



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

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030
March 17, 2021, at 7:30 p.m.**

South Pasadena City Council Statement of Civility

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for March 17, 2021 will be conducted remotely and held by video conference.

The Meeting will be broadcast live on the City's website:
(http://www.spectrumstream.com/streaming/south_pasadena/live.cfm).

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

CALL TO ORDER: Mayor Diana Mahmud

ROLL CALL: Councilmembers Jack Donovan; Jon Primuth; and Evelyn G. Zneimer; Mayor Pro Tem Michael Cacciotti; and Mayor Diana Mahmud

PLEDGE OF ALLEGIANCE: Councilmember Donovan

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS: A Closed Session Agenda has been posted separately.

PUBLIC COMMENT AND SUGGESTIONS

The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments for City Council consideration **by one of the following options:**

Option 1:

Dial (626) 322-2344 and leave a recording of your public comment. Please state your name; if you are providing public comment for open or closed session; and, the agenda item number. If no agenda item number is provided, your public comment will automatically be played under the general public comment portion of the open session meeting. The cutoff time for public comment to be submitted via phone recording is 4 p.m. the day of the Council meeting.

(Note: For the purpose of best ensuring that all of the agenda items are considered at the Council Meeting, the Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to limit playing of recorded public comment to no more than 30 minutes total on any given agenda item).

Option 2:

Email your public comments to ccpubliccomment@southpasadenaca.gov. Public Comments received in writing will not be read aloud at the meeting. Written public comments will be announced at the meeting and become part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment. Please make sure to indicate: 1) your name, and 2) what agenda item you are submitting public comment on.

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

2. Public Comment – General

ACTION / DISCUSSION

3. Approve Sponsorship of Legislation (SB 381) Amending the Means by Which Caltrans-owned Properties Along the Former SR 710 Route are Disposed

Recommendation

On behalf of the Ad Hoc Caltrans Housing Subcommittee and staff, it is recommended that the City Council approve sponsorship of SB 381.

PRESENTATION

4. Friends of the Library Proclamation

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5. 2020 Commission Annual Reports & 2021 Commission Work Plans

Recommendation

It is recommended that the City Council receive and file the 2020 Commission Annual Reports and the 2021 Commission Work Plans for the following bodies:

1. Cultural Heritage Commission
2. Design Review Board
3. Mobility and Transportation Infrastructure Commission
4. Natural Resources and Environmental Commission
5. Planning Commission
6. Public Art Commission
7. Public Works Commission

COMMUNICATIONS

6. Councilmembers Communications

Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

7. City Manager Communications

8. Reordering of, Additions, or Deletions to the Agenda

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

Items listed under the consent calendar are -considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

CONSENT CALENDAR

9. Approval of Prepaid Warrants in the amount of \$135,197.58; General City Warrants in the Amount of \$564,281.90; General City Warrant Voids in the Amount of (\$1,631.97); Payroll in the Amount of \$659,942.75; Transfers in the Amount of \$44,000.00

Recommendation

It is recommended that the City Council approve the Warrants as presented.

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10. Planning Backfill Resources – Interim Associate Planner

Recommendation

It is recommended that the City Council appropriate \$38,562 from undesignated general fund reserves to the following accounts: Part-time salaries 101-7010-7011-7010-000 \$35,310; Retirement 101-7010-7011-7100-000 \$2,740; Medicare 101-7010-7011-7170-000 \$512 for temporary staffing services to provide backfill temporary planning services for up to six months during the temporary leave of absence of the Associate Planner.

11. Renewal of Weed Abatement Service Agreement with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures to Allow the County to Inspect, Remove and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard on Unimproved Lots and Land within the City

Recommendation

It is recommended that the City Council approve the renewal of a five-year General Service Agreement (GSA) with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures (County) to continue the process of weed and brush removal on privately owned unimproved properties within the City of South Pasadena (City).

12. Award Contract to CivicStone, LLC to Determine, Prepare, and Implement a Surplus Property Acquisition and Rehabilitation Strategy in an Amount Not-to-Exceed \$180,000

Recommendation

It is recommended that the City Council:

1. Accept a proposal dated February 22, 2021, from CivicStone, LLC for the Engineering Design to determine, prepare, and implement a surplus property acquisition and rehabilitation strategy; and
2. Appropriate \$180,000 from Slater Fund Reserve Account 101-0000-0000-3100-000 to City Manager Professional Services Account 101-2010-2011-8170-000
3. Authorize the Interim City Manager to execute the agreement and any amendments with CivicStone, LLC in an amount not-to-exceed \$180,000.

13. Amend Award of Contract to Phoenix Motorcars, LLC, in the amount of \$169,999 for the Purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program

Recommendation

It is recommended that the City Council:

1. Amend the contract amount to Phoenix Motorcars, LLC from \$163,101 to the amount of \$169,999 to complete the purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program; and
2. Approve authorization of supplemental funds in the amount of \$6,898 from Proposition A fund account 205-0000-0000-5504.

14. Authorization to Spend \$50,900 from the Arroyo Seco Golf Course Capital Fund for Tree Pruning and Weed Abatement Along the Trail and Driving Range

Recommendation

It is recommended that the City Council:

1. Approve the spending of \$39,500 for West Coast Arborists, Inc. for tree pruning and clearance along the trail and driving range; and
2. Approve the spending of \$11,400 for LandCare for weed abatement along the trail and driving range; and
3. Appropriate \$50,900 from the Arroyo Seco Golf Course Capital Fund.

15. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Alpha Avenue and Camino Del Sol Street Improvement Project and Authorization to Release Retention Payment to Gentry Brothers, Inc. in the amount of \$76,723.44

Recommendation

It is recommended that the City Council:

1. Accept the Alpha Avenue and Camino Del Sol Street Improvement Project (Project) as complete; and
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to Gentry Brothers, Inc. (Contractor), in the amount of \$76,723.44

16. Adoption of Resolutions Determining and Establishing an Appropriations Limit for Fiscal Year 2019-20 and Fiscal Year 2020-21 in Accordance with Article XIII B of the California Constitution

Recommendation

It is recommended that the City Council:

1. Adopt a resolution revising the City of South Pasadena's (City) FY 2019-20 Appropriations Limit; and
2. Adopt a resolution setting the City of South Pasadena's (City) FY 2020-21 Appropriation Limit.

17. Monthly Investment Reports for January 2021

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for January 2021.

18. Discretionary Fund Request from Mayor Mahmud in the Amount of \$200 for a Podium and Plaque for the Senior Center in Honor of Liliana Torres

Recommendation

It is recommended that the City Council approve the Discretionary Fund request by Mayor Mahmud, seconded by Councilmember Primuth, to allocate \$200 for the purchase of a podium

and plaque for the Senior Center recognizing Liliana Torres, who recently retired after 33 years of employment with South Pasadena.

19. Adoption of a Resolution of the City Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders, and Reaffirming Our Commitment to Ensure API Americans Feel Safe and Welcome

Recommendation

It is recommended that the City Council adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders and Reaffirming Our Commitment to Ensure API Americans Feel Safe and Welcome.”

20. Approval of an Agreement with nexusplex and the South Pasadena Chamber of Commerce for Citywide Local Business Marketing Program for a Not-to-Exceed Amount of \$50,000 and Approval of Appropriation of Funding

Recommendation

It is recommended that the City Council:

1. Approve an agreement with nexusplex and the South Pasadena Chamber of Commerce for a citywide local business marketing program to assist in local economic recovery efforts; and
2. Appropriate \$50,000 from General Fund unassigned reserves to account 101-2010-2011-8170-000 (City Manager Professional Services) for the purpose of funding marketing efforts as described in the agreement.

PUBLIC HEARING

21. First Reading and Introduction of an Ordinance to Amend Zoning Code Amendment to South Pasadena Municipal Code (SPMC) Chapter 36 (Zoning) Pertaining to Accessory Dwelling Units (ADUs)

Recommendation

Staff recommends that the City Council read by title only for first reading, waiving further reading, and introduce an Ordinance amending South Pasadena Municipal Code (SPMC) Section 36.350.200 (Residential Uses – Accessory Dwelling Units).

22. Adoption of Fiscal Year 2020-2021

Recommendation

It is recommended that the City Council:

1. Review the proposed budget as presented, receive public comments, and provide direction to staff regarding the budget for Fiscal Year 2020-2021.
2. Review designated General Fund Reserves and provide direction to staff.

3. Approve the attached resolution, adopting the Fiscal Year 2020-2021 Annual Budget.

ADJOURNMENT

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

April 7, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
April 21, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
May 5, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets and any agenda related documents are available online for public inspection on the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>. Additional documents, when presented to City Council, will also be uploaded and available on the City's website.

Regular meetings are streamed live via the internet at:

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

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS



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

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

03/11/2021

Date

/s/

Maria E. Ayala

Chief City Clerk



City Council Agenda Report

ITEM NO. 3

DATE: March 17, 2021

TO: Honorable Mayor and City Council Members

FROM: Sean Joyce, Interim City Manager

SUBJECT: **Approve Sponsorship of Legislation (SB 381) Amending the Means by Which Caltrans-owned Properties Along the Former SR 710 Route are Disposed**

Recommendation

On behalf of the Ad Hoc Caltrans Housing Subcommittee and staff, it is recommended that the City Council approve sponsorship of SB 381.

Executive Summary

In October 2019, Governor Newsom signed legislation definitively ending six decades of attempts to construct an extension of the SR 710 freeway. With the threat of this freeway extension behind us, the City and the community's attention has now turned to developing and implementing an effective strategy for the proper disposition of the surplus properties that Caltrans owns along the former extension route.

At its January 28, 2021 meeting, the California Transportation Commission readily acknowledged that residential property management and maintenance is not a core competence of the transportation department and contemplated transferring property management and disposal of the subject properties to a State agency better qualified for this responsibility.

Many of the 68 residential properties owned by Caltrans in South Pasadena are in a state of extreme disrepair and, in some cases, the structures on the properties are irreparably damaged. A comprehensive list of South Pasadena properties owned by Caltrans is attached for reference.

The continued and pressing need to address the various safety and aesthetic consequences of the neglected properties, and the possibility that the management and eventual disposition of surplus properties may be transferred from Caltrans to another State agency, provides an opportunity for South Pasadena to propose a comprehensive disposition strategy. SB 381, introduced by Senator Anthony Portantino, proposes changes to the existing surplus disposition process and provides a path for South Pasadena to determine a favorable disposition of the surplus properties.

Discussion

On January 28, 2021, staff and Councilmembers Donovan and Primuth joined a Zoom meeting comprised of about a dozen or so South Pasadena residents to provide a status report of 1) Security measures of existing vacant Caltrans structures, and 2) the City's plans for ameliorating the deteriorating conditions, and ultimate disposition, of Caltrans-owned properties in South Pasadena. Chief among the interests expressed by meeting participants, but by no means alone, was that the City take affirmative action to address badly damaged homes and to do whatever else necessary to eliminate the blight and attractive

nuisance the neglected properties bring to their respective neighborhoods. Attendees also expressed their desire to play an active role in advancing the City Council's initiative(s) aimed at eliminating the blight and restoring the neighborhoods wherein neglected Caltrans' surplus properties exist.

Individually, Councilmembers have expressed to staff their keen interest in putting the City in a stronger position to control the outcome of the disposition of Caltrans surplus properties so that desired public policy outcomes can be defined for each property and achieved for the betterment of the South Pasadena neighborhoods in which these properties exist and for a community desperately seeking to expand its inventory of safe and affordable high-quality housing.

Since early February, the City Council's ad hoc Caltrans Housing Subcommittee, composed of Mayor Mahmud and Councilmember Donovan, has been working with staff and the City's consultant, CivicStone, to compile a definitive list of surplus Caltrans property and strategize about how the City might most ideally collaborate with Caltrans to see ownership of the subject properties transferred to meet the purposes of applicable legislation, either as it exists or as it may be revised for greater public benefit.

On February 17, 2021, the subcommittee met with the Caltrans District 7 Director and his staff to discuss possible ways that the City could become directly involved in the disposition of Caltrans owned surplus residential properties in South Pasadena. Due to current legislation, it is difficult for the City to take as direct a role as it desires, however Caltrans was open to the idea of new legislation that would allow Caltrans to sell the surplus properties to the City in one or several large transactions instead of one at a time. Subsequent to that meeting, the subcommittee met with Senator Portantino and his staff to discuss the possibility of new legislation to enable this quick transfer of properties to the City. Senator Portantino was supportive of this idea, and set his staff to drafting the legislation. The subcommittee and CivicStone have worked with Senator Portantino's staff to draft the bill which has become the attached legislation (SB 381).

With the sponsorship of SB 381, the City of South Pasadena will establish its full support of the draft legislation. Specifically, SB 381 will:

1. Expediently offer to current tenants of single-family and other surplus residential properties, including multi-family residences, the opportunity to purchase the property as provided in the existing regulations applicable to the SR 710 Affordable Sales Program.
2. Expediently offer unoccupied properties to the City at the original acquisition price paid by Caltrans.
3. Allow the City to purchase properties at their acquisition price after current tenants reject or do not qualify to purchase the properties in which they reside.
4. Allow the City to establish and transfer ownership to a city-approved non-profit housing related entity that would act as a steward over the portfolio of surplus properties and ensure high-quality property maintenance and property management practices.

The pivotal part of the strategy is allowing the City to acquire the properties at the initial price Caltrans paid. This will allow the City to have sufficient equity to finance and/or obtain regional funding from the State of California to restore the properties to a high-quality level and allow historic homes to be renovated consistent with the City's Historic Preservation Ordinance. If SB 381 passes, the City will hold public meetings to solicit input into City plans for the surplus properties.

The properties will have a 55-year affordability covenant and therefore count towards the State mandated affordability requirements placed upon the City, also known as the Regional Housing Needs Assessment (RHNA).

Legal Review

This report was reviewed by the City Attorney.

Financial Review

The recommended action of this report requires no financial impact to the City. SB 381 allows the option for the City to purchase the surplus properties and is not a requirement to purchase. Any action to purchase surplus properties will first include thorough due diligence of each property and an economic/financial plan that will be subject to further review and approval by the City Council at a future date.

Public Notification of Agenda Item

The public was made aware that this item 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 publication in the *South Pasadena Review* newspaper.

Attachment

1. Comprehensive list of Caltrans-owned properties located in South Pasadena
2. SB 381 Draft Bill

ATTACHMENT 1
Comprehensive List of Caltrans-owned
Properties Located in South Pasadena

City of South Pasadena

Caltrans Surplus Properties

March 9, 2021

#	APN	ADDRESS	STREET
1	5317-007-903	215	FAIRVIEW AVENUE
2	5317-012-906	216	FAIRVIEW AVENUE
3	5317-012-901	217	FREMONT AVENUE
4	5317-007-901	225	FAIRVIEW AVENUE
5	5317-012-902	225	FREMONT AVENUE
6	5317-012-903	302	FAIRVIEW AVENUE
7	5317-007-900	311	FAIRVIEW AVENUE
8	5317-011-900	316	FAIRVIEW AVENUE
9	5317-034-900	400	PROSPECT CIRCLE
10	5317-036-901	495	PROSPECT CIRCLE
11	5317-036-902	511	PROSPECT AVENUE
12	5317-036-904	529	PROSPECT AVENUE
13	5317-036-900	530	ORANGE GROVE AVENUE
14	5317-036-905	533	PROSPECT AVENUE
15	5317-036-903	534	ORANGE GROVE AVENUE
16	5317-035-900	535	MERIDIAN AVENUE
17	5317-035-901	540	PROSPECT AVENUE
18	5315-016-900	626	PROSPECT AVENUE
19	5310-028-900	705	BONITA DRIVE
20	5310-021-902	773	BONITA DRIVE
21	5310-021-901	801	BONITA DRIVE
22	5310-020-901	808	VALLEY VIEW ROAD
23	5310-020-906	815	BONITA DRIVE
24	5310-035-901	816	BONITA DRIVE
25	5310-020-902	822	VALLEY VIEW ROAD
26	5310-020-904	825	BONITA DRIVE
27	5314-018-900	845	BANK STREET
28	5314-020-900	854	BANK STREET
29	5314-021-900	863	MONTEREY ROAD
30	5310-022-902	885	ONEONTA DRIVE
31	5314-026-938	887	FLORES DE ORO
32	5310-020-903	901	BONITA DRIVE
33	5314-022-900	903	MONTEREY ROAD
34	5310-033-900	907	SUMMIT DRIVE
35	5315-015-903	908	MONTEREY ROAD
36	5314-022-901	911	MONTEREY ROAD
37	5314-022-902	916	LYNDON STREET
38	5317-009-901	1005	BUENA VISTA STREET
39	5315-013-906	1008	HOPE STREET
40	5315-013-907	1010	HOPE STREET
41	5317-009-908	1011	FOOTHILL STREET
42	5317-007-904	1015	COLUMBIA STREET
43	5317-009-907	1019	FOOTHILL STREET
44	5317-009-906	1021	FOOTHILL STREET
45	5317-009-902	1030	FOOTHILL STREET
46	5317-009-905	1035	FOOTHILL STREET
47	5315-012-903	1039	GREVELIA STREET
48	5317-009-904	1041	FOOTHILL STREET
49	5315-013-904	1043	MAGNOLIA STREET
50	5317-012-904	1101	COLUMBIA STREET
51	5319-034-900	1101	PINE STREET
52	5317-010-900	1107	FOOTHILL STREET
53	5317-012-905	1109	COLUMBIA STREET
54	5315-015-900	1110	GLENDON WAY
55	5317-012-900	1131	COLUMBIA STREET
56	5315-018-902	1131	GLENDON WAY
57	5315-015-901	1134	GLENDON WAY
58	5314-023-900	1321	MERIDIAN AVE
59	5314-023-901	1325	MERIDIAN AVENUE
60	5310-031-903	1707	MERIDIAN AVENUE
61	5310-031-902	1722	GILLETTE CRESCENT
62	5310-031-901	1724	GILLETTE CRESCENT
63	5310-033-901	1821	MERIDIAN AVENUE
64	5310-021-903	2018	ALPHA AVENUE
65	5310-018-902	2028	BERKSHIRE AVENUE
66	5310-017-900	2042	ALPHA AVENUE
67	5317-007-902	226 1/2	BEACON AVENUE
68	5315-012-904	1028	MAGNOLIA STREET

ATTACHMENT 2
Senate Bill 381 Draft Bill

AMENDED IN SENATE MARCH 9, 2021

SENATE BILL

No. 381

Introduced by Senator Portantino

February 10, 2021

~~An act to amend Section 54236 of the Government Code, relating to local government. An act to amend Section 54237 of, and to add Section 54239 to, the Government Code, relating to local government, and declaring the urgency thereof, to take effect immediately.~~

LEGISLATIVE COUNSEL'S DIGEST

SB 381, as amended, Portantino. ~~Surplus residential property. Surplus residential property: priorities and procedures: City of South Pasadena.~~

(1) Existing law establishes priorities and procedures that any state agency disposing of surplus residential property is required to follow. Under existing law, specified single-family residences must first be offered to their former owners or present occupants, as specified. Existing law then requires the property to be offered to housing-related entities, as provided, prior to placing the property up for sale for fair market value, subject to specified priorities.

This bill would, with respect to surplus residential properties located within the State Route 710 corridor in the City of South Pasadena, require surplus single-family residential properties to be offered to the City of South Pasadena after the properties are offered to present occupants pursuant to the provisions described above and the present occupants either decline to purchase or do not qualify and close on the property within 180 days of the effective date of the bill's provisions. The bill would also require all other occupied, unoccupied, and unimproved surplus residential properties in the State Route 710 corridor area of the City of South Pasadena to first be offered to the

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city. The bill would set forth procedures that apply to properties under the bill's provisions, including that each property be subject to a recorded covenant requiring the property remain available and affordable for ownership or rental by persons and families of low or moderate income and that the city close on all properties purchased pursuant to a single closing transaction. The bill would require all proceeds from the city's sale of any property purchased pursuant to the bill's provisions to be reinvested into low- or moderate income housing within its jurisdiction. The bill would require, following an offer of these properties to the City of South Pasadena, the properties to then be offered in accordance with the priorities and procedures in existing law relating to the sale of the property to a private housing-related entity or housing-related public entity and sale for fair market value.

(2) Existing law, known as the Administrative Procedure Act, governs the procedures for the adoption, amendment, or repeal of regulations by state agencies and for the review of those regulatory actions by the Office of Administrative Law. Existing law establishes procedures for the adoption of emergency regulations, including requiring that the state agency make a finding that the adoption of a regulation or order of repeal is necessary to address an emergency, as defined. Under existing law, a regulation, amendment, or repeal adopted as an emergency regulatory action may only remain in effect for up to 180 days, unless the adopting agency complies with specified requirements relating to notice of regulatory action and public comment.

This bill would require the Department of Transportation to adopt emergency regulations within 60 days of the effective date of the bill's provisions, to implement the above-described requirements relating to the disposal of surplus property. The bill would include findings that an emergency exists for purposes of specified provisions of the Administrative Procedure Act. The bill, notwithstanding the 180-day limit for emergency regulations, would provide that emergency regulations adopted under its provisions would remain in effect for 2 years after adoption, or until the adoption of permanent regulations, whichever occurs sooner.

(3) This bill would make legislative findings and declarations as to the necessity of a special statute for the City of South Pasadena.

(4) This bill would declare that it is to take effect immediately as an urgency statute.

~~Existing law declares the intent of the Legislature to preserve, upgrade, and expand the supply of housing to persons and families of low or moderate income, through the sale of specified surplus residential property owned by public agencies. Existing law establishes priorities and procedures that any state agency disposing of that surplus residential property is required to follow, and defines relevant terms for these purposes.~~

~~This bill would make nonsubstantive changes to those provisions.~~

Vote: ~~majority~~^{2/3}. Appropriation: no. Fiscal committee: ~~no~~^{yes}. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 54237 of the Government Code is
2 amended to read:

3 54237. (a) Notwithstanding Section 11011.1, an agency of the
4 state disposing of surplus residential property shall do so in
5 accordance with the following priorities and procedures:

6 (1) First, all single-family residences presently occupied by
7 their former owners shall be offered to those former owners at the
8 appraised fair market value.

9 (2) Second, all single-family residences shall be offered,
10 pursuant to this article, to their present occupants who have
11 occupied the property for two years or more and who are persons
12 and families of low or moderate income.

13 (3) Third, all single-family residences shall be offered, pursuant
14 to this article, to their present occupants who have occupied the
15 property for five years or more and whose household income does
16 not exceed 150 percent of the area median income.

17 (4) Fourth, *notwithstanding paragraphs (2) and (3)*, a
18 single-family residence shall not be offered, pursuant to this article,
19 to present occupants who are not the former owners of the property
20 if the present occupants have had an ownership interest in real
21 property in the last three years.

22 (b) Single-family residences offered to their present occupants
23 pursuant to paragraphs (2) and (3) of subdivision (a) shall be
24 offered to those present occupants at an affordable price. The price
25 shall not be less than the price paid by the agency for original
26 acquisition, unless the acquisition price was greater than the current
27 fair market value, and shall not be greater than fair market value.

1 When a single-family residence is offered to present occupants at
 2 a price that is less than fair market value, the selling agency shall
 3 impose terms, conditions, and restrictions to ensure that the housing
 4 will remain available to persons and families of low or moderate
 5 income and households with incomes no greater than the incomes
 6 of the present occupants in proportion to the area median income.
 7 The Department of Housing and Community Development shall
 8 provide to the selling agency recommendations of standards and
 9 criteria for these prices, terms, conditions, and restrictions. The
 10 selling agency shall provide repairs required by lenders and
 11 government housing assistance programs, or, at the option of the
 12 agency, provide the present occupants with a replacement dwelling
 13 pursuant to Section 54237.5.

14 (c) If single-family residences are offered to their present
 15 occupants pursuant to paragraphs (2) and (3) of subdivision (a),
 16 the occupants shall certify their income and assets to the selling
 17 agency. When a single-family residence is offered to present
 18 occupants at a price that is less than fair market value, the selling
 19 agency may verify the certifications, in accordance with procedures
 20 used for verification of incomes of purchasers and occupants of
 21 housing financed by the California Housing Finance Agency and
 22 with regulations adopted for the verification of assets by the United
 23 States Department of Housing and Urban Development. The
 24 income and asset limitations and term of residency requirements
 25 of paragraphs (2) and (3) of subdivision (a) shall not apply to sales
 26 that are described as mitigation measures in an environmental
 27 study prepared pursuant to the Public Resources Code, if the study
 28 was initiated before this measure was enacted.

29 (d) ~~AH(1)~~ *Except as otherwise provided in paragraph (2), all*
 30 *other surplus residential properties and all properties described in*
 31 *paragraphs (1), (2), and (3) of subdivision (a) that are not purchased*
 32 *by the former owners or the present occupants shall be then offered*
 33 *as follows:*

34 (1)

35 (A) Except as required by ~~paragraph (2)~~, *subparagraph (B)*, the
 36 property shall be offered to a housing-related private or public
 37 entity at a reasonable price, which is best suited to economically
 38 feasible use of the property as decent, safe, and sanitary housing
 39 at affordable rents and affordable prices for persons and families
 40 of low or moderate income, on the condition that the purchasing

1 entity shall cause the property to be rehabilitated and used as
2 follows:

3 ~~(A)~~

4 (i) If the housing-related entity is a public entity, the entity shall
5 dedicate profits realized from a subsequent sale, as specified in
6 subdivision (b) of Section 54237.7, to the construction of affordable
7 housing within the Cities of Pasadena, South Pasadena, Alhambra,
8 La Cañada Flintridge, and the 90032 postal ZIP Code.

9 ~~(B)~~

10 (ii) If the entity is a private housing-related entity or a
11 housing-related public entity, the entity shall cause the property
12 to be developed as limited equity cooperative housing with first
13 right of occupancy to present occupants, except that where the
14 development of cooperative or cooperatives is not feasible, the
15 purchasing entity shall cause the property to be used for low and
16 moderate income rental or owner-occupied housing, with first right
17 of occupancy to the present tenants. The price of the property in
18 no case shall be less than the price paid by the entity for original
19 acquisition unless the acquisition price was greater than current
20 fair market value and shall not be greater than fair market value.
21 Subject to the foregoing, it shall be set at the level necessary to
22 provide housing at affordable rents and affordable prices for present
23 tenants and persons and families of low or moderate income. When
24 residential property is offered at a price that is less than fair market
25 value, the selling agency shall impose terms, conditions, and
26 restrictions that will ensure that the housing will remain available
27 to persons and families of low or moderate income. The
28 Department of Housing and Community Development shall provide
29 to the selling agency recommendations of standards and criteria
30 for prices, terms, conditions, and restrictions.

31 ~~(2) (A)~~

32 (B) (i) If the property is a historic home, the property shall be
33 offered first to a housing-related public entity subject to
34 ~~subparagraph (A) clause (i) or (B) (ii) of paragraph (1)~~
35 ~~subparagraph (A) or to a nonprofit private entity dedicated to~~
36 ~~rehabilitating and maintaining the historic home for public and~~
37 ~~community access and use subject to subparagraph (B) of paragraph~~
38 ~~(1) clause (ii) of subparagraph (A).~~

39 ~~(B)~~

1 (ii) For purposes of this subdivision, “historic home” means
 2 single-family surplus residential property that is listed on, or for
 3 which an application has been filed for listing on, at least one of
 4 the following by January 1, 2015:

5 (i)
 6 (I) The California Register of Historical Resources, as
 7 established pursuant to Article 2 (commencing with Section 5020)
 8 of Chapter 1 of Division 5 of the Public Resources Code.

9 (ii)
 10 (II) The National Register of Historic Places, as established
 11 pursuant to Chapter 3021 of Title 54 of the United States Code.

12 (iii)
 13 (III) The National Register of Historic Places, as previously
 14 established pursuant to the federal National Historic Preservation
 15 Act (54 U.S.C. Sec. 300101 et seq.).

16 (2) *This subdivision shall not apply to properties offered for*
 17 *sale pursuant to Section 54239, except as provided in that section.*

18 (e) A surplus residential property not sold pursuant to
 19 subdivisions (a) to (d), inclusive, *or Section 54239, as applicable,*
 20 shall then be sold at fair market value, with priority given first to
 21 purchasers who are present tenants in good standing with all rent
 22 obligations current and paid in full, second to former tenants who
 23 were in good standing at the time they vacated the premises, with
 24 priority given to the most recent tenants first, and then to purchasers
 25 who will be owner occupants. The selling agency may commence
 26 the sale of property that former tenants may possess a right to
 27 purchase as provided by this subdivision 30 days after the selling
 28 agency has done both of the following:

29 (1) Posted information regarding the sale under this subdivision
 30 on the selling agency’s internet website.

31 (2) Made a good faith effort to provide written notice, by
 32 first-class mail, to the last known address of each former tenant.

33 (f) (1) Tenants in good standing of nonresidential properties
 34 shall be given priority to purchase, at fair market value, the
 35 property they rent, lease, or otherwise legally occupy.

36 (2) (A) A tenant in good standing of a nonresidential property
 37 shall be given priority to purchase, at the lesser of fair market value
 38 or value in use, if the tenant is a city or a nonprofit organization
 39 qualified as exempt under Section 501(c)(3) of the Internal Revenue
 40 Code.

1 (B) The Department of Transportation shall not sell a
2 nonresidential property to a tenant described in subparagraph (A)
3 at a value below the minimum sales price, as defined by Section
4 1476 of Title 21 of the California Code of Regulations as that
5 regulation read on July 1, 2019.

6 (C) If a nonresidential property is offered at a price that is less
7 than fair market value, the selling agency shall impose appropriate
8 terms, conditions, and restrictions.

9 (D) As used in this paragraph, “value in use” means the value
10 of a nonresidential property assuming a specific use, that may or
11 may not be the property’s highest and best use on the effective
12 date of the property’s appraisal.

13 *SEC. 2. Section 54239 is added to the Government Code, to*
14 *read:*

15 *54239. (a) Notwithstanding Sections 54235 to 54237.8,*
16 *inclusive, and Section 118 of the Streets and Highways Code, the*
17 *following priorities and procedures shall apply:*

18 *(1) (A) After a surplus single-family residential property located*
19 *within the State Route 710 corridor in the City of South Pasadena*
20 *is offered for sale pursuant to subdivisions (a) to (c), inclusive, of*
21 *Section 54237, and the present occupants in the property either*
22 *decline to purchase or do not qualify and close on the property*
23 *within 180 days of the effective date of this section, the surplus*
24 *single-family residential property shall be offered to the City of*
25 *South Pasadena in accordance with the procedures in paragraph*
26 *(2) prior to being offered pursuant to paragraph (3).*

27 *(B) All other occupied, unoccupied, and unimproved surplus*
28 *residential property not subject to the priorities and procedures*
29 *in subdivisions (a) to (c), inclusive, of Section 54237, and thus not*
30 *subject to subparagraph (A) of this paragraph, shall be offered to*
31 *the City of South Pasadena in accordance with the procedures in*
32 *paragraph (2) prior to being offered pursuant to paragraph (3).*

33 *(2) The following procedures shall apply to properties offered*
34 *and sold to the City of South Pasadena pursuant to paragraph (1):*

35 *(A) The property shall be offered to the City of South Pasadena*
36 *for the original acquisition price, not adjusted for inflation, paid*
37 *by the Department of Transportation.*

38 *(B) Property sold pursuant to this paragraph shall be sold in*
39 *the existing “as is” condition.*

1 (C) For each property purchased under paragraph (1), the city
2 shall do all of the following:

3 (i) (I) Cause the property to be used for low- or moderate
4 income ownership or rental housing for a term of at least 55 years.
5 The purchase and operation of the property shall be subject to a
6 covenant recorded against the property that requires the property
7 to remain available and affordable for ownership or rental by
8 persons and families of low or moderate income, as defined in
9 Section 50093 of the Health and Safety Code, for a term of at least
10 55 years.

11 (II) In the event that the property is sold prior to the expiration
12 of the covenant, the covenant shall remain in effect until the time
13 at which it expires. In the event that the property is sold to a
14 housing-related private or public entity, pursuant to subparagraph
15 (D), and that entity is no longer able to maintain, provide, or
16 otherwise operate the property pursuant to this section, the entity
17 shall sell and transfer title for the property to the City of South
18 Pasadena, or to another city-approved housing-related private or
19 public entity, that will maintain, provide, or otherwise operate the
20 property in compliance with the covenant. The sale and transfer
21 to the city or to another entity, as provided in this subclause, shall
22 be for the cost the entity originally paid to the city for the property,
23 not adjusted for inflation, plus the cost of rehabilitation or
24 improvements made to the property.

25 (ii) Cause any additional new units added to the property to be
26 used only for ownership or rental by persons and families of low
27 or moderate income, as defined by Section 50093 of the Health
28 and Safety Code, for a term of at least 55 years.

29 (iii) Construct one unit of new residential housing that meets
30 the requirements of clauses (i) and (ii) on a site that is outside of
31 the State Route 710 corridor in the County of Los Angeles but
32 within the city's jurisdiction, if either of the following apply to the
33 property:

34 (I) The purchase and use of the property pursuant to paragraph
35 (1) and this paragraph requires the demolition of existing
36 structures on the property, and the city determines by resolution
37 that it is cost prohibitive for the city to construct a new residential
38 structure on the property that meets the requirements of this
39 paragraph.

1 (II) *The property purchased pursuant to paragraph (I) is*
2 *unimproved property that was planned to be used for the public*
3 *benefit, such as a park, community garden, or open space.*

4 (D) (i) *A city purchasing any property under paragraph (I)*
5 *shall close on all those properties pursuant to a single closing*
6 *transaction. A city shall not close on the properties earlier than*
7 *180 days after the effective date of this section.*

8 (ii) *The city is authorized to sell any property purchased under*
9 *paragraph (I), for the cost paid by the city to acquire and, if*
10 *applicable, to rehabilitate the property, to a city-approved*
11 *housing-related private or public entity that will maintain the*
12 *property and the operation of the property in compliance with the*
13 *covenant required in subparagraph (C). The city is also authorized*
14 *to concurrently close on the properties to be transferred to a*
15 *city-approved housing-related private or public entity.*

16 (E) *Notwithstanding any law, including Section 54237.7, the*
17 *City of South Pasadena shall reinvest all proceeds from the city's*
18 *sale of any property purchased under paragraph (I) and this*
19 *paragraph into housing for persons and families of low or*
20 *moderate income, as defined in Section 50093 of the Health and*
21 *Safety Code, within its jurisdiction.*

22 (F) *For purposes of this paragraph, both of the following*
23 *definitions apply:*

24 (i) *“Housing-related private entity” means any individual, joint*
25 *venture, partnership, limited partnership, trust, corporation,*
26 *cooperative, or other legal entity, or any combination thereof,*
27 *approved by the city as qualified to either own, construct, acquire,*
28 *or rehabilitate a housing development or a residential structure*
29 *pursuant to this section, whether for-profit, nonprofit, or limited*
30 *profit.*

31 (ii) *“Housing-related public entity” means any county, city,*
32 *city and county, the duly constituted governing body of an Indian*
33 *reservation or rancheria, or housing authority organized pursuant*
34 *to Chapter 1 (commencing with Section 34200) of Part 2 of*
35 *Division 24 of the Health and Safety Code, and includes any state*
36 *agency, public district, or other political subdivision of the state,*
37 *and any instrumentality thereof, which is authorized to engage in*
38 *or assist in the development or operation of housing for persons*
39 *or families of low or moderate income, as defined in Section 50093*
40 *of the Health and Safety Code. “Housing-related public entity”*

1 also includes two or more housing-related public entities acting
2 jointly.

3 (3) After the surplus residential property is offered for sale
4 pursuant to subdivisions (a) to (c), inclusive, of Section 54237,
5 and paragraphs (1) and (2) of this subdivision, the property shall
6 then be offered in accordance with the priorities and procedures
7 specified in subparagraphs (A) and (B) of paragraph (1) of
8 subdivision (d) and subdivision (e) of Section 54237.

9 (b) (1) The Legislature finds and declares that the state's
10 homelessness crisis has compounded the need for affordable
11 housing described in Section 54235. To help mitigate the need for
12 affordable housing and to speed up sales pursuant to this article,
13 the Legislature further finds and declares that an emergency exists
14 for purposes of Sections 11342.545, 11346.1, and 11349.6.

15 (2) The Department of Transportation shall adopt, within 60
16 days of the effective date of this section, emergency regulations to
17 implement this section.

18 (3) Notwithstanding Section 11346.1, the emergency regulations
19 adopted pursuant to paragraph (2) shall remain in effect for two
20 years after adoption or until permanent regulations are adopted,
21 whichever is sooner.

22 SEC. 3. The Legislature finds and declares that a special statute
23 is necessary and that a general statute cannot be made applicable
24 within the meaning of Section 16 of Article IV of the California
25 Constitution because of the unique circumstances in the State
26 Route 710 corridor in the City of South Pasadena.

27 SEC. 4. This act is an urgency statute necessary for the
28 immediate preservation of the public peace, health, or safety within
29 the meaning of Article IV of the California Constitution and shall
30 go into immediate effect. The facts constituting the necessity are:

31 In order to address the shortage of affordable housing and make
32 surplus residential properties owned by the state available as soon
33 as possible, it is necessary that this act take effect immediately.

34 SECTION 1. Section 54236 of the Government Code is
35 amended to read:

36 54236. (a) As used in this article, "offer" means to solicit
37 proposals prior to sale in a manner calculated to achieve a sale
38 under the conditions specified, and to hold the offer open for a
39 reasonable period of time, which shall be no more than one year,

1 unless the time is extended by the selling agency at its discretion,
2 for a period to be specified by the selling agency.

3 (b) ~~As used in this article, “affordable price” means, in the case~~
4 ~~of a purchaser, other than a lower income household, the price for~~
5 ~~residential property for which the purchaser’s monthly payments~~
6 ~~will not exceed that portion of the purchasing household’s adjusted~~
7 ~~income as determined in accordance with the regulations of the~~
8 ~~United States Department of Housing and Urban Development,~~
9 ~~issued pursuant to Section 235 of the National Housing Act; and,~~
10 ~~in the case of a purchaser that is a lower income household, the~~
11 ~~price for residential property for which the purchaser’s monthly~~
12 ~~payments will not exceed that portion of the purchasing~~
13 ~~household’s adjusted income as determined in accordance with~~
14 ~~the regulations of the United States Department of Housing and~~
15 ~~Urban Development issued pursuant to Section 8 of the United~~
16 ~~States Housing Act of 1937.~~

17 (e) ~~As used in this article, “single-family residence” means a~~
18 ~~real property improvement used, or intended to be used, as a~~
19 ~~dwelling unit for one family.~~

20 (d) ~~As used in this article, “surplus residential property” means~~
21 ~~land and structures owned by any agency of the state that is~~
22 ~~determined to be no longer necessary for the agency’s use, and~~
23 ~~that is developed as single-family or multifamily housing, except~~
24 ~~property being held by the agency for the purpose of exchange.~~

25 ~~Surplus residential properties shall only include land and~~
26 ~~structures that, at the time of purchase by the state, the state had~~
27 ~~intended to remove the residences thereon and to use the land for~~
28 ~~state purposes.~~

29 (e) ~~As used in this article, “displacement” includes, but is not~~
30 ~~limited to, persons who will have to move from surplus residential~~
31 ~~property that they occupy when it is sold by a state agency because~~
32 ~~they are unable to afford to pay the price that the state agency is~~
33 ~~asking for the residential property.~~

34 (f) ~~As used in this article, “fair market value” shall mean fair~~
35 ~~market value as of the date the offer of sale is made by the selling~~
36 ~~agency pursuant to the provisions of this article and shall reflect~~
37 ~~the existing “as is” condition of the property, taking into account~~
38 ~~any repairs required to make the property safe and habitable. This~~
39 ~~definition shall not apply to terms of sale that are described as~~
40 ~~mitigation measures in an environmental study prepared pursuant~~

1 to the Public Resources Code if the study was initiated before this
2 measure was enacted.

3 ~~(g) As used in this article, “affordable rent” means, in the case
4 of an occupant person or family, other than a person or family of
5 low or moderate income, rent for residential property that is not
6 more than 25 percent of the occupant household’s gross monthly
7 income, and in the case of an occupant person or family of low or
8 moderate income, rent for residential property that is not more
9 than the percentage of the adjusted income of the occupant person
10 or family as permitted under regulations of the United States
11 Department of Housing and Urban Development issued pursuant
12 to Section 8 of the United States Housing Act of 1937, but not in
13 excess of the market rental value for comparable property.~~

14 ~~(h) As used in this article, “area median income” means median
15 household income, adjusted for family size as determined in
16 accordance with the regulations of the United States Department
17 of Housing and Urban Development issued pursuant to Section
18 235 of the National Housing Act, as amended (Public Law 90-448),
19 for the standard metropolitan statistical area (SMSA), in which
20 surplus residential property to be disposed of pursuant to this article
21 is located, or the county in which the property is located, if it is
22 outside an SMSA.~~

23 ~~(i) As used in this article, “persons and families of low or
24 moderate income” means persons and families who meet both of
25 the following conditions:~~

26 ~~(1) Meet the definition of persons and families of low or
27 moderate income set forth in Section 50093 of the Health and
28 Safety Code.~~

29 ~~(2) Have not had an ownership interest in real property in the
30 last three years.~~

31 ~~(j) As used in this article, “lower income households” means
32 lower income households as defined in Section 50079.5 of the
33 Health and Safety Code.~~

O

CITY OF SOUTH PASADENA

PROCLAMATION



Commemorating the 71st Anniversary of the Founding of the Friends of the South Pasadena Public Library, Inc., and Recognizing the Organization for its Enduring Support of the South Pasadena Public Library and Community

WHEREAS, the Friends of the South Pasadena Public Library (Friends) has dedicated more than seven decades supporting the South Pasadena Public Library, having been founded in March 1950; and

WHEREAS, the Friends opened a used bookstore in 1982 on the second floor of the Library and has raised more than \$1.5 million for the Library since then; and

WHEREAS, the Friends Bookstore engages some 50 volunteers from the community in bookstore operations—collecting, sorting, pricing, and selling donated books and other items and taking shifts in the bookstore to keep it open seven days a week until its temporary closure due to the pandemic beginning in 2020; and

WHEREAS, the Friends has funded numerous online services annually for Library cardholders, including many that have grown in usage since the pandemic, including film streaming, live tutoring services, and access to audio and e-books; and

WHEREAS, the Friends has sponsored in the Library Community Room innumerable musical performances, films, plays, cultural presentations, children's events, and appearances by renowned sports, entertainment, and national figures; and

WHEREAS, the Restoration Concert Series of the Friends has held a popular concert series for more than 25 years in the Library Community Room that features classical music and jazz; and

WHEREAS, the Friends has sponsored countless educational programs in a variety of areas, including genealogy, small business, local history, and career development, and has hosted many book clubs; and

WHEREAS, the Friends has contributed to the purchase of technology and library systems; and

WHEREAS, the Friends has purchased for the Library and Community Room tables, chairs, shelving and furnishings, as well as a Steinway piano; and

WHEREAS, the Friends has contributed to the education and development of children, including funding the Summer Reading Program, writing programs for high school students, language-learning software, pre-school reading times, and a Teen Advisory Board; and

WHEREAS, the Friends has funded numerous art exhibits and artwork by such artists as Leo Politi and muralist Jolino Beserra, whose works are currently installed in the Library's Children's Room; and

WHEREAS, the South Pasadena Public Library enjoys a great deal of community support, and the Friends work tirelessly to help maintain and enhance its services.

NOW THEREFORE, I, Diana Mahmud, Mayor, on behalf of the City Council of the City of South Pasadena, Los Angeles County, do commemorate the 71st Anniversary of the Friends of the South Pasadena Public Library and express appreciation for its endeavors to benefit the Library and community members of all ages.

Diana Mahmud, Mayor

March 17, 2021
Date

ANNUAL REPORT 2020

Cultural Heritage Commission

City of South Pasadena



A Message from the Commission Chair

2020 was a year of unprecedented challenges. A deadly pandemic. Social upheaval. A contentious election. But while the world swirled and convulsed around it, the Cultural Heritage Commission continued to execute its duties and adapt to the changing circumstances. Meetings resumed after migrating to a virtual format and the new technology helped the Commission remain connected to the community it serves. Although unable to meet in person, the Commission was still able to carry out its ability to review and approve applications for Certificates of Appropriateness, render advice and guidance to owners of historic properties, provide recommendations to the City Council on Mills Act applications, identify cultural resources and promote preservation objectives. As you read through this annual report, I hope you will find that the achievements of the Cultural Heritage Commission in 2020 provided a beacon of hope and light in what was otherwise a dark and tumultuous year.

Sincerely,



Mark Gallatin
Cultural Heritage Commission, Chair

PURPOSE STATEMENT

The Cultural Heritage Commission provides support to the City Council by preserving, maintaining, and safeguarding the City's historic character, scale, and small town atmosphere in all future construction. The Cultural Heritage Commission serves to encourage the maintenance and preservation of areas that are associated with a historic event, activity, or persons that contributes to the historic character of districts, neighborhoods, landmarks, historic structures, and artifacts.

Cultural Heritage Commission

Mark Gallatin	Commission Chair
Rebecca Thompson	Commission Vice-Chair
William Cross	Commissioner
Kristin Morrish	Commissioner
Steven Friedman	Commissioner
Richard D. Schneider, M.D	City Council Liaison
Kanika Kith Planning Manager	Staff Liaison

Cultural Heritage Commission meetings are held every 3rd Thursday of the month at 6:30 p.m. Meetings were held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030) prior to COVID-19 pandemic. During the pandemic, meetings are conducted remotely by video conference and broadcast live on the City’s website.

The Cultural Heritage Commission reviewed and approved 15 Certificates of Appropriateness for residential projects. The Commission also reviewed and approved six (6) demolition applications for structures that were 45 years or older. The Commission reviewed and approved several significant and/or challenging projects. A couple of these projects are listed below:

- 1. Improvements to The Rialto Theater included exterior and interior work. Required a substantial amount of coordination between staff, owners, tenants, and subcommittee.**
- 2. Approved 1030 Brent Avenue to convert an unpermitted patio into habitable space of approximately 329 square feet.**
- 3. Reviewed front yard landscaping improvement at 1534 Ramona Avenue, which required substantial amount of coordination between staff, applicant, neighbors, and subcommittee to ensure design proposal was appropriate for the subject property and the district.**

The Cultural Heritage Commission reviewed and recommended designation of the Rollin Craftsman Cluster historic district to the City Council.

In reviewing this designation, a subcommittee was created to evaluate the significance of the district which included 5 contributing properties.

The Cultural Heritage Commission formed a landmark subcommittee to consider the designation of 807 Bank Street as a landmark property.

The Cultural Heritage Commission reviewed and recommended approval of four (4) Mills Act Contracts providing incentives to homeowners of historic properties to maintain and preserve historic resource.

No projects have been denied by the Cultural Heritage Commission for the past three years because the Commission worked with all applicants to redesign the projects for approval. This was generally done by the formation of Subcommittees to work with the applicant's architect to bring a design to the Commission for approval.

The Chair of the Commission was available in-person and remotely to provide feedback and assist property owners with their projects. Approximately 170 hours were spent on Chair and Subcommittee reviews and approximately 74 Chair reviews were approved.

The Cultural Heritage Commission’s continued qualification for CLG certification allowed the City to be awarded a \$40,000 grant from the State Office of Historic Preservation. The awarded grant will support the development of objective design standards that specifies how Accessory Dwelling Units (ADUs) can be accommodated in historic neighborhoods without sacrificing character and quality of life in the City.

The Cultural Heritage Commission held several meetings to discuss preservation matters:

- **Draft Mills Act Brochure**
- **Mills Act Work Plan Cost Estimates Process**
- **Certified Local Government (CLG) Program 2018-2019 Annual Report**
- **State Route 110/Arroyo Seco Parkway Safety and Operational Enhancement Project**
- **Accessory Dwelling Units (ADUs) Ordinance Update**
- **Zoning Code Amendment to streamline project review**

ANNUAL REPORT 2020

Design Review Board

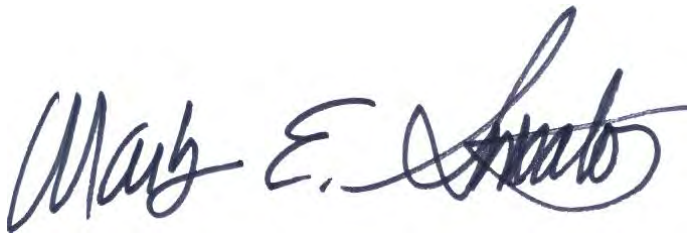
City of South Pasadena



A Message from the Board Chair

This year was a productive year for the Design Review Board (DRB), marked by the timely processing of applications for design review of residential and commercial projects, progress on several major initiatives, as well as serving as a public forum for residents to discuss design improvements and enhancement of the City's built environment.

Sincerely,



Mark Smeaton
Design Review Board, Chair

PURPOSE STATEMENT

The Design Review Board provides support to the City Council for retaining and strengthening the visual quality of the City, and ensuring that new uses and structures are compatible with the highest standards. The Design Review Board serves to encourage imaginative solutions and high-quality design by focusing on design solutions that will have the greatest effect on enhancing community character and aesthetic.

Design Review Board

Mark Smeaton	Board Chair
Samantha Hill	Board Vice-Chair
Yael Lir	Board
Kay Younger	Board
Melissa Hon Tsai	Board
Richard D. Schneider, M.D.	City Council Liaison
Malinda Lim, Associate Planner	Staff Liaison

Design Review Board meetings are held every 1st Thursday of the month at 6:30 p.m. Meetings were held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030) prior to the COVID-19 pandemic. During the pandemic, meetings were conducted remotely by video conference and broadcasted live on the City's website.

The Design Review Board reviewed and approved 13 Design Review Permits for residential and commercial projects and recommended approval of 2 projects to the Planning Commission. The Chair of the Board also reviewed 59 minor projects.

Reviewed and provided design recommendations for improvements to a mixed use residential and commercial project of approximately 1.61-acres, known as Seven Patios.

Provided suggestions for an Urgency Ordinance to Amend the Zoning Code and tolling deadlines during the Local Declaration of Emergency.

First Board/Commission to broadcast meeting live on YouTube.

**ANNUAL
REPORT
2020**

**MOBILITY AND
TRANSPORTATION
INFRASTRUCTURE
COMMISSION**



A Message from the Commission Chair

The Mobility and Transportation Infrastructure Commission (MTIC) is pleased to present its 2020 Annual Report. This Report covers the Commission's activities from its first meeting in May 2020 through December 2020.

The Commission embarked on its mission of providing recommendations, direction, and input for mobility and transportation infrastructure projects, capital improvement projects, and other significant projects and issues throughout the City, as well as addressing concerns from the public, which were previously carried out by the former Public Works and Freeway and Transportation Commissions.

Sincerely,

Sam Zneimer
Mobility and Transportation Infrastructure Commission, Chair

PURPOSE STATEMENT

The Mobility and Transportation Infrastructure Commission (MTIC) is a five-member body to serve in an advisory capacity to the City Council on:

- Mobility and transportation matters including neighborhood traffic management plans, transit service, active transportation, parking management, congestion relief, traffic safety and regional freeway improvements;
- Federal, state, regional, and local transportation funding and projects;
- Input on transportation and mobility components of the Capital Improvement Program, Neighborhood Traffic Management Program, congestion relief projects, traffic flow improvements and traffic safety projects; and
- A forum for community input on mobility topics.

Mobility and Transportation Infrastructure Commission

Sam Zneimer

Commission Chair

Larry Abelson

Commission Vice Chair

John Fisher

Commissioner

Michelle Hammond

Commissioner

Kimberley Hughes

Commissioner

Dr. Richard Schneider,
Councilmember

City Council Liaison

Garrett Crawford, Public
Works Operations Manager

Staff Liaison

Kristine Courdy, Deputy
Public Works Director

Leonna DeWitt, Public
Works Assistant

MTIC meetings are held every third Tuesday of the month at 6:30 p.m. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual mode since its first meeting in May 2020.

State Route 110 (SR-110) and Fair Oaks Interchange Modification Project

The Commission recommended and approved the revised scope of a study to evaluate different alternatives for the State Route 110 and Fair Oaks Avenue interchange modification project approved by the Metro Board as a Measure R State Route 710 mobility improvement project.

The Commission also appointed an ad hoc subcommittee on the State Route 710 Measure R projects to, among other things, assist City staff with the detailed development of the Scope of Work of the study and projects and to ensure the study, evaluation and implementation of the measures set forth in the Early Action Projects List developed by former commissions and approved by the City Council in 2017, including improvements to the SR 110 on- and off-ramps at Fair Oaks Avenue. These improvements include a widening of the outbound off ramp and a new loop on ramp serving northbound traffic on Fair Oaks Avenue.

The Commission also enacted to ensure that projects to be implemented by the City with the approximately \$1.7 million of Measure M funds allocated to the City are ones that are supported by the community, recommended by a citizen commission and approved by the City Council.

Senate Bill 1 (SB1): Road Maintenance and Rehabilitation Account Program

The City’s Senate Bill (SB1) resolution must include a project list with a description and the location of each proposed street resurfacing project, a proposed schedule for the project's completion, and the improvement's estimated useful life. Below is a list of the 2019-20 FY Street Improvement Projects list, including the pavement construction index rating, that the MTIC recommended that the City Council adopt.

Street Segment	Project Limits		PCI	Est. Life	FY	Est. Cost
	From	To				
Pine Street	Meridian Ave	Huntington Dr	36	15/17 Yrs.	2020-21	\$740,000
Maple St	Fremont Ave	Primrose Ave	41	15/17 Yrs.	2020-21	\$91,000
Maple St	Meridian Ave	Huntington Dr	36	15/17 Yrs.	2020-21	\$64,000
Mill Rd	Garfield Ave	End of street	40	15/17 Yrs.	2020-21	\$38,000
Oneonta Knoll St	Fremont Ave	Primrose Ave	34	15/17 Yrs.	2020-21	\$89,000
Milan Ave	Edgewood Dr	Oak St	47	15/17 Yrs.	2020-21	\$150,000
Edgewood Dr	Milan Ave	Wayne Ave	40	15/17 Yrs.	2020-21	\$200,000
Mission Street	Pasadena Ave	Arroyo Dr	37	15/17 Yrs.	2020-21	\$80,000
Glendon Way	Monterey Rd	Lyndon Street	45	15/17 Yrs.	2020-21	\$35,000
Arroyo Verde Rd	Monterey Rd	Arroyo Verde Rd	55	15/17 Yrs.	2020-21	\$70,000

Meridian Avenue and Fremont Avenue Safety Improvements

The Commission working with staff provided a forum for citizens to provide the City and Commission their issues and concerns with traffic safety along Meridian Avenue south of Monterey Road. The Commission provided recommendations to staff for short-term improvements to help improve the safety of all roadway users on Meridian Avenue. City staff has begun the process of implementing those improvements. The Commission provided similar input and recommendations to staff for Fremont Avenue between Columbia Street and Mission Street and will

be working with staff on the measures to be implemented with grant funds recently awarded to the City.

Neighborhood Traffic Management Program

The Commission assisted with the development of the City of South Pasadena Neighborhood Traffic Management Program (NTMP) which is a city-wide initiative to assist citizens in addressing traffic calming concerns. The structure of the program reflects the City's desire for a uniform, objective, manageable and accessible approach to handling neighborhood traffic calming requests.

COVID-19 Subcommittee

The Commission appointed a subcommittee to help develop ideas and work with the community to support community businesses during the COVID-19 pandemic. The Subcommittee worked with the City, South Pasadena Chamber of Commerce and local business to explore ideas to provide temporary outdoor space within the street right-of-way for dining or retail or services to address indoor regulation associated with COVID-19 restrictions and guidelines.

**ANNUAL
REPORT
2020**

**NATURAL
RESOURCES &
ENVIRONMENTAL
COMMISSION**



A Message from the Commission Chair

I am pleased to present the South Pasadena Natural Resources and Environmental Commission Annual Report for 2019. I hope you will find the report informative as you take a look at the accomplishments of the commission and our ongoing efforts to keep our community healthy and sustainable. We are committed to meet the challenges and concerns of our changing environment, and will continue working collaboratively with all our residents to update and improve green initiatives. I appreciate your support in the community, and would like to thank our City Council and City Manager for their leadership. I am honored to have served as Chair for this commission, and for the privilege to work with such dedicated individuals as those on the NREC. We will continue to serve our community to the best of our ability by improving our quality of life and building a future we can all be proud of!

Sincerely,

Madeline C. Di Giorgi
Natural Resources and Environmental Commission, Chair

PURPOSE STATEMENT

The Natural Resources and Environmental Commission (NREC) is a seven member body that is advisory to the City Council in all matters pertaining to energy, science and technology, and natural resources and the environment. The NREC assists the City in the planning, programming, use, and conservation of energy and natural resources, as well as administers the City's tree ordinance. Qualifications for serving on the commission consist of being a resident elector (registered voter) of the city. Members are appointed to a three-year term, with a maximum length of service of two full consecutive terms, plus one partial term (if applicable).

Natural Resources & Environmental Commission (NREC)

Madeline C. Di Giorgi	Commission Chair
Rona Bortz	Commission Vice-Chair
Amy Davis Jones	Commission Secretary
Casey Law	Commissioner
William J. Kelly	Commissioner
Stephen Leider	Commissioner
Lauren Myles	Commissioner
Diana Mahmud, Mayor Pro- Tem &	City Council Liaisons
Dr. Marina Khubesrian, City Council Member	
Arpy Kasparian, Water Conservation & Sustainability Analyst	Staff Liaison

NREC meetings are held every fourth Tuesday of the month at 7:00pm. Meetings are held at the City Council Chamber: 1424 Mission Street. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual mode since March 2020.

2020 Accomplishments

Adoption of the South Pasadena Climate Action Plan

Sustainability is an important aspect in the City of South Pasadena's way of life as exemplified by the City's participation in the Clean Power Alliance, the adoption of the expanded polystyrene ban ordinance, and the adoption of the South Pasadena Green Action Plan. To further strengthen the City's commitment to sustainability, City staff and Rincon Consultants, Inc. have created the City's first Climate Action Plan (CAP).

The creation of the CAP was a collaborative effort between City staff, NREC, and South Pasadena residents and businesses. This plan reviews the City's baseline greenhouse gas (GHG) inventory, sets emissions reduction targets, lists specific Plays (strategies) and Moves (actions) for reaching the targets, suggests a funding strategy, and introduces an implementation monitoring mechanism.

Updated Current Tree Ordinance

Per the 2019 adopted Green Action Plan, the NREC reviewed and provided a recommendation for the amendments to Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code. These amendments aim to strengthen the Code to reflect the City’s goal of protecting and maintaining a healthy tree canopy. The Commission recommended the following changes:

1. Implement harsher penalties for developers
2. Update definitions for “protected shrubs” and “shrubs”
3. Provide leniency in permit fees for residents experiencing financial hardships
4. Include a classification of trees to more clearly define a scale of fines/fees depending on the type of tree that was illegally/legally removed

Based on NREC recommendation, City staff has updated the Tree Code with the suggested amendments where feasible.

Updated Heat-Tolerant Trees List

Per the 2020 Work Plan, the NREC reviewed and provided an approval of updated heat-tolerant trees list. The NREC teamed up with the City staff in evaluating the list of trees as well as the descriptions on the list. These updates aim to strengthen the Tree Code to reflect the City’s goal of protecting and maintaining a healthy tree canopy.

2020 Tree Removal Hearings

NO.	ADDRESS	MEETING DATE	MEETING NOTES
1	625 Fair Oaks Avenue	January 28, 2020	A request to remove 17 protected trees for a proposed Senior Housing Development. The applicant was approved with conditions to plant additional shade trees on the parkway.
2	1030 Brent Avenue	November 24, 2020	The applicant has admitted to an unpermitted removal of one multi-trunk Olive tree on his property. The tree removal permit was approved with \$758 in penalties and a condition to plant three additional trees on his property.

ANNUAL REPORT 2020

Planning Commission

City of South Pasadena



A Message from the Commission Chair

The South Pasadena Planning Commission had a very busy and productive year in 2020, in which the Commission reviewed several commercial, residential and mixed-use projects and conditional use permits. The major accomplishments during the year include the following:

- Despite the onset of the COVID-19 pandemic in early 2020, the Commission held a majority of its meetings by video conference, with public comment received by email and voicemail.
- The Commission approved 3 mixed use projects which will provide an additional 182 housing units in the City, including 13 affordable units, and approved 11 of the 12 applications and entitlements it reviewed.
- The Commission continued its review of the revised General Plan and Mission Street Specific Plan, with public input and assistance from PlaceWorks, consultants to the City.
- The Commission spent a significant amount of time reviewing issues related to the new Housing Element, which included a review of a new Accessory Dwelling Unit Ordinance, Zoning Code amendments and Inclusionary Housing Ordinance.
- The Commission participated in the appeal of the Regional Needs Housing Assessment (“RHNA”) allocation received by the City from the Southern California Council of Governments, mandating that the City plan for over 2,000 new housing units over the next 8 years.

The Commission continues to encourage public outreach and input with respect to the many issues faced by the City with respect to the General and Specific Plans, the Housing Element and RHNA allocation, mandates from the State of California and the numerous issues related thereto.

Thank you to the many residents who have participated in workshops, conversations and informational meetings on the topics we addressed during 2020. Thank you, also, to the City Planning Department staff for their efforts and their willingness to work together with the Commission, applicants and residents on the many issues we have successfully navigated during a challenging year.

Sincerely,



Janet Braun
2020 Chair, South Pasadena Planning Commission

PURPOSE STATEMENT

The Planning Commission is the consulting and advisory board to the City Council. The Planning Commission makes investigations and recommendations in an advisory capacity, either upon its own initiative or upon the request of the City Council, of matters pertaining to a civic center, subdivisions, zoning, parks and boulevards, beautification of the city and in general such other subjects as have to do with the orderly and consistent physical development of the city.

Planning Commission

Janet Braun	Commission Chair
John Lesak	Commission Vice-Chair
Lisa Padilla	Commission Secretary
Laura Dahl	Commissioner
Richard Tom	Commissioner
Diana Mahmud	Council Liaison
Mayor Pro Tem	
Kanika Kith, Planning Manager	Staff Liaison

Planning Commission meetings are held every 2nd Tuesday of the month at 6:30 p.m. Meetings were held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030) prior to COVID-19 pandemic. During the pandemic, meetings are conducted remotely by video conference and broadcast live on the City’s website. **A total of 13 meetings were held this year.**

The Planning Commission approved 11 out of 12 development applications and entitlements. Of these projects, two were appealed and one was called up for review by the City Council. The approvals consisted primarily of mixed used projects and hillside residential developments.

Several of the hillside projects were challenging because the lots were small and steep, which required intensive design techniques for livable homes while minimizing impacts to the hillside and findings regarding neighborhood compatibility and quality of life.

A list of these significant and challenging projects that were approved by the Planning Commission are included in Table 1 at the end of this document.

The Planning Commission successfully approved Conditional Use Permits for operations of new businesses, including:

- **1401 Huntington Drive – Grocery Outlet, operation of new grocery store at a vacant building, formerly Big Lots.**
- **901 Fair Oaks Avenue - Chipotle Mexican Grill, sale of beer and wine for on-site consumption within suite and adjacent patio areas.**
- **901 Fair Oaks Avenue - Starbucks Coffee Company, extended hours of operation.**

The Planning Commission approved 3 large mixed-use projects that will provide more housing, public parking spaces, and electric vehicle (EV) charging stations for public use. Of these 3 projects, one is a senior housing project with 13 affordable units, which is the first density bonus senior housing project in the City.

These mixed use projects were challenging because they were large in scale and involved several technical issues and design considerations to ensure the proposals provide a desirable environment for the community.

These projects are:

- Mission Bell – 36 residential units and 7,394 square feet of retail commercial and outdoor dining spaces.**



47 parking spaces and 3 EV charging stations will be provided for public use. 2 EV charging stations will be provided for private residential use.

- **Senior Housing at 625 Fair Oaks – 86 senior housing units with 13 affordable unit for low income households. 17 EV charging stations will be provided for tenant and private resident use.**



- **Seven Patios – 60 residential units and 6,100 square feet of retail commercial space. 60 parking spaces and 4 to 15 EV charging stations for public use.**



In addition, the Planning Commission held several meetings to discuss city-wide Planning policies:

- **Draft General Plan**
- **Draft Mission Street Specific Plan**
- **Zoning Code Update**
- **Housing Element Update**
- **Accessory Dwelling Units Ordinance Update**
- **Inclusionary Housing Ordinance**
- **Tenant Protection**
- **Vehicle Miles Traveled Methodology**
- **Regional Housing Needs Allocation Appeal (RHNA)**

Two Planning Commissioners participated in the Ad Hoc Committee to work on the appeal for the Regional Housing Needs Allocation Appeal (RHNA).

Creation of a subcommittee to work with staff on an Inclusionary Housing Ordinance and updating the Density Bonus regulations.

Approved more housing units than any other year. 182 housing units, with 13 units affordable, were approved by the Planning Commission in 2020.

