

Fiscal Year 2012/13 Proposed Budget



City of South Pasadena, CA



City of South Pasadena
California



Proposed Budget
For the 2012/13 Fiscal Year

Mayor

Michael A. Cacciotti

Mayor Pro Tempore

Philip C. Putnam

Councilmember

Robert S. Joe

Councilmember

Marina Khubesrian, M.D.

Councilmember

Richard D. Schneider, M.D.

City Clerk

Sally Kilby

City Treasurer

Gary Pia

City Manager

Sergio Gonzalez

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*

FY 2011/12 Fund Balance

Description	07/01/11	Year End	Year End	Revenues Minus	06/30/12
	Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
Revenues & Expenditures					
Operating		20,733,029	19,496,113	1,236,916	
Capital		850,000	1,637,000	(787,000)	
Transfers/Interfund Loans		1,183	-	1,183	
Change In Reserves					
Undesignated/Unreserved	10,806,069	-	-	-	11,039,168
Arroyo Golf Course Facility	140,000	-	-	-	140,000
Equipment Replacement Reserve	504,000	-	-	-	472,000
Legal Reserve	255,000	-	-	-	255,000
Maint. Yard/Comm. Ctr	-	-	-	-	-
Renewable Energy Sources Reserve	250,000	-	-	-	250,000
Retiree Benefit Reserve	375,000	-	-	-	500,000
Retiree Medical Reserve	375,000	-	-	-	500,000
Uninsured Loss Reserve	401,000	-	-	-	401,000
General Fund Total	13,106,069	21,584,212	21,133,113	451,099	13,557,168
Facility and Equipment Capital	-	-	-	-	-
MTA Pedestrian Improvement	(589,173)	-	51,482	(51,482)	(640,655)
Traffic Improvement	(1,957,462)	618,426	515,260	103,165	(1,854,296)
Prop "A"	(230,866)	368,236	190,988	177,248	(53,618)
Prop "C"	366,573	292,839	453,097	(160,258)	206,315
ISTEA/Metro	8,692	-	-	-	8,692
MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
Sewer	90,647	984,442	1,146,299	(161,857)	(71,210)
CTC Traffic Improvement	42,494	45,571	3,491	42,080	84,574
Rail Crossing Imprv Study	-	-	-	-	-
Lighting & Landscaping District	133,792	905,000	848,487	56,513	190,306
Safe Routes to School	(172,440)	-	-	-	(172,440)
Clean Air Act	82,633	-	600	(600)	82,033
Business Improvement Tax	84,906	145,000	120,500	24,500	109,406
Gold Line Mitigation	210,270	-	600	(600)	209,670
Mission Oaks Parking	(2,913)	-	300	(300)	(3,213)
Mission Meridian Public Garage	(165,068)	-	34,000	(34,000)	(199,068)
Successor Agency to CRA	1,408,200	497,946	266,075	231,871	1,640,071
Housing Authority	-	-	-	-	-
Successor Agency to CRA Housing	526,790	120,237	117,867	2,370	529,160
State Gas Tax	495,252	678,745	492,989	185,756	681,008
County Park Bond	(57,744)	-	16,600	(16,600)	(74,344)
Measure R	385,663	225,265	455,000	(229,735)	155,928
MSRC Grant	(440,101)	-	-	-	(440,101)
Bike & Pedestrian Paths	12,799	19	5,040	(5,022)	7,777
SGVCOG Grant	(131)	2,000	2,269	(269)	(400)
ARRA Infrastructure Grant	(466,398)	-	-	-	(466,398)
Capital Growth	7,160	19,320	-	19,320	26,481
CDBG	-	114,252	116,545	(2,293)	(2,293)
Asset Forfeiture	21,040	344	-	344	21,384
Police Grants - State (COPS)	267,530	101,505	163,477	(61,972)	205,557
Police Subventions - CLEEP	5,092	100	-	100	5,192
Homeland Security Grant	(313,751)	268,790	272,931	(4,141)	(317,892)
Park Impact Fees	170,213	21,000	-	21,000	191,213
Public Library Funds Grant	6,446	-	-	-	6,446
99 Pasadena Ave	46,644	86	46,729	(46,644)	-
Arroyo Seco Golf Course	-	1,084,000	935,712	148,288	148,288
Water	4,429,699	15,216,483	14,290,437	926,046	5,355,745
Public Financing Authority	36,089,210	125,000	8,362,750	(8,237,750)	27,851,460
City Total	53,616,679	43,418,817	50,042,639	(6,623,822)	46,992,857

FY 2012/13 Fund Balance

Description	07/01/12	Proposed	Proposed	Revenues Minus	06/30/13
	Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
Revenues & Expenditures					
Operating		21,632,459	20,200,963	1,431,496	
Capital		-	1,555,000	(1,555,000)	
Transfers/Interfund Loans		100,000	622,000	(522,000)	
Change In Reserves					
Undesignated/Unreserved	11,039,168	-	-	-	10,615,664
Arroyo Golf Course Facility	140,000	-	-	-	140,000
Equipment Replacement Reserve	472,000	-	-	-	-
Legal Reserve	255,000	-	-	-	355,000
Maint. Yard/Comm. Ctr	-	-	-	-	50,000
Renewable Energy Sources Reserve	250,000	-	-	-	250,000
Retiree Pension Reserve	500,000	-	-	-	550,000
Retiree Medical Reserve	500,000	-	-	-	550,000
Uninsured Loss Reserve	401,000	-	-	-	401,000
General Fund Total	13,557,168	21,732,459	22,377,963	(645,504)	12,911,664
Facility and Equipment Capital	-	622,000	184,500	437,500	437,500
MTA Pedestrian Improvement	(640,655)	-	-	-	(640,655)
Traffic Improvement	(1,854,296)	-	-	-	(1,854,296)
Prop "A"	(53,618)	400,534	186,251	214,283	160,665
Prop "C"	206,315	331,067	469,471	(138,404)	67,911
ISTEA/Metro	8,692	-	-	-	8,692
MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
Sewer	(71,210)	2,674,257	1,345,874	1,328,383	1,257,173
CTC Traffic Improvement	84,574	-	-	-	84,574
Rail Crossing Imprv Study	-	-	125,000	(125,000)	(125,000)
Lighting & Landscaping District	190,306	895,000	969,602	(74,602)	115,704
Safe Routes to School	(172,440)	-	-	-	(172,440)
Clean Air Act	82,033	15,000	86,600	(71,600)	10,433
Business Improvement Tax	109,406	140,000	148,000	(8,000)	101,406
Gold Line Mitigation	209,670	-	-	-	209,670
Mission Oaks Parking	(3,213)	-	-	-	(3,213)
Mission Meridian Public Garage	(199,068)	-	30,797	(30,797)	(229,865)
Successor Agency to CRA	1,640,071	340,600	340,600	-	1,640,071
Housing Authority	-	-	-	-	-
Successor Agency to CRA Housing	529,160	39,600	39,600	-	529,160
State Gas Tax	681,008	687,021	763,653	(76,632)	604,376
County Park Bond	(74,344)	-	16,600	(16,600)	(90,944)
Measure R	155,928	248,307	268,000	(19,693)	136,235
MSRC Grant	(440,101)	-	-	-	(440,101)
Bike & Pedestrian Paths	7,777	13,818	31,000	(17,182)	(9,405)
SGVCOG Grant	(400)	-	-	-	(400)
ARRA Infrastructure Grant	(466,398)	-	136,000	(136,000)	(602,398)
Capital Growth	26,481	15,100	-	15,100	41,581
CDBG	(2,293)	30,000	153,388	(123,388)	(125,681)
Asset Forfeiture	21,384	500	-	500	21,884
Police Grants - State (COPS)	205,557	3,000	-	3,000	208,557
Police Subventions - CLEEP	5,192	-	-	-	5,192
Homeland Security Grant	(317,892)	-	-	-	(317,892)
Park Impact Fees	191,213	-	125,000	(125,000)	66,213
Public Library Funds Grant	6,446	-	-	-	6,446
99 Pasadena Ave	-	-	-	-	-
Arroyo Seco Golf Course	148,288	1,272,177	1,092,886	179,291	327,579
Water	5,355,745	7,753,277	8,125,244	(371,967)	4,983,778
Public Financing Authority	27,851,460	2,145,700	2,045,700	100,000	27,951,460
City Total	46,992,857	39,359,417	39,061,729	297,688	47,290,545

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
4000-000	Property Tax - Current Secured	7,054,454	7,237,513	7,315,014	7,210,800	7,418,200	7,512,100
4010-000	Property Tax - Unsecured	316,986	331,170	300,113	324,000	303,100	306,100
4020-000	Property Tax - Prior Years	5,987	(12,883)	(5,520)	6,100	-	-
4030-000	Property Tax - Int & Pen	84,981	82,678	66,867	86,800	67,500	68,200
4040-000	Highway Rental	116,155	108,477	100,920	118,700	101,900	102,900
4050-000	Homeowners Exemption	65,322	66,499	67,864	66,700	68,500	69,200
4060-000	Supplemental - Sec/Unsec	215,316	78,223	100,415	220,100	101,400	102,400
5002-000	Motor Vehicle In Lieu Adj.	1,951,389	1,985,395	2,021,028	1,994,600	2,041,200	2,061,600
Property Tax		9,810,589	9,877,072	9,966,701	10,027,800	10,101,800	10,222,500
4150-000	Library Special Tax	228,068	228,403	227,764	228,100	228,100	228,100
Assessments & Special Taxes		228,068	228,403	227,764	228,100	228,100	228,100
4200-000	Sales & Use Tax	1,161,781	1,165,637	1,074,228	1,297,400	1,200,000	1,400,000
4200-001	Sales Tax "In Lieu"	454,357	382,961	403,122	367,500	400,000	400,000
4201-000	PSAF - Prop 172 Sales Tax	222,734	206,501	215,887	196,200	200,000	206,000
Sales Tax		1,838,873	1,755,099	1,693,237	1,861,100	1,800,000	2,006,000
4230-001	Utility Tax - Water	207,120	191,406	225,997	273,300	320,100	528,500
4230-002	Utility Tax - Electric	832,345	784,320	825,616	784,300	802,600	1,258,000
4230-003	Utility Tax - Gas	282,011	263,218	282,301	263,200	265,500	387,900
4230-004	Utility Tax - Telephone	758,214	858,953	788,084	859,000	800,000	1,087,900
4230-006	Utility Tax - Cable	213,380	175,577	168,518	175,600	175,000	237,600
4230-008	Add'l 1% UUT - Salaries	414,147	479,844	429,597	499,600	450,000	-
4230-009	Add'l 2% UUT - Infrastructure	769,131	891,139	797,824	930,100	850,000	-
Utility Users Tax		3,476,347	3,644,458	3,517,936	3,785,100	3,663,200	3,499,900
4210-001	Franchise - Refuse	373,254	359,393	366,208	359,400	367,500	359,400
4210-002	Franchise - Cable TV	259,036	269,377	210,821	269,400	216,500	250,000
4210-003	Franchise - Electric	90,113	89,358	87,800	89,400	87,500	89,400
4210-004	Franchise - Gas	98,741	59,715	68,391	59,700	68,500	59,700
4220-000	Real Property Transfer	90,979	97,136	112,525	97,100	113,400	120,000
Other Taxes		912,123	874,979	845,746	875,000	853,400	878,500
4400-000	Business License	333,030	315,451	336,570	353,200	338,800	320,000
4410-000	Business License Permits	1,050	450	500	1,100	-	500
4420-000	Bus Lic Penalties & Trans	18,448	7,406	10,840	18,600	9,900	18,600
4430-000	Animal Licenses	10,167	10,358	12,468	10,300	10,900	10,300
4440-000	Tobacco Retail Permit	-	1,440	1,440	1,500	1,300	1,500
4445-000	Filming Permits	104,260	108,560	105,725	109,500	108,300	109,500
4460-000	Parking Permits	441,281	431,057	427,129	425,000	405,200	425,000
4465-001	Fire Permits	2,110	2,485	3,415	2,100	3,400	2,100
4470-002	Street / Curb Permits	8,440	7,685	17,120	8,500	8,700	8,500
4470-004	Street Closure Permits	1,745	5,174	745	1,800	700	1,800
4470-005	Newsrack Permits	1,400	1,490	2,360	1,400	1,500	1,400
4480-000	FOG Wastewater Permit	-	-	8,925	9,000	17,900	16,000
Licenses & Permits		921,930	891,556	927,237	942,000	906,600	915,200
4600-000	Vehicle Code Fines	211,294	178,229	187,282	180,000	120,000	120,000
4610-000	Parking Citations	465,482	423,171	336,322	350,000	361,600	360,000
4620-000	Other Court Fines	25,118	27,880	28,537	25,000	21,900	25,000
Fines & Forfeitures		701,894	629,280	552,140	555,000	503,500	505,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
4800-000	Interest Income	129,607	21,147	40,655	30,000	42,000	45,000
4805-000	Unrealized Gain / Loss	214	2,845	(13,559)	-	19,321	-
4815-000	Chamber Farmers Mkt Cap Impr	-	-	1,521	1,000	3,000	3,000
4820-000	Rental - Stables	46,310	46,185	52,515	50,000	50,000	51,000
4825-000	Rental - Tennis	-	-	-	-	56,260	39,120
4830-000	Rental - Golf Course	145,403	138,496	92,326	30,000	29,000	-
4830-001	Rental - Cellular Site	5,500	6,000	5,500	47,000	-	-
4830-002	Rental - Cell Phone Site	32,685	33,666	31,736	35,000	35,000	35,000
4830-003	Rental - Cell Site - AT&T	25,134	25,500	21,365	28,000	28,000	28,000
4830-004	Cell Phone - CW/Bilicke	30,843	26,916	30,186	30,000	30,000	30,000
4830-006	Cell Phone - Cingular OG	14,172	25,395	19,655	20,000	25,000	25,000
4830-009	Cell Phone - Metro PCS	19,800	27,990	29,390	21,000	30,000	30,000
4835-000	Rental - TWC	-	-	-	-	1,000	-
4840-000	Rental - War Memorial Building	58,735	58,397	49,098	49,500	50,000	50,000
4850-000	Rental - Eddie Park	4,883	6,277	4,904	4,000	4,000	4,000
4860-000	Rental - Library Comm Room	15,810	16,390	25,410	15,000	18,000	15,000
4870-000	Rental - Racquet Ball Ctr	7,020	7,020	7,020	127,020	-	-
4885-000	Rental - Sr Citizen Ctr	3,168	3,412	3,703	3,000	3,000	3,000
4890-000	Rental - Farmer's Market	-	3,500	1,619	10,000	10,000	10,000
4891-000	Rental - Orange Grove	180	400	920	500	800	1,000
4892-000	Rental - Misc	31,625	27,180	30,575	36,000	22,000	20,000
4893-000	Rental - Batting Cages	5,100	13,907	13,027	10,000	10,000	10,000
4894-000	Rental - Youth House	1,412	3,302	2,793	1,500	1,800	2,000
Use of Money & Property		577,601	493,925	444,848	548,520	443,270	401,120
5000-000	Motor Vehicle In Lieu	74,215	76,294	137,587	60,000	-	-
5020-000	State Reimb - Police Training	21,173	10,237	24,134	40,000	30,000	30,000
5030-000	State Mandated Cost	102	60	18,064	5,000	4,500	5,000
5035-001	State Grant - Direct Loan	34,737	29,708	12,973	22,000	12,000	10,000
5071-003	Miscellaneous Grants	34,734	-	-	-	2,700	-
5073-001	Grants-Police	3,853	25,824	10,207	-	8,600	-
5073-002	Grants-Fire	-	48,948	-	-	-	-
Revenue From Other Agencies		168,814	191,071	202,964	127,000	57,800	45,000
5150-001	Business License App Fee	21,396	18,705	15,216	15,000	15,000	15,000
5150-002	Non Sufficient Fund Chg	1,250	1,728	1,352	1,200	1,200	1,200
Current Services-Finance		22,646	20,433	16,568	16,200	16,200	16,200
5200-001	Community Development Misc l	1,362	662	595	1,400	1,500	1,500
5200-002	Planning Fees	83,434	78,473	110,177	80,000	125,000	125,000
5200-003	Plan Check	121,536	120,022	124,616	125,000	125,000	130,000
5200-004	Building Permits	184,582	231,487	272,323	240,000	250,000	260,000
5200-006	Code Reinspection Fee	-	-	-	-	100	-
5200-007	Administrative Citations	3,987	2,547	2,300	3,000	2,500	3,000
Current Services-Planning & Building		394,900	433,190	510,011	449,400	504,100	519,500
5220-001	Engineering Fees - Misc	23,136	27,800	31,620	23,100	23,000	25,000
5220-002	Engineering Plan Check	5,041	5,813	3,530	5,000	7,000	7,000
5222-000	AB939 Surcharge	-	-	-	-	125	125
5223-000	NPDES	132,355	131,993	131,496	132,400	125,000	125,000
Current Services-Public Works		160,532	165,606	166,646	160,500	155,125	157,125
5230-001	Police Special Svcs	7,581	8,963	11,919	8,000	5,000	7,000
5230-003	Police DUI Recovery	749	-	-	-	-	-
5230-004	Vehicle Impound Fees	41,700	30,015	28,930	35,000	25,000	35,000
5230-005	Police Svcs - Filming	208,696	244,016	208,543	210,000	200,000	200,000
5230-006	Patch Sales	38	19	4	-	-	-
5280-001	Animal Control Fees	2,315	2,062	2,257	2,000	1,200	1,000
Current Services-Police		261,080	285,075	251,653	255,000	231,200	243,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
5260-002	Library Fines	62,198	62,878	63,339	65,000	65,000	75,000
5260-003	Library Replacements	6,864	5,440	4,942	8,000	4,000	4,000
Current Services-Library		69,062	68,318	68,282	73,000	69,000	79,000
5265-002	Sr. Citizens Classes	4,703	7,105	16,038	5,700	11,000	10,000
5265-003	Sr. Citizens Membership	8,381	8,898	12,578	10,800	10,900	10,900
5265-004	Sr. Citizens Bus Trips	700	902	238	500	500	400
5265-005	Snr. Citizens Center Programs	815	384	72	400	200	200
5265-006	Bingo - Coffee - Med. I.D.	1,165	1,181	1,224	2,000	1,600	1,600
5270-001	Camp Med Fees	177,951	206,557	212,448	210,000	230,000	220,000
5270-002	Recreation Classes	117,741	134,800	157,167	125,000	150,000	150,000
5270-003	Special Events	6,783	6,626	7,243	6,500	7,500	5,500
5270-004	MTA Bus Pass - General	-	1,356	(2,534)	-	1,325	1,325
5270-005	Park/Field Reservations	42,263	37,763	43,693	35,000	35,000	35,000
5270-007	Adult Sports	15,700	16,260	17,514	15,000	8,500	10,000
5270-008	Concerts in the Park	16,971	10,400	10,305	13,000	13,000	12,000
Current Services-Community Services		393,171	432,232	475,985	423,900	469,525	456,925
5289-001	Fire Dept - Filming	122,213	127,175	106,585	122,200	122,200	122,200
5289-002	Fire Dept - Plan Check	10,785	15,714	67,167	50,000	60,000	50,000
5289-003	Hazmat Fees	11,888	7,970	4,980	-	-	-
5289-004	Fire Alarm Fees	(50)	-	200	-	-	-
5290-001	Paramedic Fees	368,696	383,393	400,705	368,700	375,000	380,000
5290-002	Dispatch Recovery Fee	-	(2,798)	-	-	-	-
5300-000	Paramedic Subscriptions	18,475	20,331	22,760	20,000	23,000	20,000
5305-001	Fire Miscellaneous	49	628	2,203	500	1,400	500
Current-Services-Fire		532,055	552,413	604,600	561,400	581,600	572,700
Current-Services-ALL		1,833,445	1,957,265	2,093,745	1,939,400	2,026,750	2,044,450
5400-000	Sale of Property	1,544	10,333	6,096	5,000	20,000	15,000
5420-000	Workers Comp Reimb	58,096	51,912	11,490	60,000	10,000	20,000
5425-000	Gen. Liability Insurance Reimb	100,000	-	15,619	30,000	11,500	20,000
5430-000	Damage to City Property	-	73	642	-	-	-
5440-000	Candidate Filing Fee	-	875	500	-	4,000	-
5450-000	Commissions	423	253	232	200	200	-
5460-000	Recycling Revenue	79,293	125,248	138,884	85,000	100,000	100,000
5490-000	Cash Over/Short Fin.	(5)	(62)	8	-	-	-
5490-001	Over/Short - Library	(42)	(7)	1	-	-	-
5490-002	Over/Short - Police	(55)	(296)	13	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	-	0	-	-	-	-
5490-004	Over Short - Senior Center	(0)	4	(3)	-	-	-
5501-001	Donations - Misc	2,970	15	1	-	-	-
5501-005	Donations - Library	(75)	75	1	-	20	-
5505-000	Miscellaneous	65,204	78,032	308,288	60,000	318,000	200,000
5505-001	Duplication Fees	9,145	4,288	2,593	7,500	4,000	5,000
5550-000	Prior Year Adjustment	24,489	(3,278)	(5,721)	-	-	-
Other Revenue		340,986	267,464	484,019	247,700	471,920	360,000
5610-000	Reimbursement-Sewer Fund	-	-	69,022	69,022	69,022	69,022
5630-000	Reimbursement-CRA Fund	-	43,308	43,308	43,307	43,307	43,307
5640-000	Reimbursement-Water Fund	-	414,362	414,362	414,360	414,360	414,360
Reimbursements From Other Funds		-	457,670	526,692	526,689	526,689	526,689
9911-000	Transfers from Other Fund	7,097	-	4,160	-	1,183	100,000
Transfers In		7,097	-	4,160	-	1,183	100,000
101 - GENERAL FUND TOTAL		20,817,768	21,268,242	21,487,191	21,663,409	21,584,212	21,732,459

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
9911-000	Transfers from Other Fund	-	-	-	-	-	672,000
Revenue From Other Agencies		-	-	-	-	-	672,000
105 - FAC & EQUIP CAPITAL TOTAL		-	-	-	-	-	672,000
5037-000	Prop 1B Local Return	383,908	-	-	-	-	-
Revenue From Other Agencies		383,908	-	-	-	-	-
200 - PROP 1B LOCAL RETURN TOTAL		383,908	-	-	-	-	-
5077-004	MTA Grant - Pedestrian Imp	312,076	-	-	125,906	-	-
5077-041	MTA Grant - Ped. Improv. - LTI	270,000	-	-	30,000	-	-
Revenue From Other Agencies		582,076	-	-	155,906	-	-
201 - MTA PEDESTRIAN IMPROVEMEN		582,076	-	-	155,906	-	-
5036-002	State Grant - Traffic Improve	219,479	95	-	-	618,426	-
Revenue From Other Agencies		219,479	95	-	-	618,426	-
204 - TRAFFIC IMPROVEMENT TOTAL		219,479	95	-	-	618,426	-
4200-000	Sales & Use Tax	372,491	328,144	349,371	348,144	348,144	389,484
Sales Tax		372,491	328,144	349,371	348,144	348,144	389,484
5266-000	Dial - A - Ride Charges	2,766	3,815	4,492	3,700	5,000	5,000
Charges for Current Services		2,766	3,815	4,492	3,700	5,000	5,000
5500-000	MTA Bus Pass - Senior	11,305	-	(710)	12,000	6,050	6,050
5500-002	MTA Bus Pass - General	(677)	-	-	1,000	-	-
5505-000	Miscellaneous	-	17,342	-	-	9,042	-
5550-000	Prior Year Adjustment	-	-	758	-	-	-
Other Revenue		10,628	17,342	48	13,000	15,092	6,050
205 - LOCAL TRANSIT RETURN "A" TC		385,885	349,301	353,911	364,844	368,236	400,534
4200-000	Sales & Use Tax	310,057	272,210	290,172	288,126	288,126	323,067
Sales Tax		310,057	272,210	290,172	288,126	288,126	323,067
4800-000	Interest Income	9,297	10,377	9,391	8,400	7,500	8,000
4805-000	Unrealized Gain / Loss	(1,072)	1,421	(3,163)	-	2,181	-
Use of Money & Property		8,225	11,798	4,643	8,400	4,713	8,000
207 - LOCAL TRANSIT RETURN "C" TC		318,282	284,007	294,815	296,526	292,839	331,067
5077-041	MTA Grant - Ped. Improv. - LTI	329,213	-	-	-	-	-
Revenue From Other Agencies		329,213	-	-	-	-	-
208 - ISTE/METRO TOTAL		329,213	-	-	-	-	-
4800-000	Interest Income	11,433	11,008	13,365	10,300	8,000	8,000
4805-000	Unrealized Gain / Loss	(1,445)	1,482	(4,417)	-	3,217	-
Use of Money & Property		9,988	12,490	6,828	10,300	4,684	8,000
5310-000	Sewer Service Charges	553,545	654,657	756,854	920,000	979,758	1,166,257
5315-000	Penalty - Sewer	1,826	2,388	2,826	2,000	-	-
Charges for Current Services		555,371	657,046	759,679	922,000	979,758	1,166,257
5550-000	Prior Year Adjustment	960	-	68	-	-	-
5900-000	Capital Contributions	-	-	-	-	-	1,500,000
Other Revenue		960	-	68	-	-	1,500,000
9911-000	Transfers from Other Fund	-	360,000	-	-	-	-
Transfers In		-	360,000	-	-	-	-
210 - SEWER TOTAL		566,318	1,029,536	766,575	932,300	984,442	2,674,257

