



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

**Commissioners to participate via ZOOM**

**Meeting ID:** 942 9394 6914

**Password:** 225499

**March 4, 2021, at 6:30 pm**

<b>CALL TO ORDER:</b>	Commission Chair Findley
<b>ROLL CALL:</b>	Chair Findley, Vice Chair Tao, Commissioners Choi, Elsner and Wood, and City Treasurer Pia
<b>COUNCIL LIAISON:</b>	Council Member, Jack Donovan
<b>STAFF PRESENT:</b>	Interim Assistant City Manager, Elaine Aguilar

**NOTICE OF PUBLIC PARTICIPATION AND ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the Special Meeting of the Finance Commission for **March 4, 2021** will be conducted remotely and held by video conference, beginning at 6:30 p.m. The Meeting will be broadcast live on the City's local cable channel and the City's website at: ([www.southpasadenaca.gov/financecommission](http://www.southpasadenaca.gov/financecommission)).

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

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

Public Comments must be received by 6 p.m., March 3, 2021 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and 3) clearly state if you wish for your comment to be read.

**PUBLIC COMMENT**

Public Comments received by 6 p.m. March 3, 2021 will be read during this time, limited to 150 words. Public comments received will be posted to the website and entered into the record of the meeting.

**ACTION/DISCUSSION**

1. Fiscal Year 2020/2021 Budget & CIP
2. Selection of the Chair and Vice Chair of the Finance Commission
3. Report from the Finance Ad Hoc Committee
4. Review Water Bonds for Refinancing – Rescheduled for the March regular Commission meeting
5. Fiscal Sustainability Report Update – Rescheduled for March regular Commission meeting
6. Approval of Minutes from the January 28, 2021 Meeting

**ADJOURNMENT**

**FUTURE FINANCE COMMISSION MEETINGS**


March 24, 2021

Virtual Meeting

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

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

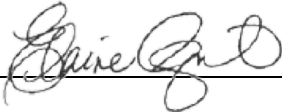
**ACCOMMODATIONS**



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.*

3/1/2021

  
 Interim Assistant City Manager, Elaine Aguilar

Date



# Finance Commission Agenda Report

ITEM NO. \_\_\_\_\_

**DATE:** March 4, 2021

**FROM:** Elaine Aguilar, Interim Assistant City Manager  
Albert Trinh, Finance Manager

**SUBJECT:** **Review of Fiscal Year 2021 Annual Budget**

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## **Recommendation**

It is recommended that the Finance Commission review and approve the submittal of the Fiscal Year 2021 Annual Budget to the City Council.

## **Discussion/Analysis**

Attached is a copy of the City Manager's Budget message which presents a summary of the FY 2021 Annual Budget. The Commission has also been provided a copy of the draft budget document. Staff does not anticipate major revisions to the document, other than modifications requested by the Commission, and modifications made to update or add supplemental information (such as the position summary by fund, and Gann Limit calculation at the end of the budget document.) When these few remaining pages are finalized, staff will forward copies to the Commission for your records.

## **Background**

Each year, the City Council approves a budget for the upcoming fiscal year. The adoption of this year's budget was delayed due to a delay in completing the City's FY 2019 Audit. The FY 2019 Audit was completed, and staff began the process up updating the proposed budget. This is a "new" budget document, and it has been thoroughly updated. Audit numbers for FY 2019 were used to update fund balances, and unaudited FY 2020 numbers were used to arrive at current estimated fund balances.

Staff acknowledges that sections, such as the "Financial Policies" should be revamped to conform to today's professional standards. Given that there is only one quarter left in this fiscal year, staff will be working with the Finance Commission and the Finance Ad Hoc Committee to prepare updated Financial Policies to be included in the FY 2021/2022 Annual Budget.

## **Fiscal Impact**

This item allows the Finance Commission to review the draft of the Proposed FY 2021 Annual budget before it is forwarded to the City Council for approval.

Review of Draft Proposed FY 2021 Annual Budget

March 4, 2021

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**Public Notification of Agenda Item**

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

Attachments

1. City Manager's Budget Letter
2. Draft Proposed FY 2021 Budget – is available at the link on the Commission's page of the City's website (Due to the large size of the document.)



***City Manager's Budget Message***

***DRAFT 3/4/2021***

***Fiscal Year 2020/2021***

***Finance Commission***

March 17, 2021

Honorable Mayor and City Council Members:

Fiscal Year 2020-2021 brought with it unprecedented financial and operational uncertainty to the City of South Pasadena and to those we serve. The myriad challenges Coronavirus continues to present to our residents and businesses could not have been imagined and cannot be overstated. Prolonged business closures, job loss and job insecurity among our residents, loss of business-to-business activity, rent and mortgage insecurity among tenants and homeowners, the closure of city hall and, of course, a dramatic impact on how we provide essential services to those we serve.

Exacerbating the corresponding uncertainty of these times was, at the outset of this fiscal year's budget preparation, the uncertainty of the outcome of local ballot measures that generate the revenue stream for much-valued and/or essential municipal services. The sources of these uncertainties then included: 1) the financial impact of all of the implications of the COVID-19 pandemic, 2) the performance of the new sales tax increase (Measure A), 3) the financial impact of eviction protection moratoriums on timely payment of property taxes, and 4) whether South Pasadena voters would again approve an extension of the utility user tax.

In light of the fact that it had been more than 100 years since the last pandemic, there was simply no way to accurately predict in April 2020 how COVID would impact all of the City's revenue sources nor how the unprecedented (at least in our lifetime) circumstances would impact consumer and voter behavior. Although the original draft budget (that was not approved by the City Council) was prepared by a different City Manager and Finance Director, the result of this uncertainty appears to have manifested in revenue projections far more conservative than have been realized through more than half of the fiscal year to date.

## Review of Draft Proposed FY 2021 Annual Budget

March 4, 2021

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Although the pandemic has had an undeniably significant impact on all of our lives in so many ways, the City's operational resources have been far greater than worst feared. Specific to other three factors identified above, Measure A, the new local sales tax increase approved by South Pasadena voters in November 2019 and implemented in April 2020, increased local sales tax by  $\frac{3}{4}\%$ , from 9.5% to 10.75%. It was originally estimated that it would generate an additional \$1,500,000 annually to supplement existing resources provide a wide range of city services. With the benefit of data collected in the nearly ten months since the initial draft FY 20/21 budget was published, we now project that the sales tax measure will generate about \$2,095,000 in the current fiscal year—almost 40% (39.3%) greater than that early estimate.

In total, it was originally estimated that the city's total sales tax receipts for FY 20/21 would amount to \$3,275,000. A combination of increased Measure A revenues, and increased sales tax revenues, current total sales taxes are estimated at \$4,750,720. Simply stated, Measure A revenues were stronger than anticipated, as were regular sales tax revenues; ultimately neither revenue source experienced the deep declines that were initially predicted.

With regard to initial concerns that staff may have had regarding property tax payment delays or defaults, our experience throughout this fiscal year is that the worst fears have not been realized on the whole. In fact, property tax payments are on schedule and have even increased by 2.3 percent year over year. We attribute this reality to the fact that, we are advised by our property tax consultant, as many as 85% of mortgage holders choose to meet their property tax obligations by way of monthly impound accounts, resulting in low rates of default in South Pasadena.

As regards the fourth contributing factor influencing conservative operational revenue projections that were made at the time of the preparation of the initial FY20/21 budget, it certainly could not have been predicted during these extraordinary times that South Pasadena voters would yet again handily approve the local utility user tax—a tax that is projected to generate \$3,177,105 to fund general city services.

The importance of South Pasadena voters' continued support of local tax measures simply cannot be overstated. The preservation of local municipal services is singularly due to the support and appreciation of South Pasadena voters. It is also vitally important for residents to know that their collective expression that they wish for traditional local government service levels to be preserved is exactly what they can expect. The services that this budget proposes to fund will result in exactly what voters have asked for—even if at greater expense to them—what they have come to expect and that which, in so many ways, edifies the high quality of life for which South Pasadena is so well known.

Review of Draft Proposed FY 2021 Annual Budget

March 4, 2021

Page 5

Before reviewing this year’s budget details, it should be mentioned that the current fiscal year’s budget was not adopted until March 2021, and during the period between July 2020 to March 2021, the city operated pursuant to a City Council approved Resolution of Continuing Appropriations until such time as the Fiscal Year 2019 Audit was completed.

**General Fund – Revenues**

General Fund Revenues are estimated at \$35,279,484. Aside from the previously discussed Property and Sales Taxes, other significant changes from last year include the receipt of one-time revenue in the amount of \$4,374,439 from the cell tower master lease agreement with Tower Ventures. This one-time revenue permanently replaces the annual cell tower lease revenues the city had received in the past. The City Council has not yet designated a use for these revenues, and this revenue remains unencumbered and is in the current year’s fund balance. Staff will be seeking direction regarding the allocation or use of these one-time funds.

The second significant change in revenues is the City Council’s prior approval of a deposit-based program to use a consultant to work on the backlog of planning projects. All of the estimated deposit revenue is included in the revenues for Current Services – Planning and Building, while all of the consultant costs are shown in the department’s line item budget Contract Services (101-7011-8190). For this reason, the revenue line item shows a \$562,509 increase from last year’s estimate, while the expenditure line item also shows a similar increase.

The chart below summarizes the top five General Fund revenue sources.

General Fund Revenues						
	ACTUAL FY2016/2017	ACTUAL FY2017/2018	ACTUAL FY2018/2019	BUDGET FY2019/2020	PROPOSED FY2020/2021	
Property Taxes	\$ 13,236,932	\$ 14,135,844	\$ 15,368,198	\$ 15,414,035	\$ 15,566,000	
Use of Money & Proper	\$ 541,750	\$ 579,006	\$ 1,057,074	\$ 647,750	\$ 4,794,718	*
Sales Taxes	\$ 2,456,665	\$ 2,501,264	\$ 2,563,117	\$ 2,430,802	\$ 4,750,720	
Utility Users Taxes	\$ 3,381,948	\$ 3,345,582	\$ 3,228,350	\$ 3,485,000	\$ 3,177,105	
Current Services	\$ 2,913,979	\$ 3,115,558	\$ 3,082,342	\$ 3,013,750	\$ 3,006,550	
Top 5 Subtotal	\$ 22,531,274	\$ 23,677,254	\$ 25,299,081	\$ 24,991,337	\$ 31,295,093	
	85%	89%	93%	87%	89%	
All Other Revenue	\$ 3,824,859	\$ 2,879,295	\$ 1,759,816	\$ 3,609,713	\$ 3,984,391	
Revenue Total	\$ 26,356,133	\$ 26,556,549	\$ 27,058,897	\$ 28,601,050	\$ 35,279,484	
* Includes one time Cell Tower Revenues						

**General Fund – Expenditures**

General Fund expenditures, not including Fund Transfers, are anticipated to total \$28,339,510. This is an overall increase of 6.4% compared to budgeted expenditures for Fiscal Year 19/20. Between the FY 19/20 Budget and the Proposed Budget for FY 20/21, expenditures for wages and benefits increased by 2%. (It should be noted that the FY 19/20 Budget has been adjusted to reflect City Council approved changes.)

General Fund Expenditure History						
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROPOSED	
	FY2016/2017	FY2017/2018	FY2018/2019	FY2019/2020 *	FY2020/2021	
Wages & Benefits	\$ 17,464,420	\$ 17,867,122	\$ 17,615,842	\$ 19,973,899	\$ 20,364,413	
Maintenance & Operations	\$ 5,541,052	\$ 5,545,387	\$ 6,753,609	\$ 6,613,755	\$ 7,943,596	
Capital Outlay	\$ 163,599	\$ 126,193	\$ 88,243	\$ 38,600	\$ 31,500	
<b>Total Operations</b>	<b>\$ 23,169,071</b>	<b>\$ 23,538,702</b>	<b>\$ 24,457,694</b>	<b>\$ 26,626,254</b>	<b>\$ 28,339,509</b>	
Transfers Out	\$ 5,473,409	\$ -	\$ 1,860,956	\$ 1,910,597	\$ 1,927,198	
Capital Projects	\$ 483,614	\$ 1,307,345	\$ 213,344	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 29,126,094</b>	<b>\$ 24,846,047</b>	<b>\$ 26,531,994</b>	<b>\$ 28,536,851</b>	<b>\$ 30,266,707</b>	
* Adjusted per Council approved changes during the year.						

For Fiscal Year 20/21, a number of positions remained vacant or frozen since the beginning of the fiscal year to reduce expenditures given the uncertainty of city revenues, and due to reduction in, or elimination of certain services or programs, resulting from the COVID stay-at-home orders. For Fiscal Year 20/21, 8 positions were not funded. Half of these positions were frozen in prior fiscal years and remain unfunded in the current budget. It is acknowledged that the vacancies have adversely impacted staff productivity and it is recommended that the positions be filled as resources are available. The other four positions were furloughed specifically due to the pandemic and a reduction in Community Services and Library activities. This level of staffing is not sustainable into the new fiscal year, especially if the stay-at-home orders are relaxed. Below is a full-time staffing summary.

Review of Draft Proposed FY 2021 Annual Budget

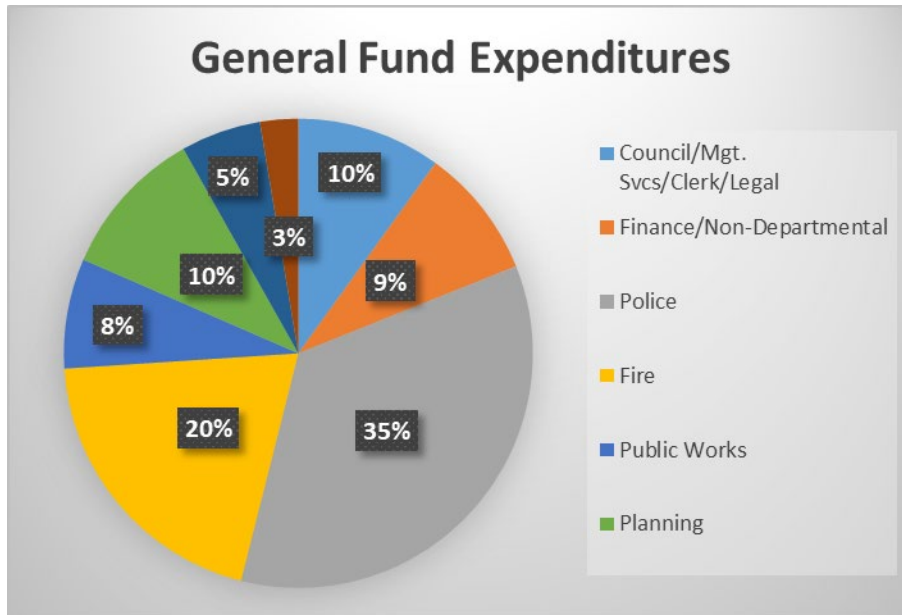
March 4, 2021

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<b>Full-Time Position Summary</b>			
	Authorized	Frozen/ Furloughed	Funded
Mgt. Svcs.	10	2	8
Finance	5	0	5
Police	53	2	51
Com. Services	9	3	6
Fire	22	0	22
Library	10	1	9
Planning	7	0	7
Public Works	33	0	33
<b>Total</b>	<b>149</b>	<b>8</b>	<b>141</b>

Regarding pension and other post-retirement benefits, the city has budgeted for an updated Other Post-Employment Benefits (OPEB) actuarial analysis. The financial results of this updated actuarial report will be reported in the FY 19/20 Audit currently being completed. Lastly, according to the city's completed FY 18/19 Audit, the unfunded pension plan liability was \$12,506,375 for Miscellaneous Employees, and \$23,889,760 for Safety Employees, for a total unfunded liability of \$36,396,135. Staff will be returning to the City Council during the upcoming fiscal year to discuss possible pre-funding and other alternatives.

The chart on the next page shows the General Fund expenditures by department. Public Safety, composed of the Fire and the Police Department, accounts for 55% of the budget. Next is Administration (which includes City Council, City Clerk, Elections, City Manager, Human Resources, Legal, and Information Services) at 10%, and the Planning Department also at 10%. While the Public Works portion is 8%, it is important to keep in mind that this is only the General Fund portion of the Public Works budget, and does not include the Water Fund, Sewer Fund or other special funds.



Council/Mgt. Svcs/Clerk/Leg	\$ 2,822,208
Finance/Non-Departmental	\$ 2,548,142
Police	\$ 9,914,669
Fire	\$ 5,675,632
Public Works	\$ 2,146,603
Planning	\$ 2,920,719
Library	\$ 1,568,181
Community Services	\$ 743,355
<b>Total</b>	<b>\$ 28,339,509</b>

It was previously mentioned that city operations were impacted by the pandemic and a number of positions remained unfilled, and various programs were cancelled or significantly reduced. The department with the largest COVID impact is Community Services, followed by the Library. The Library’s expenditures are approximately \$300,000 below pre-pandemic levels, while Community Services budget is approximately \$690,000 below pre-pandemic levels.

**General Fund Surplus**

Taking into consideration all of the unprecedented financial and operational uncertainty, the FY 20/21 Budget estimates that the city will end the fiscal year with a operational surplus of \$4,462,776, but \$4,374,439 of that surplus is one-time revenue from the cell tower master lease, and not only will this one-time revenue not be received in future years, the previous annual lease revenues of approximately \$250,000 will also not be received in future years. If the cell tower master lease revenue is subtracted from the projected surplus, the remaining surplus is \$88,337.

### ***Estimated General Fund Reserves***

The proposed budget shows a projected Undesignated General Fund Reserve of \$15.3 million, and designated, assigned, and non-spendable reserves of \$7.7 million. The designated reserves includes the \$1.4 million set aside pursuant to recent City Council action for the Rogan Fund Match (SR 110 Interchange project.)

- CalTrans Vacant Lot Purchases; \$392,000
- Legal Reserve; \$500,000
- Maint. Yard/ Community Center; \$267,067
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Tree Replacement; \$50,000
- Stormwater; \$600,000
- Library Park Drainage Reserve; \$147,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876
- Vehicle Replacement Reserve \$100,000
- SR-100 Interchange Project \$1,410,000

### ***Other Major Funds***

The Water Fund is estimated to have total revenues of \$12,085,152 and total expenditures of \$11,178,645. The Sewer Fund is estimated to have total revenues of \$2,046,763 and expenditures of \$1,888,685.

### ***Capital Improvement Projects***

Pursuant to prior City Council direction, there were no new Capital Improvement Projects anticipated to use General Fund Revenues. The projects for the current fiscal year are either carryover projects from the previous fiscal year, or are funded with restricted funds, such as the water, sewer, Proposition C, Measure R and Measure M funds.

***In Conclusion***

It must be emphasized that the Proposed FY 20/21 Budget as presented is a balanced budget primarily due to South Pasadena voters' continued support of local tax measures, and leadership provided by the City Council when faced with the uncertainties of the pandemic. Expenditure reductions implemented at the start of the pandemic, combined with revenue performance better than originally estimated, has resulted in a balanced budget for the current fiscal year.

I want to thank the City Council for its leadership, the South Pasadena residents for their continued support of the city, and city staff for pulling together and responding in an exemplary manner during extraordinary times.

Respectfully submitted,

Sean Joyce

Interim City Manager





CITY OF SOUTH PASADENA  
CALIFORNIA

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**Proposed Budget**

Fiscal Year 2020-2021



# City of South Pasadena California



## Proposed Budget For the 2020-2021 Fiscal Year

Mayor

**Diana Mahmud**

Mayor Pro Tempore

**Michael A. Cacciotti**

Councilmember

**Jack Donovan**

Councilmember

**Jon Primuth**

Councilmember

**Evelyn G Zneimer**

Chief City Clerk

**Maria Ayala**

City Treasurer

**Gary Pia**

Interim City Manager

**Sean Joyce**

Population 25,458





## MISSION STATEMENT

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

## CORE VALUES

not in priority order

**The City of South Pasadena values. . .**

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

# Table of Contents

March 17, 2021

Honorable Mayor and City Council Members:

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Exacerbating the corresponding uncertainty of these times was, at the outset of this fiscal year's budget preparation, the uncertainty of the outcome of local ballot measures that generate the revenue stream for much-valued and/or essential municipal services. The sources of these uncertainties then included: 1) the financial impact of all of the implications of the COVID-19 pandemic, 2) the performance of the new sales tax increase (Measure A), 3) the financial impact of eviction protection moratoriums on timely payment of property taxes, and 4) whether South Pasadena voters would again approve an extension of the utility user tax.

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### ***General Fund – Revenues***

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* Includes one time Cell Tower Revenues						

### General Fund – Expenditures

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<b>Total Expenditures</b>	\$ 29,126,094	\$ 24,846,047	\$ 26,531,994	\$ 28,536,851	\$ 30,266,707	
* Adjusted per Council approved changes during the year.						

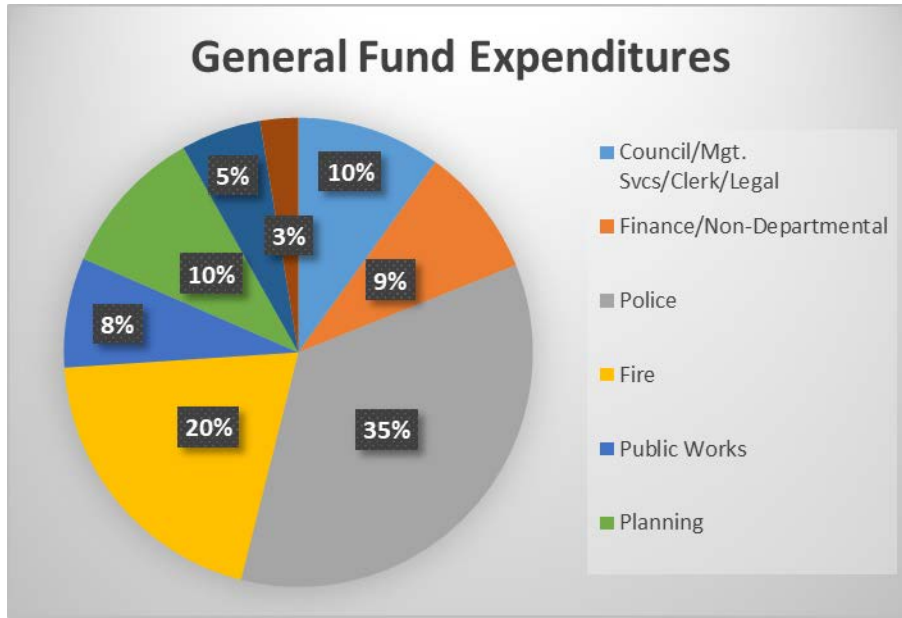
For Fiscal Year 20/21, a number of positions remained vacant or frozen since the beginning of the fiscal year to reduce expenditures given the uncertainty of city revenues, and due to reduction in, or elimination of certain services or programs, resulting from the COVID stay-at-home orders. For Fiscal Year 20/21, 8 positions were not funded. Half of these positions were frozen in prior fiscal years and remain unfunded in the current budget. It is acknowledged that the vacancies have adversely impacted staff productivity and it is recommended that the positions be filled as resources are available. The other four positions were furloughed specifically due to the pandemic and a reduction in Community Services and Library activities. This level of staffing is not sustainable into the new fiscal year, especially if the stay-at-home orders are relaxed. Below is a full-time staffing summary.

<i>Full-Time Position Summary</i>			
	Authorized	Frozen/ Furloughed	Funded
Mgt. Svcs.	10	2	8
Finance	5	0	5
Police	53	2	51
Com. Services	9	3	6
Fire	22	0	22
Library	10	1	9
Planning	7	0	7
Public Works	33	0	33
Total	149	8	141

Regarding pension and other post-retirement benefits, the city has budgeted for an updated Other Post-Employment Benefits (OPEB) actuarial analysis. The financial results of this updated actuarial report will be reported in the FY 19/20 Audit currently being completed. Lastly, according to the city's completed FY 18/19 Audit, the unfunded pension plan liability was \$12,506,375 for Miscellaneous Employees, and \$23,889,760 for Safety Employees, for a total unfunded liability of \$36,396,135. Staff will be returning to the City Council during the upcoming fiscal year to discuss possible pre-funding and other alternatives.

The chart on the next page shows the General Fund expenditures by department. Public Safety, composed of the Fire and the Police Department, accounts for 55% of the budget. Next is Administration (which includes City Council, City Clerk, Elections, City Manager, Human Resources, Legal, and Information Services) at 10%, and the Planning Department also at 10%. While the Public Works portion is 8%, it is important to keep in mind that this is only the General Fund portion of the Public Works budget, and does not include the Water Fund, Sewer Fund or other special funds.





Council/Mgt. Svcs/Clerk/Leg	\$ 2,822,208
Finance/Non-Departmental	\$ 2,548,142
Police	\$ 9,914,669
Fire	\$ 5,675,632
Public Works	\$ 2,146,603
Planning	\$ 2,920,719
Library	\$ 1,568,181
Community Services	\$ 743,355
<b>Total</b>	<b>\$ 28,339,509</b>

It was previously mentioned that city operations were impacted by the pandemic and a number of positions remained unfilled, and various programs were cancelled or significantly reduced. The department with the largest COVID impact is Community Services, followed by the Library. The Library’s expenditures are approximately \$300,000 below pre-pandemic levels, while Community Services budget is approximately \$690,000 below pre-pandemic levels.

**General Fund Surplus**

Taking into consideration all of the unprecedented financial and operational uncertainty, the FY 20/21 Budget estimates that the city will end the fiscal year with a operational surplus of \$4,462,776, but \$4,374,439 of that surplus is one-time revenue from the cell tower master lease, and not only will this one-time revenue not be received in future years, the previous annual lease revenues of approximately \$250,000 will also not be received in future years. If the cell tower master lease revenue is subtracted from the projected surplus, the remaining surplus is \$88,337.

**Estimated General Fund Reserves**

The proposed budget shows a projected Undesignated General Fund Reserve of \$15.3 million, and designated, assigned, and non-spendable reserves of \$7.7 million. The designated reserves includes the \$1.4 million set aside pursuant to recent City Council action for the Rogan Fund Match (SR 110 Interchange project.)

- CalTrans Vacant Lot Purchases; \$392,000
- Legal Reserve; \$500,000
- Maint. Yard/ Community Center; \$267,067
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Tree Replacement; \$50,000
- Stormwater; \$600,000
- Library Park Drainage Reserve; \$147,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876
- Vehicle Replacement Reserve \$100,000
- SR-100 Interchange Project \$1,410,000

### ***Other Major Funds***

The Water Fund is estimated to have total revenues of \$12,085,152 and total expenditures of \$11,178,645. The Sewer Fund is estimated to have total revenues of \$2,046,763 and expenditures of \$1,888,685.

### ***Capital Improvement Projects***

Pursuant to prior City Council direction, there were no new Capital Improvement Projects anticipated to use General Fund Revenues. The projects for the current fiscal year are either carryover projects from the previous fiscal year, or are funded with restricted funds, such as the water, sewer, Proposition C, Measure R and Measure M funds.

***In Conclusion***

It must be emphasized that the Proposed FY 20/21 Budget as presented is a balanced budget primarily due to South Pasadena voters' continued support of local tax measures, and leadership provided by the City Council when faced with the uncertainties of the pandemic. Expenditure reductions implemented at the start of the pandemic, combined with revenue performance better than originally estimated, has resulted in a balanced budget for the current fiscal year.

I want to thank the City Council for its leadership, the South Pasadena residents for their continued support of the city, and city staff for pulling together and responding in an exemplary manner during extraordinary times.

Respectfully submitted,

Sean Joyce  
Interim City Manager

# FY 2020/21 Financial Policies

*Note: This Financial Policy has not been significantly altered from previous fiscal years. It is acknowledged that these policies should be updated and strengthened to achieve maximum compliance with governmental budgeting guidelines, and to provide for strengthened controls, and additional transparency. These policies will be revised and updated upon presentation in the FY 2021/2022 Budget.*

## **1. BALANCED BUDGET**

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

The Adopted FY 2020/2021 Budget includes a balanced operating budget for some of the funds. The City's General Fund is balanced.

Exceptions to this policy include:

Fund 103 – Insurance Fund

Fund 201 – MTA Pedestrian Improvement Fund

Fund 211 – CTC Traffic Improvement

Fund 220 – Business Improvement Tax

Fund 226 – Mission Meridian Public Garage

Fund 232 – County Park Bond

Fund 238 – MSRC Grant

Fund 239 – Measure W

Fund 241 – Measure H

Fund 242 – Prop C Exchange

Fund 245 – Bike and Pedestrian Paths

Fund 248 – BTA Grants

Fund 249 – Golden Streets Grant

Fund 260 – CDBG

Fund 274 – Homeland Security Grant Fund 277 – HSIP Grant

Fund 310 – Sewer Capital Projects

Fund 506 – SRF Loan

The majority of these fund deficits will be resolved upon completion of the FY 2019/2020 Audit, or upon invoicing of grant funds. Staff will resolve to promptly invoice granting agencies.

The MTA Pedestrian Improvements Fund deficit is due to expenses that remain unreimbursed pending the resolution of funding for the Hook Ramp Rogan project. The Mission Meridian Garage Fund does not have a significant revenue source at present, so it will continue to operate at a deficit. The operational deficits in the County Park Bond Fund, BTA Grants Fund, Golden Streets Grant Fund, MSRC Grant, Homeland Security Grant Fund, Prop C Exchange Fund, and HSIP Grant, result from expenses that will be reimbursed by grants. The deficit in the Business Improvement Tax is due to decreased revenues resulting from pandemic related business losses. The deficit in Measure W Fund is due to the lag in receipt of revenues from the measure. The

deficit in the Sewer Capital Projects fund is the result of a loan, with the loan proceeds included in the Sewer Fund (210).

## **2. APPROPRIATIONS AND BUDGETARY CONTROL**

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

This policy has been met.

Staff will implement at least quarterly financial reports to the City Council beginning with the FY 2021/2022 Budget. In the meantime, staff will present a final quarterly update for the current fiscal year at the June 2021 City Council meeting.

## **3. ENTERPRISE FUND**

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

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$37.8 million 2016 Water Bond issuance. Bond debt service will be paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements.

The Water Fund will maintain a reserve equal to 30% of revenues. This policy has been met.

## **4. GENERAL FUND RESERVE**

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

This policy has been met and exceeded.

## **5. GENERAL FUND DESIGNATED RESERVE**

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

- Arroyo Golf Course; \$600,000
- CalTrans Vacant Lot Purchases; \$392,000
- Legal Reserve; \$500,000
- Maint. Yard/ Community Center; \$267,067
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Tree Replacement; \$50,000
- Stormwater; \$600,000
- Library Park Drainage Reserve; \$147,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876
- Vehicle Replacement Reserve \$100,000
- SR-100 Interchange Project \$1,410,000

Staff will be seeking the City Council's direction regarding the one-time cell tower revenues in the amount of \$4,374,439 which is currently in undesignated reserves.

## **6. INFRASTRUCTURE**

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

Beginning FY 2013/14, the City has been committing a minimum of \$2,000,000 per year towards street improvements. This year the City did not commit to this funding, to have the most flexibility in maintaining a balanced budget throughout the year.

## **7. ACCOUNTING AND REPORTING STANDARDS**

**We will comply with all requirements of generally accepted accounting principles. We will publish a Comprehensive Annual Financial Report (CAFR) in compliance with generally accepted accounting principles, prepared in coordination with our independent auditors, during the first quarter of each calendar year. The CAFR, along with the Auditor's report on internal controls and compliance, will be presented to the City Council at a public meeting,**

The City Council has approved the FY 2018/2019 CAFR. The FY 2019/2020 CAFR is currently being prepared. Staff anticipates presenting the FY 2019/2020 CAFR at the July 1, 2021 City Council meeting, or as soon as possible.

## **8. RISK MANAGEMENT**

**We will identify and quantify all areas of financial and operating risk, and prepare contingencies for those risks, including legal liabilities, infrastructure maintenance,**

**emergency response, and contract and employee obligations. We will work with our Retirement system and Insurance Pool to seek full coverage of actuarially projected needs.**

Current insurance costs are fully funded with a retention of \$100,000 for general liability, and \$125,000 for workers' compensation. Funding on a pay-as-you-go basis for leave liabilities, claims and judgments, and retiree health insurance costs remains the City's practice. In accordance with GASB 45, a third-party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09. An updated actuarial valuation is being prepared for the FY 2019/2020 Audit.

## **9. DEBT AND INVESTMENTS**

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

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

## **10. CONTROL OF FINANCIAL ASSETS**

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

This policy has been met.

## **11. FINANCIAL MANAGEMENT**

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

This policy has been met through the review, and City Council approval of the annual budget.

## FY 2019/20 Fund Balance

Fund	Description	06/30/19	Year-End	Year-End	Revenues Minus	06/30/20
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
101	General Fund					
	<b>Revenues &amp; Expenditures</b>					
	Operating		28,076,468	26,018,689	2,057,778	
	Capital		-	-	-	
	Transfers/Interfund Loans		222,974	2,010,597	(1,787,623)	
	<b>Reserves</b>					
	Undesignated	12,017,146				12,287,301
	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
	Retiree Medical Reserve	500,000				500,000
	Tree Replacement	50,000				50,000
	Storm Water	600,000		-		600,000
	Library Park Drainage Reserve	147,000				147,000
	Financial Sustainability Reserve	900,000				900,000
	Slater Reimbursement Reserve	568,850		222,974	(222,974)	345,876
	Vehicle Replacement Reserve	-	100,000	-	100,000	100,000
	<b>Assigned Reserves</b>					
	Stables CIP Reserve	20,739				20,739
	<b>Nonspendable</b>					
	Advances to other funds	450,000				450,000
	Inventory	5,083				5,083
101	<b>General Fund Total</b>	\$ 18,417,885	\$ 28,399,442	\$ 28,252,260	\$ 147,181	\$ 18,565,066
103	Insurance Fund	22,514	95,000	374,639	(279,639)	(257,125)
104	Street Improvements Program	2,146,528	969,000	998,213	(29,213)	2,117,315
105	Facilities & Equip. Replacement	1,488,717	723,208	(17,929)	741,137	2,229,854
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	1,012,774	568,406	342,265	226,140	1,238,915
207	Prop "C"	670,991	491,719	246,466	245,253	916,244
208	TEA/Metro	502,797	14,940	223,956	(209,016)	293,781
210	Sewer	3,769,071	2,105,811	667,816	1,437,995	5,207,067
211	CTC Traffic Improvement	(23)	-	-	-	(23)
215	Street Light & Landscape	227,806	901,064	921,962	(20,898)	206,908
217	Public, Educ. & Gov't. Fund	145,642	26,142	-	26,142	171,784
218	Clean Air Act	139,664	37,782	55,111	(17,329)	122,336
220	Business Improvement Tax	38,981	80,471	109,500	(29,029)	9,951
223	Gold Line Mitigation Fund	61,947	966	-	966	62,914
226	Mission Meridian Public Garage	(338,053)	3,685	8,987	(5,302)	(343,355)
228	Housing Authority	62,712	19,800	15,199	4,600	67,312
230	State Gas Tax	883,291	636,247	551,649	84,598	967,889
232	County Park Bond	(140,763)	37,567	42,393	(4,826)	(145,589)
233	Measure R	993,630	357,087	270,116	86,971	1,080,602
236	Measure M	659,917	386,619	86,000	300,619	960,537
237	Road Maint. & Rehab. Acct.	659,738	490,946	462,291	28,654	688,393
238	MSRC Grant	(7,281)	-	121,567	(121,567)	(128,849)
239	Measure W	(514)	-	108,230	(108,230)	(108,745)
241	Measure H	-	12,394	77,619	(65,225)	(65,225)
242	Prop C Exchange	-	-	148,350	(148,350)	(148,350)
245	Bike & Pedestrian Paths	13	48,280	38,041	10,239	10,252
248	BTA Grants	(245,940)	-	163,178	(163,178)	(409,118)
249	Golden Streets Grant	(346,170)	-	-	-	(346,170)
255	Capital Growth	435,849	52,658	-	52,658	488,507
260	CDBG	-	30,719	31,026	(307)	(307)
270	Asset Forfeiture	-	143,780	-	143,780	143,780
272	Police Grants - State (COPS)	208,088	168,179	24,100	144,079	352,167
274	Homeland Security Grant	(21,079)	67	-	67	(21,011)
275	Park Impact Fees	506,993	196,581	-	196,581	703,574
276	Historic Preservation Grant	-	78	-	78	78
277	HSIP Grant	(46,521)	-	270	(270)	(46,791)
295	Arroyo Seco Golf Course	1,283,045	1,075,110	976,192	98,919	1,381,964



## FY 2019/20 Fund Balance

Fund	Description	06/30/19 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/20 Year End Fund Balance
310	Sewer Capital Projects	(1,537,003)	-	212,816	(212,816)	(1,749,819)
327	2000 Tax Allocation Bonds	904,238	20,583	-	20,583	924,821
500	Water	68,565,029	11,062,625	12,664,742	(1,602,118)	66,962,911
503	Water Efficiency Fund	932,406	123,411	151,435	(28,024)	904,382
505	2016 Water Revenue Bonds	(35,050,033)	1,564,238	1,628,450	(64,212)	(35,114,244)
506	SRF Loan - Water	(5,696)	23,940	26,239	(2,298)	(7,995)
510	Water & Sewer Impact Fees	845,927	4,479	-	4,479	850,406
550	Public Financing Authority	(5,339,829)	166,788	149,392	17,396	(5,322,432)
927	Redev. Obligations Trust Fund	64,608	170,937	197,900	(26,963)	37,645
		<b>44,124,061</b>	<b>22,811,305</b>	<b>22,078,180</b>	<b>733,125</b>	<b>44,857,186</b>
227	Successor Agency to CRA	(776,658)	197,904	197,900	-	(776,658)
	<b>Successor Agency Total</b>	<b>(776,658)</b>	<b>197,904</b>	<b>197,900</b>	<b>-</b>	<b>(776,658)</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>61,765,288</b>	<b>51,408,651</b>	<b>50,528,341</b>	<b>880,310</b>	<b>62,645,598</b>

## FY 2020/21 Fund Balance

Fund	Description	06/30/20 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/21 Year End Fund Balance
101	General Fund					
	<b>Revenues &amp; Expenditures</b>					
	Operating		35,279,484	28,339,510	6,939,974	
	Capital			-	-	
	Transfers/Interfund Loans		-	3,887,198	(3,887,198)	
	<b>Reserves</b>					
	Undesignated	12,287,301				15,340,077
	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
	Retiree Medical Reserve	500,000				500,000
	Tree Replacement	50,000				50,000
	Storm Water	600,000				600,000
	Library Park Drainage Reserve	147,000				147,000
	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	1,410,000
	<b>Assigned Reserves</b>					
	Stables CIP Reserve	20,739				20,739
	<b>Nonspendable</b>					
	Advances to other funds	450,000				450,000
	Inventory	5,083				5,083
101	<b>General Fund Total</b>	\$ 18,565,066	\$ 36,689,484	\$ 32,226,708	\$ 4,462,776	\$ 23,027,842
103	Insurance Fund	(257,125)	1,227,250	1,227,250	-	(257,125)
104	Street Improvements Program	2,117,315	509,948	509,948	-	2,117,315
105	Facilities & Equip. Replacement	2,229,854	741,000	740,000	1,000	2,230,854
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	1,238,915	566,185	1,011,647	(445,462)	793,453
207	Prop "C"	916,244	507,748	449,816	57,931	974,175
208	TEA/Metro	293,781	6,412	148,568	(142,156)	151,625
210	Sewer	5,207,067	2,046,763	1,888,685	158,078	5,365,144
211	CTC Traffic Improvement	(23)	-	-	-	(23)
215	Street Light & Landscape	206,908	889,837	1,096,459	(206,621)	286
217	Public, Educ. & Gov't. Fund	171,784	19,825	-	19,825	191,609
218	Clean Air Act	122,336	34,939	52,600	(17,661)	104,675
220	Business Improvement Tax	9,951	78,530	109,500	(30,970)	(21,019)
223	Gold Line Mitigation Fund	62,914	700	-	700	63,614
226	Mission Meridian Public Garage	(343,355)	-	15,000	(15,000)	(358,355)
228	Housing Authority	67,312	22,676	10,000	12,676	79,988
230	State Gas Tax	967,889	669,062	938,272	(269,210)	698,679
232	County Park Bond	(145,589)	40,067	70,500	(30,433)	(176,023)
233	Measure R	1,080,602	354,175	962,766	(608,591)	472,011
236	Measure M	960,537	397,024	953,474	(556,450)	404,087
237	Road Maint. & Rehab. Acct.	688,393	502,685	886,000	(383,315)	305,078
238	MSRC Grant	(128,849)	-	8,433	(8,433)	(137,282)
239	Measure W	(108,745)	-	151,806	(151,806)	(260,551)
241	Measure H	(65,225)	12,394	71,803	(59,409)	(124,634)
242	Prop C Exchange	(148,350)	-	61,148	(61,148)	(209,498)
245	Bike & Pedestrian Paths	10,252	-	15,080	(15,080)	(4,828)
248	BTA Grants	(409,118)	-	10,322	(10,322)	(419,440)
249	Golden Streets Grant	(346,170)	332,000	-	332,000	(14,170)
255	Capital Growth	488,507	55,000	-	55,000	543,507
260	CDBG	(307)	261,565	261,565	-	(307)
270	Asset Forfeiture	143,780	50	-	50	143,830
272	Police Grants - State (COPS)	352,167	102,500	150,000	(47,500)	304,667
274	Homeland Security Grant	(21,011)	-	-	-	(21,011)
275	Park Impact Fees	703,574	166,000	100,000	66,000	769,574
276	Historic Preservation Grant	78	-	-	-	78