**First Commission/Board in the City to
conduct a virtual public hearing
meeting.**

Table 1: Significant & Challenging Projects

	Project Address	Approval	Significant/Challenges	Number of Meetings
1.	625 Fair Oaks	86 senior housing units with 13 affordable unit for low income households	New housing units that will increase the city's senior housing and affordable housing stock.	2
2.	1105-1115 Mission Street (Mission Bell)	Establishment and operation of a 45,653 square-foot mixed used development	New housing units that will increase the city's housing stock. New retail/restaurant opportunities, which helped to promote economic development	1
3.	845/899 El Centro St. (Seven Patio's)	New mixed-use project consisting of residential, retail, and restaurant uses on a 1.61 acre	New housing units that will increase the City's housing stock. New restaurant, retail, and office spaces will promote pedestrian activity and economic development	1
4.	Moffat Street	Private Street to access seven lots in Los Angeles	Seven land locked lots are located in the City of Los Angeles.	4
5.	713 Flores del Oro	Addition to an existing home	Creative green roof garden design	1

	Project Address	Approval	Significant/Challenges	Number of Meetings
6.	804 Valley View	New single-family home	Small and narrow lot	3
7.	1401 Huntington Drive Grocery Outlet	Conditional Use Permit for grocery store use	First grocery store use for the site.	1
8.	901 Fair Oaks Avenue Chipotle	Conditional Use Permit for beer and wine for on-site consumption	First eating establishment at the multi-tenant building allowed to sell alcohol	1
9.	901 Fair Oaks Avenue Starbucks	Conditional Use Permit for extended hours of operation	Striking a balance between Applicant's proposed hours and the community's concerns and suggestions to the extra hours	1
10.	455 La Terraza	Addition to an existing home	Irregular shape lot located in a cul-de-sac	1
11.	1312 Meridian Avenue	Intent to demolish, variance for modification and addition to existing single family home	Concerns regarding the design of the project.	2



ANNUAL REPORT 2020

Public Art Commission



A Message from the Commission Chair

2020 marks the second year of our city's the newly formed Public Art Commission. This year we have been responsive to our current global pandemic and social-political unrest in supporting how our city engages with the arts. This includes the facilitation and integration of art on the newly installed and temporary safety rails for our city's Al Fresco Dining in response to COVID-19 safety measures, and supporting our South Pasadena High School Anti-Bias Club to develop their proposal for a Black Lives Matter Mural. We look forward to continuing this challenging work to ensure that South Pasadena is a supportive and inclusive city for the arts into the next year.

Sincerely,

Steven Wong
Public Art Commission, Chair

PURPOSE STATEMENT

It shall be the responsibility of the Public Art Commission to act in an advisory capacity to the City Council in all matters pertaining to public art or art in public places; to review and approve proposed public art projects associated with the City's Civic Center Art Gallery, Public Art Program, and Public Art Development Fee; and to provide policy recommendations on public art projects and programs as directed by the City manager or the City Council, including but not limited to artwork placed in public places or incorporated into public buildings, art education programs, or art display programs or performances.

Public Art Commission

Steven Wong	Commission Chair
Phung Huynh	Commission Vice-Chair
Jeffrey Burke	Commissioner
Kris Kuramitsu	Commissioner
Jaz Sawyer, Ed.D	Commissioner
Councilmember Richard D. Schneider, M.D.	City Council Liaison
Margaret Lin, Manager of Long Range Planning and Economic Development	Staff Liaison

Public Art Commission meetings are held every 4th Wednesday of the month at 6:30PM. Meetings are held at the Council Chambers located at 1424 Mission Street. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual mode since March 2020.

Public Art Development Project

Approved the City's first Public Art Development Project located at 1611 Spruce Street. The total building valuation for the additions is estimated at \$594,000, therefore the one percent Public Art Allocation is equal to \$5,940. The proposed four foot sculpture, titled "Birds in Light" by Tim Carey and Cristopher Slatoff, includes five red crowned parrots around a tree and will be located at the front of the property. The sculpture will include fused glass inserted into a metal sculpture that will be mounted onto a pedestal or bird bath.

Al Fresco Public Art Project

Approved the proposal from the South Pasadena Arts Council to integrate public art on the cement barricades used for the Al Fresco Dining and Retail Pilot Program.

Artist Rights

Initiated discussions regarding artist rights. Discussed the possibility of the City Council adoption a series of best practices and declaring the City as an Artist Friendly City.

Black Lives Matter Mural

Created an Ad Hoc Committee to assist the students from the South Pasadena High School Anti-Bias Club to develop their proposal for a Black Lives Matter Mural. The proposed mural will reflect the advocacy for and solidarity with the BLM movement, acknowledging Lesbian Gay Bisexual Transgender Queer Black lives so that all Black lives matter, referencing historical Civil Rights movements to contextualize recent engagement with social justice.

ANNUAL REPORT 2020

Public Works COMMISSION



A Message from the Commission Chair

The Public Works Commission (PWC) is pleased to present its 2020 Annual Report. This Report covers the Commission's activities from May 2020 through December 2020.

The Commission continued its mission of providing recommendations, direction, and input for capital improvement projects and other significant projects and issues throughout the City, as well as addressing concerns from the public.

Sincerely,

Sam Hernandez
Public Works Commission, Chair

PURPOSE STATEMENT

The Public Works (PWC) is a five-member body to serve in an advisory capacity to the City Council on policies regarding:

- Water and Sewer and facilities maintenance matters;
- Federal, State, regional, and local transportation funding and planning;
- Input on Capital Improvement Project items and
- A forum for community input on Public Works topics.

Public Works Commission

Sam Hernandez	Commission Chair
Julie Riley	Commission Vice-Chair
Arcelia Arce	Commissioner
David Maling	Commissioner
Charles Trevino	Commissioner
	City Council Liaison
Kristine Courdy, Deputy Public Works Director	Staff Liaison
Leonna DeWitt, Public Works Assistant	

PWC meetings are held every second Wednesday every other month at 6:30 p.m. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual mode since March 2020.

Accomplishment or Notable Event #1

Charter of New commission

The Public Works Commission came into being from splitting the original Public works commission, which focused on stopping the 710 Freeway and other transportation projects with the mobility Transportation Infrastructure Commission. The new Public works Commission focuses on Capital Improvement Projects (non-transportation related), Water, Sewer, and Stormwater matters.

Accomplishment or Notable Event #2

Learned about the City's Water and Sewer Systems

Over the inaugural year, the commissioners learned about the City's water and Sewer systems via staff lead presentations. With this based knowledge acquired, the Commission will provide informed and intelligent direction on future City projects.

Accomplishment or Notable Event #3

Stormwater, NPEDS Permit, and Stormwater Projects

The commissioners learned about the City's, the State's, and Federal stormwater legislation regarding new and upcoming requirements. With this knowledge, the Commission will provide data-driven direction to Staff on future NPEDS permits and stormwater projects.

CULTURAL HERITAGE COMMISSION

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice Chair	<ul style="list-style-type: none"> – Nominations – Elections 	Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> – Adoption of the 2021 Work Plan 	Kanika Kith	Quarter 1	Adoption of the 2021 Work Plan
Brown Act & Ethics Training	<ul style="list-style-type: none"> – Training on the Brown Act and ethics 	Kanika Kith	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act and Ethics.
Mills Act Brochure	<ul style="list-style-type: none"> – Finalize the draft informational brochure about the Mills Act 	Kanika Kith	Quarter 1	Provide an informational about what the Mills Act is and where to get information.
CLG Grant Application	<ul style="list-style-type: none"> – Apply for the CLG Grant 	Kanika Kith	Quarter 1	Be awarded to fund the a Historic Preservation Program
Update Accessory Dwelling Unit (ADU) Ordinance	Establish design standards for ADUs in a collaborated effort Planning Commission and Design Review Board	Kanika Kith	Quarters 1, 2, 3, & 4	Establish objective design standards and procedure while ensuring compliance with state law

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Mills Act Contracts	<ul style="list-style-type: none"> – Provide information on City website for Mills Act 	Kanika Kith	Quarter 2	Encourage submission of Mills Act Contract applications.
Historic Resource Evaluation (HRE) Template and Process	<ul style="list-style-type: none"> – Develop a template and process for HRE reports. 	Kanika Kith	Quarter 2	Provide applicants and staff clear direction for HRE reports.
Historic Inventory List Update	<ul style="list-style-type: none"> – Update the City’s list of historic resources. 	Kanika Kith	Quarter 3/4	Identify all historically significant structures and landmarks within the city.
Potential Historic Districts	<ul style="list-style-type: none"> – Review of potential historic districts. 	Kanika Kith	Quarter 3/4	Determine which of the potential districts should proceed with the procedure to become an established historic district.
Revisit Residential and Commercial Design Guidelines for Historic Structures and Landmarks	<ul style="list-style-type: none"> – Review for consistency with the General Plan – Clarify standards versus guidelines 	Kanika Kith	Quarter 4	Consistency with the goals and policies of the General Plan, and to make clear design standards versus guidelines
Review Certificate of Appropriateness applications	<ul style="list-style-type: none"> – Review development projects and entitlements 	Kanika Kith	Ongoing	Ensure high-quality developments

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Educational updates on State laws relating to Historic Preservation	– Receive updates from staff	Kanika Kith	Ongoing	Keep Commission up-to-date on ongoing changes relating to historic preservation
Project's Site Visits	– Field trips to visit completed project sites.	Kanika Kith	Ongoing	Physically see the finished project approved by the Commission.
Monthly Subcommittee Updates	– Provide updates to the Commission on the status and outcomes of the subcommittees formed.	Kanika Kith	Ongoing	Commission informed on the status of the subcommittees formed.
Monthly Project Status Report	– Receive updates	Kanika Kith	Ongoing	Understanding of new and on-going projects



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice Chair	<ul style="list-style-type: none"> – Nominations – Elections 	Malinda Lim	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> – Adoption of the 2021 Work Plan 	Malinda Lim	Quarter 1	Adoption of the 2020 Work Plan
Brown Act and Ethics Training	<ul style="list-style-type: none"> – Brown Act Training 	Malinda Lim	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act
Accessory Dwelling Unit (ADU) Ordinance Update and Discussion	<ul style="list-style-type: none"> – Receive information for ADU ordinance – Discussion for design standards for ADU 	Joanna Hankamer/ Margaret Lin/ Kanika Kith/Malinda Lim	Quarter 1	Understanding of ADU ordinance and discussion on potential design standards to be included in the new ADU ordinance.
Landscape Plan Requirements	<ul style="list-style-type: none"> – Work with staff on a list of requirements for landscape plans. 	Malinda Lim	Quarters 3 & 4	Create a handout and form for landscape plan submittals.
Revisit Residential and Commercial Design Guidelines and consider design standards	<ul style="list-style-type: none"> – Review for consistency with the General Plan – Clarify standards versus guidelines 	Malinda Lim	Quarters 3 & 4	Consistency with the goals and policies of the General Plan, and to make clear design standards versus guidelines
Design Review Applications	<ul style="list-style-type: none"> – Review Design Review proposals 	Malinda Lim	Ongoing	Ensure high-quality urban design

Monthly Subcommittee Updates	– Provide updates to the Board the status and outcomes of the subcommittees formed.	Malinda Lim	Ongoing	Board informed on the status of the subcommittees formed.
Monthly Project Status Report	– Receive updates	Malinda Lim	Ongoing	Understanding of new and on-going projects

Mobility and Transportation Infrastructure Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
	Private Development Project briefing from Planning	Planning Staff	January 2021	Update on Planning Development Projects
	Staff Briefing and Discussion: Fremont Avenue grant and projects	Staff Liaison		Briefing on grant opportunities for Fremont Avenue
	Action: 2021 Work Plan and 2020 Annual Report	Staff Liaison & Commission		Review and Approve MTIC 2021 Work Plan and 2020 Annual Report
	Action: Elect a Chair and Vice Chair	Staff Liaison & Commission	February 2021	Elect MTIC Chair and Vice Chair
	Action: COVID-19 Ad Hoc Committee	Commission		Selection of Commissioners
	Discussion: Measure M Projects	Staff Liaison & Commission		Discuss the Measure M projects.
	Discussion: Ramona Traffic Study			Discuss Ramona Traffic Study
	Staff Briefing: Update on Measure R Projects	Staff Liaison		Update on status of the project.
	Discussion: Preferential Parking Policy	Staff Liaison & Commission	March 2021	Develop a preferential parking policy.
	Update on implementation of NTMP	Staff Liaison		Update on NTMP
	Update on implementation of Meridian Avenue traffic management measures	Staff Liaison		Update on status
	Staff Briefing: Rogan Fund Project Update (Information Item)	Staff Liaison	April 2021	Update on current status of the project

	Continue Discussion on Measure M Projects	Staff Liaison		Continue discussion on Measure M projects.
	Discussion: Fremont Avenue projects	Staff Liaison		Continue discussion on proposed projects to implement with grant funds.
	Presentation: Transportation & CIP Project Overview (Information Item)	Staff Liaison	May 2021	Staff Presentation on current Transportation Projects and CIP Projects under the MTIC purview.
	Private Development Project briefing from Planning	Planning Staff		Update on Planning Development Projects.
	Action: Draft SB1 Street Resolution	Staff Liaison & Commission	June 2021	Review and recommend that City Council adopt the SB1 resolution (deadline for City Council approval is July 15, 2020)
	Continued discussion on Preferential Parking Policy	Staff Liaison		Continue discussion.
	COVID-19 Update	Staff Liaison		Update on COVID-19 Measures
	CIP Transportation Projects Status Update	Staff Liaison	July 2021	Update on CIP Transportation Projects
	Action: Selection of Measure M Projects	Staff Liaison & Commission		Recommend to City Council
	Measure R Project Update	Staff Liaison		Update on Measure R Projects
	Discussion: Fremont Avenue projects	Staff Liaison	August 2021	Continue discussion on proposed projects to implement with grant funds.
	Private Development Project briefing from Planning	Planning Staff		Update on Private Development Projects
	Measure M Projects	Staff Liaison	September 2021	Update on current status of the projects
	Update on implementation of NTMP	Staff Liaison		Update on NTMP
	Staff Briefing: Rogan Fund Project Update (Information Item)	Staff Liaison	October 2021	Update on current status of the project
	Cal Recycle Grant Update	Staff Liaison	November 2021	Cal Recycle Grant
	Discussion: Review 2022 Work Plan	Staff Liaison & Commission	December 2021	Review 2022 Work Plan
	Discussion: Review 2021 Accomplishments	Staff Liaison		Review 2021 Accomplishments

Natural Resources & Environmental Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
	Action: Approve 2021 NREC Work Plan	Staff Liaison	January 26	Final 2021 NREC Work Plan
	Discussion: Review Mandatory Organics Recycling Ordinance including City Environmental Preferable Purchasing Policy (Move III; AB1826; SB1383)	Staff Liaison; Finance Department		Review Template Ordinance including City Environmental Preferable Purchasing Policy and Provide Feedback
	Action: Election of Chair and Vice Chair	Staff Liaison		Commission will appoint Chair and Vice Chair for calendar year 2021
	Discussion/Action: Virtual Earth Day	Staff Liaison		Create Virtual Earth Day Subcommittee and Discuss Ideas
	Discussion: Second Mandatory Organics Recycling Ordinance including City Environmental Preferable Purchasing Policy (Move III; AB1826; SB1383)	Staff Liaison; Finance Department	February 23	Review Updated Ordinance including City Environmental Preferable Purchasing Policy and Provide Feedback
	Discussion: Virtual Earth Day	Staff Liaison		Discuss Earth Day Ideas
	Action: Provide input on the proposed FY 21/22 Water Conservation Program (Goal II) (Goes to Council in April)	Staff Liaison	March 23	Input on Proposed Water Conservation Program
	Discussion: Third Review of Mandatory Organics Recycling Ordinance including City Environmental Preferable Purchasing Policy (Move III; AB1826; SB1383)	Staff Liaison; Finance Department		Review Updated Ordinance and Provide Feedback
	Discussion: Virtual Earth Day	Staff Liaison		Finalize Virtual Earth Day Event
	Action: Recommend to adopt Mandatory Organics Recycling Ordinance including City Environmental Preferable Purchasing Policy (Move III; AB1826; SB1383)	Staff Liaison; Finance Department	April 27	Provide Recommendation to Council on Mandatory Organics Recycling Ordinance
	Update: Green Plan Progress Report	Staff Liaison		Update NREC on the progress of the FY20/21 Q3 moves

	Discussion: Review Current Parking Lot Codes and Provide Recommendations (Move IV.1.1)	Staff Liaison; Building/Planning Department	May 25	Determine if Parking Lot Codes Need to be Updated and How
Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
	Discussion: Second Review of Current Parking Lot Codes and Provide Recommendations (Move IV.1.1)	Staff Liaison; Building/Planning Department	June 22	Review Updated Code and Provide Feedback
	Update: Climate Action Plan Progress Report	Staff Liaison		Update NREC on the progress of the CAP plays/moves
	Discussion: Recommend to adopt Updated Parking Lot Codes (Move IV.1.1)	Staff Liaison; Building/Planning Department	July 27	Provide Recommendation to Council on Updated Parking Lot Codes
	Update: Green Plan Progress Report	Staff Liaison		Update NREC on the progress of the FY20/21 Q4 moves
	Discussion: Review Current Cool Roof Codes and Provide Recommendations (Move IV.2.1)	Staff Liaison; Building/Planning Department	August 24	Determine if Cool Roof Codes Need to be Updated and How
	Discussion: Second Review of Current Cool Roof Codes and Provide Recommendations (Move IV.2.1)	Staff Liaison; Building/Planning Department	September 28	Review Updated Code and Provide Feedback
	Update: Green Plan Progress Report	Staff Liaison	October 26	Update NREC on the progress of the FY20/21 Q1 moves
	Discussion: Recommend to adopt Updated Cool Roof Codes (Move IV.1.1)	Staff Liaison; Building/Planning Department		Provide Recommendation to Council on Updated Cool Roof Codes
	Update: Climate Action Plan Progress Report	Staff Liaison	November 23	Update NREC on the progress of the CAP plays/moves
	Discussion: Develop a plastic-free/zero-waste guide for City events			Create Zero-Waste Guide
	-	-	December 28 *Cancelled	-
	Tree Removal Hearings	Staff Liaison	As-Needed	Approve/Deny tree removal requests



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice Chair	<ul style="list-style-type: none"> – Nominations – Elections 	Joanna Hankamer/ Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> – Adoption of the 2021 Work Plan 	Joanna Hankamer/ Kanika Kith/ Margaret Lin	Quarter 1	Adoption of the 2021 Work Plan
Brown Act Training for individual Commissioner	<ul style="list-style-type: none"> – Brown Act Training 	City Attorney	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act
Update Accessory Dwelling Units (ADUs) Ordinance – Phase 1	<ul style="list-style-type: none"> – Discussion for development and design standards for ADUs 	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 1	Update existing ordinance to promote construction of ADUs and include objective design standards
Urgency Tenant Protection Ordinance	<ul style="list-style-type: none"> – Review and make recommendation to City Council 	Joanna Hankamer	Quarter 1	Require building permits and scope of work prior to termination of tenants
Inclusionary Housing Ordinance	<ul style="list-style-type: none"> – Review and make recommendation to City Council 	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 1	Require projects to provide affordable housing units

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Update Accessory Dwelling Units (ADUs) Ordinance – Phase 2	<ul style="list-style-type: none"> – Establish design standards for ADUs 	Joanna Hankamer/ Kanika Kith	Quarters 2 &3	Establish design standards and guidelines for ADUs for historic properties and districts
Update Density Bonus Ordinance	<ul style="list-style-type: none"> – Include design standards to facilitate density bonus on selected affordable housing sites 	Joanna Hankamer/ Kanika Kith/ Margaret Lin	Quarters 2 & 3	Facilitate density bonus developments on appropriate areas in the City
Housing Element	<ul style="list-style-type: none"> – Receive information from staff 	Joanna Hankamer/ Margaret Lin	Quarters 3 & 4	Compliance with state law for updating the City’s Housing Element and adoption on October 15, 2021
General Plan Update and Downtown Specific Plan	<ul style="list-style-type: none"> – Review and make recommendation to City Council – Ensure long range goals and policies of the community. 	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 4	Recommendation to City Council for adoption of the draft General Plan and Downtown Specific Plan
Zoning Code Clean-up & Updates	<ul style="list-style-type: none"> – Review propose changes and make recommendations to City Council 	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 4	Clarify and refine regulations, and remove inconsistencies
Revisit Residential and Commercial Design Guidelines & Consider Design Standards	<ul style="list-style-type: none"> – Review for consistency with the General Plan – Clarify standards versus guidelines – Tailor for infill developments 	Joanna Hankamer/ Kanika Kith	Quarter 4	Consistency with the goals and policies of the General Plan, and to make clear design standards versus guidelines

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Electric Vehicle (EV) Charging Stations Ordinance	– Expand on the number of mandatory chargers for multi-unit developments	Joanna Hankamer/ Margaret Lin/ Kanika Kith	Quarter 4	Require EV chargers as part of all development projects
Annual Retreat	– Commissioner gathering in an informal setting	Joanna Hankamer/ Kanika Kith	Quarter 4	Commissioner gathering
Educational update on state laws relating to land use regulations	– Receive updates	City Attorney/ Joanna Hankamer/ Kanika Kith	Ongoing	Understanding of new state laws relating to land use regulations
Monthly project status report	– Receive updates	Joanna Hankamer/ Kanika Kith	Ongoing	Understanding of new and on-going projects
Review Development & Entitlement applications	– Review development projects and entitlements	Joanna Hankamer/ Kanika Kith	Ongoing	Ensure high-quality developments

Public Arts Commission

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice-Chair	<ul style="list-style-type: none"> - Nominations - Elections 	Planning and Community Development Staff	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> - Adoption of the 2021 Work Plan 	Planning and Community Development Staff	Quarter 1	Review the Commission's purview and work plan for 2021
Artist Rights/Artist Friendly City	<ul style="list-style-type: none"> - Review best practices - Adoption 	Planning and Community Development Staff	Quarter 2	Adoption of a resolution declaring the City as an Artist Friendly City
Civic Center Art Gallery (contingent on FY 20/21 budget)	<ul style="list-style-type: none"> - Release Request for Proposals - Evaluate proposals - Conduct interviews - Award contract 	Planning and Community Development Staff	Quarter 2	Select a curator for the Civic Center Art Gallery
Art Resources Inventory	<ul style="list-style-type: none"> - Continue to add resources to the inventory 	Planning and Community Development Staff	Ongoing	Develop a comprehensive inventory of all art resources in the City
Art Resources Gap	<ul style="list-style-type: none"> - Evaluate the inventory to identify gaps - Identify priority areas for future funding 	Planning and Community Development Staff	Ongoing	Identify gaps in the Art Resources Inventory to identify priority areas for future funding opportunities

Public Art Program Proposals	<ul style="list-style-type: none"> - Review and approval of public art proposals with the Public Art Program Review Criteria - Receive regular updates regarding the Public Art Development Program 	Planning and Community Development Staff	Ongoing	Ensure high-quality public art is developed through the Public Art Program
City's Cable Channel	<ul style="list-style-type: none"> - Explore options to expand media programming on the City's cable channel 	Planning and Community Development Staff Ad Hoc Committee	Quarter 2/3	Increased utilization of the City's cable channel
Promotion of Arts and Culture	<ul style="list-style-type: none"> - Explore options to promote arts and culture throughout the community 	Planning and Community Development Staff	Ongoing	Increased community awareness and engagement

Public Works Commission 2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
	Action: Elect Chair and Vice-Chair	Commission	January 13	Elect PWC Chair and Vice-Chair for 2021
	Presentation: New Commissioners	Commission		New Public Works Commissioners are introduced
	Discussion: PWC CIP Project Overview (Information Item)	Staff Liaison		Staff presentation of CIP Projects under the PWC purview
	Presentation: Recognizing outgoing Commissioners (Place Holder if needed)	Staff Liaison		Thanking and recognizing outgoing Commissioners for their service
	Discussion: Westside Reservoir (Information Item)	Staff Liaison		Staff presentation on the integrity of Westside Reservoir and replacement planning.
	Discussion: Measure W 2021-22 FY Safe Clean Water Potential Project Discussion	Deputy Public Works Director of Water and Sustainability	March 10	Staff presentation on Measure W 2021-22 FY Safe Clean Water Potential Project Discussion and receive input from the Commission
	Discussion: Integrated Water and Wastewater Management Plan – Status Update	Deputy Public Works Director of Water and Sustainability		Staff presentation on the updated status of the Integrated Water and Wastewater Management Plan and receive input from the Commission
	Presentation: Graves Reservoir Project	Staff Liaison		Staff presentation on completion of Graves Reservoir Replacement Project.
	Discussion: Prop 68 Storm Water Project between Pasadena and South Pasadena – Status Update	Deputy Public Works Director of Water and Sustainability	May 12	Staff presentation on updated status of the Prop 68 Storm Water Project between Pasadena and South Pasadena
	Discussion: PWC CIP Project Status and Update	Staff Liaison		Staff presentation of CIP Projects Status and Updates
	Discussion: Integrated Water and Wastewater Management Plan	Deputy Public Works Director of Water and Sustainability	July 14	Staff presentation on final Integrated Water and Wastewater

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
				Management Plan and receive input from the Commission
	Discussion: Sewer CCTV Project Update	Staff Liaison		Staff presentation on the status of Sewer CCTV Project
	Discussion: Measure W 2020-27 FY Safe Clean Water Project - Arroyo Seco TRP Status Update	Deputy Public Works Director of Water and Sustainability	September 8	Staff presentation on the status of the Arroyo Seco Technical Resources Program
	Presentation: PW Department Work Order System Update	Staff Liaison		Staff presentation on status of Public Works Department work order system
	Discussion: 2021 Annual Report/ Accomplishments	Commission	November 10	Review the 2021 Annual Report
	Discussion: 2022 Work Plan	Commission		Review the 2022 Work Plan
	Discussion: Prop 68 Storm Water Project between Pasadena and South Pasadena – Status Update	Deputy Public Works Director of Water and Sustainability		Staff presentation on updated status of the Prop 68 Storm Water Project between Pasadena and South Pasadena
	Water Facility Tour	Water Operations Manager	TBD – Pending COVID-19	Tour of the water facilities to have a better understanding of the City's Water System.
	PW Facility Tour	PW Operations Manager	TBD – Pending COVID-19	Tour of the PW facilities to have a better understanding of the City's PW Dept.
	Infrastructure Utility Projects Updates	Staff Liaison	As-Needed	Regular updates on Public Works Projects under construction



City Council Agenda Report

ITEM NO. 9

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Elaine Aguilar, Interim Assistant City Manager

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$135,197.58; General City Warrants in the Amount of \$564,281.90; General City Warrant Voids in the Amount (\$1,631.97); Payroll in the Amount of \$659,942.75; Transfers in the Amount of \$44,000.00.**

Recommendation Action

It is recommended that the City Council approve the Warrants as presented.

Fiscal Impact

Prepaid Warrants:

Warrant # 312152-312157	\$	6,677.33
ACH	\$	128,520.25
Voids	\$	0

General City Warrants:

Warrant # 312158-312230	\$	332,201.23
ACH	\$	232,080.67
Voids	\$	(1,631.97)

Payroll Period Ending 02/28/2021

Wire Transfers (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	38,000.00
Wire Transfers (Acct # 1936)	\$	6,000.00
Supplemental ACH Payment	\$	0

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>1,401,790.26</u>
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Approval of Warrants
March 17, 2021
Page 2 of 2

Legal Review

The City Attorney has not reviewed 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.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Voids
5. Payroll

ATTACHMENT 1
Warrant Summary

**City of South Pasadena
Demand/Warrant Register
Recap by fund**

Date 03.17.2021

Fund No.	Amounts		
	Prepaid	Written	
General Fund	101	113,375.52	101,428.53
Insurance Fund	103	14,422.06	-
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	-	79,110.00
Local Transit Return "A"	205	-	9,491.40
Local Transit Return "C"	207	-	523.09
TEA/Metro	208	-	-
Sewer Fund	210	151.83	139,962.62
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	323.64	84,740.32
Public,Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	42,200.00
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	3,188.07
State Gas Tax	230	359.99	8,933.35
County Park Bond Fund	232	-	3,109.56
Measure R	233	-	4,218.01
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	2,450.36
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	3,942.56	68,087.21
Water Efficiency Fund	503	-	16,839.38
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	2,621.98	-
Column Totals:		135,197.58	564,281.90

Fund No.	Amounts		
	Prepaid	Written	
RSA	227	-	-
RSA Report Totals:		-	-
City Report Totals:			699,479.48

Payroll Period Ending 02/28/2021	659,942.75
Wire Transfer - LAIF	-
Wire Transfer - RSA	-
Wire Transfer - Acct # 2413	38,000.00
Wire Transfer - Acct # 1936	6,000.00
Supplemental ACH Payments	-
Voids - Prepaid	-
Voids - General Warrant	(1,631.97)

Grand Report Total: 1,401,790.26

Diana Mahmud, Mayor

Elaine Aguilar, Interim Assistant City Manager

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Check Detail

User: ealvarez
Printed: 03/03/2021 - 11:25AM



Check Number	Check Date		Amount
FERNO - Ferno-Washington, Inc.			
0	03/03/2021		
		Inv 878176 Medical Supplies - Ambulance Gurneys & I	37,638.44
0 Total:			37,638.44
FERNO - Ferno-Washington, Inc. Total:			37,638.44
ITCR2501 - Intercare Holdings Insurance Svcs			
0	03/03/2021		
		Inv 76-007358 Workers Compensation Claims December 202	2,976.70
		Inv 76-007362 Workers Compensation Claims January 2021	11,445.36
0 Total:			14,422.06
ITCR2501 - Intercare Holdings Insurance Svcs Total:			14,422.06
LACD5011 - L.A.C. DHS			
312152	03/03/2021		
		Inv J Jacobs Paramedic Accreditation for Justin Jacob	150.00
		Inv J Tobias Paramedic Accreditation for JTobias	150.00
312152 Total:			300.00
LACD5011 - L.A.C. DHS Total:			300.00
PayPlus - PayPlus Solutions Insight E-Tools			
312153	03/03/2021		
		Inv 25511 Monthly Conversion of ADP Report to xml	217.00
312153 Total:			217.00
PayPlus - PayPlus Solutions Insight E-Tools Total:			217.00
GSZE4010 - Sze, Gary			
312154	03/03/2021		
		Inv 00411902 Part Time CalPERS Contribution Payment R	2,621.98
312154 Total:			2,621.98
GSZE4010 - Sze, Gary Total:			2,621.98

TOT2010 - TASC

312155	03/03/2021	
Inv IN1886740	Supplemental Insurance Plan Admin. Fee	390.12

312155 Total:		390.12
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TOT2010 - TASC Total: 390.12

COBR7131 - The Advantage Group

0	03/03/2021	
Inv 1208674	March 2021 HRA Premium Reimbursements	15,994.25
Inv 128012	February Admin Fee	300.00

0 Total:		16,294.25
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COBR7131 - The Advantage Group Total: 16,294.25

ZOLL8021 - Zoll Medical Corporation

0	03/03/2021	
Inv 3210527	Medical Supplies - Cables, Batteries, an	2,451.48
Inv 3212666	Medical Supplies - X Series Monitor / De	40,770.32
Inv 3217146	Medical Supplies - Automatic Chest Compr	13,941.12

0 Total:		57,162.92
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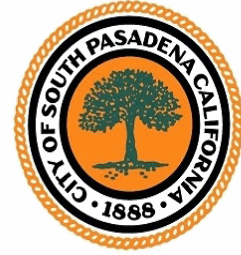
ZOLL8021 - Zoll Medical Corporation Total: 57,162.92

Total:		129,046.77
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Accounts Payable

Checks by Date - Detail by Check Date

User: ealvarez
 Printed: 3/11/2021 11:56 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	DIG0800 40693 40868	Digital Telecommunications Corp IT-Phones March 2021 Voicemail Forwarding of Ext. 380	03/10/2021	955.00 135.00
Total for this ACH Check for Vendor DIG0800:				1,090.00
ACH	POSU8132	Prudential Overall Supply	03/10/2021	
	52421529	Public Works Scrapper Mats at Service Yard 11/10/20		3.87
	52421529	Public Works Scrapper Mats at Service Yard 11/10/20		3.87
	52421529	Public Works Scrapper Mats at Service Yard 11/10/20		3.87
	52421529	Public Works Scrapper Mats at Service Yard 11/10/20		3.87
	52421529	Public Works Scrapper Mats at Service Yard 11/10/20		3.87
	52421530	Public Works Uniform Cleaning Services 11/10/20		9.65
	52421530	Public Works Uniform Cleaning Services 11/10/20		11.45
	52421530	Public Works Uniform Cleaning Services 11/10/20		14.38
	52421530	Public Works Uniform Cleaning Services 11/10/20		9.65
	52421530	Public Works Uniform Cleaning Services 11/10/20		28.57
	52421531	Public Works Uniform Cleaning Services Water Division 11/10/20		26.55
	52421531	Public Works Uniform Cleaning Services Water Division 11/10/20		29.96
	52421532	Public Works Scrapper Mats at Water Division 11/10/2020		6.24
	52421532	Public Works Scrapper Mats at Water Division 11/10/20		6.23
	52423642	Public Works Scrapper Mats at Service Yard 11/17/2020		3.87
	52423642	Public Works Scrapper Mats at Service Yard 11/17/2020		3.87
	52423642	Public Works Scrapper Mats at Service Yard 11/17/2020		3.87
	52423642	Public Works Scrapper Mats at Service Yard 11/17/2020		3.87
	52423642	Public Works Scrapper Mats at Service Yard 11/17/2020		3.87
	52423643	Public Works Uniform Cleaning Services 11/17/20		14.38
	52423643	Public Works Uniform Cleaning Services 11/17/20		9.65
	52423643	Public Works Uniform Cleaning Services 11/17/20		9.65
	52423643	Public Works Uniform Cleaning Services 11/17/20		11.45
	52423643	Public Works Uniform Cleaning Services 11/17/20		28.57
	52423646	Public Works Uniform Cleaning Services Water Division 11/17/2020		30.40
	52423646	Public Works Uniform Cleaning Services Water Division 11/17/2020		26.99
	52423647	Public Works Scrapper Mats Water Division 11/17/2020		6.23
	52423647	Public Works Scrapper Mats Water Division 11/17/2020		6.24
	52425767	Public Works Scrapper Mats at Service Yard 11/24/2020		3.87
	52425767	Public Works Scrapper Mats at Service Yard 11/24/2020		3.87
	52425767	Public Works Scrapper Mats at Service Yard 11/24/2020		3.87
	52425767	Public Works Scrapper Mats at Service Yard 11/24/2020		3.87
	52425767	Public Works Scrapper Mats at Service Yard 11/24/2020		3.87
	52425768	Public Works Uniform Cleaning Services 11/24/2020		28.57
	52425768	Public Works Uniform Cleaning Services 11/24/2020		11.45
	52425768	Public Works Uniform Cleaning Services 11/24/2020		9.65
	52425768	Public Works Uniform Cleaning Services 11/24/2020		14.38
	52425768	Public Works Uniform Cleaning Services 11/24/2020		9.65
	52425769	Public Works Uniform Cleaning Services Water Division 11/24/20		30.84
	52425769	Public Works Uniform Cleaning Services Water Division 11/24/20		32.16
	52425770	Public Works Scrapper Mats at Water Division 11/24/2020		6.23
	52425770	Public Works Scrapper Mats for Water Division 11/24/2020		6.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52427838		Public Works Scrapper Mats at Service Yard	12/01/2020	3.87
52427838		Public Works Scrapper Mats at Service Yard	12/01/2020	3.87
52427838		Public Works Scrapper Mats at Service Yard	12/01/2020	3.87
52427838		Public Works Scrapper Mats at Service Yard	12/01/2020	3.87
52427838		Public Works Scrapper Mats at Service Yard	12/01/2020	3.87
52427839		Public Works Uniform Cleaning Services	12/01/2020	9.49
52427839		Public Works Uniform Cleaning Services	12/01/2020	28.39
52427839		Public Works Uniform Cleaning Services	12/01/2020	12.11
52427839		Public Works Uniform Cleaning Services	12/01/2020	11.27
52427839		Public Works Uniform Cleaning Services	12/01/2020	9.47
52427840		Public Works Uniform Cleaning Services Water Division	12/01/20	33.48
52427840		Public Works Uniform Cleaning Services Water Division	12/01/20	32.16
52427841		Public Works Scrapper Mats at Water Division	12/01/2020	6.24
52427841		Public Works Scrapper Mats at Water Division	12/01/2020	6.23
52429995		Public Works Scrapper Mats at Service Yard	12/08/2020	3.87
52429995		Public Works Scrapper Mats at Service Yard	12/08/2020	3.87
52429995		Public Works Scrapper Mats at Service Yard	12/08/2020	3.87
52429995		Public Works Scrapper Mats at Service Yard	12/08/2020	3.87
52429995		Public Works Scrapper Mats at Service Yard	12/08/2020	3.87
52429996		Public Works Uniform Cleaning Services	12/08/2020	9.47
52429996		Public Works Uniform Cleaning Services	12/08/20	9.49
52429996		Public Works Uniform Cleaning Services	12/08/2020	11.27
52429996		Public Works Uniform Cleaning Services	12/08/2020	12.11
52429996		Public Works Uniform Cleaning Services	12/08/2020	28.39
52429997		Public Works Uniform Cleaning Services Water Division	12/08/20	34.81
52429997		Public Works Uniform Cleaning Services Water Division	12/08/20	32.16
52429998		Public Works Scrapper Mats at Water Division	12/08/2020	6.23
52429998		Public Works Scrapper Mats at Water Division	12/08/2020	6.24
52431949		Public Works Scrapper Mats at Service Yard	12/15/2020	3.87
52431949		Public Works Scrapper Mats at Service Yard	12/15/2020	3.87
52431949		Public Works Scrapper Mats at Service Yard	12/15/2020	3.87
52431949		Public Works Scrapper Mats at Service Yard	12/15/2020	3.87
52431949		Public Works Scrapper Mats at Service Yard	12/15/2020	3.87
52431950		Public Works Uniform Cleaning Services	12/15/2020	28.39
52431950		Public Works Uniform Cleaning Services FY20-21		11.27
52431950		Public Works Uniform Cleaning Services	12/15/2020	12.11
52431950		Public Works Uniform Cleaning Services	12/15/2020	9.49
52431950		Public Works Uniform Cleaning Services	12/15/2020	9.47
52431951		Public Works Uniform Cleaning Services Water Division	12/15/20	32.49
52431951		Public Works Uniform Cleaning Services Water Division	12/15/20	31.72
52431952		Public Works Scrapper Mats at Water Division	12/15/2020	6.24
52431952		Public Works Scrapper Mats at Water Division	12/15/2020	6.23
52434035		Public Works Scrapper Mats at Service Yard	12/22/2020	3.87
52434035		Public Works Scrapper Mats at Service Yard	12/22/2020	3.87
52434035		Public Works Scrapper Mats at Service Yard	12/22/2020	3.87
52434035		Public Works Scrapper Mats at Service Yard	12/22/2020	3.87
52434035		Public Works Scrapper Mats at Service Yard	12/22/2020	3.87
52434037		Public Works Uniform Cleaning Services Water Division	12/22/20	29.96
52434037		Public Works Uniform Cleaning Services Water Division	12/22/20	31.28
52434038		Public Works Scrapper Mats at Water Division	12/22/2020	6.24
52434038		Public Works Scrapper Mats at Water Division	12/22/2020	6.23
52436026		Public Works Scrapper Mats at Service Yard	12/29/2020	3.87
52436026		Public Works Scrapper Mats at Service Yard	12/29/2020	3.87
52436026		Public Works Scrapper Mats at Service Yard	12/29/2020	3.87
52436026		Public Works Scrapper Mats at Service Yard	12/29/2020	3.87
52436026		Public Works Scrapper Mats at Service Yard	12/29/2020	3.87
52436027		Public Works Uniform Cleaning Services	12/29/2020	11.27
52436027		Public Works Uniform Cleaning Services	12/29/2020	9.47
52436027		Public Works Uniform Cleaning Services	12/29/2020	9.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	52436027	Public Works Uniform Cleaning Services	12/29/2020	28.39
	52436027	Public Works Uniform Cleaning Services	12/29/2020	9.47
	52436028	Public Works Uniform Cleaning Services Water Division	12/29/20	31.28
	52436028	Public Works Uniform Cleaning Services Water Division	12/29/20	29.96
	52436029	Public Works Scrapper Mats at Water Division	12/29/2020	6.24
	52436029	Public Works Scrapper Mats at Water Division	12/29/2020	6.23
	52438062	Public Works Scrapper Mats at Service Yard	01/05/2021	3.87
	52438062	Public Works Scrapper Mats at Service Yard	01/05/2021	3.87
	52438062	Public Works Scrapper Mats at Service Yard	01/05/2021	3.87
	52438062	Public Works Scrapper Mats at Service Yard	01/05/2021	3.87
	52438062	Public Works Scrapper Mats at Service Yard	01/05/2021	3.87
	52438063	Public Works Uniform Cleaning Services	01/05/2021	11.27
	52438063	Public Works Uniform Cleaning Services	01/05/2021	9.47
	52438063	Public Works Uniform Cleaning Services	01/05/2021	12.11
	52438063	Public Works Uniform Cleaning Services	01/05/2021	9.49
	52438063	Public Works Uniform Cleaning Services	01/05/2021	28.39
	52438064	Public Works Uniform Cleaning Services Water		31.28
	52438064	Public Works Uniform Cleaning Services Water		29.96
	52438065	Public Works Scrapper Mats Water Division	01/05/21	6.23
	52438065	Public Works Scrapper Mats Water Division	01/05/21	6.24
	52440085	Public Works Scrapper Mats at Service Yard	01/12/21	3.87
	52440085	Public Works Scrapper Mats at Service Yard	01/12/21	3.87
	52440085	Public Works Scrapper Mats at Service Yard	01/12/21	3.87
	52440085	Public Works Scrapper Mats at Service Yard	01/12/21	3.87
	52440085	Public Works Scrapper Mats at Service Yard	01/12/21	3.87
	52440086	Public Works Uniform Cleaning Services	01/12/2021	11.27
	52440086	Public Works Uniform Cleaning Services	01/12/2021	12.11
	52440086	Public Works Uniform Cleaning Services	01/12/2021	9.49
	52440086	Public Works Uniform Cleaning Services	01/12/2021	9.47
	52440086	Public Works Uniform Cleaning Services	01/12/2021	28.39
	52440087	Public Works Uniform Cleaning Services Water Division	01/12/21	31.28
	52440087	Public Works Uniform Cleaning Services Water Division	01/12/21	29.96
	52440088	Public Works Scrapper Mats at Water Division	01/12/2021	6.23
	52440088	Public Works Scrapper Mats at Water Division	01/12/2021	6.24
	52442106	Public Works Scrapper Mats at Service Yard	01/19/21	3.87
	52442106	Public Works Scrapper Mats at Service Yard	01/19/21	3.87
	52442106	Public Works Scrapper Mats at Service Yard	01/19/21	3.87
	52442106	Public Works Scrapper Mats at Service Yard	01/19/21	3.87
	52442106	Public Works Scrapper Mats at Service Yard	01/19/21	3.87
	52442107	Public Works Uniform Cleaning Services	01/19/2021	9.83
	52442107	Public Works Uniform Cleaning Services	01/19/2021	9.81
	52442107	Public Works Uniform Cleaning Services	01/19/2021	12.47
	52442107	Public Works Uniform Cleaning Services	01/19/2021	11.63
	52442107	Public Works Uniform Cleaning Services	01/19/2021	28.75
	52442108	Public Works Uniform Cleaning Services Water Division	01/19/21	31.28
	52442108	Public Works Uniform Cleaning Services Water Division	01/19/21	29.96
	52442109	Public Works Scrapper Mats at Water Division	01/19/21	6.24
	52442109	Public Works Scrapper Mats at Water Division	01/19/21	6.23
	52444145	Public Works Scrapper Mats at Service Yard	01/26/21	3.87
	52444145	Public Works Scrapper Mats at Service Yard	01/26/21	3.87
	52444145	Public Works Scrapper Mats at Service Yard	01/26/21	3.87
	52444145	Public Works Scrapper Mats at Service Yard	01/26/21	3.87
	52444145	Public Works Scrapper Mats at Service Yard	01/26/21	3.87
	52444146	Public Works Uniform Cleaning Services	01/26/21	9.81
	52444146	Public Works Uniform Cleaning Services	01/26/21	9.83
	52444146	Public Works Uniform Cleaning Services	01/26/21	11.63
	52444146	Public Works Uniform Cleaning Services	01/26/21	12.47
	52444146	Public Works Uniform Cleaning Services	01/26/21	28.75
	52444147	Public Works Uniform Cleaning Services Water Division	01/26/21	30.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	52444147	Public Works Uniform Cleaning Services Water Division	01/26/21	32.16
	52444148	Public Works Scrapper Mats Water Division	01/26/21	6.23
	52444148	Public Works Scrapper Mats Water Division	01/26/21	6.24
Total for this ACH Check for Vendor POSU8132:				1,912.58
312156	DTV5012	DIRECTV	03/10/2021	
	068653046x21030	EOC Communications Account # 068653046 (March 2021)		98.23
Total for Check Number 312156:				98.23
312157	URBA3011	Urban Futures Inc.	03/10/2021	
	CD-2020-106	2013 & 2016 Water Revenue Bond - Cont. Discl. FY2019		3,050.00
Total for Check Number 312157:				3,050.00
Total for 3/10/2021:				6,150.81
Report Total (4 checks):				6,150.81

ATTACHMENT 3
General City Warrant List

Accounts Payable

Checks by Date - Detail by Check Date

User: ealvarez
 Printed: 3/11/2021 2:37 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AIR6010 9107900038	Airgas USA LLC Propane for Service Yard & Forklift	03/17/2021	311.26
Total for this ACH Check for Vendor AIR6010:				311.26
ACH	AMPM5011 40978-45901 41623-45417	AM/PM Door, Inc. Citywide Automatic Door Repairs Citywide Automatic Door Repairs	03/17/2021	685.00 349.16
Total for this ACH Check for Vendor AMPM5011:				1,034.16
ACH	CAEN9297 195028 195028	Carollo Engineers Preparation of City's Integrated Water & Wastewater Mgt. Plan Preparation of City's Integrated Water & Wastewater Mgt. Plan	03/17/2021	22,877.35 1,134.80
Total for this ACH Check for Vendor CAEN9297:				24,012.15
ACH	CDW5246 5843679 6596458	CDW Government LLC 3 Adobe Cloud Subscriptions Replacement of UPS Phone System	03/17/2021	2,844.06 1,421.88
Total for this ACH Check for Vendor CDW5246:				4,265.94
ACH	CHA3010 7658 7659 7717	SPCC Corp South Pasadena Chamber of Commerce BIT for FY20-21 South Pasadena Chamber of Commerce BIT for FY20-21 Holiday Lighting & Decoration of Business District	03/17/2021	21,100.00 21,100.00 8,370.00
Total for this ACH Check for Vendor CHA3010:				50,570.00
ACH	DATA5000 SPMR3132	SPMR (Datamatic Inc.) Smart Phone Meter Reading System (SPMR) Annual Fees & Licenses.	03/17/2021	6,270.00
Total for this ACH Check for Vendor DATA5000:				6,270.00
ACH	DDL8010 2299	Dr. Detail Ph.D Pressure Wash of Library Patio	03/17/2021	270.00
Total for this ACH Check for Vendor DDL8010:				270.00
ACH	ECC9000 14	E.C.Construction Measure R Monterey Rd. St. Improvement	03/17/2021	4,218.01
Total for this ACH Check for Vendor ECC9000:				4,218.01
ACH	EURO6710 C0003353	Eurofins Eaton Analytical Annual Water Quality Testing January 2021	03/17/2021	3,100.00
Total for this ACH Check for Vendor EURO6710:				3,100.00
ACH	GPPT9090 451838	Gopher Patrol Rodent Control City Parks February 13th 2021	03/17/2021	250.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor GPPT9090:				250.00
ACH	JHMS8020	JHM Supply	03/17/2021	
	117269/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		167.88
	229702/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		61.13
	234765/1	Water Division Supplies		324.14
	238879/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		24.62
	239946/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		186.09
	240287/1	Water Division Supplies		10.13
	240645/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		260.31
	241402/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		57.51
	242299/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		52.59
	243274/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		402.63
Total for this ACH Check for Vendor JHMS8020:				1,547.03
ACH	LDCR6410	LandCare USA LLC	03/17/2021	
	358118	Landcape Services November 2020		1,468.08
	358118	Landcape Services November 2020		18,225.17
	358118	Landcape Services November 2020		1,200.00
	358118	Landcape Services November 2020		3,682.69
	369086	Monthly Landscape Services December 2020		18,225.17
	369086	Monthly Landscape Services December 2020		3,682.69
	369086	Monthly Landscape Services December 2020		1,468.08
	369086	Monthly Landscape Services December 2020		1,200.00
Total for this ACH Check for Vendor LDCR6410:				49,151.88
ACH	POS5265	Post Alarm Systems	03/17/2021	
	1347213	Monthly Post Alarm System for WMB March 2021		51.74
	1347213	Monthly Post Alarm System for Recreation Bldg. March 2021		51.74
Total for this ACH Check for Vendor POS5265:				103.48
ACH	REP6115	Siemens Mobility, Inc.	03/17/2021	
	5610231846	Citywide Traffic Signal Maintenance & Repairs June 2020		2,163.63
	5610235371	Citywide Traffic Signal Maintenance & Repairs July 2020		2,163.63
	5610238883	Citywide Traffic Signal Maintenance & Repairs August 2020		2,163.63
	5610243533	Citywide Traffic Signal Maintenance & Repairs September 2020		2,163.63
	5610251765	Citywide Traffic Signal Maintenance November 2020		2,163.63
	5620029448	Citywide Traffic Signal Response Call Outs June 2020		1,425.59
	5620031002	Citywide Traffic Signal Respons Call Outs August 2020		5,630.26
	5620031258	Citywide Traffic Signal Response Call Outs November 2020		5,459.46
	5620031803	Citywide Traffic Signal Response Call Outs July 2020		4,633.79
	5620032920	Citywide Traffic Signal Reponse Call Outs September 2020		3,384.34
Total for this ACH Check for Vendor REP6115:				31,351.59
ACH	SGMC2013	St. George's Medical Clinic	03/17/2021	
	112433.0	COVID-19 Test		200.00
	116555.0	DMV Renewal Examination		120.00
	122039.0	COVID-19 Test		200.00
	122142.0	COVID-19 Test		200.00
	128204.0	Pre-Employment Medical Exam		110.00
	128216.0	COVID-19 Test		200.00
	128329.0	Pre-Employment Medical Exam		250.00
	128358.0	Pre-Employment Medical Exam		250.00
	128594.0	Pre-Employment Medical Exam		110.00
	128597.0	Pre-Employment Medical Exam		650.00
	128614.0	Pre-Employment Medical Exam		110.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	128742.0	Fit for Duty Examination		295.00
	128771.0	Pre-Employment Medical Exam		650.00
	128900.0	COVID-19 Test		175.00
	128944.0	Pre-Employment Medical Exam		110.00
	129056.0	COVID-19 Test		200.00
	129063.0	COVID-19 Test		200.00
	129172.0	Pre-Employment Medical Exam		175.00
	129411.0	Pre-Employment Medical Exam		175.00
	84755.0	Pre-Employment Medical Exam		110.00
	85113.0	Pre-Employment Medical Exam		250.00
	86538.0	COVID-19 Test		200.00
	86573.0	Pre-Employment Medical Exam		200.00
Total for this ACH Check for Vendor SGMC2013:				5,140.00
ACH	STA5219	Staples Business Advantage	03/17/2021	
	3465484855	PD Office Supplies		39.65
	3465484856	PD Office Supplies		224.09
	3465848692	PD Office Supplies		21.27
	3467185336	Fire Department Supplies		-60.62
	3467892637	PD Office Supplies		138.82
	3467892638	PD Office Supplies		10.24
	3467981812	Fire Department Supplies		78.66
	3467981813	Fire Department Supplies		0.28
	3468047597	PD Office Supplies		19.82
	3468281119	Library Office Supplies		52.31
	3468281185	PD Office Supplies		384.45
	3468541390	Library Office Supplies		12.77
	3468887526	PD Office Supplies		71.03
	3468960510	Management Services, City Clerk, and Council C		295.69
	3468960511	Fire Department Supplies		127.61
	3468960513	PD Office Supplies		394.08
	3468960514	PD Office Supplies		287.22
	3468960515	PD Office Supplies		242.51
	3468960516	PD Office Supplies		281.53
	3468960517	PD Office Supplies		126.18
	3469038415	Management Services, City Clerk, and Council C		110.24
	3469038416	PD Office Supplies		100.32
	3470487964	Fire Department Supplies		183.02
Total for this ACH Check for Vendor STA5219:				3,141.17
ACH	WES4152	West Coast Arborists, Inc.	03/17/2021	
	167000	Street Tree Maint. Removal		560.00
	169010	Street Tree Maint. 01/16-01/31/21		1,244.00
	169010	Street Tree Maint. 01/16-01/31/21		18,320.00
	169010	Park Maint. 01/16-01/31/21		2,240.00
	169596	Street Tree Maint. 02/01-02/17/21		3,525.00
	169596	Street Tree Maint. 02/01-02/17/21		16,880.00
	169596	Street Tree Maint. 02/01-02/17/21		4,575.00
Total for this ACH Check for Vendor WES4152:				47,344.00
312158	AAEN8170	A & A Enterprises Inc.	03/17/2021	
	146842	Annual Fire Alarm Testing @ Meridian Parking		310.00
Total for Check Number 312158:				310.00
312159	ACHG2013	A-Check Global	03/17/2021	
	59-0635420	Electronic Background Services 01/29/2021		72.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 312159:	72.25
312160	ALC4018 69859	Alco Target Company Weapon Cleaning Kit	03/17/2021	219.97
			Total for Check Number 312160:	219.97
312161	ALH0181 10.09.2020 10.31.2020 11.26.2020 12.15.2020 586.18	Alhambra Hospital Med Ctr Fire Department Medical Supplies Fire Department Medical Supplies Fire Department Medical Supplies Fire Department Medical Supplies Fire Department Medical Supplies	03/17/2021	45.78 274.31 240.23 71.47 586.18
			Total for Check Number 312161:	1,217.97
312162	ANPL6710 06464	Anthony's Backflow Testing Annual City Backflow Device Testing FY2020	03/17/2021	2,555.00
			Total for Check Number 312162:	2,555.00
312163	EMPI5011 S4473386.001 S4473386.002 S4473386.003 S4499495.001	AramSCO, Inc. (Formerly Empire Cleaning & Maintenance) Cleaning Supplies for Fire Station Cleaning Supplies for Fire Station Cleaning Supplies for Fire Station Cleaning Supplies for Fire Station	03/17/2021	117.38 128.32 128.32 506.80
			Total for Check Number 312163:	880.82
312164	ATSS6010 9398865 9545401 9545402 9691932 9691934 9838341 9838342	Athens Services Street Sweeping October 2020 Street Sweeping November 2020 Athens Bus Bench Pickup November 2020 Street Sweeping December 2020 Athens Bus Bench Pickup December 2020 Street Sweeping January 2021 Athens Bus Bench Pickup January 2021	03/17/2021	750.00 750.00 2,163.80 750.00 2,163.80 750.00 2,163.80
			Total for Check Number 312164:	9,491.40
312165	BT4U8180 0121-3319 0121-3319	Better 4 You Meals Meals for Onsite Program January 2021 Meals for Onsite Program January 2021	03/17/2021	2,977.64 2,450.36
			Total for Check Number 312165:	5,428.00
312166	CAL6695 101521002151102	CA American Water Co. Water Connection Fee 11/21-12/22/2020	03/17/2021	10.81
			Total for Check Number 312166:	10.81
312167	CAL5236 1830479 1840124 1841916 1842913 1844486 1846117 1847716	CA Linen Services Fire Department Linen Services Fire Department Linen Services Fire Department Linen Services Fire Department Linen Services Fire Department Linen Services Fire Department Linen Services Fire Department Linen Services	03/17/2021	87.27 89.83 -22.03 85.76 86.89 103.98 93.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 312167:	524.90
312168	CAN0607 20263 20263 20263 20263	Cantu Graphics Business Cards for Public Works Staff Business Cards for Public Works Staff Business Cards for Public Works Staff Business Cards for Public Works Staff	03/17/2021	66.04 33.02 33.02 99.06
			Total for Check Number 312168:	231.14
312169	GBCR4011 11.18-11.22.19	Gilberto Carrillo Reimb, Training Class for Officer Carillo (11/18)	03/17/2021	254.60
			Total for Check Number 312169:	254.60
312170	CHAG8032 6601-6612	Emily Chang Contract Class Instructor Kindermusik & Group	03/17/2021	289.60
			Total for Check Number 312170:	289.60
312171	CHE6010 671182 672215	Chem Pro Laboratory, Inc. AC, Water Treatment, and Testing Services January 2021 AC, Water Treatment, and Testing Services February 2021	03/17/2021	144.00 144.00
			Total for Check Number 312171:	288.00
312172	YYCH5270 113335	Yayoi Chen Refund for Class Cancellation due to COVID-19	03/17/2021	110.00
			Total for Check Number 312172:	110.00
312173	SOU5340 01.11.2021 01.19.2021 02.25.2021 03.11.2020 06.12.2020 07.10.2020 11.13.2020 11.19.2020	City of South Pasadena-Library Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash	03/17/2021	8.14 25.10 20.18 24.87 52.35 33.92 22.77 10.00
			Total for Check Number 312173:	197.33
312174	CLMCSC82 051721-004	Class Motorcycle Schools Training Class for Motor Officers Holland & Sar	03/17/2021	590.00
			Total for Check Number 312174:	590.00
312175	CORE6011 82062089	CoreLogic Information Solutions, Inc. LACO Property Information Database	03/17/2021	300.00
			Total for Check Number 312175:	300.00
312176	DEM0777 6911167	Demco CD/ DVD Overlay Tags	03/17/2021	485.01
			Total for Check Number 312176:	485.01
312177	LCPH6710 IN0899060 IN0902824	Department of Public Health Backflow Assembly Invoice FY20-21 Backflow Assembly Invoice FY20-21	03/17/2021	1,702.00 37.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	IN0902825	Backflow Assembly Invoice FY20-21		444.00
	IN0902826	Backflow Assembly Invoice FY20-21		37.00
	IN0902827	Backflow Assembly Invoice FY20-21		37.00
	IN0902828	Backflow Assembly Invoice FY20-21		37.00
	IN0907808	Backflow Assembly Invoice FY20-21		148.00
			Total for Check Number 312177:	2,442.00
312178	DOJ4011 493113	Dept of Justice PD Fingerprinting Applications for January 2021	03/17/2021	32.00
			Total for Check Number 312178:	32.00
312179	CSDI6601 E1777610SB	Dept. of Industrial Relations Elevator Conveyance Remittance	03/17/2021	225.00
			Total for Check Number 312179:	225.00
312180	DFMA1022 2021 DFM	DFM Associates 2021 California Election Codes	03/17/2021	61.13
			Total for Check Number 312180:	61.13
312181	DUNN9257 2170086832	Dunn Edwards Paints Black Paint for Employee Parking Lot & Railing	03/17/2021	89.87
			Total for Check Number 312181:	89.87
312182	EMPC9000 12072 12083	Empire Pipe Cleaning & Equipment Inc. 2020 Sewer CCTV Inspection & Cleaning Project 2020 Sewer CCTV Inspection & Cleaning Project	03/17/2021	68,580.00 68,580.00
			Total for Check Number 312182:	137,160.00
312183	ENT5426 0154318-IN 0154319-IN 0154320-IN 0154321-IN	Entenmann-Rovin Badges for Detective Badges for Detective Badges for Detective Badges for Detective	03/17/2021	118.19 118.19 118.19 118.19
			Total for Check Number 312183:	472.76
312184	FRGS6011 549	Fair Oaks Gas & Smog Smog Inspection on Unit # 327	03/17/2021	50.00
			Total for Check Number 312184:	50.00
312185	GAR5011 134365 134365 134775 135517	Garvey Equipment Co Tools & Supplies for Parks Division Tools & Supplies for Parks Division Tools & Supplies for Parks Division Tools & Supplies for Parks Division	03/17/2021	73.87 36.19 205.03 159.95
			Total for Check Number 312185:	475.04
312186	THR5910 5266 5283 5347 5422 5500	George L.Throop Co. Street Division Materials & Products Garfield Park Bench Slab Concrete @ 425 Fremont 1200 BK Sidewalk Repair Citywide Concrete Repairs	03/17/2021	476.70 116.31 147.68 467.18 560.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 312186:	1,768.49
312187	GLO4010 TRP/100147420 TRP/100147426	Glock Professional, Inc. Advanced Armorer's Course Lt. Dubois (08/18-19/2021) Advanced Armorer's Course Officer Giron-Garrido (08/18-19/2021)	03/17/2021	400.00 250.00
			Total for Check Number 312187:	650.00
312188	GOLD6417 17391	Golden Bell Products, Inc. Lift station Degreaser & Golden Bio Blocks	03/17/2021	709.56
			Total for Check Number 312188:	709.56
312189	HAA5569 W64944	Haaker Equipment Company Repair of Electrical Pump on Vector Truck	03/17/2021	1,197.70
			Total for Check Number 312189:	1,197.70
312190	PRHL4610 B-155802	Patrick D Haley Refund Parking Citation # 266125473 Overpaym	03/17/2021	5.00
			Total for Check Number 312190:	5.00
312191	HIW6710 107027	Hi-Way Safety Inc Purchase of Traffic Signs for Hermosa & Arroyo	03/17/2021	568.92
			Total for Check Number 312191:	568.92
312192	HRCS2011 1 2 3 4 5 6	Housing Rights Center Housing Rights Center Dues July 2020 Housing Rights Center Dues August 2020 Housing Rights Center Dues September 2020 Housing Rights Center Dues October 2020 Housing Rights Center Dues FY2020-21 Housing Rights Center Dues December 2020	03/17/2021	231.26 202.43 209.98 847.20 806.19 891.01
			Total for Check Number 312192:	3,188.07
312193	INMC9010 16083 16084	Inland Mechanical Services, Inc. 2020 Civic Center & PD Dept. HVAC System R 2020 Civic Center & PD Dept. HVAC System R	03/17/2021	28,392.00 50,718.00
			Total for Check Number 312193:	79,110.00
312194	JCRS5011 48975	Jones Coffee Roasters Fire Department Supplies	03/17/2021	139.05
			Total for Check Number 312194:	139.05
312195	KSTS5265 113357	Tsai Yen Kishimoto Refund for Cancelled Trip to Getty Villa	03/17/2021	10.00
			Total for Check Number 312195:	10.00
312196	KOAC6010 JC02077-2	KOA Corporation Professional Service Grant Application	03/17/2021	1,330.00
			Total for Check Number 312196:	1,330.00
312197	LADA8021 20-1042	L.A.C. District Attorney's Legal Services for April 2020 (Cases # 84119 & 85985)	03/17/2021	95.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 312197:	95.35
312198	LIFE822 1076065	Life-Assist Inc. Fire Department Medical Supplies: Nitrile Gloves (M)	03/17/2021	264.60
			Total for Check Number 312198:	264.60
312199	MAT5563 25131 25256	Matt Chlor Inc Sodium Hypochlorite Chlorine Purchase for Reservoir Sodium Hypochlorite Chlorine Purchase for Reservoir	03/17/2021	62.21 124.41
			Total for Check Number 312199:	186.62
312200	MCM2352 51389691	McMaster Carr Supply Co Replacement Chisel for Jackhammer Water Division	03/17/2021	173.02
			Total for Check Number 312200:	173.02
312201	MER2145 628043 628043 628043 628043 628043	Merit Oil Company Unleaded Fuel for City Departments Unleaded Fuel for City Departments Unleaded Fuel for City Departments Unleaded Fuel for City Departments Unleaded Fuel for City Departments	03/17/2021	138.89 555.62 5,972.92 138.91 138.91
			Total for Check Number 312201:	6,945.25
312202	KLSR8032 6507-6509-6513	North American Youth Activities LLC Class Instructor for Online Tot Soccer, Parent & Me, Soccer	03/17/2021	96.00
			Total for Check Number 312202:	96.00
312203	OREI6711 3213-200531	O' Reilly Automotive Inc. Streets Division Automotive Supplies	03/17/2021	23.83
			Total for Check Number 312203:	23.83
312204	OTCB8032 706817857-01	OTC Brands, Inc. Supplies for Winter Rec-tivity Bags	03/17/2021	296.87
			Total for Check Number 312204:	296.87
312205	PRKA8267 6517 6521 6523 6529 6530 6540 6557	Parker-Anderson Online Class Instructor: Recycled Art Workshop Online Class Instructor: Techkidz Minecraft Online Class Instructor: Wildlife Biology Online Class Instructor: Coding Wizards Online Class Instructor: Kids Cooking Academy Online Class Instructor: Hogwarts Academy Online Class Instructor: Steamlab 3D Printing	03/17/2021	60.00 60.00 60.00 60.00 60.00 60.00 120.00
			Total for Check Number 312205:	480.00
312206	PAKH5011 1010779563	Parkhouse Tire Inc. Vehicle Maint. - Fire Engine AU81	03/17/2021	1,232.45
			Total for Check Number 312206:	1,232.45
312207	POIN8032 6660	Pointe by Pointe Class Instructor: Senior Cardio/Stretch/Conditioning	03/17/2021	64.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 312207:	64.00
312208	RIPU8540 16231	Roadline Products Inc. USA Citywide Signage Placement on Roadways	03/17/2021	4,436.46
			Total for Check Number 312208:	4,436.46
312209	ROTH6010	Roth Staffing Companies	03/17/2021	
	13939800	Temporary Staffing for Water Conservation Division W/E 10/11/20		800.63
	13940533	Temporary Staffing for Water Conservation Division W/E 10/18/20		918.75
	13943075	Temporary Staffing for Water Conservation Division W/E 10/25/20		997.50
	13945624	Temporary Staffing for Water Conservation Division W/E 11/01/20		997.50
	13948203	Temporary Staffing for Water Conservation Division W/E 11/08/20		997.50
	13950794	Temporary Staffing for Water Conservation Division W/E 11/15/20		997.50
	13953450	Temporary Staffing for Water Conservation Division W/E 11/22/20		1,260.00
	13956007	Temporary Staffing for Water Conservation Division W/E 11/29/20		840.00
	13958664	Temporary Staffing for Water Conservation Division W/E 12/06/20		997.50
	13961323	Temporary Staffing for Water Conservation Division W/E 12/13/20		997.50
	13964037	Temporary Staffing for Water Conservation Division W/E 12/20/202		997.50
	13966714	Temporary Staffing for Water Conservation Division W/E 12/27/20		997.50
	13971869	Temporary Staffing for Water Conservation Division W/E 01/10/21		1,050.00
	13974542	Temporary Staffing for Water Conservation Division W/E 1/17/21		997.50
	13977194	Temporary Staffing for Water Conservation Division W/E 01/24/21		997.50
	13979837	Temporary Staffing for Water Conservation Division W/E 01/31/21		997.50
	13982524	Temporary Staffing for Water Conservation Division W/E 02/07/21		997.50
			Total for Check Number 312209:	16,839.38
312210	SAN4958 17665	San Marino Security System Quarterly Fire Alarm & Level Monitoring Servic	03/17/2021	702.00
			Total for Check Number 312210:	702.00
312211	SCF1400 1767966-IN	SC Fuels Gasoline for PW Yard Fuel Station 12/03/2020	03/17/2021	5,399.58
			Total for Check Number 312211:	5,399.58
312212	SCAT6710	Scott's Automotive	03/17/2021	
	15118	Vehicle Maint. Water Division Unit # 19 Pump Repair		564.86
	15220	Oil Change for Parks Unit # 636		53.45
	15662	Smog Check on Street Division Unit # 328		54.75
	15666	Smog Check on Street Division Unit # 350		63.00
	15680	Brake Pads for Unit # 612		150.91
	15729	Battery Replacement Unit # 612		151.69
	15746	Police Department Vehicle Maint. & Repairs Unit # 1408		49.13
	15749	Police Department Vehicle Maint. & Repairs Unit # 198		85.00
	15751	Police Department Vehicle Maint. & Repairs Unit # 1405		297.33
	15766	Police Department Vehicle Maint. & Repairs Unit # 198		85.00
	15768	Police Department Vehicle Maint. & Repairs Unit # 1405		53.45
	15773	Police Department Vehicle Maint. & Repairs Unit # 1201		238.30
	15774	PW Boom Truck Unit 635 Fuel Filter & Intake Maint.		101.85
	15775	Preventative Vehicle Maint. Unit # 612		157.04
	15779	Police Department Vehicle Maint. & Repairs Unit # 1201		87.14
			Total for Check Number 312212:	2,192.90
312213	SDSI0107 230683 230684	SDS Security Design Systems Maint. Services Access Control @ Council Chambers 02/01-02/28/21 City Hall Access Control First Floor 02/01-02/28/21	03/17/2021	67.12 101.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	230685	Maint. Services Access Control City Hall Gate 0		45.66
	230687	Maint. Services Access Control Fire Dept. EOC		77.14
Total for Check Number 312213:				291.63
312214	SOGA6501	SoCalGAS	03/17/2021	
	196-493-8529 1	CNG for PW & Transit(01/01-02/01/2021)		75.84
	196-493-8529 1	CNG for PW & Transit(01/01-02/01/2021)		75.84
	196-493-8529 1	CNG for PW & Transit(01/01-02/01/2021)		75.84
	196-493-8529 1	CNG for PW & Transit(01/01-02/01/2021)		75.84
	196-493-8529 1	CNG for PW & Transit(01/01-02/01/2021)		75.84
	196-493-8529 1	CNG for PW & Transit(01/01-02/01/2021)		75.81
Total for Check Number 312214:				455.01
312215	SOU5132	South Coast A.Q.M.D	03/17/2021	
	3674526	Emission Fees for 825 Mission St.		13.64
Total for Check Number 312215:				13.64
312216	SUVA8022	Sunset Vans Inc.	03/17/2021	
	19332	Wheelchair Maint. Repair of Lift Station for Comm. Svcs. Vehicle		357.25
	19333	Maint. & Inspection of Units 75 & 80		90.00
Total for Check Number 312216:				447.25
312217	SWRCB900	SWRCB Accounting Office	03/17/2021	
	LW-1028977	Water System Annual Fees 07/01/2020-06/30/2021		24,558.60
Total for Check Number 312217:				24,558.60
312218	HODE8011	The Home Depot Pro (Formerly Supply Wc	03/17/2021	
	544143266	Sanitizer Refills & Supplies for Library		63.90
	561843830	Sanitizer Refills & Supplies for Library		19.75
	588048579	Sanitizer Refills & Supplies for Library		127.81
Total for Check Number 312218:				211.46
312219	TLSI8011	The Library Store Inc.	03/17/2021	
	489075	Thermal Printed Tags 1.5" DVD/CD Labels		87.42
Total for Check Number 312219:				87.42
312220	LEBE8032	The Skateside, LLC	03/17/2021	
	6674	Class Instructor: The Skateside After School (February 2021)		2,513.70
Total for Check Number 312220:				2,513.70
312221	TYTH2990	Ryan Thomas	03/17/2021	
	PW368	Refund Water Service Installation Deposit Acct # 18751		1,418.48
Total for Check Number 312221:				1,418.48
312222	TIM4011	Time Warner Cable	03/17/2021	
	0311712021121	Account # 8448 30 008 0311712 (02/11-03/10/21)		524.93
	0311712021121	Account # 8448 30 008 0311712 (02/11-03/10/21)		1,574.79
	0357905020521	Account # 8448 30 008 0357905 (02/05-03/04/21)		130.55
Total for Check Number 312222:				2,230.27
312223	TAEV9224	Total Access Elevator Inc.	03/17/2021	
	64105	City Wide Elevator Service & Preventative Main. Feb. 2020		400.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	64105	City Wide Elevator Service & Preventative Mair		630.75
			Total for Check Number 312223:	1,030.75
312224	ANTS5320 16796	Andy Tsai Refund for Closed Water Account # 16796	03/17/2021	86.19
			Total for Check Number 312224:	86.19
312225	POR4707 114-11644800 214-2881671	United Site Services, Inc. Building Maint. for Portable Sink & Toilet Building Maint. for Portable Sink & Toilet	03/17/2021	1,800.04 -250.02
			Total for Check Number 312225:	1,550.02
312226	VUL6601 72832164	Vulcan Materials Co. & Affiliates Asphalt, Emulsion, Crushed Aggregate	03/17/2021	2,113.60
			Total for Check Number 312226:	2,113.60
312227	WIS2563 11.03-12.11.20	Randy Wise Reimb. Training Class Crpl. Wise (11/03/12/11/2020)	03/17/2021	468.51
			Total for Check Number 312227:	468.51
312228	GRA1244 SPAS0121 SPAS0820	Woods Maintenance Services, Inc. City Wide Graffiti Removal Services January 2021 City Wide Graffiti Removal Services August 2020	03/17/2021	855.00 855.00
			Total for Check Number 312228:	1,710.00
312229	ZAN1111 P15536	Eric Zanteson Reimburse Paramedic License Renewal for Eric Zanteson	03/17/2021	225.00
			Total for Check Number 312229:	225.00
312230	ZPCM5270 113305	Camryn Zappaterra Refund for Class Cancellation due to COVID-19	03/17/2021	220.00
			Total for Check Number 312230:	220.00
			Total for 3/17/2021:	564,281.90
			Report Total (90 checks):	564,281.90

