

Fiscal Year 2014/15 Adopted Budget



City of South Pasadena, CA



City of South Pasadena California



Adopted Budget For the 2014/15 Fiscal Year

Mayor
Marina Khubesrian, M.D.

Mayor Pro Tempore
Robert S. Joe

Councilmember
Michael A. Cacciotti

Councilmember
Diana Mahmud

Councilmember
Richard D. Schneider, M.D.

City Clerk
Evelyn G. Zneimer

City Treasurer
Gary Pia

City Manager
Sergio Gonzalez

Population 26,011



MISSION STATEMENT

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

CORE VALUES

not in priority order

The City of South Pasadena values. . .

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

THREE-YEAR GOALS

not in priority order

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

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City Manager's FY 2014/15 Budget Message

October 1, 2014

Honorable Mayor and City Council Members:

I am pleased to present the Adopted Budget for Fiscal Year (FY) 2014/15 for all operations of the City. The budget as presented is well balanced and consistent with the policy direction reflected in the City Council Goals. The comprehensive budget for all funds illustrates the City Council's commitment to long-term financial planning, cost-effective municipal services, and financial policies that recognize the need to fund future obligations. The budget document supports an aggressive infrastructure improvement program.

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

Budget Process

The FY 2014/15 Budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. Each city department prepared line item details for the department's activities and recommended certain service levels and activity goals for the 2014/15 budget year. The Finance Department prepared revenue projections with input from other departments. The City Manager then reviewed individual departmental requests, prioritized activities based upon City Council policy, and made certain adjustments. At the conclusion of this process, the Proposed Budget was prepared and submitted to the City Council for review.

A community budget presentation was held on April 16, 2014, which included an overview of the City budget and offered residents with an opportunity to participate in the process by providing input and asking questions. Following the community budget study session, staff delivered a presentation to the City Council on April 23, 2014, which included current year accomplishments, fiscal revenue projections, departmental expenditure challenges, and major issues affecting the City in upcoming years. The Proposed Budget was presented at the May 21 and June 4, 2014 City Council meetings, and the Budget was adopted with amendments on June 18, 2014.

General Fund Highlights

Among cities with populations under 27,000, South Pasadena is unique for directly providing the full services of public safety, public works, library, recreation, community services, and general administration. Although staffing these services costs more than contracting out, doing so reaffirms South Pasadena's preference for local control and personal treatment.

The following is a summary of revenue and expenditure items that have a particular significance in the Adopted FY 2014/15 Budget. General Fund revenues are projected to be \$24.1 million, and expenses are \$23.8 million, resulting in a \$343,270 surplus.

Revenues

The five largest sources of revenue to the City's General Fund are property taxes, utility taxes, sales taxes, charges for services, and licenses and permits. Property taxes make up 49.4% of all General Fund revenues.

Utility users taxes (UUT) make up 15.4% of total General Fund revenues. For FY 2014/15, UUT revenues are projected to increase over prior year due to water rate increases and higher demand in telephone services.

Sales taxes make up 9.4% of total General Fund revenues. For FY 2014/15, sales taxes are projected to increase by 1.7% for South Pasadena.

The top five revenue sources represent approximately 88% of the General Fund revenues. Historical data indicates that the City's General Fund is becoming more reliant on these five revenue sources.

General Fund Revenues

General Fund Revenues	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Property Taxes	9,966,701	10,283,297	11,074,604	10,968,710	11,586,853	11,915,770
UUT	3,517,936	3,642,824	3,562,216	3,661,040	3,677,400	3,719,000
Sales Taxes	1,693,237	1,961,143	2,207,696	2,180,410	2,242,985	2,277,240
Current Services	2,093,745	2,173,921	2,208,447	2,090,625	2,224,198	2,415,000
License & Permits	927,237	917,568	950,256	1,035,200	945,820	985,820
Top 5 Subtotal	18,198,856	18,978,753	20,003,219	19,935,985	20,677,256	21,312,830
<i>% of Total Revenue</i>	<i>84.7%</i>	<i>84.9%</i>	<i>86.7%</i>	<i>87.7%</i>	<i>86.5%</i>	<i>88.3%</i>
All Other Revenues	3,288,335	3,384,209	3,074,896	2,795,887	3,235,888	2,811,948
Revenue Total	21,487,191	22,362,963	23,078,115	22,731,872	23,913,144	24,124,778

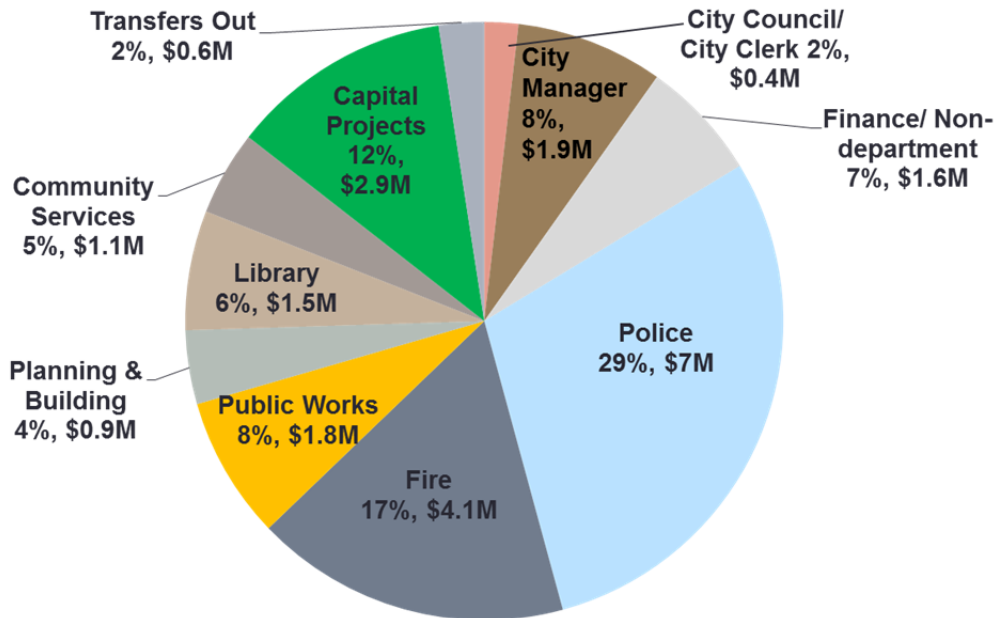
Expenditures

Adopted FY 2014/15 expenditures in the General Fund of \$23.8 million represent an increase of 0.1% from estimated FY 2013/14 expenditures.

General Fund Expenditures

	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	14,270,338	14,450,730	14,192,161	14,636,899	13,770,136	14,831,712
Operation & Maintenance	4,687,452	5,014,422	6,502,646	5,581,407	5,189,718	5,498,699
Capital Outlay	90,482	296,443	143,112	147,000	211,891	13,600
Capital Projects	498,797	1,379,334	942,192	4,335,248	2,052,604	2,855,000
Transfer Out	138,019	0	984,062	168,371	374,207	582,497
Total	19,685,088	21,140,929	22,764,174	24,868,925	21,598,556	23,781,508

General Fund by Department = \$23,781,508



General Fund Reserve and Undesignated/Unreserved

The Adopted FY 2014/15 Budget will present the General Fund with an undesignated reserve of \$7.2 million on June 30, 2015 representing 29.7% of General Fund revenues. Total reserves for FY 2014/15 are projected to be \$5.9 million, of which a total of \$3.1 million was moved from undesignated funds to reserves for capital improvements to reflect community needs. An additional \$600,000 was reserved for the Arroyo Golf Course/Bike Trail project, \$750,000 for the purchase of CalTrans vacant lots, \$100,000 to improve the Emergency Operations Center, \$500,000 for street improvements on Monterey Rd., \$280,000 for sidewalk improvements, \$150,000 for tree replacement/management, and \$500,000 for wholesale water purchases.

General Fund Balance Projection

	June 30, 2014	June 30, 2015
General Fund Balance	\$12,760,100	\$13,103,370
Reserved		
Arroyo Golf Course / Bike Trail	500,000	1,100,000
CalTrans Vacant Lot Purchases	-	750,000
Emergency Operations Center	-	100,000
Legal Reserve	500,000	500,000
Library Expansion	-	150,000
Maint. Yard / Community Center	350,000	600,000
Monterey Rd. Improvements	-	500,000
Renewable Energy Sources Reserve	82,000	300,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Sidewalk Improvements	-	280,000
Tree Replacement / Management	-	150,000
Wholesale Water Purchases	-	500,000
Total Reserved	2,432,000	5,930,000
Undesignated/Unreserved	10,328,100	7,173,370
<i>% of GF Revenues</i>	<i>43.2%</i>	<i>29.7%</i>

Highlights of Other Funds

Prop A & C funds [205 & 207] – Administrative costs have decreased due to changes to salary and benefit allocations in accordance with new directives from the L.A. County Metropolitan Agency.

Sewer Fund [210] – Increases in sewer rate will continue through January 2016 with increases of 9% in FY 2015 and 6% in FY 2016 to cover much needed repairs to infrastructures.

Street Light & Landscape Fund [215] – Revenues come from assessments placed on South Pasadena Property tax bills, and has not changed since 1997 when Proposition 218 passed.

Business Improvement Tax Fund [220] – Revenues are generated from a tax on businesses operating within the City. Revenues are projected to increase for FY 2014/15, due to higher enforcement by the City.

Mission Meridian Public Garage Fund [226] – With the implementation of the Mission Meridian Parking Garage parking management program, revenues from parking permits are anticipated to address the deficit.

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

Water Fund [500] – The City approved a 18% rate increase spread over three years, effective January 15, 2014, in order to satisfy debt coverage requirements.

Public Financing Authority Fund [550] – The City will drawdown \$12.6 million of bonds for capital spending on water improvement projects.

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

Fund Balance Summary – All Fund Types

Fund Group	7/01/14 Fund Balance	Projected Revenues FY 2014-15	Projected Expenses FY 2014-15	Revenues Minus Expenses	06/30/15 Fund Balance
General Fund	12,760,100	24,124,778	23,781,508	343,270	13,103,370
Special Revenue Funds	1,910,220	3,796,224	3,027,719	768,505	2,678,725
Enterprise Funds	39,298,233	27,560,416	40,022,199	(12,461,783)*	26,836,450
Successor Agency	<u>1,633,979</u>	<u>1,065,200</u>	<u>1,209,761</u>	<u>(144,561)</u>	<u>1,489,418</u>
Grand Total	55,602,532	56,546,618	68,041,187	(11,494,569)	44,107,963

*Capital expenditures budgeted for water improvement projects.

Personnel Highlights

The Adopted Budget authorizes 145 full-time employees.

City retirement expenses rises in FY 2014/15. CalPERS retirement rate increases from 22.145% to 22.3020% for safety employees, and 14.828% to 15.661% for miscellaneous employees. The impact of this increase is approximately \$52,000.

There is still an outstanding \$12.7 million unfunded liability for retiree medical costs, which a recent actuarial study translates to an Annual Required Contribution (ARC) of \$1.1 million. The City is currently paying \$570,000 a year, on a pay-as-you-go strategy.

Capital Improvement Program (CIP) Highlights

A \$2 million Capital Improvement Program was appropriated for FY 2014/15. Projects not completed in FY 2013/14 will be carried over to the next fiscal year. Apart from an aggressive water and sewer capital improvement program, the chart below shows that the City continues to be aggressive in repairing our aging streets.

Street Repairs
Collis Ave. (Hill Dr. to cul-de-sac)
Hill Dr. (Hanscom Dr. to Harriman Ave.)
Chelten Way (240' south of Ashbourne Dr. to Oak St.)
El Centro St. (Pasadena Ave. to Orange Grove Ave.)
Street and bicycle markings on El Centro St.
Citywide Street Name Sign Replacement Project
Pavement Management System Update Project

Fiscal Responsibility

The FY 2014/15 Adopted Budget is the culmination of months of effort by City staff to balance available resources with the services desired by South Pasadena residents, visitors, and businesses. It represents staff's best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects rooted in the City Council's strategic plan.

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

The City of South Pasadena, the greater Los Angeles region and the State of California, have begun to show increasing revenues compared to the last several years as the region recovers from the 2008 recession. South Pasadena continues to remain in satisfactory financial condition thanks to a relatively diverse and stable revenue base. Our core services, in spite of steady and progressive revenue losses to the State of California, have remained consistent. However, the City is facing rising costs in key areas, such as increased employee retirement costs, increasing employee costs and the ongoing demands of the community. While South Pasadena has substantial reserves and resources on-hand, the City maintains a conservative approach when budgeting revenues and expenses to ensure that the City's ability to meet its obligations is not impaired.

The FY 2014/15 Budget appropriately considers these economic realities and positions the City to act as needed in the coming years. Understanding that costs are rising faster than revenues, the City Council has exhibited prudent fiscal foresight and continues to face head-on the very real possibility of reducing service levels in the wake of financial constraints. The major components of costs in our budget are those with the greatest inflationary pressures. Thus, to ensure that revenues keep pace with expenditures, the City must look toward economic growth through either cutbacks in municipal services, expansion of the economic base via economic development, or maintaining voter-approved tax support.

The City's Strategic Plan provides the principal guidance for the preparation of the City budget by identifying and prioritizing the goals and objectives that the City will be focusing on during the next year. The goals provide the basis for improving services and preserving a high quality of life in the City. While the foundation of the FY 2014/15 budget rests upon the City Council's vision for the community, this document also relies on the expertise of City's department staff. As is always the case, preparing a budget requires teamwork, creativity and a wealth of ideas. When the final document is presented to the City Council, it has been shaped by many hands into a fiscally responsible budget that meets the needs and expectations of the community.

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

Respectfully submitted,



Sergio Gonzalez
City Manager

FY 2014/15 Financial Policies

1. BALANCED BUDGET

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

The Adopted FY 2014/15 Budget includes a balanced operating budget for some of the funds. Exceptions to this policy include:

- Fund 105–Facilities & Equipment Replacement Fund
- Fund 215–Street Light & Landscape District Fund
- Fund 226–Mission Meridian Garage Fund
- Fund 230–State Gas Tax Fund
- Fund 255–Capital Growth Fund

The Facilities & Equipment Replacement Fund deficit will be funded from the General Fund, the deficit is a result of capital equipment purchases and vehicle replacements. It is anticipated Mission Meridian Garage Fund will generate parking revenues in the FY 2014/15 budget that will address the deficit. The Street Light & Landscape District Fund deficit is a result of assessments remaining constant while costs continue to increase. There was minimal drawdown of fund balance to cover the State Gas Tax Fund deficit. The Capital Growth Fund deficit is a result of drawdown for capital projects.

2. APPROPRIATIONS AND BUDGETARY CONTROL

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

This policy has been met.

3. ENTERPRISE FUND

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

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$43.4 million 2009 Water Bond issuance. Bond proceeds will be paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements. In FY 2012/13, the General Fund advanced the Sewer Fund \$750,000 in order to fund the construction of the Arroyo Drive, Marengo Ave, Meridian Ave, and Huntington Drive Sewer Improvement Project.

4. GENERAL FUND RESERVE

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

General Fund undesignated fund balance, based upon the Adopted FY 2014/15 Budget, is projected to be 29.7% at June 30, 2015.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2014/15 is as follows:

	<u>June 30, 2014</u>	<u>June 30, 2015</u>
Reserved		
Arroyo Golf Course / Bike Trail	500,000	1,100,000
CalTrans Vacant Lot Purchases	-	750,000
Emergency Operations Center	-	100,000
Legal Reserve	500,000	500,000
Library Expansion	-	150,000
Maint. Yard / Community Center	350,000	600,000
Monterey Rd. Improvements	-	500,000
Renewable Energy Sources Reserve	82,000	300,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Sidewalk Improvements	-	280,000
Tree Replacement / Management	-	150,000
Wholesale Water Purchases	-	500,000
Total Reserved	<u>2,432,000</u>	<u>5,930,000</u>

The reserve continues to grow.

9. INFRASTRUCTURE

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

Beginning FY 2014/15, the City has been committing a minimum of \$2,000,000 per year towards street improvements.

10. ACCOUNTING AND REPORTING STANDARDS

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

This policy has been met.

11. RISK MANAGEMENT

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

Current retirement costs and insurance costs are fully funded with a retention of \$100,000 for general liability. Funding on a pay as you go basis for leave liabilities, claims and judgments, and retiree health insurance costs remain the City's practice. In accordance with GASB 45, a third party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09. The City's benefit structure has been modified, reducing the unfunded retiree medical liability from \$22 million to \$12 million as of the 1/1/13 valuation.

12. DEBT AND INVESTMENTS

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

In FY 2014/15 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

13. CONTROL OF FINANCIAL ASSETS

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

This policy has been met.

14. FINANCIAL MANAGEMENT

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

This policy has been met.

FY 2013/14 Fund Balance

Fund	Description	07/01/13 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/14 Year End Fund Balance
	Revenues & Expenditures					
	Operating		23,913,144	19,171,745	4,741,398	
	Capital			2,052,604	(2,052,604)	
	Transfers/Interfund Loans		-	374,207	(374,207)	
	Change In Reserves					
	Undesignated/Unreserved	8,289,513				10,328,100
	Arroyo Golf Course / Bike Trail	200,000				500,000
	Legal Reserve	255,000				500,000
	Maint. Yard/Comm. Ctr	50,000				350,000
	Renewable Energy Sources Reserve	250,000				82,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	-				-
	Library Expansion	-				-
	Uninsured Loss Reserve	401,000				-
101	General Fund Total	10,445,513	23,913,144	21,598,556	2,314,587	12,760,100
103	Insurance Fund	-	-	-	-	-
105	Facilities & Equip. Replacement	579,448	32,000	-	32,000	611,448
201	MTA Pedestrian Improvement	(400,819)	198,371	-	198,371	(202,448)
205	Prop "A"	183,825	448,782	305,560	143,222	327,047
207	Prop "C"	122,756	350,460	261,293	89,167	211,923
209	MTA Gold Line Betterments Grant	14,913		14,913	(14,913)	0
210	Sewer	141,430	1,172,257	870,462	301,795	443,225
211	C/TC Traffic Improvement	116	-	-	-	116
215	Street Light & Landscape	69,439	905,950	911,432	(5,482)	63,957
217	Public, Educ. & Gov't. Fund	34,137	20,000	-	20,000	54,137
218	Clean Air Act	146,587	30,370	98,300	(67,930)	78,657
220	Business Improvement Tax	89,719	145,000	127,173	17,827	107,546
223	Gold Line Mitigation Fund	184,423	120,749	244,800	(124,051)	60,372
226	Mission Meridian Public Garage	(228,061)	-	28,118	(28,118)	(256,179)
228	Housing Authority	729	8,027	-	8,027	8,756
230	State Gas Tax	712,888	759,208	649,639	109,569	822,457
232	County Park Bond	(105,942)	-	15,300	(15,300)	(121,242)
233	Measure R	457,050	261,400	27,318	234,082	691,132
238	MSRC Grant	(280,539)	227,130	127,130	100,000	(180,539)
245	Bike & Pedestrian Paths	0	54,197	54,197	-	0
247	SGVCOG Grant	(391)	391	-	391	0
255	Capital Growth	66,847	26,170	-	26,170	93,017
260	CDBG	(0)	138,866	138,866	(0)	(0)
270	Asset Forfeiture	21,264	60	-	60	21,324
272	Police Grants - State (COPS)	95,782	100,300	37,300	63,000	158,782
273	Police Subventions - CLEEP	5,146	12	-	12	5,158
274	Homeland Security Grant	(34,183)	15,150	167,285	(152,135)	(186,318)
275	Park Impact Fees	116,118	30,000	-	30,000	146,118
280	Public Library Funds Grant	6,445	-	-	-	6,445
295	Arroyo Seco Golf Course	404,263	1,196,500	922,869	273,631	677,894
310	Sewer Capital Projects	(24,355)	250,000	214,450	35,550	11,195
500	Water	6,759,071	12,954,251	7,400,243	5,554,008	12,313,079
550	Public Financing Authority	30,355,340	3,366,035	7,868,535	(4,502,500)	25,852,840
927	Redev. Obligations Trust Fund	130,064	447,819	447,819	-	130,064
	City Total	50,069,024	47,172,599	42,531,558	4,641,041	54,580,000
227	Successor Agency to CRA	901,436	467,019	475,988	(8,969)	892,467
	Successor Agency Total	901,436	467,019	475,988	(8,969)	892,467
	TOTAL CITY & CRA	50,970,460	47,639,618	43,007,546	4,632,072	55,472,468

