

# *Fiscal Year 2011/12 Adopted Budget*



*City of South Pasadena, CA*





City of South Pasadena  
California



Adopted Budget  
For the 2011/12 Fiscal Year

Mayor  
Mike Ten

Mayor Pro Tempore  
Michael A. Cacciotti

Councilmember  
Philip C. Putnam

Councilmember  
Richard D. Schneider, M.D.

Councilmember  
David Sifuentes

City Clerk  
Sally Kilby

City Treasurer

City Manager  
John Davidson

Population 25,792



## MISSION STATEMENT

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

## CORE VALUES

not in priority order

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

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

## THREE-YEAR GOALS

not in priority order

- *Repair and/or replace infrastructure and City facilities*
- *Eliminate the 710 surface route, forcing the sale of Caltrans properties and protecting the City's interest in connection with current tunnel studies*
- *Maintain our strong financial position, including reserves*
- *Retain and attract quality employees*
- *Preserve and improve the environment*

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# City Manager's FY 2011/12 Budget Message

July 1, 2011

Honorable Mayor and City Council,

I am pleased to present to you the Adopted Fiscal Year 2011/12 Budget for the City of South Pasadena and the Community Redevelopment Agency. The budget as presented is well balanced and is consistent with the policy direction reflected in the City Council Goals. The comprehensive Budget for all funds reflects the City Council's commitment to long term financial planning, cost effective municipal services, and financial policies that recognize the need to fund future obligations. The budget document supports an aggressive infrastructure improvement program.

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

## ***Budget Process***

The Fiscal Year 2011/12 Budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. The City Manager gave each General Fund department an initial target based on the difference between departmental expenditures and departmental revenues. Departments were instructed to meet these targets through expenditure reductions and/or revenue increases. Each City department prepared line item detail for the department's activities and recommended certain service levels and activity goals for the 2010/11 budget year. The Finance Department prepared revenue projections with input from other departments. The City Manager then reviewed individual departmental requests, prioritized activities based upon City Council policy, and made certain adjustments. At the conclusion of this process, the proposed Budget was prepared, and it is being submitted to the City Council for review.

A Budget Study Session was held on March 30, 2011, in which staff presented current year accomplishments, fiscal revenue projections, departmental expenditure challenges, and major issues affecting the City in upcoming years. The Proposed Budget was presented at the June 1, 2011, City Council meeting, and the budget was adopted with amendments on June 15, 2011.

## ***General Fund Highlights***

Among the smaller cities with populations under 25,000, South Pasadena is unique for directly providing the full services of public safety, public works, library, recreation and community services and general administration. Although fully staffing for these services costs more than contracting out, doing so reaffirms South Pasadena’s preference for local control and personal treatment.

Following is a summary of revenue and expenditure items that have a particular significance in the Adopted FY 2011/12 Budget. General Fund revenues are projected to be \$21.7 million, and expenses are \$21.8 million, resulting in a \$197,000 drawdown of reserves. In addition, staff proposes using \$32,000 from the renewable energy sources reserve. This would leave the General Fund with a projected undesignated reserve of \$7.9 million, or 36% of total revenues, at June 30, 2012. The drawdown on fund balance is intentional as the City continues its aggressive street repair campaign.

### Revenues

The five largest sources of revenue to the City’s General Fund are property taxes, utility taxes, sales tax, charges for services and licenses and permits. Property tax makes up 46% of all General Fund revenues. For FY 2011/12, the Los Angeles County Assessor’s Office estimate a 0.5% increase in property valuation for South Pasadena.

Utility users taxes (UUT) make up 17% of total General Fund revenues. For FY 2010/11, UUT revenues are projected to come in higher than budgeted projections. Increases to UUT revenues can be attributed to water rate increases and higher demand in telephone services. The “additional 2% UUT – Infrastructure” revenues contributes \$930,100 and is completely used to pay for infrastructure capital projects.

Current FY 2010/11 sales tax data for South Pasadena shows no change compared to the prior year actual revenues. South Pasadena continues to fare better than the Los Angeles countywide.

The top five revenue sources represent approximately 86% of the General Fund revenues. Historical data indicates that the City’s General Fund is becoming more reliant on these five revenue sources.

### **General Fund Revenues**

<b>General Fund Revenues</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
Property Taxes	9,403,203	9,810,589	9,877,072	9,978,000	9,978,000	10,027,800
Utility Users Taxes	2,666,063	3,476,347	3,644,458	3,476,200	3,644,458	3,785,100
Sales Taxes	2,177,043	1,838,873	1,755,099	1,605,200	1,755,100	1,861,100
Current Services	2,119,021	1,833,445	1,957,265	1,872,000	1,948,200	1,939,400
License & Permits	893,189	921,930	891,556	933,000	942,000	942,000
<i>Top 5 Subtotal</i>	<i>17,258,519</i>	<i>17,881,185</i>	<i>18,125,450</i>	<i>17,864,400</i>	<i>18,267,758</i>	<i>18,555,400</i>
<i>% of Total</i>	<i>82.5%</i>	<i>85.9%</i>	<i>85.2%</i>	<i>84.7%</i>	<i>85.7%</i>	<i>85.7%</i>
All Other Revenues	3,670,926	2,936,583	3,142,792	3,219,009	3,048,988	3,108,009
<b>Revenue Total</b>	<b>20,929,445</b>	<b>20,817,768</b>	<b>21,268,242</b>	<b>21,083,409</b>	<b>21,316,745</b>	<b>21,663,409</b>

## Expenditures

Adopted FY 2011/12 expenditures in the General Fund of \$21.9 million represent an increase of 0.3% from estimated FY 2010/11 expenditures.

### General Fund Expenditures

<b>General Fund Expenses</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
Wages & Benefits	13,014,689	13,733,293	14,330,231	14,622,243	14,209,717	14,897,806
Operations & Maintenance	4,560,583	4,897,413	5,235,414	5,298,278	5,285,028	5,291,063
Capital Outlay	334,030	222,730	299,274	100,500	102,108	168,000
Transfer Out	-	18,388	384,136	-	-	-
Capital Projects	170,911	764,512	1,631,297	2,228,590	2,198,590	1,504,000
<b>Expense Total</b>	<b>18,080,213</b>	<b>19,636,335</b>	<b>21,880,352</b>	<b>22,249,611</b>	<b>21,795,443</b>	<b>21,860,868</b>

The Adopted FY 2011/12 Budget will present the General Fund with an undesignated reserve of \$7.9 million on June 30, 2012, and represent 36% of General Fund revenues.

### General Fund Balance Projection

	<b>June 30, 2011</b>	<b>June 30, 2012</b>
<b>General Fund Balance</b>	<b>\$10,564,346</b>	<b>\$10,334,887</b>
<b>Reserved</b>		
Arroyo Golf Course Facility	56,280	106,280
Equipment Replacement Reserve	504,000	472,000
Legal Reserve	255,000	255,000
Renewable Energy Sources Reserve	250,000	250,000
Retiree Benefit Reserve	750,000	-
Retiree Pension Reserve	-	500,000
Retiree Benefit Reserve	-	500,000
Uninsured Loss Reserve	401,000	401,000
<b>Undesignated/Unreserved</b>	<b>8,348,066</b>	<b>7,850,607</b>
<i>% of GF Revenues</i>	<i>39%</i>	<i>36%</i>
<i>Amount above 30% Reserve</i>	<i>\$1,800,000</i>	<i>\$1,300,000</i>

## *Highlights of Other Funds*

Prop A & C funds [205 & 207] – Prior year allocation for “administration” expenses has been more than the allowable amount. For FY 2011/12, the Adopted Budget continues to adjust the amount of staffing allocated to Prop A & C.

Sewer Fund [210] – The previously approved 25% rate increase, effective July 2011, will generate almost \$180,000 in additional revenues for the fund.

Street Light & Landscape Fund [215] – Revenues come from assessments placed on South Pasadena property tax bills, and has not changed since 1997 when Proposition 218 was passed. Therefore, budgeted expenses for street lighting and median landscaping programs remain flat, while actual costs increases.

Business Improvement Tax Fund [220] – Revenues are generated from a tax on businesses operating within the City. Revenues are projected to increase for FY 2011/12, due to higher enforcement by the City.

Mission Meridian Public Garage Fund [226] – The City needs to find a solution for this fund. Currently, there are no revenues received, but this fund is absorbing \$20,000 - \$80,000 in annual expenses. The Mission Meridian Fund has a growing negative fund balance.

CRA and CRA Housing funds [227 & 229] – In FY 2010/11, the CRA purchased 1503 & 1507 El Centro for \$1,010,000. This former nursery property is being leased on a short term basis for the time being. Within the same year, Assembly Bill 26 4X was upheld by the Third District Court of Appeal, requiring South Pasadena CRA to transfer \$216,000 back to the State in FY 2009/10 and an additional \$44,000 in FY 2010/11.

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

Water Fund [500] – The City approved a 30% rate increase, effective April 2011, in order to satisfy the debt coverage of the 2009 Water Bonds. Additional rate increases are needed to complete the \$60 water capital improvement program.

Public Financing Authority Fund [550] – The Authority and Fund were created in FY 2008/09 to issue the 2009 Water Bond. The City received approximately \$33 million in capital funds, and these funds are used to pay for water CIPs within the Water Fund.

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

**Fund Balance Summary – All Fund Types**

<b>Fund Group</b>	<b>07/01/11 Fund Balance</b>	<b>Year End Revenues</b>	<b>Year End Expenditures</b>	<b>Revenues Minus Expenses</b>	<b>06/30/12 Year End Fund Balance</b>
General Fund	10,564,346	21,663,409	21,892,868	(229,459)	10,334,887
Special Revenue/Grant Funds	77,227	4,768,660	3,406,259	1,362,401	1,439,628
Enterprise Funds	27,736,051	17,177,850	23,355,296	(6,177,446)	21,558,605
CRA/Housing Funds	1,706,344	618,183	729,601	(111,418)	1,594,926
<b>Total City &amp; CRA</b>	<b>40,083,968</b>	<b>44,228,102</b>	<b>49,384,024</b>	<b>(5,155,922)</b>	<b>34,928,046</b>

### ***Personnel Highlights***

The Adopted Budget authorizes 145 full-time employees. However, nine vacant positions are frozen and their expenses were not included. The Fire Department continues to keep three Firefighter/Paramedic positions vacant since FY 2006/07 and use overtime to staff the station.

#### **Positions Frozen in FY 2011/12**

- (1) City Clerk Secretary
- (1) Police Assistant
- (1) Police Clerk
- (2) Police Officer
- (3) Fire Fighter/Paramedic
- (1) Librarian

City retirement expenses rises in FY 2011/12. CalPERS retirement rate increases from 24.555% to 30.387% for safety employees, and 20.583% to 21.154% for miscellaneous employees. The impact of this increase is approximately \$270,000.

There is still an outstanding \$18.5 million unfunded liability for retiree medical costs, which a recent actuarial study translates to an Annual Required Contribution (ARC) of \$2.0 million. The City is currently only paying \$500,000 a year, on a pay-as-you-go strategy.

#### **Capital Improvement Program (CIP) Highlights**

<b>CIP Category</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
Facilities & Parks	154,510	344,449	1,735,347	253,926	273,236	98,000
Streets and Sidewalks	1,040,441	1,142,309	3,019,316	8,148,357	8,721,357	2,261,000
Sewer	24,579	164,074	376,974	699,416	555,000	58,000
Water	-	281	1,095,779	14,577,023	14,577,023	8,262,750
<b>CIP Total</b>	<b>1,219,530</b>	<b>1,651,112</b>	<b>6,227,415</b>	<b>23,678,722</b>	<b>24,126,616</b>	<b>10,679,750</b>

A \$10.7 million Capital Improvement Program was appropriated for FY 2011/12. This is on top of \$23.7 million budgeted in FY 2010/11. Projects not completed in FY 2010/11 will be carried over to the next fiscal year. The chart above shows that the City continues to be aggressive in repairing our aging streets and water system.

### ***Legal Services***

Legal fees are a critical part of the City's budget, closely monitored by both the City Council and staff. Recent history of legal costs by fiscal year is provided.

### Legal Services Summary

<b>Legal Services</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
Human Resources	73,635	68,805	58,082	35,000	35,000	35,000
Environmental Services	88	-	-	-	-	-
Transportation	124,889	95,758	153,050	120,000	120,000	120,000
City Attorney	249,619	291,998	236,519	235,000	235,000	235,000
CRA	85,249	53,357	23,006	75,000	75,000	50,000
<b>Legal Services Total</b>	<b>\$533,480</b>	<b>\$509,917</b>	<b>\$470,657</b>	<b>\$465,000</b>	<b>\$465,000</b>	<b>\$440,000</b>

The level of expenditures for legal fees varies significantly due to the uncertainty of legal issues. As a result, a \$250,000 legal reserve maintained in the General Fund as an effort to address future pending settlement agreements and anticipated litigation costs.

### *Fiscal Responsibility*

The FY 2011/12 Adopted Budget is the culmination of months of effort by City staff to balance available resources with the services desired by South Pasadena residents, visitors and businesses. It represents staff's best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects rooted in the City Council's important goal-setting work. This comprehensive financial plan will guide the City of South Pasadena through the next fiscal year.

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

Despite the seeming ability of South Pasadena to weather the financial storms swirling about us – the downturn in the housing market and related credit crunch, for example – it would be a mistake to assume the City is immune to external economic forces. It does seem likely that the City's tax base will be affected by much of what is happening throughout the State and the nation today, the only uncertainty is the degree of change. We do know that the City's financial picture must include rising costs in key areas, such as increased employee retirement costs, increasing employee costs and the ongoing demands of the community. While South Pasadena has substantial reserves and resources on hand, the City must be cautious because the General Fund is extremely vulnerable to reaching a structural deficit. FY 2011/12 is a critical year for South Pasadena as we develop the long term plan for addressing the City's aging infrastructure.

The FY 2011/12 Budget appropriately considers these economic realities and positions the City to act as needed in the coming years. Understanding that costs are rising faster than revenues, the City Council has exhibited prudent fiscal foresight and continues to face head-on the very real possibility of reducing service levels in the wake of financial constraints. The major components of costs in our budget are those with the greatest inflationary pressures. Thus, to ensure that revenues keep pace with expenditures, the City must look toward economic growth through either cutbacks in municipal services, expansion of the economic base via economic development, or maintaining voter-approved tax support.

While the foundation of the FY 2011/12 budget rests upon the City Council's vision for the community, this document also relies on the expertise of City's department staff. As is always the case, preparing a budget requires teamwork, creativity and a wealth of ideas. When the final document is presented to the City Council, it has been shaped by many hands into a fiscally responsible budget that meets the needs and expectations of the community.

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

Respectfully submitted,

/s/

John Davidson  
City Manager





# FY 2011/12 Financial Policies

## 1. BALANCED BUDGET

**We will strive to maintain a balanced operating budget for all governmental funds (all funds except the water enterprise), 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 2011/12 Budget includes a balanced operating budget for some of the funds. Exceptions to this policy include:

- Fund 205–Local Transit Return - Prop “A”
- Fund 208–ISTEA/Metro
- Fund 212–Rail Crossing Improvement Grant
- Fund 215–Street Light & Landscape District
- Fund 216–Safe Route to Schools Grant
- Fund 223–Metro Gold Line Mitigation
- Fund 226–Mission Meridian Garage
- Fund 231–State Gas Tax
- Fund 255–Capital Growth
- Fund 260–CDBG
- Fund 229–CRA Housing

These funds, primarily Special Revenue Funds, can reflect a single year where expenditures exceed revenues as reserves from existing Fund Balances are drawn upon for purposes of completing projects funded with restricted funds designated for specific purposes. Examples include grant funded projects and restricted transportation related funding sources. The Community Redevelopment Agency (CRA) and CRA Housing Fund’s expenditures also exceed revenues as a result of the Downtown Revitalization Project.

A positive General Fund balance is maintained along with all other funds with the exception of the Prop 1B Fund, Sewer Fund, Rail Crossing Improvement Grant, Rogan HR 5394 Grant, Safe Route to Schools Grant, MTA Bus Purchase Grant, Mission Oaks Parking, Mission Meridian Garage, State Park Bond Fund and the CDBG funds. The Prop 1B Fund and the CDBG Fund have minor deficits and most likely will not come to fruition as some expenditure savings are anticipated. The Rail Crossing Improvement Grant and Safe Route to Schools Grant deficits will be funded from the General Fund representing the City’s required match in accordance with the grant requirements. Rogan HR 5394 Grant Fund previous expenditures are reimbursable and Mission Oaks Parking deficit will be funded by assessments to the participants in the Parking District. It is anticipated Mission Meridian Garage Fund will generate parking revenues in the FY 2010/11 budget that will address a portion of the current deficit. The State Park Bond Fund represents expenditures made over the last number of years that are not reimbursable and it is recommended this deficit be absorbed by the General Fund. The Sewer Fund deficit will be addressed in future year rate increases.

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

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

This policy has been met.

## **3. ENTERPRISE FUND**

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

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$43.4 million 2009 Water Bond issuance. Bond proceeds will be paid out of water revenues. Sewer revenues will pay for increasing sewer capital improvements. In FY 2009/10, the General Fund loaned the Sewer Fund \$100,000 to help offset the impact of rate increases, and \$260,000 to help complete several sewer capital projects.

## **4. GENERAL FUND RESERVE**

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

General Fund undesignated fund balance, based upon the Adopted FY 2011/12 Budget, is projected to be 36% at June 30, 2012.

## **5. EQUIPMENT RESERVE**

**We will maintain an equipment reserve designation equal to 15% of the replacement cost of City vehicles and equipment to be replaced in the General Fund.**

As of June 30, 2008 fixed assets net of depreciation totaled \$2,891,120. The Adopted FY 2011/12 Budget includes \$32,000 for the purchase of a replacement park maintenance truck. This will leave the reserve with \$472,000 on June 30, 2012. The \$472,000 Equipment Replacement Reserve represents 17.4% of the replacement cost of City vehicles and equipment to be replaced in the General Fund.

## **6. UNINSURED LOSSES RESERVE**

**We will maintain an uninsured losses reserve designation equal to 100% coverage of the four-year combined average of retroactive deposits for General Liability and Workers' Compensation insurance.**

This policy has been met. The Uninsured Loss Reserve of \$401,000 provides adequate coverage of the four-year combined average of retroactive deposits for General Liability and Workers' Compensation insurance.

## **7. ARROYO SECO BANQUET FACILITY**

**Beginning in FY 2008/09, the reserve designation for the Banquet Facility shall be augmented by \$50,000. For the next four years, through FY 2012/13, \$50,000 shall be added to the reserve each year until the reserve contains \$250,000.**

The reserve continues to grow. Expenditures from the reserves have occurred in FY 2010/11, for the transition to a new golf lease operator.

## **8. RENEWABLE ENERGY SOURCES**

**There shall be a contribution of \$250,000 made to a General Fund reserve designation for Renewable Energy Sources during FY 2007/08.**

This policy has been met.

## **9. INFRASTRUCTURE**

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

In November 2007 Measure UT was passed by the voters providing for a 3% increase in the Utility Users Tax (from 5% to 8%) beginning 02/02/08 and ending 03/05/13. An advisory measure provided for not less than 65% of the revenue generated by the 3% Utility Users Tax increase being used for infrastructure improvements.

## **10. ACCOUNTING AND REPORTING STANDARDS**

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

This policy has been met.

## **11. RISK MANAGEMENT**

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

Current retirement costs and insurance costs are fully funded. Funding on a pay as you go basis for leave liabilities, claims and judgments and retiree health insurance costs remain the City's practice. However, in accordance with GASB 45, a third party actuarial valuation of the City's liability of annual retirees medical costs was completed in FY 2008/09. For FY 2011/12, the City should continue to address the long term liability.

## **12. DEBT AND INVESTMENTS**

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

In FY 2011/12 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams. Recommendations for debt issuance may result later in the fiscal year.

## **13. CONTROL OF FINANCIAL ASSETS**

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

This policy has been met.

## **14. FINANCIAL MANAGEMENT**

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

This policy has been met.

## FY 2010/11 Fund Balance

Fund	Description	07/01/10	Year End	Year End	Revenues Minus	06/30/11
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
	<b>Revenues &amp; Expenditures</b>					
	Operating		20,425,606	19,596,853	828,753	
	Capital		891,139	2,198,590	(1,307,451)	
	<b>Change In Reserves</b>					
	Undesignated/Unreserved	8,505,488	-	-	-	8,348,066
	Reserved for Encumbrances	541,276	-	-	-	-
	Arroyo Golf Course Facility	86,280	-	-	-	56,280
	Equipment Replacement Reserve	504,000	-	-	-	504,000
	Legal Reserve	255,000	-	-	-	255,000
	Renewable Energy Sources Reserve	250,000	-	-	-	250,000
	Retiree Benefit Reserve	500,000	-	-	-	750,000
	Uninsured Loss Reserve	401,000	-	-	-	401,000
101	<b>General Fund Total</b>	<b>11,043,044</b>	<b>21,316,745</b>	<b>21,795,443</b>	<b>(478,698)</b>	<b>10,564,346</b>
201	MTA Pedestrian Improvement	(388,729)	-	306,800	(306,800)	(695,529)
204	Traffic Improvement	110,646	4,121,046	3,829,141	291,905	402,551
205	Prop "A"	(272,923)	364,844	278,421	86,423	(186,500)
207	Prop "C"	364,016	296,526	242,244	54,282	418,298
208	ISTEA/Metro	337,905	-	329,213	(329,213)	8,692
209	MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
210	Sewer	210,387	748,300	1,170,063	(421,763)	(211,376)
211	CTC Traffic Improvement	42,494	-	255	(255)	42,239
212	Rail Crossing Imprv Study Fund	-	-	-	-	-
215	Street Light & Landscape	111,707	915,140	938,826	(23,686)	88,021
216	Safe Routes to School	(154,500)	-	70,500	(70,500)	(225,000)
218	Clean Air Act	(349,291)	166,000	52,594	113,406	(235,885)
220	Business Improvement Tax	64,300	141,000	130,670	10,330	74,631
223	Gold Line Mitigation Fund	210,065	-	130,718	(130,718)	79,347
225	Mission Oaks Parking	(2,395)	-	-	-	(2,395)
226	Mission Meridian Public Garage	(133,690)	-	27,600	(27,600)	(161,290)
230	State Gas Tax	327,736	673,958	710,227	(36,269)	291,467
232	County Park Bond	(38,510)	13,600	13,600	-	(38,510)
233	Measure R	165,737	221,593	-	221,593	387,330
245	Bike & Pedestrian Paths	-	10,909	12,000	(1,091)	(1,091)
247	SGVCOG Grant	-	-	-	-	-
250	ARRA Infrastructure Grant	(19)	-	761,000	(761,000)	(761,019)
255	Capital Growth	(9,911)	27,800	65,000	(37,200)	(47,111)
260	CDBG	-	101,748	101,748	-	-
270	Asset Forfeiture	20,785	500	-	500	21,285
271	Police Grants - Federal	4,146	100	-	100	4,246
272	Police Grants - State (COPS)	199,956	105,400	-	105,400	305,356
273	Police Subventions - CLEEP	5,030	100	-	100	5,130
274	Homeland Security Grant	(269,684)	306,790	709	306,081	36,397
275	Park Impact Fees	103,523	27,000	9,370	17,630	121,153
280	Public Library Funds Grant	9,194	9,000	9,000	-	9,194
290	99 Pasadena Ave	1,060,173	28,400	967,268	(938,868)	121,305
500	Water	5,520,516	20,503,723	19,942,173	561,550	6,082,067
550	Public Financing Authority	36,092,384	350,000	14,577,023	(14,227,023)	21,865,361
	<b>City Total</b>	<b>54,399,008</b>	<b>50,450,222</b>	<b>66,471,605</b>	<b>(16,021,383)</b>	<b>38,377,624</b>
227	CRA	1,245,495	497,946	542,486	(44,540)	1,200,956
229	CRA Housing	532,045	120,237	146,894	(26,657)	505,388
	<b>Redevelopment Agency Total</b>	<b>1,777,541</b>	<b>618,183</b>	<b>689,380</b>	<b>(71,197)</b>	<b>1,706,344</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>56,176,549</b>	<b>51,068,405</b>	<b>67,160,986</b>	<b>(16,092,580)</b>	<b>40,083,968</b>

## FY 2011/12 Fund Balance

Fund	Description	07/01/11	Proposed	Proposed	Revenues Minus	06/30/12
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
	<b>Revenues &amp; Expenditures</b>					
	Operating		20,733,309	20,356,868	376,441	
	Capital		930,100	1,504,000	(573,900)	
	<b>Change In Reserves</b>					
	Undesignated/Unreserved	8,348,066	-	-	-	7,850,607
	Reserved for Encumbrances	-	-	-	-	-
	Arroyo Golf Course Facility	56,280	-	-	-	106,280
	Equipment Replacement Reserve	504,000	-	32,000	(32,000)	472,000
	Legal Reserve	255,000	-	-	-	255,000
	Renewable Energy Sources Reserve	250,000	-	-	-	250,000
	Retiree Pension Reserve	375,000	-	-	-	500,000
	Retiree Medical Reserve	375,000	-	-	-	500,000
	Uninsured Loss Reserve	401,000	-	-	-	401,000
101	<b>General Fund Total</b>	<b>10,564,346</b>	<b>21,663,409</b>	<b>21,892,868</b>	<b>(229,459)</b>	<b>10,334,887</b>
201	MTA Pedestrian Improvement	(695,529)	155,906	-	155,906	(539,623)
204	Traffic Improvement	402,551	-	-	-	402,551
205	Prop "A"	(186,500)	364,844	178,079	186,765	264
207	Prop "C"	418,298	296,526	460,895	(164,369)	253,929
208	ISTEA/Metro	8,692	-	-	-	8,692
209	MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
210	Sewer	(211,376)	932,300	772,519	159,781	(51,595)
211	CTC Traffic Improvement	42,239	-	-	-	42,239
212	Rail Crossing Imprv Study Fund	-	125,000	125,000	-	-
215	Street Light & Landscape	88,021	895,000	878,326	16,674	104,695
216	Safe Routes to School	(225,000)	225,000	-	225,000	(0)
218	Clean Air Act	(235,885)	181,000	86,600	94,400	(141,485)
220	Business Improvement Tax	74,631	141,000	173,000	(32,000)	42,631
223	Gold Line Mitigation Fund	79,347	-	-	-	79,347
225	Mission Oaks Parking	(2,395)	-	-	-	(2,395)
226	Mission Meridian Public Garage	(161,290)	-	30,797	(30,797)	(192,086)
230	State Gas Tax	291,467	673,958	657,665	16,293	307,760
232	County Park Bond	(38,510)	16,600	16,600	-	(38,510)
233	Measure R	387,330	226,613	455,000	(228,387)	158,943
245	Bike & Pedestrian Paths	(1,091)	12,986	36,000	(23,014)	(24,105)
247	SGVCOG Grant	-	-	-	-	-
250	ARRA Infrastructure Grant	(761,019)	897,000	136,000	761,000	(19)
255	Capital Growth	(47,111)	18,800	-	18,800	(28,311)
260	CDBG	-	96,927	96,927	-	-
270	Asset Forfeiture	21,285	500	-	500	21,785
271	Police Grants - Federal	4,246	100	-	100	4,346
272	Police Grants - State (COPS)	305,356	105,400	-	105,400	410,756
273	Police Subventions - CLEEP	5,130	100	-	100	5,230
274	Homeland Security Grant	36,397	271,000	57,000	214,000	250,397
275	Park Impact Fees	121,153	27,000	9,370	17,630	138,783
280	Public Library Funds Grant	9,194	9,000	9,000	-	9,194
290	99 Pasadena Ave	121,305	28,400	-	28,400	149,705
500	Water	6,082,067	15,995,550	14,320,027	1,675,523	7,757,589
550	Public Financing Authority	21,865,361	250,000	8,262,750	(8,012,750)	13,852,611
	<b>City Total</b>	<b>38,377,624</b>	<b>43,609,919</b>	<b>48,654,423</b>	<b>(5,044,504)</b>	<b>33,333,120</b>
227	CRA	1,200,956	497,946	552,493	(54,547)	1,146,409
229	CRA Housing	505,388	120,237	177,107	(56,870)	448,517
	<b>Redevelopment Agency Total</b>	<b>1,706,344</b>	<b>618,183</b>	<b>729,601</b>	<b>(111,418)</b>	<b>1,594,926</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>40,083,968</b>	<b>44,228,102</b>	<b>49,384,024</b>	<b>(5,155,922)</b>	<b>34,928,046</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
4000-000	Property Tax - Current Secured	6,561,803	7,054,454	7,237,513	7,174,900	7,174,900	7,210,800
4010-000	Property Tax - Unsecured	290,975	316,986	331,170	322,400	322,400	324,000
4020-000	Property Tax - Prior Years	4,193	5,987	(12,883)	6,100	6,100	6,100
4030-000	Property Tax - Int & Pen	53,419	84,981	82,678	86,400	86,400	86,800
4040-000	Highway Rental	107,830	116,155	108,477	118,100	118,100	118,700
4050-000	Homeowners Exemption	65,114	65,322	66,499	66,400	66,400	66,700
4060-000	Supplemental - Sec/Unsec	475,577	215,316	78,223	219,000	219,000	220,100
5002-000	Motor Vehicle In Lieu Adj.	1,844,293	1,951,389	1,985,395	1,984,700	1,984,700	1,994,600
<b>Property Tax</b>		<b>9,403,203</b>	<b>9,810,589</b>	<b>9,877,072</b>	<b>9,978,000</b>	<b>9,978,000</b>	<b>10,027,800</b>
4150-000	Library Special Tax	226,691	228,068	228,403	228,100	228,100	228,100
<b>Assessments &amp; Special Taxes</b>		<b>226,691</b>	<b>228,068</b>	<b>228,403</b>	<b>228,100</b>	<b>228,100</b>	<b>228,100</b>
4200-000	Sales & Use Tax	1,401,202	1,161,781	1,165,637	1,014,100	1,165,600	1,297,400
4200-001	Sales Tax "In Lieu"	510,627	454,357	382,961	396,600	383,000	367,500
4201-000	PSAF - Prop 172 Sales Tax	265,213	222,734	206,501	194,500	206,500	196,200
<b>Sales Tax</b>		<b>2,177,043</b>	<b>1,838,873</b>	<b>1,755,099</b>	<b>1,605,200</b>	<b>1,755,100</b>	<b>1,861,100</b>
4230-001	Utility Tax - Water	258,442	207,120	191,406	207,100	191,406	273,300
4230-002	Utility Tax - Electric	947,496	832,345	784,320	832,300	784,320	784,300
4230-003	Utility Tax - Gas	398,464	282,011	263,218	282,000	263,218	263,200
4230-004	Utility Tax - Telephone	808,773	758,214	858,953	758,200	858,953	859,000
4230-006	Utility Tax - Cable	252,889	213,380	175,577	213,400	175,577	175,600
4230-008	Add'l 1% UUT - Salaries	-	414,147	479,844	414,100	479,844	499,600
4230-009	Add'l 2% UUT - Infrastructure	-	769,131	891,139	769,100	891,139	930,100
<b>Utility Users Tax</b>		<b>2,666,063</b>	<b>3,476,347</b>	<b>3,644,458</b>	<b>3,476,200</b>	<b>3,644,458</b>	<b>3,785,100</b>
4210-001	Franchise - Refuse	360,854	373,254	359,393	369,500	359,393	359,400
4210-002	Franchise - Cable TV	241,454	259,036	269,377	256,400	269,377	269,400
4210-003	Franchise - Electric	90,756	90,113	89,358	89,200	89,358	89,400
4210-004	Franchise - Gas	84,611	98,741	59,715	97,800	59,715	59,700
4220-000	Real Property Transfer	125,484	90,979	97,136	90,100	97,136	97,100
<b>Other Taxes</b>		<b>903,159</b>	<b>912,123</b>	<b>874,979</b>	<b>903,000</b>	<b>874,979</b>	<b>875,000</b>
4400-000	Business License	330,635	333,030	315,451	353,200	353,200	353,200
4410-000	Business License Permits	1,036	1,050	450	1,100	1,100	1,100
4420-000	Bus Lic Penalties & Trans	12,826	18,448	7,406	18,600	18,600	18,600
4430-000	Animal Licenses	11,309	10,167	10,358	10,300	10,300	10,300
4440-000	Tobacco Retail Permit	-	-	1,440	1,500	1,500	1,500
4445-000	Filming Permits	98,200	104,260	108,560	109,500	109,500	109,500
4460-000	Parking Permits	413,375	441,281	431,057	425,000	425,000	425,000
4465-001	Fire Permits	2,929	2,110	2,485	2,100	2,100	2,100
4470-002	Street / Curb Permits	16,973	8,440	7,685	8,500	8,500	8,500
4470-004	Street Closure Permits	3,801	1,745	5,174	1,800	1,800	1,800
4470-005	Newsrack Permits	2,104	1,400	1,490	1,400	1,400	1,400
4480-000	FOG Wastewater Permit	-	-	-	-	9,000	9,000
<b>Licenses &amp; Permits</b>		<b>893,189</b>	<b>921,930</b>	<b>891,556</b>	<b>933,000</b>	<b>942,000</b>	<b>942,000</b>
4600-000	Vehicle Code Fines	88,030	211,294	178,229	150,000	190,000	180,000
4610-000	Parking Citations	531,840	465,482	423,171	450,000	350,000	350,000
4620-000	Other Court Fines	16,798	25,118	27,880	20,000	25,000	25,000
<b>Fines &amp; Forfeitures</b>		<b>636,668</b>	<b>701,894</b>	<b>629,280</b>	<b>620,000</b>	<b>565,000</b>	<b>555,000</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
4800-000	Interest Income	290,982	129,607	21,147	70,000	25,000	30,000
4805-000	Unrealized Gain / Loss	-	214	2,845	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	-	-	-	-	1,000	1,000
4820-000	Rental - Stables	46,173	46,310	46,185	50,000	50,000	50,000
4830-000	Rental - Golf Course	144,522	145,403	138,496	145,000	145,000	30,000
4830-001	Rental - Cellular Site	7,000	5,500	6,000	35,000	35,000	47,000
4830-002	Rental - Cell Phone Site	31,733	32,685	33,666	35,000	35,000	35,000
4830-003	Rental - Cell Site - AT&T	8,333	25,134	25,500	28,000	28,000	28,000
4830-004	Cell Phone - CW/Bilicke	27,624	30,843	26,916	30,000	30,000	30,000
4830-006	Cell Phone - Cingular OG	2,167	14,172	25,395	20,000	20,000	20,000
4830-009	Cell Phone - Metro PCS	-	19,800	27,990	21,000	21,000	21,000
4840-000	Rental - War Memorial Building	54,853	58,735	58,397	49,500	49,500	49,500
4850-000	Rental - Eddie Park	5,849	4,883	6,277	4,000	4,000	4,000
4860-000	Rental - Library Comm Room	14,345	15,810	16,390	15,000	18,000	15,000
4870-000	Rental - Racquet Ball Ctr	7,020	7,020	7,020	7,020	7,020	127,020
4885-000	Rental - Sr Citizen Ctr	4,152	3,168	3,412	3,000	3,000	3,000
4890-000	Rental - Farmer's Market	-	-	3,500	10,000	10,000	10,000
4891-000	Rental - Orange Grove	80	180	400	500	500	500
4892-000	Rental - Misc	46,900	31,625	27,180	36,000	36,000	36,000
4893-000	Rental - Batting Cages	3,200	5,100	13,907	6,000	10,000	10,000
4894-000	Rental - Youth House	1,416	1,412	3,302	1,500	1,500	1,500
<b>Use of Money &amp; Property</b>		<b>696,351</b>	<b>577,601</b>	<b>493,925</b>	<b>566,520</b>	<b>529,520</b>	<b>548,520</b>
5000-000	Motor Vehicle In Lieu	110,144	74,215	76,294	60,000	60,000	60,000
5020-000	State Reimb - Police Training	53,289	21,173	10,237	40,000	40,000	40,000
5030-000	State Mandated Cost	29,874	102	60	5,000	18,000	5,000
5035-001	State Grant - Direct Loan	45,966	34,737	29,708	22,000	22,000	22,000
5035-018	Reimb - Booking Fees	-	-	-	-	-	-
5071-003	Miscellaneous Grants	317,686	34,734	-	-	-	-
5073-001	Grants-Police	-	3,853	25,824	-	-	-
5073-002	Grants-Fire	-	-	48,948	-	-	-
5073-003	Grants-Planning	-	-	-	-	-	-
5077-003	Metro Gold Line Authority	-	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>556,959</b>	<b>168,814</b>	<b>191,071</b>	<b>127,000</b>	<b>140,000</b>	<b>127,000</b>
5150-001	Business License App Fee	22,245	21,396	18,705	22,000	15,000	15,000
5150-002	Non Sufficient Fund Chg	1,056	1,250	1,728	1,200	1,200	1,200
<b>Current Services-Finance</b>		<b>23,301</b>	<b>22,646</b>	<b>20,433</b>	<b>23,200</b>	<b>16,200</b>	<b>16,200</b>
5200-001	Community Devlopment Misc l	305	1,362	662	1,400	1,400	1,400
5200-002	Planning Fees	107,603	83,434	78,473	80,000	90,000	80,000
5200-003	Plan Check	234,591	121,536	120,022	125,000	125,000	125,000
5200-004	Building Permits	430,609	184,582	231,487	240,000	240,000	240,000
5200-007	Administrative Citations	7,318	3,987	2,547	5,000	2,500	3,000
<b>Current Services-Planning &amp; Building</b>		<b>780,426</b>	<b>394,900</b>	<b>433,190</b>	<b>451,400</b>	<b>458,900</b>	<b>449,400</b>
5220-001	Engineering Fees - Misc	30,462	23,136	27,800	23,100	23,100	23,100
5220-002	Engineering Plan Check	4,092	5,041	5,813	5,000	5,000	5,000
5222-000	AB939 Surcharge	-	-	-	-	-	-
5223-000	NPDES	132,906	132,355	131,993	132,400	132,400	132,400
<b>Current Services-Public Works</b>		<b>167,460</b>	<b>160,532</b>	<b>165,606</b>	<b>160,500</b>	<b>160,500</b>	<b>160,500</b>
5230-001	Police Special Svcs	7,583	7,581	8,963	8,000	10,000	8,000
5230-003	Police DUI Recovery	-	749	-	-	-	-
5230-004	Vehicle Impound Fees	21,782	41,700	30,015	35,000	35,000	35,000
5230-005	Police Svcs - Filming	195,061	208,696	244,016	210,000	210,000	210,000
5230-006	Patch Sales	80	38	19	-	-	-
5280-001	Animal Control Fees	1,416	2,315	2,062	2,000	2,000	2,000
<b>Current Services-Police</b>		<b>225,921</b>	<b>261,080</b>	<b>285,075</b>	<b>255,000</b>	<b>257,000</b>	<b>255,000</b>



## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
5260-002	Library Fines	58,060	62,198	62,878	65,000	65,000	65,000
5260-003	Library Replacements	5,891	6,864	5,440	8,000	8,000	8,000
<b>Current Services-Library</b>		<b>63,951</b>	<b>69,062</b>	<b>68,318</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>
5265-002	Sr. Citizens Classes	8,799	4,703	7,105	5,700	5,700	5,700
5265-003	Sr. Citizens Membership	8,608	8,381	8,898	10,800	10,800	10,800
5265-004	Sr. Citizens Bus Trips	1,740	700	902	500	500	500
5265-005	Snr. Citizens Center Programs	126	815	384	400	400	400
5265-006	Bingo - Coffee - Med. I.D.	2,860	1,165	1,181	2,000	2,000	2,000
5270-001	Camp Med Fees	129,886	177,951	206,557	175,000	200,000	210,000
5270-002	Recreation Classes	128,926	117,741	134,800	117,000	120,000	125,000
5270-003	Special Events	7,214	6,783	6,626	6,500	6,500	6,500
5270-004	MTA Bus Pass - General	-	-	1,356	-	-	-
5270-005	Park/Field Reservations	32,222	42,263	37,763	35,000	35,000	35,000
5270-007	Adult Sports	5,400	15,700	16,260	14,800	14,800	15,000
5270-008	Concerts in the Park	11,274	16,971	10,400	13,000	13,000	13,000
<b>Current Services-Community Services</b>		<b>337,055</b>	<b>393,171</b>	<b>432,232</b>	<b>380,700</b>	<b>408,700</b>	<b>423,900</b>
5289-001	Fire Dept - Filming	118,315	122,213	127,175	122,200	122,200	122,200
5289-002	Fire Dept - Plan Check	12,503	10,785	15,714	10,800	60,000	50,000
5289-003	Hazmat Fees	22,622	11,888	7,970	7,000	500	-
5289-004	Fire Alarm Fees	-	(50)	-	-	-	-
5290-001	Paramedic Fees	344,647	368,696	383,393	368,700	368,700	368,700
5290-002	Dispatch Recovery Fee	-	-	(2,798)	-	-	-
5295-000	Paramedic Medical Supplies	3,458	-	-	-	-	-
5300-000	Paramedic Subscriptions	19,355	18,475	20,331	19,000	22,000	20,000
5305-001	Fire Miscellaneous	5	49	628	500	500	500
<b>Current-Services-Fire</b>		<b>520,906</b>	<b>532,055</b>	<b>552,413</b>	<b>528,200</b>	<b>573,900</b>	<b>561,400</b>
<b>Current-Services-ALL</b>		<b>2,119,021</b>	<b>1,833,445</b>	<b>1,957,265</b>	<b>1,872,000</b>	<b>1,948,200</b>	<b>1,939,400</b>
5400-000	Sale of Property	15,560	1,544	10,333	5,000	1,000	5,000
5420-000	Workers Comp Reimb	87,470	58,096	51,912	60,000	1,000	60,000
5425-000	Gen. Liability Insurance Reimb	36,887	100,000	-	30,000	30,000	30,000
5430-000	Damage to City Property	2,349	-	73	-	-	-
5440-000	Candidate Filing Fee	-	-	875	-	-	-
5450-000	Commissions	169	423	253	200	200	200
5460-000	Recycling Revenue	110,879	79,293	125,248	85,000	85,000	85,000
5490-000	Cash Over/Short Fin.	(25)	(5)	(62)	-	-	-
5490-001	Over/Short - Library	(78)	(42)	(7)	-	-	-
5490-002	Over/Short - Police	(8)	(55)	(296)	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	1	-	0	-	-	-
5490-004	Over Short - Senior Center	(20)	(0)	4	-	-	-
5501-001	Donations - Misc	1	2,970	15	-	-	-
5501-005	Donations - Library	-	(75)	75	-	-	-
5505-000	Miscellaneous	186,447	65,204	78,032	60,000	60,000	60,000
5505-001	Duplication Fees	8,367	9,145	4,288	7,500	7,500	7,500
5550-000	Prior Year Adjustment	203,098	24,489	(3,278)	-	-	-
5570-000	Lease Proceeds	-	-	-	-	-	-
<b>Other Revenue</b>		<b>651,098</b>	<b>340,986</b>	<b>267,464</b>	<b>247,700</b>	<b>184,700</b>	<b>247,700</b>
5610-000	Reimbursement-Sewer Fund	-	-	-	69,022	69,022	69,022
5630-000	Reimbursement-CRA Fund	-	-	43,308	43,307	43,307	43,307
5640-000	Reimbursement-Water Fund	-	-	414,362	414,360	414,360	414,360
<b>Reimbursements From Other Funds</b>		<b>-</b>	<b>-</b>	<b>457,670</b>	<b>526,689</b>	<b>526,689</b>	<b>526,689</b>
9911-000	Transfers from Other Fund	-	7,097	-	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>7,097</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>101 - GENERAL FUND TOTAL</b>		<b>20,929,445</b>	<b>20,817,768</b>	<b>21,268,242</b>	<b>21,083,409</b>	<b>21,316,745</b>	<b>21,663,409</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
5037-000	Prop 1B Local Return	415,361	383,908	-	-	-	-
	<b>Revenue From Other Agencies</b>	<b>415,361</b>	<b>383,908</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>200 - PROP 1B LOCAL RETURN TOTAL</b>	<b>415,361</b>	<b>383,908</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5077-004	MTA Grant - Pedestrian Imp	336,447	312,076	-	125,906	-	125,906
5077-041	MTA Grant - Ped. Improv. - LTI	-	270,000	-	30,000	-	30,000
	<b>Revenue From Other Agencies</b>	<b>336,447</b>	<b>582,076</b>	<b>-</b>	<b>155,906</b>	<b>-</b>	<b>155,906</b>
	<b>201 - MTA PEDESTRIAN IMPROVEMEN</b>	<b>336,447</b>	<b>582,076</b>	<b>-</b>	<b>155,906</b>	<b>-</b>	<b>155,906</b>
5036-002	State Grant - Traffic Improve	-	219,479	95	4,121,046	4,121,046	-
	<b>Revenue From Other Agencies</b>	<b>-</b>	<b>219,479</b>	<b>95</b>	<b>4,121,046</b>	<b>4,121,046</b>	<b>-</b>
	<b>204 - TRAFFIC IMPROVEMENT TOTAL</b>	<b>-</b>	<b>219,479</b>	<b>95</b>	<b>4,121,046</b>	<b>4,121,046</b>	<b>-</b>
4200-000	Sales & Use Tax	410,092	372,491	328,144	348,144	348,144	348,144
	<b>Sales Tax</b>	<b>410,092</b>	<b>372,491</b>	<b>328,144</b>	<b>348,144</b>	<b>348,144</b>	<b>348,144</b>
5266-000	Dial - A - Ride Charges	2,589	2,766	3,815	3,700	3,700	3,700
	<b>Charges for Current Services</b>	<b>2,589</b>	<b>2,766</b>	<b>3,815</b>	<b>3,700</b>	<b>3,700</b>	<b>3,700</b>
5500-000	MTA Bus Pass - Senior	11,966	11,305	-	12,000	12,000	12,000
5500-002	MTA Bus Pass - General	(866)	(677)	-	1,000	1,000	1,000
5505-000	Miscellaneous	18,095	-	17,342	-	-	-
5550-000	Prior Year Adjustment	(66,090)	-	-	-	-	-
	<b>Other Revenue</b>	<b>(36,895)</b>	<b>10,628</b>	<b>17,342</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
	<b>205 - LOCAL TRANSIT RETURN "A" TC</b>	<b>375,786</b>	<b>385,885</b>	<b>349,301</b>	<b>364,844</b>	<b>364,844</b>	<b>364,844</b>
4200-000	Sales & Use Tax	341,062	310,057	272,210	288,126	288,126	288,126
	<b>Sales Tax</b>	<b>341,062</b>	<b>310,057</b>	<b>272,210</b>	<b>288,126</b>	<b>288,126</b>	<b>288,126</b>
4800-000	Interest Income	13,850	9,297	10,377	8,400	8,400	8,400
4805-000	Unrealized Gain / Loss	-	(1,072)	1,421	-	-	-
	<b>Use of Money &amp; Property</b>	<b>13,850</b>	<b>8,225</b>	<b>11,798</b>	<b>8,400</b>	<b>8,400</b>	<b>8,400</b>
5550-000	Prior Year Adjustment	(54,815)	-	-	-	-	-
	<b>Other Revenue</b>	<b>(54,815)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>207 - LOCAL TRANSIT RETURN "C" TC</b>	<b>300,097</b>	<b>318,282</b>	<b>284,007</b>	<b>296,526</b>	<b>296,526</b>	<b>296,526</b>
5077-041	MTA Grant - Ped. Improv. - LTI	-	329,213	-	-	-	-
	<b>Revenue From Other Agencies</b>	<b>-</b>	<b>329,213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>208 - ISTEA/METRO TOTAL</b>	<b>-</b>	<b>329,213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	11,890	11,433	11,008	10,300	10,300	10,300
4805-000	Unrealized Gain / Loss	-	(1,445)	1,482	-	-	-
	<b>Use of Money &amp; Property</b>	<b>11,890</b>	<b>9,988</b>	<b>12,490</b>	<b>10,300</b>	<b>10,300</b>	<b>10,300</b>
5310-000	Sewer Service Charges	556,668	553,545	654,657	736,000	736,000	920,000
5315-000	Penalty - Sewer	1,967	1,826	2,388	2,000	2,000	2,000
	<b>Charges for Current Services</b>	<b>558,634</b>	<b>555,371</b>	<b>657,046</b>	<b>738,000</b>	<b>738,000</b>	<b>922,000</b>
5425-000	Gen. Liability Insurance Reimb	3,074	-	-	-	-	-
5550-000	Prior Year Adjustment	(54)	960	-	-	-	-
	<b>Other Revenue</b>	<b>3,020</b>	<b>960</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	-	360,000	-	-	-
	<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>210 - SEWER TOTAL</b>	<b>573,545</b>	<b>566,318</b>	<b>1,029,536</b>	<b>748,300</b>	<b>748,300</b>	<b>932,300</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
5071-006	Federal Grant - Rogan HR 5394	-	-	109	-	-	-
5072-000	CTC Traffic Improvement	22,263	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>22,263</b>	<b>-</b>	<b>109</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	42,573	-	-	-	-	-
<b>Transfers In</b>		<b>42,573</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>211 - CTC TRAFFIC IMPROVEMENT TO</b>		<b>64,836</b>	<b>-</b>	<b>109</b>	<b>-</b>	<b>-</b>	<b>-</b>
5077-007	MTA Crossing Study	-	-	-	125,000	-	125,000
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>
<b>212 - RAIL CROSSING IMPRV STUDY F</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>
5071-003	Miscellaneous Grants	48,939	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>48,939</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>214 - ROGAN HR5294 GRANT TOTAL</b>		<b>48,939</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4100-000	Street Light Assessments	895,775	885,515	883,681	885,000	885,000	885,000
<b>Assessments &amp; Special Taxes</b>		<b>895,775</b>	<b>885,515</b>	<b>883,681</b>	<b>885,000</b>	<b>885,000</b>	<b>885,000</b>
5425-000	Gen. Liability Insurance Reimb	8,416	(2,268)	-	-	-	-
5430-000	Damage to City Property	15,024	20,689	16,161	10,000	15,915	10,000
5501-012	Donations - Tree Dedications	19,005	11,050	10,050	-	14,225	-
5505-000	Miscellaneous	121	4,240	-	-	-	-
5550-000	Prior Year Adjustment	(71,602)	-	-	-	-	-
<b>Other Revenue</b>		<b>(29,037)</b>	<b>33,711</b>	<b>26,211</b>	<b>10,000</b>	<b>30,140</b>	<b>10,000</b>
<b>215 - STREET LIGHT &amp; LANDSCAPE TC</b>		<b>866,739</b>	<b>919,226</b>	<b>909,892</b>	<b>895,000</b>	<b>915,140</b>	<b>895,000</b>
5071-012	CA Safe Routes Grant	-	-	-	225,000	-	225,000
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>225,000</b>	<b>-</b>	<b>225,000</b>
<b>216 - SAFE ROUTES TO SCHOOL TOTA</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>225,000</b>	<b>-</b>	<b>225,000</b>
4800-000	Interest Income	4,298	1,113	614	1,000	1,000	1,000
4805-000	Unrealized Gain / Loss	-	(50)	229	-	-	-
<b>Use of Money &amp; Property</b>		<b>4,298</b>	<b>1,063</b>	<b>843</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
5071-003	Miscellaneous Grants	-	-	-	389,421	125,000	165,000
5071-014	Garfield Repaving Phase II	16,422	50,000	25,000	-	-	-
5074-000	Tree Partnership Grant	-	-	-	-	25,000	-
5082-000	AB 2766 (SCAQMD) Fees	30,843	29,964	22,022	29,400	15,000	15,000
<b>Revenue From Other Agencies</b>		<b>47,266</b>	<b>79,964</b>	<b>47,022</b>	<b>418,821</b>	<b>165,000</b>	<b>180,000</b>
5550-000	Prior Year Adjustment	8,015	-	-	-	-	-
<b>Other Revenue</b>		<b>8,015</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>218 - CLEAN AIR ACT TOTAL</b>		<b>59,579</b>	<b>81,027</b>	<b>47,866</b>	<b>419,821</b>	<b>166,000</b>	<b>181,000</b>
5412-000	Business Improvment Tax	103,586	105,341	99,274	105,000	105,000	105,000
5412-001	BIT - Filming Permits	36,750	39,060	40,635	36,000	36,000	36,000
<b>Other Revenue</b>		<b>140,336</b>	<b>144,401</b>	<b>139,909</b>	<b>141,000</b>	<b>141,000</b>	<b>141,000</b>
<b>220 - BUSINESS IMPROVEMENT TAX T</b>		<b>140,336</b>	<b>144,401</b>	<b>139,909</b>	<b>141,000</b>	<b>141,000</b>	<b>141,000</b>
5550-000	Prior Year Adjustment	3,009	-	-	-	-	-
<b>Other Revenue</b>		<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>221 - MTA F/O TRAFFIC IMPROVEMEN</b>		<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5035-019	MTA F/O Traffic Improvement	14,755	-	41,250	-	-	-
<b>Revenue From Other Agencies</b>		<b>14,755</b>	<b>-</b>	<b>41,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222 - MTA BUS PURCHASEFUND TOTA</b>		<b>14,755</b>	<b>-</b>	<b>41,250</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
4800-000	Interest Income	6	33	4	-	-	-
4805-000	Unrealized Gain / Loss	-	(10)	(1)	-	-	-
<b>Use of Money &amp; Property</b>		<b>6</b>	<b>23</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>
5455-000	Parking Assessment Fees	2,200	8,845	-	-	-	-
5505-000	Miscellaneous	900	750	-	-	-	-
5550-000	Prior Year Adjustment	(557)	-	-	-	-	-
<b>Other Revenue</b>		<b>2,543</b>	<b>9,595</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	-	24,136	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>24,136</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>225 - MISSION OAKS PARKING TOTAL</b>		<b>2,548</b>	<b>9,618</b>	<b>24,138</b>	<b>-</b>	<b>-</b>	<b>-</b>
4460-001	Parking Revenue	-	13,549	-	-	-	-
<b>Licenses &amp; Permits</b>		<b>-</b>	<b>13,549</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	310	-	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>310</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5490-005	Cash Over/Short - Parking	-	10	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	273	-	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>226 - MISSION MERIDIAN PUBLIC GAR</b>		<b>310</b>	<b>13,832</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4000-000	Property Tax - Current Secured	381,317	403,390	383,152	403,390	403,390	403,390
4010-000	Property Tax - Unsecured	65,156	63,959	64,812	63,959	63,959	63,959
4060-000	Supplemental - Sec/Unsec	20,011	7,597	(8,219)	7,597	7,597	7,597
<b>Property Tax</b>		<b>466,484</b>	<b>474,946</b>	<b>439,744</b>	<b>474,946</b>	<b>474,946</b>	<b>474,946</b>
4800-000	Interest Income	109,367	52,995	13,206	47,700	5,000	5,000
4880-000	Rental - Nursery Property	-	-	12,000	18,000	18,000	18,000
<b>Use of Money &amp; Property</b>		<b>109,367</b>	<b>52,995</b>	<b>25,206</b>	<b>65,700</b>	<b>23,000</b>	<b>23,000</b>
5550-000	Prior Year Adjustment	22,640	-	-	-	-	-
<b>Other Revenue</b>		<b>22,640</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>227 - CRA TOTAL</b>		<b>598,491</b>	<b>527,942</b>	<b>464,950</b>	<b>540,646</b>	<b>497,946</b>	<b>497,946</b>
4000-000	Property Tax - Current Secured	95,329	100,848	95,788	100,848	100,848	100,848
4010-000	Property Tax - Unsecured	16,289	15,990	16,203	15,990	15,990	15,990
4060-000	Supplemental - Sec/Unsec	5,003	1,899	(2,055)	1,899	1,899	1,899
<b>Property Tax</b>		<b>116,621</b>	<b>118,737</b>	<b>109,936</b>	<b>118,737</b>	<b>118,737</b>	<b>118,737</b>
4800-000	Interest Income	27,342	13,249	3,301	11,900	1,500	1,500
4810-000	Rental - Arroyo House	14,340	11,462	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>41,682</b>	<b>24,711</b>	<b>3,301</b>	<b>11,900</b>	<b>1,500</b>	<b>1,500</b>
5550-000	Prior Year Adjustment	(28)	3	-	-	-	-
<b>Other Revenue</b>		<b>(28)</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>229 - CRA HOUSING TOTAL</b>		<b>158,275</b>	<b>143,450</b>	<b>113,238</b>	<b>130,637</b>	<b>120,237</b>	<b>120,237</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
4800-000	Interest Income	14,230	10,987	12,626	9,900	6,500	6,500
4805-000	Unrealized Gain / Loss	-	(1,562)	2,097	-	-	-
<b>Use of Money &amp; Property</b>		<b>14,230</b>	<b>9,425</b>	<b>14,723</b>	<b>9,900</b>	<b>6,500</b>	<b>6,500</b>
5036-001	Transportation Improvement	-	218,312	233,724	-	-	-
5038-000	R&TC 7360 Tax	-	-	-	257,165	257,165	257,165
5039-000	State Gas Tax - 2105	152,521	138,601	140,876	137,072	137,072	137,072
5040-000	State Gas Tax - 2106	92,965	85,091	87,118	84,616	84,616	84,616
5050-000	State Gas Tax - 2107	204,099	184,471	187,758	182,605	182,605	182,605
5060-000	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
<b>Revenue From Other Agencies</b>		<b>455,585</b>	<b>632,476</b>	<b>655,476</b>	<b>667,458</b>	<b>667,458</b>	<b>667,458</b>
5550-000	Prior Year Adjustment	(42,887)	5,944	36,902	-	-	-
<b>Other Revenue</b>		<b>(42,887)</b>	<b>5,944</b>	<b>36,902</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>230 - STATE GAS TAX TOTAL</b>		<b>426,928</b>	<b>647,844</b>	<b>707,101</b>	<b>677,358</b>	<b>673,958</b>	<b>673,958</b>
5586-000	Loan Proceeds	49,996	-	-	-	-	-
5587-000	Arroyo Park Improv. Constr.	47,516	-	-	-	-	-
<b>Other Revenue</b>		<b>97,512</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>231 - STATE PROP 40 FUND TOTAL</b>		<b>97,512</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5084-008	County Park Bond - Maint	29,976	-	-	24,000	13,600	16,600
<b>Revenue From Other Agencies</b>		<b>29,976</b>	<b>-</b>	<b>-</b>	<b>24,000</b>	<b>13,600</b>	<b>16,600</b>
5550-000	Prior Year Adjustment	255	-	-	-	-	-
<b>Other Revenue</b>		<b>255</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>232 - COUNTY PARK BOND TOTAL</b>		<b>30,230</b>	<b>-</b>	<b>-</b>	<b>24,000</b>	<b>13,600</b>	<b>16,600</b>
4200-000	Sales & Use Tax	-	-	163,782	216,593	216,593	221,613
<b>Sales Tax</b>		<b>-</b>	<b>-</b>	<b>163,782</b>	<b>216,593</b>	<b>216,593</b>	<b>221,613</b>
4800-000	Interest Income	-	-	1,701	350	5,000	5,000
4805-000	Unrealized Gain / Loss	-	-	254	-	-	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>-</b>	<b>1,956</b>	<b>350</b>	<b>5,000</b>	<b>5,000</b>
5550-000	Prior Year Adjustment	-	-	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>233 - MEASURE R TOTAL</b>		<b>-</b>	<b>-</b>	<b>165,737</b>	<b>216,943</b>	<b>221,593</b>	<b>226,613</b>
5035-004	Park Bond	68,887	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>68,887</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	18,388	-	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>18,388</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>235 - STATE PARK BOND TOTAL</b>		<b>68,887</b>	<b>18,388</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	1,002	557	-	500	500	500
4805-000	Unrealized Gain / Loss	-	(52)	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>1,002</b>	<b>505</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>
5035-000	SB 821 State Grants	36,741	5,958	(5,914)	10,409	10,409	12,486
<b>Revenue From Other Agencies</b>		<b>36,741</b>	<b>5,958</b>	<b>(5,914)</b>	<b>10,409</b>	<b>10,409</b>	<b>12,486</b>
<b>245 - BIKE &amp; PEDESTRIAN PATHS TOT.</b>		<b>37,743</b>	<b>6,463</b>	<b>(5,914)</b>	<b>10,909</b>	<b>10,909</b>	<b>12,986</b>
4805-000	Unrealized Gain / Loss	-	-	(29)	-	-	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>-</b>	<b>(19)</b>	<b>-</b>	<b>-</b>	<b>-</b>
5070-001	ARRA JAG Grant	-	-	17,157	-	-	-
5070-002	ARRA Infrastructure Grant	-	-	-	-	-	897,000
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>17,157</b>	<b>-</b>	<b>-</b>	<b>897,000</b>
<b>250 - ARRA INFRASTRUCTURE GRANT</b>		<b>-</b>	<b>-</b>	<b>17,139</b>	<b>-</b>	<b>-</b>	<b>897,000</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
4800-000	Interest Income	10,996	5,878	912	5,300	5,300	5,300
4805-000	Unrealized Gain / Loss	-	(608)	(65)	-	-	-
<b>Use of Money &amp; Property</b>		<b>10,996</b>	<b>5,270</b>	<b>847</b>	<b>5,300</b>	<b>5,300</b>	<b>5,300</b>
5215-000	Growth Requirement - Residen	97,839	36,654	15,088	12,500	21,500	12,500
5216-000	Growth Requiremnt - Comm/Ind	35,930	(1,002)	2,404	1,000	1,000	1,000
<b>Charges for Current Services</b>		<b>133,769</b>	<b>35,652</b>	<b>17,492</b>	<b>13,500</b>	<b>22,500</b>	<b>13,500</b>
<b>255 - CAPITAL GROWTH TOTAL</b>		<b>144,765</b>	<b>40,923</b>	<b>18,338</b>	<b>18,800</b>	<b>27,800</b>	<b>18,800</b>
5075-030	Administration - D96571	4,000	-	-	43,898	101,748	96,927
5075-031	Residential Rehabilitation	28,215	13,480	1,895	-	-	-
5075-032	Sr. Program - D99575	23,195	22,237	22,142	-	-	-
5075-049	ADA Sidewalk Repairs	22,039	79,027	29,785	-	-	-
5075-050	ADA Access Ramps	20,542	20,485	23,191	-	-	-
<b>Revenue From Other Agencies</b>		<b>97,991</b>	<b>135,229</b>	<b>77,013</b>	<b>43,898</b>	<b>101,748</b>	<b>96,927</b>
5501-003	Donations - Senior Meals	29,325	4,490	10,250	-	-	-
5550-000	Prior Year Adjustment	(7)	12,268	-	-	-	-
<b>Other Revenue</b>		<b>29,318</b>	<b>16,758</b>	<b>10,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>260 - CDBG TOTAL</b>		<b>127,309</b>	<b>151,987</b>	<b>87,263</b>	<b>43,898</b>	<b>101,748</b>	<b>96,927</b>
5075-060	Hawthorne St. Improvements	-	-	33,639	-	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>33,639</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	-	-	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>261 - CDBG-R TOTAL</b>		<b>-</b>	<b>-</b>	<b>33,639</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	773	523	597	500	500	500
4805-000	Unrealized Gain / Loss	-	(60)	76	-	-	-
<b>Use of Money &amp; Property</b>		<b>773</b>	<b>463</b>	<b>673</b>	<b>500</b>	<b>500</b>	<b>500</b>
5075-001	Asset Forfeiture - DOJ	-	2,964	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>2,964</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>270 - ASSET FORFEITURE TOTAL</b>		<b>773</b>	<b>3,427</b>	<b>673</b>	<b>500</b>	<b>500</b>	<b>500</b>
4800-000	Interest Income	181	109	119	100	100	100
4805-000	Unrealized Gain / Loss	-	(12)	15	-	-	-
<b>Use of Money &amp; Property</b>		<b>181</b>	<b>97</b>	<b>134</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>271 - POLICE GRANTS - FEDERAL TOTAL</b>		<b>181</b>	<b>97</b>	<b>134</b>	<b>100</b>	<b>100</b>	<b>100</b>
4800-000	Interest Income	10,631	5,994	5,328	5,400	5,400	5,400
4805-000	Unrealized Gain / Loss	-	(708)	884	-	-	-
<b>Use of Money &amp; Property</b>		<b>10,631</b>	<b>5,287</b>	<b>6,212</b>	<b>5,400</b>	<b>5,400</b>	<b>5,400</b>
5005-000	State Grant - COPS (AB3229)	100,000	76,390	100,000	100,000	100,000	100,000
5550-000	Prior Year Adjustment	-	-	23,610	-	-	-
<b>Revenue From Other Agencies</b>		<b>100,000</b>	<b>76,390</b>	<b>123,610</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>272 - POLICE GRANTS - STATE TOTAL</b>		<b>110,631</b>	<b>81,677</b>	<b>129,822</b>	<b>105,400</b>	<b>105,400</b>	<b>105,400</b>
4800-000	Interest Income	220	132	145	100	100	100
4805-000	Unrealized Gain / Loss	-	(15)	18	-	-	-
<b>Use of Money &amp; Property</b>		<b>220</b>	<b>117</b>	<b>163</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>273 - POLICE SUBVENTIONS - CLEEP TOTAL</b>		<b>220</b>	<b>117</b>	<b>163</b>	<b>100</b>	<b>100</b>	<b>100</b>
5036-000	Homeland Security Grant	-	4,026	276,329	271,000	306,790	271,000
<b>Charges for Current Services</b>		<b>-</b>	<b>4,026</b>	<b>276,329</b>	<b>271,000</b>	<b>306,790</b>	<b>271,000</b>
<b>274 - HOMELAND SECURITY GRANT TOTAL</b>		<b>-</b>	<b>4,026</b>	<b>276,329</b>	<b>271,000</b>	<b>306,790</b>	<b>271,000</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
5200-008	Park Impact Fees	49	83,002	43,152	27,000	27,000	27,000
<b>Charges for Current Services</b>		<b>49</b>	<b>83,002</b>	<b>43,152</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>275 - PARK IMPACT FEE</b>		<b>49</b>	<b>83,002</b>	<b>43,152</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
5035-002	State Grant - Public Lib	9,920	8,782	9,149	9,000	9,000	9,000
<b>Revenue From Other Agencies</b>		<b>9,920</b>	<b>8,782</b>	<b>9,149</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>280 - PUBLIC LIBRARY FUNDS GRANT</b>		<b>9,920</b>	<b>8,782</b>	<b>9,149</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
4800-000	Interest Income	35,230	31,502	33,228	28,400	28,400	28,400
4805-000	Unrealized Gain / Loss	-	(3,465)	4,376	-	-	-
<b>Use of Money &amp; Property</b>		<b>35,230</b>	<b>28,037</b>	<b>37,604</b>	<b>28,400</b>	<b>28,400</b>	<b>28,400</b>
5400-000	Sale of Property	1,100,000	-	-	-	-	-
<b>Other Revenue</b>		<b>1,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>290 - 99 PASADENA AVE TOTAL</b>		<b>1,135,230</b>	<b>28,037</b>	<b>37,604</b>	<b>28,400</b>	<b>28,400</b>	<b>28,400</b>
4800-000	Interest Income	370,558	215,428	196,078	193,900	193,900	250,000
4805-000	Unrealized Gain / Loss	-	(19,424)	22,230	-	-	-
<b>Use of Money &amp; Property</b>		<b>370,558</b>	<b>196,004</b>	<b>218,308</b>	<b>193,900</b>	<b>193,900</b>	<b>250,000</b>
5320-000	Water Sales	2,176,357	2,139,520	1,761,431	2,300,000	2,550,000	3,350,000
5325-000	Standby Service Charge	796,197	791,069	2,033,452	2,719,800	2,969,800	3,669,800
5326-000	Water CIP Surcharge	1,376,198	1,375,500	165,016	-	-	-
5327-000	Efficiency Fee	-	-	-	-	-	250,000
5330-000	Private Fire Service	12,203	12,128	30,047	12,000	12,000	12,000
<b>Charges for Current Services</b>		<b>4,360,955</b>	<b>4,318,217</b>	<b>3,989,946</b>	<b>5,031,800</b>	<b>5,531,800</b>	<b>7,281,800</b>
5340-000	Sales to Other Facilities	18,003	34,228	32,120	15,000	15,000	15,000
5360-000	Rubbish Clearing	(7,503)	(12,583)	(2,150)	-	-	-
5370-000	Penalty - Water/Rubbish	36,663	34,964	34,803	36,000	36,000	36,000
5400-000	Sale of Property	11,075	-	-	-	-	-
5425-000	Gen. Liability Insurance Reimb	15,370	-	-	-	-	-
5430-000	Damage to City Property	(3,784)	3,308	2,708	-	-	-
5505-000	Miscellaneous	193	1,800	1,092	-	-	-
5510-000	Misc Service Revenue	2,916	8,706	8,574	3,000	3,000	3,000
5520-000	AB 939 Holding	-	(3)	-	-	-	-
5525-000	Yard Waste	(493)	672	164	-	-	-
5530-000	Rubbish Billing Fees	97,502	125,181	120,806	100,000	100,000	100,000
5540-000	Service Fees	20,891	31,327	74,385	30,000	30,000	30,000
5550-000	Prior Year Adjustment	305,099	(73,219)	-	-	-	-
5560-000	Sewer Billing Fees	17,174	17,059	20,170	17,000	17,000	17,000
<b>Other Revenue</b>		<b>513,106</b>	<b>171,439</b>	<b>292,672</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>
9911-000	Transfers from Other Fund	-	-	-	12,807,000	14,577,023	8,262,750
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>12,807,000</b>	<b>14,577,023</b>	<b>8,262,750</b>
<b>500 - WATER TOTAL</b>		<b>5,244,619</b>	<b>4,685,660</b>	<b>4,500,926</b>	<b>18,233,700</b>	<b>20,503,723</b>	<b>15,995,550</b>
4800-000	Interest Income	-	31,524	450,734	350,000	350,000	250,000
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>31,524</b>	<b>450,734</b>	<b>350,000</b>	<b>350,000</b>	<b>250,000</b>
9911-000	Transfers from Other Fund	-	-	2,500	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>550 - PUBLIC FINANCING TOTAL</b>		<b>-</b>	<b>31,524</b>	<b>453,234</b>	<b>350,000</b>	<b>350,000</b>	<b>250,000</b>
<b>CITYWIDE TOTAL</b>		<b>32,323,494</b>	<b>31,234,380</b>	<b>31,147,022</b>	<b>49,264,243</b>	<b>51,068,405</b>	<b>44,228,102</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Wages & Benefits	13,014,689	13,733,293	14,330,231	14,622,243	14,209,717	14,897,806
Operations & Maintenance	4,560,583	4,897,413	5,235,414	5,298,278	5,285,028	5,291,063
Capital Outlay	334,030	222,730	299,274	100,500	102,108	168,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	18,388	384,136	-	-	-
Capital Projects	170,911	764,512	1,631,297	2,228,590	2,198,590	1,504,000
<b>101 - General Fund Total</b>	<b>18,080,213</b>	<b>19,636,335</b>	<b>21,880,352</b>	<b>22,249,611</b>	<b>21,795,443</b>	<b>21,860,868</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	45,430	753,840	-	-	-
<b>200 - Prop 1B Local Return Total</b>	<b>-</b>	<b>45,430</b>	<b>753,840</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	593,309	360,459	-	306,800	306,800	-
<b>201 - MTA Pedestrian Improvement Total</b>	<b>593,309</b>	<b>360,459</b>	<b>-</b>	<b>306,800</b>	<b>306,800</b>	<b>-</b>
Wages & Benefits	-	-	109	-	141	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	2,271	-	80	3,829,000	3,829,000	-
<b>204 - Traffic Improvement Total</b>	<b>2,271</b>	<b>-</b>	<b>189</b>	<b>3,829,000</b>	<b>3,829,141</b>	<b>-</b>
Wages & Benefits	328,501	354,971	266,496	225,598	196,321	163,079
Operations & Maintenance	115,144	187,900	105,997	82,100	82,100	15,000
Capital Outlay	-	6,001	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	48,672	-	-	-	-	-
<b>205 - Prop "A" Total</b>	<b>492,316</b>	<b>548,872</b>	<b>372,494</b>	<b>307,698</b>	<b>278,421</b>	<b>178,079</b>
Wages & Benefits	208,223	191,144	221,379	206,684	159,744	216,945
Operations & Maintenance	2,700	2,770	39,233	71,000	71,000	129,950
Capital Outlay	-	-	-	81,500	11,500	14,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	135,125	29,586	6,372	-	-	100,000
<b>207 - Prop "C" Total</b>	<b>346,048</b>	<b>223,499</b>	<b>266,983</b>	<b>359,184</b>	<b>242,244</b>	<b>460,895</b>



## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	2,150	-	329,213	329,213	-
<b>208 - ISTE/Metro Total</b>	<b>-</b>	<b>2,150</b>	<b>-</b>	<b>329,213</b>	<b>329,213</b>	<b>-</b>
Wages & Benefits	225,993	255,781	290,795	334,258	318,063	398,019
Operations & Maintenance	168,260	132,453	158,093	285,000	285,000	316,500
Capital Outlay	-	-	-	12,000	12,000	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	24,579	164,074	376,974	699,416	555,000	58,000
<b>210 - Sewer Total</b>	<b>418,832</b>	<b>552,308</b>	<b>825,862</b>	<b>1,330,674</b>	<b>1,170,063</b>	<b>772,519</b>
Wages & Benefits	-	-	109	-	255	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	22,263	-	80	-	-	-
<b>211 - CTC Traffic Improvement Total</b>	<b>22,263</b>	<b>-</b>	<b>189</b>	<b>-</b>	<b>255</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	125,000	-	125,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>212 - Rail Crossing Imprv Study Fund Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>
Wages & Benefits	148,936	158,211	171,091	128,187	113,408	77,450
Operations & Maintenance	722,975	684,021	752,214	825,418	825,418	800,876
Capital Outlay	9,906	2,369	1,612	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	22,758	8,800	-	-	-	-
<b>215 - Street Light &amp; Landscape Total</b>	<b>904,575</b>	<b>853,400</b>	<b>924,917</b>	<b>953,605</b>	<b>938,826</b>	<b>878,326</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	154,500	70,500	70,500	-
<b>216 - Safe Routes to School Total</b>	<b>-</b>	<b>-</b>	<b>154,500</b>	<b>70,500</b>	<b>70,500</b>	<b>-</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	6,181	8,071	37,012	5,940	5,940	13,600
Capital Outlay	-	120,721	54,348	24,750	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	389,350	27,344	46,654	73,000
<b>218 - Clean Air Act Total</b>	<b>6,181</b>	<b>128,791</b>	<b>480,710</b>	<b>58,034</b>	<b>52,594</b>	<b>86,600</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	132,575	146,859	151,790	130,670	130,670	173,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>220 - Business Improvement Tax Total</b>	<b>132,575</b>	<b>146,859</b>	<b>151,790</b>	<b>130,670</b>	<b>130,670</b>	<b>173,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	41,250	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>222 - MTA Bus Purchase Fund Total</b>	<b>-</b>	<b>41,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	14,572	30,576	68,700	130,718	130,718	-
<b>223 - Gold Line Mitigation Fund Total</b>	<b>14,572</b>	<b>30,576</b>	<b>68,700</b>	<b>130,718</b>	<b>130,718</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	6,013	7,094	2,631	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>225 - Mission Oaks Parking Total</b>	<b>6,013</b>	<b>7,094</b>	<b>2,631</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	80,689	74,494	21,913	27,600	27,600	30,797
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>226 - Mission Meridian Public Garage Total</b>	<b>80,689</b>	<b>74,494</b>	<b>21,913</b>	<b>27,600</b>	<b>27,600</b>	<b>30,797</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Wages & Benefits	58,695	59,095	61,056	80,567	63,914	85,235
Operations & Maintenance	412,640	247,154	460,674	478,572	478,572	467,258
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	1,012,977	-	-	-
<b>227 - CRA Total</b>	<b>471,334</b>	<b>306,248</b>	<b>1,534,707</b>	<b>559,139</b>	<b>542,486</b>	<b>552,493</b>
Wages & Benefits	58,814	61,170	64,126	75,469	68,638	78,851
Operations & Maintenance	57,872	62,657	66,784	78,256	78,256	98,256
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>229 - CRA Housing Total</b>	<b>116,686</b>	<b>123,827</b>	<b>130,911</b>	<b>153,725</b>	<b>146,894</b>	<b>177,107</b>
Wages & Benefits	311,142	313,498	340,160	373,169	361,927	397,365
Operations & Maintenance	129,757	92,574	134,056	128,300	128,300	148,300
Capital Outlay	919	-	137,435	75,000	-	112,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	80	342,170	220,000	220,000	-
<b>230 - State Gas Tax Total</b>	<b>441,818</b>	<b>406,151</b>	<b>953,822</b>	<b>796,469</b>	<b>710,227</b>	<b>657,665</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	28,369	21,337	17,069	13,600	13,600	16,600
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	13,404	-	-	-	-
<b>232 - County Park Bond Total</b>	<b>28,369</b>	<b>34,741</b>	<b>17,069</b>	<b>13,600</b>	<b>13,600</b>	<b>16,600</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	170,000	-	455,000
<b>233 - Measure R Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>170,000</b>	<b>-</b>	<b>455,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	27,878	-	-	-	12,000	36,000
<b>245 - Bike &amp; Pedestrian Paths Total</b>	<b>27,878</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>36,000</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	17,157	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	761,000	136,000
<b>250 - ARRA Infrastructure Grant Total</b>	<b>-</b>	<b>-</b>	<b>17,157</b>	<b>-</b>	<b>761,000</b>	<b>136,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	112,981	132,250	167,983	65,000	65,000	-
<b>255 - Capital Growth Total</b>	<b>112,981</b>	<b>132,250</b>	<b>167,983</b>	<b>65,000</b>	<b>65,000</b>	<b>-</b>
Wages & Benefits	8,035	-	-	-	-	-
Operations & Maintenance	86,608	42,880	41,479	43,898	43,898	41,927
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	42,580	99,513	52,976	57,850	57,850	55,000
<b>260 - CDBG Total</b>	<b>137,224</b>	<b>142,393</b>	<b>94,455</b>	<b>101,748</b>	<b>101,748</b>	<b>96,927</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	8,191	893	-	-	-
Capital Outlay	96,118	97,147	110,085	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>272 - Police Grants - State (COPS) Total</b>	<b>96,118</b>	<b>105,337</b>	<b>110,977</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	95,463	454,576	709	709	57,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>274 - Homeland Security Grant Total</b>	<b>-</b>	<b>95,463</b>	<b>454,576</b>	<b>709</b>	<b>709</b>	<b>57,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	22,680	9,370	9,370	9,370
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>275 - Park Impact Fees Total</b>	<b>-</b>	<b>-</b>	<b>22,680</b>	<b>9,370</b>	<b>9,370</b>	<b>9,370</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	9,816	8,453	2,785	9,000	9,000	9,000
Capital Outlay	-	-	3,955	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>280 - Public Library Funds Grant Total</b>	<b>9,816</b>	<b>8,453</b>	<b>6,740</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	140,697	967,268	967,268	-
<b>290 - 99 Pasadena Ave Total</b>	<b>-</b>	<b>-</b>	<b>140,697</b>	<b>967,268</b>	<b>967,268</b>	<b>-</b>
Wages & Benefits	1,178,202	1,287,070	1,506,767	1,559,358	1,498,283	1,662,216
Operations & Maintenance	2,646,203	2,772,705	3,251,665	3,836,436	3,844,866	4,315,061
Capital Outlay	46,069	39,319	67,776	22,000	22,000	80,000
Other Expenses	79,328	-	-	-	-	-
Transfer Out	-	-	2,500	-	-	-
Capital Projects	-	281	1,095,779	14,577,023	14,577,023	8,262,750
<b>500 - Water Total</b>	<b>3,949,801</b>	<b>4,099,374</b>	<b>5,924,486</b>	<b>19,994,817</b>	<b>19,942,173</b>	<b>14,320,027</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	235,599	2,124,588	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	14,577,023	8,262,750
Capital Projects	-	-	-	-	-	-
<b>550 - Public Financing Authority Total</b>	<b>-</b>	<b>235,599</b>	<b>2,124,588</b>	<b>-</b>	<b>14,577,023</b>	<b>8,262,750</b>
Wages & Benefits	15,541,230	16,414,230	17,252,319	17,605,533	16,990,412	17,976,966
Operations & Maintenance	9,166,383	9,632,623	12,626,970	11,448,438	11,318,618	12,001,557
Capital Outlay	487,041	624,998	1,146,217	316,459	148,317	431,000
Other Expenses	79,328	-	-	-	-	-
Transfer Out	42,573	25,759	386,636	-	14,577,023	8,262,750
Capital Projects	1,219,530	1,651,112	6,227,415	23,678,722	24,126,616	10,679,750
<b>CITYWIDE TOTAL</b>	<b>26,536,085</b>	<b>28,348,722</b>	<b>37,639,557</b>	<b>53,049,152</b>	<b>67,160,986</b>	<b>49,352,024</b>

## General Fund Expenditures

Revenue Category	Actual 2007/08	Actual 2008/09	Actual 2009/10	Budget 2010/11	Estimated 2010/11	Adopted 2011/12
Property Taxes	9,403,203	9,810,589	9,877,072	9,978,000	9,978,000	10,027,800
Sales Taxes	2,177,043	1,838,873	1,755,099	1,605,200	1,755,100	1,861,100
Utility Users Taxes	2,666,063	3,476,347	3,644,458	3,476,200	3,644,458	3,785,100
Franchise Fees	777,675	821,143	777,843	812,900	777,843	777,900
License & Permits	893,189	921,930	891,556	933,000	942,000	942,000
Fines & Forfeitures	636,668	701,894	629,280	620,000	565,000	555,000
Use of Money & Property	696,351	577,601	493,925	566,520	529,520	548,520
Other Agencies	556,959	168,814	191,071	127,000	140,000	127,000
Current Services	2,119,021	1,833,445	1,957,265	1,872,000	1,948,200	1,939,400
All Other Revenues	1,003,273	667,131	1,050,674	1,092,589	1,036,625	1,099,589
<b>Total GF Revenues</b>	<b>20,929,445</b>	<b>20,817,768</b>	<b>21,268,242</b>	<b>21,083,409</b>	<b>21,316,745</b>	<b>21,663,409</b>

Department/Program Exp	Actual 2007/08	Actual 2008/09	Actual 2009/10	Budget 2010/11	Estimated 2010/11	Adopted 2011/12
City Council	27,721	47,728	40,027	58,669	57,969	50,231
City Clerk						
City Clerk	232,192	276,539	287,049	351,367	319,877	351,241
Elections	45,058	42,514	90,238	1,200	1,200	139,850
City Manager						
City Manager	486,776	599,009	743,368	878,397	857,927	896,383
Personnel	114,994	131,096	109,587	90,700	90,700	101,700
Transportation Planning	205,320	164,082	236,680	294,338	294,338	272,000
Legal Services	294,619	321,998	236,519	235,000	235,000	235,000
Finance						
Finance	455,500	419,183	391,581	442,975	413,241	448,838
Information System	171,241	170,814	203,007	176,130	176,130	266,630
City Treasurer	10,288	10,318	10,389	8,603	10,403	8,722
Non-Dept./Overhead	1,058,721	1,084,820	1,256,094	1,367,057	1,315,457	1,588,589
Police	6,776,472	7,151,514	7,128,084	6,883,395	6,702,657	6,896,720
Fire	3,798,213	3,781,911	3,939,057	3,884,786	3,882,818	4,125,366
Public Works						
Environmental Services	94,234	214,634	148,188	209,270	200,673	184,635
Administration & Engineering	254,824	477,351	745,609	717,531	696,861	482,539
Street Maintenance	-	-	2,700	-	-	-
Park Maintenance	333,727	400,060	349,226	411,205	396,453	350,853
Facilities Maintenance	417,266	458,080	696,771	627,838	612,951	627,285
Planning & Building	1,005,407	831,614	919,698	905,997	899,795	935,629
Library	1,487,288	1,578,836	1,571,656	1,606,209	1,596,807	1,528,146
Community Services						
Senior Services	151,437	169,484	160,275	217,192	198,908	216,469
Community Services	154,967	138,937	196,882	193,825	187,884	209,714
Recreation and Youth Serv	333,038	382,914	426,369	459,338	448,806	440,329
Capital Projects	170,911	764,512	1,631,297	2,228,590	2,198,590	1,504,000
Misc/Transfers Out	-	18,388	360,000	-	-	-
<b>Total GF Expenses</b>	<b>18,080,213</b>	<b>19,636,335</b>	<b>21,880,352</b>	<b>22,249,611</b>	<b>21,795,443</b>	<b>21,860,868</b>

# Capital Improvement Projects

Category	CIP	Title	Actual	Actual	Actual	Budget	Estimated	Adopted
			2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Fac	9149	Telephone System Upgrade	-	3,607	-	-	-	-
Street	9203	Street Repairs	80,023	53,537	700,393	236,143	236,143	-
Street	9204	Localized Street Repairs	-	17,076	-	-	-	-
Street	9205	Fair Oaks/Mission Ped. Improv.	46,490	15	484	-	-	-
Street	9219	Pasadena/Monterey Grade Sep	-	-	-	30,000	-	34,000
Fac	9225	City Hall Work. Impr. 2nd Fl.	-	46,239	2,301	-	-	-
Fac	9235	Tennis Court Resurfacing	-	-	10,000	-	-	-
Fac	9257	War Mem. Bldg. Capital Replace	-	7,450	-	-	-	-
Fac	9260	War Memorial Fire Alarm System	-	-	13,000	-	-	-
Fac	9261	Gymboree Doors at WMB	-	-	5,320	-	-	-
Fac	9274	Service Yard A/C Imp/Roof Repl	-	12,755	2,825	-	-	-
Street	9276	Sidewalk Repairs	-	282	19,731	-	-	-
Street	9278	Fair Oaks/ Orange Grove Imprv.	-	-	-	45,100	45,100	-
Street	9280	Arroyo Slope Stabilization	4,500	277,774	40,518	-	-	-
Street	9281	Traffic Signal Fair Oaks/Bank	-	-	18,270	7,730	7,730	-
Street	9282	Signal Synchronization Connection	-	-	-	170,000	170,000	-
Fac	9287	Sidewalk, Curb & Gutter Imprvm	-	-	-	-	-	25,000
Fac	9301	Library 15 Ton HVAC Unit	22,773	-	-	-	-	-
Fac	9303	Library ADA Bathroom Fixtures	3,379	24,500	-	-	-	-
Fac	9304	Library Repair Storm Drain	8,487	3,004	-	-	-	-
Fac	9305	Senior Center ADA Improvements	5,260	43,767	13,681	-	-	-
Fac	9307	CNG Fueling Station (MSRC)	-	-	56,638	-	-	-
Street	9311	SR 110 Hook Ramp Proj. - City	-	7,593	(610)	-	-	-
Fac	9315	Library A/C Duct Cleaning	-	6,246	-	-	-	-
Fac	9316	Library Stair Carpeting	-	-	-	3,500	3,500	-
Fac	9317	Library Repl. 20 Ton A/C Unit	-	303	27,704	-	-	-
Fac	9318	Library Repair Window Trims	-	-	-	5,500	5,500	-
Fac	9319	Library Maintenance - Painting	-	-	181	-	-	-
Fac	9320	Library ADA Ramp Comm. Room	-	-	15,168	67,832	67,832	-
Fac	9322	Library ADA Improvements	-	-	-	14,750	14,750	-
Fac	9323	Library Elevator Replacement	-	-	-	20,000	20,000	-
Fac	9325	Merrell Gage Art Restoration	-	-	-	50,000	50,000	-
Street	9351	Mission Flashing Crosswalk	-	-	-	50,000	50,000	-
Fac	9352	Short Way Improvements	-	50,923	-	-	-	-
Street	9353	Forest Avenue Improvements	-	120,562	-	-	-	-
Street	9354	Monterey Road Improvements	-	37,347	-	170,000	170,000	-
Street	9355	Oak Hill St. Improvements	-	50,522	422,024	-	-	-
Street	9356	S. Lane/Warwick Pl. Improve.	-	480	111,043	220,000	220,000	-
Street	9357	Hermosa Street Improvements	-	530	367	25,000	25,000	184,000
Street	9360	Fair Oaks Banner Pole Reloc.	-	-	-	75,000	75,000	-
Street	9361	Crestlake St. Improvements	-	-	21,965	222,035	222,035	-
Street	9362	Highland St. Improvements	-	-	132,075	-	-	-
Fac	9365	Gino's Abatement/Demolition	-	-	18,219	-	-	-
Street	9376	Indiana Ave Improvements	-	-	-	235,000	235,000	-
Street	9377	Pasadena Ave Improvements	-	-	-	581,000	581,000	185,000
Street	9381	Raymond Lane Street Improvement	-	-	-	-	-	232,000
Street	9382	Marmion Way Street Improvement	-	-	-	-	-	186,000
Street	9383	Orange Grove Street Improvement	-	-	-	-	-	29,000
Street	9384	Mountain View Street Improvement	-	-	-	-	-	165,000
Street	9386	Hanscom Dr Street Improvement	-	-	-	-	-	464,000
<b>101 - GENERAL FUND TOTAL</b>			<b>170,911</b>	<b>764,512</b>	<b>1,631,297</b>	<b>2,228,590</b>	<b>2,198,590</b>	<b>1,504,000</b>
Street	9290	Local Street Improvements	-	45,430	753,840	-	-	-
<b>200 - PROP 1B LOCAL RETURN TOTAL</b>			<b>-</b>	<b>45,430</b>	<b>753,840</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9205	Fair Oaks/Mission Ped. Improv.	593,309	360,459	-	-	-	-
Street	9248	Fair Oaks Improvement	-	-	-	306,800	306,800	-
<b>201 - MTA PEDESTRIAN IMPROVEMENT</b>			<b>593,309</b>	<b>360,459</b>	<b>-</b>	<b>306,800</b>	<b>306,800</b>	<b>-</b>

# Capital Improvement Projects

Category	CIP	Title	Actual	Actual	Actual	Budget	Estimated	Adopted
			2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Street	9278	Fair Oaks/ Orange Grove Imprv.	2,271	-	80	3,829,000	3,829,000	-
	<b>204 - TRAFFIC IMPROVEMENT TOTAL</b>		<b>2,271</b>	<b>-</b>	<b>80</b>	<b>3,829,000</b>	<b>3,829,000</b>	<b>-</b>
Street	9205	Fair Oaks/Mission Ped. Improv.	48,672	-	-	-	-	-
	<b>205 - PROP "A" TOTAL</b>		<b>48,672</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9205	Fair Oaks/Mission Ped. Improv.	135,125	29,586	-	-	-	-
Street	9212	Garfield Repaving, Phase II	-	-	6,372	-	-	-
Street	9377	Pasadena Ave Improvements	-	-	-	-	-	100,000
	<b>207 - PROP "C" TOTAL</b>		<b>135,125</b>	<b>29,586</b>	<b>6,372</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
Street	9281	Traffic Signal Fair Oaks/Bank	-	2,150	-	-	-	-
Street	9311	SR 110 Hook Ramp Proj. - City	-	-	-	329,213	329,213	-
	<b>208 - ISTEA/METRO TOTAL</b>		<b>-</b>	<b>2,150</b>	<b>-</b>	<b>329,213</b>	<b>329,213</b>	<b>-</b>
Sewer	9146	Spot Repairs to Sewers	24,579	164,074	105,584	194,416	50,000	-
Sewer	9254	Asset Management Software	-	-	-	-	-	48,000
Sewer	9347	Replacement Manholes	-	-	-	-	-	10,000
Sewer	9359	Peterson Ave. Sewer Repairs	-	-	223,125	-	-	-
Sewer	9370	Citywide Sewer Video Phase II	-	-	47,912	-	-	-
Sewer	9371	Empress St Improvements	-	-	353	95,000	95,000	-
Sewer	9372	Elm Park St Improvements	-	-	-	120,000	120,000	-
Sewer	9373	Marengo Ave Improvements	-	-	-	120,000	120,000	-
Sewer	9374	Park Ave Improvements	-	-	-	100,000	100,000	-
Sewer	9375	Citywide Sewer Video Phase III	-	-	-	70,000	70,000	-
	<b>210 - SEWER TOTAL</b>		<b>24,579</b>	<b>164,074</b>	<b>376,974</b>	<b>699,416</b>	<b>555,000</b>	<b>58,000</b>
Street	9147	Traffic Improvement Grant	22,263	-	-	-	-	-
Street	9311	SR 110 Hook Ramp Proj. - City	-	-	80	-	-	-
	<b>211 - CTC TRAFFIC IMPROVEMENT TO1</b>		<b>22,263</b>	<b>-</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9287	Sidewalk, Curb & Gutter Imprvm	22,758	8,800	-	-	-	-
	<b>215 - STREET LIGHT &amp; LANDSCAPE TO1</b>		<b>22,758</b>	<b>8,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9213	Safe Routes to School	-	-	154,500	70,500	70,500	-
	<b>216 - SAFE ROUTES TO SCHOOL TOTAL</b>		<b>-</b>	<b>-</b>	<b>154,500</b>	<b>70,500</b>	<b>70,500</b>	<b>-</b>
Fac	9307	CNG Fueling Station (MSRC)	-	-	389,350	27,344	46,654	73,000
	<b>218 - CLEAN AIR ACT TOTAL</b>		<b>-</b>	<b>-</b>	<b>389,350</b>	<b>27,344</b>	<b>46,654</b>	<b>73,000</b>
Street	9288	Gold Line Mitigations	14,572	26,976	68,700	130,718	130,718	-
Street	9298	Soundwalls	-	3,600	-	-	-	-
	<b>223 - GOLD LINE MITIGATION FUND TO</b>		<b>14,572</b>	<b>30,576</b>	<b>68,700</b>	<b>130,718</b>	<b>130,718</b>	<b>-</b>
Fac	9500	Purchase of Land	-	-	1,012,977	-	-	-
	<b>227 - CRA TOTAL</b>		<b>-</b>	<b>-</b>	<b>1,012,977</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9203	Street Repairs	-	-	-	220,000	220,000	-
Street	9281	Traffic Signal Fair Oaks/Bank	-	80	342,170	-	-	-
	<b>230 - STATE GAS TAX TOTAL</b>		<b>-</b>	<b>80</b>	<b>342,170</b>	<b>220,000</b>	<b>220,000</b>	<b>-</b>
Fac	9040	Garfield Park Gazebos	-	13,404	-	-	-	-
	<b>232 - COUNTY PARK BOND TOTAL</b>		<b>-</b>	<b>13,404</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9377	Pasadena Ave Improvements	-	-	-	-	-	95,000
Street	9385	Via Del Rey Street Improvement	-	-	-	-	-	360,000
Street	9397	Alhambra Rd Reconfiguration	-	-	-	170,000	-	-
	<b>233 - MEASURER TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>170,000</b>	<b>-</b>	<b>455,000</b>



# Capital Improvement Projects

Category	CIP	Title	Actual	Actual	Actual	Budget	Estimated	Adopted
			2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Street	9238	City Hall HVAC	-	-	-	-	-	102,000
Street	9249	LED Pedestrian Retrofit	-	-	-	-	-	34,000
Street	9278	Fair Oaks/ Orange Grove Imprv.	-	-	-	-	761,000	-
<b>250 - ARRA INFRASTRUCTURE GRANT</b>			-	-	-	-	<b>761,000</b>	<b>136,000</b>
Fac	9221	City Hall Paint & Carpet	-	38,154	89,938	-	-	-
Fac	9237	PD HVAC Replacement	-	-	-	65,000	65,000	-
Fac	9259	Library Roof Repairs	-	-	30,641	-	-	-
Fac	9272	OG Rec Center Capital Improv.	-	29,985	36,596	-	-	-
Fac	9273	City Fac. Energy Effic. Impr.	-	45,845	-	-	-	-
Fac	9282	Signal Synchronization Connection	11,925	-	-	-	-	-
Fac	9285	OG Park Bldg. Roof Replacement	24,995	12,210	10,808	-	-	-
Fac	9308	Svc. Facility Bldg. Painting	68,345	6,057	-	-	-	-
Fac	9309	Library Painting & Trim	7,715	-	-	-	-	-
<b>255 - CAPITAL GROWTH TOTAL</b>			<b>112,981</b>	<b>132,250</b>	<b>167,983</b>	<b>65,000</b>	<b>65,000</b>	<b>-</b>
Street	9253	ADA Sidewalk Access Ramps	20,542	20,485	29,785	-	-	55,000
Street	9264	ADA Sidewalk Repairs	22,039	79,027	23,191	-	-	-
Street	9366	Huntington Dr. Sidewalk Impr.	-	-	-	57,850	57,850	-
<b>260 - CDBG TOTAL</b>			<b>42,580</b>	<b>99,513</b>	<b>52,976</b>	<b>57,850</b>	<b>57,850</b>	<b>55,000</b>
Street	9358	Hawthorne St. Improvements	-	-	33,639	-	-	-
<b>261 - CDBG-R TOTAL</b>			-	-	<b>33,639</b>	-	-	-
Street	9371	Empress St Improvements	-	-	22,157	221,843	221,843	-
Street	9372	Elm Park St Improvements	-	-	21,965	88,000	88,000	-
Street	9373	Marengo Ave Improvements	-	-	96,575	657,425	657,425	-
<b>290 - 99 PASADENA AVE TOTAL</b>			-	-	<b>140,697</b>	<b>967,268</b>	<b>967,268</b>	<b>-</b>
Water	9234	Finance/Utility Billing Software	-	-	-	-	-	80,000
Water	9241	Wilson Well #2 Rehab	-	-	15,278	689,733	689,733	-
Water	9252	Design of Garfield Reservoir	-	-	24,200	37,792	37,792	-
Water	9255	Design of Wilson Reservoir	-	-	147,010	252,990	252,990	-
Water	9265	Wilson Reservoir Construction	-	-	-	8,050,000	8,050,000	3,724,000
Water	9266	Garfield Reservoir	-	-	-	577,962	577,962	-
Water	9268	Westside Reservoir Roof	-	-	295	130,000	130,000	-
Water	9291	Trans. Line - Wilson/Garfield	-	-	705,674	3,774,326	3,774,326	725,000
Water	9292	Grevelia Water Main Replace.	-	-	40,938	559,062	559,062	-
Water	9293	Rollin St. Water Main Replace.	-	-	-	150,000	150,000	-
Water	9294	Brunswick Ave. Water Main Repl	-	-	-	250,000	250,000	-
Water	9295	Water Services	-	-	74,245	50,000	50,000	51,500
Water	9296	Meter Replacement Program	-	281	36,282	50,000	50,000	51,500
Water	9297	Automated Meter Reading	-	-	-	-	-	3,090,000
Water	9299	Annual Hydrant Installation Program	-	-	-	-	-	25,750
Water	9300	Annual Water Main Repairs	-	-	-	-	-	515,000
Water	9396	Emergency Water Line Repairs	-	-	51,857	5,158	5,158	-
<b>500 - WATER TOTAL</b>			-	<b>281</b>	<b>1,095,779</b>	<b>14,577,023</b>	<b>14,577,023</b>	<b>8,262,750</b>
Fac	Facilities & Parks		154,510	344,449	1,735,347	253,926	273,236	98,000
Street	Streets and Sidewalks		1,040,441	1,142,309	3,019,316	8,148,357	8,721,357	2,261,000
Sewer	Sewer		24,579	164,074	376,974	699,416	555,000	58,000
Water	Water		-	281	1,095,779	14,577,023	14,577,023	8,262,750
<b>GRAND TOTAL</b>			<b>1,219,530</b>	<b>1,651,112</b>	<b>6,227,415</b>	<b>23,678,722</b>	<b>24,126,616</b>	<b>10,679,750</b>



**CITY COUNCIL**  
**Department Summary**

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
Wages & Benefits	18,782	18,703	18,550	18,369	17,669	18,981
Operations & Maintenance	8,939	29,025	21,477	40,300	40,300	36,250
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>27,721</b>	<b>47,728</b>	<b>40,027</b>	<b>58,669</b>	<b>57,969</b>	<b>55,231</b>
[101-1011] City Council	27,721	47,728	40,027	58,669	57,969	55,231
<b>Total Expenses by Program</b>	<b>27,721</b>	<b>47,728</b>	<b>40,027</b>	<b>58,669</b>	<b>57,969</b>	<b>55,231</b>

<p style="text-align: center;"><b>CITY COUNCIL</b> <b>Department Description and Authorized Positions</b></p>
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<p>Mike Ten, Mayor Michael A. Cacciotti, Mayor Pro Tem Philip C Putnam, Councilmember Richard D. Schneider M.D., Councilmember David Sifuentes, Councilmember</p>
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The City Council is the elected legislative body of the City. The Council consists of a Mayor and four Councilmembers; each elected at large for four overlapping terms. The Council represents the City's citizens, analyzes and approves all laws and policies, authorizes all expenditures through the budget, and directs the administration of the City government through the City Manager.