ATTACHMENT 4
Prepaid & Warrant Voids

Accounts Payable

Void Check Proof List

User: ealvarez
 Printed: 03/08/2021 - 9:24AM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: HDLC3011				HdL Coren & Cone						
Check No: 312054		Check Date: 02/17/2021								
	300.00	SIN005952	12/30/2020	Contract Services - Transaction Tax				3185	No	1
101-3010-3011-8170-000										
	1,331.97	SIN005655	12/21/2020	Contract Services - Sales Tax				3185	No	1
101-3010-3011-8170-000										
Check Total:	<u>1,631.97</u>									
Vendor Total:	<u>1,631.97</u>									
Report Total:	<u><u>1,631.97</u></u>									

ATTACHMENT 5
Payroll Summary

Liability	Taxes Debited			
	Federal Income Tax		96,971.16	
	Earned Income Credit Advances		.00	
	Social Security - EE		1,331.70	
	Social Security - ER		1,331.70	
	Social Security Adj - EE		.00	
	Medicare - EE		10,479.82	
	Medicare - ER		10,479.84	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	Families First FMLA-PSL Payments Credit		.00	
	Families First ER Medicare Credit		.00	
	Families First FMLA-PSL Health Care Premium Credit		.00	
	CARES Retention Qualified Payments Credit		.00	
	CARES Retention Qualified Health Care Credit		.00	
	State Income Tax		39,523.37	
	State Unemployment Insurance - EE		.00	
	State Unemployment Insurance - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance - ER		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Family Leave Insurance Adj - EE		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	Total Taxes Debited	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	160,117.59
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	488,485.85
	ADP Check	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	8,229.97
	Wage Garnishments	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	3,109.34
	Total Amount Debited From Your Accounts			659,942.75
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	659,942.75
	659,942.75
	659,942.75

Net Pay	Checks	8,229.97	
	Direct Deposits	488,485.85	
	Subtotal Net Pay		496,715.82
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		496,715.82

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				96,971.16	
	Earned Income Credit Advances					
	Social Security				1,331.70	1,331.70
	Medicare				10,479.82	10,479.84
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				108,782.68	11,811.54
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	Total Federal				108,782.68	11,811.54
						120,594.22
State	CA State Income Tax				39,523.37	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	Subtotal CA				39,523.37	39,523.37
	Total Taxes		.00	.00	148,306.05	11,811.54

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 160,117.59

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	488,485.85	
Transfers	ADP Check	8,229.97	
	Wage Garnishments	3,109.34	
	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX		499,825.16

214 Employee Transactions

Total Amount ADP Debited From Your Accounts 659,942.75



City Council Agenda Report

ITEM NO. 10

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Joanna Hankamer, Director of Planning and Community Development
Kanika Kith, Planning Manager

SUBJECT: **Planning Backfill Resources – Interim Associate Planner**

Recommendation

It is recommended that the City Council appropriate \$38,562 from undesignated general fund reserves to the following accounts: Part-time salaries 101-7010-7011-7010-000 \$35,310; Retirement 101-7010-7011-7100-000 \$2,740; Medicare 101-7010-7011-7170-000 \$512 for temporary staffing services to provide backfill temporary planning services for up to six months during the temporary leave of absence of the Associate Planner.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion/Analysis

Planning Division Backfill Resources Request

The Planning Division's Associate Planner will be on temporary leave for 4-6 months beginning April 12, 2021. Staff is requesting temporary staffing to provide support for mandatory and timely processing of planning applications and historic preservation during this time, for a duration not to exceed 1,000 hours.

The Interim Associate Planner would work at the direction of the Planning Manager and alongside current planning staff to support the Planning Commission, Cultural Heritage Commission, and Design Review Board processing planning applications and historic preservation. Proposed services include administering land use and development regulations; processing land use permits and implementing historic preservation regulations to maintain qualification in the Certified Local Government program.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The estimated cost for providing support to the Planning Division in the Planning and Community Development Department is \$38,562. These funds would be appropriated from General Fund Reserves and added to the following accounts: Part-time salaries 101-7010-7011-

7010-000 \$35,310; Retirement 101-7010-7011-7100-000 \$2,740; Medicare 101-7010-7011-7170-000 \$512.

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.



City Council Agenda Report

ITEM NO. 11

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Paul Riddle, Fire Chief

SUBJECT: **Renewal of Weed Abatement Service Agreement with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures to Allow the County to Inspect, Remove and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard on Unimproved Lots and Land within the City**

Recommendation

It is recommended that the City Council approve the renewal of a five-year General Service Agreement (GSA) with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures (County) to continue the process of weed and brush removal on privately owned unimproved properties within the City of South Pasadena (City).

Discussion/Analysis

The Vegetation Management Program through the County is an efficient and effective method to inspect and mitigate fire hazard problems associated with the annual growth of grass, brush and native vegetation. Fire Department staff works closely with the County to respond to customer complaints relating to brush clearance and to identify high hazard areas in need of weed, brush and/or rubbish removal.

If approved, the term of the GSA will commence on July 1, 2021 and will terminate on June 30, 2026.

The GSA can be terminated by the County at any time with a 30-day written notice. The City can terminate the agreement on December 31st of any year, with a 90-day written notice.

Background

On February 3, 2016, the City Council approved a five-year contract with the County to provide brush clearance and vegetation management services within the City for the period from July 1, 2016 to June 31, 2021. Through the vegetation management program, property owners of unimproved and designated properties are sent notices to maintain parcels in a fire safe condition. If the property owner elects not to abate the brush and native vegetation fire hazards, County staff facilitates removal and authorizes a special assessment to recover costs. Renewal of the GSA will continue services as they currently exist.

Weed Abatement Service Agreement with Los Angeles County

March 17, 2021

Page 2 of 2

Fiscal Impact

There is no fiscal impact to the City. Property owners who elect not to abate vegetation hazards are assessed fees through the County of Los Angeles for the inspection, abatement, and administration of the Vegetation Management Program.

Legal Review

The City Attorney has reviewed 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*.

Attachment: General Services Agreement

ATTACHMENT 1
General Services Agreement

WEED ABATEMENT SERVICE

AGREEMENT

THIS AGREEMENT, dated upon execution by both parties is made by and between the County of Los Angeles, hereinafter referred to as "County," and the CITY OF SOUTH PASADENA, hereinafter referred to as "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance of weed abatement functions within its boundaries on both unimproved and designated improved properties by the County of Los Angeles, acting through its Agricultural Commissioner/Director of Weights and Measures.

(b) The County is agreeable to rendering such weed abatement services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56 ½ of the Charter of the County of Los Angeles and California Government Code (Government Code) section 51301.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The County agrees, through the Agricultural Commissioner/Director of Weights and Measures, to provide weed abatement services within the corporate limits of the City in accordance with the provisions of Government Code sections 39560 through 39588.

Such services shall encompass the weed abatement duties and functions of the type coming within the jurisdiction of, and customarily rendered by, the Agricultural Commissioner/Weights and Measures Department of the County of Los Angeles under the Charter of County and the statutes of the State of California.

The level of service shall be the same basic level of weed abatement service that is currently, and shall be hereinafter during the term of this agreement, provided for in the

unincorporated areas of the County of Los Angeles by said Agricultural Commissioner/Director of Weights and Measures.

The County shall have the discretion to terminate services on parcels in tax default.

The rendition of such services, the standard of performance, and other matters incidental to the performance of such services, and the control of personnel so employed shall remain at the discretion of the County.

The standard for hazardous vegetation clearance shall be equivalent to that detailed within the Los Angeles County Fire Code, sections 325.2.1 and 325.2.2, and this standard being the same which currently applies in the unincorporated areas of the County of Los Angeles unless some other standard is requested by the City in writing.

2. To facilitate the performance of said functions, it is hereby agreed that the County shall have full cooperation and assistance from the City Council and other City officer, agents, and employees.

3. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to maintain the level of service to be rendered hereunder.

4. No City Employee as such shall be made into, or considered to be, an employee of the County, and no person employed by the County hereunder shall be granted any City pension, civil service, or any status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance thereof where necessary, every County officer and employee engaged in the performance of any service hereunder shall be deemed to be an officer or employee of said City while performing services for said City, which services are within the scope of this agreement and are purely municipal functions.

5. City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder for the County, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation and/or indemnification to any County employee for any injury or sickness arising out of that person's employment.

6. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and is hereby made a part of and incorporated into this agreement as if set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement, and the City executes such a revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

The City understands and agrees that the fire protection indemnity provided in Government Code sections 850 and 850.2 applies to the County for work pursuant to this agreement.

7. Unless sooner terminated as provided for herein, this agreement shall be effective commencing July 1, 2021 and will continue in effect through June 30, 2026.

Notwithstanding the provisions of this paragraph hereinbefore set forth, the City may terminate this agreement as of the thirty-first day of December of any year upon notice in writing to the County on or before September 30 of the same year. The County may terminate this agreement at any time and for any reason upon thirty (30) days prior written notice to the City.

The City, acting through its City Council, will perform the necessary functions required of the legislative body to which is referred in Government Code section 39560 through 39588, as they relate to the execution of this Agreement.

8. If the City fails to adopt a resolution declaring that weeds upon parcels of property located within the City to be a public nuisance pursuant to Government Code section 39561, then the County shall have no obligation to carry out its duties under this agreement until such year that the City does adopt such resolution, unless the City's failure occurs in the final year of this agreement, which shall mean the agreement terminates.

9. It is the intent of this agreement that the Agricultural Commissioner/Director of Weights and Measures of the County shall constitute the public officer designated by the City Council to perform the duties imposed by Government Code section 39560(a), and that the City Council of said City shall perform the duties of the legislative body as set forth in said section.

10. For and in consideration of the rendition of the foregoing services by the County, the City agrees that the costs of abating such weeds shall be assessed in the manner set forth in Government Code sections 39573 to 39585, and that upon collection of such assessments, they will be paid over to the County.

11. Each parcel, except tax-exempt parcels, upon which weeds, brush or rubbish are declared to be a public nuisance pursuant to paragraph 9 of this agreement, shall be assessed the current County Board of Supervisors approved inspection fee whether or not the County determines it is necessary to perform abatement work upon the parcel.

12. The parties hereto contemplate that the services of the County are limited to abatement of weeds, brush and rubbish, and agree that the County will not perform any other type of service or additional work of any kind.

13. This agreement contains the entire agreement between the County and the City for weed abatement services. This agreement may not be modified except by formal amendment executed by the duly authorized representatives of the parties hereto.

14. Notices regarding this agreement shall be addressed as follows:

COUNTY:

Adrian Zavala

Deputy Director

Los Angeles County Department of Agricultural Commissioner/

Weights and Measures

12300 Lower Azusa Road

Arcadia, California 91006-5872

CITY:

Maria E. Ayala

Chief City Clerk

City of South Pasadena

1414 Mission Street

South Pasadena, CA 91030

IN WITNESS HEREOF, the CITY OF SOUTH PASADENA, by motion duly adopted by its City Council, caused this agreement to be signed by its Mayor and attested by its Clerk, and the County of Los Angeles, by order of its Board of Supervisors, has caused these presents to be subscribed by the Chair of said Board and seal of said Board to be affixed thereto and attested by the Clerk of the Board.

CITY OF

By _____
Diana Mahmud, Mayor

COUNTY OF LOS ANGELES

By _____
Chairman, Los Angeles County

ATTEST:

By _____
Maria E. Ayala, Chief City Clerk

Fesia A. Davenport, Acting Chief Executive Officer
of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM
BY COUNTY COUNSEL
MARY WICKHAM

By _____
Deputy



City Council Agenda Report

ITEM NO. 12

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Tamara Binns, Executive Assistant to City Manager

SUBJECT: **Award Contract to CivicStone, LLC to Determine, Prepare, and Implement a Surplus Property Acquisition and Rehabilitation Strategy in an Amount Not-to-Exceed \$180,000**

Recommended Action

It is recommended that the City Council:

1. Accept a proposal dated February 22, 2021, from CivicStone, LLC for the Engineering Design to determine, prepare, and implement a surplus property acquisition and rehabilitation strategy; and
2. Appropriate \$180,000 from Slater Fund Reserve Account 101-0000-0000-3100-000 to City Manager Professional Services Account 101-2010-2011-8170-000
3. Authorize the Interim City Manager to execute the agreement and any amendments with CivicStone, LLC in an amount not-to-exceed \$180,000.

Executive Summary

At the request of the city manager, CivicStone, LLC has submitted a proposal to perform the work needed for the City of South Pasadena (City) to determine, prepare, and implement a surplus property acquisition and rehabilitation strategy. This effort will involve up to 68 properties within the City that were acquired by the California Department of Transportation (Caltrans) in conjunction with the now terminated attempt to extend the SR 710 freeway.

The purpose of this proposal and strategy is to create opportunities allowing the City to determine and manage the outcome of surplus Caltrans properties located in South Pasadena, with the exception of single-family properties occupied by tenants who desire to purchase, and qualify, to finance a surplus property. The City's acquisition strategy will incorporate both the Roberti Act and Affordable Sales Program requirements, as they exist or are amended, and explore changes in legislation to help the City implement an effective and expeditious strategy to restore neighborhoods adversely impacted by long-neglected homes. For the purpose of this proposal and associated legislation appearing elsewhere on this evening's agenda, it is assumed that the City's overarching interest is to stabilize and improve the applicable surplus properties and the surrounding neighborhoods and provide safe and affordable, high-quality housing. The strategy will ensure that performance metrics are incorporated to measure outcomes. Covenants, conditions, and restrictions will be recorded on each property to ensure standards for property maintenance and tenant/buyer selection/enforcement. Initially, the interim city manager retained

CivicStone by way of a limited purchase order(s) to provide the City Council's Caltrans Housing subcommittee the expertise necessary to help develop a strategy and legislation to optimally position South Pasadena to address perceived community goals for restoring neighborhoods, historic homes, and create affordable housing inventory as contemplated in the Roberti Act of 1979.

Discussion/Analysis

CivicStone, LLC will perform the following tasks that are anticipated at the present time and include but not limited to the following:

1. Participate in various calls/meetings with City Staff, City Elected Officials, Community Stakeholders, and the Department to assess, explore and prepare the City's surplus property strategy.
2. Coordinate with the Department and the City to review, inventory and map the occupancy status, property profile details, zoning, acquisition pricing, historic status, housing type, and affordable housing value of all applicable surplus properties in the City.
3. Prepare and participate in various City Council Meetings, staff meetings, Community Meetings, and meetings with the Department and others, at the request of the City.
4. Create a City proposal to the Department for an initial Memorandum of Understanding that will evolve into a Purchase and Sale Agreement and manage the closing process and documents.
5. Coordinate with the Department and the City to inspect the interior and exterior of all applicable surplus properties in the City to determine the condition and repair estimate. Repair estimates will not only address health and safety issues but also achieve a higher standard. The strategy will include different standards and process for designated historic properties and will incorporate feedback from the South Pasadena Preservation Foundation. Property condition and repair estimate reports will be provided by the City and/or a third-party inspection company.
6. Explore and apply for funding sources for the acquisition and rehabilitation of all applicable surplus properties in the City.
7. Explore the creation a community land trust to be the eventual owner of the applicable surplus properties in the City and work with legal counsel appointed by the City to develop the formation documents, IRS 501c3 application for a non-profit public-benefit corporation, and initial startup tasks.

It must be acknowledged that City staff has neither the expertise nor the time to devote to the scope of work identified above. The experience and track record of CivicStone's principal, Adam Eliason, make him and his business partner, Grant Henninger, make them particularly well-qualified to provide the City the assistance it needs for success of this high-priority objective.

As Principal of CivicStone, Adam Eliason's experience as an affordable housing consultant began in 1998 and has included clients in 18 cities, the County of Orange and 7 non-profits, with several lasting many years. It was almost 20 years ago that Mr. Eliason was the consultant for the

City of South Pasadena on previous efforts regarding the Caltrans surplus property issues. Mr. Eliason's background and education includes architecture, real estate finance, real estate development, and a master's degree in public administration. He has worked in both the public and private housing sector. Over the years Mr. Eliason has developed and administered affordable housing programs and projects, served as Executive Director for an Inland Empire Joint Powers Authority related to a lease to own program, performed real estate market analysis for redevelopment agencies, prepared presentations on city affordable housing efforts, prepared several successful grants for nonprofit affordable housing agencies, and completed award winning city housing strategies. Most recently, Mr. Eliason was hired by the City of Costa Mesa to assist in the acquisition and consulting for a temporary and permanent Homeless Emergency Shelter. He is currently working with a Joint Powers Authority of 23 Orange County cities and the County of Orange. The Orange County Housing Finance Trust provides financing for the development of affordable and permanent supportive housing. Mr. Eliason is a licensed real estate broker and served as Planning Commissioner for the City of Chino Hills for 17 years.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

It is recommended that the City Council allocate \$180,000 in funding from the Designated Slater Fund Reserve (101-0000-0000-3110-000) to the City Manager Professional Services Account (101-2010-2011-8170-000). Slater Fund Reserve would be reduced from \$345,876 to \$165,876.

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. CivicStone, LLC Professional Services Agreement

ATTACHMENT 1
CivicStone Professional Services Agreement

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / CivicStone, LLC)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and CivicStone, LLC a professional housing consultant.

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant:

CivicStone, LLC proposes to perform the work needed for the City of South Pasadena (City) to determine, prepare, and implement a surplus property acquisition and rehabilitation strategy. This effort will involve properties within the City that were acquired by the California Department of Transportation (Department) in conjunction with the now terminated attempt to extend the SR 710 freeway.

The purpose of this proposal and strategy is to gain approval by the Department to allow the City to determine and manage the outcome of surplus property disposition except for the tenant occupied, single-family properties who desire to purchase and qualify to finance a surplus property. The City’s acquisition strategy will incorporate both the Roberti Act and Affordable Sales Program requirements and explore changes in legislation to help the City implement an effective and expeditious strategy.

The City’s goal is to stabilize and improve the applicable surplus properties and the surrounding neighborhoods and provide safe and affordable, high-quality housing. The strategy will ensure that performance metrics are incorporated to measure outcomes. Covenants, conditions, and restrictions will be recorded on each property to ensure standards for property maintenance and tenant/buyer selection/enforcement.

SCOPE OF SERVICES

CivicStone, LLC will perform the following tasks that are anticipated at the present time and include but not limited to the following:

1. Participate in various calls/meetings with City Staff, City Elected Officials, Community Stakeholders, and the Department to assess, explore and prepare the City’s surplus property strategy.
2. Coordinate with the Department and the City to review, inventory and map the occupancy status, property profile details, zoning, acquisition pricing, historic

status, housing type, and affordable housing value of all applicable surplus properties in the City.

3. Prepare and participate in various City Council Meetings, Staff Meetings, Community Meetings, and meetings with the Department and others, at the request of the City.
 4. Create a City proposal to the Department for an initial Memorandum of Understanding that will evolve into a Purchase and Sale Agreement and manage the closing process and documents.
 5. Coordinate with the Department and the City to inspect the interior and exterior of all applicable surplus properties in the City to determine the condition and repair estimate. Repair estimates will not only address health and safety issues but also achieve a higher standard. The strategy will include different standards and process for designated historic properties and will incorporate feedback from the South Pasadena Preservation Foundation. Property condition and repair estimate reports will be provided by the City and/or a third-party inspection company.
 6. Explore and apply for funding sources for the acquisition and rehabilitation of all applicable surplus properties in the City.
 7. Explore the creation a community land trust to be the eventual owner of the applicable surplus properties in the City and work with legal counsel appointed by the City to develop the formation documents, IRS 501c3 application for a non-profit public-benefit corporation, and initial startup tasks.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s **February 22, 2021** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.

- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Sean Joyce, Interim City Manager. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.
- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in Consultant’s February 22, 2021 proposal to City attached hereto as Exhibit A and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One Hundred and Eighty Thousand Dollars (\$180,000).
- 3.5. “Commencement Date”: [March 4, 2021].
- 3.6. “Termination Date”: [June 30, 2022]

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures

required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict-of-interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Adam B. Eliason, Principal shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.

5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.

6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered

during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
 - Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: CivicStone, LLC.

- Documentation of Best’s rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per occurrence, \$1,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Medical Expense (any 1 person) \$ 10,000
- Workers' Compensation: (Not Applicable – CivicStone, LLC has no employees)
- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker’s Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker’s Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days’ notice of any cancellation or material change to policies

required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Human Resources/Claims, South Pasadena, CA 95945.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Sean Joyce, Interim City Manager
City of South Pasadena
Management Services
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7210
Facsimile: (626) 403-7241

If to Consultant

Adam Eliason, Principal
1 League #62335
Irvine, CA 92602
Telephone: 909-706-7193

With courtesy copy to:

Teresa L. Highsmith, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd. Ste. 850
Pasadena, CA 91101
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this

Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to

persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or

related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of South Pasadena

“Consultant”
CivicStone, LLC

By: _____
Signature

Adam B. Eliason
By: _____
Signature

Printed: _____

Printed: Adam B. Eliason

Title: _____

Title: Principal

Date: _____

Date: 3/4/2021

Attest:

By: _____
Maria E. Ayala, City Clerk

Date: _____

Approved as to form:

By: _____
Teresa L. Highsmith, City Attorney

Date: _____

Exhibit A

CivicStone Proposal for Consulting Services



February 22, 2021

Mr. Sean Joyce
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

RE: PROPOSAL FOR CONSULTING SERVICES

Dear Mr. Joyce:

CivicStone, LLC proposes to perform the work needed for the City of South Pasadena (City) to determine, prepare, and implement a surplus property acquisition and rehabilitation strategy. This effort will involve properties within the City that were acquired by the California Department of Transportation (Department) in conjunction with the now terminated attempt to extend the SR 710 freeway.

The purpose of this proposal and strategy is to gain approval by the Department to allow the City to determine and manage the outcome of surplus property disposition except for the tenant occupied, single-family properties who desire to purchase and qualify to finance a surplus property. The City's acquisition strategy will incorporate both the Roberti Act and Affordable Sales Program requirements and explore changes in legislation to help the City implement an effective and expeditious strategy.

The City's goal is to stabilize and improve the applicable surplus properties and the surrounding neighborhoods and provide safe and affordable, high-quality housing. The strategy will ensure that performance metrics are incorporated to measure outcomes. Covenants, conditions, and restrictions will be recorded on each property to ensure standards for property maintenance and tenant/buyer selection/enforcement.

This proposal delineates Qualifications, the anticipated Scope of Work, and Fees related to the consulting and administrative support services needed to reach a consensus from the City and the Department on the disposition of surplus properties.



I am excited to be considered to represent the City once again in this collaborative approach that allows the City to have a direct impact on the destiny of this seemingly last phase of a long hard process.

If you have any questions about this proposal, please contact me at 909.706.7193.

Sincerely,

Adam B. Eliason

Adam B. Eliason (Feb 22, 2021 09:36 MST)

Adam B. Eliason
Principal
CivicStone, LLC



QUALIFICATIONS



As Principal of CivicStone, Adam Eliason's experience as an affordable housing consultant began in 1998 and has included clients in 18 cities, the County of Orange and 7 non-profits, with several lasting many years. It was almost 20 years ago that Mr. Eliason was the consultant for the City of South Pasadena on previous efforts regarding the Caltrans surplus property issues.

Mr. Eliason's background and education includes architecture, real estate finance, real estate development, and a master's degree in public administration. He has worked in both the public and private housing

sector.

Over the years Mr. Eliason has developed and administered affordable housing programs and projects, served as Executive Director for an Inland Empire JPA related to a lease to own program, performed real estate market analysis for redevelopment agencies, prepared presentations on city affordable housing efforts, prepared several successful grants for non-profit affordable housing agencies, and completed award winning city housing strategies.

During two previous foreclosure cycles in the region, CivicStone was hired by six cities to manage an acquisition, rehabilitation, and resale program of blighted foreclosure properties. This effort resulted in over 1,200 properties being improved to high quality standards and sold to 1st time home buyers.

After completing the City of Irvine Housing Strategy in 2005, Mr. Eliason carried out the City initiated organizational startup of the Irvine Community Land Trust (ICLT) in 2006. Since then, Mr. Eliason has continued as Deputy Director for the ICLT and helped create 475 units of permanent affordable ownership and rental housing units including many for various special needs populations.

Most recently, Mr. Eliason was hired by the City of Costa Mesa to assist in the acquisition and consulting for a temporary and permanent Homeless Emergency Shelter. He is currently working with a Joint Powers Authority of 23 Orange County cities and the County of Orange. The Orange County Housing Finance Trust provides financing for the development of affordable and permanent supportive housing.

Mr. Eliason is a licensed real estate broker and served as Planning Commissioner for the City of Chino Hills for 17 years.



SCOPE OF SERVICES

CivicStone, LLC will perform the following tasks that are anticipated at the present time and include but not limited to the following:

1. Participate in various calls/meetings with City Staff, City Elected Officials, Community Stakeholders, and the Department to assess, explore and prepare the City's surplus property strategy.
2. Coordinate with the Department and the City to review, inventory and map the occupancy status, property profile details, zoning, acquisition pricing, historic status, housing type, and affordable housing value of all applicable surplus properties in the City.
3. Prepare and participate in various City Council Meetings, Staff Meetings, Community Meetings, and meetings with the Department and others, at the request of the City.
4. Create a City proposal to the Department for an initial Memorandum of Understanding that will evolve into a Purchase and Sale Agreement and manage the closing process and documents.
5. Coordinate with the Department and the City to inspect the interior and exterior of all applicable surplus properties in the City to determine the condition and repair estimate. Repair estimates will not only address health and safety issues but also achieve a higher standard. The strategy will include different standards and process for designated historic properties and will incorporate feedback from the South Pasadena Preservation Foundation. Property condition and repair estimate reports will be provided by the City and/or a third-party inspection company.
6. Explore and apply for funding sources for the acquisition and rehabilitation of all applicable surplus properties in the City.
7. Explore the creation a community land trust to be the eventual owner of the applicable surplus properties in the City and work with legal counsel appointed by the City to develop the formation documents, IRS 501c3 application for a non-profit public-benefit corporation, and initial startup tasks.



FEES

Based upon the Scope of Work outlined in this proposal, it is difficult to estimate the amount of time needed for various meetings and work requested to fulfill this assignment. Therefore, CivicStone proposes an initial not to exceed amount of \$180,000.

- Mr. Eliason's Billing Rate is \$195 per hour.
- Project Manager Billing Rate is \$155 per hour.

Travel expenses for mileage (IRS approved rate), airfare, lodging, car rental/ride share, car rental gas, toll expenses, airport parking fees, and conference/meeting fees will be paid on a reimbursement basis with receipts attached to monthly invoice. Office expenses such as messenger services, copy service, notary, overnight shipping/express mail costs, will be paid on a reimbursement basis with receipts attached to monthly invoice.

Monthly invoices identify line-item description of tasks completed to date, time expended and the hourly rate. Monthly invoices shall be paid by the City within 30 days of receipt of invoice.



City Council Agenda Report

ITEM NO. 13

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Amend Award of Contract to Phoenix Motorcars, LLC, in the amount of \$169,999 for the Purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program**

Recommendation Action

It is recommended that the City Council:

1. Amend the contract amount to Phoenix Motorcars, LLC from \$163,101 to the amount of \$169,999 to complete the purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program; and
2. Approve authorization of supplemental funds in the amount of \$6,898 from Proposition A fund account 205-0000-0000-5504.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

In February 2020, the City Council approved funding of \$163,101 for the purchase of a PEV passenger bus and a Level III DC Fast Charger. The acquisition was postponed one year due to the state's delay in the award of funds, the source of which is known as California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP).

Initially included with the purchase of the PEV was a free Level III DC Fast Charger and an \$80,000 incentive from HVIP. Since the City Council approved the acquisition in February 2020, the state modified the HVIP incentive, eliminating the fast charger and decreasing funding from \$80,000 to \$69,000. As a result of these changes the HVIP now requires the City to supplement original funding to complete the purchase of the vehicle and Fast Charger.

Though the initial proposal of \$163,101 included a Level III fast charger, staff will forgo the purchase of the charger as a second charger was recently installed with Proposition A funds for future electric vans. Currently, the Dial-A-Ride program has one electric van; purchasing a third charger is unnecessary at this time. The price difference between the previous and current incentives is \$6,898, to be supplements through Nation Transit Database (NTD) discount incentive account.

Amend Award Contract to Phoenix Motorcars, LLC, in the amount of \$169,999 for the Purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program
 March 17, 2021

The table below illustrates the changes in the HVIP incentive.

	February 2020	March 2021
Baseline Price	\$215,950	\$215,950
HVIP Incentive	\$80,000	\$69,000
Subtotal after Incentive	\$135,950	\$146,950
Taxes	\$20,515	\$20,515
DMV title/Registration	\$2,035	\$2,035
Shipping	\$499	\$499
Sub-Total	\$158,999	\$169,999
BTC Lvl III CHAdeMo Charger -50 kW	\$29,500	No longer available
HVIP Incentive Plus up – EVSE2	\$29,500	No longer available
Subtotal for Level 3 Charger after HVIP incentive	\$0	\$0
Taxes	\$1,299	\$0
Shipping	\$1,299	\$0
Sub-Total	\$4,102	\$0
Total	\$163,101	\$169,999
Cost difference		\$6,898

Background

The Transit Division receives annual funding support through Los Angeles County Metropolitan Transportation (Metro) Proposition A and Proposition C Local Return Program. Monies from Proposition A were designated to purchase the new 2019 E450 Plug-in Vehicle 14 passenger ADA compliant vehicle. Since 2013, the Division has consistently updated its fleet. Overall, staff has successfully replaced all gasoline-fueled buses with four CNG fuel vehicles and one electric vehicle.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The City receives annual funds from the Los Angeles County Metropolitan Transportation (Metro) Proposition A and Proposition C Local Return Program. For FY 2019-20, funds from Proposition A for \$163,101 were allocated to the 205-8030-8024-8540 account to purchase a 14 passenger ADA-compliant electric vehicle.

The Dial A Ride program is audited annually by the National Transit Database (NTD) and receives funds from NTD upon completing the yearly audit. Due to the State's HVIP Incentive reduction, authorization of an additional \$6,898 from the PROP A – NTD Discount Incentive account, 205-0000-0000-5504, is necessary to complete the purchase of the vehicle.

Amend Award Contract to Phoenix Motorcars, LLC, in the amount of \$169,999 for the Purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program
March 17, 2021

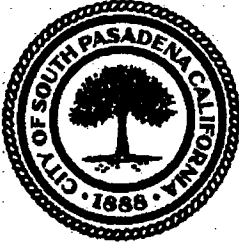
Public Notification of Agenda Item

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

Attachment:

1. City Council Staff Report, February 19, 2020
2. Minutes to February 19, 2020, City Council Meeting
3. Updated Quote –Phoenix Motorcars

ATTACHMENT 1
City Council Staff Report, February 19, 2020



City Council Agenda Report

ITEM NO.

DATE: February 19, 2020

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: Award Contract to Phoenix Motorcars, LLC, in the amount of \$163,101 for the Purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program

Recommendation Action

It is recommended that the City Council authorize staff a sole source purchase of a 2019 E450 Plug-in Vehicle (PEV) from Phoenix Motorcars, LLC and execute all related documents at a total cost \$163,101.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Discussion/Analysis

The Dial-A-Ride Program offers low cost rides to senior and disabled residents. Currently, the Division has five vehicles in its fleet (composed of two buses and three vans) used for everyday transportation of seniors to and from medical appointments and other excursions within the jurisdiction of the City. Special trips are also scheduled to various museums and gardens such as the Huntington Library, Descanso Gardens, Pasadena Museum of History, and the Wrigley Mansion. Moreover, the buses are used to transport seniors to luncheons at the War Memorial Building and other special events and trips provided by the Senior Center.

In addition to supporting the City's Green Initiative, the purchase of a PEV van will provide stability in quality of service, as well as decrease the cost of maintenance expended by the Division on an annual basis. Although upfront capital costs are higher for electric battery buses, the total cost of ownership is expected to be lower than a diesel or Compressed Natural Gas (CNG) bus due to high efficiencies, lower fuel cost, and reduced maintenance. Phoenix Motorcars is the sole source PEV passenger bus provider in the Southern California area.

One of the fleet's larger vehicles is a 2016 Ford E450 CNG StarCraft, which holds sixteen passengers and was purchased in FY 2015-16. The Division's other sixteen seat passenger vehicle is a 2017 Phoenix Electric Plug-in Vehicle that was purchased in 2016. The Dial-A-Ride Program seeks a reliable fourteen passenger 2019 E450 Plug-in Vehicle. The new electric vehicle will be utilized for senior excursions and medical appointments outside the City's limits.

Aside from providing stability through reliability, the PEV bus will also enhance the quality of service to patrons. The quiet motor and comfortable interior design allow patrons to enjoy a peaceful and relaxing ride to and from their destinations. Moreover, during group outings the bus will foster community, as the quiet motor allows patrons to converse with each other without the strain of a loud engine.

Phoenix Motorcars, a local agency licensed to sell large electric passenger vehicles, offers a 2019 E450 Plug-in Vehicle in the amount of \$163,101. Aside from being zero fuel emissions, electric vehicles offer up to 110 miles per single charge range; which does accommodate the Division's daily schedule. The Transit Division averages 40 to 60 miles for part-time staff and 50-70 miles for full-time staff. The new upgrades to the electric vehicle include a permanent high power magnet motor, regenerative braking, and increased acceleration.

On June 10, 2019, Dial-A-Ride drivers and staff test drove the bus and gave positive feedback. Representatives from Phoenix Motorcars informed staff of upgrades to the vehicle due to customer feedback. Currently, Dial-A-Ride is using a 2017 model PEV from Phoenix Motorcars. Staff reported that the bus is easy to maneuver and enjoyable to drive. Additionally, the vehicle's sleek design offers drivers comfort and ease while driving through the City's hills. Phoenix Motorcars is a reliable vendor, provides excellent customer service, and addresses maintenance needs in a timely manner.

Associated with this purchase, Phoenix will provide a Level III DC Fast Charger. The price of the Level III DC Fast Charger is \$29,500; however, there is also a Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Incentive of \$29,500. Sales tax and shipping costs amount to \$4,102. The overall cost for both the PEV and the fast charger is \$163,101, including taxes and DMV registration. Phoenix Motorcars gave Transit staff a quote that is valid for 60 days with a delivery time of 180 days after receipt of executed Purchase Order.

Phoenix Motorcars manufactures electric passenger vehicles in the Southern California Region. Staff researched other companies for similar products. For instance, staff contacted Moto Electric Vehicles, ProTerra, STAR Electric Vehicles, BYD, Mars Cars LLC, and GEM. After researching the various other companies, staff concluded that Phoenix Motorcars was the only company to meet all required specifications. Overall, the Division needs a sixteen to fourteen passenger bus with a side entrance/exit wheelchair lift. Dial-A-Ride drops off passengers on high traffic streets, such as Fair Oaks Avenue, Huntington Drive, Monterey Road, and Mission Street. It is pivotal to passenger safety that the wheelchair lift is located on the passenger side of the bus, instead of the back of the bus – as it will require passengers to enter and exit the bus from the streets (which may cause bodily harm and or fatalities). Some of the aforementioned companies such as STAR Electric Vehicles, Mars Cars, GEM, Moto Electric Vehicles sell electric golf cars or similar types. Additionally, ProTerra and BYD do not sell small passenger buses, but larger coach and or

school buses. After extensive research, staff is prepared to move forward with a sole source purchase of a fourteen passenger bus from Phoenix Motorcars.

Background

The Transit Division receives annual funding support through Los Angeles County Metropolitan Transportation (Metro) Proposition A and Proposition C Local Return Program. Monies from Proposition A were designated for the purchase of the new 2019 E450 Plug-in Vehicle fourteen passenger ADA compliant vehicle. Since 2013, the Division has consistently updated its fleet. Overall, staff has successfully removed all gasoline fueled buses. The fleet is comprised of four CNG fuel vehicles and one electric vehicle.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The City of South Pasadena receives annual funds from the Los Angeles County Metropolitan Transportation (Metro) Proposition A and Proposition C Local Return Program. For FY 2019-20 funds from Proposition A, in the amount of \$163,101 were allocated, in the 205-8030-8024-8540 account, for the purchase of a fourteen passenger ADA compliant electric vehicle.

Public Notification of Agenda Item

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

Attachment:

1. Zeus 400-Zero Emissions Utility Shuttle Specifications
2. Phoenix MotorCars – Letter of Support

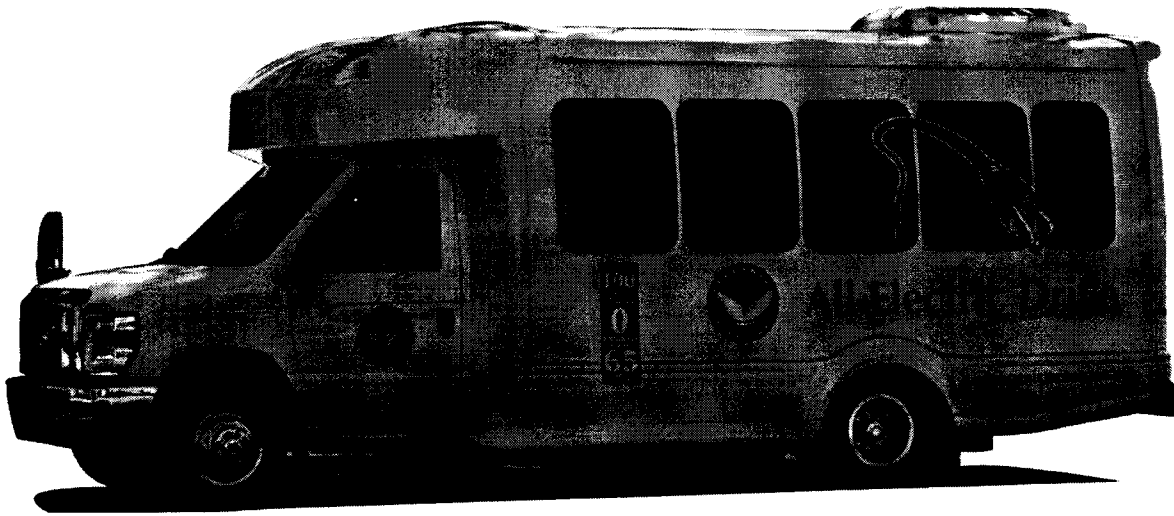
ATTACHMENT 1
Zeus 400-Zero Emissions Utility Shuttle Specifications



ZEUS 400- Zero Emissions Utility Shuttle

SA-QS-427

7/1/2019



Prepared for: Angela Loera

City of South Pasadena

1102 Oxley St.

South Pasadena, CA 91030

aloera@SouthPasadenaCA.gov

Prepared by: Thomas Allen

401 S. Doubleday Ave.

Ontario, CA 91761

909.987.0815

thomasa@phoenixmotorcars.com

[Comments]

SECTION I - VEHICLE SPECIFICATIONS:

Chassis

- 2019 or later Ford E450 Superduty Chassis – 158” WB
- 2019 Starcraft Allstar Body

Phoenix All -Electric Next Generation Drive System E-200

- Permanent high power magnet motor + inverter
- 105 kWh battery pack
- **Up to 110 Miles All Electric Range per Charge**
- Dual charging capability
 - CHAdeMO compliant level III – 50 kW
 - J1772 level II charging -13 kW
- GVWR 14,500 lbs.
- Dual Mode Regenerative Braking
- Acceleration 0-50 mph under 16 seconds
- Top Speed 58 mph (priced option Top Speed 64 mph available at request)
- Phoenix Telematics System – **Phoenix Connect**

Exterior

Exterior Lighting

- L.E.D. thinline rectangular front & rear clearance & marker lamps
- L.E.D. red stop/tail and turn signal/running lamps, back up lamps and license plate lamps
- Light supplier is Starcraft OEM

Exterior Mirror

- Rosco accustyle manual exterior breakaway mirrors
- Overall head size is approximately 7" x 14" with a flat lens 7"w x 10"h and convex lens 7"w x 4"h
- Full array of power, heat and turn signal options are available

Exterior Front Cap & Body Wings

- Fiberglass front cap with recessed mounting for thinline amber rectangular L.E.D. marker/clearance lamps
- Front fiberglass curbside wing with large 361 sq. inches
- Viewing window tinted as-2 per FMVSS regulations

Exterior Sidewall and Rear Bumper

- Pre-painted aluminum upper sidewall metal (from roof FRP to floor molding) and pre-painted aluminum skirts formed

- Heavy die-formed steel bumper with top and bottom reinforcing ribs with black powder coat paint with 316 stainless steel bolts

Interior

Interior Lighting

- L.E.D. passenger, driver and entry step dome lamps
- Light supplier is Starcraft OEM

Driver Overhead Area

- Grey padded vinyl driver overhead panel, electrical cover panel & access door, entry door and "b" pillar covering

Interior Sidewalls

- Vandal resistant FRP laminated upper interior sidewalls installed above the seat track to the transition panel
- Directionless weave charcoal color fabric is installed on luan using an adhesive from below the seat track to the floor

Plywood Sub-Floor Decking

- 5/8" thick plywood is installed over the floor steel structure

Interior & Step Flooring

- Gerflor sirius nt 2.25mm thick graphite (black) upgrade, PVC flooring with White Step nosing

Entry Grab Rails & Stanchion Panels

- Vertical stainless-steel grab rail is installed on the lower left-hand side of the entry steps
- Grey padded modesty panel/stanchion assembly is installed at the top of the entry steps on the left-hand side of the entry way
- Stainless steel grab rail is installed from the entry way wall to the vertical stanchion at the end of the entry steps

Entry Door and Windows

- 36" tall x 36" wide upper t slide windows tinted to FMVSS compliance
- Rear 30" tall x 48" wide (nominal) FMVSS 217 compliant egress windows (1 per side)
- 36" A&M manufacturing entry door and A&M electric door header mechanism

Passenger and Driver Seats

- Freedman Seats with Lvl 4 All Fabric Seat Cover. Color selection available from freedman site.
- Driver's seat, Freedman Shield FSC0- cover to match passenger seats
- Passenger Lap Belts on all seats

SECTION II - CHARGER SPECIFICATIONS:

Level III DC Fast Charger:

BTC Power – CHAdeMO DC Single Port Fast Charger

- Single Port - CHAdeMO
- 15" outdoor color display with Touch Screen
- Cord Retractor on top – (Single Lanyard retractor)
- Emergency Stop Button
- RFID Reader
- Credit Card Reader
- Wireless Modem
- Dome Light
- Continuous Charging Time 255Min
- Cover CCS INLET
- Input Power: 480 VAC, 3-Phase
- Input Breaker: 2 x 80 A @ 480 3- Phase
- Nominal Output DC Voltage: Up to 125 Amps @ 400 V
- Operating Temperature: -30 C to 50 C
- Efficiency Rating: 92%
- Total Charge time from Empty to Full on Phoenix Electric Vehicles of ~ 3.5 Hours.



SECTION III - PRICING

PURCHASE OPTION:

2019 Phoenix Motorcars Zero Emission Utility Shuttle – ZEUS 400	QTY	Unit Price	Extended Price
<u>Baseline Price^{1,2,3}</u>	<u>1</u>	<u>\$215,950</u>	<u>\$215,950</u>
HVIP Incentive ⁴	<u>1</u>	<u>(\$80,000)</u>	<u>(\$80,000)</u>
<u>Subtotal after Incentives⁴:</u>	<u>1</u>	<u>\$135,950</u>	<u>\$135,950</u>
Taxes:		<u>\$20,515</u>	<u>\$20,515</u>
DMV Title/Registration Estimate ⁵ :		<u>\$2,035</u>	<u>\$2,035</u>
Shipping:		<u>\$499</u>	<u>\$499</u>
Total¹⁻⁴		<u>\$158,999</u>	<u>\$158,999</u>

1. Includes all the items described in Section I.
2. Lead time of ~180 days after receipt of Executed Purchase Order
3. Quote valid for 60 days.
4. Contingent on the end operator operating the Vehicle in California for a minimum of 3 years.
5. DMV Title and Registration Estimate can be removed from invoicing if City is exempt.

PRICE QUOTATION- CHARGER OPTIONS:

Level 3 Charger Quote	Qty	Unit Price	Extended Price
BTC Lvl III CHAdeMO Charger – 50 kW:	1	\$29,500	\$29,500
HVIP Incentive Plus up –EVSE ² :	1	(\$29,500)	(\$29,500)
Subtotal for Level 3 Charger after HVIP Incentive:	1	\$0	\$0
Taxes:	1	\$2,803	\$2,803
Shipping:	1	\$1,299	\$1,299
Total Price ² :	1	\$4,102	\$4,102

1. Includes all items described in Section II.
2. Subject to approval from HVIP. Currently being evaluated on a case by case basis.

WARRANTY:

Phoenix Motorcars' Zero Emission Utility Shuttle –ZEUS 400 & BTC Power Charger warranty coverage is summarized below:

Components	Coverage	Comments
Bumper To Bumper Warranty	3 Years / 36,000 Miles	Limited PMC Warranty
Pmc Electric Drive System	5 Years / 60,000 Miles	Limited Pmc Warranty
Lithium-Ion Battery System	5 Years / 150,000 Miles	Limited Pmc Warranty
Shuttle Bus Body	5 Years/ 100,000 Miles	Limited Manufacturer Warranty
DC Fast Charge Station	Two Years Parts One Year Labor	Limited BTC Power Warranty

1. All Warranties are **voided** if the customer does not preform the following conditions:
 - a. Comply with any service or recall advisories.
 - b. Follow all recommended service, maintenance and use requirements in a timely manner as set forth in the Phoenix Owner's & Maintenance Manual.
 - c. Carrying Passengers and Cargo within the specified load limits.
 - d. Make all required repairs.

2. Warranty details and requirements can be found in the Phoenix Owner's and Maintenance manual. The manual is provided at vehicle delivery – Please contact Phoenix for extra copies.

Thank you for inquiring about the Phoenix Motorcars Zero Emission Utility Shuttle. We appreciate your consideration.

Please contact us at (909) 987-0815 with any questions

Customer acceptance signature

I accept your quotation in its entirety and agree to the conditions therein referred to. I acknowledge having received your full Terms and Conditions.

I declare that I have full authority to enter into this contract.

Signature: _____

Print Name: _____

Title: _____

Date: _____

ATTACHMENT 2
Phoenix MotorCars – Letter of Support

Angela Loera
City of South Pasadena

Subject: Letter of Support for the City of South Pasadena

To Whom It May Concern:

On behalf of Phoenix Motorcars, I would like to express our support for the City of South Pasadena's efforts to deploy more of our all-electric, zero-emission shuttle buses in an effort to provide safe mobility while reducing carbon emissions.

Phoenix Motorcars has been working with the City of South Pasadena to offer our zero-emission shuttle buses for deployment and service in and around the South Pasadena area. We have diligently researched their specific routes for their proposed Electric Shuttle, and we are confident in providing a clean, zero-emission solution to help the City of South Pasadena in their plans to bring clean transportation to their area with our state of the art, electric-shuttle technology.

Here at Phoenix Motorcars, we pride ourselves with our exceptional planning, and phenomenal expertise in the field of zero emission technology. We have deployed the most all-electric shuttle buses built on the Ford E-Series cutaway on the road today, and we have participated and fulfilled numerous government funded projects. Our ZEUS Shuttles are HVIP Eligible and CARB Certified.

To the best of our knowledge, and with all available information available, we are proud to be the only manufacturer in California that can offer the City of South Pasadena our all-electric, quick-charging zero-emission cutaway shuttle that can drive over 100+ miles per charge and meet their daily mileage requirements.

We are very excited in our commitment to help the City of South Pasadena bring more of our Zero Emission Shuttles into their community. We at Phoenix Motorcars believe this project to be an excellent opportunity to deploy our vehicles, helping to clean the air quality in the area, and offer safe, reliable, clean transportation to the South Pasadena community.

If you have any questions, please do not hesitate to contact me, info provided below:

Sincerely,

Thomas Allen
Phoenix Motorcars - Sales and Marketing Executive - 909.987.0815 thomasa@phoenixmotorcars.com

ATTACHMENT 2
Minutes to February 19, 2020, City Council Meeting

Authorization to Release Retention Payment to Sequel Contractors, Inc. in the Amount of \$47,204.45

City Council:

1. Accepted the Bushnell Avenue and Diamond Avenue Street Improvement Project (Project) as complete;
2. Authorized the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorized release of retention payment to Sequel Contractors, Inc. (Contractor), in the amount of \$47,204.45.

15. Second Reading and Adoption of Two Ordinances: Ordinance No. 2343, Restructure and Rename the Freeway and Transportation Commission to Create the Mobility and Transportation Infrastructure Commission with Updated Responsibilities; and Ordinance No. 2344, Restructure the Public Works Commission with Updated Roles and Responsibilities

City Council approved:

- 1) The reading by title only for second reading, waiving further reading, and adopt **Ordinance No. 2343** to repeal Article IVD (Freeway and Transportation Commission) of Chapter 2 “Administration” of the South Pasadena Municipal Code (SPMC) and add a new Article IVD (Mobility and Transportation Infrastructure Commission) to SPMC Chapter 2 to restructure and rename the Freeway and Transportation Commission (FTC) to create the Mobility and Transportation Infrastructure Commission (MTIC) with updated roles and responsibilities to focus on mobility policy and transportation infrastructure; and
- 2) The reading by title only for second reading, waiving further reading, and adopt **Ordinance No. 2344** to repeal Article IVK (Public Works Commission) of SPMC Chapter 2 “Administration” and add a new Article IVK (Public Works Commission) to restructure the Public Works Commission (PWC) with updated roles and responsibilities to focus on non-transportation infrastructure including water, sewer, stormwater, buildings, and City facilities.

ITEMS PULLED FROM CONSENT

10. Receive and File the Second Quarter Fiscal Year 2019-20 Capital Improvement Plan Project Updates

Councilmember Cacciotti and Mayor Pro Tem Mahmud had questions regarding projects and funding. Public Works Director Shahid Abbas provided responses accordingly and also provided a PowerPoint presentation.

Without objection, City Council received and filed the second quarter Fiscal Year 2019-20 Capital Improvement Plan (CIP) Project updates.

11. Award Contract to Phoenix Motorcars, LLC, in the amount of \$163,101 for the Purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program

Councilmember Cacciotti and Mayor Pro Tem Mahmud had questions regarding usage of new vehicle and the grant funding used to purchase the vehicle.

Community Services Director Sheila Pautsch provided responses accordingly.

MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to authorize a sole source purchase of a 2019 E450 Plug-in Vehicle (PEV) from Phoenix Motorcars, LLC and execute all related documents at a total cost \$163,101 with the additional condition of purchase being made on the condition of availability of State HVIP funding.

Councilmember Cacciotti added that he still supports the purchase of this type of vehicle even if the State funding becomes unavailable.

12. Award of Contract to Wondries Fleet Group for a Purchase of a Replacement 2020 Ford Utility Hybrid Police Interceptor Administrative Vehicle and the Installation of New Emergency Equipment in the Amount of \$52,305.

Councilmember Cacciotti had various comments and questions on the type of vehicle and its usage.

Deputy Police Chief Solinsky provided information about the proposed purchase, and responded to questions accordingly.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to:

1. Award a contract to Wondries Fleet Group under the Cooperative Purchase Provisions of Sourcewell (formerly known as NJPA) master vehicle contract, #120716-NAF, for the purchase of a new 2020 Ford Utility Hybrid Police Interceptor administrative vehicle in the amount of \$40,716.
2. Award a contract to Black and White Emergency Vehicles in the amount of \$2,247, for the purchase and installation of emergency equipment.
3. Award a contract to Foothill Communication in the amount of \$9,342 for the purchase of a Motorola police radio.

ACTION/DISCUSSION

16. Public Hearing to Receive Objections or Protests to the Vegetation Management Program Regarding the Abatement of Weeds, Brush, Rubbish and Refuse Upon or in Front of Specified Property in the City and Authorizing by Minute Order the Abatement of Hazardous Vegetation

Fire Chief Paul Riddle provided the staff report.

ATTACHMENT 3
Updated Quote – Phoenix Motorcars



ZEUS 400- Zero Emissions Utility Shuttle

SA-QS-427-V2

3/3/2021



Prepared for: **Angela Loera**

City of South Pasadena

1102 Oxley St.

South Pasadena, CA 91030

aloera@SouthPasadenaCA.gov

Prepared by: **Thomas Allen**

401 S. Doubleday Ave.

Ontario, CA 91761

909.987.0815

thomasa@phoenixmotorcars.com

[Comments]

SECTION I - VEHICLE SPECIFICATIONS:

Chassis

- 2021 or later Ford E450 Superduty Chassis – 158” WB
- 2021 Starcraft Allstar Body

Phoenix All -Electric Next Generation Drive System E-200

- Permanent high power magnet motor + inverter
- 125 kWh battery pack
- **Up to 130 Miles All Electric Range per Charge**
- Dual charging capability
 - CHAdeMO compliant level III – 50 kW
 - J1772 level II charging -13 kW
- GVWR 14,500 lbs.
- Dual Mode Regenerative Braking
- Acceleration 0-50 mph under 16 seconds
- Top Speed 58 mph (priced option Top Speed 64 mph available at request)
- Phoenix Telematics System – **Phoenix Connect**

Exterior

Exterior Lighting

- L.E.D. thinline rectangular front & rear clearance & marker lamps
- L.E.D. red stop/tail and turn signal/running lamps, back up lamps and license plate lamps
- Light supplier is Starcraft OEM

Exterior Mirror

- Rosco accustyle manual exterior breakaway mirrors
- Overall head size is approximately 7" x 14" with a flat lens 7"w x 10"h and convex lens 7"w x 4"h
- Full array of power, heat and turn signal options are available

Exterior Front Cap & Body Wings

- Fiberglass front cap with recessed mounting for thinline amber rectangular L.E.D. marker/clearance lamps
- Front fiberglass curbside wing with large 361 sq. inches
- Viewing window tinted as-2 per FMVSS regulations

Exterior Sidewall and Rear Bumper

- Pre-painted aluminum upper sidewall metal (from roof FRP to floor molding) and pre-painted aluminum skirts formed

- Heavy die-formed steel bumper with top and bottom reinforcing ribs with black powder coat paint with 316 stainless steel bolts

Interior

Interior Lighting

- L.E.D. passenger, driver and entry step dome lamps
- Light supplier is Starcraft OEM

Driver Overhead Area

- Grey padded vinyl driver overhead panel, electrical cover panel & access door, entry door and "b" pillar covering

Interior Sidewalls

- Vandal resistant FRP laminated upper interior sidewalls installed above the seat track to the transition panel
- Directionless weave charcoal color fabric is installed on luan using an adhesive from below the seat track to the floor

Plywood Sub-Floor Decking

- 5/8" thick plywood is installed over the floor steel structure

Interior & Step Flooring

- Gerflor sirius nt 2.25mm thick graphite (black) upgrade, PVC flooring with White Step nosing

Entry Grab Rails & Stanchion Panels

- Vertical stainless-steel grab rail is installed on the lower left-hand side of the entry steps
- Grey padded modesty panel/stanchion assembly is installed at the top of the entry steps on the left-hand side of the entry way
- Stainless steel grab rail is installed from the entry way wall to the vertical stanchion at the end of the entry steps

Entry Door and Windows

- 36" tall x 36" wide upper t slide windows tinted to FMVSS compliance
- Rear 30" tall x 48" wide (nominal) FMVSS 217 compliant egress windows (1 per side)
- 36" A&M manufacturing entry door and A&M electric door header mechanism

Passenger and Driver Seats

- Freedman Seats with Lvl 4 All Fabric Seat Cover. Color selection available from [freedman site](#).
- Driver's seat, Freedman Shield FSC0- cover to match passenger seats
- Passenger Lap Belts on all seats

SECTION II - CHARGER SPECIFICATIONS:

BTC Power – 50kW

CHAdeMO and CCS Combo DC Slim Dual Port Fast Charger

- Dual Port – CHAdeMO & CCS Combo
- 15" outdoor color display with Touch Screen
- Cord Management – (18' Lanyard retractor)
- Emergency Stop Button
- Color White, Dome Light
- Wireless Modem
- RFID & Credit Card Reader
- Continuous Charging Time 255Min
- Input Power: 480 VAC, 3-Phase
- Input Breaker: 2 x 100A @ 480 3- Phase
- Nominal Output DC Voltage: Up to 125 Amps @ 400 V
- Operating Temperature: -30 C to 50 C
- Efficiency Rating: 92%
- Total Charge time from Empty to Full on Phoenix Electric Vehicles of ~ 3.5 Hours.



SECTION III - PRICING

PURCHASE OPTION:

2021 Phoenix Motorcars Zero Emission Utility Shuttle – ZEUS 400	QTY	Unit Price	Extended Price
Baseline Price^{1,2,3}	1	\$215,950	\$215,950
HVIP Incentive⁴	1	(\$60,000)	(\$60,000)
HVIP Transit Plus Up Incentive⁴	1	(\$9,000)	(\$9,000)
<u>Subtotal after Incentives⁴:</u>	1	<u>\$146,950</u>	<u>\$146,950</u>
Taxes:		<u>\$20,515</u>	<u>\$20,515</u>
DMV Title/Registration Estimate⁵:		<u>\$2,035</u>	<u>\$2,035</u>
Shipping:		<u>\$499</u>	<u>\$499</u>
Total¹⁻⁴		<u>\$169,999</u>	<u>\$169,999</u>

1. Includes all the items described in Section I.
2. Lead time of ~240 days after receipt of Executed Purchase Order
3. Quote valid for 60 days.
4. Contingent on the end operator operating the Vehicle in California for a minimum of 3 years.
5. DMV Title and Registration Estimate can be removed from invoicing if City is exempt.

PRICE QUOTATION- CHARGER OPTIONS:

Level 3 Charger Quote	Qty	Unit Price	Extended Price
BTC Level III CHAdeMO Charger – 50 kW:	1	<u>\$29,500</u>	<u>\$29,500</u>
Taxes:	1	<u>\$2,803</u>	<u>\$2,803</u>
Shipping:	1	<u>\$1,563</u>	<u>\$1,563</u>
Total Price¹⁻²:	1	<u>\$33,866</u>	<u>\$33,866</u>

1. Includes all items described in Section II.
2. Does not include installation.

WARRANTY:

Phoenix Motorcars' Zero Emission Utility Shuttle –ZEUS 400 & BTC Power Charger warranty coverage is summarized below:

Components	Coverage	Comments
Bumper To Bumper Warranty	3 Years / 36,000 Miles	Limited PMC Warranty
Pmc Electric Drive System	5 Years / 60,000 Miles	Limited PMC Warranty
Lithium-Ion Battery System	5 Years / 150,000 Miles	Limited PMC Warranty
Shuttle Bus Body	5 Years/ 100,000 Miles	Limited Manufacturer Warranty
DC Fast Charge Station	Two Years Parts One Year Labor	Limited BTC Power Warranty

1. All Warranties are **voided** if the customer does not preform the following conditions:
 - a. Comply with any service or recall advisories.
 - b. Follow all recommended service, maintenance and use requirements in a timely manner as set forth in the Phoenix Owner's & Maintenance Manual.
 - c. Carrying Passengers and Cargo within the specified load limits.
 - d. Make all required repairs.
2. Warranty details and requirements can be found in the Phoenix Owner's and Maintenance manual. The manual is provided at vehicle delivery – Please contact Phoenix for extra copies.