FY 2014/15 Fund Balance

Fund	Description	07/01/14	Year End	Year End	Revenues Minus	06/30/15
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		24,124,778	20,344,011	3,780,767	
	Capital			2,855,000	(2,855,000)	
	Transfers/Interfund Loans		-	582,497	(582,497)	
	Change In Reserves					
	Undesignated/Unreserved	10,328,100				7,173,370
	Arroyo Golf Course / Bike Trail	500,000				1,100,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	350,000				600,000
	Renewable Energy Sources Reserve	82,000				300,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	-				100,000
	Library Expansion	-				150,000
	Tree Replacement / Management	-				150,000
	Sidewalk Improvements	-				280,000
	CalTrans Vacant Lot Purchases	-				750,000
	Monterey Rd. Improvements	-				500,000
	Wholesale Water Purchases	-				500,000
101	General Fund Total	12,760,100	24,124,778	23,781,508	343,270	13,103,370
103	Insurance Fund	-	290,000	240,000	50,000	50,000
105	Facilities & Equip. Replacement	611,448	146,000	308,000	(162,000)	449,448
201	MTA Pedestrian Improvement	(202,448)	172,497	-	172,497	(29,951)
205	Prop "A"	327,047	479,522	300,381	179,141	506,188
207	Prop "C"	211,923	396,063	340,700	55,363	267,286
209	MTA Gold Line Betterments Grant	0	-	-	-	0
210	Sewer	443,225	1,277,220	1,215,915	61,305	504,530
211	CTC Traffic Improvement	116	-	-	-	116
215	Street Light & Landscape	63,957	895,000	1,096,057	(201,057)	(137,100)
217	Public, Educ. & Gov't. Fund	54,137	20,000	-	20,000	74,137
218	Clean Air Act	78,657	30,400	3,000	27,400	106,057
220	Business Improvement Tax	107,546	140,000	123,000	17,000	124,546
223	Gold Line Mitigation Fund	60,372	-	-	-	60,372
226	Mission Meridian Public Garage	(256,179)	-	27,798	(27,798)	(283,977)
228	Housing Authority	8,756	8,758	-	8,758	17,514
230	State Gas Tax	822,457	673,970	679,561	(5,591)	816,866
232	County Park Bond	(121,242)	-	-	-	(121,242)
233	Measure R	691,132	283,176	-	283,176	974,308
238	MSRC Grant	(180,539)	90,000	-	90,000	(90,539)
245	Bike & Pedestrian Paths	0	17,076	-	17,076	17,076
247	SGVCOG Grant	0	-	-	-	0
255	Capital Growth	93,017	32,170	50,000	(17,830)	75,187
260	CDBG	(0)	137,222	137,222	-	(0)
270	Asset Forfeiture	21,324	60	-	60	21,384
272	Police Grants - State (COPS)	158,782	100,300	-	100,300	259,082
273	Police Subventions - CLEEP	5,158	10	-	10	5,168
274	Homeland Security Grant	(186,318)	-	-	-	(186,318)
275	Park Impact Fees	146,118	30,000	30,000	-	146,118
280	Public Library Funds Grant	6,445	-	-	-	6,445
295	Arroyo Seco Golf Course	677,894	1,280,018	990,645	289,373	967,267
310	Sewer Capital Projects	11,195	250,000	2,000	248,000	259,195
500	Water	12,313,079	21,342,540	21,903,001	(560,461)	11,752,617
550	Public Financing Authority	25,852,840	3,410,638	15,910,638	(12,500,000)	13,352,841
927	Redev. Obligations Trust Fund	130,064	450,000	450,000	-	130,064
	City Total	54,710,065	56,077,418	67,589,426	(11,512,008)	43,198,057
227	Successor Agency to CRA	892,467	469,200	451,761	17,439	909,906
	Successor Agency Total	892,467	469,200	451,761	17,439	909,906
	TOTAL CITY & CRA	55,602,532	56,546,618	68,041,187	(11,494,569)	44,107,963

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
4000-000	Property Tax - Current Secured	7,315,014	7,570,264	8,211,281	8,069,900	8,625,372	8,874,650
4010-000	Property Tax - Unsecured	300,113	325,257	334,355	333,440	340,000	343,400
4020-000	Property Tax - Prior Years	(5,520)	(17,918)	(12,718)	-	(950)	-
4030-000	Property Tax - Int & Pen	66,867	59,725	58,365	61,220	45,000	45,450
4040-000	Highway Rental	100,920	100,473	113,393	115,090	124,903	126,150
4050-000	Homeowners Exemption	67,864	68,538	68,328	70,260	68,000	68,680
4060-000	Supplemental - Sec/Unsec	100,415	92,613	137,666	122,410	120,000	121,200
5002-000	Motor Vehicle In Lieu Adj.	2,021,028	2,084,346	2,163,934	2,196,390	2,264,528	2,336,240
Property Tax		9,966,701	10,283,297	11,074,604	10,968,710	11,586,853	11,915,770
4150-000	Library Special Tax	227,764	230,174	231,880	230,170	230,000	230,000
Assessments & Special Taxes		227,764	230,174	231,880	230,170	230,000	230,000
4200-000	Sales & Use Tax	1,074,228	1,344,143	1,458,805	1,425,870	1,483,540	1,514,980
4200-001	Sales Tax "In Lieu"	403,122	384,178	497,619	507,570	510,445	513,260
4201-000	PSAF - Prop 172 Sales Tax	215,887	232,822	251,273	246,970	249,000	249,000
Sales Tax		1,693,237	1,961,143	2,207,696	2,180,410	2,242,985	2,277,240
4230-001	Utility Tax - Water	225,997	313,208	552,167	503,640	520,000	561,600
4230-002	Utility Tax - Electric	825,616	769,550	1,264,113	1,237,440	1,237,440	1,237,440
4230-003	Utility Tax - Gas	282,301	252,795	372,752	406,490	406,490	406,490
4230-004	Utility Tax - Telephone	788,084	768,762	1,122,180	1,236,170	1,236,170	1,236,170
4230-006	Utility Tax - Cable	168,518	172,450	251,003	277,300	277,300	277,300
4230-008	Add'l 1% UUT - Salaries	429,597	478,121	-	-	-	-
4230-009	Add'l 2% UUT - Infrastructure	797,824	887,938	-	-	-	-
Utility Users Tax		3,517,936	3,642,824	3,562,216	3,661,040	3,677,400	3,719,000
4210-001	Franchise - Refuse	366,208	364,949	363,964	359,400	359,400	359,400
4210-002	Franchise - Cable TV	210,821	293,768	300,014	250,000	250,000	250,000
4210-003	Franchise - Electric	87,800	87,513	91,419	91,419	94,655	94,000
4210-004	Franchise - Gas	68,391	68,536	55,245	59,700	59,700	59,700
4220-000	Real Property Transfer	112,525	102,132	130,716	120,000	120,000	120,000
Other Taxes		845,746	916,897	941,358	880,519	883,755	883,100
4400-000	Business License	336,570	337,913	351,400	440,000	360,000	400,000
4410-000	Business License Permits	500	-	-	500	-	-
4420-000	Bus Lic Penalties & Trans	10,840	9,183	12,037	18,600	12,000	12,000
4430-000	Animal Licenses	12,468	11,252	4,046	10,300	-	-
4440-000	Tobacco Retail Permit	1,440	1,320	1,476	1,500	1,500	1,500
4445-000	Filming Permits	105,725	111,580	106,285	109,500	109,500	109,500
4460-000	Parking Permits	427,129	410,089	434,781	425,000	425,000	425,000
4465-001	Fire Permits	3,415	3,385	1,840	2,100	2,100	2,100
4470-002	Street / Curb Permits	17,120	11,719	13,146	8,500	15,000	15,000
4470-004	Street Closure Permits	745	702	6,107	1,800	4,500	4,500
4470-005	Newsrack Permits	2,360	1,400	1,920	1,400	220	220
4480-000	FOG Wastewater Permit	8,925	19,025	17,217	16,000	16,000	16,000
Licenses & Permits		927,237	917,568	950,256	1,035,200	945,820	985,820
4600-000	Vehicle Code Fines	187,282	134,533	103,722	135,000	90,000	135,000
4610-000	Parking Citations	336,322	371,245	410,752	370,000	370,000	370,000
4620-000	Other Court Fines	28,537	27,257	9,155	25,000	10,000	25,000
Fines & Forfeitures		552,140	533,035	523,629	530,000	470,000	530,000
4800-000	Interest Income	40,655	28,690	19,494	30,000	16,000	20,000
4802-000	Gain / Loss on Investments	(5,509)	(25,763)	-	-	-	-
4805-000	Unrealized Gain / Loss	(13,559)	17,489	471	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	1,521	3,379	(65)	3,000	3,000	3,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
4820-000	Rental - Stables	52,515	50,526	55,711	51,000	51,000	51,000
4825-000	Rental - Tennis	-	56,260	35,790	39,120	39,120	39,120
4830-000	Rental - Golf Course	92,326	28,758	-	-	-	-
4830-001	Rental - Cellular Site	5,500	-	-	-	-	-
4830-002	Rental - Cell Phone Site	31,736	35,628	39,815	35,000	40,500	42,000
4830-003	Rental - Cell Site - AT&T	21,365	27,729	28,561	28,000	28,800	29,500
4830-004	Cell Phone - CW/Bilicke	30,186	31,091	32,024	30,000	32,800	33,650
4830-005	Cell Phone - Verizon - San Pascual	-	-	18,064	-	-	-
4830-006	Cell Phone - Cingular OG	19,655	26,942	27,754	25,000	28,500	29,300
4830-009	Cell Phone - Metro PCS	29,390	30,859	32,402	30,000	33,300	34,000
4835-000	Rental - TWC	-	2,500	6,000	6,000	6,000	3,000
4840-000	Rental - War Memorial Building	49,098	59,457	65,124	35,000	65,000	35,000
4850-000	Rental - Eddie Park	4,904	6,328	6,772	5,000	4,000	4,500
4860-000	Rental - Library Comm Room	25,410	18,540	36,240	15,000	21,000	20,000
4870-000	Rental - Racquet Ball Ctr	7,020	-	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	3,703	3,149	3,653	3,500	3,500	3,500
4890-000	Rental - Farmer's Market	1,619	8,447	4,523	10,000	4,000	4,000
4891-000	Rental - Orange Grove	920	1,572	1,460	1,300	1,500	1,500
4892-000	Rental - Misc	30,575	23,588	32,043	20,000	33,000	20,000
4893-000	Rental - Batting Cages	13,027	10,998	7,502	10,000	10,000	10,000
4894-000	Rental - Youth House	2,793	2,428	3,243	2,500	3,000	3,000
Use of Money & Property		444,848	448,593	456,581	379,420	424,020	386,070
5000-000	Motor Vehicle In Lieu	137,587	13,267	10,980	-	10,000	-
5020-000	State Reimb - Police Training	24,134	28,828	22,505	30,000	30,000	30,000
5030-000	State Mandated Cost	18,064	4,536	6,734	5,000	4,000	4,000
5035-001	State Grant - Direct Loan	12,973	11,893	-	-	-	-
5071-003	Miscellaneous Grants	-	2,720	7,186	-	2,500	-
5071-005	Non-Federal Grants - Pub. Works	-	-	-	-	142,040	-
5073-001	Grants-Police	10,207	12,604	13,489	-	7,400	-
5073-002	Grants-Fire	-	-	-	-	-	-
Revenue From Other Agencies		202,964	73,848	60,893	35,000	195,940	34,000
5150-001	Business License App Fee	15,216	14,768	16,058	15,000	12,000	12,000
4405-000	Business License SB1186 Fee	-	-	1,003	2,000	1,700	1,700
5150-002	Non Sufficient Fund Chg	1,352	1,240	1,215	1,200	200	200
Current Services-Finance		16,568	16,008	18,276	18,200	13,900	13,900
5200-001	Community Development Misc Fee	595	1,602	2,945	1,500	1,500	1,500
5200-002	Planning Fees	110,177	110,931	89,708	90,000	125,000	130,000
5200-003	Plan Check	124,616	135,826	143,847	140,000	180,000	250,000
5200-004	Building Permits	272,323	265,024	299,089	290,000	310,000	325,000
5200-006	Code Reinspection Fee	-	108	-	-	-	-
5200-007	Administrative Citations	2,300	5,300	900	500	500	500
Current Services-Planning & Building		510,011	518,792	536,488	522,000	617,000	707,000
5220-001	Engineering Fees - Misc	31,620	21,160	39,790	30,000	40,000	30,000
5220-002	Engineering Plan Check	3,530	7,112	9,040	7,000	25,000	9,000
5222-000	AB939 Surcharge	-	125	-	125	-	-
5223-000	NPDES	131,496	131,153	96,785	130,000	130,000	130,000
Current Services-Public Works		166,646	159,550	145,615	167,125	195,000	169,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
5230-001	Police Special Svcs	11,919	6,155	4,495	5,000	5,000	5,000
5230-004	Vehicle Impound Fees	28,930	27,620	29,801	35,000	30,000	30,000
5230-005	Police Svcs - Filming	208,543	210,219	198,684	200,000	200,000	200,000
5230-006	Patch Sales	4	-	5	-	1	-
5280-001	Animal Control Fees	2,257	1,352	1,588	1,000	1,300	1,000
Current Services-Police		251,653	245,347	234,574	241,000	236,301	236,000
5260-002	Library Fines	63,339	64,769	62,815	70,000	70,000	70,000
5260-003	Library Replacements	4,942	4,620	4,510	4,000	8,000	5,000
Current Services-Library		68,282	69,389	67,326	74,000	78,000	75,000
5265-002	Sr. Citizens Classes	16,038	12,541	16,184	13,500	13,500	13,800
5265-003	Sr. Citizens Membership	12,578	10,798	9,612	10,900	11,000	11,000
5265-004	Sr. Citizens Bus Trips	238	512	-	500	1,500	1,000
5265-005	Snr. Citizens Center Programs	72	1	3	1,500	1,500	1,500
5265-006	Bingo - Coffee - Med. I.D.	1,224	1,489	1,648	1,600	2,300	2,300
5270-001	Camp Med Fees	212,448	260,671	288,645	250,000	250,000	260,000
5270-002	Recreation Classes	157,167	167,422	191,042	150,000	150,000	155,000
5270-003	Special Events	7,243	7,674	9,261	6,500	5,200	5,500
5270-004	MTA Bus Pass - General	(2,534)	(423)	(114)	1,000	1,000	1,000
5270-005	Park/Field Reservations	43,693	37,579	39,909	35,000	35,000	32,000
5270-007	Adult Sports	17,514	8,866	4,200	6,300	-	-
5270-008	Concerts in the Park	10,305	7,125	15,599	12,000	12,000	12,000
Current Services-Community Services		475,985	514,254	575,989	488,800	483,000	495,100
5289-001	Fire Dept - Filming	106,585	128,980	119,310	120,000	120,000	120,000
5289-002	Fire Dept - Plan Check	67,167	65,346	62,616	58,000	58,000	58,000
5289-003	Hazmat Fees	4,980	-	-	-	-	-
5289-004	Fire Alarm Fees	200	-	-	-	-	-
5290-001	Paramedic Fees	400,705	431,637	423,411	380,000	400,000	380,000
5300-000	Paramedic Subscriptions	22,760	23,220	22,560	21,000	23,000	21,000
5302-000	Tri-City Reimbursements	-	-	-	-	-	140,000
5305-001	Fire Miscellaneous	2,203	1,400	2,283	500	(3)	-
Current-Services-Fire		604,600	650,583	630,180	579,500	600,997	719,000
Current-Services-ALL		2,093,745	2,173,921	2,208,447	2,090,625	2,224,198	2,415,000
5400-000	Sale of Property	6,096	15,763	8,825	15,000	7,000	8,000
5420-000	Workers Comp Reimb	11,490	10,668	66,477	20,000	163,000	20,000
5425-000	Gen. Liability Insurance Reimb	15,619	11,500	1,839	20,000	5,000	20,000
5430-000	Damage to City Property	642	-	-	-	-	-
5440-000	Candidate Filing Fee	500	4,050	-	-	1,930	-
5450-000	Commissions	232	222	1,989	-	55	-
5460-000	Recycling Revenue	138,884	159,875	93,227	100,000	108,000	100,000
5490-000	Cash Over/Short Fin.	8	(14)	19	-	-	-
5490-001	Over/Short - Library	1	(21)	(28)	-	-	-
5490-002	Over/Short - Police	13	28	(5)	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	-	3	1	-	-	-
5490-004	Over Short - Senior Center	(3)	9	(14)	-	-	-
5490-005	Cash Over/Short - Clerk	-	-	(10)	-	-	-
5501-001	Donations - Misc	1	12	86	-	100	-
5501-003	Donations - Senior Meals	5,376	9,190	15,413	-	15,000	15,000
5501-005	Donations - Library	1	20	-	-	-	-
5505-000	Miscellaneous	308,288	372,565	75,499	70,000	215,000	70,000
5505-001	Duplication Fees	2,593	4,793	3,660	5,000	3,500	5,000
5550-000	Prior Year Adjustment	(5,721)	(413)	(2,600)	-	2,810	-
Other Revenue		484,019	588,251	264,379	230,000	521,395	238,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022
5630-000	Reimbursement-CRA Fund	43,308	25,249	27,484	27,396	27,396	27,396
5640-000	Reimbursement-Water Fund	414,362	414,362	414,362	414,360	414,360	414,360
	Reimbursements From Other Funds	526,692	592,228	594,463	510,778	510,778	510,778
9911-000	Transfers from Other Fund	4,160	1,183	1,712	-	-	-
	Transfers In	4,160	1,183	1,712	-	-	-
	101 - GENERAL FUND TOTAL	21,487,191	22,362,963	23,078,115	22,731,872	23,913,144	24,124,778
9911-000	Transfers from Other Fund	-	-	-	-	-	290,000
	Transfers In	-	-	-	-	-	290,000
	103 - INSURANCE FUND TOTAL	-	-	-	-	-	290,000
9911-000	Transfers from Other Fund	-	-	672,000	-	32,000	146,000
	Transfers In	-	-	672,000	-	32,000	146,000
	105 - FACILITIES & EQUIP REPLACEMENT T	-	-	672,000	-	32,000	146,000
5077-004	MTA Grant - Pedestrian Imp	-	-	195,500	-	30,000	-
9911-000	Transfers from Other Fund	-	-	46,346	168,371	168,371	172,497
	Revenue From Other Agencies	-	-	241,846	168,371	198,371	172,497
	201 - MTA PEDESTRIAN IMPROVEMENT TO	-	-	241,846	168,371	198,371	172,497
5036-002	State Grant - Traffic Improve	-	618,426	1,454,479	-	-	-
9911-000	Transfers from Other Fund	-	-	420,146	-	-	-
	Revenue From Other Agencies	-	618,426	1,874,625	-	-	-
	204 - TRAFFIC IMPROVEMENT TOTAL	-	618,426	1,874,625	-	-	-
4200-000	Sales & Use Tax	349,371	378,198	399,925	389,484	420,000	452,772
	Sales Tax	349,371	378,198	399,925	389,484	420,000	452,772
4800-000	Interest Income	-	-	268	-	700	700
4805-000	Unrealized Gain / Loss	-	-	83	-	(60)	-
	Use of Money & Property	-	-	351	-	700	700
5266-000	Dial - A - Ride Charges	4,492	5,646	5,099	5,000	4,000	5,000
	Charges for Current Services	4,492	5,646	5,099	5,000	4,000	5,000
5500-000	MTA Bus Pass - Senior	(710)	(1,065)	(430)	6,050	6,050	6,050
5504-000	Prop A - NTD Disc. Incentive	-	-	16,845	-	18,092	15,000
5505-000	Miscellaneous	-	9,042	-	-	-	-
5550-000	Prior Year Adjustment	758	-	400	-	-	-
	Other Revenue	48	7,978	16,815	6,050	24,142	21,050
	205 - LOCAL TRANSIT RETURN "A" TOTAL	353,911	391,821	422,190	400,534	448,782	479,522
4200-000	Sales & Use Tax	290,172	314,175	332,283	323,067	350,000	375,563
	Sales Tax	290,172	314,175	332,283	323,067	350,000	375,563
4800-000	Interest Income	9,391	5,315	604	8,000	500	500
4805-000	Unrealized Gain / Loss	(3,163)	2,057	29	-	(40)	-
	Use of Money & Property	4,643	2,346	633	8,000	460	500
4460-001	Parking Revenue	-	-	-	-	-	20,000
	Charges for Current Services	-	-	-	-	-	20,000
5550-000	Prior Year Adjustment	-	-	200	-	-	-
	Other Revenue	-	-	200	-	-	-
	207 - LOCAL TRANSIT RETURN "C" TOTAL	294,815	316,521	333,116	331,067	350,460	396,063