## FY 2020/21 Fund Balance

Fund	Description	06/30/20	Year-End	Year-End	Revenues Minus	06/30/21
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
277	HSIP Grant	(46,791)	-	-	-	(46,791)
295	Arroyo Seco Golf Course	1,381,964	1,355,410	1,151,787	203,623	1,585,587
310	Sewer Capital Projects	(1,749,819)	428,308	187,854	240,454	(1,509,365)
327	2000 Tax Allocation Bonds	924,821	-	-	-	924,821
500	Water	66,962,911	12,085,152	11,178,645	906,507	67,869,418
503	Water Efficiency Fund	904,382	206,069	427,900	(221,831)	682,552
505	2016 Water Revenue Bonds	(35,114,244)	2,442,838	1,540,338	902,500	(34,211,744)
506	SRF Loan - Water	(7,995)	-	-	-	(7,995)
510	Water & Sewer Impact Fees	850,406	107,444	-	107,444	957,850
550	Public Financing Authority	(5,322,432)	556,188	-	556,188	(4,766,245)
927	Redev. Obligations Trust Fund	37,645	194,500	194,500	-	37,645
		<b>44,857,186</b>	<b>26,920,242</b>	<b>26,581,666</b>	<b>(49,238)</b>	<b>44,807,948</b>
227	Successor Agency to CRA	(776,658)	194,500	194,500	-	(776,658)
	<b>Successor Agency Total</b>	<b>(776,658)</b>	<b>194,500</b>	<b>194,500</b>	<b>-</b>	<b>(776,658)</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>62,645,594</b>	<b>63,804,226</b>	<b>59,002,873</b>	<b>4,801,353</b>	<b>67,446,947</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4000-000	Property Tax - Current Secured	9,757,452	10,441,153	11,146,277	11,352,300	11,524,813	11,543,829
4010-000	Property Tax - Unsecured	375,920	391,659	753,045	426,891	85,125	320,000
4020-000	Property Tax - Prior Years	(14,953)	(18,677)	(56,597)	(34,265)	(26,882)	(26,349)
4030-000	Property Tax - Int & Pen	34,608	32,396	33,417	35,222	30,365	22,737
4040-000	Highway Rental	126,236	123,316	114,707	127,179	117,783	117,783
4050-000	Homeowners Exemption	63,495	63,087	62,175	63,628	60,796	60,000
4060-000	Supplemental - Sec/Unsec	269,974	308,827	333,952	335,776	275,320	310,000
5002-000	Motor Vehicle In Lieu Adj.	2,624,200	2,794,082	2,981,222	3,107,304	3,145,589	3,218,000
<b>Property Tax</b>		<b>13,236,932</b>	<b>14,135,844</b>	<b>15,368,198</b>	<b>15,414,035</b>	<b>15,212,909</b>	<b>15,566,000</b>
4150-000	Library Special Tax	309,886	317,141	330,941	326,729	340,161	350,008
<b>Assessments &amp; Special Taxes</b>		<b>309,886</b>	<b>317,141</b>	<b>330,941</b>	<b>326,729</b>	<b>340,161</b>	<b>350,008</b>
4200-000	Sales & Use Tax	2,173,347	2,175,728	2,252,037	2,130,802	2,147,388	2,355,720
4200-002	Sales Tax - Measure A	-	-	-	-	338,710	2,095,000
4201-000	PSAF - Prop 172 Sales Tax	283,319	325,535	311,080	300,000	275,553	300,000
<b>Sales Tax</b>		<b>2,456,665</b>	<b>2,501,264</b>	<b>2,563,117</b>	<b>2,430,802</b>	<b>2,761,651</b>	<b>4,750,720</b>
4230-001	Utility Tax - Water	609,009	669,561	672,023	650,000	792,148	650,000
4230-002	Utility Tax - Electric	1,244,417	1,283,120	1,179,074	1,315,000	1,329,354	1,300,000
4230-003	Utility Tax - Gas	401,278	351,564	496,814	385,000	450,337	452,105
4230-004	Utility Tax - Telephone	776,352	781,524	649,905	785,000	584,160	625,000
4230-006	Utility Tax - Cable	350,892	259,813	230,504	350,000	206,889	150,000
<b>Utility Users Tax</b>		<b>3,381,948</b>	<b>3,345,582</b>	<b>3,228,320</b>	<b>3,485,000</b>	<b>3,362,889</b>	<b>3,177,105</b>
4210-001	Franchise - Refuse	420,498	443,975	514,724	450,000	556,224	450,000
4210-002	Franchise - Cable TV	259,910	194,311	290,940	250,000	185,465	250,000
4210-003	Franchise - Electric	90,840	97,964	150,085	100,000	100,000	100,000
4210-004	Franchise - Gas	47,476	48,486	46,659	50,000	53,149	52,000
4220-000	Real Property Transfer	200,483	166,460	130,503	198,900	155,292	150,000
<b>Other Taxes</b>		<b>1,019,207</b>	<b>951,196</b>	<b>1,132,910</b>	<b>1,048,900</b>	<b>1,050,130</b>	<b>1,002,000</b>
4400-000	Business License	393,578	379,911	391,461	400,000	359,324	270,000
4405-000	Business License SB1186 Fee	1,894	6,262	10,112	8,000	9,445	7,500
4420-000	Bus Lic Penalties & Trans	19,016	9,816	8,192	15,000	16,075	15,000
4440-000	Tobacco Retail Permit	1,080	840	600	900	480	480
4460-000	Parking Permits	441,935	393,937	352,207	440,000	359,274	350,000
4445-000	Filming Permits	96,840	83,211	75,300	100,000	67,487	60,000
4465-001	Fire Permits	4,845	5,301	4,941	4,000	5,015	3,000
4470-001	Grading Permits	-	-	-	-	362	300
4470-002	Street / Curb Permits	87,160	45,560	33,190	45,000	27,117	35,000
4470-004	Street Closure Permits	2,164	5,226	4,271	3,000	5,672	3,000
4470-005	Newsrack Permits	-	125	836	-	573	500
4480-000	FOG Wastewater Permit	7,845	5,445	11,450	8,000	9,248	7,000
<b>Licenses &amp; Permits</b>		<b>1,056,357</b>	<b>935,633</b>	<b>892,560</b>	<b>1,023,900</b>	<b>860,073</b>	<b>751,780</b>
4600-000	Vehicle Code Fines	70,174	80,785	66,759	70,000	46,821	55,000
4610-000	Parking Citations	309,444	291,191	262,525	300,000	208,436	200,000
4620-000	Other Court Fines	18,072	16,085	10,353	12,700	9,959	10,000
<b>Fines &amp; Forfeitures</b>		<b>397,690</b>	<b>388,061</b>	<b>339,636</b>	<b>382,700</b>	<b>265,216</b>	<b>265,000</b>
4800-000	Interest Income	162,400	89,594	284,778	130,000	290,295	125,000
4802-000	Gain / Loss on Investments	3,216	(445)	10,702	-	7,853	-
4805-000	Unrealized Gain / Loss	(120,484)	(8,111)	202,872	-	292,871	-
4815-000	Chamber Farmers Mkt Cap Impr	4,184	-	3,646	3,800	2,250	3,000
4820-000	Rental - Stables	54,217	53,278	81,907	53,000	73,149	85,000
4820-001	Rental - Stables - CIP Rsv	-	-	20,739	-	7,678	-

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4825-000	Rental - Tennis	68,560	77,913	81,900	84,000	63,700	75,600
4825-001	Rental - Tennis - CIP Rsv	-	-	-	-	700	-
4830-001	Rental - Cellular Site	-	-	-	-	-	4,374,439
4830-002	Rental - Cell Phone Site	41,404	53,658	34,665	44,000	44,536	19,177
4830-003	Rental - Cell Site - AT&T	30,830	30,240	23,038	36,000	32,392	15,062
4830-004	Cell Phone - CW/Bilicke	36,043	37,124	38,474	42,000	33,142	16,852
4830-005	Cell Phone - Verizon - San Pascual	26,976	27,785	28,619	29,000	29,477	15,000
4830-006	Cell Phone - Cingular OG	30,085	33,029	44,560	35,000	36,538	9,971
4830-009	Cell Phone - Cingular ASP	38,107	35,187	38,386	39,000	38,386	14,617
4830-010	Cell Phone - Verizon - MH	22,322	22,992	21,718	24,000	22,309	-
4840-000	Rental - War Memorial Building	55,270	46,527	50,765	45,000	26,146	10,000
4850-000	Rental - Eddie Park	4,347	2,811	4,676	3,600	3,541	1,500
4860-000	Rental - Library Comm Room	14,055	16,330	14,863	15,000	11,108	5,000
4870-000	Rental - Racquet Ball Ctr	-	585	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	1,635	2,665	1,900	4,000	2,616	2,000
4890-000	Rental - Farmer's Market	10,801	10,564	16,456	10,000	5,625	5,000
4891-000	Rental - Orange Grove	4,985	10,312	4,644	3,000	2,861	1,000
4892-000	Rental - Misc	31,290	23,765	30,516	30,000	36,784	10,000
4893-000	Rental - Batting Cages	15,488	8,382	13,061	12,000	9,787	5,000
4894-000	Rental - Youth House	6,018	4,823	4,190	5,350	1,712	1,500
<b>Use of Money &amp; Property</b>		<b>541,750</b>	<b>579,006</b>	<b>1,057,074</b>	<b>647,750</b>	<b>1,075,458</b>	<b>4,794,718</b>
5000-000	Motor Vehicle In Lieu	11,660	13,682	-	12,000	-	-
5400-000	Sale of Property	16,745	5,481	856	6,000	1,167	-
5020-000	State Reimb - Police Training	4,631	12,673	8,570	8,000	14,700	13,000
5030-000	State Mandated Cost	80	115	62	100	-	-
5071-003	Miscellaneous Grants	60,015	-	263,258	-	500	40,500
5071-005	Non-Federal Grants - Pub. Works	-	(39,951)	414,694	-	-	-
5071-007	Misc Federal Grant	-	-	-	-	-	333,000
5073-001	Grants-Police	-	11,982	23,739	32,000	-	20,000
5073-002	Grants-Fire	-	-	-	-	19,829	-
5077-003	Metro Gold Line Authority	-	3,011	-	-	-	-
5310-001	Fire Interagency Support Reimb	-	-	-	-	-	270,000
<b>Revenue From Other Agencies</b>		<b>93,130</b>	<b>6,993</b>	<b>711,179</b>	<b>58,100</b>	<b>36,195</b>	<b>676,500</b>
5150-001	Business License App Fee	18,393	28,015	17,783	15,000	25,092	15,000
5150-002	Non Sufficient Fund Chg	297	378	340	300	294	300
<b>Current Services-Finance</b>		<b>18,690</b>	<b>28,393</b>	<b>18,123</b>	<b>15,300</b>	<b>25,386</b>	<b>15,300</b>
5200-001	Community Development Misc Fee	305	3,160	7,647	5,000	15,812	20,000
5200-002	Planning Fees	93,555	165,516	126,542	150,000	256,731	800,000
5200-003	Plan Check	261,258	252,652	300,717	265,000	350,361	265,000
5200-004	Building Permits	407,549	461,992	420,639	420,000	399,587	500,000
5200-007	Administrative Citations	400	1,300	700	1,200	1,200	1,200
<b>Current Services-Planning &amp; Building</b>		<b>763,067</b>	<b>884,620</b>	<b>856,245</b>	<b>841,200</b>	<b>1,023,691</b>	<b>1,586,200</b>
5220-001	Engineering Fees - Misc	101,789	107,456	81,445	90,000	159,689	120,000
5220-002	Engineering Plan Check	2,320	1,120	700	1,000	2,786	2,500
5223-000	NPDES	134,313	108,229	136,577	100,000	101,676	140,000
5224-000	Public Works - Filming	-	-	-	-	1,295	-
<b>Current Services-Public Works</b>		<b>238,422</b>	<b>216,805</b>	<b>218,723</b>	<b>191,000</b>	<b>265,446</b>	<b>262,500</b>
5230-001	Police Special Svcs	8,656	2,270	4,036	4,500	10,926	5,000
5230-004	Vehicle Impound Fees	23,210	25,055	34,428	25,000	30,971	25,000
5230-005	Police Svcs - Filming	229,128	242,810	190,960	210,000	207,875	150,000

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
5280-001	Animal Control Fees	1,043	749	893	800	857	800
<b>Current Services-Police</b>		<b>262,036</b>	<b>270,883</b>	<b>230,317</b>	<b>240,300</b>	<b>250,629</b>	<b>180,800</b>
5255-000	Passport Services	9,059	19,175	15,387	20,000	14,730	10,000
<b>Current Services-Library</b>		<b>9,059</b>	<b>19,175</b>	<b>15,387</b>	<b>20,000</b>	<b>14,730</b>	<b>10,000</b>
5260-002	Library Fines	58,700	54,258	48,868	45,000	30,190	-
5260-003	Library Replacements	4,046	4,321	3,609	4,000	2,950	2,000
<b>Current Services-Library</b>		<b>62,745</b>	<b>58,579</b>	<b>52,477</b>	<b>49,000</b>	<b>33,139</b>	<b>2,000</b>
5265-002	Sr. Citizens Classes	23,964	21,392	20,483	28,000	17,436	15,000
5265-003	Sr. Citizens Membership	9,456	8,658	10,430	10,000	8,335	7,000
5265-004	Sr. Citizens Bus Trips	6,850	5,660	3,694	5,750	2,605	1,000
5265-005	Snr. Citizens Center Programs	2,438	3,680	2,150	3,700	1,104	1,000
5265-006	Bingo - Coffee - Med. I.D.	1,258	1,285	1,163	1,500	897	750
5270-001	Camp Med Fees	363,806	409,932	392,712	461,600	238,973	10,000
5270-002	Recreation Classes	165,901	197,722	168,097	200,000	103,906	5,000
5270-003	Special Events	11,067	12,417	10,435	13,900	10,322	-
5270-004	MTA Bus Pass - General	-	2,279	-	-	-	-
5270-005	Park/Field Reservations	63,128	64,778	60,680	65,000	26,035	500
5270-007	Adult Sports	150	-	-	-	-	-
5270-008	Concerts in the Park	10,301	14,550	8,000	14,000	-	-
5270-009	War Memorial Kitchen	2,400	3,300	3,075	3,500	2,500	2,000
<b>Current Services-Community Services</b>		<b>660,718</b>	<b>745,653</b>	<b>680,920</b>	<b>806,950</b>	<b>412,113</b>	<b>42,250</b>
5289-001	Fire Dept - Filming	154,683	160,645	111,685	140,000	113,240	80,000
5289-002	Fire Dept - Plan Check	14,898	18,192	55,018	35,000	57,987	40,000
5289-007	Fire Dept - Inspection	-	-	-	-	56,335	35,000
5290-001	Paramedic Fees	535,971	560,570	609,334	525,000	680,353	625,000
5300-000	Paramedic Subscriptions	19,100	19,595	18,770	20,000	27,880	27,500
5302-000	Fire Command Reimbursements	174,591	14,246	142,129	130,000	23,994	100,000
5305-001	Fire Miscellaneous	-	118,203	73,214	-	110	-
<b>Current-Services-Fire</b>		<b>899,242</b>	<b>891,451</b>	<b>1,010,150</b>	<b>850,000</b>	<b>959,899</b>	<b>907,500</b>
<b>Current-Services-ALL</b>		<b>2,913,979</b>	<b>3,115,558</b>	<b>3,082,342</b>	<b>3,013,750</b>	<b>2,985,033</b>	<b>3,006,550</b>
5420-000	Workers Comp Reimb	34,996	35,297	37,479	35,000	77,299	31,633
5425-000	Gen. Liability Insurance Reimb	278,824	12,892	40,695	20,000	-	370,000
5430-000	Damage to City Property	6,817	92,634	(18,123)	90,000	7,430	2,047
5440-000	Candidate Filing Fee	-	-	100	-	-	-
5460-000	Recycling Revenue	119,810	74,083	39,234	70,000	12,238	11,443
5460-001	Recycling Container	2,626	7,155	19,309	7,000	-	-
5490-000	Cash Over/Short Fin.	0	(1)	54	-	3	50
5490-001	Over/Short - Library	(0)	4	(2)	-	1	1
5490-002	Over/Short - Police	96	101	28	-	42	-
5490-003	Over/Short - Sr. Ctr & Rec	1	-	-	-	-	41
5490-004	Over Short - Senior Center	4	(8)	1	-	12	-
5490-006	Cash Over/Short - Pub. Works	-	-	-	-	68	-
5490-007	Cash Over/Short - Fire	1	-	-	-	-	-
5490-008	Over/Short - Planning/Bldg	-	-	-	-	(890)	-
5501-001	Donations - Misc	51	76	66	-	70	-
5501-003	Donations - Senior Meals	2,962	14,368	29,901	10,000	2,806	2,173
5501-005	Donations - Library	-	7,746	-	-	-	-
5505-000	Miscellaneous	41,357	32,407	105,334	50,000	27,805	22,810
5505-001	Duplication Fees	4,182	3,825	4,979	4,000	7,698	6,728
5510-000	Credit Card Transaction Fee	-	-	-	-	7,358	1,500

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
5550-000	Prior Year Adjustment	(26,522)	(307)	(2,389,820)	-	(15,188)	7,292
<b>Other Revenue</b>		<b>465,204</b>	<b>280,271</b>	<b>(2,130,764)</b>	<b>286,000</b>	<b>126,752</b>	<b>455,719</b>
5610-000	Reimbursement-Sewer Fund	69,022	-	69,022	69,022	-	69,022
5640-000	Reimbursement-Water Fund	414,362	-	414,362	414,362	-	414,362
<b>Reimbursements From Other Funds</b>		<b>483,384</b>	<b>-</b>	<b>483,384</b>	<b>483,384</b>	<b>-</b>	<b>483,384</b>
<b>101 - GENERAL FUND TOTAL</b>		<b>26,356,133</b>	<b>26,556,549</b>	<b>27,058,897</b>	<b>28,601,050</b>	<b>28,076,468</b>	<b>35,279,484</b>
9911-000	Transfers from Other Fund	81,712	-	269,956	95,000	95,000	1,227,250
<b>Transfers In</b>		<b>81,712</b>	<b>-</b>	<b>269,956</b>	<b>95,000</b>	<b>95,000</b>	<b>1,227,250</b>
<b>103 - INSURANCE FUND TOTAL</b>		<b>81,712</b>	<b>-</b>	<b>269,956</b>	<b>95,000</b>	<b>95,000</b>	<b>1,227,250</b>
5505-000	Miscellaneous	-	-	-	-	4,000	-
5550-000	Prior Year Adjustment	-	-	1,300,000	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>1,300,000</b>	<b>-</b>	<b>4,000</b>	<b>-</b>
9911-000	Transfers from Other Fund	3,505,451	-	1,100,000	965,000	965,000	509,948
<b>Transfers In</b>		<b>3,505,451</b>	<b>-</b>	<b>1,100,000</b>	<b>965,000</b>	<b>965,000</b>	<b>509,948</b>
<b>104 - STREET IMPROVEMENTS PROGRAM</b>		<b>3,505,451</b>	<b>-</b>	<b>2,400,000</b>	<b>965,000</b>	<b>969,000</b>	<b>509,948</b>
4800-000	Interest Income	-	2,877	5,823	-	23,208	1,000
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>2,877</b>	<b>5,823</b>	<b>-</b>	<b>23,208</b>	<b>1,000</b>
5550-000	Prior Year Adjustment	-	-	1,006,584	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>1,006,584</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	1,818,931	-	546,000	700,000	700,000	740,000
<b>Transfers In</b>		<b>1,818,931</b>	<b>-</b>	<b>546,000</b>	<b>700,000</b>	<b>700,000</b>	<b>740,000</b>
<b>105 - FACILITIES &amp; EQUIP REPLACEMENT</b>		<b>1,818,931</b>	<b>2,877</b>	<b>1,558,407</b>	<b>700,000</b>	<b>723,208</b>	<b>741,000</b>
4200-000	Sales & Use Tax	477,606	485,507	521,818	540,408	505,425	553,185
<b>Sales Tax</b>		<b>477,606</b>	<b>485,507</b>	<b>521,818</b>	<b>540,408</b>	<b>505,425</b>	<b>553,185</b>
4800-000	Interest Income	10,176	9,528	25,696	8,000	30,002	10,000
4802-000	Gain / Loss on Investments	187	(38)	416	-	391	-
4805-000	Unrealized Gain / Loss	(9,625)	(4,340)	7,894	-	14,595	-
<b>Use of Money &amp; Property</b>		<b>739</b>	<b>5,149</b>	<b>34,006</b>	<b>8,000</b>	<b>44,988</b>	<b>10,000</b>
5266-000	Dial - A - Ride Charges	4,408	4,419	5,079	5,000	2,787	3,000
<b>Charges for Current Services</b>		<b>4,408</b>	<b>4,419</b>	<b>5,079</b>	<b>5,000</b>	<b>2,787</b>	<b>3,000</b>
5500-000	MTA Bus Pass - Senior	(5)	538	4,844	500	3,050	-
5504-000	Prop A - NTD Disc. Incentive	10,452	13,049	-	12,000	12,156	-
5505-000	Miscellaneous	-	1,238	-	-	-	-
5550-000	Prior Year Adjustment	-	-	20	-	-	-
<b>Other Revenue</b>		<b>10,447</b>	<b>14,825</b>	<b>4,864</b>	<b>12,500</b>	<b>15,206</b>	<b>-</b>
<b>205 - LOCAL TRANSIT RETURN "A" TOTAL</b>		<b>493,200</b>	<b>509,900</b>	<b>565,766</b>	<b>565,908</b>	<b>568,406</b>	<b>566,185</b>
4200-000	Sales & Use Tax	395,586	403,270	432,833	448,254	419,251	458,852
<b>Sales Tax</b>		<b>395,586</b>	<b>403,270</b>	<b>432,833</b>	<b>448,254</b>	<b>419,251</b>	<b>458,852</b>
4800-000	Interest Income	7,923	8,506	17,292	6,000	22,104	8,896
4802-000	Gain / Loss on Investments	125	(42)	275	-	296	-
4805-000	Unrealized Gain / Loss	(7,420)	(4,802)	5,210	-	11,047	-
<b>Use of Money &amp; Property</b>		<b>628</b>	<b>3,661</b>	<b>22,777</b>	<b>6,000</b>	<b>33,447</b>	<b>8,896</b>
4460-001	Parking Revenue	37,508	34,387	45,775	-	39,021	40,000
<b>Charges for Current Services</b>		<b>37,508</b>	<b>34,387</b>	<b>45,775</b>	<b>-</b>	<b>39,021</b>	<b>40,000</b>
<b>207 - LOCAL TRANSIT RETURN "C" TOTAL</b>		<b>433,723</b>	<b>441,319</b>	<b>501,385</b>	<b>454,254</b>	<b>491,719</b>	<b>507,748</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4800-000	Interest Income	5,188	9,428	14,255	4,000	10,843	6,412
4802-000	Gain / Loss on Investments	106	(44)	207	-	107	-
4805-000	Unrealized Gain / Loss	(5,172)	(5,506)	3,920	-	3,990	-
<b>Use of Money &amp; Property</b>		<b>122</b>	<b>3,878</b>	<b>18,382</b>	<b>4,000</b>	<b>14,940</b>	<b>6,412</b>
5077-041	MTA Grant - Ped. Improv. - LTF	452,924	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>452,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>208 - TEA/MEIRO TOTAL</b>		<b>453,046</b>	<b>3,878</b>	<b>18,382</b>	<b>4,000</b>	<b>14,940</b>	<b>6,412</b>
4800-000	Interest Income	34,189	33,576	112,962	30,000	124,084	60,000
4802-000	Gain / Loss on Investments	542	(170)	2,025	-	1,609	-
4805-000	Unrealized Gain / Loss	(32,479)	(18,990)	38,383	-	60,000	-
<b>Use of Money &amp; Property</b>		<b>2,252</b>	<b>14,416</b>	<b>153,370</b>	<b>30,000</b>	<b>185,693</b>	<b>60,000</b>
5310-000	Sewer Service Charges	1,565,785	1,608,945	1,627,051	1,600,000	1,917,047	1,981,763
5315-000	Penalty - Sewer	4,800	5,406	5,978	5,000	3,071	5,000
5335-000	Water Impact Fees	12,774	-	(160,907)	-	-	-
<b>Charges for Current Services</b>		<b>1,583,359</b>	<b>1,614,351</b>	<b>1,472,121</b>	<b>1,605,000</b>	<b>1,920,118</b>	<b>1,986,763</b>
5505-000	Miscellaneous	-	16,996	-	-	-	-
5550-000	Prior Year Adjustment	-	(16,996)	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>210 - SEWER TOTAL</b>		<b>1,585,611</b>	<b>1,628,767</b>	<b>1,625,491</b>	<b>1,635,000</b>	<b>2,105,811</b>	<b>2,046,763</b>
5071-006	Federal Grant - Rogan HR 5394	337	-	108	-	-	-
<b>Revenue From Other Agencies</b>		<b>337</b>	<b>-</b>	<b>108</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>211 - CTC TRAFFIC IMPROVEMENT TOTAL</b>		<b>337</b>	<b>-</b>	<b>108</b>	<b>-</b>	<b>-</b>	<b>-</b>
4100-000	Street Light Assessments	892,361	890,227	893,205	900,000	885,503	880,000
<b>Assessments &amp; Special Taxes</b>		<b>892,361</b>	<b>890,227</b>	<b>893,205</b>	<b>900,000</b>	<b>885,503</b>	<b>880,000</b>
4800-000	Interest Income	-	2,509	5,018	2,000	3,834	4,837
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>2,509</b>	<b>5,018</b>	<b>2,000</b>	<b>3,834</b>	<b>4,837</b>
5430-000	Damage to City Property	4,310	16,135	-	-	-	-
5501-012	Donations - Tree Dedications	55,370	14,475	4,476	10,000	11,727	5,000
<b>Other Revenue</b>		<b>59,680</b>	<b>30,610</b>	<b>4,476</b>	<b>10,000</b>	<b>11,727</b>	<b>5,000</b>
9911-000	Transfers from Other Fund	100,000	-	25,000	150,597	-	-
<b>Transfers In</b>		<b>100,000</b>	<b>-</b>	<b>25,000</b>	<b>150,597</b>	<b>-</b>	<b>-</b>
<b>215 - STREET LIGHT &amp; LANDSCAPE TOTAL</b>		<b>1,052,041</b>	<b>923,345</b>	<b>927,698</b>	<b>1,062,597</b>	<b>901,064</b>	<b>889,837</b>
4800-000	Interest Income	-	708	2,811	500	2,398	1,825
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>708</b>	<b>2,811</b>	<b>500</b>	<b>2,398</b>	<b>1,825</b>
5250-000	PEG Fees	19,180	12,067	7,104	13,000	23,744	18,000
<b>Revenue From Other Agencies</b>		<b>19,180</b>	<b>12,067</b>	<b>7,104</b>	<b>13,000</b>	<b>23,744</b>	<b>18,000</b>
<b>217 - PUBLIC, EDUC., &amp; GOV'T. TOTAL</b>		<b>19,180</b>	<b>12,775</b>	<b>9,915</b>	<b>13,500</b>	<b>26,142</b>	<b>19,825</b>
4800-000	Interest Income	1,730	1,469	3,621	1,500	3,285	1,739
4802-000	Gain / Loss on Investments	51	(4)	58	-	36	-
4805-000	Unrealized Gain / Loss	(1,638)	(461)	1,097	-	1,326	-
<b>Use of Money &amp; Property</b>		<b>144</b>	<b>1,005</b>	<b>4,776</b>	<b>1,500</b>	<b>4,646</b>	<b>1,739</b>
5082-000	AB 2766 (SCAQMD) Fees	33,238	33,211	33,784	33,200	33,136	33,200
<b>Revenue From Other Agencies</b>		<b>33,238</b>	<b>33,211</b>	<b>33,784</b>	<b>33,200</b>	<b>33,136</b>	<b>33,200</b>
<b>218 - CLEAN AIR ACT TOTAL</b>		<b>33,381</b>	<b>34,215</b>	<b>38,561</b>	<b>34,700</b>	<b>37,782</b>	<b>34,939</b>



## Revenue Detail

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Estimated 2018/19	Proposed 2019/20
5535-000	Loader Fee - Athens	-	-	65,000	-	-	-
<b>Other Revenue</b>		-	-	<b>65,000</b>	-	-	-
9911-000	Transfers from Other Fund	58,083	-	-	-	-	-
<b>Transfers In</b>		<b>58,083</b>	-	-	-	-	-
<b>230 - STATE GAS TAX TOTAL</b>		<b>639,987</b>	<b>497,462</b>	<b>623,063</b>	<b>670,605</b>	<b>527,912</b>	<b>552,619</b>
5084-006	County Park Bond - (Prop A)	-	309,028	-	400,000	-	100,000
5084-008	County Park Bond - Maint	125,882	-	30,437	-	-	63,500
<b>Revenue From Other Agencies</b>		<b>125,882</b>	<b>309,028</b>	<b>30,437</b>	<b>400,000</b>	-	<b>163,500</b>
<b>232 - COUNTY PARK BOND TOTAL</b>		<b>125,882</b>	<b>309,028</b>	<b>30,437</b>	<b>400,000</b>	-	<b>163,500</b>
4200-000	Sales & Use Tax	292,258	297,193	301,630	316,493	329,789	336,191
<b>Sales Tax</b>		<b>292,258</b>	<b>297,193</b>	<b>301,630</b>	<b>316,493</b>	<b>329,789</b>	<b>336,191</b>
4800-000	Interest Income	8,266	12,436	12,498	-	1,488	10,000
4802-000	Gain / Loss on Investments	665	283	(49)	-	-	-
4805-000	Unrealized Gain / Loss	1,868	(14,190)	(5,532)	-	-	-
<b>Use of Money &amp; Property</b>		<b>10,799</b>	<b>(1,471)</b>	<b>6,917</b>	-	<b>1,488</b>	<b>10,000</b>
<b>233 - MEASURE R TOTAL</b>		<b>303,057</b>	<b>295,722</b>	<b>308,546</b>	<b>316,493</b>	<b>331,277</b>	<b>346,191</b>
4200-000	Sales & Use Tax	-	-	273,345	358,685	369,893	381,016
<b>Sales Tax</b>		-	-	<b>273,345</b>	<b>358,685</b>	<b>369,893</b>	<b>381,016</b>
4800-000	Interest Income	-	-	1,276	-	364	-
4802-000	Gain / Loss on Investments	-	-	(3)	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(396)	-	-	-
<b>Use of Money &amp; Property</b>		-	-	<b>877</b>	-	<b>364</b>	-
<b>236 - MEASURE M TOTAL</b>		-	-	<b>274,222</b>	<b>358,685</b>	<b>370,257</b>	<b>381,016</b>
5070-000	State Gas Tax - SB1	-	-	152,302	431,624	413,028	886,120
<b>Sales Tax</b>		-	-	<b>152,302</b>	<b>431,624</b>	<b>413,028</b>	<b>886,120</b>
4800-000	Interest Income	-	-	212	-	135	-
<b>Use of Money &amp; Property</b>		-	-	<b>212</b>	-	<b>135</b>	-
<b>237 - ROAD MAINT. &amp; REHAB. ACCT. TOTAL</b>		-	-	<b>152,514</b>	<b>431,624</b>	<b>413,163</b>	<b>886,120</b>
5071-014	MSRC Grant	-	30,000	-	-	-	-
<b>Revenue From Other Agencies</b>		-	<b>30,000</b>	-	-	-	-
9911-000	Transfers from Other Fund	90,539	-	-	-	-	-
<b>Transfers In</b>		<b>90,539</b>	-	-	-	-	-
<b>238 - MSRC GRANT TOTAL</b>		<b>90,539</b>	<b>30,000</b>	-	-	-	-
5071-003	Miscellaneous Grant	-	-	-	-	-	260,000
<b>Revenue From Other Agencies</b>		-	-	-	-	-	<b>260,000</b>
9911-000	Transfers from Other Fund	-	-	-	-	-	-
<b>Transfers In</b>		-	-	-	-	-	-
<b>239 - MEASURE W TOTAL</b>		-	-	-	-	-	<b>260,000</b>
4200-000	Sales & Use Tax	-	-	-	-	-	950,000
<b>Sales Tax</b>		-	-	-	-	-	<b>950,000</b>
<b>240 - MEASURE MMSP TOTAL</b>		-	-	-	-	-	<b>950,000</b>
4800-000	Interest Income	-	8	0	-	-	-
4802-000	Gain / Loss on Investments	-	(0)	-	-	-	-
4805-000	Unrealized Gain / Loss	-	4	(0)	-	-	-
<b>Use of Money &amp; Property</b>		-	<b>12</b>	<b>0</b>	-	-	-
5035-000	SB 821 State Grants	-	11,205	-	17,630	-	19,396
<b>Revenue From Other Agencies</b>		-	<b>11,205</b>	-	<b>17,630</b>	-	<b>19,396</b>
<b>245 - BIKE &amp; PEDESTRIAN PATHS TOTAL</b>		-	<b>11,217</b>	<b>0</b>	<b>17,630</b>	-	<b>19,396</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4800-000	Interest Income	-	535	1,380	500	85	500
<b>Use of Money &amp; Property</b>		-	<b>535</b>	<b>1,380</b>	<b>500</b>	<b>85</b>	<b>500</b>
5412-000	Business Improvement Tax	129,108	113,120	61,654	110,600	53,771	55,790
5412-001	BIT - Filming Permits	36,127	31,329	29,747	30,000	26,615	22,240
<b>Other Revenue</b>		<b>165,235</b>	<b>144,448</b>	<b>91,401</b>	<b>140,600</b>	<b>80,386</b>	<b>78,030</b>
<b>220 - BUSINESS IMPROVEMENT TAX TOTAL</b>		<b>165,235</b>	<b>144,984</b>	<b>92,781</b>	<b>141,100</b>	<b>80,471</b>	<b>78,530</b>
4800-000	Interest Income	-	327	1,239	-	966	700
<b>Use of Money &amp; Property</b>		-	<b>327</b>	<b>1,239</b>	-	<b>966</b>	<b>700</b>
<b>223 - GOLD LINE MITIGATION FUND TOTAL</b>		-	<b>327</b>	<b>1,239</b>	-	<b>966</b>	<b>700</b>
4875-000	Rental - MMV Parking	990	9,096	(3,440)	25,000	3,685	-
<b>Use of Money &amp; Property</b>		<b>990</b>	<b>9,096</b>	<b>(3,440)</b>	<b>25,000</b>	<b>3,685</b>	-
<b>226 - MISSION MERIDIAN PUBLIC GARAGE'</b>		<b>990</b>	<b>9,096</b>	<b>(3,440)</b>	<b>25,000</b>	<b>3,685</b>	-
4800-000	Interest Income	706	2,314	4,398	-	4	-
4802-000	Gain / Loss on Investments	1	1	-	-	-	-
4880-000	Rental - Nursery Property	12,000	-	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>12,707</b>	<b>2,314</b>	<b>4,398</b>	-	<b>4</b>	-
9911-000	Transfers from Other Fund	188,458	196,004	195,617	197,900	197,900	194,500
<b>Transfers In</b>		<b>188,458</b>	<b>196,004</b>	<b>195,617</b>	<b>197,900</b>	<b>197,900</b>	<b>194,500</b>
<b>227 - SA-CRA TOTAL</b>		<b>201,165</b>	<b>198,318</b>	<b>200,014</b>	<b>197,900</b>	<b>197,904</b>	<b>194,500</b>
4800-000	Interest Income	433	619	1,719	-	1,868	800
4802-000	Gain / Loss on Investments	8	(2)	27	-	24	-
4805-000	Unrealized Gain / Loss	(413)	(286)	506	-	894	-
4810-000	Rental - Arroyo House	8,748	7,290	8,569	8,748	5,013	9,876
4880-000	Rental - Nursery Property	-	12,000	11,000	12,000	12,000	12,000
<b>Use of Money &amp; Property</b>		<b>8,776</b>	<b>19,621</b>	<b>21,821</b>	<b>20,748</b>	<b>19,800</b>	<b>22,676</b>
<b>228 - HOUSING AUTHORITY TOTAL</b>		<b>8,776</b>	<b>19,621</b>	<b>21,821</b>	<b>20,748</b>	<b>19,800</b>	<b>22,676</b>
4800-000	Interest Income	13,504	13,152	25,064	10,000	24,463	10,000
4802-000	Gain / Loss on Investments	289	(54)	387	-	304	-
4805-000	Unrealized Gain / Loss	(13,566)	(5,930)	7,343	-	11,354	-
<b>Use of Money &amp; Property</b>		<b>227</b>	<b>7,168</b>	<b>32,794</b>	<b>10,000</b>	<b>36,121</b>	<b>10,000</b>
5038-000	State Gas Tax - 2103	69,470	101,219	87,016	111,074	180,969	232,670
5039-000	State Gas Tax - 2105	146,249	141,050	142,910	144,905	133,878	150,848
5040-000	State Gas Tax - 2106	90,096	89,509	90,024	90,359	80,727	89,452
5050-000	State Gas Tax - 2107	185,420	183,568	179,725	190,281	169,046	180,092
5060-000	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - SB1	-	29,548	29,373	-	29,505	-
<b>Revenue From Other Agencies</b>		<b>497,236</b>	<b>550,895</b>	<b>535,049</b>	<b>542,619</b>	<b>600,126</b>	<b>659,062</b>
5535-000	Loader Fee - Athens	-	65,000	-	-	-	-
<b>Other Revenue</b>		-	<b>65,000</b>	-	-	-	-
<b>230 - STATE GAS TAX TOTAL</b>		<b>497,463</b>	<b>623,063</b>	<b>567,843</b>	<b>552,619</b>	<b>636,247</b>	<b>669,062</b>
4800-000	Interest Income	-	-	2,108	-	-	2,500
<b>Use of Money &amp; Property</b>		-	-	<b>2,108</b>	-	-	<b>2,500</b>