Thank you for inquiring about the Phoenix Motorcars Zero Emission Utility Shuttle. We appreciate your consideration.

Please contact us at (909) 987-0815 with any questions

Customer acceptance signature

I accept your quotation in its entirety and agree to the conditions therein referred to. I acknowledge having received your full Terms and Conditions.

I declare that I have full authority to enter into this contract.

Signature:_____

Print Name:_____

Title:_____

Date:_____



City Council Agenda Report

ITEM NO. 14

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Authorization to Spend \$50,900 from the Arroyo Seco Golf Course Capital Fund for Tree Pruning and Weed Abatement Along the Trail and Driving Range.**

Recommendation

It is recommended that the City Council:

1. Approve the spending of \$39,500 for West Coast Arborists, Inc. for tree pruning and clearance along the trail and driving range; and
2. Approve the spending of \$11,400 for LandCare for weed abatement along the trail and driving range; and
3. Appropriate \$50,900 from the Arroyo Seco Golf Course Capital Fund.

Discussion/Analysis

The trail along the Arroyo Seco Golf Course contains dry overgrown weeds, brush, and dead trees and is identified by Fire Chief Riddle as a high fire risk area. The site has not been cleared for more than 20 years and should be cleared before the fire season begins. When this project is completed it will make way for new driving range netting and a trail cover to protect trail users.

LandCare and West Coast Arborist, Inc. are under contract with the City. Both companies are responsive and familiar with the City. Park Supervisor Catrina Peguero, who oversees the contracts, recently walked the trail with representatives of both companies to ensure they understand the scope of work. All trees that need to be removed will be tagged with a Tree Removal Permit, and staff will be notified before removal.

Background

The trail along the Arroyo Seco Golf Course extends from Stoney Drive to the York Bridge. It is approximately a mile in length and it is frequently enjoyed by joggers, walkers, horseback riders, and nature park enthusiasts. The trail has a mixture of foliage, some of which poses a danger, such as rotting or rotted trees. Since the area has not been cleared in 20 years, and due to the extensive use of the area, it is recommended the City address this condition before the fire season begins.

Authorization to Spend \$50,900 from the Arroyo Seco Golf Course Capital Fund for Tree Pruning and Weed Abatement Along the Trail and Driving Range
March 17, 2021
Page 2 of 2

Legal Review

The City Attorney has reviewed this.

Fiscal Impact

The cost of the project is \$50,900. There are sufficient funds in the Arroyo Seco Golf Course Capital account to cover project costs. The Arroyo Seco Golf Course Capital funds should be appropriated to 295-9000-9160-9160.

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. West Coast Arborists, Inc. Proposal for Tree Maintenance Services
2. LandCare Proposal for Landscape Enhancements

ATTACHMENT 1
West Coast Arborists, Inc. Proposal for Tree
Maintenance Services



WEST COAST ARBORISTS, INC.

2200 E. Via Burton Street Anaheim, CA 92806
800.521.3714 Phone 714.991.7844 E-Fax WCAINC.COM

**Proposal
67594**

PROPOSAL FOR TREE MAINTENANCE SERVICES

CUSTOMER INFORMATION

Main Contact

CATRINA PEGUERO
CITY OF SOUTH PASADENA
825 MISSION STREET
SOUTH PASADENA, CA 91030
626.406.7373 cpeguero@southpasadenaca.gov

Billing Contact

GARRETT CRAWFORD
CITY OF SOUTH PASADENA
825 MISSION STREET
SOUTH PASADENA, CA 91030
626.403.7376 gcrawford@southpasadenaca.gov

Inventory Needed	Link Funds to Job #	Purchase Order #	DIR Project ID #
------------------	---------------------	------------------	------------------

Yes

JOB LOCATION

South Pasadena Nature Park & Nature Trail on Arroyo Drive

SCOPE OF WORK

Clearance on all trees to (14) feet on the trail and (5) feet near the trail. Prune all trees 7 feet away from golf course netting along the trail and in nature park area. All trees to be pruned in accordance with ANSI A300 standards.

QTY	DESCRIPTION	U/M	UNIT PRICE	TOTAL
1.00	Tree Pruning Services	Lump Sum	\$39,500.00	\$39,500.00
			GRAND TOTAL:	\$39,500.00

COMMENTS

DISCLAIMER: West Coast Arborists, Inc. ensures the quality of work performed, however, we do not ensure the customer's/city's entire tree population from failure. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances. The controlling authority must manage trees and accept some degree of risk. Only work identified in the scope of the proposal and in the contract line item is included in our quote or invoice. All work will be completed in accordance with ANSI A300 standards. Price reflects payment under prevailing wage rates under the wage determination: Tree Maintenance Laborer and report of certified payroll to the Department of Industrial Relations as applicable in accordance with state labor laws.

CA Contractors License 366764	Federal Tax ID: 95-3250682	CA DIR Registration 1000000956
HERMINIO PADILLA	AREA MANAGER	02/19/21
ESTIMATED BY	TITLE	DATE
ACCEPTED BY	TITLE	DATE

ATTACHMENT 2
LandCare Proposal for Landscape Enhancements

City of South Pasadena
825 Mission Street
South Pasadena, CA 91030
(O)626 403-7376
(C)
cpeguero@southpasadenaca.gov

Natalie Guadarrama-Plotner
natali.guadarrama@landcare.com
CO # 3234471
September 30, 2020

Authorization for Extra Work - Nature Trail Clean Up

LandCare hereby submits specifications and estimates for the following work:

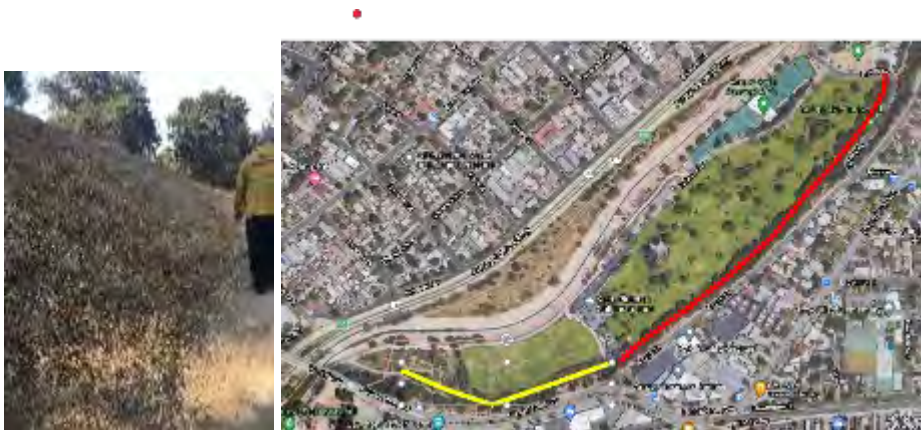
Perform weed abatement with removal along Nature Trail between Stoney Drive and Arroyo Drive.

Weed eat 3 feet on either side of the path from Stoney Drive to the driving range tee of the golf course (red).

From driving range tee to Arroyo Saco Woodland and Wildlife Park (yellow) clear from path to drive range fence and from path up hill in open areas.

All debris to be removed and disposed of at the South Pasadena dump.

Gas powered equipment to be used.



SubTotal	\$11,400.00
Tax	\$0.00
Total	\$11,400.00





Contractors' License: #1053238

Warranty:

All new woody plant material will carry a one year material and labor warranty. This warranty will be honored only if the plant material is watered, fertilized and maintained to defined standards. This warranty is limited to a one time replacement. This warranty is subject to payment of the original invoice being made within the terms of the sale and account being current.

Pricing:

Except as noted in the Proposal, all prices are valid for sixty (60) days after the date of this Proposal; provided, however, that all prices are subject to change due to seasonal growth rates, fluctuating material and/or labor prices or other unforeseen factors.

Payment Terms:

Payment terms are Due Upon Receipt. A service charge of 1.5% per month will be added to all balances not paid within thirty (30) days of invoice date. This represents an annual rate of 18%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorney's fees and court costs.

By 

Natalie Guadarrama-Plotner

Date 9/30/2020

LandCare

By _____

Date _____
City of South Pasadena



City Council Agenda Report

ITEM NO. 15

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Shahid Abbas, Public Works Director
Garrett Crawford, Acting Deputy Public Works Director

SUBJECT: **Acceptance of Project Completion and Authorization to File a Notice of Completion for the Alpha Avenue and Camino Del Sol Street Improvement Project and Authorization to Release Retention Payment to Gentry Brothers, Inc. in the amount of \$76,723.44**

Recommendation Action

It is recommended that the City Council:

1. Accept the Alpha Avenue and Camino Del Sol Street Improvement Project (Project) as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to Gentry Brothers, Inc. (Contractor), in the amount of \$76,723.44

Discussion/Analysis

The original contract was approved in the amount of \$1,698,910. The construction was completed within the budget and in a timely manner. The project was managed and inspected by South Pasadena engineering staff and Interwest Consulting Group, Inc. The City Council authorized a construction contingency of \$169,981. One change order in the amount of \$38,660 and 3 additional working days were granted to the contractor. The change order was issued to install a water line bypass to minimize water interruption impacts to residents during COVID-19 Stay-at-Home Orders. Costs for this change order were offset from unused quantities in the base bid; therefore, no project contingency amount was spent.

Background

City Council approved this project as part of the Fiscal Year (FY) 2017-18 and FY 18-19 budget. The Project includes the following:

- Camino Del Sol (Saint Albans to Via Del Rey): Cold mill existing pavement and overlay asphalt concrete. Removal and replacement of sidewalk curb ramps, driveway approaches, curb and gutter, thermoplastic striping and pavement markings, utility

adjustments, replacement of 400 feet of 12-inch water main, and installation of new water meters, valves, fire hydrants, and its appurtenances.

- Alpha Avenue (Camino Lindo to Valley View Road): Cold mill existing pavement and overlay asphalt concrete. Removal and replacement of sidewalk curb ramps, driveway approaches, curb and gutter, thermoplastic striping and pavement markings, utility adjustment, replacement of 800 feet of 8-inch water main, and installation of new water meters, valves, fire hydrants, and its appurtenances.

On November 20, 2019, the City received 8 bids, and the construction contract was awarded to the lowest bidder, Gentry Brothers, Inc.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

The project was funded utilizing Senate Bill No. 1 (Account No. 237-9000-9000) \$798,964.12 and Water Fund (Account No. 500-9000-9300) in the amount of \$735,504.97.

Environmental Analysis

This Project is exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) “existing facilities.”

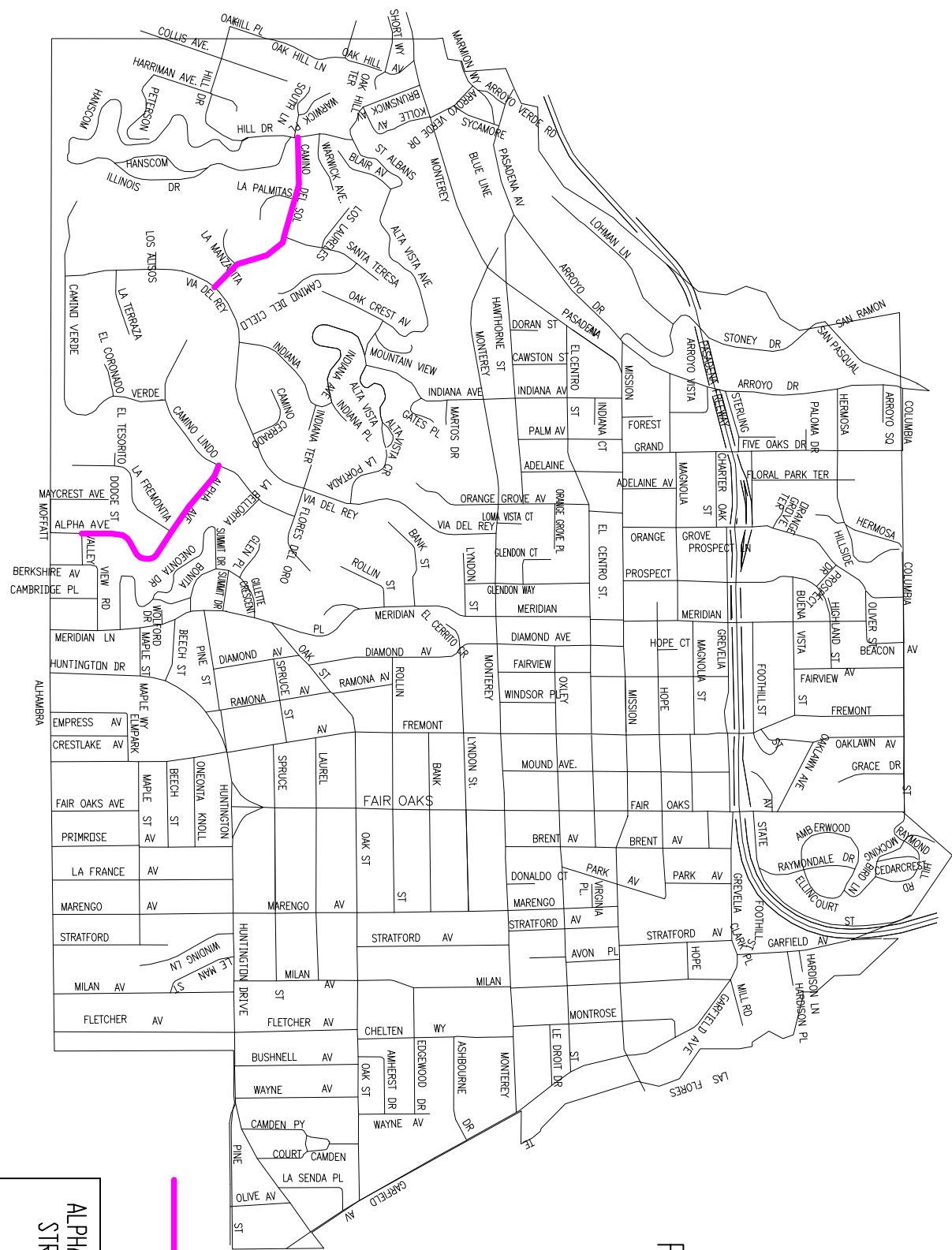
Public Notification of Agenda Item

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. Map of locations
2. Notice of completion

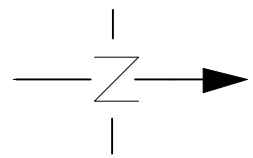
ATTACHMENT 1
Location Map



ALPHA AVENUE AND CAMINO DEL SOL
STREET IMPROVEMENT PROJECT
PROJECT NO. 2018-01

PROJECT LOCATION

PROJECT LOCATION MAP



ATTACHMENT 2
Notice of Completion

RECORDING REQUESTED BY:

City of South Pasadena

AND WHEN RECORDED MAILTO:

City of South Pasadena - PW

1414 Mission Street

South Pasadena, CA 91030

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

A.P.N.:

Order No.:

Escrow No.:

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

- 1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
- 2. The FULL NAME of the OWNER is City of South Pasadena
- 3. The FULL ADDRESS of the OWNER is 1414 Mission Street, South Pasadena, CA 91030

4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: _____ in fee.

5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES	ADDRESSES
_____	_____
_____	_____
_____	_____

6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES	ADDRESSES
_____	_____
_____	_____
_____	_____

7. A work of improvement on the property hereinafter described was COMPLETED September 30, 2020

8. The work of improvement completed is described as follows:
Pavement rehabilitation and replacement of water services, meters, fire hydrants and other appurtenances, on Alpha Avenue from Camino Lindo to Valley View Road and Camino Del Sol from St. Albans Avenue to Via Del Rey. The project also includes repair of damaged PCC sidewalks, driveways at various locations and curb ramps within the project limits. More specifically this project includes sawcut, removal and disposal of localized failed existing asphalt and PCC roadway sections, cold milling of existing pavement, subgrade preparation and compaction, asphalt concrete overlay, full depth AC

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is:
Gentry Brothers Inc.

10. The street address of said property is Alpha Avenue & Camino Del Sol Street Improvements Project

11. The property on which said work of improvement was completed is in the City of South Pasadena, County of Los Angeles, State of California, and is described as follows:

Date: December 03, 2020

(Signature of Owner or agent of owner)

Garrett Crawford, City of South Pasadena

Verification for INDIVIDUAL owner _____:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the agent ("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.") of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

May 2, 2014

South Pasadena

Date and Place

(Signature of person signing on behalf of owner)

Garrett Crawford, City of South Pasadena



City Council Agenda Report

ITEM NO. 16

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Elaine Aguilar, Interim Assistant City Manager
Albert Trinh, Finance Manager

SUBJECT: **Adoption of a Resolution Determining and Establishing an Appropriations Limit for Fiscal Year 2019-20 and Fiscal Year 2020-21 in Accordance with Article XIII B of the California Constitution**

Recommendation Action

It is recommended that the City Council:

1. Adopt a resolution revising the City of South Pasadena's (City) FY 2019-20 Appropriations Limit.
2. Adopt a resolution setting the City of South Pasadena's (City) FY 2020-21 Appropriation Limit.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Executive Summary

Voters Passed Gann Limit in 1979 to Constrain Government Spending. In the wake of Proposition 13 (1978)—the landmark initiative that limited local property taxes—voters passed another measure that limited the spending side of government operations. Proposition 4 (1979) amended the State Constitution to impose spending limits—technically, appropriations limits—on the state and most local governments. The limits are sometimes referred to as “Gann limits” in reference to one of the measure’s coauthors, Paul Gann. The fundamental purpose of the limits was to keep inflation- and population-adjusted appropriations under the 1978-79 level. The measure required revenues in excess of the limit to be rebated to taxpayers.

Discussion/Analysis

The City’s independent auditor determined that the City’s Fiscal Year 2019-20 Appropriations Limit needs to be revised with updated population data provided by the State of California – Department of Finance. The Change in Los Angeles County Population Adjustment Factor needs to be decreased from 0.9989 to 0.9999. This change will adjust the FY 2019-20 Appropriations Limit from \$26,946,769 to \$27,179,843. The revised appropriations subject to the limit are \$4,597,188 below the legally mandated limit.

The data used to calculate the City’s Fiscal Year 2020-21 limit are the change in California per

capita income, 3.73%, and Los Angeles County population decline of 0.11%. The changes in population per capita income were determined by the Census. These indices are used to maintain the 1978-79 level to reflect Capita Per Income (CPI) Adjustments required by the passage Proposition 4 (1979). The application of these growth factors to the City's FY 2020-21 Appropriations Limit produces the City's FY 2020-21 limit of \$28,162,639. The appropriations subject to the limit are \$2,494,751 below the legally mandated limit. At this time, it is recommended the City Council adopt the proposed resolution setting the City's Appropriation Limit for FY 2020-21. The City will continue to closely monitor revenues during this fiscal year to determine if the actual revenues will exceed the Limit. Should the revenues from the proceeds of taxes exceed the legal Limit, alternatives for recalculations and/or a return of excess proceeds will need to be considered at that time.

The City's independent auditors perform a limited review of the calculation as part of their annual audit. Per the State Constitution, the independent auditors are only required to review the annual calculation of the limit itself (Attachment 2, Exhibit A, Section I - Appropriation Limit). The City is responsible for the allocation of proceeds of taxes versus non-proceeds of taxes subject to the Limit (Attachment 2, Exhibit B). At the auditor's request, these numbers were updated according the latest information provided by the Los Angeles Country, Department of Finance.

Background

The "Gann Initiative" (established by 1979's Proposition 4) restricts the amount of tax-generated monies government entities can spend in a given fiscal year. Incorporated into Article XIII B of the State Constitution, the Gann Appropriations Limit specifies that appropriations funded by taxes may be increased annually by the higher of the change in California per capita income or nonresidential assessed valuation due to new construction and the change in South Pasadena population or Los Angeles County population.

Fiscal Impact

While there is no negative fiscal impact to the City, if revenues exceed the appropriations limit, the impact will be brought forward to council.

Legal Review

The City Attorney has reviewed 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*.

Adoption of a Resolution Determining and Establishing an Appropriations Limit for Fiscal Year 2019-20 and Fiscal Year 2020-21 in Accordance with Article XIII B of the California Constitution
March 17, 2021
Page 3 of 3

Attachment:

1. Resolution Revising an Appropriations Limit for FY 2019-20
2. Gann Appropriations Limit Calculation (Exhibits A, B, C, D) for FY 2019-20
3. Resolution Establishing an Appropriations Limit for FY 2020-21
4. Gann Appropriations Limit Calculation (Exhibits A, B, C, D) for FY 2020-21

ATTACHMENT 1

Resolution Revising an Appropriations Limit for FY 2019-20

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING AND REVISING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2019-20 IN ACCORDANCE WITH ARTICLE
XIII B OF THE CALIFORNIA CONSTITUTION AND
GOVERNMENT CODE SECTION 7910**

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

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

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

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

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

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

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

SECTION 1. In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby revise the City's Appropriation Limit for the Fiscal Year (FY) 2019-20 from \$26,946,769 to \$27,179,843.

SECTION 2. In the computation of such limits, the City selected population factors for Los Angeles County, rather than those for South Pasadena, for use in FY 2019-20.

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

SECTION 4. Said Appropriation Limit shall be adhered to the estimates for FY 2019-20 as presented on July 1, 2020.

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

PASSED, APPROVED AND ADOPTED ON this.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Ayala, Chief City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of March, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria Ayala, Chief City Clerk
(seal)

ATTACHMENT 2
Gann Appropriations Limit Calculation
(Exhibits A, B, C, D) for FY 2019-20

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

I Appropriation Limit

Prior Year, 2018-19 Adopted Limit		\$26,174,834
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0385	
Change in L.A. County Population (Note 2)	<u>0.9999</u>	<u>1.0384</u>
Current Year, 2019-20 Appropriation Limit		\$27,179,843

II Appropriations Subject to Limit

Estimated 2019-20 Revenues, All City Funds		\$45,507,836
Less: Non-Proceeds of Taxes (See Exhibit B)		(22,623,365)
Less: Exclusions (See Exhibit C)		<u>(301,816)</u>
Total City Appropriations Subject to Limit		\$22,582,655

III Amount Over/(Under) Limit (I - II) (\$4,597,188)

IV Total City Appropriations as a % of Limit 83.09%

Note 1: Change in California per capita income is 3.85%
(Provided by the State of CA - Department of Finance)

Note 2: County of Los Angeles population decreased by 0.01%, the City of South Pasadena's decreased by 0.12%
Total City population as of January 1, 2019 is 26,245
(Provided by the State of CA - Department of Finance)

Exhibit B
Non-Proceeds of Taxes
Fiscal Year 2019-20

	Proceeds of Taxes	Nonproceeds of Taxes	Total
101 General Fund			
Property Tax	12,225,467	-	12,225,467
Library Special Tax	337,490	-	337,490
Sales Tax	1,830,802	-	1,830,802
PSAF Sales Tax (Exempted by Statute)	-	160,128	160,128
Business License Tax	300,000	-	300,000
Utility Users Tax	3,308,327	-	3,308,327
Property Tax - VLF/Swap	3,145,590	-	3,145,590
Franchise Fees	-	915,556	915,556
Real Property Transfer Tax	148,958	-	148,958
Licenses/Permits	-	478,043	478,043
Fines/Penalties	-	263,976	263,976
Rentals	-	593,475	593,475
State, Federal & Local Reimb/Grants	-	36,211	36,211
Fees & Charges	-	2,885,126	2,885,126
Workers' Comp. Reimbursement	-	31,633	31,633
Liability Reimbursement	-	20,000	20,000
Reimbursement - Sewer/Water	-	483,384	483,384
Recycling	-	11,443	11,443
Other Revenues	-	42,552	42,552
Total General Fund	21,296,634	5,921,528	27,111,829
Other Funds			
104 Street Improvements Program Fund	-	-	-
105 Facilities & Equipment Repair	-	1,186	1,186
205 Local Transit (Prop A)	540,408	21,820	562,228
207 Local Transit (Prop C)	448,254	48,538	496,792
208 TEA/Metro Fund	-	8,294	8,294
210 Sewer (Enterprise Fund)	-	1,775,550	1,775,550
211 CTC Traffic Improvement	-	-	-
215 Lighting and Landscape Maintenance	-	892,251	892,251
217 PEG Fees	-	20,429	20,429
218 Clean Air (AB2766)	-	35,202	35,202
220 Parking and Business Improve. Tax	46,718	27,237	73,955
223 Gold Line Mitigation	-	798	798
226 Mission Meridian Parking Garage	-	-	-
228 Housing Authority	-	22,705	22,705
230 State Gas Tax (Applied to State's Limit)	11,394	542,619	554,013
232 County Park Bond	-	35,679	35,679
233 Measure R	336,191	12,266	348,457
236 Measure M	381,016	7,993	389,009
237 Road Maint. & Rehab (Applied to State's Limit)	-	508,136	508,136
238 MSRC Grant Fund	-	-	-
245 Bike & Pedestrian (SB821)	-	-	-
248 BTA Grants	-	-	-
249 Golden Streets Grant	-	-	-
255 Capital Growth	-	54,549	54,549
260 CDBG	-	45,529	45,529
270 Asset Forfeiture	-	64	64
272 State COPS Grants	-	158,631	158,631
274 Homeland Security Grant	-	-	-
275 Park Impact Fees	-	169,738	169,738
277 HSIP Grant	-	12,898	12,898
295 Arroyo Seco Golf Course (Enterprise)	-	1,288,026	1,288,026
310 Sewer Capital Projects (Enterprise)	-	632,762	632,762
327 2000 Tax Allocation Bonds	-	36	36
500 Water (Enterprise Fund)	-	9,550,434	9,550,434
503 Water Efficiency Fund	-	207,155	207,155
510 Water & Sewer Impact Fees	-	246,727	246,727
927 Redevelopment Obligations Trust Fund	-	197,900	197,900
Total Other Funds	1,763,981	16,525,152	18,039,748
Subtotal All Funds	23,060,614	22,446,680	45,151,577
Interest Earnings	179,573	176,685	356,259
Total All Funds	23,240,188	22,623,365	45,507,836

Exhibit C Excluded Costs Fiscal Year 2019-20

Category	Amount
Federal Mandates	
Social Security/Medicare	271,071
Non-Incidental Overtime - FLSA	30,745
	<hr/>
	301,816
Qualified Debt Service	
	<hr/>
	-
Total Excluded Costs	301,816

Exhibit D Interest Earnings Fiscal Year 2019-20
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Category	Amount
Non-Interest Tax Proceeds	23,060,614
Exclusions	(301,816)
	22,758,798
Total Non-Interest Budget	45,151,577
Tax Proceeds as Percent of Budget	50.41%
Interest Earnings	356,259
Amount of Interest Earned from Taxes	179,573
Amount of Interest Earned from Non-Taxes	176,685

ATTACHMENT 3

Resolution Establishing an Appropriations Limit for FY 2020-21

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING AND ESTABLISHING AN APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2020-21 IN ACCORDANCE WITH
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND
GOVERNMENT CODE SECTION 7910**

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

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

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

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

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

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

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

SECTION 1. In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby establishes the City's Appropriation Limit for the Fiscal Year (FY) 2020-21 to be \$28,162,639.

SECTION 2. In the computation of such limits, the City selected population factors for Los Angeles County, rather than those for South Pasadena, for use in FY 2020-21.

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

SECTION 4. Said Appropriation Limit shall be adhered to in the City's FY 2020-21 Budget.

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

PASSED, APPROVED AND ADOPTED ON this.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Ayala, Chief City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of March, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria Ayala, Chief City Clerk
(seal)

ATTACHMENT 4
Gann Appropriations Limit Calculation
(Exhibits A, B, C, D) for FY 2020-21

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2020-21

I Appropriation Limit

Prior Year, 2019-20 Adopted Limit		\$27,179,843
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0373	
Change in L.A. County Population (Note 2)	<u>0.9989</u>	<u>1.0362</u>
Current Year, 2020-21 Appropriation Limit		\$28,162,639

II Appropriations Subject to Limit

Estimated 2020-21 Revenues, All City Funds		\$55,947,695
Less: Non-Proceeds of Taxes (See Exhibit B)		(29,995,891)
Less: Exclusions (See Exhibit C)		<u>(283,916)</u>
Total City Appropriations Subject to Limit		\$25,667,888

III Amount Over/(Under) Limit (I - II) (\$2,494,751)

IV Total City Appropriations as a % of Limit 91.14%

Note 1: Change in California per capita income, 3.73%
 (Provided by the State of CA - Department of Finance)

Note 2: County of Los Angeles population decreased by 0.11%, which exceeds South Pasadena population decrease by 0.26%.
 Total City population as of January 1, 2020 is 25,458.
 (Provided by the State of CA - Department of Finance)

Exhibit B

Non-Proceeds of Taxes

Fiscal Year 2020-21

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	12,348,000	-	12,348,000
Library Special Tax	350,008	-	350,008
Sales Tax	4,450,720	-	4,450,720
PSAF Sales Tax (Exempted by Statute)	-	300,000	300,000
Business License Tax	292,500	-	292,500
Utility Users Tax	3,177,105	-	3,177,105
Property Tax - VLF/Swap	3,218,000	-	3,218,000
Franchise Fees	-	852,000	852,000
Real Property Transfer Tax	150,000	-	150,000
Licenses/Permits	-	459,280	459,280
Fines/Penalties	-	265,000	265,000
Use of Money and Properties	-	4,794,718	4,794,718
Revenues from Other Agencies	-	676,500	676,500
Current Services	-	3,006,550	3,006,550
Other Revenues	-	455,719	455,719
Reimbursement from Other Funds	-	483,384	483,384
Total General Fund	23,986,333	11,293,151	35,279,484
Other Funds			
105 Facilities & Equipment Repair	-	1,000	1,000
205 Local Transit (Prop A)	553,185	13,000	566,185
207 Local Transit (Prop C)	458,852	48,896	507,748
208 TEA/Metro Fund	-	6,412	6,412
210 Sewer (Enterprise Fund)	-	2,046,763	2,046,763
215 Lighting and Landscape Maintenance	-	889,837	889,837
217 PEG Fees	-	19,825	19,825
218 Clean Air (AB2766)	-	34,939	34,939
220 Business Improvement Tax	55,790	22,740	78,530
223 Gold Line Mitigation	-	700	700
228 Housing Authority	-	22,676	22,676
230 State Gas Tax (Applied to State's Limit)	-	669,062	669,062
232 County Park Bond	-	40,067	40,067
233 Measure R	344,175	10,000	354,175
236 Measure M	390,024	7,000	397,024
237 Road Maint. & Rehab (Applied to State's Limit)	-	502,685	502,685
241 Measure H	-	12,394	12,394
249 Golden Streets Grant	-	332,000	332,000
255 Capital Growth	-	55,000	55,000
260 CDBG	-	261,565	261,565
270 Asset Forfeiture	-	50	50
272 State COPS Grants	-	102,500	102,500
275 Park Impact Fees	-	166,000	166,000
278 Housing Element Grant	-	150,000	150,000
295 Arroyo Seco Golf Course (Enterprise)	-	1,355,410	1,355,410
310 Sewer Capital Projects (Enterprise)	-	2,500	2,500
500 Water (Enterprise Fund)	-	11,585,152	11,585,152
503 Water Efficiency Fund	-	206,069	206,069
510 Water & Sewer Impact Fees	-	107,444	107,444
927 Redevelopment Obligations Trust Fund	-	194,500	194,500
Total Other Funds	1,802,026	18,866,186	20,668,212
Less Interesting Earnings from Nonproceeds of Taxes		-356,259	-356,259
Subtotal All Funds	25,788,359	29,803,078	55,591,437
Interest Earnings	163,446	192,813	356,259
Total All Funds	25,951,805	29,995,891	55,947,695

Exhibit C Excluded Costs Fiscal Year 2020-21

Category	Amount
Federal Mandates	
Social Security/Medicare	224,458
Non-Incidental Overtime - FLSA	59,458
	<hr/>
	283,916
Qualified Debt Service	
	<hr/>
	-
Total Excluded Costs	283,916

Exhibit D Interest Earnings Fiscal Year 2020-21
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Category	Amount
Non-Interest Tax Proceeds	25,788,359
Exclusions	(283,916)
	25,504,443
Total Non-Interest Budget	55,591,437
Tax Proceeds as Percent of Budget	45.88%
Interest Earnings	356,259
Amount of Interest Earned from Taxes	163,446
Amount of Interest Earned from Non-Taxes	192,813



City Council Agenda Report

ITEM NO. 17

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Elaine Aguilar, Interim Assistant City Manager
Albert Trinh, Finance Manager

SUBJECT: **Monthly Investment Reports for January 2021**

Recommendation Action

It is recommended that the City Council receive and file the monthly investment reports for January 2021.

Commission Review and Recommendation

This matter was not reviewed by a commission. (Please see discussion of Commission review under “Background”.)

Discussion/Analysis

Due to regulatory changes, the City had to find a suitable financial institution to continue managing the investments. City Treasurer Gary Pia worked with Morgan Stanley to reach out to multiple financial institutions to determine the best match for the City. After several months of reviewing various financial institution, the City chose to use Zions Bank for its investments.

The City’s investments have shown a decrease from prior month. The market value of the investments held at Zions Bank decreased by \$100k from the prior month due to some securities sold and held as uninvested cash with Zions Bank.

Background

As required by law, a monthly investment report, including water bond funds, is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest, and securities with a maturity of more than 12 months at current market values.

The reports reflect all investments at the above-referenced date and are in conformity with the City Investment Policy as stated in Resolution No. 7635. A copy of the Resolution is available at the City Clerk’s Office.

Lastly, a question was posed at a previous City Council meeting pertaining to the Finance Commission’s review of the Investment Report. This discussion topic was on the December 17,

2020 Finance Commission agenda. After discussion, it was determined that the Finance Commission's review prior to the report appearing on the City Council's agenda would result in an additional month's delay in presentation of the report to the City Council due to timing of receipt of the necessary data, and timing of Commission and Council meetings. For example, on the current schedule, the November investment data is on the Council's January agenda, if the Commission were to review the report, the November investment data would be presented to the City Council in February. At this time, the Commission indicated the schedule should remain as is. However, should the data be available more expeditiously in the future, then the Commission would revisit the discussion and potentially, reconsider Commission meeting dates to accommodate its review.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

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: City Investment Reports for January 2021

ATTACHMENT 1
City Investment Reports for January 2021

Exhibit A

**City of South Pasadena
INVESTMENT REPORT
January 31, 2021**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	CURRENT YIELD	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	0.458%	60.40%	25,976,793.79	25,976,793.79
SUBTOTAL			60.40%	25,976,793.79	25,976,793.79
ZIONS BANK					
Corporate Bonds	See Exhibit B-1	2.72%	11.34%	4,875,161.48	4,976,303.26
Government Agency Securities	See Exhibit B-1	1.63%	10.50%	4,514,598.77	4,617,251.94
US Treasury Notes & Bonds	See Exhibit B-1	1.97%	17.76%	7,638,952.19	7,863,589.70
SUBTOTAL			28.26%	17,028,712.44	17,457,144.90
TOTAL INVESTMENTS			88.66%	\$43,005,506.23	\$43,433,938.69

BANK ACCOUNTS:

Bank of the West Account Balance:	\$4,147,119.56
Zions Bank Uninvested Cash Balance ¹ :	\$363,441.12
Zions Bank Unsettled Transactions ¹	-
BNY Mellon Uninvested Cash Balance ²	158,300.41

Footnotes:

¹ The Zions Bank Uninvested Cash Balance and Unsettled Transactions are separate from the investment portion. The sum of the three Zions Bank balance totals to the balance reflected on the provided statement.

² The BNY Mellon Uninvested Cash Balance is information-only as it is funds intended for 2016 Water Revenue Bond.

Required Disclosures:

Average weighted maturity of the portfolio	383 DAYS
Average weighted total yield to maturity of the portfolio	1.115%
Projected Expenditures for the next 6 months:	\$ 16,990,398

* Current market valuation is required for investments with maturities of more than twelve months.

In compliance with the California Code Section 53646, as the City Treasurer of the City of South Pasadena, I hereby certify that sufficient investment liquidity to meet the City's expenditure requirements for the next six months and that all investments are in compliance to the City's Statement of Investment Policy.

I also certify that this report reflects all Government Agency pooled investments and all City's bank balances.



Gary Pia, City Treasurer

03/10/2021

Date

ZIONS BANK®

Statement of Account

January 1, 2021 Through January 31, 2021

South Pasadena Custody

Account Number : [REDACTED]

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Please contact your administrator - [REDACTED]
with any questions concerning your account.

Confidential And Privileged Information

Cash Reconciliation

	Income	Principal
<i>Opening Balance January 1, 2021</i>	\$ 0.00	\$ 0.00
<i>Receipts</i>		
Sales	0.00	0.00
Interest	8,394.50	0.00
Dividends	0.00	0.00
Other Receipts	0.00	355,046.62
Collective Fund Earnings	0.00	0.00
Transfers	0.00	0.00
Total Receipts	8,394.50	355,046.62
<i>Disbursements</i>		
Purchases	0.00	0.00
Fees	0.00	0.00
Other Disbursements	0.00	0.00
Transfers	0.00	0.00
Total Disbursements	0.00	0.00
<i>Net Cash Management</i>	0.00	-363,441.12
<i>Closing Balance January 31, 2021</i>	\$ 8,394.50	\$ -8,394.50

Portfolio Summary

January 31, 2021	Portfolio %	Market Value	Projected Income	Current Yield
Cash & Equivalents	2.04%	363,441.12	36.34	0.01%
Fixed Income	97.96%	17,457,144.90	350,882.77	2.01%
<i>Total Portfolio</i>	100.00 %	17,820,586.02	350,919.11	1.97%
<i>Accrued Income</i>		101,632.81		
<i>Total Market Value</i>		17,922,218.83		

Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income	
<u>Money Market Funds - Taxable</u>									
363,441.12	Fidelity Gov Port III FCGXX		363,441.12	1.00	363,441.12	36.34	0.01%	2.02	
363,441.12	* * Sub Totals * *		363,441.12		363,441.12	36.34	0.01%	2.02	
<u>Corporate Bonds (30/360)</u>									
162,000	Exxon Mobil Corporation	2.222%	03/01/2021	162,418.67	100.03	162,051.92	3,599.64	2.22%	1,498.17
80,000	Prudential Finl Inc	4.500%	11/16/2021	81,927.81	103.19	82,551.04	3,600.00	4.36%	744.13
172,000	American Express Cr Corp Mt	2.700%	03/03/2022	173,464.69	102.42	176,158.01	4,644.00	2.64%	1,906.89
79,000	Burlington Northn Santa Fe	3.050%	03/15/2022	80,042.26	102.33	80,838.64	2,409.50	2.98%	908.61
165,000	U S Bancorp Mtns Bk Ent	3.000%	03/15/2022	166,928.11	102.87	169,732.06	4,950.00	2.92%	1,866.62
169,000	Intel Corp	2.350%	05/11/2022	169,372.91	102.53	173,280.30	3,971.50	2.29%	876.39
170,000	Apple Inc	2.700%	05/13/2022	171,786.97	103.28	175,583.83	4,590.00	2.61%	987.23
81,000	Oracle Corp	2.500%	05/15/2022	81,439.98	102.47	83,002.60	2,025.00	2.44%	424.23
170,000	Bristol-Myers Squibb Co	2.000%	08/01/2022	170,502.37	102.47	174,206.06	3,400.00	1.95%	1,700.00
167,000	Lockheed Martin Corp	3.100%	01/15/2023	173,677.68	104.92	175,221.61	5,177.00	2.95%	216.91
208,000	JPMorgan Chase & Co	3.200%	01/25/2023	221,053.33	105.64	219,727.01	6,656.00	3.03%	92.96
168,000	Bank of New York Mellon	2.950%	01/29/2023	166,503.12	105.01	176,411.72	4,956.00	2.81%	13.84
125,000	Amazon Com Inc	2.400%	02/22/2023	123,210.00	104.14	130,176.25	3,000.00	2.30%	1,324.02
163,000	General Dynamics Corp	3.375%	05/15/2023	164,599.95	106.92	174,272.81	5,501.25	3.16%	1,152.50
84,000	Cisco Systems Inc	2.200%	09/20/2023	81,882.36	104.63	87,888.49	1,848.00	2.10%	671.06
161,000	Deere John Capital Corp	3.650%	10/12/2023	165,113.00	108.89	175,308.91	5,876.50	3.35%	1,772.80
160,000	State Street Corp	3.700%	11/20/2023	171,652.92	109.46	175,135.52	5,920.00	3.38%	1,157.54
160,000	Caterpillar Finl Svcs	3.750%	11/24/2023	171,264.18	109.16	174,648.24	6,000.00	3.44%	1,106.15
121,000	Truist Finl Corp	3.750%	12/06/2023	122,980.03	109.29	132,239.70	4,537.50	3.43%	684.43
80,000	MetLife Inc	3.600%	04/10/2024	84,162.84	109.85	87,877.12	2,880.00	3.28%	884.92
159,000	Comcast Corp New	3.700%	04/15/2024	169,791.28	109.91	174,757.58	5,883.00	3.37%	1,725.46
166,000	Texas Instrs Inc	2.625%	05/15/2024	169,439.74	106.87	177,408.25	4,357.50	2.46%	912.88
84,000	Paccar Financial Corp	2.150%	08/15/2024	88,918.20	105.83	88,899.72	1,806.00	2.03%	832.37
206,000	Unitedhealth Group Inc	2.375%	08/15/2024	219,958.43	106.39	219,170.29	4,892.50	2.23%	2,254.92

January 01, 2021 through January 31, 2021

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

Holdings

Shares / PV	Asset Description			Cost	Price	Market Est	Ann Inc	Yield	Acc Income
84,000	United Parcel Svcs Inc	2.200%	09/01/2024	85,232.61	105.78	88,852.57	1,848.00	2.08%	769.14
211,000	PNC Finl Svcs Group Inc	2.200%	11/01/2024	215,979.57	106.07	223,804.88	4,642.00	2.07%	1,154.02
166,000	Pepsico Inc	2.250%	03/19/2025	177,664.82	106.42	176,661.38	3,735.00	2.11%	1,366.72
162,000	Coca Cola Co	2.950%	03/25/2025	178,186.23	109.44	177,296.08	4,779.00	2.70%	1,668.65
172,000	Chevron Corporation	1.554%	05/11/2025	178,135.52	103.19	177,495.23	2,672.88	1.51%	589.83
81,000	Oracle Corp	2.950%	05/15/2025	88,312.96	108.68	88,027.24	2,389.50	2.71%	500.59
195,000	Bank Of America Corp	3.875%	08/01/2025	221,628.03	113.20	220,745.95	7,556.25	3.42%	3,778.13
158,000	Home Depot Inc	3.350%	09/15/2025	177,930.91	111.94	176,872.25	5,293.00	2.99%	1,995.96
4,689,000	** Sub Totals **			4,875,161.48		4,976,303.26	135,396.52	2.72%	37,538.07
	<u>Government Agency Securities</u>								
511,000	FHLMC	2.375%	01/13/2022	526,659.76	102.16	522,055.71	12,136.25	2.32%	576.30
365,000	Federal Natl Mtg Assn	2.875%	09/12/2023	368,865.65	107.08	390,829.88	10,493.75	2.68%	4,045.08
833,000	Federal National Mortgage As	2.500%	02/05/2024	837,375.35	106.82	889,814.79	20,825.00	2.34%	10,179.82
535,000	FNMA	2.625%	09/06/2024	555,656.57	108.48	580,394.32	14,043.75	2.42%	5,648.88
681,000	FHLMC	1.500%	02/12/2025	705,639.15	104.59	712,282.06	10,215.00	1.43%	4,793.63
801,000	Federal Natl Mtg Assn	0.500%	06/17/2025	804,348.73	100.33	803,628.40	4,005.00	0.50%	481.05
717,000	Federal Natl Mtg Assn	0.500%	11/07/2025	716,053.56	100.17	718,246.78	3,585.00	0.50%	781.09
4,443,000	** Sub Totals **			4,514,598.77		4,617,251.94	75,303.75	1.63%	26,505.85
	<u>U.S. Treasury Notes & Bonds</u>								
1,026,000	United States Treas Nts	1.750%	07/31/2021	1,027,701.84	100.82	1,034,416.28	17,955.00	1.74%	8,977.50
956,000	United States Treas N	2.000%	10/31/2021	958,572.49	101.40	969,368.70	19,120.00	1.97%	4,859.23
517,000	United States Treas Nts	1.625%	12/31/2021	517,578.56	101.38	524,149.08	8,401.25	1.60%	719.44
885,000	United States Treas Nts	1.750%	07/15/2022	888,242.61	102.38	906,018.75	15,487.50	1.71%	684.53
808,000	US Treasury N/B	1.750%	01/31/2023	808,928.87	103.23	834,133.95	14,140.00	1.70%	7,070.00
434,000	US Treasury Note	1.375%	06/30/2023	418,708.44	102.95	446,782.60	5,967.50	1.34%	511.03
730,000	U.S TREASURY N/B	2.875%	11/30/2023	754,788.68	107.61	785,520.15	20,987.50	2.67%	3,574.79
719,000	U.S. Treasury N/B	2.125%	03/31/2024	713,017.92	106.02	762,308.25	15,278.75	2.00%	5,162.87
1,010,000	US Treasury N/B	2.000%	04/30/2024	1,019,097.37	105.76	1,068,193.17	20,200.00	1.89%	5,133.70

Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income
529,000	United States Treas Nts	0.500% 03/31/2025	532,315.41	100.70	532,698.77	2,645.00	0.50%	893.78
7,614,000	<i>** Sub Totals **</i>		7,638,952.19		7,863,589.70	140,182.50	1.78%	37,586.87
17,109,441.12	<i>** Grand Totals **</i>		17,392,153.56		17,820,586.02	350,919.11	1.97%	101,632.81

Cash Summary

<i>Principal Cash</i>	-8,394.50
<i>Income Cash</i>	8,394.50
<i>Invested Income</i>	0.00

Account Transactions

Date	Description	Income	Principal	Carrying Value
	<i>Starting Balances</i>	\$ 0.00	\$ 0.00	\$ 0.00
	<u>Interest</u>			
01/15/2021	Interest Lockheed Martin Corp 3.1000% 01/15/23	2,588.50		
01/25/2021	Interest JPMorgan Chase & Co 3.2000% 01/25/23	3,328.00		
01/29/2021	Interest Bank of New York Mellon 2.9500% 01/29/23	2,478.00		
	Sub Total	8,394.50	0.00	0.00
	<u>Receipts</u>			
01/11/2021	Cash Deposit Miscellaneous Receipt ACAT Cash		341,234.75	
01/19/2021	Cash Deposit Miscellaneous Receipt ACAT Cash		6,068.13	
01/25/2021	Cash Deposit Miscellaneous Receipt ACAT Deposit		7,743.74	
	Sub Total	0.00	355,046.62	0.00
	<u>Other/Miscellaneous</u>			
01/12/2021	Free Receipt Amazon Com Inc 2.4000% 02/22/23 Free Received 125000 Par Val Received from Morgan Stanley A/C 255-129208-233			130,283.27
01/12/2021	Free Receipt Comcast Corp New 3.7000% 04/15/24 Free Received 159000 Par Val Received from Morgan Stanley A/C 255-129208-233			174,985.99
01/12/2021	Free Receipt JPMorgan Chase & Co 3.2000% 01/25/23 Free Received 208000 Par Val Received from Morgan Stanley A/C 255-129208-233			220,225.89

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/12/2021	Free Receipt Lockheed Martin Corp 3.1000% 01/15/23 Free Received 167000 Par Val Received from Morgan Stanley A/C 255-129208-233			175,382.02
01/12/2021	Free Receipt MetLife Inc 3.6000% 04/10/24 Free Received 80000 Par Val Received from Morgan Stanley A/C 255-129208-233			87,767.34
01/12/2021	Free Receipt Oracle Corp 2.5000% 05/15/22 Free Received 81000 Par Val Received from Morgan Stanley A/C 255-129208-233			83,111.74
01/12/2021	Free Receipt Pepsico Inc 2.2500% 03/19/25 Free Received 166000 Par Val Received from Morgan Stanley A/C 255-129208-233			176,939.47
01/13/2021	Free Receipt American Express Cr Corp Mt 2.7000% 03/03/22 Free Received 172000 Par Val Received from Morgan Stanley A/C 255-129208-233			176,339.94
01/13/2021	Free Receipt Apple Inc 2.7000% 05/13/22 Free Received 170000 Par Val Received from Morgan Stanley A/C 255-129208-233			175,804.74
01/13/2021	Free Receipt Truist Finl Corp 3.7500% 12/06/23 Free Received 121000 Par Val Received from Morgan Stanley A/C 255-129208-233			132,367.63
01/13/2021	Free Receipt Bank Of America Corp 3.8750% 08/01/25 Free Received 195000 Par Val Received from Morgan Stanley A/C 255-129208-233			220,875.45
01/13/2021	Free Receipt Bank of New York Mellon 2.9500% 01/29/23 Free Received 168000 Par Val Received from Morgan Stanley A/C 255-129208-233			176,588.16

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/13/2021	Free Receipt Bristol-Myers Squibb Co 2.0000% 08/01/22 Free Received 170000 Par Val Received from Morgan Stanley A/C 255-129208-233			174,375.47
01/13/2021	Free Receipt Burlington Northn Santa Fe 3.0500% 03/15/2 Free Received 79000 Par Val Received from Morgan Stanley A/C 255-129208-233			80,985.61
01/13/2021	Free Receipt Caterpillar Finl Svcs 3.7500% 11/24/23 Free Received 160000 Par Val Received from Morgan Stanley A/C 255-129208-233			175,446.93
01/13/2021	Free Receipt Chevron Corporation 1.5540% 05/11/25 Free Received 172000 Par Val Received from Morgan Stanley A/C 255-129208-233			177,896.74
01/13/2021	Free Receipt Cisco Systems Inc 2.2000% 09/20/23 Free Received 84000 Par Val Received from Morgan Stanley A/C 255-129208-233			88,096.58
01/13/2021	Free Receipt Coca Cola Co 2.9500% 03/25/25 Free Received 162000 Par Val Received from Morgan Stanley A/C 255-129208-233			177,221.10
01/13/2021	Free Receipt Deere John Capital Corp 3.6500% 10/12/23 Free Received 161000 Par Val Received from Morgan Stanley A/C 255-129208-233			175,624.98
01/13/2021	Free Receipt Exxon Mobil Corporation 2.2220% 03/01/21 Free Received 162000 Par Val Received from Morgan Stanley A/C 255-129208-233			162,179.00
01/13/2021	Free Receipt General Dynamics Corp 3.3750% 05/15/23 Free Received 163000 Par Val Received from Morgan Stanley A/C 255-129208-233			174,123.56

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/13/2021	Free Receipt Home Depot Inc 3.3500% 09/15/25 Free Received 158000 Par Val Received from Morgan Stanley A/C 255-129208-233			176,778.09
01/13/2021	Free Receipt Intel Corp 2.3500% 05/11/22 Free Received 169000 Par Val Received from Morgan Stanley A/C 255-129208-233			173,376.18
01/13/2021	Free Receipt Oracle Corp 2.9500% 05/15/25 Free Received 81000 Par Val Received from Morgan Stanley A/C 255-129208-233			87,961.30
01/13/2021	Free Receipt PNC Finl Svcs Group Inc 2.2000% 11/01/24 Free Received 211000 Par Val Received from Morgan Stanley A/C 255-129208-233			223,897.52
01/13/2021	Free Receipt Paccar Financial Corp 2.1500% 08/15/24 Free Received 84000 Par Val Received from Morgan Stanley A/C 255-129208-233			88,785.85
01/13/2021	Free Receipt Prudential Finl Inc 4.5000% 11/16/21 Free Received 80000 Par Val Received from Morgan Stanley A/C 255-129208-233			82,829.50
01/13/2021	Free Receipt State Street Corp 3.7000% 11/20/23 Free Received 160000 Par Val Received from Morgan Stanley A/C 255-129208-233			175,471.61
01/13/2021	Free Receipt Texas Instrs Inc 2.6250% 05/15/24 Free Received 166000 Par Val Received from Morgan Stanley A/C 255-129208-233			177,192.89
01/13/2021	Free Receipt United Parcel Svcs Inc 2.2000% 09/01/24 Free Received 84000 Par Val Received from Morgan Stanley A/C 255-129208-233			89,059.22

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/13/2021	Free Receipt U S Bancorp Mtns Bk Ent 3.0000% 03/15/22 Free Received 165000 Par Val Received from Morgan Stanley A/C 255-129208-233			170,120.48
01/13/2021	Free Receipt Unitedhealth Group Inc 2.3750% 08/15/24 Free Received 206000 Par Val Received from Morgan Stanley A/C 255-129208-233			219,421.29
01/14/2021	Adjust Taxlot Cost Amazon Com Inc 2.4000% 02/22/23 Adjust Cost \$ 123,210.00			
01/14/2021	Adjust Taxlot Cost Comcast Corp New 3.7000% 04/15/24 Adjust Cost \$ 169,791.28			
01/14/2021	Adjust Taxlot Cost JPMorgan Chase & Co 3.2000% 01/25/23 Adjust Cost \$ 221,053.33			
01/14/2021	Adjust Taxlot Cost Lockheed Martin Corp 3.1000% 01/15/23 Adjust Cost \$ 173,677.68			
01/14/2021	Adjust Taxlot Cost MetLife Inc 3.6000% 04/10/24 Adjust Cost \$ 84,162.84			
01/14/2021	Adjust Taxlot Cost Oracle Corp 2.5000% 05/15/22 Adjust Cost \$ 81,439.98			
01/14/2021	Adjust Taxlot Cost Pepsico Inc 2.2500% 03/19/25 Adjust Cost \$ 177,664.82			
01/14/2021	Free Receipt Federal Natl Mtg Assn 0.5000% 06/17/25 Free Received 801000 Par Val Received from Morgan Stanley A/C 255-129208-233			804,018.66
01/14/2021	Free Receipt Federal Natl Mtg Assn 0.5000% 11/07/25 Free Received 717000 Par Val			718,266.59

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/14/2021	Received from Morgan Stanley A/C 255-129208-233 Free Receipt Federal Natl Mtg Assn 2.8750% 09/12/23 Free Received 365000 Par Val			390,843.45
01/14/2021	Received from Morgan Stanley A/C 255-129208-233 Free Receipt Federal National Mortgage Asso2.5000% 02/05/2 Free Received 833000 Par Val			890,468.18
01/14/2021	Received from Morgan Stanley A/C 255-129208-233 Free Receipt FNMA 2.6250% 09/06/24 Free Received 535000 Par Val			580,559.51
01/14/2021	Received from Morgan Stanley A/C 255-129208-233 Free Receipt FHLMC 2.3750% 01/13/22 Free Received 511000 Par Val			522,580.73
01/14/2021	Received from Morgan Stanley A/C 255-129208-233 Free Receipt FHLMC 1.5000% 02/12/25 Free Received 681000 Par Val			711,956.96
01/20/2021	Received from Morgan Stanley A/C 255-129208-233 Adjust Taxlot Cost American Express Cr Corp Mt 2.7000% 03/03/22 Adjust Cost \$ 173,464.69			
01/20/2021	Adjust Taxlot Cost Apple Inc 2.7000% 05/13/22 Adjust Cost \$ 171,786.97			
01/20/2021	Adjust Taxlot Cost Truist Finl Corp 3.7500% 12/06/23 Adjust Cost \$ 122,980.03			
01/20/2021	Adjust Taxlot Cost Bank Of America Corp 3.8750% 08/01/25 Adjust Cost \$ 221,628.03			
01/20/2021	Adjust Taxlot Cost Bank of New York Mellon 2.9500% 01/29/23 Adjust Cost \$ 166,503.12			

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/20/2021	Adjust Taxlot Cost Bristol-Myers Squibb Co 2.0000% 08/01/22 Adjust Cost \$ 170,502.37			
01/20/2021	Adjust Taxlot Cost Burlington Northn Santa Fe 3.0500% 03/15/2 Adjust Cost \$ 80,042.26			
01/20/2021	Adjust Taxlot Cost Caterpillar Finl Svcs 3.7500% 11/24/23 Adjust Cost \$ 171,264.18			
01/20/2021	Adjust Taxlot Cost Chevron Corporation 1.5540% 05/11/25 Adjust Cost \$ 178,135.52			
01/20/2021	Adjust Taxlot Cost Cisco Systems Inc 2.2000% 09/20/23 Adjust Cost \$ 81,882.36			
01/20/2021	Adjust Taxlot Cost Coca Cola Co 2.9500% 03/25/25 Adjust Cost \$ 178,186.23			
01/20/2021	Adjust Taxlot Cost Deere John Capital Corp 3.6500% 10/12/23 Adjust Cost \$ 165,113.00			
01/20/2021	Adjust Taxlot Cost Exxon Mobil Corporation 2.2220% 03/01/21 Adjust Cost \$ 162,418.67			
01/20/2021	Adjust Taxlot Cost Federal Natl Mtg Assn 0.5000% 06/17/25 Adjust Cost \$ 804,348.73			
01/20/2021	Adjust Taxlot Cost Federal Natl Mtg Assn 0.5000% 11/07/25 Adjust Cost \$ 716,053.56			
01/20/2021	Adjust Taxlot Cost Federal Natl Mtg Assn 2.8750% 09/12/23 Adjust Cost \$ 368,865.65			
01/20/2021	Adjust Taxlot Cost Federal National Mortgage Asso2.5000% 02/05/2 Adjust Cost \$ 837,375.35			

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/20/2021	Adjust Taxlot Cost			
	FNMA 2.6250% 09/06/24			
	Adjust Cost \$ 555,656.57			
01/20/2021	Adjust Taxlot Cost			
	FHLMC 2.3750% 01/13/22			
	Adjust Cost \$ 526,659.76			
01/20/2021	Adjust Taxlot Cost			
	FHLMC 1.5000% 02/12/25			
	Adjust Cost \$ 705,639.15			
01/20/2021	Adjust Taxlot Cost			
	General Dynamics Corp 3.3750% 05/15/23			
	Adjust Cost \$ 164,599.95			
01/20/2021	Adjust Taxlot Cost			
	Home Depot Inc 3.3500% 09/15/25			
	Adjust Cost \$ 177,930.91			
01/20/2021	Adjust Taxlot Cost			
	Intel Corp 2.3500% 05/11/22			
	Adjust Cost \$ 169,372.91			
01/20/2021	Adjust Taxlot Cost			
	Oracle Corp 2.9500% 05/15/25			
	Adjust Cost \$ 88,312.96			
01/20/2021	Adjust Taxlot Cost			
	PNC Finl Svcs Group Inc 2.2000% 11/01/24			
	Adjust Cost \$ 215,979.57			
01/20/2021	Adjust Taxlot Cost			
	Paccar Financial Corp 2.1500% 08/15/24			
	Adjust Cost \$ 88,918.20			
01/20/2021	Adjust Taxlot Cost			
	Prudential Finl Inc 4.5000% 11/16/21			
	Adjust Cost \$ 81,927.81			
01/20/2021	Adjust Taxlot Cost			
	State Street Corp 3.7000% 11/20/23			
	Adjust Cost \$ 171,652.92			
01/20/2021	Adjust Taxlot Cost			
	Texas Instrs Inc 2.6250% 05/15/24			
	Adjust Cost \$ 169,439.74			

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/20/2021	Adjust Taxlot Cost United Parcel Svcs Inc 2.2000% 09/01/24 Adjust Cost \$ 85,232.61			
01/20/2021	Adjust Taxlot Cost U S Bancorp Mtns Bk Ent 3.0000% 03/15/22 Adjust Cost \$ 166,928.11			
01/20/2021	Adjust Taxlot Cost Unitedhealth Group Inc 2.3750% 08/15/24 Adjust Cost \$ 219,958.43			
01/21/2021	Free Receipt U.S TREASURY N/B 2.8750% 11/30/23 Free Received 730000 Par Val Received from Morgan Stanley A/C 255-129208-233			786,261.10
01/21/2021	Free Receipt United States Treas Nts 1.7500% 07/15/22 Free Received 885000 Par Val Received from Morgan Stanley A/C 255-129208-233			906,675.42
01/21/2021	Free Receipt United States Treas Nts 1.7500% 07/31/21 Free Received 1026000 Par Val Received from Morgan Stanley A/C 255-129208-233			1,035,618.75
01/21/2021	Free Receipt US Treasury N/B 1.7500% 01/31/23 Free Received 808000 Par Val Received from Morgan Stanley A/C 255-129208-233			834,575.93
01/21/2021	Free Receipt US Treasury Note 1.3750% 06/30/23 Free Received 434000 Par Val Received from Morgan Stanley A/C 255-129208-233			446,884.59
01/21/2021	Free Receipt U.S. Treasury N/B 2.1250% 03/31/24 Free Received 719000 Par Val Received from Morgan Stanley A/C 255-129208-233			762,477.21
01/21/2021	Free Receipt US Treasury N/B 2.0000% 04/30/24 Free Received 1010000 Par Val			1,068,350.73

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/21/2021	Received from Morgan Stanley A/C 255-129208-233 Free Receipt United States Treas Nts 1.6250% 12/31/21 Free Received 517000 Par Val			524,674.35
01/21/2021	Received from Morgan Stanley A/C 255-129208-233 Free Receipt United States Treas Nts 0.5000% 03/31/25 Free Received 529000 Par Val			532,058.15
01/21/2021	Received from Morgan Stanley A/C 255-129208-233 Adjust Taxlot Cost U.S TREASURY N/B 2.8750% 11/30/23 Adjust Cost \$ 754,788.68			
01/21/2021	Adjust Taxlot Cost United States Treas Nts 1.7500% 07/15/22 Adjust Cost \$ 855,077.25			
01/21/2021	Adjust Taxlot Cost United States Treas Nts 1.7500% 07/15/22 Adjust Cost \$ 33,165.36			
01/21/2021	Adjust Taxlot Cost United States Treas Nts 1.7500% 07/31/21 Adjust Cost \$ 1,027,701.84			
01/21/2021	Adjust Taxlot Cost US Treasury N/B 1.7500% 01/31/23 Adjust Cost \$ 808,928.87			
01/21/2021	Adjust Taxlot Cost US Treasury Note 1.3750% 06/30/23 Adjust Cost \$ 418,708.44			
01/21/2021	Adjust Taxlot Cost U.S. Treasury N/B 2.1250% 03/31/24 Adjust Cost \$ 713,017.92			
01/21/2021	Adjust Taxlot Cost US Treasury N/B 2.0000% 04/30/24 Adjust Cost \$ 1,019,097.37			
01/21/2021	Adjust Taxlot Cost United States Treas Nts 1.6250% 12/31/21 Adjust Cost \$ 517,578.56			

Account Transactions

Date	Description	Income	Principal	Carrying Value
01/21/2021	Adjust Taxlot Cost United States Treas Nts 0.5000% 03/31/25 Adjust Cost \$ 532,315.41			
01/25/2021	Free Receipt United States Treas N 2.0000% 10/31/21 Free Received 956000 Par Val Received from Morgan Stanley A/C 255-129208-233			970,041.73
Sub Total		0.00	0.00	17,467,827.58
<u>Cash Management</u>				
01/11/2021	Sweep - Buy Fidelity Gov Port III FCGXX 341234.75 Par Val @ \$1.00		-341,234.75	341,234.75
01/15/2021	Sweep - Buy Fidelity Gov Port III FCGXX 2588.5 Par Val @ \$1.00		-2,588.50	2,588.50
01/19/2021	Sweep - Buy Fidelity Gov Port III FCGXX 6068.13 Par Val @ \$1.00		-6,068.13	6,068.13
01/25/2021	Sweep - Buy Fidelity Gov Port III FCGXX 11071.74 Par Val @ \$1.00		-11,071.74	11,071.74
01/29/2021	Sweep - Buy Fidelity Gov Port III FCGXX 2478 Par Val @ \$1.00		-2,478.00	2,478.00
Sub Total		0.00	-363,441.12	363,441.12
Ending Balances		\$ 8,394.50	\$ -8,394.50	\$ 17,831,268.70

**Corporate Trust Services provided by Zions Bancorporation, N.A.
Statement Disclosures & Other Important Information**

Please review your statement promptly and report any discrepancies immediately to your account administrator listed on the first page.

Market value information (including accrued income) furnished herein has been obtained from sources that Zions Bancorporation, N.A. believes to be reliable. Zions Bancorporation, N.A. makes no representation, warranty or guarantee, express or implied, that any quoted value necessarily reflects the proceeds that may be received on the sale of a security or asset. Securities and asset prices may vary from actual liquidation value and should only be used as general guide to portfolio value. Prices are received from various pricing services. However, pricing services are sometimes unable to provide timely information. Where pricing sources are not readily available, particularly on certain debt securities, estimated prices may be generated by a matrix system taking various factors into consideration.

Securities, including mutual funds, are not bank deposits and are not FDIC insured, nor are they obligations of or guaranteed by Zions Bancorporation, N.A., its affiliates or of any federal or state government or government sponsored agency. Securities, including mutual funds, involve investment risks, including the possible loss of the principal amount invested.