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
4800-000	Interest Income	13,365	6,288	1,339	8,000	2,000	2,000
4805-000	Unrealized Gain / Loss	(4,417)	3,132	233	-	-	-
Use of Money & Property		6,828	2,842	1,572	8,000	2,000	2,000
5310-000	Sewer Service Charges	756,854	957,913	1,123,853	1,166,257	1,166,257	1,271,220
5315-000	Penalty - Sewer	2,826	(2,709)	3,990	-	4,000	4,000
Charges for Current Services		759,679	955,204	1,127,842	1,166,257	1,170,257	1,275,220
5550-000	Prior Year Adjustment	68	-	-	-	-	-
Other Revenue		68	-	-	-	-	-
210 - SEWER TOTAL		766,575	958,046	1,129,415	1,174,257	1,172,257	1,277,220
5071-006	Federal Grant - Rogan HR 5394	-	3,759	116	-	-	-
Revenue From Other Agencies		-	3,759	116	-	-	-
5550-000	Prior Year Adjustment	-	-	93,947	-	-	-
Other Revenue		-	3,759	93,947	-	-	-
9911-000	Transfers from Other Fund	-	45,546	-	-	-	-
Transfers In		-	45,546	-	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		-	49,305	94,063	-	-	-
4100-000	Street Light Assessments	882,098	888,619	905,459	885,000	885,000	885,000
Assessments & Special Taxes		882,098	888,619	905,459	885,000	885,000	885,000
5430-000	Damage to City Property	24,456	10,192	15,883	10,000	9,000	10,000
5501-012	Donations - Tree Dedications	15,635	11,285	17,970	-	11,950	-
5505-000	Miscellaneous	1,000	-	-	-	-	-
5550-000	Prior Year Adjustment	(3,954)	-	-	-	-	-
Other Revenue		37,138	21,477	33,853	10,000	20,950	10,000
215 - STREET LIGHT & LANDSCAPE TOTAL		919,236	910,096	939,312	895,000	905,950	895,000
5250-000	PEG Fees	-	13,816	20,321	20,000	20,000	20,000
Revenue From Other Agencies		-	13,816	20,321	20,000	20,000	20,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		-	13,816	20,321	20,000	20,000	20,000
4800-000	Interest Income	-	132	462	400	400	400
4802-000	Gain / Loss on Investments	-	(19)	-	-	-	-
4805-000	Unrealized Gain / Loss	-	(60)	69	-	(30)	-
Use of Money & Property		-	53	531	400	370	400
5071-014	MSRC Grant	-	-	-	-	-	-
5074-000	Tree Partnership Grant	20,750	-	-	-	-	-
5082-000	AB 2766 (SCAQMD) Fees	29,608	32,225	31,033	15,000	30,000	30,000
Revenue From Other Agencies		50,358	32,225	31,033	15,000	30,000	30,000
5550-000	Prior Year Adjustment	7,227	113	-	-	-	-
Other Revenue		7,227	113	-	-	-	-
218 - CLEAN AIR ACT TOTAL		57,584	32,391	31,563	15,400	30,370	30,400
5412-000	Business Improvment Tax	105,885	107,316	111,976	105,000	105,000	105,000
5412-001	BIT - Filming Permits	39,591	41,898	39,834	35,000	40,000	35,000
Other Revenue		145,475	149,214	151,810	140,000	145,000	140,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		145,475	149,214	151,810	140,000	145,000	140,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
9911-000	Transfers from Other Fund	-	-	27,237	-	120,749	-
	Transfers In	-	-	27,237	-	120,749	-
	223 - GOLD LINE MITIGATION FUND TOTAL	-	-	27,237	-	120,749	-
9911-000	Transfers from Other Fund	-	-	3,259	-	-	-
	Transfers In	-	-	3,259	-	-	-
	225 - MISSION OAKS PARKING TOTAL	-	-	3,259	-	-	-
4460-001	Parking Revenue	-	-	-	-	-	-
	Licenses & Permits	-	-	-	-	-	-
	226 - MISSION MERIDIAN PUBLIC GARAGE	-	-	-	-	-	-
4000-000	Property Tax - Current Secured	416,920	-	(955,824)	-	-	-
4010-000	Property Tax - Unsecured	65,837	-	-	-	-	-
4060-000	Supplemental - Sec/Unsec	305	-	-	-	-	-
	Property Tax	483,062	-	(955,824)	-	-	-
4800-000	Interest Income	7,774	1,910	2,636	2,100	1,200	1,200
4880-000	Rental - Nursery Property	18,000	7,500	18,000	18,000	18,000	18,000
	Use of Money & Property	25,774	9,410	20,636	20,100	19,200	19,200
5550-000	Prior Year Adjustment	-	-	-	-	-	-
	Other Revenue	-	-	-	-	-	-
5650-000	Reimbursement-Redev. Ret. Fund	-	17,087	-	-	-	-
	Reimbursements From Other Funds	-	17,087	-	-	-	-
9911-000	Transfers from Other Fund	-	-	982,026	447,819	447,819	450,000
	Transfers In	-	-	982,026	447,819	447,819	450,000
	227 - CRA TOTAL	508,837	26,497	46,838	467,919	467,019	469,200
4800-000	Interest Income	-	-	0	-	8	10
4805-000	Unrealized Gain / Loss	-	-	(0)	-	-	-
4810-000	Rental - Arroyo House	-	-	729	-	8,019	8,748
	Use of Money & Property	-	-	729	-	8,027	8,758
	228 - HOUSING AUTHORITY TOTAL	-	-	729	-	8,027	8,758
4000-000	Property Tax - Current Secured	104,230	-	-	-	-	-
4010-000	Property Tax - Unsecured	16,459	-	-	-	-	-
4060-000	Supplemental - Sec/Unsec	76	-	-	-	-	-
	Property Tax	120,766	-	-	-	-	-
4800-000	Interest Income	1,944	478	-	-	-	-
4810-000	Rental - Arroyo House	-	-	-	-	-	-
	Use of Money & Property	1,944	478	-	-	-	-
5505-000	Miscellaneous	7,840	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
	Other Revenue	7,840	-	-	-	-	-
5650-000	Reimbursement-Redev. Ret. Fund	-	4,272	-	-	-	-
	Reimbursements From Other Funds	-	4,272	-	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	-
	Other Revenue	-	-	-	-	-	-
	229 - CRA HOUSING TOTAL	130,549	4,749	-	-	-	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
4800-000	Interest Income	7,305	7,424	2,574	7,000	2,000	2,000
4802-000	Gain / Loss on Investments	(1,128)	(7,391)	-	-	-	-
4805-000	Unrealized Gain / Loss	(2,479)	3,361	378	-	(100)	-
Use of Money & Property		3,698	3,395	2,951	7,000	1,900	2,000
5038-000	State Gas Tax - 2103	206,947	348,027	203,328	366,321	359,494	277,583
5039-000	State Gas Tax - 2105	120,820	117,759	111,980	120,904	117,235	127,566
5040-000	State Gas Tax - 2106	75,122	81,056	82,553	84,950	88,651	104,076
5050-000	State Gas Tax - 2107	161,110	169,024	183,495	180,006	185,928	156,745
5060-000	State Gas Tax - 2107.5	-	6,000	6,000	6,000	6,000	6,000
Revenue From Other Agencies		564,000	721,866	587,356	758,181	757,308	671,970
5550-000	Prior Year Adjustment	-	313	-	-	-	-
Other Revenue		-	313	-	-	-	-
230 - STATE GAS TAX TOTAL		567,698	725,573	590,307	765,181	759,208	673,970
4200-000	Sales & Use Tax	216,613	233,757	248,497	242,307	260,000	281,676
Sales Tax		216,613	233,757	248,497	242,307	260,000	281,676
4800-000	Interest Income	6,910	6,680	1,546	6,000	1,500	1,500
4802-000	Gain / Loss on Investments	(1,130)	(6,404)	-	-	-	-
4805-000	Unrealized Gain / Loss	(2,468)	2,752	123	-	(100)	-
Use of Money & Property		3,312	3,028	1,669	6,000	1,400	1,500
233 - MEASURE R TOTAL		219,925	236,785	250,166	248,307	261,400	283,176
5071-014	MSRC Grant	-	169,421	-	-	127,130	-
Revenue From Other Agencies		-	169,421	-	-	127,130	-
9911-000	Transfers from Other Fund	-	-	-	-	100,000	90,000
Transfers In		-	-	-	-	100,000	90,000
238 - MSRC GRANT TOTAL		-	169,421	-	-	227,130	90,000
4800-000	Interest Income	-	3	16	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(7)	-	-	-
Use of Money & Property		-	3	9	-	-	-
5035-000	SB 821 State Grants	-	2,923	14,897	54,197	54,197	17,076
Revenue From Other Agencies		-	2,923	-	54,197	54,197	17,076
5550-000	Prior Year Adjustment	-	-	(1,039)	-	-	-
Other Revenue		-	-	(1,039)	-	-	-
245 - BIKE & PEDESTRIAN PATHS TOTAL		-	2,925	13,867	54,197	54,197	17,076
5033-002	EE Climate Action Plan	107	1,937	-	-	-	-
Revenue From Other Agencies		107	1,937	-	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	391	-
Transfers In		-	-	-	-	391	-
247 - SGVCOG GRANT TOTAL		107	1,937	-	-	391	-
5070-001	ARRA JAG Grant	-	-	-	-	-	-
5070-002	ARRA Infrastructure Grant	289,602	126,885	466,398	-	-	-
Revenue From Other Agencies		289,602	126,885	466,398	-	-	-
9911-000	Transfers from Other Fund	19	-	5,676	-	-	-
Transfers In		19	-	5,676	-	-	-
250 - ARRA INFRASTRUCTURE GRANT TOT		289,620	126,885	472,074	-	-	-

Revenue Detail

Acct	Account Title	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
4800-000	Interest Income	26	219	195	170	170	170
4802-000	Gain / Loss on Investments		(214)		-	-	-
4805-000	Unrealized Gain / Loss	(10)	98	42	-	-	-
Use of Money & Property		16	103	237	170	170	170
5215-000	Growth Requirement - Residen	43,555	22,992	33,106	30,751	25,000	30,000
5216-000	Growth Requiremnt - Comm/Indus	-	902	2,267	2,149	1,000	2,000
5218-000	Energy Rebates	-	80	-	-	-	-
Charges for Current Services		43,555	23,974	35,373	32,900	26,000	32,000
255 - CAPITAL GROWTH TOTAL		43,571	24,077	35,610	33,070	26,170	32,170
5075-031	Residential Rehabilitation	4,985	6,635	-	-	-	-
5075-032	Sr. Program - D99575	22,141	19,571	15,890	-	18,446	18,502
5075-049	ADA Sidewalk Repairs	43,690	72,446	110,248	-	107,999	106,222
5075-050	ADA Access Ramps	33,632	25,120	43,345	-	-	-
5075-052	CDBG Huntington Dr.	69,679	-	-	-	-	-
5075-053	Stratford/Lyndon/Diamond/Adela	83,979	-	-	-	-	-
5075-054	Energy Efficiency Program	-	-	4,905	-	-	-
Revenue From Other Agencies		258,106	123,772	174,388	-	126,445	124,724
5501-003	Donations - Senior Meals	21,522	19,653	13,884	-	12,421	12,498
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		21,522	19,653	13,884	-	12,421	12,498
260 - CDBG TOTAL		279,628	143,425	188,272	-	138,866	137,222
4800-000	Interest Income	517	299	80	100	60	60
4802-000	Gain / Loss on Investments	(86)	(280)	-	-	-	-
4805-000	Unrealized Gain / Loss	(176)	112	11	-	-	-
Use of Money & Property		255	132	92	100	60	60
270 - ASSET FORFEITURE TOTAL		255	132	92	100	60	60
4800-000	Interest Income	34	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(21)	-	-	-	-	-
Use of Money & Property		13	-	-	-	-	-
271 - POLICE GRANTS - FEDERAL TOTAL		13	-	-	-	-	-
4800-000	Interest Income	5,508	3,548	434	500	300	300
4802-000	Gain / Loss on Investments	(874)	(3,411)	-	-	-	-
4805-000	Unrealized Gain / Loss	(1,936)	1,477	(19)	-	-	-
Use of Money & Property		2,698	1,614	415	500	300	300
5005-000	State Grant - COPS (AB3229)	100,000	100,000	100,000	100,000	100,000	100,000
Revenue From Other Agencies		100,000	100,000	100,000	100,000	100,000	100,000
272 - POLICE GRANTS - STATE TOTAL		102,698	101,614	100,415	100,500	100,300	100,300
4800-000	Interest Income	125	72	19	20	12	10
4802-000	Gain / Loss on Investments	(21)	(68)	-	-	-	-
4805-000	Unrealized Gain / Loss	(43)	27	3	-	-	-
Use of Money & Property		62	32	22	20	12	10
273 - POLICE SUBVENTIONS - CLEEP TOTAL		62	32	22	20	12	10

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
5036-000	Homeland Security Grant	1,961	511,083	173,218	-	15,150	-
Revenue From Other Agencies		1,961	511,083	173,218	-	15,150	-
274 - HOMELAND SECURITY GRANT TOTAL		1,961	511,083	173,218	-	15,150	-
5200-008	Park Impact Fees	71,876	23,733	63,995	-	30,000	30,000
Charges for Current Services		71,876	23,733	63,995	-	30,000	30,000
275 - PARK IMPACT FEE		71,876	23,733	63,995	-	30,000	30,000
5035-002	State Grant - Public Lib	8,853	-	-	-	-	-
Revenue From Other Agencies		8,853	-	-	-	-	-
280 - PUBLIC LIBRARY FUNDS GRANT TOT.		8,853	-	-	-	-	-
4800-000	Interest Income	6,271	127	-	-	-	-
4802-000	Gain / Loss on Investments	(183)	(17)	-	-	-	-
4805-000	Unrealized Gain / Loss	(2,092)	(24)	-	-	-	-
Use of Money & Property		3,996	86	-	-	-	-
5400-000	Sale of Property	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
9911-000	Transfers from Other Fund	142,000	-	-	-	-	-
Transfers In		142,000	-	-	-	-	-
290 - 99 PASADENA AVE TOTAL		145,996	86	-	-	-	-
5275-001	Green Fees / Mini Golf	-	661,191	607,464	609,000	609,000	664,300
5275-002	Range	-	359,841	338,005	348,000	348,000	365,000
5275-003	Golf Shop	-	42,854	47,654	52,686	50,000	53,736
5275-004	Food	-	102,591	61,103	166,116	155,000	164,982
5275-005	Filming	-	29,500	28,600	3,400	34,500	32,000
Charges for Current Services		-	1,195,977	1,082,825	1,179,202	1,196,500	1,280,018
295-ARROYO SECO GOLF COURSE		-	1,195,977	1,082,825	1,179,202	1,196,500	1,280,018
4800-000	Interest Income	-	-	1,056	1,000	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(239)	-	-	-
Use of Money & Property		-	-	817	1,000	-	-
9911-000	Transfers from Other Fund	-	-	94,245	-	250,000	250,000
Transfers In		-	-	94,245	-	250,000	250,000
310 - SEWER CAPITAL PROJECTS TOTAL		-	-	95,062	1,000	250,000	250,000
4800-000	Interest Income	136,892	90,888	30,462	100,000	20,000	25,000
4802-000	Gain / Loss on Investments	(21,481)	(88,780)	-	-	-	-
4805-000	Unrealized Gain / Loss	(45,951)	40,705	5,155	-	-	-
Use of Money & Property		69,460	42,812	35,618	100,000	20,000	25,000
5320-000	Water Sales	2,161,889	3,768,075	4,549,289	7,783,859	7,784,000	8,251,040
5325-000	Standby Service Charge	2,515,241	2,629,690	3,069,713	-	-	-
5326-000	Water CIP Surcharge	(18)	-	-	-	-	-
5327-000	Efficiency Fee	50,758	244,165	243,990	225,000	225,000	238,500
5330-000	Private Fire Service	32,044	33,105	29,547	33,000	30,000	30,000
Charges for Current Services		4,759,913	6,675,036	7,892,539	8,041,859	8,039,000	8,519,540

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
5340-000	Sales to Other Facilities	3,741	-	-	-	-	-
5360-000	Rubbish Clearing	(38,934)	(1,907)	(72,406)	-	-	-
5370-000	Penalty - Water/Rubbish	38,838	51,636	52,471	40,000	55,000	50,000
5400-000	Sale of Property	-	4,177	-	-	-	-
5430-000	Damage to City Property	298	447	-	-	5,100	-
5505-000	Miscellaneous	877	(34)	657	-	151	-
5510-000	Misc Service Revenue	7,165	7,760	5,315	3,000	3,000	3,000
5518-000	Energy Rebates	-	-	20,574	-	-	-
5525-000	Yard Waste	(1,208)	293	(41,065)	-	-	-
5530-000	Rubbish Billing Fees	123,473	123,937	124,319	100,000	170,000	100,000
5540-000	Service Fees	34,726	21,150	12,436	20,000	37,000	20,000
5550-000	Prior Year Adjustment	4,695	2,728	(72,246)	-	-	-
5560-000	Sewer Billing Fees	23,324	29,495	33,837	25,000	25,000	25,000
Other Revenue		196,996	239,681	63,891	188,000	295,251	198,000
9911-000	Transfers from Other Fund	1,478,150	3,805,054	5,029,153	-	4,600,000	12,600,000
Transfers In		1,478,150	3,805,054	5,029,153	-	4,600,000	12,600,000
500 - WATER TOTAL		6,504,519	10,762,583	13,021,201	8,329,859	12,954,251	21,342,540
4800-000	Interest Income	365,917	-	-	100,000	100,000	100,000
4802-000	Gain / Loss on Investments	1,705	-	-	-	-	-
Use of Money & Property		367,622	-	-	100,000	100,000	100,000
9911-000	Transfers from Other Fund	2,500	956,442	2,149,800	2,749,975	2,749,975	2,755,650
9912-000	Transfers from Other Fund	-	-	179,176	516,060	516,060	554,988
Transfers In		2,500	956,442	2,328,976	3,266,035	3,266,035	3,310,638
550 - PUBLIC FINANCING TOTAL		370,122	956,442	2,328,976	3,366,035	3,366,035	3,410,638
4000-000	Property Tax - Current Secured	-	-	428,406	447,819	447,819	450,000
Property Tax		-	-	428,406	447,819	447,819	450,000
927 - REDEV. OBLIGATIONS TOTAL		-	-	428,406	447,819	447,819	450,000
CITYWIDE TOTAL		33,271,077	40,816,554	48,085,100	40,869,710	47,639,618	56,546,618

Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	14,270,338	14,450,730	14,192,161	14,636,899	13,770,136	14,831,712
Operations & Maintenance	4,687,452	5,014,422	6,502,646	5,581,407	5,189,718	5,498,699
Capital Outlay	90,482	296,443	143,112	147,000	211,891	13,600
Other Expenses	-	-	-	-	-	-
Transfer Out	138,019	-	984,062	168,371	374,207	582,497
Capital Projects	498,797	1,379,334	942,192	4,335,248	2,052,604	2,855,000
101 - General Fund Total	19,685,088	21,140,929	22,764,174	24,868,925	21,598,556	23,781,508
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	240,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
103 - Insurance Fund Total	-	-	-	-	-	240,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	128,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	92,552	-	-	180,000
105 - Facilities & Equip. Replacem	-	-	92,552	-	-	308,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	200,443	53,493	-	-	-	-
201 - MTA Pedestrian Improveme	200,443	53,493	-	-	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	14,913	-
Capital Projects	-	-	-	-	-	-
203 - Caltrans Blue Line Parking (I	-	-	-	-	14,913	-
Wages & Benefits	131	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	2,067,977	535,589	-	-	-	-
204 - Traffic Improvement Total	2,068,108	535,589	-	-	-	-

Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	221,800	188,428	185,981	263,653	216,883	214,181
Operations & Maintenance	90,054	14,877	10,034	94,200	79,519	86,200
Capital Outlay	-	-	-	61,500	9,158	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
205 - Prop "A" Total	311,854	203,306	196,014	419,353	305,560	300,381
Wages & Benefits	189,779	226,199	234,828	159,332	139,960	196,667
Operations & Maintenance	76,219	108,226	94,742	48,400	31,685	33,681
Capital Outlay	11,167	13,834	51,721	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	15,093	-	160,000	294,680	89,648	110,352
207 - Prop "C" Total	292,257	348,258	541,290	502,412	261,293	340,700
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	8,692	-	-	-
Capital Projects	329,213	-	-	-	-	-
208 - ISTEA/Metro Total	329,213	-	8,692	-	-	-
Wages & Benefits	320,290	326,336	323,009	329,366	319,504	317,556
Operations & Maintenance	236,513	560,124	297,527	323,104	261,754	283,859
Capital Outlay	3,900	-	-	350,000	-	350,000
Other Expenses	63,752	71,313	77,161	-	-	-
Transfer Out	-	-	94,245	-	250,000	264,500
Capital Projects	90,939	146,327	21,685	25,519	39,204	-
210 - Sewer Total	715,394	1,104,100	813,627	1,027,989	870,462	1,215,915
Wages & Benefits	213	156	188	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	181,910	-	-	-
Capital Projects	500,444	3,491	-	-	-	-
211 - CTC Traffic Improvement	500,657	3,647	182,098	-	-	-
Wages & Benefits	111,499	134,655	149,061	192,572	142,752	252,932
Operations & Maintenance	792,893	789,009	822,692	855,486	748,680	794,125
Capital Outlay	-	-	18,345	20,000	20,000	20,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	29,000
Capital Projects	-	-	-	-	-	-
215 - Street Light & Landscape	904,392	923,664	990,097	1,068,058	911,432	1,096,057

Expenditure Summary by Fund

Category/Fund	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	1,712	-	-	-
Capital Projects	17,940	-	-	-	-	-
216 - Safe Routes to School Total	17,940	-	1,712	-	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	9,932	-	-	3,000	1,500	3,000
Capital Outlay	-	-	-	-	96,800	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	54,491	-	-	-	-	-
218 - Clean Air Act Total	64,422	-	-	3,000	98,300	3,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	124,777	143,000	153,211	123,000	127,173	123,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
220 - Business Improvement Tax Total	124,777	143,000	153,211	123,000	127,173	123,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	(205)	585	52,499	238,953	244,800	-
223 - Gold Line Mitigation Fund Total	(205)	585	52,499	238,953	244,800	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	517	346	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
225 - Mission Oaks Parking Total	517	346	-	-	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	31,379	32,007	30,985	30,797	28,118	27,798
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
226 - Mission Meridian Public Garage Total	31,379	32,007	30,985	30,797	28,118	27,798

Expenditure Summary by Fund

Category/Fund	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	63,610	56,767	194,027	202,003	158,795	215,246
Operations & Maintenance	262,766	147,097	261,031	235,215	317,193	236,515
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
227 - Successor Agency to CRA Total	326,377	203,863	455,058	437,218	475,988	451,761
Wages & Benefits	68,331	11,285	-	-	-	-
Operations & Maintenance	68,606	42,262	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	484,567	-	-	-
Capital Projects	-	-	-	-	-	-
229 - Successor Agency to CRA Hsng Total	136,937	53,547	484,567	-	-	-
Wages & Benefits	365,821	337,219	307,307	380,289	364,639	362,261
Operations & Maintenance	110,058	170,861	258,896	248,300	243,000	247,300
Capital Outlay	-	-	23,962	112,000	42,000	70,000
Other Expenses	-	-	-	-	-	-
Transfer Out	4,000	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
230 - State Gas Tax Total	479,879	508,080	590,165	740,589	649,639	679,561
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	19,234	24,249	23,949	16,600	15,300	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
232 - County Park Bond Total	19,234	24,249	23,949	16,600	15,300	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	25,241	390,322	295,437	27,318	-
233 - Measure R Total	-	25,241	390,322	295,437	27,318	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	137,500	127,130	-
238 - MSRC Grant Total	-	-	-	137,500	127,130	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	11,140	38	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	14,647	14,906	54,197	54,197	-
245 - Bike & Pedestrian Paths Total	11,140	14,685	14,906	54,197	54,197	-

Expenditure Summary by Fund

Category/Fund	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	238	2,197	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
247 - SGVCOG Grant Total	238	2,197	-	-	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	761,000	132,560	-	-	-	-
250 - ARRA Infrastructure Grant Total	761,000	132,560	-	-	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	26,500	-	-	-	-	50,000
255 - Capital Growth Total	26,500	-	-	-	-	50,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	48,648	45,859	34,679	-	30,867	31,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	1	-	-	-	-	-
Capital Projects	230,979	100,347	150,811	107,999	107,999	106,222
260 - CDBG Total	279,628	146,207	185,490	107,999	138,866	137,222
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	4,159	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
271 - Police Grants - Federal Total	4,159	-	-	-	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	4,500	-	-	-
Capital Outlay	35,125	207,832	161,445	-	37,300	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
272 - Police Grants - State (COPS) Total	35,125	207,832	165,945	-	37,300	-
Wages & Benefits	2,341	-	-	-	-	-
Operations & Maintenance	3,232	-	-	-	957	-
Capital Outlay	42,429	273,247	131,487	-	166,328	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
274 - Homeland Security Grant Total	48,001	273,247	131,487	-	167,285	-

Expenditure Summary by Fund

Category/Fund	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	5,187	-	11,500	30,000	-	30,000
Capital Outlay	-	-	130,323	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
275 - Park Impact Fees Total	5,187	-	141,823	30,000	-	30,000
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	4,552	-	-	-	-	-
Capital Outlay	7,050	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
280 - Public Library Funds Grant Total	11,602	-	-	-	-	-
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	46,729	-	-	-	-
Capital Projects	1,159,525	-	-	-	-	-
290 - 99 Pasadena Ave Total	1,159,525	46,729	-	-	-	-
Wages & Benefits	-	549,422	521,316	535,644	534,829	592,675
Operations & Maintenance	-	392,903	367,614	395,411	388,040	397,970
Capital Outlay	-	50,000	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
295 - Arroyo Seco Golf Course Total	-	992,325	888,930	931,055	922,869	990,645
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	84,760	-	156,900	2,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	34,657	321,588	57,550	-
310 - Sewer Capital Projects Total	-	-	119,417	321,588	214,450	2,000
Wages & Benefits	1,534,117	1,399,199	1,456,474	1,249,737	1,299,048	1,364,755
Operations & Maintenance	3,306,115	2,950,941	3,763,002	3,893,461	2,637,460	3,885,108
Capital Outlay	111,518	26,318	32,114	70,000	70,000	70,000
Other Expenses	125,516	125,207	125,171	-	125,200	-
Transfer Out	369,031	956,442	2,328,976	3,266,035	3,268,535	3,383,138
Capital Projects	25,730	94,570	426,141	5,288,503	-	13,200,000
500 - Water Total	5,472,028	5,552,677	8,131,879	13,767,736	7,400,243	21,903,001
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	260,654	3,266,035	3,268,535	3,310,638
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	5,029,153	-	4,600,000	12,600,000
Capital Projects	-	-	-	-	-	-
550 - Public Financing Authority Total	-	-	5,289,807	3,266,035	7,868,535	15,910,638

Expenditure Summary by Fund

Category/Fund	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	497,459	447,819	447,819	450,000
Capital Projects	-	-	-	-	-	-
927 - Redev. Oblig. Retirement Total	-	-	497,459	447,819	447,819	450,000
Wages & Benefits	17,148,508	17,682,593	17,564,352	17,949,495	16,946,546	18,347,986
Operations & Maintenance	9,889,274	10,436,221	12,982,421	15,144,415	13,526,399	15,230,892
Capital Outlay	301,670	867,672	692,510	760,500	653,477	651,600
Other Expenses	189,268	196,520	202,332	-	125,200	-
Transfer Out	515,210	1,003,172	9,610,776	3,882,225	8,955,474	17,309,135
Capital Projects	5,978,866	2,486,184	2,285,764	11,099,624	2,800,450	16,501,574
CITYWIDE TOTAL	34,022,796	32,672,362	43,338,155	48,836,259	43,007,546	68,041,187

General Fund Expenditures

General Fund Analysis

Revenue Category	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Property Taxes	9,966,701	10,283,297	11,074,604	10,968,710	11,586,853	11,915,770
Sales Taxes	1,693,237	1,961,143	2,207,696	2,180,410	2,242,985	2,277,240
Utility Users Taxes	3,517,936	3,642,824	3,562,216	3,661,040	3,677,400	3,719,000
Franchise Fees	733,221	814,765	810,642	760,519	763,755	763,100
License & Permits	927,237	917,568	950,256	1,035,200	945,820	985,820
Fines & Forfeitures	552,140	533,035	523,629	530,000	470,000	530,000
Use of Money & Property	444,848	448,593	456,581	379,420	424,020	386,070
Other Agencies	202,964	73,848	60,893	35,000	195,940	34,000
Current Services	2,093,745	2,173,921	2,208,447	2,090,625	2,224,198	2,415,000
All Other Revenues	1,355,161	1,513,969	1,223,150	1,090,948	1,382,173	1,098,778
Total GF Revenues	21,487,191	22,362,963	23,078,115	22,731,872	23,913,144	24,124,778

Department/Program Exp	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
City Council	43,998	50,334	43,375	58,531	46,663	61,103
City Clerk						
City Clerk	313,808	330,306	283,674	402,369	361,110	374,590
Elections	721	76,053	311	157,100	49,268	750
City Manager						
City Manager	829,260	835,974	878,794	881,101	783,552	930,330
Personnel	90,903	120,873	287,113	166,004	282,605	221,275
Transportation Planning	124,970	90,079	110,202	209,000	103,900	187,800
Legal Services	205,408	254,903	314,304	235,000	300,000	255,000
Information Systems	-	-	-	189,200	219,100	300,100
Finance						
Finance	452,399	421,569	384,312	505,065	464,402	538,039
Information System	206,123	205,970	262,354	-	-	-
City Treasurer	9,595	5,157	9,201	8,722	9,229	9,348
Non-Dept./Overhead	1,291,034	1,438,924	2,765,420	1,614,589	1,324,468	1,001,397
Police	6,779,583	6,994,274	6,963,840	6,643,275	6,613,511	7,004,881
Fire	3,821,609	4,060,817	3,894,732	3,982,028	3,724,208	4,055,747
Public Works						
Environmental Services	113,290	115,049	75,613	225,340	160,651	237,173
Administration & Engineering	458,460	347,269	260,747	442,973	291,636	514,958
Park Maintenance	309,038	406,466	390,490	537,841	461,781	455,091
Facilities Maintenance	556,351	591,314	626,285	670,163	685,609	623,554
Planning & Building	913,863	955,651	898,710	952,515	905,755	948,210
Library	1,586,023	1,539,702	1,436,922	1,533,654	1,473,528	1,537,832
Community Services						
Senior Services	213,890	238,123	249,370	261,012	261,070	277,305
Community Services	193,777	200,565	195,175	201,861	193,985	272,326
Recreation and Youth Services	534,169	482,223	506,976	487,963	455,714	537,202
Capital Projects	498,797	1,379,334	942,192	4,335,248	2,052,604	2,855,000
Misc/Transfers Out	138,019	-	984,062	168,371	374,208	582,497
Total GF Expenses	19,685,088	21,140,929	22,764,174	24,868,925	21,598,556	23,781,508

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
9000	CIP for Budgeting	-	-	-	242,400	242,400	-
9158	Arroyo Pedestrian Paths	-	-	142,040	-	75	-
9181	Removal/Replacement Tree Program	-	-	-	-	-	200,000
9185	Community Garden	-	-	-	-	-	50,000
9190	Dog Park	-	-	-	-	-	100,000
9203	Street Repairs	19,222	-	-	-	-	2,000,000
9205	Fair Oaks/Mission Ped. Improv.	(15)	-	-	-	-	-
9226	FD Locker Room Improvements	-	-	-	-	-	10,000
9227	FD Restroom Improvements	-	-	-	-	-	15,000
9229	PD Locker/Restroom Improvements	-	-	-	-	-	30,000
9235	Tennis Court Resurfacing	5,600	-	-	-	-	-
9238	City Hall HVAC	-	-	3,990	-	-	15,000
9258	War Memorial Bldg Repairs	-	-	-	-	-	60,000
9264	Sidewalk Repairs	-	-	11,341	-	-	-
9272	OG Rec Center Capital Improv.	-	-	-	-	-	14,000
9278	Fair Oaks/ Orange Grove Imprv.	-	10,640	-	-	-	-
9281	Traffic Signal Fair Oaks/Bank	8,545	-	-	-	-	-
9284	Traffic Signal Battery Backups	-	-	-	-	-	20,000
9286	Library Wall/Window Waterproof	-	-	-	-	-	15,000
9287	Sidewalk, Curb & Gutter Imprvm	-	16,809	41,222	123,000	123,000	170,000
9307	CNG Fueling Station (MSRC)	254	-	-	142,000	820	-
9314	Library Electrical Repairs	-	-	-	-	-	30,000
9316	Library Stair Carpeting	-	-	-	-	-	45,000
9319	Library Maintenance - Painting	-	-	-	-	-	35,000
9320	Library ADA Ramp Comm. Room	1,949	-	-	-	-	-
9323	Library Elevator Replacement	-	-	-	-	39,414	-
9325	Merrell Gage Art Restoration	3,018	8,158	6,920	13,824	-	-
9333	Senior Center Kitchen Fixtures	-	-	-	-	-	15,000
9335	Garfield Park Tennis Lights	-	-	-	-	-	25,000
9337	Garfield Park Electrical Panel	-	-	-	-	-	6,000
9340	Foothill St. Improvements	-	-	-	352,000	-	-
9341	San Pasqual Ave. Improvements	-	-	-	233,000	-	-
9351	Mission Flashing Crosswalk	8,997	-	-	-	-	-
9353	Forest Avenue Improvements	(15)	-	-	-	-	-
9354	Monterey Road Improvements	-	13,329	7,781	-	1,253	-
9355	Oak Hill St. Improvements	6,785	-	-	-	-	-
9356	S. Lane/Warwick Pl. Improve.	119,964	-	-	-	-	-
9357	Hermosa Street Improvements	-	227,274	-	-	-	-
9358	Hawthorne St. Improvements	-	-	-	800,000	-	-
9361	Crestlake St. Improvements	238,201	-	-	-	-	-
9376	Indiana Ave Improvements	24,959	151,394	-	-	-	-
9377	Pasadena Ave Improvements	36,958	-	-	-	-	-
9374	Park Ave Improvements	-	-	15,026	186,511	192,210	-
9376	Indiana Ave Improvements	-	-	(140)	-	-	-
9377	Pasadena Ave Improvements	-	633,850	89,317	-	-	-
9380	Monterey Rd Storm Drain Chan	24,375	-	-	-	-	-
9381	Raymond Lane Street Inrvement	-	9,990	115,751	-	-	-
9382	Marmion Way Street Inrvement	-	19,132	248,316	-	-	-
9383	Orange Grove Street Improvement	-	22,820	-	201,000	-	-
9384	Mountain View Street Improvement	-	25,046	133,268	-	-	-
9386	Hanscom Dr Street Improvement	-	84,187	18,582	1,390,000	600,000	-
9389	Huntington Fremont Underpass	-	17,885	-	-	-	-
9390	Mission St. Improvements	-	-	2,279	87,000	39,811	-
9391	Moffat St Improvements	-	-	14,876	96,898	142,456	-
9392	Mound Ave Improvements	-	-	12,277	144,754	183,315	-

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
9393	Oxley St Improvements	-	-	15,529	222,338	217,405	-
9394	Rollin St Improvements	-	-	40,058	100,523	270,445	-
9401	2011 Windstorm	-	138,820	23,758	-	-	-
101 - GENERAL FUND TOTAL		498,797	1,379,334	942,191	4,335,248	2,052,604	2,855,000
9257	War Mem. Bldg. Capital Replace	-	-	56,181	-	-	-
9262	Arroyo Park Imprv. - Const.	-	-	-	-	-	125,000
9331	War Memorial Furniture	-	-	9,520	-	-	-
9332	War Memorial Doors	-	-	10,536	-	-	-
9333	Senior Center Kitchen Fixtures	-	-	7,490	-	-	-
9334	Senior Center Doors	-	-	4,685	-	-	-
9336	Orange Grove Security System	-	-	4,140	-	-	-
9383	Orange Grove Street Improvement	-	-	-	-	-	55,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	-	92,552	-	-	180,000
9248	Fair Oaks Improvement	200,443	53,493	-	-	-	-
201 - MTA PEDESTRIAN IMPROVEMENT TOTAL		200,443	53,493	-	-	-	-
9278	Fair Oaks/ Orange Grove Imprv.	2,067,977	535,589	-	-	-	-
204 - TRAFFIC IMPROVEMENT TOTAL		2,067,977	535,589	-	-	-	-
9220	Bus Stop Improvement Program	15,093	-	-	-	-	-
9377	Pasadena Ave Improvements	-	-	160,000	-	-	-
9390	Mission St. Improvements	-	-	-	294,680	89,648	110,352
207 - PROP "C" TOTAL		15,093	-	160,000	294,680	89,648	110,352
9311	SR 110 Hook Ramp Proj. - City	329,213	-	-	-	-	-
208 - ISTEA/METRO TOTAL		329,213	-	-	-	-	-
9146	Spot Repairs to Sewers	32,858	50,000	-	-	-	-
9254	Asset Management Software	-	31,316	1,699	6,263	8,446	-
9370	Citywide Sewer Video Phase II	49,899	-	-	-	-	-
9375	Citywide Sewer Video Phase III	8,182	19,462	19,986	-	-	-
9378	Citywide Sewer Video Phase IV	-	45,549	-	-	-	-
9390	Mission St. Improvements	-	-	-	19,256	30,758	-
210 - SEWER TOTAL		90,939	146,327	21,685	25,519	39,204	-
9311	Fair Oaks Improvements	500,444	3,491	-	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		500,444	3,491	-	-	-	-
9213	Safe Routes to School	17,940	-	-	-	-	-
216 - SAFEROUTES TO SCHOOL TOTAL		17,940	-	-	-	-	-
9306	CNG Fueling Station (AQMD)	9,361	-	-	-	-	-
9307	CNG Fueling Station (MSRC)	45,129	-	-	-	-	-
218 - CLEAN AIR ACT TOTAL		54,490	-	-	-	-	-
9288	Gold Line Mitigations	(205)	585	52,499	238,953	244,800	-
9298	Soundwalls	-	-	-	-	-	-
223 - GOLD LINE MITIGATION FUND TOTAL		(205)	585	52,499	238,953	244,800	-
9377	Pasadena Ave Improvements	-	75	133,403	-	-	-
9385	Via Del Rey Street Improvement	-	25,166	253,672	-	-	-
9390	Mission St. Improvements	-	-	3,247	295,437	27,318	-
233 - MEASURE R TOTAL		-	25,241	390,322	295,437	27,318	-