# CITY COUNCIL

## Budget Detail

**101-1011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	18,000	18,000	18,000	18,000	17,300	18,000
7110	Workers Compensation	521	442	289	108	108	720
7170	FICA - Medicare	261	261	261	261	261	261
	<WAGES & BENEFITS>	18,782	18,703	18,550	18,369	17,669	18,981
8000	Office Supplies	-	1,483	-	-	-	100
8010	Postage	61	262	146	200	200	150
8020	Special Department Expense	5,026	18,186	8,634	25,500	25,500	20,500
8040	Advertising	-	-	338	500	500	500
8060	Dues & Memberships	-	100	-	500	500	500
8090	Conference & Meeting Expense	3,676	8,995	10,561	10,000	10,000	6,500
8150	Telephone	177	-	1,800	3,600	3,600	3,000
	<OPERATIONS & MAINTENANCE>	8,939	29,025	21,477	40,300	40,300	31,250
<b>[101-1011] City Council Total</b>		<b>27,721</b>	<b>47,728</b>	<b>40,027</b>	<b>58,669</b>	<b>57,969</b>	<b>50,231</b>

# CITY COUNCIL

## Budget Detail

101-1011

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

### OPERATIONS & MAINTENANCE

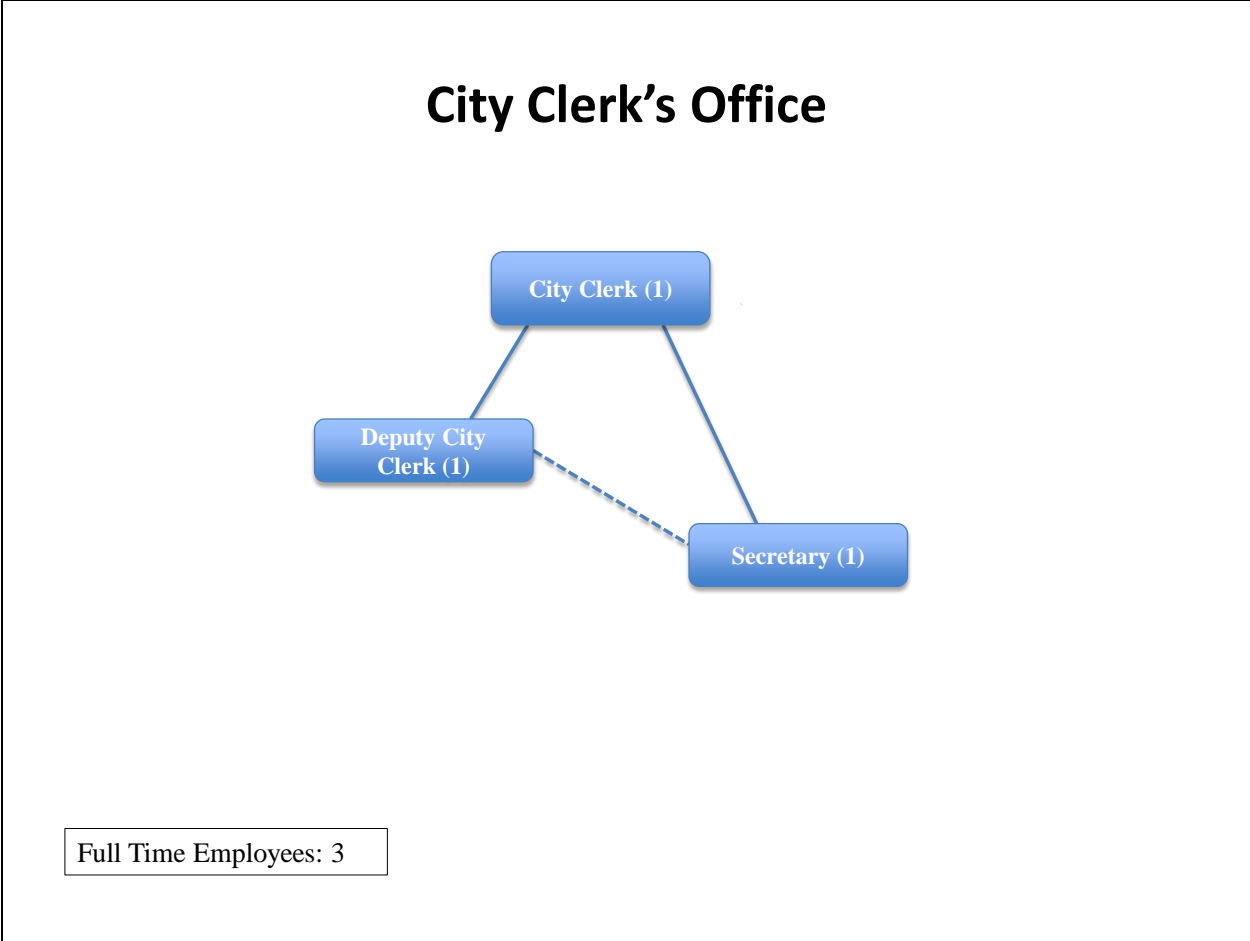
- 8000 Office Supplies  
Provides funds for miscellaneous office supplies.
- 8010 Postage  
Provides funds for postage meter charges and postage for mailing City Council mail.
- 8020 Special Department Expense  
Provides \$4,000 in discretionary funds for each Councilmember per City Council action of June 15, 2011. Provides funds (\$300) for annual Image Awards and associated costs. Provides funds for special unanticipated requests (\$200).
- 8040 Advertising  
Provides funds for South Pasadena High School Homecoming program advertisement (photograph, advertising space).
- 8060 Dues/Memberships/Subscriptions  
Provides funds for memberships in organizations.
- 8090 Conference and Meeting Expense  
Provides funds for City Council conference and meeting expenses. Councilmembers are allocated \$3,000 in total to attend professional meetings and conferences. This account includes cost of meals/drinks for twice-monthly Council meetings plus refreshments for special meetings, receptions, and strategic planning sessions (\$3,300). Includes reimbursement for parking and mileage costs for conferences and meetings as well as reimbursement for business meals (\$200).
- 8150 Telephone  
Provides funds for cell phones for Councilmembers at \$250/month.

**CITY CLERK**  
**Department Summary**

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2007/08</b>	<b>Actual</b> <b>2008/09</b>	<b>Actual</b> <b>2009/10</b>	<b>Budget</b> <b>2010/11</b>	<b>Estimated</b> <b>2010/11</b>	<b>Adopted</b> <b>2011/12</b>
Wages & Benefits	200,084	238,455	241,847	295,467	279,619	255,921
Operations & Maintenance	73,649	69,298	128,415	50,300	33,050	215,170
Capital Outlay	3,518	11,300	7,025	6,800	8,408	20,000
<b>Total Expenses by Category</b>	<b>277,250</b>	<b>319,053</b>	<b>377,287</b>	<b>352,567</b>	<b>321,077</b>	<b>491,091</b>
[101-1021] City Clerk	232,192	276,539	287,049	351,367	319,877	351,241
[101-1022] Elections	45,058	42,514	90,238	1,200	1,200	139,850
<b>Total Expenses by Program</b>	<b>277,250</b>	<b>319,053</b>	<b>377,287</b>	<b>352,567</b>	<b>321,077</b>	<b>491,091</b>

City Clerk	1
Deputy City Clerk	1
Secretary (hiring freeze)	1
<b>Total</b>	<b>3</b>

**CITY CLERK**  
**Department Description and Authorized Positions**



The City Clerk's Office consists of a full-time elected City Clerk who is also a City employee, and two full-time employees. Currently there is a freeze on hiring for the position of Secretary.

The City Clerk's Office focuses its activities on City Council-related matters, including preparing agenda packets for Council/Community Redevelopment Agency meetings in cooperation with the City Manager; attending all meetings of the City Council, completing minutes and processing ordinances and resolutions adopted by the Council in accord with established requirements; posting agendas in accord with legal requirements; coordinating presentations and making arrangements for meetings; interfacing with the Mayor and City Council on behalf of staff, residents, outside agencies and the media; preparing proclamations and certificates; serving as a contact for local legislative offices; coordinating ceremonial events; providing event-planning services; and preparing and updating information for the website, City sites, and internal/external directories. In addition, the Office insures broadcasting integrity for Council and commission meetings and provides digital copies of meetings for archival purposes and for the public/staff.



The City Clerk's Office provides support to the City Council, which includes interfacing with the public, staff, and others; scheduling special meetings, coordinating meetings and projects with outside agencies; conducting research; ensuring timely Fair Political Practices Commission filings; and making travel arrangements.

The City Clerk's Office maintains a record of the proceedings of City Council/CRA meetings, contracts approved by the City Council, and City resolutions and ordinances. The Office insures the integrity of the ordinance codification system and oversees access to and updating of online and hardbound Municipal Codes.

The Office keeps all official records of the Council and the Office of the City Clerk and insures that they are available to the public. The City Clerk serves as the official custodian of all official City records and the City Seal and serves a resource for records retention and management. The City Clerk oversees the bidding process for the City's legal publishing requirements. The Office, in conjunction with Public Works and other departments, conducts bid openings for a City projects. The City Clerk provides notary services for City-related matters.

The City Clerk's Office coordinates more than 20 commissions, committees, and boards, tracking appointments and resignations; scheduling and preparing certificates of appreciation; posting openings in compliance with the Maddy Act and informing the community of available openings; responding to inquiries in consultation with the City Attorney; coordinating ethics and Brown Act training; and serving as a resource for commissioners and staff liaisons.

The City Clerk's Office oversees the provision of audiovisual services, including broadcasting, audio recording, cable channel programming for two channels, and special meetings and events.

The City Clerk's Office oversees regular General Municipal Elections held every two years in coordination with the Los Angeles County Registrar-Recorder/County Clerk (LACRR/CC); provides general support for other LACRR/CC elections throughout the year; and oversees Special Municipal Elections as required.

The City Clerk's Office processes all claims filed against the City, assisting the City's claims administrative agency/California Joint Powers Insurance Authority (CJPIA), the claimant, the City Attorney, and law firms assigned by CJPIA.

The City Clerk's Office provides pertinent information to the media, agencies, staff members, and the public and performs numerous public information-related functions. The Office responds to Public Records Requests in accord with legal requirements.

The City Clerk's Office serves as the filing officer for elected officials, candidates, and commissioners for Fair Political Practices Commission forms, including Form 700 Statements of Economic Interest and campaign filings. The Office now serves as the filing officer for the South Pasadena Unified School District candidates and measures. The City Clerk performs the duties imposed upon City Clerks by the California Political Reform Act.

# CITY CLERK

## FY 2010/11 Accomplishments and Performance Measures

### Goal 1: Resolve major document management issues in City Clerk's office

#### Performance Measures

- Begin process to implement offsite records storage project FY 2011/2012 budget by indexing and organizing files utilizing both part-time and full-time staff.
- Complete scanning into document imaging (and searching) system of contract files by September 2010.
- Complete training of new staff member and begin implementing records management projects.
- Create master list of archival files.
- Create subject filing system for office files and organize all files by December 2010.
- Submit at least two requests to City Council for approval to destroy records during fiscal year.
- Investigate feasibility of charging for electronic copies and implement in next fiscal year.
- Achieve completion of two major City Clerk's Office records management projects by end of fiscal year.
- Reaffirm City Council resolution permitting destruction of meeting videotapes/other media more than two years old.
- Continue project to scan into document imaging (and searching) system minutes and agendas of City commissions.
- Schedule at least one conference with Laserfiche representative on upgrades/enhanced usage of document imaging system.
- Schedule at least one document management seminar for staff by the end of the fiscal year.

Result: New Deputy City Clerk assumed duties November 2009. Lack of third staff member from September 2009 until March 2010 and then from October until December 2010, when the position was frozen. With limited staff and increased demands, the office was able to accomplish the following document management projects: prepared supplemental budget request for offsite storage of records; oriented, trained and utilized staff member for six months for various records-management projects; developed a comprehensive instructional manual for packet preparation to provide backup documentation and training; reviewed and revised the agenda packet check list to streamline operations; analyzed retention schedule and prepared a supplemental budget request for 2011-12 for retention schedule revision; obtained approval from City Council to destroy records from various departments in March 2011; scanned all Transportation Commission archival minutes into document imaging system for easier topic searching; investigated feasibility of charging for electronic copies; maintained practice of scanning all documents and correspondence into imaging system; organized contract, claims, advisory group, and election files; and reviewed and revised contract check list for departments. The Deputy City Clerk began a Zoning Code dating project to assist members of the public. The Deputy City Clerk attended a conference on September 2010 that included document management issues. The Office established procedures for Mills Act document filing in coordination with City Attorney and Planning Department.

The Office began a project to ensure that certificates of insurance are present for all contracts but project couldn't continue with staffing cuts. The Office organized electronic versions of Municipal Codes 2003 to present and provided access to staff. The Office began a project to organize electronic file of citywide properties, and when staffing made it impossible to continue, the Office utilized a USC extern assigned to City Clerk's Office in March 2011 to complete the project. The Office reviewed and deleted duplicate electronic files of vault records, completing the goal to create a master list of archival records. The Office

began a major project to relocate files to the Yards and instituted initial inventories of City archival records, their condition, and locations. In April 2011, the Office implemented iPad distribution of agenda packets to City Councilmembers and key staff.

## **Goal 2: Strengthen policies and procedures of City Clerk's office**

### Performance Measures

- Develop procedures and guidelines for City Clerk's Office responsibilities, e.g., preparing staff reports for the agenda packet; bid procedures, filing procedures, preparing ordinance summaries.

Result: Measure met. Completed a comprehensive procedures manual for staff to assist them in preparing staff reports, resolutions, and ordinances that is available electronically on a shared drive. Developed, in conjunction with the City Attorney, and implemented a procedure for preparing ordinance summaries for publication (for cost savings). Reviewed City's bid process, researched procedures used in other cities, and determined that existing procedures were satisfactory. Updated documents and procedures, e.g., commission opening notifications, welcome packets, oaths. Improved procedure regarding commission appointment process in compliance with Maddy Act. Reviewed essential components of minutes and implemented streamlining procedure so as to improve cost efficiency. Completed ergonomic analysis of one workstation and made recommended changes. Obtained City Manager support and implemented an agenda packet production schedule change (from Friday to Thursday) to facilitate packet production and improve efficiencies. Revised procedures, in consultation with the City Attorney, for executing contracts/agreements. Prepared, tested, and revised written directions for making computer-based presentations in Conference Room A in conjunction with IT. Reviewed and revised appeal application form. Researched and prepared staff report on flag-lowering policy for City Council to consider. Utilized new process to assign claims denial procedures to claims administrative agency to achieve time savings for staff. Initiated effort to limit the number of print copies of PowerPoint presentations at City Council meetings for savings of time and materials. Reviewed and revised staff report reviewing procedures, enlisting assistance from City Manager's Office Executive Assistant to achieve efficiencies of operation. Reviewed and implemented e-mail storage procedures in consultation with City Attorney. Met with CJPIA auditor regarding City Clerk procedures and began to implement recommendations. In conjunction with cost-of-services consultant, reviewed fee-based City Clerk's Office procedures and implemented recommended changes. Implemented changes due to Council-approved changes in commission appointment process and worked with Mayor and City Attorney in making additional modifications. City Clerk recertified as a notary. Updated the City's conflict-of-interest code, in consultation with the City Attorney, adding new positions. Audiovisual procedures (as noted below) have been improved and streamlined.

- Strengthen communication with commission liaisons by holding one workshop.

Result: Measure met. Conducted a workshop with commission liaisons in September 2010, and implemented various recommendations suggested by staff liaisons.

## **Goal 3: Communicate claims-related important risk management issues to City Council.**

### Performance Measures

- Prepare risk management report for City Council, in conjunction with California Joint Powers Insurance Authority, by August 2010 and submit annually.

Result: Responsibility assumed by City Manager's Office. Met with auditor in August 2010 regarding procedures and operations. Met with CJPIA and management team. Risk management reporting handled through City Manager's Office.

#### **Goal 4: Resolve ongoing issues with audiovisual support**

##### Performance Measures

- Implement program to re-assign responsibility for audiovisual support if approved in FY 10/11 budget.
- If proposal denied, attempt to streamline procedures to minimize staff time, e.g., purchase software, propose eliminating the broadcasting of Planning Commission, Community Redevelopment Commission.
- Revise audiovisual contract to match budgeted services.

Result: Not met. Audiovisual (AV) services have been maintained through the City Clerk's Office with outside contractors as previously. A proposal to engage an outside contractor to handle many AV responsibilities was submitted to the City Council in April 2011, and this has been included in the 2011-12 supplemental budget requests. However, numerous accomplishments have been achieved. The Office upgraded the monitors on the Chambers dais and repaired the Council Chambers wall in coordination with Public Works and outside contractors. It improved the location/length of microphones on podiums in Council Chambers. The Council Chambers laptop was replaced in August 2010 to resolve technical problems with presentations in consultation with IT and outside contractors. Written instructions for audiovisual contractors and staff members using laptop in Council Chambers were rewritten and revised as needed. Audio recording machine malfunctions were resolved and instructions prepared/revised for staff using Council Chambers. An inventory of AV equipment was completed in September 2010. Surplus AV equipment was removed in conjunction with the City's procedures. A Request for Proposals for citywide audiovisual support was distributed in March 2010. During the year, a simplified procedure was developed and implemented for the management of cable program announcement updates in conjunction with IT and the outside contractor. This involves the City Clerk's Office in preparing updates and placing slides on a hard drive for immediate playback on cable channels. The Office reviewed web streaming vendor offerings and considered options. The Office worked with the City Librarian to implement video recording of author events in Library Community Room and aired productions on two cable channels. The Office began showing Pasadena Area Community College Board meetings on cable TV on request of College and Public Service Announcements (PSAs) from the South Coast Air Quality Management District.

<p style="text-align: center;"><b>CITY CLERK</b> <b>FY 2011/12 Goals and Performance Measures</b></p>
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**Goal 1: Maintain core City Clerk Office functions by implementing technological improvements, transferring most audiovisual functions to selected vendor, and utilizing part-time staffing to partially compensate for frozen position**

Performance Measures

- Implement electronic packet distribution procedure, limiting print production of packet to five packets for internal staff/officials/departments.
- Begin working with selected audiovisual vendor July 2011 to improve efficiencies and to transfer responsibilities to vendor.
- Introduce City Council meeting web streaming through chosen audiovisual vendor by July 2011, if approved by City Council.
- Successfully complete packet and meeting preparation within deadlines for approximately 24 regular City Council meetings and 5 special City Council meetings.
- Maintain high level of staff support for the City Council in conjunction with City Manager's office.

**Goal 2: Conduct November 2011 General Municipal Election in conjunction with the Los Angeles County Registrar-Recorder/County Clerk with no major problems attributable to the City**

Performance Measures

- Prepare all resolutions, notices, and documents in accord with established election timeline.
- Supply all candidates and measure committees with needed information and documents.
- Ensure that all pertinent documents are published in Spanish and Chinese as well as English to comply with requirements of the Voting Rights Act.
- Successfully fulfill the FPPC-mandated role of filing officer for the South Pasadena Unified School District election candidates/measures and take steps to obtain revenues for the City for this function by working with the Los Angeles County Registrar-Recorder/County Clerk.
- Initiate candidate-paid candidate statement costs, thus eliminating expenses for the City, if approved by the City Council.

**Goal 3: Implement changes for the provision of audiovisual services according to City Council approval of vendor and services**

Performance Measures

- Execute contract for vendor of choice and initiate communication about the City's needs and arrangements for audiovisual services, if approved by the City Council, or determine how to oversee the function internally.
- Successfully oversee the purchase of needed equipment/services.
- Successfully implement web streaming by purchasing needed equipment and overseeing the provision of web streaming into City Council broadcast operations, if approved.
- Successfully coordinate the introduction of PEG fee-supported audiovisual purchases, if approved by the City Council.

**Goal 4: Initiate specific records management projects in conjunction with other departments/consultants**

Performance Measures

- Enlist assistance from Planning Department in completion of the Zoning Code archiving project.
- Conduct one destruction-of-records project in 2012.
- Continue scanning commission minutes and contracts into imaging program, completing three commissions' archival files.
- Maintain organization of records developed previously, e.g., contracts, and continue project to scan contracts on a going-forward basis; if staffing permits, complete scanning project on past contracts.
- If retention schedule project approved as a supplemental budget request, engage consultant to revise existing Records Retention Schedule, and complete project by June 2012. Dedicate staff time to coordinating the project with other City departments.
- If offsite records storage project is not approved as a supplemental budget request for 2011-12, initiate project to plan for offsite records storage for 2012-13, utilizing updated retention schedule.

# CITY CLERK

## Budget Detail

**101-1021**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	137,738	165,436	173,477	211,308	180,600	165,978
7010	Salaries - Temp / Part	9,704	10,611	-	4,000	3,716	20,000
7020	Overtime	1,605	2,327	991	1,000	-	1,000
7070	Leave Buyback	2,272	2,992	11,053	3,000	34,420	5,000
7100	Retirement	25,925	30,616	34,553	43,733	38,900	37,511
7108	Deferred Compensation	819	831	967	1,071	1,059	1,081
7110	Workers Compensation	944	971	655	547	547	2,910
7130	Group Health Insurance	15,960	18,913	14,904	23,580	14,063	16,080
7140	Vision Insurance	480	556	491	720	434	480
7150	Dental Insurance	1,489	1,559	1,436	2,700	1,358	1,800
7160	Life Insurance	372	372	420	558	434	372
7170	FICA - Medicare	2,775	3,271	2,647	3,250	4,088	3,709
	<WAGES & BENEFITS>	200,084	238,455	241,847	295,467	279,619	255,921
8000	Office Supplies	-	354	168	1,700	150	200
8010	Postage	195	147	254	250	100	120
8020	Special Department Expense	7,446	5,052	4,894	4,000	1,000	3,500
8040	Advertising	1,925	2,877	3,110	2,400	2,000	2,000
8060	Dues & Memberships	5,117	2,283	6,140	8,600	2,000	7,900
8070	Mileage/Auto Allowance	72	-	126	50	200	200
8090	Conference & Meeting Expense	69	32	704	1,500	500	500
8110	Equipment Maintenance	10,139	11,467	1,591	5,160	3,000	5,200
8150	Telephone	-	-	2,978	2,600	2,500	3,600
8170	Professional Service	-	1,329	11,231	13,100	13,100	48,000
8200	Training Expense	282	-	5,712	7,300	6,000	500
8300	Lease Payment	3,346	3,242	1,269	2,440	1,300	3,600
	<OPERATIONS & MAINTENANCE>	28,591	26,784	38,177	49,100	31,850	75,320
8520	Machinery & Equipment	3,518	11,300	7,025	6,800	6,800	20,000
8530	Computer Equipment	-	-	-	-	1,608	-
	<CAPITAL OUTLAY>	3,518	11,300	7,025	6,800	8,408	20,000
<b>[101-1021] City Clerk Total</b>		<b>232,192</b>	<b>276,539</b>	<b>287,049</b>	<b>351,367</b>	<b>319,877</b>	<b>351,241</b>

# CITY CLERK

**Budget Detail**

**101-1021**

## **PERSONNEL SERVICES**

- 7000 Regular Salaries  
Provides compensation for full-time City Clerk and Deputy City Clerk (Secretary position frozen).
- 7020 Overtime  
Provides compensation for Deputy City Clerk when required to work overtime, primarily to provide City Council packet and meeting support.
- 7010 Temp/Part Time Salaries  
Provides compensation for part-time staff to perform required duties in light of one frozen position and to assist with records management, General Municipal Election.

## **OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for the purchase of City Clerk-specific office supplies. Ordinary office supplies, including Council recording media, are included in City Manager's budget.
- 8010 Postage  
Provides funds for postal expenses (approximately \$10/month) for City Clerk's office mail and mailings to respond to public records requests, for correspondence, for mail related to Fair Political Practices Commission filings, and other matters
- 8020 Special Department Expense  
Provides for special department supplies and services, e.g., special office supplies, copy paper, badges, plaques, nameplates, Council reorganization supplies, ethics/Brown Act training materials, costs to purchase media from other agencies (e.g., DVDs), and stationery. Includes Council supplies and business cards for City Council, staff, and commissioners (above to total no more than \$2,000). Included are expenses for special events and receptions, for refreshments for ethics/Brown Act training and for similar events, and for unanticipated special department expenses (\$500). Includes funds for special requests for Council meetings, e.g., hearing interpreter (\$500), and for unanticipated department expenses incurred to fulfill requests by City Councilmembers/management (\$500).
- 8040 Advertising  
Provides funds for publication of ordinances and miscellaneous notices not included in budgets of other departments (\$2,000). Savings will be seen this year due to implementing a policy to publish summaries of ordinances instead of the entire document when ordinances are extremely lengthy.
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees in the city clerk organization for two employees (\$250), subscriptions, books and publications of professional organizations and the FPPC (Brown Act for commissions), and other publications (\$500), and funds for notary-related membership, insurance, and expenses (\$150). Includes funds for municipal



codification services in print and Internet with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000). Includes funds for out-of-the-ordinary changes to Municipal Code required in the Zoning Code or for other reasons (\$1,000).

8070 Mileage Reimbursement

Provides for mileage reimbursement when private vehicle is used to conduct City business. Reimbursement is at a rate of \$.51 per mile (current IRS reimbursement rate).

8090 Conference and Meeting Expense

Provides funds for conference registration and meeting expenses, including mileage, to attend local City Clerk meetings and document management seminars (\$500).

8110 Equipment Maintenance

Provides funds for repair and maintenance of equipment, e.g., postage meter and associated equipment, color printer, teleconference equipment (\$500). Includes lease payments and supplies for postage meter (\$200). Includes toner cartridge replacement for color printer (\$300). Includes annual fee for Laserfiche document imaging (\$1,200). Includes funds (\$3,000) for audiovisual supplies and equipment for maintenance/ refurbishing.

8150 Telephone

Cell phone service for department head at \$300/month.

8170 Professional Services

Provides funding to contract for audiovisual technical professional services for broadcasting four monthly meetings in Council Chambers on two cable channels at an hourly rate of \$125/hour, with City Council meetings until February 1, 2012 billed at \$60/hour (until Time Warner franchise agreement ends) for an approximate cost of \$17,000; for Channel 19/Channel 99 programming support based on an hourly rate of \$125/hour, estimating 52 hours, for an approximate cost of \$6,500; for two special events at \$200/hour for an approximate cost of \$1,600; and for special projects to implement streamlined operations, install updated technology, and/or film additional events (\$6,900). AV services includes maintaining, troubleshooting, ensuring optimal operations of broadcasting, sound, and associated systems, and consultation on purchase of new equipment. Includes implementation of web streaming of two City Council meetings per month (\$9,000). Provides consultation services on document storage, retrieval, and organization (\$500). Includes funding (\$6,000) for consultant to revise and update the City's Records Retention Policy (existing policy dated 1997). Includes funding for shredding company services (\$500) associated with destruction of records.

8200 Training

Includes funds for training and workshops, including mandatory training for commissioners and City Clerk's office staff (\$500).

8300 Lease Payment

Includes monthly service payments, shipping for toner, and miscellaneous costs for copier located adjacent to the City Clerk's office (total cost divided among City Manager's office, City Clerk's office, and Public Works). Current copier purchased in buyout arrangement 04/09, cutting the costs of operations. Estimate for copier: \$130/month service plus supplies to total \$1600. Contingency of \$2,000 provided to

lease equivalent new copier if current “high mileage” copier fails. Photocopy machine usage should decrease with switch to electronic packet distribution.

8520 Machinery and Equipment

Includes funds for replacement of audiovisual equipment as needed and equipment to implement video streaming (\$20,000).

# ELECTIONS

## Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8010	Postage	1,083	3,280	4	-	-	50
8020	Special Department Expense	(24)	53	-	100	100	100
8040	Advertising	1,438	4,244	685	-	-	1,500
8070	Mileage/Auto Allowance	22	13	41	-	-	100
8090	Conference & Meeting Expense	43	-	-	-	-	100
8170	Professional Service	42,496	34,925	89,509	1,100	1,100	138,000
	<OPERATIONS & MAINTENANCE>	45,058	42,514	90,238	1,200	1,200	139,850
<b>[101-1022]</b>	<b>Elections Total</b>	<b>45,058</b>	<b>42,514</b>	<b>90,238</b>	<b>1,200</b>	<b>1,200</b>	<b>139,850</b>

# ELECTIONS

Budget Detail

101-1022

## OPERATIONS & MAINTENANCE

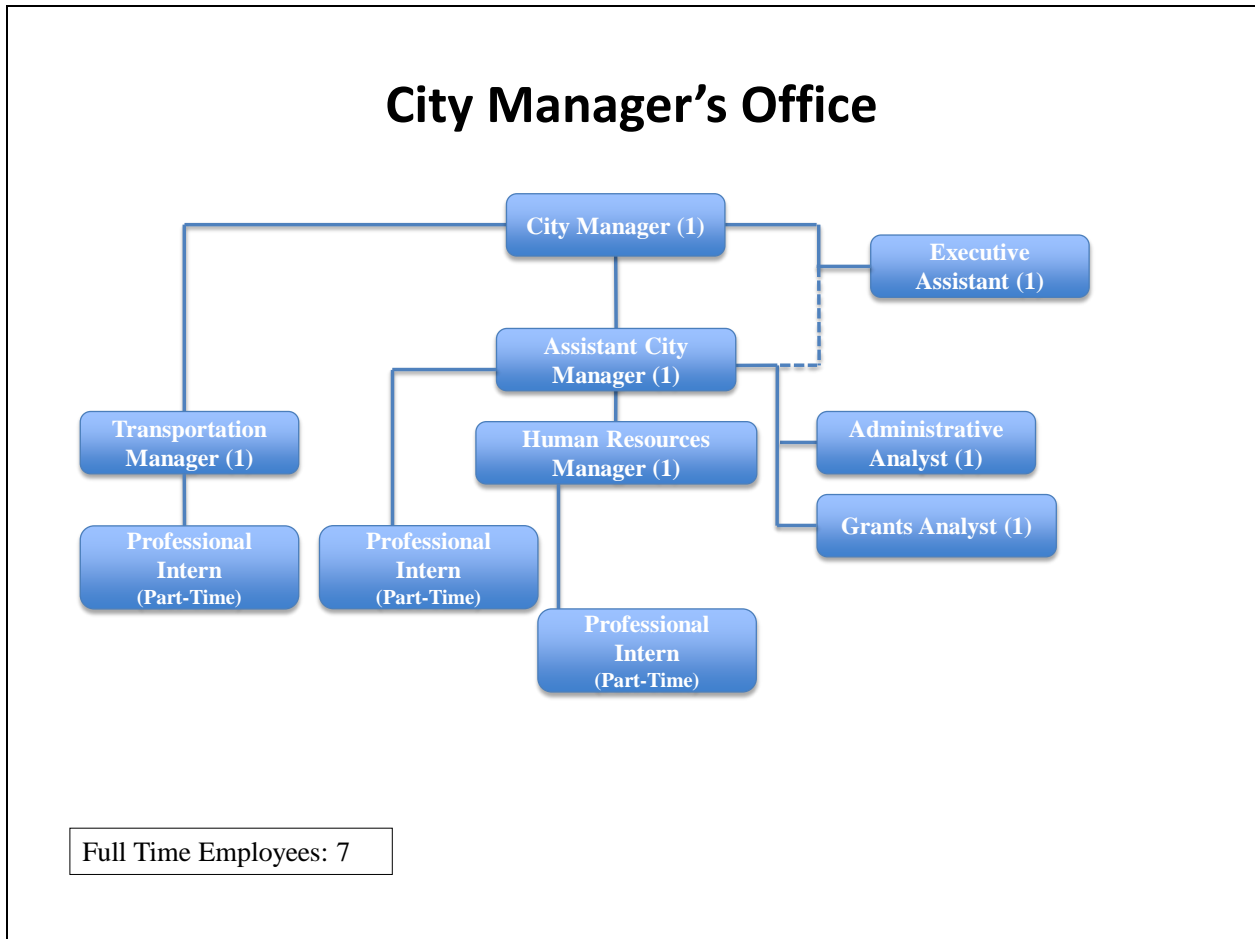
- 8010 Postage  
Provides funds for election-related postage not paid by Los Angeles County (\$50).
- 8020 Special Department Expense  
Provides for special election-related expenses not included in other accounts (\$100).
- 8040 Advertising  
Provides funds for election-related notices and advertisements required by law, primarily notices in Spanish, Chinese (\$1,500).
- 8070 Mileage  
Provides for election-related mileage at \$.51/mile (\$100).
- 8090 Conference and Meeting Expense  
Provides funds for election-related updates and conferences (\$100).
- 8170 Professional Services  
Provides funds for election services provided by the Los Angeles County Registrar Recorder/County Clerk (LACRR/CC), which is estimated high at \$138,000 to account for the situation whereby the City is the only agency paying for the election. If the election costs are shared with the South Pasadena Unified School District and the Pasadena Area Community College District, the cost to the City will be approximately \$75,000. For LACRR/CC estimates, 15% more was added as a contingency to account for unanticipated cost increases. Funds are included to allow for addition of the City Treasurer position to the ballot. Included are costs for candidate statements and translations (\$3,000), with revenues returning to the City if the City Council approves having candidates pay for translations.

## CITY MANAGER Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
Wages & Benefits	430,222	597,746	631,071	774,997	754,923	806,983
Operations & Maintenance	1,000,578	952,591	882,049	887,647	887,647	915,497
Capital Outlay	-	164,651	77,579	24,750	-	-
<b>Total Expenses by Category</b>	<b>1,430,800</b>	<b>1,714,988</b>	<b>1,590,699</b>	<b>1,687,394</b>	<b>1,642,570</b>	<b>1,722,480</b>
[101-2011] City Manager	486,776	599,009	743,368	878,397	857,927	896,383
[101-2013] Human Resources	114,994	131,096	109,587	90,700	90,700	101,700
[101-2021] Transportation Planning	205,320	164,082	236,680	294,338	294,338	272,000
[101-2501] Legal Services	294,619	321,998	236,519	235,000	235,000	235,000
[205-2022] Transit Services	7,462	-	-	-	-	-
[205-2220] Prop "A" Multi-Mode	98,222	107,411	-	-	-	-
[218-2270] Clean Air Act	6,181	128,791	70,610	30,690	5,940	13,600
[220-2301] Community Promotion	132,575	146,859	151,790	130,670	130,670	173,000
[222-2303] MTA Bus Purchase Fund	-	41,250	-	-	-	-
[226-2029] Mission Meridian Public Garage	80,689	74,494	21,913	27,600	27,600	30,797
[260-2110] CDBG Administration	3,963	-	-	-	-	-
<b>Total Expenses by Program</b>	<b>1,430,800</b>	<b>1,714,988</b>	<b>1,570,467</b>	<b>1,687,394</b>	<b>1,642,174</b>	<b>1,722,480</b>

City Manager	1
Assistant City Manager	1
Transportation Manager	1
Human Resources Manager	1
Executive Assistant	1
Administrative Analyst	1
Grants Analyst	1
<b>Total</b>	<b>7</b>

**CITY MANAGER**  
**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 7 operating departments, investigation of complaints, recommendation of internal reorganizations, formulating and presenting the annual budget, and supervision of Administration, including Personnel, Transportation Planning, Legal Services, Risk Management, Redevelopment, and Grants Management.

The City Manager also coordinates the City's working relationship with local, regional, State, and Federal public agencies on issues and problems facing the City. This office also serves as the prime liaison between City administration, community groups, and citizens. Other duties include analyzing and making recommendations to the City Council regarding proposed policy matters, as well as performing research and preparing reports on operational matters.

The Human Resources division is responsible for hiring, training, and overseeing employee disciplinary matters. In addition, this office is responsible for negotiations and coordination of risk management, including safety, liability, and workers compensation.

<p style="text-align: center;"><b>CITY MANAGER</b> <b>FY 2010/11 Goals and Accomplishments</b></p>
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The City Manager's Office works with the City Council to successfully achieve the Strategic Goals and Objectives established in January 2009.

**Goal 1: Eliminate the SR-710 Surface Route and Achieve Sale of Caltrans Properties**

Accomplishments:

- Worked with the State Legislature on AB 751, Freeway Construction.
- Prepared Scoping Letter to Caltrans following the Notice of Preparation of the Environmental Impact Report (EIR) and Environmental Impact Statement (EIS) for SR-710 extension process.
- Passed Resolution No. 7147, the City's official position against any extension of the SR-710 via surface or tunnel.
- Completed comments and analysis of SR-710 Tunnel Geotechnical Study.
- Filed appeal of Measure R voter approved funding of the SR-710 extension.

**Goal 2: Maintain Strong Financial Position, including Reserves**

Accomplishments:

- Reserve level is 33% of annual General Fund budget.
- Over \$11 million in grant applications submitted through March, 2011.
- Secured 1% premium decrease for dental insurance via new broker versus projected 4.5% cost increase.
- Enhanced revenue through lease agreements for wireless towers.
- Retained Certified Farmers' Market through agreement with the Chamber of Commerce.
- Completed in-house Police Chief recruitment saving over \$25,000 in consultant fees.

**Goal 3: Retain and Attract Quality Employees**

Accomplishments:

- Average of 98% staffing level maintained, including conducting 21 recruitments.
- Contracted with new Occupational Health provider. Presented Best Practices case study on selection process through the California Joint Powers Insurance Authority (CJPIA).
- Implemented a centralized volunteer application process including Live Scan background check.
- Advertised over 250 professional training opportunities through CJPIA and similar resources.

#### **Goal 4: Preserve and Improve the Environment**

##### Accomplishments:

- Held the fourth annual Clean-Air Car Show and Green-Living Expo to increase public awareness, both locally and regionally, on the importance of resources conservation and the effects of pollution on the environment.
- Constructed Compressed Natural Gas (CNG) fueling station for City vehicles.
- Increased CNG powered vehicle fleet.
- Planted 151 grant-funded, drought tolerant trees in the South Pasadena Nature Park and along City streets.



<p style="text-align: center;"><b>CITY MANAGER</b> <b>FY 2011/12 Goals and Performance Measures</b></p>
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**Goal 1: Eliminate the SR-710 Surface Route and Tunnel and Achieve Sale of Caltrans Surplus Properties**

Performance Measures:

- Remove surface route from Metro’s Environmental Impact Report (EIR).
- Ensure that Metro fully evaluates the Multi-Mode approach to traffic congestion.
- Complete update to Bicycle Master Plan and secure Metro and Caltrans approval.
- Establish City Housing Authority to purchase Caltrans-owned surplus properties.

**Goal 2: Maintain Strong Financial Position, including Reserves**

Performance Measures:

- Maintain General Fund reserve of 30% or higher.
- Implement fee and rate adjustments to support appropriate service operations and infrastructure replacement.
- Identify and implement cost saving measures through technology and products such as expansion of *e-Neighbors* newsletter, social media, and energy-efficiency enhancements.
- Implement paid permit program at Mission-Meridian Park & Ride Lot for revenue neutral operations.
- Submit at least eight grant applications.
- Evaluate all departments to identify effective and efficient service delivery methods.

**Goal 3: Reduce Employee Costs and Potential Liabilities**

Performance Measures:

- Achieve average of 95% staffing level for authorized non-frozen positions.
- Three or fewer formal employee grievances or lawsuits through the timely handling of recruitments, grievances and workers’ compensation issues.
- Successfully negotiate memorandums of understanding with five labor associations.
- Review life insurance premiums for employees via successful competitive bid process.

**Goal 4: Preserve and Improve the Environment**

Performance Measures:

- Upgrade CNG fueling station to “fast-fill” for greater efficiency.
- Host fifth annual Clean-Air Car Show and Green-Living Expo to increase public awareness, both locally and regional, on the importance of resources.

**Goal 5: Archive Records to Gain Space and become more Efficient in their Retrieval**

Performance Measure:

- Annual review of obsolete files in accordance with Retention Schedule and archive pertinent files.

# CITY MANAGER

## Budget Detail

**101-2011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	176,463	326,154	432,685	502,234	490,100	522,309
7010	Salaries - Temp / Part	70,933	28,860	45,112	78,000	59,194	78,000
7020	Overtime	3,482	1,405	2,232	1,500	1,727	1,500
7070	Leave Buyback	3,020	14,812	5,783	6,000	38,720	6,000
7100	Retirement	33,531	60,728	81,764	112,735	102,700	119,849
7108	Deferred Compensation	3,255	4,345	2,689	6,667	3,289	7,182
7110	Workers Compensation	2,712	3,244	2,536	10,290	10,290	14,282
7130	Group Health Insurance	18,040	31,260	36,933	36,055	33,306	36,055
7140	Vision Insurance	477	883	994	1,282	1,056	1,282
7150	Dental Insurance	1,319	2,617	3,366	4,806	3,689	4,806
7160	Life Insurance	1,056	1,328	761	993	910	993
7170	FICA - Medicare	7,750	6,550	7,450	8,435	9,545	8,726
7180	Car/Uniform Allowance	6,000	5,000	-	6,000	-	6,000
	<WAGES & BENEFITS>	328,037	490,335	630,854	774,997	754,527	806,983
8000	Office Supplies	4,947	7,350	9,484	10,000	10,000	6,000
8010	Postage	6,742	5,196	869	2,000	2,000	2,000
8020	Special Department Expense	8,917	6,145	24,886	8,500	8,500	6,500
8050	Printing/Duplicating	15,415	14,990	(147)	5,000	5,000	4,000
8060	Dues & Memberships	1,764	2,066	791	2,100	2,100	2,500
8090	Conference & Meeting Expense	3,028	3,345	3,601	5,000	5,000	7,000
8100	Vehicle Maintenance	5,554	4,549	4,859	4,500	4,500	4,500
8110	Equipment Maintenance	436	3,684	407	5,000	5,000	4,000
8150	Telephone	347	-	3,562	2,400	2,400	2,400
8170	Professional Service	28,087	28,434	49,087	35,500	35,500	30,000
8180	Contract Services	67,840	5,953	2,856	4,900	4,900	4,000
8200	Training Expense	-	7	-	5,000	5,000	3,000
8272	CM Emergency	12,315	20,320	8,509	10,000	10,000	10,000
8300	Lease Payment	3,346	3,953	1,269	3,500	3,500	3,500
	<OPERATIONS & MAINTENANCE>	158,739	105,993	110,034	103,400	103,400	89,400
8520	Machinery & Equipment	-	2,681	2,480	-	-	-
	<CAPITAL OUTLAY>	-	2,681	2,480	-	-	-
<b>[101-2011] City Manager Total</b>		<b>486,776</b>	<b>599,009</b>	<b>743,368</b>	<b>878,397</b>	<b>857,927</b>	<b>896,383</b>

## CITY MANAGER

Budget Detail

101-2011

### HUMAN RESOURCES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant City Manager, Human Resources Manager, Transportation Manager, Executive Assistant, Administrative Analyst and Grants Analyst. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time  
Provides compensation for non-salaried part-time employees.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of copy paper (\$1,500) and ordinary office supplies for the City Manager's Office, Public Works' and City Clerk's offices (\$4,500).
- 8010 Postage  
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$2,000).
- 8020 Special Department Expense  
Provides funds for miscellaneous department supplies and services not considered office supplies (\$3,500), including beverage and kitchen equipment and supplies (\$3,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials, including City information brochures (\$2,000), stationery (\$1,500), and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions  
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, San Gabriel Valley Assistants to City Managers Association dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$2,500).

- 8090 Conference and Meeting Expense  
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, San Gabriel Valley Assistants to City Managers Annual Conference, and the Municipal Management Association of Southern California Annual Conference (\$7,000).
- 8100 Vehicle Maintenance and Operations  
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$4,500).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of equipment including postage machine, fax machine, telephone system, printers and computer system, and funds set aside for unexpected replacement and upgrade to computer equipment (\$4,000).
- 8150 Telephone  
Provides funds for City Manager and Assistant City Manager cell phone services and other unanticipated costs (\$2,400).
- 8170 Professional Services  
Provides funds for consultant services, such as City-wide telephone system management consultant, Comcate, team building and other professional services (\$30,000).
- 8180 Contract Services  
Provides funds for contract services related to City Manager's Office operations, web hosting service for *eNeighbors* Newsletter, maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$4,000).
- 8200 Training  
Provides fund for employee training program (\$3,000).
- 8272 City Manager Emergency Fund  
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).
- 8300 Lease Payment  
Provides funds for the lease and maintenance of equipment and machinery, including the second floor City Hall copy machine (\$3,500).

# HUMAN RESOURCES

## Budget Detail

**101-2013**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8010	Postage	155	460	313	400	400	400
8020	Special Department Expense	10,984	14,818	16,562	14,500	14,500	12,500
8040	Advertising	11,953	13,517	4,651	6,000	6,000	6,000
8050	Printing/Duplicating	149	279	44	500	500	500
8060	Dues & Memberships	-	2,507	3,059	3,500	3,500	3,500
8090	Conference & Meeting Expense	183	1,476	614	3,300	3,300	3,300
8110	Equipment Maintenance	-	-	44	-	-	-
8160	Legal Service	73,635	68,805	58,082	35,000	35,000	35,000
8170	Professional Service	14,128	24,065	12,375	20,000	20,000	32,000
8180	Contract Services	-	-	-	-	-	-
8200	Training Expense	3,806	5,169	13,842	7,500	7,500	8,500
<OPERATIONS & MAINTENANCE>		114,994	131,096	109,587	90,700	90,700	101,700
<b>[101-2013] Human Resources Total</b>		<b>114,994</b>	<b>131,096</b>	<b>109,587</b>	<b>90,700</b>	<b>90,700</b>	<b>101,700</b>

# HUMAN RESOURCES

Budget Detail

101-2013

## OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to personnel activities (\$400).
- 8020 Special Department Expense  
Provides funds for special department expenses including holiday celebration (\$6,000), city employee identification cards, recruitment expenses, flu shots and employee wellness program (\$5,500).
- 8040 Advertising  
Provides funds for employment advertisement in the San Gabriel Valley Newspaper Group (\$5,000) and other advertisement outlets and other recruitments cost (\$1,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of personnel forms (\$500).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, subscriptions, books and publications of professional organizations (\$3,500).
- 8090 Conference and Meeting Expense  
Provides funds for Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium training meetings, JPIA Risk Management Conference, Personnel Management Association meetings, and the League of California Cities Personnel Department conference (\$3,300).
- 8160 Legal Services  
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules, administrative policies, and other legal requirements governing employee relations (\$35,000).
- 8170 Professional Services  
Provides funds for pre-employment physicals, Department of Motor Vehicles background checks, Department of Justice investigations, medical and psychological examinations (\$9,500). Personnel investigations, Employee Assistance Program services, mediation services (\$7,000), consultant service for a citywide Safety Manual (\$15,000), miscellaneous personnel recruitment services (\$200), and Supplemental Insurance Plan administration fee (\$300).
- 8200 Employee Training  
Provides funds for HR software training (\$2,500), skills enhancement and educational workshops as well as mandatory training for City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$6,000).

# TRANSPORTATION PLANNING

## Budget Detail

**101-2021**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8010	Postage	558	135	1,699	1,800	1,800	1,800
8020	Special Department Expense	16,341	59	933	-	-	-
8050	Printing/Duplicating	2,421	196	3,057	2,000	2,000	2,000
8060	Dues & Memberships	-	1,615	1,343	1,500	1,500	1,500
8090	Conference & Meeting Expense	46	1,322	990	2,500	2,500	2,500
8150	Telephone	-	-	45	1,200	1,200	1,200
8160	Legal Service	124,889	95,758	153,050	120,000	120,000	120,000
8170	Professional Service	60,000	62,693	72,353	145,338	145,338	123,000
8180	Contract Services	1,065	2,305	2,475	20,000	20,000	20,000
	<OPERATIONS & MAINTENANCE>	205,320	164,082	235,944	294,338	294,338	272,000
8530	Computer Equipment	-	-	735	-	-	-
	<CAPITAL OUTLAY>	-	-	735	-	-	-
<b>[101-2021] Transportation Planning Total</b>		<b>205,320</b>	<b>164,082</b>	<b>236,680</b>	<b>294,338</b>	<b>294,338</b>	<b>272,000</b>

## TRANSPORTATION PLANNING

Budget Detail

101-2021

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$1,800).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials related to transportation planning (\$2,000).
- 8060 Dues and Membership  
Provides funds for membership in professional transportation and land use organizations, such as American Planning Association, Urban Land Institute, Urban Forum and others. (\$1,500).
- 8090 Conference and Meeting Expense  
Provides funds for staff and City Council to attend meetings to advocate the City's anti-710 Freeway extension position, as well as other transportation related conferences and meetings (\$2,500).
- 8150 Telephone  
Provides funds for Transportation Manager cell phone service (\$1,200).
- 8160 Legal Services  
Provides for special legal counsel related to the 710 Freeway (\$90,000). Also provides for other transportation-related legal services (\$30,000).
- 8170 Professional Services  
Provides funds for 710 strategic planning consultant services and other services related to transportation (\$123,000).
- 8180 Contract Services  
Provides funds for contract services related to transportation planning, includes funding for support studies for transit and traffic studies (\$20,000).



# LEGAL SERVICES

**Budget Detail**

**101-2501**

<b>Acct</b>	<b>Account Title</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2010/11</b>	<b>2011/12</b>
8160	Legal Service	249,619	291,998	236,519	235,000	235,000	235,000
8161	Settlements	45,000	30,000	-	-	-	-
	<OPERATIONS & MAINTENANCE>	294,619	321,998	236,519	235,000	235,000	235,000
<b>[101-2501] Legal Services Total</b>		<b>294,619</b>	<b>321,998</b>	<b>236,519</b>	<b>235,000</b>	<b>235,000</b>	<b>235,000</b>

## LEGAL SERVICES

**Budget Detail**

**101-2501**

### OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (\$225,000). City mediation services (\$10,000).

## CLEAN AIR ACT - AB 2766

### Budget Detail

**218-2270**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8060	Dues & Memberships	3,090	3,200	2,800	2,940	2,940	3,600
8180	Contract Services	-	-	-	-	-	10,000
8261	Rideshare	3,091	4,871	4,762	3,000	3,000	-
	<OPERATIONS & MAINTENANCE>	6,181	8,071	16,262	5,940	5,940	13,600
8540	Automotive Equipment	-	120,721	54,348	24,750	-	-
	<CAPITAL OUTLAY>	-	120,721	54,348	24,750	-	-
<b>[218-2270] Clean Air Act Total</b>		<b>6,181</b>	<b>128,791</b>	<b>70,610</b>	<b>30,690</b>	<b>5,940</b>	<b>13,600</b>

## CLEAN AIR ACT - AB 2766

**Budget Detail**

**218-2270**

### OPERATIONS & MAINTENANCE

8060 Dues, Membership, and Subscription

Provides funds for a portion of membership dues for the San Gabriel Valley Council of Governments (SGVCOG) (\$3,600).