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
January 31, 2021**

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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BNY Mellon Project Fund

1	Cash		7.36	0.010%	7.36	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,293.05	0.250%	158,291.81	0.250%		1	
Subtotal Cash & Cash Equivalents			158,300.41	0.250%	158,299.17	0.250%		1	
Total Project Fund			158,300.41	0.250%	158,299.17	0.250%		1	

Exhibit C

**City of South Pasadena
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
JULY	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395	39,309,559
AUGUST	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197	35,205,219
SEPTEMBER	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588	35,108,138
OCTOBER	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551	32,530,753
NOVEMBER	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571	36,836,391
DECEMBER	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	36,824,546
JANUARY	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	43,433,939
FEBRUARY	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	
MARCH	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	
APRIL	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	
MAY	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	
JUNE	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	



City Council Agenda Report

ITEM NO. 18

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Tamara Binns, Executive Assistant to the City Manager

SUBJECT: **Discretionary Fund Request from Mayor Mahmud in the Amount of \$200 for a Podium and Plaque for the Senior Center in Honor of Liliana Torres**

Recommendation

It is recommended that the City Council approve the Discretionary Fund request by Mayor Mahmud, seconded by Councilmember Primuth, to allocate \$200 for the purchase of a podium and plaque for the Senior Center recognizing Liliana Torres, who recently retired after 33 years of employment with South Pasadena.

Discussion/Analysis

Senior Center staff will purchase a wheeled lectern with storage desk podium and a small plaque to attach to the front of the podium recognizing Liliana Torres' service to the city. The podium can be purchased from Amazon for approximately \$145, including tax, and the small plaque can be purchased from D&S printing for \$45, including tax.

Podium Vendor	Price including tax
Amazon Business	\$145
Ace Hardware	\$228
Staples Business	\$280

Plaque Vendor	Price including tax
D&S Printing	\$45
West Coast Trophy	\$55
Decco Awards	\$62

Background

In September 2004, the City Council approved creation of discretionary spending budgets that allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City. The Fiscal Year 2019-20 Budget includes \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember. On August 17, 2011, the City Council approved Resolution No. 7174 establishing guidelines for discretionary budget accounts.

Discretionary Fund Request from Mayor Mahmud in the Amount of \$200 for a Podium and Plaque for the Senior Center
 March 17, 2021
 Page 2 of 2

Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$8,000 per Councilmember account. The allocated funds need not be encumbered by a purchase order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and includes the request being considered in the staff report.

City Councilmembers Discretionary Funds Fiscal Year 2019/20 and 2020/21					
	<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
Prior Year Balance Carryover Maximum>	\$10,000	\$10,000	\$9,750	\$10,000	10,000
<i>Total with Current Year Allowance(Maximum Allowed \$10,000)</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>\$10,000</i>
Date Pledged	Description				
8/21/2019			\$5,000		
9/18/2019		\$300			
11/20/2019			\$1,000		
11/20/2019		\$1,000			
11/20/2019				\$1,500	
12/4/2019	\$1,000				
5/6/2020			\$130		
5/20/2020	\$2,000	\$1,000			
6/4/2020					\$6,000
7/1/2020					\$4,000
7/15/2020				\$1,527	
	<u>Cacciotti</u>	<u>Joe</u>	<u>Rossi</u>	<u>Mahmud</u>	<u>Schneider</u>
11/4/2020	\$1,500	\$3,000	\$3,870		
11/18/2020		\$2,000			
12/2/2020				\$610	
	<u>Cacciotti</u>	<u>District 1</u>	<u>District 2</u>	<u>Mahmud</u>	<u>District 3</u>
3/17/2021				\$200	
				\$200	
<i>YTD Appropriations</i>	<i>\$4,500</i>	<i>\$7,300</i>	<i>\$10,000</i>	<i>\$3,837</i>	<i>\$10,000</i>
Available at 3/17/21	\$5,500	\$2,700	\$0	\$6,163	\$0

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There are sufficient funds available in the proposed Fiscal Year 2020-21 City Council Discretionary Budget Account 101-1010-1011-8021

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 Council Agenda Report

ITEM NO. 19

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

SUBJECT: **Resolution of the City Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders, and Reaffirming Our Commitment to Ensure API Americans Feel Safe and Welcome**

Recommendation

It is recommended that the City Council adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders and Reaffirming Our Commitment to Ensure API Americans Feel Safe and Welcome.”

Background

We continue to hear disturbing accounts of incidents occurring throughout the United States of senseless violence against Asians undoubtedly exacerbated by COVID-19 and hateful rhetoric spewed by some prominent political leaders during this past year. South Pasadena’s proud and active Asian-American community makes up approximately 30% of our population. Our Asian-American neighbors are an integral component of that which makes South Pasadena so special. All of our lives are enriched by those in our presence that bring diversity to our life experiences.

Acting Police Chief Solinsky reports that there have been no such hate crimes reported in South Pasadena during the COVID-19 era. Nonetheless, it is timely that the City Council consider express an unequivocal position denouncing hate crimes and rhetoric against Asian Americans and Pacific Islanders and reaffirming our commitment to ensure API Americans feel safe and welcome everywhere.

On a related note, Chief Solinsky is working in partnership with the Alhambra, San Marino, and San Gabriel Police Departments to host a virtual forum addressing the recent increase in hate crimes in the region against our Asian and Pacific Islander communities. The meeting will include speakers from government and nonprofit organizations, faith-based groups, and community members. The forum is still in the planning stage and tentatively scheduled for early to mid-April. When the event is finalized, the Police Department will provide the community with all the relevant information so they folks can attend the virtual meeting.

Resolution of the City Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders and Reaffirming Our Commitment to Ensure API Americans Feel Safe
March 17, 2021
Page 2 of 2

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

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*.

Attachment

Resolution of the City of Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders, and Reaffirming Our Commitment to Ensure API Americans Feel Safe and Welcome

ATTACHMENT 1

**Resolution of the City of Council of the City of South Pasadena
Denouncing Hate Crimes and Rhetoric Against Asian Americans and
Pacific Islanders, and Reaffirming Our Commitment to Ensure API
Americans Feel Safe and Welcome**

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DENOUNCING HATE CRIMES AND RHETORIC AGAINST ASIAN
AMERICANS AND PACIFIC ISLANDERS, AND REAFFIRMING OUR
COMMITMENT TO ENSURE API AMERICANS FEEL SAFE AND WELCOME**

WHEREAS, the Asian Pacific Policy and Planning Council and Chinese for Affirmative Action launched a hate incident-reporting internet website, “Stop AAPI Hate,” at the beginning of the COVID-19 outbreak in March of 2020; and

WHEREAS, the Asian Pacific Policy and Planning Council and Chinese for Affirmative Action launched a hate incident-reporting internet website, “Stop AAPI Hate,” at the beginning of the COVID-19 outbreak in March of 2020; and

WHEREAS, the Stop AAPI Hate Reporting Center reported over 2,800 hate incidents against Asian Pacific Islander (API) Americans in 2020; and

WHEREAS, racism, hate crimes and negative rhetoric toward APIs has been exacerbated by the COVID-19 pandemic; and

WHEREAS, politically charged and culturally insensitive language referring to COVID-19 as the “Chinese virus” or “kung flu” further encouraged racism, prejudice and hate crimes toward APIs; and

WHEREAS, the promotion of such language by former President Donald Trump during his term further propagated anti-API sentiment in light of COVID-19; and

WHEREAS, Asian Americans in the State of California are increasingly concerned about their safety and well-being, given the rise of hate crimes and other racially motivated attacks; and

WHEREAS, Asian Americans in the State of California are more concerned about the safety of themselves and their families that are currently at high risk of being targeted; and

WHEREAS, in 2020, the California State Legislature’s API Legislative Caucus spoke out against anti-API hate crimes in an effort to stand up for immigrant and refugee individuals.

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

SECTION 1. The South Pasadena City Council, on behalf of the City and all residents thereof, denounce hate crimes, hateful rhetoric and hateful acts against Asian Americans and Pacific Islanders, and reaffirm our commitment to ensure that API Americans feel safe and welcome, both during this COVID-19 pandemic and beyond; and

SECTION 2. That the Clerk of the Board of Supervisors transmit copies of this resolution to Governor Gavin Newsom, U.S. Senators Alex Padilla and Dianne Feinstein, Congressman Adam Schiff, State Senator Anthony Portantino, State Assemblymember Christopher Holden.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of March 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria E. Ayala, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of March 2021, by the following vote:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 20

DATE: March 17, 2021

FROM: Sean Joyce, Interim City Manager

VIA: Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Approval of an Agreement with nexusplex and the South Pasadena Chamber of Commerce for Citywide Local Business Marketing Program for a Not-to-Exceed Amount of \$50,000 and Approval of Appropriation of Funding**

Recommendation

It is recommended that the City Council:

1. Approve an agreement with nexusplex and the South Pasadena Chamber of Commerce for a citywide local business marketing program to assist in local economic recovery efforts; and
2. Appropriate \$50,000 from General Fund unassigned reserves to account 101-2010-2011-8170-000 (City Manager Professional Services) for the purpose of funding marketing efforts as described in the agreement.

Commission Review and Recommendation

This matter was not reviewed by a commission.

Discussion / Analysis

As the Covid-19 pandemic continues to impact community health and the economy, many businesses are struggling to survive. Many small businesses have adapted the way they do business to adhere to public health orders and social distancing requirements. The number of cases and extension of emergency orders are just some of the indications of a prolonged economic downturn. Even with new federal aid, there is a strong need for local efforts to stimulate the recovery of our small business community.

On March 3, 2021, staff presented a recommendation to fund two proposals to provide a comprehensive marketing program for interested businesses and the business community at large. At that time the City Council created a subcommittee (Donovan, Primuth) to meet with both organizations to facilitate a joint agreement. On March 9, the subcommittee met with both parties and reached agreement on collaboration, scope of work, and deliverables for the marketing program.

The subcommittee recommends approval of the joint contract to fund marketing efforts as described in the scope of work for a total of \$50,000.

The agreement is designed to allow the parties to contribute their respective expertise when promoting South Pasadena businesses and attracting patrons. The agreement includes a joint commitment by nexusplex and the Chamber to collaborate, develop, and produce marketing tools through a variety of media (print and digital) to promote the city as a destination and drive new customers to local business establishments.

For its part, nexusplex will provide 12-weeks of no-cost advertising packages to up to 250 South Pasadena brick and mortar businesses that are also business license holders. These print and digital advertising services include access to 300 effective ad spaces in the South Pasadenan news platforms and will target 10,000 impressions per business.

The Chamber will conduct comprehensive advertising for local businesses, including a focused social media campaign, print and digital newspapers, videos, e-mail outreach and on-line ads. The Chamber will also create an on-line “micro-learning” library of resources, instructional videos, and feature local experts to support business owners with social media and other on-line marketing tools.

Each party will receive an initial \$10,000 upon allocation of the funds to allow them to begin marketing efforts. The balance will then be paid upon receipt of comprehensive monthly reports submitted in a form satisfactory to the city manager or his/her designee. All expenditures, including administrative costs, must be detailed in monthly reports to staff. Monthly reports should also include analytics measuring the success of the program. Both parties have agreed to providing metrics by tracking marketing exposures and through empirical data collected through a survey of participating businesses.

Background

On December 2, 2020, the City Council received a proposal submitted by nexusplex concerning a 90-day marketing campaign designed to attract new retail patrons to South Pasadena’s retailers. After discussion and public input received, the City Council strongly encouraged collaboration with the Chamber of Commerce and requested a proposal for the first available meeting in January. The Chamber engaged several members with the business community including nexusplex to contribute to the development of the plan. Staff worked with both parties to arrange a compromise that would feature each of their expertise to best serve the business community.

On March 3, 2021, staff presented a recommendation to fund two proposals to provide a comprehensive marketing program for interested businesses and the business community at large. The City Council created a subcommittee (Donovan, Primuth) to meet with both organizations to facilitate a joint agreement.

Alternative

1. Direct staff to include funding in the proposed FY21-22 budget for a local marketing plan aimed at reaching new prospective patrons of South Pasadena’s unique and/or special shopping and dining opportunities.

Legal Review

The City Attorney has reviewed the attached item and will prepare a contract to be published as an additional document prior to the Council meeting.

Fiscal Impact

Funding for the program requires an appropriation from the City’s General Fund unassigned reserves. The balance of unassigned reserves as of June 30, 2019, was \$12,017,146. Any use of unassigned reserve funds since then are not accounted for in this total, including the allocation of \$1.5 million toward the SR 110 Interchange Project (Rogan Fund match).

Business Improvement Tax (BIT) revenues have been declining in the past several years. Compounded by the current economic condition as a result of the pandemic and deferral of business license payments, the BIT fund is at a negative balance as of mid-year.

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. Contract (*forthcoming*)
 - a. Scope of work and metrics
 - b. Budget
 - c. Chamber: detailed scope of work and timeline
 - d. nexusplex: advertising packages

Attachment 1a
Scope of Work & Metrics

Scope of Work & Metrics

A. Summary of Scope of Work

1. Chamber of Commerce. The Chamber will promote businesses in South Pasadena with content creation, ad buys, and public relations around its “Eat Shop Enjoy South Pasadena” campaign through social media, online and print publications, through public relations efforts and outreach events (e.g., Farmer’s Market). It will also create and share with the public an online resource library with approximately 25 videos on social media, marketing, e-commerce and HR issues and supported by a marketing consultant who will provide free consultation to individual businesses on developing their marketing efforts. In creating and publishing the Eat Shop Enjoy South Pasadena content, the Chamber will highlight and incorporate content about individual businesses and groups of businesses who are identified by the Chamber in consultation with nexusplex as a good fit for the Eat Shop Enjoy campaign.
2. nexusplex. nexusplex will engage the city’s small businesses by providing a pre-set service package offering nexusplex marketing expert assistance to each engaged business to develop, execute and support their print, online, social media advertising. nexusplex will also provide support for e-commerce development. nexusplex will develop content for individual business ads according to its service package specifications and will refer businesses seeking additional support beyond the scope of its commitment under this contract to the Chamber for access to the resource library and the marketing consultant’s guided assistance with the Chamber’s library resources. nexusplex will provide to each business client the available analytics on its marketing efforts and results.

B. Cooperative efforts

1. The Chamber and nexusplex will coordinate and cooperate in providing their different service offerings to South Pasadena businesses by regularly consulting with each other, sharing content and ideas, referring candidate businesses to each other for services.
2. The Chamber will include information on the nexusplex ad program in the Chamber’s Newsflash e-mail blast, and on social media.
3. nexusplex will include Chamber graphics, logos and taglines in its ads, outreach and marketing as appropriate and with the consent of the client-businesses; The Chamber will provide such content to nexusplex with style guides.

4. As the Chamber is engaging with the businesses in its daily outreach, it will encourage businesses to consider the ad program offered by nexusplex, forwarding those potential leads to nexusplex.
5. Option of sharing ads – the nexusplex ads can be included on the Chamber’s website, the Chamber’s promotions included on the nexusplex site.
6. nexusplex will support the Chamber’s development of its resources library and will provide qualified businesses access to its own marketing resources library.

C. **Metrics for performance**

1. Chamber of Commerce

- a. Monthly reporting on outcomes, events and progress to city staff and/or City Council, per an agreement
- b. *Target 20% increase* in social media followers among the businesses, on average, would be measured by merchant responses garnered from the merchants through surveys, e-mails, individual feedback, etc.
- c. *Measurable increase in traffic/sales* in stores/restaurants, measured through monthly merchant surveys, questionnaires, individual feedback.
- d. *Monthly survey* will be developed and distributed to business owners
- e. *Al Fresco Shopping Days* promoted and advertised throughout the business district on a monthly basis
- f. *Feedback from businesses* will be solicited through various approaches, including in person contacts, announcements in the Newsflash, etc.
- g. *Monthly reports* and analytics from the Chamber’s social media and website site visits
- h. *Outreach events* – as COVID conditions allow, events will be planned in collaboration and partnership with businesses, organizations and groups.

2. nexusplex:

- a. 500+ businesses contacted, with follow-up outreach as needed
- b. target 250 engaged, quantitative goal for each business (10,000 “impressions”)
- c. Regular business surveys of businesses on results of ad program.
Reports may be redacted for client confidentiality.

Attachment 1b
Budget

FUNDING ALLOCATION			
	Chamber	NexusPlex	
Social Media/Website			
Campaign and strategy development	\$ 4,000		
Engagement	\$ 3,500		
3 posts/week on FB and insta			
2 video bursts/month			
Ads, targeting	\$ 1,500		
Weekly e-mail blasts - targeted	\$ -	\$ -	
Print/Online Newspaper			
Monthly ads in local print newspaper	\$ 2,000		
Business ad program - NexusPlex		\$ 25,000	
Ads in regional papers	\$ 1,000		
Resource Library			
Micro-Learning	\$ 3,000		
Development/Interface	\$ 2,500		
Graphics, Design			
	\$ 2,000		
Public Relations			
Press releases - 1/month	\$ 2,000		
Publicity and Outreach at events	\$ 500		
Video highlighting South Pasadena			
Campaign Management			
Merchant Collaboration			
Providing content for postings			
Logistical Support	\$ 1,000		
Collateral - window posters, stickers	\$ 1,000		
Promotions/Events			
	\$ 1,000		
Grand "reopening" celebration			
TOTAL	\$ 25,000	\$ 25,000	\$ 50,000

Attachment 1c
Chamber of Commerce
Detailed Scope of Work & Timeline

CHAMBER OF COMMERCE

DETAILED SCOPE OF WORK

The goal of this campaign is to create a sustainable program that will support the businesses individually, and encourage people to visit South Pasadena businesses, through on-line shopping and ordering as well as in-person experiences.

NOTES TO THE LINE ITEMS IN THE REVISED BUDGET/TIMELINE:

- A. **Social Media:** The campaign and strategy development includes developing and monitoring the overall plan for social media (schedules, targets, metrics, ad purchase plans, etc.). The engagement includes the Chamber creating the posts and allowing those posts to be shared by businesses and across several platforms (Facebook, Instagram, etc.). The Chamber would also provide key elements (logos, tag lines, videos, event announcements) to businesses to use on their own platforms, developing target.
 - a. **2 social media posts per week** on the Chamber’s social media featuring individual merchants/restaurants, and other South Pasadena businesses
 - b. **2 videos per month** that would feature individual businesses/industry segments/blocks
 - c. **Monthly Al Fresco “Eat-Shop-Enjoy South Pasadena” Shopping** days that would be promoted on social media, in the ads and on websites
 - d. **Ad purchases** would broaden the reach of the chamber and each participating business.

- B. **Newspapers:** The publishers of two regional newspaper groups (including the publisher of the South Pasadena Review) have provided written proposals for advertising packages across the spectrum of their respective suites of print and on-line newspaper editions. Ads would promote the “Eat/Shop/Enjoy South Pasadena message” primarily, showcasing events and activities that would attract people to patronize the businesses.
 - a. **Monthly ads** would be placed across the suite of communities served by these publishers
 - b. These publishers include cities and communities from the west (Burbank, Glendale) to the San Gabriel Valley and foothill communities, including La Canada, Pasadena, Monrovia, San Dimas, etc.
 - c. Total circulation of the suites combined is over **150,000 people** (print and on-line editions). Many of these SGV communities are along the Gold Line route, making it easy for residents to take the train into South Pasadena.

- C. **Resource Library:** This concept came from the merchants in recognition that each merchant has different levels of expertise in various elements of business (almost a “Master Class” type program).
 - a. “How-to” videos will be produced by experts in social media, marketing, e-commerce, HR issues, etc. The budget included approx. 25 videos
 - b. The “expert” would be available for a consultation with a business to get into more specifics for that business. If further work is needed, the business could contract with the expert for more detailed, ongoing services.
 - c. The development/interface is the tech support to make sure the videos would be formatted and made available through the Chamber’s website
 - d. A compilation of outside organizations/agencies that offer support for services would be available at one place for easy access to business owners.

- D. Graphic Design: This would be the creation of the ads, and other graphics used for the campaign.
- E. Public Relations: Writing and distribution of press releases sent to media, City, other organizations for respective publications, outreach at events such as the Farmers' Market (when Covid guidelines allow such events)

Metrics

- A. **Monthly reporting** on outcomes, events and progress to city staff and/or City Council, per an agreement
- B. **20% increase** in social media followers among the businesses, on average, would be measured by merchant responses garnered from the merchants through surveys, e-mails, individual feedback, etc.
- C. **Measurable increase in traffic/sales** in stores/restaurants, measured through monthly merchant surveys, questionnaires, individual feedback.
- D. **Monthly survey** will be developed and distributed to business owners
- E. **Al Fresco Shopping Days** promoted and advertised throughout the business district on a monthly basis
- F. **Feedback from businesses** will be solicited through various approaches, including in person contacts, announcements in the Newsflash, etc.
- G. **Monthly reports** and analytics from the Chamber's social media and website site visits
- H. **Outreach events** – as COVID conditions allow, events will be planned in collaboration and partnership with businesses, organizations and groups.

Collaboration with NexusPlex:

- o The Chamber will include information on the NexusPlex ad program in the Newsflash e-mail blast, and on social media.
- o Graphics, logos, tag lines developed by the Chamber will be shared with NexusPlex, with style guides, to be used in their ads, outreach and marketing as appropriate.
- o As the Chamber is engaging with the businesses in its daily outreach, it will encourage businesses to consider the ad program offered by NexusPlex, forwarding those potential leads to NexusPlex.
- o Option of sharing ads – the NexusPlex ads can be included on the Chamber's website, the Chamber's promotions included on the NexusPlex site.

Clarifying notes 1 and 2 below relate to the first two categories on the original timeline and were included to demonstrate the progression and continuity of the Chamber's efforts to support the businesses, and the development of the 'eat-shop-enjoy South Pasadena' message.

1. This **\$8,350** of funding was an allocation of council discretionary funds that was made in October, 2020, to support the businesses and enhance shoppers' experiences during the holidays. The allocation funded a number of events and activities, including the décor of the holiday tree, additional lights on trees and promo events for merchants. The Chamber coordinated a merchant task force to develop the holiday events/campaigns/activities.
2. The **\$18,000** in this line item was a direct sponsorship campaign by the Chamber to local companies and individuals to support "shop South Pasadena". These funds allowed the design and production of over-the-street banners, window signage, development of a 'logo/tagline' to "Eat/Shop/Enjoy South Pasadena", and other collateral items. (Ongoing)

Budget/Timeline - March 2021

Activity	Budget	2020	March	April	May	June	July	August	Q3-Q4
Eat-Shop-Enjoy SouthPas 2021									
Social Media/Website									
Campaign and strategy development	\$ 4,000								
Engagement	\$ 3,500								
2 posts/week on FB and insta									
2 video bursts/month									
Ads, targeting	\$ 1,500								
Weekly e-mail blasts - ongoing									
Print/Online Newspaper									
Monthly ads in local print newspaper	\$ 2,000								
SouthPasadenan Ad Campaign									
Ads in regional papers	\$ 1,000								
Resource Library									
Micro-Learning resources	\$ 3,000								
Development/Interface	\$ 2,500								
Graphics, Design	\$ 2,000								
Public Relations									
Press releases - 1/month	\$ 2,000								
Outreach at events (i.e. Farmers' Market)	\$ 500								
Video highlighting South Pasadena									
Campaign Management									
Merchant Collaboration									
Providing content for postings									
Logistical Support	\$ 1,000								
Collateral - window posters, stickers	\$ 1,000								

Budget/Timeline - March 2021

Promotions/Events	\$ 1,000								
Grand "reopening" celebration									
TOTAL	\$ 25,000								
Other									
Parking Directional Signage									
Wayfinding Signage									
Walking App									
Development and refinement									
Ongoing - sustaining									

Attachment 1d
nexusplex
Ad packages

CITY-WIDE BUSINESS AD PROGRAM

SPONSORED BY THE CITY OF SOUTH PASADENA | PRODUCED & EXECUTED BY NEXUSPLEX

"Cheat Sheet for City Councilmembers"

HOW IT WORKS

for the participating businesses

- 1) Visit: AdSpace.LA, Create an account, must be a South Pas. Business
- 2) Choose a package: A, B, or C, enter special unique code at checkout
- 3) Upload graphics (logo, photos, completed ads, etc.)
- 4) Receive confirmation from nexusplex/South Pasadenan staff via phone or email
- 5) Business can change out graphics bi-weekly if desired
- 6) Traffic & Click reports available on their account for the web ads

Business Support: nexusplex & South Pasadenan News staff are available via phone, email, and by appointment. We work with the businesses who want/need assistance.

ROLLOUT TIMELINE

WEEK 1

Business Outreach
Business Intake
OnBoarding
Scheduling

WEEKS 2 thru 9

Campaigns Run
(8-weeks)

WEEK 10

Latecomers
Outreach/Wrap-up
Data Collection/Performance
Analytics Reports
Traffic Reports to Businesses
Detailed Project Report to City



PACKAGES

A

WEB FOCUSED

80% WEB / 20% PRINT

SOCIAL MEDIA INCLUDE
ALL CHANNELS

FACEBOOK INSTAGRAM TWITTER
PINTEREST YOUTUBE

B

BALANCED

50% WEB / 50% PRINT

SOCIAL MEDIA INCLUDE
ALL CHANNELS

FACEBOOK INSTAGRAM TWITTER
PINTEREST YOUTUBE

C

PRINT FOCUSED

80% PRINT / 20% WEB

SOCIAL MEDIA INCLUDE
ALL CHANNELS

FACEBOOK INSTAGRAM TWITTER
PINTEREST YOUTUBE

The Big List of Available Ad Elements to Build Packages

WEB ADS | Desktop, Laptop, Tablet, & Mobile

Web Graphic Ad RT Column Standard 300x250

Web Graphic Ad 300x500

Web Graphic Ad 728x90

Social Media Push All Channels

Graphic Design Web Ad 3-Sizes

Graphic Design Re-Work Existing Graphic

Newsletter Ad Include 1-Week

Social Media | Create Facebook Event and Promote

Stock Content | Provide Graphic, Photo, or Template

eNewsletter Ad Placement

Client Submitted Press Release Published Online

PRINT ADS & PRINTED COLLATERAL

PRINT Ad 'Promo Exclusive - Color 1-Weekly Issue Include

PRINT Ad 'Double Banner' - Color 1-Weekly Issue Include

PRINT Ad 'Quarter Page' - Color 1-Weekly Issue Include

POST CARDS

FLIERS

WINDOW SIGNS

ADDED BONUS TO LOCAL BUSINESSES

BUSINESS DIRECTORY LISTINGS | Live OnLine

SouthPasadenan.com/directory-listing

NO COST TO LIST

Live interactive map search

900+ South Pasadena Businesses Loaded

Easy 'Claim Your Business'

Business can load their own photos, logos,

video, service details, social media pages

Shareable, SEO optimized, and more

Replace with
business
photo or logo



SouthPasadenan.com
BUSINESS DIRECTORY

LIVE Interactive Map



20-15



(PLACEHOLDER GRAPHIC)



City Council Agenda Report

ITEM NO. 21

DATE: March 17, 2021

TO: City Council

FROM: Joanna Hankamer, Director of Planning and Community Development

PREPARED BY: Elizabeth Bar-El, AICP, Interim Manager of Long Range Planning and Economic Development

SUBJECT: **First Reading and Introduction of an Ordinance to Amend Zoning Code Amendment to South Pasadena Municipal Code (SPMC) Chapter 36 (Zoning) Pertaining to Accessory Dwelling Units (ADUs)**

Recommendation

Staff recommends that the City Council read by title only for first reading, waiving further reading, and introduce an Ordinance amending South Pasadena Municipal Code (SPMC) Section 36.350.200 (Residential Uses – Accessory Dwelling Units).

Executive Summary

Proposed is an amendment to the Zoning Code provisions regulating Accessory Dwelling Units (ADUs) to facilitate ADU production, clarify the process, provide additional standards and allow two-story ADUs, address public safety concerns in the high-risk fire areas, and comply with State ADU laws. The proposed ordinance replaces the existing Section 36.350.200 to comprehensively address issues of clarity and add new sub-sections. This amendment is the first of two phases of anticipated amendments to the provisions regulating Accessory Dwelling Units. Another amendment proposing objective design standards for ADUs on historic properties is anticipated to be brought to City Council for consideration in August or September 2021.

In 2019, City Council and the Planning Commission requested that staff research and prepare revised ADU regulations as part of the City's Housing Initiatives and associated with the development of the 2021-2029 General Plan Housing Element. The City Council adopted some ADU revisions by urgency ordinance in December 2019 to comply with State law.

Single-family homeowners in South Pasadena have shown great interest in building ADUs; the number of applications has grown steadily with 27 ADU applications last year—more than five times the number received in 2017 – and daily inquiries coming into the Planning Division. The COVID19 pandemic has not affected this trend. Over the past year, staff has identified some of the more common issues to resolve and clarify for applicants and has considered standards to address design compatibility and to allow two-story ADUs, which have been consistently requested. With the support of consultants (Arup), staff has proposed standards to support ADUs in exceptional

situations, which are included in the proposed ordinance. Staff has also coordinated with the Fire Department to address their concerns regarding construction of ADUs in the city's high risk fire area, identified in SPMC Chapter 14 as the area south of Monterey Road and west of Meridian Avenue.

On February 23, 2021, the Planning Commission held a public hearing, reviewed the proposed ordinance, and unanimously recommended that the Council adopt the proposed ordinance. At the hearing, Commissioners also provided comments and questions, although they did not include any changes, and instead recommended adopting the ordinance expeditiously, especially as a future Phase 2 amendment will offer another opportunity to consider refinements after the regulations have been tested over a few months. Four members of the public submitted comments. In addition to recommending adoption, Commissioners shared thoughts to help shape the brochure that staff and Arup are preparing with information about the ADU process and requirements.

On March 2, 2021, at the request of the City, staff met with State Housing and Community Development (HCD) staff to review the proposed ordinance regarding its compliance with State law. Although the Planning Commission recommended the ordinance without any revisions, staff has reviewed the questions and comments received from Commissioners, the public, and HCD and is proposing some changes for clarification and consistency as explained in this report and reflected in the attached draft ordinance (Attachment 1).

Preparation and Community Planning Process

On January 28, 2019, within the framework of a broader discussion on housing affordability initiatives related to the 2021-2029 Housing Element Update, the Planning Commission discussed and provided direction to amend the Accessory Dwelling Units (ADUs) ordinance to comply with State law and encourage more ADUs. ADUs are an important component for South Pasadena's pending sites inventory for the 2021-2029 Housing Element, and the City is planning to reference its ADU program in a package currently being prepared for HCD's preliminary review.

In September 2019, the City held a series of housing workshops regarding tenant protections, ADUs, and Inclusionary Housing. During these meetings, participants were receptive to promoting ADUs as a means of attaining more affordable housing units in general, with many seeing opportunities to provide housing for their adult children or senior relatives and as a source of extra income to support the high cost of home ownership.

On October 9, 2019, the governor signed further changes to ADU regulations into law, which became effective in January 2020. The Council adopted an urgency ordinance on December 18, 2019, to incorporate these changes (current SPMC Section 36.350.200, Attachment 4). Community members also requested consideration of additional amendments to the Code, and the discussion continued at the Planning Commission level, including a study session held on August 11, 2020.

California State Government Code Section 65852.150, (ADUs) has become progressively more permissive over the last few years in the legislature's efforts to reverse statewide land use trends that have purposed a large percentage of developable land to single-family use. The 2019 State legislation, layered on top of previous amendments, added complexity that resulted in confusion for jurisdictions statewide. In response, the State Department of Housing and Community Development (HCD) updated its ADU Handbook in December 2020, with definitive interpretations

and clarification (Attachment 5). Based on some of these clarifications, South Pasadena needs to adjust some of the Code provisions adopted in December 2019, along with changes being proposed based on community input. State law also requires jurisdictions to send their ADU ordinances to HCD within 60 days of adoption, to give the agency an opportunity to review the language for compliance with State law. Staff reached out to HCD in advance of this City Council hearing to receive a preview of the City's draft ordinance and integrated HCD's feedback into the proposed ADU ordinance for City Council's consideration.

The City is receiving pro-bono support from Arup, a global Planning and Engineering firm with an office in Los Angeles, on this project. Arup approached Planning staff to offer this service to support their efforts to learn more about housing issues facing Los Angeles communities. In January, Arup provided a research memo that summarized the practices of other cities that have grappled with some of the issues relevant to South Pasadena such as hillside and historic context (Attachment 6). Arup and staff have worked together to develop the draft ordinance, considering these best practices, and adjusting as appropriate for the unique context of South Pasadena. Arup is also in the process of designing an illustrated brochure to release at the end of this process to help applicants understand the process and basic requirements for building ADUs.

Insights from Applicants

Homeowners in neighborhoods across the city have shown interest in building ADUs, with ADU applications up from five in 2017 to 27 last year. Staff receives inquiries on a nearly daily basis from homeowners and architects navigating the Code to determine how and where they can construct their ADUs. Some of the most confusing issues revolve around the meaning and intent of Code language, such as not allowing ADU entrances to be visible from the street. Many homeowners are interested in building two-story ADUs, either above a garage or free-standing. Some struggle with the Code's locational requirements if their property has unusual circumstances, such as a rear-sited primary dwelling, unusual lot shape or hillside configuration,

Applicants also struggle to understand how ADU applications interface with other processes. For instance, if the ADU location potentially involves removal of one or more trees, a tree removal permit must first be obtained. If a property has historic designation, Cultural Heritage Commission consideration may be required. Or if an applicant is building a new primary home or adding floor area together with an ADU application, coordination of the requirements and processes for each of these activities might be confusing.

While Planning staff has worked with individual applicants to resolve issues on a case-by case basis, it is acknowledged that there is a need for more fundamental solutions to improve ADU permit processing by amending the Code and developing handout materials. Planning staff has gained some of the key insights that inform the changes proposed herein from members of the community through their regular interaction through the ADU application process.

Community Outreach

Staff has also sought community input through meetings and Planning Commission discussion items. Following the initial outreach steps described above, outreach opportunities continued last year and through the early part of 2021, culminating with the February 23 Planning Commission hearing, including the following:

- May-September 2020: Virtual Housing Workshops
- August 11, 2020 – Planning Commission discussion on potential inclusionary and ADU housing policies related to the Housing Element update
- January 25, 2021 – Housing Workshop in partnership with the Housing Rights Center
- February 9, 2021 – Design Review Board ADU Sub-committee meeting to develop objective standards
- February 10, 2021 – Virtual ADU Community Meeting
- February 11, 2021 – Follow-up discussion with South Pasadena Chamber Economic Development Committee

While earlier community events were primarily held for the purpose of hearing community concerns and suggestions, the February 10th virtual ADU community meeting presented draft Code changes being prepared for the Planning Commission, some of which were adjusted based on the feedback from the public. This included draft standards for two-story and front-facing ADUs and other details that were developed with the DRB sub-committee. The event was attended by 62 participants, representing homeowners, architects, housing advocates and other community members interested in developing ADUs. Questions were submitted during the presentation and attendees were brought into the conversation to ask questions during two Q&A sessions. Based on a poll conducted during the meeting, most attendees favored allowing two stories and front yard ADUs in certain circumstances. A post-meeting survey was sent to attendees with 23 responding. Although this is a fairly small number, respondents were generally favorable to the proposed standards (See Attachment 7).

Staff continued the discussion the following morning with the Chamber’s Economic Development Committee at their regular meeting with Planning staff. Committee members expressed their support for ADUs to increase the city’s housing supply and made suggestions for clarifying the proposed language. Staff received valuable insight from all of these interactions with the community.

Phase 2: ADUs on Historic Properties

The ADU ordinance is being prepared in two phases, with the second phase to propose standards for historic properties to guide staff approval, or possibly discretionary approval in some situations as allowable by State law. Phase 2 is anticipated to be completed by late summer. The Cultural Heritage Commission held a study session with historic preservation consultants Architectural Resources Group (ARG) to kick off discussion about ADUs on historic properties on Thursday, February 18th. The Planning Commission received the same presentation on February 23rd. Code changes, including regulations regarding two-story ADUs on historic properties, will be presented for consideration when ARG completes their research for Phase 2. In the community meeting survey, participants expressed strong support for finding a path to allow two-story ADUs on properties defined as historic, either with Cultural Heritage Commission approval or in some cases with staff approval. While Phase 2 is focused primarily on historic properties, the anticipated amendment in late summer offers another opportunity to update or tweak provisions of the attached proposed ADU regulations.

Fire Department and Public Works Department Input

Planning staff met with the South Pasadena Fire Department and Public Works staff to consider how the ordinance should address ADUs in the context of long-standing concerns about maintaining and improving their ability to access residential properties in the hilly southwest portion of South Pasadena. Over the past few years, the Public Works Department has completed some street-widening projects as part of an effort to improve access, and more are planned for the future. Nevertheless, some streets are still difficult for fire vehicles to navigate. Fire Department officials also are concerned with introducing additional units in the area which falls within the high risk fire zone on parts of the lot that would be difficult to reach with their fire suppression equipment. They also have expressed that fire sprinklers, which are now required for any new construction within the high risk fire zone, also be applicable to ADU's. Staff has addressed these concerns in the proposed ordinance as further discussed below.

Public Comments, Recommendation Hearing

Through the Planning Commission's public hearing process, Commissioners and members of the public provided questions and comments on the draft ordinance, which has helped to highlight unclear language and ways in which the draft ordinance could be improved. After reviewing the draft, staff is proposing changes primarily to clarify intent to ensure consistency. Some of the comments staff received will be addressed in the planned brochure with use of illustrations and graphics. The amended sections in the draft ordinance are explained in the latter part of the Discussion section below.

HCD Comments

Following the Planning Commission hearing, staff sent the draft ordinance to HCD's ADU ordinance review team to request their comments prior to the City Council meeting. Planning staff and the City Attorney met with HCD staff to review their comments on March 2, 2021, and HCD staff followed up with additional requests to revise the ordinance on March 10. Staff has incorporated HCD's comments to comply with State requirements, and the City Attorney has reviewed. The changes to the ordinance that were specifically in response to HCD are included in Attachment 2 (redline ordinance). As required, staff will provide the final, adopted ordinance to HCD within 60 days of adoption.

Discussion

Staff's experience administering the ADU regulations and the community's concerns about confusing language led to the development of the draft ordinance as a complete reorganization of SPMC Section 36.350.200 in an effort to make it user-friendly and understandable to the community that uses it regularly, including homeowners and architects. Accordingly, the draft presented herein is not shown as a redline, but rather as a complete replacement section of the existing ADU section.

The following summarizes each sub-section, highlighting the changes. It should be noted that current sub-sections R (Permit termination) and S (Permit revocation) have been eliminated in the proposed draft. In practice, there is no "ADU permit," as the staff approval is conducted through

the regular building permit review. Building permits have their own procedures for expiration once issued, so these sections are no longer relevant.

A. Definitions

The current Code does not contain specialized definitions applicable to ADUs. The term “accessory dwelling unit” is defined in SPMC Chapter 36, Article 7. The proposed definitions are provided as a convenience for users and to support mutual understanding of relevant terms such as types of ADUs, the facilities to be included in bathrooms, and terms related to special requirements (high risk fire area, historic property).

B. Applicability,

This sub-section states that ADUs are permitted in all zoning districts in which residential uses are allowed, consistent with State requirements. This is a change from the current Code, which permits ADUs in the RE, RS, RM, and RH zoning districts. While most ADU applications are expected to be submitted for single-family properties located in these residential districts, ADUs may in the future also be added to mixed-use developments, which the new language accommodates.

C. Applications

The proposed language expands on current sub-section B, which includes the State requirement to approve an ADU within 60 days of its being deemed complete. Complexities to this process can arise when existing site conditions for the proposed ADU require additional review, such as a tree removal application, hillside development permit, demolition permit or certificate of appropriateness, all of which are discretionary. Such discretionary permits (all of which would apply to the primary dwelling) are considered to be prerequisites, required before the ADU application may be deemed complete at which time the 60-day maximum ministerial review period is triggered.

Additionally, homeowners may apply for an ADU along with other property improvements, such as an addition to the primary dwelling, or the ADU may be part of a project that includes construction of a new home. The proposed ADU or JADU may be detached or attached to the primary home. Under *C.1 Timing of Concurrent Applications*, it is clarified that:

- For new construction, all discretionary entitlements for the primary dwelling must be obtained before the ADU or JADU application is deemed complete and may be approved.
- The application to convert an existing accessory structure to an ADU may be deemed complete and approved, even while a concurrent proposed addition is being reviewed through a discretionary process. It is also clarified that if the converted accessory unit replaces a garage, replacement parking for the primary structure is not required, and the proposed addition to the primary dwelling will not trigger additional parking.
- An application for an attached ADU or JADU submitted concurrently with an addition to the primary dwelling will require approval of all discretionary applications for the primary dwelling before the ADU portion may be deemed complete and approved.
- A demolition permit, if required in order to construct an ADU in place of a structure to be

demolished, must be issued prior to an ADU application being deemed complete.

These clarifications are proposed to facilitate the ministerial processes required by State law for processing an ADU application, while preserving the discretionary review procedures that the community has determined to be necessary for other activity on residential properties, depending on the site conditions (e.g., hillside lot, a historic property or existing trees on the site).

D. Ownership

This sub-section restates the current Code sub-section C, which precludes sale of an ADU separately from the primary dwelling, combining it with parallel language regarding JADUs in (current) sub-section P. It also allows the City to require a deed restriction to enforce this restriction.

E. Development Standards for ADUs on Single-Family Properties

The next three sub-sections gather the objective development and design standards applicable to ADUs into a more accessible format. Applications on single-family properties will need to comply with sub-section E, as well as G, which has requirements that apply in all cases. For multi-family properties, the applicable standards will be in sub-sections F and G. A major shift from the current Code is allowing two-story ADUs, either as stand-alone structures or over a new or existing garage or other accessory structure, subject to objective design standards in sub-section G (applicable in all zoning districts).

Sub-section E is the longest of the three sections, addressing the complexities and variety of South Pasadena's single-family properties where most ADUs are proposed. The new provisions address location particularities on hillsides or in front of a primary dwelling, as well as changes to allowable floor area and maximum height to accommodate two-story ADUs. There are no proposed changes to side and rear setbacks, which must comply with State law. Highlights of changes in this section are:

- Clarification of allowable locations for an ADU on a hillside property. As proposed, ADUs on hillside properties may be located underneath the primary dwelling or other structure, such as a parking bridge, even if the ADU is located closer to the front property line than the existing home. A hillside development permit may be required before the application can be deemed complete.
- Provisions for locating an ADU in front of an existing home that is sited in the rear of the property. There have already been inquiries and requests to locate ADUs in front of homes in such circumstances. Although these are exceptional situations, a "State exemption ADU" (up to 800 square feet) in front of existing homes may result in what appears to be a front house, which would not be subject to the discretionary design review process. Two proposed subsections (E.1.d. and E.1.e) provide a process and objective standards for compatibility with the surrounding neighborhood through a staff-approved process for one-story ADUs up to 850 square feet for one bedroom or 1,000 square feet for two or more bedrooms. The applicant may also request to build up to 1200 square feet and two stories with discretionary approval (design review) by the Design Review Board.

- ADUs allowed to exceed lot coverage/FAR maximums. Based on the “State Exemption ADU” requirement, it is recommended to allow up to 800 square feet of the ADU to exceed the underlying lot coverage and FAR maximums for the property. This is the minimum exemption permissible under State law. The introduction to this section (added in response to the Planning Commission discussion) clarifies that beyond the level required by State law, ADUs will be counted in the calculation of the property’s total lot coverage and FAR. This is proposed to respond to the value that the community places on open space and landscaped areas in residential districts. The intent of the draft language is that the ADU will be considered to comprise floor area, but will be permitted (up to 800 square feet) even though it may cause the property to exceed the maximum lot coverage and FAR. The construction of an ADU that maximizes or exceeds the property’s lot coverage and/or FAR would limit future additions to the property.
- A proposed change to the standard for maximum floor area in an attached ADU. HCD’s handbook has interpreted the internal conflicts within State ADU laws to require that the City must set a maximum allowable floor area at 850 square feet for a unit up to one bedroom and 1000 square feet for a unit of two or more bedrooms. The current Code limits a detached ADU to 1200 square feet, which complies with State law as it is a more generous limitation. However, for attached ADUs, the current Code states a maximum of 1200 square feet or 50% of the size of the main dwelling unit, whichever is smaller. HCD has determined that use of a percentage to limit size cannot result in precluding the minimum of 850/1000 square feet, so this provision must be removed. Therefore, it is recommended to limit the size of attached ADUs to the lowest allowable maximum size (850sf/1000sf) to reduce the potential for the ADU to overwhelm the attached home.
- Clarification for conversion ADUs. The HCD Handbook clarifies that an accessory structure of any size may be converted into an ADU. Staff has amended this provision to clarify and distinguish between a conversion ADU and an expansion to a conversion ADU. The conversion ADU maximum size is equal to the size of the existing structure plus up to 150 square feet that may be added for ingress and egress only, in compliance with State law. The maximum size of an ADU that expands on the existing structure is 1200 square feet, with up to 800 square feet (of the total ADU floor area) exempt from lot coverage and FAR. This provision was specifically reviewed with HCD, as the State law is confusing on this point, to confirm that it accurately reflects their interpretation.
- Placement of ADUs on historic properties. As discussed above, the ADU ordinance update is being developed in two phases, and the second phase will produce more specific standards and an appropriate process for reviewing ADU applications on historic properties. In the interim, staff is recommending standards for placement of the ADU requiring that it be at least 50% behind the historic primary dwelling and placed so that it does not block the resource’s visibility from the street or compete with its character-defining features. A minor change based on HCD’s comments clarifies that this section does not apply to JADUs and conversion ADUs, which are entirely built within existing structures.
- Height limits for one and two story ADUs. In compliance with State law, a one-story ADU may be up to 16 feet in height. It is proposed to specify that the height is measured to the top of the pitched roof or parapet. Two story ADUs are proposed to be 18 feet for a flat roof,

plus one foot for the parapet, or up to 22 feet for a pitched room. For purposes of the ADU Code, a story is defined as a distinct level of living space, excluding loft area that is open to living space below. The proposed language limits ADUs for historic properties to one story, 16 feet, until Phase 2 of the ADU Code amendment project, as explained above.

- Setbacks. State law requires that the minimum side and rear setback for new construction of an ADU cannot be more than four feet and the current Code complies with this. One change is proposed to accommodate a fairly common condition in which existing garages are not quite four feet from the property line. Over the last year, some homeowners have asked to be able to extend these structures along the existing wall in order to simplify the structure and reduce project costs. It is proposed to allow the extension of an existing wall up to 10 feet provided it is not less than three feet from the property line to resolve many of these cases. The same exception is recommended for two-story ADUs in sub-section G (see below).
- Separation between a detached ADU and other structures. The last point in sub-section E clarifies that ADUs that exceed 800 square feet must maintain a distance of at least 10' from other structures on the property. State law precludes requiring this standard for ADUs up to 800 square feet, but for larger ADUs, it is important to maintain open space on the property to the allowable extent.
- JADUs. JADUs are only allowed in single-family primary dwellings. This section includes the same basic standards set forth in State law that are in the current Code. A separate entrance, living and sleeping area, and efficiency kitchen are required. The bathroom may be separate or shared with the primary dwelling. If the bathroom is added in the JADU project, it will count toward the maximum 500 square feet, whether or not it is shared.

F. Development standards for ADUs on multifamily properties

The main difference in this section from the current Code is the proposal to allow two-story ADUs, at the same height as on non-historic single-family properties. Although the current ordinance already allows ADUs to be developed in existing nonliving space to a maximum of 25% of the existing number of units, following the meeting with HCD, staff added "or at least one unit" to clarify in compliance with State law.

G. Design Standards Applicable to ADUs on All Properties

Sub-section G includes the design standards for two-story ADUs for the purpose of mitigating visual and privacy impacts on neighboring residential uses. These include:

- Windows, or window panes, on elevations facing the property lines, and closer than six feet to those property lines, must be at least five feet above the floor level (clerestory windows) or comprised of obscured glass (such as frosted glass). This requirement would be applicable to properties on which the primary dwelling is not allowed to be built within six feet of the property line. The purpose is to protect privacy in a manner consistent with code provisions for the primary dwelling. Higher windows will maintain light and air into the ADU while avoiding direct views into neighboring properties. Code required windows for

bedrooms can be located on the other two elevations.

- Balconies are only permitted facing into the property or, for corner lots, facing the side street.
- The last of these standards (retitled “2nd Floor Articulation”) requires that walls facing the side and rear must be articulated on 30% of the wall planes with minimum 18” recesses. The intent is to achieve 360-degree architecture that avoids large blank walls in the direction of the neighboring residents with an objective standard that offers design flexibility.
- Based on the State-requirement setbacks of four feet from rear and side property lines for the first floor of ADUs, in order to simplify and reduce construction costs, the second floor setbacks are also recommended at four feet. However, to support efforts to add above an existing garage, staff is recommending that the second floor be allowed with a setback consistent with the existing wall or walls as long as that is at least three feet from the property line.

Other standards gathered here from the current ADU Code section specify the requirements for a separate entrance, and interior amenities for an ADU and JADU. Two changes of note are:

- Allowing separate utility meters (currently not allowed) for the ADU’s electrical and water use.
- Allowing equipment associated with electric split or mini-split heating and cooling systems in the rear yard. The Zoning Code does not allow mechanical equipment in side and rear yards, which makes it particularly difficult to find a suitable location for ADU equipment, especially since ADUs are allowed and often placed in the rear yard. Many ADUs utilize an electrical heat pump or mini-split system, which is smaller and quieter than typical HVAC mechanical equipment. In order to encourage use of these systems and resolve the problem of mechanical equipment placement, it is proposed to make an exception to allow placement of their associated outdoor equipment in the rear yard.

H. Parking

Other than language to clarify the current Code, there no changes to the Parking sections. A proposed change to the parking requirement in high-risk fire areas is contained in sub-section J and referenced in the Parking sub-section.

I. High Risk Fire Areas

South Pasadena residents have shown great support for ADUs and interest is high. The proposed revised ordinance generally encourages homeowners to build ADUs. However, there are public safety concerns associated with adding units on properties in the city’s southwest area (south of Monterey Road, extending to the city border, and west of Meridian Avenue, extending to the city border), which Chapter 14 of the South Pasadena Municipal Code has defined as a “high risk fire area.” The concerns relate to maintaining emergency access to properties in the area in case of fire

and serving potential emergency needs of the ADU itself. Some of the streets in the neighborhood are particularly narrow, with less than the 28-foot width needed to provide minimal lanes in two directions and a parking lane on one side of the street.

According to HCD's Handbook, limitations on ADUs are permitted based on specific conditions including impacts on traffic flow and public safety, provided that the limitation is accompanied by detailed findings of fact explaining why such limitations are required and how they are consistent with State law. The South Pasadena Fire Chief has provided a memo (Attachment 8) that explains the public safety concerns and requests the considerations that staff has included in the draft ordinance. Staff is recommending the following specific limitations for public safety purposes, made with the required findings and consistent with the recommendations of the Fire Chief.

- On narrow streets (defined as less than 28'), it is recommended to require that ADUs that would otherwise be exempt from parking provide a parking space for the unit. Furthermore, provisions that otherwise allow an existing single-family property to convert the garage to an ADU without replacing parking would not apply on properties in this area with narrow streets. This would ensure that a single-family home with an ADU would have three on-site parking spaces, which may be either covered or uncovered. Without the requirement to replace parking on site, garage conversions will force cars to park on the narrow street, thus impeding the ability for fire apparatus to access the area. This is a health and safety concern expressed by the Fire Chief.
- Although generally the State precludes cities from requiring fire sprinklers for ADUs unless sprinklers are required the primary dwelling, based on the Fire Department's recommendation, it is proposed to require sprinklers for ADUs on all properties within the high risk fire area. It should be noted that any new development within a high risk fire zone is required to have fire sprinklers. In order to address the health and safety concerns expressed by the Fire Chief, ADU development must be held to the same standard.
- In order for Fire personnel to reach the ADU with their equipment in case of fires, staff and the Fire Chief are recommending that the front of the ADU be placed no more than 150 feet from the front property line. In the case of flag lots, installing a dry stand pipe system is permitted as an acceptable alternative. The dry stand pipe must extend from the street to within 100' of the ADU. This is a health and safety concern expressed by the Fire Chief.

The proposed ordinance contains findings of public safety necessity to support the proposed restrictions in the high-risk fire areas.

Sub-sections J, K, and L

The last three sections have no proposed substantive changes. Short-term rentals will still be prohibited, and the proposed language facilitates the City's ability to require a deed restriction if it chooses to do to support enforcement efforts. The current fee requirements are consistent with State law and no changes are recommended. Finally, the current Code's requirement for a primary dwelling to receive a certificate of occupancy before one is issued for an ADU or JADU is consistent with State law and no changes are recommended.

Revisions to the Planning Commission Recommendation.

Based on public comment, further staff review, and the March 2, 2021 preview discussion with HCD, staff is recommending changes to the draft Section 36.350.200 proposed to the Planning Commission on February 23, 2021, which have been incorporated into the proposed ordinance (Attachment 1) and shown in redline (Attachment 2). Below is a summary with brief explanations of the changes.

Section: C.1.b-e (Timing of Concurrent Applications)

Change: Added language in sub-sections b and c to clarify conversion; added sub-section d for “Additions to existing primary dwelling unit with proposed detached ADU” to provide distinction from attached ADUs; and added clarifying language in sub-section e that a certificate of appropriateness is not required for an accessory structure that is less than 45 years old.

Explanation: For greater clarity of the approval process and prerequisites.

Section: E.1.e (Standards for ADUs in front of primary dwelling)

Change: Minor language edits for clarification.

Explanation: For greater clarity of the application an purpose of the standards.

Section: E.1.f (Placement on Historic Properties)

Change: Removal of JADUs from this section; minor edits for clarification.

Explanation: A minor change based on HCD’s comments clarifies that this section does not apply to JADUs and conversion ADUs, which are entirely built within existing structures. Clarification that the ADU would need to be located behind the façade of the predominant massing. An example of predominant massing is a larger front rectangular-shaped mass of an L-shaped building, where the ADU could be located behind the front rectangular shape but not necessarily behind the smaller section that creates the L-shape.

Section: E.2, c and d (Floor Area Introduction and sub-sections c and d.)

Change: Introductory language is proposed to explain the relationship of floor area, lot coverage and floor area ratio (FAR) for properties when adding an ADU. Language in sub-section c has been modified for clarity. Language in sub-section c has been added to clarify the when a bathroom for a JADU is counted as part of the JADU.

Explanation: It is important for applicants, and particularly for single-family property owners, to understand the implications of building an ADU regarding maximum allowable square footage available for additions to their properties; maximum square footages allowed for conversions; and implications of using an existing bathroom, or building a new shared bathroom, when adding a JADU.

Section: E.3 (Height Limits)

Change: Language was added to define the intent of a “story” in an ADU: “For purposes of this section, “story” shall mean a distinct level of living space, excluding loft area that is open to living space below”. A word in sub-section c was edited for consistency across the ordinance.

Explanation: The Zoning Code does not otherwise define story, so this is added to clarify how to apply the height limits for ADUs. The word “expansion” is used when referring to additions to an existing structure that is being converted into an ADU.

Section: F.4 (Conversion ADUs)

Change: Language was added to clarify the number of conversion ADUs allowed when converting nonliving space within an existing multifamily building.

Explanation: HCD requested that the ordinance clarify that “at least one unit” would be allowed when converting existing nonliving space within a building even if the dwelling unit created exceeds 25 percent of the number of existing multifamily dwelling units

Section: G (Change to Title)

Change: It is proposed to change the title of this section from “Development Standards Applicable to all ADUs” to “Development Standards Applicable to ADUs on All Properties”.

Explanation: The change is proposed for consistency with Sections E and F.

Section: G.1.a-c (Two Story ADUs)

Change: Language edits in sub-section a clarify that the 2nd floor window standards apply for elevations within six feet from a shared property line; and language in sub-section b clarifies which elevations of a two story ADU may have balconies; and the title in sub-section c is proposed with additional clarifying information, from “Articulation” to “2nd Floor Articulation”.

Explanation: These changes clarify the intent of the standards for windows and balconies on two story ADUs by adding more specificity.

Section: G.5 (Mechanical Equipment)

Change: Minor language edits for clarification.

Explanation: Detached ADUs are often located near the side and rear of properties, making it difficult to find a place for HVAC equipment. The proposed language is more generalized and appropriate to encourage use of split systems with electric heat pumps and mini-split systems, both of which are more energy efficient and quieter than typical HVAC systems and should be encouraged to achieve the city’s green energy goals as well as reducing noise impacts.

Section: I.1 (High Fire Risk, Parking)

Change: Small changes are proposed to this sub-section to clarify standards when removing parking spaces to convert a garage, or a portion of a garage, to an ADU.

Explanation: The intent is to clarify and provide for a situation in which only one parking space, rather than two spaces, is converted for the ADU.

Environmental (CEQA) Review

In accordance with the California Environmental Quality Act (CEQA), the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3), which states the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment to amend regulations pertaining to ADUs may have a significant effect on the environment.

Conclusion

Staff's recommendations for amending the ADU provisions of the Zoning Code have been drafted to address State law, support ADUs as an important source of future housing units to comply with the Regional Housing Needs Assessment (RHNA) and address the issues that have arisen as staff has reviewed and processed ADU applications over the past two years. The intent is to make the process easier to allow homeowners to build ADUs that meet the needs of their households while providing objective standards to maintain the character of the city's neighborhoods where ADUs will be built. At the same time, the proposed standards address access concerns that have been expressed in regard to building ADUs in the high-risk fire area, which already contends with narrow road widths that challenge emergency access. Finally, although Phase 2 of this project will more comprehensively address historic properties, there was a desire to address some basic standards to guide staff's review and approval process until these standards are fully developed.

Staff has carefully reviewed the ordinance and considered questions and comments received. The proposed ordinance as revised is recommended for adoption.

Implementation

Staff and consultants (Arup) are developing an illustrated brochure that will use text and graphics to explain the ADU process, key design standards, and other important information for applicants. The brochure is scheduled to be available to the public prior to the effective date of the ordinance. Staff will also be revising the application form to support more complete ADU application submittals.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

There is no planning application fee for ADUs other than an inspection fee of \$159.00 per ADU. Building permit fees are determined based on the project valuation.

Public Notification of Agenda Item

A notification of this hearing was published on March 5, 2021, in the South Pasadena Review. 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 and/or the South Pasadena Review.

Attachments

1. Draft Ordinance
2. Redlined Ordinance illustrating changes since Planning Commission review
3. Planning Commission recommendation resolution
4. SPMC Section 36.350.200
5. [California Department of Housing and Community Development, *Accessory Dwelling Unit Handbook*, December 2020](#)
6. Arup memo, *ADU Ordinance Precedents & Best Practices (1/8/21)*
7. February 10 Community Meeting Survey Results
8. Memo from Fire Chief Paul Riddle (2/17/21)

ATTACHMENT 1
Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36
("ZONING"), ARTICLE III ("SITE PLANNING AND GENERAL DEVELOPMENT
STANDARDS"), SECTION 36.350.200 ("RESIDENTIAL USES—ACCESSORY DWELLING
UNITS") OF THE CITY OF SOUTH PASADENA MUNICIPAL CODE

The people of the City of South Pasadena do hereby ordain as follows:

SECTION 1. Section 36.350.200 ("Residential Uses—Accessory Dwelling Units") or Article III ("Site Planning and General Development Standards") of Chapter 36 ("Zoning") of the South Pasadena Municipal Code is amended to read as follows:

"36.350.200 Residential Uses—Accessory Dwelling Units (ADUs).

A. Definitions. The following definitions shall apply to this section.

Accessory Dwelling Unit (ADU). See SPMC 36.700.020.A.

Attached ADU: An ADU that is attached to the primary dwelling, not including a JADU.

Bathroom. Facility required to include a shower and/or bath, sink and a toilet.

Conversion. All or a portion of an existing space or structure which is used to create an ADU or JADU (e.g., master bedroom, attached garage, storage area, or similar use, or an accessory structure) on the lot of the primary dwelling. A conversion does not include the portion of any expansion of the existing space or structure.

Detached ADU. The unit is separated from the primary dwelling.

Efficiency kitchen. Required to include a cooking appliance, such as a hot plate and microwave with a sink, and a food preparation counter and storage cabinets.

High risk fire area. The area located south of Monterey Road, extending to the city border, and west of Meridian Avenue, extending to the city border, as established in SPMC Chapter 14.

Historic Property. For purposes of this section, this shall refer to a property that is: 1) designated as a landmark or as a contributor to a designated historic district; 2) identified on an inventory that has been adopted by the City as a property with potential as an individual landmark or as a contributing structure to a potential historic district, as authorized by Health and Safety Code Section 18955.

Junior Accessory Dwelling Unit (JADU). A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence, which shall not exceed 500 square feet in size. A JADU may share central systems (HVAC, water, electric),

contain an efficiency kitchen or cooking facilities, bathroom or may share a bathroom with the primary dwelling.

B. Applicability. The standards and criteria in this section apply to properties containing single-family or multifamily housing units within all zoning districts that allow residential uses. These standards are in addition to all other applicable standards found in this Zoning Code; in case of conflict the standards of this section shall apply.

C. Applications. Pursuant to Government Code Section 65852.2, applications for accessory dwelling units shall be considered ministerially (staff-level approval) within 60 days after the application is deemed complete. The application for the creation of an ADU or JADU shall be deemed approved if the local agency has not acted on the application within 60 days from the date it is deemed complete. The application process and requirements shall be set forth in a written document provided by the Planning Department.

1. **Timing of Concurrent Applications.** An applicant may submit an application to construct an ADU concurrently with other proposed development, such as new construction of or an addition to an existing primary dwelling. The following shall apply in these cases:
 - a. **New construction of primary dwelling unit, with attached ADU/JADU or detached ADUs:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the ADU/JADU application may be deemed complete and approved.
 - b. **Conversions of existing accessory structures:** The ADU application for conversion of a detached accessory structure may be approved within 60 days after it has been deemed complete, regardless of a concurrent application for an addition to the primary dwelling. If the conversion is a garage that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking.
 - c. **Additions to existing primary dwelling unit with proposed attached ADU/JADU:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the attached ADU/JADU application may be deemed complete and approved, unless the ADU application is for a conversion.
 - d. **Additions to existing primary dwelling unit with proposed detached ADU:** The ADU application for a new construction detached ADU, or a conversion plus expansion of a detached accessory structure, shall be approved within 60 days after it has been deemed complete. If the application for an addition to the primary dwelling unit is deemed complete together with the ADU application, 800 SF of the ADU shall be allowed to exceed the FAR and lot coverage in

calculating the allowable floor area for the addition to the primary dwelling unit. If the ADU application includes a garage conversion that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking.

- e. **Demolition of accessory structure to facilitate new construction of ADU:** Demolition, as defined by SPMC Section 2.59(d), of an existing structure that is considered to be located on an historic property or is 45 years or older, shall require a certificate of appropriateness, pursuant to SPMC section 2.65(c) and (e), as a prerequisite to an application for an ADU being deemed complete. The resulting ADU application shall be considered new construction and shall comply with the minimum setback requirements for new construction, set forth in subsection E.4. below. Demolition of an accessory structure that is less than 45 years old and not considered to be located on an historic shall not require a certificate of appropriateness.

- 2. **Prerequisite Discretionary Permits.** Accessory dwelling unit applications shall not be deemed complete until all applicable discretionary prerequisites have been approved. Prerequisites may include tree removal permits, Certificates of Appropriateness, and hillside development permits.

D. **Ownership.** An ADU or JADU may not be owned or sold separately from the primary dwelling. The City may require a deed restriction in a form approved by the City Attorney to enforce the restrictions set forth in this section.

- 1. **JADU Owner-occupancy required.** The owner shall reside in either the remaining portion of the primary residence, or in the newly created JADU.

E. **Development Standards for ADUs on Single-Family Properties.**

1. **Location**

- a. **Number of ADUs.** One ADU, either attached or detached, and one JADU shall be allowed on a single-family property.
- b. **Location on site.** An accessory dwelling unit may be attached to or detached from the primary dwelling on the same lot. An accessory dwelling unit may be located within and/or above a garage or other existing accessory structure.
- c. **Hillside locations.** An ADU on a hillside property may be attached or detached, in a location within, behind or underneath the primary dwelling, underneath a parking bridge even if it is closer to the front property line than the primary

dwelling, or as a conversion of existing space. A hillside development permit may be required, consistent with SPMC division 36.340.

- d. **Location in front of primary dwelling.** If 50% or more of the existing primary dwelling is located in the rear 1/3rd of a property that is not a historic property, an attached or detached ADU shall be allowed in front of the primary structure as follows:
 - i. Ministerial review (staff-approval): For an ADU that is one-story, not more than 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms, and maximum 16 feet in height.
 - ii. Design Review Board approval: For an ADU that exceeds the standards of (i) above, and is no more than 1200 square feet in size and maximum two stories not to exceed a height of 18 feet for a flat roof and 22 feet for a pitched roof.
- e. **Standards for ADUS in front of primary dwelling.** Where feasible, ADUs located in front of a primary dwelling per (d) above shall comply with the following standards:
 - i. The ADU shall comply with the applicable front yard setback requirement for the district in which it is located, and with minimum side yard setbacks of four feet.
 - ii. The structure's front yard-facing elevation shall include an entry into the unit and a covered porch or awning.
 - iii. The application shall provide a landscape plan for the area in front of the ADU in compliance with 36.330.030. No new driveway or parking area shall be allowed directly in front of the ADU.
 - iv. A minimum 20 square feet of window area shall be provided on each front and corner-facing elevation. No window with any exposed vinyl material in part or in whole shall be allowed on these elevations.
 - v. The ADU shall have a pitched roof if one or more adjacent properties have pitched rooves.
 - vi. If a garage is attached to the ADU, it shall be set back 10' from the front elevation.