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
5071-006	Federal Grant - Rogan HR 5394	-	109	-	-	25	-
Revenue From Other Agencies		-	109	-	-	25	-
9911-000	Transfers from Other Fund	-	-	-	-	45,546	-
Transfers In		-	-	-	-	45,546	-
211 - CTC TRAFFIC IMPROVEMENT TO		-	109	-	-	45,571	-
5077-007	MTA Crossing Study	-	-	-	125,000	-	-
Revenue From Other Agencies		-	-	-	125,000	-	-
212 - RAIL CROSSING IMPRV STUDY F		-	-	-	125,000	-	-
4100-000	Street Light Assessments	885,515	883,681	882,098	885,000	885,000	885,000
Assessments & Special Taxes		885,515	883,681	882,098	885,000	885,000	885,000
5425-000	Gen. Liability Insurance Reimb	(2,268)	-	-	-	-	-
5430-000	Damage to City Property	20,689	16,161	24,456	10,000	10,000	10,000
5501-012	Donations - Tree Dedications	11,050	10,050	15,635	-	10,000	-
5505-000	Miscellaneous	4,240	-	1,000	-	-	-
5550-000	Prior Year Adjustment	-	-	(3,954)	-	-	-
Other Revenue		33,711	26,211	37,138	10,000	20,000	10,000
215 - LIGHTING & LANDSCAPING TOT		919,226	909,892	919,236	895,000	905,000	895,000
5071-012	CA Safe Routes Grant	-	-	-	225,000	-	-
Revenue From Other Agencies		-	-	-	225,000	-	-
216 - SAFE ROUTES TO SCHOOL TOTA		-	-	-	225,000	-	-
4800-000	Interest Income	1,113	614	-	1,000	-	-
4805-000	Unrealized Gain / Loss	(50)	229	-	-	-	-
Use of Money & Property		1,063	843	-	1,000	-	-
5071-003	Miscellaneous Grants	-	-	-	165,000	-	-
5071-014	Garfield Repaving Phase II	50,000	25,000	-	-	-	-
5074-000	Tree Partnership Grant	-	-	20,750	-	-	-
5082-000	AB 2766 (SCAQMD) Fees	29,964	22,022	29,608	15,000	-	15,000
Revenue From Other Agencies		79,964	47,022	50,358	180,000	-	15,000
5550-000	Prior Year Adjustment	-	-	7,227	-	-	-
Other Revenue		-	-	7,227	-	-	-
218 - CLEAN AIR ACT TOTAL		81,027	47,866	57,584	181,000	-	15,000
5412-000	Business Improvent Tax	105,341	99,274	105,885	105,000	105,000	105,000
5412-001	BIT - Filming Permits	39,060	40,635	39,591	36,000	40,000	35,000
Other Revenue		144,401	139,909	145,475	141,000	145,000	140,000
220 - BUSINESS IMPROVEMENT TAX T		144,401	139,909	145,475	141,000	145,000	140,000
5035-019	MTA F/O Traffic Improvement	-	41,250	-	-	-	-
Revenue From Other Agencies		-	41,250	-	-	-	-
222 - MTA BUS PURCHASE FUND TOTA		-	41,250	-	-	-	-
4800-000	Interest Income	33	4	-	-	-	-
4805-000	Unrealized Gain / Loss	(10)	(1)	-	-	-	-
Use of Money & Property		23	3	-	-	-	-
5455-000	Parking Assessment Fees	8,845	-	-	-	-	-
5505-000	Miscellaneous	750	-	-	-	-	-
Other Revenue		9,595	-	-	-	-	-
9911-000	Transfers from Other Fund	-	24,136	-	-	-	-
Transfers In		-	24,136	-	-	-	-
225 - MISSION OAKS PARKING TOTAL		9,618	24,138	-	-	-	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
4460-001	Parking Revenue	13,549	-	-	-	-	-
Licenses & Permits		13,549	-	-	-	-	-
5490-005	Cash Over/Short - Parking	10	-	-	-	-	-
Other Revenue		10	-	-	-	-	-
9911-000	Transfers from Other Fund	273	-	-	-	-	-
Transfers In		273	-	-	-	-	-
226 - MISSION MERIDIAN PUBLIC GAR		13,832	-	-	-	-	-
4000-000	Property Tax - Current Secured	403,390	383,152	416,920	403,390	403,390	340,600
4010-000	Property Tax - Unsecured	63,959	64,812	65,837	63,959	63,959	-
4060-000	Supplemental - Sec/Unsec	7,597	(8,219)	305	7,597	7,597	-
Property Tax		474,946	439,744	483,062	474,946	474,946	340,600
4800-000	Interest Income	52,995	13,206	7,774	5,000	5,000	-
4880-000	Rental - Nursery Property	-	12,000	18,000	18,000	18,000	-
Use of Money & Property		52,995	25,206	25,774	23,000	23,000	-
227 - CRA TOTAL		527,942	464,950	508,837	497,946	497,946	340,600
4000-000	Property Tax - Current Secured	100,848	95,788	104,230	100,848	100,848	39,600
4010-000	Property Tax - Unsecured	15,990	16,203	16,459	15,990	15,990	-
4060-000	Supplemental - Sec/Unsec	1,899	(2,055)	76	1,899	1,899	-
Property Tax		118,737	109,936	120,766	118,737	118,737	39,600
4800-000	Interest Income	13,249	3,301	1,944	1,500	1,500	-
4810-000	Rental - Arroyo House	11,462	-	-	-	-	-
Use of Money & Property		24,711	3,301	1,944	1,500	1,500	-
5550-000	Prior Year Adjustment	3	-	-	-	-	-
Other Revenue		3	-	7,840	-	-	-
229 - CRA HOUSING TOTAL		143,450	113,238	130,549	120,237	120,237	39,600
4800-000	Interest Income	10,987	12,626	7,305	6,500	8,000	7,000
4805-000	Unrealized Gain / Loss	(1,562)	2,097	(2,479)	-	3,577	-
Use of Money & Property		9,425	14,723	3,698	6,500	4,300	7,000
5036-001	Transportation Improvement	218,312	233,724	-	-	-	-
5038-000	R&TC 7360 Tax	-	-	206,947	257,165	272,921	280,929
5039-000	State Gas Tax - 2105	138,601	140,876	120,820	137,072	126,443	125,095
5040-000	State Gas Tax - 2106	85,091	87,118	75,122	84,616	89,396	88,469
5050-000	State Gas Tax - 2107	184,471	187,758	161,110	182,605	179,385	179,528
5060-000	State Gas Tax - 2107.5	6,000	6,000	-	6,000	6,000	6,000
Revenue From Other Agencies		632,476	655,476	564,000	667,458	674,145	680,021
5550-000	Prior Year Adjustment	5,944	36,902	-	-	300	-
Other Revenue		5,944	36,902	-	-	300	-
230 - STATE GAS TAX TOTAL		647,844	707,101	567,698	673,958	678,745	687,021
5084-008	County Park Bond - Maint	-	-	-	16,600	-	-
Revenue From Other Agencies		-	-	-	16,600	-	-
232 - COUNTY PARK BOND TOTAL		-	-	-	16,600	-	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
4200-000	Sales & Use Tax	-	163,782	216,613	221,613	221,613	242,307
Sales Tax		-	163,782	216,613	221,613	221,613	242,307
4800-000	Interest Income	-	1,701	6,910	5,000	7,000	6,000
4805-000	Unrealized Gain / Loss	-	254	(2,468)	-	2,953	-
Use of Money & Property		-	1,956	3,312	5,000	3,652	6,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
233 - MEASURER TOTAL		-	165,737	219,925	226,613	225,265	248,307
9911-000	Transfers from Other Fund	18,388	-	-	-	-	-
Transfers In		18,388	-	-	-	-	-
235 - STATEPARK BOND TOTAL		18,388	-	-	-	-	-
4800-000	Interest Income	557	-	-	500	92	-
4802-000	Gain / Loss on Investments	-	-	-	-	(108)	-
4805-000	Unrealized Gain / Loss	(52)	-	-	-	34	-
Use of Money & Property		505	-	-	500	19	-
5035-000	SB 821 State Grants	5,958	(5,914)	-	12,486	-	13,818
Revenue From Other Agencies		5,958	(5,914)	-	12,486	-	13,818
245 - BIKE & PEDESTRIAN PATHS TOT.		6,463	(5,914)	-	12,986	19	13,818
5033-002	EE Climate Action Plan	-	-	107	-	2,000	-
Revenue From Other Agencies		-	-	107	-	2,000	-
245 - BIKE & PEDESTRIAN PATHS TOT.		-	-	107	-	2,000	-
4805-000	Unrealized Gain / Loss	-	(29)	-	-	-	-
Use of Money & Property		-	(19)	-	-	-	-
5070-001	ARRA JAG Grant	-	17,157	-	-	-	-
5070-002	ARRA Infrastructure Grant	-	-	289,602	897,000	-	-
Revenue From Other Agencies		-	17,157	289,602	897,000	-	-
250 - ARRA INFRASTRUCTURE GRANT		-	17,139	289,620	897,000	-	-
4800-000	Interest Income	5,878	912	26	5,300	183	100
4802-000	Gain / Loss on Investments	-	-	-	-	(208)	-
4805-000	Unrealized Gain / Loss	(608)	(65)	(10)	-	108	-
Use of Money & Property		5,270	847	16	5,300	83	100
5215-000	Growth Requirement - Residen	36,654	15,088	43,555	12,500	19,074	15,000
5216-000	Growth Requirement - Comm/Ind	(1,002)	2,404	-	1,000	83	-
Charges for Current Services		35,652	17,492	43,555	13,500	19,237	15,000
255 - CAPITAL GROWTH TOTAL		40,923	18,338	43,571	18,800	19,320	15,100
5075-030	Administration - D96571	-	-	-	96,927	-	-
5075-031	Residential Rehabilitation	13,480	1,895	4,985	-	-	-
5075-032	Sr. Program - D99575	22,237	22,142	22,141	-	19,571	-
5075-049	ADA Sidewalk Repairs	79,027	29,785	43,690	-	65,201	-
5075-050	ADA Access Ramps	20,485	23,191	33,632	-	-	-
Revenue From Other Agencies		135,229	77,013	258,106	96,927	84,772	-
5501-003	Donations - Senior Meals	4,490	10,250	21,522	-	29,480	30,000
5550-000	Prior Year Adjustment	12,268	-	-	-	-	-
Other Revenue		16,758	10,250	21,522	-	29,480	30,000
260 - CDBG TOTAL		151,987	87,263	279,628	96,927	114,252	30,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
5075-060	Hawthorne St. Improvements	-	33,639	-	-	-	-
Revenue From Other Agencies		-	33,639	-	-	-	-
261 - CDBG-R TOTAL		-	33,639	0	-	-	-
4800-000	Interest Income	523	597	517	500	500	500
4805-000	Unrealized Gain / Loss	(60)	76	(176)	-	120	-
Use of Money & Property		463	673	255	500	344	500
5075-001	Asset Forfeiture - DOJ	2,964	-	-	-	-	-
Revenue From Other Agencies		2,964	-	-	-	-	-
270 - ASSET FORFEITURE TOTAL		3,427	673	255	500	344	500
4800-000	Interest Income	109	119	34	-	-	-
4805-000	Unrealized Gain / Loss	(12)	15	(21)	-	-	-
Use of Money & Property		97	134	13	-	-	-
271 - POLICE GRANTS - FEDERAL TOTAL		97	134	13	-	-	-
4800-000	Interest Income	5,994	5,328	5,508	5,400	3,341	3,000
4805-000	Unrealized Gain / Loss	(708)	884	(1,936)	-	1,547	-
Use of Money & Property		5,287	6,212	2,698	5,400	1,505	3,000
5005-000	State Grant - COPS (AB3229)	76,390	100,000	100,000	100,000	100,000	-
5550-000	Prior Year Adjustment	-	23,610	-	-	-	-
Revenue From Other Agencies		76,390	123,610	100,000	100,000	100,000	-
272 - POLICE GRANTS - STATE TOTAL		81,677	129,822	102,698	105,400	101,505	3,000
4800-000	Interest Income	132	145	125	100	100	-
4805-000	Unrealized Gain / Loss	(15)	18	(43)	-	-	-
Use of Money & Property		117	163	62	100	100	-
273 - POLICE SUBVENTIONS - CLEET TOTAL		117	163	62	100	100	-
5036-000	Homeland Security Grant	4,026	276,329	1,961	271,000	268,790	-
Charges for Current Services		4,026	276,329	1,961	271,000	268,790	-
274 - HOMELAND SECURITY GRANT TOTAL		4,026	276,329	1,961	271,000	268,790	-
5200-008	Park Impact Fees	83,002	43,152	71,876	27,000	21,000	-
Charges for Current Services		83,002	43,152	71,876	27,000	21,000	-
275 - PARK IMPACT FEE		83,002	43,152	71,876	27,000	21,000	-
5035-002	State Grant - Public Lib	8,782	9,149	8,853	9,000	-	-
Revenue From Other Agencies		8,782	9,149	8,853	9,000	-	-
280 - PUBLIC LIBRARY FUNDS GRANT		8,782	9,149	8,853	9,000	-	-
4800-000	Interest Income	31,502	33,228	6,271	28,400	86	-
4805-000	Unrealized Gain / Loss	(3,465)	4,376	(2,092)	-	-	-
Use of Money & Property		28,037	37,604	3,996	28,400	86	-
290 - 99 PASADENA AVE TOTAL		28,037	37,604	145,996	28,400	86	-
5275-001	Green Fees / Mini Golf	-	-	-	-	525,000	658,482
5275-002	Range	-	-	-	-	310,000	353,841
5275-003	Golf Shop	-	-	-	-	39,000	39,500
5275-004	Food	-	-	-	-	175,000	180,354
5275-005	Filming	-	-	-	-	35,000	40,000
Charges for Current Services		-	-	-	-	1,084,000	1,272,177
295-ARROYO SECO GOLF COURSE		-	-	-	-	1,084,000	1,272,177

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
4800-000	Interest Income	215,428	196,078	136,892	250,000	110,000	100,000
4805-000	Unrealized Gain / Loss	(19,424)	22,230	(45,951)	-	-	-
Use of Money & Property		196,004	218,308	69,460	250,000	110,000	100,000
5320-000	Water Sales	2,139,520	1,761,431	2,161,889	3,350,000	6,041,633	7,207,277
5325-000	Standby Service Charge	791,069	2,033,452	2,515,241	3,669,800	-	-
5326-000	Water CIP Surcharge	1,375,500	165,016	(18)	-	-	-
5327-000	Efficiency Fee	-	-	50,758	250,000	225,000	225,000
5330-000	Private Fire Service	12,128	30,047	32,044	12,000	33,000	33,000
Charges for Current Services		4,318,217	3,989,946	4,759,913	7,281,800	6,299,633	7,465,277
5340-000	Sales to Other Facilities	34,228	32,120	3,741	15,000	-	-
5360-000	Rubbish Clearing	(12,583)	(2,150)	(38,934)	-	220,000	-
5370-000	Penalty - Water/Rubbish	34,964	34,803	38,838	36,000	50,000	40,000
5430-000	Damage to City Property	3,308	2,708	298	-	500	-
5505-000	Miscellaneous	1,800	1,092	877	-	-	-
5510-000	Misc Service Revenue	8,706	8,574	7,165	3,000	5,600	3,000
5520-000	AB 939 Holding	(3)	-	-	-	-	-
5525-000	Yard Waste	672	164	(1,208)	-	-	-
5530-000	Rubbish Billing Fees	125,181	120,806	123,473	100,000	120,000	100,000
5540-000	Service Fees	31,327	74,385	34,726	30,000	22,000	20,000
5550-000	Prior Year Adjustment	(73,219)	-	4,695	-	-	-
5560-000	Sewer Billing Fees	17,059	20,170	23,324	17,000	26,000	25,000
Other Revenue		171,439	292,672	196,996	201,000	444,100	188,000
9911-000	Transfers from Other Fund	-	-	1,478,150	8,262,750	8,362,750	-
Transfers In		-	-	1,478,150	8,262,750	8,362,750	-
500 - WATER TOTAL		4,685,660	4,500,926	6,504,519	15,995,550	15,216,483	7,753,277
4800-000	Interest Income	31,524	450,734	365,917	250,000	125,000	100,000
Use of Money & Property		31,524	450,734	367,622	250,000	125,000	100,000
9911-000	Transfers from Other Fund	-	2,500	2,500	-	-	2,045,700
Transfers In		-	2,500	2,500	-	-	2,045,700
550 - PUBLIC FINANCING TOTAL		31,524	453,234	370,122	250,000	125,000	2,145,700
CITYWIDE TOTAL		31,234,380	31,147,022	33,271,077	44,228,002	43,418,817	39,409,417

Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
101 Wages & Benefits	13,733,293	14,330,231	14,270,338	14,873,008	14,281,356	14,727,550
101 Operations & Maintenance	4,897,413	5,235,414	4,687,452	5,315,862	4,878,755	5,375,413
101 Capital Outlay	222,730	299,274	90,482	168,000	336,002	98,000
101 Other Expenses	-	-	-	-	-	-
101 Transfer Out	18,388	384,136	138,019	-	-	622,000
101 Capital Projects	764,512	1,631,297	498,797	1,504,000	1,637,000	1,555,000
101 - General Fund Total	19,636,335	21,880,352	19,685,088	21,860,870	21,133,113	22,377,963
105 Wages & Benefits	-	-	-	-	-	-
105 Operations & Maintenance	-	-	-	-	-	-
105 Capital Outlay	-	-	-	-	-	-
105 Other Expenses	-	-	-	-	-	-
105 Transfer Out	-	-	-	-	-	-
105 Capital Projects	-	-	-	-	-	184,500
105 - Facility and Equipment Capital Total	-	-	-	-	-	184,500
201 Wages & Benefits	-	-	-	-	-	-
201 Operations & Maintenance	-	-	-	-	-	-
201 Capital Outlay	-	-	-	-	-	-
201 Other Expenses	-	-	-	-	-	-
201 Transfer Out	-	-	-	-	-	-
201 Capital Projects	360,459	-	200,443	-	51,482	-
201 - MTA Pedestrian Improvement Total	360,459	-	200,443	-	51,482	-
204 Wages & Benefits	-	109	131	-	-	-
204 Operations & Maintenance	-	-	-	-	-	-
204 Capital Outlay	-	-	-	-	-	-
204 Other Expenses	-	-	-	-	-	-
204 Transfer Out	-	-	-	-	-	-
204 Capital Projects	-	80	2,067,977	-	515,260	-
204 - Traffic Improvement Total	-	189	2,068,108	-	515,260	-
205 Wages & Benefits	354,971	266,496	221,800	163,079	178,488	171,251
205 Operations & Maintenance	187,900	105,997	90,054	15,000	12,500	15,000
205 Capital Outlay	6,001	-	-	-	-	-
205 Other Expenses	-	-	-	-	-	-
205 Transfer Out	-	-	-	-	-	-
205 Capital Projects	-	-	-	-	-	-
205 - Prop "A" Total	548,872	372,494	311,854	178,079	190,988	186,251
207 Wages & Benefits	191,144	221,379	189,779	216,945	233,137	245,071
207 Operations & Maintenance	2,770	39,233	76,219	129,950	105,960	124,400
207 Capital Outlay	-	-	11,167	14,000	14,000	-
207 Other Expenses	-	-	-	-	-	-
207 Transfer Out	-	-	-	-	-	-
207 Capital Projects	29,586	6,372	15,093	100,000	100,000	100,000
207 - Prop "C" Total	223,499	266,983	292,257	460,895	453,097	469,471

Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	255,781	290,795	320,290	398,019	324,414	391,020
Operations & Maintenance	132,453	158,093	236,513	316,500	544,104	329,854
Capital Outlay	-	-	3,900	-	-	350,000
Other Expenses	-	-	63,752	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	164,074	376,974	90,939	111,655	277,781	275,000
210 - Sewer Total	552,308	825,862	715,394	826,174	1,146,299	1,345,874
Wages & Benefits	-	109	213	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	80	500,444	-	3,491	-
211 - CTC Traffic Improvement Total	-	189	500,657	-	3,491	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	125,000	-	125,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
212 - Rail Crossing Imprv Study Total	-	-	-	125,000	-	125,000
Wages & Benefits	158,211	171,091	111,499	77,449	132,931	75,066
Operations & Maintenance	684,021	752,214	792,893	800,876	715,556	874,536
Capital Outlay	2,369	1,612	-	-	-	20,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	8,800	-	-	-	-	-
215 - Lighting & Landscaping District Total	853,400	924,917	904,392	878,325	848,487	969,602
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	8,071	37,012	9,932	13,600	-	13,600
Capital Outlay	120,721	54,348	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	389,350	54,491	73,000	600	73,000
218 - Clean Air Act Total	128,791	480,710	64,422	86,600	600	86,600
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	146,859	151,790	124,777	173,000	120,500	148,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
220 - Business Improvement Tax Total	146,859	151,790	124,777	173,000	120,500	148,000

Expenditure Summary by Fund

Category/Fund	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	30,576	68,700	(205)	-	600	-
223 - Gold Line Mitigation Total	30,576	68,700	(205)	-	600	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	7,094	2,631	517	-	300	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
225 - Mission Oaks Parking Total	7,094	2,631	517	-	300	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	74,494	21,913	31,379	30,797	34,000	30,797
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
226 - Mission Meridian Public Garage Total	74,494	21,913	31,379	30,797	34,000	30,797
Wages & Benefits	59,095	61,056	63,610	85,235	72,780	161,000
Operations & Maintenance	247,154	460,674	262,766	467,258	193,295	179,600
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	1,012,977	-	-	-	-
227 - Successor Agency to CRA Total	306,248	1,534,707	326,377	552,493	266,075	340,600
Wages & Benefits	61,170	64,126	68,331	78,853	57,629	-
Operations & Maintenance	62,657	66,784	68,606	98,256	60,238	39,600
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
229 - Successor Agency to CRA Housing Tol	123,827	130,911	136,937	177,109	117,867	39,600
Wages & Benefits	313,498	340,160	365,821	397,365	333,689	393,353
Operations & Maintenance	92,574	134,056	110,058	148,300	159,300	238,300
Capital Outlay	-	137,435	-	112,000	-	132,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	4,000	-	-	-
Capital Projects	80	342,170	-	-	-	-
230 - State Gas Tax Total	406,151	953,822	479,879	657,665	492,989	763,653

Expenditure Summary by Fund

Category/Fund	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	21,337	17,069	19,234	16,600	16,600	16,600
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	13,404	-	-	-	-	-
232 - County Park Bond Total	34,741	17,069	19,234	16,600	16,600	16,600
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	455,000	455,000	268,000
233 - Measure R Total	-	-	-	455,000	455,000	268,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	11,140	-	40	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	36,000	5,000	31,000
245 - Bike & Pedestrian Paths Total	-	-	11,140	36,000	5,040	31,000
Wages & Benefits	-	-	238	-	2,269	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
247 - SGVCOG Grant Total	-	-	238	-	2,269	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	17,157	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	761,000	136,000	-	136,000
250 - ARRA Infrastructure Grant Total	-	17,157	761,000	136,000	-	136,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	42,880	41,479	48,648	41,927	44,024	30,890
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	1	-	-	-
Capital Projects	99,513	52,976	230,979	55,000	72,520	122,498
260 - CDBG Total	142,393	94,455	279,628	96,927	116,545	153,388

Expenditure Summary by Fund

Category/Fund	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	8,191	893	-	-	-	-
Capital Outlay	97,147	110,085	35,125	-	163,477	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
272 - Police Grants - State (COPS) Total	105,337	110,977	35,125	-	163,477	-
Wages & Benefits	-	-	2,341	-	-	-
Operations & Maintenance	-	-	3,232	-	-	-
Capital Outlay	95,463	454,576	42,429	57,000	272,931	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
274 - Homeland Security Grant Total	95,463	454,576	48,001	57,000	272,931	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	22,680	5,187	9,370	-	-
Capital Outlay	-	-	-	-	-	125,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
275 - Park Impact Fees Total	-	22,680	5,187	9,370	-	125,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	8,453	2,785	4,552	9,000	-	-
Capital Outlay	-	3,955	7,050	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
280 - Public Library Funds Grant Total	8,453	6,740	11,602	9,000	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	46,729	-
Capital Projects	-	140,697	1,159,525	-	-	-
290 - 99 Pasadena Ave Total	-	140,697	1,159,525	-	46,729	-
Wages & Benefits	-	-	-	-	499,762	555,500
Operations & Maintenance	-	-	-	-	385,950	437,386
Capital Outlay	-	-	-	-	50,000	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	100,000
Capital Projects	-	-	-	-	-	-
295 - Arroyo Seco Golf Course Total	-	-	-	-	935,712	1,092,886

Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	1,287,070	1,506,767	1,534,117	1,662,216	1,396,779	1,575,403
Operations & Maintenance	2,772,705	3,251,665	3,306,115	4,315,061	3,690,872	4,354,141
Capital Outlay	39,319	67,776	111,518	80,000	41,301	150,000
Other Expenses	-	-	125,516	-	-	-
Transfer Out	-	2,500	369,031	-	798,735	2,045,700
Capital Projects	281	1,095,779	25,730	8,362,750	8,362,750	-
500 - Water Total	4,099,374	5,924,486	5,472,028	14,420,027	14,290,437	8,125,244
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	235,599	2,124,588	-	-	-	2,045,700
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	8,362,750	-
Capital Projects	-	-	-	-	-	-
550 - Public Financing Authority Total	235,599	2,124,588	-	-	8,362,750	2,045,700
Wages & Benefits	16,414,230	17,252,319	17,148,508	17,952,169	17,513,234	18,295,214
Operations & Maintenance	9,632,623	12,626,970	9,889,274	12,026,357	10,961,994	14,378,817
Capital Outlay	624,998	1,146,217	301,670	431,000	877,712	875,000
Other Expenses	-	-	189,268	-	-	-
Transfer Out	25,759	386,636	515,210	-	9,208,214	2,767,700
Capital Projects	1,651,112	6,227,415	5,978,866	10,833,405	11,481,484	2,744,998
CITYWIDE TOTAL	28,348,722	37,639,557	34,022,796	41,242,931	50,042,639	39,061,729

General Fund Analysis

Revenue Category	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Property Taxes	9,810,589	9,877,072	9,966,701	10,027,800	10,101,800	10,222,500
Sales Taxes	1,838,873	1,755,099	1,693,237	1,861,100	1,800,000	2,006,000
Utility Users Taxes	3,476,347	3,644,458	3,517,936	3,785,100	3,663,200	3,499,900
Franchise Fees	821,143	777,843	733,221	777,900	740,000	758,500
License & Permits	921,930	891,556	927,237	942,000	906,600	915,200
Fines & Forfeitures	701,894	629,280	552,140	555,000	503,500	505,000
Use of Money & Property	577,601	493,925	444,848	548,520	443,270	401,120
Other Agencies	168,814	191,071	202,964	127,000	57,800	45,000
Current Services	1,833,445	1,957,265	2,093,745	1,939,400	2,026,750	2,044,450
All Other Revenues	667,131	1,050,674	1,355,161	1,099,589	1,341,292	1,334,789
Total GF Revenues	20,817,768	21,268,242	21,487,191	21,663,409	21,584,212	21,732,459

Department/Program Exp	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2011/12
City Council	47,728	40,027	43,998	50,231	43,306	54,481
City Clerk						
City Clerk	276,539	287,049	313,808	351,241	353,351	389,387
Elections	42,514	90,238	721	139,850	76,109	650
City Manager						
City Manager	599,009	743,368	829,260	896,384	816,421	895,980
Personnel	131,096	109,587	90,903	101,700	103,118	125,400
Transportation Planning	164,082	236,680	124,970	272,000	114,322	272,000
Legal Services	321,998	236,519	205,408	235,000	235,000	235,000
Finance						
Finance	419,183	391,581	452,399	448,839	437,633	434,939
Information System	170,814	203,007	206,123	266,630	266,400	195,500
City Treasurer	10,318	10,389	9,595	8,722	5,367	8,722
Non-Dept./Overhead	1,084,820	1,256,094	1,291,034	1,563,790	1,500,339	1,663,589
Police	7,151,514	7,128,084	6,779,583	6,896,720	6,863,749	6,777,355
Fire	3,781,911	3,939,057	3,821,609	4,125,366	4,048,233	4,063,814
Public Works						
Environmental Services	214,634	148,188	113,290	184,635	89,147	153,688
Administration & Engineeri	477,351	745,609	458,460	482,540	320,634	473,332
Street Maintenance	-	2,700	-	-	-	-
Park Maintenance	400,060	349,226	309,038	350,853	348,593	434,480
Facilities Maintenance	458,080	696,771	556,351	627,284	581,172	633,373
Planning & Building	831,614	919,698	913,863	960,429	914,837	937,848
Library	1,578,836	1,571,656	1,586,023	1,528,146	1,532,319	1,525,231
Community Services						
Senior Services	169,484	160,275	213,890	216,468	211,486	231,856
Community Services	138,937	196,882	193,777	209,714	199,124	210,808
Recreation and Youth Serv	382,914	426,369	534,169	440,328	435,451	483,530
Capital Projects	764,512	1,631,297	498,797	1,504,000	1,637,000	1,555,000
Misc/Transfers Out	18,388	360,000	138,019	-	-	622,000
Total GF Expenses	19,636,335	21,880,352	19,685,088	21,860,870	21,133,113	22,377,963

Capital Improvement Projects

Category	CIP	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
			2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Street	9290	Local Street Improvements	45,430	753,840	-	-	-	-
		200 - PROP 1B LOCAL RETURN (FUND CL	45,430	753,840	-	-	-	-
Street	9205	Fair Oaks/Mission Ped. Improv.	360,459	-	-	-	-	-
Street	9248	Fair Oaks Improvement	-	-	200,443	-	51,482	-
		201 - MTA PEDESTRIAN IMPROVEMENT 1	360,459	-	200,443	-	51,482	-
Street	9278	Fair Oaks/ Orange Grove Imprv.	-	80	2,067,977	-	515,260	-
		204 - TRAFFIC IMPROVEMENT TOTAL	-	80	2,067,977	-	515,260	-
Street	9205	Fair Oaks/Mission Ped. Improv.	29,586	-	-	-	-	-
Street	9212	Garfield Repaving, Phase II	-	6,372	-	-	-	-
Street	9220	Bus Stop Improvement Program	-	-	15,093	-	-	-
Street	9377	Pasadena Ave Improvements	-	-	-	100,000	100,000	-
Street	9390	Mission St Improvements	-	-	-	-	-	100,000
		207 - PROP "C" TOTAL	29,586	6,372	15,093	100,000	100,000	100,000
Street	9281	Traffic Signal Fair Oaks/Bank	2,150	-	-	-	-	-
Street	9311	SR 110 Hook Ramp Proj. - City	-	-	329,213	-	-	-
		208 - ISTE/METRO TOTAL	2,150	-	329,213	-	-	-
Sewer	9146	Spot Repairs to Sewers	164,074	105,584	32,858	-	50,000	-
Sewer	9254	Asset Management Software	-	-	-	48,000	11,098	-
Sewer	9347	Replacement Manholes	-	-	-	10,000	-	-
Sewer	9359	Peterson Ave. Sewer Repairs	-	223,125	-	-	-	-
Sewer	9370	Citywide Sewer Video Phase II	-	47,912	49,899	-	-	-
Sewer	9371	Empress St Improvements	-	353	-	-	-	-
Sewer	9374	Park Ave Improvements	-	-	-	-	140,634	-
Sewer	9375	Citywide Sewer Video Phase III	-	-	8,181	-	19,462	-
Sewer	9378	Citywide Sewer Video Phase IV	-	-	-	53,655	28,215	-
Sewer	9390	Mission St Improvements	-	-	-	-	-	27,000
Sewer	9392	Mound Ave Improvements	-	-	-	-	-	12,000
Sewer	9393	Oxley St Improvements	-	-	-	-	-	26,000
Sewer	9394	Rollin St Improvements	-	-	-	-	-	210,000
Sewer	9400	Sewer Capital Projects	-	-	-	-	28,372	-
		210 - SEWER TOTAL	164,074	376,974	90,939	111,655	277,781	275,000
Street	9311	SR 110 Hook Ramp Proj. - City	-	80	500,444	-	3,491	-
		211 - CTC TRAFFIC IMPROVEMENT TOTAL	-	80	500,444	-	3,491	-
Street	9287	Sidewalk, Curb & Gutter Imprvm	8,800	-	-	-	-	-
		215 - LIGHTING & LANDSCAPING DISTRI	8,800	-	-	-	-	-
Street	9213	Safe Routes to School	-	154,500	17,940	-	-	-
		216 - SAFE ROUTES TO SCHOOL TOTAL	-	154,500	17,940	-	-	-
Fac	9306	CNG Fueling Station (AQMD)	-	-	9,361	-	-	-
Fac	9307	CNG Fueling Station (MSRC)	-	389,350	45,129	73,000	600	73,000
		218 - CLEAN AIR ACT TOTAL	-	389,350	54,491	73,000	600	73,000
Street	9288	Gold Line Mitigations	26,976	68,700	(205)	-	600	-
Street	9298	Water System Hydraulic Model	3,600	-	-	-	-	-
		223 - GOLD LINE MITIGATION TOTAL	30,576	68,700	(205)	-	600	-
Fac	9500	Purchase of Land	-	1,012,977	-	-	-	-
		227 - SUCCESSOR AGENCY TO CRA TOT.	-	1,012,977	-	-	-	-

