-	-
8530	000	Computer Equipment	-	2,405	-	-	-	-
		<CAPITAL OUTLAY>	-	7,777	2,016	-	-	-
[101-8021] Senior Services Total			336,850	330,809	202,374	396,764	322,451	429,698

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds compensation for Community Services Supervisor.
- 7010 Wages – Seasonal/Part-Time Employees
Funds Senior Services Division Staff: Management Aide (18 hours), Site Manager (18 hours), Recreation Leaders (1 x 28 hours; 4 x 18 hours), and Community Services Coordinator (28 hours).
- 7070 Leave Buyback
Funds staff that opt to sell back hours of their leave balance.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds for office paper, computer supplies, and miscellaneous supplies (\$3,000).
- 8010 Postage
Funds the monthly senior newsletter (\$1,800) and Senior Center Membership renewal notices (\$500), outreach mailers (\$500), and special event advertising (\$200). (Total \$3,000)
- 8020 Special Department Expenses
Funds supplies for activities and services offered by the Senior Center, such as, volunteer recognition program (\$1,800), yearly lectures (\$2,400), yearly film discussion (\$1,700), health and resource fair (\$2,000), and event supplies (\$2,500). Home Delivery meal program supplies (\$2,500) mileage reimbursement for volunteers (\$1,000) coffee service (\$2,700), cleaning supplies (\$2,000), multipurpose room chairs (\$4,000), plastic folding chairs (\$2,500), seminar tables (\$1,500), reception area furniture (\$3,500), and staff uniforms (\$500). (Total \$30,600)
- 8040 Advertising
Funds to promote senior services and events such as four newspaper advertisements (\$1,000), two street banners (\$1,200), and promotional materials (\$600). (Total \$2,800)
- 8050 Printing & Duplication
Funds to print monthly senior newsletter (\$3,000), business envelopes (\$900), and printing event flyers (\$600). (Total \$4,500)
- 8060 Dues, Memberships & Subscriptions
Funds the California Parks and Recreation Society (CPRS) annual membership for Community Services Coordinator and Community Services Supervisor (\$300). Municipal Management Association of Southern California (MMASC) annual membership (\$100) for Community Services Supervisor. Netflix's subscription (\$200) for Senior Cinema Program and Canva (\$160) for marketing materials.

(Total \$760)

- 8090 Conference & Meeting Expenses
Funds for the Community Services Supervisor to attend CPRS annual conference in March 2023 (Southern California). (Total \$2,000)
- 8110 Equipment Maintenance
Funds office equipment (\$600), kitchen fire suppression system (\$500), and WIFI service for the computer lab and facility (\$2,400) (Total \$3,500)
- 8120 Building Maintenance
Funds quarterly upholstery cleaning of furnishings (\$1,000), pressure washing of Senior Center entry (\$500), cleaning of stainless-steel surfaces in kitchen three times a year (\$1,000), cleaning of drapes (\$600), and fire extinguishers (\$200). (Total \$3,300)
- 8180 Contract Services
Funds for fire and security system (\$1,250), annual licensing for Sportsman Software (1,300), computer lab increase bandwidth (\$1,600), first aid and AED services (\$3,000), and senior meals not covered by Community Block Grant (CDBG) (\$60,623) – contract catering of senior nutrition program is \$85,134; CDBG provides partial funding; the revenue estimate from serving approximately 18,500 meals is approximately \$50,875. (Total \$67,773)
- 8200 Training Expenses
Funds staff training (\$500).
- 8264 Special Events & Excursions
Funds senior excursions (\$3,500), 12 special events (\$6,000), and entertainment for 12 special events (\$6,000). Additional funds for raffle prizes for Holiday and Lunar New Year Luncheons provided by donation in FY2022-2023 (\$1,500). (Total \$17,000)
- 8267 Classes
Funds independent contract instructors for quarterly senior leisure classes at the senior center. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. Based upon prior years, it is estimated that senior leisure classes will generate \$28,000 next year. 80% of which is paid to the independent contract instructors (\$22,400).
- 8300 Lease Payment
Funds a portion of the postage meter lease (\$2,460).

Community Services / 101-8031

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	119,595	130,683	125,581	111,726	111,726	146,238
7010	000	Salaries - Temp / Part	(1,695)	756	-	10,500	1,000	10,500
7020	000	Overtime	(2,012)	(579)	-	-	-	-
7040	000	Holiday	-	-	6,446	-	5,000	-
7070	000	Leave Buyback	-	-	-	2,000	-	2,000
7100	000	Retirement	27,849	39,326	30,577	38,640	38,640	52,913
7108	000	Deferred Compensation	1,158	1,404	5,868	1,117	1,117	1,140
7110	000	Workers Compensation	494	1,630	1,349	2,788	1,500	2,705
7122	000	Unemployment Insurance	-	96	15,449	-	-	-
7130	000	Group Health Insurance	8,423	8,401	10,857	6,435	6,435	8,580
7140	000	Vision Insurance	166	161	117	180	180	240
7150	000	Dental Insurance	616	597	433	675	675	900
7160	000	Life Insurance	75	95	70	74	74	99
7170	000	FICA - Medicare	1,999	2,343	1,915	1,620	1,620	2,120
		<WAGES & BENEFITS>	156,667	184,913	198,662	175,755	167,968	227,436
8000	000	Office Supplies	915	999	779	1,000	1,000	1,000
8010	000	Postage	650	-	-	650	650	650
8020	000	Special Department Expense	9,874	3,893	6,218	14,030	14,030	14,830
8040	000	Advertising	100	-	-	150	-	150
8050	000	Printing/Duplicating	-	98	-	200	-	200
8060	000	Dues & Memberships	655	555	555	650	650	700
8090	000	Conference & Meeting Expense	1,223	-	-	800	-	2,000
8110	000	Equipment Maintenance	5,154	435	200	7,300	3,000	7,300
8120	000	Building Maintenance	7,968	1,625	4,700	5,500	5,500	26,000
8140	000	Utilities	-	-	221	-	50	-
8170	000	Professional Services	-	(4,191)	-	-	-	-
8180	000	Contract Services	6,453	5,747	5,557	8,050	8,050	8,050
8200	000	Training Expense	165	50	-	250	-	250
8264	000	Special Events	-	-	-	-	60	50,000
8300	000	Lease Payment	190	126	330	300	300	300
		<OPERATIONS & MAINTENANCE>	33,348	9,338	18,561	38,880	33,290	111,430
8510	000	San Pascual Stables LLC CIF	2,274	(21,584)	-	-	-	-
		<CAPITAL OUTLAY>	2,274	(21,584)	-	-	-	-
		[101-8031] Community Services Total	192,289	172,667	217,223	214,635	201,258	338,866

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds compensation for Community Services Director (75%) and Deputy Director (25%).
- 7010 Wages – Seasonal/Part-Time Employees
Funds Recreation Leaders for Building Reservations (\$10,500).
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage
Funds mailing of general information on recreation and facility rental programs, community outreach for special projects, and special events (\$650).
- 8020 Special Department Expense
Funds 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); promotional materials (\$500), Community Garden Caltrans lease payment (\$100), department staff shirts (\$400), expense for key duplication (\$200), trash receptacle – Eddie and Youth House (\$1,200), tables, chairs and caddy – WMB Basement (\$4,000), Tables for Youth House (\$800), portion of City’s Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355), and Holiday décor (\$1,000). (Total \$14,830)
- 8040 Advertising
Funds special events (\$150).
- 8050 Printing and Duplication
Funds for special event flyers and Facility and Park Brochure (\$200).
- 8060 Dues, Memberships & Subscriptions
Funds the California Parks and Recreation Society annual membership for Agency Membership CPRS, Deputy Director CPRS membership (\$700).
- 8090 Conference & Meeting Expenses
Funds for the Community Services Director and Deputy Director to attend the CPRS annual conference (\$2,000).