8180 Contract Services

Provides funds for annual maintenance contract for City's Compressed Natural Gas Station (\$10,000).

## COMMUNITY PROMOTION

### Budget Detail

**220-2301**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8040	Advertising	-	7,159	12,198	6,000	6,000	-
8050	Printing/Duplicating	9,575	-	763	-	-	-
8170	Professional Service	-	7,200	18,330	1,670	1,670	-
8173	Facade Improvement Program						50,000
8185	Chamber of Commerce	120,500	127,500	120,500	120,500	120,500	120,500
8254	Rose Parade Float	-	-	-	2,500	2,500	2,500
8255	Public Events Promotion	2,500	5,000	-	-	-	-
	<OPERATIONS & MAINTENANCE>	132,575	146,859	151,790	130,670	130,670	173,000
<b>[220-2301] Community Promotion Total</b>		<b>132,575</b>	<b>146,859</b>	<b>151,790</b>	<b>130,670</b>	<b>130,670</b>	<b>173,000</b>

## COMMUNITY PROMOTION

Budget Detail

220-2301

### OPERATIONS & MAINTENANCE

- 8173 Façade Improvement Programs  
Provides matching funds for the façade improvement program for projects that are outside of the redevelopment area (\$50,000).
- 8185 Chamber of Commerce  
For FY 2011/12, funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$120,500).
- 8254 Tournament of Roses Float  
Provides funds to support the South Pasadena Tournament of Roses' Cruz'n for Roses event (\$2,500).

# MISSION MERIDIAN PUBLIC GARAGE

## Budget Detail

**226-2029**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8020	Special Department Expense	5,509	3,492	1,853	2,000	2,000	500
8060	Dues & Memberships	51,909	46,774	7,723	25,600	25,600	30,297
8170	Professional Service	23,271	24,228	12,336	-	-	-
	<OPERATIONS & MAINTENANCE>	80,689	74,494	21,913	27,600	27,600	30,797
<b>[226-2029]</b>	<b>Mission Meridian Public Garage</b>	<b>80,689</b>	<b>74,494</b>	<b>21,913</b>	<b>27,600</b>	<b>27,600</b>	<b>30,797</b>

## MISSION MERIDIAN PUBLIC GARAGE

**Budget Detail**

**226-2029**

### OPERATIONS & MAINTENANCE

8020 Operating Supplies

Provides additional funds for supplies and maintenance of the Mission Meridian Parking Garage (\$500).

8060 Property Owners' Association (POA) Dues

Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$13,783) and the payment of Utilities (\$16,514).



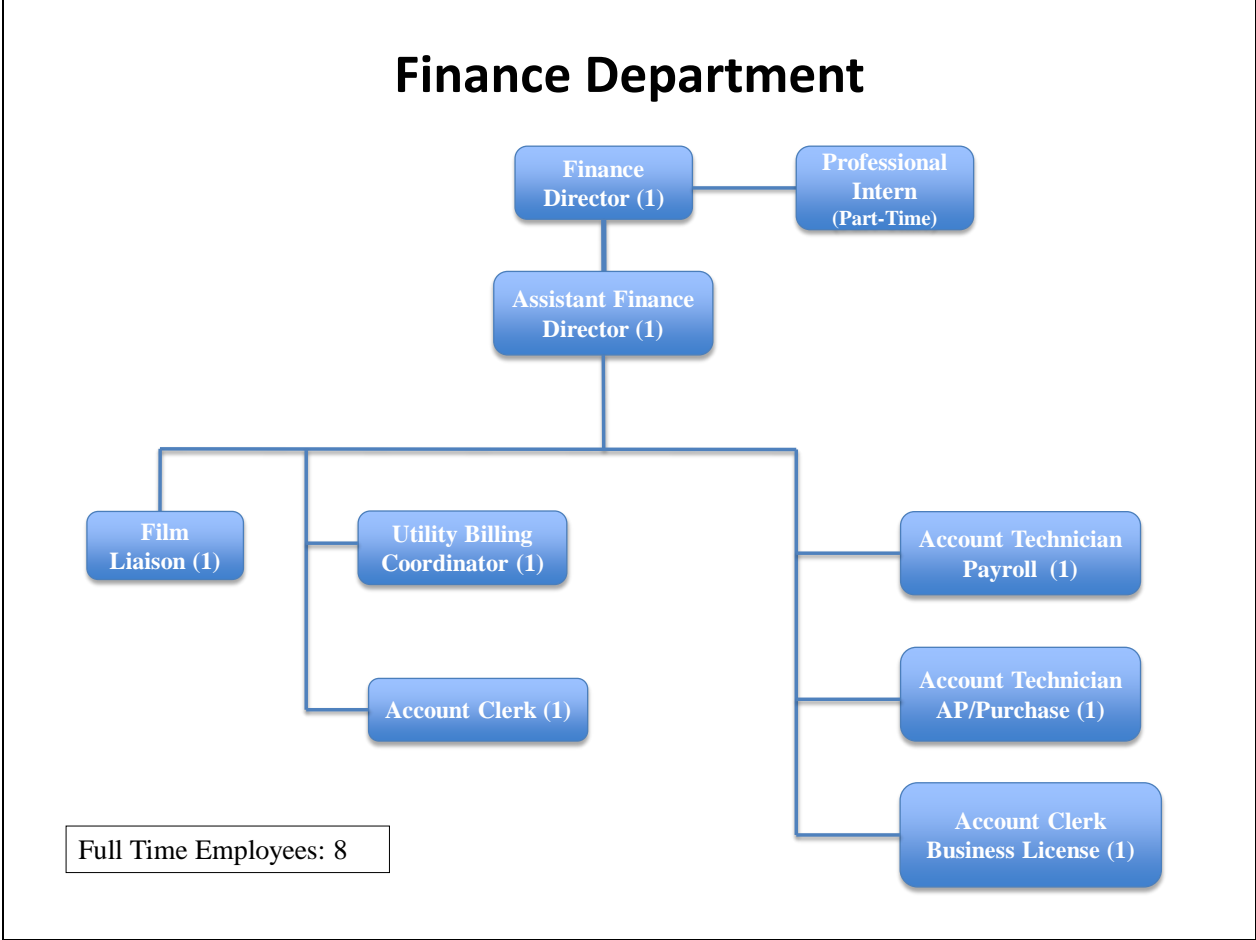
## FINANCE

### Department Summary

<b>EXPENDITURE SUMMARY</b>	Actual 2007/08	Actual 2008/09	Actual 2009/10	Budget 2010/11	Estimated 2010/11	Adopted 2011/12
Wages & Benefits	594,919	500,567	583,711	703,925	602,725	713,987
Operations & Maintenance	483,132	645,076	591,210	525,375	557,805	585,875
Capital Outlay	-	6,853	7,295	-	-	30,000
<b>Total Expenses by Category</b>	<b>1,078,051</b>	<b>1,152,497</b>	<b>1,182,216</b>	<b>1,229,300</b>	<b>1,160,530</b>	<b>1,329,862</b>
[101-3011] Finance	455,500	419,183	391,581	442,975	413,241	448,838
[101-3032] Information Services	171,241	170,814	203,007	176,130	176,130	266,630
[500-3012] Utility Billing	451,311	562,500	586,893	610,195	571,160	614,394
<b>Total Expenses by Program</b>	<b>1,078,051</b>	<b>1,152,497</b>	<b>1,181,481</b>	<b>1,229,300</b>	<b>1,160,530</b>	<b>1,329,862</b>

Finance Director	1
Assistant Finance Director	1
Utility Billing Coordinator	1
Filming Liaison	1
Accounting Technician	2
Account Clerk	2
<b>Total</b>	<b>8</b>

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



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

The Finance Department administers the utility billing function to the City’s almost 7,500 accounts for all water, refuse and sewer fees. This function includes the administering direct debit payments systems for utility payers. The Department works with the City Treasurer and the Finance Committee with respect to the various financial issues the City needs to consider. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments. The Department also manages the film permitting process. Lastly, the Department coordinates the City’s information services and telecommunications functions, and prepares special financial reports and analysis as needed.

# FINANCE

## FY 2010/11 Accomplishments and Performance Measures

### Goal 1: Distribute Timely Financial Information to Decision Makers

#### Performance Measurements:

- Distribute monthly financial reports to operating departments by 12<sup>th</sup> day of the month with a 92% success ratio.
- Agendize quarterly revenue and expenditure reports for the City Council on 2<sup>nd</sup> meeting of each month in October, April and July.
- Agendize midyear review report to the City Council on the 1<sup>st</sup> meeting of February.
- Agendize public presentation of Comprehensive Annual Financial Report (CAFR) for 1<sup>st</sup> City Council meeting of December.
- In collaboration with the City Manager, publish proposed annual budget by June 10<sup>th</sup>, coordinate City Council adoption of annual budget by June 30<sup>th</sup>, and publish adopted annual budget by August 1<sup>st</sup>.

### Goal 2: Internal Operational Efficiencies

#### Performance Measurements:

- Complete monthly bank reconciliation by 25<sup>th</sup> of each month with 100% success ratio.
- In cooperation with the Water Division, complete all meter reads by 15<sup>th</sup> of each month with 75% success ratio.
- Mail monthly utility bills by 25<sup>th</sup> of each month with 75% success ratio.
- Deliver warrant register to City Clerk's Office no later than Wednesday at 12 of deadline week.
- Mail warrant checks to vendors on the Thursday following each Wednesday City Council meetings.
- Mail monthly business license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Mail monthly pet license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Distribute 1099s and W2s by January 31<sup>st</sup>.
- File state and federal employer tax reports by the end the month following each quarter.

### Goal 3: Analyze Trends in Film Permitting

#### Performance Measurements:

- Maintain data regarding filming days, revenue and permits issued divided by July/December and January/June periods.
- Maintain narrative log of actions take to address customer concerns and production and service issues.

**Goal 4: Implement Six-Month Strategic Objectives of the City’s Strategic Plan: Increase Sources of Revenue to Meet Unmet Needs**

Performance Measurements:

- Contract with a consultant to conduct a Cost Analysis Survey for city fees.
- Provide City Manager with an evaluation of exemptions and waivers for city fees and permits.
- Explore and identify opportunities for leveraging existing revenue streams and report results to the City Council.

<b>FINANCE</b> <b>FY 2011/12 Goals and Performance Measures</b>
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**Goal 1: Provide Timely Financial Information to Decision Makers**

## Performance Measurements:

- Distribute monthly financial reports to operating departments by 12<sup>th</sup> day of the month with a 92% success ratio.
- Agendize quarterly revenue and expenditure reports for the City Council on 2<sup>nd</sup> meeting of each month in October, April and July.
- Agendize mid-year review report to the City Council on the 1<sup>st</sup> meeting of February.
- Agendize public presentation of Comprehensive Annual Financial Report (CAFR) for 1<sup>st</sup> City Council meeting of December.
- In collaboration with the City Manager, publish proposed annual budget by June 10<sup>th</sup>, coordinate City Council adoption of annual budget by June 30<sup>th</sup>, and publish adopted annual budget by August 1<sup>st</sup>.

**Goal 2: Internal Operational Efficiencies**

## Performance Measurements:

- Develop a cross-training program for payroll and business license functions
- Implement an Information Technology Master Plan
- Implement an IT replacement program
- Complete monthly bank reconciliation by 25<sup>th</sup> of each month with 100% success ratio.
- In cooperation with the Water Division, complete all meter reads by 15<sup>th</sup> of each month with 75% success ratio.
- Mail monthly utility bills by 25<sup>th</sup> of each month with 75% success ratio.
- Deliver warrant register to City Clerk's Office no later than Wednesday at 12 of deadline week.
- Mail warrant checks to vendors on the Thursday following each Wednesday City Council meetings.
- Mail monthly business license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Mail monthly pet license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Distribute 1099s and W2s by January 31<sup>st</sup>.
- File state and federal employer tax reports by the end the month following each quarter.

**Goal 3: Analyze Trends in Film Permitting**

## Performance Measurements:

- Maintain data regarding filming days, revenue and permits issued divided by July/December and January/June periods.
- Maintain narrative log of actions take to address customer concerns and production and service issues.

#### **Goal 4: Implement Strategic Objectives to Increase Sources of Revenue to Meet Unmet Needs**

Performance Measurements:

- Update the current business tax/license language within the municipal code and increase enforcement
- Recalculate the Gann Limit to increase the City's taxing capacity
- In collaboration with the City Manager's Office and Public Works, develop a long-term street maintenance plan and secure funding.

# FINANCE

## Budget Detail

**101-3011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	201,361	175,785	198,617	248,157	207,500	249,859
7010	Salaries - Temp / Part	12,063	8,954	9,961	12,000	5,455	12,000
7020	Overtime	184	269	240	400	400	400
7070	Leave Buyback	24,248	1,867	3,040	8,000	9,460	8,000
7100	Retirement	40,117	33,044	40,916	52,518	44,400	54,295
7108	Deferred Compensation	685	205	488	912	502	913
7110	Workers Compensation	1,513	989	747	1,637	1,637	3,996
7120	Disability Insurance	-	-	1,796	-	-	-
7122	Unemployment Insurance	13,528	-	-	-	-	-
7130	Group Health Insurance	27,654	23,787	24,110	24,539	25,932	24,539
7140	Vision Insurance	871	765	816	912	816	912
7150	Dental Insurance	2,960	2,700	3,030	3,420	3,060	3,420
7055	IOD - Non Safety	-	-	278	-	-	-
7160	Life Insurance	613	558	620	707	632	707
7170	FICA - Medicare	3,482	2,660	2,824	3,778	3,451	3,803
	<WAGES & BENEFITS>	329,278	251,583	287,482	356,980	303,246	362,843
8000	Office Supplies	458	408	1,200	1,500	1,500	1,500
8010	Postage	5,922	5,148	5,029	6,000	6,000	6,000
8020	Special Department Expense	22,602	21,871	22,370	21,800	21,800	21,800
8050	Printing/Duplicating	5,343	2,312	2,510	4,500	4,500	4,500
8060	Dues & Memberships	1,307	1,235	1,600	2,695	2,695	2,695
8070	Mileage/Auto Allowance	288	204	58	300	300	300
8090	Conference & Meeting Expense	516	293	3,707	4,000	4,000	4,000
8110	Equipment Maintenance	10,344	8,258	3,325	7,000	7,000	7,000
8150	Telephone	-	-	2,098	1,200	1,200	1,200
8170	Professional Service	79,104	123,359	60,549	36,000	60,000	36,000
8200	Training Expense	337	-	522	1,000	1,000	1,000
	<OPERATIONS & MAINTENANCE>	126,222	163,086	102,969	85,995	109,995	85,995
8520	Machinery & Equipment	-	4,513	-	-	-	-
8530	Computer Equipment	-	-	1,129	-	-	-
	<CAPITAL OUTLAY>	-	4,513	-	-	-	-
<b>[101-3011] Finance Total</b>		<b>455,500</b>	<b>419,183</b>	<b>391,581</b>	<b>442,975</b>	<b>413,241</b>	<b>448,838</b>

## FINANCE

### Budget Detail

101-3011

#### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for compensation for full-time Department staff.
  
- 7010 Part time Employees  
Provides funds part-time Account Clerk (remaining portion of position is budgeted in Water Utility).
  
- 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 for Finance Department and City Treasurer (\$1,500).
  
- 8010 Postage  
Provides funds for postal expenses for mailing information, purchase orders, checks, business and animal licenses, and miscellaneous Department mailings (\$6,000).
  
- 8020 Special Department Expense  
The procurement of computer, printer, and copier supplies, ribbons, toners and diskettes (\$4,500). Departmental forms including W-2s and 1099s, business license reminder notices, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$10,455). Also included in this account are fees (\$4,545) for 10% of annual allocation of credit card use charges, bank analysis fees, (\$1,800) funding for compilation of the CAFR statistical section, and (\$500) application costs for the GFOA CAFR award program.
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of draft and final budget (\$3,000) and other miscellaneous information intended for public distribution from the Finance Department (\$1,500).



- 8060 Dues, Memberships, Subscriptions, and Books  
Provides for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$220), the Government Finance Officers Association (GFOA, \$375) the California Municipal Treasurers Association (CMTA, \$100), International City/County Management Association (ICMA, \$650) Film Liaisons in California (FLICS, \$300), and the California Municipal Business Tax Association (CMBTA, \$50). Also includes STAR News, GAAFR blue book subscription and miscellaneous finance publications as required (\$1,000).
- 8070 Mileage Reimbursement  
Provides for mileage reimbursement for Film Liaison's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$300).
- 8090 Conference and Meeting Expense  
Provides for attendance luncheon meetings annually of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director and Assistant Director, the annual CSMFO conference for the Finance Director, the annual GFOA Conference for the Assistant Director, League of California Cities Legislative Updates, ICMA and annual Diehl Evans tax seminar for Assistant Director and an Accounting Technician. Actual attendance will be determined by location and date (\$4,000).
- 8110 Equipment Maintenance  
Provides for postage machine lease/maintenance allocation (\$550), funding for copier shared with Planning & Building Department (\$2,400), credit card processor (\$200), postage meter(\$200), typewriters (\$200), currency counter (\$100), 8 calculators (\$100), fax machine and hole-puncher (\$250), set aside for unexpected replacements and upgrades to Department PCs and printers (\$3,000).
- 8150 Telephone  
Cell phone equipment and services (\$1,200).
- 8170 Professional Services  
Current year's adopted expenditures are for maintenance of GASB 34 infrastructure asset valuation, depreciation and other requirements, research and implementation assistance for GASB 44 requirements (\$5,000). The State Controller's Office assists in the compilation of the Annual Street Report, (\$1,000), sales tax and property tax audits and advisory (\$10,000) and financial advisory services (\$20,000).
- 8200 Employee Training  
Department training for finance software (\$1,000).

## INFORMATION SERVICES

### Budget Detail

**101-3032**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8020	Special Department Expense	354	228	5,587	2,200	2,200	2,200
8110	Equipment Maintenance	49,363	34,933	45,811	55,000	55,000	55,000
8150	Telephone	4,729	4,729	4,477	4,430	4,430	4,430
8170	Professional Service	98,265	113,802	129,180	99,500	99,500	160,000
8180	Contract Services	16,530	17,123	15,558	15,000	15,000	15,000
8200	Training Expense	2,000	-	30	-	-	-
	<OPERATIONS & MAINTENANCE>	171,241	170,814	200,643	176,130	176,130	236,630
8530	Computer Equipment	-	-	2,364	-	-	30,000
	<CAPITAL OUTLAY>	-	-	2,364	-	-	30,000
<b>[101-3032] Information Services Total</b>		<b>171,241</b>	<b>170,814</b>	<b>203,007</b>	<b>176,130</b>	<b>176,130</b>	<b>266,630</b>

## INFORMATION SERVICES

Budget Detail

101-3032

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provide funds for website software, purchase data tape cleaning kit, computer cables and interactive form (\$2,200).

8110 Equipment Maintenance

Maintenance cost include for general hardware maintenance (\$11,000), annual anti-virus update (\$4,000), the annual spam filter update (\$6,000), Springbrook Software (Accounting/Finance systems \$26,000), HdL (Business and Animal License systems \$8,000)

8150 Telephone

Provides funds for internet access by AT&T and for additional miscellaneous supplies (\$4,430).

8170 Professional Services

Provides funds for Citywide network system consulting services provided by OsZ Technologies for all departments other than the Police Department. Annualized cost is based on hourly requirements for service as initiated by departments. (\$93,000) from current estimates is budgeted this year. Also included is website hosting services provided by Digital Housing totaling (\$2,500 annually) and the Comcate customer services annual software license fee (\$4,000).

One-time expense for FY 2010/11 is website and intranet design (\$25,000)

8180 Contract Services

Website maintenance and webmaster's services (\$15,000).

## UTILITY BILLING

### Budget Detail

**500-3012**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	179,799	184,161	213,085	245,714	208,200	245,951
7010	Salaries - Temp / Part	4,334	3,700	9,259	10,000	9,261	10,000
7020	Overtime	148	191	303	200	227	200
7040	Holiday	-	-	-	-	435	-
7070	Leave Buyback	17,678	1,087	1,538	4,000	6,120	4,000
7100	Retirement	34,127	33,601	42,851	51,775	45,400	53,228
7108	Deferred Compensation	533	160	427	798	439	799
7110	Workers Compensation	1,260	991	772	1,388	1,388	3,893
7120	Disability Insurance	936	-	641	-	-	-
7130	Group Health Insurance	21,307	20,132	21,484	24,519	22,053	24,519
7140	Vision Insurance	623	512	561	876	547	876
7150	Dental Insurance	2,260	2,069	2,323	3,285	2,267	3,285
7055	IOD - Non Safety	-	-	99	-	-	-
7160	Life Insurance	539	567	622	679	614	679
7170	FICA - Medicare	2,098	1,814	2,265	3,711	2,528	3,714
	<WAGES & BENEFITS>	265,641	248,984	296,229	346,945	299,480	351,144
8010	Postage	14,960	16,553	17,604	20,250	20,250	20,250
8020	Special Department Expense	82,392	81,979	88,274	82,500	82,500	82,500
8060	Dues & Memberships	-	-	300	-	-	-
8090	Conference & Meeting Expense	-	575	460	2,940	3,500	2,940
8110	Equipment Maintenance	17,416	25,626	14,772	26,450	26,450	26,450
8170	Professional Service	70,902	164,846	53,421	37,130	45,000	37,130
8200	Training Expense	-	-	-	2,000	2,000	2,000
8350	Bad Debt Expense	-	21,597	20,786	-	-	-
8400	Overhead Allocation	-	-	91,981	91,980	91,980	91,980
	<OPERATIONS & MAINTENANCE>	185,670	311,176	287,598	263,250	271,680	263,250
8520	Machinery & Equipment	-	2,340	3,067	-	-	-
	<CAPITAL OUTLAY>	-	2,340	3,067	-	-	-
<b>[500-3012] Utility Billing Total</b>		<b>451,311</b>	<b>562,500</b>	<b>586,893</b>	<b>610,195</b>	<b>571,160</b>	<b>614,394</b>

## UTILITY BILLING

Budget Detail

500-3012

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for compensation for Finance Department staff allocated to the Water billing function.
- 7010 Part time Employees  
Provides funds for part-time Account Clerk's wages. Remaining portion of position is budgeted in Finance Activity.
- 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

- 8010 Postage  
Provides funds for postal expenses for utility bills and mailings for accounts payable (\$18,000) and miscellaneous other (\$2,250).
- 8020 Special Department Expense  
Funds provide for payment of 90% allocation of annual credit card processing charges (\$44,000), banking services fees (analysis fees \$35,000), and for the procurement of computer supplies, computer paper, ribbons, diskettes, and extraordinary department supplies and services (\$2,000).
- 8090 Conference and Meeting Expense  
Annual CSMFO conference for the Finance Director (\$940), the annual GFOA Conference for the Assistant Director (\$1,000), and ICMA (\$1,000).
- 8110 Equipment Maintenance  
Provides (\$1,650) for postage machine lease/maintenance allocation; (\$3,200) in funding for copier shared with Planning & Building Department, (\$2,000) for Datamatic hand-held water meter reader contract; and (\$1,000) set aside for miscellaneous equipment replacement. Maintenance costs for Springbrook Software (Finance/Utility Billing systems \$8,750) and HdL (Business and Animal License systems \$2,500).
- 8170 Professional Services  
Provides forty-percent share of annual city audit services, (\$12,685) Also provides (\$8,750) toward contractual support service with InfoSend, a company that outsources the Finance Department's utility billing processing and mailing. Funds are allocated for the maintenance of infrastructure assets valuation and depreciation per GASB 34 requirements with Berryman and Hennigar (\$1,125).

- 8200 Employee Training  
Funding for employee customer service, computer training, writing skills and other training workshops for Finance employees other than the Director and Assistant Director (\$2,000).
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund (\$91,980).

## NON-DEPARTMENTAL/OVERHEAD

### Budget Detail

**101-3041**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	-	-	100,000	-	-	200,000
7131	Retiree Health Insurance	427,432	424,124	361,057	500,000	448,400	500,000
	<WAGES & BENEFITS>	427,432	424,124	461,057	500,000	448,400	700,000
8020	Special Department Expense	748	73	-	750	750	750
8060	Dues & Memberships	18,511	27,689	19,748	20,839	20,839	20,839
8100	Vehicle Maintenance	-	1,000	-	-	-	-
8110	Equipment Maintenance	10,474	11,962	232	10,000	10,000	10,000
8150	Telephone	19,967	17,308	75,571	17,000	17,000	21,000
8170	Professional Service	25,620	45,704	27,724	53,330	53,330	50,000
8191	Liability & Surety Bonds	364,826	361,989	438,201	554,138	554,138	590,000
8300	Lease Payment	61,308	61,308	61,308	61,000	61,000	61,000
8335	Property Tax Admin. Fee	129,834	133,104	147,599	150,000	150,000	150,000
8350	Bad Debt Expense	-	558	517	-	-	-
	<OPERATIONS & MAINTENANCE>	631,289	660,695	770,901	867,057	867,057	903,589
9100	Transfers Out	-	-	24,136	-	-	-
9811	Transfers Out	-	18,388	360,000	-	-	-
	<TRANSFER OUT>	-	18,388	384,136	-	-	-
<b>[101-3041] Non-Dept/Overhead Total</b>		<b>1,058,721</b>	<b>1,103,208</b>	<b>1,616,094</b>	<b>1,367,057</b>	<b>1,315,457</b>	<b>1,603,589</b>

## NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

### PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding. By agreement with PERS, changes in medical contributions with active employees must be effectuated for retired employees (\$500,000).

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provided funds for miscellaneous supplies (\$750).

8060 Dues, Memberships, Subscriptions, and Books

Funds City memberships in League of California Cities (\$9,534), League of California Cities-LA County (\$1,095), the National League of California Cities (\$1,900), the San Gabriel Valley Council of Governments, (\$5,274); the Southern California Association of Governments (SCAG - \$843), Arroyo Verdugo Sub-Region (\$1,944), and the Local Agency Formation Committee (LAFCO \$1,000).

8110 Equipment Maintenance

Provides funds to Digital Telecommunications for extended maintenance service agreement for telephone system (\$10,000).

8150 Telephone

Provides funds for long distance telephone service and telephone lines and other expenses (\$17,000).

8170 Professional Services

Independent accounting services, including review and recommendations on financial procedures, interim audits, preparation of annual Financial Report (CAFR), and the Single Audit Report. The cost of this \$37,000 professional service is allocated to Non-Departmental (\$30,000).

8191 California Joint Powers Insurance Authority & 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 \$923,563. Portions are allocated 25% to the Water Fund, 5% to the Sewer Fund, and 10% to the Lighting and Landscaping Maintenance District Fund.

8300 Equipment Leasing

Year six of a ten-year (\$492,692 total acquisition price, including aftermarket upgrades of \$50,000) equipment lease arrangement for acquisition of Pierce fire engine (\$61,000 annual payment to Oshkosh Capital)



# CITY TREASURER

## Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> 2007/08	<b>Actual</b> 2008/09	<b>Actual</b> 2009/10	<b>Budget</b> 2010/11	<b>Estimated</b> 2010/11	<b>Adopted</b> 2011/12
Wages & Benefits	10,288	10,318	10,389	8,603	10,403	8,722
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>10,288</b>	<b>10,318</b>	<b>10,389</b>	<b>8,603</b>	<b>10,403</b>	<b>8,722</b>
[101-3021] City Treasurer	10,288	10,318	10,389	8,603	10,403	8,722
<b>Total Expenses by Program</b>	<b>10,288</b>	<b>10,318</b>	<b>10,389</b>	<b>8,603</b>	<b>10,403</b>	<b>8,722</b>

<b>CITY TREASURER</b> <b>Department Description and Authorized Positions</b>
---

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

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

# CITY TREASURER

## Budget Detail

101-3021

<b>Acct</b>	<b>Account Title</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
7000	Salaries - Permanent	8,500	8,502	8,499	8,472	8,472	8,472
7100	Retirement	1,611	1,648	1,738	-	1,800	-
7110	Workers Compensation	53	45	30	8	8	127
7170	FICA - Medicare	123	123	123	123	123	123
	<WAGES & BENEFITS>	10,288	10,318	10,389	8,603	10,403	8,722
	<b>[101-3021] City Treasurer Total</b>	<b>10,288</b>	<b>10,318</b>	<b>10,389</b>	<b>8,603</b>	<b>10,403</b>	<b>8,722</b>

# CITY TREASURER

Budget Detail

101-3021

## PERSONNEL SERVICES

7000 Regular Salaries

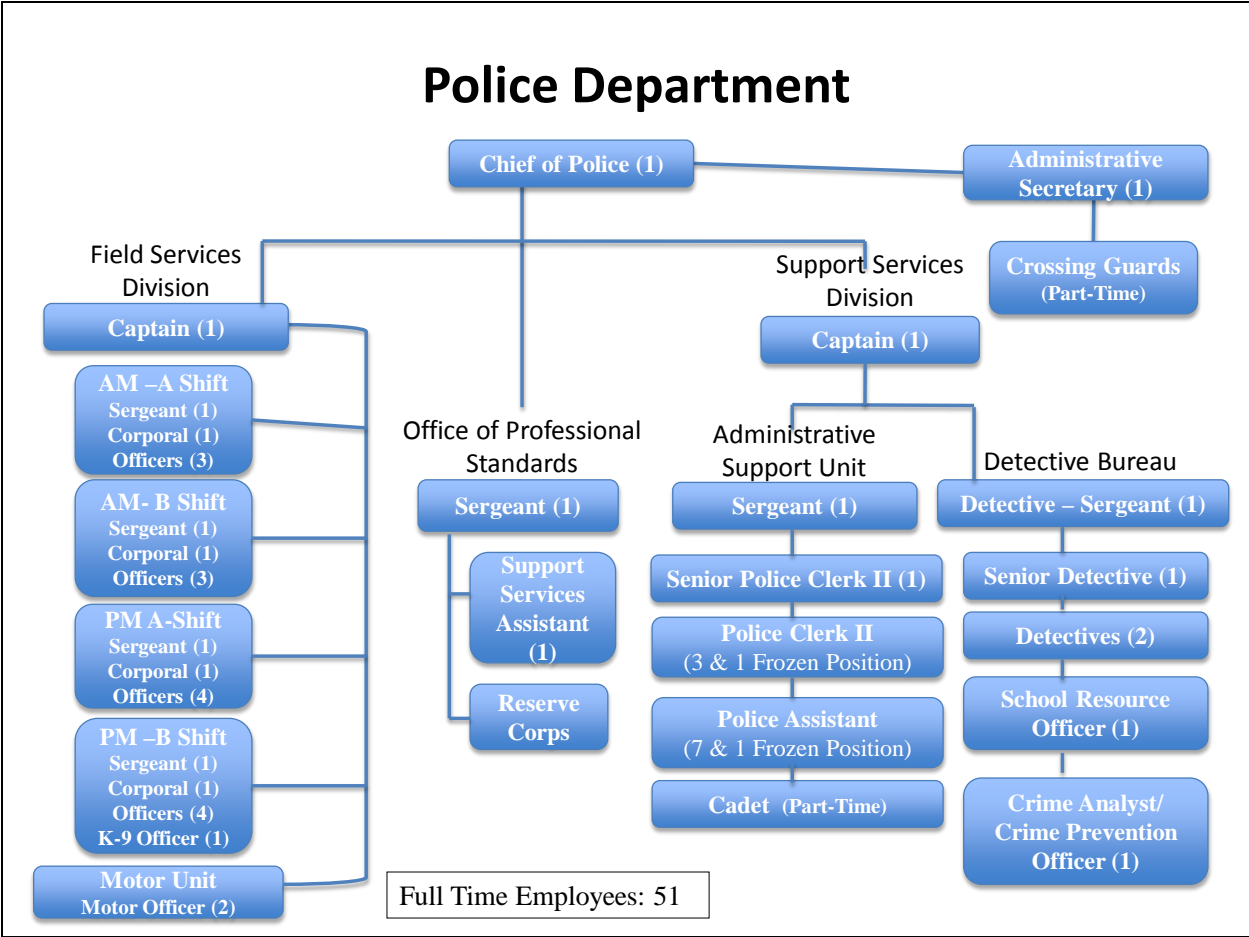
Provides funds for monthly stipend of elected City Treasurer. The Treasurer's stipend is authorized by Government Code and City Resolution.

## POLICE Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
Wages & Benefits	5,789,185	6,171,351	6,257,799	6,081,604	5,900,866	5,983,929
Operations & Maintenance	861,780	867,238	760,648	791,791	791,791	798,291
Capital Outlay	221,625	218,262	237,772	10,000	10,000	114,500
<b>Total Expenses by Category</b>	<b>6,872,590</b>	<b>7,256,851</b>	<b>7,256,219</b>	<b>6,883,395</b>	<b>6,702,657</b>	<b>6,896,720</b>
[101-4011] Police	6,776,472	7,151,514	7,128,084	6,883,395	6,702,657	6,896,720
[272-4018] Police State Grant - AB 3229	96,118	105,337	110,977	-	-	-
<b>Total Expenses by Program</b>	<b>6,872,590</b>	<b>7,256,851</b>	<b>7,239,061</b>	<b>6,883,395</b>	<b>6,702,657</b>	<b>6,896,720</b>

Police Chief	1
Police Captain	2
Police Sergeant	7
Police Officer II	5
Police Officer (2 frozen)	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II (1 frozen)	4
Senior Police Assistant	1
Police Assistant (2 frozen)	7
Administrative Secretary	1
<b>Total</b>	<b>51</b>

**POLICE**  
**Department Description and Authorized Positions**



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.

## POLICE

### FY 2010/11 Accomplishments and Performance Measures

**Note:** In an effort to prepare a completed budget document well in advance of the end of a fiscal year, it is impossible to capture statistical data for the fiscal year at the time the budget is prepared in the early Spring. Therefore, the crime and traffic statistics for calendar year 2010 will be used to measure the performance of the 2011-12 goals. The following are the goals and strategies established for the fiscal year followed by the performance in achieving the goals and strategies in *italics*.

#### Goal 1: Reduce Part One Crime by 5%

*This goal was exceeded. Single digit decreases are reasonable accomplishments. In calendar year 2010 Part One Crime was reduced by 14.5%. Approximately 10% of reported crimes in South Pasadena are crimes against persons. These areas showed the greatest reduction. Because there is relatively little crime in South Pasadena, large shifts in crime statistics can occur.*

Type	2009	2010	Difference	% Change
<i>Homicide</i>	<i>1</i>	<i>0</i>	<i>-1</i>	<i>----- -100%</i>
<i>Rape</i>	<i>4</i>	<i>8</i>	<i>+4</i>	<i>+100%%</i>
<i>Robbery</i>	<i>20</i>	<i>13</i>	<i>-7</i>	<i>-35%</i>
<i>Assault</i>	<i>39</i>	<i>21</i>	<i>-18</i>	<i>+46%</i>
<i>Burglary</i>	<i>141</i>	<i>106</i>	<i>-35</i>	<i>-25%</i>
<i>Larceny</i>	<i>265</i>	<i>263</i>	<i>-2</i>	<i>-1%</i>
<i>Arson</i>	<i>5</i>	<i>1</i>	<i>-4</i>	<i>-80%</i>
<i>Vehicle Theft</i>	<i>68</i>	<i>54</i>	<i>-14</i>	<i>-21%</i>
<i>Total</i>	<i>543</i>	<i>464</i>	<i>-79</i>	<i>-14.5%</i>

- Maintain full staffing of all sworn and civilian positions. *This was not accomplished with two vacancies among sworn positions, one vacancy in dispatch, and one vacancy in records. The savings in these four positions will significantly reduce the impact of projected deficits for the next fiscal year. Through the hard work of sworn and non sworn members of the department, the added workload has been absorbed.*
- If vacancies occur, whenever possible, carry them in non-essential positions. *This was not accomplished for the reasons stated above. We have succeeded in maintaining other non patrol specialized positions in detectives (School Resource Officer) and traffic enforcement (Two Motor Officers). We will continue to maintain those positions as staffing allows.*

#### Goal 2: Clear 15% of Part One Crimes

The U.S. Department of Justice Crime Reporting Standards for Part One crimes established clearance by arrest and clearance by exceptional means as the standard for determining crime clearance. 14% of Part One crimes were cleared in 2008. *This goal was exceeded. The Part One clearance rate more than doubled to 21% in 2010. It should be noted that the National clearance rate is 21% but for property crimes, the rate is 14%. Since 90% of reported crime in South Pasadena is property crime, our 21% clearance rate is significant.*

- Maintain full staffing in the Detective Bureau. *This was done throughout the year.*
- Provide feedback to patrol officers on the quality of their investigations. *This was done through e-mails, conversations, and commendatory Police Conduct Incident Reports.*
- Encourage patrol officers to gather scientific evidence such as fingerprints, and provide feedback on the results of the evidence collected. *This was done through e-mails, conversations, and commendatory Police Conduct Incident Reports.*

**Goal 3: Reduce Injury and Fatal Traffic Collisions by 10%**

There was a 6% increase in injury accidents and no fatal accidents. Although moving citations are up the increase is not considered sufficient to reduce injury accidents. The focus on selective enforcement through traffic and pedestrian “stings” has been changed due to a negative impact on public relations. Selective enforcement has been modified to a “saturation” patrol that addresses multiple violations in multiple locations needing extra enforcement. *This ambitious goal was not met.*

Type	2009	2010	Difference	% Change
<i>Injury</i>	<i>81</i>	<i>86</i>	<i>+5</i>	<i>+6%</i>
<i>Hit/Run Inj.</i>	<i>7</i>	<i>7</i>	<i>0</i>	<i>No Change</i>
<i>Fatal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>No Change</i>
<i>Total</i>	<i>88</i>	<i>93</i>	<i>+5</i>	<i>+6%</i>

- Increase all traffic enforcement (citations) by 10%. *This strategy was achieved with an 11% increase in traffic enforcement. A total of 8,253 citations were issued in 2010.*
- Maintain full staffing with two motor officers. *This strategy was accomplished.*
- Motivate patrol officers to increase their level of traffic enforcement by 5%. *This strategy was achieved. Patrol officer citation productivity increased by 11%.*
- Increase Arrive Alive Citations. *This goal was not met and was a clear failure. A program that did not hold juveniles accountable for attending the traffic safety class has been abandoned. Lack of accountability removed the incentive for officers to issue citations. This program has been redesigned and now makes attendance mandatory with a citation to Juvenile Traffic Court for failures to appear or repeat offenders. This new program is showing great promise for the 2011 calendar year.*

**Goal 4: Manage Parking Congestion**

Due to a lack of off-street parking in South Pasadena it is important for a robust parking enforcement program to alleviate parking congestion and to regularly rotate available parking spaces through timed parking enforcement. *This goal is not quantifiable but the effort to maintain the number of parking citations was not met by a significant amount. This is attributable to the loss of an overnight parking enforcement officer and the failure to hire a new officer in a reasonable amount of time. This position remained vacant for most of 2010. That position has since been filled and it is expected that parking enforcement will increase significantly.*

- Increase in the amount of total parking enforcement to 15,000 parking citations. *This goal was not met. There was a 37% reduction in the number of parking citations issued (9,107).*



<b>POLICE</b> <b>FY 2011/12 Goals and Performance Measures</b>
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**Goal 1: Reduce Part One Crime by 5%**

The City experienced a 14.5% decrease in Part One Crime during 2010. This followed a 7% decrease in the previous year. Because South Pasadena does not experience a lot of crime, significant swings are not unusual. It is anticipated that the downward trend will continue and an additional 5% reduction is attainable. The following strategies and performance measures will be used:

- Maintain adequate staffing of all sworn positions
- If vacancies occur, whenever possible, carry them in non-essential positions
- Participate in multi-agency task forces to address region-wide crime problems
- Utilize overtime when available to conduct surveillances to address property related crimes

**Goal 2: Clear 20% of Part One Crimes**

The U.S. Department of Justice Crime Reporting Standards for Part One crimes established clearance by arrest and clearance by exceptional means as the standard for determining crime clearance. The Detective Bureau cleared 21% of the Part One crimes which is a significant increase from the 9% clearance rate the year before. The following strategies will be used to maintain or increase crime clearance rates:

- Maintain full staffing in the Detective Bureau.
- Provide feedback and training to patrol officers on the quality of their investigations.
- Encourage patrol officers to follow through with investigations whenever possible while the evidence and leads are still fresh.

**Goal 3: Reduce Injury and Fatal Traffic Collisions by 5%**

2010 showed a 6% decrease in Injury and Traffic Collisions. There has not been a traffic fatality in South Pasadena since 2007. It is anticipated that this trend will continue through the following strategies:

- Increase traffic enforcement (citations) by 5%.
- Maintain full staffing with two motor officers.
- Motivate patrol officers to increase their level of traffic enforcement by 5%.
- Provide regular data about traffic accident information from the Traffic Sergeant to all uniformed personnel.
- Increase saturation traffic enforcement details targeting multiple violations and multiple locations.
- Significantly increase DUI enforcement. Although total arrests were up by 2%, DUI arrests for 2010 were abysmal. The department will embark on an aggressive program to train officers to a higher level to recognize and arrest DUI drivers.

#### **Goal 4: Manage Parking Congestion**

Although emphasis has been reduced on some offences in the business districts, i.e., “Wheels to Curb”, and the department failed to replace a night parking enforcement officer in 2010, the goal is to increase parking citations to 2009 levels of 15,000 citations. Day time enforcement has remained constant.

- Increase parking enforcement, primarily night parking, by 30+%

#### **Goal 5: Address Destructive Behavior by Youth**

The youth of South Pasadena are our future. They must be protected. South Pasadena lost a promising young man to an alcohol related incident in 2009, and other students have been injured or killed due to destructive behavior in the past several years. The following strategies will be used to address this problem:

- Continue to deploy a fulltime School Resource Officer to the High School and Middle School.
- Partner with the school district in a program to discourage “bullying” in the Middle and High School.
- Conduct undercover operations targeting retailers who sell alcohol to minors.
- Conduct undercover operations targeting retailers who sell tobacco products to minors.
- Participate in the “Every 15 Minutes” anti-DUI program at the High School.
- Establish a zero tolerance policy toward teen parties where alcohol and/or drugs are present.
- Propose a “Teen Party Host” Ordinance allowing the police department greater enforcement powers at teen parties where alcohol and drugs may be present.
- Hold teens, and parents who enable them, accountable through an aggressive criminal enforcement campaign that targets possession and/or use of alcohol and/or drugs.
- Support and assist/expand the school district with their drug and alcohol detection K-9 program.

#### **Goal 6: Develop Personnel and Future Leaders to their Greatest Potential**

With a small department, career advancement opportunities are limited. The Command Staff will work to develop future leaders within the ranks of the department to assume supervisory and command leadership positions for many years to come. The Police Department does a good job of providing training to its personnel. But there are limited opportunities to participate in joint task force operations which allow for officers to obtain specialized experience which they can bring back and share with other officers.

- Develop a succession plan to identify and train future supervisory and command level leaders to assume leadership positions from within.
- Continue to participate in the Foothill Air Support Team (FAST).
- Continue to deploy an explosives/patrol K-9 and handler.
- Explore the possibility of partnering with the school district in a drug and alcohol detection K-9 program.
- Continue to participate in Avoid the 100 DUI task forces.
- Continue to participate in traffic enforcement task forces with neighboring departments.
- Seek to participate in and loan of an officer to regional task force operations.
- Seek to participate with neighboring mutual aid agencies in regional tactical training and operations.
- Participate in training opportunities to identify and select officers for tactical operations and associated operational demands.

### **Goal 7: Educate the Public/Public Outreach**

The Police Department has a Neighborhood Watch Program that is managed by the Crime Prevention Officer/Crime Analyst. This Detective provides weekly bulletins to the public through the Neighborhood Watch Newsletter which is also published on the City's website. Additional outreach efforts will include:

- Increase the number of Neighborhood Watch groups by 10%
- Expand crime prevention communication and information through the use of social networking sites such as Nixle, Facebook, and Twitter.
- Expand the Police Department's on-line, web-based access and availability of important information for the public with interactive crime mapping, crime prevention, and alerts/updates to the public.
- Increase department services to the community via web-based applications such as obtaining routine forms, reports, non-critical crime reporting, and overnight parking permits.

### **Goal 8: Disaster Preparedness**

Police and Fire are the first responders following a major disaster. While officers and firefighters are fairly well trained, other City staff and the community need to be better prepared. The Public should be prepared to be self-sufficient for 7-10 days following a major disaster. To help better prepare the public and city staff, the following efforts will be undertaken:

- With the Fire Department, develop an Emergency Operation Plan in partnership with the school district that meets Cal-EMA and FEMA requirements.
- Complete an updated All Hazards Mitigation Plan along with the school district
- With the Fire Department and School District, develop updated school safety plans for the district and individual campuses.
- Inclusion of private schools into emergency preparedness and school safety plans.
- With the Fire Department, participate in CERT training for the public.
- Develop and conduct at least two emergency operations exercises.
- Identify and train Terrorism Liaison Officers.
- Seek and obtain SHSGP and UASI grant funds to better prepare the Police Department to respond to emergencies.
- Increase training opportunities with our mutual aid partners in disaster preparedness and to combat international and domestic terror threats.

### **Goal 9: Establish a Formal Towing Agreement for Police Tows**

The Police Department has maintained an informal towing agreement with a local tow company that has served the department well. There is some concern that other reputable towing companies that agree to meet the strict requirements of the Police Department have not been included for police requests for towing services. Allowing increased competition may serve the department well and provide greater service to the department and the public. The department will work toward establishing a formal towing agreement with multiple towing companies meeting the strict needs and guidelines established by the department.

# POLICE

## Budget Detail

**101-4011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	3,293,579	3,495,364	3,606,042	3,741,432	3,471,900	3,516,963
7010	Salaries - Temp / Part	105,383	128,211	149,730	120,000	126,087	120,000
7020	Overtime	314,333	325,381	307,696	300,000	286,094	300,000
7040	Holiday	100,998	116,523	113,124	105,000	132,381	105,000
7045	Overtime - Special Detail	188,318	215,506	240,310	210,000	213,929	210,000
7050	Overtime - DUI Checkpoint	-	-	2,685	-	18,571	-
7060	IOD - Safety	4,319	-	16,837	-	-	-
7070	Leave Buyback	42,269	92,156	41,020	60,000	105,260	60,000
7100	Retirement	950,885	995,794	1,070,798	918,612	936,800	1,053,291
7108	Deferred Compensation	3,762	3,650	3,810	4,046	3,402	4,030
7110	Workers Compensation	332,645	301,076	201,812	115,111	115,111	130,414
7120	Disability Insurance	5,084	12,289	4,860	-	-	-
7122	Unemployment Insurance	554	981	7,285	-	13,860	-
7130	Group Health Insurance	302,694	322,820	322,416	329,740	312,893	314,740
7140	Vision Insurance	9,503	10,518	10,425	12,240	10,312	11,280
7150	Dental Insurance	31,133	35,494	36,996	45,900	35,467	42,300
7160	Life Insurance	8,234	9,422	9,933	10,050	9,636	9,258
7170	FICA - Medicare	54,969	61,462	63,992	64,473	62,664	61,653
7180	Car/Uniform Allowance	40,526	44,702	48,029	45,000	46,500	45,000
	<WAGES & BENEFITS>	5,789,185	6,171,351	6,257,799	6,081,604	5,900,866	5,983,929
8000	Office Supplies	33,200	31,515	27,850	25,000	25,000	25,000
8010	Postage	8,463	7,322	6,540	7,000	7,000	7,000
8020	Special Department Expense	93,150	84,125	70,545	84,500	84,500	91,000
8040	Advertising	7,686	1,483	243	1,000	1,000	1,000
8050	Printing/Duplicating	7,086	11,858	7,515	8,000	8,000	8,000
8060	Dues & Memberships	1,675	6,055	2,992	2,000	2,000	2,000
8090	Conference & Meeting Expense	5,692	5,108	5,580	5,200	5,200	5,200
8100	Vehicle Maintenance	152,030	166,048	164,638	150,000	150,000	150,000
8110	Equipment Maintenance	14,749	24,272	20,319	18,000	18,000	18,000
8120	Building Maintenance	17,069	38,759	7,957	10,000	10,000	10,000
8134	Safety Clothing/Equipment	31,090	20,860	21,665	18,209	18,209	18,209
8150	Telephone	53,280	38,375	34,886	32,000	32,000	32,000
8155	Rental/Lease	1,130	1,405	1,258	800	800	800
8170	Professional Service	116,526	76,500	76,223	104,920	104,920	104,920
8180	Contract Services	253,105	277,298	258,268	275,162	275,162	275,162
8200	Training Expense	22,312	33,821	21,671	15,000	15,000	15,000
8210	Training Expense	43,538	34,244	31,607	35,000	35,000	35,000
	<OPERATIONS & MAINTENANCE>	861,780	859,048	759,755	791,791	791,791	798,291
8510	Buildings & Structures	1,725	12,130	1,668	-	-	-
8520	Machinery & Equipment	69,950	65,742	33,725	-	-	-
8530	Computer Equipment	-	-	-	10,000	10,000	12,000
8540	Automotive Equipment	53,831	43,243	75,137	-	-	102,500
	<CAPITAL OUTLAY>	125,507	121,115	110,530	10,000	10,000	114,500
<b>[101-4011] Police Total</b>		<b>6,776,472</b>	<b>7,151,514</b>	<b>7,128,084</b>	<b>6,883,395</b>	<b>6,702,657</b>	<b>6,896,720</b>

# POLICE

## Budget Detail

101-4011

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides salaries for all full-time, permanent sworn and civilian employees.
- 7010 Salaries – Temporary/Seasonal/Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets and Crossing Guards.
- 7020 Overtime  
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements.
- 7040 Holiday  
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail  
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of Police forms, office stationery, and miscellaneous office supplies.
- 8010 Postage  
Provides funds for Police Department postal expenses.
- 8020 Special Department Expense  
Provides for extraordinary department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Detective and Records case file folders (\$2,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, training and compensation for Reserves when used to provide minimum staffing (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$500); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$15,000); K-9 training and maintenance costs (\$4,000); tuition reimbursement (\$22,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,000); Crime Prevention Materials (\$500); and miscellaneous supplies, equipment and reimbursement that doesn't fall within one of the other accounts (\$21,000).