Capital Improvement Projects

Category	CIP	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
			2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Street	9281	Traffic Signal Fair Oaks/Bank	80	342,170	-	-	-	-
230 - STATE GAS TAX TOTAL			80	342,170	-	-	-	-
Fac	9040	Garfield Park Gazebos	13,404	-	-	-	-	-
232 - COUNTY PARK BOND TOTAL			13,404	-	-	-	-	-
Street	9377	Pasadena Ave Improvements	-	-	-	95,000	95,000	-
Street	9385	Via Del Rey Street Improvement	-	-	-	360,000	360,000	-
Street	9390	Mission St Improvements	-	-	-	-	-	268,000
233 - MEASURER TOTAL			-	-	-	455,000	455,000	268,000
Street	9387	Bikeway Improvement	-	-	-	36,000	5,000	31,000
245 - BIKE & PEDESTRIAN PATHS TOTAL			-	-	-	36,000	5,000	31,000
Street	9238	City Hall HVAC	-	-	-	102,000	-	102,000
Street	9249	LED Pedestrian Retrofit	-	-	-	34,000	-	34,000
Street	9278	Fair Oaks/ Orange Grove Imprv.	-	-	761,000	-	-	-
250 - ARRA INFRASTRUCTURE GRANT TOTAL			-	-	761,000	136,000	-	136,000
Fac	9221	City Hall Paint & Carpet	38,154	89,938	-	-	-	-
Fac	9259	Library Roof Repairs	-	30,641	26,500	-	-	-
Fac	9272	OG Rec Center Capital Improv.	29,985	36,596	-	-	-	-
Fac	9273	City Fac. Energy Effic. Impr.	45,845	-	-	-	-	-
Fac	9285	OG Park Bldg. Roof Replacement	12,210	10,808	-	-	-	-
Fac	9308	Svc. Facility Bldg. Painting	6,057	-	-	-	-	-
255 - CAPITAL GROWTH TOTAL			132,250	167,983	26,500	-	-	-
Street	9253	ADA Sidewalk Access Ramps	20,485	29,785	33,632	55,000	75	-
Street	9264	ADA Sidewalk Repairs	79,027	23,191	43,690	-	72,445	122,498
Street	9366	Huntington Dr. Sidewalk Impr.	-	-	69,679	-	-	-
Street	9368	Strat/Diamond/Lyndon/Adel Sdwk	-	-	83,979	-	-	-
Street	9811	Transfers Out	-	-	1	-	-	-
260 - CDBG TOTAL			99,513	52,976	230,980	55,000	72,520	122,498
Water	9234	Finance/Utility Billing Software	-	-	-	80,000	80,000	-
Water	9241	Wilson Well #2 Rehab	-	15,278	-	-	-	-
Water	9252	Design of Garfield Reservoir	-	24,200	-	-	-	-
Water	9255	Design of Wilson Reservoir	-	147,010	-	-	-	-
Water	9265	Wilson Reservoir Construction	-	-	-	3,724,000	3,724,000	-
Water	9268	Westside Reservoir Roof	-	295	-	-	-	-
Water	9291	Trans. Line - Wilson/Garfield	-	705,674	-	725,000	725,000	-
Water	9292	Grevelia Water Main Replace.	-	40,938	-	-	-	-
Water	9295	Water Services	-	74,245	-	51,500	51,500	-
Water	9296	Meter Replacement Program	281	36,282	-	51,500	51,500	-
Water	9297	Automated Meter Reading	-	-	-	3,090,000	3,090,000	-
Water	9298	Water System Hydraulic Model	-	-	-	100,000	100,000	-
Water	9299	Annual Hydrant Installation Program	-	-	-	25,750	25,750	-
Water	9300	Annual Water Main Repairs	-	-	-	515,000	515,000	-
Water	9396	Emergency Water Line Repairs	-	51,857	25,730	-	-	-
500 - WATER TOTAL			281	1,095,779	25,730	8,362,750	8,362,750	-
Fac		Facilities & Parks	344,449	1,735,347	91,812	98,000	158,600	567,500
Street		Streets and Sidewalks	1,142,309	2,844,979	4,610,860	2,261,000	2,682,354	1,902,498
Sewer		Sewer	164,074	376,974	90,939	111,655	277,781	275,000
Water		Water	281	1,095,779	25,730	8,362,750	8,362,750	-
GRAND TOTAL			1,651,112	6,053,078	4,819,341	10,833,405	11,481,484	2,744,998

CITY COUNCIL Department Summary

EXPENDITURE SUMMARY	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	18,703	18,550	18,480	18,981	18,981	18,981
Operations & Maintenance	29,025	21,477	25,458	31,250	24,325	35,500
Capital Outlay	-	-	60	-	-	-
Total Expenses by Category	47,728	40,027	43,998	50,231	43,306	54,481
[101-1011] City Council	47,728	40,027	43,998	50,231	43,306	54,481
Total Expenses by Program	47,728	40,027	43,998	50,231	43,306	54,481

<p style="text-align: center;">CITY COUNCIL Department Description and Authorized Positions</p>

<p>Michael A. Cacciotti, Mayor Philip C. Putnam, Mayor Pro Tem Robert S. Joe, Councilmember Marina Khubesrian, M.D., Councilmember Richard D. Schneider M.D., Councilmember</p>

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	18,000	18,000	18,000	18,000	18,000	18,000
7110	Workers Compensation	442	289	219	720	720	720
7170	FICA - Medicare	261	261	261	261	261	261
	<WAGES & BENEFITS>	18,703	18,550	18,480	18,981	18,981	18,981
8000	Office Supplies	1,483	-	21	100	-	50
8010	Postage	262	146	107	150	125	150
8020	Special Department Expense	18,186	8,634	13,795	20,500	12,000	2,000
8021	Discretionary Fund Program	-	-	-	-	-	20,000
8040	Advertising	-	338	375	500	-	-
8060	Dues & Memberships	100	-	-	500	-	500
8090	Conference & Meeting Expense	8,995	10,561	7,854	6,500	7,600	8,000
8150	Telephone	-	1,800	3,306	3,000	4,600	4,800
	<OPERATIONS & MAINTENANCE>	29,025	21,477	25,458	31,250	24,325	35,500
8530	Computer Equipment	-	-	60	-	-	-
	<CAPITAL OUTLAY>	-	-	60	-	-	-
[101-1011] City Council Total		47,728	40,027	43,998	50,231	43,306	54,481

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 funds (\$400) for annual Image Awards and associated costs. Provides funds for business cards and special unanticipated requests (\$1,600).
- 8021 Discretionary Fund Program
Provides \$4,000 in discretionary funds for each Councilmember per City Council action of June 15, 2011. This is a new account number for FY12-13; previously these funds were in Special Department Expense (8020).
- 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 \$4,000 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 budget and strategic planning sessions (\$3,000). Includes reimbursement for parking and mileage costs for conferences and meetings (\$100) as well as reimbursement for business meals (\$200). Includes purchase of meeting-related accessories and supplies for iPads and related devices.
- 8150 Telephone
Provides funds for cell phones for Councilmembers at \$400/month for four phones.

CITY CLERK Department Summary

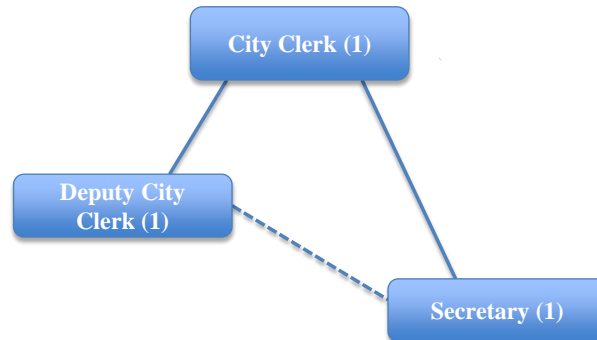
EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	238,455	241,847	271,890	255,921	226,347	294,467
Operations & Maintenance	69,298	128,415	36,080	215,170	118,559	73,570
Capital Outlay	11,300	7,025	6,559	20,000	84,554	22,000
Total Expenses by Category	319,053	377,287	314,529	491,091	429,460	390,037
[101-1021] City Clerk	276,539	287,049	313,808	351,241	353,351	389,387
[101-1022] Elections	42,514	90,238	721	139,850	76,109	650
Total Expenses by Program	319,053	377,287	314,529	491,091	429,460	390,037

City Clerk	1
Deputy City Clerk	1
Secretary	1
Total	3

CITY CLERK

Department Description and Authorized Positions

City Clerk's Office



Full Time Employees: 3

The City Clerk's Office consists of a full-time elected City Clerk who is also a City employee, and two full-time employees. Until May 2012, there had been a freeze on hiring for the position of Secretary since October 2010.

The City Clerk's Office focuses its activities on City Council-related matters, including preparing agenda packets for Council/Redevelopment Successor 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 ensures broadcasting integrity for Council and commission meetings and oversees web streaming of City Council and Planning Commission meetings. Digital copies of meetings are prepared 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 maintains the integrity of the ordinance codification system in collaboration with vendor 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 ensures 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, web streaming, 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 serves as the PIO during disasters. The Office updates directories and the website.

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 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.

<p style="text-align: center;">CITY CLERK FY 2011/12 Accomplishments and Performance Measures</p>

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.
 - *Goal partially met with 11 packets being produced. Paper packets will be eliminated July 1, 2012.*
- Begin working with selected audiovisual vendor July 2011 to improve efficiencies and to transfer responsibilities to vendor.
 - *Goal met.*
- Introduce City Council meeting web streaming through chosen audiovisual vendor by July 2011, if approved by City Council.
 - *Goal met in January 2012.*
- Successfully complete packet and meeting preparation within deadlines for approximately 24 regular City Council meetings and 5 special City Council meetings.
 - *Goal met.*
- Maintain high level of staff support for the City Council in conjunction with City Manager's office
 - *Goal met.*

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.
 - *Goal met.*
- Supply all candidates and measure committees with needed information and documents.
 - *Goal met.*
- Ensure that all pertinent documents are published in Spanish and Chinese as well as English to comply with requirements of the Voting Rights Act.
 - *Goal met.*
- 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.
 - *Completed goal for filing officer, however there was no cost recovery.*
 - *City plans to request that the Los Angeles County Registrar-Recorder/County Clerk assume filing responsibilities on behalf of the City (as advised by the Fair Political Practices Commission).*
- Initiate candidate-paid candidate statement costs, thus eliminating expenses for the City, if approved by the City Council.
 - *Goal met.*

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.
 - *Goal met.*
- Successfully oversee the purchase of needed equipment/services.
 - *Goal met.*
- Successfully implement web streaming by purchasing needed equipment and overseeing the provision of web streaming into City Council broadcast operations, if approved.
 - *Goal met.*
- Successfully coordinate the introduction of PEG fee-supported audiovisual purchases, if approved by the City Council.
 - *Goal met.*

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.
 - *Goal not met due to frozen staff position.*
- Conduct one destruction-of-records project in 2012.
 - *Goal met.*
- Continue scanning commission minutes and contracts into imaging program, completing three commissions' archival files.
 - *Goal not met due to frozen staff position.*
- 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.
 - *Goal met to maintain organization of records.*
- 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.
 - *Goal not met.*
- 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.
 - *Offsite records storage was not approved as a supplemental budget request.*

<p style="text-align: center;">CITY CLERK FY 2012/13 Goals and Performance Measures</p>

Goal 1: With addition of one staff position (frozen since October 2010), re-start records management initiative

Performance Measures:

- Engage consultant to commence records retention schedule update and complete project by February 2013
- Initiate a series of records destruction cycles among City departments, submitting four records destruction requests to the City Council within the fiscal year
- Develop framework for inventory of Citywide records management program to be implemented in FY 2013-14 by December 2012
- Schedule training for upgraded Laserfiche document imaging system for all interested parties, implement streamlined scanning procedure for documents, and expand use of Laserfiche for improved document retrieval
- Review and reorganize files in existing storage facilities by October 2012
- With two new staff members, complete training and begin records projects at beginning of fiscal year
- Improve filing processes and procedures for contracts, providing for complete and current files of all contracts/agreements approved by the City Council, by March 2013
- Begin scanning commission agendas/minutes by November 2012
- Investigate copier/scanner models and lease replacement copier compatible with document-scanning needs by December 2012

Goal 2: Enhance disaster preparation in City Clerk's Office

Performance Measure:

- Develop strategies and materials to operate as disaster PIO by December 2012

Goal 3: Make transition to content management web site format

Performance Measure:

- Streamline web procedures and train staff on web content management by November 2012

Goal 4: Continue to improve audiovisual capabilities and improve efficiencies

Performance Measures:

- Conduct Request for Proposals (RFPs) on web streaming by fall 2012
- Implement web streaming of Planning Commission starting July 2012 (not indexed to agenda)
- Assess major capital upgrades from May 2012 and determine future needs in time for budget planning FY 2013-14

Goal 5: Expedite claims process

Performance Measures:

- Collaborate with other departments to achieve timely response to claims administrative agency's requests for information related to claims against the City
- With two new employees starting, develop protocols/communication patters for claims processing

CITY CLERK

Budget Detail

101-1021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	165,436	173,477	175,365	165,978	145,967	211,308
7010	Salaries - Temp / Part	10,611	-	5,990	20,000	20,000	3,000
7020	Overtime	2,327	991	41	1,000	64	1,000
7040	Holiday	-	255	-	-	-	-
7070	Leave Buyback	2,992	11,053	34,416	5,000	8,642	3,000
7100	Retirement	30,616	34,553	36,054	37,511	33,464	43,733
7108	Deferred Compensation	831	967	1,060	1,081	1,040	1,071
7110	Workers Compensation	971	655	438	2,910	2,655	547
7130	Group Health Insurance	18,913	14,904	12,990	16,080	10,527	23,580
7140	Vision Insurance	556	491	401	480	148	720
7150	Dental Insurance	1,559	1,436	1,266	1,800	1,067	2,700
7160	Life Insurance	372	420	403	372	207	558
7170	FICA - Medicare	3,271	2,647	3,467	3,709	2,566	3,250
	<WAGES & BENEFITS>	238,455	241,847	271,890	255,921	226,347	294,467
8000	Office Supplies	354	168	124	200	250	200
8010	Postage	147	254	106	120	100	120
8020	Special Department Expense	5,052	4,894	1,480	3,500	3,500	5,000
8040	Advertising	2,877	3,110	1,568	2,000	2,000	2,000
8060	Dues & Memberships	2,283	6,140	5,761	7,900	6,000	7,000
8070	Mileage/Auto Allowance	-	126	310	200	100	100
8090	Conference & Meeting Expense	32	704	170	500	-	300
8110	Equipment Maintenance	11,467	1,591	3,214	5,200	4,500	2,900
8150	Telephone	-	2,978	3,473	3,600	2,600	3,000
8170	Professional Service	1,329	11,231	9,815	48,000	22,000	47,000
8200	Training Expense	-	5,712	8,081	500	-	500
8300	Lease Payment	3,242	1,269	1,255	3,600	1,400	4,800
	<OPERATIONS & MAINTENANCE>	26,784	38,177	35,359	75,320	42,450	72,920
8520	Machinery & Equipment	11,300	7,025	4,951	20,000	84,554	20,000
8530	Computer Equipment	-	-	1,608	-	-	2,000
	<CAPITAL OUTLAY>	11,300	7,025	6,559	20,000	84,554	22,000
[101-1021] City Clerk Total		276,539	287,049	313,808	351,241	353,351	389,387

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for full-time City Clerk, Deputy City Clerk, and Secretary.

- 7020 Overtime
Provides compensation for Deputy City Clerk and Secretary 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.

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, color printer supplies, fax supplies, badges, plaques, nameplates, Council supplies, proclamation and certificate supplies, City pins, 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. Includes unanticipated department expense incurred to fulfill requests by City Councilmembers/management. All above expenses 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). Includes costs related to preparation of administrative records (\$2,000), which are reimbursed.

- 8040 Advertising
Provides funds for publication of ordinances and miscellaneous notices not included in budgets of other departments (\$2,000). Summaries of ordinances will be published 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 (\$400), subscriptions, books and publications (\$500), and funds for notary-related membership, insurance, and expenses (\$100). 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 (\$5,000). 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 \$.555 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 (\$300).
- 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 (\$300). Includes cost of color printer toner replacement (\$300). With Laserfiche upgrade in 2012, and with Planning Department sharing costs of document imaging software, annual license and maintenance fee for Laserfiche is only \$800. Includes funds (\$1,000) for audiovisual supplies and equipment for maintenance/ refurbishing.
- 8150 Telephone
Cell phone service for department head at \$250/month.
- 8170 Professional Services
Provides funding to contract for audiovisual technical professional services for broadcasting and web streaming City Council and Planning Commission meetings; for managing two cable channels' programming and operations; for service calls for technical issues; for special programs; and for consultation on enhancing and improving services. Audiovisual services are budgeted at no more than \$38,000. Includes funding (\$8,000) for consultant to revise and update the City's Records Retention Policy (existing policy dated 1997). Includes funding for shredding company services (\$1,000) 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 payments and related costs for copier, assuming lease for new copier/scanner approved (\$4,800).
- 8520 Machinery and Equipment
Includes funds for replacement of audiovisual equipment as needed (\$20,000).
- 8530 Computers
Includes funds for replacement computers (\$2,000).

ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8010	Postage	3,280	4	-	50	2	-
8020	Special Department Expense	53	-	38	100	9	-
8040	Advertising	4,244	685	-	1,500	1,002	-
8070	Mileage/Auto Allowance	13	41	-	100	-	-
8090	Conference & Meeting Expense	-	-	-	100	-	-
8170	Professional Service	34,925	89,509	684	138,000	75,096	650
	<OPERATIONS & MAINTENANCE>	42,514	90,238	721	139,850	76,109	650
[101-1022]	Elections Total	42,514	90,238	721	139,850	76,109	650

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

8170 Professional Services

Provides funds for election services provided by Election Consultants Martin & Chapman (\$600) to engage services for November 2013 General Municipal Election. Includes \$50 for possible renewal of Los Angeles County voter registration database token for secure access. Remainder of costs for election will be in FY 2013-14 budget.

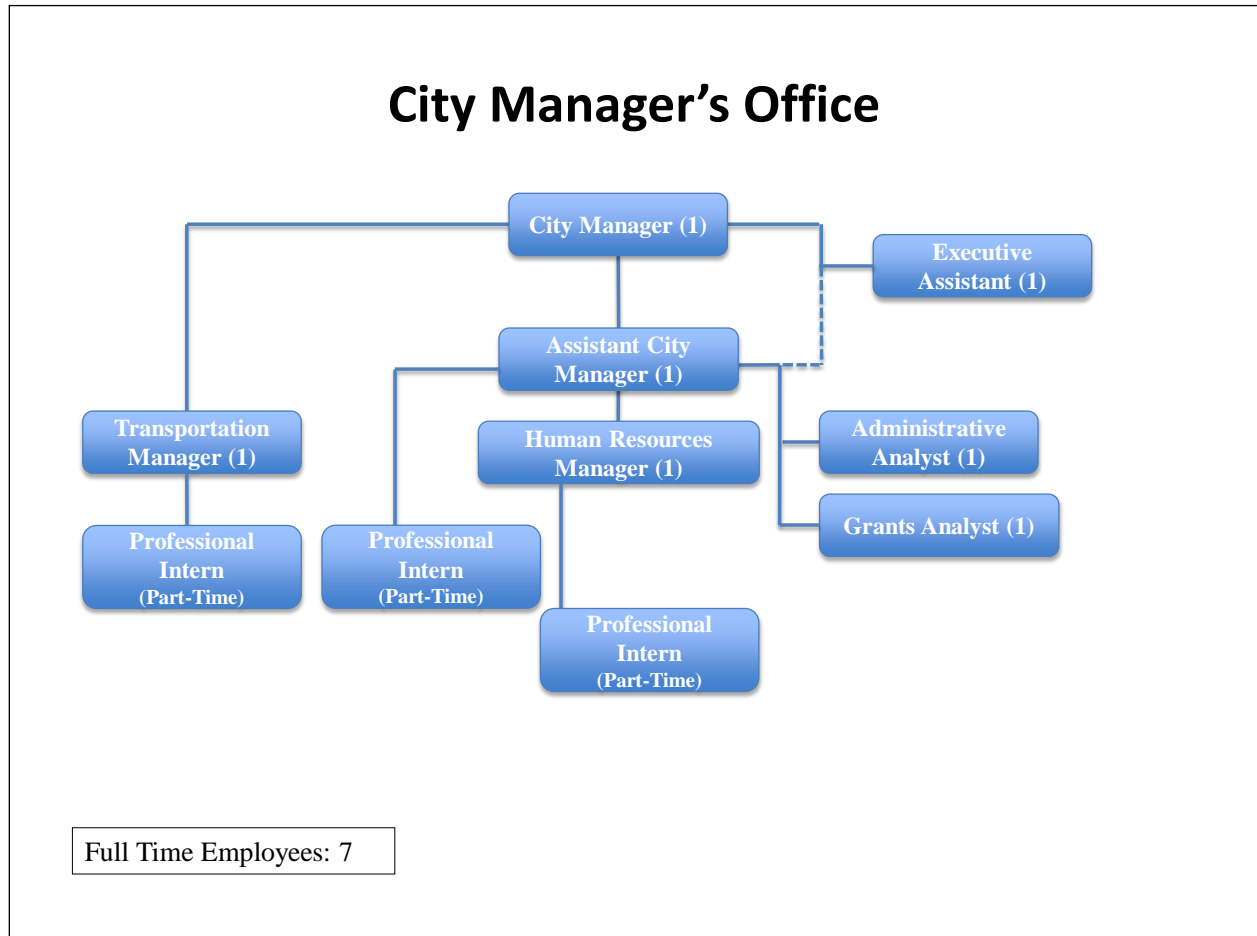
CITY MANAGER Department Summary

EXPENDITURES SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	597,746	631,071	770,217	806,984	753,712	806,480
Operations & Maintenance	952,591	882,049	643,011	915,497	671,918	914,297
Capital Outlay	164,651	77,579	3,983	-	-	-
Total Expenses by Category	1,714,988	1,590,699	1,417,210	1,722,481	1,425,630	1,720,777
[101-2011] City Manager	599,009	743,368	829,260	896,384	816,421	895,980
[101-2013] Human Resources	131,096	109,587	90,903	101,700	103,118	125,400
[101-2021] Transportation Planning	164,082	236,680	124,970	272,000	114,322	272,000
[101-2501] Legal Services	321,998	236,519	205,408	235,000	235,000	235,000
[205-2022] Transit Services	-	-	-	-	-	-
[205-2220] Prop "A" Multi-Mode	107,411	-	-	-	-	-
[218-2270] Clean Air Act	128,791	70,610	5,949	13,600	-	13,600
[220-2301] Community Promotion	146,859	151,790	124,777	173,000	120,500	148,000
[222-2303] MTA Bus Purchase Fund	41,250	-	-	-	-	-
[226-2029] Mission Meridian Public Garage	74,494	21,913	31,379	30,797	34,000	30,797
[260-2110] CDBG Administration	-	-	-	-	-	-
Total Expenses by Program	1,714,988	1,570,467	1,412,646	1,722,481	1,423,361	1,720,777

City Manager	1
Assistant City Manager	1
Transportation Manager	1
Human Resources Manager	1
Executive Assistant	1
Administrative Analyst	1
Grants Analyst	1
Total	7

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;">CITY MANAGER FY 2011/12 Goals and Accomplishments</p>
--

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).
 - *The EIR process is ongoing.*
- Ensure that Metro fully evaluates the Multi-Mode approach to traffic congestion.
 - *Goal met.*
- Complete update to Bicycle Master Plan and secure Metro and Caltrans approval.
 - *Goal met.*
- Establish City Housing Authority to purchase Caltrans-owned surplus properties.
 - *Goal not met.*

Goal 2: Maintain Strong Financial Position, including Reserves

Performance Measures:

- Maintain General Fund reserve of 30% or higher.
 - *Goal met.*
- Implement fee and rate adjustments to support appropriate service operations and infrastructure replacement.
 - *Goal met.*
- Identify and implement cost saving measures through technology and products such as expansion of *e-Neighbors* newsletter, social media, and energy-efficiency enhancements.
 - *Goal met.*
- Implement paid permit program at Mission-Meridian Park & Ride Lot for revenue neutral operations.
 - *Goal not met. Research and Collaboration continues with Metro and others.*
- Submit at least eight grant applications.
 - *Goal met.*
- Evaluate all departments to identify effective and efficient service delivery methods.
 - *Goal not met.*

Goal 3: Reduce Employee Costs and Potential Liabilities

Performance Measures:

- Achieve average of 95% staffing level for authorized non-frozen positions.
 - *Goal met.*
- Three or fewer formal employee grievances or lawsuits through the timely handling of recruitments, grievances and workers' compensation issues.
 - *Goal met.*
- Successfully negotiate memorandums of understanding with five labor associations.
 - *Goal met. One M.O.U. and four Terms and Conditions approved by City Council.*
- Review life insurance premiums for employees via successful competitive bid process.
 - *Goal met.*

Goal 4: Preserve and Improve the Environment

Performance Measures:

- Upgrade CNG fueling station to “fast-fill” for greater efficiency.
 - *Goal not met. Matching funds included in FY 2012/13 Budget.*
- 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 not met. For better resource allocation, car show planned for September 2012 in conjunction with Safety Fair and Cruzin’ for Roses events.*

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.
 - *Goal met.*

<p style="text-align: center;">CITY MANAGER FY 2012/13 Goals and Performance Measures</p>

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).
- Implement key elements of the Bicycle Master Plan to improve multi-modal transportation.
- Secure legislative support for the release of Caltrans owned properties.

Goal 2: Maintain Strong Financial Position, including Reserves

Performance Measures:

- Maintain General Fund reserve of 30% or higher.
- Coordinate with Chamber of Commerce to encourage economic growth and development using the Retail Analysis and Land Use Study.
- Submit at least ten grant applications.
- Evaluate at least two 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.
- Implement online employment applications and real-time tracking for prospective employees.
- Implement software module to align department and employee goals through regular evaluations.
- Host four employee wellness seminars.
- Retain consultant to update Citywide Safety Manual.

Goal 4: Preserve and Improve the Environment

Performance Measures:

- Upgrade CNG fueling station to "fast-fill" for greater efficiency.
- Install electric vehicle (EV) charging stations in at least two locations
- Achieve "Champion City" Award from Southern California Edison and "Gold" Level in the San Gabriel Valley Energy Wise Partnership Energy Leader Model.
- Create and implement Water Conservation programs.

Goal 5: Implement Technology Efficiencies for Improved Public Access and Records Management

Performance Measures:

- Implement a cost-saving reverse-911 system to quickly alert residents and businesses of disasters and important information.
- Launch user-friendly and re-designed City website in January 2013.
- Maintain web streaming of City Council meetings and the regular meeting of one City commission.
- Annual review of obsolete files in accordance with Retention Schedule and archive pertinent files.

CITY MANAGER

Budget Detail

101-2011

Aect	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	326,154	432,685	494,171	522,309	455,601	545,000
7010	Salaries - Temp / Part	28,860	45,112	72,660	78,000	78,000	60,000
7020	Overtime	1,405	2,232	1,487	1,500	1,982	1,500
7070	Leave Buyback	14,812	5,783	38,720	6,000	42,535	5,000
7100	Retirement	60,728	81,764	98,419	119,849	105,284	115,654
7108	Deferred Compensation	4,345	2,689	3,328	7,182	3,577	7,182
7110	Workers Compensation	3,244	2,536	1,735	14,282	10,007	14,282
7122	Unemployment Insurance	3,150	8,550	7,650	-	-	-
7130	Group Health Insurance	31,260	36,933	36,435	36,055	39,194	36,055
7140	Vision Insurance	883	994	1,087	1,282	1,132	1,282
7150	Dental Insurance	2,617	3,366	3,810	4,806	4,031	4,806
7160	Life Insurance	1,328	761	909	993	540	993
7170	FICA - Medicare	6,550	7,450	9,223	8,726	9,538	8,726
7180	Car/Uniform Allowance	5,000	-	-	6,000	-	6,000
	<WAGES & BENEFITS>	490,335	630,854	769,635	806,984	751,421	806,480
8000	Office Supplies	7,350	9,484	4,530	6,000	5,000	5,000
8010	Postage	5,196	869	714	2,000	500	1,500
8020	Special Department Expense	6,145	24,886	3,966	6,500	3,000	4,500
8050	Printing/Duplicating	14,990	(147)	163	4,000	500	2,500
8060	Dues & Memberships	2,066	791	1,995	2,500	2,500	2,500
8090	Conference & Meeting Expense	3,345	3,601	6,283	7,000	4,000	7,000
8100	Vehicle Maintenance	4,549	4,859	4,870	4,500	3,000	4,500
8110	Equipment Maintenance	3,684	407	362	4,000	2,000	4,000
8150	Telephone	-	3,562	2,146	2,400	1,500	3,000
8170	Professional Service	28,434	49,087	28,004	30,000	30,000	34,000
8180	Contract Services	5,953	2,856	913	4,000	1,500	4,000
8200	Training Expense	7	-	1,650	3,000	500	2,000
8272	CM Emergency	20,320	8,509	2,775	10,000	10,000	10,000
8300	Lease Payment	3,953	1,269	1,255	3,500	1,000	5,000
	<OPERATIONS & MAINTENANCE>	105,993	110,034	59,625	89,400	65,000	89,500
8520	Machinery & Equipment	2,681	2,480	-	-	-	-
	<CAPITAL OUTLAY>	2,681	2,480	-	-	-	-
[101-2011] City Manager Total		599,009	743,368	829,260	896,384	816,421	895,980

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 (\$1,000) and ordinary office supplies for the City Manager's Office, Public Works' and City Clerk's offices (\$4,000).
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$1,500).
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies (\$2,500), including beverage and kitchen equipment and supplies (\$2,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,000), stationery (\$1,000), 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 (\$3,000).
- 8170 Professional Services
Provides funds for consultant services, such as City-wide telephone system management consultant, NeoGov, team building and other professional services (\$34,000).
- 8180 Contract Services
Provides funds for contract services related to City Manager's Office operations, web hosting service for *eNeighbors* Newsletter (\$1,000), maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8200 Training
Provides funds for employee training program (\$2,000).
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).
- 8300 Lease Payment
Provides funds for the lease and maintenance of equipment and machinery, including the second floor City Hall copy machine (\$5,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8010	Postage	460	313	344	400	200	200
8020	Special Department Expense	14,818	16,562	16,107	12,500	5,000	12,500
8040	Advertising	13,517	4,651	3,127	6,000	5,000	6,000
8050	Printing/Duplicating	279	44	128	500	1,346	1,000
8060	Dues & Memberships	2,507	3,059	2,747	3,500	2,800	3,500
8090	Conference & Meeting Expense	1,476	614	799	3,300	2,100	4,000
8110	Equipment Maintenance	-	44	44	-	172	200
8160	Legal Service	68,805	58,082	51,638	35,000	72,000	60,000
8170	Professional Service	24,065	12,375	12,070	32,000	10,000	32,000
8200	Training Expense	5,169	13,842	3,899	8,500	4,500	6,000
	<OPERATIONS & MAINTENANCE>	131,096	109,587	90,903	101,700	103,118	125,400
	[101-2013] Human Resources Total	131,096	109,587	90,903	101,700	103,118	125,400