- 8110 Equipment Maintenance
Funds annual maintenance of the kitchen and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), Department easy ups (\$2,000), War Memorial Building semi-annual range hood cleaning (\$1,000), 2 Coffee Maker (\$300) and windscreens for Orange Grove tennis courts (\$3,150). (Total \$7,300)
- 8120 Building Maintenance
Funds War Memorial Building wood floor resurfacing and waxing (\$5,500), repairs and cleaning services at the War Memorial Building, Youth House, and Eddie Park House (\$3,500), Cleaning of Drapes - WMB (\$2,000), park benches for War Memorial Park (\$6,000) Office Furniture for Deputy Director at Senior Center (\$3,000), park picnic benches (\$6,000). (Total \$26,000)
- 8180 Contract Services
Funds the security & fire alarm for Youth House (\$1,300), fire alarm at War Memorial Building (\$1,000), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$2,000) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,300). (Total \$8,050)
- 8200 Training Expense
Funds job-related training seminars and materials (\$250).
- 8264 Special Events
Funds the Fourth of July event, including a parade, games, and picnic at the park, fireworks show and entertainment, publicity, ticket sales, and a poster art contest (\$50,000).
- 8300 Lease Payment
Funds partial funds for annual postage meter (\$300).

Recreation and Youth Services / 101-8032

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	161,865	112,688	89,537	201,228	201,228	145,584
7010	000	Salaries - Temp / Part	262,762	267,842	83,074	300,000	300,000	300,000
7020	000	Overtime	3,373	7,650	-	4,500	4,500	2,500
7040	000	Holiday	-	874	3,189	-	3,000	-
7070	000	Leave Buyback	18,282	1,504	-	1,500	-	1,500
7100	000	Retirement	54,896	45,471	35,089	54,317	54,317	11,712
7108	000	Deferred Compensation	888	475	3,535	806	806	822
7110	000	Workers Compensation	1,981	4,580	2,006	5,039	5,039	3,223
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	16,594	10,850	6,922	18,600	10,000	11,100
7140	000	Vision Insurance	538	303	265	720	500	480
7150	000	Dental Insurance	1,960	915	864	2,700	1,500	1,800
7160	000	Life Insurance	257	143	140	297	297	198
7170	000	FICA - Medicare	19,112	20,055	5,273	2,918	15,000	2,111
		<WAGES & BENEFITS>	542,508	473,350	229,894	592,624	596,186	481,030
8000	000	Office Supplies	2,596	2,147	372	2,500	2,500	2,500
8010	000	Postage	500	-	500	500	500	1,250
8020	000	Special Department Expense	2,491	1,699	536	5,200	1,000	5,000
8040	000	Advertising	492	248	138	1,150	1,150	2,800
8050	000	Printing/Duplicating	-	-	-	250	20	1,200
8060	000	Dues & Memberships	480	250	-	555	100	600
8090	000	Conference & Meeting Expense	3,278	900	-	1,800	1,800	2,000
8110	000	Equipment Maintenance	362	-	-	850	-	850
8120	000	Building Maintenance	17,278	-	-	20,550	50	20,550
8180	000	Contract Services	18,595	29,899	6,685	20,525	10,000	23,525
8200	000	Training Expense	173	30	-	300	-	500
8264	000	Special Events	47,177	29,957	1,455	29,450	29,450	42,850
8267	000	Classes	111,506	94,950	80,987	123,500	150,000	130,000
8268	000	Camp Services	44,044	21,791	2,261	43,240	10,000	49,140
8269	000	Teen Center	4,395	885	120	5,150	-	7,150
8300	000	Lease Payment	190	126	187	260	260	260
		<OPERATIONS & MAINTENANCE>	253,557	182,882	93,241	255,780	206,830	290,175
		[101-8032] Recreation and Youth Services T	796,066	656,232	323,135	848,404	803,016	771,205

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds compensation for the Youth Services Supervisor and a Program Specialist
- 7010 Wages – Seasonal/Part-Time Employees
Funds Recreation Division Recreation Leaders, Middle School Camp Director and two Management Aides (\$300,000).
- 7020 Overtime
Funds compensation for hours worked beyond normal workweek (\$2,500).
- 7070 Leave Buyback
Funds staff that opt to sell back hours of their leave balance (\$1,500).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage
Funds correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), event promotion and advertising (\$250), and quarterly promotional class mailers (\$750). (Total \$1,250)
- 8020 Special Department Expense
Funds cleaning supplies (\$400), mileage reimbursement (\$500), and replacement of basketball court nets (\$100), staff jackets (\$800), and replenishment of first aid kits for special events (\$200), special events equipment (\$3,000). (Total \$5,000)
- 8040 Advertising
Funds newspaper advertisements (\$1,000), street banners (\$1,200), and promotional materials for recreational programs and special events (\$600). (Total \$2,800)
- 8050 Printing and Duplication
Funds quarterly Class & Program Guide promotional flier (\$1,200).
- 8060 Dues, Memberships & Subscriptions
Funds California Parks and Recreation Society annual membership for Supervisor and Program Specialist (\$300), Municipal Management Association of Southern California (MMASC) annual membership (\$100) for Community Services Supervisor, and subscriptions for Disney Plus (\$200). (Total \$600)
- 8090 Conference and Meeting Expense
Funds California Park and Recreation Society annual conference registration in Southern California for Community Services Supervisor and Program Specialist

(\$2,000).

8110 Equipment Maintenance

Funds office equipment maintenance, including copy/fax machine and printer (\$850).

8120 Building Maintenance

Funds supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$3,000), replacement of trash receptacles at Garfield, Orange Grove and Eddie Parks (\$7,650), replacement to healing garden tiles and purchase of another two boulders (\$4,600) and cleaning and painting of basketball court at Orange Grove (\$5,000). (Total \$20,550)

8180 Contract Services

Funds contract services for portable toilet service at the Skate Park (\$5,200), fire alarm service for Recreation Center (\$900), security system for Recreation Center (\$1,000), Skate Park repairs (\$12,125), annual Maintenance of Sportsman (\$1,300), and first aid supply (\$3,000). (Total \$20,525)

8200 Training Expense

Funds staff training (\$500).

8264 Special Events

Funds South Pasadena Be Kind to Animals Event (\$1,000), Doogie Day with Cats too (\$1,000) Spring Eggstravaganza (\$5,750), two Movies in the Park (\$6,000), two Shakespeare in the Park (\$3,000), Walk/Bike to School (\$1,450), Halloween (\$4,250), Breakfast with Santa (\$3,750), and National Night Out (\$2,250), five Summer Concerts in the Park Series (\$14,400). (Total \$42,850)

8267 Classes

Funds independent contract instructors for the quarterly tot, youth, and adult leisure classes within the Recreation Division. 11 new classes will be added. Instructors are generally reimbursed 65% of their total class revenue. The City retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$250,000 next year. 65% of which is paid to the independent contract instructors (\$162,500).

8268 Camp Med

Funds Camp Med school year and summer program supplies and trips; field trips (\$10,900), camp med supplies and activities (\$5,000), middle school camp program (\$3,900), snacks (\$4,000), summer pool usage (\$2,550), program supplies (\$2,500), purchase outdoor recreation games (\$1,885), camp med t-shirts (\$2,000), first aid supplies (\$1,900), California Parks and Recreation trainings for part-time staff (\$1,000), purchase new compartment storage units (\$1,500), required first aid/CPR training for staff (\$1,800), internet (\$1,000), monthly special events (\$1,000), parent night (\$1,500), annual licensing for MPLC & BMI (\$910), purchase new game cubbies (\$600), carpet cleaning (\$1,200), printing for Camp

Med program (\$600), staff sweatshirts for after-school (\$800), Volunteer shirts (\$350), annual When2Work staff scheduling system (\$330), purchase of Computer Lab educational software (\$315), mileage reimbursement (\$300), provides funds to promote Camp Med after school care and summer programs (\$300). (Total \$49,140)

8269 Teen Center

Funds the operation of the teen center during the school year, program supplies and activities (\$1,000), snacks (\$1,000), internet (\$550), carpet cleaning (\$600), purchase advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), special events such as Halloween, holiday and end-of-year programs (\$250), and staff training (\$150), provides Youth and Government supplies, speakers, and trips (\$2,000). (Total \$7,150)

8300 Lease Payment

Funds a portion of postage machine (\$260).