- 8040 Advertising  
Provides funds for advertising of legal notices, recruitment notices and notices of various Police Department activities.
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$2,000); and parking and traffic citations, and parking permits (\$6,000).
- 8060 Dues, Memberships, Subscriptions and Books  
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association (\$350); the California Police Chiefs Association (\$600); the San Gabriel Valley Police Chiefs Association (\$180); the International Association of Chiefs of Police Chiefs (\$120); California Association of Property and Evidence (\$45); International Association for Property and Evidence Investigators (\$50); California Background Investigators Association (\$45); and the California Public Parking Association (\$250); subscription to the Pasadena Star News (\$240); and subscription service for various legal codes including Penal Code and Vehicle Code (\$120).
- 8090 Conference and Meeting Expenses  
Provides funds for conferences, transportation and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1100); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$1,000).
- 8100 Vehicle Maintenance and Operations  
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, including fuel (\$55,000); routine maintenance and repairs (\$60,000); collision repairs (\$5,000); tires (\$6,000); vehicle washes (\$4,000); and maintenance and repairs of emergency equipment and vehicle computers (\$20,000).
- 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..
- 8120 Building Maintenance  
Provides for janitorial and supplies, miscellaneous plumbing, electrical and other repairs and supplies for the Police facility.

- 8134 Safety Equipment and Supplies  
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$8,000); flashlights (\$500); and other safety equipment and supplies (\$5,000).
- 8150 Telephone  
Provides funds for telephone service to the Police Department for land lines (\$9,000); cell phones for management, supervisors and detectives (\$12,500); wireless connections (air cards) for police vehicles and 3 laptop computers (\$8,500); and Citywide DSL connection (\$2,000).
- 8155 Equipment Leasing  
Equipment and machinery obtained via a lease arrangement, including a reverse telephone directory.
- 8170 Professional Services  
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000 – \$1,000 increase due to an increase in DUI enforcement); sexual assault and victim exams (\$2,000 – \$2,000 reduction based on previous year’s actual expenditures); arrestee medical treatment (\$7,000 – \$2,000 increase due to increase in arrest activity); office computer and server maintenance (\$55,000 – \$3,000 decrease based on previous year’s actual expenditures and estimate from IT consultants); medical, psychological, and background exams for employee candidates (\$1,000 – \$4,000 decrease due to few anticipated hires); criminal and personnel investigation transcription services (\$1,000 – decrease of \$1,000 based on previous year’s actual expenditures); Interagency Communications Interoperability System subscription (\$34,920 – \$11,420 increase due to increased subscription fee); accident reconstructionist (\$1,000 – \$1,000 decrease due to previous year’s actual expenditures); and Polygraph Examiner (\$1,000 – \$1,000 decrease due to previous year’s actual expenditures).
- 8180 Contract Services  
Funds contracts that are provided for services such as: Animal control (\$115,621 – reflects a 2% increase); parking enforcement (\$88,000 – \$5,000 decrease due to vacant positions); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,000 – \$2,000 decrease); crime scene evidence technicians (\$1,000 – \$1,500 decrease due to previous year’s actual expenditures); fingerprint tracing service (\$10,000 – \$6,000 increase due to previous year’s actual expenditures); Hearing Officer for parking violations (\$1,500 – \$1,000 decrease due to previous year’s actual expenditures); investigative data tracking service (\$900 – no change); CAD/RMS technical support (\$9,500 – no change); Foothill Air Support Team (\$19,641 – \$2097 increase due to increased subscription fee); and compensation for former dispatchers when used to fill staffing vacancies (\$1,000 – \$1,000 decrease due to previous year’s actual expenditures).
- 8200 Training Expense  
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T.

8210 P.O.S.T. Training

Provides for training courses and training materials required of Police Officers to retain or obtain P.O.S.T. certification. The City is reimbursed for approximately 70% of P.O.S.T. reimbursable training. The reimbursement goes directly into the General Fund.

**CAPITAL OUTLAY**

8530 Computer Equipment

Provides funds for the purchase of ten replacement personal computers.

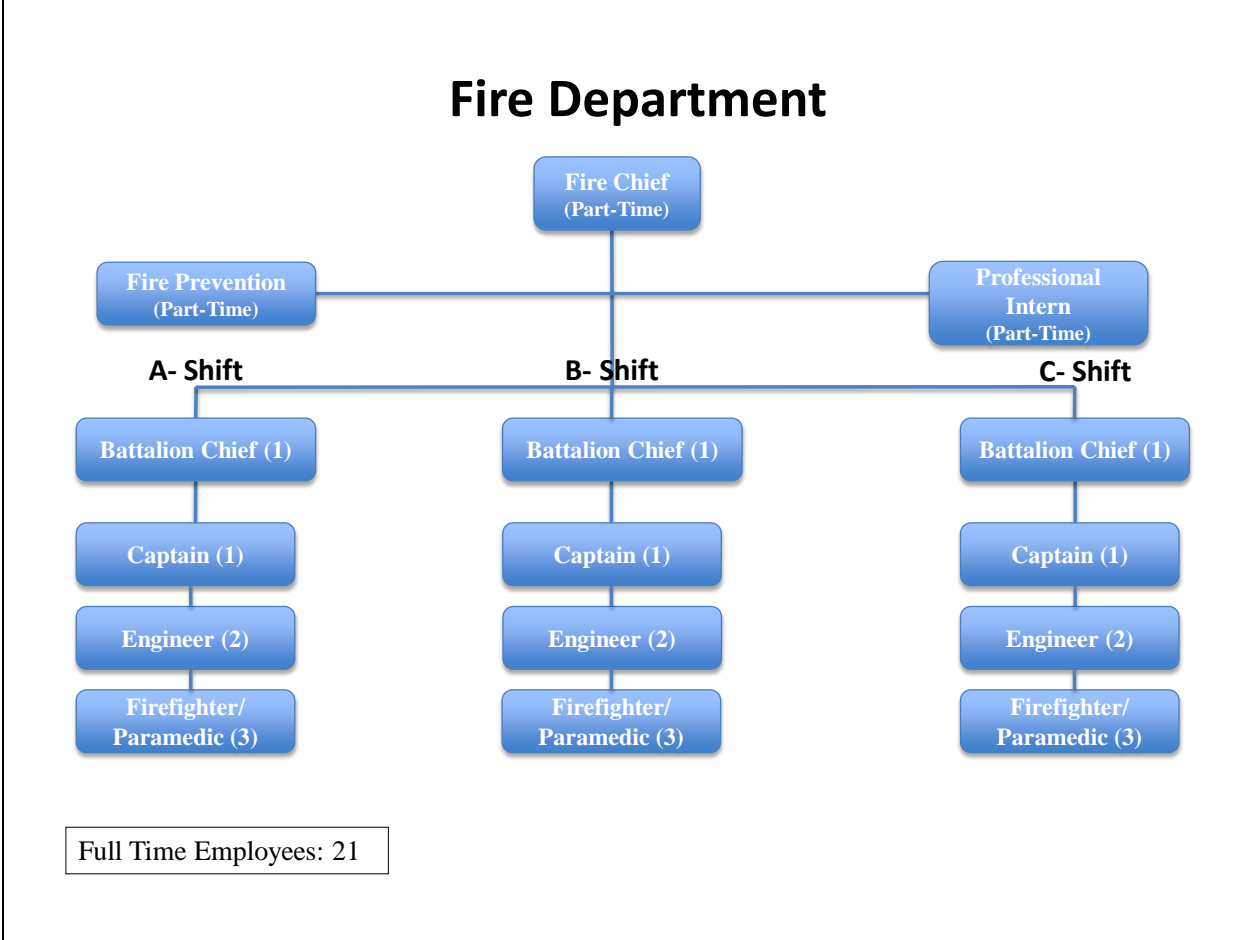


## FIRE Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> 2007/08	<b>Actual</b> 2008/09	<b>Actual</b> 2009/10	<b>Budget</b> 2010/11	<b>Estimated</b> 2010/11	<b>Adopted</b> 2011/12
Wages & Benefits	3,558,307	3,555,626	3,646,926	3,591,923	3,589,956	3,832,843
Operations & Maintenance	208,073	217,232	258,474	268,363	268,363	292,523
Capital Outlay	31,832	9,053	33,657	24,500	24,500	-
<b>Total Expenses by Category</b>	<b>3,798,213</b>	<b>3,781,911</b>	<b>3,939,057</b>	<b>3,884,786</b>	<b>3,882,818</b>	<b>4,125,366</b>
[101-5011] Fire	3,798,213	3,781,911	3,939,057	3,884,786	3,882,818	4,125,366
<b>Total Expenses by Program</b>	<b>3,798,213</b>	<b>3,781,911</b>	<b>3,939,057</b>	<b>3,884,786</b>	<b>3,882,818</b>	<b>4,125,366</b>

Fire Chief	P/T
Battalion Chief	3
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic (3 frozen)	12
<b>Total Full Time</b>	<b>24</b>

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



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

## **FIRE**

### **FY 2010/11 Accomplishments and Performance Measures**

#### **Goal 1: Maintain staff and equipment to respond to all emergencies within the City.**

- **Assist the Public Safety Commission with issues involving the Fire Department.**  
This goal was met by attending monthly Public Safety Commission meetings.  
Participated in the annual Police/Fire Public Safety Fair and Open House.  
Participated in the annual Disaster Preparedness “Golden Guardian” Drill.
- **Actively recruit personnel to fill open positions within the fire department**  
We are currently 100% staffed with our fire suppression personnel. This was accomplished with advertising on the City’s web site, newspaper and the World Wide Web.
- **Manage the compliance of the mandated Respiratory Protection Program**  
This goal was met by activating a non-emergency mutual aid program with the City of Pasadena. The South Pasadena Fire Department refills the Pasadena Fire Department’s Self Contained Breathing Apparatus by allowing them to utilize our mobile Air Utility Unit and in-turn they provide all the testing and documentation for our personnel to maintain our Respiratory Protection Program.

#### **Goal 2: Develop a System for All Fire Information**

- **Investigate, document, and report all firefighter injuries and illnesses**  
This goal was met by requiring a doctor’s notice explaining the reason for any sick leave absence lasting longer than four consecutive shifts.
- **Finish the upgrade to the communication system hardware to achieve compliance with Verdugo Communications System requirements**  
This goal was met through a grant which allowed the fire department to replace all portable radios with the updated Trunked radio system.
- **Complete incident reports within 24 hours 90% of the time**  
This goal was met and tracked through the new Firehouse Software incident report computer program.
- **Finalize Unified Response Standards**  
This goal was met because of the purchase of our new fire engine. The purchase of the new engine allowed us to once again have a reserve fire engine which freed up our personnel to respond on mutual aid incidents in reciprocation for receiving mutual aid.

#### **Goal 3: Maintain and Improve Training Standards in the Fire Department**

- **Conduct mutual-aid training exercises with fire agencies from neighboring jurisdictions**  
This is an ongoing goal that is met by coordinating and participating in area “C” training with the Verdugo cities including Pasadena, San Marino, and Alhambra fire departments.
- **Finish the compliance with mandated California Incident Command Certification System for all command officers**  
This goal was met by certifying all command officers as well as all personnel in ICS-100 Introduction to ICS and IS-700 Introduction to National Incident Management System courses

- **Complete a minimum of 24 hours per firefighter of Emergency Medical Services continuing education**  
This goal was met by continuing to contract Emergency Medical Service training through UCLA which ensured all appropriate personnel received the necessary technical and advanced continuing education curriculum.
- **Maintain Paramedic and EMT certification for all personnel**  
This goal was met through UCLA and successfully measured and tracked by the State and County re-certification of all appropriate personnel.

**Goal 4: Reduce Fire Loss in City of South Pasadena**

- **Inspect 80% of the apartment buildings containing four or more units**  
This goal was not met due to the fire prevention bureau consisting of two part-time Prevention Specialists. The required work load in this area could not be accomplished because of the other equally vital issues occurring on a daily basis in the fire prevention office.
- **Complete residential plan checks within five days or less, 80% of the time**  
This goal was met. We added a second Part Time prevention specialist to focus on coordinating with the Building Department to complete plan checks.
- **Receive process and inspect reports of brush fire hazards on both improved and unimproved properties within 48 hours, 80% of the time.**  
This was accomplished by issuing reports to the shift Captains to complete the inspections and follow up in a timely manner.

**Goal 5: Apply for Grants for Additional Equipment**

- **Apply for a grant for a Station Alerting System**  
This goal was met by successful completion of the grant application and award of grant.
- **Apply for a grant for Self Contained Breathing Apparatus (SBCA)**  
This goal was met by successful completion of the grant award and acceptance of breathing apparatus. The breathing apparatus breathing has been delivered.

<b>FIRE</b> <b>FY 2011/12 Goals and Performance Measures</b>
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**Goal 1: Maintain staff and equipment to respond to all emergencies within the City.**

Performance Measures:

- Assist the Public Safety Commission with Fire Department related issues
- Actively recruit personnel to fill open vacancies within the fire department
- Manage the mandated Respiratory Protection Program with 100% compliance
- Continue equipment replacement and training for all Fire Department personnel

**Goal 2: Develop a system for all fire response and record information**

Performance Measures:

- Investigate, document, and report all firefighter injuries and illnesses
- Finish the upgrade to the communication system hardware to achieve compliance with Verdugo Communications System requirements
- Complete incident reports within 24 hours 90% of the time
- Complete an Automatic aid for Medical Emergencies
- Complete an Emergency Operations Plan.

**Goal 3: Improve and maintain training standards within the Fire Department**

Performance Measures:

- Conduct mutual-aid training exercises with fire agencies from neighboring jurisdictions
- Finish the compliance with mandated California Incident Command Certification System for all command officers and fire suppression personnel
- Conduct Fire Department internal promotional exams for Fire Engineer, Fire Captain and Battalion Chief.
- Complete a minimum of 24 hours per firefighter of Emergency Medical Services continuing education
- Maintain paramedic and E.M.T. certifications for all personnel

**Goal 4: Reduce fire loss in the City of South Pasadena**

Performance Measures:

- Inspect 80% of the apartment buildings containing four or more units
- Complete residential plan checks within five days or less, 90% of the time
- Receive, process, and inspect reports of brush fire hazards on both improved and unimproved properties within 48 hours, 80% of the time
- Install station alerting system to reduce response times.

**Goal 5: Continue grant application process for additional apparatus and equipment**

Performance Measures:

- Secure grant for a station alerting system for all parts of Fire Station
- Secure grant for station remodel.

# FIRE

## Budget Detail

**101-5011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	1,740,170	1,742,170	1,819,996	1,964,105	1,866,600	1,986,365
7010	Salaries - Temp / Part	48,321	51,945	58,299	65,000	52,824	65,000
7020	Overtime	455,697	438,106	417,819	360,500	423,206	360,500
7030	Overtime - Flsa	95,727	97,848	109,998	105,000	101,469	105,000
7040	Holiday	68,627	66,279	72,002	68,000	90,028	68,000
7045	Overtime - Special Detail	124,530	125,788	124,125	105,000	104,475	105,000
7060	IOD - Safety	29,795	29,631	52,948	-	6,258	-
7065	Fitness	7,600	7,600	8,900	-	17,400	-
7070	Leave Buyback	54,783	90,447	55,680	90,000	69,090	90,000
7100	Retirement	559,415	558,618	612,620	499,224	536,200	614,965
7110	Workers Compensation	167,691	144,234	96,547	104,952	104,952	207,549
7120	Disability Insurance	-	-	-	-	-	-
7122	Unemployment Insurance	(551)	-	6,954	-	-	-
7130	Group Health Insurance	145,543	141,952	146,832	150,000	150,572	150,000
7140	Vision Insurance	4,900	4,583	4,818	5,040	4,818	5,040
7150	Dental Insurance	16,855	15,438	17,578	18,900	18,158	18,900
7160	Life Insurance	3,581	3,410	3,736	3,906	3,906	3,906
7170	FICA - Medicare	22,384	24,166	24,527	37,296	25,998	37,618
7180	Car/Uniform Allowance	13,240	13,410	13,549	15,000	14,000	15,000
	<WAGES & BENEFITS>	3,558,307	3,555,626	3,646,926	3,591,923	3,589,956	3,832,843
8000	Office Supplies	2,898	2,876	3,178	3,500	3,500	3,500
8010	Postage	967	570	626	1,000	1,000	1,000
8020	Special Department Expense	20,040	28,896	47,168	37,000	37,000	43,500
8025	Medical Supplies	20,381	21,338	21,698	28,340	28,340	26,000
8026	Hazardous Materials	725	-	-	2,350	2,350	2,350
8040	Advertising	240	-	-	-	-	-
8050	Printing/Duplicating	589	509	310	600	600	600
8060	Dues & Memberships	395	640	1,095	800	800	800
8080	Books & Periodicals	298	393	682	1,000	1,000	1,000
8090	Conference & Meeting Expense	726	30	-	500	500	500
8100	Vehicle Maintenance	27,911	26,118	30,344	30,000	30,000	50,000
8110	Equipment Maintenance	5,741	6,138	12,756	11,000	11,000	11,000
8120	Building Maintenance	8,037	14,749	8,128	14,000	14,000	14,000
8132	Uniform Expense/Cleaning	884	1,177	-	500	500	500
8134	Safety Clothing/Equipment	10,254	16,984	16,989	15,000	15,000	15,000
8150	Telephone	5,858	6,000	6,567	5,500	5,500	5,500
8170	Professional Service	25,808	24,114	29,456	28,000	28,000	28,000
8180	Contract Services	69,939	71,662	74,444	85,273	85,273	85,273
8200	Training Expense	6,383	(4,961)	5,032	4,000	4,000	4,000
	<OPERATIONS & MAINTENANCE>	208,073	217,232	258,474	268,363	268,363	292,523
8500	Building & Improvements	3,972	5,575	-	4,500	4,500	-
8520	Machinery & Equipment	15,498	3,478	33,657	20,000	20,000	-
8540	Automotive Equipment	12,362	-	-	-	-	-
	<CAPITAL OUTLA Y>	31,832	9,053	33,657	24,500	24,500	-
	<b>[101-5011] Fire Total</b>	<b>3,798,213</b>	<b>3,781,911</b>	<b>3,939,057</b>	<b>3,884,786</b>	<b>3,882,818</b>	<b>4,125,366</b>

## FIRE

**Budget Detail**

**101-5011**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of departmental office supplies, stationary, and miscellaneous equipment (\$2,100); Toner (\$800) and Copy paper (\$600).
  
- 8010 Postage  
Provides funds for department and Public Safety Commission bulk mailing and postal expense.
  
- 8020 Special Department Supplies  
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$8,500); or non-safety orientated equipment (\$6,200); cleaning supplies (\$4,000); Linen Services (\$6,000); Department Identification cards (\$400); Department Business Cards (\$400); tuition reimbursement \$8,000); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment and reimbursement that doesn't fall within one of the other accounts (\$3,500). Replacement and upgrades to Department PCs, printers and computer software.



- 8025 Paramedic and Emergency Medical Services and Supplies  
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$14,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$8,000); and other Medical Supplies (\$4000).
- 8026 Hazardous Materials  
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$1,750) to maintain the department's Participating Agency inspections status. Notices (\$600).
- 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.
- 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.
- 8080 Books and Training Materials  
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature.
- 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.
- 8100 Vehicle Maintenance  
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles (\$22,250). Includes funds to purchase fuels (\$25,000), oil, tires, and make unanticipated repairs to damaged vehicles and firefighting apparatus.
- 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 (\$8,000); and other equipment purchase or repairs (\$3,000).
- 8120 Building Maintenance  
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$5,000). Includes routine repair and maintenance costs related to the HVAC, gasoline and diesel fuel distribution system (\$9,000).

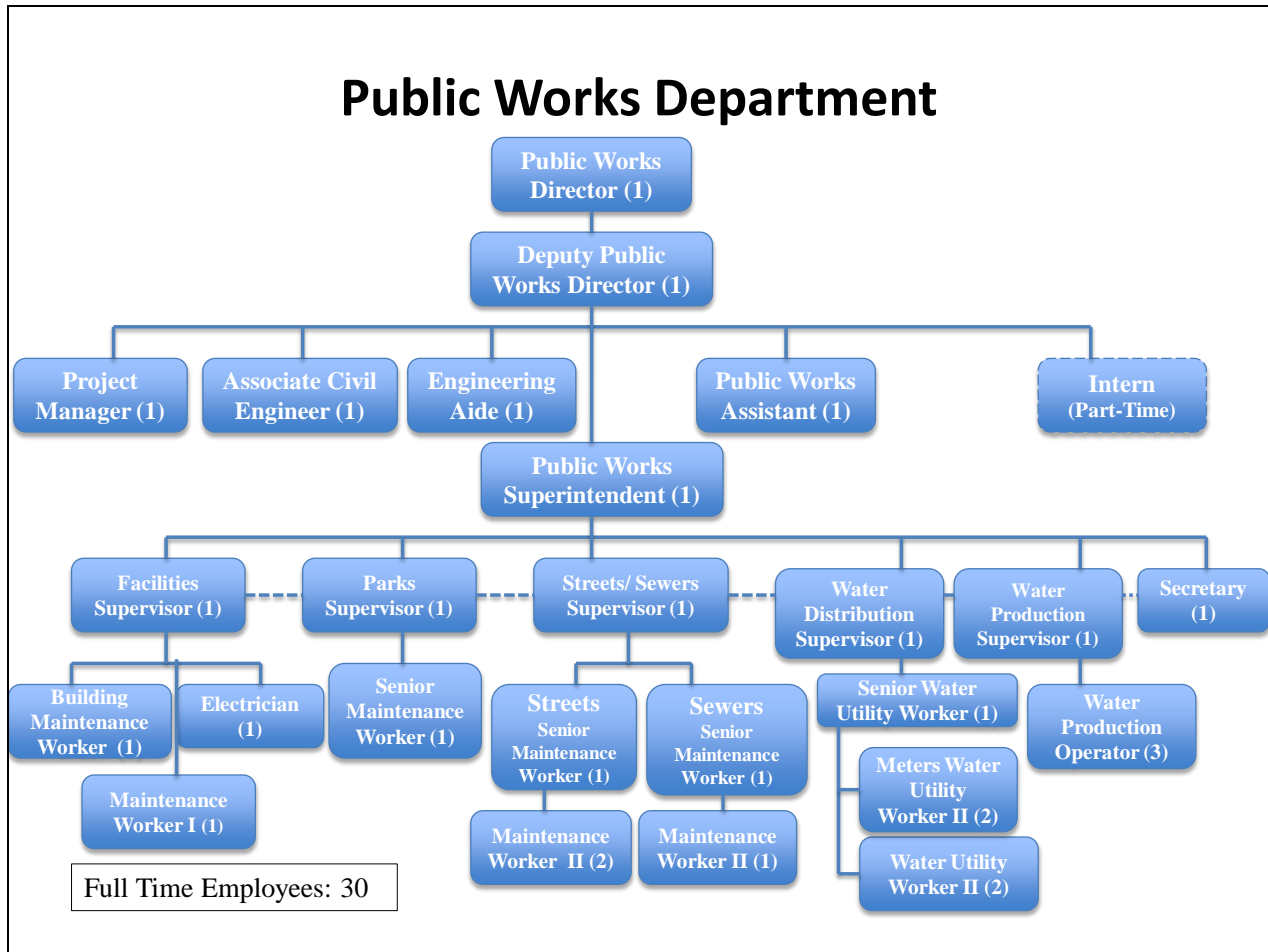
- 8132 Uniform Expense and Cleaning  
Provides funds for the cleaning, maintenance, and repairs of mandated firefighter safety clothing.
- 8134 Safety Clothing and Equipment  
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus and chemical protective suits.
- 8150 Telephone  
Provides funds for telephone services including cellular communications for emergency response vehicles.
- 8170 Professional Services  
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance, employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training, CalOSHA mandated respiratory protection annual testing and photocopy machine service.
- 8180 Contract Services  
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$88,023).
- 8200 Training Expense - 4000  
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.

## PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
Wages & Benefits	1,985,916	2,225,881	2,519,215	2,688,946	2,574,215	2,824,513
Operations & Maintenance	3,666,563	4,030,394	4,942,742	5,466,579	5,466,579	5,709,942
Capital Outlay	193,882	81,103	317,090	164,000	89,000	192,000
<b>Total Expenses by Category</b>	<b>5,846,361</b>	<b>6,337,378</b>	<b>7,779,047</b>	<b>8,319,525</b>	<b>8,129,794</b>	<b>8,726,455</b>
[101-2015] Environmental Services	94,234	214,634	148,188	209,270	200,673	184,635
[101-6011] PW Admin & Engineering	254,824	477,351	745,609	717,531	696,861	482,539
[101-6116] Street Maintenance	-	-	2,700	-	-	-
[101-6410] Park Maintenance	333,727	400,060	349,226	411,205	396,453	350,853
[101-6601] Facilities Maintenance	417,266	458,080	696,771	627,838	612,951	627,285
[204-2011] City Manager	-	-	109	-	141	-
[210-6501] Sewer Operations	394,253	388,234	448,888	631,258	615,063	714,519
[211-2011] City Manager	-	-	109	-	255	-
[215-6115] Traffic Signals	119,313	174,613	162,537	173,920	173,920	190,320
[215-6118] Sidewalk Maintenance	23,339	1,589	-	20,000	20,000	10,000
[215-6201] Street Lighting	282,186	260,094	298,768	324,560	324,560	325,306
[215-6310] Street Trees	381,388	339,353	392,709	367,429	352,650	288,700
[215-6416] Median Strips	75,589	68,952	70,903	67,696	67,696	64,000
[225-6801] Mission Oaks Parking District	6,013	7,094	2,631	-	-	-
[230-6116] Street Maintenance	441,818	406,072	611,652	576,469	490,227	657,665
[232-6417] Prop "A" Park Maintenance	28,369	21,337	17,069	13,600	13,600	16,600
[500-6710] Water Distribution	1,209,166	893,506	1,166,135	1,210,267	1,268,236	1,386,631
[500-6711] Water Production	1,784,874	2,226,410	2,665,260	2,968,482	2,896,904	3,427,402
<b>Total Expenses by Program</b>	<b>5,846,361</b>	<b>6,337,378</b>	<b>7,779,264</b>	<b>8,319,525</b>	<b>8,130,190</b>	<b>8,726,455</b>

Public Works Director	1
Deputy Public Works Director	1
Project Manager	1
Public Works Superintendent	1
Parks Supervisor	1
Streets/Sewers Supervisor	1
Facilities Supervisor	1
Water Production Supervisor	1
Water Distribution Supervisor	1
Associate Civil Engineer	1
Engineering Aide	1
Senior Maintenance Worker	3
Senior Water Utility Worker	1
Electrician	1
Building Maintenance Worker	1
Water Production Operator	3
Maintenance Worker I/II	4
Water Utility Worker I/II	4
Public Works Assistant	1
Secretary	1
<b>Total</b>	<b>30</b>

**PUBLIC WORKS**  
**Department Description and Authorized Positions**



Public Works Administration coordinates all activities of the Public Works Department. It also reviews plans, issues permits, and provides inspections for private construction projects involving grading or work in the public right-of-way. In addition the Department is responsible for implementing the City's capital improvement projects.

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

The Facilities Maintenance Division is responsible for providing routine maintenance, repairs, and minor modifications of all City buildings. They are also responsible for maintaining City-owned street lights and traffic signals, as well as bus stops.

The Streets and Sewers Division is responsible for overseeing, maintaining and repairing streets, sidewalks and sewers. The Water Divisions are responsible for the production, treatment and distribution of potable water to the residents and businesses of the City.

## **PUBLIC WORKS**

### **FY 2010/11 Accomplishments and Performance Measures**

*The following is a list of proposed goals and objectives created by the Public Works Department at the start of FY 2010/11, along with the results:*

Goal 1: Assess current conditions of City infrastructure

Performance Measures:

- Continue development Sewer System Improvement Program based on results of the four-year sewer evaluation program – *Accomplished. The third year of the 4-year sewer video program was completed. The results of the assessments for the first two phases were presented to the City Council.*
- Begin creation of a Water System Evaluation Plan to assess condition of City water lines, valves, hydrants and appurtenances. – *This work is currently underway with the Citywide Hydraulic Modeling program.*
- Complete conversion of water infrastructure information into electronic format with the development of the water meter inventory. – *This was not accomplished, but an Automated Meter Reading Project is identified for FY 11/12 which will incorporate this task.*
- Complete streetlights, traffic signals, controller cabinet inventory. – *Accomplished.*
- Continue to verify and update Pavement Management System (PMS) to assess true conditions and costs of improving City streets. – *Accomplished. The reporting format of the PMS was also improved to show historical pavement condition index scores.*
- As staff levels allow, implement next stage of GIS system, which is already funded, to integrate City infrastructure information. – *This was not accomplished. However, the Planning & Building Department has made progress towards a Citywide system onto which Public Works can piggyback once it is developed.*

Goal 2: Repair or replace deficient infrastructure

Performance Measures:

- Complete last year's uncompleted Capital Improvement projects as well as those identified this year in the Capital Improvement Program. – *Completed. The carryover street improvement projects were completed. The street improvement projects for FY10/11 were completed or are currently in progress. The large-scale water capital projects are moving forward in the design stages.*
- Continue to identify and pursue funding for projects with regional impact that qualify for federal, state, and local district economic stimulus programs, with an emphasis on Fair Oaks Hook Ramp Project and Monterey Road. – *Accomplished. Stimulus funding was received for the Fair Oaks Corridor Project, and other grants were pursued including Safe Routes to School, HSIP, Metro Call for Projects. Researching funding opportunities for the Fair Oaks Hook Ramp Project continues as an ongoing task.*
- Complete remaining 20 percent of formal lead and galvanized water service line replacement program. – *Partially accomplished. Approximately 5 to 10% still remain.*
- Implement Phase 2 (remaining 50 percent) of formal Trident water meter replacement program. – *This project was completed. All large Trident meters have been replaced.*

Goal 3: Improve CIP project management procedures

Performance Measures:

- Improve procedure for tracking status of capital projects with a project financial tracking system accessible by all Public Works management staff to provide ability to assess and compare schedule and cost status against actual completion. – *This measure was not undertaken due to competing priorities.*

Goal 4: Improve customer service

Performance Measures:

- Create service request feedback form. – *This measure was not undertaken due to competing priorities.*

Goal 5: Implement Environmental Conservation Measures

Performance Measures:

- Continue to identify funding sources for remaining water use reduction measures that have been identified for City facilities, including xeriscaping public areas and utilizing reclaimed water from USGVMWD. – *Accomplished. The City received grants for planting trees to Cal Fire, and received grant funding to participate in the California Long-Term Energy Efficiency Strategic Plan through the San Gabriel Valley COG. Staff continues to pursue water conservation grants. Drought tolerant planting was also incorporated into the Fair Oaks Corridor Improvement Project.*
- Complete verification and finalization of consultant West Coast Arborist's City tree inventory and continue to work with NREC to develop program for managing replacement of dead, dying, and diseased trees. – *This task is ongoing.*

Goal 6: Improve Department Procedures & Policies

Performance Measures:

- Ensure uniformity and consistency in the department's formal and informal operational procedures and practices through review and revision of existing relevant documents and fostering consistency through staff training and mentoring. Develop formal document to establish procedures and practices as staff priorities allow. – *Partially accomplished. The Streets & Sewer Division improved reporting procedures for sanitary sewer overflow response. The Parks Division developed a reporting form for tree violations. Service Facilities transitioned to a 9/80 work schedule consistent with City Hall.*

Goal 7: Attract, Maintain and Develop Staff

Performance Measures

- Foster staff professional development and technical training through announcements and dissemination of information regarding of appropriate programs and classes. Develop a formal professional development and technical training program as staff priorities allow. – *Accomplished. Staff completed various training courses, such as First Aid/CPR, NPDES, Preventing Heat Stress, Hearing Conservation, Bloodborne Pathogens, etc.*

## **PUBLIC WORKS**

### **FY 2011/12 Goals and Performance Measures**

*The following is a list of proposed goals and objectives created by the Public Works Department at the start of FY 2011/12. They are based upon the City's three-year goals established by the City Council in 2007.*

Goal 1: Repair and/or replace the infrastructure and City Facilities

Performance Measures:

- Manage the design and construction of street capital improvement program
- Manage the design and construction of water capital improvement program.
- Increase preventative maintenance program for the sewer infrastructure to reduce the occurrence of sanitary sewer overflows.
- Begin a two-year sewer flow monitoring program to verify sewer capacity study results.
- Implement improved communications protocol to inform public about the status of upcoming, ongoing and recently completed capital projects.
- Continue to provide effective and efficient municipal services despite reduced revenues and increased costs.

Goal 2: Eliminate the 710 surface route

Performance Measures

- Working with the City Manager's Office, continue pursuing funding opportunities to fund the SR110 Interchange "Hook Ramp" Project.
- Continue pursuing approval of a phasing strategy from Caltrans for the SR110 Interchange "Hook Ramp" Project.

Goal 3: Maintain our strong financial position, including reserves

Performance Measures

- Working with the City Manager's Office (Grants Analyst), continue pursuing grant funding opportunities to reduce the burden of capital projects on the General Fund.

Goal 4: Retain and attract quality employees

Performance Measures

- Fill all current vacancies in the Public Works Department with quality employees.
- Implement sewer certification incentive program for Streets & Sewer Division employees.

Goal 5: Preserve and improve the environment

Performance Measures:

- Explore opportunities to improve energy efficiency at City facilities.
- Continue to work with NREC to develop program for managing replacement of dead, dying, and diseased trees.
- Work with the NREC and Water Council to update the current Municipal Code for water conservation.

# ENVIRONMENTAL SERVICES

## Budget Detail

**101-2015**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	37,699	49,425	47,477	44,639	40,900	46,850
7010	Salaries - Temp / Part	3,694	-	-	-	-	-
7020	Overtime	4,161	2,038	1,720	2,060	2,862	2,060
7070	Leave Buyback	589	3,261	212	2,000	1,450	2,000
7100	Retirement	7,127	8,694	7,450	9,188	6,400	9,911
7108	Deferred Compensation	746	828	98	821	65	907
7110	Workers Compensation	614	674	362	351	351	1,164
7130	Group Health Insurance	3,179	3,789	3,030	3,537	2,505	3,537
7140	Vision Insurance	102	118	105	108	78	108
7150	Dental Insurance	364	394	387	405	294	405
7160	Life Insurance	81	89	76	84	75	84
7170	FICA - Medicare	527	434	361	677	292	709
	<WAGES & BENEFITS>	58,883	69,746	61,277	63,870	55,273	67,735
8010	Postage	-	-	536	1,600	1,600	1,600
8020	Special Department Expense	819	92,811	33,697	63,800	63,800	55,300
8040	Advertising	964	1,080	1,448	2,500	2,500	2,500
8050	Printing/Duplicating	-	-	-	2,000	2,000	2,000
8060	Dues & Memberships	-	5,000	7,700	10,000	10,000	-
8090	Conference & Meeting Expense	-	115	168	500	500	500
8160	Legal Service	88	-	-	-	-	-
8170	Professional Service	25,112	39,928	39,416	35,000	35,000	25,000
8180	Contract Services	8,369	5,955	3,946	30,000	30,000	30,000
	<OPERATIONS & MAINTENANCE>	35,351	144,889	86,911	145,400	145,400	116,900
<b>[101-2015] Environmental Services Total</b>		<b>94,234</b>	<b>214,634</b>	<b>148,188</b>	<b>209,270</b>	<b>200,673</b>	<b>184,635</b>



## ENVIRONMENTAL SERVICES

Budget Detail

101-2015

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for citywide mass mailings concerning environmental programs (\$1,600).
- 8020 Special Department Expense  
Provides funds for annual NPDES storm drain permit (\$5,400); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300). City's participatory cost share in the Arroyo Seco Watershed Study, as approved by Council on 10/15/07 - \$25,900 (carryover from last year). Annual Daily Generation Rate study for LA River Trash TMDL compliance (\$15,000). Trash TMDL compliance will be an ongoing cost through 2014. Annual AQMD Generator permit fee (\$600). Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,000). Metals TMDL reporting (\$5,000).
- 8040 Advertising  
Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper. Five events are anticipated: include the annual dumpster day, annual household hazardous waste disposal day, low-flow toilet exchange, lamp exchange, lawnmower exchange (\$2,500).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$2,000).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$500).

8170 Professional Services

Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services, including inspections (\$25,000). FOG inspection services are budgeted under 210-6501-8180.

8180 Contract Services

Annual underground service tank (UST) inspections and cleaning (\$15,000). Annual citywide catch basin cleaning services (\$15,000).

# PUBLIC WORKS ADMINISTRATION

## Budget Detail

**101-6011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	58,669	82,303	105,292	134,643	122,200	135,242
7010	Salaries - Temp / Part	-	-	1,828	1,500	-	1,500
7020	Overtime	2,630	1,466	1,055	1,500	3,370	1,500
7040	Holiday	46	-	-	-	-	-
7070	Leave Buyback	141	38	40	1,000	-	1,000
7100	Retirement	10,976	15,202	21,040	27,894	26,100	28,789
7108	Deferred Compensation	116	274	501	777	590	738
7110	Workers Compensation	2,063	2,546	2,305	1,156	1,156	6,055
7130	Group Health Insurance	5,966	8,379	7,045	12,435	8,171	12,381
7140	Vision Insurance	182	249	295	372	312	372
7150	Dental Insurance	662	998	924	1,395	923	1,395
7160	Life Insurance	150	258	221	288	236	288
7170	FICA - Medicare	453	768	1,224	1,996	1,227	2,005
	<WAGES & BENEFITS>	82,053	112,479	141,771	184,956	164,286	191,264
8000	Office Supplies	11	213	-	-	-	-
8010	Postage	1,316	1,323	1,671	2,100	2,100	2,100
8020	Special Department Expense	21,537	8,396	7,565	6,650	6,650	5,150
8040	Advertising	162	91	2,076	750	750	1,200
8050	Printing/Duplicating	587	1,251	7,262	9,900	9,900	10,900
8060	Dues & Memberships	2,080	1,270	3,799	4,095	4,095	4,845
8100	Vehicle Maintenance	239	-	797	500	500	500
8110	Equipment Maintenance	763	1,442	681	640	640	640
8150	Telephone	-	852	2,727	1,000	1,000	1,000
8170	Professional Service	18,154	341,384	573,515	505,000	505,000	263,000
8300	Lease Payment/Rentals	3,346	3,242	1,269	1,940	1,940	1,940
	<OPERATIONS & MAINTENANCE>	48,196	359,463	601,362	532,575	532,575	291,275
8520	Machinery & Equipment	124,576	5,409	2,476	-	-	-
	<CAPITAL OUTLAY>	124,576	5,409	2,476	-	-	-
<b>[101-6011] PW Admin &amp; Engineering Tota</b>		<b>254,824</b>	<b>477,351</b>	<b>745,609</b>	<b>717,531</b>	<b>696,861</b>	<b>482,539</b>

## PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the Maintenance Superintendent, Public Works Director, Project Manager, Public Works Assistant, Associate Engineer, and Engineering Aide. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime  
Covers the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for City mailings (\$1,800) and overnight deliveries (\$300).
- 8020 Special Department Expense  
Provides funds for department supplies and services including computer supplies, county assessor maps, and data updates. Annual Assessor Parcel Map software subscription (\$2,700). Annual Autocad Map software subscription renewal (\$650). New PC workstation (\$1,500). Digital camera (\$300).
- 8040 Advertising  
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,200).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials. Two citywide mailers (\$3,000). Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$6,000). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents.
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director. Similar membership fees for

the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); ASCE membership dues (\$410); National Arbor Foundation Membership (\$25). Books (\$500); and Seminars (\$2,000). Educational expense reimbursements (\$1,000). Professional Engineer's license renewals (\$250).

- 8100 Vehicle Maintenance and Operations  
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$500).
  
- 8110 Equipment Maintenance  
Public Works Department share of copier maintenance (\$420) and postage machine rental (\$220).
  
- 8150 Telephone  
Covers cost of telephone service at various locations throughout the City (\$1,000).
  
- 8170 Professional Services  
Professional on-call traffic engineering services and studies (\$50,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Consultant services for processing of reimbursement paperwork for federally funded projects (\$10,000). Also funds plan checking and general on-call engineering services provided by DMR Team (\$200,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts.
  
- 8300 Lease Payment / Rentals  
Provides Public Works Department share of copier rental cost (\$1,940).

## PARK MAINTENANCE

### Budget Detail

**101-6410**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	43,993	48,437	53,774	71,170	60,100	50,439
7010	Salaries - Temp / Part	-	-	27	-	929	-
7020	Overtime	6,701	1,200	2,040	2,500	769	2,500
7040	Holiday	311	106	-	-	-	-
7055	IOD - Non Safety	486	3,021	-	-	-	-
7070	Leave Buyback	9	274	122	1,000	3,980	1,000
7100	Retirement	8,336	9,406	10,522	14,649	12,900	10,670
7108	Deferred Compensation	116	149	128	343	314	156
7110	Workers Compensation	3,192	2,646	1,756	1,130	1,130	2,556
7130	Group Health Insurance	6,540	6,099	5,269	8,253	4,640	6,537
7140	Vision Insurance	203	206	199	252	188	204
7150	Dental Insurance	756	756	710	945	592	765
7160	Life Insurance	171	160	160	195	159	158
7170	FICA - Medicare	745	768	778	1,068	1,052	768
	<WAGES & BENEFITS>	71,559	73,228	75,486	101,505	86,753	75,753
8000	Office Supplies	511	614	597	1,600	1,600	1,200
8020	Special Department Expense	26,299	17,839	42,866	15,200	15,200	37,400
8100	Vehicle Maintenance	1,444	6,757	1,574	3,400	3,400	1,000
8110	Equipment Maintenance	3,040	2,379	4,888	4,500	4,500	4,500
8140	Utilities	42,179	96,335	39,381	56,000	56,000	56,000
8150	Telephone	-	11	-	-	-	-
8170	Professional Service	2,333	1,106	-	3,000	3,000	3,000
8180	Contract Services	155,236	155,501	169,076	161,500	161,500	158,500
8200	Training Expense	669	280	1,455	1,500	1,500	1,500
8262	Graffiti Removal	18,045	9,663	10,858	8,000	8,000	12,000
	<OPERATIONS & MAINTENANCE>	249,755	290,485	270,696	254,700	254,700	275,100
8500	Building & Improvements	-	-	2,825	-	-	-
8520	Machinery & Equipment	12,413	36,346	208	-	-	-
8540	Automotive Equipment	-	-	11	55,000	55,000	-
	<CAPITAL OUTLAY>	12,413	36,346	3,044	55,000	55,000	-
<b>[101-6410] Park Maintenance Total</b>		<b>333,727</b>	<b>400,060</b>	<b>349,226</b>	<b>411,205</b>	<b>396,453</b>	<b>350,853</b>

## PARK MAINTENANCE

**Budget Detail**

**101-6410**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for a Senior Maintenance Worker, Maintenance Worker, Park Supervisor, Secretary, Maintenance Superintendent, Public Works Director, Engineering Aide, and Associate Engineer. 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 the purchase of office supplies, daily journals (\$600). Share of copier lease cost (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$3,000); park reseeding materials (\$2,000); freeway sign reseeding (\$800); fertilizer (\$4,000); miscellaneous garden supplies (\$2,500); pest control products (\$2,400); and bee control products (\$500). Weather station irrigation controllers at Pasadena Ave., Via Del Rey, Huntington Dr. and Camden Parkway (\$20,000). Lease-to-own radio communication devices (\$2,200).
  
- 8100 Vehicle Maintenance  
Provides funds for operational costs for parks vehicles including smog certifications (\$200) and routine maintenance services (\$800).
  
- 8110 Equipment Maintenance  
Provides funds for the repair and maintenance of equipment (\$4,500).
  
- 8140 Electricity  
Provides funds for electrical service by Southern California Edison to City park facilities (\$56,000).
  
- 8170 Professional Services  
Provides funds for the use of professionals such as landscape architects and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$3,000), such as soil and tissue sampling services and sports field consulting.

8180 Contract Services

Provides funds for partial cost of contract services (TruGreen) to maintain the parks and playing fields, including irrigation system repairs (\$148,000). The remainder of funds for this contract is budgeted through account 215-6416-8180. Also provides funds for gopher abatement (\$4,000); the rental of an extended boom truck to access field lighting (\$1,000); and trash removal services at Orange Grove Park (\$5,500).

8200 Training Expense

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

8262 Graffiti Removal

There was a slight increase in graffiti requests last year, so the budget request for graffiti removal contract services (\$12,000) has been adjusted, based on last year's average monthly cost.

**CAPITAL OUTLAY**

8540 Automotive Equipment

¾ ton pickup truck to replace Unit 215 (1989 GMC) (\$32,000 to be paid out of General Fund reserves).



## FACILITIES MAINTENANCE

### Budget Detail

**101-6601**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	115,359	135,245	143,167	206,836	195,300	210,554
7010	Salaries - Temp / Part	6,756	14,527	27,034	-	6,292	-
7020	Overtime	3,546	2,736	1,845	2,000	4,541	2,000
7040	Holiday	12	215	-	-	-	-
7070	Leave Buyback	9	10	10	1,000	-	1,000
7100	Retirement	21,324	24,421	29,521	42,573	42,100	44,541
7108	Deferred Compensation	39	70	105	343	314	112
7110	Workers Compensation	9,407	9,786	7,297	3,539	3,539	13,566
7122	Unemployment Insurance	-	-	231	-	322	-
7130	Group Health Insurance	13,674	11,884	9,758	26,628	17,062	26,358
7140	Vision Insurance	491	525	532	840	779	840
7150	Dental Insurance	1,622	1,906	1,959	3,150	2,076	3,150
7160	Life Insurance	335	405	414	651	459	651
7170	FICA - Medicare	2,215	3,124	3,526	3,028	2,916	3,082
	<WAGES & BENEFITS>	174,789	204,854	225,397	290,588	275,701	305,855
8000	Office Supplies	421	515	597	1,200	1,200	1,200
8020	Special Department Expense	24,146	42,590	132,203	28,300	28,300	39,500
8060	Dues & Memberships	-	-	-	200	200	200
8100	Vehicle Maintenance	661	722	1,513	2,750	2,750	2,750
8110	Equipment Maintenance	1,113	550	602	1,000	1,000	1,000
8120	Building Maintenance	21,389	39,864	48,903	98,800	98,800	63,100
8130	Small Tools	1,275	7,828	7,583	4,000	4,000	4,000
8132	Uniform Expense/Cleaning	678	617	919	800	800	1,000
8134	Safety Clothing/Equipment	719	1,109	463	800	800	1,000
8140	Utilities	92,375	75,921	83,741	90,000	90,000	90,000
8150	Telephone	437	433	307	1,000	1,000	1,000
8180	Contract Services	99,264	83,078	86,729	107,900	107,900	116,180
8200	Training Expense	-	-	-	500	500	500
	<OPERATIONS & MAINTENANCE>	242,477	253,226	363,561	337,250	337,250	321,430
8540	Automotive Equipment	-	-	107,813	-	-	-
	<CAPITAL OUTLAY>	-	-	107,813	-	-	-
<b>[101-6601] Facilities Maintenance Total</b>		<b>417,266</b>	<b>458,080</b>	<b>696,771</b>	<b>627,838</b>	<b>612,951</b>	<b>627,285</b>

## FACILITIES MAINTENANCE

**Budget Detail**

**101-6601**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$600). Share of copier lease cost (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies and services including construction supplies (\$10,000); playground hardware (\$2,000); paint and painting supplies (\$2,000); electrical supplies and parts including light bulbs (\$3,000); paper goods (\$15,000); first aid kits (\$300); radio service and parts (\$1,000); garage door maintenance (\$300); and fire extinguisher maintenance (\$700). Other items include carpet laundering (\$1,000); and elevator certification (\$2,000). Lease-to-own communication devices (\$2,200).
  
- 8060 Dues/Memberships/Subscriptions  
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$200).
  
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicle (\$2,500). Also includes costs for smog certification (\$250).
  
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment (\$1,000).

- 8120 Building Maintenance  
Provides for building maintenance services and supplies. Contract scheduled maintenance of air conditioning system (\$7,000) and elevators (\$9,400); pest control services (\$7,000); locksmith service (\$500); carpet cleaning service (\$1,000); and generator and cooling tower service (\$1,200). Elevator service contract has increased to include the elevator at the War Memorial Building. Beyond routine maintenance, extra repair costs are budgeted for elevators (\$4,000) and HVAC systems (\$11,500). Also includes funds for electrical supplies (\$2,500); painting supplies (\$3,500); and plumbing supplies (\$7,000). Other maintenance projects for this year include sewer repairs in the PD basement (\$5,300); and exhaust system in the PD shooting range (\$3,200).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$4,000).
- 8132 Uniform Expenses  
Provides for the purchase and service of city-supplied uniforms (\$1,000).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$1,000).
- 8140 Utilities  
Provides funds for electrical service by Southern California Edison to City facilities (\$90,000).
- 8150 Telephone  
Provides funds for telephone service to City facilities (\$1,000).
- 8180 Contract Services  
Janitorial services for City buildings including twice a week day porter service (\$95,280). The remainder of this contract is charged to 232-6471-8180. City Hall exterior maintenance (\$2,400) by Avalon. Bus stop maintenance and curbside trash pickup services by Avalon (\$18,500).
- 8200 Training Expenses  
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500).