HUMAN RESOURCES

Budget Detail

101-2013

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$200).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration and employee appreciation luncheon (\$7,500), city employee identification cards, recruitment expenses, flu shots and employee wellness program (\$5,000).
- 8040 Advertising
Provides funds for employment advertisement in the San Gabriel Valley Newspaper Group (\$5,000), other advertisement outlets and other recruitments cost (\$1,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbook (\$1,000).
- 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 (\$4,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules, administrative policies, and other legal requirements governing employee relations (\$60,000).
- 8170 Professional Services
Provides funds for pre-employment physicals, Department of Motor Vehicles background checks, Department of Justice investigations, medical and psychological examinations (\$4,000). Personnel investigations, Employee Assistance Program services (\$4,200), mediation services (\$8,300), 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 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7010	Salaries - Temp / Part	-	-	-	-	-	-
7020	Overtime	-	-	-	-	-	-
7100	Retirement	-	-	-	-	18	-
7110	Workers Compensation	-	-	-	-	2	-
7170	FICA - Medicare	-	-	-	-	2	-
	<WAGES & BENEFITS>	-	-	-	-	22	-
8010	Postage	135	1,699	54	1,800	100	1,800
8020	Special Department Expense	59	933	683	-	-	-
8050	Printing/Duplicating	196	3,057	-	2,000	-	2,000
8060	Dues & Memberships	1,615	1,343	360	1,500	1,000	1,500
8090	Conference & Meeting Expense	1,322	990	4,534	2,500	1,000	2,500
8150	Telephone	-	45	766	1,200	1,200	1,200
8160	Legal Service	95,758	153,050	75,161	120,000	50,000	120,000
8170	Professional Service	62,693	72,353	42,570	123,000	60,000	123,000
8180	Contract Services	2,305	2,475	843	20,000	1,000	20,000
	<OPERATIONS & MAINTENANCE>	164,082	235,944	124,970	272,000	114,300	272,000
8530	Computer Equipment	-	735	-	-	-	-
	<CAPITAL OUTLAY>	-	735	-	-	-	-
[101-2021] Transportation Planning Total		164,082	236,680	124,970	272,000	114,322	272,000

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

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8160	Legal Service	291,998	236,519	205,408	235,000	235,000	235,000
8161	Settlements	30,000	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	321,998	236,519	205,408	235,000	235,000	235,000
[101-2501]	Legal Services Total	321,998	236,519	205,408	235,000	235,000	235,000

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

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

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8060	Dues & Memberships	3,200	2,800	2,940	3,600	-	3,600
8100	Vehicle Maintenance	-	8,700	-	-	-	-
8180	Contract Services	-	-	-	10,000	-	10,000
8261	Rideshare	4,871	4,762	3,009	-	-	-
	<OPERATIONS & MAINTENANCE>	8,071	16,262	5,949	13,600	-	13,600
8540	Automotive Equipment	120,721	54,348	-	-	-	-
	<CAPITAL OUTLAY>	120,721	54,348	-	-	-	-
[218-2270] Clean Air Act Total		128,791	70,610	5,949	13,600	-	13,600

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8020	Special Department Expense	-	-	-	-	-	25,000
8040	Advertising	7,159	12,198	-	-	-	-
8050	Printing/Duplicating	-	763	622	-	-	-
8170	Professional Service	7,200	18,330	1,155	-	-	-
8173	Facade Improvement Program	-	-	-	50,000	-	-
8185	Chamber of Commerce	127,500	120,500	120,500	120,500	120,500	120,500
8254	Rose Parade Float	-	-	-	2,500	-	2,500
8255	Public Events Promotion	5,000	-	2,500	-	-	-
	<OPERATIONS & MAINTENANCE>	146,859	151,790	124,777	173,000	120,500	148,000
	[220-2301] Community Promotion Total	146,859	151,790	124,777	173,000	120,500	148,000

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for the City's 125th Birthday Celebration (\$25,000).
- 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8020	Special Department Expense	3,492	1,853	3,250	500	4,000	500
8060	Dues & Memberships	46,774	7,723	26,824	30,297	30,000	30,297
8170	Professional Service	24,228	12,336	1,305	-	-	-
	<OPERATIONS & MAINTENANCE>	74,494	21,913	31,379	30,797	34,000	30,797
[226-2029]	Mission Meridian Public Garage	74,494	21,913	31,379	30,797	34,000	30,797

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

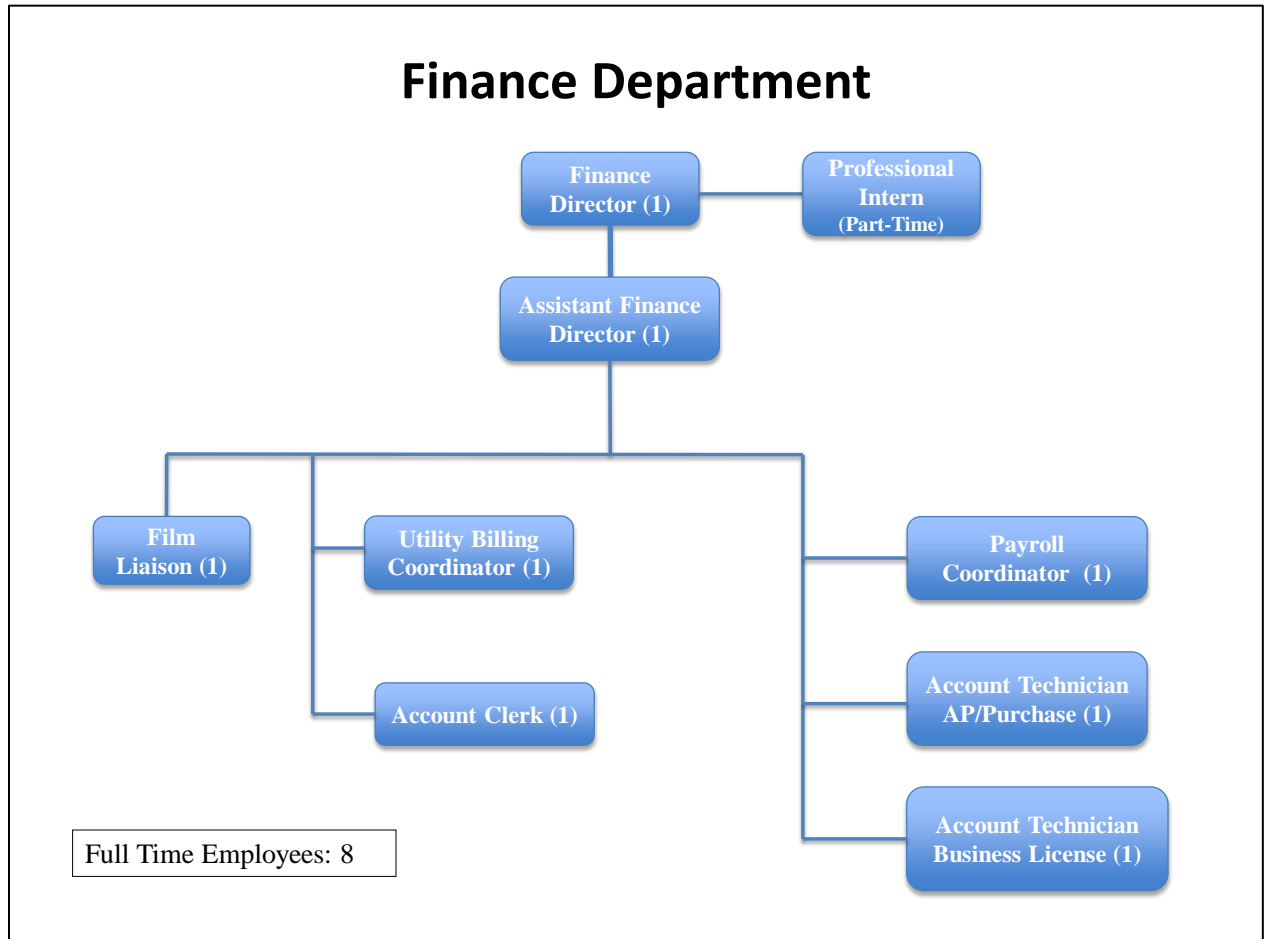
Department Summary

EXPENDITURE SUMMARY	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	500,567	583,711	598,627	713,988	600,167	609,025
Operations & Maintenance	645,076	591,210	679,106	585,875	633,700	577,550
Capital Outlay	6,853	7,295	1,708	30,000	31,100	-
Total Expenses by Category	1,152,497	1,182,216	1,279,441	1,329,863	1,264,967	1,186,575
[101-3011] Finance	419,183	391,581	452,399	448,839	437,633	434,939
[101-3032] Information Services	170,814	203,007	206,123	266,630	266,400	195,500
[500-3012] Utility Billing	562,500	586,893	620,919	614,394	560,934	556,136
Total Expenses by Program	1,152,497	1,181,481	1,279,441	1,329,863	1,264,967	1,186,575

Finance Director	1
Assistant Finance Director	1
Utility Billing Coordinator	1
Payroll Coordinator	1
Filming Liaison	1
Accounting Technician	2
Account Clerk	1
Total	8

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 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 2011/12 Accomplishments and Performance Measures

Goal 1: Distribute Timely Financial Information to Decision Makers

Performance Measurements:

- Distribute monthly financial reports to operating departments by 12th day of the month with a 92% success ratio.
 - *Goal met.*
- Agendize quarterly revenue and expenditure reports for the City Council on 2nd meeting of each month in October, April and July.
 - *Goal not met. Reports issued semi-annually.*
- Agendize midyear review report to the City Council on the 1st meeting of February.
 - *Goal met.*
- Agendize public presentation of Comprehensive Annual Financial Report (CAFR) for 1st City Council meeting of December.
 - *Goal met.*
- In collaboration with the City Manager, publish proposed annual budget by June 10th, coordinate City Council adoption of annual budget by June 30th, and publish adopted annual budget by August 1st.
 - *Goal met.*

Goal 2: Internal Operational Efficiencies

Performance Measurements:

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

Goal 3: Maintain Data on Film Permitting

Performance Measurements:

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

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.
 - *Goal met. Revised fees adopted by City Council.*
- Provide City Manager with an evaluation of exemptions and waivers for city fees and permits.
 - *Goal met.*
- Explore and identify opportunities for leveraging existing revenue streams and report results to the City Council.
 - *Goal not met. Will be completed in FY 12/13.*

<p style="text-align: center;">FINANCE FY 2012/13 Goals and Performance Measures</p>
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Goal 1: Provide Timely Financial Information to Decision Makers

Performance Measurements:

- Distribute monthly financial reports to operating departments by 12th day of the month with a 92% success ratio.
- Prepare semi-annual revenue and expenditure reports for the City Council.
- Present mid-year review report to the City Council during the month of February.
- Public presentation of Comprehensive Annual Financial Report (CAFR) for during a December City Council meeting.
- In collaboration with the City Manager, publish proposed annual budget by June 10th and coordinate City Council adoption of annual budget on or before June 30th.

Goal 2: Internal Operational Efficiencies

Performance Measurements:

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

Goal 3: Maintain Data for 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.
- Explore and identify opportunities for leveraging existing revenue streams and report results to the City Council.
- In collaboration with the City Manager's Office and Public Works, develop a long-term street maintenance and funding plan by FY 13/14.

FINANCE

Budget Detail

101-3011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	175,785	198,617	207,564	249,859	198,966	249,859
7010	Salaries - Temp / Part	8,954	9,961	9,472	12,000	12,000	5,000
7020	Overtime	269	240	393	400	1,214	400
7040	Holiday	-	-	-	-	172	-
7070	Leave Buyback	1,867	3,040	9,457	8,000	9,748	3,000
7100	Retirement	33,044	40,916	42,322	54,295	42,871	52,395
7108	Deferred Compensation	205	488	503	913	493	913
7110	Workers Compensation	989	747	458	3,996	3,431	3,996
7120	Disability Insurance	-	1,796	-	-	-	-
7130	Group Health Insurance	23,787	24,110	25,932	24,539	25,985	24,539
7140	Vision Insurance	765	816	816	912	818	912
7150	Dental Insurance	2,700	3,030	3,060	3,420	3,069	3,420
7055	IOD - Non Safety	-	278	-	-	-	-
7160	Life Insurance	558	620	632	707	376	707
7170	FICA - Medicare	2,660	2,824	3,518	3,803	3,340	3,803
	<WAGES & BENEFITS>	251,583	287,482	304,126	362,844	302,483	348,944
8000	Office Supplies	408	1,200	1,181	1,500	1,000	1,500
8010	Postage	5,148	5,029	5,921	6,000	4,000	6,000
8020	Special Department Expense	21,871	22,370	20,694	21,800	21,800	21,800
8050	Printing/Duplicating	2,312	2,510	2,309	4,500	6,000	4,500
8060	Dues & Memberships	1,235	1,600	1,550	2,695	2,000	2,695
8070	Mileage/Auto Allowance	204	58	228	300	50	300
8090	Conference & Meeting Expense	293	3,707	7,972	4,000	3,000	4,000
8110	Equipment Maintenance	8,258	3,325	4,935	7,000	5,000	7,000
8150	Telephone	-	2,098	1,172	1,200	1,200	1,200
8170	Professional Service	123,359	60,549	101,912	36,000	90,000	36,000
8200	Training Expense	-	522	399	1,000	-	1,000
	<OPERATIONS & MAINTENANCE>	163,086	102,969	148,273	85,995	134,050	85,995
8520	Machinery & Equipment	4,513	-	-	-	-	-
8530	Computer Equipment	-	1,129	-	-	1,100	-
	<CAPITAL OUTLAY>	4,513	-	-	-	-	-
[101-3011] Finance Total		419,183	391,581	452,399	448,839	437,633	434,939

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8020	Special Department Expense	228	5,587	7,721	2,200	2,000	8,000
8110	Equipment Maintenance	34,933	45,811	47,644	55,000	55,000	50,000
8150	Telephone	4,729	4,477	5,092	4,430	4,400	5,000
8170	Professional Service	113,802	129,180	121,348	160,000	160,000	117,500
8180	Contract Services	17,123	15,558	22,610	15,000	15,000	15,000
8200	Training Expense	-	30	-	-	-	-
	<OPERATIONS & MAINTENANCE>	170,814	200,643	204,415	236,630	236,400	195,500
8530	Computer Equipment	-	2,364	1,708	30,000	30,000	-
	<CAPITAL OUTLAY>	-	2,364	1,708	30,000	30,000	-
[101-3032] Information Services Total		170,814	203,007	206,123	266,630	266,400	195,500

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 (\$8,000).
- 8110 Equipment Maintenance
Maintenance cost include for general hardware maintenance (\$6,000), 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 (\$5,000).
- 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 (\$2,500), and new for FY 2012/13 is citywide notification system (\$22,000 annually)
- 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	184,161	213,085	206,183	245,951	202,387	168,951
7010	Salaries - Temp / Part	3,700	9,259	9,529	10,000	10,000	-
7020	Overtime	191	303	219	200	1,022	-
7040	Holiday	-	-	217	-	66	-
7070	Leave Buyback	1,087	1,538	6,124	4,000	8,336	2,000
7100	Retirement	33,601	42,851	43,072	53,228	43,543	51,365
7108	Deferred Compensation	160	427	440	799	447	799
7110	Workers Compensation	991	772	454	3,893	3,438	3,893
7120	Disability Insurance	-	641	-	-	-	-
7130	Group Health Insurance	20,132	21,484	22,250	24,519	22,640	24,519
7140	Vision Insurance	512	561	548	876	548	876
7150	Dental Insurance	2,069	2,323	2,274	3,285	2,332	3,285
7055	IOD - Non Safety	-	99	-	-	-	-
7160	Life Insurance	567	622	614	679	364	679
7170	FICA - Medicare	1,814	2,265	2,578	3,714	2,561	3,714
	<WAGES & BENEFITS>	248,984	296,229	294,501	351,144	297,684	260,081
8010	Postage	16,553	17,604	19,097	20,250	20,250	2,000
8020	Special Department Expense	81,979	88,274	94,766	82,500	82,500	35,000
8060	Dues & Memberships	-	300	500	-	-	-
8090	Conference & Meeting Expense	575	460	4,245	2,940	2,940	2,940
8110	Equipment Maintenance	25,626	14,772	26,179	26,450	26,450	26,450
8170	Professional Service	164,846	53,421	56,115	37,130	37,130	162,685
8200	Training Expense	-	-	-	2,000	2,000	-
8350	Bad Debt Expense	21,597	20,786	33,535	-	-	-
8400	Overhead Allocation	-	91,981	91,981	91,980	91,980	66,980
	<OPERATIONS & MAINTENANCE>	311,176	287,598	326,418	263,250	263,250	296,055
8520	Machinery & Equipment	2,340	3,067	-	-	-	-
	<CAPITAL OUTLAY>	2,340	3,067	-	-	-	-
[500-3012] Utility Billing Total		562,500	586,893	620,919	614,394	560,934	556,136

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	-	100,000	-	175,201	50,000	150,000
7131	Retiree Health Insurance	424,124	361,057	417,782	485,000	417,798	485,000
	<WAGES & BENEFITS>	424,124	461,057	417,782	660,201	467,798	635,000
8020	Special Department Expense	73	-	606	750	750	750
8060	Dues & Memberships	27,689	19,748	19,083	20,839	25,001	20,839
8100	Vehicle Maintenance	1,000	-	-	-	-	-
8110	Equipment Maintenance	11,962	232	3,126	10,000	3,000	10,000
8150	Telephone	17,308	75,571	26,752	21,000	21,000	21,000
8170	Professional Service	45,704	27,724	26,494	50,000	50,000	50,000
8191	Liability & Surety Bonds	361,989	438,201	570,814	590,000	711,530	700,000
8300	Lease Payment	61,308	61,308	61,308	61,000	61,000	61,000
8335	Property Tax Admin. Fee	133,104	147,599	164,665	150,000	160,000	165,000
8350	Bad Debt Expense	558	517	403	-	260	-
	<OPERATIONS & MAINTENANCE>	660,695	770,901	873,253	903,589	1,032,541	1,028,589
9100	Transfers Out	-	24,136	-	-	-	-
9811	Transfers Out	18,388	360,000	138,019	-	-	672,000
	<TRANSFER OUT>	18,388	384,136	138,019	-	-	672,000
[101-3041] Non-Dept/Overhead Total		1,103,208	1,616,094	1,429,053	1,563,790	1,500,339	2,335,589

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

- 7000 Regular Salaries
Contingency for unanticipated labor expenses.
- 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 (\$485,000).

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 (\$21,000).
- 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 \$1,355,661. 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
Annual lease for acquisition of Pierce fire engine (\$492,692 total acquisition price including aftermarket upgrades of \$50,000 and \$61,000 annual payment)

8335 Property Tax Admin Fee
LA County Fee for property tax calculation and administration

9100 Transfers Out
FY 2012/13 transfers \$472,000 from Equipment Replacement Reserve and \$200,000 from Undesignated General Fund balance to Fund 105 – Facility and Equipment Capital Fund

CITY TREASURER

Department Summary

EXPENDITURE SUMMARY	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	10,318	10,389	9,595	8,722	5,367	8,722
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	10,318	10,389	9,595	8,722	5,367	8,722
 [101-3021] City Treasurer	 10,318	 10,389	 9,595	 8,722	 5,367	 8,722
Total Expenses by Program	10,318	10,389	9,595	8,722	5,367	8,722

CITY TREASURER

Department Description and Authorized Positions

City Treasurer	1
Total	1

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

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	8,502	8,499	7,798	8,472	-	-
7010	Salaries - Temp / Part	-	-	-	-	5,000	8,472
7100	Retirement	1,648	1,738	1,663	-	-	-
7110	Workers Compensation	45	30	17	127	60	127
7170	FICA - Medicare	123	123	117	123	307	123
	<WAGES & BENEFITS>	10,318	10,389	9,595	8,722	5,367	8,722
[101-3021]	City Treasurer Total	10,318	10,389	9,595	8,722	5,367	8,722

CITY TREASURER

Budget Detail

101-3021

PERSONNEL SERVICES

7010 Salaries – Temp/Part Time

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

POLICE

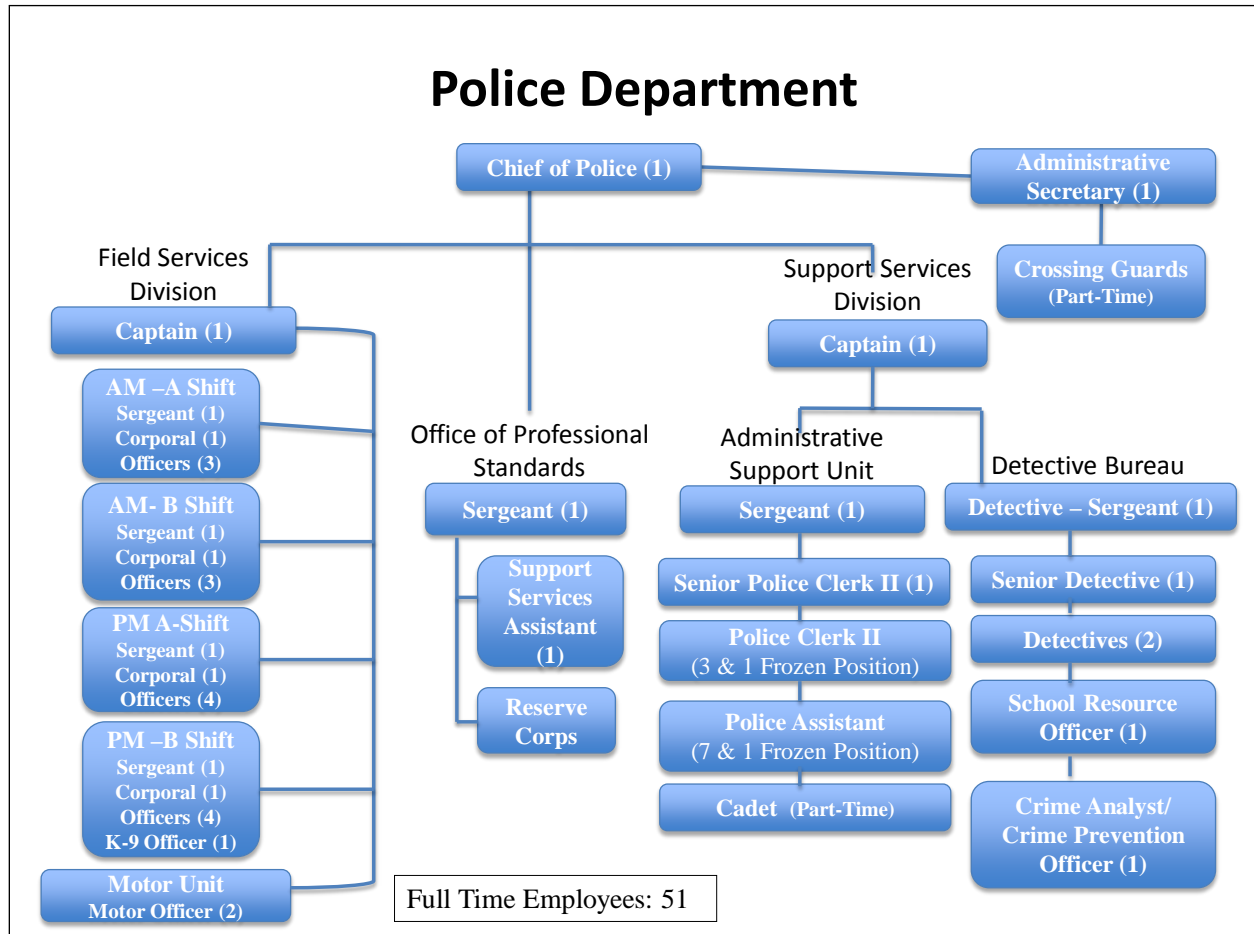
Department Summary

EXPENDITURES SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	6,171,351	6,257,799	5,952,010	5,983,929	5,879,679	5,927,064
Operations & Maintenance	867,238	760,648	816,303	798,291	823,300	787,291
Capital Outlay	218,262	237,772	46,394	114,500	324,247	63,000
Total Expenses by Category	7,256,851	7,256,219	6,814,708	6,896,720	7,027,226	6,777,355
[101-4011] Police	7,151,514	7,128,084	6,779,583	6,896,720	6,863,749	6,777,355
[272-4018] Police State Grant - AB 3229	105,337	110,977	35,125	-	163,477	-
Total Expenses by Program	7,256,851	7,239,061	6,814,708	6,896,720	7,027,226	6,777,355

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
Total	51

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 2011/12 Accomplishments and Performance Measures

Note: The budget document is prepared in early spring; therefore it is not possible to capture statistical data for the entire fiscal year. Therefore, the crime and traffic statistics for calendar year 2011 are used to measure the performance of the 2011-12 goals.

Goal 1: Reduce Part One Crime by 5%

- This goal was not met. In 2011 Part One Crime increased by 20.4%. About 15% of reported crimes were crimes against persons. These areas, except for the assault category, showed marginal increases. Of all the reported assaults, 77% were misdemeanor or simple assaults. Aggravated assaults show a statistically insignificant increase. With Part One crimes still showing overall low gross totals, increases in these crimes tend to show exaggerated percentage increases. An explanation of significant changes in the criminal justice system in California follows. This change, beginning in 2011, will help to put increases in property crimes and the challenges in combating them in context. This change is explained below.*

Type	2010	2011	Difference	% Change
<i>Homicide</i>	0	0	0	No Change
<i>Rape</i>	8	6	-2	-25
<i>Robbery</i>	13	14	+1	+8%
<i>Assault</i>	21	57	+36	+171%
<i>Burglary</i>	107	141	+34	+32%
<i>Larceny</i>	262	283	+21	+8%
<i>Arson</i>	1	2	+1	+100%
<i>Vehicle Theft</i>	54	58	+4	+7%
Total	466	561	+95	+20.4%

In an effort to balance the state budget for the 2011/12 fiscal year, the legislature voted to reclassify over 200 felonies that called for state prison sentences to offenses that carry county jail sentences. This program is commonly referred to as “realignment”. The vast majority of these offenses are property, drug, gang, and weapons crimes. As a result, the state prison system is sending 36,000 prisoners back to county jails to complete their sentences and reducing their sentences by as much as 60%. Approximately 1/3 of these prisoners, or 12,000, are being returned to Los Angeles County. To further increase the burden on an already overcrowded county jail system, about 1,000 prisoners a month in Los Angeles County are now going into the county jails that otherwise would have been sentenced to state prison. While the average prisoner in state prison will serve 80% of their sentence, the average county jail inmate will serve only 20% behind bars. Realignment began in October 2011. As a result cities are experiencing a dramatic increase in property offenses. This realignment program is only guaranteed funding through the end of the 2011 fiscal year and must rely on a large increase in income and sales taxes to be voted in by California voters. As it currently stands, none of this money will go to front line law enforcement.

Despite the challenges facing law enforcement posed by realignment, South Pasadena still enjoys a very low crime rate of Part One Crimes per one thousand residents. By comparison, South Pasadena has a ratio of 18.4 crimes per thousand, whereas, San Marino has 18.8 per thousand; Sierra Madre has 18.7 per thousand; and La Canada/Flintridge has 18 per thousand. Statistically, the difference is insignificant.

- Maintain full staffing of all sworn and civilian positions.
 - *Goal met. There are four frozen positions – two police officers and two dispatch positions – which will remain frozen for the foreseeable future.*
- If vacancies occur, whenever possible, carry them in non-essential positions.
 - *Goal met for authorized non-frozen positions. The Department also succeeded in maintaining other non patrol specialized positions in detectives (School Resource Officer) and traffic enforcement (Motor Officers).*

Goal 2: Clear 15% of Part One Crimes

- *This goal was exceeded. The Part One clearance rate increased to 22% for 2011, an increase of 5% over the previous year. It should be noted that the national clearance rate for property crimes is 14%. Since 85% of reported crime in South Pasadena is property crime, our 22% clearance rate is significant.*
- *Full staffing was maintained in the detective bureau and patrol officers were encouraged to take investigations as far as they could within the confines of their patrol duties.*

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

- *Goal met. Injury accidents were reduced 23%, injury hit and run accidents were reduced 57%, there were no fatalities and auto/pedestrian accidents remain low. The reconstruction project on Fair Oaks Avenue from Columbia Street to Monterey Road lasted much of the year, therefore traffic citations were down 43% but also contributed to the decrease in traffic accidents.*

Type	2010	2011	Difference	% Change
<i>Injury</i>	<i>86</i>	<i>66</i>	<i>-20</i>	<i>-23%</i>
<i>Hit/Run Inj.</i>	<i>7</i>	<i>3</i>	<i>- 4</i>	<i>-57</i>
<i>Fatal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>No Change</i>
<i>Total</i>	<i>93</i>	<i>69</i>	<i>-24</i>	<i>-26%</i>

- Maintain full staffing with two motor officers.
 - *Goal met.*
- Increase Arrive Alive citations.
 - *Goal met. Arrive Alive citations were up 240%.*

Goal 4: Manage Parking Congestion to Alleviate Parking Congestion and to Regularly Rotate Available Parking Spaces through Timed Parking Enforcement

- Increase in the amount of total parking enforcement via parking citations.
 - *Goal met. There was a 3% increase in the number of parking citations issued from 9,107 to 9,422. This was despite the suspended parking enforcement on Fair Oaks Ave. due to reconstruction.*

POLICE

FY 2012/13 Goals and Performance Measures

Goal 1: Reduce Part One Crime by 5%

Performance Measures:

- Seek a federally grant funded police officer position
- Maintain adequate staffing of all non-frozen 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 and targeted suppression to combat property related crimes

Goal 2: Clear 20% of Part One Crimes

Performance Measures:

- 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%

Performance Measures:

- Increase traffic enforcement (citations) by 20% with the re-opening of Fair Oaks Ave.
- 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 with the implementation of an aggressive program to train officers to a higher level to recognize and arrest DUI drivers.

Goal 4: Address Destructive Behavior by Youth

Performance Measures:

- 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 5: Develop Personnel to their Greatest Potential

Performance Measures:

- Continue to participate in the Foothill Air Support Team (FAST).
- Continue to deploy an explosives/patrol K-9 and handler.
- 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.
- Establish a Special Enforcement Team of highly trained tactical officers for regional cooperation and use during tactical operations and high-risk search and arrest warrant service.

Goal 6: Educate the Public/Public Outreach

Performance Measures:

- 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

Performance Measures:

- 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 Multi-Hazard Mitigation Plan
- 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

Performance Measure:

- Execute a formal towing agreement with three towing companies. Also under consideration will be a franchise agreement with one of the three identified tow companies that meet department established qualifications, resulting in increased cost recovery revenue from police impounds.

POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	3,495,364	3,606,042	3,519,990	3,516,963	3,251,786	3,516,963
7010	Salaries - Temp / Part	128,211	149,730	154,996	120,000	160,000	120,000
7020	Overtime	325,381	307,696	314,994	300,000	403,157	300,000
7040	Holiday	116,523	113,124	109,387	105,000	121,253	105,000
7045	Overtime - Special Detail	215,506	240,310	210,423	210,000	212,618	210,000
7050	Overtime - DUI Checkpoint	-	2,685	9,285	-	9,836	-
7060	IOD - Safety	-	16,837	2,140	-	5,604	-
7070	Leave Buyback	92,156	41,020	105,266	60,000	85,643	40,000
7100	Retirement	995,794	1,070,798	877,524	1,053,291	1,024,965	1,016,426
7108	Deferred Compensation	3,650	3,810	3,597	4,030	3,942	4,030
7110	Workers Compensation	301,076	201,812	161,030	130,414	137,761	130,414
7120	Disability Insurance	12,289	4,860	1,051	-	8,011	-
7122	Unemployment Insurance	981	7,285	12,422	-	2,646	-
7130	Group Health Insurance	322,820	322,416	307,734	314,740	290,287	314,740
7140	Vision Insurance	10,518	10,425	10,120	11,280	9,612	11,280
7150	Dental Insurance	35,494	36,996	34,670	42,300	33,272	42,300
7160	Life Insurance	9,422	9,933	9,405	9,258	5,045	9,258
7170	FICA - Medicare	61,462	63,992	61,561	61,653	62,503	61,653
7180	Car/Uniform Allowance	44,702	48,029	46,415	45,000	51,738	45,000
	<WAGES & BENEFITS>	6,171,351	6,257,799	5,952,010	5,983,929	5,879,679	5,927,064
8000	Office Supplies	31,515	27,850	22,724	25,000	21,000	25,000
8010	Postage	7,322	6,540	5,816	7,000	6,000	7,000
8020	Special Department Expense	84,125	70,545	66,921	91,000	91,000	69,000
8040	Advertising	1,483	243	-	1,000	-	1,000
8050	Printing/Duplicating	11,858	7,515	14,244	8,000	12,000	8,000
8060	Dues & Memberships	6,055	2,992	2,725	2,000	2,500	2,000
8090	Conference & Meeting Expense	5,108	5,580	4,596	5,200	10,000	5,200
8100	Vehicle Maintenance	166,048	164,638	175,356	150,000	165,000	95,000
8105	Fuel	-	-	-	-	-	55,000
8110	Equipment Maintenance	24,272	20,319	17,266	18,000	25,000	18,000
8120	Building Maintenance	38,759	7,957	8,005	10,000	12,000	10,000
8134	Safety Clothing/Equipment	20,860	21,665	25,598	18,209	18,000	18,209
8150	Telephone	38,375	34,886	32,503	32,000	23,000	32,000
8155	Rental/Lease	1,405	1,258	1,310	800	800	800
8170	Professional Service	76,500	76,223	103,240	104,920	105,000	115,920
8180	Contract Services	277,298	258,268	285,712	275,162	275,000	275,162
8200	Training Expense	33,821	21,671	16,073	15,000	15,000	15,000
8210	Training Expense	34,244	31,607	34,214	35,000	42,000	35,000
	<OPERATIONS & MAINTENANCE>	859,048	759,755	816,303	798,291	823,300	787,291
8510	Buildings & Structures	12,130	1,668	-	-	-	-
8520	Machinery & Equipment	65,742	33,725	772	-	-	-
8530	Computer Equipment	-	-	10,497	12,000	7,527	18,000
8540	Automotive Equipment	43,243	75,137	-	102,500	153,243	45,000
	<CAPITAL OUTLAY>	121,115	110,530	11,269	114,500	160,770	63,000
[101-4011] Police Total		7,151,514	7,128,084	6,779,583	6,896,720	6,863,749	6,777,355

POLICE

Budget Detail

101-4011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police forms, office stationery, and miscellaneous office supplies.
- 8010 Postage
Provides funds for Police Department postal expenses.
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Detective and Records case file folders (\$2,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, training and compensation for Reserves when used to provide minimum staffing (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$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); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,000); Crime Prevention Materials (\$500); and miscellaneous supplies, equipment and reimbursements (\$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). The fleet has been upgraded in the last two years after being frozen the prior two years. Maintenance costs should be reduced with lower mileage patrol vehicles. In addition, grant funds have purchased a replacement watch commander vehicle and K-9 vehicle at no cost to the city. Both new vehicles will be placed in service for the upcoming fiscal year.
- 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 service 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 ; arrestee medical treatment (\$7,000 – \$2,000 increase due to increase in arrest activity); office computer and server maintenance (\$55,000 ; 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 ; Interagency Communications Interoperability System subscription (\$31,284 (\$3,696 decrease due to switching from Glendale ICIS to Pasadena ICIS)); accident reconstructionist (\$1,000); and Polygraph Examiner (\$1,000); Emergency Services Consulting contract with LECMgt to maintain and upgrade the joint City/SPUSD Emergency Operations Plan (EOP), Multi Hazard Mitigation Plan (MHMP), and ongoing training for city personnel-\$11,000.
- 8180 Contract Services
Funds contracts that are provided for services such as: Animal control (\$119,621 – reflects a 2% increase); parking enforcement (\$88,000; inmate housing fees for Alhambra and Pasadena Police Departments (\$28,000; crime scene evidence technicians (\$1,000 – \$1500 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 ; investigative data tracking service (\$900 – no change); CAD/RMS technical support (\$9,500 – no change); Foothill Air Support Team (\$19,641 ; and compensation for part-time/temporary dispatchers when used to fill staffing vacancies (\$1,000 .
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S8210 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. Increase POST reimbursable training funds from \$45,000 to \$55,000 due to an increase in specialized training and anticipated Team Building Workshop in the fall of 2012 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 and backup storage (\$18,000)

8540 Automotive Equipment

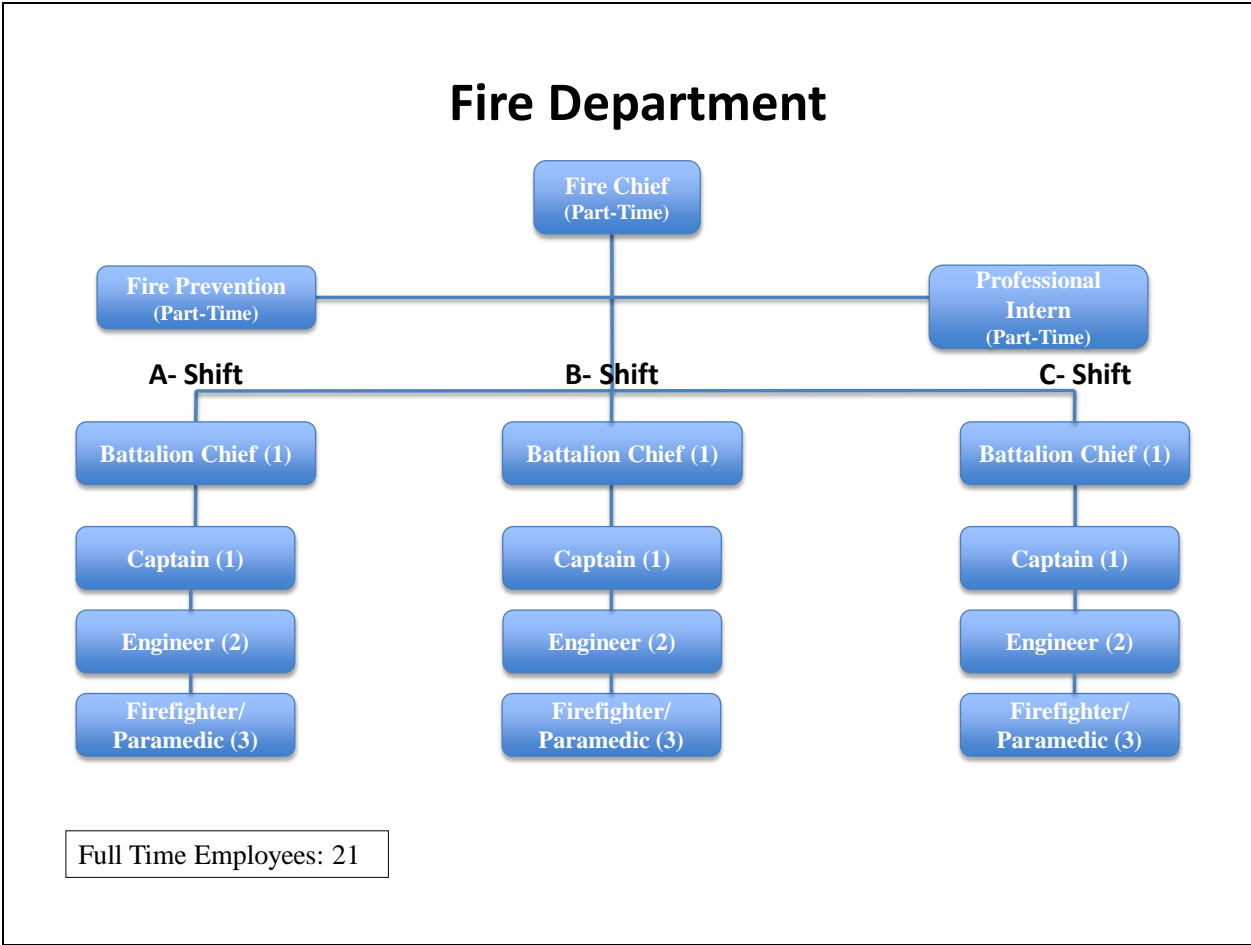
Purchase of one black and white patrol vehicle including emergency equipment (\$45,000)

FIRE Department Summary

EXPENDITURE SUMMARY	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	3,555,626	3,646,926	3,580,335	3,832,843	3,755,710	3,771,319
Operations & Maintenance	217,232	258,474	233,371	292,523	292,523	292,495
Capital Outlay	76,929	210,289	49,091	57,000	97,345	-
Total Expenses by Category	3,849,787	4,115,689	3,862,797	4,182,366	4,145,578	4,063,814
[101-5011] Fire	3,781,911	3,939,057	3,821,609	4,125,366	4,048,233	4,063,814
Total Expenses by Program	3,781,911	3,939,057	3,821,609	4,125,366	4,048,233	4,063,814

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

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 2011/12 Accomplishments and Performance Measures

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.
 - *Goal met.*
- Actively recruit personnel to fill open positions within the Fire department
 - *Goal met.*
- Manage the compliance of the mandated Respiratory Protection Program
 - *Goal 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.*
- Continue equipment replacement and training for all Fire Department personnel.
 - *Goal met.*

Goal 2: Develop a System for All Fire Information

Performance Measures:

- Investigate, document, and report all firefighter injuries and illnesses.
 - *Goal met.*
- Finish the upgrade to the communication system hardware to achieve compliance with Verdugo Communications System requirements
 - *Goal met.*
- Complete incident reports within 24 hours 90% of the time
 - *Goal met.*
- Complete an Automatic Aid Agreement for Medical Emergencies.
 - *Goal is ongoing. It has taken longer than anticipated to get all the Automatic Aid cities in agreement.*
- Complete an Emergency Operations Plan.
 - *Goal is ongoing. A joint Emergency Operations Plan with South Pasadena Unified School District is complete and under review by Cal EMA and FEMA.*

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

Performance Measures:

- Conduct mutual-aid training exercises with fire agencies from neighboring jurisdictions.
 - *Goal met.*
- Finish the compliance with mandated California Incident Command Certification System for all command officers and fire suppression personnel.
 - *Goal met.*
- Complete a minimum of 24 hours per firefighter of Emergency Medical Services continuing education
 - *Goal met.*
- Maintain Paramedic and EMT certification for all personnel.
 - *Goal met.*

Goal 4: Reduce Fire Loss in City of South Pasadena

Performance Measures:

- Inspect 80% of the apartment buildings containing four or more units.
 - *Goal met.*
- Complete residential plan checks within five days or less, 80% of the time.
 - *Goal met.*
- Receive process and inspect reports of brush fire hazards on both improved and unimproved properties within 48 hours, 80% of the time.
 - *Goal met.*

Goal 5: Apply for Grants for Additional Equipment

Performance Measure:

- Secure grant for station alerting system for all parts of the Fire Station.
 - *Goal met.*
- Secure grant for station remodel.
 - *Goal not met. No grants for this project were available.*

FIRE FY 2012/13 Goals and Performance Measures

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 and promotional vacancies
- 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
- Complete incident reports within 24 hours 90% of the time
- Present a draft of an Automatic Aid Agreement for Medical Emergencies to the City Manager
- Emergency Operations Plan adopted by City Council

Goal 3: Improve and Maintain Training

Performance Measures:

- Conduct mutual-aid training exercises with fire agencies from neighboring jurisdictions
- Complete a minimum of 24 hours per firefighter of Emergency Medical Services continuing education
- Maintain paramedic and E.M.T. certifications for all personnel
- Implement “Smart Classroom” training in conjunction with area cities

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

Goal 5: Submit Grant Applications Additional Apparatus and Equipment

Performance Measures:

- Submit applications through Assistance to Firefighters, UASI, SHSGP and other grant programs for needed equipment and training

FIRE

Budget Detail

101-5011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	1,742,170	1,819,996	1,921,712	1,986,365	1,817,314	1,986,365
7010	Salaries - Temp / Part	51,945	58,299	60,248	65,000	65,000	60,000
7020	Overtime	438,106	417,819	411,685	360,500	361,175	360,500
7030	Overtime - Flsa	97,848	109,998	104,104	105,000	115,759	105,000
7040	Holiday	66,279	72,002	75,285	68,000	82,460	68,000
7045	Overtime - Special Detail	125,788	124,125	105,450	105,000	135,744	105,000
7060	IOD - Safety	29,631	52,948	16,609	-	21,657	-
7065	Fitness	7,600	8,900	8,700	-	10,560	-
7070	Leave Buyback	90,447	55,680	74,151	90,000	69,086	55,000
7100	Retirement	558,618	612,620	504,926	614,965	633,235	593,441
7110	Workers Compensation	144,234	96,547	77,286	207,549	223,310	207,549
7122	Unemployment Insurance	-	6,954	-	-	-	-
7130	Group Health Insurance	141,952	146,832	152,010	150,000	153,962	150,000
7140	Vision Insurance	4,583	4,818	4,810	5,040	4,752	5,040
7150	Dental Insurance	15,438	17,578	17,960	18,900	17,246	18,900
7160	Life Insurance	3,410	3,736	3,906	3,906	2,318	3,906
7170	FICA - Medicare	24,166	24,527	25,072	37,618	25,122	37,618
7180	Car/Uniform Allowance	13,410	13,549	14,079	15,000	17,010	15,000
	<WAGES & BENEFITS>	3,555,626	3,646,926	3,577,994	3,832,843	3,755,710	3,771,319
8000	Office Supplies	2,876	3,178	3,269	3,500	3,500	3,500
8010	Postage	570	626	616	1,000	1,000	1,000
8020	Special Department Expense	28,896	47,168	30,030	43,500	43,500	42,200
8025	Medical Supplies	21,338	21,698	25,330	26,000	26,000	24,000
8026	Hazardous Materials	-	-	-	2,350	2,350	2,350
8050	Printing/Duplicating	509	310	591	600	600	1,000
8060	Dues & Memberships	640	1,095	610	800	800	800
8080	Books & Periodicals	393	682	933	1,000	1,000	1,000
8090	Conference & Meeting Expense	30	-	56	500	500	500
8100	Vehicle Maintenance	26,118	30,344	30,642	47,250	50,000	46,000
8110	Equipment Maintenance	6,138	12,756	8,186	11,000	11,000	11,000
8120	Building Maintenance	14,749	8,128	13,051	14,000	14,000	12,000
8132	Uniform Expense/Cleaning	1,177	-	104	500	500	500
8134	Safety Clothing/Equipment	16,984	16,989	9,630	15,000	15,000	15,000
8150	Telephone	6,000	6,567	6,431	5,500	5,500	5,500
8170	Professional Service	24,114	29,456	22,564	28,000	28,000	28,000
8180	Contract Services	71,662	74,444	85,265	88,023	85,273	94,145
8200	Training Expense	(4,961)	5,032	(3,938)	4,000	4,000	4,000
	<OPERATIONS & MAINTENANCE>	217,232	258,474	233,371	292,523	292,523	292,495
8500	Building & Improvements	5,575	-	4,294	-	-	-
8520	Machinery & Equipment	3,478	33,657	5,950	-	-	-
	<CAPITAL OUTLAY>	9,053	33,657	10,244	-	-	-
[101-5011] Fire Total		3,781,911	3,939,057	3,821,609	4,125,366	4,048,233	4,063,814

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 (\$1000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$16,000); or non-safety orientated equipment (\$6,200); cleaning supplies (\$4,000); Linen Services (\$6,100); Department Identification cards (\$400); ; tuition reimbursement \$1,000); 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 (\$2,500). Replacement and upgrades to Department PCs, printers and computer software; Firehouse Software (\$1,000).

- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$14,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$8,000); and other Medical Supplies (\$2000).
- 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 (\$600); Business Cards (\$400)..
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$800)..
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature. (1,000)
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference. (500)
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles (\$22,000). Includes funds to purchase fuels (\$24,000), 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, repair to apparatus doors (\$5,000). Includes routine repair and maintenance costs related to the HVAC, gasoline and diesel fuel distribution system (\$7,000).
- 8132 Uniform Expense and Cleaning
Provides funds for the cleaning, maintenance, and repairs of mandated firefighter safety

clothing (\$500).

8134 Safety Clothing and Equipment

Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus and chemical protective suits (\$15,000)..

8150 Telephone

Provides funds for telephone services including cellular communications for emergency response vehicles (\$5,500).

8170 Professional Services

Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance, employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training, Cal OSHA mandated respiratory protection annual testing and photocopy machine service (\$28,000).

8180 Contract Services

Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$ 94,145)

8200 Training Expense -

Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (4,000)

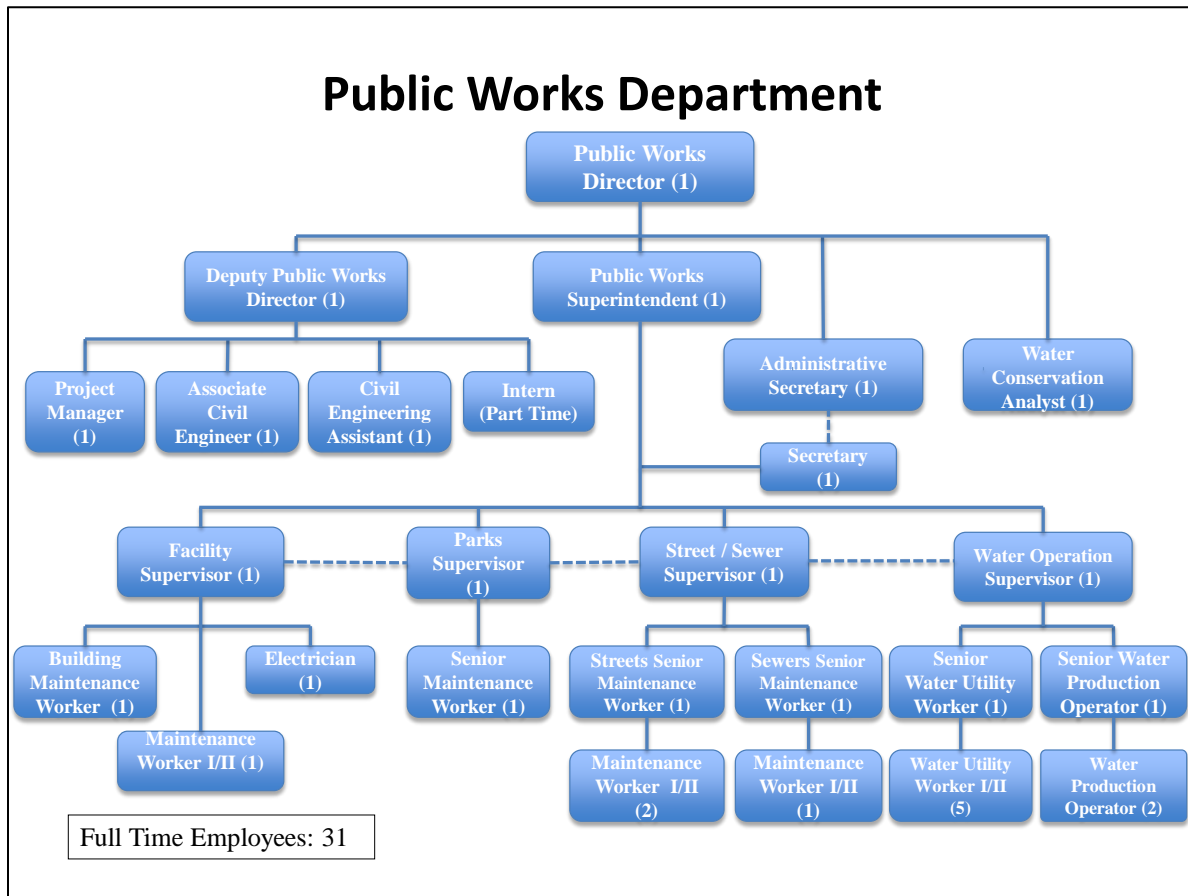
PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	2,225,881	2,519,215	2,629,392	2,824,512	2,501,166	2,808,081
Operations & Maintenance	4,030,394	4,942,742	4,595,573	5,709,942	4,917,578	5,953,404
Capital Outlay	81,103	317,090	116,060	192,000	88,111	652,000
Total Expenses by Category	6,337,378	7,779,047	7,341,025	8,726,454	7,506,855	9,413,485
[101-2015] Environmental Services	214,634	148,188	113,290	184,635	89,147	153,688
[101-6011] PW Admin & Engineering	477,351	745,609	458,460	482,540	320,634	473,332
[101-6116] Street Maintenance	-	2,700	-	-	-	-
[101-6410] Park Maintenance	400,060	349,226	309,038	350,853	348,593	434,480
[101-6601] Facilities Maintenance	458,080	696,771	556,351	627,284	581,172	633,373
[210-6501] Sewer Operations	388,234	448,888	560,703	714,519	868,518	1,070,874
[215-6115] Traffic Signals	174,613	162,537	120,969	190,320	107,000	212,500
[215-6118] Sidewalk Maintenance	1,589	-	33,854	10,000	8,000	10,000
[215-6201] Street Lighting	260,094	298,768	313,536	325,306	325,306	325,456
[215-6310] Street Trees	339,353	392,709	367,110	288,699	344,181	357,646
[215-6416] Median Strips	68,952	70,903	68,923	64,000	64,000	64,000
[225-6801] Mission Oaks Parking District	7,094	2,631	517	-	300	-
[230-6116] Street Maintenance	406,072	611,652	475,879	657,665	492,989	763,653
[232-6417] Park Maintenance	21,337	17,069	19,234	16,600	16,600	16,600
[500-6710] Water Distribution	893,506	1,166,135	1,392,730	1,386,631	1,130,244	1,475,949
[500-6711] Water Production	2,226,410	2,665,260	2,539,291	3,427,402	2,810,131	3,421,934
Total Expenses by Program	6,337,378	7,779,047	7,329,885	8,726,454	7,506,815	9,413,485

Public Works Director	1
Deputy Public Works Director	1
Project Manager	1
Associate Civil Engineer	1
Civil Engineering Assistant	1
Administrative Secretary	1
Secretary	1
Public Works Superintendent	1
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	1
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Production Supervisor	1
Water Conservation Analyst	1
Senior Maintenance Worker	3
Water Production Operator	2
Maintenance Worker I/II	4
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Utility Worker I/II	5
Total	31

PUBLIC WORKS

Department Description and Authorized Positions



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

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 2011/12 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 2011/12, along with the results:

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

Performance Measures:

- Manage the design and construction of street capital improvement program.
 - *Goal met. Fair Oaks Ave., Pasadena Ave., Hermosa St., and Indiana Ave. are completed. Raymond Ln., Mountain View, Pasadena Ave. Phase II and Via Del Rey are in or will soon be under construction.*
- Manage the design and construction of water capital improvement program.
 - *Goal is ongoing. The Phase 2 relining of the water transmission line from Wilson Reservoir to Garfield Reservoir was completed. The water line on St. Albans was reconstructed. A hydraulic model of the entire water system has been developed.*
- Increase preventative maintenance program for the sewer infrastructure to reduce the occurrence of sanitary sewer overflows.
 - *Goal met.*
- Begin a two-year sewer flow monitoring program to verify sewer capacity study results.
 - *Goal partially met. The City is still in negotiations with the Regional Water Quality Control Board to implement a plan that is agreeable to them.*
- Implement improved communications protocol to inform public about the status of upcoming, ongoing and recently completed capital projects.
 - *Goal met and is ongoing.*
- Continue to provide effective and efficient municipal services despite reduced revenues and increased costs.
 - *Goal met and is ongoing.*

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.
 - *Goal is ongoing, but no alternative funding opportunities have been identified.*
- Continue pursuing approval of a phasing strategy from Caltrans for the SR-110 Interchange "Hook Ramp" Project.
 - *Goal is ongoing. No commitments have been secured from Caltrans.*

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 met through 7 grant applications.*

Goal 4: Retain and attract quality employees

Performance Measures:

- Fill all current vacancies in the Public Works Department with quality employees.
 - *Goal partially met. There is one long-term vacancy.*
- Implement formal sewer certification program for Streets & Sewer Division employees.
 - *Goal is ongoing, and currently being discussed with Human Resources.*

Goal 5: Preserve and improve the environment

Performance Measures:

- Explore opportunities to improve energy efficiency at City facilities.
 - *Goal met through street light retrofits, pedestrian head retrofits and HVAC upgrades at City Hall.*
- Continue to work with NREC to develop program for managing replacement of dead, dying, and diseased trees.
 - *Goal is in progress. It was delayed by the Windstorm in December 2011.*
- Work with the NREC and Water Council to update the current Municipal Code for water conservation.
 - *Goal is ongoing.*

PUBLIC WORKS

FY 2012/13 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 2012/13. They are based upon the goals established by the City Council.

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.
- Continue maintenance program for the sewer infrastructure to reduce the occurrence of sanitary sewer overflows.
- Continue sewer capital improvements to meet the deadlines imposed under the Consent Judgment entered into with the Regional Water Quality Control Board.

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 Measure:

- Maintain at least 95% of all Public Works Department positions filled with quality employees.

Goal 5: Preserve and improve the environment

Performance Measures:

- 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	49,425	47,477	41,032	46,850	33,588	46,850
7020	Overtime	2,038	1,720	2,791	2,060	2,360	2,060
7070	Leave Buyback	3,261	212	1,453	2,000	940	-
7100	Retirement	8,694	7,450	6,069	9,911	6,214	9,564
7108	Deferred Compensation	828	98	66	907	70	907
7110	Workers Compensation	674	362	206	1,164	717	1,164
7130	Group Health Insurance	3,789	3,030	2,559	3,537	2,722	3,537
7140	Vision Insurance	118	105	80	108	85	108
7150	Dental Insurance	394	387	301	405	320	405
7160	Life Insurance	89	76	73	84	42	84
7170	FICA - Medicare	434	361	276	709	189	709
	<WAGES & BENEFITS>	69,746	61,277	54,905	67,735	47,247	65,388
8010	Postage	-	536	502	1,600	200	1,000
8020	Special Department Expense	92,811	33,697	15,700	55,300	13,000	28,300
8040	Advertising	1,080	1,448	1,773	2,500	2,500	2,500
8050	Printing/Duplicating	-	-	-	2,000	700	1,000
8060	Dues & Memberships	5,000	7,700	870	-	-	-
8090	Conference & Meeting Expense	115	168	239	500	500	500
8170	Professional Service	39,928	39,416	24,545	25,000	20,000	25,000
8180	Contract Services	5,955	3,946	14,756	30,000	5,000	30,000
	<OPERATIONS & MAINTENANCE>	144,889	86,911	58,385	116,900	41,900	88,300
[101-2015] Environmental Services Total		214,634	148,188	113,290	184,635	89,147	153,688

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 (\$1,000).
- 8020 Special Department Expense
Provides funds for annual NPDES storm drain permit (\$7,300); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300). Catch basin inserts (\$12,000). 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 (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$500).

8170 Professional Services

Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services, including inspections (\$25,000).

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	82,303	105,292	122,938	135,242	123,845	135,242
7010	Salaries - Temp / Part	-	1,828	-	1,500	5,000	1,500
7020	Overtime	1,466	1,055	2,756	1,500	3,202	1,500
7070	Leave Buyback	38	40	1,727	1,000	1,518	1,000
7100	Retirement	15,202	21,040	25,105	28,789	26,895	27,781
7108	Deferred Compensation	274	501	691	738	730	738
7110	Workers Compensation	2,546	2,305	2,044	6,055	5,651	6,055
7130	Group Health Insurance	8,379	7,045	8,520	12,381	9,629	12,381
7140	Vision Insurance	249	295	310	372	304	372
7150	Dental Insurance	998	924	901	1,395	839	1,395
7160	Life Insurance	258	221	238	288	150	288
7170	FICA - Medicare	768	1,224	1,370	2,005	1,871	2,005
	<WAGES & BENEFITS>	112,479	141,771	166,600	191,265	179,634	190,257
8000	Office Supplies	213	-	23	-	-	-
8010	Postage	1,323	1,671	1,532	2,100	1,500	2,100
8020	Special Department Expense	8,396	7,565	8,697	5,150	5,000	5,450
8040	Advertising	91	2,076	1,315	1,200	1,000	1,200
8050	Printing/Duplicating	1,251	7,262	12,489	10,900	5,000	10,900
8060	Dues & Memberships	1,270	3,799	1,021	4,845	500	4,845
8100	Vehicle Maintenance	-	797	2,421	500	2,500	1,000
8110	Equipment Maintenance	1,442	681	729	640	1,000	640
8150	Telephone	852	2,727	1,922	1,000	2,000	2,000
8170	Professional Service	341,384	573,515	259,814	263,000	120,000	253,000
8300	Lease Payment	3,242	1,269	1,255	1,940	1,500	1,940
	<OPERATIONS & MAINTENANCE>	359,463	601,362	291,217	291,275	140,000	283,075
8520	Machinery & Equipment	5,409	2,476	642	-	1,000	-
	<CAPITAL OUTLAY>	5,409	2,476	642	-	1,000	-
[101-6011] PW Admin & Engineering Tota		477,351	745,609	458,460	482,540	320,634	473,332

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 Department Expense
Provides funds for department supplies and services including computer supplies, county assessor maps, and data updates. Annual Realquest Assessor Parcel Map software subscription (\$3,000). Annual Autocad Map software subscription renewal (\$650). New PC workstation (\$1,800).
- 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); National Arbor Foundation Membership (\$25). Books (\$500); and Seminars (\$2,110).