Prop "A" – Local Transit Administration / 205-2210

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	3,430	4,990	6,516	10,428	10,428	10,637
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	2,186	2,441	2,265	3,606	3,606	3,849
7108	000	Deferred Compensation	72	12	303	104	104	106
7110	000	Workers Compensation	29	13	61	260	60	197
7130	000	Group Health Insurance	168	50	455	601	601	601
7140	000	Vision Insurance	3	1	5	17	17	17
7150	000	Dental Insurance	12	4	20	63	63	63
7160	000	Life Insurance	8	1	3	7	7	7
7170	000	FICA - Medicare	102	17	80	151	151	154
		<WAGES & BENEFITS>	6,011	7,529	9,708	15,237	15,037	15,630
8060	000	Dues & Memberships	-	-	3,495	-	-	-
8250	000	Bus Pass Subsidy	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	3,495	-	-	-
		[205-2210] Prop "A" Administration Total	6,011	7,529	13,204	15,237	15,037	15,630

PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

Prop “A” – Transit Planning / 205-8024

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	6,975	6,434	11,817	22,345	22,345	22,793
7100	000	Retirement	3,817	5,232	4,723	7,728	7,728	8,247
7108	000	Deferred Compensation	68	25	778	223	223	228
7110	000	Workers Compensation	28	27	117	558	558	422
7130	000	Group Health Insurance	364	107	920	1,287	1,287	1,287
7140	000	Vision Insurance	7	2	11	36	36	36
7150	000	Dental Insurance	26	8	41	135	135	135
7160	000	Life Insurance	5	2	7	15	15	15
7170	000	FICA - Medicare	98	37	153	324	324	331
		<WAGES & BENEFITS>	11,388	11,873	18,568	32,651	32,651	33,494
8020	000	Misc. Supplies - Parking	1,815	2,915	2,915	8,200	8,200	8,200
8060	000	Dues & Memberships	-	7,912	2,425	8,500	8,500	8,500
8061	000	HOA Dues	20,762	14,645	20,762	32,041	32,041	32,041
8120	000	Building Maintenance	-	-	-	3,000	-	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8140	000	Utilities	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	-
8180	000	Contract Services	48,516	68,116	33,496	59,000	59,000	74,000
8250	000	Bus Pass Subsidy	10,940	13,740	360	10,000	5,000	10,000
		<OPERATIONS & MAINTENANCE>	82,033	107,328	59,957	120,741	112,741	135,741
8520	000	Machinery & Equipment	-	-	64,500	82,700	-	-
8540	000	Automotive Equipment	-	-	-	169,999	-	169,000
		<CAPITAL OUTLAY>	-	-	64,500	252,699	-	169,000
[205-8024] Transit Planning Total			93,421	119,202	143,026	406,091	145,392	338,235

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

OPERATIONS & MAINTENANCE

8020 Misc. Supplies - Parking

Funds supplies and Maintenance of the Mission Meridian Parking Garage (\$2,000), Signage (\$2,000), internet connection for parking meters (\$1,100), and Maintenance of parking permit machine (\$3,100). (Total \$8,200)

8060 Dues & Memberships

Funds a portion of membership to the Southern California Association of Governments (SCAG) (\$3,000), Arroyo Verdugo JPA (\$2,000), San Gabriel Valley COG (\$3,500). (Total \$8,500)

8061 Property Owners' Association Dues

Funds the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,041).

8120 Building Maintenance

Funds safety improvements, fencing around stairwells, graffiti removal (\$3,000).

8180 Contract Services

Funds buses for City excursions (\$30,000), janitorial services for the Mission Meridian Village Parking Garage by Athens (\$9,000), bus stops maintenance costs (\$35,000). (Total \$74,000)

8250 Bus Pass Subsidy

Funds 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).

8520 Machinery & Equipment

Funds to purchase an all-electric Transit Van (\$169,000).

Prop “A” – Dial A Ride / 205-8025

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	91,197	83,131	80,297	94,464	94,464	193,173
7010	000	Salaries - Temp / Part	69,560	82,964	28,063	144,989	50,000	137,358
7020	000	Overtime	-	117	17	5,000	20	5,000
7040	000	Holiday	356	2,493	3,814	-	2,000	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	1,500
7100	000	Retirement	23,973	21,773	17,576	20,135	25,000	56,339
7110	000	Workers Compensation	1,560	2,536	1,286	3,908	3,908	4,675
7120	000	Disability Insurance	-	-	3,029	-	-	-
7130	000	Group Health Insurance	18,000	18,000	17,459	18,000	18,000	28,335
7140	000	Vision Insurance	480	480	471	480	480	660
7150	000	Dental Insurance	900	900	842	1,800	1,800	2,475
7160	000	Life Insurance	198	198	198	198	198	272
7170	000	FICA - Medicare	3,489	4,156	1,692	1,370	2,000	2,801
		<WAGES & BENEFITS>	209,712	216,748	154,744	290,343	197,870	432,588
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	-	-	-	-	-	-
8020	000	Special Department Expense	-	-	-	-	-	-
8040	000	Advertising	-	-	-	-	-	-
8050	000	Printing/Duplicating	-	-	-	-	-	-
8060	000	Dues & Memberships	-	-	-	-	-	-
8100	000	Vehicle Maintenance	-	-	-	-	-	-
8105	000	Fuel	-	-	-	-	10	-
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8140	000	Utilities	-	-	-	-	-	-
8180	000	Contract Services	472	-	-	-	-	-
8200	000	Training Expense	-	-	-	-	-	-
8300	000	Lease Payment	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	472	-	-	-	10	-
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
		[205-8025] Dial-A-Ride Total	210,184	216,748	154,744	290,343	197,880	432,588

PERSONNEL SERVICES

7000 Full-Time Salaries

Funds partial compensation for the Deputy Director of Community Services (75%). Refer to the Appendix for a detailed allocation list and funds for two (2) full-time Transit Drivers.

7010 Part-Time

Funds three (3) part-time Transit Drivers (\$99,430) and one (1) Management Intern (\$37,274). (Total \$136,704)

7020 Overtime

Funds overtime pay for after-hours relating to transit (\$5,000).

Prop "C" – Local Transit Administration / 207-2260

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	2,235	4,052	4,833	4,469	4,469	4,559
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	865	1,046	1,116	1,546	1,546	1,649
7108	000	Deferred Compensation	24	5	216	45	45	46
7110	000	Workers Compensation	10	5	43	112	112	84
7130	000	Group Health Insurance	92	21	318	257	257	257
7140	000	Vision Insurance	2	0	4	7	7	7
7150	000	Dental Insurance	7	2	14	27	27	27
7160	000	Life Insurance	2	1	2	3	3	3
7170	000	FICA - Medicare	34	7	56	65	65	66
		<WAGES & BENEFITS>	3,271	5,140	6,602	6,530	6,530	6,699
8020	000	Misc. Supplies - Parking	-	-	-	-	-	-
8061	000	HOA Dues	1,730	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	1,730	-	-	-	-	-
		[207-2260] Prop "C" Administration Total	5,001	5,140	6,602	6,530	6,530	6,699

PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

Prop "C" – Dial A Ride / 207-8025

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
7000	000	Salaries - Permanent	129,986	121,801	134,529	160,440	160,440	151,608
7020	000	Overtime	1,443	5,090	-	5,000	5,000	5,000
7040	000	Holiday	497	2,734	5,648	-	3,000	-
7070	000	Leave Buyback	205	511	-	3,093	-	2,500
7100	000	Retirement	16,356	27,689	22,984	32,656	32,656	12,197
7110	000	Workers Compensation	708	1,822	1,951	6,637	2,000	3,783
7130	000	Group Health Insurance	11,041	9,300	20,382	15,000	15,000	15,000
7140	000	Vision Insurance	405	285	165	480	480	480
7150	000	Dental Insurance	1,510	1,060	610	1,800	1,800	1,800
7160	000	Life Insurance	198	149	99	198	198	198
7170	000	FICA - Medicare	1,951	1,882	1,964	2,326	2,326	2,198
		<WAGES & BENEFITS>	164,301	172,323	188,331	227,630	222,900	194,764
8000	000	Office Supplies	1,236	1,425	921	2,000	2,000	2,000
8010	000	Postage	-	-	-	50	50	650
8020	000	Special Department Expense	1,351	1,188	2,044	7,000	7,000	7,000
8040	000	Advertising	-	-	-	-	-	1,000
8050	000	Printing/Duplicating	904	329	136	2,000	100	2,000
8060	000	Dues & Memberships	625	165	625	1,000	1,000	1,500
8090	000	Conference & Meeting Expense	200	-	-	1,000	1,000	1,000
8100	000	Vehicle Maintenance	25,528	15,737	24,686	61,000	30,000	61,000
8105	000	Fuel	2,078	3,161	952	5,000	2,000	5,000
8132	000	Uniform Expense/Cleaning	825	-	-	2,000	100	2,000
8140	000	Utilities	-	-	-	3,000	-	3,000
8180	000	Contract Services	9,379	15,525	12,866	16,275	16,275	16,275
8200	000	Training Expense	224	-	-	1,000	-	2,000
8300	000	Lease Payment	190	126	256	1,898	300	1,898
		<OPERATIONS & MAINTENANCE>	42,540	37,656	42,485	103,223	59,825	106,323
8520	000	Machinery & Equipment	80,000	-	-	36,502	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
		<CAPITAL OUTLAY>	80,000	-	-	36,502	-	-
		[207-8025] Dial-A-Ride Total	286,841	209,979	230,816	367,355	282,725	301,087

Budget Detail

PERSONNEL SERVICES

7000 Full-time Salaries
Funds compensation for Management Analyst and Management Assistant.

7020 Overtime
Funds compensation for overtime (\$5,000).

OPERATIONS & MAINTENANCE

8000 Office Supplies
Funds the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).

8010 Postage
Funds postal expenses for Dial-a-Ride promotional mailers (\$650).

8020 Special Department Expense
Funds minor equipment for vans (\$5,300), DMV pull notice program, and DMV physicals- for drivers, and random drug testing (\$1,500), fire extinguisher maintenance (\$200). (Total \$7,000)

8040 Advertising
Funds newspaper advertisement for Dial-A-Ride (\$1,000).

8050 Printing and Duplicating
Funds Dial-A-Ride fliers and publications (\$2,000).

8060 Dues & Memberships
Funds the purchase of a membership for The Community Transportation Association of America (CTAA) (\$700), California Parks and Recreation Society (\$600) and Municipal Management Association of Southern California (\$200). (Total \$1,500)

8090 Conference & Meeting Expenses
Funds the Federal Transit Administration Annual Drug and Alcohol Program National Conference (\$1,000).

8100 Vehicle Maintenance
Funds repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$36,000), CNG Station repairs and monthly maintenance (\$10,000) and van and vehicle cleaning (\$15,000). (Total \$61,000)

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

8132 Uniform Maintenance

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

8140 Utilities

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

8180 Contract Services

Funds annual Maintenance for data management system (\$11,105), technical support from Acorn (\$3,000), Sportsman subscription (\$1,170), Verizon Wi-Fi Jetpack data plan (\$1,000). (Total \$16,275)

8200 Employee Training

Funds training seminars, materials, and job-related training sessions (\$2,000).

8300 Lease Payment

Funds postage machine lease (\$648) and Copier (\$1,250). (Total \$1,898)

Mission Meridian Public Garage / 226-2029

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	2,599	824	-	5,300	-	5,000
8060	000	Dues & Memberships	10,454	8,163	9,650	10,000	10,000	10,000
8170	000	Professional Services	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	13,053	8,987	9,650	15,300	10,000	15,000
[226-2029] Mission Meridian Public Garage Total			13,053	8,987	9,650	15,300	10,000	15,000

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds for supplies and maintenance of the Mission Meridian Parking Garage (\$5,000).

8060 Property Owners' Association (POA) Dues

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

CDBG Senior Nutrition Program / 260-8023

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Budgeted	Estimated	Proposed
			2018/19	2019/20	Actual 2020/21	2021/22	2021/22	2022/23
8180	000	Contract Services	28,404	31,026	62,980	42,000	42,000	24,510
		<OPERATIONS & MAINTENANCE>	28,404	31,026	62,980	42,000	42,000	24,510
		[260-8023] CDBG Senior Nutrition Prog Total	28,404	31,026	62,980	42,000	42,000	24,510

OPERATIONS & MAINTENANCE

8180 Contract Services

Funds contract catering of senior nutrition program (\$85,134). The Community Development Block Grant covers \$24,510.80 of the contract in grant funds, while the General Fund provides \$60,623.20 through the Senior Center budget. The revenue estimates just over \$50,875 from serving approximately 18,500 meals. Overall, the City subsidizes \$9,748.20 for the nutrition program.

Arroyo Seco Golf – Administration / 295-8041

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8000	000	Office Supplies	5,546	5,654	8,224	5,400	5,400	7,200
8010	000	Postage	88	189	392	-	-	-
8020	000	Special Department Expense	61,753	58,888	86,302	78,527	78,527	93,155
8040	000	Advertising	355	920	1,009	1,800	1,800	3,600
8120	000	Building Maintenance	16,678	10,626	10,184	23,100	23,100	25,500
8140	000	Utilities	8,845	9,419	5,865	9,150	9,150	6,610
8150	000	Telephone	12,225	9,138	7,812	9,000	9,000	9,000
8160	000	Legal Service	38,300	-	-	-	-	-
8170	000	Professional Services	93,100	72,400	139,500	152,908	102,008	101,996
8180	000	Contract Services	115,692	122,788	132,102	141,716	141,716	149,000
8191	000	Liability & Surety Bonds	36,960	40,530	50,403	52,500	52,500	60,000
8229	000	Taxes	745	833	1,039	1,040	1,040	1,040
8300	000	Lease Payment	5,447	5,028	5,028	5,280	5,280	5,280
		<OPERATIONS & MAINTENANCE>	395,733	336,413	447,861	480,421	429,521	462,381
		[295-8041] General Administration Total	395,733	336,413	447,861	480,421	429,521	462,381

Budget Detail

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$7,200).
- 8020 Special Department Expense
Funds credit card (\$6,500) and bank fees & charges (\$55,600), computer services (\$24,000), membership dues (\$480), licensing fee (\$1,175), and donations (\$5,400). (Total \$93,155)
- 8040 Advertising
Funds promotions and ads for Golf Course (\$3,600).
- 8120 Building Maintenance
Funds maintenance (\$12,000), janitorial supplies (\$12,000), burglar alarm (\$1,500). (Total \$25,500)
- 8140 Utilities
Funds for water (\$3,660), gas and electricity (\$2,950). (Total \$6,610)
- 8150 Telephone
Funds telephone and internet services (\$9,000).
- 8170 Professional Services
Funds administrative fee (\$98,000 a year), incentive fee and consultant fees (\$3,996 a year). (Total \$101,996)
- 8180 Contract Services
Funds compensation for Manager and Starter (\$149,000).
- 8191 Liabilities and Surety Bonds
Funds liability insurances (\$60,000).
- 8229 Taxes
Funds property taxes (\$1,040).
- 8300 Lease Payment
Funds equipment and lease payments (\$5,280).