# SEWER MAINTENANCE

## Budget Detail

**210-6501**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	144,238	165,110	202,417	233,701	228,500	268,909
7010	Salaries - Temp / Part	1,734	1,480	1,191	2,000	204	2,000
7020	Overtime	3,759	4,779	6,390	5,000	2,786	5,000
7040	Holiday	416	-	100	-	48	-
7055	IOD - Non Safety	1,546	2,266	-	-	-	-
7070	Leave Buyback	4,625	167	224	3,000	1,630	3,000
7100	Retirement	27,648	29,875	39,236	48,343	44,900	57,125
7108	Deferred Compensation	176	164	332	726	558	497
7110	Workers Compensation	9,321	8,756	6,752	3,512	3,512	14,445
7120	Disability Insurance	104	-	-	-	-	-
7122	Unemployment Insurance	-	11,700	-	-	-	-
7130	Group Health Insurance	16,362	15,542	18,507	29,381	18,929	36,611
7131	Retiree Health Insurance	10,786	10,703	9,111	-	10,363	-
7140	Vision Insurance	580	541	648	924	665	1,164
7150	Dental Insurance	2,083	1,925	2,508	3,465	2,392	4,365
7160	Life Insurance	485	490	639	716	631	902
7170	FICA - Medicare	2,130	2,284	2,740	3,490	2,947	4,001
	<WAGES & BENEFITS>	225,993	255,781	290,795	334,258	318,063	398,019
8000	Office Supplies	857	596	561	600	600	600
8010	Postage	2	-	600	600	600	600
8020	Special Department Expense	8,953	15,754	12,679	6,500	6,500	23,000
8050	Printing/Duplicating	327	150	-	200	200	200
8060	Dues & Memberships	-	-	-	500	500	500
8090	Conference & Meeting Expense	-	-	100	-	-	-
8100	Vehicle Maintenance	4,636	3,134	21,698	3,000	3,000	28,000
8110	Equipment Maintenance	7,954	3,460	4,929	5,000	5,000	5,000
8120	Building Maintenance	2,055	2,966	500	1,200	1,200	1,200
8130	Small Tools	881	-	-	3,000	3,000	4,000
8132	Uniform Expense/Cleaning	640	602	917	1,200	1,200	1,200
8134	Safety Clothing/Equipment	839	513	224	1,000	1,000	1,000
8170	Professional Service	76,723	23,062	9,054	95,000	95,000	35,000
8180	Contract Services	34,017	51,824	71,010	50,000	50,000	100,000
8191	Liability & Surety Bonds	30,363	29,980	34,206	46,178	46,178	46,178
8200	Training Expense	12	-	1,242	2,000	2,000	1,000
8350	Bad Debt Expense	-	412	372	-	-	-
8400	Overhead Allocation	-	-	-	69,022	69,022	69,022
	<OPERATIONS & MAINTENANCE>	168,260	132,453	158,093	285,000	285,000	316,500
8520	Machinery & Equipment	-	-	-	12,000	12,000	-
	<CAPITAL OUTLAY>	-	-	-	12,000	12,000	-
<b>[210-6501] Sewer Operations Total</b>		<b>394,253</b>	<b>388,234</b>	<b>448,888</b>	<b>631,258</b>	<b>615,063</b>	<b>714,519</b>

## SEWER MAINTENANCE

Budget Detail

210-6501

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides compensation for a full time Senior Maintenance Worker and Maintenance Worker II and partial compensation for Account Clerk, Secretary, Accounting Technician, Utility Billing Coordinator; Street Supervisor; Deputy PW Director, Assistant Finance Director, Maintenance Superintendent, Engineering Aide, Public Works Director, Director of Finance, Project Manager and Associate Engineer. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime  
Provides for overtime pay for after hours emergency response to sewer main stoppages and repairs.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$600).
- 8010 Postage  
Provides for postage for mailings associated with sewer operations notification such as service interruptions related to sewer mainline replacements or repairs (\$600).
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies: Fittings, jetting nozzles, sewer reel hoses, repairs of sewer trailer (\$7,800). New manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300). Lease-to-own radio communication devices (\$2,200). This account also pays a 25% share of City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500).
- 8050 Printing and Duplication  
Provides for printing and duplication of sewer maps and atlases (\$200).
- 8060 Dues/Memberships/Subscriptions  
Provides for membership to the California Water Environmental Association for division staff members (\$500).

- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles (\$13,000). Paint 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 or purchase of worn or damaged hand and power tools (\$4,000).
- 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 (\$25,000). Also pays for 10% of consulting Assistant Finance Director services (\$10,000).
- 8180 Contract Services  
Citywide sewer video and cleaning contract (\$60,000). Provides for sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment, as well as Vactor truck services (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000).
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 5% (\$46,178) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%); 500-6710-8191 (25%); and 215-6201-8191 (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.

## TRAFFIC SIGNALS

### Budget Detail

**215-6115**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8020	Special Department Expense	651	28,023	32,186	26,500	26,500	28,900
8140	Utilities	47,468	51,090	40,761	65,000	65,000	75,000
8150	Telephone	-	787	531	820	820	820
8180	Contract Services	61,288	94,712	89,060	81,600	81,600	85,600
	<OPERATIONS & MAINTENANCE>	109,408	174,613	162,537	173,920	173,920	190,320
8520	Machinery & Equipment	9,906	-	-	-	-	-
	<CAPITAL OUTLAY>	9,906	-	-	-	-	-
<b>[215-6115] Traffic Signals Total</b>		<b>119,313</b>	<b>174,613</b>	<b>162,537</b>	<b>173,920</b>	<b>173,920</b>	<b>190,320</b>

## TRAFFIC SIGNALS

Budget Detail

215-6115

### OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Three battery backup systems for traffic signal cabinets (\$18,400).

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$75,000). Cost increase due to new traffic signal being added at State St. and Raymondale Ave.

8150 Telephone

Provides funds for telephone service to the three code blue emergency telephones (\$820).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$28,000). Also includes funds for non-routine signal maintenance (\$40,000) and signal knockdown repairs (\$14,000). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).



## SIDEWALK & CURB MAINTENANCE

**Budget Detail**

**215-6118**

<b>Acct</b>	<b>Account Title</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2010/11</b>	<b>2011/12</b>
8020	Special Department Expense	22,744	1,124	-	10,000	10,000	10,000
8170	Professional Service	494	465	-	-	-	-
8180	Contract Services	101	-	-	10,000	10,000	-
	<OPERATIONS & MAINTENANCE>	23,339	1,589	-	20,000	20,000	10,000
<b>[215-6118]</b>	<b>Sidewalk Maintenance Total</b>	<b>23,339</b>	<b>1,589</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>10,000</b>

## **SIDEWALK & CURB MAINTENANCE**

**Budget Detail**

**215-6118**

### **OPERATIONS & MAINTENANCE**

8020 Department Expense

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

# STREET LIGHTING

## Budget Detail

**215-6201**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	96	(119)	-	-	-	-
7020	Overtime	815	1,817	1,662	-	-	-
7110	Workers Compensation	63	119	71	-	-	-
7130	Group Health Insurance	108	113	85	-	-	-
7140	Vision Insurance	5	4	4	-	-	-
7150	Dental Insurance	17	17	15	-	-	-
7160	Life Insurance	1	8	5	-	-	-
7170	FICA - Medicare	12	26	24	-	-	-
	<WAGES & BENEFITS>	1,116	2,006	1,866	-	-	-
8000	Office Supplies	665	591	595	600	600	600
8020	Special Department Expense	25,991	25,770	48,339	45,500	45,500	45,500
8100	Vehicle Maintenance	4,158	3,305	4,015	4,300	4,300	4,300
8110	Equipment Maintenance	1,557	542	3,480	4,500	4,500	4,500
8130	Small Tools	940	2,377	2,559	2,000	2,000	4,250
8132	Uniform Expense/Cleaning	653	638	1,302	800	800	800
8134	Safety Clothing/Equipment	1,264	1,116	910	800	800	800
8140	Utilities	160,095	154,919	163,805	164,000	164,000	165,000
8170	Professional Service	24,959	6,863	3,485	8,904	8,904	6,400
8191	Liability & Surety Bonds	60,726	59,959	68,412	92,356	92,356	92,356
8200	Training Expense	62	200	-	800	800	800
	<OPERATIONS & MAINTENANCE>	281,070	256,279	296,901	324,560	324,560	325,306
8520	Machinery & Equipment	-	1,809	-	-	-	-
	<CAPITAL OUTLAY>	-	1,809	-	-	-	-
<b>[215-6201] Street Lighting Total</b>		<b>282,186</b>	<b>260,094</b>	<b>298,768</b>	<b>324,560</b>	<b>324,560</b>	<b>325,306</b>

# STREET LIGHTING

Budget Detail

215-6201

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase office supplies (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies (\$4,000) and services. Material costs and supplies for an estimated 10 knockdowns (\$40,000), based on historical activity. Also includes expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).
  
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas (\$3,500); oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles; and annual certification of the boom trucks (\$800).
  
- 8110 Equipment Maintenance  
Provides funds for maintenance of division equipment (\$1,500); hydraulic repairs for boom truck Unit 635 (\$1,000); and maintenance costs for Code Blue emergency system (\$2,000).
  
- 8130 Small Tools  
Replacement or purchase of worn or damaged hand and power tools (\$2,000). Hydraulic bender (\$2,250).
  
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$800).
  
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
  
- 8140 Electricity  
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$165,000).
  
- 8170 Professional Services  
Annual rate study for the Lighting and Landscaping Assessment District (\$6,400).
  
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 10% (\$92,356) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 500-6710-8141 (25%) and 210-6501-8191 (5%).
  
- 8200 Training Expense  
Provides for training seminars and workshops related to street lighting systems (\$800).

## STREET TREE MAINTENANCE

### Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	89,271	96,388	106,887	89,220	52,400	51,746
7020	Overtime	4,193	2,340	5,397	-	6,629	-
7040	Holiday	229	537	684	700	-	700
7070	Leave Buyback	-	1,058	449	2,000	15,930	2,000
7100	Retirement	16,276	17,353	20,886	18,364	11,700	10,946
7108	Deferred Compensation	77	78	28	-	-	88
7110	Workers Compensation	7,137	6,546	4,782	1,595	1,595	3,158
7130	Group Health Insurance	12,400	13,461	13,725	12,750	8,315	6,858
7131	Retiree Health Insurance	14,743	14,629	12,453	-	14,164	-
7140	Vision Insurance	393	430	438	408	237	216
7150	Dental Insurance	1,453	1,612	1,645	1,530	876	810
7160	Life Insurance	301	327	329	316	207	167
7170	FICA - Medicare	1,346	1,446	1,522	1,304	1,354	760
	<WAGES & BENEFITS>	147,819	156,205	169,225	128,187	113,408	77,450
8000	Office Supplies	250	459	615	1,000	1,000	1,000
8010	Postage	-	-	6	50	50	50
8020	Special Department Expense	7,458	10,799	8,270	12,200	12,200	17,200
8040	Advertising	-	-	-	200	200	200
8060	Dues & Memberships	365	360	385	400	400	400
8090	Conference & Meeting Expense	-	170	-	1,000	1,000	-
8100	Vehicle Maintenance	7,765	7,494	20,794	24,000	24,000	17,000
8110	Equipment Maintenance	5,366	966	6,126	3,500	3,500	3,500
8130	Small Tools	2,812	3,505	3,516	3,700	3,700	3,700
8132	Uniform Expense/Cleaning	930	1,105	1,432	1,300	1,300	1,300
8134	Safety Clothing/Equipment	1,710	732	1,407	1,600	1,600	1,600
8170	Professional Service	1,059	295	165	4,500	4,500	4,500
8180	Contract Services	195,728	149,556	175,467	174,992	174,992	150,000
8181	Contracted Tree Planting	9,952	6,904	3,091	10,000	10,000	10,000
8200	Training Expense	175	245	600	800	800	800
	<OPERATIONS & MAINTENANCE>	233,569	182,588	221,873	239,242	239,242	211,250
8520	Machinery & Equipment	-	560	1,612	-	-	-
	<CAPITAL OUTLAY>	-	560	1,612	-	-	-
<b>[215-6310] Street Trees Total</b>		<b>381,388</b>	<b>339,353</b>	<b>392,709</b>	<b>367,429</b>	<b>352,650</b>	<b>288,700</b>

## STREET TREE MAINTENANCE

**Budget Detail**

**215-6310**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$600). New file cabinets (\$400).
  
- 8010 Postage  
Provides funding for postage (\$50) related to street tree removal notifications for City-owned tree removals.
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies (\$5,000) including chain saw blades, blade sharpening, gloves, chipper blades. Also includes costs for ropes, slings, pulleys (\$3,000); work zone signs and cones (\$1,000); and pesticides and fungicides (\$2,000). This account also pays for a 25% share of City personnel cell phones (\$1,200). Commercial weed sprayer to replace old unit (\$5,000).
  
- 8040 Advertisements  
Provides funds to publish ads for the tree regulations (\$200).
  
- 8060 Dues/Memberships/Subscriptions  
Provides payment of dues (\$400) for Parks Supervisor to be a member of the Arborist Society, Western ISA, Street Seminar.
  
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$7,000). Paint Unit 216 boom truck (\$5,000). Brakes and transmission replacement for Unit 216 boom truck (\$5,000).

- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$3,500).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,700).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,300).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, gloves (\$1,600).
- 8170 Professional Services  
Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$4,000).
- 8180 Contract Services  
Provides for services rendered under contract for tree trimming and removal of City-owned trees (\$150,000).
- 8181 Contracted Tree Planting  
This account provides for parkway tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.
- 8200 Training  
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

## MEDIAN STRIPS

Budget Detail

215-6416

<b>Acct</b>	<b>Account Title</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Actual 2009/10</b>	<b>Budget 2010/11</b>	<b>Estimated 2010/11</b>	<b>Adopted 2011/12</b>
8020	Special Department Expense	13,591	6,941	9,522	6,500	6,500	3,500
8180	Contract Services	61,998	62,010	61,381	61,196	61,196	60,500
	<OPERATIONS & MAINTENANCE>	75,589	68,952	70,903	67,696	67,696	64,000
	<b>[215-6416] Median Strips Total</b>	<b>75,589</b>	<b>68,952</b>	<b>70,903</b>	<b>67,696</b>	<b>67,696</b>	<b>64,000</b>



## MEDIAN STRIPS

**Budget Detail**

**215-6416**

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

# STREET MAINTENANCE

## Budget Detail

**230-6116**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	170,245	197,077	222,478	262,959	250,000	271,719
7020	Overtime	3,393	1,856	3,492	3,000	4,116	3,000
7040	Holiday	278	218	86	-	-	-
7055	IOD - Non Safety	33,983	3,021	1,035	-	-	-
7070	Leave Buyback	91	3,821	71	2,000	380	2,000
7100	Retirement	38,163	36,133	43,427	54,125	52,800	57,479
7108	Deferred Compensation	193	227	155	343	314	376
7110	Workers Compensation	13,961	11,510	8,395	4,143	4,143	16,011
7122	Unemployment Insurance	-	11,071	14,792	-	62	-
7130	Group Health Insurance	26,943	25,239	24,405	36,378	26,395	36,432
7131	Retiree Health Insurance	16,152	16,027	13,644	-	15,518	-
7140	Vision Insurance	870	859	904	1,152	1,063	1,152
7150	Dental Insurance	3,237	2,934	3,457	4,320	2,917	4,320
7160	Life Insurance	730	644	767	893	694	893
7170	FICA - Medicare	2,903	2,861	3,052	3,856	3,525	3,983
	<WAGES & BENEFITS>	311,142	313,498	340,160	373,169	361,927	397,365
8000	Office Supplies	405	566	577	1,200	1,200	1,200
8020	Special Department Expense	53,429	50,642	99,121	60,000	60,000	70,000
8060	Dues & Memberships	-	268	-	300	300	300
8100	Vehicle Maintenance	23,761	12,708	16,671	16,000	16,000	16,000
8110	Equipment Maintenance	642	4,054	4,085	7,400	7,400	6,400
8130	Small Tools	-	677	3,241	3,000	3,000	4,000
8130	Small Tools	659	-	-	-	-	-
8132	Uniform Expense/Cleaning	1,158	1,888	2,681	2,000	2,000	2,000
8134	Safety Clothing/Equipment	815	1,211	-	2,000	2,000	2,000
8170	Professional Service	20,440	14,059	4,354	2,000	2,000	2,000
8180	Contract Services	28,434	6,500	3,327	34,000	34,000	44,000
8200	Training Expense	12	-	-	400	400	400
	<OPERATIONS & MAINTENANCE>	129,757	92,574	134,056	128,300	128,300	148,300
8520	Machinery & Equipment	919	-	38,167	-	-	-
8540	Automotive Equipment	-	-	99,269	75,000	-	112,000
	<CAPITAL OUTLAY>	919	-	38,167	-	-	-
<b>[230-6116] Street Maintenance Total</b>		<b>441,818</b>	<b>406,072</b>	<b>611,652</b>	<b>576,469</b>	<b>490,227</b>	<b>657,665</b>

## STREET MAINTENANCE

**Budget Detail**

**230-6116**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides compensation for two full time Maintenance Worker II and the partial compensation for the Secretary, Street Supervisor, Senior Maintenance Worker, Maintenance Superintendent, Engineering Aide, Public Works Director, and Associate Engineer. Refer to the Appendix for a detailed allocation list.
  
- 7020 Overtime  
Provides for overtime pay for after hours emergency response.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for office supplies (\$600). Share of copier lease cost (\$600).
  
- 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).
  
- 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 (\$10,000); tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$6,000).
  
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment used by the Streets Division (\$6,400).
  
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000), including weed whackers, chain saws, gas powered trawler and demo hammer (\$3,000).
  
- 8132 Uniforms and Equipment  
Provides for uniform cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$2,000).

- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including safety boots (\$2,000).
- 8170 Professional Services  
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services  
Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$10,000) and weed abatement (\$9,000). Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000).
- 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  
3/4 ton pickup truck to replace Unit 319 1989 GMC (\$32,000). Half of the costs for an asphalt pothole truck (\$80,000) have been rebudgeted from FY10/11. The remaining costs are being budgeted in 500-6710-8540.

## PROPOSITION "A" PARK MAINTENANCE

### Budget Detail

**232-6417**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8020	Special Department Expense	11,125	10,236	9,626	2,900	2,900	5,900
8110	Equipment Maintenance	1,137	104	600	1,000	1,000	1,000
8140	Utilities	2,366	1,898	2,075	2,800	2,800	2,800
8180	Contract Services	13,740	9,100	4,768	6,900	6,900	6,900
	<OPERATIONS & MAINTENANCE>	28,369	21,337	17,069	13,600	13,600	16,600
	<b>[232-6417] Prop "A" Park Maintenance Tot</b>	<b>28,369</b>	<b>21,337</b>	<b>17,069</b>	<b>13,600</b>	<b>13,600</b>	<b>16,600</b>

## PROPOSITION “A” PARK MAINTENANCE

Budget Detail

232-6417

### OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for supplies for maintenance and repairs to the Garfield Park and Arroyo Park restrooms, as well as the playgrounds at Garfield Park, Orange Grove Park and Eddie Park. Includes funds for sand for Garfield Park (\$1,500); paint for graffiti at Arroyo Park restrooms (\$1,600); graffiti remover for all three playgrounds (\$800); and Arroyo Park lift station maintenance (\$2,000).

8110 Equipment Maintenance

Provides funds for repair and maintenance of equipment for use at the Garfield Park, Orange Grove Park and Eddie Park playgrounds. Pressure washer supplies (\$200). Chains and seats for playground equipment (\$800).

8140 Utilities

Provides for electrical power at Garfield Park and Arroyo Park restroom facilities (\$2,800).

8180 Contract Services

Provides for 7 days per week of janitorial service and 5 days per week of trash removal for Garfield Park (\$1,000) by Avalon, and Arroyo Park and Garfield Park restroom janitorial services (\$4,900). The remainder of this contract is charged to 101-6601-8180. Arroyo Park weekend key service (\$1,000).

# WATER DISTRIBUTION

## Budget Detail

**500-6710**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	356,420	356,657	465,519	441,442	468,000	497,340
7010	Salaries - Temp / Part	7,388	-	-	-	-	-
7020	Overtime	12,042	7,303	11,411	-	18,133	-
7040	Holiday	863	394	-	-	-	-
7055	IOD - Non Safety	608	3,776	-	-	-	-
7070	Leave Buyback	9,239	11,516	1,750	4,000	5,670	4,000
7100	Retirement	65,519	64,241	83,989	90,862	91,700	105,207
7108	Deferred Compensation	2,668	3,075	1,259	3,580	1,055	3,616
7110	Workers Compensation	24,373	19,002	16,514	5,132	5,132	26,451
7122	Unemployment Insurance	-	-	6,164	-	10,562	-
7130	Group Health Insurance	44,615	36,658	38,287	56,799	38,107	64,029
7131	Retiree Health Insurance	26,179	25,977	22,114	-	25,152	-
7140	Vision Insurance	1,435	1,198	1,513	1,764	1,383	2,004
7150	Dental Insurance	4,563	3,877	3,990	6,615	3,781	7,515
7160	Life Insurance	1,027	977	1,050	1,367	1,206	1,553
7170	FICA - Medicare	5,163	4,672	6,008	6,401	6,051	7,211
	<WAGES & BENEFITS>	562,102	539,323	659,566	617,962	675,931	718,926
8000	Office Supplies	825	702	860	1,300	1,300	1,900
8010	Postage	27	128	122	150	150	200
8020	Special Department Expense	34,283	52,387	75,750	106,200	106,200	119,600
8050	Printing/Duplicating	232	19	913	2,000	2,000	2,000
8060	Dues & Memberships	112	-	150	350	350	700
8090	Conference & Meeting Expense	237	-	-	-	-	-
8100	Vehicle Maintenance	21,593	22,081	14,429	15,250	15,250	15,250
8110	Equipment Maintenance	2,502	6,204	6,692	5,000	5,000	5,000
8120	Building Maintenance	-	375	500	500	500	500
8130	Small Tools	4,803	2,805	1,560	9,500	9,500	15,000
8132	Uniform Expense/Cleaning	1,552	1,923	3,632	3,500	3,500	3,500
8134	Safety Clothing/Equipment	4,892	8,852	1,784	7,800	7,800	2,000
8140	Utilities	9,884	7,915	7,134	10,000	10,000	10,000
8150	Telephone	9,705	9,832	6,443	10,000	10,000	10,000
8170	Professional Service	285,108	9,882	-	-	-	-
8180	Contract Services	68,331	40,902	26,295	60,000	60,000	45,000
8191	Liability & Surety Bonds	151,815	149,898	171,030	230,891	230,891	230,891
8200	Training Expense	275	298	2,572	3,700	3,700	4,000
8229	Taxes	4,818	5,011	4,882	5,050	5,050	5,050
8400	Overhead Allocation	-	-	117,114	117,114	117,114	117,114
	<OPERATIONS & MAINTENANCE>	600,996	319,215	441,860	588,305	588,305	587,705
8520	Machinery & Equipment	-	-	547	4,000	4,000	-
8540	Automotive Equipment	-	367	24,375	-	-	80,000
8570	Water Sales	3,558	12,590	2,751	-	-	-
8571	Fire Services	5,036	1,613	6,634	-	-	-
8572	Meters	18,553	19,035	25,817	-	-	-
8573	Fire Hydrants	18,921	1,362	4,584	-	-	-
	<CAPITAL OUTLAY>	46,069	34,968	64,709	4,000	4,000	80,000
<b>[500-6710] Water Distribution Total</b>		<b>1,209,166</b>	<b>893,506</b>	<b>1,166,135</b>	<b>1,210,267</b>	<b>1,268,236</b>	<b>1,386,631</b>

## WATER DISTRIBUTION

**Budget Detail**

**500-6710**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$700). Share of copier lease cost (\$600). Layout table (\$600).
  
- 8010 Postage  
Provides funds for postal expenses for City mailings (\$200).
  
- 8020 Special Department Expense  
Provides for underground service alert fees (\$1,500). This account also pays a 25% share of City personnel's cell phone service (\$1,200). Costs for staff physical exams and Class B driver license renewals (\$500). This account includes costs for miscellaneous parts and supplies (\$3,000). Also includes funds to purchase materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,000). Also includes costs of sand, base, asphalt (\$10,000) and costs for backflow device testing and repair (\$6,000). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Also includes the cost to purchase gate valves to replace broken valves in the water mains that are found during the routine valve maintenance program (\$15,000). Approximately 12 valves replacements are estimated. Also includes the purchase of replacement fire hydrants and installation of new fire hydrants where required to improve fire protection, including all material such as sleeves, valves, and pipe (\$20,000). Approximately 12 hydrant replacements are estimated. Lease-to-own communication devices (\$2,200). Division share of natural gas costs for CNG vehicles (\$200).
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials (\$500). Also includes printing costs of utility billing inserts (\$1,500).
  
- 8060 Dues, Memberships, Subscriptions, and Books  
Purchase of new Water Distribution books (\$500). Membership in SCWUA (\$200).



- 8100 Vehicle Maintenance and Operations  
Provides funds for operational expenses such as the costs of gas, oil, tires, batteries, parts, repairs, and routine maintenance of the eight Water Distribution Maintenance Division vehicles (\$15,000). DMV and smog inspection fees (\$250).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment including generator, ditch pumps, tapping machine, hydraulic valve operator, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000).
- 8120 Building Maintenance  
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$500).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools, including concrete saw, trenching machine, jackhammer, purchase of pavement breaker attachment for backhoe (\$15,000).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,000). Steel toed work boots (\$1,500).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety vests, work zone signs, cones, and delineators (\$2,000).
- 8140 Electricity  
Provides funds for electrical service to City Service Facility at 825 Mission by Southern California Edison (\$10,000).
- 8150 Telephone  
Provides funds for telephone service to City Service Facility at 825 Mission and all water sites (\$10,000).
- 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 (\$45,000).
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 25% (\$230,891) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 210-8501-8191 (5%), and 215-6201-8191 (10%).
- 8200 Employee Training  
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$3,500). California Department of Public Health operator certifications (\$500).

8229 Taxes  
Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena city boundaries (\$5,050).

8400 Overhead Allocation  
Charges for administrative services provided by the General Fund.

**CAPITAL OUTLAY**

8540 Automotive Equipment  
Half of the costs for an asphalt pothole truck (\$80,000) have been rebudgeted from FY10/11. The remaining costs are being budgeted in 230-6116-8540.

# WATER PRODUCTION

## Budget Detail

**500-6711**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	207,811	328,258	377,625	425,596	353,500	414,314
7020	Overtime	14,670	14,577	13,899	-	14,780	-
7040	Holiday	2,675	3,007	3,048	3,000	3,780	3,000
7055	IOD - Non Safety	486	3,021	-	-	-	-
7070	Leave Buyback	8,008	10	1,348	4,000	1,480	4,000
7100	Retirement	40,649	60,302	73,797	87,600	75,700	87,644
7108	Deferred Compensation	372	542	748	560	452	1,612
7110	Workers Compensation	18,055	22,171	16,177	6,869	6,869	22,822
7120	Disability Insurance	1,121	-	-	-	-	-
7130	Group Health Insurance	22,469	29,123	29,153	51,594	28,842	45,012
7131	Retiree Health Insurance	26,179	25,977	22,114	-	25,152	-
7140	Vision Insurance	987	1,346	1,458	1,632	1,346	1,392
7150	Dental Insurance	2,820	4,340	4,811	6,120	4,544	5,220
7160	Life Insurance	609	938	1,106	1,265	1,049	1,079
7170	FICA - Medicare	3,547	5,151	5,688	6,215	5,379	6,051
	<WAGES & BENEFITS>	350,459	498,762	550,972	594,451	522,873	592,146
8000	Office Supplies	1,034	1,109	1,066	1,600	1,600	1,600
8010	Postage	127	117	135	200	200	200
8020	Special Department Expense	29,963	50,064	59,187	53,700	53,700	306,600
8050	Printing/Duplicating	254	-	147	1,500	1,500	1,500
8060	Dues & Memberships	2,715	1,813	1,913	2,600	2,600	2,600
8070	Mileage/Auto Allowance	-	55	-	-	-	-
8080	Books & Periodicals	-	-	188	200	200	200
8100	Vehicle Maintenance	5,336	11,483	9,224	4,250	4,250	4,250
8110	Equipment Maintenance	54,785	30,979	13,233	18,725	18,725	10,500
8120	Building Maintenance	11,197	9,710	9,092	48,450	48,450	12,000
8130	Small Tools	722	1,641	1,500	1,000	1,000	1,000
8132	Uniform Expense/Cleaning	1,082	1,411	2,258	1,200	1,200	1,200
8134	Safety Clothing/Equipment	1,282	946	257	800	800	800
8140	Utilities	5,645	5,231	5,011	7,000	7,000	7,000
8150	Telephone	223	278	175	500	500	500
8152	Pumping Power	708,041	590,500	629,363	867,500	867,500	867,500
8170	Professional Service	47,724	44,293	54,209	103,040	103,040	284,040
8180	Contract Services	2,115	5,234	18,749	10,000	10,000	-
8200	Training Expense	850	1,100	2,165	1,500	1,500	1,500
8231	Water Purchases - Resale	301,312	128,401	48,918	127,000	127,000	127,000
8233	Watermaster Charges	260,009	841,272	1,052,233	900,000	900,000	1,000,000
8400	Overhead Allocation	-	-	205,267	205,266	205,266	205,266
	<OPERATIONS & MAINTENANCE>	1,434,415	1,725,637	2,114,289	2,356,031	2,356,031	2,835,256
8520	Machinery & Equipment	-	1,644	-	-	-	-
8540	Automotive Equipment	-	367	-	18,000	18,000	-
	<CAPITAL OUTLAY>	-	2,011	-	18,000	18,000	-
<b>[500-6711] Water Production Total</b>		<b>1,784,874</b>	<b>2,226,410</b>	<b>2,665,260</b>	<b>2,968,482</b>	<b>2,896,904</b>	<b>3,427,402</b>

# WATER PRODUCTION

**Budget Detail**

**500-6711**

## **PERSONNEL SERVICES**

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

## **OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$1,000). Share of copier lease cost (\$600).
  
- 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 chlorine gas (\$5,000); sodium hypochlorite for Graves Reservoir (\$2,500); chlorine analyzer solution (\$4,300); turbine oil (\$500); fittings for sampling stations and boosters (\$2,000); and miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500). Butterfly valve at Graves Reservoir (\$2,000). Tree trimming at all water facilities (\$17,000). Landscaping services at all water facilities (\$16,000). Costs for SCADA DSL line at Wilson Reservoir (\$1,200). Costs for staff physical exams and Class B driver license renewals (\$200). This account also pays a 25% share of City personnel's cell phone service (\$1,200). Lease-to-own radio communication devices (\$2,200). Water conservation program (\$250,000).
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$1,500).
  
- 8060 Dues, Memberships, Subscriptions  
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).

- 8080 Books, Videos, Magazines, and Recordings  
Provides funds for the purchase of reference books and manuals (\$200).
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000). Vehicle registrations and smog certifications (\$250).
- 8110 Equipment Maintenance  
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace Cla-Valve limit switches and install fittings at Westside Pump Station (\$4,000) Graves Well flow meter repair (\$2,500). Kollie Cal-valve service (\$4,000).
- 8120 Building Maintenance  
Install wrought iron gate at Westside Reservoir (\$8,000). Cathodic protection inside Westside Reservoir (\$4,000).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,200).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Electricity  
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone  
Provides telephone service to water system facilities (\$500).
- 8152 Pumping Power  
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$867,500). This number has increased due to Wilson Well 2 being scheduled to be brought online this year.
- 8170 Professional Services  
Provides for professional services such as water quality testing (\$65,540); security services at elevated tanks (\$1,200); State Department of Public Health administration fees (\$7,300); San Gabriel Basin Water Quality Authority administrative fee (\$26,000); and consultant services for preparation of the annual Consumer Confidence Report (\$6,000). SCADA system maintenance (\$10,000) has been moved to this account from 500-6711-8180. Consulting Water Project Manager (\$168,000).
- 8200 Employee Training  
Provides for training seminars and workshops related to water supply and production to

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

8231 Water Purchases – Resale

This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City's well production (\$127,000). Reliance on MWD water is anticipated to decrease due to increased production capabilities provided by bringing Wilson Well 2 online.

8233 Watermaster Charges

This account provides the funds to pay fees to the West San Gabriel Valley MWD for the 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 cost has increased been increased by the Watermaster nearly 100% since FY07-08. Also, the volume of water pumped is expected to increase due to Wilson Well 2 coming online this year. The budgeted amount also assumes water will continue to be pumped during the Wilson Reservoir construction by utilizing a clear well.

8400 Overhead Allocation

Charges for administrative services provided by the General Fund.

## PLANNING & BUILDING

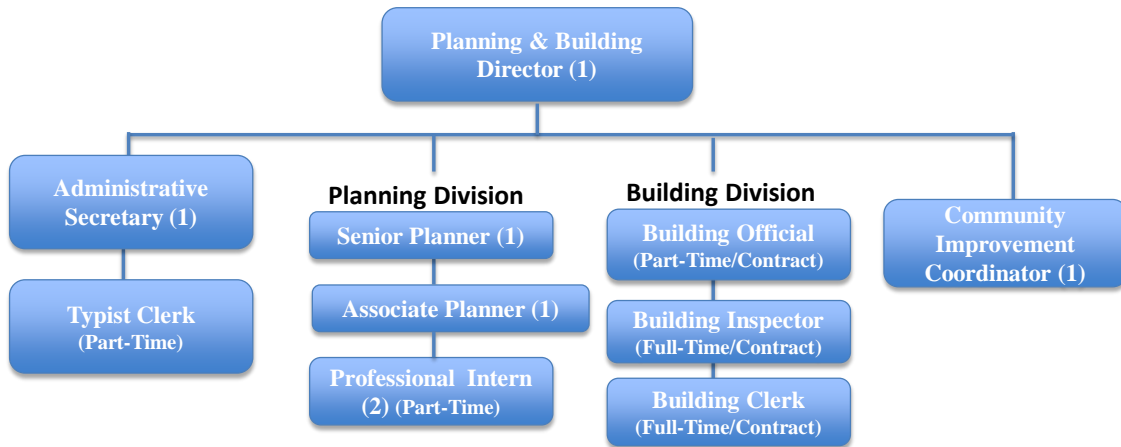
### Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> 2007/08	<b>Actual</b> 2008/09	<b>Actual</b> 2009/10	<b>Budget</b> 2010/11	<b>Estimated</b> 2010/11	<b>Adopted</b> 2011/12
Wages & Benefits	513,813	528,961	567,783	563,397	577,195	578,729
Operations & Maintenance	519,809	316,133	334,794	358,400	338,400	373,400
Capital Outlay	-	-	19,015	4,200	4,200	3,500
<b>Total Expenses by Category</b>	<b>1,033,623</b>	<b>845,094</b>	<b>921,593</b>	<b>925,997</b>	<b>919,795</b>	<b>955,629</b>
[101-7101] Planning & Building	1,005,407	831,614	919,698	905,997	899,795	935,629
[260-2120] Residential Rehabilitation	28,216	13,480	1,895	20,000	20,000	20,000
<b>Total Expenses by Program</b>	<b>1,033,623</b>	<b>845,094</b>	<b>921,593</b>	<b>925,997</b>	<b>919,795</b>	<b>955,629</b>

Planning & Building Director	1
Senior Planner	1
Associate Planner	1
Community Improvement Coordinator	1
Administrative Secretary	1
<b>Total</b>	<b>5</b>

**PLANNING & BUILDING**  
**Department Description and Authorized Positions**

**Planning & Building Department**



Full Time Employees: 5

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



## **PLANNING & BUILDING**

### **FY 2010/11 Accomplishments and Performance Measures**

**Goal 1: Provide high quality customer service to the public regarding compliance with the Municipal Codes through the abatement of violations.**

Performance Measures:

- The Planning & Building Department will respond to code violation complaints within 24 hours 90% of the time. *This goal was fully achieved.*
- The Planning & Building Department will cause 95% violations to be abated within 60 days, or referred to the City Attorney for appropriate action. *This goal was achieved 90% of the time, due to the granting of reasonable requests for extending compliance deadlines in excess of 60 days.*
- The Planning & Building Department will dedicate at least 2 hours per week towards proactive code enforcement. *This goal was fully achieved.*

**Goal 2: Develop and maintain a competent and customer service-oriented review and inspection office that emphasizes building safety and is responsive to the needs of the construction community and the public.**

Performance Measures:

- The Planning & Building Department will conduct same day or next day inspections 100% of the time. *This goal was fully achieved; the Planning & Building Department conducted same day or next day inspections on 100% of the requests.*
- The Planning & Building Department will complete the first round of plan checks with 30 days 100% of the time. *This goal was fully achieved.*

**Goal 3: Ensure the City's General Plan goals and policies are implemented through timely and appropriate review of development applications.**

Performance Measures:

- The Planning & Building Department will review development applications for completeness within two weeks of their filing. *This goal was fully achieved. State law allows 30 days for completeness review.*
- The Planning & Building Department will schedule complete applications for their first public hearing within 45 days of being deemed complete. *This goal was fully achieved.*

**Goal 4: Develop and refine implementation of the City's General Plan through planning studies and programs.**

Performance Measures:

- The Planning & Building Department will update and expand the Cultural Heritage Inventory, assuming a Certified Local Government grant, and will be 100% complete by the end of the fiscal year, pursuant to the grant milestones. *A CLG grant was not awarded.*

- The Planning & Building Department will continue to implement the short- and medium-range components of the “Green Plan,” pursuant to the adopted Citywide Strategic Plan. ***Work on this goal is ongoing. Staff coordinated with Public Works on a draft water efficient landscape ordinance, and continued to provide more forms on-line to reduce trips to the City Hall.***
- The Planning & Building Department will complete the state-mandated revisions to the City’s Housing Element; and initiate code amendments to implement this element. The Planning & Building Department will undertake and complete code amendments to modify grading standards in the hillside areas; correct deficiencies in the parking requirement for trade schools; modify the permitted uses in CO zoning districts; modify the parking density bonus provisions of the MSSP; and prohibit the sale of tobacco products within 500 feet of a public school. ***With the exception of the Housing Element-related code amendments, this goal was achieved. Staff is still working with the State to achieve certification of the City Council-approved Housing Element.***

## **PLANNING & BUILDING**

### **FY 2011/12 Goals and Performance Measures**

#### **Goal 1: Provide high quality customer service to the public regarding compliance with the Municipal Codes through the abatement of violations.**

Performance Measures:

- The Planning & Building Department will respond to code violation complaints within 24 hours 90% of the time.
- The Planning & Building Department will cause 95% violations to be abated within 60, or referred to the City Attorney for appropriate action.
- The Planning & Building Department will dedicate at least 2 hours per week towards proactive code enforcement.

#### **Goal 2: Develop and maintain a competent and customer service-oriented review and inspection office that emphasizes building safety and is responsive to the needs of the construction community and the public.**

Performance Measures:

- The Planning & Building Department will conduct same day or next day inspections 100% of the time.
- The Planning & Building Department will complete the first round of plan checks with 30 days 100% of the time.

#### **Goal 3: Ensure the City's General Plan goals and policies are implemented through timely and appropriate review of development applications.**

Performance Measures:

- The Planning & Building Department will review development applications for completeness within two weeks of their filing.
- The Planning & Building Department will schedule complete applications for their first public hearing within 45 days of being deemed complete.

#### **Goal 4: Develop and refine implementation of the City's General Plan through planning studies and programs.**

Performance Measures:

- The Planning & Building Department will update and expand the Cultural Heritage Inventory, assuming a Certified Local Government grant, and will be 100% complete by the end of the fiscal year, pursuant to the grant milestones.
- The Planning & Building Department will continue to implement the short- and medium-range components of the "Green Plan," pursuant to the adopted Citywide Strategic Plan.

- The Planning & Building Department will complete the state-mandated revisions to the City's Housing Element and initiate code amendments to implement this element. The Planning & Building Department will undertake and complete code amendments to modify grading standards in the hillside areas; draft revisions to the sign ordinance and develop a draft sign design guidelines; and codify revisions to the MSSP parking density bonus based on previous City Council approval of task force report.

# PLANNING & BUILDING

## Budget Detail

**101-7101**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	326,451	345,216	368,103	379,170	374,500	382,962
7010	Salaries - Temp / Part	49,825	61,525	67,191	36,000	54,463	36,000
7020	Overtime	7,099	2,686	2,112	2,500	1,630	2,500
7070	Leave Buyback	13,651	3,712	3,577	5,000	8,780	5,000
7100	Retirement	62,957	70,481	82,577	82,365	89,800	85,332
7108	Deferred Compensation	1,284	1,099	1,149	1,196	1,182	1,208
7110	Workers Compensation	8,772	8,243	5,685	6,341	6,341	14,848
7120	Disability Insurance	250	-	-	-	-	-
7130	Group Health Insurance	27,435	25,810	27,134	38,205	29,920	38,205
7140	Vision Insurance	1,031	972	966	1,188	966	1,188
7150	Dental Insurance	1,930	1,736	2,033	4,455	2,064	4,455
7160	Life Insurance	774	814	890	921	921	921
7170	FICA - Medicare	8,281	6,666	6,367	6,056	6,627	6,111
	<WAGES & BENEFITS>	509,741	528,961	567,783	563,397	577,195	578,729
8000	Office Supplies	3,966	4,623	2,998	2,750	2,750	2,750
8010	Postage	13,056	6,410	6,838	5,000	5,000	5,000
8020	Special Department Expense	5,648	4,469	11,918	8,500	8,500	23,500
8040	Advertising	5,847	2,487	5,984	3,000	3,000	3,000
8050	Printing/Duplicating	6,237	5,102	4,566	3,500	3,500	3,500
8060	Dues & Memberships	1,218	1,741	2,224	2,000	2,000	2,000
8090	Conference & Meeting Expense	310	1,385	99	800	800	800
8100	Vehicle Maintenance	1,826	1,503	2,168	1,200	1,200	1,200
8110	Equipment Maintenance	3,982	3,928	4,400	5,400	5,400	5,400
8150	Telephone	-	217	-	-	-	-
8170	Professional Service	124,389	32,150	24,103	14,750	14,750	14,750
8180	Contract Services	328,666	237,753	266,910	290,000	270,000	290,000
8200	Training Expense	521	390	610	1,000	1,000	1,000
8257	Boards & Commissions	-	495	80	500	500	500
	<OPERATIONS & MAINTENANCE>	495,666	302,653	332,899	338,400	318,400	353,400
8520	Machinery & Equipment	-	-	14,500	4,200	4,200	-
8530	Computer Equipment	-	-	4,515	-	-	3,500
	<CAPITAL OUTLAY>	-	-	19,015	4,200	4,200	3,500
<b>[101-7101] Planning &amp; Building Total</b>		<b>1,005,407</b>	<b>831,614</b>	<b>919,698</b>	<b>905,997</b>	<b>899,795</b>	<b>935,629</b>

## PLANNING & BUILDING

Budget Detail

101-7101

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for regular office supplies.
- 8010 Postage  
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees.
- 8020 Special Department Expense  
Provides for special department supplies and services. Includes funding to pursue proactive code enforcement on substandard properties (\$1,500), the cost of which can be recovered at a later date by placing liens on the properties; annual license for CoreLogic parcel system (\$1,340); annual license for SCAG GIS (\$740); and annual subscription to AgentPro 247 detailed property data for code enforcement (\$240). Increase from FY 2010-11 is due to supplemental request of \$15,000 to begin imaging building permits and building plans.
- 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.
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Zoning Code, specific plans, and other planning reports and materials.

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions and publications of professional organizations and continuing education materials. Also includes maintaining updated set of building codes (\$500), and memberships in the American Planning Association (\$625), the California Association of Code Enforcement (\$100), code enforcement training courses at Rio Hondo College or Orange Coast College (\$225) and the California Preservation Foundation (\$40). Increase from prior year reflects increased cost of memberships and subscriptions, as well as a new membership in the U.S. Green Building Council (\$500).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration, and meeting expenses, including monthly meetings of the San Gabriel Valley COG Planning Directors' Technical Advisory Committee.
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle.
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment, including the copier, fax machine, postage machine, computers and printers. Copier is shared with Finance Department.
- 8150 Telephone  
Provides funds for telephone service.
- 8170 Professional Services  
Provides funding for contract planners or consultants for planning or urban design services. Includes funding court reporter services for ADA accommodations (\$14,750).
- 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. Plan check activity is expected to remain at the same level as the prior year of about \$125,000.
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time.
- 8257 Board & Commissions  
Provides funds for training and support of the activities of the Planning Commission, Design Review Board and Cultural Heritage Commission.
- 8530 Computer Equipment  
Funds to replace two aging computers (\$3,500).

# CDBG RESIDENTIAL REHABILITATION

## Budget Detail

**260-2120**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	3,006	-	-	-	-	-
7020	Overtime	18	-	-	-	-	-
7100	Retirement	572	-	-	-	-	-
7110	Workers Compensation	88	-	-	-	-	-
7130	Group Health Insurance	317	-	-	-	-	-
7140	Vision Insurance	10	-	-	-	-	-
7150	Dental Insurance	15	-	-	-	-	-
7160	Life Insurance	3	-	-	-	-	-
7170	FICA - Medicare	44	-	-	-	-	-
	<WAGES & BENEFITS>	4,072	-	-	-	-	-
8170	Professional Service	2,045	-	-	-	-	-
8180	Contract Services	22,098	13,480	1,895	20,000	20,000	20,000
	<OPERATIONS & MAINTENANCE>	24,143	13,480	1,895	20,000	20,000	20,000
<b>[260-2120] Residential Rehabilitation Total</b>		<b>28,216</b>	<b>13,480</b>	<b>1,895</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>



# CDBG RESIDENTIAL REHABILITATION

**Budget Detail**

**260-2120**

## **OPERATIONS & MAINTENANCE**

8180 Contract Services

Funding for contract services for home improvement repairs



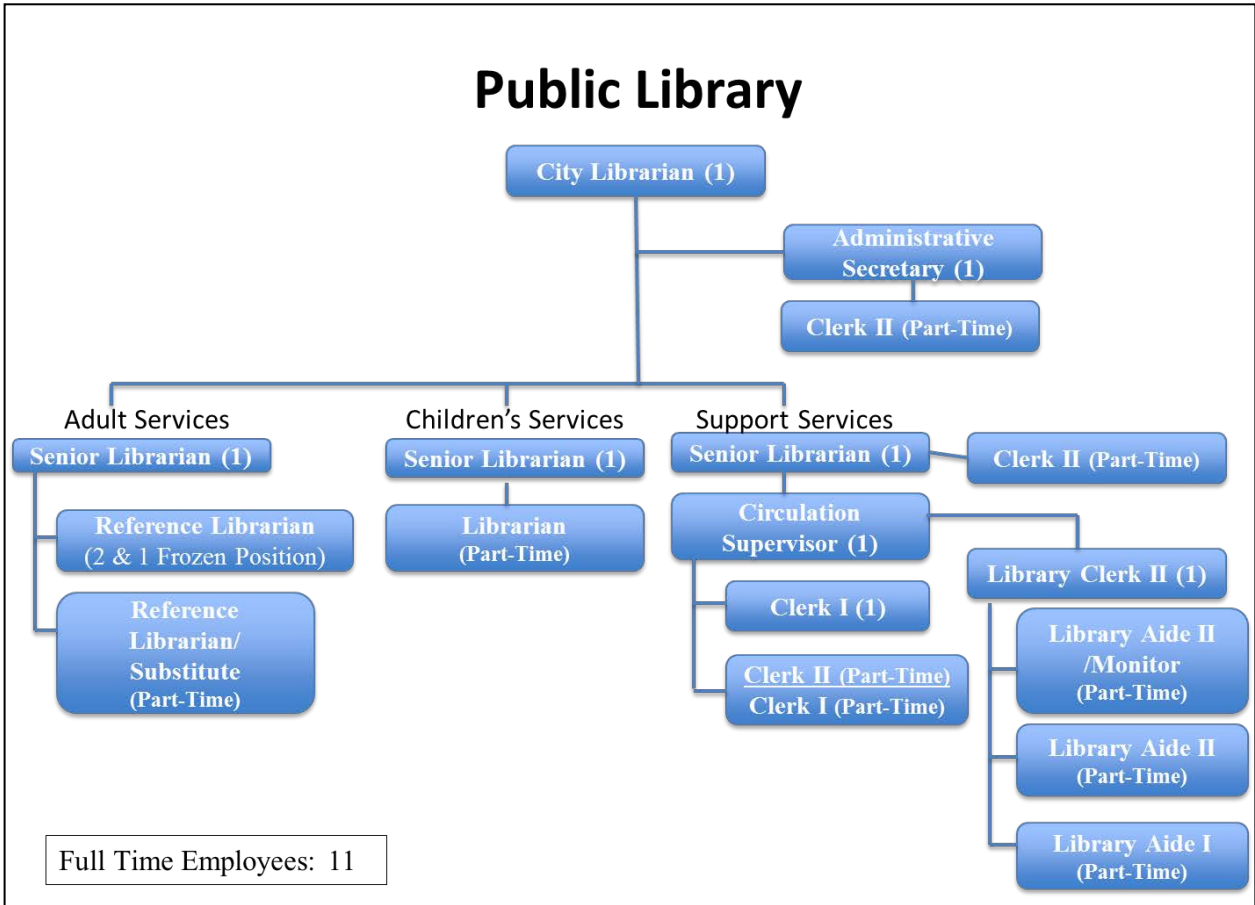
# LIBRARY

## Department Summary

EXPENDITURE SUMMARY	Actual 2007/08	Actual 2008/09	Actual 2009/10	Budget 2010/11	Estimated 2010/11	Adopted 2011/12
Wages & Benefits	1,088,441	1,175,195	1,206,557	1,215,209	1,205,807	1,137,146
Operations & Maintenance	385,499	393,014	367,883	400,000	400,000	400,000
Capital Outlay	23,164	19,079	3,955	-	-	-
<b>Total Expenses by Category</b>	<b>1,497,104</b>	<b>1,587,289</b>	<b>1,578,395</b>	<b>1,615,209</b>	<b>1,605,807</b>	<b>1,537,146</b>
[101-8011] Library	1,487,288	1,578,836	1,571,656	1,606,209	1,596,807	1,528,146
[280-8016] Public Library Fund Grant	9,816	8,453	6,740	9,000	9,000	9,000
<b>Total Expenses by Program</b>	<b>1,497,104</b>	<b>1,587,289</b>	<b>1,578,395</b>	<b>1,615,209</b>	<b>1,605,807</b>	<b>1,537,146</b>

City Librarian	1
Senior Librarian	3
Administrative Secretary	1
Librarian (1 frozen)	3
Library Technical Assistant	1
Library Clerk II	1
Library Clerk I	1
<b>Total</b>	<b>11</b>

**LIBRARY**  
**Department Description and Authorized Positions**



The South Pasadena Public Library is a public service organization with an accommodating facility that provides a balanced, important, attractive, and organized selection of books, DVDs, CDs, audio-books, magazines, newspapers, and other materials. The Library offers resources and services for the educational, cultural, informational, and recreational benefit of its users of all ages. Professional reference services are available in person, by phone, and by email. The Library’s public personal computer workstations and its wireless network are provided to allow users to access the Internet and a variety of practical, powerful databases, many of which are offered through the Library’s dynamic, interactive website. The Library also provides space for studying, reading, meetings, and programs and events, many of which are sponsored by the Library and its many partners. In addition, archives related to South Pasadena and its history are collected, stored, maintained, and availed to the community.