## Revenue Detail

5084-006	County Park Bond - (Prop A)	309,028	-	-	100,000	33,014	33,014
5084-008	County Park Bond - Maint	-	30,437	41,294	63,500	4,553	4,553
<b>Revenue From Other Agencies</b>		<b>309,028</b>	<b>30,437</b>	<b>41,294</b>	<b>163,500</b>	<b>37,567</b>	<b>37,567</b>
<b>232 - COUNTY PARK BOND TOTAL</b>		<b>309,028</b>	<b>30,437</b>	<b>43,402</b>	<b>163,500</b>	<b>37,567</b>	<b>40,067</b>
4200-000	Sales & Use Tax	297,193	301,630	324,718	336,191	313,988	344,175
<b>Sales Tax</b>		<b>297,193</b>	<b>301,630</b>	<b>324,718</b>	<b>336,191</b>	<b>313,988</b>	<b>344,175</b>
4800-000	Interest Income	12,436	12,498	25,381	10,000	29,154	10,000
4802-000	Gain / Loss on Investments	283	(49)	409	-	364	-
4805-000	Unrealized Gain / Loss	(14,190)	(5,532)	7,746	-	13,581	-
<b>Use of Money &amp; Property</b>		<b>(1,471)</b>	<b>6,917</b>	<b>33,536</b>	<b>10,000</b>	<b>43,099</b>	<b>10,000</b>
<b>233 - MEASURE R TOTAL</b>		<b>295,722</b>	<b>308,546</b>	<b>358,255</b>	<b>346,191</b>	<b>357,087</b>	<b>354,175</b>
4200-000	Sales & Use Tax	-	273,345	365,736	381,016	353,424	390,024
<b>Sales Tax</b>		<b>-</b>	<b>273,345</b>	<b>365,736</b>	<b>381,016</b>	<b>353,424</b>	<b>390,024</b>
4800-000	Interest Income	-	1,276	14,543	-	21,705	7,000
4802-000	Gain / Loss on Investments	-	(3)	271	-	300	-
4805-000	Unrealized Gain / Loss	-	(396)	5,145	-	11,190	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>877</b>	<b>19,960</b>	<b>-</b>	<b>33,195</b>	<b>7,000</b>
<b>236 - MEASURE M TOTAL</b>		<b>-</b>	<b>274,222</b>	<b>385,695</b>	<b>381,016</b>	<b>386,619</b>	<b>397,024</b>
5070-000	State Gas Tax - SB1	-	152,302	490,158	886,120	454,560	495,685
<b>Sales Tax</b>		<b>-</b>	<b>152,302</b>	<b>490,158</b>	<b>886,120</b>	<b>454,560</b>	<b>495,685</b>
4800-000	Interest Income	-	212	11,744	-	23,442	7,000
4802-000	Gain / Loss on Investments	-	-	267	-	338	-
4805-000	Unrealized Gain / Loss	-	-	5,057	-	12,606	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>212</b>	<b>17,067</b>	<b>-</b>	<b>36,386</b>	<b>7,000</b>
<b>237 - ROAD MAINT. &amp; REHAB. ACCT. TOTAL</b>		<b>-</b>	<b>152,514</b>	<b>507,225</b>	<b>886,120</b>	<b>490,946</b>	<b>502,685</b>
5071-014	MSRC Grant	30,000	-	134,182	-	-	-
<b>Revenue From Other Agencies</b>		<b>30,000</b>	<b>-</b>	<b>134,182</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>238 - MSRC GRANT TOTAL</b>		<b>30,000</b>	<b>-</b>	<b>134,182</b>	<b>-</b>	<b>-</b>	<b>-</b>
5071-003	Miscellaneous Grant	-	-	-	260,000	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>260,000</b>	<b>-</b>	<b>-</b>
<b>239 - MEASURE W TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>260,000</b>	<b>-</b>	<b>-</b>
4200-000	Sales & Use Tax	-	-	-	950,000	-	-
<b>Sales Tax</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>	<b>-</b>	<b>-</b>
<b>240 - MEASURE M MSP TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>	<b>-</b>	<b>-</b>
5230-007	Homeless Outreach Service	-	-	-	-	12,394	12,394
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,394</b>	<b>12,394</b>
<b>241 - MEASURE H TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,394</b>	<b>12,394</b>
4800-000	Interest Income	8	0	0	-	0	-
4805-000	Unrealized Gain / Loss	4	(0)	0	-	-	-
<b>Use of Money &amp; Property</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
5035-000	SB 821 State Grants	11,205	-	22,735	19,396	48,280	-
<b>Revenue From Other Agencies</b>		<b>11,205</b>	<b>-</b>	<b>22,735</b>	<b>19,396</b>	<b>48,280</b>	<b>-</b>
<b>245 - BIKE &amp; PEDESTRIAN PATHS TOTAL</b>		<b>11,217</b>	<b>0</b>	<b>22,735</b>	<b>19,396</b>	<b>48,280</b>	<b>-</b>
5071-017	Mission St. Bikeway-BTA Grant	28,142	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>28,142</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>248 - BTA GRANTS TOTAL</b>		<b>28,142</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5071-045	MSRC Grant - Golden Streets	-	258,691	-	-	-	-
5077-045	Metro Grant - Golden Streets	524,099	-	-	-	-	332,000
<b>Revenue From Other Agencies</b>		<b>524,099</b>	<b>258,691</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>332,000</b>
<b>249 - GOLDEN STREETS GRANT TOTAL</b>		<b>524,099</b>	<b>258,691</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>332,000</b>
4800-000	Interest Income	3,433	4,346	11,469	2,000	12,354	5,000
4802-000	Gain / Loss on Investments	63	(19)	179	-	157	-
4805-000	Unrealized Gain / Loss	(3,341)	(1,989)	3,398	-	5,848	-
<b>Use of Money &amp; Property</b>		<b>154</b>	<b>2,339</b>	<b>15,046</b>	<b>2,000</b>	<b>18,360</b>	<b>5,000</b>
5215-000	Growth Requirement - Residen	48,983	70,752	55,744	60,000	27,995	45,000
5216-000	Growth Requiremnt - Comm/Indus	1,731	13,955	661	-	6,303	5,000
<b>Charges for Current Services</b>		<b>50,714</b>	<b>84,707</b>	<b>56,405</b>	<b>60,000</b>	<b>34,298</b>	<b>50,000</b>
<b>255 - CAPITAL GROWTH TOTAL</b>		<b>50,868</b>	<b>87,046</b>	<b>71,451</b>	<b>62,000</b>	<b>52,658</b>	<b>55,000</b>
5075-032	Sr. Program - D99575	18,337	17,970	17,995	18,000	-	24,998
5075-049	ADA Sidewalk	116,117	143,601	115,076	120,000	-	216,567
<b>Revenue From Other Agencies</b>		<b>134,454</b>	<b>161,571</b>	<b>133,071</b>	<b>138,000</b>	<b>-</b>	<b>241,565</b>
5501-003	Donations - Senior Meals	29,149	25,248	10,409	25,000	30,719	20,000
5550-000	Prior Year Adjustment	-	-	2,437	-	-	-
<b>Other Revenue</b>		<b>29,149</b>	<b>25,248</b>	<b>12,846</b>	<b>25,000</b>	<b>30,719</b>	<b>20,000</b>
<b>260 - CDBG TOTAL</b>		<b>163,603</b>	<b>186,819</b>	<b>145,917</b>	<b>163,000</b>	<b>30,719</b>	<b>261,565</b>
4800-000	Interest Income	61	35	136	-	1,394	50
4802-000	Gain / Loss on Investments	1	(0)	-	-	38	-
4805-000	Unrealized Gain / Loss	(60)	(22)	-	-	1,408	-
<b>Use of Money &amp; Property</b>		<b>2</b>	<b>13</b>	<b>136</b>	<b>-</b>	<b>2,839</b>	<b>50</b>
5075-001	Asset Forfeiture - DOJ	-	-	4,469	-	140,941	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>4,469</b>	<b>-</b>	<b>140,941</b>	<b>-</b>
<b>270 - ASSET FORFEITURE TOTAL</b>		<b>2</b>	<b>13</b>	<b>4,604</b>	<b>-</b>	<b>143,780</b>	<b>50</b>
4800-000	Interest Income	1,628	1,503	5,464	-	8,017	2,500
4802-000	Gain / Loss on Investments	8	(7)	86	-	110	-
4805-000	Unrealized Gain / Loss	(1,516)	(803)	1,622	-	4,105	-
<b>Use of Money &amp; Property</b>		<b>121</b>	<b>693</b>	<b>7,172</b>	<b>-</b>	<b>12,231</b>	<b>2,500</b>
5005-000	State Grant - COPS (AB3229)	168,740	148,747	100,000	100,000	155,948	100,000
<b>Revenue From Other Agencies</b>		<b>168,740</b>	<b>148,747</b>	<b>100,000</b>	<b>100,000</b>	<b>155,948</b>	<b>100,000</b>
<b>272 - POLICE GRANTS - STATE TOTAL</b>		<b>168,861</b>	<b>149,439</b>	<b>107,172</b>	<b>100,000</b>	<b>168,179</b>	<b>102,500</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4800-000	Interest Income	23	-	-	-	-	-
4802-000	Gain / Loss on Investments	3	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(31)	-	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>(5)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>273 - POLICE SUBVENTIONS - CLEEP TOTAL</b>		<b>(5)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	-	-	-	-	67	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67</b>	<b>-</b>
5036-000	Homeland Security Grant	-	-	4,319	-	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>4,319</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>274 - HOMELAND SECURITY GRANT TOTAL</b>		<b>-</b>	<b>-</b>	<b>4,319</b>	<b>-</b>	<b>67</b>	<b>-</b>
4800-000	Interest Income	-	2,434	9,367	-	9,414	6,000
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>2,434</b>	<b>9,367</b>	<b>-</b>	<b>9,414</b>	<b>6,000</b>
5200-008	Park Impact Fees	76,588	156,380	164,071	75,000	187,167	160,000
<b>Charges for Current Services</b>		<b>76,588</b>	<b>156,380</b>	<b>164,071</b>	<b>75,000</b>	<b>187,167</b>	<b>160,000</b>
<b>275 - PARK IMPACT FEE</b>		<b>76,588</b>	<b>156,380</b>	<b>164,071</b>	<b>75,000</b>	<b>196,581</b>	<b>166,000</b>
4800-000	Interest Income	-	-	-	-	78	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>78</b>	<b>-</b>
5071-015	Historic Preservation Grant	-	-	5,000	-	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>276 - HISTORIC PRESERVATION GRANT TC</b>		<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>78</b>	<b>-</b>
5071-001	Miscellaneous Grant - State	-	-	-	-	-	150,000
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>277 - HSIP GRANT TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
5071-016	HSIP Grant	7,195	25,163	900	-	-	-
<b>Revenue From Other Agencies</b>		<b>7,195</b>	<b>25,163</b>	<b>900</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>277 - HSIP GRANT TOTAL</b>		<b>7,195</b>	<b>25,163</b>	<b>900</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	2,678	1,594	254	1,500	154	2,000
4802-000	Gain / Loss on Investments	79	(6)	2	-	2	-
4805-000	Unrealized Gain / Loss	(3,036)	(1,117)	46	-	71	-
<b>Use of Money &amp; Property</b>		<b>(278)</b>	<b>471</b>	<b>302</b>	<b>1,500</b>	<b>227</b>	<b>2,000</b>
5275-001	Green Fees / Mini Golf	605,775	700,201	738,026	744,500	642,207	774,500
5275-002	Range	269,987	299,328	351,477	340,650	312,210	385,000
5275-003	Golf Shop	51,626	53,747	62,538	72,650	51,627	46,888
5275-004	Food	101,083	99,679	75,399	155,845	41,475	91,122
5275-005	Filming	73,499	13,560	28,375	66,050	27,364	55,900
<b>Charges for Current Services</b>		<b>1,101,971</b>	<b>1,166,516</b>	<b>1,255,814</b>	<b>1,379,695</b>	<b>1,074,883</b>	<b>1,353,410</b>
<b>295-ARROYO SECO GOLF COURSE</b>		<b>1,101,693</b>	<b>1,166,987</b>	<b>1,256,116</b>	<b>1,381,195</b>	<b>1,075,110</b>	<b>1,355,410</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4800-000	Interest Income	167	-	5,118	-	-	2,500
4802-000	Gain / Loss on Investments	(2)	-	155	-	-	-
4805-000	Unrealized Gain / Loss	141	-	2,937	-	-	-
<b>Use of Money &amp; Property</b>		<b>305</b>	<b>-</b>	<b>8,210</b>	<b>-</b>	<b>-</b>	<b>2,500</b>
9911-000	Transfers from Other Fund	-	169,250	160,000	325,000	-	425,808
<b>Transfers In</b>		<b>-</b>	<b>169,250</b>	<b>160,000</b>	<b>325,000</b>	<b>-</b>	<b>425,808</b>
<b>310 - SEWER CAPITAL PROJECTS TOTAL</b>		<b>305</b>	<b>169,250</b>	<b>168,210</b>	<b>325,000</b>	<b>-</b>	<b>428,308</b>
4800-000	Interest Income	12,274	7,325	77	7,000	9,453	-
4802-000	Gain / Loss on Investments	253	(49)	1	-	291	-
4805-000	Unrealized Gain / Loss	(11,550)	(5,551)	22	-	10,839	-
<b>Use of Money &amp; Property</b>		<b>977</b>	<b>8,825</b>	<b>27,684</b>	<b>27,583</b>	<b>20,583</b>	<b>-</b>
9911-000	Transfers from Other Fund	901,436	-	-	-	-	-
<b>Transfers In</b>		<b>901,436</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>327 - 2000 TAX ALLOCATION BONDS TOTA</b>		<b>902,413</b>	<b>1,725</b>	<b>100</b>	<b>7,000</b>	<b>20,583</b>	<b>-</b>
4800-000	Interest Income	113,751	111,811	175,722	100,000	29,375	70,000
4802-000	Gain / Loss on Investments	2,682	(350)	1,911	-	-	-
4805-000	Unrealized Gain / Loss	(112,863)	(42,289)	36,224	-	-	-
<b>Use of Money &amp; Property</b>		<b>3,569</b>	<b>69,172</b>	<b>213,857</b>	<b>100,000</b>	<b>29,375</b>	<b>70,000</b>
5320-000	Water Sales	8,285,465	9,270,664	8,968,934	10,301,172	10,750,745	11,359,152
5325-000	Standby Service Charge	-	14,970	13,040	14,000	19,916	20,000
5370-000	Penalty - Water/Rubbish	63,488	72,428	65,684	70,000	16,256	30,000
5327-000	Efficiency Fee	191,831	211,240	-	-	103,157	-
5330-000	Private Fire Service	32,302	32,919	32,844	33,000	98,775	26,000
5335-000	Water Impact Fees	295,293	24,723	160,907	-	-	-
<b>Charges for Current Services</b>		<b>8,868,379</b>	<b>9,626,945</b>	<b>9,241,408</b>	<b>10,418,172</b>	<b>10,988,849</b>	<b>11,435,152</b>
5360-000	Rubbish Clearing	-	-	386	-	(10,122)	-
5400-000	Sale of Property	-	14,294	(15,056)	-	-	-
5430-000	Damage to City Property	763	-	-	-	-	-
5505-000	Miscellaneous	210	(1,002)	(186)	-	-	-
5510-000	Misc Service Revenue	2,962	3,470	5,089	3,000	13,037	5,000
5525-000	Yard Waste	-	(153)	110	-	-	-
5530-000	Rubbish Billing Fees	81,672	54,575	-	75,000	-	-
5540-000	Service Fees	15,402	6,324	11,542	15,000	18,480	25,000
5550-000	Prior Year Adjustment	(41,474)	(339,444)	(810,615)	-	-	-
5560-000	Sewer Billing Fees	48,429	49,761	50,321	50,000	23,006	50,000
<b>Other Revenue</b>		<b>107,964</b>	<b>(212,175)</b>	<b>(758,408)</b>	<b>143,000</b>	<b>44,401</b>	<b>80,000</b>
5071-007	Water Quality Authority	-	-	589,000	-	-	-
5071-019	Federal Grant - EPA	-	200,167	-	-	-	-
5586-000	Loan Proceeds	-	-	-	5,900,000	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>200,167</b>	<b>589,000</b>	<b>5,900,000</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	9,817,440	2,813,432	-	-	-	500,000
<b>Transfers In</b>		<b>9,817,440</b>	<b>2,813,432</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>
<b>500 - WATER TOTAL</b>		<b>18,797,351</b>	<b>12,497,541</b>	<b>9,285,857</b>	<b>16,561,172</b>	<b>11,062,625</b>	<b>12,085,152</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
9911-000	Transfers from Other Fund	-	500,000	-	-	-	-
<b>Transfers In</b>		-	<b>500,000</b>	-	-	-	-
<b>502 - WATER RATE STABILIZATION FUND</b>		-	<b>500,000</b>	-	-	-	-
4800-000	Interest Income	-	-	-	-	13,883	-
<b>Use of Money &amp; Property</b>		-	-	-	-	<b>13,883</b>	-
5327-000	Efficiency Fee	-	-	191,737	207,155	109,528	206,069
<b>Charges for Current Services</b>		-	-	<b>191,737</b>	<b>207,155</b>	<b>109,528</b>	<b>206,069</b>
5550-000	Prior Year Adjustment	-	-	787,097	-	-	-
<b>Other Revenue</b>		-	-	<b>787,097</b>	-	-	-
<b>503 - WATER EFFICIENCY FUND</b>		-	-	<b>978,834</b>	<b>207,155</b>	<b>123,411</b>	<b>206,069</b>
4800-000	Interest Income	-	4,511	2,677	-	-	-
<b>Use of Money &amp; Property</b>		-	<b>4,511</b>	<b>2,677</b>	-	-	-
9911-000	Transfers from Other Fund	10,937,093	2,607,863	2,434,558	1,564,238	1,564,238	2,442,838
<b>Transfers In</b>		<b>10,937,093</b>	<b>2,607,863</b>	<b>2,434,558</b>	<b>1,564,238</b>	<b>1,564,238</b>	<b>2,442,838</b>
<b>505 - 2016 WATER REVENUE BONDS TOTAL</b>		<b>10,937,093</b>	<b>2,612,374</b>	<b>2,437,235</b>	<b>1,564,238</b>	<b>1,564,238</b>	<b>2,442,838</b>
4800-000	Interest Income	-	-	-	-	23,940	-
<b>Use of Money &amp; Property</b>		-	-	-	-	<b>23,940</b>	-
<b>506 - SRF LOAN - WATER TOTAL</b>		-	-	-	-	<b>23,940</b>	-
4800-000	Interest Income	-	6,611	13,812	-	13,182	10,000
4802-000	Gain / Loss on Investments	-	(21)	-	-	-	-
4805-000	Unrealized Gain / Loss	-	(2,842)	-	-	-	-
<b>Use of Money &amp; Property</b>		-	<b>3,747</b>	<b>13,812</b>	-	<b>13,182</b>	<b>10,000</b>
5335-000	Water Impact Fees	-	252,233	187,650	250,000	(25,955)	79,444
5336-000	Sewer Impact Fees	-	23,496	8,549	20,000	17,252	18,000
<b>Charges for Current Services</b>		-	<b>275,729</b>	<b>196,199</b>	<b>270,000</b>	<b>(8,703)</b>	<b>97,444</b>
5550-000	Prior Year Adjustment	-	356,440	-	-	-	-
<b>Other Revenue</b>		-	<b>356,440</b>	-	-	-	-
<b>510 - WATER &amp; SEWER IMPACT FEES TOTAL</b>		-	<b>635,916</b>	<b>210,011</b>	<b>270,000</b>	<b>4,479</b>	<b>107,444</b>
4800-000	Interest Income	5	234	-	-	-	-
4802-000	Gain / Loss on Investments	(8,656)	-	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>(8,652)</b>	<b>234</b>	-	-	-	-
9911-000	Transfers from Other Fund	1,818,269	-	658,018	-	-	-
9912-000	Transfers from Other Fund	554,285	453,334	-	166,788	166,788	556,188
<b>Transfers In</b>		<b>2,372,554</b>	<b>453,334</b>	<b>658,018</b>	<b>166,788</b>	<b>166,788</b>	<b>556,188</b>
<b>550 - PUBLIC FINANCING TOTAL</b>		<b>2,363,903</b>	<b>453,568</b>	<b>658,018</b>	<b>166,788</b>	<b>166,788</b>	<b>556,188</b>
4800-000	Interest Income	-	871	3,077	-	1,987	-
<b>Use of Money &amp; Property</b>		-	<b>871</b>	<b>3,077</b>	-	<b>1,987</b>	-
4000-000	Property Tax - Current Secured	211,324	194,258	191,735	197,900	168,950	194,500
<b>Property Tax</b>		<b>211,324</b>	<b>195,129</b>	<b>194,812</b>	<b>197,900</b>	<b>170,937</b>	<b>194,500</b>
<b>927 - REDEV. OBLIGATIONS TOTAL</b>		<b>211,324</b>	<b>195,129</b>	<b>194,812</b>	<b>197,900</b>	<b>170,937</b>	<b>194,500</b>
<b>CITYWIDE TOTAL</b>		<b>72,685,776</b>	<b>50,973,228</b>	<b>53,008,313</b>	<b>59,155,047</b>	<b>51,085,677</b>	<b>62,544,226</b>

## Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21
101	Wages & Benefits	17,463,418	17,867,122	17,615,843	19,973,899	19,651,192	20,364,414
101	Operations & Maintenance	5,542,055	5,640,790	6,436,170	6,528,755	6,270,913	7,848,596
101	Capital Outlay	163,598	126,193	405,680	133,600	96,585	126,500
101	Other Expenses	-	-	-	-	-	-
101	Transfer Out	5,473,409	-	1,860,956	1,910,597	1,910,597	2,477,198
101	Capital Projects	483,614	1,654,749	213,344	-	-	-
	<b>101 - General Fund Total</b>	<b>29,126,094</b>	<b>25,288,854</b>	<b>26,531,994</b>	<b>28,546,851</b>	<b>27,929,286</b>	<b>30,816,708</b>
103	Operations & Maintenance	82,306	229,942	306,906	95,000	374,639	1,227,250
	<b>103 - Insurance Fund Total</b>	<b>82,306</b>	<b>229,942</b>	<b>306,906</b>	<b>95,000</b>	<b>374,639</b>	<b>1,227,250</b>
104	Capital Projects	2,032,441	1,171,701	554,781	965,000	998,213	509,948
	<b>104 - Street Improvements Program Total</b>	<b>2,032,441</b>	<b>1,171,701</b>	<b>554,781</b>	<b>965,000</b>	<b>998,213</b>	<b>509,948</b>
105	Wages & Benefits	-	-	-	-	-	-
105	Operations & Maintenance	26,018	194,671	6,113	-	(12,802)	-
105	Capital Outlay	1,043,159	110,973	317,208	200,000	(5,586)	312,000
105	Capital Projects	436,915	211,614	241,781	500,000	458	428,000
	<b>105 - Facilities &amp; Equip. Replacement Total</b>	<b>1,506,092</b>	<b>517,258</b>	<b>565,103</b>	<b>700,000</b>	<b>(17,929)</b>	<b>740,000</b>
205	Wages & Benefits	223,237	227,882	227,111	278,629	234,937	290,483
205	Operations & Maintenance	135,394	94,943	82,505	158,841	107,328	238,164
205	Capital Outlay	168,959	12,997	-	100,000	-	369,000
205	Capital Projects	15,528	65,938	-	-	-	114,000
	<b>205 - Prop "A" Total</b>	<b>543,118</b>	<b>401,760</b>	<b>309,616</b>	<b>537,470</b>	<b>342,265</b>	<b>1,011,647</b>
207	Wages & Benefits	167,473	161,837	167,571	198,493	169,948	198,131
207	Operations & Maintenance	227	55,918	44,270	83,123	76,518	194,705
207	Capital Outlay	-	-	80,000	-	-	32,080
207	Capital Projects	-	496,610	-	-	-	24,900
	<b>207 - Prop "C" Total</b>	<b>167,700</b>	<b>714,366</b>	<b>291,842</b>	<b>281,616</b>	<b>246,466</b>	<b>449,816</b>
208	Capital Projects	-	343,224	8,675	-	223,956	148,568
	<b>208 - TEA/Metro Total</b>	<b>-</b>	<b>343,224</b>	<b>8,675</b>	<b>-</b>	<b>223,956</b>	<b>148,568</b>
210	Wages & Benefits	416,363	405,667	360,407	468,653	430,756	460,947
210	Operations & Maintenance	121,535	74,545	143,758	284,622	77,658	284,622
210	Capital Outlay	650	-	-	-	142,032	-
210	Other Expenses	132,495	99,803	204,593	-	-	-
210	Transfer Out	4,086	169,250	180,000	325,000	-	425,808
210	Capital Projects	-	-	-	250,000	17,370	717,308
	<b>210 - Sewer Total</b>	<b>675,128</b>	<b>749,265</b>	<b>888,758</b>	<b>1,328,275</b>	<b>667,816</b>	<b>1,888,685</b>
211	Wages & Benefits	270	164	-	-	-	-
	<b>211 - CTC Traffic Improvement Total</b>	<b>270</b>	<b>164</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
214	Capital Projects	-	-	2,497	-	-	-
	<b>214 - Rogan HR5394 Grant Total</b>	<b>-</b>	<b>-</b>	<b>2,497</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Expenditure Summary by Fund

Fd	Category/Fund	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2020/21	Proposed 2020/21
	215 Wages & Benefits	167,916	175,886	151,314	179,798	155,872	195,659
	215 Operations & Maintenance	623,506	619,663	778,750	837,800	716,091	830,800
	215 Capital Outlay	101,950	102,165	46,576	70,000	50,000	70,000
	215 Transfer Out	8,171	-	-	-	-	-
	<b>215 - Street Light &amp; Landscape Total</b>	<b>901,543</b>	<b>897,714</b>	<b>976,640</b>	<b>1,087,598</b>	<b>921,962</b>	<b>1,096,459</b>
	218 Wages & Benefits	1,750	68	-	-	-	-
	218 Operations & Maintenance	-	11,182	20,461	15,000	73	15,000
	218 Capital Outlay	40,231	37,727	2,395	-	55,038	37,600
	218 Capital Projects	-	1,700	-	-	-	-
	<b>218 - Clean Air Act Total</b>	<b>41,982</b>	<b>50,677</b>	<b>22,856</b>	<b>15,000</b>	<b>55,111</b>	<b>52,600</b>
	220 Operations & Maintenance	185,000	164,550	161,500	109,500	109,500	109,500
	<b>220 - Business Improvement Tax Total</b>	<b>185,000</b>	<b>164,550</b>	<b>161,500</b>	<b>109,500</b>	<b>109,500</b>	<b>109,500</b>
	226 Operations & Maintenance	15,432	11,321	13,053	15,000	8,987	15,000
	<b>226 - Mission Meridian Public Garage</b>	<b>15,432</b>	<b>11,321</b>	<b>13,053</b>	<b>15,000</b>	<b>8,987</b>	<b>15,000</b>
	227 Operations & Maintenance	83,511	71,716	69,487	197,900	197,900	194,500
	227 Transfer Out	901,436	-	-	-	-	-
	<b>227 - Successor Agency to CRA Total</b>	<b>984,947</b>	<b>71,716</b>	<b>69,487</b>	<b>197,900</b>	<b>197,900</b>	<b>194,500</b>
	228 Operations & Maintenance	-	3,585	10,766	10,000	15,199	10,000
	<b>228 - Housing Authority Total</b>	<b>-</b>	<b>3,585</b>	<b>10,766</b>	<b>10,000</b>	<b>15,199</b>	<b>10,000</b>
	230 Wages & Benefits	398,949	420,331	446,522	449,656	423,528	474,422
	230 Operations & Maintenance	117,352	139,405	140,378	163,850	128,122	163,850
	230 Capital Outlay	-	146,640	-	25,000	-	25,000
	230 Capital Projects	-	-	-	268,000	-	275,000
	<b>230 - State Gas Tax Total</b>	<b>516,301</b>	<b>706,375</b>	<b>586,900</b>	<b>906,506</b>	<b>551,649</b>	<b>938,272</b>
	232 Operations & Maintenance	120,562	47,096	43,455	63,500	42,393	70,500
	232 Capital Projects	247,265	-	-	-	-	-
	<b>232 - County Park Bond Total</b>	<b>367,827</b>	<b>47,096</b>	<b>43,455</b>	<b>63,500</b>	<b>42,393</b>	<b>70,500</b>
	233 Capital Projects	475,784	410,530	50,856	336,000	270,116	962,766
	<b>233 - Measure R Total</b>	<b>475,784</b>	<b>410,530</b>	<b>50,856</b>	<b>336,000</b>	<b>270,116</b>	<b>962,766</b>
	236 Capital Projects	-	-	-	381,000	86,000	953,474
	<b>236 - Measure M Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>381,000</b>	<b>86,000</b>	<b>953,474</b>
	237 Capital Projects	-	-	-	886,000	462,291	886,000
	<b>237 - Road Maint. &amp; Rehab. Acct. Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>886,000</b>	<b>462,291</b>	<b>886,000</b>
	238 Capital Outlay	30,000	-	-	-	-	-
	238 Capital Projects	-	134,182	7,281	-	121,567	8,433
	<b>238 - MSRC Grant Total</b>	<b>30,000</b>	<b>134,182</b>	<b>7,281</b>	<b>-</b>	<b>121,567</b>	<b>8,433</b>

## Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21
239	Wages & Benefits	-	-	514	35,730	35,254	23,306
239	Operations & Maintenance	-	-	-	118,500	51,641	128,500
239	Capital Projects	-	-	-	100,000	21,335	-
	<b>239 - Measure W Total</b>	<b>-</b>	<b>-</b>	<b>514</b>	<b>254,230</b>	<b>108,230</b>	<b>151,806</b>
240	Capital Projects	-	-	-	950,000	-	-
	<b>240 - Measure M(MSP) Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>	<b>-</b>	<b>-</b>
241	Wages & Benefits	-	-	-	-	77,619	71,803
	<b>241 - Measure H Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>77,619</b>	<b>71,803</b>
242	Capital Projects	-	-	-	-	148,350	61,148
	<b>242 - Prop C Exchange Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>148,350</b>	<b>61,148</b>
245	Capital Projects	11,205	-	22,735	19,000	38,041	15,080
	<b>245 - Bike &amp; Pedestrian Paths Total</b>	<b>11,205</b>	<b>-</b>	<b>22,735</b>	<b>19,000</b>	<b>38,041</b>	<b>15,080</b>
248	Operations & Maintenance	55,639	-	-	-	-	-
248	Capital Projects	-	106,590	111,666	-	163,178	10,322
	<b>248 - BTA Grants Total</b>	<b>55,639</b>	<b>106,590</b>	<b>111,666</b>	<b>-</b>	<b>163,178</b>	<b>10,322</b>
249	Operations & Maintenance	436,835	41,131	299,800	-	-	-
	<b>249 - Golden Streets Grant Total</b>	<b>436,835</b>	<b>41,131</b>	<b>299,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
260	Operations & Maintenance	47,486	45,654	28,404	41,315	31,026	44,998
260	Capital Projects	116,117	143,602	115,076	-	-	216,567
	<b>260 - CDBG Total</b>	<b>163,603</b>	<b>189,256</b>	<b>143,480</b>	<b>41,315</b>	<b>31,026</b>	<b>261,565</b>
270	Operations & Maintenance	-	-	8,193	-	-	-
270	Capital Outlay	13,407	-	-	-	-	-
	<b>270 - Asset Forfeiture Total</b>	<b>13,407</b>	<b>-</b>	<b>8,193</b>	<b>-</b>	<b>-</b>	<b>-</b>
272	Operations & Maintenance	17,822	-	-	104,794	-	100,000
272	Capital Outlay	152,268	83,877	63,126	50,630	24,100	50,000
	<b>272 - Police Grants - State (COPS)</b>	<b>170,090</b>	<b>83,877</b>	<b>63,126</b>	<b>155,424</b>	<b>24,100</b>	<b>150,000</b>
273	Capital Outlay	5,241	-	-	-	-	-
	<b>273 - Police Subventions - CLEEP</b>	<b>5,241</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
274	Capital Outlay	9,167	-	-	-	-	-
	<b>274 - Homeland Security Grant</b>	<b>9,167</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
275	Operations & Maintenance	66,007	19,200	-	100,000	-	100,000
275	Capital Outlay	6,109	-	-	-	-	-
275	Capital Projects	125,060	41,792	83,374	-	-	-
	<b>275 - Park Impact Fees Total</b>	<b>197,175</b>	<b>60,992</b>	<b>83,374</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>

## Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21
277	Wages & Benefits	-	-	-	-	270	-
277	Operations & Maintenance	5,045	19,520	5,528	-	-	-
277	Capital Projects	-	42,478	2,720	-	-	-
	<b>277 - HSIP Grant Total</b>	<b>5,045</b>	<b>61,998</b>	<b>8,248</b>	<b>-</b>	<b>270</b>	<b>-</b>
278	Operations & Maintenance	-	-	-	-	-	150,000
	<b>278 - Housing Element Grant (LEAP)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
295	Operations & Maintenance	1,021,092	1,061,942	1,104,772	1,139,824	976,192	1,151,787
295	Other Expenses	11,267	34,386	53,366	-	-	-
	<b>295 - Arroyo Seco Golf Course Total</b>	<b>1,032,359</b>	<b>1,096,328</b>	<b>1,158,138</b>	<b>1,139,824</b>	<b>976,192</b>	<b>1,151,787</b>
310	Wages & Benefits	2,186	1,288	3,375	-	7,175	-
310	Operations & Maintenance	339,108	90,542	568,266	-	205,641	187,854
310	Capital Projects	-	14,823	-	75,000	-	-
	<b>310 - Sewer Capital Projects Total</b>	<b>341,294</b>	<b>106,653</b>	<b>571,641</b>	<b>75,000</b>	<b>212,816</b>	<b>187,854</b>
500	Wages & Benefits	1,922,867	1,727,405	1,372,443	1,755,384	1,527,953	1,592,654
500	Operations & Maintenance	3,889,712	2,828,385	3,710,117	3,366,078	2,698,040	3,766,301
500	Capital Outlay	22,317	1,510	42,919	3,000	66,579	53,000
500	Other Expenses	624,438	630,900	1,108,290	-	-	-
500	Transfer Out	3,049,467	3,561,197	3,152,576	1,731,025	1,731,025	2,999,025
500	Capital Projects	-	0	0	10,623,273	6,641,145	2,767,665
	<b>500 - Water Total</b>	<b>9,508,801</b>	<b>8,749,398</b>	<b>9,386,345</b>	<b>17,478,760</b>	<b>12,664,742</b>	<b>11,178,645</b>
502	Transfer Out	-	500,000	-	-	-	-
	<b>502 - Water Rate Stabilization Total</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
503	Wages & Benefits	-	-	5,703	156,940	99,073	137,750
503	Operations & Maintenance	-	-	40,725	155,150	20,909	155,150
503	Capital Projects	-	-	-	135,000	31,453	135,000
	<b>503 - Water Efficiency Total</b>	<b>-</b>	<b>-</b>	<b>46,427</b>	<b>447,090</b>	<b>151,435</b>	<b>427,900</b>
505	Operations & Maintenance	382,968	1,663,130	1,645,594	1,566,738	1,628,450	1,540,338
505	Transfer Out	5,389,888	2,313,432	-	-	-	-
	<b>505 - 2016 Water Revenue Bonds Total</b>	<b>5,772,857</b>	<b>3,976,562</b>	<b>1,645,594</b>	<b>1,566,738</b>	<b>1,628,450</b>	<b>1,540,338</b>
506	Operations & Maintenance	-	-	5,696	-	26,239	-
	<b>506 - SRF Loan - Water</b>	<b>-</b>	<b>-</b>	<b>5,696</b>	<b>-</b>	<b>26,239</b>	<b>-</b>
550	Operations & Maintenance	186,525	175,100	165,175	166,788	149,392	-
550	Transfer Out	14,708,159	-	-	-	-	-
	<b>550 - Public Financing Authority Total</b>	<b>14,894,684</b>	<b>175,100</b>	<b>165,175</b>	<b>166,788</b>	<b>149,392</b>	<b>-</b>
927	Transfer Out	188,458	196,004	195,617	197,900	197,900	194,500
	<b>927 - Redev. Oblig. Retirement Total</b>	<b>188,458</b>	<b>196,004</b>	<b>195,617</b>	<b>197,900</b>	<b>197,900</b>	<b>194,500</b>
	<b>CITYWIDE TOTAL</b>	<b>70,457,822</b>	<b>47,258,169</b>	<b>45,318,735</b>	<b>59,054,285</b>	<b>50,205,367</b>	<b>57,742,873</b>

## General Fund Expenditures

Revenue Category	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Property Taxes	13,236,932	14,135,844	15,368,198	15,414,035	15,212,909	15,566,000
Assessments & Special Taxes	309,886	317,141	330,941	326,729	340,161	350,008
Sales Taxes	2,456,665	2,501,264	2,563,117	2,430,802	2,761,651	4,750,720
Utility Users Taxes	3,381,948	3,345,582	3,228,320	3,485,000	3,362,889	3,177,105
Franchise Fees	1,019,207	951,196	1,132,910	1,048,900	1,050,130	1,002,000
License & Permits	1,056,357	935,633	892,560	1,023,900	860,073	751,780
Fines & Forfeitures	397,690	388,061	339,636	382,700	265,216	265,000
Use of Money & Property	541,750	579,006	1,057,074	647,750	1,075,458	4,794,718
Other Agencies	93,130	6,993	711,179	58,100	36,195	676,500
Current Services	2,913,979	3,115,558	3,082,342	3,013,750	2,985,033	3,006,550
All Other Revenues	465,204	280,271	(2,130,764)	286,000	126,752	455,719
Reimbursement From Other Funds	483,384		483,384	483,384	-	483,384
<b>Total GF Revenues</b>	<b>26,356,133</b>	<b>26,556,549</b>	<b>27,058,897</b>	<b>28,601,050</b>	<b>28,076,468</b>	<b>35,279,484</b>

Department/Program Exp	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
City Council	42,195	42,850	41,990	57,269	45,401	47,119
Management Services						
City Manager	918,114	845,476	1,142,872	1,677,069	1,444,460	1,245,370
City Clerk	444,656	431,612	281,872	110,800	113,311	100,169
Elections	19,457	63,733	58,244	65,500	185,743	65,500
Human Resources	248,127	408,161	453,421	343,600	324,830	339,850
Transportation Planning	54,927	70,535	86,257	-	12,835	-
Legal Services	257,586	292,772	331,356	280,000	492,566	487,000
Information Systems	487,296	458,391	547,079	514,900	573,881	537,200
Finance						
Finance	643,953	795,481	1,082,072	709,727	748,875	859,447
City Treasurer	9,380	9,250	9,165	9,250	9,211	9,250
Non-Dept./Overhead	947,864	1,056,457	1,044,550	944,111	1,060,512	1,679,445
Police	8,419,495	8,408,728	8,391,436	9,327,012	9,782,356	9,914,669
Fire						
Fire	5,031,694	4,720,830	4,695,243	5,139,650	5,267,721	5,620,632
Emergency Services	23,505	104,400	386,516	35,000	91,913	55,000
Public Works						
Administration & Engineering	372,785	419,153	614,100	613,565	565,847	628,571
Environmental Services	210,595	207,645	44,051	-	19	-
Park Maintenance	414,864	493,446	493,227	631,921	509,290	633,202
Facilities Maintenance	682,017	705,483	640,250	895,092	719,709	884,830
Planning & Building	1,158,096	1,033,506	1,116,412	1,975,278	1,450,961	2,920,719
Library	1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181
Community Services						
Senior Services	291,589	309,118	336,850	353,509	323,753	249,939
Community Services	285,449	192,458	192,289	220,112	162,749	195,471
Recreation and Youth Services	679,960	827,801	796,066	858,399	641,853	297,945
Capital Projects	483,614	1,654,749	213,344	-	-	-
Misc/Transfers Out	5,473,409	-	1,860,956	1,910,597	1,910,597	2,477,198
<b>Total GF Expenditures</b>	<b>29,126,094</b>	<b>25,288,854</b>	<b>26,531,994</b>	<b>28,546,851</b>	<b>27,929,286</b>	<b>30,816,708</b>

* Additional Transfer from Undesignated Reserve to Facilities & Equip. Replacement Ft	509,948
* Additional Transfer from Undesignated Reserve to Insurance Fund	1,227,250
* Additional Transfer from Undesignated Reserve to Street Improvement Program Fund	740,000
<b>Total Transfers from Reserves</b>	<b>2,477,198</b>

## Capital Improvement Projects

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
9160	000	Arroyo Seco Bike & Pedestrian Trail	288	1,147,497	6,485	-	-	-
9192	000	Signal Software Improvements	-	-	8,260	-	-	-
9203	000	Street Repairs	-	152,942	192,542	-	-	-
9226	000	FD Locker Room Improvements	5,458	-	-	-	-	-
9264	000	Sidewalk Repairs	-	-	6,057	-	-	-
9269	000	War Memorial Bldg. HVAC	20,190	-	-	-	-	-
9313	000	Library Comm. Room AV System	7,650	-	-	-	-	-
9324	000	Library Flood Repairs	340,399	7,231	-	-	-	-
9326	000	Iron Works Museum Ext. Painting	91,709	-	-	-	-	-
9405	000	City Council Chambers Flooding	-	6,599	-	-	-	-
9500	000	Purchase of Land	17,920	340,480	-	-	-	-
<b>101 - GENERAL FUND TOTAL</b>			<b>483,614</b>	<b>1,654,749</b>	<b>213,344</b>	<b>-</b>	<b>-</b>	<b>-</b>
9010	000	CIP Expense	-	-	-	-	-	9,948
9203	000	Street Repairs	1,880,280	1,105,063	577,516	965,000	998,213	500,000
9287	000	Sidewalk, Curb & Gutter Imprvm	152,161	66,638	(22,735)	-	-	-
<b>104 - STREET IMPROVEMENTS PROGRAM TOTA</b>			<b>2,032,441</b>	<b>1,171,701</b>	<b>554,781</b>	<b>965,000</b>	<b>998,213</b>	<b>509,948</b>
9000	000	CIP for Budgeting	-	-	2,948	-	-	-
9010	000	CIP Expenses	-	-	-	500,000	-	428,000
9034	000	Eddie Park House	46,962	28,053	-	-	-	-
9041	000	Skate Park Fence & Painting	9,000	-	-	-	-	-
9195	000	Comm. Center Feasibility Study	169,580	110,003	-	-	-	-
9223	000	Civic Center Roof Project	107,547	5,655	-	-	-	-
9224	000	City Hall Elevator Upgrade	9,732	808	-	-	-	-
9229	000	PD Locker/Restroom Improvements	-	55,265	-	-	-	-
9230	000	FD Improvements	27,504	3,080	-	-	-	-
9258	000	War Memorial Waterproofing/Rehab	30,000	-	238,833	-	458	-
9262	000	Arroyo Park Imprv. - Const.	15,005	-	-	-	-	-
9321	000	Library Comm. Room Repainting	-	8,750	-	-	-	-
9327	000	Iron Works Museum Roof	21,585	-	-	-	-	-
<b>105 - FACILITIES &amp; EQUIP. REPLACEMENT TOTA</b>			<b>436,915</b>	<b>211,614</b>	<b>241,781</b>	<b>500,000</b>	<b>458</b>	<b>428,000</b>
9220	000	Bus Stop Improvement Program	15,528	65,938	-	-	-	-
9395	000	Charging Station	-	-	-	-	-	114,000
<b>205 - PROP "A" TOTAL</b>			<b>15,528</b>	<b>65,938</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>114,000</b>
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	496,610	-	-	-	-
9209	000	Fair Oaks Traffic Control	-	-	-	-	-	24,900
<b>207 - PROP "C" TOTAL</b>			<b>-</b>	<b>496,610</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,900</b>
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	334,527	2,122	-	5,000	-
9191	000	Orange Grove Signal	-	8,698	6,553	-	218,956	148,568
<b>208 - TEA/METRO TOTAL</b>			<b>-</b>	<b>343,224</b>	<b>8,675</b>	<b>-</b>	<b>223,956</b>	<b>148,568</b>
9010	000	CIP Expense	-	-	-	250,000	17,370	502,920
9403	000	Integrated Water & Wastewater	-	-	-	-	-	214,388
<b>210 - SEWER TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>17,370</b>	<b>717,308</b>
9311	000	SR 110 Hook Ramp Proj. - City	-	-	2,497	-	-	-
<b>214 - ROGAN HR5394 GRANT TOTAL</b>			<b>-</b>	<b>-</b>	<b>2,497</b>	<b>-</b>	<b>-</b>	<b>-</b>
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	1,700	-	-	-	-
<b>218 - CLEAN AIR ACT TOTAL</b>			<b>-</b>	<b>1,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9010	000	CIP Expenses	-	-	-	75,000	-	75,000
9024	000	Street Resurfacing	-	-	-	193,000	-	200,000
<b>230 - STATE GAS TAX TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>268,000</b>	<b>-</b>	<b>275,000</b>
9190	000	Dog Park	247,265	-	-	-	-	-
<b>232 - COUNTY PARK BOND TOTAL</b>			<b>247,265</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Capital Improvement Projects

Acct	Tsk	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
9000	000	CIP for Budgeting	-	(456,641)	-	-	-	-
9010	000	CIP Expenses	-	-	-	336,000	-	-
9354	000	Monterey Road Improvements	475,784	867,171	50,856	-	270,116	362,766
9210	000	Fair Oaks Corridor Improvement	-	-	-	-	-	600,000
<b>233 - MEASURE R TOTAL</b>			<b>475,784</b>	<b>410,530</b>	<b>50,856</b>	<b>336,000</b>	<b>270,116</b>	<b>962,766</b>
9000	000	CIP for Budgeting	-	-	-	-	86,000	-
9010	000	CIP Expenses	-	-	-	381,000	-	-
9203	001	Street Repair - 2021	-	-	-	-	-	953,474
<b>236 - MEASURE M TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>381,000</b>	<b>86,000</b>	<b>953,474</b>
9010	000	CIP Expenses	-	-	-	886,000	462,291	886,000
<b>237 - ROAD MAINT. &amp; REHAB. ACCT. TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>886,000</b>	<b>462,291</b>	<b>886,000</b>
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	134,182	-	-	-	-
9307	000	CNG Fueling Station (MSRC)	-	-	7,281	-	121,567	8,433
<b>238 - MSRC GRANT TOTAL</b>			<b>-</b>	<b>134,182</b>	<b>7,281</b>	<b>-</b>	<b>121,567</b>	<b>8,433</b>
9000	000	CIP Expenses	-	-	-	100,000	21,335	-
<b>239 - MEASURE W TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>21,335</b>	<b>-</b>
9000	000	CIP Expenses	-	-	-	950,000	-	-
<b>240 - MEASURE M MSP TOTAL</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>	<b>-</b>	<b>-</b>
9354	000	Monterey Road Improvements	-	-	-	-	148,350	61,148
<b>242 - PROP C EXCHANGE FUNDS</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>148,350</b>	<b>61,148</b>
9010	000	CIP Expenses	-	-	-	19,000	-	-
9190	000	Bicycle Parking	-	-	-	-	38,041	15,080
9287	000	Sidewalk, Curb & Gutter Imprvm	-	-	22,735	-	-	-
9387	000	Bikeway Improvement	11,205	-	-	-	-	-
<b>245 - BIKE &amp; PEDESTRIAN PATHS TOTAL</b>			<b>11,205</b>	<b>-</b>	<b>22,735</b>	<b>19,000</b>	<b>38,041</b>	<b>15,080</b>
9190	000	Bicycle Parking	-	-	-	-	163,178	10,322
9387	000	Bikeway Improvement	-	106,590	101,377	-	-	-
9388	000	Bicycle Parking	-	-	10,289	-	-	-
<b>248 - BTA GRANTS TOTAL</b>			<b>-</b>	<b>106,590</b>	<b>111,666</b>	<b>-</b>	<b>163,178</b>	<b>10,322</b>
9264	000	Sidewalk Repairs	116,117	143,602	115,076	-	-	216,567
<b>260 - CDBG TOTAL</b>			<b>116,117</b>	<b>143,602</b>	<b>115,076</b>	<b>-</b>	<b>-</b>	<b>216,567</b>
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	41,792	70,500	-	-	-
9190	000	Dog Park	125,060	-	12,874	-	-	-
<b>275 - PARK IMPACT FEES TOTAL</b>			<b>125,060</b>	<b>41,792</b>	<b>83,374</b>	<b>-</b>	<b>-</b>	<b>-</b>
9192	000	Signal Software Improvements	-	42,478	2,720	-	-	-
<b>277 - HSIP GRANT TOTAL</b>			<b>-</b>	<b>42,478</b>	<b>2,720</b>	<b>-</b>	<b>-</b>	<b>-</b>
9010	000	CIP Expenses	-	-	-	75,000	-	-
9399	000	Citywide Sewer Rehab	-	14,823	-	-	-	-
<b>310 - SEWER CAPITAL PROJECTS TOTAL</b>			<b>-</b>	<b>14,823</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>-</b>
9010	000	CIP Expenses	-	-	-	350,000	121,975	225,663
9289	000	Graves Reservoir	-	-	-	9,400,000	6,083,677	1,842,002
9300	000	Annual Water Main Repairs	-	0	0	873,273	435,494	700,000
<b>500 - WATER TOTAL</b>			<b>252,382</b>	<b>483,467</b>	<b>342,852</b>	<b>11,767,273</b>	<b>7,133,617</b>	<b>3,079,215</b>
9010	000	CIP Expenses	-	-	-	135,000	31,453	135,000
<b>503 - WATER EFFICIENCY FUND TOTAL</b>			<b>-</b>	<b>0</b>	<b>0</b>	<b>10,758,273</b>	<b>6,672,598</b>	<b>2,902,665</b>
<b>GRAND TOTAL</b>			<b>3,943,928</b>	<b>4,839,533</b>	<b>1,414,787</b>	<b>15,488,273</b>	<b>9,223,474</b>	<b>8,234,179</b>

# CITY COUNCIL

## Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2016/17</b>	<b>Actual 2017/18</b>	<b>Actual 2018/19</b>	<b>Adopted 2019/20</b>	<b>Estimated 2019/20</b>	<b>Proposed 2020/21</b>
Wages & Benefits	22,969	22,486	22,230	22,519	22,466	22,519
Operations & Maintenance	19,226	20,363	19,760	34,750	22,935	24,600
<b>Total Expenses by Category</b>	<b>42,195</b>	<b>42,850</b>	<b>41,990</b>	<b>57,269</b>	<b>45,401</b>	<b>47,119</b>
[101-1011] City Council	42,195	42,850	41,990	57,269	45,401	47,119
<b>Total Expenses by Program</b>	<b>42,195</b>	<b>42,850</b>	<b>41,990</b>	<b>57,269</b>	<b>45,401</b>	<b>47,119</b>

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

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

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



# CITY COUNCIL

## Budget Detail

**101-1011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	21,840	21,840	20,340	21,840	21,920	21,840
7010	000	Salaries - Temp / Part	-	-	1,500	-	-	-
7110	000	Workers Compensation	813	330	74	349	228	349
7170	000	FICA - Medicare	317	317	317	330	318	330
<WAGES & BENEFITS>			22,969	22,486	22,230	22,519	22,466	22,519
8000	000	Office Supplies	(48)	70	-	-	-	-
8010	000	Postage	5	20	199	250	149	100
8020	000	Special Department Expense	2,832	1,036	9,003	4,000	4,640	2,000
8021	000	Discretionary Fund Program	7,699	4,416	5,231	20,000	9,490	20,000
8060	000	Dues & Memberships	2,231	7,784	-	500	150	500
8090	000	Conference & Meeting Expense	6,508	7,037	5,326	10,000	8,507	2,000
<OPERATIONS & MAINTENANCE>			19,226	20,363	19,760	34,750	22,935	24,600
<b>[101-1011] City Council Total</b>			<b>42,195</b>	<b>42,850</b>	<b>41,990</b>	<b>57,269</b>	<b>45,401</b>	<b>47,119</b>

# CITY COUNCIL

**Budget Detail**

**101-1011**

## PERSONNEL SERVICES

7000 Regular Salaries

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

## OPERATIONS & MAINTENANCE

8010 Postage

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

8020 Special Department Expense

Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$1,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$500). (Total \$2,000)

8021 Discretionary Fund Program (\$20,000)

8060 Dues/Memberships/Subscriptions

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

8090 Conference and Meeting Expense

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



# MANAGEMENT SERVICES FISCAL YEAR 2020-21 BUDGET SNAPSHOT FISCAL YEAR 2020-21 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, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget.