Arroyo Seco Golf – Course Maintenance / 295-8042

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	47,356	44,642	63,333	5,700	5,700	13,500
8100	000	Vehicle Maintenance	7,311	7,822	7,090	19,100	19,100	24,150
8120	000	Building Maintenance	25,570	11,050	14,233	70,000	70,000	82,900
8130	000	Small Tools	169	-	322	1,200	1,200	3,600
8132	000	Uniform Expense/Cleaning	6,915	6,218	6,586	7,200	7,200	7,200
8140	000	Utilities	47,591	61,549	39,955	62,300	62,300	70,000
8150	000	Telephone	995	1,027	1,028	1,200	1,200	1,200
8180	000	Contract Services	239,552	244,079	246,075	285,920	285,920	280,920
		<OPERATIONS & MAINTENANCE>	375,459	376,387	378,623	452,620	452,620	483,470
		[295-8042] Golf Course Maintenance Total	375,459	376,387	378,623	452,620	452,620	483,470

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds supplies (\$4,800), license and permits (\$1,800), and training (\$400), trees, shrubs and flowers (6,500). (Total \$13,500)

8100 Vehicle Maintenance

Funds repairs to vehicles and carts (\$12,000) and oil and gas (\$12,150). (Total \$24,150)

8120 Building Maintenance

Funds maintenance (\$29,500), fertilizer seed and chemicals (\$33,500), sand gravel and top (\$10,700), and course irrigation repairs (\$9,200). (Total \$82,900)

8130 Small Tools

Funds purchase of tools for repairs (\$3,600).

8132 Uniform Maintenance

Funds uniform cleaning (\$7,200).

8140 Utilities

Funds for electricity (\$70,000).

8150 Telephone

Funds for telephone (\$1,200).

8180 Contract Services

Funds compensation for maintenance staff (\$280,920).

Arroyo Seco Golf – Driving Range / 295-8043

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	16,524	16,309	28,163	45,970	26,200	39,800
8120	000	Building Maintenance	2,645	4,151	6,676	7,200	7,200	7,200
8132	000	Uniform Expense/Cleaning	-	-	287	750	750	750
8180	000	Contract Services	10,916	39,792	108,078	104,861	104,861	160,244
		<OPERATIONS & MAINTENANCE>	30,085	60,252	143,203	158,781	139,011	207,994
		[295-8043] Range Total	30,085	60,252	143,203	158,781	139,011	207,994

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Funds range balls and mats (\$38,000) and supplies (\$1,800). (Total \$39,800)
- 8120 Building Maintenance
Funds maintenance of range, netting, and irrigation (\$7,200).
- 8132 Uniform Maintenance-
Funds uniform cleaning (\$750).
- 8180 Contract Services
Funds compensation for maintenance staff and starter (\$160,244).

Arroyo Seco Golf – Shop / 295-8044

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	4,857	1,614	4,174	5,700	5,700	6,900
8132	000	Uniform Expense/Cleaning	272	1,159	2,718	-	-	-
8180	000	Contract Services	122,285	76,230	121,678	127,363	127,363	119,670
		<OPERATIONS & MAINTENANCE>	127,414	79,003	128,569	133,063	133,063	126,570
		[295-8044] Golf Shop Total	127,414	79,003	128,569	133,063	133,063	126,570

OPERATIONS & MAINTENANCE

8020 Special Department Expense
Funds clothing, gloves, and other supplies (\$6,900).

8180 Contract Services
Funds compensation for Starter (\$119,670).

Arroyo Seco Golf – Food and Beverage / 295-8045

Budget Detail

Acct	Tsk	Account Title	Unaudited					
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	Estimated 2021/22	Proposed 2022/23
8020	000	Special Department Expense	25,887	17,263	2,025	12,510	12,510	2,825
8120	000	Building Maintenance	7,602	6,259	4,557	7,000	7,000	4,200
8130	000	Small Tools	600	489	2,708	250	250	-
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8180	000	Contract Services	132,971	100,126	9,556	66,753	66,753	11,375
<OPERATIONS & MAINTENANCE>			167,060	124,137	18,846	86,513	86,513	18,400
[295-8045] Food Service Total			167,060	124,137	18,846	86,513	86,513	18,400

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Funds license and permits (\$1,625) and supplies (\$1,200). (Total \$2,825)

- 8120 Building Maintenance
Funds for maintenance (\$4,200).

- 8180 Contract Services
Funds compensation for restaurant staff (\$11,375).

Key Performance Indicators

The Community Services Department is responsible for providing the community with recreational, cultural, and social programs for people of all ages in a safe and well-maintained facility. The department has three divisions comprising Senior, Recreation, and Transit Divisions. We facilitate special events, leisure classes, and senior services including lifelong learning, Dial-A-Ride and Nutrition Program, facility and gazebo reservations, after school and summer camps, and more. The Community Services Department builds a strong sense of community to improve the quality of life for all residents.

Administration

- Work with Recreation Leased Facilities Ad-Hoc Committee to review contract management of lease agreements
- Construction of Berkshire and Grevelia pocket parks

Recreation

- Improve Camp Med and Special Events outreach by establishing a quarterly newsletter between the Recreation Division and school district
- Redesign and update the indoor and outdoor facilities pamphlet as well as the park, walking paths, and trail pamphlet
- Increase afterschool and summer enrollment by 10%
- Add 2 additional staff trainings with at least one focused on behavior management in childcare settings
- Increase Park and Facility Rentals by 10%
- Increase participation in contract classes by 20%

Senior Services

- Increase social media followers by 5%
- Increase Senior Services Constant Contact subscribers by 10%
- Increase meals served on-site and to homebound seniors by 5%
- Increase Senior Center Memberships by 5%
- Re-introduce senior excursions and host 12 trips
- Host a Health & Wellness Fair by partnering with 45 vendors to increase awareness of aging matters and services

Transit Division

- Establish a referral program to increase ridership
- Reinstate group trips and plan two outings per month
- Have on-time performance of 80% or higher for the fiscal year
- Procurement of one new Plug-in Electric Vehicle to replace one CNG fleet

Successor Agency – CRA Debt Service / 227-7211

What is CRA?

Community Redevelopment Agency (CRA) has been Los Angeles' public partner in housing, commercial, neighborhood and economic development. CRA is dedicated to revitalizing, refurbishing, and renewing economically underserved areas of Los Angeles. CRA's main task is to lend a hand-to investors willing to take risks for a more vibrant city, to neighborhood resident with renewed aspirations for their communities, and to those in need who strive to take part in the city's growing prosperity. CRA helps increase the supply of housing for low income and moderate-income families, provide infrastructure for commercial and industrial development and create jobs necessary to maintain acceptable levels of employment.