The Library has been conducting a Strategic Planning effort in late 2010 and early 2011 and will develop, finalize, publicize, and distribute the new plan in 2011. It will include new Goals and Objectives and an updated Mission Statement.

## **LIBRARY**

### **FY 2010/11 Accomplishments and Performance Measures**

#### **City Goal 1: Repair and Replace Infrastructure**

- The Library is poised for the construction of the ADA ramp for the Community Room. Plans have been approved and the project has received the green light from the Library Board of Trustees, the Cultural Heritage Committee, and the City Council. As soon as already earmarked CDGB (Community Development Block Grant) federal funds become available on July 1, 2011 the project is positioned to go out to bid.
- With \$25,000 in funding from the City Council, an artwork restoration project is underway to repair and mount a large, historically significant stone casting by Merrell Gage called “The Children’s Hour” in the Library Park near the Oxley Street Entrance above the new brick patio. A contract has already been finalized with an art conservator and a structural engineering firm has just been notified that they are the winning bidder to provide their expertise. The project has been approved by the Library Board of Trustees, the Cultural Heritage Commission, and the City Council. The next year should see the installation of the historically significant artwork.
- Almost the entire roof of the Library has now been repaired and re-coated and even with all the rains in late 2010 and early 2011, the facility only experienced very slight leaking this past year, which deviated markedly from years gone by. Nevertheless, the facility’s floor still flooded during a heavy storm when water flowed down a slope in the Library Park and covered the Technical Services Room and much of its surrounding floorspace.
- A project to beautify the Children’s Room is underway with the Friends of the South Pasadena Public Library commissioning a well-known artist to create a colorful mosaic for the blank column in the middle of the Children’s Room. The project is scheduled for completion in early 2011.

#### **Library Goal 1: All Library users will have convenient access to Library materials that reflect community needs and contemporary culture.**

- Each month, both the Children’s Room and the Main Reading Room showcased a variety of displays, both small and large. Some of them were seasonal, such as those for Cinco de Mayo, The Day of the Dead/El Dia de Los Muertos, Mark Twain Centennial, South Pasadena’s Sister City, Isaac Gavor and Annie Helm (local artists), and the Library Restoration Concert Series. Other displays were housed throughout the year, such as the ones for the Golden State Collection, the Raising Abilities (Autism) Collection, and the Fitness For Life collection of books and DVDs on exercise, health, and athletics for all ages.
- The Library has purchased virtually all of the new books by South Pasadena authors and has also purchased many other new books about Pasadena, Los Angeles, and the rest of California due in great part to generous contributions by the Friends, the Rotary Club, and the Mike Kelley Foundation. These special purchases enabled the Library to add virtually

all of the titles published by Heyday Books and most of the new titles by the University of California Press, often considered the two top California Publishers. The Library has also acquired all of the titles from Angel City Press, the top Southern California publisher, as well as the small but impressive complete catalog of titles from Many Moons Press, a Pasadena-based publisher that specializes in local history.

- The use of electronic resources has increased by more than 5%. Steady, coordinated outreach about these important tools, especially the databases for adults, is needed for greater public awareness and use by the public and other, more specialized targeted groups.
- Prepublication bestsellers and other popular titles are regularly ordered and buying trips and special orders are performed to ensure the materials most in demand and of utmost cultural relevance are made available. The process involves soliciting patron requests and suggestions as well as those related to programs, events, and special projects. One example is the Library's ordering of all of the books penned by Jane Apostol, the pre-eminent local historian and author of two editions of the Library's South Pasadena History Book. The Library has also added all of the full-length films it has screened in the last year for programs: *The Legend of Pancho Barnes*, *Flyabout*, *Autumn Gem*, *Driven By the Sound*, and *The Wild Parrots of Telegraph Hill*. In addition, the Library has also acquired virtually all the books by the authors it has presented during its programs. Additionally, CDs by musical artists from South Pasadena, especially those performing at the Library are customarily added.

**Library Goal 2. The Library will develop collections and programs on specific topics in response to requests by library users or to enrich our local culture.**

- The Library has conducted a user survey for its Strategic Planning project and over 700 residents –both Library users and nonusers—have weighed in with their opinions. More than 450 respondents took the survey online, with another 250 or so providing feedback on paper questionnaires. The results are preliminary at this time and are still being tallied and analyzed at the time of this Budget preparation. But clearly the public voiced overall satisfaction with the Library, but still made it clear that the lack of parking and many facility shortcomings, such as the lack of a quiet study area, over-crowdedness in certain areas –particularly in the Teen and Children's Rooms, as well as the shortage of computer workstations detract from the public's enjoyment of the Library. To the community, books are undoubtedly the most appreciated service of the Library and patrons are beginning to request more electronic services such as downloadable audio and e-books which will be added in the next year or so, as the Library begins to formulate responses to the Strategic Plan in the form of Goals and Objectives that address the needs of the community for the next four years. Already, preliminary survey responses have also revealed a number of valuable suggestions from the public too.
- Overall annual circulation climbed over 430,000 for the first time in 2010, up considerably from 420,000 in 2009. The circulation of books, DVDs, and CDs for adults and children remains very strong. But no matter what, the Library's annual circulation of more than 17 checkouts per capita in 2010 is an impressive achievement.
- The Library partnered with such diverse organizations as the South Pasadena Chinese-American Club to offer the Moon Festival and its family games, entertainment, music, etc. As part of it, Chinese Storyteller Barbara Wong educated and entertained the

audience. Other program partners during the year included Vecinos de South Pasadena, the Kiwanis Club of South Pasadena, the South Pasadena Arts Council, the Woman's Club of South Pasadena, the Helix Foundation (of South Pasadena), the Living History Centre, Poets & Writers, Polimedia, the South Pasadena Chamber of Commerce, the South Pasadena Animal Commission, the South Pasadena Chinese-American Club, the Rotary Club of South Pasadena, and many others.

- The Library also collaborated with a multitude of local businesses to enhance the prizes for the extremely popular Summer Reading Program and to help with refreshments for so many of the Film and Author Night. For the 90<sup>th</sup> Birthday Celebration for Ray Bradbury that was presented on "Ray Bradbury Day in South Pasadena" the Library collaborated with a local cake bakery, a professional A/V firm, a local custom framing shop, and a print shop a couple of blocks away. 250 audience members of all ages attended the event which also featured a screening of Bradbury's only directorial effort, *Something Wicked This Way Comes* set in, of all places, a library. After the event an auction of autographed posters from Ray Bradbury posters netted over \$1500 for the Friends.
- The Library has continued to present an ongoing series of varied programs for adults and children, on general interest topics, as well as those targeting special segments of the community. These include a broad range of weekly events featuring storytellers, musicians, a "reading dog," singers, and much more as part of the Summer Reading Program for children. Children's Services has also conducted a Summer Writing Camp and a Journalism Series, as well as the ongoing Book Discussion Group and the Author Night series for adults. The Author Nights customarily opened with sets by musicians from the surrounding area. The Friends' Restoration Concert series, has presented an array of classical and jazz musicians with very impressive reputations.
- The Library regularly presented many top writers including Megan Lisa Jones, Mark Bittner, Tom Zimmerman, the aforementioned Ray Bradbury, as well as South Pasadena-based historians Rick Thomas and Mark Langill. The filmmakers presented include Adam Tow and Rae Chang (*Autumn Gem*), Amanda Pope and Nick Spark (*The Legend of Pancho Barnes and the Happy Bottom Riding Club* --about the famous pilot who once lived in South Pasadena), (South Pasadena filmmaker), and Monika Petrillo (*Flyabout*). In March 2010 the Library presented the award-winning documentary *The Wild Parrots of Telegraph Hill* and much of author Mark Bittner's presentation and the Q & A session centered on South Pasadena's own flock of wild parrots. The program was televised for broadcast on Channels 19 and 99, as was Megan Lisa Jones' Author Night presentation which served as the highlight of the Annual Meeting of the Friends of the Library. In May of 2011 the Library will again present author Steve Hodel once again to talk about his new book *Most Evil* which continues more allegations against his father, a South Pasadena High School graduate over 60 years ago.
- Zolita Sverdlove, a much-beloved South Pasadena artist who passed away in late 2009, will have two of her paintings donated for an art auction to benefit the Library as part of the Eclectic Music Festival and Art Walk on May 7, 2011. For the series of events the Library has scheduled return engagement performances by The Los Angeles Clarinet Choir, who thrilled a 'standing room only' audience during the 2010 Fest, and South Pasadena's Assistant Finance Director David Batt, who played music for the Zolita Sverdlove Art Installation Ribbon Cutting ceremony of 2009. In March 2011 the Library also ran a successful auction of autographed Los Angeles Dodgers photographs.

- The Library continues to display several special collections it started in the last few years: the *Golden State Collection* purchased with funds from the Friends and the Rotary Club of South Pasadena and the *Raising Abilities (Autism) Collection*, using funds from the Friends, the Kiwanis Club of South Pasadena, and the Institute for the Redesign of Learning. Both collections are growing entities and employ special targeted outreach methods. The Library also launched the *Fitness For Life* project: books and DVDs on sports, exercise, and physical health for young and old. Outreach measures for that project were conducted with Little League, AYSO, the YMCA and other community partners.
- In Celebration of Halloween, the Library Presented an Edgar Allan Poe living history performance by actor and author Duffy Hudson who received several standing ovations during the proceedings. Costumed High School drama students helped with refreshments and served as ushers for the huge audience. Earlier in the day, Mr. Hudson performed an electrifying *Tell-Tale Heart* for assemblies at the Middle School and High School to promote the show.
- Information was widely disseminated to the public on programs, projects, events, and activities going on in the South Pasadena Library. Releases and articles were posted on the Library website and distributed to local and regional newspapers, both online and hard copy. Many Library articles were also sent out through the City's e-Neighbors newsletter. In addition, flyers and calendars were distributed to local schools and sent to many other newsletter, as well as numerous email lists and websites.
- Library users now have access to access to 14 electronic databases, including 2 encyclopedias, *Grolier Multimedia* and *World Book Encyclopedia* --and what is arguably the most impressive online English Language resource, *Oxford English Dictionary Online*. Using Friends' support the Library has added *Mango*, a language learning database. With the help of the Friends, the Library is in the midst of adding *Ancestry.com* and *OverDrive*, a downloadable audio book resource.
- In the spirit of the Holidays, the Library conducted a "Foodraiser" event with a screening of South Pasadena Filmmaker Kenny Ballentine's Feature on "Indie Music" *Driven By The Sound*. Attendees were asked to bring at least one unopened can of food, and over 200 cans were able to be donated to the South Pasadena Senior Center to be distributed to needy older folks. During late 2010 the Library was also able to present a one-woman play during Women's History Month called *Coming To America* about immigrant women from around the world

**Library Goal 3: The Library will promote the joy and value of reading for all members of the community.**

- Library staff developed a steady stream of informative and attractive articles, columns, flyers, brochures, announcements, reading lists, and other promotional and educational materials for the general public, newsletters, newspapers, the Library website, etc. "Coming Events" are featured on the website and after each event has taken place the articles are stored in an archive on the Library website. The Library also sends out regular email announcements and steadily contributes to the Friends and City newsletters. The Library has conducted collaborative programming and other projects with local clubs and organizations including the South Pasadena Chinese American Club, the Woman's Club of South Pasadena, the South Pasadena Chamber of Commerce, the South Pasadena Arts Council, Vecinos de South Pasadena, the Friends of the South Pasadena Library, the



Library Board of Trustees, the Community Services Department, the Rotary Club of South Pasadena, the Public Safety Commission, the Natural Resources Commission, among many others.

- The Library has developed its collections in areas of local special interest, such as historian Jane Apostol, other local authors, and the greater Los Angeles area. A Local Authors handout is in development.
- For children the Library presented four story times weekly for nine months of the year.
- Local residents attending the Library's programs were provided information about the Library's relevant materials with displays, emails, flyers, brochures, and articles.

**Library Goal 4: All school age children in South Pasadena will have materials, programs and resources available to support their academic needs.**

- A formal communication network was continued with the local education community to ensure that Library staff members are aware of and prepared for student and teacher needs. All young students received Library event calendars and teachers received the Library's Educator Newsletter. For certain projects special outreach was conducted through the schools. These included the Wild Parrots Program, the Ray Bradbury Celebration, the writing workshop, and the Edgar Allan Poe performance.
- The Library updated and expanded information on its website for students in South Pasadena. The information highlights materials in the Library that support their curricular needs.
- School-aged children in South Pasadena are provided access to Library materials with titles and topics that are curriculum-related and support their educational needs. These materials are available in various formats including books, audios books, DVDs, homework help services, reference services, and online databases. Listings of the Library's resources are available from home or office via the website and from the Library's in-house computers.
- Students are provided *Tutor.com*, an online tutoring resource with the support of the Friends. Children and teens have access to Library designed web pages geared to their educational and personal interests. The web pages provide links to databases and additional resources in providing relevant, valuable learning opportunities. Other relevant databases include *Learning Express*, a test-taking resource, *TumbleBooks*, to stimulate early readers, and *ProQuest*, that provides both Pro and Con articles about a wide variety of social issues. The Library also purchases a wide array of curricular-related materials, including *World Book Online* and *Oxford English Dictionary Online*.

**Library Goal 5: The Library staff will serve as cohesive providers of information, books and other library materials, both in response to specific questions and requests, and by employing outreach measures to targeted groups and the community-at-large to promote and market Library services and resources.**

- The Library offered a series of Beginners' Computer Classes at the Senior Center to help new users navigate the World Wide Web and send emails.
- The Library took advantage of the existence of the City's e-Neighbors by sending in

about two dozen articles to that publication. The Library also posted its program announcements on many other websites such as those for the Friends, the Chamber, ExperienceLA.com, Patch.com, and many others as an economical, time-saving way to reach the public. In addition, the Library further refined its email outreach by adding many new addresses to its own contact list.

- Library staff members have steadily marketed a wide variety of Library resources, projects, and activities. Staff has developed dozens of promotional items such as displays, articles, announcements, magnets, brochures, press releases, bookmarks, programs, exhibits, and flyers on specific programs and projects. A promotional brochure for the LHDRP project, a collection of South Pasadena photos on the World Wide Web is in development.

<p style="text-align: center;"><b>LIBRARY</b> <b>FY 2011/12 Goals and Performance Measures</b></p>
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**City Goal 1: Repair and Replace Infrastructure**

Performance Measures:

- Complete the Community Room ADA Ramp project.
- Complete the Mosaic Column installation in the Children’s Room
- Finish the “Children’s Hour” artwork restoration and installation project
- Present a Ribbon-Cutting celebration for the public on the Library’s Art Projects listed above (as requested by the Library Board of Trustees).
- Quantify and prioritize the Library’s infrastructure needs as articulated in the Strategic Plan and introduce at least one fundraising consultant to the Library Board of Trustees and the Friends Board, who may help develop a plan to achieve the facility’s needs.

**Library Goal 1: All Library users will have convenient access to Library materials that reflect community needs and contemporary culture.**

Performance Measures:

- Present at least 18 attractive exhibits and/or displays in highly visible areas to highlight and showcase new, high demand items and materials significant to South Pasadena culture.
- Continue to develop and publicize the Library’s collection of materials about South Pasadena and its immediate area, including works by local authors, musicians, actors, filmmakers and other notable achievers, both contemporary and historical. The Library will also spotlight works by authors and musicians appearing for the Library’s events, as well as titles read by the Book Discussion Group.
- Pre-purchase top bestsellers and other in-demand materials. Make special purchases so that these and other requested materials are obtained and presented in a timely fashion.
- With representatives from the Library staff, the Library Board of Trustees, the Friends, the staff and students from local schools, library users, and non-users, develop and finalize a Strategic Plan by August1, 2011.

**Library Goal 2: The Library will develop its collections and programs on specific topics in response to requests by library users or to enrich our local culture.**

Performance Measures:

- Conduct at least 18 collaborative programs and/or projects with local groups and organizations, such as the South Pasadena Chamber of Commerce, the South Pasadena Arts Council, and South Pasadena Music and Conservatory. Whenever practical, the Library will seek opportunities for grants and other forms of support.
- Attract at least 25,000 local residents to educational, literary, and recreational programs that are culturally enriching. An emphasis will be placed on presenting programs with South Pasadena authors, filmmakers, musicians, artists, and other regional and California themes and connections. Customers will have access to information and materials on these programs, events, and activities going on at the South Pasadena Library.
- Library users will have access to at least 15 electronic resources with content of general interest. These databases will all be publicized to the community.
- Begin steps to achieve the articulated Goals and Objectives of the Library Strategic Plan.

**Library Goal 3: The Library will promote the joy and value of reading for all members of the community.**

Performance Measures:

- Compose and provide a combination of at least 30 flyers, bookmarks, articles, columns, photographs, announcements, reading lists, and other promotional and educational materials for newsletters, newspapers, the Library website, e-Neighbors, etc.
- Produce at least 5 promotional brochures with topics, such as the Films Made in South Pasadena, the Beautification project, the Summer Reading Club, Merrell Gage, and South Pasadena Authors. The brochures will also contain important Library information such as phone numbers, hours, address, email address, etc.
- Offer a series of weekly children's programs for 9 months of the year and conduct a Summer Reading Program for children and teens utilizing volunteers and outside support from the community.
- Produce and distribute promotional materials for at least 12 major Library events and projects, including Author Nights, story times, book discussions, teen programs, concerts, film showings, plays, living history presentations, etc.

**Library Goal 3: All school age children in South Pasadena will have materials, programs and resources available to support their academic needs.**

Performance Measures:

- Ensure that Library staff members are aware of and prepared for at least 10 student and teacher assignments by continuing the formal communication network with the local education community and alerting the staff with "heads-up" messages.
- Employ at least 12 outreach efforts to local schools to make students aware of Library projects relevant to their personal and school interests.

- Purchase at least 500 materials for South Pasadena students that are curriculum-related and support educational needs. These materials will be made available in various formats including books, audio books, DVDs, and online databases.
- Present at least 4 well-attended teen programs after promoting them directly to their intended audience.
- Provide access to at least 3 Library designed web pages geared to the educational and personal interests of children and teens.

**Library Goal 5: The Library staff will serve as cohesive providers of information, books and other library materials, both in response to specific questions and requests, and by employing outreach measures to targeted groups and the community-at-large to promote and market Library services and resources.**

Performance Measures:

- Conduct at least 50,000 reference transactions (in-person, via telephone, e-mail, etc.) Adult services staff will promote reference services and the reference collection's resources, email address, phone number, scope of services, and hours of availability.
- Increase the Library annual circulation (currently approximately 430,000) by 5% or more.
- Continue to market and promote Library resources and activities. Staff will develop at least 24 items and activities such as displays, booklists, press releases, website announcements, newsletters, speaking appearances, class visits, bookmarks, exhibits, and handouts.
- Adult Services will conduct outreach and publicity measures regarding reference services, databases, collection specialties, the Local History Collection, new books of special interest, display cases, teen programs, etc. Children's will notify students and teachers of programs and resources for young people, especially those of particular interest for educational pursuits. Library Administration will conduct outreach for a variety of Library programs including Author Nights, film programs, concerts, the Moon Festival, and other topics.

# LIBRARY

## Budget Detail

**101-8011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	616,439	691,825	673,437	705,317	658,400	653,109
7010	Salaries - Temp / Part	238,907	233,358	272,576	197,500	244,981	197,500
7020	Overtime	1,706	2,228	729	1,545	1,644	1,545
7040	Holiday	202	228	405	500	221	500
7055	IOD - Non Safety	2,761	-	-	-	-	-
7070	Leave Buyback	3,950	4,872	4,551	6,000	9,880	6,000
7100	Retirement	130,281	146,108	160,509	168,875	174,700	161,859
7108	Deferred Compensation	1,042	1,039	1,086	1,131	1,118	1,142
7110	Workers Compensation	5,474	5,035	3,341	23,054	23,054	13,788
7122	Unemployment Insurance	227	-	-	-	-	-
7130	Group Health Insurance	57,986	61,341	57,467	83,580	63,332	76,080
7140	Vision Insurance	2,013	2,066	1,942	2,640	1,910	2,400
7150	Dental Insurance	6,291	7,236	7,293	9,900	7,384	9,000
7160	Life Insurance	1,736	2,046	1,891	2,046	1,984	1,860
7170	FICA - Medicare	19,426	17,814	17,147	13,121	17,201	12,363
	<WAGES & BENEFITS>	1,088,441	1,175,195	1,206,557	1,215,209	1,205,807	1,137,146
8000	Office Supplies	8,611	10,737	7,837	9,000	9,000	9,000
8010	Postage	5,013	3,953	4,004	4,000	4,000	4,000
8020	Special Department Expense	28,346	24,828	19,971	23,000	23,000	23,000
8030	Library Periodicals	15,856	16,854	16,846	18,500	18,500	18,500
8031	Electronic Reference	32,941	35,863	36,572	40,500	40,500	40,500
8040	Advertising	-	2,060	712	-	-	-
8050	Printing/Duplicating	4,079	3,533	3,551	4,000	4,000	4,000
8060	Dues & Memberships	1,625	1,110	1,451	1,500	1,500	1,500
8070	Mileage/Auto Allowance	792	430	322	500	500	500
8080	Books & Periodicals	145,450	143,535	155,950	141,000	141,000	141,000
8090	Conference & Meeting Expense	2,422	1,970	985	1,000	1,000	1,000
8110	Equipment Maintenance	48,556	51,476	49,365	55,000	55,000	55,000
8120	Building Maintenance	22,800	31,022	23,253	28,000	28,000	28,000
8140	Utilities	35,211	38,084	29,377	43,000	43,000	43,000
8150	Telephone	4,270	4,303	4,643	4,000	4,000	4,000
8155	Rental/Lease	2,613	1,584	1,514	1,600	1,600	1,600
8170	Professional Service	15,909	7,912	6,932	9,000	9,000	9,000
8180	Contract Services	625	4,570	-	4,300	4,300	4,300
8200	Training Expense	399	225	763	1,500	1,500	1,500
8257	Boards & Commissions	165	514	1,053	1,600	1,600	1,600
	<OPERATIONS & MAINTENANCE>	375,683	384,562	365,098	391,000	391,000	391,000
8520	Machinery & Equipment	23,164	19,079	-	-	-	-
	<CAPITAL OUTLAY>	23,164	19,079	-	-	-	-
	<b>[101-8011] Library Total</b>	<b>1,487,288</b>	<b>1,578,836</b>	<b>1,571,656</b>	<b>1,606,209</b>	<b>1,596,807</b>	<b>1,528,146</b>

# LIBRARY

Budget Detail

101-8011

## PERSONNEL SERVICES

7000 Regular Salaries

Provides compensation for a full-time staff of eleven persons. These include one City Librarian, 3 Senior Librarians, 1 Administrative Secretary, 3 Librarians (1 frozen), 1 Library Technical Assistant, and 2 Library Clerks.

7010 Wages - Seasonal and Part-Time Employees

Covers the compensation of part-time library staff members who are paid hourly rates.

7020 Overtime

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

## OPERATIONS & MAINTENANCE

8000 Office Supplies

Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, business cards, name badges, and general office supplies, including toner for computer printers and copy machines.

8010 Postage

Covers postage fees for correspondence, grant applications, invitations, overdue materials notification, and inter-library loan books lent and returned to borrowing institutions. The requested amount is the same as the FY10/11 amount. Mailing costs may be increasing but the Library will continue to be doing more electronic distribution of materials.

8020 Special Department Expense

Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, barcode readers, promo magnets, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions.

8030 Periodicals

Provides funds for the renewal of approximately 175 hard copy magazine and newspaper subscriptions (including the *Star-News*, *Los Angeles Times*, and others), as well as for updates of reference materials such as vehicle price guides

and investment newsletters. The requested amount is the same as for FY 10/11.

8031 Electronic Reference Subscriptions

Provides funds for the purchase of electronic information databases used inside the Library. Many of them are also available to the public via our website. The Library subscribes to 13 electronic databases offering a range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, test preparation guides, a literature resource center, a health and wellness database, a national business directory, a library materials ordering database, 2 encyclopedias, an authoritative dictionary, and others.

8050 Printing and Duplication

Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, archival reproductions, library card applications (in English/Chinese/Spanish), and a host of other printed materials for the public.

8060 Dues and Memberships

Supports membership(s) to the California Library Association, American Library Association, California Association of Library Trustees and Commissioners and other professional organizations for the professional staff and the Board of Trustees. These provide continuing education and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries.

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 library staff members at off-site workshops, meetings, and training sessions.

8080 Books, Videos, and Recordings

Provides funds for the purchase of circulating books e-books, musical and book CDs, and how-to, documentary and theatrical DVDs. Annual circulation of materials is increasing steadily and has exceeded 400,000 for the first time. The amount approved is the same as FY 10/11.

8081 Books– Donations/Gifts

This is a placeholder used to track the expenditure of funds received as donations from the public for the purchase of library materials.



- 8090 Conference and Meeting Expense  
Provides funds for conference and meeting travel (non-private vehicle) and attendance fees for staff members. The amount is the same as 2010/2011 even though the 2011 California Library Association Conference will be in Pasadena and several Library staff members are expected to attend. Similarly, the City Librarian may be attending Library Legislative Day in Sacramento in March 2012.
- 8110 Equipment Maintenance  
For technical support, repair and maintenance of the computer system hardware and software and bibliographic database, copiers, staff and public computers, theft detection system, fax machine, and support for computer workstations. Includes approx. \$1,000 for online system maintenance and cataloging service, \$16,800 for cataloging records subscription, \$2,532 for the theft detection system, and \$1,792 for copy machines. This year's amount is the same as for FY 10/11.
- 8120 Building Maintenance  
Provides for janitorial service and supplies, and miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning, \$4,600 for janitorial supplies, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,600 for miscellaneous repairs, \$3,400 for Community Room repairs, and \$1,500 for security alarm and fire alarm services. The amount is \$5,000 less than two years ago and based predicated on the assumption that no major clean-ups will be needed due to flooding from roof, floor, and drain problems, although we nevertheless had a serious episode in 2010.
- 8140 Electricity, Gas and Water Service  
Payment of utilities for the Library. The approved amount is the same as last year and the reduction from two years ago is possible due to the reduced consumption of energy brought about by the new lighting and HVAC system upgrades.
- 8150 Telephone  
Provides funds for telephone service for the Library on the City phone system and for dedicated telephone lines for the fire and security alarm systems. Also includes the cell phone charges of the City Librarian.
- 8155 Equipment Leasing  
Equipment and machinery obtained via a lease arrangement, includes the lease agreement for digital postage meter and postal scale.

- 8170 Professional Services  
Provides funds for institutional membership in the Southern California Library Cooperative at \$2146, employee physicals and fingerprints of new full-time hires, and the \$4,000 fee for Community Economic Solutions, Inc, the agency processing the tax roll for the Library Parcel Tax. Includes \$1000 for rebinding out-of-print, in-demand and/or historically significant titles.
- 8180 Contract Services  
Provides \$2,500 for janitorial services for emergency situations not covered by the regular janitorial contract. Amount is \$8,000 less than FY 2010/2011 due to the lack of a need for a Strategic Planning Consultant and the reduction of \$700 from the rebinding account.
- 8200 Employee Training  
Provides funds for training materials, seminars and job-related training sessions for library staff. Most of the workshops are conducted locally by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day.
- 8257 Boards/Commissions  
Funds for Library Board of Trustees' attendance at annual CALTAC workshop and the California Library Association Annual Conference, as well as printing and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event.

## **CAPITAL OUTLAY**

- 8500 Buildings and Structures  
Building improvement projects related to ADA Compliance for the Library are included in the Capital Improvement Project portion of the Budget.
- 8520 Machinery and Equipment  
Provides for 4 replacement computer workstations: 1 ADA, 1 Local History, 1 Circulation Desk, and 1 for the Head of Children's Services.

## PUBLIC LIBRARY FUND GRANT

**Budget Detail**

**280-8016**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8110	Equipment Maintenance	9,816	8,453	2,785	9,000	9,000	9,000
	<OPERATIONS & MAINTENANCE>	9,816	8,453	2,785	9,000	9,000	9,000
8530	Computer Equipment	-	-	3,955	-	-	-
	<CAPITAL OUTLAY>	-	-	3,955	-	-	-
<b>[280-8016] Public Library Fund Grant Total</b>		<b>9,816</b>	<b>8,453</b>	<b>6,740</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>

**PUBLIC LIBRARY FUND GRANT**

**Budget Detail**

**280-8016**

**CAPITAL OUTLAY**

8110 Equipment Maintenance

Equipment maintenance utilizing public library grant funds

## COMMUNITY SERVICES

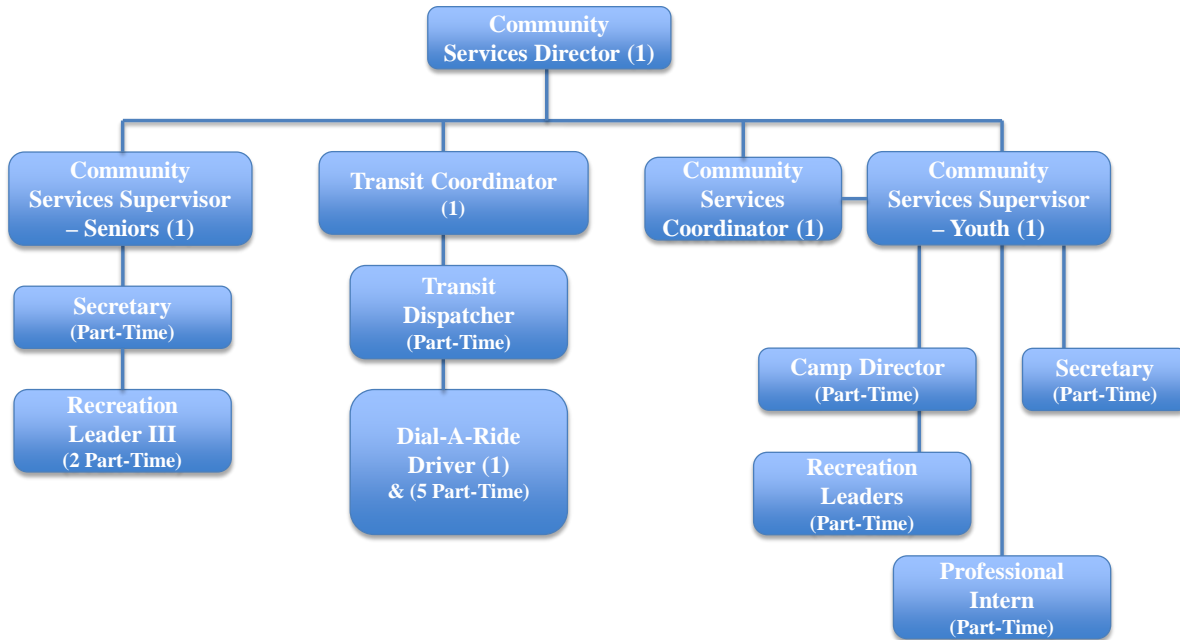
### Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> 2007/08	<b>Actual</b> 2008/09	<b>Actual</b> 2009/10	<b>Budget</b> 2010/11	<b>Estimated</b> 2010/11	<b>Adopted</b> 2011/12
Wages & Benefits	806,333	847,037	982,231	1,007,057	896,083	966,126
Operations & Maintenance	431,438	489,840	464,982	472,578	472,578	447,287
Capital Outlay	13,019	19,234	9,003	81,500	11,500	14,000
<b>Total Expenses by Category</b>	<b>1,250,790</b>	<b>1,356,110</b>	<b>1,456,216</b>	<b>1,561,135</b>	<b>1,380,161</b>	<b>1,427,413</b>
[101-8021] Senior Services	151,437	169,484	160,275	217,192	198,908	216,469
[101-8031] Community Services	154,967	138,937	196,882	193,825	187,884	209,714
[101-8032] Recreation and Youth Services	333,038	382,914	426,369	459,338	448,806	440,329
[205-2210] Prop "A" Administration	67,749	74,293	67,351	69,469	76,679	50,070
[205-8022] Gold Link	270,211	367,168	305,143	90,758	98,733	-
[205-8025] Dial-A-Ride	-	-	-	147,471	103,009	128,009
[207-2260] Prop "C" Administration	29,095	33,376	71,550	157,675	94,190	101,939
[207-8022] Gold Link	-	-	-	44,790	38,569	-
[207-8025] Dial-A-Ride	181,829	160,538	189,062	156,719	109,485	258,956
[260-8023] CDBG Senior Nutrition Prog	62,465	29,400	39,584	23,898	23,898	21,927
<b>Total Expenses by Program</b>	<b>1,250,790</b>	<b>1,356,110</b>	<b>1,456,216</b>	<b>1,561,135</b>	<b>1,380,161</b>	<b>1,427,413</b>

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Transportation Driver	1
Community Services Coordinator	2
<b>Total</b>	<b>6</b>

**COMMUNITY SERVICES**  
**Department Description and Authorized Positions**

**Community Services Department**



Full Time Employees: 6

The Community Services Department provides services within four divisions: Senior Division, Recreation and Youth Division, Community Transit and Community Services Division. The Senior Citizens Center, which is a multi-purpose facility, provides older adults educational, social, physical, nutritional and emotional services. 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, adult softball and other youth programs, Concerts in the Park and activities. The Community Transit operates the Gold Link and Dial a Ride Program. 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 Center, San Pascual Stable, and All Star Batting Cages. The staff also provides support for the Parks and Recreation Commission, Youth Commission, and Senior Commission.

<p style="text-align: center;"><b>COMMUNITY SERVICES</b> <b>FY 2009/10 Accomplishments and Performance Measures</b></p>
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**Goal 1: Maintain Strong Financial Position, Including Reserve**

Performance Measurements:

- Continue to operate at a 90% cost recovery rate for all Recreation Programs
  - *Goal Met*
- Increase Camp Med Afterschool attendance by 10% from school year 2009/10 to 2010/11
  - *Goal Not Met: Camp Med Afterschool Attendance has only increased by 1% from September 2010 – January 2011.*
- Increase Leisure class revenue by 10% from 2009/10 to 2010/11
  - *Goal Met: Currently Leisure Class Revenue has increased by 19%.*
- Increase fees to participants in various programs / services where possible, offered at the Senior Center
  - *Goal Met – increased membership revenue by 10%*

**Goal 2: Preserve and Improve the Environment**

Performance Measurements:

- Continue to send the Community Services Classes and Program Guide by email
  - *Goal Met: Community Services Classes and Program guide continues to be emailed out quarterly*
- Increase online leisure class registration by 10% from 209/10 to 2010/11
  - *Goal Met: Online registration has increased by 34%.*
- Continue to offer transit services for older adults to assist them in maintaining their independence
  - *Goal Met: Dial-a-Ride services were expanded to Doctors offices in Alhambra, Arcadia and further north into Pasadena as well as the extension of operating hours*
- Reduce the number of vehicles on the road in the am and pm by offering the Golf Link Shuttle Service to residents
  - *Gold Met : Continue to offer the free Gold Link Shuttle Service as a fixed route in the am and pm*

**Goal 3: Repair and or Replace the Infrastructure and City Facilities**

Performance Measurements:

- Repair and replace floor of the Senior Center by using the Romine Trust Fund to maintain the infrastructure of the facility
  - *Goal Not Met: Bid process is underway*

**Goal 4: Retain and Attract Quality Employees**

Performance Measurements:

- Continue to access low cost or free training for staff through professional organizations i.e. CPRS, SCMAF, MTA
  - *Goal Met: Staff in all four divisions have attended various conferences and trainings.*

# COMMUNITY SERVICES

## FY 2010/11 Goals and Performance Measures

### **Goal 1: Maintain Strong Financial Position, Including Reserve**

Performance Measurements:

- Continue to operate at a 90% cost recovery rate for all Recreation Programs
- Increase Camp Med Afterschool attendance by 10% from school year 2010/11 to 2011/12
- Increase membership to the Senior Center by 5%
- Increase the number of volunteers by 5%

### **Goal 2: Preserve and Improve the Environment**

Performance Measurements:

- Increase online leisure class registration by 10% from 2010/11 to 2011/12
- Expand classes offered for Seniors by 10%
- Continue to offer expanded operating hours and transit services for older adults to assist them in maintaining their independence
- Reduce the number of vehicles on the road in the am and pm by offering the Golf Link Shuttle Service to residents

### **Goal 3: Repair and or Replace the Infrastructure and City Facilities**

Performance Measurements:

- Replace flooring at the Senior Center by using the Romine Trust Fund
- Repair Orange Grove Facility to decrease flooding in lower building levels
- Repair flooring at the War Memorial Building

### **Goal 4: Retain and Attract Quality Employees**

Performance Measurements:

- Continue to access low cost or free training for staff through professional organizations i.e. CPRS, SCMAF, JPIA, MTA



# SENIOR SERVICES

## Budget Detail

**101-8021**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	39,934	38,264	34,970	73,063	71,200	68,436
7010	Salaries - Temp / Part	28,734	36,600	36,065	36,375	25,273	43,119
7020	Overtime	375	250	183	450	499	450
7070	Leave Buyback	795	1,230	3,360	2,000	590	2,000
7100	Retirement	7,925	10,403	10,201	19,404	16,600	19,651
7108	Deferred Compensation	294	281	320	399	387	684
7110	Workers Compensation	624	603	544	4,279	4,279	1,898
7120	Disability Insurance	-	1,022	6,767	-	-	-
7122	Unemployment Insurance	(132)	(134)	5,724	-	-	-
7130	Group Health Insurance	5,360	4,387	4,433	8,790	6,450	8,580
7140	Vision Insurance	156	142	145	264	247	240
7150	Dental Insurance	585	533	525	990	942	900
7160	Life Insurance	121	111	110	205	205	186
7170	FICA - Medicare	2,567	1,730	1,791	1,593	2,856	1,624
	<WAGES & BENEFITS>	87,338	95,421	105,137	147,812	129,528	147,769
8000	Office Supplies	3,156	1,749	2,528	3,200	3,200	3,000
8010	Postage	3,442	3,650	1,227	2,500	2,500	2,000
8020	Special Department Expense	12,761	17,802	11,402	15,600	15,600	15,000
8040	Advertising	30	-	-	300	300	-
8050	Printing/Duplicating	4,480	2,906	2,989	3,000	3,000	3,000
8060	Dues & Memberships	207	-	246	330	330	200
8090	Conference & Meeting Expense	752	522	798	900	900	800
8110	Equipment Maintenance	173	1,200	1,151	1,000	1,000	900
8120	Building Maintenance	6,519	5,804	4,309	4,200	4,200	3,300
8140	Utilities	13,591	13,282	10,162	12,500	12,500	12,500
8150	Telephone	895	847	823	800	800	800
8180	Contract Services	1,601	9,530	7,189	12,200	12,200	13,000
8200	Training Expense	360	729	184	500	500	200
8264	Special Events	460	41	(31)	50	50	-
8267	Classes	5,855	5,737	9,933	8,300	8,300	10,000
8300	Lease Payment	2,959	4,020	2,228	4,000	4,000	4,000
	<OPERATIONS & MAINTENANCE>	57,241	67,817	55,139	69,380	69,380	68,700
8520	Machinery & Equipment	6,857	6,246	-	-	-	-
	<CAPITAL OUTLAY>	6,857	6,246	-	-	-	-
<b>[101-8021] Senior Services Total</b>		<b>151,437</b>	<b>169,484</b>	<b>160,275</b>	<b>217,192</b>	<b>198,908</b>	<b>216,469</b>

## SENIOR SERVICES

Budget Detail

101-8021

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for Senior Services Supervisor
  
- 7010 Part-Time Salaries  
Provides funds for Senior Division Staff; Site Manager, Secretary and Recreation Leaders. Increase due to step increases and reallocation of staff salaries.
  
- 7020 Overtime  
Provides for overtime pay for after hours events related to the Senior Center.
  
- 7070 Leave Buyback  
Provides funds to employee who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,000).
  
- 8010 Postage  
Provides funds for the monthly senior newsletter (\$1,000) and general Senior Center postal expenses (\$750), and membership renewals (\$250).
  
- 8020 Special Department Expense  
Provides for department supplies, services and activities for the Senior Center. Also includes funding for the volunteer recognition program (\$1,800), event entertainment (\$2,500), event supplies (\$2,700), Coffee Service (\$2,500), nutrition program supplies (\$1,700), cleaning supplies (\$500), copier supplies (\$1,350), paper supply (\$550), computer lab supplies (\$600), home delivery supplies (\$800)
  
- 8050 Printing and Duplicating  
Provides funds for printing of the monthly senior newsletter (\$2,500) and printing for special events and programs (\$500)

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS). Senior Services Supervisor (\$200)
- 8090 Conference and Meeting Expense  
Provides funds for staff members to attend the annual California Park and Recreation Society (CPRS) conference March 2012, Conference registration (\$750) Local professional association meetings/trainings (\$50)
- 8110 Equipment Maintenance  
Provides funds for office equipment, fire extinguishers (\$300), kitchen equipment (\$300) maintenance of computer equipment for the computer lab (\$100), and kitchen fire suppression system (\$200).
- 8120 Building Maintenance  
Provides for supplemental detailed kitchen and floor cleaning and miscellaneous maintenance/air conditioning repairs at the Senior Center. Pest control (\$500), emergency cleanings (\$500), HVAC maintenance (\$1,000), kitchen cleaning (\$1050) and pressure wash exterior (\$250).
- 8140 Electricity, Gas & Water Utilities  
Provides funds for utility services to Senior Citizens Center (\$12,500).
- 8150 Telephone  
Provides funds for telephone service to the Senior Center (\$800).
- 8180 Contract Services  
Provides funds for fire & security systems maintenance, temporary staff assistance, senior meals not covered by Community Development Block Grant (CDBG). San Marino Security (\$700), Post fire alarm system (\$500), meals contract (\$9,500), computer lab monthly maintenance (\$800), annual software maintenance fee (\$1,500) .
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$200).
- 8267 Classes  
Provides for payment to contract instructors for senior classes with a fee. This in addition to free classes offered to members. Increased costs reflect the addition of requested new classes and cultural programming with contract instructors (\$10,000). Decrease due to staff finding some instructors to offer classes at little or no cost.
- 8300 Lease Payment  
Provides funds for a portion of the copier lease (\$2,100), maintenance contract (\$1,000) and a portion of the postage meter lease (\$900). Increase due to new copier lease.

# COMMUNITY SERVICES

## Budget Detail

**101-8031**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	50,200	34,727	55,169	80,112	76,500	110,387
7010	Salaries - Temp / Part	20,639	24,824	35,049	9,500	10,250	10,431
7020	Overtime	448	1,553	1,324	2,500	183	2,500
7070	Leave Buyback	1,042	1,288	1,448	2,000	1,160	2,000
7100	Retirement	9,818	6,978	12,328	17,630	18,400	24,603
7108	Deferred Compensation	450	285	515	718	681	546
7110	Workers Compensation	732	658	1,148	1,732	1,732	3,280
7120	Disability Insurance	366	438	2,900	-	-	-
7122	Unemployment Insurance	623	-	140	-	-	-
7130	Group Health Insurance	6,015	3,911	4,841	7,303	6,832	11,790
7140	Vision Insurance	172	124	120	209	153	360
7150	Dental Insurance	645	463	364	783	627	1,350
7160	Life Insurance	133	101	84	162	162	279
7170	FICA - Medicare	2,292	2,352	3,092	1,336	1,363	1,788
	<WAGES & BENEFITS>	93,575	77,701	118,521	123,985	118,044	169,314
8000	Office Supplies	1,392	1,023	1,674	2,000	2,000	2,000
8010	Postage	2,004	2,000	947	1,500	1,500	1,500
8020	Special Department Expense	7,360	10,205	9,787	9,300	9,300	9,300
8040	Advertising	332	154	51	250	250	150
8050	Printing/Duplicating	242	158	265	1,000	1,000	500
8060	Dues & Memberships	699	450	481	800	800	800
8070	Mileage/Auto Allowance	-	-	-	-	-	-
8090	Conference & Meeting Expense	845	982	1,262	1,200	1,200	1,200
8110	Equipment Maintenance	534	288	1,346	800	800	800
8120	Building Maintenance	5,805	25,612	11,374	11,000	11,000	11,000
8140	Utilities	677	1,254	1,061	750	750	1,100
8150	Telephone	1,968	1,924	3,313	2,500	2,500	2,500
8170	Professional Service	10,794	2,500	-	-	-	-
8180	Contract Services	7,063	1,029	28,594	33,740	33,740	4,550
8200	Training Expense	675	115	905	500	500	500
8264	Special Events	12,979	10,848	12,787	-	-	-
8267	Classes	390	12	-	-	-	-
8300	Lease Payment	2,749	2,680	2,771	4,500	4,500	4,500
	<OPERATIONS & MAINTENANCE>	56,507	61,236	76,616	69,840	69,840	40,400
8500	Building & Improvements	4,885	-	-	-	-	-
8530	Computer Equipment	-	-	1,745	-	-	-
	<CAPITAL OUTLAY>	4,885	-	-	-	-	-
<b>[101-8031] Community Services Total</b>		<b>154,967</b>	<b>138,937</b>	<b>196,882</b>	<b>193,825</b>	<b>187,884</b>	<b>209,714</b>

## COMMUNITY SERVICES

Budget Detail

101-8031

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for Community Services Director and Community Services Coordinator.  
Increase due to reallocation of staff salaries
- 7010 Wages - Seasonal/Part-Time Employees  
Provides funds for Secretary
- 7020 Overtime  
Provides for overtime pay for special events for staff to work beyond the regular eight hour work day.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$2,000).
- 8010 Postage  
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$1,500).
- 8020 Special Department Expense  
Provides funds for general maintenance supplies, Parks & Recreation Commission support, and tools for the War Memorial Building, Eddie Park House, and Youth House (\$4,500); clean drapes for WMB (\$1,500); special meetings/community outreach/meeting supplies (\$1,000), park development project costs (reports and studies (\$1,800) and promotional materials (\$500)
- 8040 Advertising  
Advertise and promote facilities rentals of War Memorial Building & Garfield Youth House (\$75), special events and staff recruitments (\$75).
- 8050 Printing and Duplication  
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House) (\$500).
- 8060 Dues, Memberships & Subscriptions  
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$450) Director Membership to CPRS (\$150), NRPA (\$125) and SCMAF (\$75)

- 8090 Conference & Meetings Expenses  
Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in February 2011 (\$1000), and CPRS monthly meetings, and other relevant meetings (\$200).
- 8110 Equipment Maintenance  
Provides for annual maintenance of kitchen, and fire extinguishing equipment at rental facilities (\$350), the War Memorial Building, Eddie Park House and Garfield Youth House (\$450).
- 8120 Building Maintenance  
Provides for quarterly War Memorial Building wood floor resurfacing (\$3,000), heating/air conditioning service for (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), general repairs (\$800), rewire electrical fixtures at the War Memorial Building (\$3,000).
- 8140 Electricity & Gas Utilities  
Provides funds for utility services at Garfield Youth House (\$1100).
- 8150 Telephone  
Provides for telephone service, increase due to added phone line at Youth House (\$1,500), Directors Cell Phone (\$1,000)
- 8180 Contract Services  
Provides funds for the security service for Youth House (\$1,200), contract maintenance for Youth House (\$1,000), pest control (\$800), temporary staff assistance (\$650) as needed, & portion of annual software maintenance fee (\$400) Fire Alarm at War Memorial Building (\$500)
- 8200 Training Expense  
Provides funds for job related training seminars and materials (\$500).
- 8300 Lease Payment  
Provides partial funds for annual postage meter (\$1,200) and new copier lease (\$3,300). Increase due to new copier lease.

# RECREATION AND YOUTH SERVICES

## Budget Detail

**101-8032**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	50,105	63,432	72,654	77,108	63,200	61,488
7010	Salaries - Temp / Part	102,110	129,099	147,366	155,000	156,702	155,000
7020	Overtime	1,054	817	1,219	1,200	3,374	1,200
7070	Leave Buyback	255	1,589	1,226	2,000	290	2,000
7100	Retirement	16,591	21,286	30,316	34,471	33,800	31,607
7108	Deferred Compensation	482	578	689	771	726	615
7110	Workers Compensation	2,705	2,763	2,196	17,653	17,653	4,046
7130	Group Health Insurance	8,428	9,284	9,645	9,867	9,867	8,580
7140	Vision Insurance	256	262	259	276	259	240
7150	Dental Insurance	135	83	44	1,035	87	900
7160	Life Insurance	91	204	201	214	219	186
7170	FICA - Medicare	4,705	5,816	4,883	3,383	6,268	3,156
	<WAGES & BENEFITS>	186,918	235,211	270,698	302,978	292,446	269,019
8000	Office Supplies	1,640	2,069	1,868	1,900	1,900	1,900
8010	Postage	956	1,000	531	1,000	1,000	1,000
8020	Special Department Expense	12,768	20,497	25,675	19,250	19,250	34,500
8040	Advertising	1,978	1,782	1,178	1,600	1,600	1,500
8050	Printing/Duplicating	10,492	8,409	1,424	1,700	1,700	1,700
8060	Dues & Memberships	300	210	250	260	260	260
8090	Conference & Meeting Expense	912	1,075	1,038	1,100	1,100	900
8110	Equipment Maintenance	431	303	400	400	400	400
8120	Building Maintenance	2,945	2,188	1,532	3,500	3,500	3,500
8180	Contract Services	11,365	16,572	15,923	17,600	17,600	17,600
8200	Training Expense	1,017	1,326	903	1,100	1,100	1,100
8264	Special Events	11,995	14,109	13,982	28,450	28,450	28,450
8267	Classes	86,590	69,687	82,399	77,000	77,000	77,000
8300	Lease Payment	1,455	1,490	1,309	1,500	1,500	1,500
	<OPERATIONS & MAINTENANCE>	144,843	140,717	148,412	156,360	156,360	171,310
8500	Building & Improvements	77	6,987	7,259	-	-	-
8520	Machinery & Equipment	1,200	-	-	-	-	-
	<CAPITAL OUTLAY>	1,277	6,987	7,259	-	-	-
<b>[101-8032] Recreation and Youth Services 7</b>		<b>333,038</b>	<b>382,914</b>	<b>426,369</b>	<b>459,338</b>	<b>448,806</b>	<b>440,329</b>

## RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for Youth Services Supervisor
  
- 7010 Wages - Seasonal/Part-Time Employees  
Provides funds for Recreation Division staff including Recreation Secretary, Camp Director and various Recreational Leaders.
  