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
9306	CNG Fueling Station (AQMD)	-	3,007	-			-
9307	CNG Fueling Station (MSRC)	-	6,851	-	137,500	127,130	-
238 - MSRC GRANT TOTAL		-	9,858	-	137,500	127,130	-
9220	Bus Stop Improvement Program	-	-	14,906	-	-	-
9387	Bikeway Improvement	-	14,647	-	54,197	54,197	-
245 - BIKE & PEDESTRIAN PATHS TOTAL		-	14,647	14,906	54,197	54,197	-
9238	City Hall HVAC	-	75,805	-	-	-	-
9249	LED Pedestrian Retrofit	-	56,755	-	-	-	-
9278	Fair Oaks/ Orange Grove Imprv.	761,000	-	-	-	-	-
250 - ARRA INFRASTRUCTURE GRANT TOTAL		761,000	132,560	-	-	-	-
9222	City Council Chambers Design	-	-	-	-	-	50,000
9259	Library Roof Repairs	26,500	-	-	-	-	-
255 - CAPITAL GROWTH TOTAL		26,500	-	-	-	-	50,000
9253	ADA Sidewalk Access Ramps	33,632	27,902	40,563	-	-	-
9264	Sidewalk Repairs	43,690	72,445	110,248	107,999	107,999	106,222
9366	Huntington Dr. Sidewalk Impr.	69,679	-	-	-	-	-
9368	Strat/Diamond/Lyndon/Adel Sdwb	83,978	-	-	-	-	-
9811	Transfers Out	1	-	-	-	-	-
260 - CDBG TOTAL		230,980	100,347	150,811	107,999	107,999	106,222
9371	Empress St Improvements	80,665	-	-	-	-	-
9372	Elm Park St Improvements	58,000	-	-	-	-	-
9373	Marengo Ave Improvements	1,020,860	-	-	-	-	-
290 - 99 PASADENA AVE TOTAL		1,159,525	-	-	-	-	-
9379	Citywide Sewer Video	-	-	34,657	59,588	57,550	-
9390	Mission St. Improvements	-	-	-	14,000	-	-
9392	Mound Ave Improvements	-	-	-	12,000	-	-
9393	Oxley St Improvements	-	-	-	26,000	-	-
9394	Rollin St Improvements	-	-	-	210,000	-	-
310 - SEWER CAPITAL PROJECTS TOTAL		-	-	34,657	321,588	57,550	-
9071	Water Telemetry System	-	-	-	-	-	125,000
9241	Wilson Well #2 Rehab	-	-	-	-	-	800,000
9255	Design of Wilson Reservoir	-	-	-	27,923	-	-
9265	Wilson Reservoir Construction	-	-	95,688	5,260,580	-	5,800,000
9266	Garfield Reservoir	-	-	-	-	-	4,500,000
9289	Graves Well Rehabilitation	-	-	-	-	-	600,000
9291	Trans. Line - Wilson/Garfield	-	270	-	-	-	-
9295	Water Services	-	-	-	-	-	50,000
9296	Meter Replacement Program	-	-	-	-	-	50,000
9297	Automated Meter Reading	-	-	-	-	-	750,000
9298	Water System Hydraulic Model	-	79,886	8,494	-	-	25,000
9300	Annual Water Main Repairs	-	14,414	280,762	-	-	500,000
9396	Emergency Water Line Repairs	25,730	-	41,197	-	-	-
500 - WATER TOTAL		25,730	94,570	426,141	5,288,503	-	13,200,000
GRAND TOTAL		5,978,866	2,496,042	2,285,764	11,099,624	2,800,450	16,501,574

CITY COUNCIL
Department Summary

EXPENDITURE SUMMARY	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	18,480	18,621	23,212	23,331	23,430	23,453
Operations & Maintenance	25,458	31,713	20,163	35,200	23,233	37,650
Capital Outlay	60	-	-	-	-	-
Total Expenses by Category	43,998	50,334	43,375	58,531	46,663	61,103
[101-1011] City Council	43,998	50,334	43,375	58,531	46,663	61,103
Total Expenses by Program	43,998	50,334	43,375	58,531	46,663	61,103

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

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

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

CITY COUNCIL

Budget Detail

101-1011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	18,000	18,000	22,320	22,800	22,300	22,800
7110	Workers Compensation	219	360	568	270	830	392
7170	FICA - Medicare	261	261	324	261	300	261
	<WAGES & BENEFITS>	18,480	18,621	23,212	23,331	23,430	23,453
8000	Office Supplies	21	-	-	50	-	50
8010	Postage	107	69	27	150	50	100
8020	Special Department Expense	13,795	16,501	1,099	2,500	1,850	2,500
8021	Discretionary Fund Program	-	-	4,017	20,000	6,000	20,000
8040	Advertising	375	-	-	-	-	-
8060	Dues & Memberships	-	-	-	500	-	2,000
8090	Conference & Meeting Expense	7,854	9,768	13,015	12,000	13,800	13,000
8150	Telephone	3,306	5,375	2,005	-	1,533	-
	<OPERATIONS & MAINTENANCE>	25,458	31,713	20,163	35,200	23,233	37,650
8530	Computer Equipment	60	-	-	-	-	-
	<CAPITAL OUTLAY>	60	-	-	-	-	-
[101-1011] City Council Total		43,998	50,334	43,375	58,531	46,663	61,103

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

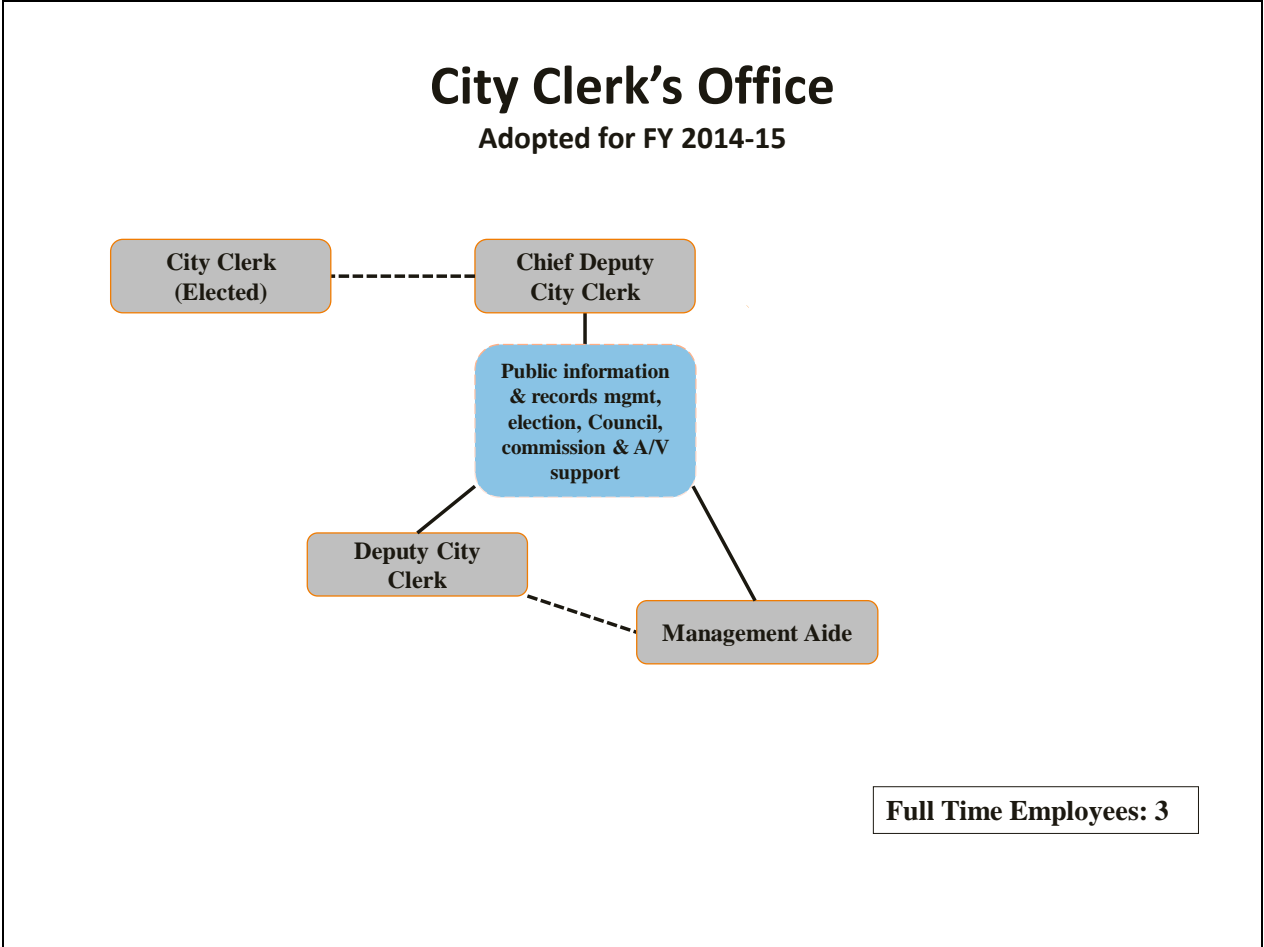
- 8000 Office Supplies
Provides funds for miscellaneous office supplies (\$50).
- 8010 Postage
Provides funds for postage meter charges and postage for mailing City Council mail (\$100).
- 8020 Special Department Expense
Provides funds (\$400) for annual Image Awards and associated costs. Provides funds for business cards/business card masters (\$300); promotional items for Councilmembers and special unanticipated requests (\$1,800).
- 8021 Discretionary Fund Program
Provides \$4,000 in discretionary funds for each Councilmember per City Council action (\$20,000 total).
- 8060 Dues/Memberships/Subscriptions
Provides funds for memberships in organizations, includes membership dues for the Independent Cities Association (\$2,000 total).
- 8090 Conference and Meeting Expense
Provides funds for City Council conference and meeting expenses. Councilmembers are allocated \$2,500 in total to attend professional meetings and conferences, including parking and mileage. Also covered is the cost of meals/drinks for twice-monthly City Council meetings, plus refreshments for special meetings, receptions, and budget sessions (\$3,200). Includes \$5,000 for strategic planning sessions: logistics, refreshments, supplies, recording and all other expenses except cost of professional consultant. Includes costs for travel and business meals for meetings with key officials, strategists, special counsel, and others (\$2,000). Includes purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$300).

CITY CLERK Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	271,890	207,981	218,362	265,189	260,640	296,440
Operations & Maintenance	36,080	116,678	63,626	286,280	145,038	75,300
Capital Outlay	6,559	81,700	1,997	8,000	4,700	3,600
Total Expenses by Category	314,529	406,359	283,985	559,469	410,378	375,340
[101-1021] City Clerk	313,808	330,306	283,674	402,369	361,110	374,590
[101-1022] Elections	721	76,053	311	157,100	49,268	750
Total Expenses by Program	314,529	406,359	283,985	559,469	410,378	375,340

Chief Deputy City Clerk	1
Deputy City Clerk	1
Management Aide	1
Total	3

CITY CLERK
Department Description and Authorized Positions



The City Clerk’s Office (Office) consists of a part-time, elected City Clerk, a full-time Chief Deputy City Clerk, Deputy City Clerk, and Management Aide.

The Office focuses its activities on City Council-related matters, including preparing agenda packets for Council/Redevelopment Successor Agency/Public Financing Authority/Housing Authority meetings in cooperation with the City Manager’s Office; attending all meetings of the City Council, completing minutes and processing ordinances and resolutions adopted by the City Council in accord with established requirements; posting agendas in accord with legal requirements; coordinating presentations and making numerous 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 and internal/external directories. In addition, the Office ensures broadcasting integrity for City Council and commission meetings on two cable channels 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 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; drafting letters, ensuring timely Fair Political Practices Commission filings; and making travel arrangements.

The Office maintains a record of the proceedings of City Council/other agency 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 a vendor and oversees access to and updating of online and hardbound Municipal Code.

The Office retains all official records of the City Council and the Office of the City Clerk, and ensures that they are available to the public. The Office serves as the official custodian of all official City records and the City seal, and serves as a resource for records retention and management. The Office, in conjunction with Public Works and other departments, conducts bid openings for City projects. The Office provides notary public services for City-related matters.

The Office coordinates more than 20 commissions, committees, and boards, tracking appointments and resignations; scheduling and preparing certificates of appreciation; posting commission and committee openings in compliance with the Maddy Act, and informing the community of available openings; coordinating ethics and Brown Act trainings; and serving as a resource for commissioners and staff liaisons.

The Office oversees the provision of audiovisual services, including broadcasting, web streaming, audio recording, cable channel programming for two channels, teleconference equipment, and special meetings and events.

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

The Office processes all claims filed against the City, assisting the City's claims insurance agency, the third-party claims administrator, City departments and management, the City Attorney, and law firms.

The Office provides pertinent information to the media, agencies, staff members, and the public; and performs numerous public information related functions. The Office serves as the Public Information Officer (PIO) during disasters.

The Office responds to public records requests in accordance with the legal requirements of the California Public Records Act.

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

CITY CLERK

Budget Detail

101-1021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	175,365	138,309	160,621	188,000	185,000	216,468
7010	Salaries - Temp / Part	5,990	14,742	7,168	5,000	4,900	5,000
7020	Overtime	41	54	638	1,000	1,900	1,000
7070	Leave Buyback	34,416	8,643	938	3,000	14,430	3,000
7100	Retirement	36,054	30,815	29,861	32,656	27,000	33,937
7108	Deferred Compensation	1,060	989	808	1,104	1,100	1,082
7110	Workers Compensation	437	1,230	1,610	3,363	3,200	4,884
7130	Group Health Insurance	12,990	9,531	12,925	23,580	18,500	23,580
7140	Vision Insurance	401	140	291	720	380	720
7150	Dental Insurance	1,266	966	922	2,700	870	2,700
7160	Life Insurance	403	186	135	558	160	558
7170	FICA - Medicare	3,467	2,376	2,445	3,508	3,200	3,511
	<WAGES & BENEFITS>	271,890	207,981	218,362	265,189	260,640	296,440
8000	Office Supplies	124	223	490	1,000	430	1,000
8010	Postage	107	98	148	180	230	200
8020	Special Department Expense	1,480	3,463	3,789	5,500	3,400	5,000
8040	Advertising	1,568	1,379	1,053	1,700	2,600	2,200
8060	Dues & Memberships	5,761	2,346	2,786	7,000	7,560	1,600
8070	Mileage/Auto Allowance	310	75	195	100	150	150
8090	Conference & Meeting Expense	170	117	794	3,000	1,100	3,000
8110	Equipment Maintenance	3,214	3,941	4,489	2,300	3,700	2,000
8150	Telephone	3,474	2,817	1,940	-	1,100	-
8170	Professional Service	9,815	25,225	43,525	99,000	70,000	51,000
8200	Training Expense	8,081	-	2,112	6,000	2,500	5,000
8300	Lease Payment	1,255	941	1,994	3,400	3,000	3,400
	<OPERATIONS & MAINTENANCE>	35,359	40,625	63,315	129,180	95,770	74,550
8520	Machinery & Equipment	4,951	81,700	1,997	3,000	-	3,600
8530	Computer Equipment	1,608	-	-	5,000	4,700	-
	<CAPITAL OUTLAY>	6,559	81,700	1,997	8,000	4,700	3,600
	[101-1021] City Clerk Total	313,808	330,306	283,674	402,369	361,110	374,590

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for full-time City Clerk (July through December), Chief Deputy City Clerk (January through July), Deputy City Clerk, and Management Aide. Includes funds for cell phone allowance.
- 7010 Temp/Part Time Salaries
Provides funding for stipend for elected City Clerk (\$3,600) and compensation for part-time staff to perform required duties (\$440). Includes funds for cell phone usage reimbursement for City Clerk (\$80 per month).
- 7020 Overtime
Provides compensation for staff when required to work overtime, primarily to provide City Council packet and meeting support (\$1,000).

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 (\$1,000).
- 8010 Postage
Provides funds for postal expenses (approximately \$19 per month) for City Clerk's office postage meter charges 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 ink and supplies, Council and employee badges, plaques, nameplates, Council supplies, calendars, photography and other costs related to City Council reorganization, mayoral gifts, proclamation and certificate supplies, City pins, ethics/Brown Act training materials, costs to purchase media from other agencies (e.g., DVDs), and stationery. Includes business cards for staff and commissioners. Includes unanticipated department expense incurred to fulfill requests by City Councilmembers and 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 similar events, and for unanticipated special department expenses (\$500). Includes funds for special requests for Council meetings (\$500). Includes costs related to preparation and publication of administrative records (\$2,000), which are reimbursed.
- 8040 Advertising
Provides funds for publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$2,200).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees in city clerk organizations for two employees and City Clerk (\$600), subscriptions, books and publications (\$500), and funds for notary public related membership, insurance, and expenses assuming one employee newly certified (\$500).
- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$150). Reimbursement rate is determined by the IRS.
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members, and City Clerk, including mileage, to attend City Clerk meetings and pertinent seminars (\$3,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of equipment, e.g., postage meter and associated equipment, color printer, teleconference equipment (\$1,000). Includes lease payments and supplies for postage meter (\$300). Includes funds (\$700) for audiovisual supplies and equipment for maintenance/refurbishing/repair.
- 8170 Professional Services
Provides funding for contracted audiovisual technical professional services at \$3,000 per month for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming and operations while onsite. Includes additional funding for service calls for technical issues and for special services for cable channel programming (\$600); and for consultation on enhancing and improving services (\$1,000). Includes funding for document scanning services (\$5,000), and shredding company services (\$3,000) associated with destruction of records. 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 (\$4,400). Includes funds for out-of-the-ordinary changes to Municipal Code required in the Zoning Code, for adopting new building and related codes in FY 2014/15, and other special updates (\$1,000).
- 8200 Training
Includes funds for training and workshops, including mandatory training for commissioners (\$500) and City Clerk's office staff (\$4,500), including City Clerk training, Notary Public, Brown Act, or related seminars.
- 8300 Lease Payment
Includes monthly lease payments (\$1,600), maintenance (\$1,500) and related costs (\$300) for Canon C7055 color copier.
- 8520 Machinery and Equipment
Includes funds for replacement of audiovisual equipment in the event of unanticipated failure (\$3,000), to include audio recording device and software, overhead projection equipment, and broadcasting equipment. Includes audio/visual live feed footage of 4th of July Parade (\$600).

ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8010	Postage	-	2	-	50	1	50
8020	Special Department Expense	38	9	68	200	153	100
8040	Advertising	-	1,002	315	6,000	1,214	300
8070	Mileage/Auto Allowance	-	16	-	50	-	-
8090	Conference & Meeting Expense	-	-	-	100	-	100
8170	Professional Service	683	75,024	(72)	150,700	47,900	200
	<OPERATIONS & MAINTENANCE>	721	76,053	311	157,100	49,268	750
[101-1022]	Elections Total	721	76,053	311	157,100	49,268	750

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to the election (\$50).

- 8020 Special Department Expense
Provides for special department supplies related to the election (\$100) during a non-election year, including \$50 for renewal of Los Angeles County voter registration database token for secure access.

- 8040 Advertising
Provides for funding for election notices as required by law in English, Chinese, Korean, and Spanish (\$300).

- 8090 Conference and Meeting Expense
Provides funds for one local election-related conference for staff, including mileage (\$100).

- 8170 Professional Services
This is a non-election year; there are no anticipated expenses (\$200 contingency).