Acct	Tsk	Account Title	Unaudited				Proposed
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	
8160	000	Legal Service	1,904	-	-	-	-
8170	000	Professional Services	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	1,904	-	-	-	-
[227-7210] CRA Downtown Revitalization Total			1,904	-	-	-	-
8170	000	Professional Services	2,013	-	3,693	-	-
8330	000	Debt Service - Principal	-	-	-	155,000	165,000
8331	000	Debt Service - Interest	65,570	55,222	49,500	40,800	31,500
		<OPERATIONS & MAINTENANCE>	67,583	55,222	53,193	195,800	196,500
[227-7211] CRA Debt Service Total			67,583	55,222	53,193	195,800	196,500
9811	000	Transfers Out	-	-	-	-	-
		<TRANSFER OUT>	-	-	-	-	-
227 - SUCCESSOR AGENCY TO CRA TOTAL			69,487	55,222	53,193	195,800	196,500

Redevelopment Obligations Trust / 927-9811

Acct	Tsk	Account Title	Unaudited				Proposed
			Actual 2018/19	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	
9811	000	Transfers Out	195,617	193,809	196,639	195,800	196,500
		<TRANSFER OUT>	195,617	193,809	196,639	195,800	196,500
927 - REDEV. OBLIGATIONS TRUST			195,617	193,809	196,639	195,800	196,500

Full-Time Authorized Positions

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	Proposed <u>2022/23</u>
City Manager					
City Manager	1	1	1	1	1
Deputy City Manager	0	0	0	1	1
Assistant to the City Manager	1	1	1	1	1
Management Analyst	0	0	0	1	1
Administrative Secretary	0	1	1	1	1
Total Funded Positions	2	3	3	5	5
Management Services					
Management Services Director	0	0	0	0	1
Chief City Clerk	1	1	1	1	1
Executive Assistant	0	1	1	1	0
Human Resources Manager	1	1	1	0	0
Human Resources/Risk Manager	0	0	0	1	1
Principal Mgt. Analyst	2	2	0	0	0
Sr. Management Analyst	0	0	0	1	1
Management Analyst	1	2	2	3	2
Deputy City Clerk	1	1	1	1	1
Management Assistant	2	0	0	0	0
Total Funded Positions	8	8	6	8	7
Finance Department					
Finance Director	1	1	1	1	1
Assistant Finance Director	1	0	0	0	0
Principal Management Analyst	1	0	0	0	0
Finance Manager	0	1	1	1	1
Accounting Manager	0	1	1	1	1
Accountant	0	0	1	1	2
Management Analyst	0	0	0	0	2
Payroll Coordinator	1	0	0	0	0
Filing Liaison	1	0	0	0	0
Management Assistant	1	1	1	2	0
Accounting Technician	1	1	1	0	0
Senior Account Clerk	2	0	0	0	0
Total Funded Positions	9	5	6	6	7

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	Proposed <u>2022/23</u>
Police Department					
Police Chief	1	1	1	1	1
Deputy Chief of Police	0	0	1	Frozen	1
Police Captian	2	2	0	0	0
Police Lieutenant	0	0	2	2	2
Police Sergeant	7	7	5	5	5
Corporal	5	5	6	6	6
Police Officer	21	21	19	20	21
Management Analyst	0	0	1	1	1
Senior Clerk	1	1	0	0	0
Support Services Assistant	1	1	0	0	0
Police Clerk II	4	4	4	4	4
Police Assistant II (Rotational)		0	1	1	1
Police Assistant	8	8	8	8	9
Parking Control Officer	3	3	3	3	3
Administrative Secretary	1	1	0	0	0
Total Funded Positions	54	54	51	51	54
Total with 2 Frozen Positions			53	53	54
Fire Department					
Fire Chief	1	1	1	1	1
Division Chief	2	2	2	2	2
Fire Prevention Specialist	0	0	1	1	1
Fire Captian	3	3	3	3	3
Fire Engineer	6	6	6	6	6
Firefighter/Paramedic	9	9	9	9	9
Total Funded Positions	21	21	22	22	22
Public Works					
Administrative/Engineering Division					
Public Works Director	1	1	1	1	1
Deputy Public Works Director	1	1	1	1	1
Deputy Director Water & Sustainability	0	1	1	1	0
Senior Civil Engineer	0	0	0	1	1
Associate Civil Engineer	1	1	1	1	1
Civil Engineering Assistant	1	1	1	1	1
Public Works Assistant	1	1	1	1	1
Public Works Inspector	1	1	1	2	2
Management Analyst	0	0	0	0	2
Management Assistant	1	1	1	1	1
Transportation Engineer	0	0	0	0	1

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	Proposed <u>2022/23</u>
Public Works cont					
Operations & Maintenance Division					
Public Works Operation Manager	1	1	1	1	1
Parks Supervisor	1	1	1	1	1
Facilities Maintenance Supervisor	1	1	1	1	1
Street & Sewer Supervisor	1	1	1	1	1
Electrician	1	1	1	1	1
Senior Maintenance Worker	2	2	2	2	2
Building Maintenance Worker	1	2	2	2	2
Maintenance Worker I/II	5	5	5	5	6
Environmental Sustainability Division					
Environmental & Sustainability Manager	0	0	0	0	1
Water Conservation Analyst	0	1	1	1	0
Water Division					
Water Operations Manager	1	1	1	1	1
Senior Water Utility Worker	2	1	1	1	1
Senior Water Production/Treatment Oper	1	1	1	1	1
Water Production/Treatment Operator	2	2	2	2	2
Water Utility Worker I/II	6	5	5	5	5
Total Funded Positions	32	33	33	35	38
Community Development					
Community Development Director	1	1	1	1	1
Deputy Community Development Director	0	0	0	0	1
Planning Manager	0	0	0	0	1
Senior Management Analyst	0	0	0	0	1
Principal Management Analyst	0	2	2	2	0
Senior Planner	1	1	0	0	0
Associate Planner	0	0	1	3	3
Assistant Planner	1	0	1	1	1
Community Improvement Coordinator	1	1	1	1	1
Film Liaison	0	1	1	1	1
Planning Counter Tech	0	0	0	0	1
Administrative Secretary	1	1	1	1	1
	5	7	8	10	12
Library					
Director of Library Arts & Culture	1	1	1	1	1
Asst. Dir. Of Library Arts & Culture	1	1	Unfunded	0	0
Public Services Manager	1	1	1	1	1
Support Services Manager	1	1	1	1	1

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	Proposed <u>2022/23</u>
Library cont					
Digital Services Manager	1	0	0	0	0
Circulation Supervisor	0	0	1	1	0
Senior Librarian	0	0	0	0	0
Librarian	1	3	3	3	4
Library Technical Assistant	1	1	0	0	1
Library Clerk I	2	1	1	1	0
Library Clerk II	0	0	0	0	1
Administrative Secretary	1	1	1	1	1
Total Funded Positions	10	10	9	9	10
Department Total w/Unfunded Pos.			10		
Community Services					
Community Services Director	1	1	1	1	1
Deputy Community Services Director	0	0	0	0	1
Senior Services Supervisor	1	1	1	1	1
Youth Services Supervisor	1	1	1	1	1
Management Analyst	1	1	1	1	1
Management Assistant	0	0	1	1	1
Community Services Coordinator	1	1	1	1	0
Management Aide	1	1	0	0	0
Program Specialist	1	1	1	1	1
Transportation Driver	2	2	2	2	2
Total Funded Positions	9	9	9	9	9
Total Full-Time Authorized Positions	150	150	150	157	164
Total Full-Time Funded Positions	150	150	147	155	164

Part-Time Authorized Positions

	<u>Max 18 Hours</u>	<u>Max 28 Hours</u>
City Manager		
Management Intern		1
Management Services		
Management Assistant		1
Management Intern (Vacant)	0	
Finance Department		
Management Analyst		1
Police Department		
Police Cadets	3	3
Fire Department		
Management Aide	1	
Public Works		
Public Works Intern	2	
Community Development		
Code Enforcement Officer		1
Library		
Librarian In-Charge		2
Substitute Librarians	10	
Librarians - Children	2	
Clerk II - Administration	2	
Clerk II - Support Services	2	
Clerk I - Support Services	3	
Library Aides	10	
Community Services		
Management Aide - Rec		2
Management Aide	1	
CS Coordinator		1
Site Mgr - Seniors		1
Recreation Leader	16	16
Recreation Leader - Seniors	3	1
Transit Driver		3
Management Intern		1
Grand Total Part-Time	<u>55</u>	<u>34</u>