Educational expense reimbursements (\$1,000). Professional Engineer's license renewals (\$250). San Gabriel Valley Council of Governments Technical Advisory Committee Meetings (\$300)

8100 Vehicle Maintenance and Operations

Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,000).

8110 Equipment Maintenance

Public Works Department share of copier maintenance (\$420). Public Works share of postage machine rental (\$220).

8150 Telephone

Covers cost of telephone service at various locations throughout the City (\$2,000).

8170 Professional Services

Professional on-call traffic engineering services and studies (\$50,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services provided (\$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 share of copier rental cost (\$1,940).

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	48,437	53,774	60,931	50,439	59,257	50,439
7010	Salaries - Temp / Part	-	27	531	-	-	-
7020	Overtime	1,200	2,040	1,361	2,500	7,548	2,500
7040	Holiday	106	-	-	-	-	-
7055	IOD - Non Safety	3,021	-	-	-	-	-
7070	Leave Buyback	274	122	4,327	1,000	904	-
7100	Retirement	9,406	10,522	12,296	10,670	12,744	10,297
7108	Deferred Compensation	149	128	336	156	356	156
7110	Workers Compensation	2,646	1,756	1,720	2,556	4,148	2,556
7130	Group Health Insurance	6,099	5,269	4,757	6,537	5,780	6,537
7140	Vision Insurance	206	199	191	204	197	204
7150	Dental Insurance	756	710	604	765	461	765
7160	Life Insurance	160	160	156	158	75	158
7170	FICA - Medicare	768	778	986	768	1,013	768
	<WAGES & BENEFITS>	73,228	75,486	88,197	75,753	92,483	74,380
8000	Office Supplies	614	597	756	1,200	600	1,200
8020	Special Department Expense	17,839	42,866	18,199	37,400	12,000	37,400
8100	Vehicle Maintenance	6,757	1,574	974	1,000	600	1,000
8110	Equipment Maintenance	2,379	4,888	1,851	4,500	100	4,500
8140	Utilities	96,335	39,381	40,258	56,000	32,000	45,000
8150	Telephone	11	-	-	-	-	-
8170	Professional Service	1,106	-	-	3,000	-	3,000
8180	Contract Services	155,501	169,076	150,944	158,500	160,000	254,500
8200	Training Expense	280	1,455	680	1,500	-	1,500
8262	Graffiti Removal	9,663	10,858	7,180	12,000	5,000	12,000
	<OPERATIONS & MAINTENANCE>	290,485	270,696	220,842	275,100	210,300	360,100
8500	Building & Improvements	-	2,825	-	-	-	-
8520	Machinery & Equipment	36,346	208	-	-	-	-
8540	Automotive Equipment	-	11	-	-	45,810	-
	<CAPITAL OUTLAY>	36,346	3,044	-	-	45,810	-
[101-6410] Park Maintenance Total		400,060	349,226	309,038	350,853	348,593	434,480

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
Office supplies and daily journals (\$600). Share of copier lease (\$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 (\$45,000).
- 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). Landscape irrigation of the Fair Oaks Project performed by WCA (6,000). One-time additions for FY 2012/13 are arborist services (\$40,000), and Supplemental tree trimming and replacement (\$50,000)

8200 Training Expense

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

8262 Graffiti Removal

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.

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	135,245	143,167	199,583	210,554	201,770	210,554
7010	Salaries - Temp / Part	14,527	27,034	3,596	-	-	-
7020	Overtime	2,736	1,845	4,570	2,000	3,615	2,000
7040	Holiday	215	-	-	-	-	-
7070	Leave Buyback	10	10	345	1,000	405	-
7100	Retirement	24,421	29,521	40,590	44,541	42,747	42,982
7108	Deferred Compensation	70	105	336	112	356	112
7110	Workers Compensation	9,786	7,297	7,019	13,566	13,884	13,566
7122	Unemployment Insurance	-	231	161	-	-	-
7130	Group Health Insurance	11,884	9,758	19,683	26,358	21,969	26,358
7140	Vision Insurance	525	532	775	840	773	840
7150	Dental Insurance	1,906	1,959	2,375	3,150	2,845	3,150
7160	Life Insurance	405	414	520	651	380	651
7170	FICA - Medicare	3,124	3,526	2,912	3,082	2,928	3,082
	<WAGES & BENEFITS>	204,854	225,397	282,464	305,854	291,672	303,295
8000	Office Supplies	515	597	947	1,200	1,000	1,200
8020	Special Department Expense	42,590	132,203	25,571	39,500	25,000	40,000
8060	Dues & Memberships	-	-	200	200	-	200
8100	Vehicle Maintenance	722	1,513	379	2,750	1,000	2,750
8110	Equipment Maintenance	550	602	162	1,000	1,000	2,000
8120	Building Maintenance	39,864	48,903	45,712	63,100	50,000	63,100
8130	Small Tools	7,828	7,583	6,007	4,000	4,000	4,000
8132	Uniform Expense/Cleaning	617	919	529	1,000	1,000	1,000
8134	Safety Clothing/Equipment	1,109	463	1,143	1,000	1,000	1,000
8140	Utilities	75,921	83,741	85,709	90,000	85,000	90,000
8150	Telephone	433	307	321	1,000	500	1,000
8180	Contract Services	83,078	86,729	106,672	116,180	120,000	118,928
8200	Training Expense	-	-	535	500	-	4,900
	<OPERATIONS & MAINTENANCE>	253,226	363,561	273,886	321,430	289,500	330,078
8500	Building & Improvements	-	-	-	-	-	-
8540	Automotive Equipment	-	107,813	-	-	-	-
	<CAPITAL OUTLAY>	-	107,813	-	-	-	-
[101-6601] Facilities Maintenance Total		458,080	696,771	556,351	627,284	581,172	633,373

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. Additional 2 % (\$4,211) for Playground Equipment Certification.
- 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 (\$1,200). 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).
Genie Lift Maintenance (\$1,000)
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$13,000) and elevators (\$9,400); pest control services (\$7,000); locksmith service (\$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 contracts, 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).
CNG Monthly Maintenance Contract (\$15,700)
- 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 (\$96,918). 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 (\$19,610).
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). Additional (\$3,200) for CNG maintenance training. Additional (\$1,200) for Playground Equipment Certification.

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	165,110	202,417	228,578	268,909	213,620	268,909
7010	Salaries - Temp / Part	1,480	1,191	151	2,000	2,000	-
7020	Overtime	4,779	6,390	3,323	5,000	4,213	5,000
7040	Holiday	-	100	24	-	709	-
7055	IOD - Non Safety	2,266	-	-	-	-	-
7070	Leave Buyback	167	224	2,319	3,000	3,111	-
7100	Retirement	29,875	39,236	43,516	57,125	45,546	55,126
7108	Deferred Compensation	164	332	600	497	629	497
7110	Workers Compensation	8,756	6,752	5,722	14,445	12,567	14,445
7122	Unemployment Insurance	11,700	-	-	-	2,485	-
7130	Group Health Insurance	15,542	18,507	19,116	36,611	22,311	36,611
7131	Retiree Health Insurance	10,703	9,111	10,564	-	10,654	-
7140	Vision Insurance	541	648	677	1,164	701	1,164
7150	Dental Insurance	1,925	2,508	2,243	4,365	2,496	4,365
7160	Life Insurance	490	639	556	902	349	902
7170	FICA - Medicare	2,284	2,740	2,903	4,001	3,023	4,001
	<WAGES & BENEFITS>	255,781	290,795	320,290	398,019	324,414	391,020
8000	Office Supplies	596	561	570	600	300	600
8010	Postage	-	600	-	600	-	-
8020	Special Department Expense	15,754	12,679	11,280	23,000	15,000	24,000
8050	Printing/Duplicating	150	-	22	200	-	-
8060	Dues & Memberships	-	-	-	500	-	500
8090	Conference & Meeting Expense	-	100	60	-	-	200
8100	Vehicle Maintenance	3,134	21,698	11,306	28,000	15,000	28,000
8110	Equipment Maintenance	3,460	4,929	446	5,000	-	5,000
8120	Building Maintenance	2,966	500	-	1,200	-	1,200
8130	Small Tools	-	-	-	4,000	-	4,000
8132	Uniform Expense/Cleaning	602	917	630	1,200	1,000	1,200
8134	Safety Clothing/Equipment	513	224	318	1,000	1,000	1,000
8160	Legal Service	-	-	6,835	-	5,500	-
8162	Legal Services (A.G. Office)	-	-	-	-	50,000	-
8170	Professional Service	23,062	9,054	48,369	35,000	50,000	35,000
8180	Contract Services	51,824	71,010	39,343	100,000	100,000	100,000
8191	Liability & Surety Bonds	29,980	34,206	47,405	46,178	59,132	59,132
8200	Training Expense	-	1,242	191	1,000	-	1,000
8340	Penalty Fees	-	-	-	-	177,150	-
8350	Bad Debt Expense	412	372	716	-	1,000	-
8400	Overhead Allocation	-	-	69,022	69,022	69,022	69,022
	<OPERATIONS & MAINTENANCE>	132,453	158,093	236,513	316,500	544,104	329,854
8520	Machinery & Equipment	-	-	3,900	-	-	-
8540	Automotive Equipment	-	-	-	-	-	350,000
	<CAPITAL OUTLAY>	-	-	3,900	-	-	350,000
[210-6501] Sewer Operations Total		388,234	448,888	560,703	714,519	868,518	1,070,874

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. Additional 2% for Waste water certification (\$5,378)
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. (\$90,000) for Temporary Personnel Services.
- 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).
- 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). Various printing and postage expenses (\$1,000).
- 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
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% share of the City's liability insurance costs. The remaining portions are paid out of General Fund (60%); Water Fund (25%); and LLD (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund.

CAPITAL OUTLAY

- 8540 Automotive Equipment
Vactor Truck (\$350,000).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8020	Special Department Expense	28,023	32,186	19,402	28,900	16,000	30,900
8140	Utilities	51,090	40,761	35,145	75,000	30,000	75,000
8150	Telephone	787	531	1,285	820	1,000	1,000
8180	Contract Services	94,712	89,060	65,137	85,600	60,000	85,600
	<OPERATIONS & MAINTENANCE>	174,613	162,537	120,969	190,320	107,000	192,500
8520	Machinery & Equipment	-	-	-	-	-	20,000
	<CAPITAL OUTLAY>	-	-	-	-	-	20,000
[215-6115] Traffic Signals Total		174,613	162,537	120,969	190,320	107,000	212,500

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 (\$20,400).

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 (\$1,000).

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).

CAPITAL OUTLAY

8520 Machinery & Equipment

Replace traffic signal cabinet & rewire intersection @ Mission & Garfield (\$20,000).

SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8020	Special Department Expense	1,124	-	-	10,000	-	10,000
8170	Professional Service	465	-	-	-	-	-
8180	Contract Services	-	-	33,854	-	8,000	-
	<OPERATIONS & MAINTENANCE>	1,589	-	33,854	10,000	8,000	10,000
[215-6118]	Sidewalk Maintenance Total	1,589	-	33,854	10,000	8,000	10,000

SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	(119)	-	-	-	-	-
7020	Overtime	1,817	1,662	-	-	-	-
7110	Workers Compensation	119	71	-	-	-	-
7130	Group Health Insurance	113	85	-	-	-	-
7140	Vision Insurance	4	4	-	-	-	-
7150	Dental Insurance	17	15	-	-	-	-
7160	Life Insurance	8	5	-	-	-	-
7170	FICA - Medicare	26	24	-	-	-	-
	<WAGES & BENEFITS>	2,006	1,866	-	-	-	-
8000	Office Supplies	591	595	573	600	600	600
8020	Special Department Expense	25,770	48,339	31,248	45,500	45,500	45,500
8100	Vehicle Maintenance	3,305	4,015	7,386	4,300	4,300	6,700
8110	Equipment Maintenance	542	3,480	1,161	4,500	4,500	4,500
8130	Small Tools	2,377	2,559	1,980	4,250	4,250	2,000
8132	Uniform Expense/Cleaning	638	1,302	924	800	800	800
8134	Safety Clothing/Equipment	1,116	910	662	800	800	800
8140	Utilities	154,919	163,805	168,502	165,000	165,000	165,000
8170	Professional Service	6,863	3,485	6,240	6,400	6,400	6,400
8191	Liability & Surety Bonds	59,959	68,412	94,811	92,356	92,356	92,356
8200	Training Expense	200	-	50	800	800	800
	<OPERATIONS & MAINTENANCE>	256,279	296,901	313,536	325,306	325,306	325,456
8520	Machinery & Equipment	1,809	-	-	-	-	-
	<CAPITAL OUTLAY>	1,809	-	-	-	-	-
[215-6201] Street Lighting Total		260,094	298,768	313,536	325,306	325,306	325,456

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 (\$5,900); 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).

- 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	96,388	106,887	51,558	51,746	75,888	51,746
7020	Overtime	2,340	5,397	6,129	-	7,314	-
7040	Holiday	537	684	-	700	-	700
7070	Leave Buyback	1,058	449	15,926	2,000	599	-
7100	Retirement	17,353	20,886	10,798	10,946	15,724	10,563
7108	Deferred Compensation	78	28	-	88	-	88
7110	Workers Compensation	6,546	4,782	2,612	3,158	5,607	3,158
7130	Group Health Insurance	13,461	13,725	7,701	6,858	10,777	6,858
7131	Retiree Health Insurance	14,629	12,453	14,440	-	14,563	-
7140	Vision Insurance	430	438	232	216	345	216
7150	Dental Insurance	1,612	1,645	859	810	866	810
7160	Life Insurance	327	329	191	167	97	167
7170	FICA - Medicare	1,446	1,522	1,053	760	1,151	760
	<WAGES & BENEFITS>	156,205	169,225	111,499	77,449	132,931	75,066
8000	Office Supplies	459	615	380	1,000	1,000	1,000
8010	Postage	-	6	-	50	50	-
8020	Special Department Expense	10,799	8,270	12,424	17,200	17,200	15,700
8040	Advertising	-	-	-	200	200	200
8060	Dues & Memberships	360	385	165	400	400	400
8090	Conference & Meeting Expense	170	-	-	-	-	-
8100	Vehicle Maintenance	7,494	20,794	23,338	17,000	17,000	17,000
8110	Equipment Maintenance	966	6,126	4,092	3,500	3,500	3,500
8130	Small Tools	3,505	3,516	3,374	3,700	3,700	3,700
8132	Uniform Expense/Cleaning	1,105	1,432	1,332	1,300	1,300	1,300
8134	Safety Clothing/Equipment	732	1,407	1,381	1,600	1,600	1,600
8350	Bad Debt Expense			13,619	-	-	
8170	Professional Service	295	165	4,819	4,500	4,500	27,380
8180	Contract Services	149,556	175,467	182,109	150,000	150,000	200,000
8181	Contracted Tree Planting	6,904	3,091	8,578	10,000	10,000	10,000
8200	Training Expense	245	600	-	800	800	800
	<OPERATIONS & MAINTENANCE>	182,588	221,873	255,611	211,250	211,250	282,580
8520	Machinery & Equipment	560	1,612	-	-	-	-
	<CAPITAL OUTLAY>	560	1,612	-	-	-	-
[215-6310] Street Trees Total		339,353	392,709	367,110	288,699	344,181	357,646

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 (\$1,000).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies (\$7,500) including chain saw blades, blade sharpening, gloves, chipper blades. Also includes costs for ropes, slings, pulleys (\$3,000); work zone signs and cones (\$1,000); and pesticides and fungicides (\$3,000). Also includes 25% of department cell phones (\$1,200) and mailings (\$50).
- 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). Certified Arborist from WCA as needed (\$22,880).
- 8180 Contract Services
Provides for services rendered under contract for tree trimming and removal of City-owned trees Additional tree pruning & removals. (\$200,000).
- 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

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8020	Special Department Expense	6,941	9,522	7,015	3,500	3,500	3,500
8180	Contract Services	62,010	61,381	61,908	60,500	60,500	60,500
	<OPERATIONS & MAINTENANCE>	68,952	70,903	68,923	64,000	64,000	64,000
[215-6416]	Median Strips Total	68,952	70,903	68,923	64,000	64,000	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	197,077	222,478	251,548	271,719	215,850	271,719
7020	Overtime	1,856	3,492	2,854	3,000	4,970	3,000
7040	Holiday	218	86	-	-	681	-
7055	IOD - Non Safety	3,021	1,035	-	-	-	-
7070	Leave Buyback	3,821	71	1,837	2,000	1,168	-
7100	Retirement	36,133	43,427	50,492	57,479	45,933	55,467
7108	Deferred Compensation	227	155	336	376	356	376
7110	Workers Compensation	11,510	8,395	7,931	16,011	14,036	16,011
7122	Unemployment Insurance	11,071	14,792	30	-	-	-
7130	Group Health Insurance	25,239	24,405	26,961	36,432	27,454	36,432
7131	Retiree Health Insurance	16,027	13,644	15,820	-	15,955	-
7140	Vision Insurance	859	904	1,049	1,152	876	1,152
7150	Dental Insurance	2,934	3,457	2,782	4,320	2,965	4,320
7160	Life Insurance	644	767	678	893	394	893
7170	FICA - Medicare	2,861	3,052	3,504	3,983	3,051	3,983
	<WAGES & BENEFITS>	313,498	340,160	365,821	397,365	333,689	393,353
8000	Office Supplies	566	577	918	1,200	1,200	1,200
8020	Special Department Expense	50,642	99,121	57,561	70,000	70,000	70,000
8060	Dues & Memberships	268	-	-	300	300	300
8100	Vehicle Maintenance	12,708	16,671	16,992	16,000	27,000	16,000
8110	Equipment Maintenance	4,054	4,085	4,907	6,400	6,400	6,400
8130	Small Tools	677	3,241	1,613	4,000	4,000	4,000
8132	Uniform Expense/Cleaning	1,888	2,681	1,894	2,000	2,000	2,000
8134	Safety Clothing/Equipment	1,211	-	1,372	2,000	2,000	2,000
8170	Professional Service	14,059	4,354	-	2,000	2,000	2,000
8180	Contract Services	6,500	3,327	24,800	44,000	44,000	134,000
8200	Training Expense	-	-	-	400	400	400
	<OPERATIONS & MAINTENANCE>	92,574	134,056	110,058	148,300	159,300	238,300
8520	Machinery & Equipment	-	38,167	-	-	-	20,000
8540	Automotive Equipment	-	99,269	-	112,000	-	112,000
	<CAPITAL OUTLAY>	-	38,167	-	-	-	20,000
[230-6116] Street Maintenance Total		406,072	611,652	475,879	657,665	492,989	763,653

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). Temporary Personnel Services (\$90,000)
- 8200 Training
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

CAPITAL OUTLAY

- 8540 Machinery and Equipment
Bus benches and waste receptacles (\$20,000).
- 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). 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8020	Special Department Expense	10,236	9,626	11,455	5,900	5,900	5,900
8110	Equipment Maintenance	104	600	-	1,000	1,000	1,000
8140	Utilities	1,898	2,075	2,277	2,800	2,800	2,800
8180	Contract Services	9,100	4,768	5,502	6,900	6,900	6,900
	<OPERATIONS & MAINTENANCE>	21,337	17,069	19,234	16,600	16,600	16,600
[232-6417]	Park Maintenance Total	21,337	17,069	19,234	16,600	16,600	16,600

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 (\$4,300); 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 (\$2,100) by Avalon, and Arroyo Park and Garfield Park restroom janitorial services (\$9,748) by Haynes Building Maintenance. 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	356,657	465,519	476,227	497,340	344,531	497,340
7020	Overtime	7,303	11,411	15,144	-	10,180	15,000
7040	Holiday	394	-	87	-	1,319	-
7055	IOD - Non Safety	3,776	-	-	-	-	-
7070	Leave Buyback	11,516	1,750	9,612	4,000	19,786	2,000
7100	Retirement	64,241	83,989	87,326	105,207	72,486	101,525
7108	Deferred Compensation	3,075	1,259	1,197	3,616	1,267	3,616
7110	Workers Compensation	19,002	16,514	13,447	26,451	22,769	26,451
7122	Unemployment Insurance	-	6,164	16,292	-	10,566	-
7130	Group Health Insurance	36,658	38,287	39,318	64,029	35,844	64,029
7131	Retiree Health Insurance	25,977	22,114	25,641	-	25,860	-
7140	Vision Insurance	1,198	1,513	1,386	2,004	992	2,004
7150	Dental Insurance	3,877	3,990	4,117	7,515	3,189	7,515
7160	Life Insurance	977	1,050	1,246	1,553	555	1,553
7170	FICA - Medicare	4,672	6,008	6,310	7,211	5,599	7,211
	<WAGES & BENEFITS>	539,323	659,566	697,351	718,926	554,943	728,244
8000	Office Supplies	702	860	595	1,900	1,900	1,900
8010	Postage	128	122	20	200	200	200
8020	Special Department Expense	52,387	75,750	107,158	119,600	60,000	119,600
8050	Printing/Duplicating	19	913	260	2,000	2,000	2,000
8060	Dues & Memberships	-	150	150	700	700	700
8100	Vehicle Maintenance	22,081	14,429	19,758	15,250	15,250	15,250
8110	Equipment Maintenance	6,204	6,692	5,085	5,000	5,000	5,000
8120	Building Maintenance	375	500	568	500	500	500
8130	Small Tools	2,805	1,560	10,966	15,000	15,000	15,000
8132	Uniform Expense/Cleaning	1,923	3,632	2,659	3,500	3,500	3,500
8134	Safety Clothing/Equipment	8,852	1,784	4,472	2,000	2,000	2,000
8140	Utilities	7,915	7,134	7,266	10,000	10,000	10,000
8150	Telephone	9,832	6,443	7,260	10,000	7,000	10,000
8170	Professional Service	9,882	-	-	-	-	-
8180	Contract Services	40,902	26,295	56,525	45,000	10,000	45,000
8191	Liability & Surety Bonds	149,898	171,030	237,027	230,891	295,658	230,891
8200	Training Expense	298	2,572	1,735	4,000	4,000	4,000
8229	Taxes	5,011	4,882	5,245	5,050	5,050	5,050
8400	Overhead Allocation	-	117,114	117,114	117,114	117,114	127,114
	<OPERATIONS & MAINTENANCE>	319,215	441,860	583,861	587,705	554,872	597,705
8520	Machinery & Equipment	-	547	4,390	-	-	-
8540	Automotive Equipment	367	24,375	-	80,000	-	150,000
8570	Water Sales	12,590	2,751	11,941	-	2,525	-
8571	Fire Services	1,613	6,634	4,897	-	-	-
8572	Meters	19,035	25,817	59,264	-	9,778	-
8573	Fire Hydrants	1,362	4,584	27,549	-	6,390	-
	<CAPITAL OUTLAY>	34,968	64,709	111,518	80,000	20,429	150,000
[500-6710] Water Distribution Total		893,506	1,166,135	1,392,730	1,386,631	1,130,244	1,475,949

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 (\$4,000), Install backflow device cages (\$20,000) Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Also includes the cost to purchase gate valves to replace broken valves in the water mains that are found during the routine valve maintenance program (\$15,000). Approximately 12 valves replacements are estimated. Also includes the purchase of replacement fire hydrants and installation of new fire hydrants where required to improve fire protection, including all material such as sleeves, valves, and pipe (\$22,000). Approximately 12 hydrant replacements are estimated. 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, and purchase of pavement breaker attachment for backhoe (\$10,000). Electrical inverter for unit #12 and pneumatic pumps (\$5,000).
- 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 Vehicles & Equipment
Half of the costs for an asphalt pothole truck (\$80,000). The remaining costs are being budgeted in 230-6116-8540. Valve truck equipped with vector to replace unit #15 (1996) (\$70,000)

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	328,258	377,625	367,641	414,314	347,667	414,314
7020	Overtime	14,577	13,899	16,560	-	21,512	-
7040	Holiday	3,007	3,048	3,172	3,000	3,608	3,000
7055	IOD - Non Safety	3,021	-	-	-	-	-
7070	Leave Buyback	10	1,348	2,511	4,000	3,959	2,000
7100	Retirement	60,302	73,797	72,427	87,644	74,415	84,576
7108	Deferred Compensation	542	748	513	1,612	543	1,612
7110	Workers Compensation	22,171	16,177	12,331	22,822	25,237	22,822
7130	Group Health Insurance	29,123	29,153	29,155	45,012	29,553	45,012
7131	Retiree Health Insurance	25,977	22,114	25,641	-	25,860	-
7140	Vision Insurance	1,346	1,458	1,320	1,392	1,260	1,392
7150	Dental Insurance	4,340	4,811	4,463	5,220	4,231	5,220
7160	Life Insurance	938	1,106	1,045	1,079	601	1,079
7170	FICA - Medicare	5,151	5,688	5,484	6,051	5,707	6,051
	<WAGES & BENEFITS>	498,762	550,972	542,265	592,146	544,153	587,078
8000	Office Supplies	1,109	1,066	1,854	1,600	1,300	1,600
8010	Postage	117	135	5	200	-	-
8020	Special Department Expense	50,064	59,187	38,980	306,600	40,000	288,400
8050	Printing/Duplicating	-	147	495	1,500	1,000	3,000
8060	Dues & Memberships	1,813	1,913	1,946	2,600	2,000	2,600
8070	Mileage/Auto Allowance	55	-	-	-	-	-
8080	Books & Periodicals	-	188	211	200	200	500
8100	Vehicle Maintenance	11,483	9,224	6,055	4,250	10,000	4,250
8110	Equipment Maintenance	30,979	13,233	47,130	10,500	13,000	10,500
8120	Building Maintenance	9,710	9,092	15,475	12,000	7,000	12,000
8130	Small Tools	1,641	1,500	1,445	1,000	1,000	1,000
8132	Uniform Expense/Cleaning	1,411	2,258	2,074	1,200	1,500	1,200
8134	Safety Clothing/Equipment	946	257	163	800	300	800
8140	Utilities	5,231	5,011	7,829	7,000	7,000	7,000
8150	Telephone	278	175	313	500	500	500
8152	Pumping Power	590,500	629,363	626,478	867,500	600,000	867,500
8170	Professional Service	44,293	54,209	188,191	284,040	284,040	285,240
8180	Contract Services	5,234	18,749	60,469	-	20,000	-
8200	Training Expense	1,100	2,165	919	1,500	1,000	1,500
8231	Water Purchases - Resale	128,401	48,918	47,083	127,000	50,000	127,000
8233	Watermaster Charges	841,272	1,052,233	744,645	1,000,000	1,000,000	1,000,000
8400	Overhead Allocation	-	205,267	205,267	205,266	205,266	220,266
	<OPERATIONS & MAINTENANCE>	1,725,637	2,114,289	1,997,027	2,835,256	2,245,106	2,834,856
8520	Machinery & Equipment	1,644	-	-	-	-	-
8540	Automotive Equipment	367	-	-	-	20,872	-
	<CAPITAL OUTLAY>	2,011	-	-	-	20,872	-
[500-6711] Water Production Total		2,226,410	2,665,260	2,539,291	3,427,402	2,810,131	3,421,934

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for full time employees. Reclassify one Water Production Operator to a Senior Water Production Operator (\$5,800)
- 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).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including chlorine gas (\$5,600); sodium hypochlorite for Graves Reservoir (\$2,500); chlorine analyzer solution (\$4,500); 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). 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 (\$3,000).
- 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 (\$500).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000). Vehicle registrations and smog certifications (\$250).
- 8110 Equipment Maintenance
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Service Pressure zone reducing Cla-Valves (\$6,000). Install ultrasonic level transmitters at elevated tanks (\$15,000)
- 8120 Building Maintenance
Three years Reservoir inspection fee mandated by CDPH for all reservoirs (\$12,000)
- 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). Annual Hydraulic Model system maintenance (\$1,200).
- 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 FY 2007/08. 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

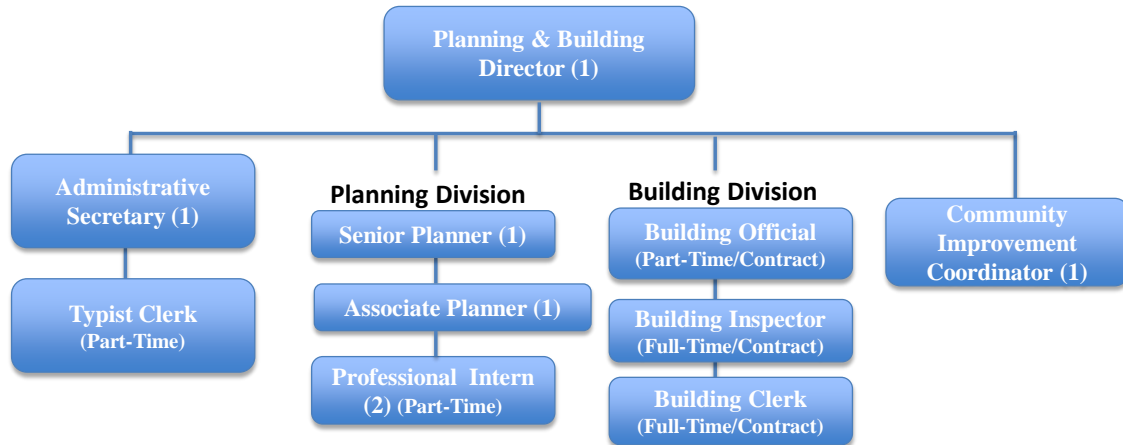
EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	528,961	567,783	583,004	578,730	550,144	538,743
Operations & Maintenance	316,133	334,794	335,844	398,199	366,131	408,605
Capital Outlay	-	19,015	-	3,500	3,362	5,500
Total Expenses by Category	845,094	921,593	918,848	980,429	919,637	952,848
[101-7101] Planning & Building	831,614	919,698	913,863	960,429	914,837	937,848
[260-2120] Residential Rehabilitation	13,480	1,895	4,985	20,000	4,800	15,000
Total Expenses by Program	845,094	921,593	918,848	980,429	919,637	952,848

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

PLANNING & BUILDING

Department Description and Authorized Positions

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 undertakes long range land use planning. In addition, the Department is responsible for the planning and development review of the built environment in South Pasadena. The building staff enforces construction standards to safeguard life, health, and property by issuing permits, reviewing building plans for code compliance, and performing construction inspections. The code enforcement staff works with property owners to develop and secure compliance with the municipal codes regarding property maintenance and operations.