- f. **Placement on Historic properties. ADU's proposed for an historic property, including additions shall:**
 - i. Be located in the rear of the property such that at least 50% of the ADU's first floor, front-facing façade is behind the predominant massing of the existing dwelling.
 - ii. Not be placed in a manner to block visibility of the historic resource from the public right-of-way, or compete with character-defining features of the historic resource.

2. **Floor area**

Floor area of an ADU that exceeds the property's lot coverage and floor area ratio (FAR) requirements shall be permitted as required by Government Code Section 65852 and as specified in this sub-section. An ADU which is proposed to exceed lot coverage and floor area ratio (FAR) as described below shall not be approved, unless the size is reduced to comply with this sub-section. For purposes of development of other structures on the property, the floor area of an existing ADU shall be counted in the calculation of the property's total lot coverage and floor area ratio.

- a. **New Construction Attached ADU.** An accessory dwelling unit attached to the primary dwelling shall have a minimum floor area of 150 feet, and a maximum floor area of 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
- b. **New Construction Detached ADU.** A detached accessory dwelling unit shall have a minimum floor area of 150 square feet, and a maximum floor area of 1,200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
- c. **Conversion ADUs.** The maximum size of an ADU that is a conversion of an existing accessory structure shall be the size of the existing structure plus an expansion up to an additional 150 square feet if necessary for ingress and egress only.
 - i. An ADU that expands upon the existing structure being converted in excess of the ingress and egress exemption shall be a maximum of 1200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
- d. **Junior Accessory Dwelling Units (JADUs).** The maximum floor area for a junior accessory dwelling unit shall not exceed 500 square feet. If the ADU shares an existing bathroom with the primary dwelling, the bathroom area shall not be included. However, a newly constructed bathroom shall be included in the maximum size of the JADU even if proposed to be shared with the primary dwelling.

3. **Height Limits.** The maximum height of an attached or detached new accessory dwelling unit shall not exceed the following limits. For purposes of this section, “story” shall mean a distinct level of living space, excluding loft area that is open to living space below:
 - a. **For a one-story ADU:** 16 feet to top of parapet or pitched roof
 - b. **For a two-story ADU including an ADU located above an accessory structure:** 18 feet for a flat roof, plus a 1-foot parapet, or 22 feet for a pitched roof
 - c. **For a conversion ADU (without an expansion):** the height of the existing structure
 - d. **For a historic property:** One story only is permitted with a maximum height not to exceed 16 feet to top of parapet or pitched roof. However, the maximum height for a conversion ADU shall be the height of the existing structure.
4. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
 - a. **Additions to structures with non-conforming setbacks.** If the ADU is a conversion of an existing accessory structure with a side yard setback of less than 4 feet, the wall may be extended for an additional 10 feet at the same setback, provided it is not less than 3 feet from the side property line and not less than 4 feet from the rear property line. If the existing setback is less than 3 feet, the addition shall be required to maintain the 4’ setback.
5. **Building Separation.** Detached ADUs on residentially zoned parcels that are larger than 800 square feet shall comply with the ten-foot building separation requirement in SPMC 36.220.040.
6. **Standards for JADUs.** (see also Sub-section I) A JADU shall include:
 - a. an outdoor entrance that is separate from the primary dwelling
 - b. at a minimum, an efficiency kitchen, a separate or shared bathroom, sleeping and living area.

F. Development standards for ADUs on multifamily and mixed-use properties

1. **Number of Detached ADUs.** Not more than two detached accessory dwelling units may be located on lots with a multifamily dwelling.
2. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
3. **Detached ADU standards.** The accessory dwelling units shall maintain four-foot side and rear yard setbacks; and shall not exceed 16 feet for a one-story structure or, for a two-story structure, 18 feet for a flat roof or 22 feet for a pitched roof.
4. **Conversion ADUs.** Nonliving space within the existing building envelope on lots with a multifamily dwelling, including storage rooms, boiler rooms, passageways, attics, basements, or garages, may be converted into accessory dwelling units if each unit complies with State building standards for dwellings and on the condition that the number of accessory dwelling units created do not exceed 25 percent of the number of existing multifamily dwelling units, or at least one unit, including the accessory dwelling units created.

G. Development Standards Applicable to ADUs on All Properties

1. **Two-Story ADUs.** Except as approved by the Design Review Board pursuant to E.1.d above, a two-story ADU shall comply with the following standards as applicable:
 - a. **Windows:** Where primary dwelling units are not allowed to build within six feet of the property line, the following shall be required: On 2nd floor elevations with setback less than six feet from a property line shared with adjacent residential parcels, only fixed windows, or fixed panes of a window assembly, comprised of plain obscured glass (such as frosted) with no color shall be placed in the area up to five feet above the interior floor height. Any clear window or window pane on these elevations shall be placed so that the bottom of the clear glass is at least five feet above the interior floor height.
 - b. **Balconies:** Balconies shall only be allowed on elevations facing the interior of the property, i.e., facing the primary dwelling and/or the back yard area directly behind the primary dwelling. In the case of an ADU on a corner lot, a balcony may face the adjacent street.
 - c. **Setbacks for 2nd floor:** The second floor of an ADU shall be set back a minimum of 4' from the side and rear property line.
 - i. Notwithstanding the above, a second floor ADU proposed above an existing accessory structure shall be allowed to maintain the same setback

as an existing wall provided the wall is at least three feet from the property line.

- d. **2nd Floor Articulation:** 30% of the side and rear wall plane above the first floor shall be articulated with minimum 18” recesses.
2. **Separate Entrance.** An attached ADU shall have an outdoor entrance that is separate from the primary dwelling.
3. **Interior Facility Requirements.** An ADU shall provide living quarters independent from the primary dwelling, including living, sleeping, permanent provisions for cooking and a bathroom.
4. **Utilities.** An ADU may have shared or separate utility services (i.e., an electrical and/or gas meter) from the primary dwelling.
5. **Mechanical Equipment.** Outdoor equipment associated with electric split or mini-split heating and cooling systems dedicated solely to an attached or detached ADU may be placed in the rear yard setback area.

H. Parking

1. **Exemptions.** With the exception of I,1, below, no off-street parking shall be required for an ADU or JADU if:
 - a. The ADU is located within one-half mile walking distance of a bus stop or light rail station.
 - b. When on-street parking permits are required but not offered to the occupant of the ADU.
 - c. The ADU is within an historic district or potential historic district, or a historic designated property, as identified by the National Register for Historic Places, the California Register for Historic Places, or the City’s Cultural Heritage Ordinance.
 - d. The ADU or JADU is within the existing primary dwelling.
 - e. There is a car share vehicle located within one block of the ADU.
2. **Parking required.** Parking shall be required for an accessory dwelling unit under the following conditions (see also I.1, below):

- a. If the ADU does not qualify for an exemption based on the list above, in which case one off-street parking space shall be required.
- b. If the ADU or ADUs are within a multi-family property, in which case one off-street parking space shall be required per three accessory dwelling units, or fraction thereof. The requirement shall be cumulative if ADUs are built sequentially.

I. High Risk Fire Areas. The areas of the City defined as “high risk fire area” pursuant to SPMC Section 14.1, are subject to additional requirements for parking and fire sprinklers due to topographic and climatic conditions which create public safety risks, including accessibility of fire apparatus on narrow streets, and delay times in evacuation and response due to accessibility challenges. Requiring parking on-site is intended to reduce parking on the narrow streets, in order to increase accessibility of fire apparatus and facilitate evacuation; use of fire sprinklers in new development helps control the spread of small fires, which promotes effectiveness in controlling a fire in early stages, allowing for responding fire apparatus and suppression crew to arrive on scene and deploy industry-standard pre-connected 250-foot hose lines or standard hose packs as necessary to reach and defend occupants and structures. Based on these findings of public safety necessity, proposed ADUs and JADUs in the High Risk Fire Area shall be subject to the following additional requirements.

1. **Parking.** If the property is located adjacent to a narrow street, defined as a street with a width of less than 28 feet, one off-street parking space shall be provided. The ADU may not displace existing parking for the primary residence. Notwithstanding, a garage may be converted to an ADU if all removed parking spaces are provided elsewhere on the property for the primary dwelling in addition to the parking space to be provided for the ADU.
2. **Fire Sprinklers.** Fire sprinklers shall be required.
3. **Distance from front property line.** A detached ADU shall be located within 150 feet of the front property line in order to facilitate emergency fire access, including deployment of an industry-standard, pre-connected 250-foot hose line. Notwithstanding, for flag lots, for the purpose of deploying industry-standard hose-packs, the ADU may be located within 100 feet of a dry standpipe installed on the property with approval of the Fire Chief.

J. Short-term rentals. Short-term rentals. An accessory dwelling unit shall not be rented out for a period of less than 30 days. The City may require a deed restriction to enforce this limitation, in a form approved by the City Attorney.

K. Fees. An accessory dwelling unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law.

1. The City may impose a fee on the applicant in connection with approval of an ADU for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code Sections 65852.2(f)(1) and 66000(b).
2. The City will not consider an ADU to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was part of an application for a new single-family dwelling.
3. The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. Units that are deed-restricted, that rent can be no more than 80% of Area Median Income (AMI), are exempt from impact fees.
4. The City shall collect school impact fees pursuant to the State Law for development of an ADU or JADU.

L. Certificate of occupancy. A certificate of occupancy for an ADU or JADU shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.”

SECTION 2. CEQA. The City Council hereby finds that the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It may be seen with certainty that there is no possibility this Zoning Code Amendment may have a significant effect on the environment.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937.

SECTION 4. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to

the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED AND ADOPTED by the City Council of the City of South Pasadena, State of California, on _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Diana Mahmud, Mayor

Attest:

Maria Ayala, City Clerk

ATTACHMENT 2
Redlined Ordinance Illustrating
Changes Since Planning
Commission Review

Draft Ordinance, as revised following Planning Commission recommendation

This document shows the draft ordinance recommended by the Planning Commission on February 23, plus changes recommended by staff in response to public comments and Commissioner discussion (shown in red) and additional changes made in response to a courtesy preliminary review by HCD (shown in blue).

36.350.200 Residential Uses—Accessory Dwelling Units (ADUs).

A. **Definitions.** The following definitions shall apply to this section.

Accessory Dwelling Unit (ADU). See SPMC 36.700.020.A.

Attached ADU: An ADU that is attached to the primary dwelling, not including a JADU.

Bathroom. Facility required to include a shower and/or bath, sink and a toilet.

Conversion. All or a portion of an existing space or structure which is used to create an ADU or JADU (e.g., master bedroom, attached garage, storage area, or similar use, or an accessory structure) on the lot of the primary dwelling. A conversion does not include the portion of any expansion of the existing space or structure.

~~**Cooking Facilities.** Facility required to include an installed stovetop/oven range, a refrigerator, sink, and food preparation counter area and storage cabinets.~~

Detached ADU. The unit is separated from the primary dwelling.

Efficiency kitchen. Required to include a cooking appliance, such as a hot plate and microwave with a sink, and a food preparation counter and storage cabinets.

High risk fire area. The area located south of Monterey Road, extending to the city border, and west of Meridian Avenue, extending to the city border, as established in SPMC Chapter 14.

Historic Property. For purposes of this section, this shall refer to a property that is: 1) designated as a landmark or as a contributor to a designated historic district; 2) identified on an inventory that has been adopted by the City as a property with potential as an individual landmark or as a contributing structure to a potential historic district, as authorized by Health and Safety Code Section 18955.

Junior Accessory Dwelling Unit (JADU). A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence, which shall not exceed 500 square feet in size. A JADU may share central systems (HVAC, water, electric), contain an efficiency kitchen or cooking facilities, bathroom or may share a bathroom with the primary dwelling.

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B. Applicability. The standards and criteria in this section apply to properties containing single-family or multifamily housing units within all zoning districts that allow residential uses. These standards are in addition to all other applicable standards found in this Zoning Code; in case of conflict the standards of this section shall apply.

C. Applications. Pursuant to Government Code Section 65852.2, applications for accessory dwelling units shall be considered ministerially (staff-level approval) within 60 days after the application is deemed complete. The application for the creation of an ADU or JADU shall be deemed approved if the local agency has not acted on the application within 60 days from the date it is deemed complete. The application process and requirements shall be set forth in a written document provided by the Planning Department.

1. **Timing of Concurrent Applications.** An applicant may submit an application to construct an ADU concurrently with other proposed development, such as new construction of or an addition to an existing primary dwelling. The following shall apply in these cases:
 - a. **New construction of primary dwelling unit, with attached ADU/JADU or detached ADUs:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the ADU/JADU application may be deemed complete and approved.
 - b. **Conversions of existing accessory structures:** The ADU application for conversion of a detached accessory structure may be approved within 60 days after it has been deemed complete, regardless of a concurrent application for an addition to the primary dwelling. If the conversion is a garage that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking. ~~Conversion does not include demolition of the existing accessory structure.~~
 - c. **Additions to existing primary dwelling unit with proposed attached ADU/JADU:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the attached ADU/JADU application may be deemed complete and approved, unless the ADU application is for a conversion.
 - d. **Additions to existing primary dwelling unit with proposed detached ADU:** The ADU application for a new construction detached ADU, or a conversion plus expansion of a detached accessory structure, shall be approved within 60 days after it has been deemed complete. If the application for an addition to the primary dwelling unit is deemed complete together with the ADU application, 800 SF of the ADU shall be allowed to exceed the FAR and lot coverage in calculating the allowable floor area for the addition to the primary dwelling unit. If the ADU application includes a garage conversion that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking.

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- e. **Demolition of accessory structure to facilitate new construction of ADU:** Demolition, as defined by SPMC Section 2.59(d), of an existing structure that is considered to be located on an historic property or is 45 years or older, shall require a certificate of appropriateness, pursuant to SPMC section 2.65(c) and (e), as a prerequisite to an application for an ADU being deemed complete. The resulting ADU application shall be considered new construction and shall comply with the minimum setback requirements for new construction, set forth in subsection E.4. below. Demolition of an accessory structure that is less than 45 years old and not considered to be located on an historic shall not require a certificate of appropriateness.

- 2. **Prerequisite Discretionary Permits.** Accessory dwelling unit applications shall not be deemed complete until all applicable discretionary prerequisites have been approved. Prerequisites may include tree removal permits, Certificates of Appropriateness, and hillside development permits.

D. Ownership. An ADU or JADU may not be owned or sold separately from the primary dwelling. The City may require a deed restriction in a form approved by the City Attorney to enforce the restrictions set forth in this section.

- 1. **JADU Owner-occupancy required.** The owner shall reside in either the remaining portion of the primary residence, or in the newly created JADU.

E. Development Standards for ADUs on Single-Family Properties.

1. Location

- a. **Number of ADUs.** One ADU, either attached or detached, and one JADU shall be allowed on a single-family property.
- b. **Location on site.** An accessory dwelling unit may be attached to or detached from the primary dwelling on the same lot. An accessory dwelling unit may be located within and/or above a garage or other existing accessory structure.
- c. **Hillside locations.** An ADU on a hillside property may be attached or detached, in a location within, behind or underneath the primary dwelling, underneath a parking bridge even if it is closer to the front property line than the primary dwelling, or as a conversion of existing space. A hillside development permit may be required, consistent with SPMC division 36.340.
- d. **Location in front of primary dwelling.** If 50% or more of the existing primary dwelling is located in the rear 1/3rd of a property that is not a historic property, an attached or detached ADU shall be allowed in front of the primary structure as follows:

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- i. Ministerial review (staff-approval): For an ADU that is one-story, not more than 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms, and maximum 16 feet in height.
 - ii. Design Review Board approval: For an ADU that exceeds the standards of (i) above, and is no more than 1200 square feet in size and maximum two stories not to exceed a height of 18 feet for a flat roof and 22 feet for a pitched roof.
- e. **Standards for ADUS in front of primary dwelling.** Where feasible, ADUs located in front of a primary dwelling per (d) above shall comply with the following standards:
- i. The ADU shall comply with the applicable front yard setback requirement for the district in which it is located, and with minimum side yard setbacks of four feet.
 - ii. The structure's front yard-facing elevation shall include an entry into the unit and a covered porch or awning.
 - iii. The application shall provide a landscape plan for the area in front of the ADU in compliance with 36.330.030. No new driveway or parking area shall be allowed directly in front of the ADU.
 - iv. A minimum 20 square feet of window area shall be provided on each front and corner-facing elevation. No vinyl windows window with any exposed vinyl material in part or in whole shall be allowed on these elevations visible from the street.
 - v. The ADU shall have a pitched roof if one or more adjacent properties have pitched rooves.
 - vi. If a garage is attached to the ADU, it shall be set back 10' from the front elevation.
- f. **Placement on Historic properties.** All ADU's and JADU's proposed for an historic property, including ~~conversions or~~ additions shall:
- i. Be located in the rear of the property such that at least 50% of the ADU's first floor, front-facing facadeplane is behind the existing structure predominant massing of the existing dwelling.
 - ii. Not be placed in a manner to block visibility of the historic resource from the public right-of-way, or compete with character-defining features of the historic resource.

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2. **Floor area**

Floor area of an ADU that exceeds the property's lot coverage and floor area ratio (FAR) requirements shall be permitted as required by Government Code Section 65852 and as specified in this sub-section. An ADU which is proposed to exceed lot coverage and floor area ratio (FAR) as described below shall not be approved, unless the size is reduced to comply with this sub-section. For purposes of development of other structures on the property, the floor area of an existing ADU shall be counted in the calculation of the property's total lot coverage and floor area ratio.

- a. **New Construction Attached ADU.** An accessory dwelling unit attached to the primary dwelling shall have a minimum floor area of 150 feet, and a maximum floor area of 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
 - b. **New Construction Detached ADU.** A detached accessory dwelling unit shall have a minimum floor area of 150 square feet, and a maximum floor area of 1,200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
 - c. **Conversion ADUs.** ~~An~~ The maximum size of an ADU that is a conversion of an existing accessory structure may shall have a maximum of 1200 square feet or be the size of the existing structure, whichever is greater plus an expansion up to an additional 150 square feet if necessary for ingress and egress only.
 - i. An ADU that expands upon the existing structure being converted in excess of the ingress and egress exemption shall be a maximum of 1200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements. An ADU that is a conversion may include an expansion of up to an additional 150 square feet if necessary for ingress and egress. Conversions, including up to an additional 150 square feet for necessary ingress and egress are exempt from lot coverage and FAR. An ADU that expands upon the existing structure in excess of the ingress and egress exemption is subject to lot coverage and FAR of the underlying zoning district.
 - d. **Junior Accessory Dwelling Units (JADUs).** The maximum floor area for a junior accessory dwelling unit shall not exceed 500 square feet. If the ADU shares an existing bathroom with the primary dwelling, the bathroom area shall not be included. However, a newly constructed bathroom shall be included in the maximum size of the JADU even if proposed to be shared with the primary dwelling.
3. **Height Limits.** The maximum height of an attached or detached new accessory dwelling unit shall not exceed the following limits. For purposes of this section, "story" shall

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mean a distinct level of living space, excluding loft area that is open to living space below:

- a. **For a one-story ADU:** 16 feet to top of parapet or pitched roof
 - b. **For a two-story ADU including an ADU located above an accessory structure:** 18 feet for a flat roof, plus a 1-foot parapet, or 22 feet for a pitched roof
 - c. **For a conversion ADU (without an ~~addition-expansion~~):** the height of the existing structure
 - d. **For a historic property:** One story only is permitted with a maximum height not to exceed 16 feet to top of parapet or pitched roof. However, the maximum height for a conversion ADU shall be the height of the existing structure.
4. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
- a. **Additions to structures with non-conforming setbacks.** If the ADU is a conversion of an existing accessory structure with a side yard setback of less than 4 feet, the wall may be extended for an additional 10 feet at the same setback, provided it is not less than 3 feet from the side property line and not less than 4 feet from the rear property line. If the existing setback is less than 3 feet, the addition shall be required to maintain the 4' setback.
5. **Building Separation.** Detached ADUs on residentially zoned parcels that are larger than 800 square feet shall comply with the ten-foot building separation requirement in SPMC 36.220.040.
6. **Standards for JADUs.** (see also Sub-section I) A JADU shall include:
- a. an outdoor entrance that is separate from the primary dwelling
 - b. at a minimum, an efficiency kitchen, a separate or shared bathroom, sleeping and living area.

F. Development standards for ADUs on multifamily and mixed-use properties

1. **Number of Detached ADUs.** Not more than two detached accessory dwelling units may be located on lots with a multifamily dwelling.

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2. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
3. **Detached ADU standards.** The accessory dwelling units shall maintain four-foot side and rear yard setbacks; and shall not exceed 16 feet for a one-story structure or, for a two-story structure, 18 feet for a flat roof or 22 feet for a pitched roof.
4. **Conversion ADUs.** Nonliving space within the existing building envelope on lots with a multifamily dwelling, including storage rooms, boiler rooms, passageways, attics, basements, or garages, may be converted into accessory dwelling units if each unit complies with State building standards for dwellings and on the condition that the number of accessory dwelling units created do not exceed 25 percent of the number of existing multifamily dwelling units, or at least one unit, including the accessory dwelling units created.

G. **Development Standards Applicable to ~~all~~ ADUs on All Properties**

1. **Two-Story ADUs.** Except as approved by the Design Review Board pursuant to E.1.d above, a two-story ADU shall comply with the following standards as applicable:
 - a. **Windows:** Where primary dwelling units are not allowed to build within six feet of the property line, the following shall be required: On 2nd floor elevations ~~facing~~ with a setback less than six feet from a property line shared with adjacent residential parcels, only fixed windows, or fixed panes of a window assembly, comprised of plain obscured glass (such as frosted) with no color shall be placed in the area up to five feet above the interior floor height. Any clear window or window pane on these elevations shall be placed so that the bottom ~~window of the~~ clear glass is at least five feet above the interior floor height.
 - b. **Balconies:** Balconies shall only be allowed on elevations facing the interior of the property, i.e., facing the primary dwelling and/or the back yard area directly behind the primary dwelling. In the case of an ADU on a corner lot, a balcony may face the adjacent street.
 - c. **Setbacks for 2nd floor:** The second floor of an ADU shall be set back a minimum of 4' from the side and rear property line.
 - i. Notwithstanding the above, a second floor ADU proposed above an existing accessory structure shall be allowed to maintain the same setback as an existing wall provided the wall is at least three feet from the property line.
 - d. **2nd Floor Articulation:** 30% of the side and rear wall plane above the first floor shall be articulated with minimum 18" recesses.

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2. **Separate Entrance.** An attached ADU shall have an outdoor entrance that is separate from the primary dwelling.
3. **Interior Facility Requirements.** An ADU shall provide living quarters independent from the primary dwelling, including living, sleeping, [permanent provisions for cooking facilities](#) and a bathroom.
4. **Utilities.** An ADU may have shared or separate utility services (i.e., an electrical and/or gas meter) from the primary dwelling.
5. **Mechanical Equipment.** ~~A-Outdoor equipment associated with electric split or mini-split condenser-heating and cooling systems dedicated solely to~~for an attached or detached ADU may be placed in the rear yard setback area.

H. Parking

1. **Exemptions.** With the exception of I.1, below, no off-street parking shall be required for an ADU or JADU if:
 - a. The ADU is located within one-half mile walking distance of a bus stop or light rail station.
 - b. When on-street parking permits are required but not offered to the occupant of the ADU.
 - c. The ADU is within an historic district or potential historic district, or a historic designated property, as identified by the National Register for Historic Places, the California Register for Historic Places, or the City's Cultural Heritage Ordinance.
 - d. The ADU or JADU is within the existing primary dwelling.
 - e. There is a car share vehicle located within one block of the ADU.
2. **Parking required.** Parking shall be required for an accessory dwelling unit under the following conditions (see also I.1, below):
 - a. If the ADU does not qualify for an exemption based on the list above, in which case one off-street parking space shall be required.
 - b. If the ADU or ADUs are within a multi-family property, in which case one off-street parking space shall be required per three accessory dwelling units, or fraction thereof. The requirement shall be cumulative if ADUs are built sequentially.

Draft Ordinance, as revised following Planning Commission recommendation

I. **High Risk Fire Areas.** The areas of the City defined as “high risk fire area” pursuant to SPMC Section 14.1, are subject to additional requirements for parking and fire sprinklers due to topographic and climatic conditions which create public safety risks, including accessibility of fire apparatus on narrow streets, and delay times in evacuation and response due to accessibility challenges. Requiring parking on-site is intended to reduce parking on the narrow streets, in order to increase accessibility of fire apparatus and facilitate evacuation; use of fire sprinklers in new development helps control the spread of small fires, which promotes effectiveness in controlling a fire in early stages, allowing for responding fire apparatus and suppression crew to arrive on scene and deploy industry-standard pre-connected 250-foot hose lines or standard hose packs as necessary to reach and defend ~~and rescue~~ occupants and structures. Based on these findings of public safety necessity, proposed ADUs and JADUs in the High Risk Fire Area shall be subject to the following additional requirements.

1. **Parking.** If the property is located adjacent to a narrow street, defined as a street with a width of less than 28 feet, one off-street parking space shall be provided. The ADU may not displace existing parking for the primary residence. Notwithstanding, a garage may be converted to an ADU if ~~two~~ all removed parking spaces are provided elsewhere on the property for the primary dwelling in addition to the parking space to be provided for the ADU.
- ~~2.~~ **Fire Sprinklers.** Fire sprinklers shall be required. ~~For attached ADU’s and JADU’s where the primary dwelling unit is not equipped with first sprinklers, a fire-rated wall separating the ADU or JADU from the primary dwelling shall also be required unless the applicant chooses to install sprinklers for the entire structure.~~
3. **Distance from front property line.** A detached ADU shall be located within 150 feet of the front property line in order to facilitate emergency fire access, including deployment of an industry-standard, pre-connected 250-foot hose line. Notwithstanding, for flag lots, the ADU may be located within 100 feet of a dry standpipe installed on the property for the purpose of deploying industry-standard hose-packs, with approval of the Fire Chief.

J. **Short-term rentals.** Short-term rentals. An accessory dwelling unit shall not be rented out for a period of less than 30 days. The City may require a deed restriction to enforce this limitation, in a form approved by the City Attorney.

K. **Fees.** An accessory dwelling unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law.

1. The City may impose a fee on the applicant in connection with approval of an ADU for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code Sections 65852.2(f)(1) and 66000(b).
2. The City will not consider an ADU to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was part of an application for a new single-family dwelling.

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3. The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. Units that are deed-restricted, that rent can be no more than 80% of Area Median Income (AMI), are exempt from impact fees.
4. The City shall collect school impact fees pursuant to the State Law for development of an ADU or JADU.

L. **Certificate of occupancy.** A certificate of occupancy for an ADU or JADU shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.

ATTACHMENT 3
Planning Commission resolution
with Exhibit A (Draft Ordinance)

P.C. RESOLUTION NO. 21-03

**A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF SOUTH PASADENA, CALIFORNIA, RECOMMENDING
THAT THE CITY COUNCIL ADOPT AN ORDINANCE
AMENDING SECTION 36.350.200 (RESIDENTIAL USES-
ACCESSORY DWELLING UNITS) OF DIVISION 36.350
(STANDARDS FOR SPECIFIC LAND USES) OF CHAPTER 36
(ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE**

WHEREAS, in May through September, 2020, the City held a series of virtual housing workshops, which included discussion of increasing opportunities for development of accessory dwelling units; and

WHEREAS, on August 11, 2020, the Planning Commission discussed the preparation of an ordinance amending and updating the City's existing accessory dwelling unit ordinance for compliance with existing law, state Housing and Community Development interpretations and to encourage development of accessory dwelling units as a means of providing affordable housing in an effort to meet the City's Regional Housing Needs Assessment; and

WHEREAS, as part of the review of the existing accessory dwelling unit ordinance, the City received pro-bono support from Arup, a global planning and engineering firm in the development of an updated accessory dwelling unit ordinance; and

WHEREAS, on February 10, 2021, a virtual community meeting was held with 62 participants to present proposed changes to the ADU ordinance and solicit feedback and suggestions, which have been considered and incorporated herein; and

WHEREAS, on February 23, 2021, the Planning Commission held an additional duly noticed public meeting to consider the draft accessory dwelling unit ordinance, at which all interested parties were given the opportunity to be heard and present evidence.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1: The Planning Commission hereby finds that the proposed amendments would not have a significant impact on the environment and so is exempt from the California Environmental Quality Act (CEQA) review under Section 15061(b)(3)—General Rule, which provides that CEQA applies only to projects that have the potential for causing a significant effect on the environment.

SECTION 2: Pursuant to SPMC Section 36.620.070 (Findings and Decision), the Planning Commission recommends that the City Council approve the proposed amendments set forth in Exhibit A, based on a finding of benefit to the public interest, health, safety, convenience, and general welfare of the City by facilitating the production of additional housing units through the updating the City's accessory dwelling units, consistent with the City's General Plan.

SECTION 3: This Resolution Recommending City Council Adoption satisfies the requirements of SPMC Section 36.620.300(A)(1)(b) for a Resolution of Intention regarding initiating a zoning amendment.

SECTION 4. For the foregoing reasons and based on the information and findings included in the Resolution, Staff Report, Minutes and testimony received during the public hearing, the Planning Commission of the City of South Pasadena hereby recommends that the City Council adopt the attached ordinance amending section 36.350.200 of Division 36.350 (Standards for Specific Land Uses) to Chapter 36 (Zoning).

SECTION 5. The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 23rd day of February, 2021.

PASSED, APPROVED, AND ADOPTED this 23rd day of February 2021 by the following vote:

AYES: BARTHAKUR, BRAUN, DAHL, LESAK, PADILLA

NOES: NONE


ABSENT: NONE

ABSTAIN: NONE



John Lesak, Chair

ATTEST:



Lisa Padilla, Vice-Chair

Exhibit A

36.350.200 Residential Uses—Accessory Dwelling Units (ADUs).

A. **Definitions.** The following definitions shall apply to this section.

Accessory Dwelling Unit (ADU). See SPMC 36.700.020.A.

Attached ADU: An ADU that is attached to the primary dwelling, not including a JADU.

Bathroom. Facility required to include a shower and/or bath, sink and a toilet.

Conversion. All or a portion of an existing space or structure which is used to create an ADU or JADU (e.g., master bedroom, attached garage, storage area, or similar use, or an accessory structure) on the lot of the primary dwelling. A conversion does not include the portion of any expansion of the existing space or structure.

Cooking Facilities. Facility required to include an installed stovetop/oven range, a refrigerator, sink, and food preparation counter area and storage cabinets.

Detached ADU. The unit is separated from the primary dwelling.

Efficiency kitchen. Required to include a cooking appliance, such as a hot plate and microwave with a sink, and a food preparation counter and storage cabinets.

High risk fire area. The area located south of Monterey Road, extending to the city border, and west of Meridian Avenue, extending to the city border, as established in SPMC Chapter 14.

Historic Property. For purposes of this section, this shall refer to a property that is: 1) designated as a landmark or as a contributor to a designated historic district; 2) identified on an inventory that has been adopted by the City as a property with potential as an individual landmark or as a contributing structure to a potential historic district, as authorized by Health and Safety Code Section 18955.

Junior Accessory Dwelling Unit (JADU). A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence, which shall not exceed 500 square feet in size. A JADU may share central systems (HVAC, water, electric), contain an efficiency kitchen or cooking facilities, bathroom or may share a bathroom with the primary dwelling.

B. **Applicability.** The standards and criteria in this section apply to properties containing single-family or multifamily housing units within all zoning districts that allow residential uses. These standards are in addition to all other applicable standards found in this Zoning Code; in case of conflict the standards of this section shall apply.

C. **Applications.** Pursuant to Government Code Section 65852.2, applications for accessory dwelling units shall be considered ministerially (staff-level approval) within 60 days after the

Exhibit A

application is deemed complete. The application for the creation of an ADU or JADU shall be deemed approved if the local agency has not acted on the application within 60 days from the date it is deemed complete. The application process and requirements shall be set forth in a written document provided by the Planning Department.

1. **Timing of Concurrent Applications.** An applicant may submit an application to construct an ADU concurrently with other proposed development, such as new construction of or an addition to an existing primary dwelling. The following shall apply in these cases:
 - a. **New construction of primary dwelling unit, with attached ADU/JADU or detached ADUs:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the ADU/JADU application may be deemed complete and approved.
 - b. **Conversions of existing accessory structures:** The ADU application for conversion of a detached accessory structure may be approved within 60 days after it has been deemed complete, regardless of a concurrent applicant for an addition to the primary dwelling. If the conversion is a garage that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking. Conversion does not include demolition of the existing accessory structure.
 - c. **Additions to existing primary dwelling with proposed attached ADU/JADU:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the attached ADU/JADU application may be deemed complete and approved.
 - d. **Demolition of accessory structure to facilitate new construction of ADU:** Demolition, as defined by SPMC Section 2.59(d), of an existing structure that is considered to be located on an historic property or is 45 years or older, shall require a certificate of appropriateness, pursuant to SPMC section 2.65(c) and (e), as a prerequisite to an application for an ADU being deemed complete. The resulting ADU application shall be considered new construction and shall comply with the minimum setback requirements for new construction, set forth in subsection E.4. below.
2. **Prerequisite Discretionary Permits.** Accessory dwelling unit applications shall not be deemed complete until all applicable discretionary prerequisites have been approved. Prerequisites may include tree removal permits, Certificates of Appropriateness, and hillside development permits.

D. **Ownership.** An ADU or JADU may not be owned or sold separately from the primary dwelling. The City may require a deed restriction in a form approved by the City Attorney to enforce the restrictions set forth in this section.

1. **JADU Owner-occupancy required.** The owner shall reside in either the remaining portion of the primary residence, or in the newly created JADU.

E. Development Standards for ADUs on Single-Family Properties.

1. Location

- a. **Number of ADUs.** One ADU, either attached or detached, and one JADU shall be allowed on a single-family property.
- b. **Location on site.** An accessory dwelling unit may be attached to or detached from the primary dwelling on the same lot. An accessory dwelling unit may be located within and/or above a garage or other existing accessory structure.
- c. **Hillside locations.** An ADU on a hillside property may be attached or detached, in a location within, behind or underneath the primary dwelling, underneath a parking bridge even if it is closer to the front property line than the primary dwelling, or as a conversion of existing space. A hillside development permit may be required, consistent with SPMC division 36.340.
- d. **Location in front of primary dwelling.** If 50% or more of the existing primary dwelling is located in the rear 1/3rd of a property that is not a historic property, an attached or detached ADU shall be allowed in front of the primary structure as follows:
 - i. Ministerial review (staff-approval): For an ADU that is one-story, not more than 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms, and maximum 16 feet in height.
 - ii. Design Review Board approval: For an ADU that exceeds the standards of (i) above, and is no more than 1200 square feet in size and maximum two stories not to exceed a height of 18 feet for a flat roof and 22 feet for a pitched roof.
- e. **Standards for ADUS in front of primary dwelling.** ADUs located in front of a primary dwelling per (d) above shall comply with the following standards:
 - i. The ADU shall comply with the applicable front yard setback requirement for the district in which it is located, and with side setbacks of four feet.
 - ii. The front elevation shall include an entry into the unit and a covered porch or awning.
 - iii. The application shall provide a landscape plan for the area in front of the ADU in compliance with 36.330.030. No driveway or parking area shall be allowed in front of the ADU.
 - iv. A minimum 20 square feet of window area shall be provided on each front and corner elevation. No vinyl windows shall be allowed on elevations visible from the street.
 - v. The ADU shall have a pitched roof if adjacent properties have pitched roofs.
 - vi. If a garage is attached to the ADU, it shall be set back 10' from the front elevation.

Exhibit A

- f. **Placement on Historic properties.** All ADU's and JADU's proposed for an historic property, including conversions or additions shall:
- i. Be located in the rear of the property such that at least 50% of the ADU's first floor, front facing plane is behind the existing structure.
 - ii. Not be placed in a manner to block visibility of the historic resource from the public right-of-way, or compete with character-defining features of the historic resource.

2. Floor area

- a. **New Construction Attached ADU.** An accessory dwelling unit attached to the primary dwelling shall have a minimum floor area of 150 feet, and a maximum floor area of 850 square feet for a unit with up to one bedroom or 1000 square feet if the unit includes two or more bedrooms. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
 - b. **New Construction Detached ADU.** A detached accessory dwelling unit shall have a minimum floor area of 150 square feet, and a maximum floor area of 1,200 square feet. Up to 800 square feet of the floor area of the ADU shall be allowed to exceed the property's lot coverage and FAR requirements.
 - c. **Conversion ADUs.** An ADU that is a conversion of an existing accessory structure may have a maximum of 1200 square feet or the size of the existing structure, whichever is greater. An ADU that is a conversion may include an expansion of up to an additional 150 square feet if necessary for ingress and egress. Conversions, including up to an additional 150 square feet for necessary ingress and egress are exempt from lot coverage and FAR. An ADU that expands upon the existing structure in excess of the ingress and egress exemption is subject to lot coverage and FAR of the underlying zoning district.
 - d. **Junior Accessory Dwelling Units (JADUs).** The maximum floor area for a junior accessory dwelling unit shall not exceed 500 square feet.
3. **Height Limits.** The maximum height of an attached or detached new accessory dwelling unit shall not exceed:
- a. **For a one-story ADU:** 16 feet to top of parapet or pitched roof
 - b. **For a two-story ADU including an ADU located above an accessory structure:** 18 feet for a flat roof, plus a 1-foot parapet, or 22 feet for a pitched roof
 - c. **For a conversion ADU (without an addition):** the height of the existing structure
 - d. **For a historic property:** One story only is permitted with a maximum height not to exceed 16 feet to top of parapet or pitched roof. However, the maximum height for a conversion ADU shall be the height of the existing structure.

Exhibit A

4. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
 - a. **Additions to structures with non-conforming setbacks.** If the ADU is a conversion of an existing accessory structure with a side yard setback of less than 4 feet, the wall may be extended for an additional 10 feet at the same setback, provided it is not less than 3 feet from the side property line and not less than 4 feet from the rear property line. If the existing setback is less than 3 feet, the addition shall be required to maintain the 4' setback.
5. **Building Separation.** Detached ADUs on residentially zoned parcels that are larger than 800 square feet shall comply with the ten-foot building separation requirement in SPMC 36.220.040.
6. **Standards for JADUs.** (see also Sub-section I) A JADU shall include:
 - a. an outdoor entrance that is separate from the primary dwelling
 - b. at a minimum, an efficiency kitchen, a separate or shared bathroom, sleeping and living area.

F. Development standards for ADUs on multifamily and mixed-use properties

1. **Number of Detached ADUs.** Not more than two detached accessory dwelling units may be located on lots with a multifamily dwelling.
2. **Setbacks.** An accessory dwelling unit shall comply with the front yard setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than 4 feet from the side and rear lot lines shall be required for new construction.
3. **Detached ADU standards.** The accessory dwelling units shall maintain four-foot side and rear yard setbacks; and shall not exceed 16 feet for a one-story structure or, for a two-story structure, 18 feet for a flat roof or 22 feet for a pitched roof.
4. **Conversion ADUs.** Nonliving space within the existing building envelope on lots with a multifamily dwelling, including storage rooms, boiler rooms, passageways, attics, basements, or garages, may be converted into accessory dwelling units if each unit complies with State building standards for dwellings and on the condition that the number of accessory dwelling units created do not exceed 25 percent of the number of existing multifamily dwelling units, including the accessory dwelling units created.

Exhibit A

G. Development Standards Applicable to all ADUs

1. **Two-Story ADUs.** Except as approved by the Design Review Board pursuant to E.1.d above, a two-story ADU shall comply with the following standards as applicable:
 - a. **Windows:** On 2nd floor elevations facing adjacent residential parcels, only fixed windows comprised of plain obscured glass (such as frosted) with no color shall be placed in the area up to five feet above the interior floor height. Any clear window on these elevations shall be placed so that the bottom of the window is at least five feet above the interior floor height.
 - b. **Balconies:** Balconies shall only be allowed on elevations facing the interior of the property.
 - c. **Setbacks for 2nd floor:** The second floor of an ADU shall be set back a minimum of 4' from the side and rear property line.
 - i. Notwithstanding the above, a second floor ADU proposed above an existing accessory structure shall be allowed to maintain the same setback as an existing wall provided the wall is at least three feet from the property line.
 - d. **Articulation:** 30% of the side and rear wall plane above the first floor shall be articulated with minimum 18" recesses.
2. **Separate Entrance.:** An attached ADU shall have an outdoor entrance that is separate from the primary dwelling.
3. **Interior Facility Requirements.** An ADU shall provide living quarters independent from the primary dwelling, including living, sleeping, cooking facilities and a bathroom.
4. **Utilities.** An ADU may have shared or separate utility services (i.e., an electrical and/or gas meter) from the primary dwelling.
5. **Mechanical Equipment.** A mini-split condenser for an attached or detached ADU may be placed in the rear yard setback area.

H. Parking

1. **Exemptions.** With the exception of I,1, below, no off-street parking shall be required for an ADU or JADU if:
 - a. The ADU is located within one-half mile walking distance of a bus stop or light rail station.

Exhibit A

- b. When on-street parking permits are required but not offered to the occupant of the ADU.
 - c. The ADU is within an historic district or potential historic district, or a historic designated property, as identified by the National Register for Historic Places, the California Register for Historic Places, or the City’s Cultural Heritage Ordinance.
 - d. The ADU or JADU is within the existing primary dwelling.
 - e. There is a car share vehicle located within one block of the ADU.
2. **Parking required.** Parking shall be required for an accessory dwelling unit under the following conditions (see also I.1, below):
- a. If the ADU does not qualify for an exemption based on the list above, in which case one off-street parking space shall be required.
 - b. If the ADU or ADUs are within a multi-family property, in which case one off-street parking space shall be required per three accessory dwelling units, or fraction thereof. The requirement shall be cumulative if ADUs are built sequentially.

I. High Risk Fire Areas. The areas of the City defined as “high risk fire area” pursuant to SPMC Section 14.1, are subject to additional requirements for parking and fire sprinklers due to topographic and climatic conditions which create public safety risks, including accessibility of fire apparatus on narrow streets, and delay times in evacuation and response due to accessibility challenges. Requiring parking on-site is intended to reduce parking on the narrow streets, in order to increase accessibility of fire apparatus and facilitate evacuation; use of fire sprinklers in new development helps control the spread of small fires, which promotes effectiveness in controlling a fire in early stages, allowing for responding fire apparatus to arrive on scene, deploy hose lines, and rescue occupants. Based on these findings of public safety necessity, proposed ADUs and JADUs in the High Risk Fire Area shall be subject to the following additional requirements.

1. **Parking.** If the property is located adjacent to a narrow street, defined as a street with a width of less than 28 feet, one off-street parking space shall be provided. The ADU may not displace existing parking for the primary residence. Notwithstanding, a garage may be converted to an ADU if two parking spaces are provided elsewhere on the property for the primary dwelling in addition to the parking space for the ADU.
2. **Fire Sprinklers.** Fire sprinklers shall be required. For attached ADU’s and JADU’s where the primary dwelling unit is not equipped with first sprinklers, a fire-rated wall separating the ADU or JADU from the primary dwelling shall also be required unless the applicant chooses to install sprinklers for the entire structure.

Exhibit A

3. **Distance from front property line.** A detached ADU shall be located within 150 feet of the front property line in order to facilitate emergency fire access. Notwithstanding, for flag lots, the ADU may be located within 100 feet of a dry standpipe installed on the property with approval of the Fire Chief.

J. **Short-term rentals.** Short-term rentals. An accessory dwelling unit shall not be rented out for a period of less than 30 days. The City may require a deed restriction to enforce this limitation, in a form approved by the City Attorney.

K. **Fees.** An accessory dwelling unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law.

1. The City may impose a fee on the applicant in connection with approval of an ADU for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code Sections 65852.2(f)(1) and 66000(b).
2. The City will not consider an ADU to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was part of an application for a new single-family dwelling.
3. The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. Units that are deed-restricted, that rent can be no more than 80% of Area Median Income (AMI), are exempt from impact fees.
4. The City shall collect school impact fees pursuant to the State Law for development of an ADU or JADU.

L. **Certificate of occupancy.** A certificate of occupancy for an ADU or JADU shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.

ATTACHMENT 4

South Pasadena Municipal Code Section 36.350.200 (Residential Uses – Accessory Dwelling Units)

36.350.200 Residential Uses—Accessory Dwelling Units.

A. **Applicability.** The standards and criteria in this section apply to properties containing single-family or multifamily residences within the RE, RS, RM, and RH zoning districts. These standards are in addition to all other applicable standards found in this Zoning Code.

B. **Applications.** Pursuant to Government Code Section 65852.2, applications for accessory dwelling units shall be considered ministerially within 60 days of submission of a complete application. Accessory dwelling unit applications submitted with other applications for entitlements may be subject to discretionary review.

C. **Ownership.** An accessory dwelling unit may not be owned or sold separately from the primary dwelling.

D. **Location on site.** An accessory dwelling unit may be permanently attached to or detached from the primary dwelling on the same lot. An accessory dwelling unit shall not be located above a garage, unless it is a conversion. For purposes of this section, “conversion” means the repurposing of all or a portion of an existing structure as an accessory dwelling unit entirely within the existing structure building envelope and in accordance with all required residential building and construction standards set forth in the applicable California Building Codes.

E. **Height and setback requirements.** The maximum height of a detached new accessory dwelling unit shall not exceed 16 feet and shall not be greater than one story. An accessory dwelling unit shall comply with the setback requirements of the applicable zoning district (see Article 2, Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), except that no setback shall be required for the conversion of an existing structure, and a setback of no more than four feet from the side and rear lot lines shall be required for new construction or replacement structures.

F. **Floor area.** An accessory dwelling unit attached to the primary structure shall have a maximum floor area not to exceed 50 percent of the existing living area (including a basement and attic) of the primary structure, or 1,200 square feet (whichever is less). Notwithstanding the foregoing, an applicant will be allowed to build an 800-square-foot accessory dwelling unit subject to subsection (O) of this section. A detached accessory dwelling unit shall not exceed a maximum of 1,200 square feet. The minimum floor area for a detached or attached accessory dwelling unit shall not be less than 150 square feet pursuant to the State Health and Safety Code for Efficiency Units.

G. **Interior facility requirements.** An accessory dwelling unit shall provide living quarters independent from the primary dwelling, including living, sleeping, cooking and restroom facilities. An accessory dwelling unit shall be limited to one bedroom.

H. **Entrance location and visibility.** An accessory dwelling unit shall have an outdoor entrance separate from the primary dwelling. In order to maintain the single-family residential character of the street, the construction of new accessory dwelling units, located within single-family zones, shall be located so that the entrance is not visible from the public right-of-way. This provision shall not apply to accessory dwelling units located in multifamily zones or conversions.

I. Utilities. An accessory dwelling unit shall not have utility services (i.e., an electrical and/or gas meter) separate from the primary dwelling.

J. Design standards. An accessory dwelling unit must comply with the design standards approved by the Director and must conform to the architectural design and materials of the primary dwelling.

K. Parking. A minimum of one covered or uncovered parking space shall be required for each accessory dwelling unit. No accessory dwelling unit shall be allowed unless the primary dwelling is also in compliance with all applicable parking requirements of this Zoning Code. No replacement parking is required for the primary dwelling unit when the existing garage is converted or demolished to make room for an accessory dwelling unit. No parking will be required for an accessory dwelling unit if:

1. The accessory dwelling unit is located within one-half mile of a bus stop or light rail station;
2. The accessory dwelling unit is within an historic district or potential historic district as identified by the National Register for Historic Places, the California Register for Historic Places, or the City's Cultural Heritage Ordinance;
3. The accessory dwelling unit is within the existing primary dwelling or existing accessory structure;
4. (Repealed by Ordinance No. 2339); or
5. There is a car share vehicle located within one block of the accessory dwelling unit.

L. (Repealed by Ordinance No. 2339).

M. Short-term rentals. An accessory dwelling unit may not be rented out for a period of less than 30 days.

N. Multifamily dwellings.

1. Not more than two detached accessory dwelling units may be located on lots with a multifamily dwelling with the following limitations: (i) the accessory dwelling units maintain four-foot side and rear yard setbacks; and (ii) the accessory dwelling units are not more than 16 feet high.
2. Nonliving space within the existing building envelope on lots with a multifamily dwelling, including storage rooms, boiler rooms, passageways, attics, basements, or garages, may be converted into accessory dwelling units if each unit complies with State building standards for dwellings and on the condition that the number of accessory dwelling units created do not exceed 25 percent of the existing multifamily dwelling units.

O. Exception. Notwithstanding any height, setback, floor area, lot coverage, or design standards under this section or the Zoning Code, an applicant shall be permitted to construct an 800-square-foot accessory dwelling unit that is no more than 16 feet in height with four-foot side and rear yard setbacks.

P. Junior accessory dwelling units.

1. All the requirements under this chapter apply equally to junior accessory dwelling units, unless stated otherwise in this section.
2. “Junior accessory dwelling unit” means a unit that is contained entirely within the walls of a proposed or existing single-family residence which provides living facilities for one or more persons. Junior accessory dwelling units are limited to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.
3. The maximum floor area for a junior accessory dwelling unit shall not exceed 500 square feet.
4. No additional parking is required for a junior accessory dwelling unit.
5. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure. “Efficiency kitchen” means a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
6. The owner must reside in the primary residence but may choose to reside within the remaining portion of the structure or the newly created junior accessory dwelling unit.
7. The owner must record a deed restriction and file a copy with the City. The deed restriction must include a prohibition on the sale of the junior accessory dwelling unit separate from the sale of the primary residence, including a statement that the deed restriction may be enforced against future purchasers, and a restriction on the size and attributes of the junior accessory dwelling unit that conforms to this chapter.

Q. Certificate of occupancy. A certificate of occupancy for an accessory dwelling unit shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.

R. Permit termination. An accessory dwelling unit permit validly issued pursuant to this section shall terminate when any one or more of the following occur:

1. The permit is not used within 360 days from the date of permit’s issuance;
2. The permit has been abandoned or discontinued for 360 consecutive days;
3. The accessory dwelling unit owner files a declaration with the Director of Planning and Community Development that the permit has been abandoned or discontinued and the accessory dwelling unit has been removed from the property;
4. The permit has expired by its terms; or
5. The permit has been revoked as provided in this section.

S. Permit revocation. In the event an accessory dwelling unit permit was obtained by fraud or misrepresentation, or a permitted accessory dwelling unit dwelling is used, operated, or

maintained in violation of this chapter or applicable State or Federal law, or the accessory dwelling unit has been used or is being used in a manner so as to constitute a public nuisance, the Director of Planning and Community Development, on not less than 10 days' written notice to the accessory dwelling unit owner, may hold a permit revocation hearing which shall be heard by a hearing officer in accordance with applicable law.

1. The Director and the accessory dwelling unit owner shall each be permitted to present evidence with respect to the proposed permit revocation.
2. The hearing officer shall issue a written decision within 10 days of the conclusion of the hearing. The decision of the hearing officer shall be final.
3. Upon revocation, the accessory dwelling unit shall be removed. However, if at the time of revocation there are tenants occupying the accessory dwelling unit pursuant to a valid and binding rental or lease agreement that is consistent with the provisions of this chapter, such tenants shall be permitted to continue to occupy the accessory dwelling unit until the expiration or earlier termination of the rental or lease agreement, and upon such expiration or earlier termination the accessory dwelling unit shall be removed.

Nothing herein shall preclude or prevent the City from undertaking any other enforcement action with respect to the accessory dwelling unit which the City is otherwise authorized under this code or applicable State or Federal law, including but not limited to the abatement of public nuisances.

T. Fees.

1. An accessory dwelling unit application must be submitted to the City along with the appropriate fee as established by the City Council by resolution in accordance with applicable law.
2. The City may impose a fee on the applicant in connection with approval of an accessory dwelling unit for the purpose of defraying all or a portion of the cost of public facilities related to its development, as provided for in Government Code Sections 65852.2(f)(1) and 66000(b).
3. The City will not consider an accessory dwelling unit to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.
4. The City shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(Ord. No. 2108 § 1; Ord. No. 2183 § 16, 2009; Ord. No. 2246 § 4, 2013; Ord. No. 2309 § 3, 2016; Ord. No. 2339 § 3, 2019.)

ATTACHMENT 5

California Department of Housing and Community
Development, Accessory Dwelling Unit Handbook

(Updated December 2020)

See online at:

[California Department of Housing and Community Development,
Accessory Dwelling Unit Handbook, December 2020](#)

ATTACHMENT 6

Arup memo, *ADU Ordinance Precedents & Best Practices* (1/8/21)

To	Elizabeth Bar-El, AICP, Interim Long-Range Planning and Economic Development Manager, City of South Pasadena	Date January 8, 2021
Copies	1	Reference number
From	William Anderson, FAICP, Principal, Arup Katherine Buck, Consultant, Arup Zach Postone, Planner, Arup	File reference ADU Research
Subject	South Pasadena – ADU Ordinance Precedents & Best Practices	

Introduction

This document summarizes information about select Accessory Dwelling Unit (ADU) ordinances across California to provide best practices and examples from other jurisdictions that can inform the development of South Pasadena’s ADU ordinance. A summary matrix is attached for reference.

The following sections contain details on specific topics related to ADUs, such as restricting ADUs in hillside zones, historic preservation, accelerating permitting and approvals, educating the public about ADUs, and providing financing support. Based on this research and our next discussion, we suggest formulating specific recommendations for amending South Pasadena’s ordinance, preparing a draft public information e-brochure, and developing supportive programs.

Hillside Areas

Under California State regulation, local limits on where ADUs are permitted may only be based on the adequacy of water and sewer service, impacts on traffic flow, and public safety considerations.¹

In Los Angeles, safety is the primary concern for ADUs in hillside neighborhoods, specifically fire danger and the impacts of construction on roads and sensitive hillsides. While some have been pushing for restrictions, others argue that ADUs would have limited impact on traffic or safety in areas with wide streets and public transit access.²

¹ “Accessory Dwelling Unit Handbook” (California Department of Housing and Community Development, December 2020), <https://www.hcd.ca.gov/policy-research/accessorydwellingunits.shtml#booklet>.

² Elijah Chiland, “Should LA Ban ADUs in Hillside Neighborhoods like Highland Park?,” Curbed Los Angeles, July 17, 2018, <https://la.curbed.com/2018/7/17/17578492/los-angeles-building-adu-rules-hillside>.

The **City of Los Angeles** Ordinance No. 186481 restricts ADUs in fire-prone hillside areas unless the ADU complies with additional parking and roadway improvement measures and provides fire sprinklers:

“No ADU is permitted on any lot that is located in both a Very High Fire Hazard Severity Zone designated by the City of Los Angeles Fire Department pursuant to Government Code Section 51178 and a Hillside Area as defined by the Hillside Area Map pursuant to Section 12.03 of this Code, unless it meets one of the following exceptions:

- (i) The ADU is located within the boundaries of either the Northeast Los Angeles Community Plan or the Silver Lake – Echo Park – Elysian Valley Community Plan Area; or
- (ii) The ADU complies with all of the following requirements:
 - a. Notwithstanding Subparagraph (c)(10) below, the ADU is protected throughout with an approved automatic fire sprinkler system, in compliance with the Los Angeles Plumbing Code;
 - b. Notwithstanding Subparagraph (c)(12) below, one off-street parking space is provided for the ADU; and
 - c. The ADU is located on a lot fronting on a street that is improved with a roadway width of 20 feet or more in unobstructed width, as measured along the entire frontage of the subject property, after any associated dedication and improvement. In the event the ADU is located on a Through Lot or a Corner Lot, the lot must front on at least one street that is improved with a roadway width of 20 feet or more in unobstructed width after any associated dedication and improvement.³

The **County of Los Angeles** similarly prohibits fire hazard hillside areas with exceptions to ensure adequate vehicular access and roadway conditions. While generally the County does not require parking for ADUs, parking is required in Very High Fire Hazard Severity Zones unless certain exceptions are met. Ordinance No. 2020-0059 states the following:

Where a lot, or any portion thereof, is located within a Very High Fire Hazard Severity Zone, as depicted in the General Plan, and a Hillside Management Area, as depicted in the General Plan, other than those described in Section 22.104.030.D, an accessory dwelling unit or a junior accessory dwelling unit shall be prohibited on the lot, unless it has two distinct means of vehicular access to a highway that meet the following requirements:

- (i) The two distinct means of vehicular access, as measured from the lot frontage to the point of intersection with a highway, shall not overlap with each other. For example, see Figure 22.140.640-A, below;
- (ii) Each distinct means of vehicular access shall contain pavement of at least 24 feet in width, exclusive of sidewalks; and
- (iii) Each distinct means of access shall be built to public street standards approved by Public Works.”⁴

No parking shall be required for an accessory dwelling unit that is located outside of a Very High Fire Hazard Severity Zone; Parking for an accessory dwelling unit located within a Very High Fire Hazard Severity Zone shall be provided in accordance with Chapter 22.112 (Parking), unless any of the following exceptions are met, in which case no parking shall be required:

1. The accessory dwelling unit has no bedroom;
2. The accessory dwelling unit is detached, with a maximum floor area of 800 square feet and a maximum height of 16 feet, and is located on a lot with a proposed or existing single-family residence;
3. The accessory dwelling unit is detached, with a maximum height of 16 feet and minimum rear and side yard depths of four feet, and is located on a lot with an existing multi-family residential building;

³ Ordinance No. 186481. City of Los Angeles, California, Municipal Code §12.03. https://clkrep.lacity.org/onlinedocs/2016/16-1468_ORD_186481_12-19-2019.pdf.

⁴ Ordinance No. 2020-0059. Los Angeles County, California, County Code Title 22 – Planning and Zoning. https://library.municode.com/CA/Los_Angeles_County/ordinances/code_of_ordinances?nodeId=1045229.

4. The accessory dwelling unit is entirely within an existing, legally built single-family or multi-family residential building;
5. The accessory dwelling unit is the result of the conversion of an existing, legally built accessory structure with an expansion of not more than 150 square feet beyond the same physical dimensions of said structure, limited to accommodating ingress and egress;
6. The accessory dwelling unit is located within one-half mile walking distance of public transit;
7. The accessory dwelling unit is located within an architecturally and historically significant historic district;
8. When on-street parking permits are required, but not offered to the occupant of the accessory dwelling unit; or
9. When there is a car share vehicle location within one block of the accessory dwelling unit.”⁵

In **Culver City**, ADUs and JADUs are also prohibited within designated hillside areas indicated on a map within the ordinance.⁶

Historic Districts

Under California’s ADU regulations, local agencies may impose additional standards on ADUs regarding parking, height, setback, lot coverage, landscape, architectural review and the maximum size of a unit, which enables the adoption of design review standards that could benefit historic properties. Local agencies may also impose standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places.⁷ The award of \$40,000 to South Pasadena by the State Office of Historic Preservation will enable the city to update its ADU ordinance to integrate historic preservation planning guidelines.⁸

The ADU ordinance in the **City of San Jose** includes simplified design standards, including siting and aesthetic requirements, for attached ADU units for historic buildings listed in the Historic Resources Inventory. Detached ADUs are permitted if they are set back 45 feet from the front property line. San Jose has also simplified the required permitting for ADUs on historic properties:

Any new addition for an attached Accessory Dwelling unit, on a property listed on the San José Historic Resources Inventory, shall be located along the rear wall of an existing primary dwelling, unless the Accessory Dwelling unit is fully enclosed within the existing building walls.

- a. The attached Accessory Dwelling unit shall not result in the enclosure of or net loss of any existing porch, unless such porch is located along the rear façade, and the enclosure of or net loss does not exceed ten percent (10%) or more of an existing porch.
- b. If an attached Accessory Dwelling unit is constructed on a second story of the primary dwelling, the Accessory Dwelling Unit shall not overhang the lower floors of the primary building and shall be set back at least forty-five (45) feet from the front property line.
- c. The roofline and materials of the attached Accessory Dwelling unit shall be differentiated from the primary dwelling.

⁵ Ibid.

⁶ Culver City, California Municipal Code, §17.400.095 Residential Uses – Accessory Dwelling Units. https://codelibrary.amlegal.com/codes/culvercity/latest/culvercity_ca/0-0-0-55429.

⁷ “Accessory Dwelling Units (ADUs),” California State Parks Office of Historic Preservation, https://ohp.parks.ca.gov/?page_id=29972/.

⁸ “Outgoing Mayor Bob Joe | State of the City: South Pasadena,” South Pasadena, December 8, 2020, <https://southpasadenan.com/outgoing-mayor-bob-joe-state-of-the-city-south-pasadena/>.

A detached Accessory Dwelling unit may be constructed on any property listed on the City's Historic Resources Inventory, provided the Accessory Dwelling unit is set back at least forty-five (45) feet from the front property line.⁹

An Accessory Dwelling unit located on a site that is listed on the San José Historic Resources Inventory that meets the design standards listed in 20.30.460(K)(1) shall not require issuance of a Single-Family House Permit, or Historic Preservation Permit for a site that is a designated City Landmark or within a City Landmark District. When a garage, carport, or other accessory structure is demolished or converted into an Accessory Dwelling Unit, a Single-Family House Permit, or Historic Preservation Permit shall not be required for the demolition or conversion.¹⁰

The **City of Palo Alto** requires that ADUs on historic properties comply with the appropriate Secretary of Interior's Standards for the Treatment of Historic Properties, although it does not appear that a design review is typically required. Overall, Palo Alto's ordinance incorporates more design standards than most other ordinances reviewed in this memo, including provisions to ensure privacy.^{11,12} In the **City of Eureka**, ADUs must comply with the City's historic preservation rules, including historic review.¹³

In the **City of Glendale**, the Glendale Historical Society voiced its concern about the absence of design review and public comment in the State regulations, and advocated for a number of measures to mitigate negative impacts of ADUs while the city developed longer-term rules: that new ADUs be out of the public view for historic properties, that ADUs be prohibited in front yards to preserve historic look and feel, and that staff review ADU plans on historic properties for architectural compatibility.¹⁴

Pre-approved Plans and Expedited Approval

Many local jurisdictions have accelerated ADU approval through permit-ready pre-approved plans.

The **County of San Diego** has a set of six standard pre-approved ADU building plans, ranging from a 600 square foot 1-bedroom to a 1,200 square foot 3-bedroom.¹⁵ The **City of Encinitas** released eight different pre-approved ADU plans in 2019 under its Permit-Ready Accessory Dwelling Unit (PRADU) program, ranging from 224 square feet to 1,199 square feet. **Chico** and **Danville** also developing pre-approved ADU plans.¹⁶

The **City of San Jose**'s pre-approved ADU program includes five pre-approved plans ranging from 364 to 640 square feet. The program has streamlined operations such that ADU units in San Jose can be

⁹ San Jose, California, Code of Ordinances, Part 4.5 – Accessory Dwelling Units. https://library.municode.com/ca/san_jose/codes/code_of_ordinances?nodeId=TIT20ZO.

¹⁰ Ibid.

¹¹ Ordinance No. 5507. City of Palo Alto, California, Municipal Code, Title 18 (Zoning). <https://www.cityofpaloalto.org/civicax/filebank/documents/79549>.

¹² "Historic Preservation," City of Palo Alto, https://www.cityofpaloalto.org/gov/depts/pln/historic_preservation/default.asp.

¹³ Ordinance 885-C.S. City of Eureka, California, Municipal Code §155.316 Accessory Dwelling Units. https://codelibrary.amlegal.com/codes/eureka/latest/eureka_ca/0-0-0-59762.

¹⁴ "Action Alert: ADUs," The Glendale Historical Society, <https://glendalehistorical.org/action-alert-adus>.

¹⁵ "County Standard ADU Plans," San Diego County Planning & Development Services, https://www.sandiegocounty.gov/content/sdc/pds/bldg/adu_plans.html.

¹⁶ "ADU Case Study - Pre-Approved ADU's: A Tool for Revitalizing California's Affordable Housing Struggle," UC Riverside Inland Center for Sustainable Development, <https://icsd.ucr.edu/case-study-adu>.

built in roughly 90 days.¹⁷ The program allows ADU designers/builders with standard construction plan layouts to become pre-approved vendors, which are listed on the City’s website. The City offers low-cost over-the-counter service for plans without any changes and an expedited plan review for minor changes, while plans with more significant changes are referred to the standard plan review service.¹⁸

The **City of San Diego** allows the use of pre-approved plans from the County of San Diego and the City of Encinitas PRADU program, provided that the plans meet the city’s building permit submittal guidelines.¹⁹ The City of San Diego has also made amendments making it easier to get approval, including expedited permit processing, plan review and construction inspection, as well as processing new ADU permits over-the-counter for detached one-story units, additions, conversions of garages or accessory structures. Over-the-counter permitting allows applicants to receive all required approvals as soon as the same day, rather than weeks.²⁰ The ADU coalition, part of the San Diego Center for Architecture and Design Foundation, has advocated for further improvements to ADU processes including enhanced digital approvals as well as a ‘fast pass’ certification for vendors with experience permitting and building ADUs,²¹ a similar concept to San Jose’s pre-approved vendor list described above.

Information Resources

An ADU survey issued by the Center for Community Innovation highlighted the fact that lack of awareness (16%) and lack of desire (16%) are major barriers to ADU development, exceeded only by financial barriers (27%).²² Many cities and counties have made efforts to gather resources about ADUs into online hubs, and produced assets like checklists and guides to make it easier for prospective builders to get all the information they need in one place.

San Mateo County has developed a “Second Unit Resources Center” as part of its Home for All initiative to provide detailed design, policy, and procedural information for building ADUs, as well as application checklists and information about ADU ordinances in the County.^{23,24} The **City of San Jose** has consolidated ADU information on its website and provides an “ADU Universal Checklist” to detail all the requirements for getting an ADU permit. San Jose also connects people to an “ADU Ally” to answer any questions or assist with any issues they encounter.^{25,26}

A joint initiative between **Los Angeles County** and the **City of Los Angeles**, the “Guide to ADUs Across LA County” website provides easily accessible, step by step information about the ADU

¹⁷ Ibid.