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
City Manager												
Asst. to the CM	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
Management Analyst	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
City Manager	0.95	-	-	-	-	-	-	-	-	-	0.05	1.00
Deputy City Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
City Manager Total	4.65	-	-	-	-	0.10	-	-	-	0.20	0.05	5.00
Management Services												
Mgmt Services Director	0.93	-	-	-	-	0.07	-	-	-	-	-	1.00
Management Analyst	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
Sr. Management Analyst	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
HR & Risk Manager	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Analyst	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
Management Services Total	6.13	-	-	-	-	0.07	-	-	-	0.80	-	7.00
Finance Department												
Finance Director	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Management Analyst	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
Management Analyst	0.58	-	-	-	-	0.12	-	-	-	0.30	-	1.00
Accounting Manager	0.40	-	-	-	-	0.10	-	-	-	0.50	-	1.00
Finance Manager	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
Accountant	1.00	-	-	-	-	0.10	-	-	-	0.90	-	2.00
Finance Total	4.36	-	-	-	-	0.54	-	-	-	2.10	-	7.00
Police Department												
Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Lieutenant	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Police Sergeant	5.00	-	-	-	-	-	-	-	-	-	-	5.00
Corporal	6.00	-	-	-	-	-	-	-	-	-	-	6.00
Police Officer	21.00	-	-	-	-	-	-	-	-	-	-	21.00
Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Police Assistant II (Rotational)	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Assistant	9.00	-	-	-	-	-	-	-	-	-	-	9.00
Parking Control Officer	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Police Department Total	54.00	-	-	-	-	-	-	-	-	-	-	54.00
Fire Department												
Fire Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Division Chief	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Fire Prevention Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Fire Captian	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Fire Engineer	7.00	-	-	-	-	-	-	-	-	-	-	7.00
Firefighter/Paramedic	8.00	-	-	-	-	-	-	-	-	-	-	8.00
Fire Department Total	22.00	-	-	-	-	-	-	-	-	-	-	22.00
Public Works												
Director of PW	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Associate Civil Engineer	0.30	-	-	-	-	0.20	-	0.05	0.30	0.15	-	1.00
Building Maintenance Worker	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Electrician	0.40	-	-	-	-	-	0.10	-	-	0.50	-	1.00
Envir. & Sustain. Mgr	0.80	-	-	-	-	-	-	-	-	-	0.20	1.00
Facility Maint Super	0.70	-	-	-	-	-	0.30	-	-	-	-	1.00
Maintenance Wkr. I/II	-	-	-	-	-	0.50	-	-	4.50	-	-	5.00
Management Assistant	0.70	-	-	-	-	-	0.10	-	-	0.20	-	1.00
Parks Supervisor	0.60	-	-	-	-	-	0.40	-	-	-	-	1.00
Public Works Asst.	0.50	-	-	-	-	0.10	0.20	-	-	0.20	-	1.00
Public Works Inspector	0.20	-	-	-	-	0.10	-	-	1.60	0.10	-	2.00
Senior Maintenance Wkr	0.50	-	-	-	-	-	0.50	-	-	-	-	1.00
Senior Maintenance Wkr.	-	-	-	-	-	0.90	-	-	0.10	-	-	1.00

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
Public Works cont												
Sr. Wtr Prod Treat Oper	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Street Supervisor	-	-	-	-	-	0.50	-	-	0.50	-	-	1.00
Water Prod/Treatmnt Oper	-	-	-	-	-	-	-	-	-	2.00	-	2.00
Water Utility Worker I/II	-	-	-	-	-	-	-	-	-	5.00	-	5.00
Senior Water Utility Worker	-	-	-	-	-	-	-	-	-	-	-	1.00
Wtr Operations Mgr	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Operations Manager	0.60	-	-	-	-	0.25	0.05	-	0.10	-	-	1.00
Engineering Assistant	0.70	-	-	-	-	-	0.10	-	-	0.20	-	1.00
Maintenance Wkr I	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Analyst	0.60	-	-	-	-	0.20	-	-	-	0.20	-	1.00
Senior Civil Engineer	0.30	-	-	-	-	0.20	0.05	0.05	0.20	0.20	-	1.00
Transportation Engineer	-	-	-	0.50	0.50	-	-	-	-	-	-	1.00
Deputy Director	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Management Analyst	0.50	-	-	-	-	0.20	-	-	0.05	0.20	0.05	1.00
Public Works Total	11.40	-	-	0.50	0.50	3.55	1.80	0.20	7.45	11.35	0.25	38.00
Community Development												
Community Develop Dir	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Film Liaison	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Comm Dev Director	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Associate Planner	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Community Improv. Coord.	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Senior Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Counter Technician	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Development Total	12.00	-	-	-	-	-	-	-	-	-	-	12.00
Library												
Director of Library Arts & Culture	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Public Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Support Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Technical Assitant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Librarian	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Library Clerk II	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	-	-	-	10.00
Community Services Department												
Community Services Director	0.75	0.22	0.03	-	-	-	-	-	-	-	-	1.00
Deputy Comm Svcs Director	0.25	0.75	-	-	-	-	-	-	-	-	-	1.00
Senior Services Supervisor	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Youth Services Supervisor	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Analyst	-	-	1.00	-	-	-	-	-	-	-	-	1.00
Management Assistant	-	-	1.00	-	-	-	-	-	-	-	-	1.00
Program Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	-	-	-	2.00
Community Services Total	4.00	2.97	2.03	-	-	-	-	-	-	-	-	9.00
Total Full-Time Authorized Positions	128.54	2.97	2.03	0.50	0.50	4.26	1.80	0.20	7.45	14.45	0.30	164.00

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

further the objectives of the City Council by providing specific services or a product. Divisions are comprised of one or more programs.

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.

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. Generally Accepted Accounting Principles (GAAP) 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.

Internal Service Funds

Internal service funds account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Funds included are:

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

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:

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.

208-TEA/Metro Fund – To account for all revenues and expenditures associated with the TEA/Metro Fund. All revenues of this fund must be expended for transportation-related items.

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, and Government Fund – To account for revenues and expenditures used for public education and government access charges that the City’s cable franchise collects. Monies in this fund must be used to purchase 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’s funding for the improvements to the Gold Line Mission Street Station.

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

228-Housing Authority Fund – To account for the revenues and expenditures 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 expenditures for the County Park Bond related improvements.

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.

234-LACMTA Measure M MAT Grant Fund – To account for all revenues and expenditures

associated with the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items eligible under the Metro Active Transportation, Transit and First/Last Mile (MAT) Program.

236-Measure M Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure M in 2016. 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 expenditures for the Mobile Source Air Pollution Reduction Review Committee projects.

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

247-SGVCOG Grant Fund – To account for the revenues and expenditures to implement the Slow Streets Program funded by San Gabriel Valley Slower, Safer Street Program.

248-BTA Grant Fund – To account for the revenues and expenditures for the Bicycle Transportation Account (BTA) grant funded by the Los Angeles County Metropolitan Transportation Authority. This grant was awarded to fund two projects from the City's Bicycle Master Plan: the Mission Street Green Sharrow Lane Project and the South Pasadena Bicycle Parking Project.

249-Open Streets Grant Fund – To account for the revenues and expenditures for the open streets grant funded by the Los Angeles County Metropolitan Transportation Authority. The goals of the Open Streets Grant Program is to provide opportunities for 1) riding transit, walking and riding a bike, possibly for the first time, 2) to encourage future mode shift to more sustainable transportation modes, and for 3) civic engagement to foster the development of multi-modal policies and infrastructure at the city/community level.

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 revenues and expenditures for Community Development Block Grant projects.

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 Public Safety Grant Funds – To account for the operations of various federal and state grants, including COPS grants, and Homeland Security 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.

277- Highway Safety Improvement Program Grant (HSIP) Fund – To account for revenues and expenditures related to street improvements funded by the grant.

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 expenses 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), three functioning reservoirs, and maintains miles of water lines and transmission lines.

505-2016 Water Revenue Bonds Fund – To account for proceeds from the 2016 Water Bond issuance. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

550-Public Financing Authority Fund – To account for debt service and related expenses of the 2013 Water Bond issuance.

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.

104-Street Improvements Program Fund – To account for capital expenditures related to street improvements projects.

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

108-SR110 General Fund Reserve Fund - To account for the capital expenditures related to improvement of transportation systems.