### Notable Changes- Wages and Benefits

Staffing was reduced to 10 FTEs in Fiscal Year 2018-2019, due to rearrangement of positions with other departments in the organization. For Fiscal Year 2020-2021, two additional full time and one part time position was frozen, reducing the funded number of positions to eight.

### Notable Changes- Operations and Maintenance

None

### Capital Outlay

Information Technology- Replacement IT equipment- network servers

# MANAGEMENT SERVICES

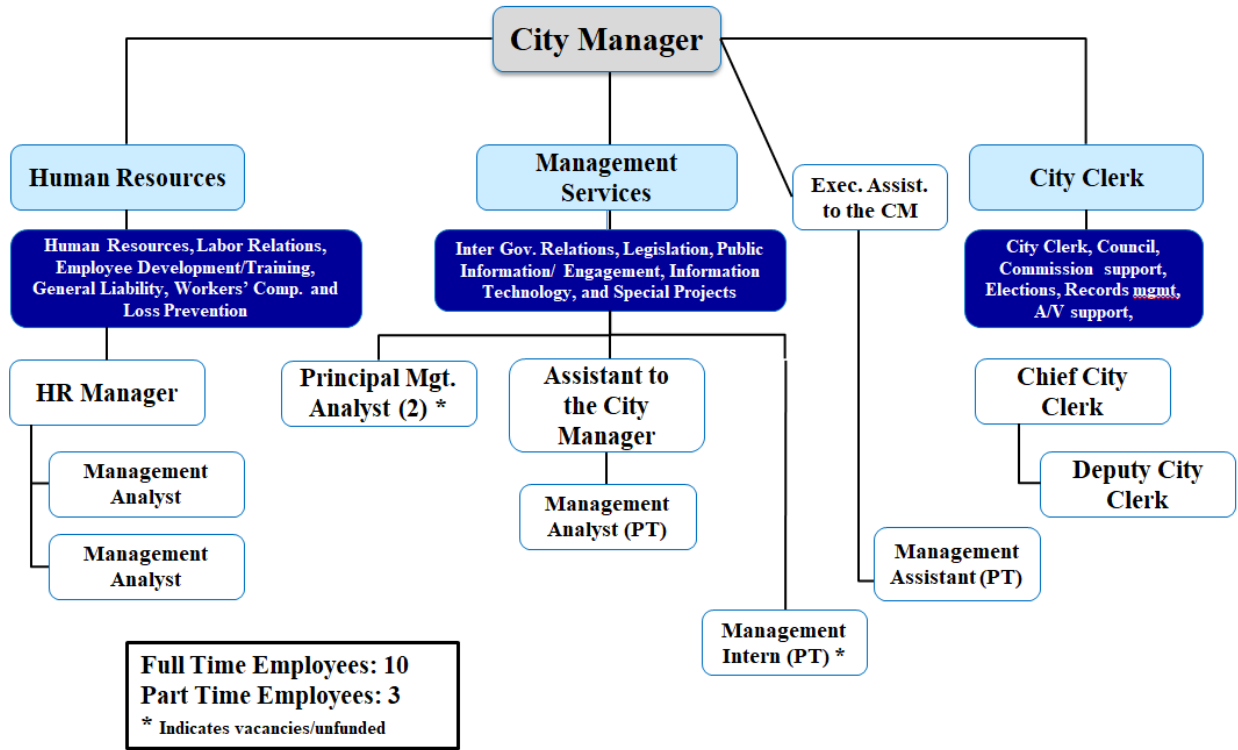
## Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,688,051	1,158,812	1,534,916	1,529,819	1,289,338	1,160,439
Operations & Maintenance	1,428,380	1,833,077	2,078,030	1,612,950	2,282,931	2,901,400
Capital Outlay	131,194	74,875	194,536	283,600	123,594	429,600
<b>Total Expenses by Category</b>	<b>3,247,626</b>	<b>3,066,764</b>	<b>3,807,482</b>	<b>3,426,369</b>	<b>3,695,862</b>	<b>4,491,439</b>
[101-2011] City Manager	918,114	845,476	1,142,872	1,677,069	1,444,460	1,245,370
[101-1021] City Clerk	444,656	431,612	281,872	110,800	113,311	100,169
[101-1022] Elections	19,457	63,733	58,244	65,500	185,743	65,500
[101-2013] Human Resources	248,127	408,161	453,421	343,600	324,830	339,850
[101-2021] Transportation Planning	54,927	70,535	86,257	-	12,835	-
[101-2032] Information Services	-	458,391	547,079	514,900	573,881	537,200
[101-3032] Information Services	487,296	-	-	-	-	-
[101-2501] Legal Services	257,586	292,772	331,356	280,000	492,566	487,000
[103-2501] Insurance Fund	82,306	229,942	306,906	95,000	374,639	1,227,250
[105-3032] Facilities & Equipment Replacement	-	-	102,265	200,000	-	312,000
[211-2011] CTC Traffic Improvement	270	164	-	-	-	-
[218-2270] Clean Air Act	41,982	48,977	22,856	15,000	55,111	52,600
[220-2301] Community Promotion	185,000	164,550	161,500	109,500	109,500	109,500
[226-2029] Mission Meridian Public Garage	15,432	11,321	13,053	15,000	8,987	15,000
[248-2011] BTA	55,639	-	-	-	-	-
[249-2011] Golden Street	436,835	41,131	299,800	-	-	-
<b>Total Expenses by Program</b>	<b>3,247,626</b>	<b>3,066,764</b>	<b>3,807,482</b>	<b>3,426,369</b>	<b>3,695,862</b>	<b>4,491,439</b>

City Manager	1	
Assistant to the City Manager	1	
Chief City Clerk	1	
Human Resources Manager	1	
<del>Principal Management Analyst</del>	<del>2</del>	Positions frozen
Executive Assistant to the City Manager	1	
Management Analyst	2	
Deputy City Clerk	1	
<b>Total</b>	<b>10/8</b>	

# MANAGEMENT SERVICES

## Department Description and Authorized Positions



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

Management Services:	Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, 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, Audio and Visual Support,

# MANAGEMENT SERVICES

## Budget Detail

**101-2011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	568,768	548,342	615,878	1,029,138	880,140	615,250
7010	000	Salaries - Temp / Part	40,549	45,976	154,249	115,000	96,744	250,857
7011	000	Salaries - PT Stipend	-	-	-	3,600	-	1,500
7020	000	Overtime	3,644	121	-	-	187	-
7040	000	Holiday	-	-	-	-	8,103	-
7055	000	IOD - Non Safety	-	271	-	-	-	-
7070	000	Leave Buyback	22,701	1,859	4,029	-	2,987	-
7100	000	Retirement	111,169	114,421	137,974	259,905	183,026	176,842
7108	000	Deferred Compensation	3,944	2,262	4,687	6,150	7,438	3,506
7110	000	Workers Compensation	20,780	9,173	3,890	19,371	12,017	11,861
7120	000	Disability Insurance	8,792	329	4,335	-	-	-
7130	000	Group Health Insurance	41,984	40,847	63,835	70,618	63,472	70,618
7140	000	Vision Insurance	1,284	1,091	1,461	2,153	1,586	2,153
7150	000	Dental Insurance	4,739	3,851	4,441	8,073	5,025	8,073
7160	000	Life Insurance	566	456	542	888	745	888
7170	000	FICA - Medicare	9,035	10,913	12,876	14,923	15,630	14,923
7180	000	Car/Uniform Allowance	5,081	4,020	5,300	-	5,475	-
		<WAGES & BENEFITS>	843,036	783,932	1,013,499	1,529,819	1,282,574	1,156,470
8000	000	Office Supplies	4,603	5,231	9,093	10,000	5,640	10,000
8010	000	Postage	555	245	417	300	803	300
8020	000	Special Department Expense	6,062	3,374	5,003	6,000	7,615	6,000
8050	000	Printing/Duplicating	60	693	4,739	2,000	98	2,000
8060	000	Dues & Memberships	1,414	1,539	1,330	2,000	1,115	2,000
8090	000	Conference & Meeting Expense	7,824	1,869	5,582	8,000	2,088	4,000
8100	000	Vehicle Maintenance	1,639	1,742	2,094	2,000	1,965	1,500
8110	000	Equipment Maintenance	196	698	2,085	700	-	700
8150	000	Telephone	-	-	42	-	-	-
8170	000	Professional Services	16,160	42,059	78,970	70,000	45,221	40,000
8180	000	Contract Services	10,946	3,793	20,017	3,000	42,063	3,000
8200	000	Training Expense	2,184	300	-	-	-	-
8220	000	Communications Spec. Dept Expense	-	-	-	4,850	125	1,000
8230	000	Communications Prof Services	-	-	-	28,400	55,153	8,400
8272	000	CM Emergency	23,436	-	-	10,000	-	10,000
		<OPERATIONS & MAINTENANCE>	75,078	61,544	129,373	147,250	161,886	88,900
<b>[101-2011] City Manager Total</b>			<b>918,114</b>	<b>845,476</b>	<b>1,142,872</b>	<b>1,677,069</b>	<b>1,444,460</b>	<b>1,245,370</b>

# MANAGEMENT SERVICES

Budget Detail

101-2011

## PERSONNEL

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Ordinary office supplies for the Management Services (City Clerk, City Manager, Human Resources, Public Information Office), and Public Works (admin) Departments. (\$10,000)
- 8010 Postage  
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices. (\$300)
- 8020 Special Department Expense  
Provides funds for miscellaneous department supplies and services not considered office supplies, including beverage and kitchen equipment and supplies and copier paper (for City Hall second floor). (\$6,000)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500). (Total \$2,000)
- 8060 Dues, Memberships, and Subscriptions  
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$2,000).
- 8090 Conference and Meeting Expense  
Provides funds to attend professional and training meetings, conference registrations

including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, and Municipal Management Association of Southern California Annual Conference . (\$4,000)

- 8100 Vehicle Maintenance and Operations  
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$1,500).
- 8110 Equipment Maintenance  
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment. (\$700)  
(Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services  
Provides funds for consultant services, such as operational studies and other professional services (\$20,000), Funds for professional services related to City Manager's Office and citywide operations (\$20,000). (Total \$40,000)
- 8180 Contract Services  
Provides funds for maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8220 Communications Special Department Expense  
Provides funds for contract services including Constant Contact citywide email marketing tool (\$1,000),
- 8230 Communications Professional Services  
Provides funds for professional services Graphic design services (\$6,000), and Social Media Archive Service (\$2,400) to comply with Brown Act requirements. (Total \$8,400)
- 8272 City Manager Emergency Fund  
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).



# CITY CLERK

## Budget Detail

**101-1021**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	259,306	231,233	130,962	-	-	-
7010	000	Salaries - Temp / Part	4,560	4,757	10,537	-	6,158	3,498
7020	000	Overtime	4,056	6,082	3,348	-	-	-
7070	000	Leave Buyback	1,156	15,755	18,652	-	-	-
7100	000	Retirement	42,895	44,151	45,732	-	162	162
7108	000	Deferred Compensation	1,192	532	1,074	-	-	-
7110	000	Workers Compensation	8,234	3,886	775	-	72	43
7130	000	Group Health Insurance	22,053	20,879	6,750	-	-	-
7140	000	Vision Insurance	569	496	217	-	-	-
7150	000	Dental Insurance	2,120	1,544	704	-	-	-
7160	000	Life Insurance	299	248	68	-	-	-
7170	000	FICA - Medicare	4,080	3,956	2,797	-	372	266
		<WAGES & BENEFITS>	350,522	333,517	221,616	-	6,764	3,969
8000	000	Office Supplies	981	251	10	-	-	-
8010	000	Postage	472	204	430	1,000	185	500
8020	000	Special Department Expense	1,393	2,377	2,162	1,500	1,920	1,500
8040	000	Advertising	3,176	2,472	3,034	4,000	1,233	2,000
8050	000	Printing/Duplicating	370	26	-	1,000	238	500
8060	000	Dues & Memberships	2,464	1,079	1,477	1,000	1,739	1,000
8070	000	Mileage/Auto Allowance	817	316	-	500	-	500
8090	000	Conference & Meeting Expense	6,131	4,527	3,326	3,000	650	3,000
8095	000	Commissioners Congress	-	-	-	5,000	4,836	-
8110	000	Equipment Maintenance	609	595	1,127	2,000	44	2,000
8170	000	Professional Services	17,691	6,400	-	-	-	-
8180	000	Contract Services	53,579	71,236	47,690	85,000	93,776	85,000
8200	000	Training Expense	5,625	6,971	1,000	3,200	1,926	200
8300	000	Lease Payment	397	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	93,704	96,454	60,256	107,200	106,547	96,200
8520	000	Machinery & Equipment	430	1,641	-	3,600	-	-
		<CAPITAL OUTLAY>	430	1,641	-	3,600	-	-
<b>[101-1021] City Clerk Total</b>			<b>444,656</b>	<b>431,612</b>	<b>281,872</b>	<b>110,800</b>	<b>113,311</b>	<b>100,169</b>

# CITY CLERK

**Budget Detail**

**101-1021**

## PERSONNEL SERVICES

*Moved under Management Services Account*

## OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (\$500).
- 8020 Special Department Expense  
Provides funds for special department supplies and services to include special office supplies, printer cartridges and supplies, City pins, training materials, stationery, business cards, special events and receptions, City Council reorganization, advisory body training materials, and unanticipated department expenses incurred to fulfill requests by management/elected officials (\$1,500).
- 8040 Advertising  
Provides funds for advisory body recruitment (\$800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$2,000).
- 8050 Printing and Duplication  
Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing or for special projects (\$500)
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses, (\$1,000).

- 8070 Mileage Reimbursement  
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000). To include costs for virtual meeting subscription and e-signature licensing
- 8110 Equipment Maintenance  
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$2,000).
- 8180 Contract Service  
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); Includes costs for web streaming of additional commission meetings in response to health crisis (\$17,500) (Total \$85,000)
- 8200 Training Expense  
Notary Public, Brown Act, or related seminars (\$200).

# ELECTIONS

## Budget Detail

101-1022

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8010	000	Postage	-	-	-	500	-	500
8020	000	Special Department Expense	675	322	-	5,000	-	5,000
8040	000	Advertising	756	11,335	4,543	5,000	3,668	5,000
8170	000	Professional Services	18,026	52,076	53,702	55,000	182,075	55,000
		<OPERATIONS & MAINTENANCE>	19,457	63,733	58,244	65,500	185,743	65,500
[101-1022]		Elections Total	19,457	63,733	58,244	65,500	185,743	65,500

# ELECTIONS

Budget Detail

101-1022

## OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).
- 8020 Special Department Expense  
Provides funds for special department supplies and materials related to the election and voter outreach program, including translation services (\$5,000).
- 8040 Advertising  
Provides for funding for the voter outreach program (\$5,000).
- 8170 Professional Services  
Provides funding for translation of election notices and election consulting services from the firm MCA Direct (formerly Martin & Chapman) and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office (\$55,000).

# HUMAN RESOURCES

## Budget Detail

**101-2013**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	000	Office Supplies	(48)	56	7	-	-	-
8010	000	Postage	843	554	796	500	175	350
8020	000	Special Department Expense	13,827	8,144	12,510	12,000	11,728	12,000
8040	000	Advertising	6,789	4,321	4,609	7,000	7,540	7,000
8050	000	Printing/Duplicating	227	241	245	1,100	245	350
8060	000	Dues & Memberships	2,875	3,050	3,050	3,600	3,195	3,250
8090	000	Conference & Meeting Expense	6,530	4,569	2,905	8,000	46	4,000
8110	000	Equipment Maintenance	174	409	-	200	-	200
8160	000	Legal Service	157,892	246,635	244,953	200,000	242,001	200,000
8170	000	Professional Services	52,175	133,756	181,022	105,200	57,350	74,700
8200	000	Training Expense	6,843	6,425	3,324	6,000	2,550	38,000
<OPERATIONS & MAINTENANCE>			248,127	408,161	453,421	343,600	324,830	339,850
<b>[101-2013] Human Resources Total</b>			<b>248,127</b>	<b>408,161</b>	<b>453,421</b>	<b>343,600</b>	<b>324,830</b>	<b>339,850</b>

# HUMAN RESOURCES

Budget Detail

101-2013

## PERSONNEL

*Moved under Management Services Account*

## OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense  
Provides funds for special department expenses including city employee identification cards, recruitment expenses, and employee wellness program (\$12,000).
- 8040 Advertising  
Provides funds for employment advertisement in various print and online resources other advertisement outlets (\$7,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$350).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,250).
- 8090 Conference and Meeting Expense  
Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$4,000).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services  
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$200,000).
- 8170 Professional Services  
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$3,500), Fitness for Duty medical examinations

(\$2,000), Personnel investigations (\$10,000), Employee Assistance Program services (\$6,300), 457 Plan Consulting contract (\$11,000), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$14,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$1,000), ADA Sign Language & other ADA accommodation services (\$1,500), and City Manager Recruitment (\$25,000) (Total \$74,700)

8200 Employee Training

Provides funds for 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 (\$38,000).



# TRANSPORTATION PLANNING

## Budget Detail

**101-2021**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8010	000	Postage	224	89	403	-	147	-
8020	000	Special Department Expense	-	14	-	-	-	-
8060	000	Dues & Memberships	-	1,085	170	-	-	-
8090	000	Conference & Meeting Expense	486	2,672	1,106	-	40	-
8160	000	Legal Service	14,716	15,741	(5,783)	-	8,991	-
8170	000	Professional Services	39,500	50,935	90,360	-	3,656	-
<OPERATIONS & MAINTENANCE>			54,927	70,535	86,257	-	12,835	-
<b>[101-2021] Transportation Planning Total</b>			<b>54,927</b>	<b>70,535</b>	<b>86,257</b>	<b>-</b>	<b>12,835</b>	<b>-</b>

*Special legal counsel related to the State Route 710 and other transportation-related legal services will be paid out of the City's Designated Legal Reserve.*

# LEGAL SERVICES

**Budget Detail**

**101-2501**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8160	000	Legal Service	257,586	292,772	331,356	280,000	492,566	487,000
		<OPERATIONS & MAINTENANCE>	257,586	292,772	331,356	280,000	492,566	487,000
<b>[101-2501] Legal Services Total</b>			<b>257,586</b>	<b>292,772</b>	<b>331,356</b>	<b>280,000</b>	<b>492,566</b>	<b>487,000</b>

# LEGAL SERVICES

**Budget Detail**

**101-2501**

## OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (Total \$487,000).

# INFORMATION SERVICES

## Budget Detail

**101-2032**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	-	58	-	1,000	-	1,000
8060	000	Dues & Memberships	-	-	-	200	-	200
8110	000	Equipment Maintenance	-	211	7,206	2,000	-	1,500
8150	000	Telephone	-	136,086	194,507	185,000	211,380	185,000
8170	000	Professional Services	-	144,325	164,074	150,000	216,983	157,500
8180	000	Contract Services	-	99,290	52,742	61,400	32,277	73,000
8300	000	Lease Payment	-	42,913	24,606	22,600	25,469	24,000
8301	000	Copier Usage Charges	-	-	14,068	12,700	19,216	15,000
		<OPERATIONS & MAINTENANCE>	-	422,884	457,203	434,900	505,325	457,200
8530	000	Computer Equipment	-	35,507	89,876	80,000	68,556	80,000
		<CAPITAL OUTLAY>	-	35,507	89,876	80,000	68,556	80,000
<b>[101-2032] Information Services Total</b>			<b>-</b>	<b>458,391</b>	<b>547,079</b>	<b>514,900</b>	<b>573,881</b>	<b>537,200</b>

# INFORMATION SERVICES

Budget Detail

101-2032

## OPERATIONS & MAINTENANCE

- 8020 Special Department Expense  
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships  
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance  
Provides funds for printer repair and replacement (\$1,500).
- 8150 Telephone  
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, conference calling system, mobile device/cellular accounts, and cable television service at City Hall (\$185,000). Includes funds for upgrade to FirstNet for first responders, Mobile Device Management.
- 8170 Professional Services  
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$157,500).
- 8180 Contract Services  
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), SecureWorks (\$12,000), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$500), Vision Internet hosting/support services (\$8,300), Granicus video streaming (\$6,000) and miscellaneous contract services (\$2,000). (Total \$73,000)
- 8300 Lease Payment  
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$24,000).
- 8301 Copier Usage Charges  
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$15,000).

## CAPITAL OUTLAY

- 8530 Computer Equipment  
Citywide personal computer/work station replacements (\$10,000), and Network Server equipment upgrades (\$70,000). (Total \$80,000)

# INSURANCE FUND

**Budget Detail**

**103-2501**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	19,238	34,094	73,847	20,000	67,383	77,250
8161	000	Settlements	63,068	195,848	233,059	75,000	307,256	1,150,000
<OPERATIONS & MAINTENANCE>			82,306	229,942	306,906	95,000	374,639	1,227,250
<b>103 - INSURANCE FUND TOTAL</b>			<b>82,306</b>	<b>229,942</b>	<b>306,906</b>	<b>95,000</b>	<b>374,639</b>	<b>1,227,250</b>

# INSURANCE FUND

**Budget Detail**

**103-2501**

## OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8161 Settlements

General liability and workers compensation settlements based upon City's insurance coverage through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) (\$1,150,000). (Note, revenues representing insurance reimbursements are in revenue account 5425-000.)

<b>FACILITIES &amp; EQUIPMENT REPLACEMENT FUND</b>	
<b>Budget Detail</b>	<b>105-3032</b>

Acct	Tsk	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
8500	000	Building & Improvements	-	-	100,000	200,000	-	200,000
8530	000	Computer Equipment	-	-	2,265	-	-	112,000
		<CAPITAL OUTLAY>	-	-	102,265	200,000	-	312,000



<b>FACILITIES &amp; EQUIPMENT REPLACEMENT FUND</b>
<b>Budget Detail</b> <span style="float: right;"><b>105-3032</b></span>

**CAPITAL OUTLAY**

- 8500 Building & Improvements  
Citywide Voice Over Internet Protocol (VOIP) upgrade (\$200,000)
  
- 8530 Computer Equipment  
City Hall server upgrade (\$112,000)

# CLEAN AIR ACT - AB 2766

## Budget Detail

218-2270

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7080	000	Rideshare	1,750	65	-	-	-	-
7110	000	Workers Compensation	-	1	-	-	-	-
7140	000	Vision Insurance	-	0	-	-	-	-
7150	000	Dental Insurance	-	1	-	-	-	-
7170	000	FICA - Medicare	-	1	-	-	-	-
		<WAGES & BENEFITS>	1,750	68	-	-	-	-
8060	000	Dues & Memberships	-	-	9,992	-	73	-
8261	000	Rideshare	-	11,182	10,469	15,000	-	15,000
		<OPERATIONS & MAINTENANCE>	-	11,182	20,461	15,000	73	15,000
8540	000	Automotive Equipment	40,231	37,727	-	-	-	-
8530	000	Computer Equipment	-	-	2,395	-	55,038	37,600
		<CAPITAL OUTLAY>	40,231	37,727	2,395	-	55,038	37,600
<b>[218-2270]</b>		<b>Clean Air Act Total</b>	<b>41,982</b>	<b>48,977</b>	<b>22,856</b>	<b>15,000</b>	<b>55,111</b>	<b>52,600</b>

# CLEAN AIR ACT – AB 2766

**Budget Detail**

**218-2270**

## OPERATIONS & MAINTENANCE

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

8530 Computer Equipment  
Provides funds for laptop computers for work-from-home (\$37,600).

# COMMUNITY PROMOTION

## Budget Detail

**220-2301**

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

# COMMUNITY PROMOTION

Budget Detail

220-2301

## OPERATIONS & MAINTENANCE

- 8060 Dues and Memberships  
Provides funds for part of membership dues for San Gabriel Valley Economic Partnership (\$1,500- 50% of membership dues).
  
- 8185 Chamber of Commerce  
Funds are allocated by contract with the South Pasadena Chamber of Commerce. (\$105,500).
  
- 8255 Public Events Promotion  
Public events promotion \$2,500.

# MISSION MERIDIAN PUBLIC GARAGE

## Budget Detail

**226-2029**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	4,432	875	2,599	5,000	824	5,000
8060	000	Dues & Memberships	9,650	8,845	10,454	10,000	8,163	10,000
8170	000	Professional Services	1,350	1,600	-	-	-	-
<OPERATIONS & MAINTENANCE>			15,432	11,321	13,053	15,000	8,987	15,000
<b>[226-2029] Mission Meridian Public Garage Total</b>			<b>15,432</b>	<b>11,321</b>	<b>13,053</b>	<b>15,000</b>	<b>8,987</b>	<b>15,000</b>
<b>226 - MISSION MERIDIAN PUBLIC GARAGE TOT/</b>			<b>15,432</b>	<b>11,321</b>	<b>13,053</b>	<b>15,000</b>	<b>8,987</b>	<b>15,000</b>

# MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

## OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8060 Property Owners' Association (POA) Dues

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

# BTA GRANT

## Budget Detail

248-2011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	60	-	-	-	-	-
8170	000	Professional Services	55,579	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			55,639	-	-	-	-	-
9190	000	Bicycle Parking	-	-	-	-	163,178	10,322
9387	000	Bikeway Improvement	-	106,590	101,377	-	-	-
9388	000	Bicycle Parking	-	-	10,289	-	-	-
<CAPITAL PROJECTS>			-	106,590	111,666	-	-	-
<b>[248-9000s] CIP Total</b>			<b>55,639</b>	<b>106,590</b>	<b>111,666</b>	<b>-</b>	<b>163,178</b>	<b>10,322</b>
<b>248 - BTA GRANTS TOTAL</b>			<b>55,639</b>	<b>106,590</b>	<b>111,666</b>	<b>-</b>	<b>163,178</b>	<b>10,322</b>





# FINANCE DEPARTMENT FISCAL YEAR 2020-21 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 Comprehensive Annual Financial Report (CAFR). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City's annual budget.

The Finance Department oversees the utility billing function 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

Overall, full-time permanent salaries have generally decreased due to department staffing changes. This fiscal year, part-time, temporary staff salaries have increased due to the partial funding for the Interim Assistant City Manager, and temporary supplemental staffing previously authorized by the City Council, such as the Interim Finance Director.

### Notable Changes- Operations and Maintenance

The department is removing any services that can be postponed over the course of the next year.

### Capital Outlay

NA.

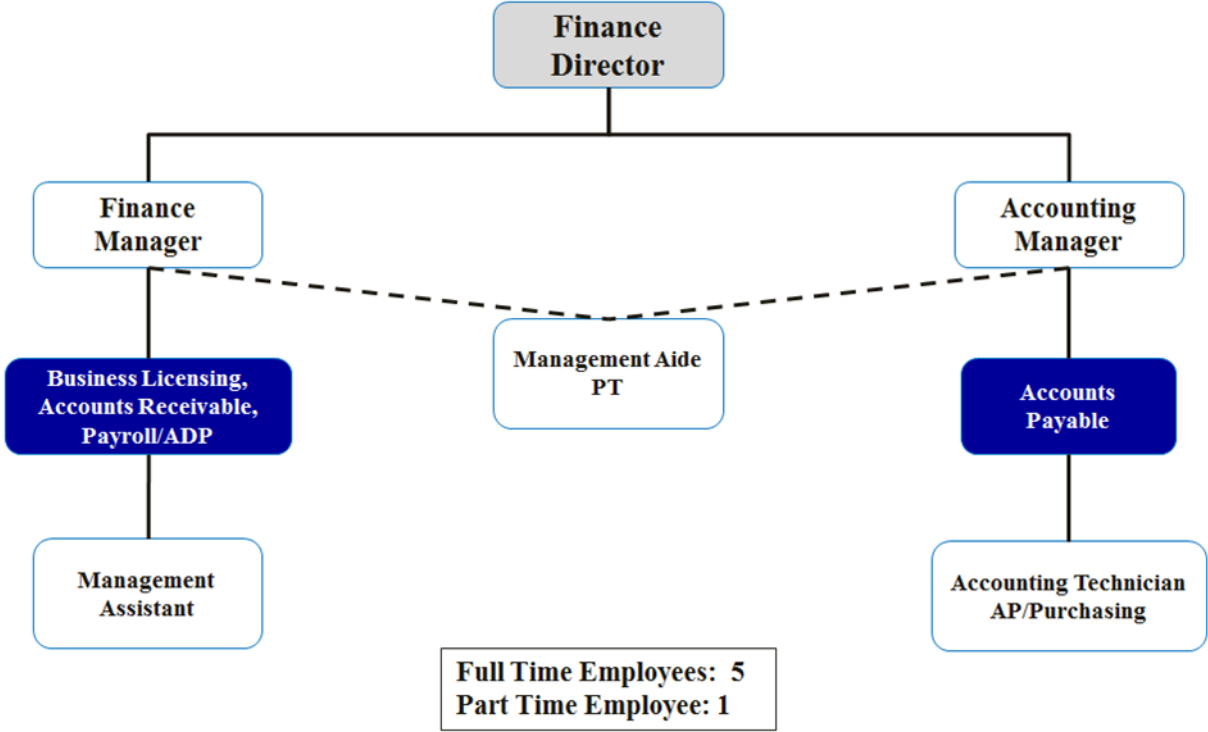
# FINANCE

## Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,516,049	1,517,371	1,467,753	1,168,534	1,092,660	1,405,498
Operations & Maintenance	1,165,460	1,173,579	1,535,156	1,330,259	1,525,282	2,001,963
<b>Total Expenses by Category</b>	<b>2,681,509</b>	<b>2,690,950</b>	<b>3,002,909</b>	<b>2,498,793</b>	<b>2,617,941</b>	<b>3,407,461</b>
[101-3011] Finance	643,953	795,481	1,082,072	709,727	748,875	859,447
[101-3041] Non-Dept/Overhead	947,864	1,056,457	1,044,550	944,111	1,060,512	1,679,445
[500-3012] Utility Billing	1,089,692	839,013	876,286	844,955	808,554	868,569
<b>Total Expenses by Program</b>	<b>2,681,509</b>	<b>2,690,950</b>	<b>3,002,909</b>	<b>2,498,793</b>	<b>2,617,941</b>	<b>3,407,461</b>

Finance Director	1
Accounting Manager	1
Finance Manager	1
Accounting Technician	1
Management Assistant	1
<b>Total</b>	<b>5</b>

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



# FINANCE

## Budget Detail

**101-3011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	418,181	468,771	430,173	335,459	237,956	276,521
7010	000	Salaries - Temp / Part	-	2,658	11,228	11,856	23,008	130,138
7020	000	Overtime	2,516	6,387	2,397	1,200	1,648	2,000
7040	000	Holiday	-	45	-	-	4,358	1,812
7070	000	Leave Buyback	10,760	6,936	39,048	4,193	7,436	7,436
7100	000	Retirement	76,976	80,834	94,252	23,724	27,293	28,867
7108	000	Deferred Compensation	1,078	783	2,158	2,808	1,596	2,219
7110	000	Workers Compensation	13,276	7,459	2,251	6,024	3,508	4,966
7120	000	Disability Insurance	-	-	4,390	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	7,613	22,729
7130	000	Group Health Insurance	42,827	53,293	41,865	33,743	30,664	33,743
7140	000	Vision Insurance	1,345	1,472	1,170	842	616	842
7150	000	Dental Insurance	4,384	4,487	2,490	3,159	2,216	3,159
7055	000	IOD - Non Safety	-	-	-	-	-	22,729
7160	000	Life Insurance	537	640	462	347	290	347
7170	000	FICA - Medicare	5,710	6,905	7,661	4,864	5,519	4,010
		<WAGES & BENEFITS>	577,590	640,670	639,545	428,219	353,720	541,519
8000	000	Office Supplies	5,132	5,052	5,635	4,500	7,765	3,000
8010	000	Postage	4,213	9,311	3,272	3,000	1,758	3,000
8020	000	Special Department Expense	14,659	14,800	14,651	20,260	21,404	20,260
8050	000	Printing/Duplicating	3,805	2,961	2,113	2,500	815	2,000
8060	000	Dues & Memberships	1,045	855	1,160	2,500	945	2,500
8070	000	Mileage/Auto Allowance	139	78	-	100	129	-
8090	000	Conference & Meeting Expense	2,264	555	311	2,480	-	1,000
8110	000	Equipment Maintenance	1,019	841	181	950	602	950
8170	000	Professional Services	22,451	87,597	150,718	174,218	226,568	174,218
8180	000	Contract Services	11,636	32,759	263,652	67,000	133,373	107,000
8200	000	Training Expense	-	-	835	4,000	1,796	4,000
		<OPERATIONS & MAINTENANCE>	66,363	154,810	442,527	281,508	395,155	317,928
<b>[101-3011] Finance Total</b>			<b>643,953</b>	<b>795,481</b>	<b>1,082,072</b>	<b>709,727</b>	<b>748,875</b>	<b>859,447</b>

# FINANCE

## Budget Detail

101-3011

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of miscellaneous supplies (\$3,000).
- 8010 Postage  
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$ 3,000).
- 8020 Special Department Expense  
Departmental forms including 1099s, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Allocation of credit card charges and bank analysis fees (\$10,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,010). Annual PERS accounting actuarials (\$3,250). (Total \$20,160)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of draft and final budget (\$1000) and other miscellaneous information intended for public distribution from the Finance Department (\$2,000).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$660), the Government Finance Officers Association (GFOA, \$675). , and other financial associations (\$1,165). (Total \$2,500)
- 8070 Mileage Reimbursement  
N/A

- 8090 Conference and Meeting Expense  
Provides funds for attendance to GFOA/CSMFO conferences (\$1,000).
- 8110 Equipment Maintenance  
Provides funds for postage machine lease/maintenance allocation (\$550), credit card processor (\$200), postage meter (\$200). (Total \$950)
- 8170 Professional Services  
Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). HdL sales tax, business license tax, and property tax audits (\$39,000), Morgan Stanley/Western Asset Investment and property [formerly allocated to Utility Billing] (\$13,800), ADP payroll (\$117,418), and other financial services (\$ 1,000). (Total \$174,218)
- 8180 Contract Services  
Provides funds for OpenGov contract (\$7,000), indirect cost allocation plan, actuarial study (\$40,000), Account Temps (\$60,000) (Total \$107,000)
- 8200 Employee Training  
Provides funds for department training opportunities; includes funds for additional finance software training (\$4,000).

# UTILITY BILLING

## Budget Detail

**500-3012**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	220,115	203,127	163,182	181,011	135,727	158,551
7010	000	Salaries - Temp / Part	22,132	1,111	-	11,856	1,346	60,779
7020	000	Overtime	226	1,136	688	200	-	-
7040	000	Holiday	-	-	498	-	869	-
7070	000	Leave Buyback	5,297	3,531	12,483	3,000	2,732	-
7100	000	Retirement	82,573	74,733	52,429	27,993	21,254	19,903
7108	000	Deferred Compensation	1,223	578	1,052	1,530	818	1,304
7110	000	Workers Compensation	7,832	3,233	827	3,376	1,639	2,911
7120	000	Disability Insurance	567	2,301	638	-	-	-
7130	000	Group Health Insurance	14,858	17,803	17,066	16,494	10,163	16,065
7140	000	Vision Insurance	516	480	354	432	240	420
7150	000	Dental Insurance	1,489	1,654	1,075	1,620	817	1,575
7160	000	Life Insurance	182	218	140	178	108	173
7170	000	FICA - Medicare	3,560	3,046	2,504	2,625	1,954	2,299
		<WAGES & BENEFITS>	360,571	312,950	252,934	250,315	177,667	263,979
8000	000	Office Supplies	(48)	-	-	-	-	-
8010	000	Postage	311	149	26	750	15,302	750
8020	000	Special Department Expense	158,776	166,483	136,544	160,000	173,213	160,000
8032	000	Water Efficiency Fee Projects	104,247	42,017	-	-	9,057	-
8060	000	Dues & Memberships	262	-	-	-	-	-
8070	000	Mileage/Auto Allowance	222	19	-	-	-	-
8090	000	Conference & Meeting Expense	2,753	1,425	-	1,000	(100)	100
8110	000	Equipment Maintenance	16,777	14,838	15,225	3,300	602	18,150
8170	000	Professional Services	337,899	291,276	368,707	328,610	423,996	328,610
8180	000	Contract Services	10,058	9,857	10,870	9,000	8,817	4,500
8200	000	Training Expense	-	-	-	-	-	500
8350	000	Bad Debt Expense	5,883	-	-	-	-	-
8400	000	Overhead Allocation	91,981	-	91,981	91,980	-	91,980
		<OPERATIONS & MAINTENANCE>	729,121	526,063	623,353	594,640	630,886	604,590
<b>[500-3012] Utility Billing Total</b>			<b>1,089,692</b>	<b>839,013</b>	<b>876,286</b>	<b>844,955</b>	<b>808,554</b>	<b>868,569</b>

# UTILITY BILLING

Budget Detail

500-3012

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to water billing services and inserts (\$750).
- 8020 Special Department Expense  
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000). (Offset by credit card fees)
- 8090 Conference and Meeting Expense  
Share of annual CSMFO conference for the Finance Director (\$100).
- 8110 Equipment Maintenance  
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the RemitPlus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$14,850). (Total \$18,150)
- 8170 Professional Services  
Provides (\$312,000) toward contractual support service with Munibilling, the company that provides the Finance Department's utility billing processing. Also provides portion of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200). (Total \$328,610)
- 8180 Contract Services  
Provides funds for share of bank armored courier services (\$4,500)
- 8200 Training  
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund (\$91,980).



# NON-DEPARTMENTAL/OVERHEAD

## Budget Detail

**101-3041**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7131	000	Retiree Health Insurance	577,889	563,751	575,274	490,000	561,272	600,000
		<WAGES & BENEFITS>	577,889	563,751	575,274	490,000	561,272	600,000
8020	000	Special Department Expense	-	-	37	-	-	-
8060	000	Dues & Memberships	24,311	24,787	41,683	27,821	32,969	27,821
8140	000	Utilities	-	-	-	-	-	446,984
8170	000	Professional Services	56,401	151,839	73,362	84,040	43,643	137,640
8180	000	Contract Services	11,306	12,680	15,496	12,250	10,166	6,000
8191	000	Liability & Surety Bonds	144,772	157,811	179,308	180,000	251,782	300,000
8335	000	Property Tax Admin. Fee	133,186	145,589	159,390	150,000	160,681	161,000
		<OPERATIONS & MAINTENANCE>	369,976	492,706	469,276	454,111	499,240	1,079,445
<b>[101-3041] Non-Dept/Overhead Total</b>			<b>947,864</b>	<b>1,056,457</b>	<b>1,044,550</b>	<b>944,111</b>	<b>1,060,512</b>	<b>1,679,445</b>

## NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

### PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$600,000).

### OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$10,390), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments\* (\$9,240), Contract Cities\* (\$3,000) and the Southern CA Association of Governments\* (\$2,810) *\*partially paid by other funds.* (Total \$27,821)

8140 Utilities

Citywide Water Utility Usage (\$446,984).

8170 Professional Services

Provides funds for general fund portion of independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (FY 19/20 \$53,600) (FY 19/20 Audit \$23,040), retiree health actuarial (\$23,000), a share of Morgan Stanley/Western Asset investment management services (\$28,000), and deferred compensation consulting/compliance services (\$10,000). (Total \$137,640)

8180 Contract Services

Provides funds for share of bank armored courier services (\$6,000).

8191 Liability & Surety Bonds

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

8335 Property Tax Admin Fee

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

# WATER REVENUE BONDS

## Budget Detail

**505-2016**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8232	000	Debt Service - Fees	-	1,530	1,470	2,500	1,250	2,500
8320	000	Issuance Cost Expense	382,968	-	-	-	-	-
8331	000	Debt Service - Interest	-	1,661,600	1,593,912	1,564,238	1,576,988	1,537,838
8450	000	Def Loss Amort Expense	-	-	258,250	-	258,250	-
8451	000	Premium Amort Expense - 2016	-	-	(208,038)	-	(208,038)	-
		<OPERATIONS & MAINTENANCE>	382,968	1,663,130	1,645,594	1,566,738	1,628,450	1,540,338
9811	000	Transfers Out	5,389,888	2,313,432	-	-	-	-
		<TRANSFER OUT>	5,389,888	2,313,432	-	-	-	-
<b>[505-9000s] CIP Total</b>			<b>5,772,857</b>	<b>3,976,562</b>	<b>1,645,594</b>	<b>1,566,738</b>	<b>1,628,450</b>	<b>1,540,338</b>
<b>505 - 2016 WATER REVENUE BONDS TOTAL</b>			<b>5,772,857</b>	<b>3,976,562</b>	<b>1,645,594</b>	<b>1,566,738</b>	<b>1,628,450</b>	<b>1,540,338</b>

# SRF LOAN - WATER

## Budget Detail

**506-6712**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8331	000	Debt Service - Interest	-	-	-	-	26,239	-
8332	000	Debt Service - Interest Exp	-	-	5,696	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	5,696	-	26,239	-
<b>[506-9000s] CIP Total</b>			-	-	<b>5,696</b>	-	<b>26,239</b>	-
<b>506 - SRF LOAN - WATER TOTAL</b>			-	-	<b>5,696</b>	-	<b>26,239</b>	-

# PUBLIC FINANCING AUTHORITY

## Budget Detail

**550-6712**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8232	000	Debt Service - Fees	5,000	4,000	4,000	-	2,000	-
8333	000	Debt Service-Professional Svc	-	-	3,500	-	-	-
8341	000	Debt Service - Interest - 2013	181,525	171,100	185,387	166,788	175,104	-
8342	000	Premium Amort Expense - 2013	-	-	(27,712)	-	(27,712)	-
		<OPERATIONS & MAINTENANCE>	186,525	175,100	192,887	166,788	177,104	-
<b>[550-6712] Bond Debt Service Total</b>			<b>186,525</b>	<b>175,100</b>	<b>192,887</b>	<b>166,788</b>	<b>177,104</b>	<b>-</b>
9100	000	Transfers Out	14,708,159	-	-	-	-	-
		<TRANSFER OUT>	14,708,159	-	-	-	-	-
<b>[550-9000s] CIP Total</b>			<b>14,708,159</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>550 - PUBLIC FINANCING AUTHORITY TOTAL</b>			<b>14,894,684</b>	<b>175,100</b>	<b>165,175</b>	<b>166,788</b>	<b>149,392</b>	<b>-</b>

# CITY TREASURER

## Department Summary

	Actual	Actual	Actual	Proposed	Estimated	Proposed
<b>EXPENDITURE SUMMARY</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>
Wages & Benefits	9,380	9,250	9,165	9,250	9,211	9,250
<b>Total Expenses by Category</b>	<b>9,380</b>	<b>9,250</b>	<b>9,165</b>	<b>9,250</b>	<b>9,211</b>	<b>9,250</b>
[101-3021] City Treasurer	9,380	9,250	9,165	9,250	9,211	9,250
<b>Total Expenses by Program</b>	<b>9,380</b>	<b>9,250</b>	<b>9,165</b>	<b>9,250</b>	<b>9,211</b>	<b>9,250</b>

**CITY TREASURER**  
**Department Descriptions and Authorized Positions**

City Treasurer	1
<b>Total</b>	<b>1</b>

The City Treasurer is an elected position and is responsible for the management and oversight of the City's idle cash and its 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.