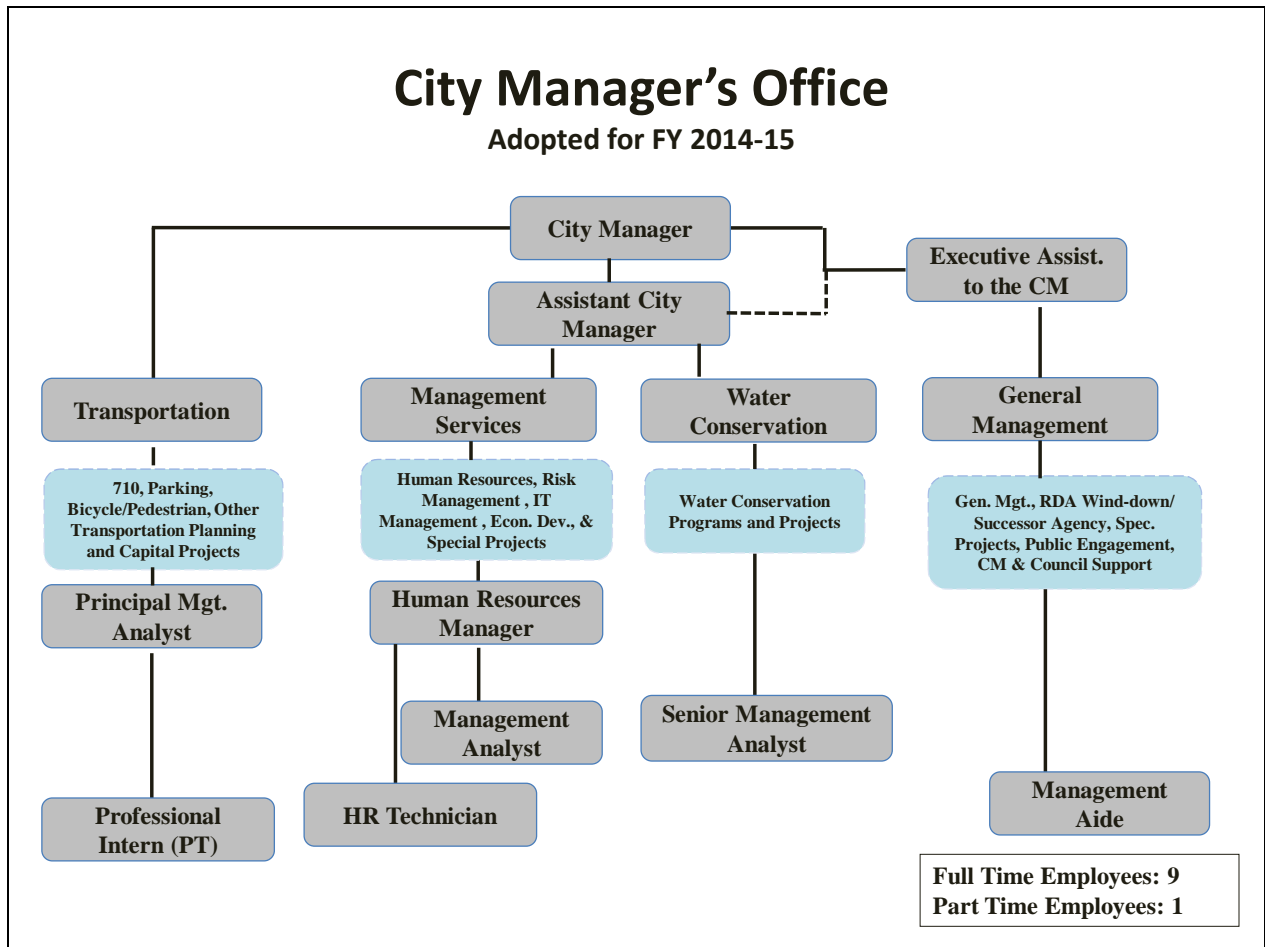
CITY MANAGER Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	772,557	774,807	811,333	801,601	720,652	857,830
Operations & Maintenance	643,011	704,382	962,134	1,035,501	1,125,296	1,470,473
Capital Outlay	3,983	-	1,329	-	96,800	-
Total Expenses by Category	1,419,551	1,479,189	1,774,796	1,837,102	1,942,748	2,328,303
[101-2011] City Manager	829,260	835,974	878,794	881,101	783,552	930,330
[101-2013] Human Resources	90,903	120,873	287,113	166,004	282,605	221,275
[101-2021] Transportation Planning	124,970	90,079	110,202	209,000	103,900	187,800
[101-2501] Legal Services	205,408	254,903	314,304	235,000	300,000	255,000
[101-3032] Information Services	-	-	-	189,200	219,100	300,100
[103-2501] Legal Services	-	-	-	-	-	240,000
[105-3032] Information Services	-	-	-	-	-	40,000
[204-2011] Traffic Improvement	131	-	-	-	-	-
[211-2011] CTC Traffic Improvement	213	156	188	-	-	-
[218-2270] Clean Air Act	5,949	-	-	3,000	98,300	3,000
[218-6410] Park Maintenance	3,983	-	-	-	-	-
[220-2301] Community Promotion	124,777	143,000	153,211	123,000	127,173	123,000
[226-2029] Mission Meridian Public Garage	31,379	32,007	30,985	30,797	28,118	27,798
[247-2011] City Manager	75	150	-	-	-	-
[247-6011] PW Admin & Engineering	163	2,047	-	-	-	-
[274-5019] Fire Grant	2,341	-	-	-	-	-
Total Expenses by Program	1,419,551	1,479,189	1,774,796	1,837,102	1,942,748	2,328,303

City Manager	1
Assistant City Manager	1
Principal Management Analyst	1
Human Resources Manager	1
Executive Assistant	1
Senior Management Analyst	1
Management Analyst	1
Human Resources Technician	1
Management Aide	1
Total	9

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 of seven operating departments, public information and public engagement, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget. Functional areas within the City Manager's office are: Administration, including Human Resources, Risk Management, Information Technology and Special Projects, Transportation Planning, Economic Development and Grants Management. The Senior Management Analyst (Water Conservation Specialist) implements water conservation and environmental programs throughout the community.

The City Manager also coordinates intergovernmental relations with local, regional, State, and Federal public agencies on issues facing the City. This Office also serves as the prime liaison between City administration, community groups, and citizens. Other duties include researching policy options and making recommendations to the City Council regarding proposed policy and operational matters.

The Human Resources Division is responsible for employee recruitment and retention programs, including policies and procedures, hiring, training, employee help desk and compliance issues. In addition, this Division is responsible for labor relations and coordination of the workers' compensation portion of the City's risk management program.

CITY MANAGER

Budget Detail

101-2011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	494,171	472,544	541,394	561,674	495,000	620,836
7010	Salaries - Temp / Part	72,660	90,521	82,095	60,600	32,000	30,000
7020	Overtime	1,487	1,891	2,296	1,500	1,300	1,500
7070	Leave Buyback	38,720	42,535	10,219	5,000	23,883	-
7100	Retirement	98,419	102,830	108,901	90,557	80,000	104,501
7108	Deferred Compensation	3,328	3,514	4,291	8,067	3,500	7,339
7110	Workers Compensation	1,735	4,790	7,510	15,010	14,000	18,687
7120	Disability Insurance	-	-	-	-	4,689	-
7122	Unemployment Insurance	7,650	-	-	-	7,880	-
7130	Group Health Insurance	36,435	39,043	39,713	36,789	40,200	50,346
7140	Vision Insurance	1,087	1,132	1,260	1,332	1,200	1,795
7150	Dental Insurance	3,810	4,026	4,001	4,995	3,300	6,732
7160	Life Insurance	909	539	550	1,032	500	1,391
7170	FICA - Medicare	9,223	9,089	8,857	9,045	8,400	9,903
7180	Car/Uniform Allowance	-	-	-	6,000	4,800	4,800
	<WAGES & BENEFITS>	769,634	772,454	811,087	801,601	720,652	857,830
8000	Office Supplies	4,530	6,369	4,894	5,000	6,000	5,000
8010	Postage	714	378	641	1,500	1,200	1,500
8020	Special Department Expense	3,966	2,877	7,276	4,500	3,800	4,500
8050	Printing/Duplicating	163	408	180	2,500	200	1,500
8060	Dues & Memberships	1,995	2,510	3,937	3,500	5,000	3,500
8090	Conference & Meeting Expense	6,283	5,996	9,083	10,000	12,000	10,000
8100	Vehicle Maintenance	4,870	3,212	4,710	4,500	2,200	3,500
8110	Equipment Maintenance	362	1,383	2,116	4,000	1,500	2,000
8150	Telephone	2,146	2,945	654	3,000	500	-
8170	Professional Service	28,004	32,030	26,217	20,000	20,000	20,000
8180	Contract Services	913	919	902	4,000	1,500	4,000
8200	Training Expense	1,650	-	5	2,000	500	2,000
8272	CM Emergency	2,775	3,552	3,769	10,000	6,000	10,000
8300	Lease Payment	1,255	941	1,994	5,000	2,500	5,000
	<OPERATIONS & MAINTENANCE>	59,626	63,520	66,378	79,500	62,900	72,500
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	-	1,329	-	-	-
	<CAPITAL OUTLAY>	-	-	1,329	-	-	-
[101-2011] City Manager Total		829,260	835,974	878,794	881,101	783,552	930,330

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, Principal Management Analyst, Executive Assistant, Management Analyst, Human Resources Technician, and Management Aide. Refer to the Appendix for a detailed allocation list. (Senior Management Analyst funded through Water Enterprise Fund - Efficiency fee).
- 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 (\$500), stationery and business cards (\$1,000).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, San Gabriel Valley Assistants to City Managers Association dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$3,500).

- 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 (\$10,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$3,500).
- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine, telephone system and other equipment (\$2,000). (Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building and other professional services (\$20,000).
- 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	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8010	Postage	344	221	879	300	187	300
8020	Special Department Expense	16,107	5,658	10,501	12,500	9,661	12,500
8040	Advertising	3,127	6,396	5,275	6,000	5,815	6,000
8050	Printing/Duplicating	128	1,346	606	1,000	975	1,000
8060	Dues & Memberships	2,747	2,745	3,580	3,500	3,943	3,950
8090	Conference & Meeting Expense	799	2,077	3,756	9,500	4,518	12,325
8110	Equipment Maintenance	44	172	173	200	173	200
8160	Legal Service	51,638	86,209	224,589	80,000	217,756	150,000
8170	Professional Service	12,070	11,326	34,038	47,004	39,018	29,000
8200	Training Expense	3,899	4,723	3,716	6,000	559	6,000
<OPERATIONS & MAINTENANCE>		90,903	120,873	287,113	166,004	282,605	221,275
[101-2013] Human Resources Total		90,903	120,873	287,113	166,004	282,605	221,275

HUMAN RESOURCES

Budget Detail

101-2013

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$300).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$6,000) and employee appreciation luncheon (\$1,500), 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 (\$4,500), other advertisement outlets and other recruitments (\$1,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$1,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,950).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium training meetings and Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$12,325).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies and other legal requirements governing employee relations, and updating and revision of the Personnel Rules and Regulations and administrative policies (\$150,000).

8170 Professional Services

Provides funds for pre-employment physicals, medical and psychological examinations (\$5,650), background checks/investigations (\$1,800), Department of Justice and Personnel investigations (\$10,000), Employee Assistance Program services (\$4,200), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$7,000), and Supplemental Insurance Plan (TASC) administration fee (\$350).

8200 Employee Training

Provides funds for skills enhancement and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$6,000).

TRANSPORTATION PLANNING

Budget Detail

101-2021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7010	Salaries - Temp / Part	-	-	49	-	-	-
7020	Overtime	-	-	-	-	-	-
7100	Retirement	-	-	7	-	-	-
7110	Workers Compensation	-	-	-	-	-	-
7170	FICA - Medicare	-	-	1	-	-	-
	<WAGES & BENEFITS>	-	-	57	-	-	-
8010	Postage	54	79	178	1,800	300	1,800
8020	Special Department Expense	682	126	654	-	-	-
8050	Printing/Duplicating	-	-	2,968	2,000	500	2,000
8060	Dues & Memberships	360	1,010	2,077	1,500	400	1,500
8090	Conference & Meeting Expense	4,534	700	3,423	2,500	500	2,500
8150	Telephone	766	359	366	1,200	200	-
8160	Legal Service	75,161	33,486	44,076	80,000	20,000	80,000
8170	Professional Service	42,570	53,920	55,386	100,000	82,000	100,000
8180	Contract Services	843	399	1,017	20,000	-	-
	<OPERATIONS & MAINTENANCE>	124,970	90,079	110,145	209,000	103,900	187,800
8530	Computer Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-2021] Transportation Planning Total		124,970	90,079	110,202	209,000	103,900	187,800

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).
- 8160 Legal Services
Provides for special legal counsel related to the 710 Freeway (\$60,000). Also provides for other transportation-related legal services (\$20,000).
- 8170 Professional Services
Provides funds for consultant services and other services related to transportation (\$100,000).

LEGAL SERVICES

Budget Detail

101-2501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8160	Legal Service	205,408	254,903	312,804	235,000	300,000	255,000
8161	Settlements	-	-	1,500	-	-	-
	<OPERATIONS & MAINTENANCE>	205,408	254,903	314,304	235,000	300,000	255,000
	[101-2501] Legal Services Total	205,408	254,903	314,304	235,000	300,000	255,000

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 (\$245,000). City mediation services (\$10,000).

INFORMATION SERVICES

Budget Detail

101-3032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8020	Special Department Expense	-	-	-	4,700	3,300	1,000
8060	Dues & Memberships	-	-	-	-	-	500
8110	Equipment Maintenance	-	-	-	50,000	43,000	10,000
8150	Telephone	-	-	-	5,000	6,800	51,700
8170	Professional Service	-	-	-	107,500	150,000	171,000
8180	Contract Services	-	-	-	22,000	16,000	65,900
	<OPERATIONS & MAINTENANCE>	-	-	-	189,200	219,100	300,100
8530	Computer Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-3032] Information Services Total		-	-	-	189,200	219,100	300,100

INFORMATION SERVICES

Budget Detail

101-3032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$500).
- 8110 Equipment Maintenance
Printer Repair & Replacement (\$10,000).
- 8150 Telephone
City-wide land lines, iPad cellular accounts, internet service at City Hall, and cable television service at City Hall (\$51,700).
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by OsZ Technologies for all departments. Annual cost is based on hourly requirements for service (\$171,000).
- 8180 Contract Services
Citywide notification system, Blackboard Connect (\$15,000 annually), Laserfiche (\$3,100), GFI Spam Filter (\$4,950), Anti-Virus (\$7,833) Springbrook (\$27,000), HDL Business License Software (\$4,500), and miscellaneous contract services (\$2,617).

INSURANCE FUND

Budget Detail

103-2501

Aect	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8161	Settlements	-	-	-	-	-	240,000
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	240,000
103	INSURANCE FUND TOTAL	-	-	-	-	-	240,000

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8161 Settlements

General liability settlements based upon actuarial data as part of the City's insurance coverage through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) (\$240,000).

FACILITIES & EQUIP. REPLACEMENT

Budget Detail

105-3032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
	8530 Computer Equipment						40,000
	105 - FACILITIES & EQUIP. REPLACEMENT	-	-	-	-	-	40,000

FACILITIES & EQUIP. REPLACEMENT

Budget Detail

105-3032

OPERATIONS & MAINTENANCE

8530 Computer Equipment

Seventeen (17) personal computer/work station replacements and forty-two (42) RAM updates to extend the useful life of additional workstations (\$40,000).

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8060	Dues & Memberships	2,940	-	-	-	-	-
8100	Vehicle Maintenance	-	-	-	-	-	-
8180	Contract Services	-	-	-	-	-	-
8261	Rideshare	3,009	-	-	3,000	1,500	3,000
	<OPERATIONS & MAINTENANCE>	5,949	-	-	3,000	1,500	3,000
8540	Automotive Equipment	-	-	-	-	96,800	-
	<CAPITAL OUTLAY>	-	-	-	-	96,800	-
[218-2270] Clean Air Act Total		5,949	-	-	3,000	98,300	3,000

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8261 Rideshare Services
Public transportation employee incentive program (\$3,000).

COMMUNITY PROMOTION

Budget Detail

220-2301

Aect	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8020	Special Department Expense	-	-	30,211	-	1,673	-
8040	Advertising	-	-	-	-	-	-
8050	Printing/Duplicating	622	-	-	-	-	-
8170	Professional Service	1,155	-	-	-	-	-
8173	Façade Improvement Program	-	-	-	-	-	-
8185	Chamber of Commerce	120,500	140,500	120,500	120,500	120,500	120,500
8254	Rose Parade Float	-	2,500	2,500	2,500	2,500	-
8255	Public Events Promotion	2,500	-	-	-	2,500	2,500
<OPERATIONS & MAINTENANCE>		124,777	143,000	153,211	123,000	127,173	123,000
[220-2301] Community Promotion Total		124,777	143,000	153,211	123,000	127,173	123,000

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8185 Chamber of Commerce

For FY 2013/14, 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).

8255 Public Events Promotion

Provides funds to support the Public Safety Open House in conjunction with South Pasadena Tournament of Roses' Cruz'n for Roses Classic Car Show (\$2,500).

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8020	Special Department Expense	3,250	3,551	3,687	500	820	500
8060	Dues & Memberships	26,824	28,456	27,298	30,297	27,298	27,298
8170	Professional Service	1,305	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	31,379	32,007	30,985	30,797	28,118	27,798
	[226-2029] Mission Meridian Public Garage	31,379	32,007	30,985	30,797	28,118	27,798

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

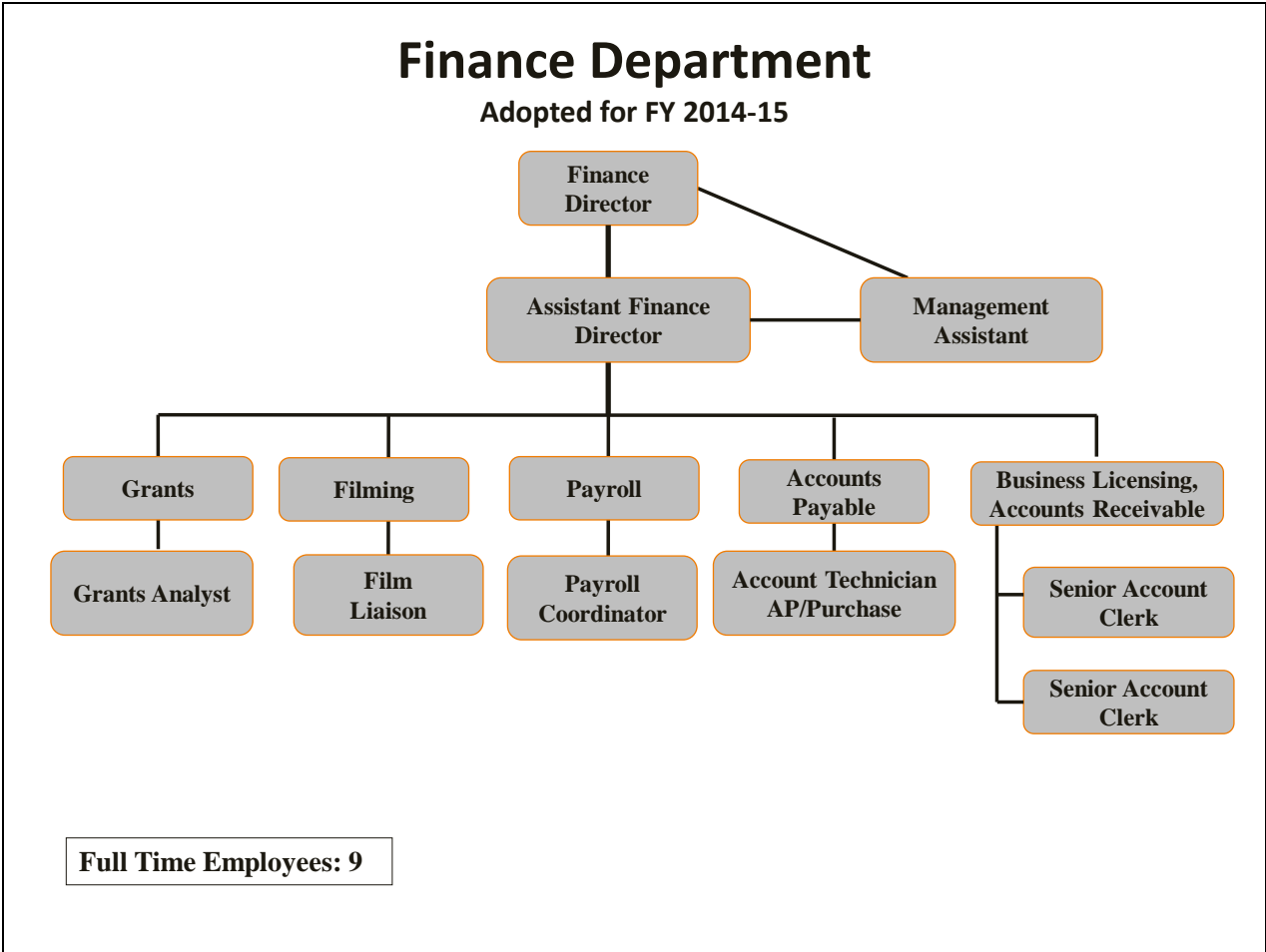
Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$12,283) and the payment of Utilities (\$15,015).

FINANCE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	598,627	600,110	560,772	543,720	412,260	738,525
Operations & Maintenance	679,106	647,645	856,100	434,805	540,705	653,740
Capital Outlay	1,708	3,856	-	-	1,673	-
Total Expenses by Category	1,279,441	1,251,611	1,416,871	978,525	954,638	1,392,265
[101-3011] Finance	452,399	421,569	384,312	505,065	464,402	538,039
[101-3032] Information Services	206,123	205,970	262,354	-	-	-
[500-3012] Utility Billing	620,919	624,073	770,206	473,460	490,236	854,226
Total Expenses by Program	1,279,441	1,251,611	1,416,871	978,525	954,638	1,392,265

Finance Director	1
Assistant Finance Director	1
Grants Analyst	1
Payroll Coordinator	1
Filing Liaison	1
Accounting Technician	1
Management Assistant	1
Senior Account Clerk	2
Total	9

FINANCE
Department Description and Authorized Positions



The Finance Department accounts for all City and Agency expenditures, administers business 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). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City’s annual budget.