PLANNING & BUILDING

FY 2011/12 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.
 - *Goal met.*
- 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 met 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.
 - *Goal met.*

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.
 - *Goal met.*
- The Planning & Building Department will complete the first round of plan checks with 30 days 100% of the time.
 - *Goal met.*

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.
 - *Goal met.*
- The Planning & Building Department will schedule complete applications for their first public hearing within 45 days of being deemed complete.
 - *Goal met.*

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 (CLG) grant, and will be 100% complete by the end of the fiscal year, pursuant to the grant milestones.
 - *No CLG grant was awarded, so this project was not undertaken.*
- 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.
 - *Goal met. Staff drafted a Water Landscape Conservation ordinance, coordinating with the Water Council, and presented to the City Council.*

- 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.
 - *Goal not met. Other priorities substituted for the above performance measures: staff drafted amendments to the Tree Ordinance, coordinating with NREC, Public Works and the City Prosecutor, developed code amendments to require a CUP for massage establishments, as well as a moratorium ordinance for massage establishments, and drafted a code amendment, at the request of the CRC, to allow for time extensions on planning entitlements of more than one year.*

PLANNING & BUILDING

FY 2012/13 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:

- 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 days, or referred to the City Attorney for appropriate action.
- Staff 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:

- Conduct same day or next day inspections 100% of the time.
- 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:

- Review development applications for completeness within two weeks of their filing.
- Staff 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:

- 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.
- Staff 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 undertake code amendments to implement "Cycle 4" of the Housing Element, and complete the state-mandated revisions to the City's Housing Element, "Cycle 5." 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	345,216	368,103	378,275	382,962	361,195	382,962
7010	Salaries - Temp / Part	61,525	67,191	62,668	36,000	36,000	
7020	Overtime	2,686	2,112	1,398	2,500	2,212	2,500
7070	Leave Buyback	3,712	3,577	8,779	5,000	5,762	4,000
7100	Retirement	70,481	82,577	85,650	85,332	87,055	82,345
7108	Deferred Compensation	1,099	1,149	1,183	1,208	1,187	1,208
7110	Workers Compensation	8,243	5,685	4,371	14,848	15,402	14,848
7130	Group Health Insurance	25,810	27,134	30,232	38,205	30,556	38,205
7140	Vision Insurance	972	966	966	1,188	959	1,188
7150	Dental Insurance	1,736	2,033	2,069	4,455	2,733	4,455
7160	Life Insurance	814	890	921	921	545	921
7170	FICA - Medicare	6,666	6,367	6,492	6,111	6,538	6,111
	<WAGES & BENEFITS>	528,961	567,783	583,004	578,730	550,144	538,743
8000	Office Supplies	4,623	2,998	3,359	2,750	3,562	3,000
8010	Postage	6,410	6,838	6,419	5,000	6,686	5,750
8020	Special Department Expense	4,469	11,918	6,927	23,500	17,320	36,585
8040	Advertising	2,487	5,984	3,939	3,000	3,282	3,000
8050	Printing/Duplicating	5,102	4,566	4,073	3,500	2,727	3,500
8060	Dues & Memberships	1,741	2,224	2,610	2,000	2,420	2,320
8090	Conference & Meeting Expense	1,385	99	697	800	1,390	800
8100	Vehicle Maintenance	1,503	2,168	2,250	1,200	2,619	1,750
8110	Equipment Maintenance	3,928	4,400	4,700	5,400	5,400	5,400
8150	Telephone	217	-	218	-	-	-
8170	Professional Service	32,150	24,103	15,165	39,549	39,799	50,000
8180	Contract Services	237,753	266,910	280,421	290,000	275,576	280,000
8200	Training Expense	390	610	-	1,000	400	1,000
8257	Boards & Commissions	495	80	80	500	150	500
	<OPERATIONS & MAINTENANCE>	302,653	332,899	330,859	378,199	361,331	393,605
8520	Machinery & Equipment	-	14,500	-	-	-	-
8530	Computer Equipment	-	4,515	-	3,500	3,362	5,500
	<CAPITAL OUTLAY>	-	19,015	-	3,500	3,362	5,500
[101-7101] Planning & Building Total		831,614	919,698	913,863	960,429	914,837	937,848

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 RealQuest parcel system (\$1,580); annual license for SCAG GIS (\$740); \$5,200 to complete imaging building permits; \$1,320 for an iPad and network card to allow for more field time and productivity for the code enforcement function., and \$21,245 to purchase land use parcel-based data from the Los Angeles Region Imagery Acquisition Consortium.
- 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, including the California Planning & Development Report (\$200) and Zoning Practice (\$ 95). Also includes maintaining updated set of building codes (\$500), and memberships in the American Planning Association (\$625), the California Association of Code Enforcement (\$100), International Council of Building Officials (\$320) and the California Preservation Foundation (\$40) and 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. Increase from prior year reflects increased maintenance as the vehicle ages.
- 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 the "Cycle 5" Housing Element, which is due to be submitted to the State by October 2013 (\$35,000), and funding court reporter services for ADA accommodations (\$15,000).
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees. 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 three aging computers (\$5,500).

CDBG RESIDENTIAL REHABILITATION

Budget Detail

260-2120

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8180	Contract Services	13,480	1,895	4,985	20,000	4,800	15,000
	<OPERATIONS & MAINTENANCE>	13,480	1,895	4,985	20,000	4,800	15,000
[260-2120] Residential Rehabilitation Total		13,480	1,895	4,985	20,000	4,800	15,000

CDBG RESIDENTIAL REHABILITATION

Budget Detail

260-2120

OPERATIONS & MAINTENANCE

8180 Contract Services

Funding for contract services for CDBG funded program.

LIBRARY

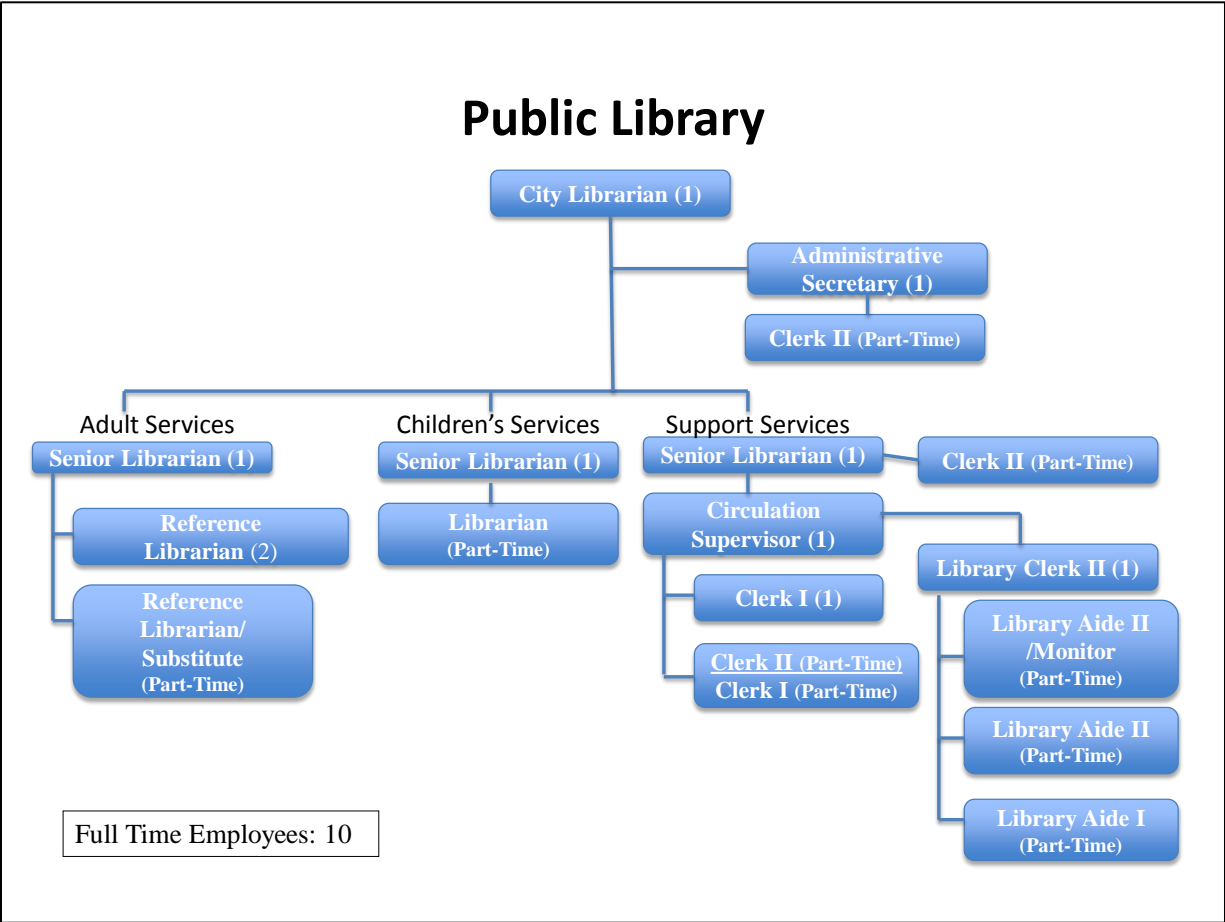
Department Summary

EXPENDITURE SUMMARY	Actual 2008/09	Actual 2009/10	Actual 2010/11	Budget 2011/12	Estimated 2011/12	Proposed 2012/13
Wages & Benefits	1,175,195	1,206,557	1,233,692	1,137,146	1,157,520	1,132,981
Operations & Maintenance	393,014	367,883	356,884	400,000	370,468	384,750
Capital Outlay	19,079	3,955	7,050	-	4,331	7,500
Total Expenses by Category	1,587,289	1,578,395	1,597,625	1,537,146	1,532,319	1,525,231
[101-8011] Library	1,578,836	1,571,656	1,586,023	1,528,146	1,532,319	1,525,231
[280-8016] Public Library Fund Grant	8,453	6,740	11,602	9,000	-	-
Total Expenses by Program	1,587,289	1,578,395	1,597,625	1,537,146	1,532,319	1,525,231

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

LIBRARY

Department Description and Authorized Positions



The South Pasadena Public Library 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. 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 community partners. Professional reference services are available in person, by phone, and by email. In addition, archives related to South Pasadena and its history are collected, stored, maintained, and availed to the community.

Mission Statement

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

LIBRARY

FY 2011/12 Accomplishments and Performance Measures

City Goal 1: Repair and Replace Infrastructure

Performance Measures:

- Complete the Community Room ADA Ramp Project.
 - *Goal met. Construction is due to be completed by July 1, 2012.*
- Complete the Mosaic Column installation in the Children's Room
 - *Goal met. An architectural mosaic is now on one column as the Friends of the South Pasadena Library commissioned artist Jolino Beserra.*
- Finish the "Children's Hour" artwork restoration and installation project.
 - *Goal partially met. Additional funding is needed to properly hang the artwork.*
- Present a ribbon-cutting celebration for the public on the Library's Art Projects listed above (as requested by the Library Board of Trustees)
 - *Goal partially met. Ceremony held for mosaic column project. Once the Children's Hour is hung, a ceremony will be held.*
- 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.
 - *Goal met. Two fundraising consultants made presentations and the Strategic Plan for 2011 to 2015 was approved.*

Library Goal 1: All Library users will have convenient access to Library materials to 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.
 - *Goal exceeded. More than 18 displays and exhibits were created.*
- 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.
 - *Goal met. Library publicized collections, and featured many local authors, musicians, actors, filmmakers and more at events.*
- 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.
 - *Goal met.*
- 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 August 1, 2011.
 - *Goal met. The Library Strategic Plan, 2011 to 2015 was completed and approved.*

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.

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 the South Pasadena Music and Conservatory. Whenever practical, the Library will seek opportunities for grants and other forms of support.
 - *Goal met.*
- 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 Library.
 - *Goal not met. While more than 400 programs were offered they attracted over 21,000 attendees.*
- 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.
 - *Goal met with the support of the Friends of the South Pasadena library including OverDrive, a downloadable audio book resource.*
- Begin steps to achieve the articulated Goals and Objectives of the Library Strategic Plan.
 - *Goal met.*

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.
 - *Goal exceeded as more than 30 items were produced.*
- Produce at least 5 promotional brochures with topics such as 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, address, hours, etc.
 - *Goal met.*
- 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.
 - *Goal met.*
- 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.
 - *Goal exceeded as more than 12 major events occurred at the Library.*

Library Goal 4: 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 staff with the “heads-up” messages.
 - *Goal met.*
- Employ at least 12 outreach efforts to local schools to make students aware of Library projects relevant to their personal and school interests.
 - *Goal met.*
- 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.
 - *Goal met.*
- Present at least 4 well-attended teen programs after promoting them directly to their intended audience.
 - *Goal not met as four targeted teen programs were not presented.*
- Provide access to at least 3 Library designed web pages geared to the educational and personal interests of children and teens.
 - *Goal met.*

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.
 - *Goal exceeded as more than 60,000 reference questions were conducted.*
- Increase the annual Library annual circulation (approximately 430,000) by 5% or more.
 - *Goal met.*
- 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.
 - *Goal met.*
- 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.
 - *Goal met.*

<p style="text-align: center;">LIBRARY FY 2012/13 Goals and Performance Measures</p>
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Goal 1: Repair and Replace Infrastructure

Performance Measures:

- Finish the “Children’s Hour” installation project.
- Present a Ribbon-Cutting celebration for the public for the Children’s Hour and the ADA ramp.
- Work with local groups on Phase II of the Exterior Beautification Project to bring ADA-compliant study tables and benches to the brick patio by the Library’s main entrance.
- Quantify and prioritize the Library’s infrastructure needs as articulated in the Strategic Plan and re-introduce at least one fundraising consultant to the Trustees and the Friends.
- Bring back the Strategic Planning Consultant to follow up with Trustees and staff on Goals and Objectives of the *Strategic Plan*. Conduct at least 4 meetings.

Goal 2: All Library users will have convenient access to Library materials that reflect community needs and contemporary culture.

Performance Measures:

- Present at least 20 exhibits and/or displays in highly visible areas to showcase new, high demand items significant to South Pasadena culture, including a display for the City’s 125th Anniversary.
- 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, etc. Staff will also spotlight works by individuals appearing for programs.
- Pre-purchase top bestsellers and other in-demand materials. Make special purchases so materials are available in a timely fashion.
- Preserve and re-bind the best of the Library’s worn and out-of-print book titles of lasting significance.
- Publicize the Library’s South Pasadena historical collections and present a public program on local history during the 125th Anniversary Celebration.

Goal 3: 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 20 collaborative programs and/or projects with local groups and organizations.
- Publicize South Pasadena historian Jane Apostol turning 90 and the recently published compilation of her articles and other writings.
- Adult Services will develop a city-wide reading project during 2013 and involve students and non-students in events and activities.
- Adult Services will work toward expanding the Local History Digital Resources Project by finding new donors of South Pasadena historical photos.
- Attract at least 25,000 local residents to library programs.
- Library users will have access to at least 12 electronic resources with content of general interest. Staff will publicize these resources.
- Continue to work toward achieving the articulated Goals and Objectives of the Library Strategic Plan.
- Technical Services will collect email addresses for notifications of holds, overdue materials, fines, etc.
- Utilize a collection agency to improve the return of delinquent materials to cut the loss rate and keep more of the collection intact.

Goal 4: The Library will promote the joy and value of reading for all members of the community.

Performance Measures:

- Compose and provide a minimum of 30 promotional materials such as flyers, bookmarks, reading lists, articles, etc.
- Produce at least 6 promotional brochures.
- Offer a series of weekly children's programs for 9 months and conduct a youth Summer Reading Program using volunteer and community support.
- Produce and distribute promotional materials for at least 12 major Library events.

Goal 5: 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 is aware of and prepared for at least 10 student and teacher assignments.
- Employ at least 12 outreach efforts to local schools to make students aware of Library projects relevant to their interests.
- Purchase at least 1,000 materials for South Pasadena students that are curriculum-related and support educational needs.
- Adult Services will publicize and present at least 4 teen programs.
- Provide access to at least 3 Library designed web pages geared to the educational and personal interests of children and teens.

Goal 6: The Library staff will serve as cohesive providers of information, books and other 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:

- 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 (approximately 450,000) by 5% or more.
- Continue to promote Library resources and activities by developing at least 25 items or speaking engagements.
- The four main divisions of the Library: Administration, Adult Services, Children's Services, and Technical Services will provide information for the City's new website.

LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	691,825	673,437	666,561	653,109	610,000	653,109
7010	Salaries - Temp / Part	233,358	272,576	295,932	197,500	265,000	200,000
7020	Overtime	2,228	729	963	1,545	1,301	1,545
7040	Holiday	228	405	281	500	602	500
7070	Leave Buyback	4,872	4,551	9,880	6,000	7,255	5,000
7100	Retirement	146,108	160,509	165,505	161,859	168,384	156,194
7108	Deferred Compensation	1,039	1,086	1,119	1,142	1,137	1,142
7110	Workers Compensation	5,035	3,341	1,977	13,788	14,455	13,788
7120	Disability Insurance	-	4,185	-	-	-	-
7130	Group Health Insurance	61,341	57,467	62,702	76,080	63,045	76,080
7140	Vision Insurance	2,066	1,942	1,878	2,400	1,846	2,400
7150	Dental Insurance	7,236	7,293	7,252	9,000	7,260	9,000
7160	Life Insurance	2,046	1,891	1,922	1,860	1,104	1,860
7170	FICA - Medicare	17,814	17,147	17,720	12,363	15,940	12,363
	<WAGES & BENEFITS>	1,175,195	1,206,557	1,233,692	1,137,146	1,157,520	1,132,981
8000	Office Supplies	10,737	7,837	9,262	9,000	8,750	9,000
8010	Postage	3,953	4,004	2,520	4,000	3,974	4,000
8020	Special Department Expense	24,828	19,971	23,329	23,000	22,900	29,250
8030	Library Periodicals	16,854	16,846	15,643	18,500	18,276	18,500
8031	Electronic Reference	35,863	36,572	34,170	40,500	33,400	35,000
8040	Advertising	2,060	712	-	-	-	-
8050	Printing/Duplicating	3,533	3,551	2,345	4,000	3,890	4,000
8060	Dues & Memberships	1,110	1,451	1,053	1,500	1,500	1,500
8070	Mileage/Auto Allowance	430	322	130	500	450	500
8080	Books & Periodicals	143,535	155,950	135,674	141,000	136,000	136,000
8085	City-wide Reading Program	-	-	-	-	2,247	2,000
8090	Conference & Meeting Expense	1,970	985	92	1,000	1,011	1,000
8110	Equipment Maintenance	51,476	49,365	43,770	55,000	54,760	55,000
8120	Building Maintenance	31,022	23,253	28,226	28,000	28,110	28,000
8140	Utilities	38,084	29,377	35,213	43,000	33,000	33,000
8150	Telephone	4,303	4,643	5,122	4,000	5,000	5,000
8155	Rental/Lease	1,584	1,514	1,303	1,600	1,600	1,600
8170	Professional Service	7,912	6,932	6,309	9,000	9,000	13,000
8180	Contract Services	4,570	-	7,400	4,300	3,500	4,300
8200	Training Expense	225	763	55	1,500	1,500	1,500
8257	Boards & Commissions	514	1,053	715	1,600	1,600	2,600
	<OPERATIONS & MAINTENANCE>	384,562	365,098	352,331	391,000	370,468	384,750
8520	Machinery & Equipment	19,079	-	-	-	-	-
8530	Computer Equipment	-	-	-	-	4,331	7,500
	<CAPITAL OUTLAY>	19,079	-	-	-	4,331	7,500
[101-8011] Library Total		1,578,836	1,571,656	1,586,023	1,528,146	1,532,319	1,525,231

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, 2 Librarians, 1 Library Technical Assistant, and 2 Library Clerks.

7010 Wages - Seasonal and Part-Time Employees

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

7020 Overtime

Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is 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. 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. Also includes \$6,250 for a new module to make sending delinquent accounts to a Collection Agency cheaper and quicker.

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.

- 8031 Electronic Reference Subscriptions
Provides funds for the purchase of electronic information databases used inside the Library. Many of them are also available to the public via our website. The Library subscribes to electronic databases offering a range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, a national business directory, a materials ordering database, 2 encyclopedias, an authoritative dictionary, and others.
- 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 450,000 for the first time. The requested amount is \$5,000 less than what was approved last year.
- 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.

- 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 11/12.
- 8120 Building Maintenance
Provides for janitorial service and supplies, and miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning, \$4,600 for janitorial supplies, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,600 for miscellaneous repairs, \$3,400 for Community Room repairs, and \$1,500 for security alarm and fire alarm services.
- 8140 Electricity, Gas and Water Service
Payment of utilities for the Library. The approved amount is \$10,000 less than 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.
- 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 \$4,000 for our consultant to conduct follow-up for the Strategic Planning project.
- 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.

COMMUNITY SERVICES

Department Summary

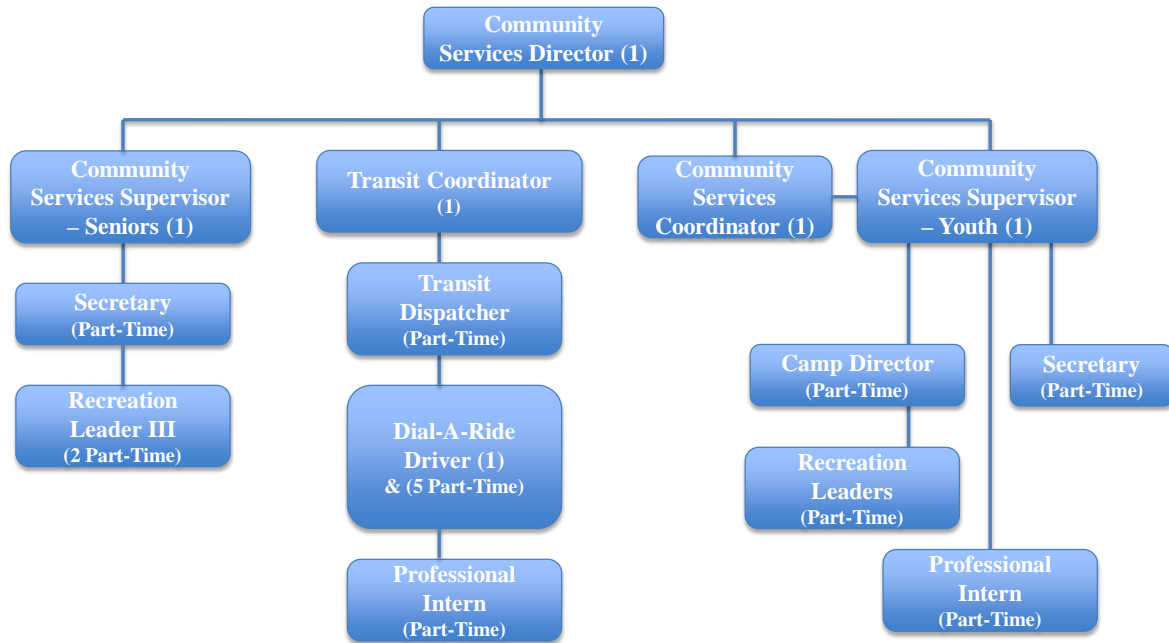
EXPENDITURES SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
Wages & Benefits	847,037	982,231	951,544	966,124	1,466,234	1,583,351
Operations & Maintenance	489,840	464,982	551,808	447,287	879,774	1,007,341
Capital Outlay	19,234	9,003	71,167	14,000	19,075	-
Total Expenses by Category	1,356,110	1,456,216	1,574,518	1,427,411	2,365,083	2,590,692
[101-8021] Senior Services	169,484	160,275	213,890	216,468	211,486	231,856
[101-8031] Community Services	138,937	196,882	193,777	209,714	199,124	210,808
[101-8032] Recreation and Youth Services	382,914	426,369	534,169	440,328	435,451	483,530
[205-2210] Prop "A" Administration	74,293	67,351	73,242	50,070	55,675	53,884
[205-8022] Gold Link	367,168	305,143	132,747	-	-	-
[205-8025] Dial-A-Ride	-	-	105,864	128,009	135,313	132,367
[207-2260] Prop "C" Administration	33,376	71,550	79,001	101,939	122,467	105,653
[207-8022] Gold Link	-	-	59,869	-	-	-
[207-8025] Dial-A-Ride	160,538	189,062	138,294	258,956	230,630	263,818
[260-8023] CDBG Senior Nutrition Prog	29,400	39,584	43,663	21,927	39,224	15,890
Total Expenses by Program	1,356,110	1,456,216	1,574,518	1,427,411	1,429,371	1,497,806

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Community Services Coordinator	2
Transportation Driver	1
Total	6

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 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 Club, San Pascual Stable, All Star Batting Cages and Ironworks Museum. The staff also provides support for the Parks and Recreation Commission, Youth Commission, and Senior Commission as well as the South Pasadena Community Fund.

COMMUNITY SERVICES

FY 2011/12 Accomplishments 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
 - *Goal not quite met. In 2011/12 the Recreation Division operated at 86% cost recovery rate.*
- Increase Camp Med Afterschool attendance by 10% from school year 2010/11 to 2011/12
 - *Goal met*
- Increase membership to the Senior Center by 5%
 - *Goal met*
- Increase the number of volunteers by 5%
 - *Goal not met*

Goal 2: Preserve and Improve the Environment

Performance Measurements:

- Increase online leisure class registration by 10% from 2010/11 to 2011/12
 - *Goal Met*
- Expand classes offered for Seniors by 10%
 - *Goal Met*
- Continue to offer expanded operating hours and transit services for older adults to assist them in maintaining their independence
 - *Goal Met*
- Reduce the number of vehicles on the road in the am and pm by offering the Gold Link Shuttle Service to residents
 - *Program terminated July 1, 2011*

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
 - *Goal not met*
- Repair Orange Grove Facility to decrease flooding in lower building levels
 - *Goal in progress*
- Repair flooring at the War Memorial Building
 - *Goal Met*
- Repairs made that were not part of goals
 - *Painting of tennis court wall and new screening around the tennis courts at Orange Grove Park*
 - *Interior and Exterior painting of the Youth House at Garfield Park*
 - *Patio at the Senior Center was repaved to accommodate ADA accessibility*
 - *New computer tracking system for Transit*

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
 - *Goal Met*

COMMUNITY SERVICES

FY 2012/13 Goals and Performance Measures

Goal 1: Maintain Strong Financial Position, Including Reserve

Performance Measurements:

- Continue to operate at an 85% - 90% cost recovery rate for all Recreation Programs
- Offer a summer camp program for middle school aged youth
- Increase participation in the daily meal program by 5%
- Increase the number of volunteers by 5%
- Increase leisure class revenue by 5%

Goal 2: Preserve and Improve the Environment

Performance Measurements:

- Continue to increase online leisure class registration by 10%
- Expand offerings by 5% with more fitness classes
- Continue to offer expanded operating hours and transit services for older adults to assist them in maintaining their independence
- Offer a new special event free to the community such as a Movie in the Park at Garfield Park

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
- Replace aging playground equipment at Arroyo Park
- Accomplish the following Capital Projects
 - Purchase new tables and chairs for the War Memorial Building
 - Continue to replace exterior doors at the War Memorial Building
 - Replace carpet at Camp Med at Orange Grove Park
 - Replace the sliding glass doors at the Senior Center
 - Replace tennis court light fixtures at Garfield Park
 - Replace the sink and cabinets on the south side of the kitchen at the Senior Center
 - Renovate the kitchen at the War Memorial Building
 - Install a security system at the Orange Grove Recreation 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
- Provide a new staff shirt, sweatshirt or jacket to staff each year as a small appreciation of their dedication to the City

SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	38,264	34,970	73,756	68,436	62,548	68,436
7010	Salaries - Temp / Part	36,600	36,065	33,174	43,119	43,119	49,895
7020	Overtime	250	183	276	450	347	450
7070	Leave Buyback	1,230	3,360	592	2,000	1,549	3,000
7100	Retirement	10,403	10,201	16,343	19,651	20,223	18,963
7108	Deferred Compensation	281	320	391	684	682	684
7110	Workers Compensation	603	544	689	1,898	2,760	1,898
7120	Disability Insurance	1,022	6,767	-	-	-	-
7122	Unemployment Insurance	(134)	5,724	-	-	-	-
7130	Group Health Insurance	4,387	4,433	6,450	8,580	8,580	8,580
7140	Vision Insurance	142	145	247	240	240	240
7150	Dental Insurance	533	525	943	900	900	900
7160	Life Insurance	111	110	205	186	110	186
7170	FICA - Medicare	1,730	1,791	2,908	1,624	1,928	1,624
	<WAGES & BENEFITS>	95,421	105,137	135,974	147,768	142,986	154,856
8000	Office Supplies	1,749	2,528	3,260	3,000	3,000	3,000
8010	Postage	3,650	1,227	2,334	2,000	2,000	2,000
8020	Special Department Expense	17,802	11,402	16,543	15,000	15,000	16,550
8040	Advertising	-	-	35	-	-	-
8050	Printing/Duplicating	2,906	2,989	2,519	3,000	3,000	3,000
8060	Dues & Memberships	-	246	135	200	200	200
8090	Conference & Meeting Expense	522	798	1,267	800	800	900
8110	Equipment Maintenance	1,200	1,151	780	900	1,000	2,350
8120	Building Maintenance	5,804	4,309	4,134	3,300	3,300	3,300
8140	Utilities	13,282	10,162	11,957	12,500	12,500	12,500
8150	Telephone	847	823	796	800	800	800
8170	Professional Service	-	-	-	-	-	3,000
8180	Contract Services	9,530	7,189	14,651	13,000	12,200	14,900
8200	Training Expense	729	184	254	200	200	500
8264	Special Events	41	(31)	-	-	500	-
8267	Classes	5,737	9,933	15,905	10,000	10,000	10,000
8300	Lease Payment	4,020	2,228	3,346	4,000	4,000	4,000
	<OPERATIONS & MAINTENANCE>	67,817	55,139	77,916	68,700	68,500	77,000
8520	Machinery & Equipment	6,246	-	-	-	-	-
	<CAPITAL OUTLAY>	6,246	-	-	-	-	-
[101-8021] Senior Services Total		169,484	160,275	213,890	216,468	211,486	231,856

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 (50%) and Recreation Leader.

- 7020 Overtime
Provides for overtime pay for after hours events related to the Senior Center.

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,000).