# CITY TREASURER

## Budget Detail

101-3021

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7010	000	Salaries - Temp / Part	8,472	8,472	8,472	8,472	8,472	8,472
7110	000	Workers Compensation	260	130	45	130	91	130
7170	000	FICA - Medicare	648	648	648	648	648	648
		<WAGES & BENEFITS>	9,380	9,250	9,165	9,250	9,211	9,250
<b>[101-3021] City Treasurer Total</b>			<b>9,380</b>	<b>9,250</b>	<b>9,165</b>	<b>9,250</b>	<b>9,211</b>	<b>9,250</b>



# CITY TREASURER

**Budget Detail**

**101-3021**

## **PERSONNEL SERVICES**

7010 Salaries – Temp/Part-Time

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



# **POLICE DEPARTMENT FISCAL YEAR 2020-21 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.

In Fiscal Year 2020-21 the Police Department had an increase in overtime due to unfilled vacancies, community events, COVID-19 related absences and First Amendment assemblies.

## **Notable Changes- Wages and Benefits**

The cost-of-living increases and increases in health and retirement benefits, are offset by salary savings due to a number of vacant positions. The increase in overtime is due to unfilled vacancies, community events, COVID-19 related absences and First Amendment assemblies.

## **Notable Changes- Operations and Maintenance**

Implementation of the “Project Life Saver” program providing officers the ability to locate individuals wearing a bracelet containing a homing device suffering from cognitive disorders or are prone to life-threatening behaviors. Also, the addition of the “Safe Deal Zone” program allowing residents to conduct on-line purchases face-to-face transactions in the police station lobby. Contract for crossing guards with All City Management was reduced to a three-month period. Also included is a substantial increase in the cost of the contract with the Pasadena Humane Society.

## **Capital Outlay**

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

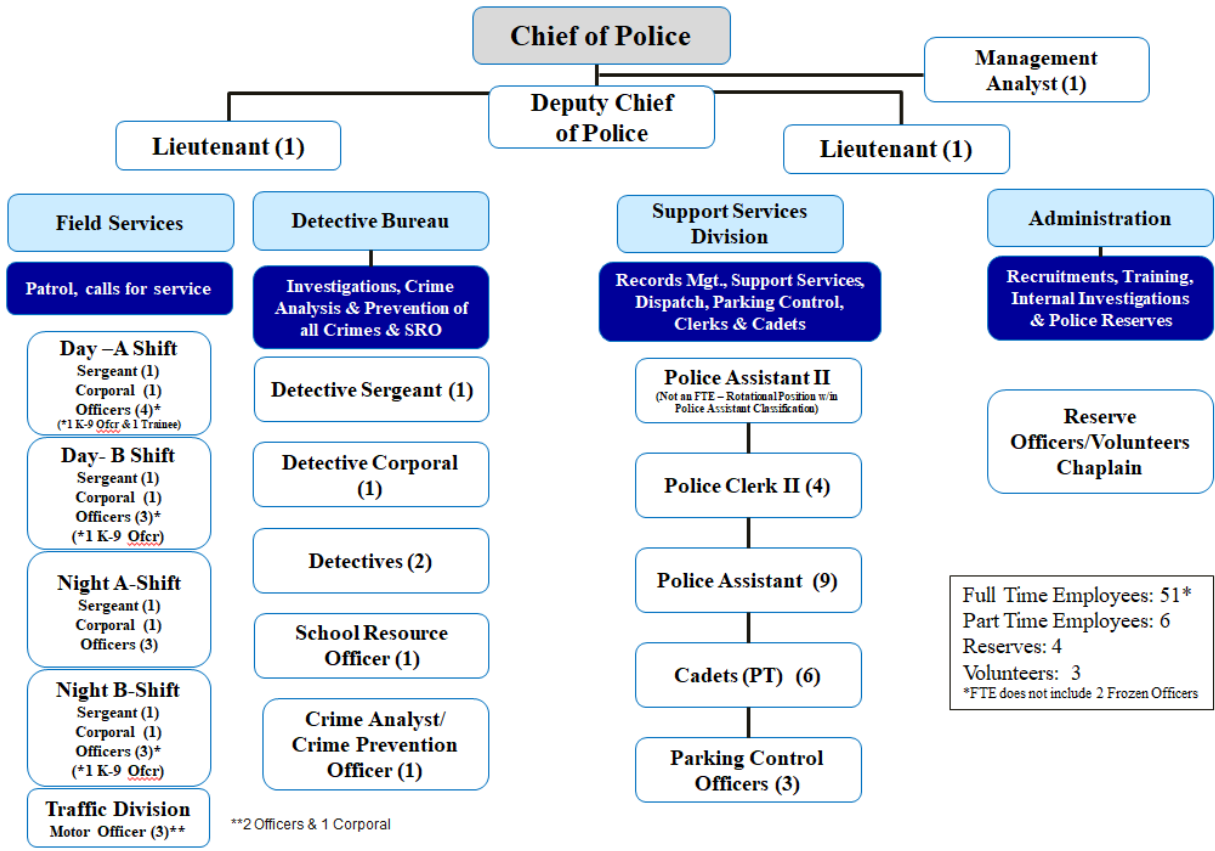
## POLICE Department Summary

EXPENDITURES SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	7,425,870	7,381,070	7,382,606	8,401,378	9,053,197	9,079,473
Operations & Maintenance	1,011,419	1,027,347	1,017,023	1,030,428	806,777	1,007,000
Capital Outlay	280,190	195,161	242,518	50,630	18,514	50,000
<b>Total Expenses by Category</b>	<b>8,717,478</b>	<b>8,603,578</b>	<b>8,642,146</b>	<b>9,482,436</b>	<b>9,878,489</b>	<b>10,136,473</b>
[101-4011] Police	8,419,495	8,408,728	8,391,436	9,327,012	9,782,356	9,914,669
[105-4011] Facilities & Equipment Replacement	100,079	110,973	179,392	-	(5,586)	-
[241-4011] Police	-	-	-	-	77,619	71,803
[270-4011] Police	-	-	8,193	-	-	-
[270-4015] Police Asset Forfeiture	13,407	-	-	-	-	-
[272-4018] Police State Grant - AB 3229	170,090	83,877	63,126	155,424	24,100	150,000
[273-4019] Police Grant	5,241	-	-	-	-	-
[274-4019] Police Grant	9,167	-	-	-	-	-
<b>Total Expenses by Program</b>	<b>8,717,478</b>	<b>8,603,578</b>	<b>8,642,146</b>	<b>9,482,436</b>	<b>9,878,489</b>	<b>10,136,473</b>

Police Chief	1	
Deputy Chief	1	
Police Lieutenant	2	
Police Sergeant	5	
Corporal	6	
Police Officer	19	2 Frozen
Police Assistant II (Rotational)	1	
Police Clerk II	4	
Police Assistant	8	
Management Analyst	1	
Parking Control Officer	3	
<b>Total</b>	<b>53/51</b>	

# POLICE

## Department Description and Authorized Positions



The South Pasadena Police Department is comprised of 37 sworn officers, including captains, sergeants, corporals and chief of police, 14 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets. The department is augmented with an additional 4 reserve officers and a volunteer chaplain.

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

# POLICE

## Budget Detail

**101-4011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	4,015,167	3,917,833	3,908,896	4,581,992	4,510,713	4,277,962
7010	000	Salaries - Temp / Part	165,996	163,791	124,865	140,000	153,736	160,000
7020	000	Overtime	695,077	634,930	646,515	549,839	618,057	692,000
7030	000	Overtime - FLSA	-	-	-	-	3,796	-
7040	000	Holiday	157,030	171,694	189,384	126,005	245,815	200,000
7045	000	Overtime - Special Detail	222,618	272,195	190,960	210,000	207,780	160,000
7050	000	Overtime - DUI Checkpoint	-	23,490	16,564	20,000	7,217	20,000
7060	000	IOD - Safety	26,012	15,840	1,702	10,000	5,957	10,000
7070	000	Leave Buyback	65,597	66,213	96,236	57,275	46,574	100,000
7100	000	Retirement	1,214,600	1,333,426	1,499,691	1,808,878	2,293,098	2,508,039
7108	000	Deferred Compensation	4,603	2,492	2,871	4,575	3,529	4,015
7110	000	Workers Compensation	359,614	190,851	71,326	199,909	218,990	187,157
7120	000	Disability Insurance	7,305	17,759	1,904	-	32,102	-
7122	000	Unemployment Insurance	5,066	18,409	8,938	-	-	-
7130	000	Group Health Insurance	320,796	382,396	457,601	514,560	449,722	514,560
7140	000	Vision Insurance	10,446	10,175	10,473	12,960	10,220	12,960
7150	000	Dental Insurance	33,423	31,639	31,089	48,600	33,914	48,600
7160	000	Life Insurance	4,569	4,331	4,394	5,346	4,799	5,346
7170	000	FICA - Medicare	74,250	69,596	73,181	66,439	85,860	62,030
7180	000	Car/Uniform Allowance	43,701	54,008	46,017	45,000	43,700	45,000
		<WAGES & BENEFITS>	7,425,870	7,381,070	7,382,606	8,401,378	8,975,578	9,007,669
8000	000	Office Supplies	46,282	18,985	29,012	26,000	28,120	26,000
8010	000	Postage	4,064	4,408	5,878	5,000	2,669	5,000
8020	000	Special Department Expense	89,511	86,077	62,849	87,000	64,022	60,000
8034	000	K9 Expenses	6,927	3,050	5,116	8,500	8,436	8,500
8035	000	Narco K9 Expenses	8,843	3,329	5,303	8,000	4,332	8,000
8040	000	Advertising	-	-	-	-	60	-
8050	000	Printing/Duplicating	6,416	8,918	12,373	16,500	16,373	16,500
8060	000	Dues & Memberships	2,685	5,092	4,918	3,700	2,145	3,700
8090	000	Conference & Meeting Expense	6,247	2,373	3,801	8,000	2,213	8,000
8100	000	Vehicle Maintenance	107,803	102,367	85,169	90,000	75,887	80,000
8105	000	Fuel	52,512	59,003	91,158	65,000	63,769	65,000
8109	000	Equipment	-	-	-	-	-	25,000
8110	000	Equipment Maintenance	15,368	28,310	13,830	20,000	13,040	20,000
8120	000	Building Maintenance	7,996	15	480	-	-	-
8134	000	Safety Clothing/Equipment	34,371	38,270	37,147	30,000	30,105	30,000
8150	000	Telephone	207	299	855	-	-	-
8170	000	Professional Services	145,392	142,588	49,302	131,816	104,677	131,816
8180	000	Contract Services	418,050	477,660	544,007	366,118	353,111	351,984
8200	000	Training Expense	15,695	24,271	32,332	30,000	18,875	30,000
8210	000	Training Expense - POST Reimb.	25,226	22,333	25,302	30,000	18,944	30,000
8176	000	Reserves and Volunteers	-	-	-	-	-	7,500
		<OPERATIONS & MAINTENANCE>	993,597	1,027,347	1,008,830	925,634	806,777	907,000
8520	000	Machinery & Equipment	-	311	-	-	-	-
8540	000	Automotive Equipment	28	-	-	-	-	-
		<CAPITAL OUTLAY>	28	311	-	-	-	-
<b>[101-4011] Police Total</b>			<b>8,419,495</b>	<b>8,408,728</b>	<b>8,391,436</b>	<b>9,327,012</b>	<b>9,782,356</b>	<b>9,914,669</b>

## POLICE

Budget Detail

101-4011

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides salaries for all full-time, permanent sworn, and civilian employees. (Reflects City Council approved changes at February 17, 2021 meeting.)
- 7010 Salaries – Temporary/Seasonal/Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets
- 7020 Overtime  
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Overtime has increased due to COVID-19 related absences as well as staffing requirements for First Amendment assemblies. 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. **(\$692,000).**
- 7040 Holiday  
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail  
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7050 Overtime – DUI Checkpoint  
Covers overtime compensation for providing staffing for DUI checkpoints. (\$20,000)
- 7060 IOD – Safety  
Injury on Duty Overtime. (\$10,000)
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances. (\$100,000)

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office and kitchen supplies. (\$26,000).

- 8010 Postage  
Provides funds for Police Department postal expenses (\$5,000).
- 8020 Special Department Expense  
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); 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  
Provides for training, equipment, maintenance and veterinarian costs (\$8,500).
- 8035 Narco K9 Expenses  
Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$8,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,500); parking, traffic citations, and parking permits (\$13,000). Total (\$16,500).
- 8060 Dues, Memberships, Subscriptions and Books  
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).
- 8090 Conference and Meeting Expenses  
Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000). Total (\$8,000).
- 8100 Vehicle Maintenance and Operations  
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$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

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

- 8109 Equipment  
Lethal and less lethal weapons, accessories training supplies including ammunition, range maintenance, and repairs (\$25,000).
- 8110 Equipment Maintenance  
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).
- 8134 Safety Clothing/Equipment  
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). Total (\$30,000).
- 8170 Professional Services  
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); Secureworks annual subscription and other software/license fees (\$28,816). Total (\$131,816).
- 8180 Contract Services  
Funds contracts that are provided for services such as: Pasadena Humane Society (\$170,893); All City Management Crossing Guards (\$165,245); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$29,842) ; Lexipol moved from #8200 (\$8,000). Total (\$351,984).
- 8200 Training Expense  
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).
- 8210 P.O.S.T. Training Expense  
Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).
- 8176 Reserves and Volunteers  
Provides for expenses associated with Volunteer Program and Police Reserve Officers, to include: uniforms maintenance and training. (\$7,500).



# Measure H

## Budget Detail

**241-4011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	-	-	-	-	8,360	8,360
7020	000	Overtime	-	-	-	-	53,144	53,144
7040	000	Holiday	-	-	-	-	3,939	3,939
7100	000	Retirement	-	-	-	-	5,816	-
7110	000	Workers Compensation	-	-	-	-	2,991	2,991
7130	000	Group Health Insurance	-	-	-	-	2,044	2,044
7140	000	Vision Insurance	-	-	-	-	75	75
7150	000	Dental Insurance	-	-	-	-	280	280
7160	000	Life Insurance	-	-	-	-	33	33
7170	000	FICA - Medicare	-	-	-	-	938	938
		<WAGES & BENEFITS>	-	-	-	-	77,619	71,803
<b>[241-4011] Police Total</b>			-	-	-	-	<b>77,619</b>	<b>71,803</b>
<b>241 - MEASURE H TOTAL</b>			-	-	-	-	<b>77,619</b>	<b>71,803</b>

## Police State Grant – AB 3229

### Budget Detail

272-4011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8180	000	Contract Services	-	-	-	104,794	-	100,000
8200	000	Training Expense	17,822	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	17,822	-	-	104,794	-	100,000
8520	000	Machinery & Equipment	152,268	83,877	63,126	50,630	24,100	50,000
		<CAPITAL OUTLAY>	152,268	83,877	63,126	50,630	24,100	50,000
<b>[272-4018] Police State Grant - AB 3229 Total</b>			<b>170,090</b>	<b>83,877</b>	<b>63,126</b>	<b>155,424</b>	<b>24,100</b>	<b>150,000</b>
<b>272 - POLICE GRANTS - STATE(COPS) TOTAL</b>			<b>170,090</b>	<b>83,877</b>	<b>63,126</b>	<b>155,424</b>	<b>24,100</b>	<b>150,000</b>



# FIRE DEPARTMENT FISCAL YEAR 2020-21 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.

During the current Fiscal Year (FY20-21) the Fire department overtime has not decreased from the previous fiscal year's estimate. Overtime is the result of unanticipated injuries, vacancies during the first quarter, and responding to Strike Team fires. The Strike Team response costs are offset by reimbursements from the state estimated to total \$270,000 for our participation in nine major brush fires throughout the State.

### 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.

### Capital Outlay

No capital outlays budgeted this fiscal year.

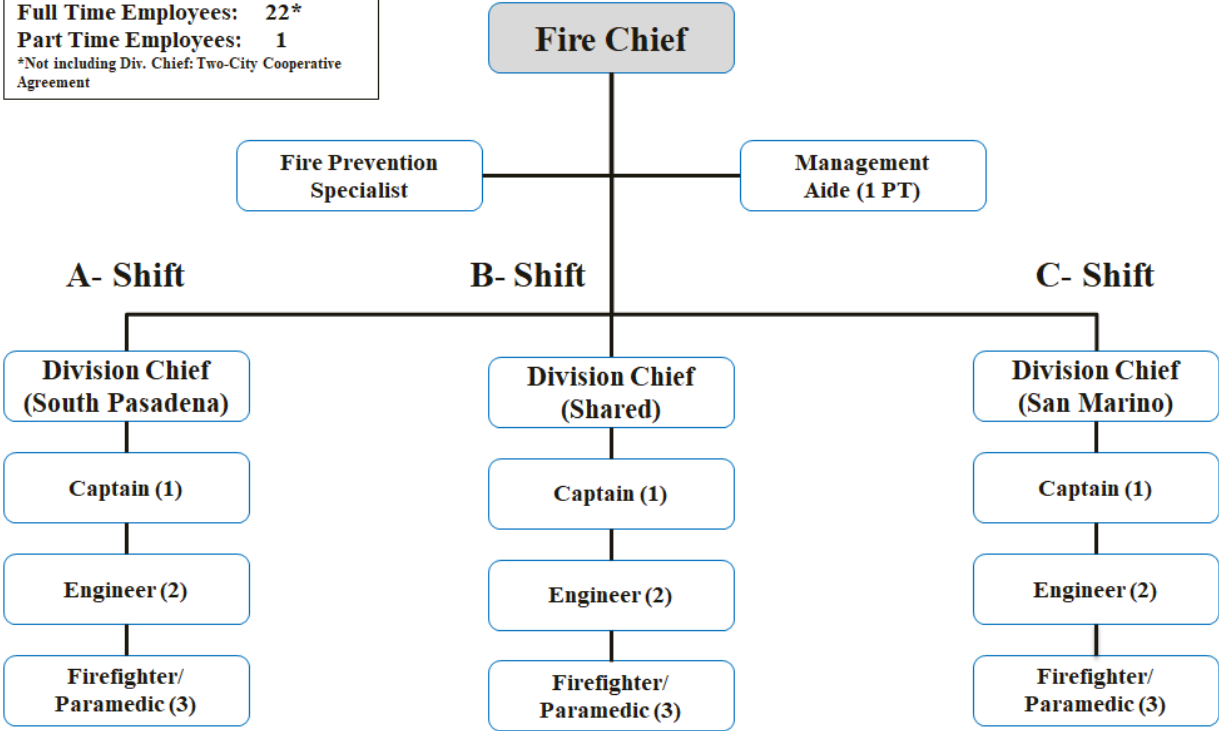
## FIRE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	4,153,645	4,329,665	4,260,234	4,620,466	4,751,158	5,166,132
Operations & Maintenance	863,597	485,294	593,964	539,184	567,752	494,500
Capital Outlay	981,038	10,271	263,113	15,000	40,723	15,000
<b>Total Expenses by Category</b>	<b>5,998,279</b>	<b>4,825,230</b>	<b>5,117,310</b>	<b>5,174,650</b>	<b>5,359,634</b>	<b>5,675,632</b>
[101-5011] Fire	5,031,694	4,720,830	4,695,243	5,139,650	5,267,721	5,620,632
[101-5012] Emergency Preparedness	23,505	104,400	386,516	35,000	91,913	55,000
[105-5011] Facilities & Equipment Replacement	943,080	-	35,551	-	-	-
<b>Total Expenses by Program</b>	<b>5,998,279</b>	<b>4,825,230</b>	<b>5,117,310</b>	<b>5,174,650</b>	<b>5,359,634</b>	<b>5,675,632</b>

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

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

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



# FIRE

## Budget Detail

**101-5011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	1,658,037	1,699,779	1,766,150	2,162,091	2,195,372	2,327,760
7010	000	Salaries - Temp / Part	42,559	47,596	40,813	60,000	28,692	60,000
7020	000	Overtime	763,523	995,727	950,379	432,418	915,080	950,000
7030	000	Overtime - FLSA	90,241	39,333	30,903	82,159	32,593	59,458
7040	000	Holiday	63,899	63,151	72,945	59,458	74,932	80,000
7045	000	Overtime - Special Detail	150,413	189,871	116,549	140,000	114,254	100,000
7060	000	IOD - Safety	22,880	46,421	34,812	-	6,813	-
7065	000	Fitness	5,700	3,100	5,700	9,000	5,200	9,000
7070	000	Leave Buyback	86,089	82,949	37,408	27,026	23,388	27,026
7100	000	Retirement	580,976	666,259	828,132	1,032,418	799,428	906,412
7108	000	Deferred Compensation	1,660	2,046	5,243	4,173	5,447	4,780
7110	000	Workers Compensation	498,017	253,118	88,270	294,564	252,985	317,134
7122	000	Unemployment Insurance	32	75	-	-	7,783	5,000
7130	000	Group Health Insurance	120,171	166,325	204,450	244,440	209,337	244,440
7140	000	Vision Insurance	3,685	3,941	4,041	5,040	4,084	5,040
7150	000	Dental Insurance	12,432	11,449	12,952	18,900	13,712	18,900
7160	000	Life Insurance	1,614	1,427	1,739	2,079	1,799	2,079
7170	000	FICA - Medicare	39,018	44,872	45,786	31,350	47,760	33,753
7180	000	Car/Uniform Allowance	12,700	12,226	13,962	15,350	12,500	15,350
		<WAGES & BENEFITS>	4,153,645	4,329,665	4,260,234	4,620,466	4,751,158	5,166,132
8000	000	Office Supplies	3,725	3,695	3,708	3,700	3,516	3,700
8010	000	Postage	965	911	975	1,000	779	1,000
8020	000	Special Department Expense	45,757	43,157	43,978	44,000	42,697	44,000
8025	000	Medical Supplies	27,304	25,784	47,350	33,000	32,856	34,000
8026	000	Hazardous Materials	1,327	-	695	500	287	-
8050	000	Printing/Duplicating	1,685	1,753	982	1,000	1,031	1,000
8060	000	Dues & Memberships	75	985	1,890	800	1,498	1,800
8080	000	Books & Periodicals	1,305	802	1,876	2,000	1,512	2,000
8090	000	Conference & Meeting Expense	79	1,500	482	1,500	1,490	2,000
8100	000	Vehicle Maintenance	52,789	39,019	44,694	37,500	32,479	37,500
8105	000	Fuel	-	18,302	20,898	16,000	20,085	17,000
8110	000	Equipment Maintenance	12,745	11,108	9,824	11,000	11,093	11,000
8120	000	Building Maintenance	10,523	10,000	17,131	70,684	72,100	10,000
8132	000	Uniform Expense/Cleaning	307	-	-	-	-	-
8134	000	Safety Clothing/Equipment	26,820	49,237	28,075	28,000	28,218	29,000
8170	000	Professional Services	33,546	36,505	25,667	38,500	36,216	38,500
8180	000	Contract Services	127,117	134,008	149,708	155,000	157,331	147,000
8183	000	Contract Services - Command Sharing	499,062	4,725	27,347	65,000	62,686	65,000
8200	000	Training Expense	9,195	9,249	9,727	10,000	9,367	10,000
		<OPERATIONS & MAINTENANCE>	854,327	390,739	435,009	519,184	515,241	454,500
8520	000	Machinery & Equipment	23,723	426	-	-	1,322	-
		<CAPITAL OUTLAY>	23,723	426	-	-	1,322	-
<b>[101-5011]</b>		<b>Fire Total</b>	<b>5,031,694</b>	<b>4,720,830</b>	<b>4,695,243</b>	<b>5,139,650</b>	<b>5,267,721</b>	<b>5,620,632</b>

# FIRE

**Budget Detail**

**101-5011**

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, (\$2,300); toner, printer supplies, (\$800) and copy paper, letter head, envelopes, (\$600). (Total \$3,700)
- 8010 Postage  
Provides funds for department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State Government mailings and postal expenses (\$1,000).
- 8020 Special Department Supplies  
Provides funds for extraordinary department supplies and services including unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$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)
- 8025 Paramedic and Emergency Medical Services and Supplies  
Provides funds for purchasing expendable medical supplies and equipment utilized

during the delivery of paramedic and emergency medical services (\$19,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000); and other medical supplies (\$5,000). (Total \$34,000)

- 8050 Printing and Duplicating  
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400). (Total \$1,000)
- 8060 Dues and Membership  
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$1,800).
- 8080 Books and Training Materials  
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense  
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$2,000).
- 8100 Vehicle Maintenance  
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel  
Provides fuel for fire apparatus (\$10,000 Diesel fuel) and (\$7,000 unleaded gasoline). (Total \$17,000.)
- 8110 Equipment Maintenance  
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400). (Total \$11,000)
- 8120 Building Maintenance  
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$9,000). Includes routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$1,000). (Total \$10,000)



- 8134 Safety Clothing and Equipment  
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits 17,000). Provides funds to purchase safety turn out gear (\$12,000). (Total \$29,000)
- 8170 Professional Services  
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (\$31,350), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (\$3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000). (Total \$38,500)
- 8180 Contract Services  
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$147,000).
- 8183 Contract Services – San Marino  
Provides funds for comprehensive shared Fire Command Staff of one (1) shared Division Chief with the City of San Marino (\$65,000).
- 8200 Training Expense  
Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$5,000). Includes use of multi-agency Training Tower (\$5,000). (Total \$10,000)

# EMERGENCY PREPAREDNESS

## Budget Detail

**101-5012**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	9,270	94,555	158,955	20,000	52,511	40,000
		<OPERATIONS & MAINTENANCE>	9,270	94,555	158,955	20,000	52,511	40,000
8520	000	Machinery & Equipment	14,235	9,845	14,459	15,000	14,530	-
8523	000	EOC Equipment	-	-	213,102	-	24,871	-
8180	000	Contract Services	-	-	-	-	-	15,000
		<CAPITAL OUTLAY>	14,235	9,845	227,561	15,000	39,401	15,000
<b>[101-5012] Emergency Preparedness Total</b>			<b>23,505</b>	<b>104,400</b>	<b>386,516</b>	<b>35,000</b>	<b>91,913</b>	<b>55,000</b>

# EMERGENCY PREPAREDNESS

Budget Detail

101-5012

## OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

# PUBLIC WORKS DEPARTMENT FISCAL YEAR 2020-21 BUDGET SNAPSHOT

## OVERVIEW

The Public Works department is pleased to submit the Fiscal Year 20-21 budget proposal. The Public Works Department is comprised of four divisions: Engineering & Operations, Maintenance, Water & Sustainability and Administration.

The Administration Division. Provides:

- Overall supervision and coordinates all department activities, including workforce development, training, safety, environmental programs, Lighting and Landscaping Maintenance District (LLMD), solid waste, street sweeping, and graffiti abatement.
- Customer service and manages service requests (approximately 4000 service requests each year).

The Engineering & Operations 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; Design, plan review, construction management, and inspections.
- Grants administration, and contracts award and management.
- Traffic Operations; 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 (approximately 500 each year).
- Support Public Works & Mobility and Transportation Infrastructure Commissions.

The Maintenance Division. Is responsible for:

- Parks and Urban Forest Management; 92 acres of open space and 21,000 trees.
- Traffic Signals, Street Lights, and Facilities; 12 Facilities for 98,971 Sq. Ft., 932 streetlights, and 33 traffic signals.
- Streets (69 lane miles), Sidewalks (83 miles), and Traffic Control setup for special events.
- Storm Drains (117) and Sewer System (58 miles) maintenance.
- Utility Coordination.

The Water & Sustainability Division. Is responsible for:

- Water Production, Treatment, and Distribution, Delivery 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.
- Water Conservation; educate, promote, and implement water-saving programs through rebates and workshops
- Sustainability; protect the environment and natural resources through sustainable initiatives, promote and implement the City's Green Action Plan (GAP) and Climate Action Plan (CAP).

## Notable Changes- Wages and Benefits

Increases in Wages and Benefits due to increase in retirement and health insurance, were offset by salary savings due to vacancies.

## Notable Changes- Operations and Maintenance

- Decrease in Public Works Administration account due to new Measure W funding.
- Establish a budget for Stormwater related Operations & Maintenance expenditures based on Measure W funding.
- Increase in Contract Services due to annual increases and minimum wage increase, including landscape maintenance, HVAC, graffiti removal, and tree maintenance contracts.
- Decrease in janitorial services contract after issuing a competitive Request for Proposal (RFP).
- Decrease in Water Division budget for returning to use of well water and reducing the purchase of MWD water.
- Increase in electric utility costs to account for 100% green energy through the Clean Power Alliance.
- Water Efficiency Projects and Rebates moved under Public Works Department budget from Utility Billing.

## Capital Outlay

\$75,000 for Tree Removal and Replacement

Citywide Street Improvements – see CIP

Neighborhood Traffic Management Program – see CIP

Municipal Building and Facilities Maintenance Projects – see CIP

Master Plans for Water and Sewer Utilities – see CIP

Stormwater Project Concepts, Feasibility and Strategy Development for Grants – see CIP

# PUBLIC WORKS

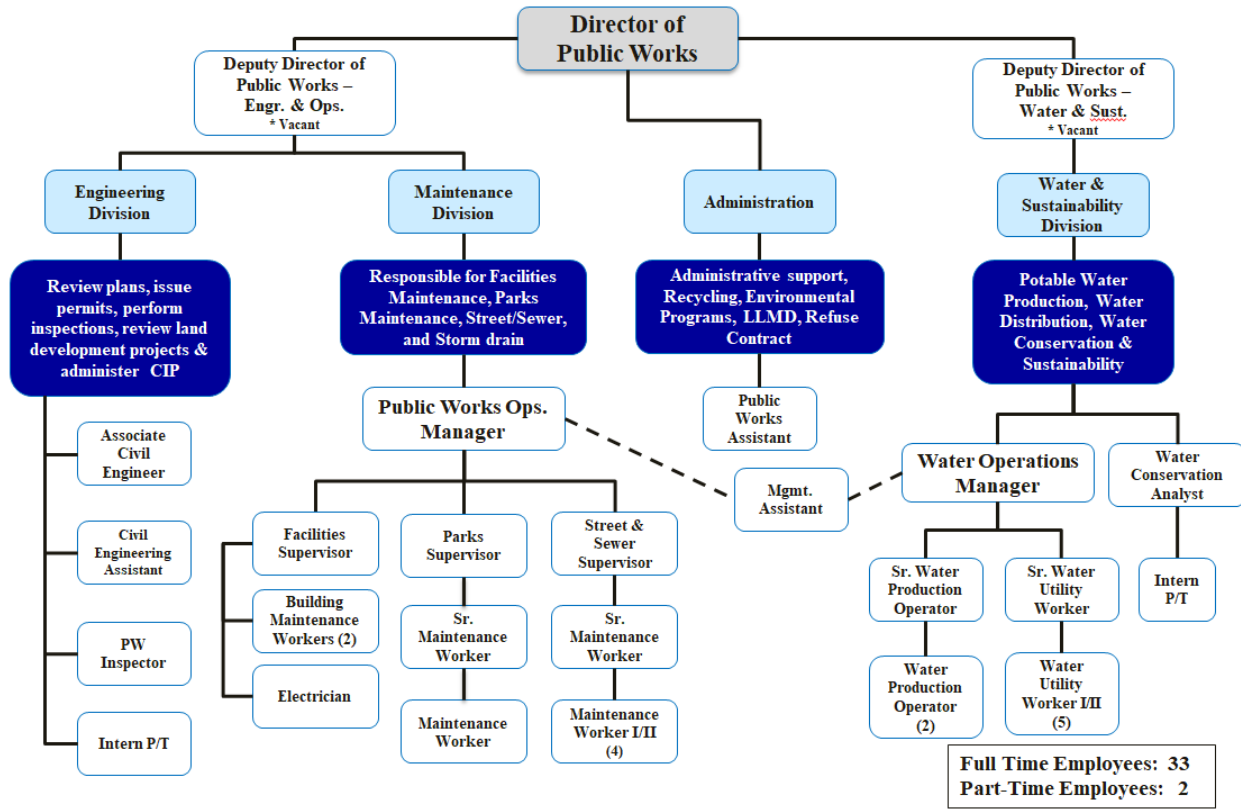
## Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	3,440,197	3,403,252	2,870,673	3,833,879	3,407,841	3,633,116
Operations & Maintenance	5,249,452	4,132,192	5,270,811	5,378,905	3,774,936	5,897,860
Capital Outlay	175,399	250,314	89,495	216,500	310,252	276,500
Other Expenses	39,467	6,775	(80,295)	-	-	-
<b>Total Expenses by Category</b>	<b>8,904,515</b>	<b>7,792,533</b>	<b>8,150,684</b>	<b>9,429,284</b>	<b>7,493,029</b>	<b>9,807,476</b>
[101-6015] Environmental Services	210,595	207,645	44,051	-	19	-
[101-6011] PW Admin & Engineering	372,785	419,153	614,100	613,565	565,847	628,571
[101-6410] Park Maintenance	414,864	493,446	493,227	631,921	509,290	633,202
[101-6601] Facilities Maintenance	682,017	705,483	640,250	895,092	719,709	884,830
[105-6116] Street Maintenance	-	-	-	-	-	-
[207-6011] PW Admin & Engineering	103	3,246	-	-	38,641	97,482
[210-6501] Sewer Operations	538,548	480,213	504,165	753,275	650,446	745,569
[210-9990] Unfunded Liabilities	39,467	-	27,024	-	-	-
[210-9997] Unfunded Liabilities	-	6,775	4,025	-	-	-
[215-6115] Traffic Signals	152,864	128,544	157,247	186,900	133,335	186,900
[215-6118] Sidewalk Maintenance	3,909	2,717	-	-	-	-
[215-6201] Street Lighting	210,086	196,338	194,637	250,100	212,659	268,100
[215-6310] Street Trees	483,590	516,446	577,583	561,598	498,925	577,459
[215-6416] Median Strips	42,922	53,668	47,174	89,000	77,043	64,000
[230-6116] Street Maintenance	516,301	706,375	586,900	638,506	551,649	663,272
[232-6417] Prop "A" Park Maintenance	120,562	47,096	43,455	63,500	42,393	70,500
[238-6501] Sewer Operations	30,000	-	-	-	-	-
[239-6011] PW Admin & Engineering	-	-	514	154,230	86,895	151,806
[277-6011] PW Admin & Engineering	5,045	19,520	5,528	-	270	-
[310-6501] Sewer Operations	335,655	87,580	26,530	-	7,175	-
[500-6710] Water Distribution	1,215,425	1,162,253	1,115,702	1,381,313	1,162,158	1,293,269
[500-6711] Water Production	3,529,779	2,556,035	3,133,490	2,898,194	2,116,593	3,249,617
[500-9990] Unfunded Liabilities	-	-	(111,344)	-	-	-
<b>Total Expenses by Program</b>	<b>8,904,515</b>	<b>7,792,533</b>	<b>8,150,684</b>	<b>9,429,284</b>	<b>7,493,029</b>	<b>9,807,476</b>

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

# PUBLIC WORKS

## Department Description and Authorized Positions



# PUBLIC WORKS ADMINISTRATION

## Budget Detail

**101-6011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	246,619	277,776	235,619	285,609	254,452	277,437
7010	000	Salaries - Temp / Part	9,919	17,847	6,788	20,000	15,716	20,000
7020	000	Overtime	195	623	(701)	-	305	7,000
7040	000	Holiday	-	-	-	-	5,070	6,000
7070	000	Leave Buyback	2,787	10,505	9,105	-	1,387	5,000
7100	000	Retirement	45,404	52,355	63,709	74,579	51,263	58,387
7108	000	Deferred Compensation	488	419	477	825	670	600
7110	000	Workers Compensation	14,576	7,542	2,154	7,890	4,165	7,804
7120	000	Disability Insurance	-	-	2,014	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	353	500
7130	000	Group Health Insurance	18,847	24,107	26,643	26,373	26,514	26,373
7140	000	Vision Insurance	580	627	628	756	643	756
7150	000	Dental Insurance	1,969	2,208	2,153	2,835	2,356	2,835
7160	000	Life Insurance	243	261	258	312	290	312
7170	000	FICA - Medicare	4,178	5,465	3,727	4,141	4,862	4,023
<WAGES & BENEFITS>			345,806	399,736	352,574	423,320	368,046	417,026
8000	000	Office Supplies	905	1,553	1,960	1,000	1,353	1,000
8010	000	Postage	1,223	1,265	1,016	2,000	817	2,000
8020	000	Special Department Expense	8,524	11,102	25,551	60,040	45,110	29,540
8040	000	Advertising	812	1,915	2,286	4,300	2,822	4,300
8050	000	Printing/Duplicating	5,090	1,182	2,356	7,500	8,949	7,500
8060	000	Dues & Memberships	408	463	483	1,915	3,081	1,915
8090	000	Conference & Meeting Expense	1,224	1,073	62	3,700	30	-
8100	000	Vehicle Maintenance	1,518	2,536	2,281	1,500	1,630	1,500
8110	000	Equipment Maintenance	261	409	-	290	-	290
8170	000	Professional Services	6,616	(2,357)	225,531	108,000	131,246	163,500
8180	000	Contract Services	-	276	-	-	2,763	-
8300	000	Lease Payment	397	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			26,979	19,417	261,526	190,245	197,801	211,545
<b>[101-6011] PW Admin &amp; Engineering Total</b>			<b>372,785</b>	<b>419,153</b>	<b>614,100</b>	<b>613,565</b>	<b>565,847</b>	<b>628,571</b>



# PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for department office supplies (\$1,000).
- 8010 Postage  
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500). (Total \$2,000)
- 8020 Department Expense  
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Realquest Assessor Parcel Map software subscription (\$3,600); Annual Autocad Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); Annual AQMD Generator permit fee (\$600); Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL); Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); Promotional items related to environmental programs (\$2,500). (Total \$29,540)
- 8040 Advertising  
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500). (Total \$4,300)

- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500). (Total \$7,500)
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director – Engineering & Operations. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer’s license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200). (Total \$1,915)
- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses. No funds budgeted this year due to COVID. Total \$0
- 8100 Vehicle Maintenance and Operations  
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance  
Public Works share of postage machine rental (\$290).
- 8170 Professional Services  
Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services (\$50,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Pavement Management and Rehabilitation Program (\$45,000). Arroyo Seco Army Corps Study, Year 2 (\$30,500) (Total \$163,500)

# PARK MAINTENANCE

## Budget Detail

**101-6410**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	71,521	94,330	81,902	138,739	99,284	131,848
7020	000	Overtime	1,218	430	1,938	2,000	714	2,000
7040	000	Holiday	108	-	785	-	2,489	1,400
7055	000	IOD - Non Safety	194	-	-	-	-	-
7070	000	Leave Buyback	4,618	588	2,324	-	37	2,000
7100	000	Retirement	15,520	18,121	16,168	25,141	18,366	20,227
7108	000	Deferred Compensation	213	142	233	519	239	362
7110	000	Workers Compensation	6,773	3,902	1,119	4,399	2,989	4,341
7120	000	Disability Insurance	-	-	1,029	-	-	-
7130	000	Group Health Insurance	6,834	12,230	11,434	19,767	11,666	19,767
7140	000	Vision Insurance	232	311	244	396	266	396
7150	000	Dental Insurance	800	829	885	1,485	996	1,485
7160	000	Life Insurance	93	92	108	163	112	163
7170	000	FICA - Medicare	1,096	1,322	1,110	2,012	1,320	1,912
		<WAGES & BENEFITS>	109,220	132,299	119,279	194,621	138,479	185,902
8000	000	Office Supplies	641	706	689	800	809	800
8020	000	Special Department Expense	29,050	26,590	15,852	25,500	32,175	25,500
8100	000	Vehicle Maintenance	1,032	919	56	1,500	1,551	1,500
8110	000	Equipment Maintenance	1,027	1,626	737	2,500	523	2,500
8140	000	Utilities	38,043	36,684	38,234	40,000	34,932	50,000
8170	000	Professional Services	9,115	7,777	3,740	15,000	25	15,000
8180	000	Contract Services	216,093	275,521	301,935	335,500	296,974	335,500
8200	000	Training Expense	-	456	345	1,500	98	1,500
8262	000	Graffiti Removal	10,643	10,868	12,359	15,000	3,724	15,000
		<OPERATIONS & MAINTENANCE>	305,644	361,148	373,948	437,300	370,811	447,300
<b>[101-6410] Park Maintenance Total</b>			<b>414,864</b>	<b>493,446</b>	<b>493,227</b>	<b>631,921</b>	<b>509,290</b>	<b>633,202</b>

## PARK MAINTENANCE

**Budget Detail**

**101-6410**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for department office supplies (\$400) and miscellaneous expenses (\$400). (Total \$800)
- 8020 Special Department Expense  
Provides for special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$10,500), fertilizer (\$2,000), miscellaneous garden supplies (\$3,000), pest control products (\$2,500), miscellaneous park supplies (\$5,500), and humane bee control service (\$2,000). (Total \$25,500)
- 8100 Vehicle Maintenance  
Provides funds for operational costs for parks vehicles including smog certifications (\$500) and routine maintenance services (\$1,000). (Total \$1,500)
- 8110 Equipment Maintenance  
Provides funds for the repair and maintenance of equipment (\$2,500).
- 8140 Electricity  
Provides funds for electrical service by Southern California Edison to City park facilities (\$50,000).
- 8170 Professional Services  
Provides funds for the use of professionals such as landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$15,000), such as soil and tissue sampling services, arborists reports, and sports field consulting.