- 7020 Overtime  
Provides overtime pay for after-hour /weekend related events to recreation.
  
- 7070 Leave Buyback  
Provides funds for staff who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Office paper, computer and miscellaneous office supplies (\$1,900).
  
- 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 (\$750). Event promotion and advertising (\$250)
  
- 8020 Special Department Expense  
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$3,500). Summer Pool Usage (\$2,100). Water Service (\$1,200). Snacks (\$3,000). Program Supplies (\$1,500). Day Care License (\$550). Cleaning Supplies (\$300). Provides funds for adults sports programs including; Softball (awards and supplies \$2,000), basketball league (gym rental \$4,000). Purchase annual DogiPot bags (\$750), Padding for Arroyo Fields (\$600), Teen Center Start Up (\$15,000)
  
- 8040 Advertising  
Provides funds to promote recreation programs and events and for staff recruitments. Day Care Program promotion (\$750), Special Events Promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day with Cats too (\$750)
  
- 8050 Printing and Duplication  
Provides funds to print Class & Program Guide limited copies (\$850), Printing for special events and day care program (\$850). Decrease in expenditures due to online program guide.



- 8060 Dues, Memberships & Subscriptions  
California Parks and Recreation Society annual membership (\$180) and the Southern California Municipal Athletic Foundation annual membership (\$80).
- 8090 Conference and Meeting Expense  
Provides funds for California Park and Recreation Society annual conference and to attend relevant professional organization meetings. Annual conference registration, lodging and travel (\$750), Local and regional professional development meetings/trainings (\$150).
- 8110 Equipment Maintenance  
Provides funds for office equipment maintenance including credit card (\$150), copy (\$150) and fax machine (\$100).
- 8120 Building Maintenance  
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center and interior painting of the Orange Grove mid- and upper- levels. Building improvements (\$1,500), carpet cleaning (\$1,200), HVAC maintenance (\$700), key duplication (\$100)
- 8180 Contract Services  
Provides funds for contract services for portable toilet service at the skate park and arroyo baseball field (\$4,000), bus service for field trips (\$3,100), umpire services for adult softball (\$3,000), contract service for adult basketball league –umpire, score keeper (\$4,200) fire alarm service for Recreation Center (\$500), vehicle maintenance (\$600), and for temporary vacation staff assistance (\$800), and annual software maintenance (\$400), & Skate Park repairs (\$1,000).
- 8200 Training Expense  
Provides funds for required First Aid/CPR training for seasonal staff. CPR/First Aid (\$500), California Park & Recreation Trainings for part-time staff (Winter \$300, Summer \$300).
- 8264 Special Events  
Provides funds for Youth Commission activities (\$1,500), annual Relay for Life Kids Kamp (\$500), and Recreation Division special events including Breakfast with Santa (\$3,000), annual Walk/Bike to School event (\$750), Halloween event (\$3,350), Spring family community event (\$4,500) Summer Camp Out (\$500), South Pasadena Doggy Day (\$750) and event supplies (\$1,600). Revenue received for some events. Provides funds for the annual summer Concerts in the Park series. This program is funded with community donations. Summer 2011 Concerts (\$6,000) and Summer 2012 Concerts \$6,000).
- 8267 Classes  
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$117,000 next year. 65% of which is paid to the contracted instructors (\$77,000).
- 8300 Lease Payment  
Provides for lease payment of copier (\$1,000) and part of postage machine (\$500).

## PROP "A" - LOCAL TRANSIT ADMINISTRATION

### Budget Detail

**205-2210**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	13,410	28,861	34,918	39,408	38,800	25,066
7010	Salaries - Temp / Part	15,327	-	-	-	-	-
7020	Overtime	458	139	-	-	-	-
7070	Leave Buyback	212	1,195	446	1,000	280	1,000
7100	Retirement	2,699	5,436	6,987	8,111	8,300	5,302
7108	Deferred Compensation	66	220	269	278	269	219
7110	Workers Compensation	185	161	123	94	94	922
7122	Unemployment Insurance	560	-	-	-	-	-
7130	Group Health Insurance	1,239	2,688	3,555	4,278	3,815	1,866
7131	Retiree Health Insurance	9,268	9,197	7,071	-	8,905	-
7140	Vision Insurance	44	78	83	132	115	60
7150	Dental Insurance	90	186	245	495	447	225
7160	Life Insurance	19	43	58	102	102	47
7170	FICA - Medicare	1,285	435	495	571	552	363
	<WAGES & BENEFITS>	44,863	48,638	54,250	54,469	61,679	35,070
8060	Dues & Memberships	1,550	2,920	3,000	3,000	3,000	3,000
8250	Bus Pass Subsidy	21,336	22,736	10,101	12,000	12,000	12,000
	<OPERATIONS & MAINTENANCE>	22,886	25,656	13,101	15,000	15,000	15,000
<b>[205-2210] Prop "A" Administration Total</b>		<b>67,749</b>	<b>74,293</b>	<b>67,351</b>	<b>69,469</b>	<b>76,679</b>	<b>50,070</b>

# PROP "A" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

205-2210

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8060 Dues & Memberships  
Provides funds for a portion of membership dues for the San Gabriel Valley Council of Government (SGVCOG) (\$1,550) and the Southern California Association of Governments (SCAG) (\$1,450).
- 8250 Bus Pass Subsidy  
Provides a portion of LTR "A" - Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$12,000).

## PROP "A" – DIAL A RIDE

### Budget Detail

**205-8025**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	-	-	-	25,179	16,500	86,734
7010	Salaries - Temp / Part	-	-	-	52,005	22,974	-
7020	Overtime	-	-	-	600	2,973	600
7100	Retirement	-	-	-	11,423	5,800	18,348
7110	Workers Compensation	-	-	-	6,320	6,320	3,409
7130	Group Health Insurance	-	-	-	4,500	1,572	15,000
7140	Vision Insurance	-	-	-	144	72	480
7150	Dental Insurance	-	-	-	540	175	1,800
7160	Life Insurance	-	-	-	112	56	372
7170	FICA - Medicare	-	-	-	1,128	1,047	1,266
	<WAGES & BENEFITS>	-	-	-	101,951	57,489	128,009
8000	Office Supplies	-	-	-	450	450	-
8010	Postage	-	-	-	270	270	-
8020	Special Department Expense	-	-	-	900	900	-
8040	Advertising	-	-	-	1,200	1,200	-
8050	Printing/Duplicating	-	-	-	1,200	1,200	-
8100	Vehicle Maintenance	-	-	-	18,000	18,000	-
8105	Fuel	-	-	-	19,000	19,000	-
8132	Uniform Expense/Cleaning	-	-	-	750	750	-
8150	Telephone	-	-	-	300	300	-
8180	Contract Services	-	-	-	2,250	2,250	-
8200	Training Expense	-	-	-	750	750	-
8300	Lease Payment	-	-	-	450	450	-
	<OPERATIONS & MAINTENANCE>	-	-	-	45,520	45,520	-
<b>[205-8025] Dial-A-Ride Total</b>		-	-	-	<b>147,471</b>	<b>103,009</b>	<b>128,009</b>

## PROP "A" – DIAL A RIDE

Budget Detail

205-8025

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides funds for Full Time Transit Driver and Transportation Coordinator
  
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

## PROP "C" - LOCAL TRANSIT ADMINISTRATION

### Budget Detail

207-2260

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	9,069	17,044	20,024	31,614	31,400	38,660
7010	Salaries - Temp / Part	5,820	-	-	-	-	-
7020	Overtime	355	139	146	-	-	-
7070	Leave Buyback	212	483	373	1,000	710	1,000
7100	Retirement	1,780	3,190	3,937	6,507	6,700	8,178
7108	Deferred Compensation	24	99	120	227	224	354
7110	Workers Compensation	98	94	70	48	48	1,399
7130	Group Health Insurance	917	1,719	1,681	3,474	3,206	2,896
7131	Retiree Health Insurance	7,426	7,368	6,273	-	7,134	-
7140	Vision Insurance	31	51	52	108	99	89
7150	Dental Insurance	90	135	168	405	379	333
7160	Life Insurance	19	30	38	84	84	69
7170	FICA - Medicare	554	254	279	458	456	561
	<WAGES & BENEFITS>	26,395	30,606	33,162	43,925	50,440	53,539
8020	Special Department Expense	-	-	811	2,000	2,000	2,000
8060	Dues & Memberships	2,700	2,770	2,800	3,000	3,000	3,000
8061	HOA Dues	-	-	34,777	17,400	17,400	20,400
8170	Professional Service	-	-	-	21,350	21,350	23,000
	<OPERATIONS & MAINTENANCE>	2,700	2,770	38,388	43,750	43,750	48,400
8540	Automotive Equipment	-	-	-	70,000	-	-
	<CAPITAL OUTLAY>	-	-	-	70,000	-	-
<b>[207-2260] Prop "C" Administration Total</b>		<b>29,095</b>	<b>33,376</b>	<b>71,550</b>	<b>157,675</b>	<b>94,190</b>	<b>101,939</b>

## PROP “C” - LOCAL TRANSIT ADMINISTRATION

### Budget Detail

207-2260

#### PERSONNEL SERVICES

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

#### OPERATIONS & MAINTENANCE

- 8020 Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$2,000), additional funding is in the Mission Meridian Public Garage account.
- 8060 Dues & Memberships  
Provides funds for a portion of membership to the San Gabriel Valley Council of Government (SGVCOG) (\$3,000).
- 8061 Property Owners’ Association Dues  
Provides funds for a portion of the Mission Meridian Village Parking Garage’s Property Owners’ Association dues (\$20,400).
- 8180 Contract Services  
Janitorial services for the Mission Meridian Village Parking Garage by Avalon Property Services (\$23,000).

## PROP "C" – DIAL A RIDE

### Budget Detail

207-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	81,976	82,972	81,218	41,965	22,100	-
7010	Salaries - Temp / Part	49,724	36,412	54,812	52,005	33,774	140,000
7020	Overtime	5,690	2,672	1,346	750	3,826	750
7040	Holiday	95	-	-	-	-	-
7055	IOD - Non Safety	1,347	-	-	-	-	-
7070	Leave Buyback	924	1,137	5,997	1,000	-	1,000
7100	Retirement	18,315	16,753	21,233	14,878	9,500	16,800
7108	Deferred Compensation	273	232	301	-	-	-
7110	Workers Compensation	5,544	4,079	2,889	6,622	6,622	2,815
7120	Disability Insurance	-	730	4,833	-	-	-
7130	Group Health Insurance	12,068	10,626	10,425	7,500	2,620	-
7140	Vision Insurance	420	398	383	240	120	-
7150	Dental Insurance	1,264	1,199	1,126	900	291	-
7160	Life Insurance	325	310	301	186	93	-
7170	FICA - Medicare	3,863	3,019	3,351	1,373	1,239	2,041
	<WAGES & BENEFITS>	181,829	160,538	188,217	127,419	80,185	163,406
8000	Office Supplies	-	-	-	200	200	1,450
8010	Postage	-	-	-	300	300	600
8020	Special Department Expense	-	-	845	1,000	1,000	5,000
8040	Advertising	-	-	-	250	250	1,500
8050	Printing/Duplicating	-	-	-	1,000	1,000	800
8100	Vehicle Maintenance	-	-	-	7,000	7,000	35,000
8105	Fuel	-	-	-	4,000	4,000	30,000
8132	Uniform Expense/Cleaning	-	-	-	900	900	1,500
8150	Telephone	-	-	-	300	300	300
8180	Contract Services	-	-	-	1,500	1,500	3,000
8200	Training Expense	-	-	-	850	850	1,000
8300	Lease Payment	-	-	-	500	500	1,400
	<OPERATIONS & MAINTENANCE>	-	-	845	17,800	17,800	81,550
8530	Computer Equipment	-	-	-	11,500	11,500	14,000
	<CAPITAL OUTLAY>	-	-	-	11,500	11,500	14,000
<b>[207-8025] Dial-A-Ride Total</b>		<b>181,829</b>	<b>160,538</b>	<b>189,062</b>	<b>156,719</b>	<b>109,485</b>	<b>258,956</b>



## PROP “C” – DIAL A RIDE

### Budget Detail

207-8025

#### PERSONNEL SERVICES

- 7010 Part time Salaries  
Provides funds for Part Time Transit Drivers, Secretary(20%) and Dispatcher
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

#### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies.  
Increase due to combined operations of Dial a Ride (\$1,450).
- 8010 Postage  
Provides funds for postal expenses for dial-a-ride related services (\$600).
- 8020 Special Department Expense  
Provides for vehicle cleaning supplies, minor equipment for vans, DMV Pull notice program, DMV physicals for drivers, fire extinguisher maintenance and random drug testing, computer and monitor (\$5,000).
- 8040 Advertising  
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$1,500).
- 8050 Printing & Duplication  
Provides funds for printing promotional materials to promote Dial-a-ride shuttle service, and Dial-a-Ride and brochures (\$800).
- 8100 Vehicle Maintenance  
Provides funds for repair & maintenance two 2006, one 2008 CNG vans (\$25,000), 2003 minivan (\$5,000), 1997 van (\$5,000).
- 8105 Fuel  
Fuel to operate Community Transit vehicles 3 CNG vans & 2 gasoline vans (\$30,000).
- 8132 Uniform Maintenance  
Provides for the purchase and replacement of uniforms and jackets (\$1,500).
- 8150 Telephone  
Provides funds for partial cost of Senior Center telephone service (\$300).

- 8180 Contract Services  
Provides funds for temporary employment services - transit drivers (\$3,000).
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$1,000).
- 8300 Lease Payment  
Provides funds for copier lease used by transit program (\$1400).

## CDBG - SENIOR NUTRITION PROGRAM

**Budget Detail**

**260-8023**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8180	Contract Services	62,465	29,400	39,584	23,898	23,898	21,927
	<OPERATIONS & MAINTENANCE>	62,465	29,400	39,584	23,898	23,898	21,927
	<b>[260-8023] CDBG Senior Nutrition Prog Tc</b>	<b>62,465</b>	<b>29,400</b>	<b>39,584</b>	<b>23,898</b>	<b>23,898</b>	<b>21,927</b>

## **CDBG - SENIOR NUTRITION PROGRAM**

**Budget Detail**

**260-8023**

### **OPERATIONS & MAINTENANCE**

8180 Contract Services

Provides about 50% (\$21,927) of the funds for contract catering of hot lunch/nutrition program. This number varies year-to-year dependent on the actual Block Grant allocation, and number of meals served.

# CRA ADMINISTRATION

## Budget Detail

**227-7210**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	29,454	40,975	46,937	59,458	46,100	61,924
7010	Salaries - Temp / Part	8,865	-	-	-	-	-
7020	Overtime	412	-	-	-	-	-
7070	Leave Buyback	7,273	3,586	419	2,000	3,970	2,000
7100	Retirement	5,643	7,173	7,381	12,238	7,400	13,099
7108	Deferred Compensation	940	967	317	1,200	342	1,291
7110	Workers Compensation	616	620	355	135	135	1,349
7130	Group Health Insurance	1,603	2,433	2,521	4,024	2,488	4,024
7131	Retiree Health Insurance	2,439	2,420	2,060	-	2,343	-
7140	Vision Insurance	52	77	76	118	70	118
7150	Dental Insurance	154	163	267	441	261	441
7160	Life Insurance	37	42	51	91	54	91
7170	FICA - Medicare	1,206	638	674	862	751	898
	<WAGES & BENEFITS>	58,695	59,095	61,056	80,567	63,914	85,235
8010	Postage	1,600	-	50	-	-	-
8020	Special Department Expense	-	504	-	-	-	-
8050	Printing/Duplicating	750	4,048	58	-	-	-
8160	Legal Service	85,249	53,357	23,006	75,000	75,000	50,000
8170	Professional Service	133,769	24,362	26,501	86,314	86,314	75,000
8173	Facade Improvement Program	22,750	-	-	50,000	50,000	75,000
8180	Contract Services	-	-	-	25,000	25,000	25,000
8200	Training Expense	-	-	1,276	3,000	3,000	3,000
8332	ERAF Payment	-	-	216,108	-	-	-
8335	Property Tax Admin. Fee	7,094	6,689	7,123	51,949	51,949	51,949
8400	Overhead Allocation	-	-	27,484	27,483	27,483	27,483
	<OPERATIONS & MAINTENANCE>	251,212	88,960	301,606	318,746	318,746	307,432
<b>[227-7210] CRA Downtown Revitalization T</b>		<b>309,906</b>	<b>148,055</b>	<b>362,662</b>	<b>399,313</b>	<b>382,660</b>	<b>392,667</b>

## CRA ADMINISTRATION

Budget Detail

227-7210

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant City Manager, Human Resources Manager, Director of Finance, and Assistant Finance Director. Refer to the Appendix for a detailed allocation list.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8160 Legal Services  
Provides funds for contract Redevelopment Agency attorney (\$50,000).
- 8170 Professional Services  
Provides funds for the cost of the CRA audit (\$5,000). Remaining funds are for professional services related to downtown revitalization. (\$70,000).
- 8173 Façade Improvement Programs  
Provides matching funds for the façade improvement program approved by CRA (\$50,000).
- 8180 Contract Services  
Provides funds for contract services (\$25,000).
- 8200 Training Expense  
Provides funds for employee training related to the redevelopment agency and its operation (\$3,000).
- 8335 Property Tax  
Administration Fee (\$51,949).
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund (\$27,483).

## CRA HOUSING

### Budget Detail

**229-7220**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
7000	Salaries - Permanent	31,856	42,999	47,363	55,382	48,600	56,991
7010	Salaries - Temp / Part	8,254	740	596	-	-	-
7020	Overtime	464	21	37	-	37	-
7070	Leave Buyback	4,972	2,062	591	2,000	3,660	2,000
7100	Retirement	6,175	7,825	8,534	11,399	9,200	12,056
7108	Deferred Compensation	557	600	288	744	311	792
7110	Workers Compensation	517	497	310	112	112	1,159
7120	Disability Insurance	-	-	128	-	-	-
7130	Group Health Insurance	3,090	3,869	3,773	4,233	3,975	4,233
7131	Retiree Health Insurance	1,409	1,398	1,190	-	1,354	-
7140	Vision Insurance	95	123	123	144	120	144
7150	Dental Insurance	252	299	400	540	405	540
7055	IOD - Non Safety	-	-	20	-	-	-
7160	Life Insurance	66	80	91	112	93	112
7170	FICA - Medicare	1,108	659	682	803	772	826
	<WAGES & BENEFITS>	58,814	61,170	64,126	75,469	68,638	78,851
8170	Professional Service	10,405	16,086	9,054	20,000	20,000	20,000
8180	Contract Services	5,000	5,000	-	-	-	20,000
8182	Property Tax - Leased Property	336	350	358	450	450	450
8335	Property Tax Admin. Fee	1,773	1,672	1,781	2,000	2,000	2,000
8400	Overhead Allocation	-	-	15,825	15,824	15,824	15,824
	<OPERATIONS & MAINTENANCE>	17,515	23,108	27,017	38,274	38,274	58,274
	<b>[229-7220] CRA Housing Total</b>	<b>76,329</b>	<b>84,279</b>	<b>91,143</b>	<b>113,743</b>	<b>106,912</b>	<b>137,125</b>

## CRA HOUSING

**Budget Detail**

**229-7220**

### **PERSONNEL SERVICES**

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant City Manager, Human Resources Manager, Executive Assistant, Director of Finance, Assistant Finance Director, Accounting Technician (2), Account Clerk, and Associate Planner. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time  
Provides compensation for non-salaried part-time employees.
- 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**

- 8170 Professional Services  
Provides funds for professional services related to downtown revitalization (\$20,000).
- 8180 Contract Services  
Provides funds for contract services related to the maintenance of CRA properties (\$10,000).
- 8182 Property Tax-Residential Lease  
Provides funds for the annual property taxes of the City-owned 308 San Pasqual Avenue property (\$450).
- 8335 Property Tax  
Administration Fee (\$2,000)
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund (\$15,824).



## CRA DEBT SERVICE

### Budget Detail

**227-7211 & 229-7221**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2007/08	2008/09	2009/10	2010/11	2010/11	2011/12
8170	Professional Service	1,762	1,588	1,582	1,700	1,700	1,700
8330	Debt Service - Principal	60,000	60,000	64,000	68,000	68,000	68,000
8331	Debt Service - Interest	99,666	96,606	93,486	90,126	90,126	90,126
<OPERATIONS & MAINTENANCE>		161,428	158,194	159,068	159,826	159,826	159,826
<b>[227-7211] CRA Debt Service Total</b>		<b>161,428</b>	<b>158,194</b>	<b>159,068</b>	<b>159,826</b>	<b>159,826</b>	<b>159,826</b>

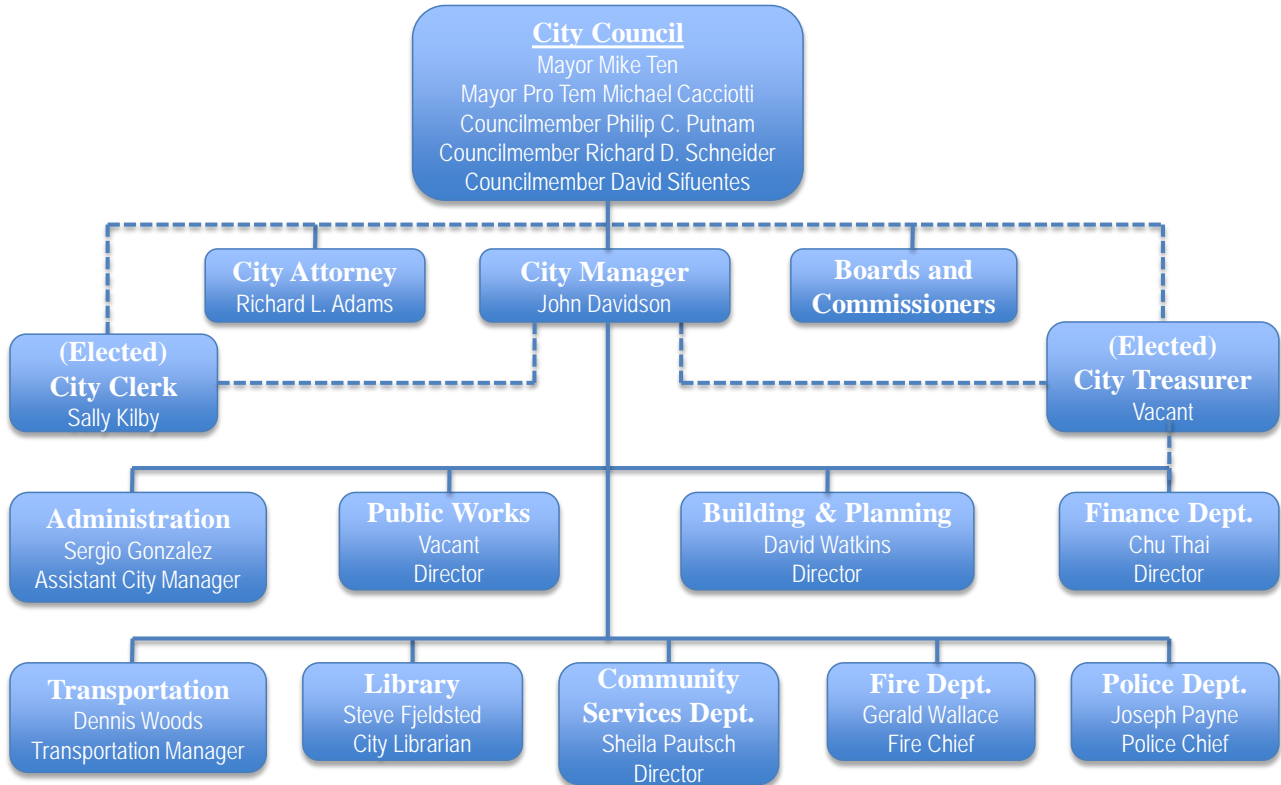
8170	Professional Service	441	397	396	450	450	450
8330	Debt Service - Principal	15,000	15,000	16,000	17,000	17,000	17,000
8331	Debt Service - Interest	24,917	24,152	23,372	22,532	22,532	22,532
<OPERATIONS & MAINTENANCE>		40,358	39,548	39,767	39,982	39,982	39,982
<b>[229-7221] CRA Housing Debt Service Tota</b>		<b>40,358</b>	<b>39,548</b>	<b>39,767</b>	<b>39,982</b>	<b>39,982</b>	<b>39,982</b>



# Organization Chart

## City of South Pasadena

### Organizational Chart



## Full-Time Authorized Positions

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>
<b>City Clerk's Office</b>					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Secretary (Frozen in FY 11/12)	-	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b>City Manager's Office</b>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Transportation Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	1.00	1.00	1.00
Sr. Management Analyst	-	1.00	-	-	-
Grants Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	2.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<b>Finance Department</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Utility Billing Coordinator	1.00	1.00	1.00	1.00	1.00
Filing Liaison	1.00	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00
Account Clerk	2.00	2.00	2.00	2.00	2.00
	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b>Police Department</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00	7.00	7.00
Police Officer II	5.00	5.00	5.00	5.00	5.00
Police Officer (2 Frozen in FY 11/12)	21.00	21.00	21.00	21.00	21.00
Support Services Assistant	1.00	1.00	1.00	1.00	1.00
Senior Police Clerk	1.00	1.00	1.00	1.00	1.00
Police Clerk II (1 Frozen in FY 11/12)	4.00	4.00	4.00	4.00	4.00
Police Assistant (1 Frozen in FY 11/12)	8.00	8.00	8.00	8.00	8.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>

## Full-Time Authorized Positions

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
<b>Fire Department</b>					
Fire Chief	0.50	-	-	-	-
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic (3 Frozen in FY 11)	11.00	11.00	12.00	12.00	12.00
Firefighter	1.00	1.00	-	-	-
	<u>24.50</u>	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>
<b>Public Works Department</b>					
<u>Administration/Engineering Division</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00
<u>Maintenance Division</u>					
Public Works Superintendent	-	-	-	0.50	0.50
Maintenance Superintendent	1.00	1.00	1.00	-	-
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	3.00	3.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I/II	5.00	5.00	5.00	4.00	4.00
Secretary	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>					
Public Works Superintendent	-	-	-	0.50	0.50
Water Utility Manager	1.00	1.00	1.00	-	-
Water System Supervisor	2.00	2.00	2.00	2.00	2.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Water Production/Treatment Operator	3.00	3.00	3.00	3.00	3.00
Maintenance Worker I/II	2.00	2.00	2.00	4.00	4.00
	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>
<b>Planning &amp; Building Department</b>					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Sr. Management Analyst	1.00	-	-	-	-
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

## Full-Time Authorized Positions

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
<b>Library</b>					
City Librarian	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Librarian (1 Frozen in FY 11/12)	3.00	3.00	3.00	3.00	3.00
Library Technical Assistant	1.00	1.00	1.00	1.00	1.00
Library Clerk II	1.00	1.00	1.00	1.00	1.00
Library Clerk I	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
<b>Community Services Department</b>					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Youth Services Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	1.00	1.00	1.00	1.00	2.00
Transportation Driver	2.00	2.00	2.00	2.00	1.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<b><i>Grand Total Full-Time</i></b>	<b><i><u>145.50</u></i></b>	<b><i><u>145.00</u></i></b>	<b><i><u>145.00</u></i></b>	<b><i><u>145.00</u></i></b>	<b><i><u>145.00</u></i></b>

## Part-Time Positions

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2010/11</u>
<b>City Clerk's Office</b>					
Secretary	0.75	-	-	-	-
Typist Clerk II	-	-	-	-	-
<b>City Manager's Office</b>					
Secretary	0.40	-	-	-	-
Professional Intern	-	0.75	0.75	3.00	3.00
<b>Finance Department</b>					
Account Clerk	0.38	0.38	0.38	-	-
Professional Intern	-	-	-	0.40	0.40
<b>Police Department</b>					
Crossing Guards	1.83	1.83	1.83	1.83	1.83
Police Cadets	1.95	1.95	1.95	1.95	1.95
<b>Fire Department</b>					
Fire Chief	-	0.50	0.50	0.50	0.50
Fire Prevention Specialist	0.88	0.88	0.88	0.88	0.88
Professional Intern	0.88	0.88	0.88	0.88	0.88
<b>Public Works Department</b>					
Maintenance Assistant	0.75	0.75	0.75	-	-
Intern	0.50	0.50	0.05	0.05	0.05
<b>Planning &amp; Building Department</b>					
Professional Intern	1.00	1.00	1.00	1.00	1.00
Clerk I	0.35	0.35	0.35	0.35	0.35
<b>Library</b>					
Children's Librarian	1.00	1.00	1.00	1.00	1.00
Librarian Substitute	0.40	0.40	0.40	0.40	0.40
Clerk II	1.50	1.50	1.50	1.50	1.50
Clerk I	2.00	2.00	2.00	2.00	2.00
Library Aide/Monitor II	0.70	0.70	0.70	0.70	0.70
Library Aide II	0.50	0.50	0.50	0.50	0.50
Library Aide I	4.00	4.00	4.00	4.00	4.00
<b>Community Services Department</b>					
Camp Director	0.80	0.80	0.80	0.80	0.80
Secretary	1.76	1.76	1.76	1.76	1.76
Transportation Coordinator	0.75	0.75	0.75	0.75	-
Transportation Dispatcher	-	-	-	-	0.75
Bus Driver	2.45	2.45	2.45	2.45	2.45
Professional Intern	1.17	1.17	1.17	0.75	0.75
Recreation Leader	4.29	4.54	4.54	5.00	5.00
Meal Site Manager	0.49	0.49	0.49	0.49	0.49
<b>Grand Total Part-Time</b>	<b>31.48</b>	<b>31.83</b>	<b>31.38</b>	<b>32.94</b>	<b>32.94</b>

## Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	229 Housing	230 Gas Tax	500 Water	Total
<b>City Clerk's Office</b>										
City Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Secretary (Frozen in FY 11/12)	1.00	-	-	-	-	-	-	-	-	1.00
<b>City Clerk Total</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.00</b>
<b>City Manager's Office</b>										
Administrative Analyst	1.00	-	-	-	-	-	-	-	-	1.00
Asst. City Manager	0.66	-	0.02	-	-	0.12	0.10	-	0.10	1.00
City Manager	0.55	-	-	-	-	0.10	0.05	-	0.30	1.00
Executive Assistant	0.95	-	-	-	-	-	0.05	-	-	1.00
Grants Analyst	0.50	0.05	0.05	-	-	-	-	-	0.40	1.00
Human Resources Manager	0.83	-	-	-	-	0.07	0.10	-	-	1.00
Transportation Manager	1.00	-	-	-	-	-	-	-	-	1.00
<b>City Manager Total</b>	<b>5.49</b>	<b>0.05</b>	<b>0.07</b>	<b>-</b>	<b>-</b>	<b>0.29</b>	<b>0.30</b>	<b>-</b>	<b>0.80</b>	<b>7.00</b>
<b>Finance Department</b>										
Account Clerk	1.35	-	-	0.15	-	-	0.10	-	1.40	3.00
Accounting Technician	0.65	-	-	0.05	-	-	0.05	-	0.25	1.00
Assistant Finance Director	0.40	-	-	0.10	-	0.10	0.05	-	0.35	1.00
Filing Liaison	1.00	-	-	-	-	-	-	-	-	1.00
Finance Director	0.40	-	-	0.10	-	0.10	0.05	-	0.35	1.00
Utility Billing Coordinator	-	-	-	0.10	-	-	-	-	0.90	1.00
<b>Finance Total</b>	<b>3.80</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>-</b>	<b>0.20</b>	<b>0.25</b>	<b>-</b>	<b>3.25</b>	<b>8.00</b>
<b>Police Department</b>										
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
Police Assistant (1 Frozen in FY 11/12)	8.00	-	-	-	-	-	-	-	-	8.00
Police Captain	2.00	-	-	-	-	-	-	-	-	2.00
Police Chief	1.00	-	-	-	-	-	-	-	-	1.00
Police Clerk II (1 Frozen in FY 11/12)	4.00	-	-	-	-	-	-	-	-	4.00
Police Officer (2 Frozen in FY 11/12)	21.00	-	-	-	-	-	-	-	-	21.00
Police Officer II	5.00	-	-	-	-	-	-	-	-	5.00
Police Sergeant	7.00	-	-	-	-	-	-	-	-	7.00
Senior Police Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Support Services Assist	1.00	-	-	-	-	-	-	-	-	1.00
<b>Police Total</b>	<b>51.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51.00</b>
<b>Fire Department</b>										
Battalion Chief	3.00	-	-	-	-	-	-	-	-	3.00
Fire Captain	3.00	-	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic (3 Frozen in FY 11/12)	12.00	-	-	-	-	-	-	-	-	12.00
<b>Fire Total</b>	<b>24.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24.00</b>



## Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	229 Housing	230 Gas Tax	500 Water	Total
<b>Public Works</b>										
Associate Civil Engineer	0.25	-	-	0.05	0.10	-	-	0.30	0.30	1.00
Building Maint. Worker	1.00	-	-	-	-	-	-	-	-	1.00
Deputy Public Works Director	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Electrician	0.50	-	-	-	-	-	-	-	0.50	1.00
Engineering Aide	0.30	-	-	0.05	-	-	-	0.35	0.30	1.00
Facilities Maint Supervisor	0.60	-	-	-	-	-	-	-	0.40	1.00
Maintenance Worker I/II	1.00	-	-	2.00	-	-	-	2.00	5.00	10.00
Public Works Assistant	0.70	-	-	0.10	-	-	-	0.10	0.10	1.00
Public Works Director	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Public Works Project Manager	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Public Works Superintendent	0.40	-	-	0.20	-	-	-	0.20	0.20	1.00
Secretary	0.20	-	-	0.15	-	-	-	0.20	0.45	1.00
Senior Maintenance Worker	0.20	-	-	1.00	0.80	-	-	1.00	-	3.00
Street Supervisor	-	-	-	0.50	-	-	-	0.50	-	1.00
Treatment Operator	-	-	-	-	-	-	-	-	3.00	3.00
Water Systems Supervisor	-	-	-	-	-	-	-	-	2.00	2.00
<b>Public Works Total</b>	<b>6.20</b>	<b>-</b>	<b>-</b>	<b>4.35</b>	<b>0.90</b>	<b>-</b>	<b>-</b>	<b>4.80</b>	<b>13.75</b>	<b>30.00</b>
<b>Planning &amp; Building</b>										
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
Associate Planner	0.95	-	-	-	-	-	0.05	-	-	1.00
Community Improvmnt Coord	1.00	-	-	-	-	-	-	-	-	1.00
Planning & Building Director	1.00	-	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	-	1.00
<b>Planning &amp; Building Total</b>	<b>4.95</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.05</b>	<b>-</b>	<b>-</b>	<b>5.00</b>
<b>Library</b>										
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
City Librarian	1.00	-	-	-	-	-	-	-	-	1.00
Librarian (1 Frozen in FY 11/12)	3.00	-	-	-	-	-	-	-	-	3.00
Library Clerk I	1.00	-	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	-	1.00
Library Tech Assistant	1.00	-	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	-	3.00
<b>Library Total</b>	<b>11.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11.00</b>
<b>Community Services</b>										
Community Services Coord	1.00	0.50	0.50	-	-	-	-	-	-	2.00
Community Services Director	0.50	0.25	0.25	-	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	-	2.00
Transportation Driver	-	0.50	0.50	-	-	-	-	-	-	1.00
<b>Community Services Total</b>	<b>3.50</b>	<b>1.25</b>	<b>1.25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.00</b>
<b>Total</b>	<b>112.94</b>	<b>1.30</b>	<b>1.32</b>	<b>4.85</b>	<b>0.90</b>	<b>0.49</b>	<b>0.60</b>	<b>4.80</b>	<b>17.80</b>	<b>145.00</b>

# Glossary of Budget Terms

## **APPROPRIATION**

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

## **ASSESSED VALUATION**

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

## **AUDIT**

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

## **BEGINNING/ ENDING**

**(UNAPPROPRIATED) FUND BALANCE**  
Unencumbered resources available in a Fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

## **BOND**

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

## **BUDGET**

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

## **CAPITAL IMPROVEMENT**

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

## **CAPITAL IMPROVEMENT PROGRAM**

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

## **CAPITAL OUTLAY**

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

## **CAPITAL PROJECTS**

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

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

A general discussion of the Budget and related financial issues.

## **DEBT SERVICE**

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

## **DEBT SERVICE REQUIREMENTS**

The amount of money required paying 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 one enterprise, the Water Utility.

### **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 and Fire Services, 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 re-empted 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 Programs within a Division.

### **RESERVE**

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

### **RESOLUTION**

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

### **RETAINED EARNINGS**

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

### **REVENUES**

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

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

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

### **SPECIAL REVENUE FUNDS**

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

## Description Of Funds

### General Fund

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

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

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

### Special Revenue Funds

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

**200-Proposition 1B Local Return Fund** – To account for resources originating with the November 2006 voter-approved measure that enabled the State of California to issue \$19.9 billion in bonds for highway safety, traffic reduction, port security and air quality.

**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.

**203-Caltrans Blue Line Parking Fund** – To account for Caltrans funds used for the Blue Line parking structure project.

**204-Traffic Improvement Fund** – To account for state and federal grant funding of traffic congestion improvements on Fair Oaks Street and other busy intersections.

**205-Proposition “A” Local Return Fund** – To account for all revenues and expenditures associated with the ½% 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 ½% 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-ISTEA/Metro Fund** – To account for project funds received from the federal Intermodal Surface Transportation Efficiency (ISTEA) and Metro funds for restoration and paving projects.

**209-Gold Line Betterments Grant Fund** – To account for the MTA grant funding for the improvements in art and design of the Gold Line (formerly Blue Line) Mission Street Station.

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

**214-Rogan H.R. 5394 Grant Fund** – To account for grant funding from House Resolution 5394 (2001) for design and engineering services for traffic improvements along major and minor arterials.

**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.

**216-Safe Routes to School** – To account for the state grant used for safety improvements, including implementation of latest technology and safety standards in assisting school children in getting to and from neighborhood schools.

**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.

**222-MTA Bus Purchase Fund** – To account for grant funds for the purchase of circulator gold link busses.

**225-Mission Oaks Parking Fund** – To account for assessments from members of the Mission Oaks Parking district expended for parking improvements.

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

**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.

**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.

## Description Of Funds

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

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

**271, 272, 273 & 274-Federal and State Grant funds** – To account for the operations of various federal and state grants, including the County Park Bond grant and the COPS grants. California Law Enforcement Equipment Purchase (CLEEP) fund are State of California subvention to local police agencies, and has been discontinued.

**290-99 Pasadena Ave Fund** – Revenues received from a development agreement, these funds are to be used on street improvement projects within the city.

### 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.

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

**500-Water Utility Enterprise Fund** – To account for all the activities and operations of the Utility. The Utility has several functioning wells (in neighboring San Gabriel and San Marino), two functioning reservoirs, and maintains miles of water lines and transmission lines. The water fund issued revenue bonds in 2004 to raise \$8.6 million for capital construction purposes. The debt is serviced solely by a capital improvement surcharge also established in 2004.

**550-Public Financing Authority Fund** – To account for proceeds from the 2009 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.

### 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. The City of South Pasadena Community Redevelopment Agency (CRA) is accounted for using a capital projects fund.

**227-CRA Administration & Capital Projects** - to account for the operating and construction activities of the CRA. 80% of all tax increment proceeds in the project area are receipted in the Capital Projects Fund.

**229-CRA Low/Moderate Income Housing Fund** – State law requires that 20% of all tax increment proceeds be separated for application toward low/mod housing activities.

## **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 (Water and Sewer 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 25,824. Founded in 1874 by the Indiana Colony, the City was incorporated as a General Law city of the State of California on March 2, 1888. South Pasadena is known for its tree-lined streets, historic California Craftsman-style homes, unique small businesses and its outstanding public schools. This small town atmosphere makes South Pasadena one of California's most desirable locations. South Pasadena has quality education, a strong religious community, an extensive network of parks and a rich architectural heritage. Dynamic civic organizations, a population of ethnic and cultural diversity, and a vital seniors' group further enrich our small-town quality of life. Small, proud and independent, the City of South Pasadena has battled for a hundred years to preserve its status as a distinct—and distinctive—community. South Pasadena possesses a full-service City government that provides high-quality services in general administration, police, fire, library, public works, community development, and redevelopment projects.

## **History Of The City**

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

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

On March 2, 1888, South Pasadena officially incorporated with a population of slightly over 500. The City's boundaries established in 1889 are essentially the same today. South Pasadena consists of 3.44 square miles of prime residential property. In 1876, unimproved land with water was selling from \$75 to \$150 an acre. Today a vacant lot in South Pasadena can be sold for more than \$200,000. Few cities in California are better recognized for the quality of its small-town atmosphere and rich legacy of intact late 19th and early 20th century neighborhoods and residences. South Pasadena also has a strong claim to having the oldest and most historic sites in the San Gabriel Valley. For many centuries, its adjacency to a natural fording place along the Arroyo Seco had served as a gateway to travel and commerce for aboriginal peoples here and along the coast. It was here that Hahamognas greeted Portola and the missionaries who later established the San Gabriel Mission a few miles to the west. The initial buildings on the Rancho San Pascual, which subsequently gave birth to the Cities of Pasadena, South Pasadena and Altadena, were built here. The first of these adobe structures became headquarters for General Flores and his staff in 1847 where they agreed to surrender to American forces, ending Mexican Colonial rule in California.

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

# Budget Resolutions

RES. VOL. 46

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06/15/11

## RESOLUTION NO. 7159

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2011/12 BUDGET

**WHEREAS**, the City Manager has submitted to the City Council a proposed budget for the 2011/12 Fiscal Year and said budget has been considered in public sessions on June 1, 2011 and June 15, 2011.

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

**SECTION 1.** That the budget proposed by the City Manager for the Fiscal Year commencing on July 1, 2011, with proposed revenues and transfers in from other funds totaling \$44,228,102, and expenditures and transfers out to other funds totaling \$49,384,024, is hereby approved, adopted and appropriated.

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

**SECTION 3.** The City Council does hereby authorize and approve the commitment of General Fund Balance for the following specific purposes: Arroyo Golf Course Facility, Equipment Replacement, Legal Services, Renewable Energy Sources, Retiree Health Benefits, and Uninsured Losses, and that committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same formal action taken to establish the commitment.

**SECTION 4.** The City Council has determined that planning and administrative costs charged to the Community Redevelopment Agency Low-Mod Housing Fund are necessary for the production, preservation, or improvement of affordable housing.

**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 FY 2011/12 Fiscal Year Budget.

**SECTION 6.** The resolution shall become effective immediately upon its adoption.

**SECTION 7.** The City Clerk shall certify to the adoption of this resolution.

# Budget Resolutions

RES. VOL. 46

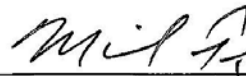
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RESOLUTION NO. 7159

Page 2

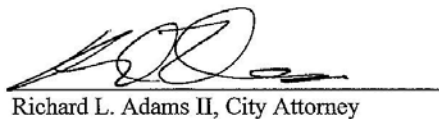
**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of June, 2011.



Mike Ten, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk  
Richard L. Adams II, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of June, 2011, by the following vote:

**AYES:** Cacciotti, Putnam, Schneider and Mayor Ten

**NOES:** None

**ABSENT:** Sifuentes

**ABSTAINED:** None

  
Sally Kilby, City Clerk

# GANN Limit

RES. VOL. 46

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06/15/11

## RESOLUTION NO. 7163

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DETERMINING AND ESTABLISHING AN APPROPRIATIONS  
LIMIT FOR FISCAL YEAR 2011-12 IN ACCORDANCE WITH  
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION  
AND GOVERNMENT CODE SECTION 7910**

**WHEREAS**, Article XIII B was added to the California Constitution 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 this City's annual budget.

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

**SECTION 1.** In compliance with Article XIII B of the Constitution of the State of California, and Section 7910 of the Government Code, the City hereby establishes the City's Appropriation Limit for the 2011-12 Fiscal Year to be \$19,407,393.

**SECTION 2.** In computation of such limits, the City selected population factors for Los Angeles County, not those of South Pasadena, for use in the 2011-12 fiscal year.

**SECTION 3.** In regard to the cost-of-living factors used in the computation of the Limitation, the City used the change in assessed valuation due to new nonresidential

# GANN Limit

RES. VOL. 46

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RESOLUTION NO. 7163

Page 2

construction, rather than the change in California per capita income.

**SECTION 4.** Said Appropriation Limit shall be adhered to in the City of South Pasadena's budget for the 2011-12 fiscal year.

**SECTION 5.** This resolution shall become effective immediately upon its adoption.

**SECTION 6.** The City Clerk shall certify to the adoption of this Resolution.

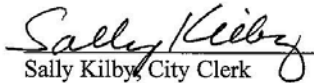
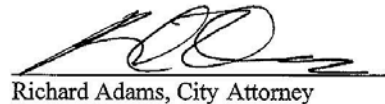
**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of June, 2011.



Mike Ten, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk  
Richard Adams, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of June, 2011, by the following vote:

**AYES:** Cacciotti, Putnam, Schneider and Mayor Ten

**NOES:** None

**ABSENT:** Sifuentes

**ABSTAINED:** None

  
Sally Kilby, City Clerk

# GANN Limit

**Exhibit A**  
**South Pasadena**  
**Appropriations (Gann) Limit Calculation**  
 Fiscal Year 2011-12

**I Appropriation Limit**

Prior Year, 2010-11 Adopted Limit		\$18,064,023
Adjustment Factors:		
Change in Non-Residential Valuation due to New Construction (Note 1)	1.0703	
Change in L.A. County Population (Note 2)	1.0038	1.07436714
Current Year, 2011-12 Appropriation Limit		\$19,407,393

**II Appropriations Subject to Limit**

Projected 2011-12 Revenues, All City Funds		\$35,097,169
Less: Non-Proceeds of Taxes (See Exhibit B)		(17,711,433)
Less: Exclusions (See Exhibit C)		(346,062)
Total City Appropriations Subject to Limit		\$17,039,674

**III Amount Over/(Under) Limit (I - II)** (\$2,367,718)

**IV Total City Appropriations as a % of Limit** 87.80%

Note 1: Change in California per capita income, 2.51%, is exceeded by the change in assessed valuation due to non-residential new construction, 7.03% (provided by HdL).

Note 2: South Pasadena population growth, .20%, is exceeded by the County of Los Angeles' growth, .38%. Total City population as of January 1, 2011 is 25,692.

# GANN Limit

Exhibit B

**Non-Proceeds of Taxes**

Fiscal Year 2011-12

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
<b>General Fund</b>			
Property Tax	8,033,200		8,033,200
Library Special Tax	228,100		228,100
Sales Tax	1,297,400		1,297,400
Sales Tax "In Lieu"	367,500		367,500
PSAF Sales Tax (Exempted by Statute)		196,200	196,200
Business License Tax	353,200		353,200
Utility Users Tax	3,785,100		3,785,100
Vehicle License Fee	60,000		60,000
Property Tax - VLF/Swap	1,994,600		1,994,600
Franchise Fees		777,900	777,900
Real Property Transfer Tax	97,100		97,100
Licenses/Permits		588,800	588,800
Fines/Penalties		555,000	555,000
Rentals		518,520	518,520
State, Federal & Local Reimb/Grants		67,000	67,000
Fees & Charges		1,939,400	1,939,400
Workers' Comp. Reimbursement		60,000	60,000
Liability Reimbursement		30,000	30,000
Reimbursement - Sewer/CRA/Water		526,689	526,689
Recycling		85,000	85,000
Other Revenues		72,700	72,700
<b>Total General Fund</b>	<b>16,216,200</b>	<b>5,417,209</b>	<b>21,633,409</b>
<b>Other Funds</b>			
Prop. 1B Local Street & Road Impr.		0	0
MTA Pedestrian Improvement Fund		155,906	155,906
Traffic Improvement Fund (State)		0	0
Local Transit (Prop A)	348,144	16,700	364,844
Local Transit (Prop C)	288,126	0	288,126
Sewer (Enterprise Fund)		922,000	922,000
MTA Crossing Study		125,000	125,000
Lighting and Landscape Maintenance		895,000	895,000
Safe Routes to Schools		225,000	225,000
Clean Air (AB2766)		180,000	180,000
Parking and Business Improve. Tax	141,000		141,000
Mission Oaks Parking		0	0
Mission Meridian Parking Garage		0	0
State Gas Tax (Applied to State's Limit)		667,458	667,458
County Park Bond		16,600	16,600
Measure R	221,613		221,613
Bike & Pedestrian (SB821)		12,486	12,486
ARRA Infrastructure Grant		897,000	897,000
Capital Growth		13,500	13,500
CDBG		96,927	96,927
Police Grants		100,000	100,000
Homeland Security Grant		271,000	271,000
Park Impact Fees		27,000	27,000
Public Library		9,000	9,000
Water (Enterprise Fund)		7,482,800	7,482,800
<b>Total Other Funds</b>	<b>998,883</b>	<b>12,113,377</b>	<b>13,112,260</b>
<b>Subtotal All Funds</b>	<b>17,215,083</b>	<b>17,530,586</b>	<b>34,745,669</b>
<b>Interest Earnings</b>	<b>170,653</b>	<b>180,847</b>	<b>351,500</b>
<b>Total All Funds</b>	<b>17,385,736</b>	<b>17,711,433</b>	<b>35,097,169</b>

# GANN Limit

Exhibit C  
Excluded Costs  
Fiscal Year 2011-12

<b>Category</b>	<b>Amount</b>
<b>Federal Mandates</b>	
Social Security/Medicare	177,862
Non-Incidental Overtime - FLSA	105,000
Single Audit	2,200
	<hr/>
	<b>285,062</b>
<b>Qualified Debt Service</b>	
Debt Service - Fire Truck	61,000
	<hr/>
	<b>61,000</b>
<b>Total Excluded Costs</b>	<b>346,062</b>



# GANN Limit

Exhibit D

## Interest Earnings

Fiscal Year 2011-12

<b>Category</b>	<b>Amount</b>
Non-Interest Tax Proceeds	17,215,083
Exclusions	(346,062)
	<hr/>
	16,869,021
<b>Total Non-Interest Budget</b>	<b>34,745,669</b>
Tax Proceeds as Percent of Budget	48.55%
Interest Earnings	351,500
<b>Amount of Interest Earned from Taxes</b>	<b>170,653</b>
<b>Amount of Interest Earned from Non-Taxes</b>	<b>180,847</b>