The Finance Department oversees the utility billing function for the City’s approximately 7,000 accounts for all water, refuse and sewer fees. 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.

FINANCE

Budget Detail

101-3011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	207,563	206,090	192,098	306,018	250,300	348,350
7010	Salaries - Temp / Part	9,472	7,747	14,950	5,050	-	-
7020	Overtime	393	1,201	1,505	400	1,000	600
7040	Holiday	-	143	-	-	-	-
7070	Leave Buyback	9,457	9,749	8,384	3,000	4,664	3,000
7100	Retirement	42,322	41,877	37,389	45,982	38,500	54,555
7108	Deferred Compensation	503	469	378	599	180	690
7110	Workers Compensation	458	1,676	2,093	4,699	3,800	7,928
7120	Disability Insurance	-	-	852	-	-	-
7130	Group Health Insurance	25,932	26,021	24,599	32,773	35,000	35,273
7140	Vision Insurance	816	820	803	1,236	1,070	1,356
7150	Dental Insurance	3,060	3,075	2,921	4,635	3,800	5,085
7055	IOD - Non Safety	-	-	-	-	-	-
7160	Life Insurance	632	375	334	958	500	1,051
7170	FICA - Medicare	3,518	3,190	2,753	4,516	3,400	5,051
	<WAGES & BENEFITS>	304,126	302,433	289,059	409,865	342,214	462,939
8000	Office Supplies	1,181	1,195	4,733	3,000	3,700	3,000
8010	Postage	5,921	5,173	4,488	6,000	5,000	5,000
8020	Special Department Expense	20,694	23,671	16,126	20,000	17,000	20,000
8050	Printing/Duplicating	2,309	5,989	2,235	2,000	1,500	2,000
8060	Dues & Memberships	1,550	1,685	1,389	1,800	1,000	1,000
8070	Mileage/Auto Allowance	228	36	57	200	65	100
8090	Conference & Meeting Expense	7,972	4,414	2,661	4,000	3,000	4,000
8110	Equipment Maintenance	4,935	5,335	5,128	6,000	4,000	4,000
8150	Telephone	1,172	1,651	1,191	1,200	250	-
8170	Professional Service	101,912	68,889	57,206	50,000	85,000	35,000
8200	Training Expense	399	-	39	1,000	-	1,000
	<OPERATIONS & MAINTENANCE>	148,273	118,038	95,253	95,200	120,515	75,100
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	1,098	-	-	1,673	-
	<CAPITAL OUTLAY>	-	1,098	-	-	1,673	-
	[101-3011] Finance Total	452,399	421,569	384,312	505,065	464,402	538,039

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for compensation for full-time Department staff.
- 7020 Overtime
Covers the cost of overtime for non-management staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies (\$3,000).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$5,000).
- 8020 Special Department Expense
The procurement of computer, printer, and copier supplies (\$3,000). Departmental forms including W-2s and 1099s, business license reminder notices, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Also included in this account are fees for 10% of annual allocation of credit card charges and bank analysis fees, (\$10,000) funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1,500) and other miscellaneous information intended for public distribution from the Finance Department (\$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, \$380), the California Municipal Treasurers Association (CMTA, \$50), Film Liaisons in California (FLICS, \$300), and the California Municipal Business Tax Association (CMBTA, \$50).
- 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 (\$100).

- 8090 Conference and Meeting Expense
Provides for attendance at luncheon meetings 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, 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, currency counter, and calculators (\$650).
- 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 (\$4,000). The State Controller's Office assistance with the compilation of the Annual Street Report, (\$1,000), sales tax and property tax audits (\$10,000), and other financial contract services (\$20,000).
- 8200 Employee Training
Provides for department training opportunities (\$1,000).

INFORMATION SERVICES

Budget Detail

101-3032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8020	Special Department Expense	7,721	1,357	767	-	-	-
8060	Dues & Memberships		-	-	-	-	-
8110	Equipment Maintenance	47,644	49,740	56,575	-	-	-
8150	Telephone	5,092	4,056	7,021	-	-	-
8170	Professional Service	121,348	118,762	163,926	-	-	-
8180	Contract Services	22,610	29,297	34,065	-	-	-
	<OPERATIONS & MAINTENANCE>	204,415	203,212	262,354	-	-	-
8530	Computer Equipment	1,708	2,758	-	-	-	-
	<CAPITAL OUTLAY>	1,708	2,758	-	-	-	-
[101-3032] Information Services Total		206,123	205,970	262,354	-	-	-

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	206,183	208,287	167,989	103,120	51,700	210,655
7010	Salaries - Temp / Part	9,529	6,981	14,771	-	-	-
7020	Overtime	219	861	1,354	-	70	-
7040	Holiday	217	55	-	-	-	-
7070	Leave Buyback	6,123	8,336	22,730	-	1,651	-
7100	Retirement	43,072	42,653	36,270	15,291	8,600	32,991
7108	Deferred Compensation	440	440	548	699	177	805
7110	Workers Compensation	454	1,686	2,318	1,960	940	7,009
7120	Disability Insurance	-	-	284	-	-	-
7130	Group Health Insurance	22,250	22,673	20,340	9,631	5,480	17,756
7140	Vision Insurance	548	548	479	300	175	600
7150	Dental Insurance	2,274	2,332	1,932	1,125	360	2,250
7160	Life Insurance	614	363	300	233	73	465
7170	FICA - Medicare	2,578	2,461	2,399	1,495	820	3,055
	<WAGES & BENEFITS>	294,501	297,676	271,714	133,854	70,046	275,586
8010	Postage	19,097	20,617	21,221	2,000	10	100
8020	Special Department Expense	94,767	110,400	116,049	35,000	77,500	75,000
8032	Water Efficiency Fee Projects	-	-	-	-	700	91,300
8060	Dues & Memberships	500	-	515	-	-	860
8090	Conference & Meeting Expense	4,245	2,092	1,882	2,940	-	3,000
8110	Equipment Maintenance	26,179	19,957	17,835	26,450	15,000	27,000
8170	Professional Service	56,115	55,069	235,048	206,236	260,000	313,800
8200	Training Expense	-	-	-	-	-	600
8350	Bad Debt Expense	33,535	26,281	13,961	-	-	-
8400	Overhead Allocation	91,980	91,981	91,981	66,980	66,980	66,980
	<OPERATIONS & MAINTENANCE>	326,418	326,397	498,492	339,606	420,190	578,640
8520	Machinery & Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
	[500-3012] Utility Billing Total	620,919	624,073	770,206	473,460	490,236	854,226

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for compensation for Finance Department staff allocated to the Water billing function.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$100).
- 8020 Special Department Expense
Funds provide for payment of allocation of credit card charges and bank analysis fees (\$74,000), and for miscellaneous department supplies and services (\$1,000).
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs (\$91,300).
- 8060 Dues and Memberships
Provides for membership fees for Water Conservation Specialist (\$860).
- 8090 Conference and Meeting Expense
Annual CSMFO conference for the Finance Director (\$1,000), the annual GFOA Conference for the Assistant Director (\$1,500), and meeting expenses for the Water Conservation Specialist (\$500).
- 8110 Equipment Maintenance
Provides for postage machine lease/maintenance allocation (\$1,650), for copier shared with Planning & Building Department (\$3,200), for the Datamatic hand-held water meter reader contract (\$3,000), and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$19,150).
- 8170 Professional Services
Provides (\$300,000) toward contractual support service with Global Water, the company that outsources the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$12,685) and for the infrastructure assets valuation and depreciation per GASB 34 requirements with Berryman and Hennigar (\$1,115).
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$600).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$66,980).

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	-	-	-	200,000	-	-
7131	Retiree Health Insurance	417,782	418,065	461,353	485,000	455,000	455,000
	<WAGES & BENEFITS>	417,782	418,065	461,353	685,000	455,000	455,000
8020	Special Department Expense	606	8	437	750	3,000	750
8060	Dues & Memberships	19,083	26,392	21,397	20,839	23,900	20,889
8110	Equipment Maintenance	3,126	2,229	-	10,000	-	-
8150	Telephone	26,752	24,805	25,751	21,000	21,000	-
8170	Professional Service	26,495	36,975	25,138	70,000	50,000	50,000
8191	Liability & Surety Bonds	570,814	711,530	2,047,015	585,000	585,000	288,450
8300	Lease Payment	61,308	61,308	61,308	62,000	61,308	61,308
8335	Property Tax Admin. Fee	164,665	156,912	122,515	160,000	125,260	125,000
8350	Bad Debt Expense	403	700	506	-	-	-
	<OPERATIONS & MAINTENANCE>	873,252	1,020,859	2,304,067	929,589	869,468	546,397
[101-3041]	Non-Dept/Overhead Total	1,291,034	1,438,924	2,765,420	1,614,589	1,324,468	1,001,397

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

- 7131 Retirees Health Insurance
It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$455,000).

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous supplies (\$750).
- 8060 Dues, Memberships, Subscriptions, and Books
Funds City memberships in League of California Cities (\$9,539), League of California Cities-LA County (\$1,250), the National League of California Cities (\$1,900), and the San Gabriel Valley Council of Governments, (\$8,200).
- 8170 Professional Services
Independent accounting services, including review and recommendations on financial procedures, interim audits, preparation of annual Financial Report (CAFR) (\$25,000). The cost of updated fee study and other similar professional services are allocated to Non-Departmental (\$25,000).
- 8191 Liability & Surety Bonds
General fund share of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is \$480,750. (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 payment for the Pierce fire engine (\$542,692 total acquisition price).
- 8335 Property Tax Admin Fee
LA County Fee for property tax calculation and administration (\$125,000).

CITY TREASURER

Department Summary

EXPENDITURE SUMMARY	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	9,595	5,157	9,201	8,722	9,229	9,348
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	9,595	5,157	9,201	8,722	9,229	9,348
[101-3021] City Treasurer	9,595	5,157	9,201	8,722	9,229	9,348
Total Expenses by Program	9,595	5,157	9,201	8,722	9,229	9,348

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	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	7,798	-	-	-	-	-
7010	Salaries - Temp / Part	-	4,757	8,472	8,472	8,472	8,472
7100	Retirement	1,663	-	-	-	-	-
7110	Workers Compensation	17	36	81	127	127	246
7170	FICA - Medicare	117	364	648	123	630	630
	<WAGES & BENEFITS>	9,595	5,157	9,201	8,722	9,229	9,348
[101-3021]	City Treasurer Total	9,595	5,157	9,201	8,722	9,229	9,348

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.

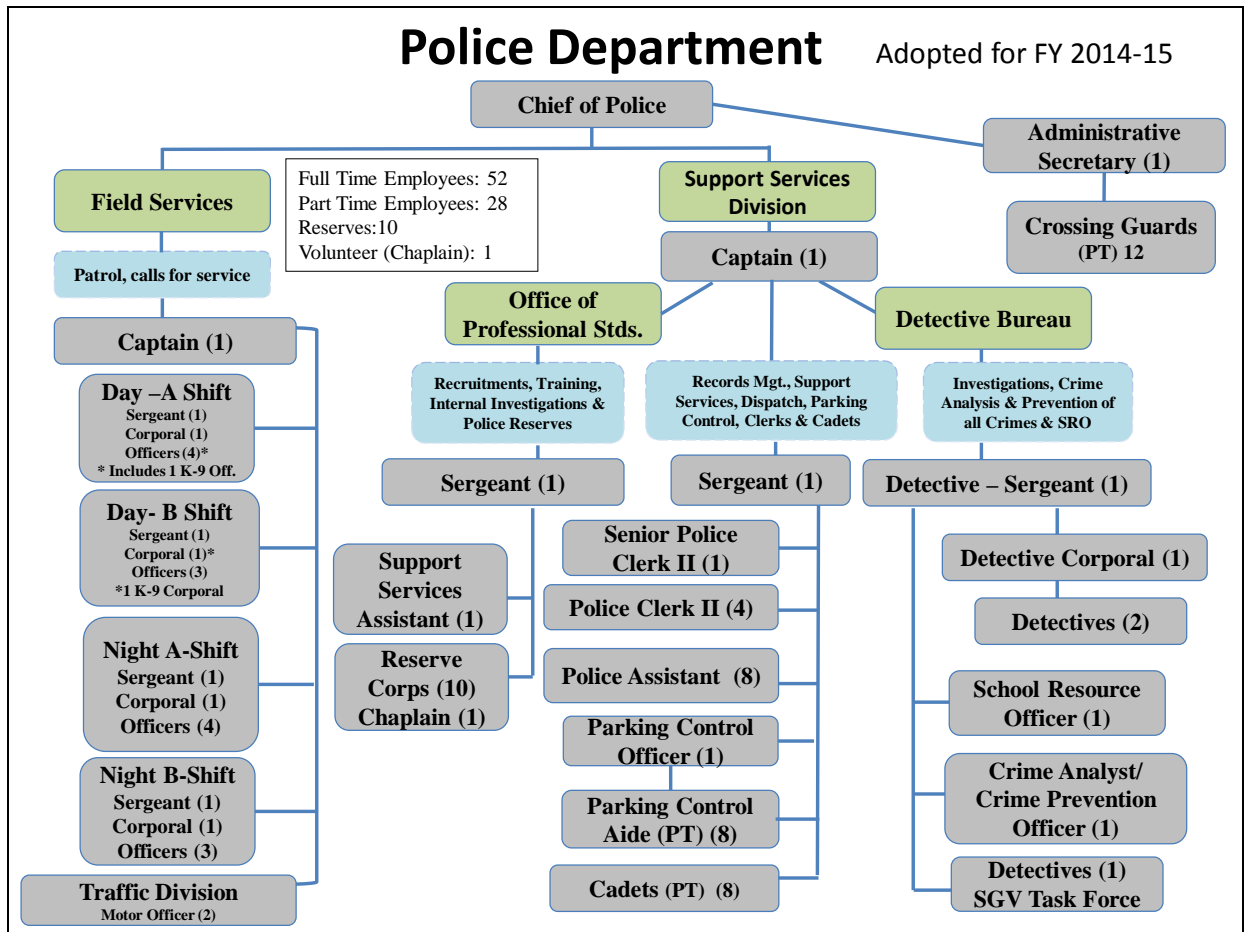
POLICE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	5,952,010	5,968,419	6,024,915	5,786,984	5,758,593	6,242,881
Operations & Maintenance	816,303	874,187	848,171	776,291	771,500	850,000
Capital Outlay	46,394	359,500	256,699	80,000	120,718	-
Total Expenses by Category	6,814,708	7,202,106	7,129,785	6,643,275	6,650,811	7,092,881
[101-4011] Police	6,779,583	6,994,274	6,963,840	6,643,275	6,613,511	7,004,881
[105-4011] Police	-	-	-	-	-	88,000
[272-4018] Police State Grant - AB 3229	35,125	207,832	165,945	-	37,300	-
Total Expenses by Program	6,814,708	7,202,106	7,129,785	6,643,275	6,650,811	7,092,881

Police Chief	1
Police Captain	2
Police Sergeant	7
Corporal	5
Police Officer	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II	4
Police Assistant	8
Administrative Secretary	1
Parking Control Officer	1
Total	52

POLICE

Department Description and Authorized Positions



The South Pasadena Police Department is comprised of 36 sworn officers, including captains, sergeants, corporals and chief of police, 15 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets and crossing guards. The department is augmented with an additional 16 reserve officers and a volunteer chaplain.

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.

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

POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	3,519,990	3,446,860	3,427,824	3,585,740	3,300,000	3,876,706
7010	Salaries - Temp / Part	154,996	178,145	199,286	121,200	130,000	121,200
7020	Overtime	314,994	407,049	366,880	318,000	450,000	318,000
7040	Holiday	109,387	111,610	117,611	105,000	120,000	105,000
7045	Overtime - Special Detail	210,423	199,141	206,637	210,000	225,000	210,000
7050	Overtime - DUI Checkpoint	9,285	8,197	9,563	-	15,638	-
7060	IOD - Safety	2,140	4,670	86,779	-	160,000	-
7070	Leave Buyback	105,266	85,643	98,030	40,000	55,900	-
7100	Retirement	877,524	1,000,842	968,648	784,038	705,000	874,942
7108	Deferred Compensation	3,597	3,896	4,657	4,161	2,900	4,055
7110	Workers Compensation	161,030	67,797	88,702	133,338	143,000	205,900
7120	Disability Insurance	1,051	7,541	3,454	-	-	-
7122	Unemployment Insurance	12,422	3,535	3,247	-	8,378	-
7130	Group Health Insurance	307,734	290,268	286,779	314,740	286,000	346,740
7140	Vision Insurance	10,120	9,647	9,660	11,280	9,700	12,240
7150	Dental Insurance	34,670	33,350	33,383	42,300	33,000	45,900
7160	Life Insurance	9,405	5,014	4,878	9,258	4,800	10,050
7170	FICA - Medicare	61,561	62,099	65,255	62,929	66,000	67,148
7180	Car/Uniform Allowance	46,415	43,115	43,642	45,000	43,277	45,000
	<WAGES & BENEFITS>	5,952,010	5,968,419	6,024,915	5,786,984	5,758,593	6,242,881
8000	Office Supplies	22,724	24,937	23,887	25,000	25,000	22,000
8010	Postage	5,816	6,533	5,674	7,000	4,000	4,000
8020	Special Department Expense	66,921	78,598	88,114	69,000	69,000	72,000
8034	K9 Expenses	-	-	-	-	-	6,500
8035	Narco K9 Expenses	-	-	-	-	-	12,000
8040	Advertising	-	-	-	1,000	-	-
8050	Printing/Duplicating	14,244	12,774	2,505	8,000	3,000	3,000
8060	Dues & Memberships	2,725	2,247	3,307	2,000	2,000	2,000
8090	Conference & Meeting Expense	4,596	8,143	3,563	5,200	8,000	7,000
8100	Vehicle Maintenance	175,356	181,507	208,388	95,000	150,000	95,000
8105	Fuel	-	-	-	55,000	-	55,000
8110	Equipment Maintenance	17,266	29,185	25,128	18,000	18,000	18,000
8120	Building Maintenance	8,005	12,096	9,309	10,000	10,000	10,000
8134	Safety Clothing/Equipment	25,598	21,555	13,734	18,209	24,000	21,500
8150	Telephone	32,503	39,066	20,870	32,000	29,500	-
8155	Rental/Lease	1,310	1,338	690	800	-	-
8170	Professional Service	103,240	101,713	98,408	104,920	104,000	94,000
8180	Contract Services	285,712	300,239	297,769	275,162	275,000	300,000
8200	Training Expense	16,074	14,761	17,543	15,000	25,000	20,000
8210	Training Expense	34,214	39,494	24,781	35,000	25,000	20,000
	<OPERATIONS & MAINTENANCE>	816,304	874,186	843,670	776,291	771,500	762,000
8510	Buildings & Structures	-	-	-	-	-	-
8520	Machinery & Equipment	772	-	6,803	-	-	-
8522	DUI Checkpoint Equipment	-	-	2,480	-	-	-
8530	Computer Equipment	10,497	13,981	14,493	-	-	-
8540	Automotive Equipment	-	137,688	71,479	80,000	83,418	-
	<CAPITAL OUTLAY>	11,269	151,669	95,255	80,000	83,418	-
	[101-4011] Police Total	6,779,583	6,994,274	6,963,840	6,643,275	6,613,511	7,004,881

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 (\$22,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$4,000).
- 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 (\$1,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); Crime Prevention Materials (\$1,000); and miscellaneous supplies, equipment and reimbursements (\$23,000).

- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$6,500).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs (\$12,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$1,000); and parking and traffic citations, and parking permits (\$2,000).
- 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 (\$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 (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$2,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, 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).
- 8105 Fuel
Provides funds for fueling of patrol vehicles (\$55,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$18,000).
- 8120 Building Maintenance
Provides for janitorial service and supplies, miscellaneous plumbing, electrical and other repairs and supplies for the Police facility (\$10,000).