- 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 (\$1,600), event entertainment (\$2,500), event supplies (\$2,700), Coffee Service (\$2,000), nutrition program supplies (\$1,700), cleaning supplies (\$500), copier supplies (\$1,500), paper supply (\$550), computer lab supplies (\$600), home delivery supplies (\$900), and mileage reimbursement for Meal delivery (\$2,000)

- 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 2013, Conference registration and lodging (\$850)
Local professional association meetings/trainings (\$50)

- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$300), kitchen equipment (\$350) maintenance of computer equipment for the computer lab (\$100), and kitchen fire suppression system (\$200) and WIFI service for computer lab and facility (\$1,400)
- 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).
- 8170 Professional Services
Agreement with licensed social worker to serve as field supervisor for the mental health program (\$3,000)
- 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 (\$12,000), and computer lab monthly maintenance (\$800), annual software maintenance fee (\$900).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	34,727	55,169	79,245	110,387	106,517	110,387
7010	Salaries - Temp / Part	24,824	35,049	8,490	10,431	10,431	10,431
7020	Overtime	1,553	1,324	(417)	2,500	(988)	2,500
7070	Leave Buyback	1,288	1,448	1,163	2,000	3,401	2,000
7100	Retirement	6,978	12,328	17,483	24,603	24,771	23,742
7108	Deferred Compensation	285	515	695	546	554	546
7110	Workers Compensation	658	1,148	878	3,280	3,678	3,280
7120	Disability Insurance	438	2,900	-	-	-	-
7122	Unemployment Insurance	-	140	-	-	-	-
7130	Group Health Insurance	3,911	4,841	6,815	11,790	7,890	11,790
7140	Vision Insurance	124	120	150	360	305	360
7150	Dental Insurance	463	364	616	1,350	1,205	1,350
7160	Life Insurance	101	84	162	279	166	279
7170	FICA - Medicare	2,352	3,092	1,331	1,788	1,969	1,788
	<WAGES & BENEFITS>	77,701	118,521	116,611	169,314	159,899	168,453
8000	Office Supplies	1,023	1,674	1,895	2,000	1,000	2,000
8010	Postage	2,000	947	1,500	1,500	1,000	1,500
8020	Special Department Expense	10,205	9,787	10,654	9,300	9,300	8,500
8040	Advertising	154	51	241	150	260	150
8050	Printing/Duplicating	158	265	148	500	500	500
8060	Dues & Memberships	450	481	770	800	820	805
8090	Conference & Meeting Expense	982	1,262	1,680	1,200	1,000	1,200
8110	Equipment Maintenance	288	1,346	950	800	600	800
8120	Building Maintenance	25,612	11,374	11,679	11,000	11,000	14,500
8140	Utilities	1,254	1,061	1,175	1,100	1,100	1,100
8150	Telephone	1,924	3,313	2,625	2,500	2,500	2,500
8170	Professional Service	2,500	-	-	-	-	-
8180	Contract Services	1,029	28,594	40,246	4,550	3,000	3,800
8200	Training Expense	115	905	534	500	500	500
8264	Special Events	10,848	12,787	-	-	-	-
8267	Classes	12	-	-	-	-	-
8300	Lease Payment	2,680	2,771	3,070	4,500	6,645	4,500
	<OPERATIONS & MAINTENANCE>	61,236	76,616	77,167	40,400	39,225	42,355
8530	Computer Equipment	-	1,745	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-8031] Community Services Total		138,937	196,882	193,777	209,714	199,124	210,808

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$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, (\$4,000) special meetings/community outreach/meeting supplies (\$1,000), park development project costs (reports and studies (\$1,800) and promotional materials (\$500), EZ ups for Community Services (\$1,200)
- 8040 Advertising
Advertise and promote facilities rentals of War Memorial Building & Garfield Youth House (\$75), special events and staff recruitments (\$75).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$500).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$450), NRPA (\$125) and SCMAF (\$80) CPRS (\$150)
- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director and Coordinator to attend the annual California Park and Recreation Society (CPRS) conference in March 2013 (\$1,000), 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 (\$4,000), 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), clean drapes for WMB (\$1,500), contract maintenance at Youth House (\$1,000), Eddie Park carpet (\$3,000)
- 8140 Electricity & Gas Utilities
Provides funds for utility services at Garfield Youth House (\$1,100).
- 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), pest control (\$800), temporary staff assistance (\$650) as needed, & portion of annual software maintenance fee (\$400) Fire Alarm at War Memorial Building (\$750)
- 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	63,432	72,654	75,780	61,488	42,476	61,488
7010	Salaries - Temp / Part	129,099	147,366	158,020	155,000	155,000	175,308
7020	Overtime	817	1,219	2,653	1,200	1,442	1,200
7070	Leave Buyback	1,589	1,226	286	2,000	1,392	2,000
7100	Retirement	21,286	30,316	31,838	31,607	28,305	30,501
7108	Deferred Compensation	578	689	739	615	574	615
7110	Workers Compensation	2,763	2,196	1,854	4,046	6,541	4,046
7120	Disability Insurance	-	-	-	-	1,438	-
7130	Group Health Insurance	9,284	9,645	10,019	8,580	8,118	8,580
7140	Vision Insurance	262	259	267	240	230	240
7150	Dental Insurance	83	44	111	900	9	900
7160	Life Insurance	204	201	216	186	106	186
7170	FICA - Medicare	5,816	4,883	5,598	3,156	6,330	3,156
	<WAGES & BENEFITS>	235,211	270,698	287,381	269,018	251,961	288,220
8000	Office Supplies	2,069	1,868	1,942	1,900	1,900	1,900
8010	Postage	1,000	531	953	1,000	1,000	1,000
8020	Special Department Expense	20,497	25,675	25,812	34,500	30,000	26,000
8040	Advertising	1,782	1,178	1,287	1,500	1,000	1,500
8050	Printing/Duplicating	8,409	1,424	1,702	1,700	1,200	1,700
8060	Dues & Memberships	210	250	280	260	210	260
8090	Conference & Meeting Expense	1,075	1,038	1,239	900	900	1,100
8110	Equipment Maintenance	303	400	400	400	480	1,900
8120	Building Maintenance	2,188	1,532	5,499	3,500	3,500	9,500
8180	Contract Services	16,572	15,923	17,173	17,600	17,600	21,900
8200	Training Expense	1,326	903	920	1,100	900	1,100
8264	Special Events	14,109	13,982	24,188	28,450	28,000	28,950
8267	Classes	69,687	82,399	104,226	77,000	90,000	97,000
8300	Lease Payment	1,490	1,309	1,168	1,500	1,725	1,500
	<OPERATIONS & MAINTENANCE>	140,717	148,412	186,789	171,310	178,415	195,310
8500	Building & Improvements	6,987	7,259	-	-	-	-
8520	Machinery & Equipment	-	-	60,000	-	5,075	-
	<CAPITAL OUTLAY>	6,987	7,259	60,000	-	5,075	-
[101-8032] Recreation and Youth Services 1		382,914	426,369	534,169	440,328	435,451	483,530

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 that 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 (\$800). Snacks (\$3,000). Program Supplies (\$1,500). Camp Med t-shirts (\$850) Middle school camp program (\$4,000) 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 (\$1,400), Teen Center Maintenance (\$1,500), Mileage (\$500)

- 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 (\$950), 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) Replacement computer (\$1,500)
- 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), Camp Med Carpet (\$6,000)
- 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 additional 7 summer field trips (\$6,000), 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), for temporary vacation staff assistance (\$800), and annual software maintenance (\$400), & Skate Park repairs (\$3,000).
- 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 (\$5,000) 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 \$150,000 next year. 65% of which is paid to the contracted instructors (\$97,000).
- 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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	28,861	34,918	38,404	25,066	24,406	25,066
7020	Overtime	139	-	-	-	12	-
7070	Leave Buyback	1,195	446	285	1,000	577	5,000
7100	Retirement	5,436	6,987	7,943	5,302	5,236	5,116
7108	Deferred Compensation	220	269	272	219	221	219
7110	Workers Compensation	161	123	188	922	962	922
7130	Group Health Insurance	2,688	3,555	3,828	1,866	2,017	1,866
7131	Retiree Health Insurance	9,197	7,071	9,078	-	9,155	-
7140	Vision Insurance	78	83	115	60	32	60
7150	Dental Insurance	186	245	447	225	153	225
7160	Life Insurance	43	58	102	47	28	47
7170	FICA - Medicare	435	495	547	363	376	363
	<WAGES & BENEFITS>	48,638	54,250	61,209	35,070	43,175	38,884
8060	Dues & Memberships	2,920	3,000	3,000	3,000	4,500	3,000
8250	Bus Pass Subsidy	22,736	10,101	9,033	12,000	8,000	12,000
	<OPERATIONS & MAINTENANCE>	25,656	13,101	12,033	15,000	12,500	15,000
[205-2210] Prop "A" Administration Total		74,293	67,351	73,242	50,070	55,675	53,884

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	-	-	22,622	86,734	82,926	86,734
7010	Salaries - Temp / Part	-	-	34,812	-	-	5,000
7020	Overtime	-	-	5,914	600	14,008	600
7100	Retirement	-	-	6,244	18,348	18,499	17,706
7110	Workers Compensation	-	-	1,616	3,409	3,646	3,409
7130	Group Health Insurance	-	-	2,425	15,000	12,057	15,000
7140	Vision Insurance	-	-	108	480	480	480
7150	Dental Insurance	-	-	175	1,800	1,510	1,800
7160	Life Insurance	-	-	56	372	208	372
7170	FICA - Medicare	-	-	1,941	1,266	1,515	1,266
	<WAGES & BENEFITS>	-	-	75,913	128,009	135,313	132,367
8000	Office Supplies	-	-	684	-	-	-
8020	Special Department Expense	-	-	1,256	-	-	-
8040	Advertising	-	-	331	-	-	-
8050	Printing/Duplicating	-	-	161	-	-	-
8100	Vehicle Maintenance	-	-	17,047	-	-	-
8105	Fuel	-	-	4,320	-	-	-
8132	Uniform Expense/Cleaning	-	-	810	-	-	-
8180	Contract Services	-	-	4,154	-	-	-
8200	Training Expense	-	-	595	-	-	-
8300	Lease Payment	-	-	594	-	-	-
	<OPERATIONS & MAINTENANCE>	-	-	29,951	-	-	-
[205-8025] Dial-A-Ride Total		-	-	105,864	128,009	135,313	132,367

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	17,044	20,024	31,728	38,660	37,662	38,660
7020	Overtime	139	146	-	-	12	-
7070	Leave Buyback	483	373	707	1,000	1,200	5,000
7100	Retirement	3,190	3,937	6,418	8,178	8,080	7,892
7108	Deferred Compensation	99	120	225	354	360	354
7110	Workers Compensation	94	70	97	1,399	1,466	1,399
7130	Group Health Insurance	1,719	1,681	3,219	2,896	3,046	2,896
7131	Retiree Health Insurance	7,368	6,273	7,273	-	7,335	-
7140	Vision Insurance	51	52	99	89	50	89
7150	Dental Insurance	135	168	380	333	231	333
7160	Life Insurance	30	38	84	69	41	69
7170	FICA - Medicare	254	279	442	561	584	561
	<WAGES & BENEFITS>	30,606	33,162	50,672	53,539	60,067	57,253
8020	Special Department Expense	-	811	531	2,000	2,000	2,000
8060	Dues & Memberships	2,770	2,800	3,000	3,000	3,000	3,000
8061	HOA Dues	-	34,777	18,275	20,400	20,400	20,400
8170	Professional Service	-	-	-	23,000	23,000	23,000
	<OPERATIONS & MAINTENANCE>	2,770	38,388	28,329	48,400	48,400	48,400
[207-2260] Prop "C" Administration Total		33,376	71,550	79,001	101,939	122,467	105,653

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	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	82,972	81,218	30,081	-	-	-
7010	Salaries - Temp / Part	36,412	54,812	45,066	140,000	140,000	160,000
7020	Overtime	2,672	1,346	6,347	750	6,121	750
7070	Leave Buyback	1,137	5,997	-	1,000	-	6,000
7100	Retirement	16,753	21,233	9,564	16,800	13,105	16,212
7108	Deferred Compensation	232	301	-	-	-	-
7110	Workers Compensation	4,079	2,889	1,847	2,815	9,142	2,815
7120	Disability Insurance	730	4,833	-	-	-	-
7130	Group Health Insurance	10,626	10,425	3,545	-	-	-
7140	Vision Insurance	398	383	156	-	-	-
7150	Dental Insurance	1,199	1,126	292	-	-	-
7160	Life Insurance	310	301	93	-	-	-
7170	FICA - Medicare	3,019	3,351	2,093	2,041	4,702	2,041
	<WAGES & BENEFITS>	160,538	188,217	99,085	163,406	173,070	187,818
8000	Office Supplies	-	-	391	1,450	1,500	2,000
8010	Postage	-	-	-	600	600	600
8020	Special Department Expense	-	845	2,735	5,000	4,500	5,000
8040	Advertising	-	-	62	1,500	1,200	1,500
8050	Printing/Duplicating	-	-	387	800	600	800
8100	Vehicle Maintenance	-	-	15,341	35,000	30,000	38,600
8105	Fuel	-	-	4,564	30,000	15,000	20,000
8132	Uniform Expense/Cleaning	-	-	832	1,500	800	1,500
8150	Telephone	-	-	43	300	300	-
8180	Contract Services	-	-	3,164	3,000	120	3,000
8200	Training Expense	-	-	225	1,000	940	1,000
8300	Lease Payment	-	-	300	1,400	2,000	2,000
	<OPERATIONS & MAINTENANCE>	-	845	28,043	81,550	57,560	76,000
8530	Computer Equipment	-	-	11,167	14,000	-	-
	<CAPITAL OUTLAY>	-	-	11,167	14,000	-	-
[207-8025] Dial-A-Ride Total		160,538	189,062	138,294	258,956	230,630	263,818

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

- 7010 Part time Salaries
Provides funds for Part Time Transit Drivers, Dispatcher, Intern and Secretary (20%)
- 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 (\$2,000).
- 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, (\$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) and vehicle cleaning (\$3,600)
- 8105 Fuel
Fuel to operate Community Transit vehicles 3 CNG vans & 2 gasoline vans (\$20,000),
- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$1,500).
- 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 (\$2,000).

CDBG - SENIOR NUTRITION PROGRAM

Budget Detail

260-8023

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
8180	Contract Services	29,400	39,584	43,663	21,927	39,224	15,890
	<OPERATIONS & MAINTENANCE>	29,400	39,584	43,663	21,927	39,224	15,890
[260-8023]	CDBG Senior Nutrition Prog Tc	29,400	39,584	43,663	21,927	39,224	15,890

CDBG - SENIOR NUTRITION PROGRAM

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides about 40% (\$17,557) 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.

Arroyo Seco Golf Course - Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	-	-	-	-	79,000	79,000
7110	Workers Compensation	-	-	-	-	3,027	2,568
7130	Group Health Insurance	-	-	-	-	4,543	4,543
7170	FICA - Medicare	-	-	-	-	10,648	13,035
	<WAGES & BENEFITS>	-	-	-	-	97,218	99,146
8000	Office Supplies	-	-	-	-	7,500	8,400
8020	Special Department Expense	-	-	-	-	40,000	44,400
8040	Advertising	-	-	-	-	3,000	12,000
8120	Building Maintenance	-	-	-	-	9,000	9,144
8140	Utilities	-	-	-	-	8,000	8,100
8150	Telephone	-	-	-	-	6,800	7,200
8180	Contract Services	-	-	-	-	-	98,000
8191	Liability & Surety Bonds	-	-	-	-	24,000	26,400
8300	Lease Payment	-	-	-	-	4,000	4,800
	<OPERATIONS & MAINTENANCE>	-	-	-	-	102,300	218,444
[295-8041] General Administration Total		-	-	-	-	199,518	317,590

Administration

Budget Detail

295-8041

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Manager and Starter
- 7110 Workers Compensation
- 7170 FICA - Medicare

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$8,400)
- 8020 Special Department Expense
Bank charges (\$6,000), postage and freight (\$600), credit card and bank fees (\$26,400), computer services (\$10,200), and donations (\$1,200)
- 8040 Advertising
Promotions and ads for Golf Course (\$12,000)
- 8120 Building Maintenance
Maintenance (\$14,400) and Janitorial Supplies (\$7,200) Burglar alarm (\$504)
- 8140 Utilities
Funds for Water (\$2,100), Gas and Electricity (\$6,000)
- 8150 Telephone
Telephone and Internet services (\$ 7,200)
- 8180 Contract Services
Administrative fee (98,000 a year) and consultant fees (\$12,000 a year)
- 8191 Liabilities and Surety Bonds
Liability Insurances (\$26,400)
- 8300 Lease Payment
Equipment and Lease payments (\$4,800)

Arroyo Seco Golf Course - Course Maintenance

Budget Detail

295-8042

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	-	-	-	-	159,381	184,470
7110	Workers Compensation	-	-	-	-	6,318	7,840
7170	FICA - Medicare	-	-	-	-	17,637	19,831
	<WAGES & BENEFITS>	-	-	-	-	183,336	212,141
8020	Special Department Expense	-	-	-	-	11,000	12,850
8100	Vehicle Maintenance	-	-	-	-	12,000	13,200
8120	Building Maintenance	-	-	-	-	35,000	41,492
8130	Small Tools	-	-	-	-	500	2,400
8132	Uniform Expense/Cleaning	-	-	-	-	5,500	6,000
8140	Utilities	-	-	-	-	71,000	72,000
	<OPERATIONS & MAINTENANCE>	-	-	-	-	135,000	147,942
[295-8042] Golf Course Maintenance Total		-	-	-	-	318,336	360,083

Course Maintenance

Budget Detail

295-8042

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Maintenance staff
- 7110 Workers Compensation
- 7170 FICA - Medicare

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Trees, shrubs, flowers (\$600) and supplies (\$10,500), dues and subscriptions (\$750), license and permits (\$1,000)
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$1,200), oil and gas (\$12,000)
- 8120 Building Maintenance
Maintenance (\$24,000), security system (\$492), fertilizer seed and chemicals (\$12,000), sand, gravel and top soil (\$2,000) Course irrigation repairs (\$3,000)
- 8130 Small Tools
Purchase for tools for repairs (\$2,400)
- 8132 Uniform Maintenance
Uniform cleaning (\$6,000)
- 8140 Utilities
Funds for Water (\$17,000), and Electricity (\$55,000)

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	-	-	-	-	21,241	28,600
7110	Workers Compensation	-	-	-	-	882	1,216
7170	FICA - Medicare	-	-	-	-	2,835	3,575
	<WAGES & BENEFITS>	-	-	-	-	24,958	33,391
8020	Special Department Expense	-	-	-	-	14,500	14,500
8120	Building Maintenance	-	-	-	-	-	6,000
8140	Utilities	-	-	-	-	-	2,700
	<OPERATIONS & MAINTENANCE>	-	-	-	-	14,500	23,200
[295-8043] Range Total		-	-	-	-	39,458	56,591

Driving Range

Budget Detail

295-8043

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Maintenance staff and starter
- 7110 Workers Compensation
- 7170 FICA - Medicare

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls, mats and supplies (\$14,500)
- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$6,000)
- 8140 Utilities
Water and Electricity (\$6,000)

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	-	-	-	-	53,136	62,400
7110	Workers Compensation	-	-	-	-	1,763	2,184
7170	FICA - Medicare	-	-	-	-	6,626	7,800
	<WAGES & BENEFITS>	-	-	-	-	61,525	72,384
8020	Special Department Expense	-	-	-	-	5,500	4,800
8120	Building Maintenance	-	-	-	-	-	1,200
	<OPERATIONS & MAINTENANCE>	-	-	-	-	5,500	6,000
[295-8044] Golf Shop Total		-	-	-	-	67,025	78,384

Golf Shop

Budget Detail

295-8044

PERSONNEL SERVICES

7000 Regular Salaries
Compensation for Starter

7110 Workers Compensation

7170 FICA - Medicare

OPERATIONS & MAINTENANCE

8020 Special Department Expense
Clothing, gloves, and other supplies (\$4,800)

8120 Building Maintenance
Cleaning (\$1,200)

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
7000	Salaries - Permanent	-	-	-	-	118,446	119,860
7110	Workers Compensation	-	-	-	-	3,820	4,794
7170	FICA - Medicare	-	-	-	-	10,459	13,784
	<WAGES & BENEFITS>	-	-	-	-	132,725	138,438
8020	Special Department Expense	-	-	-	-	18,000	22,000
8120	Building Maintenance	-	-	-	-	9,500	15,000
8130	Small Tools	-	-	-	-	3,000	4,200
8132	Uniform Expense/Cleaning	-	-	-	-	150	600
	<OPERATIONS & MAINTENANCE>	-	-	-	-	30,650	41,800
[295-8045] Food Service Total		-	-	-	-	163,375	180,238

Food and Beverage

Budget Detail

295-8045

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Restaurant staff
- 7110 Workers Compensation
- 7170 FICA - Medicare

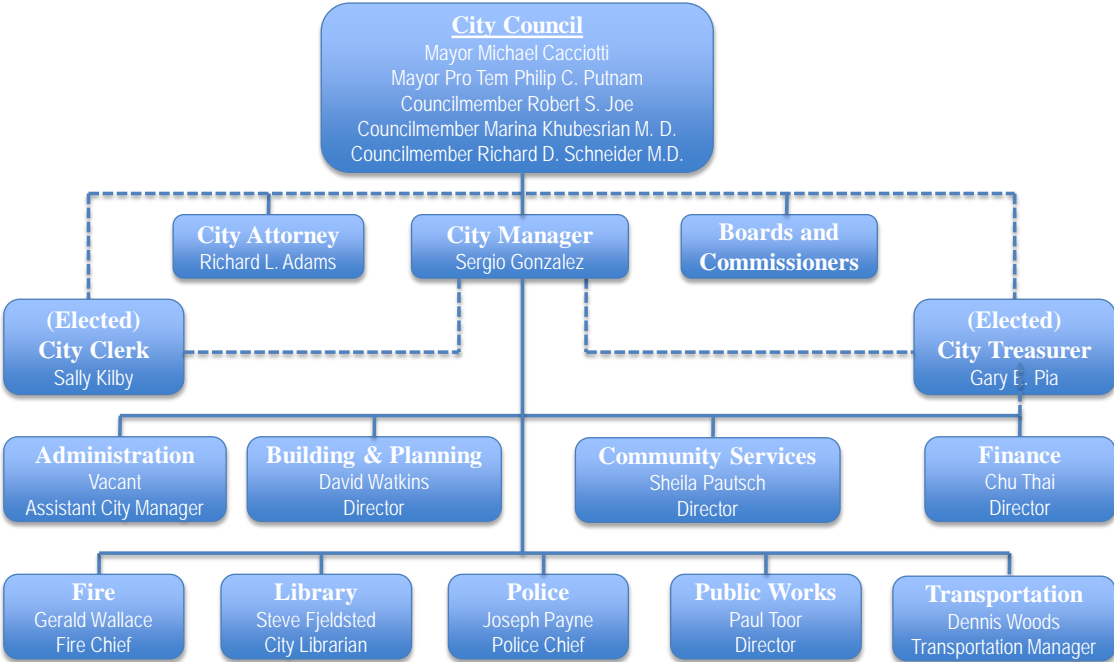
OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies such as china, silverware, glassware (\$3,000), paper products (\$5,424), employee meals (\$1,200), linens (\$2,893) and rental equipment for events (\$1,355), license and permits (\$1,800) and supplies (\$6,328)
- 8120 Building Maintenance
Maintenance and security system (\$15,000)
- 8130 Small Tools
Purchase for tools for repairs (\$4,200)
- 8132 Uniform Maintenance
Uniform cleaning (\$600)

Organization Chart

City of South Pasadena

Organizational Chart



Full-Time Authorized Positions

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
City Clerk's Office					
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	1.00	1.00	1.00	1.00	1.00
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
City Manager's Office					
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	1.00
Sr. Management Analyst	1.00	-	-	-	-
Grants Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	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>
Finance Department					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Utility Billing Coordinator	1.00	1.00	1.00	1.00	1.00
Payroll Coordinator	-	-	-	-	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	1.00
	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Police Department					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00	7.00	7.00
Police Officer II	5.00	5.00	5.00	5.00	5.00
Police Officer (2 Frozen in FY 12/13)	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 12/13)	4.00	4.00	4.00	4.00	4.00
Police Assistant (1 Frozen in FY 12/13)	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>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Fire Department					
Fire Chief	-	-	-	-	-
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 12)	11.00	12.00	12.00	12.00	12.00
Firefighter	1.00	-	-	-	-
	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>
Public Works Department					
<u>Administration/Engineering Division</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
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	-
Administrative Secretary	-	-	-	-	1.00
<u>Maintenance Division</u>					
Public Works Superintendent	-	-	0.50	0.50	0.50
Maintenance Superintendent	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	4.00	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	0.50
Water Utility Manager	1.00	1.00	-	-	-
Water System Supervisor	2.00	2.00	2.00	2.00	1.00
Water Conservation Analyst	-	-	-	-	1.00
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	4.00	4.00	5.00
	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>31.00</u>
Planning & Building Department					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Sr. Management Analyst	-	-	-	-	-
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

Full-Time Authorized Positions

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
Library					
City Librarian	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Librarian	3.00	3.00	3.00	3.00	2.00
Library Technical Assistant	1.00	1.00	1.00	1.00	1.00
Library Clerk II	1.00	1.00	1.00	1.00	1.00
Library Clerk I	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>10.00</u>
Community Services Department					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Youth Services Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	1.00	1.00	1.00	2.00	2.00
Transportation Driver	2.00	2.00	2.00	1.00	1.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<i>Grand Total Full-Time</i>	<i><u>145.00</u></i>	<i><u>145.00</u></i>	<i><u>145.00</u></i>	<i><u>145.00</u></i>	<i><u>145.00</u></i>

Part-Time Positions

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>
City Manager's Office					
Secretary	-	-	-	-	-
Professional Intern	0.75	0.75	3.00	3.00	3.00
Finance Department					
Account Clerk	0.38	0.38	-	-	-
Professional Intern	-	-	0.40	0.40	0.80
Police Department					
Crossing Guards	1.83	1.83	1.83	1.83	1.83
Police Cadets	1.95	1.95	1.95	1.95	1.95
Fire Department					
Fire Chief	0.50	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
Public Works Department					
Maintenance Assistant	0.75	0.75	-	-	-
Intern	0.50	0.05	0.05	0.05	0.05
Planning & Building Department					
Professional Intern	2.00	2.00	2.00	2.00	2.00
Clerk I	0.35	0.35	-	-	-
Library					
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
Community Services Department					
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	-	-
Transportation Dispatcher	-	-	-	0.75	0.75
Bus Driver	2.45	2.45	2.45	2.45	2.45
Professional Intern	1.17	1.17	0.75	0.75	1.50
Recreation Leader	4.54	4.54	5.00	5.00	5.00
Meal Site Manager	0.49	0.49	0.49	0.49	0.49
Grand Total Part-Time	32.83	32.38	33.59	33.59	34.74

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Public Works									
Administrative Secretary	0.70	-	-	0.10	-	-	0.10	0.10	1.00
Associate Civil Engineer	0.25	-	-	0.05	0.10	-	0.30	0.30	1.00
Building Maintenance 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
Civil Engineering Assistant	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	6.00	11.00
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/Sewer Supervisor	-	-	-	0.50	-	-	0.50	-	1.00
Treatment Operator	-	-	-	-	-	-	-	3.00	3.00
Water Conservation Analyst	-	-	-	-	-	-	-	1.00	1.00
Water Systems Supervisor	-	-	-	-	-	-	-	1.00	1.00
Public Works Total	6.20	-	-	4.35	0.90	-	4.80	14.75	31.00
Planning & Building									
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Associate Planner	0.95	-	-	-	-	0.05	-	-	1.00
Community Improvment Coord	1.00	-	-	-	-	-	-	-	1.00
Planning & Building Director	1.00	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	1.00
Planning & Building Total	4.95	-	-	-	-	0.05	-	-	5.00
Library									
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
City Librarian	1.00	-	-	-	-	-	-	-	1.00
Librarian	2.00	-	-	-	-	-	-	-	2.00
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
Library Total	10.00	-	-	-	-	-	-	-	10.00
Community Services									
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
Community Services Total	3.50	1.25	1.25	-	-	-	-	-	6.00
Total	112.94	1.30	1.32	4.85	0.90	1.09	4.80	17.80	145.00

Glossary of Budget Terms

APPROPRIATION

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

ASSESSED VALUATION

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

AUDIT

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

BEGINNING/ ENDING

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

BOND

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

BUDGET

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

CAPITAL IMPROVEMENT

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

CAPITAL IMPROVEMENT PROGRAM

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

CAPITAL OUTLAY

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

CAPITAL PROJECTS

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

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the Budget and related financial issues.

DEBT SERVICE

Payment of the principal and interest on an obligation resulting from the issuance of 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-emptied 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

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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

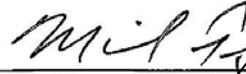
RES. VOL. 46

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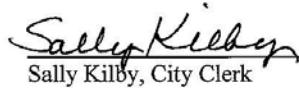
RESOLUTION NO. 7159
Page 2

PASSED, APPROVED AND ADOPTED ON this 15th day of June, 2011.

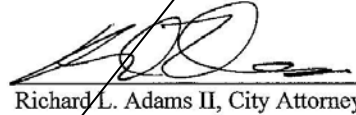


Mike Ten, Mayor

ATTEST:


Sally Kilby, City Clerk

APPROVED AS TO FORM:


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 15th 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

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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

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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.

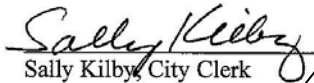
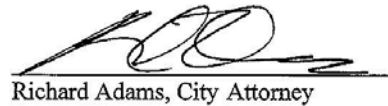
PASSED, APPROVED AND ADOPTED this 15th day of June, 2011.



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 15th 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)	<u>1.0038</u>	<u>1.07436714</u>
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)		<u>(346,062)</u>
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>
General Fund			
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
Total General Fund	16,216,200	5,417,209	21,633,409
Other Funds			
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 B	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
Total Other Funds	998,883	12,113,377	13,112,260
Subtotal All Funds	17,215,083	17,530,586	34,745,669
Interest Earnings	170,653	180,847	351,500
Total All Funds	17,385,736	17,711,433	35,097,169

GANN Limit

Exhibit C
Excluded Costs
Fiscal Year 2011-12

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

GANN Limit

Exhibit D

Interest Earnings

Fiscal Year 2011-12

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