327-2000 Tax Allocation Bonds Fund – To account for capital expenditures for improvements funded by the bonds formerly held by the Successor Agency to the Community Redevelopment Agency.

Financial Policies

Fiscal Year 2022-23

FORTHCOMING

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 Annual Comprehensive Financial Report (ACFR).

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).

GANN Limit

FORTHCOMING

Item # 2

Finance Commission - Policies and Procedures Update

Current Competitive Bidding and Contract Award Thresholds

Purchase Category	Purchasing Thresholds	Solicitation Method	Award Authority
Goods and/or General Services	Up to \$500	Quotes Optional	Dept. Director
	\$500 to \$10,000	3 Written Quotes/PO	Dept. Director
	\$10,000 to \$25,000	2 Written Quotes/PO	Purchasing Agent
	Greater than \$25,000	Formal Contract Authorized by Council/PO/Sealed Bid	City Council Approval
Professional Services	Up to \$25,000	Exempt from Bidding, Quotes Encouraged	City Manager
	Greater than \$25,000	Exempt from Bidding, Quotes Encouraged	City Council
Public Works Projects	Up to \$25,000	CUPCCAA, Public Contract Code sections 22000 et seq.	City Manager
	Greater than \$25,000		City Council

Proposed Competitive Bidding and Contract Award Thresholds

Purchase Category	Revised Thresholds	Solicitation Method	Award Authority
Goods and/or General Services	Up to \$2,500	Quotes Optional	Dept. Director
	\$2,501 to \$25,000	3 Written Quotes/PO	Dept. Director
	\$25,001 to \$50,000	3 Written Quotes/PO	Purchasing Agent
	Greater than \$50,000	Formal Contract Authorized by Council Sealed Bid/PO	City Council Approval
Professional Services	Up to \$50,000	Exempt from Bidding, Quotes Encouraged	City Manager
	Greater than \$50,000	Exempt from Bidding, Quotes Encouraged	City Council
Public Works Projects	Up to \$50,000	CUPCCAA, Public Contract Code sections 22000 et seq.	City Manager
	Greater than \$50,000		City Council

Proposed Modifications by Finance Commission

Purchase Category	Revised Thresholds	Solicitation Method	Award Authority
Goods and/or General Services	Up to \$2,500	Quotes Optional	Dept. Director
	\$2,501 to \$10,000	Three Written Quotations	Purchasing Agent
	\$10,001 to \$30,000	Three Written Quotations	City Manager
	Greater than \$30,000	Formal Contract Authorized by City Council (Sealed Bidding)	City Council Approval
Professional Services	Up to \$30,000	Exempt from Bidding, Less than 3 quotes requires justification	City Manager
	Greater than \$30,000	Exempt from Bidding, Less than 3 quotes requires justification.	City Council
Public Works Projects	Up to \$50,000	CUPCCAA, Public Contr. Code 22000 et seq.	City Manager
	Greater than \$50,000		City Council

Municipal Code Section 2.99-4(a) designates the Director of Finance as the purchasing agent. The term Director of Finance and Purchasing Agent shall be used interchangeably in these policies and procedures.

CUPCCAA (California Uniform Construction Cost Accounting Act) provides for alternative bidding procedures when an agency performs public project work by contract.

Note: Competitive bidding and contract award thresholds are periodically adjusted with Finance Director approval to account for changes in economic conditions. Changes to the competitive bidding and contract award thresholds must be reviewed and approved by the Finance Commission.

Encumbrance Requirement

Except in cases of emergency, the Purchasing Agent cannot issue a purchase order for goods or services purchased unless there is a sufficient budget appropriation against which the purchase would be charged.

D. Ethical Conduct

All employees are responsible for impartially ensuring fair competitive access to procurement opportunities by responsible suppliers and contractors. Additionally, all employees will conduct themselves in a manner that avoids any impropriety, or appearance of impropriety, and that fosters the highest level of public confidence in the integrity of the City’s purchasing system.

1. **Code of Conduct and Conflict of Interest.** No employee shall participate in a procurement when the employee knows:
 - a. The employee or employee’s spouse, domestic partner, child, stepchild, parent, or stepparent will benefit financially from the procurement, and/or
 - b. The employee or employee’s spouse, domestic partner, child, stepchild, parent, or stepparent is negotiating or has an employment arrangement contingent on or will be affected by the procurement.

Upon discovery of an actual or potential conflict of interest, an employee shall immediately withdraw from further participation in the procurement.

2. **Gifts and Gratuities.** No City employee shall solicit, demand, accept or agree to accept a gift of goods or services, payment, loan, or employment offer presented, promised in return for, or in anticipation of favorable consideration in a City procurement. Unsolicited gifts sent to City employees by prospective or existing vendors shall follow the reporting requirements for public officials established by the [California Fair Political Practices Commission \(FPPC\)](#).
3. **Conduct with Vendors.** Conduct with vendors who provide goods or services to the City shall be fair, open, and transparent. City employees must refrain from showing favoritism to vendors, safeguard confidentiality when required, and select vendors only on the basis of appropriate and fair criteria.

E. Competitive Bidding and Contract Award Thresholds

The City has established the competitive bidding and contract award thresholds shown in Table 2 below.

Table 2. *Competitive Bidding and Contract Award Thresholds**

Purchase Category	Estimated Value	Solicitation Method	Award Authority
Goods and/or General Services	Up to \$2,500	None, but quotations are encouraged	Department Director
	\$2,501 to \$25,000	Written quotations	Department Director
	\$25,001 to \$50,000	Written quotations	Purchasing Agent
	Greater than \$50,000	Sealed bidding	City Council
Professional Services	Any value	None required but quotations encouraged	City Manager (up to \$50,000) City Council (greater than \$50,000)

Purchase Category	Estimated Value	Solicitation Method	Award Authority
Public Works Projects	In accordance with the values and methods pursuant to CUPCCAA, Public Contract Code sections 22000 et seq.		City Manager (up to \$50,000) City Council (greater than \$50,000)
*Note: Award thresholds to be reviewed annually to account for changes in the economy and/or consistency with industry trends			

Prohibition on Splitting

Purchases of goods and services cannot be split or separated into smaller components to avoid the City’s competitive bidding requirements. The only exception to this requirement would be to comply with diversity and inclusion goals required by federal or state grants.

Competitive Bidding Procedures

Whether soliciting price quotations or conducting sealed bidding, it is a best practice to provide notice to as many qualified bidders as possible to ensure fair and open competition. *It is the policy of the City that a minimum of three quotations must be solicited whenever possible.*

If less than three quotes are received, the using department must provide an explanation with the purchase requisition that good faith efforts were made to obtain the required number of quotations. The requisition must also include documentation of the good faith efforts, i.e., vendor “no bid” response, email(s) sent to prospective vendors, etc.

The competitive bidding dollar thresholds shown below apply specifically to **goods** and **general services** as defined above. While **professional services** are exempt from competitive bidding under the City’s purchasing policy, proposals should be solicited from at least three sources to ensure best value and/or to comply with federal or state law as required.

Purchases up to \$2,500 (Over the Counter)

For purchases up to \$2,500 for goods and/or general services, written quotations are not required.

Purchases Between \$2,501 and \$25,000 (Open Market Procedure)

For purchases between \$2,501 and \$25,000, written quotations are required, to be solicited by written notice inviting quotations. Written quotations must be submitted to the department director, and routed to the Purchasing Agent for final verification.

Purchases Between \$25,001 and \$50,000 (Open Market Procedure)

For purchases between \$25,001 and \$50,000, written quotations are required and must be submitted to the Purchasing Agent for approval.

Purchases Greater than \$50,000 (Formal Sealed Bidding)

Purchases greater than \$50,000 require sealed bidding using the City’s standard bidding template(s) and associated product specifications and/or scope of services. All purchases greater than \$50,000 must be approved by the City Council, after having been reviewed and authorized to proceed by the department director, Purchasing Agent, and City Manager.