- 8180 Contract Services  
Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$225,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$6,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$28,500), and supplemental tree trimming and replacement (\$50,000). Temporary labor for emergency services (\$25,000). (Total \$335,500)
- 8200 Training Expense  
Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,000). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500). (Total \$1,500)
- 8262 Graffiti Removal  
Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$15,000).

# FACILITIES MAINTENANCE

## Budget Detail

**101-6601**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	243,886	237,790	211,233	284,183	267,192	285,566
7020	000	Overtime	2,912	2,254	3,683	2,500	7,785	2,500
7040	000	Holiday	-	-	780	-	8,080	6,000
7070	000	Leave Buyback	3,555	8,897	3,781	1,500	3,627	2,000
7100	000	Retirement	40,753	43,707	46,919	72,886	51,439	54,173
7108	000	Deferred Compensation	213	141	233	519	239	362
7110	000	Workers Compensation	25,076	11,641	3,589	10,715	11,436	11,020
7120	000	Disability Insurance	-	-	1,029	-	-	-
7130	000	Group Health Insurance	26,449	30,727	32,574	38,712	41,496	38,712
7140	000	Vision Insurance	769	698	650	960	800	960
7150	000	Dental Insurance	2,805	2,539	2,022	3,600	2,987	3,600
7160	000	Life Insurance	362	348	280	396	378	396
7170	000	FICA - Medicare	3,412	3,469	3,095	4,121	3,914	4,141
		<WAGES & BENEFITS>	350,192	342,212	309,869	420,092	399,374	409,430
8000	000	Office Supplies	820	841	893	1,200	1,290	1,200
8020	000	Special Department Expense	17,693	48,242	36,743	45,000	31,543	45,000
8060	000	Dues & Memberships	-	-	-	700	-	700
8100	000	Vehicle Maintenance	1,491	734	613	1,500	767	1,500
8110	000	Equipment Maintenance	810	248	34	1,500	429	1,500
8120	000	Building Maintenance	79,708	53,875	34,740	80,000	35,149	80,000
8130	000	Small Tools	370	1,239	285	3,000	507	3,000
8132	000	Uniform Expense/Cleaning	1,171	2,031	1,123	2,000	827	2,000
8134	000	Safety Clothing/Equipment	1,211	397	1,200	1,200	1,106	1,200
8140	000	Utilities	83,705	107,435	100,555	160,000	86,181	160,000
8180	000	Contract Services	141,363	148,229	154,193	177,400	162,536	177,800
8200	000	Training Expense	-	-	-	1,500	-	1,500
		<OPERATIONS & MAINTENANCE>	328,342	363,271	330,380	475,000	320,336	475,400
8520	000	Machinery & Equipment	3,483	-	-	-	-	-
		<CAPITAL OUTLAY>	3,483	-	-	-	-	-
<b>[101-6601] Facilities Maintenance Total</b>			<b>682,017</b>	<b>705,483</b>	<b>640,250</b>	<b>895,092</b>	<b>719,709</b>	<b>884,830</b>

# FACILITIES MAINTENANCE

Budget Detail

101-6601

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for department office supplies (\$600) and miscellaneous expenses (\$600). (Total \$1,200)
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies and services including construction supplies (\$10,000), playground hardware (\$2,000), paint and painting supplies (\$2,000), electrical supplies and parts including light bulbs (\$5,000), paper goods (\$15,000), first aid kits (\$300), cell phone monthly service charge (\$2,200), garage door maintenance (\$3,000), fire extinguisher maintenance (\$1,200), elevator certification (\$2,000), and miscellaneous expenses for City facilities (\$2,300). (Total \$45,000)
- 8060 Dues/Memberships/Subscriptions  
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$700).
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicles (\$1,250) and smog certifications (\$250). (Total \$1,500)
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City owned equipment (\$1,500).
- 8120 Building Maintenance  
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$25,000), elevators (\$9,000), pest control services (\$4,800), locksmith service (\$2,000), and generator maintenance (\$10,000). Additional repairs costs for HVAC system repairs (\$5,000), electrical repairs (\$5,000), painting (\$3,500), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$3,700). (Total \$80,000)

- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).
- 8132 Uniform Expenses  
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$1,200).
- 8140 Utilities  
Provides funds for electrical service by Southern California Edison to City facilities (\$160,000).
- 8180 Contract Services  
Janitorial services for City buildings including twice a week day porter service (\$150,000). Annual fees for the Civic Center Facility access system (\$4,400). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$12,000). Emergency Response Contractor (\$3,400). (Total \$177,800)
- 8200 Training Expenses  
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000). (Total \$1,500)



## Prop "C" PW Admin & Engineering

### Budget Detail

**207-6011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8170	000	Professional Services	103	3,246	-	-	3,565	-
8180	000	Contract Services	-	-	-	-	35,076	97,482
		<OPERATIONS & MAINTENANCE>	103	3,246	-	-	3,565	-
<b>[207-6011] PW Admin &amp; Engineering Total</b>			<b>103</b>	<b>3,246</b>	<b>-</b>	<b>-</b>	<b>3,565</b>	<b>-</b>

# SEWER MAINTENANCE

## Budget Detail

**210-6501**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	280,881	255,030	239,492	330,842	301,067	320,106
7010	000	Salaries - Temp / Part	-	333	12,380	-	1,574	11,000
7020	000	Overtime	3,762	2,948	2,011	3,000	3,355	3,000
7040	000	Holiday	662	652	1,375	-	6,770	7,000
7070	000	Leave Buyback	10,267	8,323	7,208	-	4,130	5,000
7100	000	Retirement	50,199	97,938	62,570	75,477	55,865	55,823
7108	000	Deferred Compensation	962	421	540	1,167	881	878
7110	000	Workers Compensation	21,293	8,842	2,906	10,542	9,786	10,671
7120	000	Disability Insurance	397	-	961	-	-	-
7130	000	Group Health Insurance	26,010	24,140	24,191	37,475	38,820	37,475
7131	000	Retiree Health Insurance	14,000	-	-	-	-	-
7140	000	Vision Insurance	734	645	620	1,037	766	1,037
7150	000	Dental Insurance	2,592	2,270	2,077	3,888	2,852	3,888
7160	000	Life Insurance	370	305	277	428	397	428
7170	000	FICA - Medicare	4,234	3,819	3,798	4,797	4,493	4,642
9997	000	OPEB Expense	-	6,775	4,025	-	-	-
9990	000	Pension Expense	39,467	-	27,024	-	-	-
		<WAGES & BENEFITS>	455,830	412,442	391,456	468,653	430,756	460,947
8000	000	Office Supplies	338	564	249	600	600	600
8010	000	Postage	-	-	-	600	-	600
8020	000	Special Department Expense	12,542	10,021	20,604	27,000	13,561	24,800
8050	000	Printing/Duplicating	-	-	-	200	141	200
8060	000	Dues & Memberships	255	-	-	500	-	500
8090	000	Conference & Meeting Expense	220	-	-	800	-	800
8100	000	Vehicle Maintenance	6,090	1,304	8,538	15,000	6,073	15,000
8110	000	Equipment Maintenance	1,795	-	-	5,000	101	5,000
8120	000	Building Maintenance	-	-	-	1,200	-	1,200
8130	000	Small Tools	-	-	-	1,500	-	1,500
8132	000	Uniform Expense/Cleaning	570	909	890	1,200	614	1,200
8134	000	Safety Clothing/Equipment	644	448	1,063	1,000	311	1,000
8170	000	Professional Services	-	1,740	10,493	30,000	16,881	30,000
8180	000	Contract Services	18,112	16,302	15,958	100,000	15,882	102,200
8191	000	Liability & Surety Bonds	11,947	25,950	16,622	30,000	22,900	30,000
8200	000	Training Expense	-	312	320	1,000	595	1,000
8400	000	Overhead Allocation	69,022	16,996	69,022	69,022	-	69,022
		<OPERATIONS & MAINTENANCE>	121,535	74,545	143,758	284,622	77,658	284,622
8520	000	Machinery & Equipment	-	-	-	-	29,085	-
8540	000	Automotive Equipment	650	-	-	-	112,947	-
		<CAPITAL OUTLAY>	650	-	-	-	142,032	-
<b>[210-6501] Sewer Operations Total</b>			<b>578,015</b>	<b>486,988</b>	<b>535,214</b>	<b>753,275</b>	<b>650,446</b>	<b>745,569</b>

# SEWER MAINTENANCE

Budget Detail

210-6501

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for department office supplies (\$600).
- 8010 Postage  
Provide funds for City mailings concerning sewer preventive maintenance (\$600).
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartegraph software annual subscription (\$2,100). and this City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500). (Total \$24,800)
- 8050 Printing/Duplicating  
To provide funds for the printing and duplication of sewer related materials (\$200).
- 8060 Dues/Memberships/Subscriptions  
Provides for membership to the California Water Environmental Association for division staff members (\$500).
- 8090 Conference & Meeting Expense  
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).

- 8110 Equipment Maintenance  
Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance  
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools  
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses  
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services  
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000). (Total \$30,000)
- 8180 Contract Services  
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000). Cellular phone monthly service charge (\$2,200) ( Total \$102,200)
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 5% share of the City's liability insurance costs (\$30,000). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training  
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund (\$69,022).

# TRAFFIC SIGNALS

## Budget Detail

**215-6115**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	9,040	1,884	375	30,900	594	30,900
8140	000	Utilities	43,963	36,327	60,417	66,000	58,027	66,000
8180	000	Contract Services	87,966	58,151	96,455	70,000	74,714	70,000
		<OPERATIONS & MAINTENANCE>	140,969	96,362	157,247	166,900	133,335	166,900
8520	000	Machinery & Equipment	11,895	32,183	-	20,000	-	20,000
		<CAPITAL OUTLAY>	11,895	32,183	-	20,000	-	20,000
<b>[215-6115] Traffic Signals Total</b>			<b>152,864</b>	<b>128,544</b>	<b>157,247</b>	<b>186,900</b>	<b>133,335</b>	<b>186,900</b>

# TRAFFIC SIGNALS

Budget Detail

215-6115

## OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Traffic signal systems upgrades (\$20,400). Total \$30,900

8140 Electricity

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

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$28,000), non-routine signal maintenance (\$25,000) and signal knockdown repairs (\$13,400). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300). Total \$70,000

## CAPITAL OUTLAY

8520 Machinery & Equipment

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

# STREET LIGHTING

## Budget Detail

215-6201

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	000	Office Supplies	380	403	275	600	343	600
8020	000	Special Department Expense	14,325	23,401	25,557	45,500	27,002	45,500
8100	000	Vehicle Maintenance	4,397	3,478	5,881	7,500	834	7,500
8110	000	Equipment Maintenance	1,050	-	910	3,000	429	3,000
8130	000	Small Tools	1,268	77	434	1,000	268	1,000
8132	000	Uniform Expense/Cleaning	921	1,384	1,003	1,500	671	1,500
8134	000	Safety Clothing/Equipment	336	224	635	800	245	800
8140	000	Utilities	140,334	154,366	128,450	182,000	141,036	200,000
8170	000	Professional Services	23,181	13,006	5,670	7,400	4,440	7,400
8191	000	Liability & Surety Bonds	23,894	-	25,823	-	37,390	-
8200	000	Training Expense	-	-	-	800	-	800
<OPERATIONS & MAINTENANCE>			210,086	196,338	194,637	250,100	212,659	268,100
<b>[215-6201] Street Lighting Total</b>			<b>210,086</b>	<b>196,338</b>	<b>194,637</b>	<b>250,100</b>	<b>212,659</b>	<b>268,100</b>

# STREET LIGHTING

Budget Detail

215-6201

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for department office supplies (\$600).
- 8020 Special Department Expense  
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$24,000), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500). (Total \$45,500)
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas (\$5,900), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$1,600). (Total \$7,500)
- 8110 Equipment Maintenance  
Provides funds for the repair and maintenance of equipment (\$1,500), hydraulic repairs for boom truck (\$1,000), and maintenance costs for Code Blue emergency system (\$500). (Total \$3,000)
- 8130 Small Tools  
Replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment  
Provides for the purchase and service of City supplied uniforms (\$1,500).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Electricity  
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$200,000).
- 8170 Professional Services  
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).
- 8200 Training Expense  
Provides for training seminars and workshops related to street lighting systems (\$800).



# STREET TREE MAINTENANCE

## Budget Detail

**215-6310**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	116,227	125,909	109,136	125,772	110,618	136,292
7020	000	Overtime	2,355	1,640	917	3,000	1,896	8,000
7040	000	Holiday	260	86	531	-	3,989	-
7055	000	IOD - Non Safety	324	-	-	-	-	-
7070	000	Leave Buyback	3,569	3,038	2,509	-	1,209	2,500
7100	000	Retirement	19,762	21,563	18,116	24,742	19,658	21,961
7108	000	Deferred Compensation	100	54	105	106	-	114
7110	000	Workers Compensation	10,517	5,487	1,668	4,616	4,581	5,077
7120	000	Disability Insurance	-	-	515	-	-	-
7130	000	Group Health Insurance	11,218	14,326	14,398	17,508	10,642	17,508
7140	000	Vision Insurance	377	413	351	432	319	432
7150	000	Dental Insurance	1,321	1,336	1,262	1,620	1,193	1,620
7160	000	Life Insurance	176	168	162	178	149	178
7170	000	FICA - Medicare	1,710	1,865	1,644	1,824	1,616	1,976
<WAGES & BENEFITS>			167,916	175,886	151,314	179,798	155,872	195,659
8000	000	Office Supplies	115	240	63	500	423	500
8020	000	Special Department Expense	938	2,722	3,937	25,000	3,365	25,000
8040	000	Advertising	-	200	-	200	-	200
8060	000	Dues & Memberships	-	135	135	400	135	400
8090	000	Conference & Meeting Expense	-	-	200	200	-	200
8100	000	Vehicle Maintenance	1,459	3,409	965	11,000	3,360	11,000
8110	000	Equipment Maintenance	163	100	2,744	5,000	2,284	5,000
8130	000	Small Tools	591	1,785	1,158	5,000	266	5,000
8132	000	Uniform Expense/Cleaning	1,614	1,692	1,000	2,100	1,058	2,100
8134	000	Safety Clothing/Equipment	352	454	1,385	1,600	1,055	1,600
8170	000	Professional Services	4,365	220	14,500	15,000	14,500	15,000
8180	000	Contract Services	215,473	239,099	269,037	230,000	235,417	230,000
8181	000	In-Lieu Tree Planting	475	20,428	-	10,000	10,000	10,000
8184	000	Annual Tree Planting	-	-	84,569	25,000	20,870	25,000
8200	000	Training Expense	75	94	-	800	320	800
<OPERATIONS & MAINTENANCE>			225,620	270,578	379,693	331,800	293,053	331,800
9181	000	Removal/Replacement Tree Program	90,055	69,982	46,576	50,000	50,000	50,000
<CAPITAL OUTLAY>			90,055	69,982	46,576	50,000	50,000	50,000
<b>[215-6310] Street Trees Total</b>			<b>483,590</b>	<b>516,446</b>	<b>577,583</b>	<b>561,598</b>	<b>498,925</b>	<b>577,459</b>

# STREET TREE MAINTENANCE

Budget Detail

215-6310

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

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

- 8132 Uniforms and Equipment  
Provides for the purchase and service of City supplied uniforms (\$2,100).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$1,600).
- 8170 Professional Services  
Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,700). Certified Arborist as needed (\$10,800). (Total \$15,000)
- 8180 Contract Services  
Routine tree maintenance services rendered under contract for tree trimming and annual grid pruning, and removal of trees (\$230,000).
- 8181 In-Lieu Tree Planting  
Miscellaneous tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.
- 8184 Annual Tree Planting  
Annual Citywide tree planting (\$25,000).
- 8200 Training  
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

#### **CAPITAL OUTLAY**

- 9181 Capital Outlay  
Remove aged/distressed trees and plant replacement trees (\$50,000).

# MEDIAN STRIPS

## Budget Detail

215-6416

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	542	204	2,203	3,500	1,781	3,500
8180	000	Contract Services	42,380	53,464	44,971	85,500	75,263	60,500
<OPERATIONS & MAINTENANCE>			42,922	53,668	47,174	89,000	77,043	64,000
<b>[215-6416] Median Strips Total</b>			<b>42,922</b>	<b>53,668</b>	<b>47,174</b>	<b>89,000</b>	<b>77,043</b>	<b>64,000</b>

## MEDIAN STRIPS

**Budget Detail**

**215-6416**

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

# STREET MAINTENANCE

## Budget Detail

**230-6116**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	276,843	296,963	316,013	317,921	293,972	336,950
7010	000	Salaries - Temp / Part	-	-	-	-	394	10,000
7020	000	Overtime	4,428	5,399	4,675	5,000	11,733	5,000
7040	000	Holiday	832	1,042	2,624	2,000	9,360	5,000
7055	000	IOD - Non Safety	129	-	-	-	-	-
7070	000	Leave Buyback	3,005	7,682	4,650	-	2,866	4,000
7100	000	Retirement	48,731	53,529	57,277	65,071	50,714	52,320
7108	000	Deferred Compensation	313	196	338	454	137	460
7110	000	Workers Compensation	26,008	13,738	5,127	11,556	12,033	12,271
7120	000	Disability Insurance	-	-	1,544	-	-	-
7130	000	Group Health Insurance	29,878	31,975	44,058	36,663	32,810	37,092
7140	000	Vision Insurance	1,030	1,059	1,244	1,236	982	1,248
7150	000	Dental Insurance	3,254	3,736	3,724	4,635	3,668	4,680
7160	000	Life Insurance	421	493	475	510	466	515
7170	000	FICA - Medicare	4,078	4,519	4,774	4,610	4,393	4,886
		<WAGES & BENEFITS>	398,949	420,331	446,522	449,656	423,528	474,422
8000	000	Office Supplies	610	565	568	1,000	1,095	1,000
8020	000	Special Department Expense	66,004	66,329	106,827	72,000	84,240	80,000
8060	000	Dues & Memberships	419	-	-	300	-	300
8100	000	Vehicle Maintenance	13,157	9,237	15,585	20,000	7,903	20,000
8110	000	Equipment Maintenance	442	3,202	34	6,400	3,087	6,400
8130	000	Small Tools	261	3,000	-	3,000	-	3,000
8132	000	Uniform Expense/Cleaning	3,665	3,192	2,493	3,000	1,509	3,000
8134	000	Safety Clothing/Equipment	866	828	2,189	1,750	1,152	1,750
8170	000	Professional Services	2,100	-	500	10,000	10,000	2,000
8180	000	Contract Services	29,830	52,881	12,183	46,000	19,134	46,000
8200	000	Training Expense	-	172	-	400	-	400
		<OPERATIONS & MAINTENANCE>	117,352	139,405	140,378	163,850	128,122	163,850
8540	000	Automotive Equipment	-	146,640	-	25,000	-	25,000
		<CAPITAL OUTLAY>	-	146,640	-	25,000	-	25,000
<b>[230-6116] Street Maintenance Total</b>			<b>516,301</b>	<b>706,375</b>	<b>586,900</b>	<b>638,506</b>	<b>551,649</b>	<b>663,272</b>

# STREET MAINTENANCE

Budget Detail

230-6116

## PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides compensation for three full-time Maintenance Workers and the partial compensation for the Management Assistant, Street Supervisor, Senior Maintenance Worker (2), Public Works Operations Manager, Public Works Inspector, Engineering Assistant, and a Deputy Public Works Director. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries Part-time  
Provides for pay for seasonal Public Works Maintenance Assistant.
- 7020 Overtime  
Provides for overtime pay for afterhours emergency response.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for department office supplies (\$500) and miscellaneous expense (\$500). (Total \$1,000)
- 8020 Special Department Expense  
This account provides for special and miscellaneous department supplies & services including street signage (\$10,000), asphalt (\$10,000), and concrete, base sand and backfill soil (\$40,000). Catch basin repairs (\$10,000) and miscellaneous expenses (\$10,000). (Total \$80,000)
- 8060 Dues, Memberships, Subscriptions, and Books  
This account provides funding for construction handbooks, standard specifications for Public Works Construction (“Greenbook”), APWA Standard Drawings, WATCH manuals (\$300).
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas (\$13,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$7,000). (Total \$20,000)
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City owned equipment used by the Streets Division (\$6,400).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer (\$3,000).
- 8132 Uniforms and Equipment  
Provides for the purchase and service of City supplied uniforms (\$3,000).

- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including safety boots (\$1,750).
- 8170 Professional Services  
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services  
Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$10,000). Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000). Supplement contract services (\$11,000). (Total \$46,000)
- 8200 Training  
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

## **CAPITAL OUTLAY**

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



# PROP A PARK MAINTENANCE

## Budget Detail

**232-6417**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	94,042	10,537	11,875	25,000	19,407	25,000
8110	000	Equipment Maintenance	5,541	8,279	-	5,000	7,009	5,000
8140	000	Utilities	1,119	1,202	173	3,500	811	5,500
8180	000	Contract Services	19,860	27,079	31,407	30,000	15,166	35,000
<OPERATIONS & MAINTENANCE>			120,562	47,096	43,455	63,500	42,393	70,500
<b>[232-6417] Prop "A" Park Maintenance Total</b>			<b>120,562</b>	<b>47,096</b>	<b>43,455</b>	<b>63,500</b>	<b>42,393</b>	<b>70,500</b>

# PROP A PARK MAINTENANCE

Budget Detail

232-6417

## OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Janitorial supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000). (Total \$25,000)

8140 Equipment Maintenance

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

8140 Utilities

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

8180 Contract Services

Provides funds for janitorial services and to unlock restrooms at Arroyo Park and Garfield parks (\$20,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground and Eddie Park playground (\$15,000). (Total \$35,000)

# MEASURE W – SAFE CLEAN WATER ACT

## Budget Detail

**239-6011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	-	-	514	29,787	27,500	17,367
7040	000	Holiday	-	-	-	-	96	-
7070	000	Leave Buyback	-	-	-	-	12	-
7100	000	Retirement	-	-	-	2,107	2,820	2,720
7108	000	Deferred Compensation	-	-	-	260	239	133
7110	000	Workers Compensation	-	-	-	743	484	433
7130	000	Group Health Insurance	-	-	-	2,091	3,430	2,091
7140	000	Vision Insurance	-	-	-	60	56	60
7150	000	Dental Insurance	-	-	-	225	208	225
7160	000	Life Insurance	-	-	-	25	25	25
7170	000	FICA - Medicare	-	-	-	432	383	252
<WAGES & BENEFITS>			-	-	514	35,730	35,254	23,306
8020	000	Special Department Expense	-	-	-	73,500	23,698	73,500
8170	000	Professional Services	-	-	-	35,000	26,314	35,000
8180	000	Contract Services	-	-	-	10,000	1,629	20,000
<CAPITAL OUTLAY>			-	-	-	118,500	51,641	128,500
<b>[239-6011] PW Admin &amp; Engineering Total</b>			-	-	<b>514</b>	<b>154,230</b>	<b>86,895</b>	<b>151,806</b>
9000	000	CIP Expenses	-	-	-	100,000	21,335	-
<CAPITAL PROJECTS>			-	-	-	100,000	21,335	-
<b>[239-9000s] CIP Total</b>			-	-	-	<b>100,000</b>	<b>21,335</b>	-
<b>239 - MEASURE W TOTAL</b>			-	-	<b>514</b>	<b>254,230</b>	<b>108,230</b>	<b>151,806</b>

# MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

## PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides partial salary of Deputy Public Works Director – Engineering & Operations and Civil Engineering Assistant.

## OPERATIONS & MAINTENANCE

- 8020 Special Department Expense  
Provides funds for annual NPDES storm drain permit (\$8,500); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance. (Total \$73,500)
- 8170 Professional Services  
Provides for the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000).
- 8180 Contract Services  
Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance. Catch basin protection and repair (\$10,000). (Total \$20,000)

# WATER DISTRIBUTION

## Budget Detail

**500-6710**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	519,985	530,157	462,810	503,764	555,274	485,883
7010	000	Salaries - Temp / Part	-	-	40,236	-	2,361	-
7020	000	Overtime	24,624	31,544	15,624	30,000	23,295	30,000
7040	000	Holiday	592	665	2,102	-	12,528	13,000
7055	000	IOD - Non Safety	-	747	909	-	-	-
7070	000	Leave Buyback	12,183	11,815	6,415	-	6,041	-
7100	000	Retirement	200,950	197,835	101,764	143,689	107,389	110,309
7108	000	Deferred Compensation	1,911	865	1,218	2,014	2,028	1,684
7110	000	Workers Compensation	43,391	22,222	7,256	16,857	19,609	16,619
7120	000	Disability Insurance	851	-	956	-	-	-
7130	000	Group Health Insurance	45,227	53,517	53,832	55,016	58,787	55,016
7131	000	Retiree Health Insurance	35,021	-	-	30,956	-	-
7140	000	Vision Insurance	1,580	1,652	1,531	1,675	1,626	1,675
7150	000	Dental Insurance	4,971	4,429	5,195	6,282	5,092	6,282
7160	000	Life Insurance	725	651	735	691	723	691
7170	000	FICA - Medicare	7,986	8,278	8,074	7,305	8,617	7,045
		<WAGES & BENEFITS>	899,996	864,377	708,659	798,249	803,371	728,205
8000	000	Office Supplies	590	1,676	4,497	3,700	4,082	3,700
8010	000	Postage	-	88	115	200	-	200
8020	000	Special Department Expense	43,075	116,041	100,284	120,000	75,255	130,000
8050	000	Printing/Duplicating	540	1,103	670	2,500	292	2,000
8060	000	Dues & Memberships	-	-	-	700	238	700
8070	000	Mileage/Auto Allowance	1,446	1,321	815	1,500	964	-
8090	000	Conference & Meeting Expense	75	-	-	200	-	-
8100	000	Vehicle Maintenance	14,130	9,115	8,734	12,250	6,353	12,250
8110	000	Equipment Maintenance	4,166	5,966	9,770	10,000	9,807	10,000
8120	000	Building Maintenance	-	-	(15,614)	20,400	5,469	20,400
8130	000	Small Tools	4,128	956	1,316	10,000	1,991	10,000
8132	000	Uniform Expense/Cleaning	4,751	4,629	2,704	4,500	2,972	4,500
8134	000	Safety Clothing/Equipment	763	1,997	2,497	2,500	1,083	2,500
8140	000	Utilities	7,598	24,559	26,571	43,000	31,850	43,000
8150	000	Telephone	16,039	4,254	8,310	20,200	9,160	20,200
8170	000	Professional Services	-	22,562	10,656	69,500	16,422	20,000
8180	000	Contract Services	14,693	22,246	9,655	34,000	49,076	34,000
8191	000	Liability & Surety Bonds	59,735	77,851	75,688	103,800	106,089	78,000
8200	000	Training Expense	788	-	1,085	2,000	225	1,500
8229	000	Taxes	3,481	3,512	3,155	5,000	4,537	5,000
8400	000	Overhead Allocation	117,114	-	117,114	117,114	-	117,114
		<OPERATIONS & MAINTENANCE>	293,113	297,876	368,021	583,064	325,864	515,064
8530	000	Computer Equipment	8,164	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	50,000
8572	000	Meters	11,524	-	37,919	-	29,511	-
8573	000	Fire Hydrants	-	-	-	-	2,523	-
8574	000	Valves	2,629	-	1,104	-	889	-
		<CAPITAL OUTLAY>	22,317	-	39,022	-	32,923	50,000
<b>[500-6710] Water Distribution Total</b>			<b>1,215,425</b>	<b>1,162,253</b>	<b>1,115,702</b>	<b>1,381,313</b>	<b>1,162,158</b>	<b>1,293,269</b>

# WATER DISTRIBUTION

Budget Detail

500-6710

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900). (Total 3,700)
- 8010 Postage  
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense  
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Inventory Management System for Water Inventory (\$10,000). (Total \$130,000)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500). (Total \$2,000)
- 8060 Dues, Memberships, Subscriptions, and Books  
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200). (Total \$700)
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs,

and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250). (Total \$12,250)

- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000). (Total \$10,000)
- 8120 Building Maintenance  
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$5,000) including elevator maintenance at Garfield Reservoir (\$4,400) and Garfield Reservoir janitorial services (\$11,000). (Total \$20,400)
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,000). (Total \$4,500)
- 8134 Safety Equipment & Supplies  
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity  
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$43,000).
- 8150 Telephone  
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services  
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services  
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), and landscaping contract services for water facilities (\$24,000). (Total \$34,000)
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense  
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500). (Total \$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 Vehicles and Equipment  
Purchase a Forklift for shipments of water supplies received at Garfield Reservoir (\$50,000)



# WATER PRODUCTION

## Budget Detail

**500-6711**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	360,519	313,593	252,683	426,072	362,084	395,475
7010	000	Salaries - Temp / Part	-	-	-	-	2,361	-
7020	000	Overtime	31,602	31,227	30,943	25,000	21,826	25,000
7040	000	Holiday	4,268	4,503	4,227	-	8,255	10,000
7070	000	Leave Buyback	7,476	10,679	12,493	15,000	2,523	4,000
7100	000	Retirement	144,297	135,954	70,595	132,694	86,299	92,697
7108	000	Deferred Compensation	1,049	373	550	1,504	1,484	1,223
7110	000	Workers Compensation	37,564	16,082	4,335	14,969	12,786	14,164
7130	000	Group Health Insurance	29,531	28,189	27,053	45,337	38,372	45,337
7131	000	Retiree Health Insurance	35,022	-	-	33,227	-	-
7140	000	Vision Insurance	943	790	648	1,325	972	1,325
7150	000	Dental Insurance	3,777	3,238	2,704	4,968	3,927	4,968
7160	000	Life Insurance	485	395	318	546	436	546
7170	000	FICA - Medicare	5,767	5,055	4,301	6,178	5,591	5,734
		<WAGES & BENEFITS>	662,301	550,078	410,850	706,820	546,915	600,470
8000	000	Office Supplies	1,108	3,967	1,434	1,500	1,758	1,500
8010	000	Postage	-	126	(26)	200	-	200
8020	000	Special Department Expense	26,723	29,013	28,017	37,500	27,843	27,500
8040	000	Advertising	-	-	-	-	(279)	-
8050	000	Printing/Duplicating	1,182	517	1,458	2,000	449	2,000
8060	000	Dues & Memberships	2,118	2,108	2,213	2,600	2,223	2,600
8070	000	Mileage/Auto Allowance	116	176	217	200	130	200
8080	000	Books & Periodicals	234	448	-	500	-	500
8100	000	Vehicle Maintenance	7,323	4,870	1,136	6,000	3,363	6,000
8110	000	Equipment Maintenance	13,343	23,618	14,686	32,000	11,863	32,000
8120	000	Building Maintenance	-	12,848	15,463	9,000	199	9,000
8130	000	Small Tools	786	-	-	1,000	371	1,000
8132	000	Uniform Expense/Cleaning	2,194	2,061	1,866	2,000	1,706	2,000
8134	000	Safety Clothing/Equipment	450	423	1,233	800	-	800
8140	000	Utilities	2,985	5,643	8,065	7,000	2,152	10,000
8150	000	Telephone	2,416	826	2,123	1,200	-	1,200
8152	000	Pumping Power	544,220	449,722	409,495	503,500	371,595	935,000
8170	000	Professional Services	230,556	153,917	221,819	197,880	135,176	197,880
8180	000	Contract Services	154,460	9,403	7,886	360,000	136,563	110,000
8200	000	Training Expense	60	505	1,275	1,500	110	1,500
8231	000	Water Purchases - Resale	43,134	1,304,254	462,906	250,000	281,237	100,000
8233	000	Watermaster Charges	1,628,804	-	1,332,212	566,727	559,565	1,000,000
8400	000	Overhead Allocation	205,267	-	205,267	205,267	205,267	205,267
		<OPERATIONS & MAINTENANCE>	2,867,478	2,004,446	2,718,744	2,188,374	1,741,289	2,646,147

# WATER PRODUCTION

Budget Detail

500-6711

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for office supplies (\$1,000) and miscellaneous expenses (\$500). Total \$1,500
- 8010 Postage  
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies and services including: sodium hypochlorite for Graves and Garfield Reservoir (\$15,000), chlorine analyzer solution (\$5,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200). (Total \$27,500)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions  
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance  
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings  
Provides funds for the purchase of reference books and manuals (\$500).

- 8100 Vehicle Maintenance and Operations  
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$2,000). (Total \$6,000)
- 8110 Equipment Maintenance  
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$32,000).
- 8120 Building Maintenance  
Replace cracked & falling block wall and gate at Kollé pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000). (Total \$9,000)
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment  
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).
- 8140 Utilities  
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone  
Provides telephone service to water system facilities (\$1,200).
- 8152 Pumping Power  
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$935,000).
- 8170 Professional Services  
Provides for professional services such as water quality testing including water quality monitoring of the Wilson Wellhead treatment system (\$33,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$46,380), consultant services for preparation of the annual Consumer Confidence Report (\$5,500), Consulting Water Project Manager (\$30,000), SCADA system maintenance (\$10,000), 2020 Urban Water Management Plan (\$30,000), and as needed Water consulting services (\$30,000) ( Total \$197,880)
- 8180 Contract Services  
Granular activated carbon media replacement for Wilson Wellhead Treatment system (\$110,000).
- 8200 Training Expense  
Provides for training seminars and workshops related to water supply and production to

maintain required state certification of operators (\$1,500).

8231 Water Purchases – Resale

This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City's well production (\$1,000,000).

8233 Watermaster Charges

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

8400 Overhead Allocation

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

**CAPITAL OUTLAY**

8530 Computer Equipment

Provide computer equipment for the water division (\$3,000)

# WATER EFFICIENCY PROJECTS

## Budget Detail

**503-6713**

Acct	Tsk	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
7000	000	Salaries - Permanent	-	-	5,703	90,835	66,122	75,083
7010	000	Salaries - Temp / Part	-	-	-	25,000	-	25,000
7020	000	Overtime	-	-	-	-	-	10,000
7040	000	Holiday	-	-	-	-	1,584	-
7100	000	Retirement	-	-	-	31,172	17,888	18,468
7108	000	Deferred Compensation	-	-	-	257	234	100
7110	000	Workers Compensation	-	-	-	2,222	881	1,873
7130	000	Group Health Insurance	-	-	-	5,022	10,756	5,022
7140	000	Vision Insurance	-	-	-	216	151	216
7150	000	Dental Insurance	-	-	-	810	455	810
7160	000	Life Insurance	-	-	-	89	69	89
7170	000	FICA - Medicare	-	-	-	1,317	933	1,089
		<WAGES & BENEFITS>	-	-	5,703	156,940	99,073	137,750
8000	000	Office Supplies	-	-	-	500	600	500
8010	000	Postage	-	-	26	1,750	-	1,750
8020	000	Special Department Expense	-	-	-	25,000	395	25,000
8032	000	Water Efficiency Fee Projects	-	-	40,631	125,000	19,256	125,000
8060	000	Dues & Memberships	-	-	-	700	-	700
8070	000	Mileage/Auto Allowance	-	-	48	200	153	200
8090	000	Conference & Meeting Expense	-	-	20	2,000	504	2,000
		<OPERATIONS & MAINTENANCE>	-	-	40,725	155,150	20,909	155,150
<b>[503-6713] Water Efficiency Total</b>			-	-	<b>46,427</b>	<b>312,090</b>	<b>119,982</b>	<b>292,900</b>
9010	000	CIP Expenses	-	-	-	135,000	31,453	135,000
		<CAPITAL PROJECTS>	-	-	-	135,000	31,453	135,000
<b>503 - WATER EFFICIENCY FUND TOTAL</b>			-	-	<b>46,427</b>	<b>447,090</b>	<b>151,435</b>	<b>427,900</b>

# WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

## PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides partial salary of Deputy Public Works Director – Sustainability & Water, Water Conservation & Sustainability Analyst, and Public Information Officer.
- 7020 Overtime  
Covers 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  
Provides compensation for a part time intern to assist in processing water conservation program permits.

## OPERATIONS & MAINTENANCE

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



# PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT FISCAL YEAR 2020-21 BUDGET SNAPSHOT

## OVERVIEW

The Planning & Community Development Department provides staff services to the Planning, Cultural Heritage Commissions, 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 and economic development. In addition, the Department is responsible for the planning and development review of the built environment in South Pasadena. The building staff enforces construction standards to safeguard life, health, and property by issuing permits, reviewing building plans for code compliance, and performing construction inspections. The code enforcement staff works with property owners to develop and secure compliance with the municipal code regarding property maintenance and operations. The long range planning and economic development division administers the public art program and film permits, and focuses on developing policies and implementing strategies to improve the economic vitality of the City.

### Notable Changes- Wages and Benefits

There is an increase in overall wages and benefits due to additional staffing to offset temporary vacancies, and to handle Planning project backlog.

### Notable Changes- Operations and Maintenance

In addition to ongoing efforts to complete the General Plan Update, Downtown Specific Plan and Housing Element, the budget for professional services will continue due to an extensive work plan including:

- Soft-story building inventory
- Retail market study
- City-owned property opportunity study
- Parking inventory and parking policy development
- Inclusionary Housing and Tenant Occupancy policy development and other housing initiatives
- Potential voter proposition regarding RHNA allocation
- Potential zoning code amendments regarding ADUs, sign program, climate action plan, ect.

There is an increase in Contract services to properly account for all deposit based fees, and the implementation of increased deposit based contract planning services, previously approved by the City Council.

### Capital Outlay

No capital outlay budgeted in this fiscal year.

## PLANNING & BUILDING Department Summary

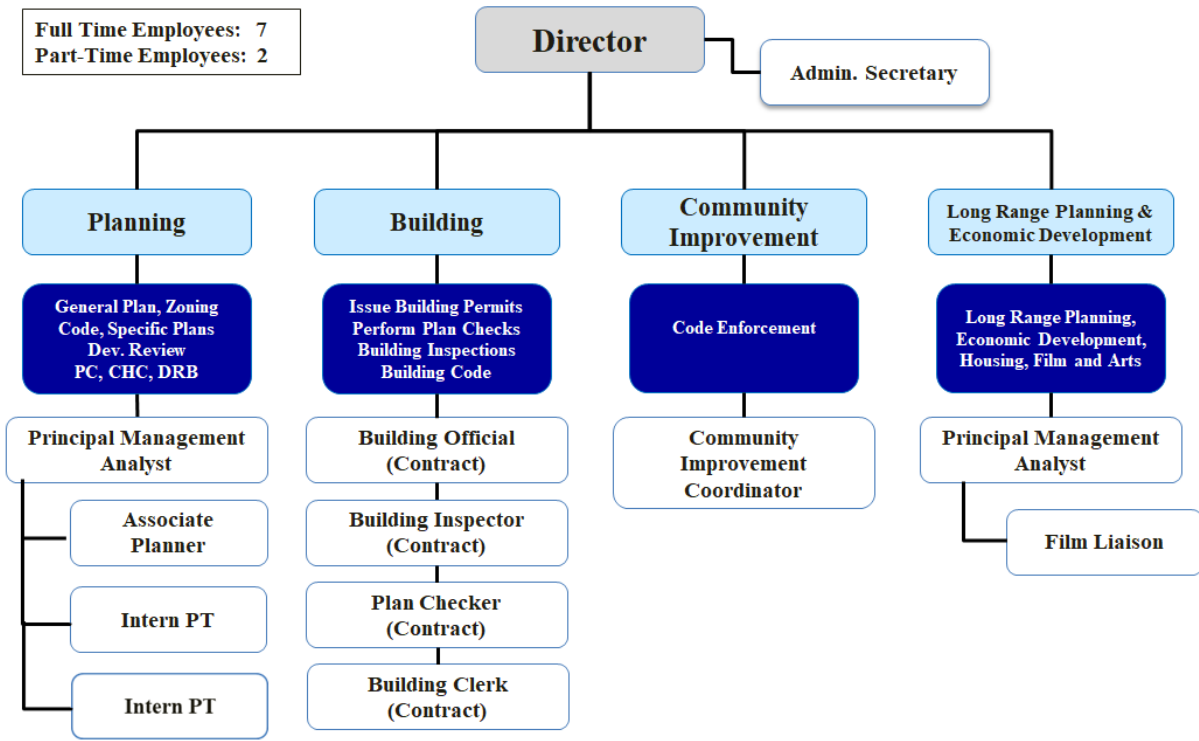
EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	612,523	587,716	587,552	1,003,115	781,889	1,090,656
Operations & Maintenance	545,572	567,751	534,973	972,163	656,270	1,830,063
<b>Total Expenses by Category</b>	<b>1,158,096</b>	<b>1,155,467</b>	<b>1,122,525</b>	<b>1,975,278</b>	<b>1,438,159</b>	<b>2,920,719</b>
[101-7011] Planning & Building	1,158,096	1,033,506	1,116,412	1,975,278	1,450,961	2,920,719
[105-7011] Facilities & Equipment Replacement	-	121,961	6,113	-	(12,802)	-
[278-7011] Housing Element Grant (LEAP)	-	-	-	-	-	150,000
<b>Total Expenses by Program</b>	<b>1,158,096</b>	<b>1,155,467</b>	<b>1,122,525</b>	<b>1,975,278</b>	<b>1,438,159</b>	<b>2,920,719</b>

Planning & Community Development	1
Director	
Principal Management Analyst	2
Associate Planner	1
Film Liaison	1
Community Improvement Coordinator	1
Administrative Secretary	1
<b>Total</b>	<b>7</b>



# PLANNING & COMMUNITY DEVELOPMENT

## Department Description and Authorized Positions



# PLANNING & COMMUNITY DEVELOPMENT

## Budget Detail

**101-7011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	417,552	353,018	329,386	631,644	497,179	701,184
7010	000	Salaries - Temp / Part	46,353	84,748	109,152	90,000	90,558	137,000
7020	000	Overtime	3,386	12,689	8,502	7,500	2,828	7,500
7040	000	Holiday	-	-	217	-	4,591	-
7070	000	Leave Buyback	1,579	6,855	3,127	7,000	7,988	7,000
7100	000	Retirement	85,666	82,277	86,883	167,968	112,244	135,962
7108	000	Deferred Compensation	1,355	730	477	2,626	1,192	2,936
7110	000	Workers Compensation	16,855	7,155	2,190	13,985	7,114	15,674
7122	000	Unemployment Insurance	-	-	-	-	6,620	-
7130	000	Group Health Insurance	27,766	28,516	37,979	64,560	35,293	64,560
7140	000	Vision Insurance	1,066	838	757	1,680	904	1,680
7150	000	Dental Insurance	2,781	2,898	1,927	6,300	3,223	6,300
7160	000	Life Insurance	449	412	317	693	450	693
7170	000	FICA - Medicare	7,715	7,581	6,639	9,159	11,704	10,167
		<WAGES & BENEFITS>	612,523	587,716	587,552	1,003,115	781,889	1,090,656
8000	000	Office Supplies	3,702	3,764	2,821	2,750	2,588	2,750
8010	000	Postage	5,519	7,265	6,313	6,000	3,830	6,000
8020	000	Special Department Expense	8,016	307	3,201	8,500	2,140	4,500
8040	000	Advertising	4,844	9,987	9,779	6,500	6,082	6,500
8050	000	Printing/Duplicating	4,415	3,080	7,338	3,000	4,049	10,000
8060	000	Dues & Memberships	1,593	373	425	5,000	475	500
8090	000	Conference & Meeting Expense	1,673	38	795	5,000	415	1,000
8100	000	Vehicle Maintenance	1,211	1,659	2,094	1,200	1,535	1,000
8110	000	Equipment Maintenance	2,015	753	183	1,500	1,434	1,500
8170	000	Professional Services	54,990	42,870	117,665	477,213	168,530	666,813
8180	000	Contract Services	456,595	375,119	377,467	425,000	469,494	1,100,000
8200	000	Training Expense	1,000	-	280	5,000	-	1,500
8257	000	Boards & Commissions	-	575	500	500	-	3,000
8260	000	Public Art	-	-	-	25,000	8,500	25,000
		<OPERATIONS & MAINTENANCE>	545,572	445,790	528,859	972,163	669,072	1,830,063
<b>[101-7011] Planning &amp; Building Total</b>			<b>1,158,096</b>	<b>1,033,506</b>	<b>1,116,412</b>	<b>1,975,278</b>	<b>1,450,961</b>	<b>2,920,719</b>

# PLANNING & COMMUNITY DEVELOPMENT

Budget Detail

101-7011

## PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for partial compensation for the Planning & Community Development Director, one Long Range Planning & Economic Development Manager, one Current Planning Manager, one Associate Planner, one Assistant Planner, one Film Liaison, one Community Improvement Coordinator and Administrative Secretary. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Includes additional staffing to process Planning Department backlog.
- 7020 Overtime  
Provides compensation for overtime duty for department staff.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for regular office supplies (\$2,750).
- 8010 Postage  
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense  
Provides for special department supplies, subscriptions and services. Includes additional staff laptops and technology for teleworking (\$2,500); and online community outreach (\$2,000). (Total \$4,500)
- 8040 Advertising  
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees (\$4,000). This category also provides funding for publicity for the General Plan/Downtown Specific Plan and Housing Element updates, and facilitating and encouraging public engagement in other planning projects and programs (Total \$6,500).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Housing Element, Zoning Code, specific plans, and other planning reports and materials (\$10,000).