¹⁸ “Preapproved ADUs,” City of San Jose - Planning, Building & Code Enforcement, <https://sanjoseresidentassistant.com/>.

¹⁹ “Policy Updates,” ADU Coalition, <https://aducoalition.org/policy-updates>.

²⁰ Ibid.

²¹ “Cleaning Up ADU Rules,” ADU Coalition, <https://aducoalition.org/highlights/cleaning-up-adu-rules>.

²² Karen Chapple et al., “ADUs in CA: A Revolution in Progress” (UC Berkeley Center for Community Innovation, October 2020), <https://www.aducalifornia.org/wp-content/uploads/2020/10/ADU-Progress-in-California-Report-October-Version.pdf>.

²³ “Second Unit Center – A Program of the County of San Mateo’s Home for All Initiative,” Second Unit Resources Center San Mateo County, <https://secondunitcentersmc.org/>.

²⁴ “Second Units,” Home for All San Mateo County, <https://homeforallsmc.org/toolkits/second-units/>.

²⁵ “Accessory Dwelling Units,” County of Sonoma, California, <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units/>.

²⁶ “ADU Universal Checklist - Bulletin #210” (City of San Jose, October 30, 2020), <https://www.sanjoseca.gov/home/showdocument?id=39038>.

development process.²⁷ The City of Los Angeles offers its own ADU handout,²⁸ and the Los Angeles County Department of Arts & Culture created the “Yes to ADU” program and publication to raise awareness among the public.²⁹

Sonoma County offers a detailed ADU checklist, summaries of the application process, and customer service hours with the Planning Division.³⁰ The **City of Santa Cruz** includes fee estimate tables on their site, as well as a web map enabling homeowners to quickly figure out zoning information.³¹ The City of Palo Alto also offers a summary handout about its ordinance.³²

The **City of San Diego** developed a “Companion Unit” website to consolidate all the necessary information on ADUs for homeowners, such as ADU code details, fee schedules, and statistics on ADU construction in San Diego.³³ The City of San Diego also provides an ADU information bulletin and a “Companion Unit Handbook”.^{34,35} **San Diego County’s** ADU website features an application checklist and pre-approved ADU plans, as well as a handout from the ADU Zoning Division detailing all planning requirements for ADU projects in a central location.^{36,37} These resources are supplemented by groups such as the ADU Coalition of San Diego which provides technical assistance during the permitting process, a cost calculator, and service hours to answer questions.³⁸

Another approach to providing information is to hold events. In 2018 the **City of Eureka** hosted a two-day ADU Fair with partner agencies to educate homeowners about the opportunity to build ADUs.³⁹ Also in 2018, the **City of Sebastopol** and **Sonoma County** hosted a “Raise the Roof” housing fair and expo to spread awareness about ADUs and JADUs.⁴⁰ The **City of Encinitas** offers “Housing for Generations” workshops to educate homeowners about ADUs throughout the year.⁴¹

²⁷ “Official Guide to ADUs Across LA County,” Los Angeles County and City of Los Angeles, <https://www.laadu.org/>.

²⁸ “Accessory Dwelling Unit (ADU) Ordinance Summary” (Los Angeles County Department of Regional Planning), https://planning.lacounty.gov/assets/upl/project/adu_ordinance-summary.pdf.

²⁹ “Part of the Solution: Yes to ADU,” Los Angeles County Department of Arts and Culture, April 2, 2019, <https://www.lacountyarts.org/article/part-solution-yes-adu>.

³⁰ “Accessory Dwelling Unit Checklist” (County of Sonoma Permit & Resource Management Department), <https://sonomacounty.ca.gov/PRMD/Regulations/PDF/Permit-Sonoma-ADU-Checklist-for-Homeowners/>.

³¹ “Accessory Dwelling Units (ADUs),” City of Santa Cruz, <https://www.cityofsantacruz.com/government/city-departments/planning-and-community-development/accessory-dwelling-units-adus>.

³² “Summary Guide to ADUs and Junior ADUs” (City of Palo Alto, November 30, 2020), <https://www.cityofpaloalto.org/civicax/filebank/documents/79550>.

³³ “Accessory and Junior Accessory Dwelling Units (ADU/JADU),” City of San Diego Development Services, <https://www.sandiego.gov/development-services/news-programs/programs/companion-junior-units>.

³⁴ “Accessory Dwelling Unit / Junior Accessory Dwelling Unit - Information Bulletin 400” (City of San Diego Development Services, December 2020), <https://www.sandiego.gov/sites/default/files/dsdb400.pdf>.

³⁵ “Companion Unit Handbook” (City of San Diego, 2019), <https://www.sandiego.gov/sites/default/files/2019-companion-unit-handbook.pdf>.

³⁶ “Accessory Dwelling Units,” San Diego County Planning & Development Services, <https://www.sandiegocounty.gov/content/sdc/pds/bldg/adu.html.html>.

³⁷ “Accessory Dwelling Unit & Junior Accessory Dwelling Unit” (San Diego County Planning & Development Services, December 23, 2020), <https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-611.pdf>.

³⁸ Baird + Driskell Community Planning, “ADU Best Practices” (California ADU - UC Berkeley Center for Community Innovation, September 2020), <https://www.aducalifornia.org/wp-content/uploads/2020/09/ADU-Best-Practices.pdf>.

³⁹ Karen Chapple et al., “The ADU Scorecard: Grading ADU Ordinances in California - Interim Report” (UC Berkeley Center for Community Innovation, February 1, 2020), <https://www.aducalifornia.org/wp-content/uploads/2020/02/ADU-Scorecard-InterimReport-200201-1.pdf>.

⁴⁰ Ibid.

⁴¹ Baird + Driskell Community Planning, “ADU Best Practices.”

Financing and Subsidy Programs

In an ADU survey issued by the Center for Community Innovation, 27% of respondents cited financial barriers as a challenge to ADU development.⁴² Cities and counties throughout California have developed a range of programs to reduce the financial burden on homeowners who want to build ADUs.

San Mateo County, in partnership with the **Cities of East Palo Alto, Pacifica, and Redwood City**, has created the “One Stop Shop” pilot program that provides homeowners with ADU support from the nonprofit Hello Housing at no cost, including design, permitting and project management.⁴³

Several jurisdictions offer financing support with the goal of increasing the supply of affordable housing. In the **City of Los Angeles**, the “Backyard Homes Project”, coordinated by the nonprofit design group LA Más, supports homeowners and provides design, permitting, construction, and financing services for ADUs up to 800 square feet, on the condition that homeowners rent the unit to a section 8 tenant for at least 5 years.⁴⁴ The program also incorporates support from local community development financial institutions and corporate lenders.⁴⁵ In the **City of San Jose** the “Yes In My Backyard” program offers homeowners a forgivable loan of up to \$20,000 to build ADUs for affordable housing, provided that the unit’s rent is capped to a low to moderate household income level for 5 years.^{46,47} In **Los Angeles County**, the Second Dwelling Unit ADU Pilot Program supports homeowners with forgivable loans up to \$75,000 to build 2-3 new ADUs, or up to \$50,000 to preserve 2-3 unpermitted ADUs, if the owner rents the unit to a homeless resident or housing voucher program participant.⁴⁸ **Santa Cruz County** and the **City of Napa** also offer forgivable financing options with affordability requirements.⁴⁹

The **City of Pasadena** has a Second Unit ADU program that provides support for financing, designing, permitting and construction of ADUs, as well as bringing existing ADUs up to code. For new ADUs, the program offers 3-year, \$150,000 loan at 1% interest with deferred payments for three years, requiring that the unit be rented to tenants with a housing choice voucher for 7 years. For unpermitted ADUs, the program offers 20-year, \$75,000 loans at 1% with deferred payments for five years, restricted to homeowners with a total annual household income below 80% of the area median income.⁵⁰ By November 2020, the City received \$4,050,000 in requests, far exceeding the \$800,000 in available funding.⁵¹

⁴² Chapple et al., “ADUs in CA: A Revolution in Progress.”

⁴³ “One Stop Shop Pilot Program,” Second Unit Resources Center San Mateo County, <https://secondunitcentersmc.org/onestopshop/>.

⁴⁴ “The Backyard Homes Project: An Affordable Housing Initiative,” LA Más, <https://www.mas.la/affordable-adus>.

⁴⁵ Karen Chapple et al., “Reaching California’s ADU Potential: Progress to Date and the Need for ADU Finance” (Terner Center for Housing Innovation - UC Berkeley Center for Community Innovation, August 2020), <https://ternercenter.berkeley.edu/wp-content/uploads/2020/12/ADU-Brief-2020.pdf>.

⁴⁶ Baird + Driskell Community Planning, “ADU Best Practices.”

⁴⁷ “Get Ready for Your Backyard Home, San José!,” San Jose Backyard Homes, <https://www.sjbackyardhomes.com>.

⁴⁸ Baird + Driskell Community Planning, “ADU Best Practices.”

⁴⁹ Chapple et al., “Reaching California’s ADU Potential: Progress to Date and the Need for ADU Finance.”

⁵⁰ Bradley Belmont, “Pasadena Offers Loans, Designs and Permit Help for Granny Flats,” Pasadena Star-News, September 4, 2020, <https://www.pasadenastarnews.com/2020/09/04/pasadena-offers-loans-designs-and-permit-help-for-granny-flats/>.

⁵¹ André Colman, “ADU Pilot Program Draws 34 Applicants,” Pasadena Now, November 11, 2020, <https://www.pasadenanow.com/main/adu-pilot-program-draws-34-applicants/>.

Somewhat different than the other incentive programs, in the **City of Los Angeles** the LA ADU Accelerator Program matches older adults with homeowners able to provide ADUs as affordable rentals. Homeowners benefit from qualified tenant referrals, tenant case management, and stable rental payments. Participating homeowners and tenants commit to participating in the program for three years.⁵²

Fee reductions and waivers are another key strategy for reducing the financial burden of ADU development. According to an ADU survey issued by the Center for Community Innovation, approximately 67% of California jurisdictions provide free ADU application reviews, 17% of jurisdictions have instituted utility fee reductions, and 32% offer impact fee waivers for ADUs. Los Angeles County ranks second (17%), behind only the SF Bay Area (32%), in terms of offering free application reviews. However, it has among the lowest rate of fee reductions (at 3%, compared to 36% in the SF Bay Area).⁵³ Notably, **San Diego County** waived all permit fees for ADUs in the unincorporated areas of the county through 2024, saving homeowners an average of \$14,000. The fee waiver covers building permit fees, on-site wastewater fees, development impact fees, park fees, traffic impact fees, and drainage fees.⁵⁴ In order to offset the loss of these fees, the county said it would subsidize \$11 million for the five-year program.⁵⁵ In the **City of Encinitas**, all development service department fees are waived for both ADUs and JADUs.⁵⁶

Conclusion

The examples summarized in this document provide a horizon scan of some of the practices currently being employed around ADUs in other California jurisdictions. The next step will be to apply learnings from this research to the development of key recommendations for South Pasadena's ADU ordinance.

⁵² "LA ADU Accelerator Program," City of Los Angeles, <https://adu.lacity.org/>.

⁵³ Chapple et al., "ADUs in CA: A Revolution in Progress."

⁵⁴ Brian Freeman, "San Diego County Waives Permit Fees for Accessory Dwelling Units," Freeman's Construction Inc., February 9, 2019, <https://tfgonline.com/2019/02/san-diego-county-waives-permit-fees-for-accessory-dwelling-units/>.

⁵⁵ Andrew Johnson, "Board of Supes Waive Permit Costs, Fees for 'Granny Flats' for Next Five Years to Address Housing Shortage," NBC 7 San Diego, January 9, 2019, <https://www.nbcsandiego.com/news/local/accessory-dwelling-units-granny-flats-board-of-supervisors-waive-fees-permits/2114/>.

⁵⁶ Baird + Driskell Community Planning, "ADU Best Practices."

ATTACHMENT 7

February 10, 2021 Community Meeting, Post Meeting Survey Results

Post-Meeting Survey: ADU Ordinance Proposed Changes

1. The existing standard (1200sf max) exceeds the lowest maximum size required by State Law. Should this be retained when the Code is amended?

Yes, South Pasadena should continue allowing larger ADUs, up to 1200 sf.

65%

65% (15)

No, South Pasadena should reduce the maximum size to only what State requires: 850sf for up to one bedroom; 1,000 sf for 2 bedrooms.

13%

13% (3)

No, South Pasadena should reduce the maximum size to only what State requires: 850sf for up to one bedroom; 1,000 sf for 2 bedrooms. However, the maximum should still be 1200 sf for properties with 10,000 square feet or more.

21%

21% (5)

2. The State requires ADUs carved out of existing structures to be exempt from lot coverage and FAR requirements. Furthermore, any ADU with up to 800sf is also exempt from these requirements. How should South Pasadena change the Code to comply?

Allow up to 800 sf or existing structure, whichever is bigger, to exceed lot coverage/FAR.

47%

47% (11)

Allow the entire ADU to exceed lot coverage/FAR, even up to 1200 square feet of new construction.

47%

47% (11)

3. Two-story ADUs should:

Be approved by staff based on standards as presented, and not be allowed on a historic property.



4% (1)

Be approved by staff based on standards as presented, and be allowed with CHC approval on a historic property.



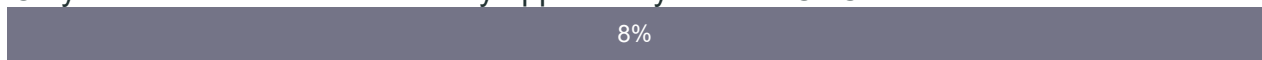
47% (11)

Be approved by staff, based on standards including historic properties.



39% (9)

Only be allowed with discretionary approval by DRB or CHC



8% (2)

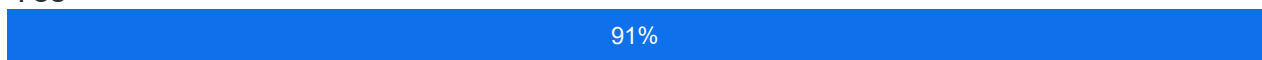
Not be allowed anywhere in South Pasadena



8% (2)

4. Do you agree with the proposed maximum height for a two story ADU (18 feet for flat roof, 22 feet for pitched roof)

Yes



91% (21)

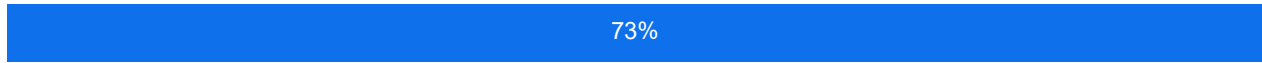
No



8% (2)

5. For NON-HISTORIC properties, should a two-story ADU be allowed if the primary house is one story?

Yes



73% (17)

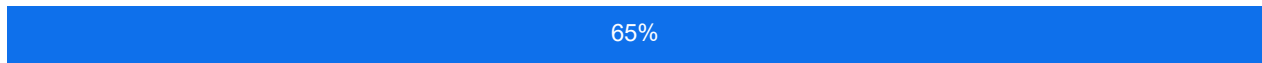
No



26% (6)

6. For HISTORIC properties, should a two-story ADU be allowed if the primary house is one story?

Yes



65% (15)

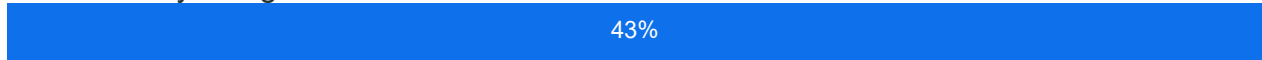
No



34% (8)

7. For NON-HISTORIC properties, should ADUs be allowed in the front yard up to the front setback line if the existing house is in the rear of the property?

Yes, and I agree with the proposal that allows one story by right and two stories with discretionary design review.



43% (10)

Yes, and they should be allowed by right up to two stories.



30% (7)

Yes, but they should only be allowed as one story



21% (5)

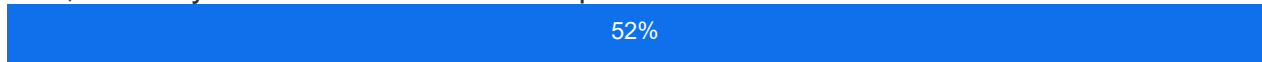
No.



4% (1)

8. For HISTORIC properties, should ADUs be allowed in the front yard up to the front setback line if the existing house is in the rear of the property?

Yes, and they should be allowed to be up to two stories.



52% (12)

Yes, but they should only be allowed as one story.



26% (6)

No.



21% (5)

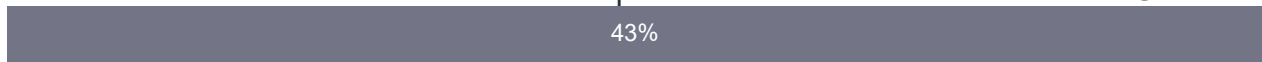
9. If two-story ADUs are allowed, which of the following statements do you AGREE with? (multiple answers allowed)

Windows on the side and rear elevations facing adjacent residential uses should have a minimum height from the floor of 5-6 feet.



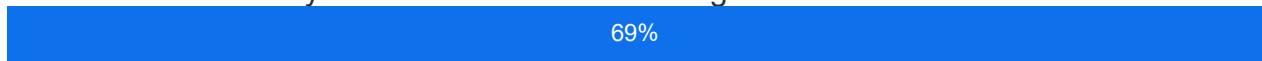
39% (9)

There should not be limitations on window placement on the second floor of ADUs



43% (10)

Balconies should only be allowed on interior facing elevations.



69% (16)

There should not be limitation on 2nd floor balcony location.



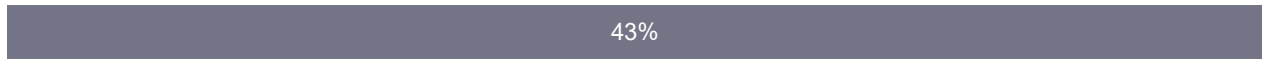
17% (4)

The second floor should be at least 10' from the rear property line if it backs up against another residential use.



30% (7)

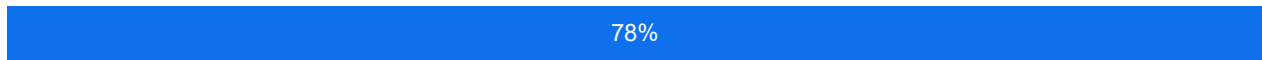
The minimum rear yard setback for the ground floor (4') is also sufficient for the second floor.



43% (10)

10. Do you agree that properties in high risk fire areas with narrow streets and limited on-street parking, which will be identified by a map, should be required to provide an on-site parking space in order to have an ADU?

Yes



78% (18)

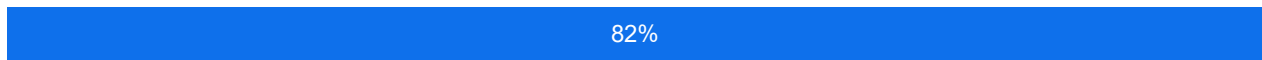
No



17% (4)

11. Do you agree that ADUs in high risk fire areas with narrow streets and limited on-street parking, which will be identified by a map, should be required to have fire sprinklers even if the primary house does not?

Yes



82% (19)

No



17% (4)

12. Please share any other comments and suggestions you have for the ADU ordinance. Thank you for participating in this survey!

- Thank you for the meeting!
- We should have exterior fire sprinklers instead of inside the ADU, since fire hazard are usually due to brush fires
- Question #4 is inaccurate "Do you agree with the proposed maximum height for a two story ADU (18 feet for flat roof, 22 feet for pitched roof)" This does not include the option for taller requirements. I believe restrictions should be as permissive as possible.
- I may not have reflected this accurately in my responses, but my priority as a citizen is for the city to encourage density of living in the code, both as a means of making housing more affordable and reducing car use.
- The success or failure of this ADU ordinance rests with the design of the ADU and the placement on the lot relative to the existing structures. And the design of the ADU rests with the ability of the DRB. There have been badly designed houses allowed to be built in town because the DRB appointees were not qualified. There needs to be strict qualifications for DRB members to make sure the character of So Pasadena does not get ruined. I'm worried also about ADUs ruining a neighborhoods property values because of over building.
- Question #3 is a bit hard to answer due to wording, so let me respond by saying that Staff should be able to approve 2nd story if the ADU is via conversion of an EXISTING 2 story accessory structure (even if on the so-called 'historical inventory' homes), and DRB or CHC should only be involved if new construction, and even then it should be open to Chair over the counter review and only go to full DRB/CHC commission if the chair so deems. THERE are many two story rear structures, some over garages, in the city, and many are post 1970 even though the primary home is 100 years old. Those existing 2 story accessory structures should have the 'by right' ADU conversion and new SoPas code should be clear on the matter of existing structure by rights without staff or DRB/CHC discretion.
- We have questions regarding our hillside propertywe'll submit a concept design that incorporates an ADU in order to detail some questions we have. Thank you for the presentation this evening.

- I think in a historic home, if the primary house is already a 2 story home, then the ADU in the backyard should be allowed to also be 2 stories in keeping with the same style as the primary house.

- 2nd floor window and balcony should be allowed to maximize sunlight exposure for resident's mental health and circadian rhythm.

- Very concerned that the 150' from PL fire zone restriction would be excessively restrictive to a large portion of the town and would like to see exemption such as allowing if homeowner can provide water source and pumps or other modifications.

ATTACHMENT 8

Memo from Fire Chief Paul Riddle
(1/17/21)



CITY OF SOUTH PASADENA

FIRE DEPARTMENT

817 MOUND AVENUE, SOUTH PASADENA, CA 91030

TEL: 626.403.7300 ■ FAX: 626.403.7301

WWW.CI.SOUTH-PASADENA.CA.US

As the Fire Chief of the South Pasadena Fire Department (SPFD) and as the Authority Having Jurisdiction (AHJ) for the City of South Pasadena (City), I support and recommend requiring unique fire code provisions related to Accessory Dwelling Units (ADU's) in the City's "high risk fire area." Specifically, requiring all ADU's to provide for on-site parking, requiring all ADU's to install fire sprinklers regardless of square footage or whether they are attached or detached, and require all ADU's to be located within 150' from the street. My recommendations are based on the following findings:

The City is a densely populated municipality located in the County of Los Angeles with hillside developments. It is subject to long periods of hot, dry, and windy conditions. These conditions increase the chance of a fire occurring and predispose the City to large destructive fires. These climatic conditions and winds can also contribute to the rapid spread of even small fires originating in moderate density housing or vegetation. These fires spread very quickly and create a need for increased levels of fire prevention and protection.

The City is also surrounded on three sides by state-recognized high fire severity zones. These areas are in Pasadena to the North and Los Angeles City to the South. Although a large portion of the City shares the same topographical, climatic and housing density as these boarding cities, South Pasadena is not included on the high risk severity maps.

The area of the City considered to be a high fire risk area is defined as those properties located south of Monterey Road, to the City border and West of Meridian Avenue to the City border. Historically, the area considered as the high risk area within the City was treated as high risk but was not codified in the South Pasadena Municipal Code (SPMC). During the 2016 Fire Code adoption, the City Council approved the recommendation to codify this area as a high risk fire area and is defined in Article 14.1 of the SPMC. Properties within this area of the City are subject to unique fire code provisions which include more restrictive requirements for roof types, clearance of flammable vegetation and chimney spark arrestors.

In addition to the topographical and climatic conditions the high risk fire area also creates accessibility challenges for responding fire apparatus. These unique accessibility challenges supports the recommendation to require ADU's to provide for on-site parking.

This area of the City was developed in the 1960's with narrow streets that are not up to the current minimum fire code standards of 26 feet wide. There are also multiple locations where the streets have sharp turns that when vehicles are legally parked fire apparatus cannot get by. Several years ago, the Fire Department did address this issue by identifying these areas called "Pinch points" and worked with the Public Works Department to paint the curbs in these critical



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areas red. Although these areas were addressed, the response challenges are still present throughout the high hazard area and are amplified when vehicles are legally parked.

In the event of a large fire these narrow streets would also create challenges for residents who needed to evacuate the area. Residents would be required to compete with responding fire apparatus, potentially leading to a “bottle neck” condition. This would lead to additional delays in fire suppression efforts and expose evacuating residents to additional risk.

The recommendation to require ADU’s to install fire sprinklers addresses the issue of delayed response times due to the accessibility challenges caused by the narrow streets. Sprinklers are proven to control small fires and prevent them from growing rapidly. The effectiveness in controlling a fire in the early stages allows for responding fire apparatus to arrive on scene, deploy hose lines and if needed, affect a rescue of occupants. In addition to controlling fires until responding apparatus arrive on scene, fire sprinklers also keep small fires from spreading to nearby structures or flammable vegetation. Again, due to the City’s predisposed risk, an uncontrolled fire could quickly overwhelm resources and lead to a large loss of life and property.

Finally, requiring ADU’s to be within 150’ from the street allows for responding fire units to quickly deploy hose lines and control fires before spreading out of control. SPFD utilizes pre-connected fire attack hose lines that are 250’ in length. The 150’ recommendation allows firefighters to pull the pre-connected hose lines to the ADU and still have 100’ of workable hose line to extinguish the fire. 250’ pre-connected fire attack hose lines are a standard in the industry and are also utilized by neighboring agencies that assist SPFD with existing mutual aid agreements.

In the case of flag lots, installing a dry stand pipe system can serve as an alternate means of protection. The dry stand pipe must extend from the street to within 100’ of the ADU.

Paul Riddle

Fire Chief, South Pasadena Fire Department





City Council Agenda Report

ITEM NO. 22

DATE: March 17, 2021
FROM: Sean Joyce, Interim City Manager
PREPARED BY: Elaine Aguilar, Interim Assistant City Manager
SUBJECT: **Adoption of Fiscal Year 2020-2021**

Recommendation

It is recommended that the City Council:

1. Review the proposed budget as presented, receive public comments, and provide direction to staff regarding the budget for Fiscal Year 2020-2021.
2. Review designated General Fund Reserves and provide direction to staff.
3. Approve the attached resolution, adopting the Fiscal Year 2020-2021 Annual Budget.

Commission Review and Recommendation

The draft proposed budget was reviewed by the Finance Commission at a special meeting on March 4, 2021. The commission voted unanimously to recommend approval to the City Council.

Executive Summary

At the start of the current fiscal year, the City Council approved a Resolution of Continuing Appropriations, until such time as the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) was completed. The Fiscal Year 2019 CAFR has been approved by the City Council, and the city's auditors have begun work on the Fiscal Year 2020 CAFR.

At the start of the current fiscal year, the city was originally anticipating significant fiscal impacts from the pandemic, and the unknown outcome of a local UUT ballot measure. Time has shown that the pandemic's impact on the city's revenues was not as significant as originally anticipated, and the continued support from South Pasadena voters by approving local tax measures resulted in the presentation of a balanced proposed budget for the current fiscal year.

Staff is seeking the City Council's approval of the proposed budget, after receiving public input, and providing direction to staff.

Discussion/Analysis

This report provides a high level analysis of the proposed budget. The details for revenues, expenditures, fund transfers, staffing, and other financial information is included in the budget document that is attached to this staff report.

Proposed FY 2021 Budget

March 17, 2021

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To prepare the proposed budget, staff used audited financial data for Fiscal Year 2019, and unaudited financial data for Fiscal Year 2020. It should be noted that when “Estimated 2020” numbers are shown, that these numbers could be adjusted based upon the results of the audit. Staff was also able to use six to seven months of actual expenditure data for the current fiscal year, in order to develop the proposed budget estimates.

Total General Fund Proposed Budget

In the 2020-2021 Proposed Budget, the total general fund revenue is estimated at \$35.3 million, which is \$6.7 million more than the estimated 2019-2020 general fund revenue of \$28.6 million. The majority of this increase is the result of two items. First, the one-time revenue from the cell tower lease agreement in the amount of \$4.4 million, and second, a full year’s receipts of Measure A funds in the amount of approximately \$2 million. (Measure A was the ¾% local sales tax measure that was approved by South Pasadena voters in November 2019.)

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	483,384
Total GF Revenues	26,356,133	26,556,549	27,058,897	28,601,050	28,559,852	35,279,484

Total general fund expenditures, excluding fund transfers, are estimated at \$28.4 million. This is approximately \$1.7 million (or 6.5%) more than the previous fiscal year’s budget. As shown in the chart on the next page, the majority of the increase is in Maintenance & Operations. This is primarily due to the implementation of a City Council approved enhanced deposit based Planning Department program to respond to a back log of planning projects, and due to the more transparent inclusion of an expenditure line item in the Non-Departmental Overhead activity, to account for the City’s payment for water use at city facilities. (Previously the city’s water use was accounted for by a fund transfer from the general fund to the water fund.) Total Salaries & Benefits increased by approximately 2% compared to the 2020 Budget.

General Fund Expenditure History

	ACTUAL FY 2016/17	ACTUAL FY 2017/18	ACTUAL FY 2018/19	BUDGET FY 2019/20 *	PROPOSED FY 2020/21
Wages & Benefits	\$ 17,463,418	\$ 17,867,122	\$ 17,615,843	\$ 19,973,899	\$ 20,364,414
Maintenance & Operations	\$ 5,542,055	\$ 5,640,790	\$ 6,436,170	\$ 6,528,755	\$ 7,879,596
Capital Outlay	\$ 163,598	\$ 126,193	\$ 405,680	\$ 133,600	\$ 126,500
Total Operations	\$ 23,169,072	\$ 23,634,105	\$ 24,457,693	\$ 26,636,254	\$ 28,370,510
Transfers Out	\$ 5,473,409	\$ -	\$ 1,860,956	\$ 1,910,597	\$ 2,477,198
Capital Projects	\$ 483,614	\$ 1,654,749	\$ 213,344	\$ -	\$ -
Total Expenditures	\$ 29,126,094	\$ 25,288,854	\$ 26,531,994	\$ 28,546,851	\$ 30,847,708

* Adjusted per Council approved changes during the year.

The FY 2021 Budget anticipates ending the fiscal year with a surplus of \$4,431,776. However, it is important to note that \$4,374,439 is derived from one time revenues, resulting from the cell tower lease approved earlier this fiscal year. Previously, the city received approximately \$250,000 annually from cell tower leases, and this annual revenue will not be received in the future. The City Council has indicated that they may prefer that this revenue is designated for a specific use, and not placed in General Fund Undesignated Reserves. In conclusion, if the cell tower revenue is removed from the surplus, the revised general fund surplus is \$57,337.

Reserves

Within the General Fund Reserves, the Council has established designated reserve funds for a variety of special projects. These funds can serve a multitude of purposes, from establishing a “savings account” to accrue dollars over time for future, significant projects, to setting aside funds for a specific purpose, so that the funds do not “get lost” in the undesignated reserve balance. Funds are essentially moved from undesignated reserves to designated reserves by formal City Council action. At this time, the Council’s designated reserves are shown below.

The currently designated reserves include:

- Arroyo Golf Course; \$600,000
- Legal Reserve; \$500,000
- Maintenance 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
- CalTrans Vacant Lot Purchases; \$392,000
- Library Park Drainage Reserve \$147,000
- Tree Replacement; \$50,000
- Stormwater; \$600,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876
- Vehicle Replacement Reserve; \$100,000
- SR100 Interchange Project (Rogan Fund Match); \$1,410,000

It would be appropriate for the City Council to provide direction regarding any of the currently designated reserves, or the creation of a new designated reserve. For example, the City Council may want to consider whether the Stormwater reserve should be reallocated, given that Measure W passed and provides a funding source for stormwater projects/programs. Staff recommends that the Library Drainage Reserve be consolidated with the Library Expansion project, because the drainage project at the library has been completed. The Council may wish to continue setting aside a designated amount for tree replacement and vehicle replacements. Lastly, the Council may desire to establish a new designated reserve for the \$3.4 million in cell tower lease funds, or add the funds to a currently designated reserve. (For example, the Council could add to the “Financial Sustainability Reserve” or designate a new reserve.)

Alternatively, the City Council could request that the discussion of General Fund Designated Reserves return to a future meeting.

Capital

Due to the uncertainties posed at the beginning of the fiscal year, and an effort to reduce a possible general fund deficit, only carryover projects from prior fiscal years, and non-general fund projects are included in the current budget. The Council can consider designating a portion of general fund reserves for capital projects, or wait until discussions regarding the FY 2022 Budget are initiated.

Future Years

Almost as soon as this current budget is approved, staff will begin working on the FY 2022 Budget. The initial discussion with the City Council is scheduled to occur next month. The current fiscal year budget was balanced taking into account significant reductions in certain operations. There were staff vacancies and staff furloughs due to the pandemic. A total of eight positions were frozen, or left unfilled. It should be acknowledged that the vacancies have adversely impacted staff productivity and this level of staffing is not sustainable, especially as the stay-at-home orders are lifted. Between the Library and Community Services, expenses were reduced by approximately \$1 million.

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.

Fiscal Impact

The Proposed FY 2021 budget as presented, includes \$63,586,709 in total revenues and \$59,639,881 in total expenditures.

Proposed FY 2021 Budget

March 17, 2021

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Legal Review

The City Attorney has reviewed the resolution attached to 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*.

Attachments:

1. FY 2020/2021 Proposed Budget
2. Resolution Adopting the FY 2020/2021 Budget

ATTACHMENT 1
FY 2020/2021 Proposed Budget



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

City Manager's Budget Message
Fiscal Year 2020/2021

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.

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 FY 20/21 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.

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 FY 2016/17	ACTUAL FY 2017/18	ACTUAL FY 2018/19	BUDGET FY 2019/20	PROPOSED FY 2020/21
Property Taxes	\$ 13,236,932	\$ 14,135,844	\$ 15,368,198	\$ 15,414,035	\$ 15,566,000
Use of Money & Property	\$ 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 \$28,370,510. This is an overall increase of 6.5% compared to budgeted expenditures for FY 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 FY 2016/17	ACTUAL FY 2017/18	ACTUAL FY 2018/19	BUDGET FY 2019/20 *	PROPOSED FY 2020/21
Wages & Benefits	\$ 17,463,418	\$ 17,867,122	\$ 17,615,843	\$ 19,973,899	\$ 20,364,414
Maintenance & Operations	\$ 5,542,055	\$ 5,640,790	\$ 6,436,170	\$ 6,528,755	\$ 7,879,596
Capital Outlay	\$ 163,598	\$ 126,193	\$ 405,680	\$ 133,600	\$ 126,500
Total Operations	\$ 23,169,072	\$ 23,634,105	\$ 24,457,693	\$ 26,636,254	\$ 28,370,510
Transfers Out	\$ 5,473,409	\$ -	\$ 1,860,956	\$ 1,910,597	\$ 2,477,198
Capital Projects	\$ 483,614	\$ 1,654,749	\$ 213,344	\$ -	\$ -
Total Expenditures	\$ 29,126,094	\$ 25,288,854	\$ 26,531,994	\$ 28,546,851	\$ 30,847,708

* Adjusted per Council approved changes during the year.

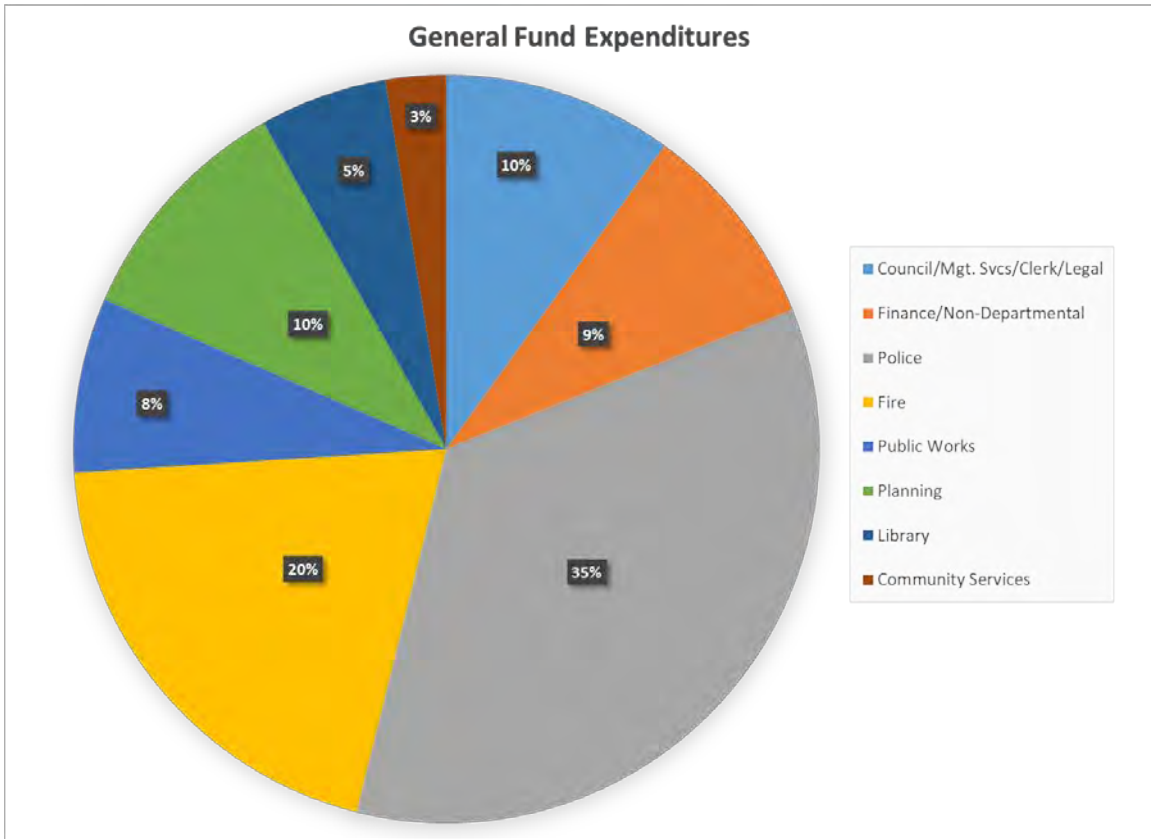
For Fiscal Year 20/21, a number of positions remained vacant or frozen since the beginning of the fiscal year to reduce expenditures given the uncertainty of city revenues, and due to reduction in, or elimination of certain services or programs, resulting from the COVID stay-at-home orders. For Fiscal 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.

Full-Time Position Summary

	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.



General Fund Expenditures (Without Transfers)

Council/Mgt. Svcs/Clerk/Legal	\$	2,822,208
Finance/Non-Departmental	\$	2,548,142
Police	\$	9,914,669
Fire	\$	5,706,632
Public Works	\$	2,146,603
Planning	\$	2,920,719
Library	\$	1,568,181
Community Services	\$	743,356
Total	\$	28,370,510

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 \$4,431,776, 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 \$57,337.

Estimated General Fund Reserves

The proposed budget shows a projected Undesignated General Fund Reserve of \$15.8 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.)

- 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

Other Major Funds

The Water Fund is estimated to have total revenues of \$11,585,152 and total expenditures of \$11,483,645. 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 21/22 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 20/21 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 19/20 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 21/22 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 20/21 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
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- 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 13/14, 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 18/19 CAFR. The FY 19/20 CAFR is currently being prepared. Staff anticipates presenting the FY 19/20 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 19/20 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 20/21 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 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/20 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		28,559,852	26,018,689	2,541,162	
	Capital		-	-	-	
	Transfers/Interfund Loans		222,974	2,010,597	(1,787,623)	
	Reserves					
	Undesignated	12,017,146				12,770,685
	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
	Assigned Reserves					
	Stables CIP Reserve	20,739				20,739
	Nonspendable					
	Advances to other funds	450,000				450,000
	Inventory	5,083				5,083
101	General Fund Total	\$ 18,417,885	\$ 28,882,826	\$ 28,252,260	\$ 630,565	\$ 19,048,450
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	Year-End	Year-End	Revenues Minus	06/30/20
		Fund Balance	Revenues	Expenditures	Expenses	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
		44,124,061	22,811,305	22,078,180	733,125	44,857,186
227	Successor Agency to CRA	(776,658)	197,904	197,900	-	(776,658)
	Successor Agency Total	(776,658)	197,904	197,900	-	(776,658)
	TOTAL CITY & CRA	61,765,288	51,892,035	50,528,341	1,363,694	63,128,982

FY 2020/21 Fund Balance

Fund	Description	06/30/20 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/21 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		35,279,484	28,370,510	6,908,974	
	Capital		-	-	-	
	Transfers/Interfund Loans		-	3,887,198	(3,887,198)	
	Reserves					
	Undesignated	12,770,685				15,792,461
	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
	Assigned Reserves					
	Stables CIP Reserve	20,739				20,739
	Nonspendable					
	Advances to other funds	450,000				450,000
	Inventory	5,083				5,083
101	General Fund Total	\$ 19,048,450	\$ 36,689,484	\$ 32,257,708	\$ 4,431,776	\$ 23,480,226
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	932,324	(366,139)	872,776
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)
278	Housing Element Grant	-	150,000	150,000	-	-
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	11,585,152	11,483,645	101,507	67,064,418
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	1,590,550	852,288	(34,261,956)
506	SRF Loan - Water	(7,995)	132,483	52,643	79,840	71,846
510	Water & Sewer Impact Fees	850,406	107,444	-	107,444	957,850
550	Public Financing Authority	(5,322,432)	556,188	127,476	428,712	(4,893,720)
927	Redev. Obligations Trust Fund	37,645	194,500	194,500	-	37,645
		44,857,186	26,702,726	27,187,673	(49,238)	44,807,948
227	Successor Agency to CRA	(776,658)	194,500	194,500	-	(776,658)
	Successor Agency Total	(776,658)	194,500	194,500	-	(776,658)
	TOTAL CITY & CRA	63,128,978	63,586,709	59,639,881	3,946,829	67,075,807

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
Property Tax		13,236,932	14,135,844	15,368,198	15,414,035	15,212,909	15,566,000
4150-000	Library Special Tax	309,886	317,141	330,941	326,729	340,161	350,008
Assessments & Special Taxes		309,886	317,141	330,941	326,729	340,161	350,008
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
Sales Tax		2,456,665	2,501,264	2,563,117	2,430,802	2,761,651	4,750,720
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
Utility Users Tax		3,381,948	3,345,582	3,228,320	3,485,000	3,362,889	3,177,105
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
Other Taxes		1,019,207	951,196	1,132,910	1,048,900	1,050,130	1,002,000
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
Licenses & Permits		1,056,357	935,633	892,560	1,023,900	860,073	751,780
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
Fines & Forfeitures		397,690	388,061	339,636	382,700	265,216	265,000
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
Use of Money & Property		541,750	579,006	1,057,074	647,750	1,075,458	4,794,718
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
Revenue From Other Agencies		93,130	6,993	711,179	58,100	36,195	676,500
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
Current Services-Finance		18,690	28,393	18,123	15,300	25,386	15,300
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
Current Services-Planning & Building		763,067	884,620	856,245	841,200	1,023,691	1,586,200
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	-
Current Services-Public Works		238,422	216,805	218,723	191,000	265,446	262,500
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
Current Services-Police		262,036	270,883	230,317	240,300	250,629	180,800
5255-000	Passport Services	9,059	19,175	15,387	20,000	14,730	10,000
Current Services-Library		9,059	19,175	15,387	20,000	14,730	10,000
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
Current Services-Library		62,745	58,579	52,477	49,000	33,139	2,000
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
Current Services-Community Services		660,718	745,653	680,920	806,950	412,113	42,250
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	-
Current-Services-Fire		899,242	891,451	1,010,150	850,000	959,899	907,500
Current-Services-ALL		2,913,979	3,115,558	3,082,342	3,013,750	2,985,033	3,006,550
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
Other Revenue		465,204	280,271	(2,130,764)	286,000	126,752	455,719
5610-000	Reimbursement-Sewer Fund	69,022	-	69,022	69,022	69,022	69,022
5640-000	Reimbursement-Water Fund	414,362	-	414,362	414,362	414,362	414,362
Reimbursements From Other Funds		483,384	-	483,384	483,384	483,384	483,384
101 - GENERAL FUND TOTAL		26,356,133	26,556,549	27,058,897	28,601,050	28,559,852	35,279,484
9911-000	Transfers from Other Fund	81,712	-	269,956	95,000	95,000	1,227,250
Transfers In		81,712	-	269,956	95,000	95,000	1,227,250
103 - INSURANCE FUND TOTAL		81,712	-	269,956	95,000	95,000	1,227,250
5505-000	Miscellaneous	-	-	-	-	4,000	-
5550-000	Prior Year Adjustment	-	-	1,300,000	-	-	-
Other Revenue		-	-	1,300,000	-	4,000	-
9911-000	Transfers from Other Fund	3,505,451	-	1,100,000	965,000	965,000	509,948
Transfers In		3,505,451	-	1,100,000	965,000	965,000	509,948
104 - STREET IMPROVEMENTS PROGRAM F		3,505,451	-	2,400,000	965,000	969,000	509,948
4800-000	Interest Income	-	2,877	5,823	-	23,208	1,000
Use of Money & Property		-	2,877	5,823	-	23,208	1,000
5550-000	Prior Year Adjustment	-	-	1,006,584	-	-	-
Other Revenue		-	-	1,006,584	-	-	-
9911-000	Transfers from Other Fund	1,818,931	-	546,000	700,000	700,000	740,000
Transfers In		1,818,931	-	546,000	700,000	700,000	740,000
105 - FACILITIES & EQUIP REPLACEMENT T		1,818,931	2,877	1,558,407	700,000	723,208	741,000
4200-000	Sales & Use Tax	477,606	485,507	521,818	540,408	505,425	553,185
Sales Tax		477,606	485,507	521,818	540,408	505,425	553,185
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	-
Use of Money & Property		739	5,149	34,006	8,000	44,988	10,000
5266-000	Dial - A - Ride Charges	4,408	4,419	5,079	5,000	2,787	3,000
Charges for Current Services		4,408	4,419	5,079	5,000	2,787	3,000
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	-	-	-
Other Revenue		10,447	14,825	4,864	12,500	15,206	-
205 - LOCAL TRANSIT RETURN "A" TOTAL		493,200	509,900	565,766	565,908	568,406	566,185
4200-000	Sales & Use Tax	395,586	403,270	432,833	448,254	419,251	458,852
Sales Tax		395,586	403,270	432,833	448,254	419,251	458,852
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	-
Use of Money & Property		628	3,661	22,777	6,000	33,447	8,896
4460-001	Parking Revenue	37,508	34,387	45,775	-	39,021	40,000
Charges for Current Services		37,508	34,387	45,775	-	39,021	40,000
207 - LOCAL TRANSIT RETURN "C" TOTAL		433,723	441,319	501,385	454,254	491,719	507,748
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	-
Use of Money & Property		122	3,878	18,382	4,000	14,940	6,412
5077-041	MTA Grant - Ped. Improv. - LTF	452,924	-	-	-	-	-
Revenue From Other Agencies		452,924	-	-	-	-	-
208 - TEA/METRO TOTAL		453,046	3,878	18,382	4,000	14,940	6,412

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	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	-
Use of Money & Property		2,252	14,416	153,370	30,000	185,693	60,000
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)	-	-	-
Charges for Current Services		1,583,359	1,614,351	1,472,121	1,605,000	1,920,118	1,986,763
5505-000	Miscellaneous	-	16,996	-	-	-	-
5550-000	Prior Year Adjustment	-	(16,996)	-	-	-	-
Other Revenue		-	0	-	-	-	-
210 - SEWER TOTAL		1,585,611	1,628,767	1,625,491	1,635,000	2,105,811	2,046,763
5071-006	Federal Grant - Rogan HR 5394	337	-	108	-	-	-
Revenue From Other Agencies		337	-	108	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		337	-	108	-	-	-
4100-000	Street Light Assessments	892,361	890,227	893,205	900,000	885,503	880,000
Assessments & Special Taxes		892,361	890,227	893,205	900,000	885,503	880,000
4800-000	Interest Income	-	2,509	5,018	2,000	3,834	4,837
Use of Money & Property		-	2,509	5,018	2,000	3,834	4,837
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
Other Revenue		59,680	30,610	4,476	10,000	11,727	5,000
9911-000	Transfers from Other Fund	100,000	-	25,000	150,597	-	-
Transfers In		100,000	-	25,000	150,597	-	-
215 - STREET LIGHT & LANDSCAPE TOTAL		1,052,041	923,345	927,698	1,062,597	901,064	889,837
4800-000	Interest Income	-	708	2,811	500	2,398	1,825
Use of Money & Property		-	708	2,811	500	2,398	1,825
5250-000	PEG Fees	19,180	12,067	7,104	13,000	23,744	18,000
Revenue From Other Agencies		19,180	12,067	7,104	13,000	23,744	18,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		19,180	12,775	9,915	13,500	26,142	19,825
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	-
Use of Money & Property		144	1,005	4,776	1,500	4,646	1,739
5082-000	AB 2766 (SCAQMD) Fees	33,238	33,211	33,784	33,200	33,136	33,200
Revenue From Other Agencies		33,238	33,211	33,784	33,200	33,136	33,200
218 - CLEAN AIR ACT TOTAL		33,381	34,215	38,561	34,700	37,782	34,939
4800-000	Interest Income	-	535	1,380	500	85	500
Use of Money & Property		-	535	1,380	500	85	500
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
Other Revenue		165,235	144,448	91,401	140,600	80,386	78,030
220 - BUSINESS IMPROVEMENT TAX TOTAL		165,235	144,984	92,781	141,100	80,471	78,530
4800-000	Interest Income	-	327	1,239	-	966	700
Use of Money & Property		-	327	1,239	-	966	700
223 - GOLD LINE MITIGATION FUND TOTAL		-	327	1,239	-	966	700
4875-000	Rental - MMV Parking	990	9,096	(3,440)	25,000	3,685	-
Use of Money & Property		990	9,096	(3,440)	25,000	3,685	-
226 - MISSION MERIDIAN PUBLIC GARAGE		990	9,096	(3,440)	25,000	3,685	-

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	706	2,314	4,398	-	4	-
4802-000	Gain / Loss on Investments	1	1	-	-	-	-
4880-000	Rental - Nursery Property	12,000	-	-	-	-	-
Use of Money & Property		12,707	2,314	4,398	-	4	-
9911-000	Transfers from Other Fund	188,458	196,004	195,617	197,900	197,900	194,500
Transfers In		188,458	196,004	195,617	197,900	197,900	194,500
227 - SA-CRA TOTAL		201,165	198,318	200,014	197,900	197,904	194,500
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
Use of Money & Property		8,776	19,621	21,821	20,748	19,800	22,676
228 - HOUSING AUTHORITY TOTAL		8,776	19,621	21,821	20,748	19,800	22,676
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	-
Use of Money & Property		227	7,168	32,794	10,000	36,121	10,000
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	-
Revenue From Other Agencies		497,236	550,895	535,049	542,619	600,126	659,062
5535-000	Loader Fee - Athens	-	65,000	-	-	-	-
Other Revenue		-	65,000	-	-	-	-
230 - STATE GAS TAX TOTAL		497,463	623,063	567,843	552,619	636,247	669,062
4800-000	Interest Income	-	-	2,108	-	-	2,500
Use of Money & Property		-	-	2,108	-	-	2,500
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
Revenue From Other Agencies		309,028	30,437	41,294	163,500	37,567	37,567
232 - COUNTY PARK BOND TOTAL		309,028	30,437	43,402	163,500	37,567	40,067
4200-000	Sales & Use Tax	297,193	301,630	324,718	336,191	313,988	344,175
Sales Tax		297,193	301,630	324,718	336,191	313,988	344,175
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	-
Use of Money & Property		(1,471)	6,917	33,536	10,000	43,099	10,000
233 - MEASURE R TOTAL		295,722	308,546	358,255	346,191	357,087	354,175
4200-000	Sales & Use Tax	-	273,345	365,736	381,016	353,424	390,024
Sales Tax		-	273,345	365,736	381,016	353,424	390,024
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	-
Use of Money & Property		-	877	19,960	-	33,195	7,000
236 - MEASURE M TOTAL		-	274,222	385,695	381,016	386,619	397,024

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
5070-000	State Gas Tax - SBI	-	152,302	490,158	886,120	454,560	495,685
Sales Tax		-	152,302	490,158	886,120	454,560	495,685
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	-
Use of Money & Property		-	212	17,067	-	36,386	7,000
237 - ROAD MAINT. & REHAB. ACCT. TOTA		-	152,514	507,225	886,120	490,946	502,685
5071-014	MSRC Grant	30,000	-	134,182	-	-	-
Revenue From Other Agencies		30,000	-	134,182	-	-	-
238 - MSRC GRANT TOTAL		30,000	-	134,182	-	-	-
5071-003	Miscellaneous Grant	-	-	-	260,000	-	-
Revenue From Other Agencies		-	-	-	260,000	-	-
239 - MEASURE W TOTAL		-	-	-	260,000	-	-
4200-000	Sales & Use Tax	-	-	-	950,000	-	-
Sales Tax		-	-	-	950,000	-	-
240 - MEASURE M MSP TOTAL		-	-	-	950,000	-	-
5230-007	Homeless Outreach Service	-	-	-	-	12,394	12,394
Revenue From Other Agencies		-	-	-	-	12,394	12,394
241 - MEASURE H TOTAL		-	-	-	-	12,394	12,394
4800-000	Interest Income	8	0	0	-	0	-
4805-000	Unrealized Gain / Loss	4	(0)	0	-	-	-
Use of Money & Property		12	0	0	-	0	-
5035-000	SB 821 State Grants	11,205	-	22,735	19,396	48,280	-
Revenue From Other Agencies		11,205	-	22,735	19,396	48,280	-
245 - BIKE & PEDESTRIAN PATHS TOTAL		11,217	0	22,735	19,396	48,280	-
5071-017	Mission St. Bikeway-BTA Grant	28,142	-	-	-	-	-
Revenue From Other Agencies		28,142	-	-	-	-	-
248 - BTA GRANTS TOTAL		28,142	-	-	-	-	-
5071-045	MSRC Grant - Golden Streets	-	258,691	-	-	-	-
5077-045	Metro Grant - Golden Streets	524,099	-	-	-	-	332,000
Revenue From Other Agencies		524,099	258,691	-	-	-	332,000
249 - GOLDEN STREETS GRANT TOTAL		524,099	258,691	-	-	-	332,000
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	-
Use of Money & Property		154	2,339	15,046	2,000	18,360	5,000
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
Charges for Current Services		50,714	84,707	56,405	60,000	34,298	50,000
255 - CAPITAL GROWTH TOTAL		50,868	87,046	71,451	62,000	52,658	55,000
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
Revenue From Other Agencies		134,454	161,571	133,071	138,000	-	241,565
5501-003	Donations - Senior Meals	29,149	25,248	10,409	25,000	30,719	20,000
5550-000	Prior Year Adjustment	-	-	2,437	-	-	-
Other Revenue		29,149	25,248	12,846	25,000	30,719	20,000
260 - CDBG TOTAL		163,603	186,819	145,917	163,000	30,719	261,565

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	61	35	136	-	1,394	50
4802-000	Gain / Loss on Investments	1	(0)	-	-	38	-
4805-000	Unrealized Gain / Loss	(60)	(22)	-	-	1,408	-
Use of Money & Property		2	13	136	-	2,839	50
5075-001	Asset Forfeiture - DOJ	-	-	4,469	-	140,941	-
Revenue From Other Agencies		-	-	4,469	-	140,941	-
270 - ASSET FORFEITURE TOTAL		2	13	4,604	-	143,780	50
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	-
Use of Money & Property		121	693	7,172	-	12,231	2,500
5005-000	State Grant - COPS (AB3229)	168,740	148,747	100,000	100,000	155,948	100,000
Revenue From Other Agencies		168,740	148,747	100,000	100,000	155,948	100,000
272 - POLICE GRANTS - STATE TOTAL		168,861	149,439	107,172	100,000	168,179	102,500
4800-000	Interest Income	23	-	-	-	-	-
4802-000	Gain / Loss on Investments	3	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(31)	-	-	-	-	-
Use of Money & Property		(5)	-	-	-	-	-
273 - POLICE SUBVENTIONS - CLEEP TOTAL		(5)	-	-	-	-	-
4800-000	Interest Income	-	-	-	-	67	-
Use of Money & Property		-	-	-	-	67	-
5036-000	Homeland Security Grant	-	-	4,319	-	-	-
Revenue From Other Agencies		-	-	4,319	-	-	-
274 - HOMELAND SECURITY GRANT TOTAL		-	-	4,319	-	67	-
4800-000	Interest Income	-	2,434	9,367	-	9,414	6,000
Use of Money & Property		-	2,434	9,367	-	9,414	6,000
5200-008	Park Impact Fees	76,588	156,380	164,071	75,000	187,167	160,000
Charges for Current Services		76,588	156,380	164,071	75,000	187,167	160,000
275 - PARK IMPACT FEE		76,588	156,380	164,071	75,000	196,581	166,000
4800-000	Interest Income	-	-	-	-	78	-
Use of Money & Property		-	-	-	-	78	-
5071-015	Historic Preservation Grant	-	-	5,000	-	-	-
Revenue From Other Agencies		-	-	5,000	-	-	-
276 - HISTORIC PRESERVATION GRANT TC		-	-	5,000	-	78	-
5071-016	HSIP Grant	7,195	25,163	900	-	-	-
Revenue From Other Agencies		7,195	25,163	900	-	-	-
277 - HSIP GRANT TOTAL		7,195	25,163	900	-	-	-
5071-001	Miscellaneous Grant - State	-	-	-	-	-	150,000
Revenue From Other Agencies		-	-	-	-	-	150,000
278 - HOUSING ELEMENT GRANT TOTAL		-	-	-	-	-	150,000
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	-
Use of Money & Property		(278)	471	302	1,500	227	2,000
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
Charges for Current Services		1,101,971	1,166,516	1,255,814	1,379,695	1,074,883	1,353,410
295-ARROYO SECO GOLF COURSE		1,101,693	1,166,987	1,256,116	1,381,195	1,075,110	1,355,410

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	-	-	-
Use of Money & Property		305	-	8,210	-	-	2,500
9911-000	Transfers from Other Fund	-	169,250	160,000	325,000	-	425,808
Transfers In		-	169,250	160,000	325,000	-	425,808
310 - SEWER CAPITAL PROJECTS TOTAL		305	169,250	168,210	325,000	-	428,308
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	-
Use of Money & Property		977	8,825	27,684	27,583	20,583	-
9911-000	Transfers from Other Fund	901,436	-	-	-	-	-
Transfers In		901,436	-	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTAL		902,413	1,725	100	7,000	20,583	-
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	-	-	-
Use of Money & Property		3,569	69,172	213,857	100,000	29,375	70,000
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	-	-	-
Charges for Current Services		8,868,379	9,626,945	9,241,408	10,418,172	10,988,849	11,435,152
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
Other Revenue		107,964	(212,175)	(758,408)	143,000	44,401	80,000
5071-007	Water Quality Authority	-	-	589,000	-	-	-
5071-019	Federal Grant - EPA	-	200,167	-	-	-	-
5586-000	Loan Proceeds	-	-	-	5,900,000	-	-
Revenue From Other Agencies		-	200,167	589,000	5,900,000	-	-
9911-000	Transfers from Other Fund	9,817,440	2,813,432	-	-	-	-
Transfers In		9,817,440	2,813,432	-	-	-	-
500 - WATER TOTAL		18,797,351	12,497,541	9,285,857	16,561,172	11,062,625	11,585,152
9911-000	Transfers from Other Fund	-	500,000	-	-	-	-
Transfers In		-	500,000	-	-	-	-
502 - WATER RATE STABILIZATION FUND		-	500,000	-	-	-	-
4800-000	Interest Income	-	-	-	-	13,883	-
Use of Money & Property		-	-	-	-	13,883	-
5327-000	Efficiency Fee	-	-	191,737	207,155	109,528	206,069
Charges for Current Services		-	-	191,737	207,155	109,528	206,069
5550-000	Prior Year Adjustment	-	-	787,097	-	-	-
Other Revenue		-	-	787,097	-	-	-
503 - WATER EFFICIENCY FUND		-	-	978,834	207,155	123,411	206,069

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	-	4,511	2,677	-	-	-
Use of Money & Property		-	4,511	2,677	-	-	-
9911-000	Transfers from Other Fund	10,937,093	2,607,863	2,434,558	1,564,238	1,564,238	2,442,838
Transfers In		10,937,093	2,607,863	2,434,558	1,564,238	1,564,238	2,442,838
505 - 2016 WATER REVENUE BONDS TOTAL		10,937,093	2,612,374	2,437,235	1,564,238	1,564,238	2,442,838
4800-000	Interest Income	-	-	-	-	23,940	-
Use of Money & Property		-	-	-	-	23,940	-
9911-000	Transfers from Other Fund	-	-	-	-	-	132,483
Transfers In		-	-	-	-	-	132,483
506 - SRF LOAN - WATER TOTAL		-	-	-	-	23,940	-
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)	-	-	-	-
Use of Money & Property		-	3,747	13,812	-	13,182	10,000
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
Charges for Current Services		-	275,729	196,199	270,000	(8,703)	97,444
5550-000	Prior Year Adjustment	-	356,440	-	-	-	-
Other Revenue		-	356,440	-	-	-	-
510 - WATER & SEWER IMPACT FEES TOTA		-	635,916	210,011	270,000	4,479	107,444
4800-000	Interest Income	5	234	-	-	-	-
4802-000	Gain / Loss on Investments	(8,656)	-	-	-	-	-
Use of Money & Property		(8,652)	234	-	-	-	-
9911-000	Transfers from Other Fund	1,818,269	-	658,018	-	-	-
9912-000	Transfers from Other Fund	554,285	453,334	-	166,788	166,788	556,188
Transfers In		2,372,554	453,334	658,018	166,788	166,788	556,188
550 - PUBLIC FINANCING TOTAL		2,363,903	453,568	658,018	166,788	166,788	556,188
4800-000	Interest Income	-	871	3,077	-	1,987	-
Use of Money & Property		-	871	3,077	-	1,987	-
4000-000	Property Tax - Current Secured	211,324	194,258	191,735	197,900	168,950	194,500
Property Tax		211,324	195,129	194,812	197,900	170,937	194,500
927 - REDEV. OBLIGATIONS TOTAL		211,324	195,129	194,812	197,900	170,937	194,500
CITYWIDE TOTAL		72,685,776	50,973,228	53,008,313	59,155,047	51,569,061	62,176,709

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	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	7,879,596
101	Capital Outlay	163,598	126,193	405,680	133,600	96,585	126,500
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	-	-	-
	101 - General Fund Total	29,126,094	25,288,854	26,531,994	28,546,851	27,929,286	30,847,708
103	Operations & Maintenance	82,306	229,942	306,906	95,000	374,639	1,227,250
	103 - Insurance Fund Total	82,306	229,942	306,906	95,000	374,639	1,227,250
104	Capital Projects	2,032,441	1,171,701	554,781	965,000	998,213	509,948
	104 - Street Improvements Program Total	2,032,441	1,171,701	554,781	965,000	998,213	509,948
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
	105 - Facilities & Equip. Replacement Total	1,506,092	517,258	565,103	700,000	(17,929)	740,000
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	158,841
205	Capital Outlay	168,959	12,997	-	100,000	-	369,000
205	Capital Projects	15,528	65,938	-	-	-	114,000
	205 - Prop "A" Total	543,118	401,760	309,616	537,470	342,265	932,324
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
	207 - Prop "C" Total	167,700	714,366	291,842	281,616	246,466	449,816
208	Capital Projects	-	343,224	8,675	-	223,956	148,568
	208 - TEA/Metro Total	-	343,224	8,675	-	223,956	148,568
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
	210 - Sewer Total	675,128	749,265	888,758	1,328,275	667,816	1,888,685
211	Wages & Benefits	270	164	-	-	-	-
	211 - CTC Traffic Improvement Total	270	164	-	-	-	-
214	Capital Projects	-	-	2,497	-	-	-
	214 - Rogan HR5394 Grant Total	-	-	2,497	-	-	-

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	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	-	-	-	-	-
	215 - Street Light & Landscape Total	901,543	897,714	976,640	1,087,598	921,962	1,096,459
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	-	-	-	-
	218 - Clean Air Act Total	41,982	50,677	22,856	15,000	55,111	52,600
220	Operations & Maintenance	185,000	164,550	161,500	109,500	109,500	109,500
	220 - Business Improvement Tax Total	185,000	164,550	161,500	109,500	109,500	109,500
226	Operations & Maintenance	15,432	11,321	13,053	15,000	8,987	15,000
	226 - Mission Meridian Public Garage	15,432	11,321	13,053	15,000	8,987	15,000
227	Operations & Maintenance	83,511	71,716	69,487	197,900	197,900	194,500
227	Transfer Out	901,436	-	-	-	-	-
	227 - Successor Agency to CRA Total	984,947	71,716	69,487	197,900	197,900	194,500
228	Operations & Maintenance	-	3,585	10,766	10,000	15,199	10,000
	228 - Housing Authority Total	-	3,585	10,766	10,000	15,199	10,000
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
	230 - State Gas Tax Total	516,301	706,375	586,900	906,506	551,649	938,272
232	Operations & Maintenance	120,562	47,096	43,455	63,500	42,393	70,500
232	Capital Projects	247,265	-	-	-	-	-
	232 - County Park Bond Total	367,827	47,096	43,455	63,500	42,393	70,500
233	Capital Projects	475,784	410,530	50,856	336,000	270,116	962,766
	233 - Measure R Total	475,784	410,530	50,856	336,000	270,116	962,766
236	Capital Projects	-	-	-	381,000	86,000	953,474
	236 - Measure M Total	-	-	-	381,000	86,000	953,474
237	Capital Projects	-	-	-	886,000	462,291	886,000
	237 - Road Maint. & Rehab. Acct. Total	-	-	-	886,000	462,291	886,000

Expenditure Summary by Fund

Fd	Category/Fund	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
238	Capital Outlay	30,000	-	-	-	-	-
238	Capital Projects	-	134,182	7,281	-	121,567	8,433
	238 - MSRC Grant Total	30,000	134,182	7,281	-	121,567	8,433
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	-
	239 - Measure W Total	-	-	514	254,230	108,230	151,806
240	Capital Projects	-	-	-	950,000	-	-
	240 - Measure M(MSP) Total	-	-	-	950,000	-	-
241	Wages & Benefits	-	-	-	-	77,619	71,803
	241 - Measure H Total	-	-	-	-	77,619	71,803
242	Capital Projects	-	-	-	-	148,350	61,148
	242 - Prop C Exchange Funds	-	-	-	-	148,350	61,148
245	Capital Projects	11,205	-	22,735	19,000	38,041	15,080
	245 - Bike & Pedestrian Paths Total	11,205	-	22,735	19,000	38,041	15,080
248	Operations & Maintenance	55,639	-	-	-	-	-
248	Capital Projects	-	106,590	111,666	-	163,178	10,322
	248 - BTA Grants Total	55,639	106,590	111,666	-	163,178	10,322
249	Operations & Maintenance	436,835	41,131	299,800	-	-	-
	249 - Golden Streets Grant Total	436,835	41,131	299,800	-	-	-
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
	260 - CDBG Total	163,603	189,256	143,480	41,315	31,026	261,565
270	Operations & Maintenance	-	-	8,193	-	-	-
270	Capital Outlay	13,407	-	-	-	-	-
	270 - Asset Forfeiture Total	13,407	-	8,193	-	-	-
272	Operations & Maintenance	17,822	-	-	104,794	-	100,000
272	Capital Outlay	152,268	83,877	63,126	50,630	24,100	50,000
	272 - Police Grants - State (COPS)	170,090	83,877	63,126	155,424	24,100	150,000
273	Capital Outlay	5,241	-	-	-	-	-
	273 - Police Subventions - CLEEP	5,241	-	-	-	-	-
274	Capital Outlay	9,167	-	-	-	-	-
	274 - Homeland Security Grant	9,167	-	-	-	-	-

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
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	-	-	-
	275 - Park Impact Fees Total	197,175	60,992	83,374	100,000	-	100,000
277	Wages & Benefits	-	-	-	-	270	-
277	Operations & Maintenance	5,045	19,520	5,528	-	-	-
277	Capital Projects	-	42,478	2,720	-	-	-
	277 - HSIP Grant Total	5,045	61,998	8,248	-	270	-
278	Operations & Maintenance	-	-	-	-	-	150,000
	278 - Housing Element Grant (LEAP)	-	-	-	-	-	150,000
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	-	-	-
	295 - Arroyo Seco Golf Course Total	1,032,359	1,096,328	1,158,138	1,139,824	976,192	1,151,787
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	-	-
	310 - Sewer Capital Projects Total	341,294	106,653	571,641	75,000	212,816	187,854
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	4,071,301
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
	500 - Water Total	9,508,801	8,749,398	9,386,345	17,478,760	12,664,742	11,483,645
502	Transfer Out	-	500,000	-	-	-	-
	502 - Water Rate Stabilization Total	-	500,000	-	-	-	-
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
	503 - Water Efficiency Total	-	-	46,427	447,090	151,435	427,900
505	Operations & Maintenance	382,968	1,663,130	1,645,594	1,566,738	1,628,450	1,590,550
505	Transfer Out	5,389,888	2,313,432	-	-	-	-
	505 - 2016 Water Revenue Bonds Total	5,772,857	3,976,562	1,645,594	1,566,738	1,628,450	1,590,550
506	Operations & Maintenance	-	-	5,696	-	26,239	52,643
	506 - SRF Loan - Water	-	-	5,696	-	26,239	52,643

Expenditure Summary by Fund

Fd	Category/Fund	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
	550 Operations & Maintenance	186,525	175,100	165,175	166,788	149,392	127,476
	550 Transfer Out	14,708,159	-	-	-	-	-
	550 - Public Financing Authority Total	14,894,684	175,100	165,175	166,788	149,392	127,476
	927 Transfer Out	188,458	196,004	195,617	197,900	197,900	194,500
	927 - Redev. Oblig. Retirement Total	188,458	196,004	195,617	197,900	197,900	194,500
	CITYWIDE TOTAL	70,457,822	47,258,169	45,318,735	59,054,285	50,205,367	58,229,881

General Fund Expenditures

Revenue Category	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 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	483,384
Total GF Revenues	26,356,133	26,556,549	27,058,897	28,601,050	28,559,852	35,279,484

Department/Program Exp	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 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	5,651,632
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
Total GF Expenditures	29,126,094	25,288,854	26,531,994	28,546,851	27,929,286	30,847,708

* Additional Transfer from Undesignated Reserve to Facilities & Equip. Replacement Fund	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
Total Transfers from Reserves	2,477,198

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	-	-	-	-
101 - GENERAL FUND TOTAL			483,614	1,654,749	213,344	-	-	-
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)	-	-	-
104 - STREET IMPROVEMENTS PROGRAM TOTA			2,032,441	1,171,701	554,781	965,000	998,213	509,948
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	-	-	-	-	-
105 - FACILITIES & EQUIP. REPLACEMENT TOTA			436,915	211,614	241,781	500,000	458	428,000
9220	000	Bus Stop Improvement Program	15,528	65,938	-	-	-	-
9395	000	Charging Station	-	-	-	-	-	114,000
205 - PROP "A" TOTAL			15,528	65,938	-	-	-	114,000
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	496,610	-	-	-	-
9209	000	Fair Oaks Traffic Control	-	-	-	-	-	24,900
207 - PROP "C" TOTAL			-	496,610	-	-	-	24,900
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
208 - TEA/METRO TOTAL			-	343,224	8,675	-	223,956	148,568
9010	000	CIP Expense	-	-	-	250,000	17,370	502,920
9403	000	Integrated Water & Wastewater	-	-	-	-	-	214,388
210 - SEWER TOTAL			-	-	-	250,000	17,370	717,308
9311	000	SR 110 Hook Ramp Proj. - City	-	-	2,497	-	-	-
214 - ROGAN HR5394 GRANT TOTAL			-	-	2,497	-	-	-
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	1,700	-	-	-	-
218 - CLEAN AIR ACT TOTAL			-	1,700	-	-	-	-
9010	000	CIP Expenses	-	-	-	75,000	-	75,000
9024	000	Street Resurfacing	-	-	-	193,000	-	200,000
230 - STATE GAS TAX TOTAL			-	-	-	268,000	-	275,000
9190	000	Dog Park	247,265	-	-	-	-	-
232 - COUNTY PARK BOND TOTAL			247,265	-	-	-	-	-

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
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
233 - MEASURE R TOTAL			475,784	410,530	50,856	336,000	270,116	962,766
9000	000	CIP for Budgeting	-	-	-	-	86,000	-
9010	000	CIP Expenses	-	-	-	381,000	-	-
9203	001	Street Repair - 2021	-	-	-	-	-	953,474
236 - MEASURE M TOTAL			-	-	-	381,000	86,000	953,474
9010	000	CIP Expenses	-	-	-	886,000	462,291	886,000
237 - ROAD MAINT. & REHAB. ACCT. TOTAL			-	-	-	886,000	462,291	886,000
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	134,182	-	-	-	-
9307	000	CNG Fueling Station (MSRC)	-	-	7,281	-	121,567	8,433
238 - MSRC GRANT TOTAL			-	134,182	7,281	-	121,567	8,433
9000	000	CIP Expenses	-	-	-	100,000	21,335	-
239 - MEASURE W TOTAL			-	-	-	100,000	21,335	-
9000	000	CIP Expenses	-	-	-	950,000	-	-
240 - MEASURE M MSP TOTAL			-	-	-	950,000	-	-
9354	000	Monterey Road Improvements	-	-	-	-	148,350	61,148
242 - PROP C EXCHANGE FUNDS			-	-	-	-	148,350	61,148
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	-	-	-	-	-
245 - BIKE & PEDESTRIAN PATHS TOTAL			11,205	-	22,735	19,000	38,041	15,080
9190	000	Bicycle Parking	-	-	-	-	163,178	10,322
9387	000	Bikeway Improvement	-	106,590	101,377	-	-	-
9388	000	Bicycle Parking	-	-	10,289	-	-	-
248 - BTA GRANTS TOTAL			-	106,590	111,666	-	163,178	10,322
9264	000	Sidewalk Repairs	116,117	143,602	115,076	-	-	216,567
260 - CDBG TOTAL			116,117	143,602	115,076	-	-	216,567
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	41,792	70,500	-	-	-
9190	000	Dog Park	125,060	-	12,874	-	-	-
275 - PARK IMPACT FEES TOTAL			125,060	41,792	83,374	-	-	-
9192	000	Signal Software Improvements	-	42,478	2,720	-	-	-
277 - HSIP GRANT TOTAL			-	42,478	2,720	-	-	-
9010	000	CIP Expenses	-	-	-	75,000	-	-
9399	000	Citywide Sewer Rehab	-	14,823	-	-	-	-
310 - SEWER CAPITAL PROJECTS TOTAL			-	14,823	-	75,000	-	-
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
500 - WATER TOTAL			252,382	483,467	342,852	11,767,273	7,133,617	3,079,215
9010	000	CIP Expenses	-	-	-	135,000	31,453	135,000
503 - WATER EFFICIENCY FUND TOTAL			-	0	0	10,758,273	6,672,598	2,902,665
GRAND TOTAL			3,943,928	4,839,533	1,414,787	15,488,273	9,223,474	8,234,179

CITY COUNCIL

Department Summary

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

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
[101-1011] City Council Total			42,195	42,850	41,990	57,269	45,401	47,119

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. Includes cell phone allowance. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postage meter charges and postage for mailing City Council mail (\$100).
- 8020 Special Department Expense
Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$1,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$500). (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

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

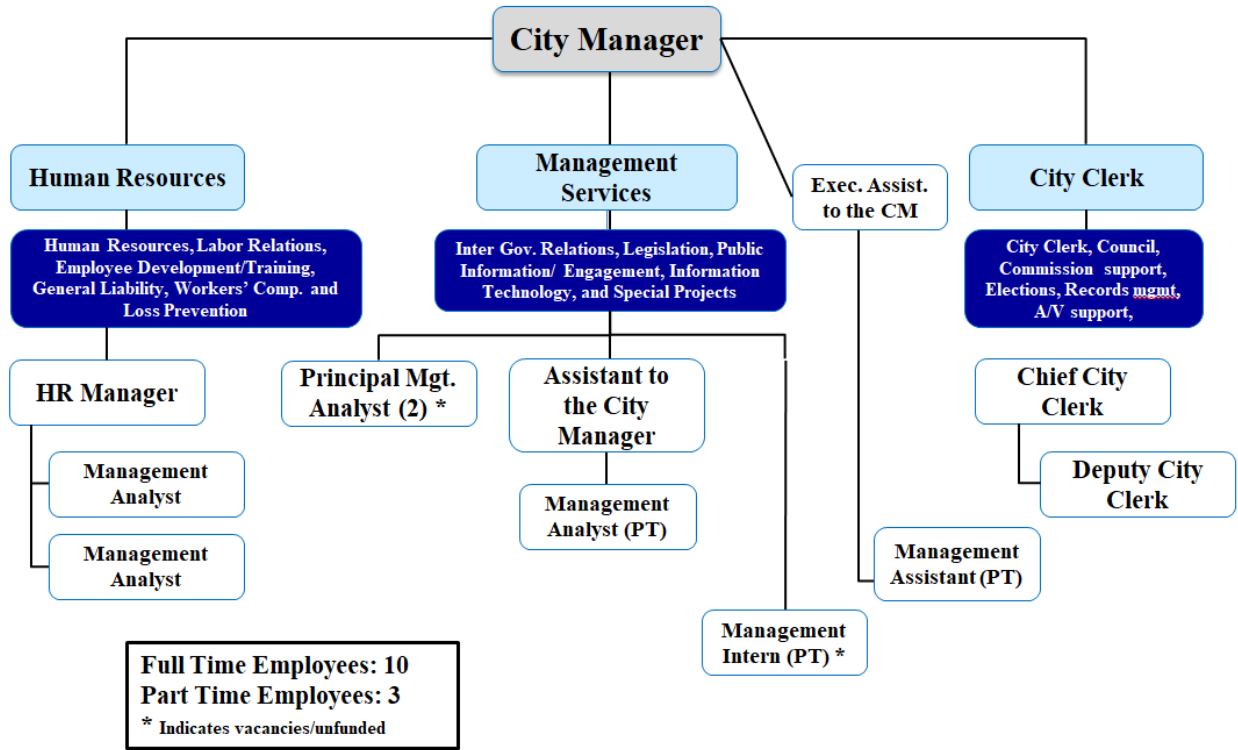
Department Summary

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
Total Expenses by Category	3,247,626	3,066,764	3,807,482	3,426,369	3,695,862	4,491,439
[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	-	-	-
Total Expenses by Program	3,247,626	3,066,764	3,807,482	3,426,369	3,695,862	4,491,439

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

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
[101-2011] City Manager Total			918,114	845,476	1,142,872	1,677,069	1,444,460	1,245,370

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	-	-
[101-1021] City Clerk Total			444,656	431,612	281,872	110,800	113,311	100,169

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
[101-2013] Human Resources Total			248,127	408,161	453,421	343,600	324,830	339,850

HUMAN RESOURCES

Budget Detail

101-2013

PERSONNEL

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including 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	-
[101-2021] Transportation Planning Total			54,927	70,535	86,257	-	12,835	-

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
[101-2501] Legal Services Total			257,586	292,772	331,356	280,000	492,566	487,000

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (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
[101-2032] Information Services Total			-	458,391	547,079	514,900	573,881	537,200

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$1,500).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, conference calling system, mobile device/cellular accounts, and cable television service at City Hall (\$185,000). Includes funds for upgrade to FirstNet for first responders, Mobile Device Management.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$157,500).
- 8180 Contract Services
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), SecureWorks (\$12,000), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$500), Vision Internet hosting/support services (\$8,300), Granicus video streaming (\$6,000) and miscellaneous contract services (\$2,000). (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
103 - INSURANCE FUND TOTAL			82,306	229,942	306,906	95,000	374,639	1,227,250

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.)

FACILITIES & EQUIPMENT REPLACEMENT FUND

Budget Detail

105-3032

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	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

FACILITIES & EQUIPMENT REPLACEMENT FUND

Budget Detail

105-3032

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
[218-2270]		Clean Air Act Total	41,982	48,977	22,856	15,000	55,111	52,600

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

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

- 8530 Computer Equipment
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
[220-2301] Community Promotion Total			185,000	164,550	161,500	109,500	109,500	109,500
220 - BUSINESS IMPROVEMENT TAX TOTAL			185,000	164,550	161,500	109,500	109,500	109,500

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
[226-2029] Mission Meridian Public Garage Total			15,432	11,321	13,053	15,000	8,987	15,000
226 - MISSION MERIDIAN PUBLIC GARAGE TOT/			15,432	11,321	13,053	15,000	8,987	15,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

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

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

BTA GRANT

Budget Detail

248-2011

Acct	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	-	-	-
[248-9000s] CIP Total			55,639	106,590	111,666	-	163,178	10,322
248 - BTA GRANTS TOTAL			55,639	106,590	111,666	-	163,178	10,322



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.

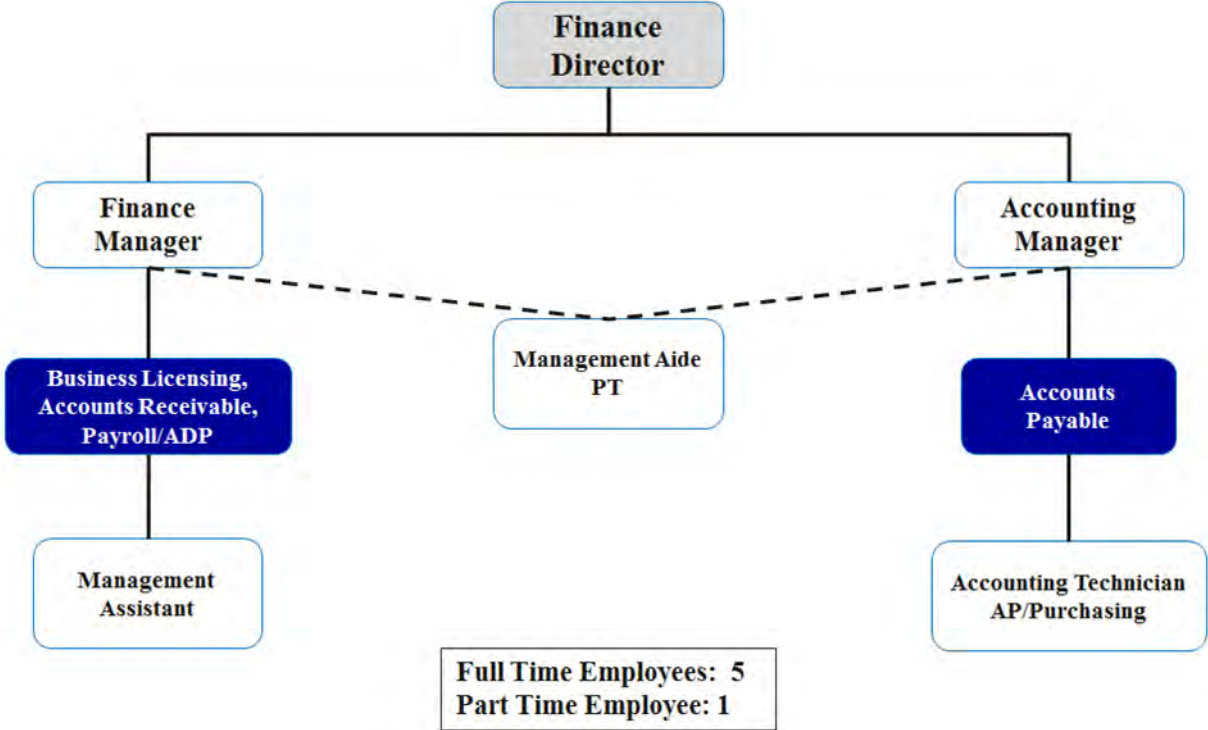
FINANCE

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
Total Expenses by Category	2,681,509	2,690,950	3,002,909	2,498,793	2,617,941	3,407,461
[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
Total Expenses by Program	2,681,509	2,690,950	3,002,909	2,498,793	2,617,941	3,407,461

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

FINANCE
Department Description and Authorized Positions



FINANCE

Budget Detail

101-3011

Acct	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
[101-3011] Finance Total			643,953	795,481	1,082,072	709,727	748,875	859,447

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
[500-3012] Utility Billing Total			1,089,692	839,013	876,286	844,955	808,554	868,569

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
[101-3041] Non-Dept/Overhead Total			947,864	1,056,457	1,044,550	944,111	1,060,512	1,679,445

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).

SEWER CAPITAL PROJECTS

Budget Detail

310-6501

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	1,784	991	3,010	-	-	-
7040	000	Holiday	-	-	-	-	422	-
7100	000	Retirement	135	163	306	-	-	-
7108	000	Deferred Compensation	12	2	-	-	-	-
7110	000	Workers Compensation	140	51	16	-	294	-
7130	000	Group Health Insurance	78	58	-	-	5,575	-
7140	000	Vision Insurance	5	2	-	-	100	-
7150	000	Dental Insurance	7	5	-	-	375	-
7160	000	Life Insurance	2	1	-	-	41	-
7170	000	FICA - Medicare	25	15	44	-	368	-
<WAGES & BENEFITS>			2,186	1,288	3,375	-	7,175	-
8020	000	Special Department Expense	33	-	-	-	-	-
8170	000	Professional Services	333,435	86,292	23,155	-	-	-
<OPERATIONS & MAINTENANCE>			333,468	86,292	23,155	-	-	-
[310-6501] Sewer Capital Project Total			335,655	87,580	26,530	-	7,175	-
8331	000	Debt Service - Interest	5,639	4,250	545,111	-	205,641	187,854
<OPERATIONS & MAINTENANCE>			5,639	4,250	545,111	-	205,641	187,854
[310-6712] Bond Debt Service Total			5,639	4,250	545,111	-	205,641	187,854
9010	000	CIP Expenses	-	-	-	75,000	-	-
9399	000	Citywide Sewer Rehab	-	14,823	-	-	-	-
<CAPITAL PROJECTS>			-	14,823	-	75,000	-	-
[310-9000s] CIP Total			-	14,823	-	75,000	-	-
310 - SEWER CAPITAL PROJECTS TOTAL			341,294	106,653	571,641	75,000	212,816	187,854

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	258,250
8451	000	Premium Amort Expense - 2016	-	-	(208,038)	-	(208,038)	(208,038)
<OPERATIONS & MAINTENANCE>			382,968	1,663,130	1,645,594	1,566,738	1,628,450	1,590,550
9811	000	Transfers Out	5,389,888	2,313,432	-	-	-	-
<TRANSFER OUT>			5,389,888	2,313,432	-	-	-	-
[505-9000s] CIP Total			5,772,857	3,976,562	1,645,594	1,566,738	1,628,450	1,590,550
505 - 2016 WATER REVENUE BONDS TOTAL			5,772,857	3,976,562	1,645,594	1,566,738	1,628,450	1,590,550

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	52,643
8332	000	Debt Service - Interest Exp	-	-	5,696	-	-	-
<OPERATIONS & MAINTENANCE>			-	-	5,696	-	26,239	52,643
[506-9000s] CIP Total			-	-	5,696	-	26,239	52,643
506 - SRF LOAN - WATER TOTAL			-	-	5,696	-	26,239	52,643

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	4,000
8333	000	Debt Service-Professional Svc	-	-	3,500	-	-	-
8341	000	Debt Service - Interest - 2013	181,525	171,100	185,387	166,788	175,104	151,188
8342	000	Premium Amort Expense - 2013	-	-	(27,712)	-	(27,712)	(27,712)
		<OPERATIONS & MAINTENANCE>	186,525	175,100	192,887	166,788	177,104	127,476
[550-6712] Bond Debt Service Total			186,525	175,100	192,887	166,788	177,104	127,476
9100	000	Transfers Out	14,708,159	-	-	-	-	-
		<TRANSFER OUT>	14,708,159	-	-	-	-	-
[550-9000s] CIP Total			14,708,159	-	-	-	-	-
550 - PUBLIC FINANCING AUTHORITY TOTAL			14,894,684	175,100	165,175	166,788	149,392	127,476

CITY TREASURER

Department Summary

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

CITY TREASURER
Department Descriptions and Authorized Positions

City Treasurer	1
Total	1

The City Treasurer is an elected position and is responsible for the management and oversight of the City's idle cash and its investments upon order of the City Council. The Treasurer receives and safely keeps City funds, provides overall investment management and strategy, administers the City's banking relationships, reports periodically to the City Council and the City's Finance 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
[101-3021] City Treasurer Total			9,380	9,250	9,165	9,250	9,211	9,250

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

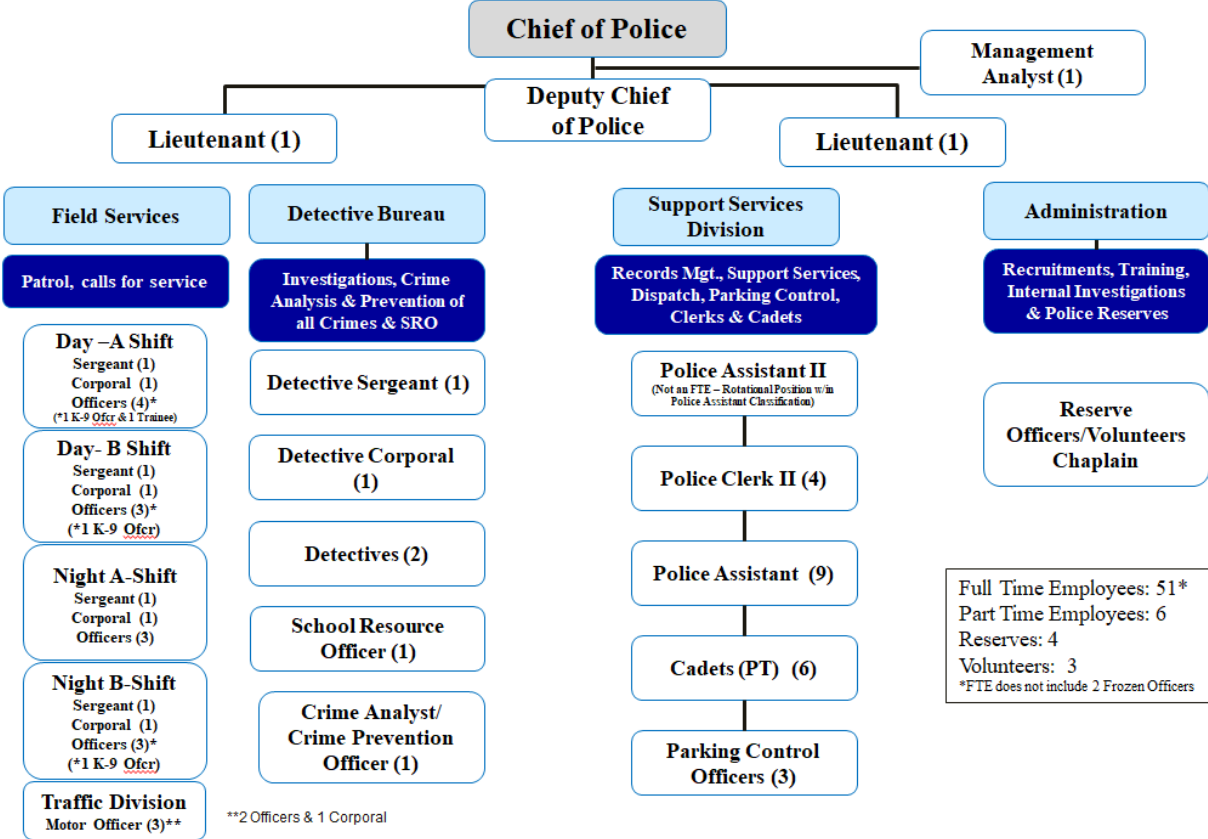
Department Summary

EXPENDITURE 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
Total Expenses by Category	8,717,478	8,603,578	8,642,146	9,482,436	9,878,489	10,136,473
[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	-	-	-	-	-
Total Expenses by Program	8,717,478	8,603,578	8,642,146	9,482,436	9,878,489	10,136,473

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	
Total	53/51	

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	-	-	-	-
[101-4011] Police Total			8,419,495	8,408,728	8,391,436	9,327,012	9,782,356	9,914,669

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
[241-4011] Police Total			-	-	-	-	77,619	71,803
241 - MEASURE H TOTAL			-	-	-	-	77,619	71,803

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
[272-4018] Police State Grant - AB 3229 Total			170,090	83,877	63,126	155,424	24,100	150,000
272 - POLICE GRANTS - STATE(COPS) TOTAL			170,090	83,877	63,126	155,424	24,100	150,000



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.

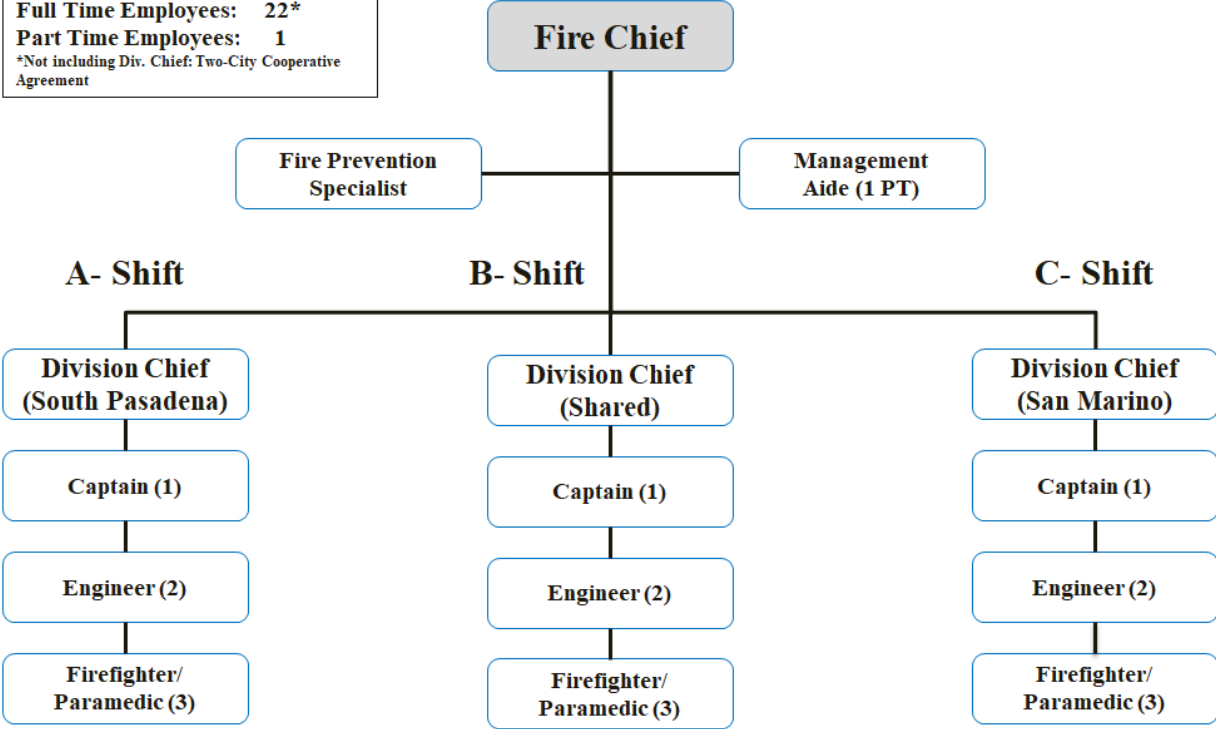
FIRE Department Summary

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	525,500
Capital Outlay	981,038	10,271	263,113	15,000	40,723	15,000
Total Expenses by Category	5,998,279	4,825,230	5,117,310	5,174,650	5,359,634	5,706,632
[101-5011] Fire	5,031,694	4,720,830	4,695,243	5,139,650	5,267,721	5,651,632
[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	-	-	-
Total Expenses by Program	5,998,279	4,825,230	5,117,310	5,174,650	5,359,634	5,706,632

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

FIRE
Department Description and Authorized Positions

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	65,000
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	485,500
8520	000	Machinery & Equipment	23,723	426	-	-	1,322	-
		<CAPITAL OUTLAY>	23,723	426	-	-	1,322	-
		[101-5011] Fire Total	5,031,694	4,720,830	4,695,243	5,139,650	5,267,721	5,651,632

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); Ground Medical Emergency Transportation (\$31,000) and other medical supplies (\$5,000). (Total \$65,000)

- 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
[101-5012]		Emergency Preparedness Total	23,505	104,400	386,516	35,000	91,913	55,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

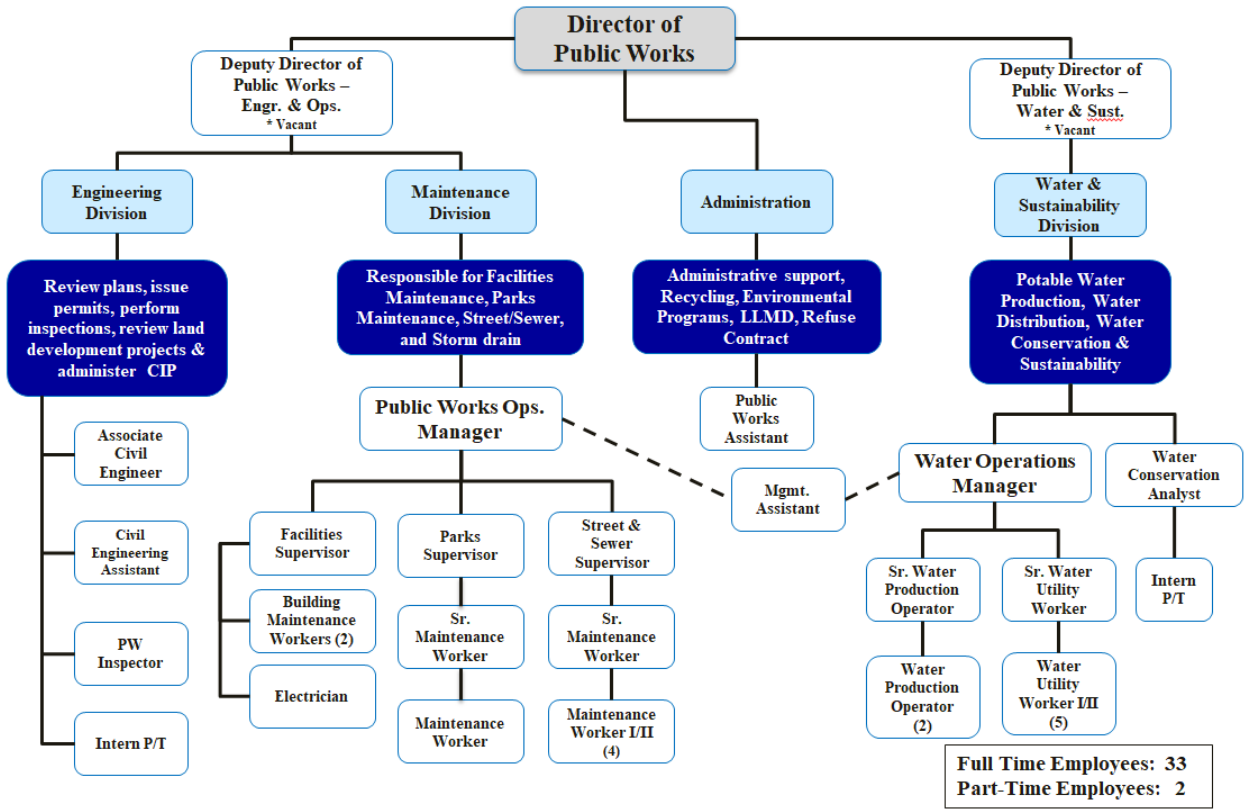
Department Summary

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	3,980,203	6,353,360
Capital Outlay	175,399	250,314	89,495	216,500	310,252	276,500
Other Expenses	39,467	6,775	(80,295)	-	-	-
Total Expenses by Category	8,904,515	7,792,533	8,150,684	9,429,284	7,698,296	10,262,976
[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	1,293,769
[500-6711] Water Production	3,529,779	2,556,035	3,133,490	2,898,194	2,321,860	3,554,617
[500-9990] Unfunded Liabilities	-	-	(111,344)	-	-	-
Total Expenses by Program	8,904,515	7,792,533	8,150,684	9,429,284	7,698,296	10,112,976

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

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	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
[101-6011] PW Admin & Engineering Total			372,785	419,153	614,100	613,565	565,847	628,571

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
[101-6410] Park Maintenance Total			414,864	493,446	493,227	631,921	509,290	633,202

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	-	-	-	-	-
[101-6601] Facilities Maintenance Total			682,017	705,483	640,250	895,092	719,709	884,830

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	97,482
[207-6011] PW Admin & Engineering Total			103	3,246	-	-	3,565	97,482

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	-
[210-6501] Sewer Operations Total			578,015	486,988	535,214	753,275	650,446	745,569

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
[215-6115] Traffic Signals Total			152,864	128,544	157,247	186,900	133,335	186,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Traffic signal systems upgrades (\$20,400). 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
[215-6201] Street Lighting Total			210,086	196,338	194,637	250,100	212,659	268,100

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8020 Special Department Expense
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$24,000), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500). (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
[215-6310] Street Trees Total			483,590	516,446	577,583	561,598	498,925	577,459

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
[215-6416]		Median Strips Total	42,922	53,668	47,174	89,000	77,043	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

STREET MAINTENANCE

Budget Detail

230-6116

Acct	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
[230-6116] Street Maintenance Total			516,301	706,375	586,900	638,506	551,649	663,272

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
[232-6417] Prop "A" Park Maintenance Total			120,562	47,096	43,455	63,500	42,393	70,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

- 8020 Special Department Expenses
Janitorial supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000). (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
[239-6011] PW Admin & Engineering Total			-	-	514	154,230	86,895	151,806
9000	000	CIP Expenses	-	-	-	100,000	21,335	-
<CAPITAL PROJECTS>			-	-	-	100,000	21,335	-
[239-9000s] CIP Total			-	-	-	100,000	21,335	-
239 - MEASURE W TOTAL			-	-	514	254,230	108,230	151,806

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	2,000
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	515,564
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
[500-6710] Water Distribution Total			1,215,425	1,162,253	1,115,702	1,381,313	1,162,158	1,293,769

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	415,000
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	2,951,147
8520	000	Machinery & Equipment	-	1,510	-	-	-	-
8530	000	Computer Equipment	-	-	3,897	3,000	3,040	3,000
8540	000	Automotive Equipment	-	-	-	-	30,616	-
<CAPITAL OUTLAY>			-	1,510	3,897	3,000	33,656	3,000
[500-6711] Water Production Total			3,529,779	2,556,035	3,133,490	2,898,194	2,321,860	3,554,617

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 Kolle 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 (\$195,000) carried over from previous fiscal year. Current fiscal year carbon media replacement purchase for Wilson Wellhead Treatment system (\$220,000).
(Total \$ 415,000).

- 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	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	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
[503-6713] Water Efficiency Total			-	-	46,427	312,090	119,982	292,900
9010	000	CIP Expenses	-	-	-	135,000	31,453	135,000
		<CAPITAL PROJECTS>	-	-	-	135,000	31,453	135,000
503 - WATER EFFICIENCY FUND TOTAL			-	-	46,427	447,090	151,435	427,900

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.

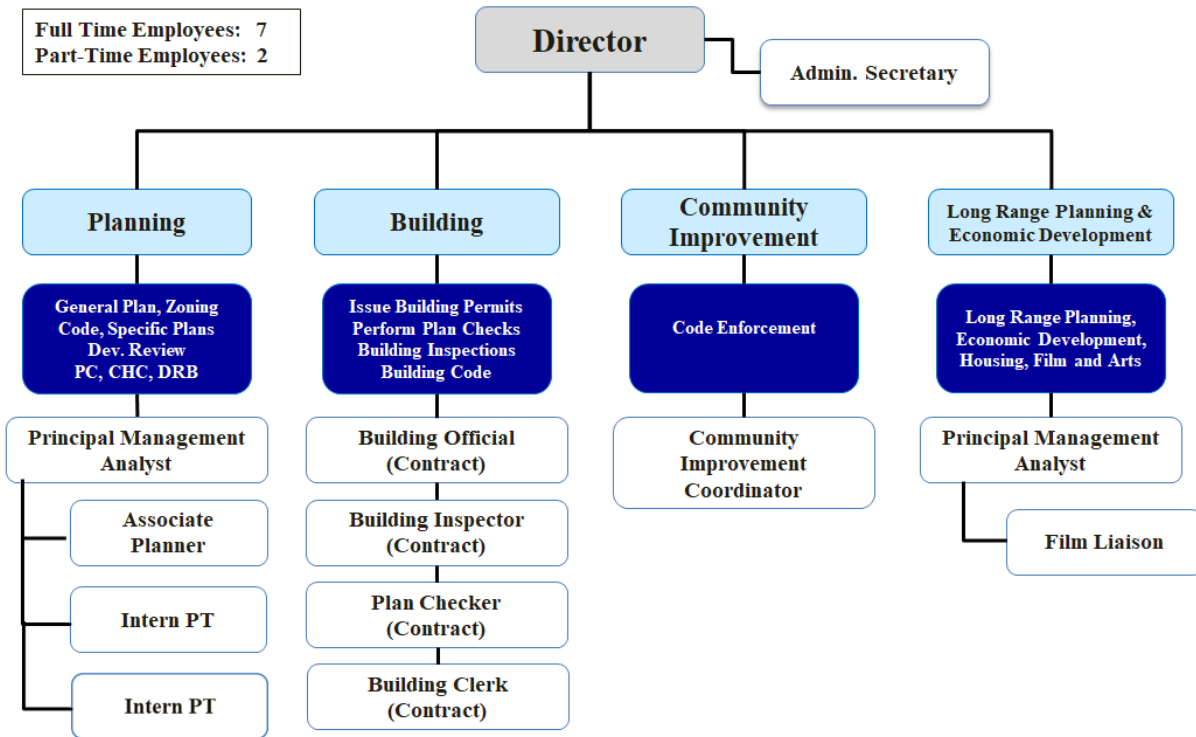
PLANNING & BUILDING Department Summary

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
Total Expenses by Category	1,158,096	1,155,467	1,122,525	1,975,278	1,438,159	2,920,719
[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
Total Expenses by Program	1,158,096	1,155,467	1,122,525	1,975,278	1,438,159	2,920,719

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

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
[101-7011] Planning & Building Total			1,158,096	1,033,506	1,116,412	1,975,278	1,450,961	2,920,719

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 Polices; (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
[278-7011] Planning & Building Total			-	-	-	-	-	150,000
278 - HOUSING ELEMENT GRANT TOTAL			-	-	-	-	-	150,000



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
Total Expenses by Category	1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181
[101-8011] Library	1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181
Total Expenses by Program	1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181

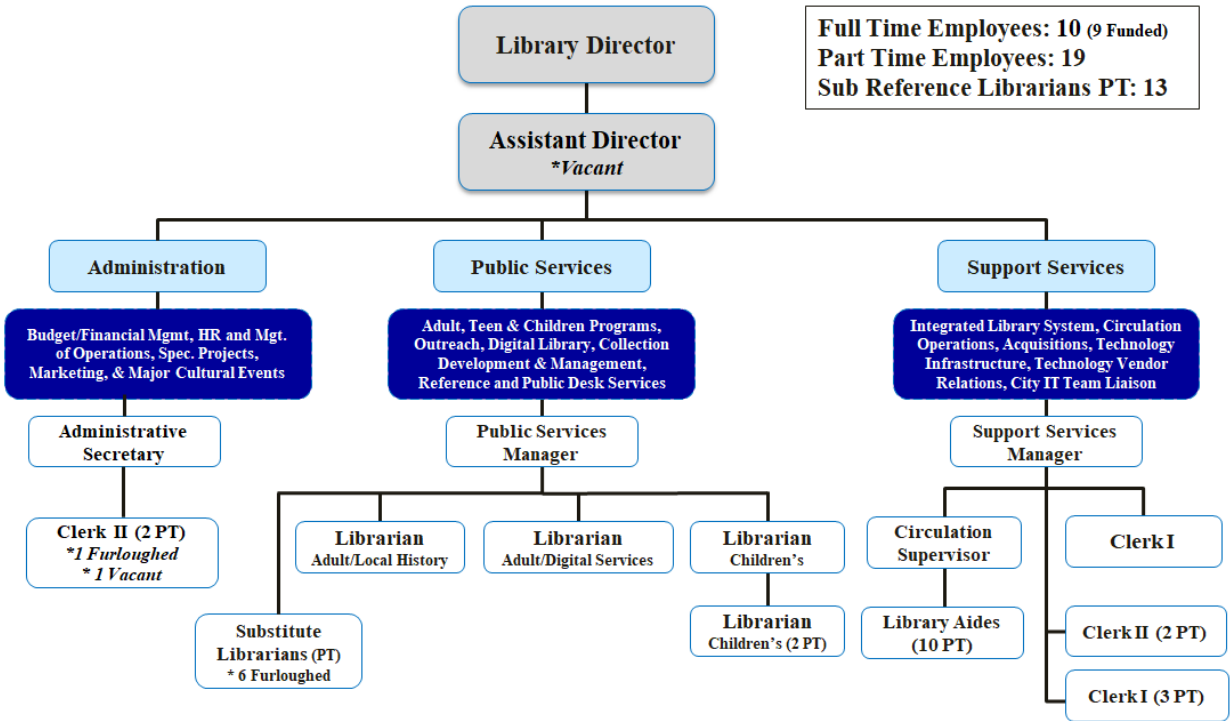
Director of Library, Arts, and Culture	1
Assistant Library Director (VACANT/Not Funded)	±
Library Public Services Manager	1
Library Support Services Manager	1
Administrative Secretary	1
Librarian	3
Library Technical Assistant	1
Library Clerk I	1
Total	10/9

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
[101-8011] Library Total			1,525,469	1,736,821	1,672,375	1,874,490	1,490,895	1,568,181

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

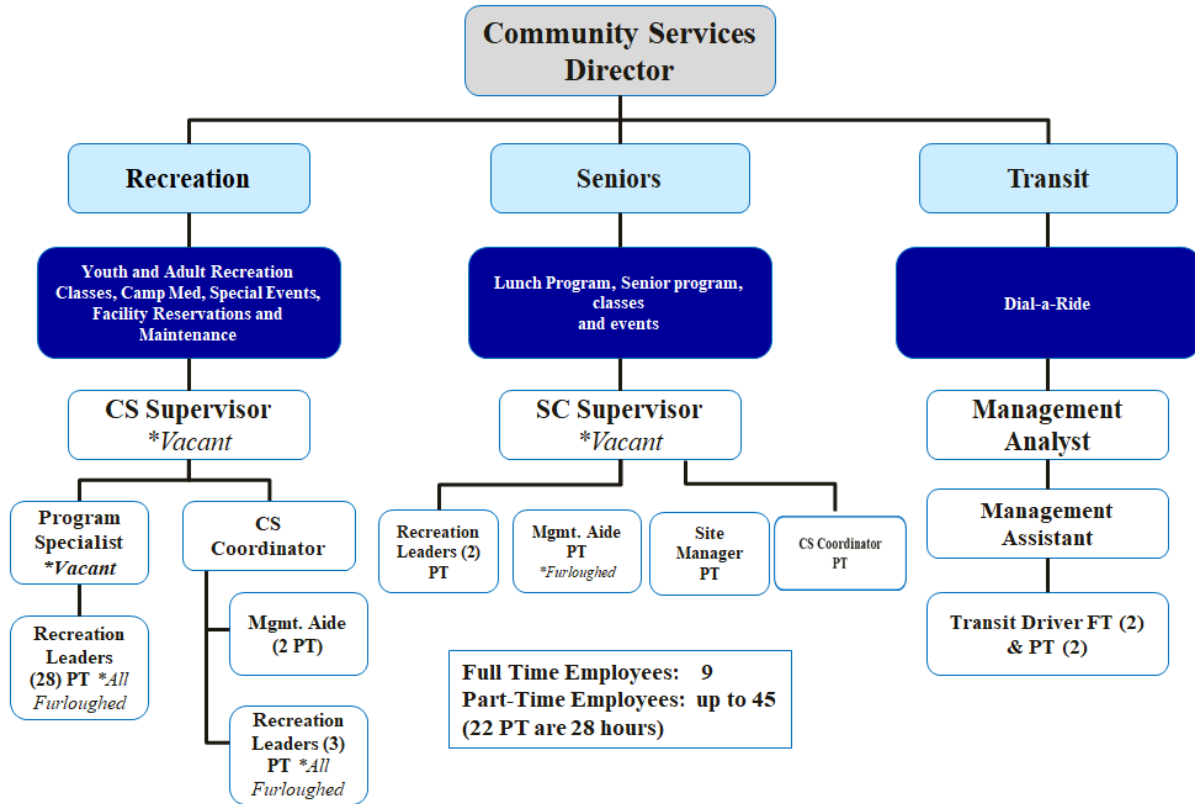
Department Summary

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	1,757,064
Capital Outlay	175,067	12,997	82,274	100,000	(13,807)	401,080
Total Expenses by Category	3,118,896	3,079,215	3,059,839	3,532,245	2,685,662	3,185,898
[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	517,232
[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
Total Expenses by Program	3,118,896	3,079,215	3,059,839	3,532,245	2,685,662	3,185,898

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	
Total	9/6	

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	-
[101-8021] Senior Services Total			291,589	309,118	336,850	353,509	323,753	249,939

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)	-
[101-8031] Community Services Total			285,449	192,458	192,289	220,112	162,749	195,471

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
[101-8032] Recreation and Youth Services Total			679,960	827,801	796,066	858,399	641,853	297,945

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)

PROP "A" – LOCAL TRANSIT ADMINISTRATION

Budget Detail **205-2210**

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	-	-	-	-
[205-2210] Prop "A" Administration Total			16,224	14,492	6,011	14,909	6,602	13,489

<p style="text-align: center;">PROP “A” – LOCAL TRANSIT ADMINISTRATION</p> <p>Budget Detail 205-2210</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
[205-8024] Transit Planning Total			255,121	127,763	93,421	290,787	117,217	287,603

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	-	-	-	-	-
8010	000	Postage	110	-	-	-	-	-
8020	000	Special Department Expense	4,643	-	-	-	-	-
8040	000	Advertising	150	-	-	-	-	-
8050	000	Printing/Duplicating	582	-	-	-	-	-
8060	000	Dues & Memberships	625	-	-	-	-	-
8100	000	Vehicle Maintenance	23,670	-	-	-	-	-
8105	000	Fuel	2,198	-	-	-	-	-
8132	000	Uniform Expense/Cleaning	750	-	-	-	-	-
8140	000	Utilities	-	-	-	-	-	-
8180	000	Contract Services	7,030	(472)	472	-	-	-
8200	000	Training Expense	1,004	-	-	-	-	-
8300	000	Lease Payment	366	(64)	-	-	-	-
<OPERATIONS & MAINTENANCE>			43,125	(536)	472	-	-	-
8520	000	Machinery & Equipment	-	-	-	-	-	169,000
8530	000	Computer Equipment	35,034	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	100,000
<CAPITAL OUTLAY>			35,034	-	-	-	-	269,000
[205-8025] Dial-A-Ride Total			256,245	193,567	210,184	231,774	218,446	517,232

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)

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

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	-	-	-
[207-2260] Prop "C" Administration Total			6,818	4,529	5,001	6,388	4,743	5,929

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

7000 Salaries – Regular Employees

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

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	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
[207-8025] Dial-A-Ride Total			160,779	209,982	286,841	275,228	203,082	321,506

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
[260-8023] CDBG Senior Nutrition Prog Total			47,486	45,654	28,404	41,315	31,026	44,998

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	Actual	Actual	Adopted	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	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	-	-	-
[275-6410] Park Impact Fees Total			197,175	60,992	83,374	100,000	-	100,000
275 - PARK IMPACT FEES TOTAL			197,175	60,992	83,374	100,000	-	100,000

Park Impact Fees

Budget Detail

275-6410

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
[295-8041] General Administration Total			336,414	369,851	395,733	382,652	336,413	389,926

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)

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

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
[295-8042] Golf Course Maintenance Total			383,431	395,987	375,459	421,203	376,387	416,784

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$4,800), and license and permits (\$1,500). (\$6,300)

- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$6,200) oil and gas (\$7,900) (\$14,100)

- 8120 Building Maintenance
Maintenance (\$16,100) fertilizer seed and chemicals (\$32,550) sand gravel and top (\$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
[295-8043] Range Total			57,188	40,636	30,085	37,783	60,252	37,783

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
[295-8044] Golf Shop Total			89,265	111,531	127,414	125,948	79,003	125,948

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
[295-8045] Food Service Total			154,794	143,937	167,060	172,238	124,137	181,346

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$450), paper products (\$2,320), linens (\$5,050), license and permits (\$1,625), and supplies (\$8,400) and Music and Entertainment (\$7,246) \$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
[232-6417] Prop "A" Park Maintenance Total			120,562	47,096	43,455	63,500	42,393	70,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Janitorial Supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove, or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000) (\$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
[227-7211] CRA Debt Service Total			80,588	71,716	67,583	197,900	197,900	194,500
9811	000	Transfers Out	901,436	-	-	-	-	-
<TRANSFER OUT>			901,436	-	-	-	-	-
227 - SUCCESSOR AGENCY TO CRA TOTAL			984,947	71,716	69,487	197,900	197,900	194,500

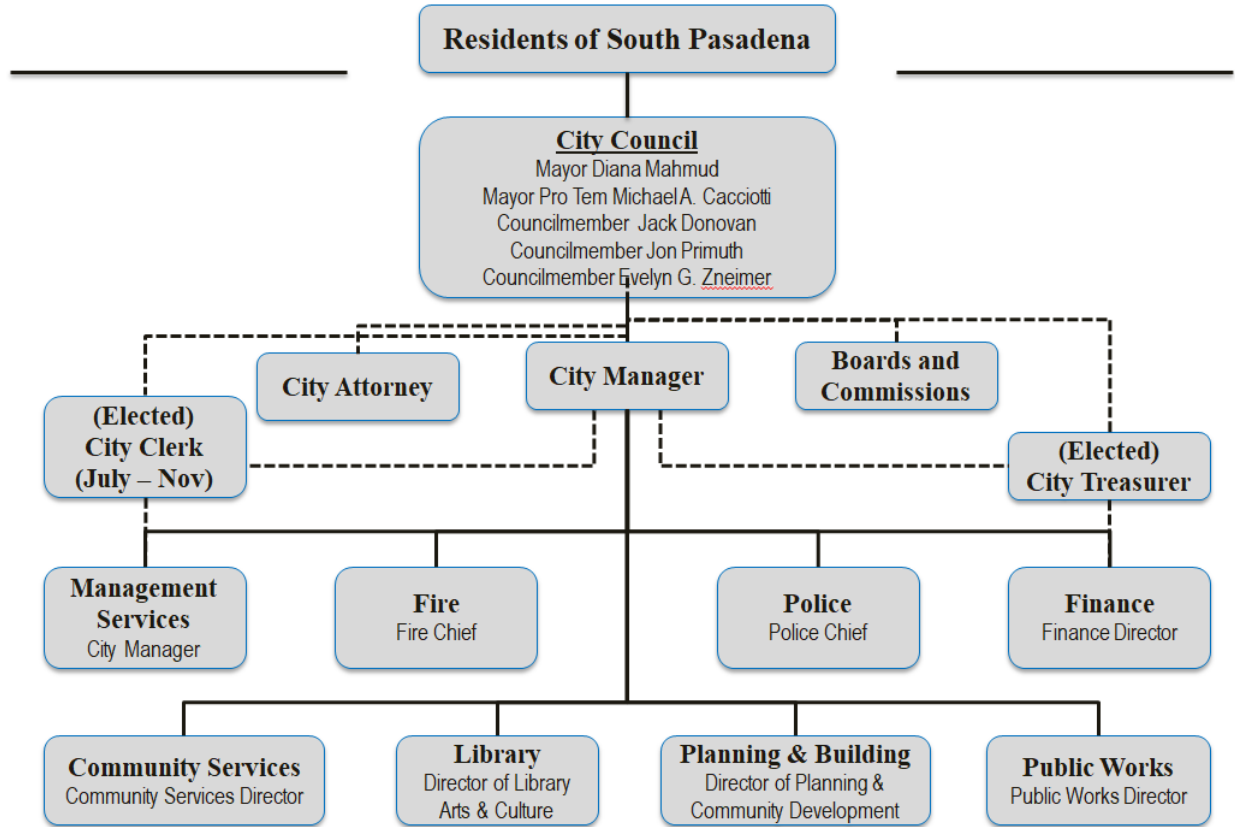
REDEVELOPMENT OBLIGATIONS TRUST

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
927		- REDEV. OBLIGATIONS TRUST	188,458	196,004	195,617	197,900	197,900	194,500

Organization Chart



Full-Time Authorized Positions

	2016/17	2017/18	2018/19	2019/20	2020/21
Management Services					
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
Finance Department					
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
Police Department					
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>
Fire Department					
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
Public Works					
Administrative/Engineering Division					
Public Works Director	1	1	1	1	1
Deputy Public Works Director	1	1	1	1	1
Deputy Director Water & Sustainability	0	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
Buildng 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
Planning and Building					
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>
Library					
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
Community Services Department					
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

	<i>FY 2020/21</i>	
	<u>Max 18 Hours</u>	<u>Max 28 Hours</u>
Management Services		
Management Analyst		1
Management Assistant		1
Management Intern (Vacant)	1	
 Finance Department		
Management Analyst		1
 Police Department		
Police Cadets	4	2
 Fire Department		
Management Aide	1	
 Public Works		
Public Works Intern	3	
Maintenance Worker	2	
 Planning and Building		
Planning Intern		2
 Library		
Librarians - Furloughed	6	
Librarians - Adult	6	
Librarians - Children	2	
Clerk II - Furloughed/Vacant	2	
Clerk II - Support Services	2	
Clerk I - Support Services	3	
Library Aides - Vacant	1	
Library Aides	9	
 Community Services		
Management Aide - Rec		2
Management Aide - Seniors (Furloughed)	1	
CS Coordinator	1	
Site Mgr - Seniors (Furloughed)	1	
Recreation Leader (Furloughed)	31	
Recreation Leader - Seniors	2	
Transit Driver		2
Grand Total Part-Time (Authorized, not all funded)	78	11
Full-Time FTE (Authorized, not all funded)	38	8

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Management Services									
City Manager	0.64	-	-	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
City Manager Total	8.97	-	-	0.13	-	-	-	1.90	11.00
Finance Department									
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
Finance Total	6.79	0.01	0.01	0.43	-	-	-	1.76	9.00
Police Department									
Police Chief	1.00	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	7.00
Corporal	5.00	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	21.00
Senior Clerk	1.00	-	-	-	-	-	-	-	1.00
Support Services Assistant	1.00	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	8.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Police Total	51.00	-	-	-	-	-	-	-	51.00
Fire Department									
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
Fire Total	20.00	-	-	-	-	-	-	-	20.00

Position Distribution by Funding Source

Public Works									
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
Public Works Total	8.65	-	-	3.85	1.80	-	5.15	11.55	31.00
Planning & Building									
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
Planning & Building Total	5.00	-	-	-	-	-	-	-	5.00
Library									
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
Library Total	10.00	-	-	-	-	-	-	-	10.00
Community Services									
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
Community Services Total	4.75	2.22	3.03	-	-	-	-	-	10.00
Total	115.16	2.23	3.04	4.41	1.80	-	5.15	15.21	147.00

Glossary of Budget Terms

APPROPRIATION

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

ASSESSED VALUATION

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

AUDIT

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

BEGINNING/ ENDING (UNAPPROPRIATED) FUND BALANCE

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

BOND

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

BUDGET

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

CAPITAL IMPROVEMENT

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

CAPITAL IMPROVEMENT PROGRAM

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

CAPITAL OUTLAY

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

CAPITAL PROJECTS

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

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the budget and related financial issues.

DEBT SERVICE

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

DEBT SERVICE REQUIREMENTS

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

DEFICIT

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

DEPARTMENT

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

DIVISION

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

Glossary of Budget Terms

ENCUMBRANCE

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

ENTERPRISE FUND

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

EXPENDITURE

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

EXPENSE

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

FISCAL YEAR

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

FUND

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

FUND BALANCE

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

GENERAL FUND

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

GOVERNMENTAL FUND

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

GRANT

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

INTERFUND TRANSFERS

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

MATERIALS, SUPPLIES AND SERVICES

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

MUNICIPAL CODE

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

OBJECTIVES

The expected results or achievements of a budgeted activity.

Glossary of Budget Terms

OPERATING BUDGET

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

ORDINANCE

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

PROGRAM

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

RESERVE

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

RESOLUTION

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

RETAINED EARNINGS

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

REVENUES

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

SALARIES, WAGES and EMPLOYEE BENEFITS

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

SPECIAL REVENUE FUNDS

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

Description Of Funds

General Fund

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

City Profile

General Information Of The City

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

History Of The City

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

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

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

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

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

In 1888, South Pasadena incorporated the southern portion of the Indiana Colony and land south and eastward to the Los Angeles border, becoming the sixth municipality in Los Angeles County. With 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 2020-21

I Appropriation Limit

Prior Year, 2019-20 Adopted Limit		\$27,179,843
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0373	
Change in L.A. County Population (Note 2)	0.9989	1.0362
Current Year, 2020-21 Appropriation Limit		\$28,162,639

II Appropriations Subject to Limit

Estimated 2020-21 Revenues, All City Funds		\$55,947,695
Less: Non-Proceeds of Taxes (See Exhibit B)		(29,995,891)
Less: Exclusions (See Exhibit C)		(283,916)
Total City Appropriations Subject to Limit		\$25,667,888

III Amount Over/(Under) Limit (I - II) (\$2,494,751)

IV Total City Appropriations as a % of Limit 91.14%

Note 1: Change in California per capita income, 3.73%
 (Provided by the State of CA - Department of Finance)

Note 2: County of Los Angeles population decreased by 0.11%, which exceeds South Pasadena population decrease by 0.26%.
 Total City population as of January 1, 2020 is 25,458.
 (Provided by the State of CA - Department of Finance)

GANN Limit

Exhibit B

Non-Proceeds of Taxes

Fiscal Year 2020-21

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	12,348,000	-	12,348,000
Library Special Tax	350,008	-	350,008
Sales Tax	4,450,720	-	4,450,720
PSAF Sales Tax (Exempted by Statute)	-	300,000	300,000
Business License Tax	292,500	-	292,500
Utility Users Tax	3,177,105	-	3,177,105
Property Tax - VLF/Swap	3,218,000	-	3,218,000
Franchise Fees	-	852,000	852,000
Real Property Transfer Tax	150,000	-	150,000
Licenses/Permits	-	459,280	459,280
Fines/Penalties	-	265,000	265,000
Use of Money and Properties	-	4,794,718	4,794,718
Revenues from Other Agencies	-	676,500	676,500
Current Services	-	3,006,550	3,006,550
Other Revenues	-	455,719	455,719
Reimbursement from Other Funds	-	483,384	483,384
Total General Fund	23,986,333	11,293,151	35,279,484
Other Funds			
105 Facilities & Equipment Repair	-	1,000	1,000
205 Local Transit (Prop A)	553,185	13,000	566,185
207 Local Transit (Prop C)	458,852	48,896	507,748
208 TEA/Metro Fund	-	6,412	6,412
210 Sewer (Enterprise Fund)	-	2,046,763	2,046,763
215 Lighting and Landscape Maintenance	-	889,837	889,837
217 PEG Fees	-	19,825	19,825
218 Clean Air (AB2766)	-	34,939	34,939
220 Business Improvement Tax	55,790	22,740	78,530
223 Gold Line Mitigation	-	700	700
228 Housing Authority	-	22,676	22,676
230 State Gas Tax (Applied to State's Limit)	-	669,062	669,062
232 County Park Bond	-	40,067	40,067
233 Measure R	344,175	10,000	354,175
236 Measure M	390,024	7,000	397,024
237 Road Maint. & Rehab (Applied to State's Limit)	-	502,685	502,685
241 Measure H	-	12,394	12,394
249 Golden Streets Grant	-	332,000	332,000
255 Capital Growth	-	55,000	55,000
260 CDBG	-	261,565	261,565
270 Asset Forfeiture	-	50	50
272 State COPS Grants	-	102,500	102,500
275 Park Impact Fees	-	166,000	166,000
278 Housing Element Grant	-	150,000	150,000
295 Arroyo Seco Golf Course (Enterprise)	-	1,355,410	1,355,410
310 Sewer Capital Projects (Enterprise)	-	2,500	2,500
500 Water (Enterprise Fund)	-	11,585,152	11,585,152
503 Water Efficiency Fund	-	206,069	206,069
510 Water & Sewer Impact Fees	-	107,444	107,444
927 Redevelopment Obligations Trust Fund	-	194,500	194,500
Total Other Funds	1,802,026	18,866,186	20,668,212
Less Interesting Earnings from Nonproceeds of Taxes		-356,259	-356,259
Subtotal All Funds	25,788,359	29,803,078	55,591,437
Interest Earnings	163,446	192,813	356,259
Total All Funds	25,951,805	29,995,891	55,947,695

GANN Limit

Exhibit C
Excluded Costs
Fiscal Year 2020-21

Category	Amount
Federal Mandates	
Social Security/Medicare	224,458
Non-Incidental Overtime - FLSA	59,458
	<hr/>
	283,916
Qualified Debt Service	
	<hr/>
	-
Total Excluded Costs	283,916

GANN Limit

Exhibit D

Interest Earnings

Fiscal Year 2020-21

Category	Amount
Non-Interest Tax Proceeds	25,788,359
Exclusions	<u>(283,916)</u>
	25,504,443
Total Non-Interest Budget	55,591,437
Tax Proceeds as Percent of Budget	45.88%
Interest Earnings	356,259
Amount of Interest Earned from Taxes	163,446
Amount of Interest Earned from Non-Taxes	192,813

ATTACHMENT 2
Resolution Adopting the FY 2020/2021 Budget

RESOLUTION NO. _____**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADOPTING THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, on June 24, 2020, the City Council approved resolution No. 7660 to continue appropriations of the FY 19/20 budget, to allow for the completion of the Fiscal Year 2018/19 Audit, prior to adopting the FY 2020/21 budget, and

WHEREAS, on August 19, 2020, pursuant to Government Code Section 53901, the City Council approved a list of anticipated revenues and expenditures for the current fiscal year within 60 days of the beginning of the fiscal year, and

WHEREAS, the City Manager has submitted to the City Council a proposed Budget for the Fiscal Year 2020-21 and said Budget has been considered at a noticed public hearing on March 17, 2021.

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

SECTION 1. That Resolution No. 7660 and the previously approved list of anticipated revenues and expenditures for the current fiscal year, are rescinded upon the adoption of this resolution.

SECTION 2. That the Budget proposed by the City Manager, by reference, for the Fiscal Year commencing on July 1, 2020, with proposed revenues and transfers in from other funds totaling \$63,586,709, and expenditures and transfers out to other funds totaling \$59,369,881, is hereby approved, adopted, and appropriated.

SECTION 3. The fund appropriations set forth shall be the maximum expenditures authorized for those funds.

SECTION 4. The City Council does hereby authorize and approve the commitment of General Fund Balance for the specific purposes designated by the Fiscal Year 2020-2021 Budget, and that committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same formal action to establish the commitment.

SECTION 5. The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the Fiscal Year 2020-21 Budget.

SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of March, 2021.

Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria E. Ayala, Chief City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of March, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Maria E. Ayala, Chief City Clerk
(seal)