- 8060 Dues, Memberships, Subscriptions, and Books  
Reduced from \$5,000 to \$500 in FY20/21, provides limited funds for some but not all of the following membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Title 24 and Building Codes (every 3 years), California Planning & Development Report, American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, California Economic Development Partnerships, and Film Liaisons in California Statewide (\$500).
- 8090 Conference and Meeting Expense  
Reduced from \$5,000 to \$1,000 in FY20/21, provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (Total \$1,000).
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,000).
- 8110 Equipment Maintenance  
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services  
Provides funding for consultant services and other services related to planning and building (including Strategic Plan priorities) such as: General Plan and Housing Element, (SP1a) City Hall Opportunity Site Study; (SP2d) Parking Inventory for General Plan/DTSP Parking Policies; (SP5a-b) Inclusionary Housing, Occupancy Inspection, and other Housing Initiatives, and Zoning Code Amendments regarding ADUs, Sign Program, Climate Action Plan, etc. Also includes professional services to back-fill for staffing vacancies and planning backlog. (Psomas \$229,259, Placeworks \$235,312, Willdan \$20,000, Interwest \$9,600, Stagecrest \$60,000, Rincon \$60,000, Other \$12,642). Historic Standard for ADUs covered by CLG Grant (\$40,000 grant will be recorded in 5071-003 Miscellaneous Grants) (Total \$666,813).
- 8180 Contract Services  
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees; and GIS vendor (\$500,000). (Rincon \$300,000 (Interwest \$300,000) Offset by revenues in the amount of \$1,100,000 (Total \$1,100,000)
- 8200 Employee Training  
Reduced from \$5,000 to \$1,500 in FY20/21, provides limited funds for required CEQA and historic preservation training seminars, materials, and other job-related training sessions taken by employees on city time (\$1,500).
- 8257 Board & Commissions  
Provides funds for required training in historic preservation for the Cultural Heritage Commission (\$3,000).
- 8260 Public Art  
Provides funds for professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).

# HOUSING ELEMENT GRANT

**Budget Detail**

**278-7011**

Acct	Tsk	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
8170	000	Professional Services	-	-	-	-	-	150,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	150,000
<b>[278-7011] Planning &amp; Building Total</b>			-	-	-	-	-	<b>150,000</b>
<b>278 - HOUSING ELEMENT GRANT TOTAL</b>			-	-	-	-	-	<b>150,000</b>



# LIBRARY DEPARTMENT FISCAL YEAR 2020-21 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. Every month more than 20,000 customers visit, and 27,000 items for reading, viewing and listening are checked-out. Reference librarians connect people to information and plan cultural and literary events that take place in the Community Room throughout the year. 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 storytimes 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 the previous Fiscal Year (2019-2020) the Library has met many goals, including implementation of technology that allows staff to perform library transactions off-site, improvements to the mobile catalog, the transition to outsourced book processing, upgrades to public internet computer security and extended session length, processing of 710 freeway archival collections, publication of Local History Collection finding aids, installation of new tables and chairs in the Children's Room, and configuration of auto-renewal for check-outs.

For Fiscal Year 2020-2021 the Library's goal is to make adaptations to safely provide services to South Pasadena residents. This includes launching a Library Takeout service for checking-out physical materials, using existing and new virtual platforms to engage and serve customers, and providing digital collections that support student success and economic recovery.

### Notable Changes- Wages and Benefits

The Library's Assistant Director position is currently vacant. The part-time budget has been reduced to reflect the fact that the Library has only been open six days per week since the beginning of the fiscal year.

### Notable Changes- Operations and Maintenance

M&O accounts reflect reductions in response to the COVID-19 related budget shortfalls, but are still adequate to provide digital and physical resources for the public.

### Capital Outlay

Funds have been designated to replace the emergency egress lighting system, to install new drinking fountains with bottle filling capability, and for new shelving in the Children's Room, and new shelving to accommodate customer holds, which will make it possible to offer in-person services and Library Takeout concurrently.

# LIBRARY

## Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,129,927	1,276,561	1,207,029	1,459,640	1,146,789	1,214,731
Operations & Maintenance	381,376	381,796	379,377	379,850	342,995	321,950
Capital Outlay	14,166	78,463	85,969	35,000	1,112	31,500
<b>Total Expenses by Category</b>	<b>1,525,469</b>	<b>1,736,821</b>	<b>1,672,375</b>	<b>1,874,490</b>	<b>1,490,895</b>	<b>1,568,181</b>
[101-8011] Library	1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181
<b>Total Expenses by Program</b>	<b>1,525,469</b>	<b>1,736,821</b>	<b>1,672,375</b>	<b>1,874,490</b>	<b>1,490,895</b>	<b>1,568,181</b>

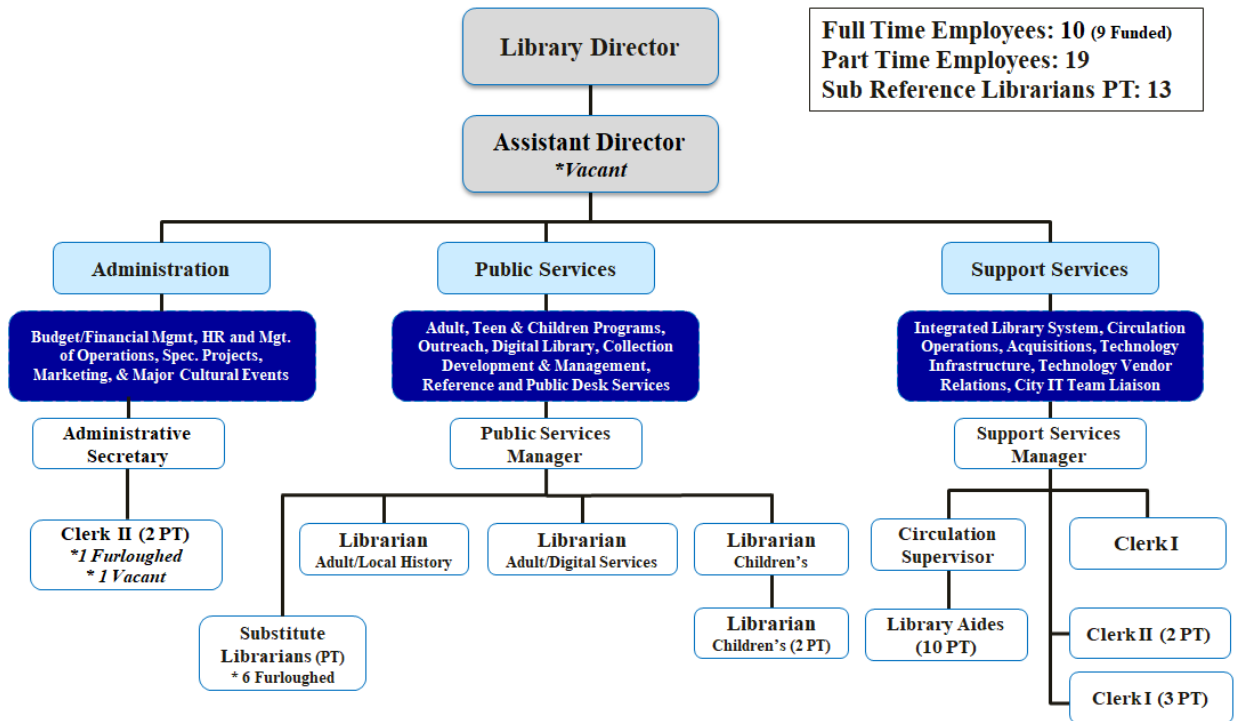
Director of Library, Arts, and Culture	1
Assistant Library Director (VACANT/Not Funded)	1
Library Public Services Manager	1
Library Support Services Manager	1
Administrative Secretary	1
Librarian	3
Library Technical Assistant	1
Library Clerk I	1
<b>Total</b>	<b>10/9</b>

# LIBRARY

## Department Description and Authorized Positions

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

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





# LIBRARY

## Budget Detail

**101-8011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	585,331	662,096	610,377	787,939	599,276	687,939
7010	000	Salaries - Temp / Part	284,022	308,437	290,259	260,000	240,771	196,000
7020	000	Overtime	570	1,261	76	1,500	147	1,500
7040	000	Holiday	421	507	-	500	12,789	500
7070	000	Leave Buyback	3,350	8,581	7,491	10,000	17,016	10,000
7100	000	Retirement	139,245	154,902	179,768	253,918	158,925	177,175
7108	000	Deferred Compensation	1,282	1,199	2,401	2,459	1,422	1,359
7110	000	Workers Compensation	26,950	15,103	4,735	14,149	10,480	12,508
7120	000	Disability Insurance	-	11,242	-	-	-	-
7122	000	Unemployment Insurance	495	7	-	-	1,055	-
7130	000	Group Health Insurance	55,894	77,862	79,325	105,360	74,545	90,360
7140	000	Vision Insurance	1,769	1,854	1,619	2,400	1,460	2,400
7150	000	Dental Insurance	6,040	6,045	5,290	9,000	5,454	9,000
7160	000	Life Insurance	798	800	702	990	788	990
7170	000	FICA - Medicare	23,760	26,665	24,985	11,425	22,660	25,000
<WAGES & BENEFITS>			1,129,927	1,276,561	1,207,029	1,459,640	1,146,789	1,214,731
8000	000	Office Supplies	12,064	11,029	9,193	10,000	5,359	7,500
8010	000	Postage	4,905	3,544	2,446	3,000	1,820	2,000
8020	000	Special Department Expense	30,630	25,670	31,417	28,000	19,586	21,000
8030	000	Library Periodicals	14,449	14,874	12,318	12,500	10,604	7,300
8031	000	Digital Resources	32,796	39,852	30,993	30,000	29,292	22,000
8040	000	Advertising	3,556	2,981	3,380	4,000	1,076	1,200
8050	000	Printing/Duplicating	4,765	4,139	4,418	3,150	2,934	3,000
8060	000	Dues & Memberships	1,357	1,990	2,002	5,000	4,104	5,000
8070	000	Mileage/Auto Allowance	126	131	56	200	117	200
8080	000	Books/DVDs/CDs	133,429	133,491	110,564	105,000	95,210	82,000
8083	000	E-Books	-	-	9,988	41,000	35,393	30,000
8085	000	City-wide Reading Program	2,217	-	-	5,000	-	-
8090	000	Conference & Meeting Expense	398	913	1,911	2,000	200	-
8110	000	Equipment Maintenance	37,278	4,763	4,192	5,000	2,789	4,000
8120	000	Building Maintenance	21,536	15,669	12,979	15,000	9,469	28,000
8140	000	Utilities	34,755	34,479	33,541	-	32,669	-
8151	000	CENIC WiFi Expenses	-	16,333	11,258	16,500	6,218	18,000
8155	000	Rental/Lease	303	305	-	-	-	-
8170	000	Professional Services	11,718	7,640	10,622	8,000	4,375	6,500
8180	000	Contract Services	30,880	59,238	85,600	82,000	81,432	82,000
8200	000	Training Expense	2,125	1,825	-	2,000	-	1,500
8257	000	Boards & Commissions	2,088	2,933	2,500	2,500	348	750
<OPERATIONS & MAINTENANCE>			381,376	381,796	379,377	379,850	342,995	321,950
8500	000	Building & Improvements	-	-	-	-	-	15,825
8520	000	Machinery & Equipment	-	46,375	-	1,000	695	12,000
8521	000	Mach. & Equip. - Library Ops. Study	-	12,349	77,341	27,000	-	3,150
8530	000	Computer Equipment	14,166	19,740	8,628	7,000	417	525
<CAPITAL OUTLAY>			14,166	78,463	85,969	35,000	1,112	31,500
<b>[101-8011] Library Total</b>			<b>1,525,469</b>	<b>1,736,821</b>	<b>1,672,375</b>	<b>1,874,490</b>	<b>1,490,895</b>	<b>1,568,181</b>

# LIBRARY

Budget Detail

101-8011

## PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides compensation for a full-time staff of ten positions, nine currently filled and one vacant. These include 1 Library Director; 1 Assistant Library Director (vacant/frozen), 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk.
- 7010 Wages - Seasonal and Part-Time Employees  
Covers the compensation of part-time library staff members who are paid hourly rates. Hourly salary budget reduced due to COVID driven changes to Library operations.
- 7020 Overtime  
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (Total \$7,500)
- 8010 Postage  
Covers postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan books lent or returned to their owning institutions. (Total \$2,000)
- 8020 Special Department Expense  
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, special event insurance for Library programs, and software that supports the provision of services and resources to the public. (Total \$21,000)
- 8030 Periodicals  
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (Total \$7,300)
- 8031 Digital Resources  
Provides funds for the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job skills training, streaming films, advice for readers, digital magazines, comics and manga, and more. (Total \$22,000)

- 8040 Advertising/Publicity/Outreach/Marketing  
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. (Total \$1,200)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public. (Total \$3,000)
- 8060 Dues and Memberships  
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. Membership provides discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (Total \$5,000)
- 8070 Mileage Reimbursement  
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (Total \$200)
- 8080 Books/DVDs/CDs  
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (Total \$82,000)
- 8083 E-Books  
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000 with demand steadily increasing. (Total \$30,000)
- 8090 Conference and Meeting Expense  
No funds budgeted due to COVID.
- 8110 Equipment Maintenance  
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance and postage meter leasing. (Total \$4,000)
- 8120 Building Maintenance  
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs and \$1,000 for supplies for the Library building. Includes \$3,000 for exterior steam cleaning and interior furniture and carpet cleaning. Includes funds for COVID-19 health and safety supplies and \$17,500 for renting and maintaining a port-a-potty in Library Park. (Total \$28,000)

- 8151 CENIC Wi-Fi Expenses  
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (Total \$18,000)
- 8170 Professional Services  
Includes \$4,500 for auditors to prepare and process the tax roll for the Library Parcel Tax, \$1,000 for graphic design services, and \$1,000 for livestreaming library programs. (Total \$6,500)
- 8180 Contract Services  
Provides \$450 for security alarm maintenance, \$990 for fire alarm system maintenance, \$1,323 for emergency lighting system maintenance, and \$6,000 for theft detection system and self-check kiosk maintenance, Includes \$21,650 for cataloging records subscription, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,000 for a public computer reservation system, and \$46,000 for Integrated Library System product licensing, off-site hosting, and services. (Total \$82,000)
- 8200 Training Expense  
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (Total \$1,500)
- 8257 Boards/Commissions  
Funds for Library Board of Trustees' attendance at the annual California Public Library Advocates workshop and the California Library Association Annual Conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (Total \$750)

## **CAPITAL OUTLAY**

- 8500 Building Improvements  
Funding to replace emergency egress lighting system. (\$15,825)
- 8520 Machinery & Equipment  
Funding for replacement shelving in the Children's Room and new shelving for customer holds. (\$12,000)
- 8521 Machinery & Equipment – Library Operations Study  
Funding to install two new interior drinking fountains with water bottle filling functionality. (\$3,150)
- 8530 Computer Equipment  
Includes funds for equipment needed for creating digital content, and for replacements, upgrades or repairs for equipment used to provide services, training and programs for the public. (Total \$525)



# COMMUNITY SERVICES FISCAL YEAR 2020-21 BUDGET SNAPSHOT

## OVERVIEW

The Community Services Department is pleased to submit the Fiscal Year 2020-21 budget proposal. The Community Services Department provides services within four divisions: Senior Division, Recreation Youth Division, Community Transit and Community Services Division.

The Fiscal Year 2020-21 is unprecedented. Due to the COVID-19 pandemic, the Community Services Department had to pivot its resources to provide immediate and necessary services to the community. The Department reduced and or eliminated non-essential services in all of its divisions. The following is a synopsis of the fiscal year for the Community Services Department.

The Senior Citizens Center, a multi-purpose facility, provides older adults educational, social, physical, nutritional and emotional services and city special events such as the Memorial Day Celebration. Due to COVID-19, the division canceled onsite services for seniors and shifted its role and responsibility for the safety and well-being of an identified vulnerable population in the pandemic, seniors. The Senior Nutrition Program canceled in-person lunches; staff delivers meals to seniors residing within city limits. Additionally, the staff increased communication efforts to seniors by composing and disseminating weekly/monthly newsletters.

The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, building and park reservation, and city events such as Concerts in the Park and Eggstravaganza. Due to the COVID-19 pandemic, services were diminished, following both the Safer at Home and Stay at Home orders. Division staff oversaw a brief summer camp, as well as a few recreational non-contact classes for youth. Large events were canceled and replaced with drive-thru events. In October, staff did a Spookthru event. During the holiday season, staff also hosted a letter to Santa event, where children were invited to send letters to Santa and receive a response via mail.

The Community Transit operates the Dial a Ride Program, which offers essential services for seniors, including rides to medical appointments, grocery stores, financial institutes, and social gathers provide by the city. Due to the COVID-19 pandemic, the services were altered to comply with state and local mandates. Following the Safer at Home order, Dial a Ride staff provides services to only essential businesses.

The Community Services Division provides general department oversight plus budget and grant administration, park improvements, community liaison activities, and contract management of the Arroyo Seco Golf Course, Arroyo Seco Racquet Club, San Pascual Stable, All-Star Batting Cages, Ironworks Museum, and cell sites. The staff also supports the Parks and Recreation Commission, Youth Commission, Senior Commission, Festival of Balloons, and South Pasadena Tournament of Rose Committee.

The Community Services Department is currently undergoing transition, as several vital staffers separated from the city – leaving vacant full-time positions within the Department. As such, the Department has shifted resources to ensure the quality of work and tasks are fulfilled. The COVID-19 pandemic currently renders some services obsolete – some vacant positions within the Department will not be filled until a later date (frozen), and other positions are currently furloughed.

### **Notable Changes- Wages and Benefits**

Decrease in Wages and Benefits due to vacancies and frozen positions due to COVID.

### **Notable Changes- Operations and Maintenance**

Increase in the senior lunch program

### **Capital Outlay**

Design of Berkshire and Grevelia Pocket Parks -see CIP (Park Impact Fees) Project budgeted but will most likely occur in Fiscal Year 2022.

# COMMUNITY SERVICES

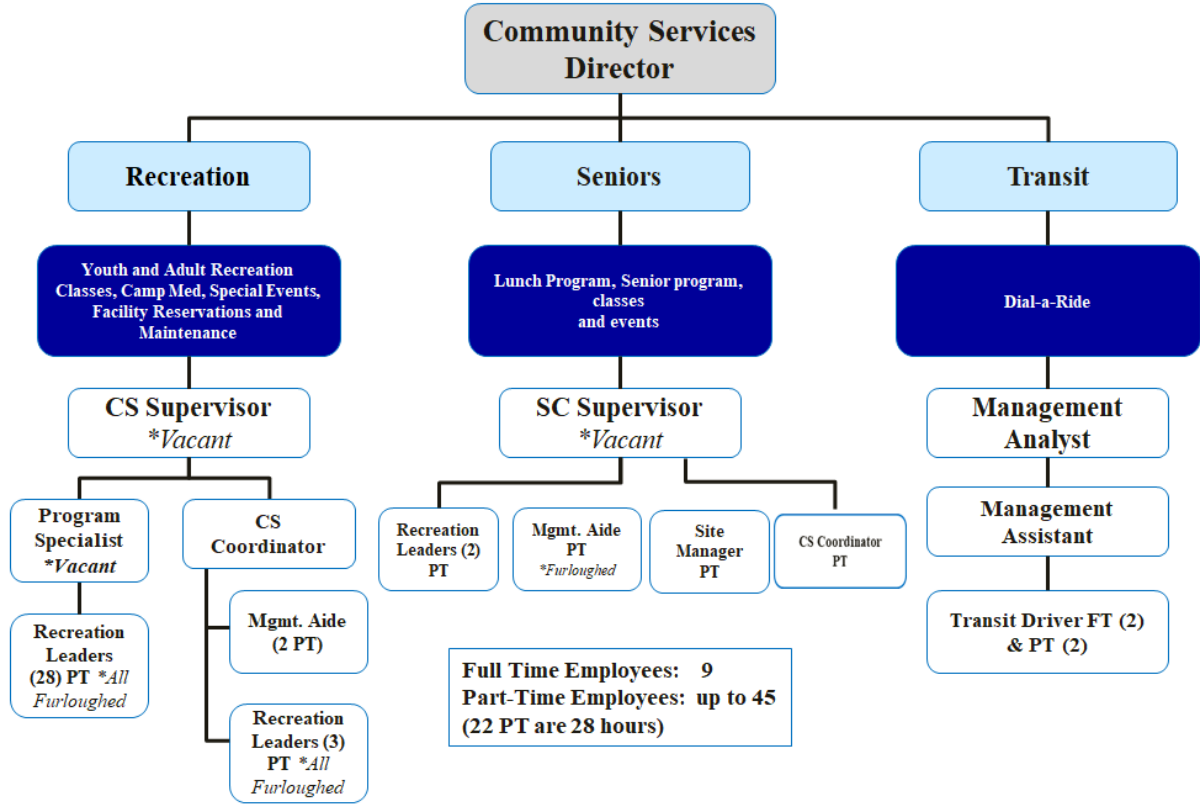
## Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,258,292	1,342,599	1,308,445	1,448,582	1,258,757	1,027,754
Operations & Maintenance	1,685,537	1,723,620	1,669,120	1,983,663	1,440,712	1,836,387
Capital Outlay	175,067	12,997	82,274	100,000	(13,807)	401,080
<b>Total Expenses by Category</b>	<b>3,118,896</b>	<b>3,079,215</b>	<b>3,059,839</b>	<b>3,532,245</b>	<b>2,685,662</b>	<b>3,265,221</b>
[101-8021] Senior Services	291,589	309,118	336,850	353,509	323,753	249,939
[101-8031] Community Services	285,449	192,458	192,289	220,112	162,749	195,471
[101-8032] Recreation and Youth Services	679,960	827,801	796,066	858,399	641,853	297,945
[105-8031] Facilities & Equipment Replacement	26,018	72,710	-	-	-	-
[205-2210] Prop "A" Administration	16,224	14,492	6,011	14,909	6,602	13,489
[205-8024] Transit Planning	255,121	127,763	93,421	290,787	117,217	287,603
[205-8025] Dial-A-Ride	256,245	193,567	210,184	231,774	218,446	596,555
[207-2260] Prop "C" Administration	6,818	4,529	5,001	6,388	4,743	5,929
[207-8025] Dial-A-Ride	160,779	209,982	286,841	275,228	203,082	321,506
[260-8023] CDBG Senior Nutrition Prog	47,486	45,654	28,404	41,315	31,026	44,998
[275-6410] Park Maintenance	72,116	19,200	-	100,000	-	100,000
[295-8032] Recreation and Youth Services	-	-	9,021	-	-	-
[295-8041] General Administration	336,414	369,851	395,733	382,652	336,413	389,926
[295-8042] Golf Course Maintenance	383,431	395,987	375,459	421,203	376,387	416,784
[295-8043] Range	57,188	40,636	30,085	37,783	60,252	37,783
[295-8044] Golf Shop	89,265	111,531	127,414	125,948	79,003	125,948
[295-8045] Food Service	154,794	143,937	167,060	172,238	124,137	181,346
<b>Total Expenses by Program</b>	<b>3,118,896</b>	<b>3,079,215</b>	<b>3,059,839</b>	<b>3,532,245</b>	<b>2,685,662</b>	<b>3,265,221</b>

Community Services Director	1	
Supervisor-Senior Services	1	Vacant
Supervisor-Youth Services	1	Vacant
Management Analyst	1	
Community Services Coordinator	1	
Program Specialist	1	Frozen
Management Assistant	1	
Transit Driver	2	
<b>Total</b>	<b>9/6</b>	

# COMMUNITY SERVICES

## Department Description and Authorized Positions





# SENIOR SERVICES

## Budget Detail

**101-8021**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	79,199	79,593	77,670	77,842	84,524	46,991
7010	000	Salaries - Temp / Part	79,836	97,645	88,159	132,000	92,552	67,662
7070	000	Leave Buyback	-	-	-	2,100	-	2,100
7100	000	Retirement	18,998	25,644	28,831	26,713	20,161	23,323
7108	000	Deferred Compensation	766	413	767	778	826	470
7110	000	Workers Compensation	5,156	2,725	795	1,398	2,031	844
7122	000	Unemployment Insurance	2,223	-	-	-	-	-
7130	000	Group Health Insurance	8,580	11,180	13,380	13,380	13,380	13,380
7140	000	Vision Insurance	240	240	240	240	240	240
7150	000	Dental Insurance	900	900	900	900	900	900
7160	000	Life Insurance	100	99	99	99	99	99
7170	000	FICA - Medicare	6,095	4,023	3,746	1,129	4,740	5,000
		<WAGES & BENEFITS>	202,091	222,463	214,587	256,579	219,453	161,009
8000	000	Office Supplies	3,584	2,388	2,637	3,000	2,910	3,000
8010	000	Postage	1,466	925	2,318	2,000	467	2,000
8020	000	Special Department Expense	14,978	13,861	12,019	15,000	9,419	14,750
8040	000	Advertising	-	252	-	400	294	400
8050	000	Printing/Duplicating	3,637	3,359	3,496	4,450	1,934	4,450
8060	000	Dues & Memberships	180	180	180	200	180	200
8090	000	Conference & Meeting Expense	38	455	-	-	-	-
8110	000	Equipment Maintenance	2,474	2,590	2,131	3,500	215	3,500
8120	000	Building Maintenance	1,682	2,270	3,134	3,200	1,642	3,200
8140	000	Utilities	13,779	-	-	-	-	-
8150	000	Telephone	-	-	550	-	-	-
8170	000	Professional Services	3,500	1,755	25	-	-	-
8180	000	Contract Services	18,977	36,280	76,636	39,650	64,707	53,650
8200	000	Training Expense	239	199	-	250	-	-
8264	000	Special Events	2,971	2,756	2,453	5,000	1,642	2,500
8267	000	Classes	21,802	19,193	16,363	19,500	12,894	500
8300	000	Lease Payment	192	192	321	780	219	780
		<OPERATIONS & MAINTENANCE>	89,498	86,656	122,264	96,930	96,523	88,930
8520	000	Machinery & Equipment	-	-	-	-	5,372	-
8530	000	Computer Equipment	-	-	-	-	2,405	-
		<CAPITAL OUTLAY>	-	-	-	-	7,777	-
<b>[101-8021] Senior Services Total</b>			<b>291,589</b>	<b>309,118</b>	<b>336,850</b>	<b>353,509</b>	<b>323,753</b>	<b>249,939</b>

# SENIOR SERVICES

Budget Detail

101-8021

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Office paper, computer supplies, and miscellaneous supplies (Total \$3,000)
- 8010 Postage  
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200) (Total \$2,000)
- 8020 Special Department Expense  
Provides funds for supplies for activities and services offered by the Senior Center), Home Delivery meal program supplies (\$2,550), cleaning supplies (\$2,000), and other supplies (\$10,200). (Total \$14,750)
- 8040 Advertising  
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating  
Provides funds to print monthly senior newsletter six times a year (\$3,000), business envelopes (\$850), printing events flyers (\$600) (\$4,450)
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for dues, memberships, etc. (\$200)
- 8110 Equipment Maintenance  
Provides funds for office equipment (\$600), kitchen fire suppression system (\$500), and WIFI service for the computer lab and facility (\$2,400) (\$3,500)
- 8120 Building Maintenance  
Provides funds for quarterly upholstery cleaning of furnishings, carpet (\$1,000), pressure washing of center entry (\$500), cleaning of stainless steel surfaces in kitchen three times a year (\$1,000), cleaning of drapes (\$500), and Fire Extinguishers (\$200) (\$3,200)
- 8180 Contract Services  
Provide funds for fire and security system (\$1,150), Annual licensing for Sportsman

Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) (\$50,000) (\$53,650)

8264 Special Events

Provides supplies for special events and activities (\$2,500)

8267 Classes

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

8300 Lease Payment

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

# COMMUNITY SERVICES

## Budget Detail

**101-8031**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	171,748	121,349	119,595	109,411	130,692	111,726
7010	000	Salaries - Temp / Part	1,439	(177)	(1,695)	10,500	756	5,000
7020	000	Overtime	(1,013)	(2,322)	(2,012)	1,500	(579)	1,500
7040	000	Holiday	154	-	-	-	-	-
7070	000	Leave Buyback	847	-	-	2,000	-	2,000
7100	000	Retirement	32,868	23,745	27,849	37,547	29,399	28,996
7108	000	Deferred Compensation	1,086	648	1,158	1,094	1,404	1,117
7110	000	Workers Compensation	6,445	2,010	494	2,730	1,630	2,788
7122	000	Unemployment Insurance	-	-	-	-	96	-
7130	000	Group Health Insurance	13,778	6,616	8,423	6,435	8,401	6,435
7140	000	Vision Insurance	289	131	166	180	161	180
7150	000	Dental Insurance	1,069	487	616	675	597	675
7160	000	Life Insurance	175	80	75	74	95	74
7170	000	FICA - Medicare	3,134	2,149	1,999	1,586	2,343	2,500
		<WAGES & BENEFITS>	232,018	154,717	156,667	173,732	174,994	162,991
8000	000	Office Supplies	1,433	494	915	1,000	999	1,000
8010	000	Postage	394	1,034	650	650	-	650
8020	000	Special Department Expense	8,127	12,655	9,874	13,830	3,893	13,130
8040	000	Advertising	500	96	100	150	-	150
8050	000	Printing/Duplicating	-	202	-	200	98	200
8060	000	Dues & Memberships	875	650	655	650	555	650
8090	000	Conference & Meeting Expense	2,726	373	1,223	800	-	800
8110	000	Equipment Maintenance	6,205	6,006	5,154	7,035	435	1,585
8120	000	Building Maintenance	11,608	11,269	7,968	14,450	1,625	6,700
8140	000	Utilities	1,238	(70)	-	-	-	-
8170	000	Professional Services	-	-	-	-	(4,191)	-
8180	000	Contract Services	19,817	4,760	6,453	7,065	5,747	7,065
8200	000	Training Expense	261	79	165	250	50	250
8300	000	Lease Payment	247	192	190	300	126	300
		<OPERATIONS & MAINTENANCE>	53,430	37,741	33,348	46,380	9,338	32,480
8510	000	San Pascual Stables LLC CIF	-	-	2,274	-	(21,584)	-
		<CAPITAL OUTLAY>	-	-	2,274	-	(21,584)	-
<b>[101-8031] Community Services Total</b>			<b>285,449</b>	<b>192,458</b>	<b>192,289</b>	<b>220,112</b>	<b>162,749</b>	<b>195,471</b>

# COMMUNITY SERVICES

Budget Detail

101-8031

## PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for Community Services Director
- 7010
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000)
- 8010 Postage  
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and special events (\$650)
- 8020 Special Department Expense  
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Community Garden Caltrans lease payment (\$100), the expense for key duplication (\$200), a portion of City's Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355) Security fencing for Arroyo South (\$9,000) (Total \$13,130)
- 8040 Advertising  
Provides for special events. (\$150)
- 8050 Printing and Duplication  
Provides for special event flyers. (\$200)
- 8060 Dues, Memberships & Subscriptions  
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$650)
- 8110 Equipment Maintenance  
Provides for annual maintenance of the kitchen and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), War Memorial Building semi-annual range hood cleaning (\$735) (Total \$1,585)
- 8120 Building Maintenance  
Provides for quarterly War Memorial Building wood floor resurfacing (\$2,500) heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House, and Eddie Park House (\$3,500), (Total \$6,700)
- 8180 Contract Services

Provides funds for the security & fire alarm for Youth House (\$1,300), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$1,680) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170) (Total \$7,065)

8200 Training Expense

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

8300 Lease Payment

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

# RECREATION AND YOUTH SERVICES

## Budget Detail

**101-8032**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	134,906	200,654	161,865	171,334	112,802	66,612
7010	000	Salaries - Temp / Part	225,294	272,369	262,762	280,000	267,842	71,237
7020	000	Overtime	252	3,983	3,373	4,500	7,650	4,500
7040	000	Holiday	-	-	-	-	874	-
7070	000	Leave Buyback	-	964	18,282	1,500	1,504	1,500
7100	000	Retirement	28,099	49,676	54,896	53,099	31,432	34,319
7108	000	Deferred Compensation	822	442	888	800	475	336
7110	000	Workers Compensation	12,823	7,459	1,981	4,752	4,580	1,799
7122	000	Unemployment Insurance	2,383	(258)	-	-	-	-
7130	000	Group Health Insurance	10,336	18,362	16,594	18,600	10,850	11,121
7140	000	Vision Insurance	480	645	538	720	303	720
7150	000	Dental Insurance	1,800	2,410	1,960	2,700	915	2,700
7160	000	Life Insurance	200	297	257	297	143	297
7170	000	FICA - Medicare	16,079	18,696	19,112	2,847	20,055	20,000
		<WAGES & BENEFITS>	433,473	575,699	542,508	541,149	459,425	215,140
8000	000	Office Supplies	3,090	2,955	2,596	2,500	2,064	1,000
8010	000	Postage	-	500	500	500	-	500
8020	000	Special Department Expense	9,587	7,884	2,491	5,050	1,400	1,300
8040	000	Advertising	561	725	492	1,150	248	-
8050	000	Printing/Duplicating	57	-	-	250	-	250
8060	000	Dues & Memberships	315	480	480	555	250	555
8090	000	Conference & Meeting Expense	4,002	2,867	3,278	1,800	900	850
8110	000	Equipment Maintenance	248	-	362	850	-	735
8120	000	Building Maintenance	6,458	17,575	17,278	20,550	-	3,300
8180	000	Contract Services	19,983	13,037	18,595	45,180	29,899	8,055
8200	000	Training Expense	299	113	173	300	30	300
8264	000	Special Events	44,621	50,765	47,177	55,950	29,885	2,500
8267	000	Classes	112,905	114,658	111,506	130,000	94,950	60,000
8268	000	Camp Services	44,167	40,349	44,044	47,355	21,791	3,000
8269	000	Teen Center	-	-	4,395	5,000	885	200
8300	000	Lease Payment	192	192	190	260	126	260
		<OPERATIONS & MAINTENANCE>	246,486	252,102	253,557	317,250	182,428	82,805
<b>[101-8032] Recreation and Youth Services Total</b>			<b>679,960</b>	<b>827,801</b>	<b>796,066</b>	<b>858,399</b>	<b>641,853</b>	<b>297,945</b>

# RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

## PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for the Youth Services Supervisor (Position is frozen) and the Community Services Coordinator as well as the Program Specialist (Position is currently frozen)
- 7010 Wages – Seasonal/Part-Time Employees  
Provides funds for Year-Round Camp Med and Special Events (Furloughed), and Management Aide (2)
- 7020 Overtime  
Provides compensation for hours worked beyond normal work week.
- 7070 Leave Buyback  
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500)

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Office paper, computer, and miscellaneous office supplies (\$1,000)
- 8010 Postage  
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250) (\$500)
- 8020 Special Department Expense  
Cleaning and other supplies (\$1,300)
- 8050 Printing and Duplication  
Provides funds to print Class & Program Guide limited copies (\$250)
- 8060 Dues, Memberships & Subscriptions  
California Parks and Recreation Society annual membership for Coordinator (\$555)
- 8110 Equipment Maintenance  
Provides funds for office equipment maintenance, including copy/fax machine and printer (\$735)
- 8120 Building Maintenance  
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000) (Total \$3,300)
- 8180 Contract Service  
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$755), security system for Recreation Center (\$900), annual maintenance of Sportsman (\$1,200) (\$8,055)
- 8200 Training Expenses



Expenses for online and in-person training for staff (\$300)

8264 Special Events

Provides funds for COVID-19 compliant activities for youth (\$2,500)

8267 Classes

Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. The instructors are reimbursed 65% of their total class revenue. The city retains 35%. It is estimated that leisure classes will generate (\$25,000). 65% of which is paid to the contracted instructors (\$60,000)

8268 Camp Med

Camp Services (\$1,420) Internet (\$1,000), Annual licensing for MPLC & BMI (\$910), Annual When2Work staff scheduling system (\$330) (\$Total \$3,000)

8269 Teen Center

Provides for cleaning and miscellaneous supplies (\$200)

8300 Lease Payment

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

<b>PROP "A" – LOCAL TRANSIT ADMINISTRATION</b>
<b>Budget Detail</b> <span style="float: right;"><b>205-2210</b></span>

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	12,626	8,295	3,430	10,212	4,990	10,428
7070	000	Leave Buyback	18	-	-	-	-	-
7100	000	Retirement	2,180	1,939	2,186	3,504	1,515	1,858
7108	000	Deferred Compensation	99	37	72	102	12	104
7110	000	Workers Compensation	454	130	29	255	13	260
7130	000	Group Health Insurance	597	478	168	601	50	601
7140	000	Vision Insurance	16	9	3	17	1	17
7150	000	Dental Insurance	44	35	12	63	4	63
7160	000	Life Insurance	7	7	8	7	1	7
7170	000	FICA - Medicare	183	120	102	148	17	151
<WAGES & BENEFITS>			16,224	11,051	6,011	14,909	6,602	13,489
8060	000	Dues & Memberships	-	1,550	-	-	-	-
8250	000	Bus Pass Subsidy	-	1,891	-	-	-	-
<OPERATIONS & MAINTENANCE>			-	3,441	-	-	-	-
<b>[205-2210] Prop "A" Administration Total</b>			<b>16,224</b>	<b>14,492</b>	<b>6,011</b>	<b>14,909</b>	<b>6,602</b>	<b>13,489</b>

<p style="text-align: center;"><b>PROP “A” – LOCAL TRANSIT ADMINISTRATION</b></p> <p><b>Budget Detail</b> <span style="float: right;"><b>205-2210</b></span></p>
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**PERSONNEL SERVICES**

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

# PROP "A" –TRANSIT PLANNING

## Budget Detail

**205-8024**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	22,090	16,966	6,975	21,882	6,434	22,345
7100	000	Retirement	4,152	4,051	3,817	7,509	3,246	3,839
7108	000	Deferred Compensation	211	74	68	219	25	223
7110	000	Workers Compensation	808	267	28	546	27	558
7130	000	Group Health Insurance	1,222	1,018	364	1,287	107	1,287
7140	000	Vision Insurance	24	20	7	36	2	36
7150	000	Dental Insurance	89	75	26	135	8	135
7160	000	Life Insurance	15	12	5	15	2	15
7170	000	FICA - Medicare	315	246	98	317	37	324
<WAGES & BENEFITS>			28,928	22,728	11,388	31,946	9,888	28,762
8020	000	Misc. Supplies - Parking	3,377	1,089	1,815	11,200	2,915	11,200
8060	000	Dues & Memberships	4,550	3,000	-	8,500	7,912	8,500
8061	000	HOA Dues	20,762	19,032	20,762	32,041	14,645	32,041
8120	000	Building Maintenance	-	-	-	-	-	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	3,000	-	-
8140	000	Utilities	-	-	-	5,500	-	5,500
8170	000	Professional Services	-	-	-	10,000	-	10,000
8180	000	Contract Services	56,670	65,835	48,516	78,600	68,116	78,600
8250	000	Bus Pass Subsidy	6,910	3,081	10,940	10,000	13,740	10,000
<OPERATIONS & MAINTENANCE>			92,269	92,037	82,033	158,841	107,328	158,841
8520	000	Machinery & Equipment	-	12,997	-	-	-	-
8540	000	Automotive Equipment	133,924	-	-	100,000	-	100,000
<CAPITAL OUTLAY>			133,924	12,997	-	100,000	-	100,000
<b>[205-8024] Transit Planning Total</b>			<b>255,121</b>	<b>127,763</b>	<b>93,421</b>	<b>290,787</b>	<b>117,217</b>	<b>287,603</b>

# PROP "A" – TRANSIT PLANNING

Budget Detail

205-8024

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8020 Misc. Supplies - Parking  
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking meters (\$1,100), and maintenance of parking permit machine (\$4,100) (\$11,200)
- 8060 Dues & Memberships  
Provides funds for a portion of membership to the Southern California Association of Governments (SCAG) (\$3,000), Arroyo Verdugo JPA (\$2,000), San Gabriel Valley COG (\$3,500) (\$8,500)
- 8061 Property Owners' Association Dues  
Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,041)
- 8120 Building Maintenance  
Safety improvements, fencing around stairwells, graffiti removal (\$3,000)
- 8140 Utilities  
Electricity (\$5,500)
- 8170 Professional Services  
Consultant Fees (\$10,000).
- 8180 Contract Services  
Buses for City excursions. Janitorial Services for the Mission Meridian Village Parking Garage by Athens (\$9,000) Provide funds for bus stops maintenance costs (\$35,000) Other transit related contracts (\$34,600) (Total \$78,600)
- 8250 Bus Pass Subsidy  
Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000)
- 8540 Automotive Equipment  
Purchase of equipment for the Dial a Ride program (\$100,000)

# PROP "A" – DIAL A RIDE

## Budget Detail

**205-8025**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	90,371	88,090	91,197	94,468	88,982	94,464
7010	000	Salaries - Temp / Part	45,924	56,194	69,560	90,000	83,980	102,430
7020	000	Overtime	187	367	-	2,000	117	5,000
7040	000	Holiday	117	100	356	-	2,493	-
7055	000	IOD - Non Safety	179	-	-	-	-	-
7070	000	Leave Buyback	267	-	-	-	-	-
7100	000	Retirement	17,140	22,973	23,973	19,550	16,604	17,753
7110	000	Workers Compensation	9,584	4,607	1,560	3,908	2,536	3,908
7120	000	Disability Insurance	-	3,562	-	-	-	-
7130	000	Group Health Insurance	11,086	14,075	18,000	18,000	18,000	18,000
7140	000	Vision Insurance	405	442	480	480	480	480
7150	000	Dental Insurance	610	755	900	1,800	900	1,800
7160	000	Life Insurance	200	198	198	198	198	198
7170	000	FICA - Medicare	2,016	2,740	3,489	1,370	4,156	4,200
		<WAGES & BENEFITS>	178,085	194,103	209,712	231,774	218,446	248,232
8000	000	Office Supplies	1,998	-	-	-	-	2,000
8010	000	Postage	110	-	-	-	-	650
8020	000	Special Department Expense	4,643	-	-	-	-	7,000
8040	000	Advertising	150	-	-	-	-	500
8050	000	Printing/Duplicating	582	-	-	-	-	1,000
8060	000	Dues & Memberships	625	-	-	-	-	1,000
8100	000	Vehicle Maintenance	23,670	-	-	-	-	41,000
8105	000	Fuel	2,198	-	-	-	-	3,000
8132	000	Uniform Expense/Cleaning	750	-	-	-	-	2,000
8140	000	Utilities	-	-	-	-	-	3,000
8180	000	Contract Services	7,030	(472)	472	-	-	16,275
8200	000	Training Expense	1,004	-	-	-	-	-
8300	000	Lease Payment	366	(64)	-	-	-	1,898
		<OPERATIONS & MAINTENANCE>	43,125	(536)	472	-	-	79,323
8520	000	Machinery & Equipment	-	-	-	-	-	169,000
8530	000	Computer Equipment	35,034	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	100,000
		<CAPITAL OUTLAY>	35,034	-	-	-	-	269,000
<b>[205-8025] Dial-A-Ride Total</b>			<b>256,245</b>	<b>193,567</b>	<b>210,184</b>	<b>231,774</b>	<b>218,446</b>	<b>596,555</b>

## PROP "A" – DIAL A RIDE

Budget Detail

205-8025

### PERSONNEL SERVICES

7000 Full-Time Salaries

Provide funds for two (2) full-time Transit Drivers

7010 Part-Time

Provides funds for two (2) part time Transit Drivers

7020 Overtime

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

<b>PROP "C" – LOCAL TRANSIT ADMINISTRATION</b>
<b>Budget Detail</b> <span style="float: right;"><b>207-2260</b></span>

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	5,147	3,393	2,235	4,376	4,052	4,469
7070	000	Leave Buyback	18	-	-	-	-	-
7100	000	Retirement	950	821	865	1,502	649	944
7108	000	Deferred Compensation	39	15	24	44	5	45
7110	000	Workers Compensation	185	52	10	109	5	112
7130	000	Group Health Insurance	248	179	92	257	21	257
7140	000	Vision Insurance	8	6	2	7	0	7
7150	000	Dental Insurance	18	13	7	27	2	27
7160	000	Life Insurance	3	2	2	3	1	3
7170	000	FICA - Medicare	75	48	34	63	7	65
<WAGES & BENEFITS>			6,694	4,529	3,271	6,388	4,743	5,929
8020	000	Misc. Supplies - Parking	124	-	-	-	-	-
8061	000	HOA Dues	-	-	1,730	-	-	-
<OPERATIONS & MAINTENANCE>			124	-	1,730	-	-	-
<b>[207-2260] Prop "C" Administration Total</b>			<b>6,818</b>	<b>4,529</b>	<b>5,001</b>	<b>6,388</b>	<b>4,743</b>	<b>5,929</b>



<b>PROP “C” – LOCAL TRANSIT ADMINISTRATION</b>
<b>Budget Detail</b> <span style="float: right;"><b>207-2260</b></span>

**PERSONNEL SERVICES**

7000 Salaries – Regular Employees

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

# PROP "C" – DIAL A RIDE

## Budget Detail

**207-8025**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	118,439	123,557	129,986	139,322	121,801	148,632
7020	000	Overtime	3,756	2,360	1,443	3,000	5,090	-
7040	000	Holiday	-	74	497	-	2,734	-
7070	000	Leave Buyback	-	205	205	1,500	511	-
7100	000	Retirement	19,052	14,248	16,356	26,922	20,571	21,689
7110	000	Workers Compensation	3,777	1,982	708	5,763	1,822	6,148
7130	000	Group Health Insurance	12,165	11,018	11,041	11,100	9,300	11,100
7140	000	Vision Insurance	405	405	405	480	285	480
7150	000	Dental Insurance	1,220	1,389	1,510	1,800	1,060	1,800
7160	000	Life Insurance	191	198	198	198	149	198
7170	000	FICA - Medicare	1,776	1,874	1,951	2,020	1,882	2,155
<WAGES & BENEFITS>			160,779	157,309	164,301	192,105	165,205	192,203
8000	000	Office Supplies	-	1,848	1,236	2,000	1,425	2,000
8010	000	Postage	-	323	-	650	-	50
8020	000	Special Department Expense	-	2,871	1,351	7,000	1,188	7,000
8040	000	Advertising	-	360	-	500	-	-
8050	000	Printing/Duplicating	-	650	904	2,000	329	-
8060	000	Dues & Memberships	-	625	625	1,000	165	1,000
8090	000	Conference & Meeting Expense	-	-	200	1,000	-	-
8100	000	Vehicle Maintenance	-	29,504	25,528	41,000	15,737	61,000
8105	000	Fuel	-	1,327	2,078	3,000	3,161	5,000
8132	000	Uniform Expense/Cleaning	-	1,374	825	2,000	-	-
8140	000	Utilities	-	-	-	3,000	-	3,000
8180	000	Contract Services	-	11,686	9,379	16,275	15,745	16,275
8200	000	Training Expense	-	1,800	224	1,800	-	-
8300	000	Lease Payment	-	306	190	1,898	126	1,898
<OPERATIONS & MAINTENANCE>			-	52,673	42,540	83,123	37,877	97,223
8520	000	Machinery & Equipment	-	-	80,000	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	32,080
<CAPITAL OUTLAY>			-	-	80,000	-	-	32,080
<b>[207-8025] Dial-A-Ride Total</b>			<b>160,779</b>	<b>209,982</b>	<b>286,841</b>	<b>275,228</b>	<b>203,082</b>	<b>321,506</b>

## PROP "C" – DIAL A RIDE

Budget Detail

207-8025

### PERSONNEL SERVICES

- 7000 Full-time Salaries  
Compensation for (1) Management Analyst and (1) Management Assistant
- 7020 Overtime

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000)
- 8010 Postage  
Provides funds for postal expenses for Dial-a-Ride related services (\$50)
- 8020 Special Department Expense  
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200) (\$7,000)
- 8060 Dues & Memberships  
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700) and California Park and Recreation Society (\$300) (\$1,000)
- 8100 Vehicle Maintenance  
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$36,000), CNG Station repairs and monthly maintenance (\$10,000) and van and vehicle cleaning (\$15,000) (\$61,000)
- 8105 Fuel  
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$5,000)
- 8140 Utilities  
Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).
- 8180 Contract Services  
Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon WiFi JetPack data plan (\$1,000) (\$16,275)
- 8300 Lease Payment  
Provides funds for postage machine lease (\$648) and Copier (\$1,250) (\$1,898)

## CDBG Senior Nutrition Program

**Budget Detail**

**260-8023**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8180	000	Contract Services	47,486	45,654	28,404	41,315	31,026	44,998
		<OPERATIONS & MAINTENANCE>	47,486	45,654	28,404	41,315	31,026	44,998
<b>[260-8023] CDBG Senior Nutrition Prog Total</b>			<b>47,486</b>	<b>45,654</b>	<b>28,404</b>	<b>41,315</b>	<b>31,026</b>	<b>44,998</b>

## CDBG Senior Nutrition Program

Budget Detail

260-8023

### OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of senior nutrition program (\$85,134)  
Community Development Block Grant provides \$(44,998) in grant funds, while the  
General Fund provides \$5,711 through the Senior Center budget. The revenue estimate is  
just over \$54,425 from serving approximately 18,500 meals. Overall, the city subsidizes  
\$5,711 for the nutrition program

## Park Impact Fees

### Budget Detail

**275-6410**

Acct	Tsk	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
8170	000	Professional Services	66,007	19,200	-	100,000	-	100,000
		<OPERATIONS & MAINTENANCE>	66,007	19,200	-	100,000	-	100,000
8500	000	Building & Improvements	6,109	-	-	-	-	-
		<CAPITAL OUTLAY>	6,109	-	-	-	-	-
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	41,792	70,500	-	-	-
9190	000	Dog Park	125,060	-	12,874	-	-	-
		<CAPITAL PROJECTS>	125,060	41,792	83,374	-	-	-
<b>[275-6410] Park Impact Fees Total</b>			<b>197,175</b>	<b>60,992</b>	<b>83,374</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>
<b>275 - PARK IMPACT FEES TOTAL</b>			<b>197,175</b>	<b>60,992</b>	<b>83,374</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>

<b>Budget Detail</b>	<b>Park Impact Fees</b>	<b>275-6410</b>
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**OPERATIONS & MAINTENANCE**

8170 Professional Services

Provide funds for design and construction documentation for the Berkshire and Grevelia Pocket Parks (\$100,000)

## Arroyo Seco Golf Course – Administration

### Budget Detail

**295-8041**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	000	Office Supplies	3,268	3,711	5,546	3,800	5,654	4,400
8010	000	Postage	33	-	88	-	189	-
8020	000	Special Department Expense	61,990	77,898	61,753	49,427	58,888	54,852
8040	000	Advertising	1,854	1,956	355	3,420	920	1,800
8120	000	Building Maintenance	4,689	8,808	16,678	27,304	10,626	23,150
8140	000	Utilities	9,856	8,002	8,845	9,150	9,419	10,000
8150	000	Telephone	9,752	10,702	12,225	11,700	9,138	10,752
8160	000	Legal Service	550	-	38,300	-	-	-
8170	000	Professional Services	102,500	105,900	93,100	101,996	72,400	101,996
8180	000	Contract Services	119,761	116,870	115,692	127,842	122,788	132,067
8191	000	Liability & Surety Bonds	7,352	30,116	36,960	41,808	40,530	44,704
8229	000	Taxes	9,892	750	745	925	833	925
8300	000	Lease Payment	4,917	5,138	5,447	5,280	5,028	5,280
<OPERATIONS & MAINTENANCE>			336,414	369,851	395,733	382,652	336,413	389,926
<b>[295-8041] General Administration Total</b>			<b>336,414</b>	<b>369,851</b>	<b>395,733</b>	<b>382,652</b>	<b>336,413</b>	<b>389,926</b>



## Administration

Budget Detail

295-8041

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$4,000)
- 8020 Special Department Expense  
Credit card and bank fees & charges (\$33,750) computer services (\$15,672) membership dues (\$480) and licensing fee (\$650) donations (\$4,300) (\$54,852)
- 8040 Advertising  
Promotions and ads for Golf Course (\$1,800)
- 8120 Building Maintenance  
Maintenance (\$12,000) and Janitorial Supplies (\$9,650) Burglar alarm (\$1,500) (\$23,150)
- 8140 Utilities  
Funds for Water (\$3,150), Gas and Electricity (\$6,850) (\$10,000)
- 8150 Telephone  
Telephone and Internet services (\$10,752)
- 8170 Professional Services  
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year). (\$101,996)
- 8180 Contract Services  
Compensation for Manager and Starter (\$132,067)
- 8191 Liabilities and Surety Bonds  
Liability Insurances (\$44,704)
- 8229 Taxes  
Property taxes (\$925)
- 8300 Lease Payment  
Equipment and Lease payments (\$5,280)

<b>Arroyo Seco Golf Course – Course Maintenance</b>	<b>295-8042</b>
<b>Budget Detail</b>	

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	21,762	31,478	47,356	6,300	44,642	6,300
8100	000	Vehicle Maintenance	8,293	5,916	7,311	15,600	7,822	14,100
8120	000	Building Maintenance	38,300	27,026	25,570	44,900	11,050	51,490
8130	000	Small Tools	5,635	2,441	169	2,400	-	1,200
8132	000	Uniform Expense/Cleaning	5,618	6,434	6,915	6,000	6,218	6,000
8140	000	Utilities	56,159	56,718	47,591	59,900	61,549	61,800
8150	000	Telephone	1,198	1,033	995	1,200	1,027	1,090
8180	000	Contract Services	246,465	264,940	239,552	284,903	244,079	274,804
<OPERATIONS & MAINTENANCE>			383,431	395,987	375,459	421,203	376,387	416,784
<b>[295-8042] Golf Course Maintenance Total</b>			<b>383,431</b>	<b>395,987</b>	<b>375,459</b>	<b>421,203</b>	<b>376,387</b>	<b>416,784</b>

## Course Maintenance

Budget Detail

295-8042

### OPERATIONS & MAINTENANCE

- 8020 Special Department Expense  
Supplies (\$4,800), and license and permits (\$1,500). (\$6,300)
  
- 8100 Vehicle Maintenance  
Repairs to vehicles and carts (\$6,200) oil and gas (\$7,900) (\$14,100)
  
- 8120 Building Maintenance  
Maintenance (\$16,100) fertilizer seed and chemicals (\$32,550) sand gravel and top (\$4,400) and course irrigation repairs (\$2,400). (\$51,490)
  
- 8130 Small Tools  
Purchase tools for repairs (\$1,200)
  
- 8132 Uniform Maintenance  
Uniform cleaning (\$6,000)
  
- 8140 Utilities  
Funds for electricity (\$54,900) and water (\$5,000) (\$61,800)
  
- 8150 Telephone  
Funds for telephone (\$1,090)
  
- 8180 Contract Services  
Compensation for maintenance staff (\$274,804)

## Arroyo Seco Golf Course – Driving Range

### Budget Detail

**295-8043**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	6,448	14,546	16,524	16,200	16,309	16,200
8120	000	Building Maintenance	9,841	6,768	2,645	6,000	4,151	6,000
8180	000	Contract Services	40,899	19,322	10,916	15,583	39,792	15,583
<OPERATIONS & MAINTENANCE>			57,188	40,636	30,085	37,783	60,252	37,783
<b>[295-8043] Range Total</b>			<b>57,188</b>	<b>40,636</b>	<b>30,085</b>	<b>37,783</b>	<b>60,252</b>	<b>37,783</b>

## Driving Range

Budget Detail

295-8043

### OPERATIONS & MAINTENANCE

- 8020 Special Department Expense  
Range balls and mats (\$20,000) and supplies (\$600). (Total \$16,200)
  
- 8120 Building Maintenance  
Maintenance of range, netting, and irrigation (\$6,000)
  
- 8180 Contract Services  
Compensation for maintenance staff and starter (\$15,783)

## Arroyo Seco Golf Course – Golf Shop

### Budget Detail

**295-8044**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	2,141	2,662	4,857	6,000	1,614	6,000
8132	000	Uniform Expense/Cleaning	-	75	272	-	1,159	-
8180	000	Contract Services	87,124	108,794	122,285	119,948	76,230	119,948
<OPERATIONS & MAINTENANCE>			89,265	111,531	127,414	125,948	79,003	125,948
<b>[295-8044] Golf Shop Total</b>			<b>89,265</b>	<b>111,531</b>	<b>127,414</b>	<b>125,948</b>	<b>79,003</b>	<b>125,948</b>

## Golf Shop

**Budget Detail**

**295-8044**

### OPERATIONS & MAINTENANCE

- 8020 Special Department Expense  
Clothing, gloves, and other supplies (\$6,000)
  
- 8180 Contract Services  
Compensation for Starter (\$119,948)

## Arroyo Seco Golf Course – Food and Beverage

### Budget Detail

**295-8045**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	24,006	17,340	25,887	25,091	17,263	25,745
8120	000	Building Maintenance	4,661	5,670	7,602	9,600	6,259	8,400
8130	000	Small Tools	398	4,265	600	2,100	489	600
8132	000	Uniform Expense/Cleaning	-	1	-	-	-	-
8180	000	Contract Services	125,730	116,661	132,971	135,447	100,126	146,601
<OPERATIONS & MAINTENANCE>			154,794	143,937	167,060	172,238	124,137	181,346
<b>[295-8045] Food Service Total</b>			<b>154,794</b>	<b>143,937</b>	<b>167,060</b>	<b>172,238</b>	<b>124,137</b>	<b>181,346</b>



## Food and Beverage

Budget Detail

295-8045

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$450), paper products (\$2,320), linens (\$5,050), license and permits (\$1,625), and supplies (\$8,400) and Music and Entertainment (\$7,246) \$25,745

8120 Building Maintenance

Maintenance (\$8,400)

8130 Small Tools

Purchase of tools for repairs (\$600)

8180 Contract Services

Compensation for restaurant staff (\$146,601)

# PROP A PARK MAINTENANCE

## Budget Detail

**232-6417**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	94,042	10,537	11,875	25,000	19,407	25,000
8110	000	Equipment Maintenance	5,541	8,279	-	5,000	7,009	5,000
8140	000	Utilities	1,119	1,202	173	3,500	811	5,500
8180	000	Contract Services	19,860	27,079	31,407	30,000	15,166	35,000
<OPERATIONS & MAINTENANCE>			120,562	47,096	43,455	63,500	42,393	70,500
<b>[232-6417] Prop "A" Park Maintenance Total</b>			<b>120,562</b>	<b>47,096</b>	<b>43,455</b>	<b>63,500</b>	<b>42,393</b>	<b>70,500</b>

## PROP A PARK MAINTENANCE

Budget Detail

232-6417

### OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Janitorial Supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove, or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000) (\$25,000)

8140 Equipment Maintenance

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

8140 Utilities

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

8180 Contract Services

Provides funds for janitorial services (\$15,000) and 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) (\$35,000)

## SUCCESSOR AGENCY – CRA DEBT SERVICE

### Budget Detail

**227-7211**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8170	000	Professional Services	2,013	-	2,013	-	-	-
8330	000	Debt Service - Principal	-	-	-	140,000	140,000	145,000
8331	000	Debt Service - Interest	78,575	71,716	65,570	57,900	57,900	49,500
<OPERATIONS & MAINTENANCE>			80,588	71,716	67,583	197,900	197,900	194,500
<b>[227-7211] CRA Debt Service Total</b>			<b>80,588</b>	<b>71,716</b>	<b>67,583</b>	<b>197,900</b>	<b>197,900</b>	<b>194,500</b>
9811	000	Transfers Out	901,436	-	-	-	-	-
<TRANSFER OUT>			901,436	-	-	-	-	-
<b>227 - SUCCESSOR AGENCY TO CRA TOTAL</b>			<b>984,947</b>	<b>71,716</b>	<b>69,487</b>	<b>197,900</b>	<b>197,900</b>	<b>194,500</b>

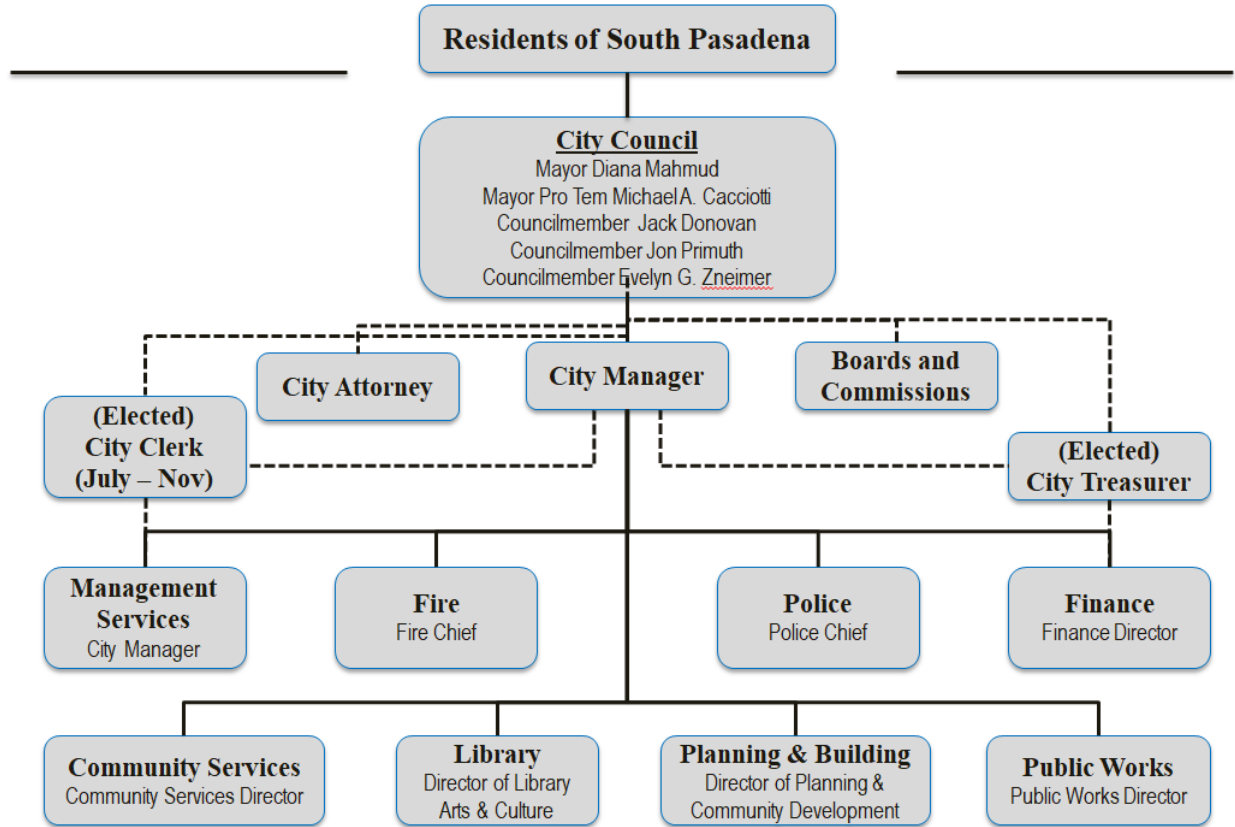
# REDEVELOPMENT OBLIGATIONS TRUST

## Budget Detail

927-9811

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
9811	000	Transfers Out	188,458	196,004	195,617	197,900	197,900	194,500
		<TRANSFER OUT>	188,458	196,004	195,617	197,900	197,900	194,500
<b>927</b>		<b>- REDEV. OBLIGATIONS TRUST</b>	<b>188,458</b>	<b>196,004</b>	<b>195,617</b>	<b>197,900</b>	<b>197,900</b>	<b>194,500</b>

# Organization Chart



# Full-Time Authorized Positions

	2016/17	2017/18	2018/19	2019/20	2020/21
<b>Management Services</b>					
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Chief City Clerk	1	1	1	1	1
Executive Assistant	0	0	0	1	1
Human Resources Manager	1	1	1	1	1
Principal Mgt. Analyst	1	1	2	2	Unfunded
Sr. Management Analyst	1	1	0	0	0
Management Analyst	2	2	1	2	2
Deputy City Clerk	1	1	1	1	1
Management Assistant	2	2	2	2	0
Total Funded Positions	11	11	10	10	8
Total with 2 Unfunded Prin. Mgt. Analyst					10
<b>Finance Department</b>					
Finance Director	1	1	1	1	1
Assistant Finance Director	1	1	1	0	0
Principal Management Analyst	0	0	1	0	0
Finance Manager	0	0	0	1	1
Accounting Manager	0	0	0	1	1
Management Analyst	1	1	0	0	0
Payroll Coordinator	1	1	1	0	0
Filing Liaison	1	1	1	0	0
Management Assistant	1	1	1	1	1
Accounting Technician	1	1	1	1	1
Senior Account Clerk	2	2	2	0	0
Total Funded Positions	9	9	9	5	5
<b>Police Department</b>					
Police Chief	1	1	1	1	1
Deputy Chief of Police	0	0	0	0	1
Police Captian	2	2	2	2	0
Police Lieutenant	0	0	0	0	2
Police Sergeant	7	7	7	7	5
Corporal	5	5	5	5	6
Police Officer	21	21	21	21	19
Management Analyst	0	0	0	0	1
Senior Clerk	1	1	1	1	0
Support Services Assistant	1	1	1	1	0
Police Clerk II	4	4	4	4	4
Police Assistant II (Rotational)	0	0	0	0	1
Police Assistant	8	8	8	8	8
Parking Control Officer	0	0	3	3	3
Administrative Secretary	1	1	1	1	0
Total Funded Positions	51	51	54	54	51
Total with 2 Unfunded Officers					53

## Full-Time Authorized Positions

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
<b>Fire Department</b>					
Fire Chief	0	0	1	1	1
Deputy Fire Cheif	1	1	0	0	0
Division Chief	0	1	2	2	2
Battalion Chief	0	0	0	0	0
Fire Prevention Specialist/	0	0	0	0	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	19	20	21	21	22
<b>Public Works</b>					
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	0	0	1	1
Public Works Operation Manager	1	1	1	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	1	1
Maintenance Division					
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	1	2	2	2
Builidng Maintenance Worker	1	1	1	2	2
Maintenance Worker I/II	7	7	5	5	5
Management Assistant	1	1	1	1	1
Water Enterprise					
Water Operations Manager	1	1	1	1	1
Water Conservation Analyst	0	0	0	1	1
Senior Maintenance Worker	0	0	2	1	1
Senior Water Production Operator	1	1	1	1	1
Water Production/Treatment Operator	2	2	2	2	2
Maintenance Worker I/II	5	6	6	5	5
Total Funded Positions	31	31	32	33	33
<b>Planning and Building</b>					
Planning & Building Director	1	1	1	1	1
Principal Management Analyst	0	0	0	1	2
Senior Planner	1	1	1	1	0
Associate Planner	1	1	0	0	1
Assistant Planner	0	0	1	1	0
Community Improvement Coordinator	1	1	1	1	1
Film Liaison	0	0	0	1	1
Administative Secretary	1	1	1	1	1
Total Funded Positions	5	5	5	7	7



## Full-Time Authorized Positions

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
<b>Library</b>					
Director of Library Arts & Culture	1	1	1	1	1
Asst. Dir. Of Library Arts & Culture	0	1	1	1	Unfunded
Public Services Manager	0	0	1	1	1
Support Services Manager	0	0	1	1	1
Digital Services Manager	0	0	1	0	0
Circulation Supervisor	0	0	0	0	1
Senior Librarian	3	3	0	0	0
Librarian	2	1	1	3	3
Library Technical Assistant	1	1	1	1	0
Library Clerk I	1	1	2	1	1
Library Clerk II	1	1	0	0	0
Administrative Secretary	1	1	1	1	1
Total Funded Positions	10	10	10	10	9
Department Total w/Unfunded Pos.					10
<b>Community Services Department</b>					
Community Services Director	1	1	1	1	1
Senior Services Supervisor	1	1	1	1	1 <i>Vacant</i>
Youth Services Supervisor	1	1	1	1	1 <i>Vacant</i>
Management Analyst	1	1	1	1	1
Management Assistant	0	0	0	0	1
Community Services Coordinator	2	2	1	1	1
Management Aide	1	0	1	1	0
Program Specialist	1	2	1	1	1 <i>Vacant</i>
Transportation Driver	2	2	2	2	2
	10	10	9	9	9
Total Full-Time Authorized Positions	146	147	150	149	149
Total Full-Time Funded Positions	146	147	150	149	144

## Part-Time Positions

	2017/18	
	Max 18 Hours	Max 28 Hours
<b>Management Services</b>		
Management Analyst	-	1.00
Management Aide	1.00	-
<b>Police Department</b>		
Police Cadets	-	6.00
<b>Fire Department</b>		
Fire Prevention Specialist	2.00	-
Management Aide	1.00	-
<b>Public Works Department</b>		
Public Works Intern	1.00	-
<b>Planning &amp; Building Department</b>		
Planning Intern	-	2.00
Clerk Typist	1.00	-
<b>Library</b>		
Library Aide I	7.00	1.00
Library Aide II	-	2.00
Clerk I	1.00	2.00
Clerk II	1.00	2.00
Library Intern	1.00	-
Librarian Substitute	17.00	-
Librarian	1.00	1.00
<b>Community Services Department</b>		
Management Aide		2.00
Management Intern	-	-
Recreation Leader	18.00	17.00
Site Manager	1.00	-
Transit Driver	-	3.00
<b>Grand Total Part-Time</b>	<b>53.00</b>	<b>39.00</b>
<b>Full-Time Equivalent</b>	<b>23.85</b>	<b>27.30</b>

## Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
<b>Management Services</b>									
City Manager	0.64	-	-	0.06	-	-	-	0.30	1.00
Assistant to the City Manager	0.68	-	-	0.07	-	-	-	0.25	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	1.00
Human Resources Manager	0.80	-	-	-	-	-	-	0.20	1.00
Principal Management Analyst	1.00	-	-	-	-	-	-	-	1.00
Sr. Management Analyst	0.30	-	-	-	-	-	-	0.70	1.00
Management Analyst	0.85	-	-	-	-	-	-	0.15	1.00
Management Analyst	0.90	-	-	-	-	-	-	0.10	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.80	-	-	-	-	-	-	0.20	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	1.00
<b>City Manager Total</b>	<b>8.97</b>	<b>-</b>	<b>-</b>	<b>0.13</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.90</b>	<b>11.00</b>
<b>Finance Department</b>									
Finance Director	0.48	-	-	0.12	-	-	-	0.40	1.00
Assistant Finance Director	0.43	-	-	0.16	-	-	-	0.41	1.00
Management Analyst	0.98	0.01	0.01	-	-	-	-	-	1.00
Payroll Coordinator	0.80	-	-	0.05	-	-	-	0.15	1.00
Filing Liaison	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.45	-	-	-	-	-	-	0.55	1.00
Accounting Technician	0.80	-	-	0.05	-	-	-	0.15	1.00
Senior Account Clerk	1.85	-	-	0.05	-	-	-	0.10	2.00
<b>Finance Total</b>	<b>6.79</b>	<b>0.01</b>	<b>0.01</b>	<b>0.43</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.76</b>	<b>9.00</b>
<b>Police Department</b>									
Police Chief	1.00	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	7.00
Corporal	5.00	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	21.00
Senior Clerk	1.00	-	-	-	-	-	-	-	1.00
Support Services Assistant	1.00	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	8.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
<b>Police Total</b>	<b>51.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51.00</b>
<b>Fire Department</b>									
Deputy Fire Chief	1.00	-	-	-	-	-	-	-	1.00
Division Chief	1.00	-	-	-	-	-	-	-	1.00
Fire Captain	3.00	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	9.00	-	-	-	-	-	-	-	9.00
<b>Fire Total</b>	<b>20.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20.00</b>

## Position Distribution by Funding Source

<b>Public Works</b>									
Public Works Director	0.15	-	-	0.20	-	-	-	0.65	1.00
Deputy Public Works Director	0.85	-	-	0.10	-	-	0.05	-	1.00
Public Works Operation Manager	0.50	-	-	0.10	0.10	-	0.30	-	1.00
Associate Civil Engineer	0.80	-	-	0.10	-	-	-	0.10	1.00
Engineering Assistant	0.50	-	-	0.20	-	-	0.30	-	1.00
Public Works Assistant	0.50	-	-	0.10	0.20	-	-	0.20	1.00
Public Works Inspector	0.60	-	-	0.15	-	-	0.15	0.10	1.00
Parks Supervisor	0.60	-	-	-	0.40	-	-	-	1.00
Facilities Maintenance Supervisor	0.70	-	-	-	0.30	-	-	-	1.00
Street Supervisor	-	-	-	0.50	-	-	0.50	-	1.00
Electrician	0.75	-	-	-	-	-	-	0.25	1.00
Senior Maintenance Worker	0.30	-	-	-	0.50	-	0.20	-	1.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	1.00
Maintenance Worker I/II	1.00	-	-	2.25	0.30	-	3.45	6.00	13.00
Management Assistant	0.40	-	-	0.15	-	-	0.20	0.25	1.00
Water Operations Manager	-	-	-	-	-	-	-	1.00	1.00
Senior Water Production Operator	-	-	-	-	-	-	-	1.00	1.00
Water Production/Treatment Operator	-	-	-	-	-	-	-	2.00	2.00
<b>Public Works Total</b>	<b>8.65</b>	<b>-</b>	<b>-</b>	<b>3.85</b>	<b>1.80</b>	<b>-</b>	<b>5.15</b>	<b>11.55</b>	<b>31.00</b>
<b>Planning &amp; Building</b>									
Planning & Building Director	1.00	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	1.00
Associate Planner	1.00	-	-	-	-	-	-	-	1.00
Community Improvement Coordinator	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
<b>Planning &amp; Building Total</b>	<b>5.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5.00</b>
<b>Library</b>									
Director of Library Arts & Culture	1.00	-	-	-	-	-	-	-	1.00
Asst. Dir. of Library Arts & Culture	1.00	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	3.00
Librarian	1.00	-	-	-	-	-	-	-	1.00
Library Technical Assistant	1.00	-	-	-	-	-	-	-	1.00
Library Clerk I	1.00	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
<b>Library Total</b>	<b>10.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10.00</b>
<b>Community Services</b>									
Community Services Director	0.75	0.22	0.03	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	2.00
Management Analyst	-	-	1.00	-	-	-	-	-	1.00
Community Services Coordinator	1.00	-	1.00	-	-	-	-	-	2.00
Management Aide	1.00	-	-	-	-	-	-	-	1.00
Program Specialist	-	-	1.00	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	2.00
<b>Community Services Total</b>	<b>4.75</b>	<b>2.22</b>	<b>3.03</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10.00</b>
<b>Total</b>	<b>115.16</b>	<b>2.23</b>	<b>3.04</b>	<b>4.41</b>	<b>1.80</b>	<b>-</b>	<b>5.15</b>	<b>15.21</b>	<b>147.00</b>

# Glossary of Budget Terms

## **APPROPRIATION**

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

## **ASSESSED VALUATION**

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

## **AUDIT**

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

## **BEGINNING/ ENDING (UNAPPROPRIATED) FUND BALANCE**

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

## **BOND**

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

## **BUDGET**

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

## **CAPITAL IMPROVEMENT**

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

## **CAPITAL IMPROVEMENT PROGRAM**

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

## **CAPITAL OUTLAY**

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

## **CAPITAL PROJECTS**

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

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

A general discussion of the budget and related financial issues.

## **DEBT SERVICE**

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

## **DEBT SERVICE REQUIREMENTS**

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

## **DEFICIT**

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

## **DEPARTMENT**

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

## **DIVISION**

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

# Glossary of Budget Terms

## **ENCUMBRANCE**

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

## **ENTERPRISE FUND**

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

## **EXPENDITURE**

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

## **EXPENSE**

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

## **FISCAL YEAR**

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

## **FUND**

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

## **FUND BALANCE**

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

## **GENERAL FUND**

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

## **GOVERNMENTAL FUND**

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

## **GRANT**

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

## **INTERFUND TRANSFERS**

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

## **MATERIALS, SUPPLIES AND SERVICES**

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

## **MUNICIPAL CODE**

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

## **OBJECTIVES**

The expected results or achievements of a budgeted activity.

## Glossary of Budget Terms

### **OPERATING BUDGET**

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

### **ORDINANCE**

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

### **PROGRAM**

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

### **RESERVE**

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

### **RESOLUTION**

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

### **RETAINED EARNINGS**

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

### **REVENUES**

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

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

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

### **SPECIAL REVENUE FUNDS**

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

# Description Of Funds

## General Fund

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



## Description of Funds

**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.

## Description of Funds

**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.

**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-Golden 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.

## Description of Funds

### 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.

**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.

## **Basis of Budget Accounting**

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

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

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

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

PENDING REVISION

# City Profile

## General Information Of The City

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

## History Of The City

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

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

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

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

The initial buildings on the Rancho San Pascual, which subsequently gave birth to the Cities of Pasadena, South Pasadena and Alhambra, 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.

# GANN Limit

**Exhibit A**  
**South Pasadena**  
**Appropriations (Gann) Limit Calculation**  
 Fiscal Year 2019-20

**I Appropriation Limit**

Prior Year, 2018-19 Adopted Limit		\$26,190,464
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0385	
Change in L.A. County Population (Note 2)	1.0051	
	1.04379635	
Current Year, 2019-20 Appropriation Limit		\$27,337,511

**II Appropriations Subject to Limit**

Projected 2019-20 Revenues, All City Funds		\$49,069,775
Less: Non-Proceeds of Taxes (See Exhibit B)		(23,037,287)
Less: Exclusions (See Exhibit C)		(253,812)
		\$25,778,676
Total City Appropriations Subject to Limit		\$25,778,676

**III Amount Over/(Under) Limit (I- II)** (\$1,558,834)

**IV Total City Appropriations as a % of Limit** 94.30%

Note 1: Change in California per capita income, 3.85%, exceeds the change in assessed valuation due to nonresidential new construction, 0.43% (provided by HdL).

Note 2: County of Los Angeles population growth, 0.47%, exceeds South Pasadena population growth, 0.00%. Total City population as of January 1, 2019 is 25,881.

# GANN Limit

Exhibit B

**Non-Proceeds of Taxes**

Fiscal Year 2019-20

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
<b>101 General Fund</b>			
Property Tax	12,306,732	-	12,306,732
Library Special Tax	326,729	-	326,729
Sales Tax	2,130,802	-	2,130,802
PSAF Sales Tax (Exempted by Statute)	-	300,000	300,000
Business License Tax	400,000	-	400,000
Utility Users Tax	3,485,000	-	3,485,000
Property Tax - VLF/Swap	3,107,304	-	3,107,304
Franchise Fees	-	850,000	850,000
Real Property Transfer Tax	198,900	-	198,900
Licenses/Permits	-	615,900	615,900
Fines/Penalties	-	382,700	382,700
Rentals	-	517,750	517,750
State, Federal & Local Reimb/Grants	-	58,100	58,100
Fees & Charges	-	3,021,750	3,021,750
Workers' Comp. Reimbursement	-	35,000	35,000
Liability Reimbursement	-	20,000	20,000
Reimbursement - Sewer/Water	-	483,384	483,384
Recycling	-	77,000	77,000
Other Revenues	-	154,000	154,000
<b>Total General Fund</b>	<b>21,955,466</b>	<b>6,515,584</b>	<b>28,471,050</b>
<b>Other Funds</b>			
205 Local Transit (Prop A)	540,408	17,500	557,908
207 Local Transit (Prop C)	448,254	-	448,254
210 Sewer (Enterprise Fund)	-	1,605,000	1,605,000
215 Lighting and Landscape Maintenance	-	910,000	910,000
217 PEG Fees	-	13,000	13,000
218 Clean Air (AB2766)	-	33,200	33,200
220 Business Improvement Tax	110,600	30,000	140,600
226 Mission Meridian Parking Garage	-	25,000	25,000
230 State Gas Tax (Applied to State's Limit)	-	542,619	542,619
232 County Park Bond	-	163,500	163,500
233 Measure R	336,191	-	336,191
236 Measure M	381,016	-	381,016
237 Road Maint. & Rehab	886,120	-	886,120
239 Measure W	260,000	-	260,000
240 Measure M (MSP)	950,000	-	950,000
245 Bike & Pedestrian (SB821)	-	19,396	19,396
255 Capital Growth	-	60,000	60,000
260 CDBG	-	163,000	163,000
272 State COPS Grants	-	100,000	100,000
275 Park Impact Fees	-	75,000	75,000
295 Arroyo Seco Golf Course (Enterprise)	-	1,379,695	1,379,695
500 Water (Enterprise Fund)	-	10,561,172	10,561,172
510 Water & Sewer Impact Fee	-	270,000	270,000
503 Water Efficiency	-	207,155	207,155
927 Redevelopment Obligations Trust Fund	-	197,900	197,900
<b>Total Other Funds</b>	<b>3,912,589</b>	<b>16,373,137</b>	<b>20,285,726</b>
<b>Subtotal All Funds</b>	<b>25,868,055</b>	<b>22,888,721</b>	<b>48,756,775</b>
<b>Interest Earnings</b>	<b>164,434</b>	<b>148,566</b>	<b>313,000</b>
<b>Total All Funds</b>	<b>26,032,489</b>	<b>23,037,287</b>	<b>49,069,775</b>

# GANN Limit

Exhibit C  
Excluded Costs  
Fiscal Year 2019-20

Category	Amount
<b>Federal Mandates</b>	
Social Security/Medicare	171,653
Non-Incidental Overtime - FLSA	82,159
	<hr/>
	253,812
<b>Qualified Debt Service</b>	
	<hr/>
	-
<b>Total Excluded Costs</b>	<b>253,812</b>

PENDING REVISION



## GANN Limit

Exhibit D  
**Interest Earnings**  
Fiscal Year 2019-20

<b>Category</b>	<b>Amount</b>
Non-Interest Tax Proceeds	25,868,055
Exclusions	(253,812)
	<hr/>
	25,614,243
<b>Total Non-Interest Budget</b>	<b>48,756,775</b>
Tax Proceeds as Percent of Budget	52.53%
Interest Earnings	313,000
<b>Amount of Interest Earned from Taxes</b>	<b>164,434</b>
<b>Amount of Interest Earned from Non-Taxes</b>	<b>148,566</b>

PENDING REVISION



# Finance Commission Agenda Report

ITEM NO. \_\_\_\_\_

**DATE:** March 4, 2021

**FROM:** Elaine Aguilar, Interim Assistant City Manager

**SUBJECT:** **Selection of Chair and Vice Chair**

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## **Recommendation**

It is recommended that the Finance Commission select a Chair and Vice Chair for the 2021 calendar year.

## **Discussion/Analysis**

It is customary for the City's Commissions to select a Chair and Vice Chair from among seated Commissioners, for a term that begins in January and ends in December of each year. Staff neglected to place this item on the Commission's previous agenda.

## **Background**

The selection of Chair and Vice Chair is normally conducted by voting upon the position of Chair, followed by a second voting process for the position of Vice Chair.

The current Chair will open nominations by requesting nominations from the Commissioners. A vote is conducted for each Commissioner who is nominated. The first Commissioner to receive a majority of votes is selected.

## **Fiscal Impact**

There is no fiscal impact associated with this item.

## **Public Notification of Agenda Item**

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

**City of South Pasadena Finance Commission  
Minutes for Special Meeting of:  
January 28, 2021 6:30 P.M.**

Broadcast via ZOOM conference call.

- I. Roll Call
  - Commission Chair Findley – Present
  - Commission Vice-Chair Tao – Absent
  - Commissioner Choi – Present
  - Commissioner Elsner – Present
  - Commissioner Wood – Present
  - City Treasurer Pia – Present
  - City Council Liaison Donovan – Present
  - Interim Assistant City Manager Aguilar – Present
  - Finance Manager Trinh - Present
  - Accounting Manager Trashian - Present
  
- II. Public Comment - None
  
- III. Action/Discussion
  - 1. Annual Report and Workplan
    - i. Motion by Commissioner Wood to approve Annual Report, Second by Commissioner Elsner, Approved 4-0.
    - ii. Motion by Commissioner Choi to approve Annual Work Plan, Second by Commissioner Wood, Approved 4-0.
  - 2. Sales Tax & Property Tax Update
    - i. Motion by Commissioner Wood to approve Property and Sales tax Report, Second by Commissioner Elsner, Approved 4-0
  - 3. Report from the Finance Ad Hoc Committee
    - i. Motion by Commissioner Choi to approve, Second by Commissioner Wood, Approved 4-0.
  - 4. Long Term Financial Stability Plan Update
  - 5. Approval of Minutes from the December 17, 2020 Minutes
    - i. Motion by Commissioner Elsner to approve Dec, 17, 2020 Minutes, Second by Commissioner Wood, Approved 4-0.
  
- IV. Communications - NONE
  
- V. Next regular meeting – February 25, 2021

Meeting Adjourned at 7:07 PM