- 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 (\$4,800); ballistic body armor (\$8,000); flashlights (\$500); and other safety equipment and supplies (\$8,200).
- 8170 Professional Services
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$1,500); sexual assault and victim exams (\$1,500); arrestee medical treatment (\$13,500); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$10,000); Pasadena Police Department crime scene evidence technician (\$14,500); fingerprint tracing service (\$8,000).
- 8180 Contract Services
Funds contracts that are provided for services such as: Animal control (\$119,621- reflects a 2% increase); parking enforcement (\$86,000); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,000); ICS Glendale (\$27,940); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$19,641); predictive policing for (\$9,013).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. (\$20,000).
- 8210 P.O.S.T. Training Expense
Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (20,000)

POLICE

Budget Detail

105-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8540	Automotive Equipment	-	-	-	-	-	88,000
	<CAPITAL OUTLAY>	-	-	-	-	-	88,000
105 -	FACILITIES & EQUIP. REPLACEMENT I	-	-	-	-	-	88,000

POLICE

Budget Detail

105-4011

OPERATIONS & MAINTENANCE

8540 Automotive Equipment

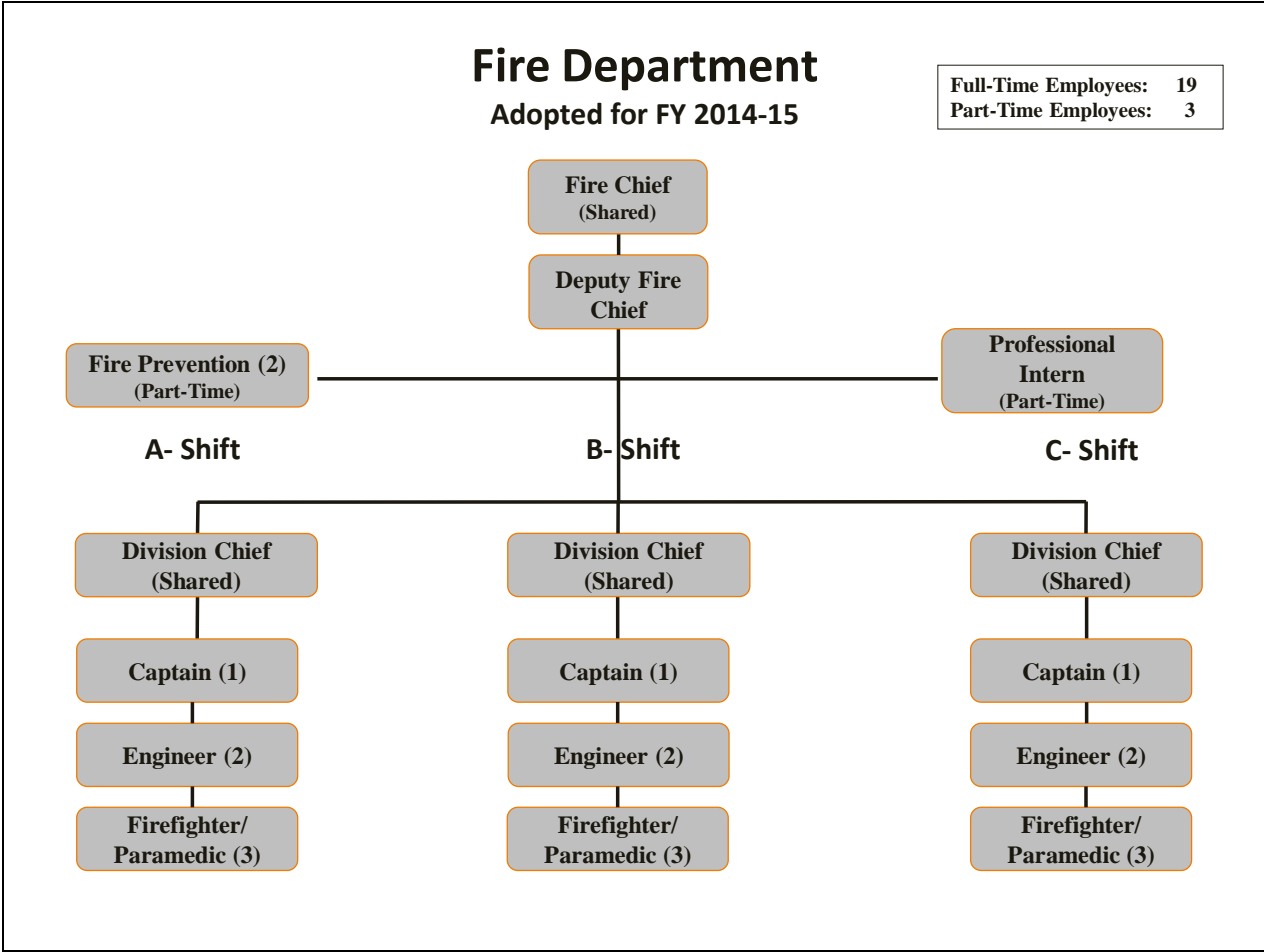
Provide funds for the purchase of two police patrol vehicles (\$88,000).

FIRE Department Summary

EXPENDITURE SUMMARY	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
Wages & Benefits	3,577,994	3,775,683	3,618,260	3,643,533	3,361,345	3,294,547
Operations & Maintenance	233,371	285,134	274,400	292,495	316,863	761,200
Capital Outlay	10,244	-	2,072	46,000	46,000	-
Total Expenses by Category	3,821,609	4,060,817	3,894,732	3,982,028	3,724,208	4,055,747
[101-5011] Fire	3,821,609	4,060,817	3,894,732	3,982,028	3,724,208	4,055,747
Total Expenses by Program	3,821,609	4,060,817	3,894,732	3,982,028	3,724,208	4,055,747

Deputy Fire Chief	1
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
Total Full Time	19

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

Budget Detail

101-5011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	1,921,712	1,988,056	1,687,631	1,960,606	1,460,000	1,632,670
7010	Salaries - Temp / Part	60,248	58,634	52,788	60,600	42,894	60,000
7020	Overtime	411,685	363,716	533,324	382,130	528,224	360,000
7030	Overtime - Flsa	104,104	111,286	104,494	105,000	103,262	105,000
7040	Holiday	75,285	76,395	69,794	68,000	77,705	64,000
7045	Overtime - Special Detail	105,450	128,240	122,040	105,000	125,800	120,000
7060	IOD - Safety	16,609	23,928	47,231	-	114,900	-
7065	Fitness	8,700	8,800	8,600	8,600	6,000	9,000
7070	Leave Buyback	74,151	74,117	120,465	56,000	105,300	65,000
7100	Retirement	504,926	616,252	526,883	452,888	386,309	403,978
7110	Workers Compensation	77,287	109,403	140,730	206,867	218,356	273,081
7130	Group Health Insurance	152,010	154,000	141,667	157,500	129,900	142,500
7140	Vision Insurance	4,810	4,724	4,229	5,040	3,875	4,560
7150	Dental Insurance	17,960	17,152	14,882	18,900	13,420	17,100
7160	Life Insurance	3,906	2,310	2,016	3,906	1,900	3,534
7170	FICA - Medicare	25,072	24,495	28,398	37,495	30,000	34,124
7180	Car/Uniform Allowance	14,079	14,175	13,088	15,000	13,500	-
	<WAGES & BENEFITS>	3,577,994	3,775,683	3,618,260	3,643,533	3,361,345	3,294,547
8000	Office Supplies	3,269	3,374	3,469	3,500	3,500	3,700
8010	Postage	616	660	649	1,000	1,000	1,000
8020	Special Department Expense	30,030	44,579	27,203	42,200	42,200	42,200
8025	Medical Supplies	25,331	30,048	26,639	24,000	24,000	24,000
8026	Hazardous Materials	-	377	-	2,000	-	2,000
8050	Printing/Duplicating	591	294	536	1,000	1,000	1,000
8060	Dues & Memberships	610	400	680	800	800	800
8080	Books & Periodicals	933	484	499	2,000	2,000	2,000
8090	Conference & Meeting Expense	56	38	46	500	500	500
8100	Vehicle Maintenance	30,642	45,661	56,309	41,000	41,000	43,000
8110	Equipment Maintenance	8,186	7,750	11,287	11,000	11,000	11,000
8120	Building Maintenance	13,051	11,981	5,014	10,000	10,000	10,000
8132	Uniform Expense/Cleaning	104	-	-	500	500	500
8134	Safety Clothing/Equipment	9,630	14,860	14,538	15,000	15,000	15,000
8150	Telephone	6,431	7,282	6,955	5,500	6,633	-
8170	Professional Service	22,564	24,894	23,177	28,000	53,235	30,000
8180	Contract Services	85,265	88,023	94,145	100,495	100,495	115,500
8183	Contract Services - Tri-City	-	-	-	-	-	450,000
8200	Training Expense	(3,938)	4,429	3,254	4,000	4,000	9,000
	<OPERATIONS & MAINTENANCE>	233,371	285,134	274,400	292,495	316,863	761,200
8500	Building & Improvements	4,294	-	-	-	-	-
8520	Machinery & Equipment	5,950	-	-	46,000	46,000	-
8530	Computer Equipment	-	-	2,072	-	-	-
	<CAPITAL OUTLAY>	10,244	-	2,072	46,000	46,000	-
	[101-5011] Fire Total	3,821,609	4,060,817	3,894,732	3,982,028	3,724,208	4,055,747

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 three 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 (\$2,300); toner (\$800) and copy paper (\$600).
- 8010 Postage
Provides funds for department and Public Safety Commission bulk mailing and postal expense (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$11,000); or non-safety orientated equipment (\$2,400); cleaning supplies (\$4,000); linen services (\$7,000); department identification cards (\$300); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment, and reimbursement that does not fall within one of the other accounts (\$8,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,000).

- 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 (\$2,000).
- 8026 Hazardous Materials
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$1,700) to maintain the department's Participating Agency inspections status. Notices (\$300).
- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).
- 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 (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$500).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles (\$24,000). Includes funds to purchase fuels, oil, tires, and make unanticipated repairs to damaged vehicles and firefighting apparatus (\$19,000).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility and repair to apparatus doors (\$5,000). Includes routine repair and maintenance costs related to the HVAC (\$4,000), and gasoline and diesel fuel distribution system (\$1,000).

- 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).
- 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 (\$30,000).
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$103,500); Electronic EMS documentation and billing (\$6,000); Electronic Fire Prevention documentation (\$6,000).
- 8183 Contract Services – Tri-City
Provides funds for comprehensive shared Fire Command Staff with the cities of San Marino and San Gabriel (\$450,000).
- 8200 Training Expense -
Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$4,000). Includes use of multi-agency Training Tower (\$5,000).

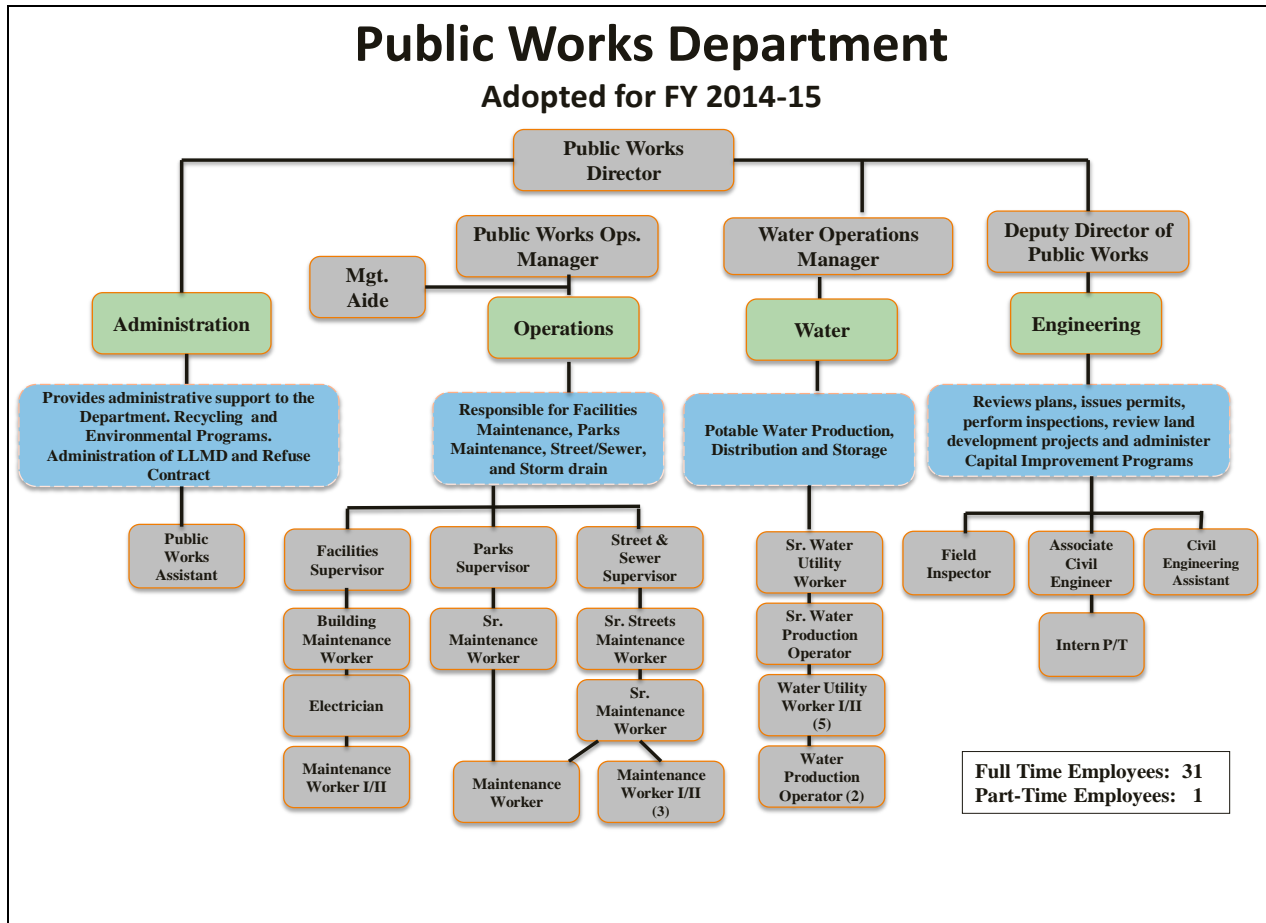
PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	2,629,392	2,522,746	2,555,999	2,735,785	2,718,777	2,821,354
Operations & Maintenance	4,595,573	4,572,146	5,152,778	6,155,988	4,356,434	5,652,192
Capital Outlay	116,060	72,765	103,295	552,000	197,467	520,000
Total Expenses by Category	7,341,025	7,167,657	7,812,072	9,443,773	7,272,678	8,993,546
[101-2015] Environmental Services	113,290	115,049	75,613	225,340	160,651	237,173
[101-6011] PW Admin & Engineering	458,460	347,269	260,747	442,973	291,636	514,958
[101-6116] Street Maintenance	-	-	-	-	-	-
[101-6410] Park Maintenance	309,038	406,466	390,490	537,841	461,781	455,091
[101-6601] Facilities Maintenance	556,351	591,314	626,285	670,163	685,609	623,554
[210-6501] Sewer Operations	560,703	886,460	620,537	1,002,470	581,258	951,415
[215-6115] Traffic Signals	120,969	116,624	142,569	212,500	167,700	180,900
[215-6118] Sidewalk Maintenance	33,854	12,106	10,002	10,000	10,000	10,000
[215-6201] Street Lighting	313,536	307,992	313,883	306,156	282,230	279,675
[215-6310] Street Trees	367,110	420,453	458,072	475,402	387,502	532,482
[215-6416] Median Strips	68,923	66,489	65,571	64,000	64,000	64,000
[225-6801] Mission Oaks Parking District	517	346	-	-	-	-
[230-6116] Street Maintenance	475,879	508,080	590,165	740,589	649,639	679,561
[232-6417] Prop "A" Park Maintenance	19,234	24,249	23,949	16,600	15,300	-
[245-2021] Transportation Planning	11,140	38	-	-	-	-
[500-6710] Water Distribution	1,392,730	1,115,614	1,155,818	1,353,831	1,354,538	1,247,429
[500-6711] Water Production	2,539,291	2,249,108	3,078,371	3,385,908	2,160,834	3,217,308
Total Expenses by Program	7,341,025	7,167,657	7,812,072	9,443,773	7,272,678	8,993,546

Public Works Director	1
Deputy Public Works Director	1
PW Operations Manager	1
Associate Civil Engineer	1
Civil Engineering Assistant	1
Public Works Assistant	1
Management Aide	1
Public Works Inspector	1
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	1
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	3
Water Production Operator	2
Maintenance Worker I/II	5
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. The Division also administers the City-wide Lighting and Landscape Maintenance District, solid waste and street sweeping contract and the graffiti abatement contract. The Engineering Division 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 development and implementation of 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 the urban forestry in the public right-of-way.

The Facilities Maintenance Division is responsible for providing routine maintenance, repairs, and minor modifications of all City buildings. Facilities Maintenance Division also maintains City-owned street lights and traffic signals.

The Streets and Sewers Division is responsible for overseeing, maintaining and repairing streets, storm drains, sidewalks and sewers.

The Water Division is responsible for the production, treatment and distribution of potable water to the residents and businesses of the City. In addition, the Water Division also plans for long term water resources and implements Water Conservation programs.

ENVIRONMENTAL SERVICES

Budget Detail

101-2015

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	41,032	36,760	14,124	48,409	47,200	58,456
7020	Overtime	2,791	1,983	758	2,060	-	-
7070	Leave Buyback	1,453	940	2,439	-	196	-
7100	Retirement	6,069	6,089	3,017	7,178	7,000	9,155
7108	Deferred Compensation	66	71	82	306	300	378
7110	Workers Compensation	206	335	223	1,531	1,475	2,892
7130	Group Health Insurance	2,559	2,714	1,366	4,395	4,040	5,253
7140	Vision Insurance	80	85	42	132	105	156
7150	Dental Insurance	300	319	23	495	420	585
7160	Life Insurance	73	42	5	102	55	121
7170	FICA - Medicare	276	174	218	732	670	877
	<WAGES & BENEFITS>	54,905	49,512	22,297	65,340	61,461	77,873
8010	Postage	502	114	-	1,000	-	1,000
8020	Special Department Expense	15,700	35,175	12,379	80,000	30,000	80,300
8040	Advertising	1,773	1,762	-	2,500	-	2,500
8050	Printing/Duplicating	-	664	52	1,000	200	1,000
8060	Dues & Memberships	870	-	-	-	-	-
8090	Conference & Meeting Expense	239	125	597	500	1,500	500
8140	Utilities	-	-	77	-	400	-
8170	Professional Service	24,545	22,309	33,892	45,000	45,000	45,000
8172	Professional Svcs. - Oil Recycling	-	-	-	-	840	2,000
8173	Professional Svcs. - Bottles & Cans	-	-	-	-	1,250	2,000
8180	Contract Services	14,756	5,388	6,319	30,000	20,000	25,000
	<OPERATIONS & MAINTENANCE>	58,385	65,537	53,316	160,000	99,190	159,300
[101-2015] Environmental Services Total		113,290	115,049	75,613	225,340	160,651	237,173

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) for compliance with the LA River Trash Total Maximum Daily Load (TMDL). Annual AQMD Generator permit fee (\$600). Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300) and Metals TMDL reporting (\$5,000). LA River Bacteria TMDL Coordinated Monitoring Plan (\$1,700). Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance.
- 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 including the annual dumpster day, annual household hazardous waste disposal day, low-flow toilet exchange, lamp exchange, and 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 (\$45,000).
- 8172 Professional Services – Oil Recycling
Provides funds to help promote oil recycling.
- 8173 Professional Services – Bottles & Cans
Provides funds to help promote bottle and can recycling.
- 8180 Contract Services
Annual underground service tank (UST) inspections and cleaning (\$15,000). Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	122,938	134,323	119,006	144,682	142,000	244,319
7010	Salaries - Temp / Part	-	5,062	-	1,520	-	-
7020	Overtime	2,756	2,690	2,042	1,500	20	-
7040	Holiday	-	-	23	-	-	-
7070	Leave Buyback	1,727	1,518	5,897	1,000	3,440	-
7100	Retirement	25,105	26,500	22,211	21,636	21,600	38,445
7108	Deferred Compensation	691	737	850	873	910	1,333
7110	Workers Compensation	2,044	2,805	3,711	5,643	6,500	15,181
7130	Group Health Insurance	8,520	9,738	8,761	13,185	11,500	22,725
7140	Vision Insurance	310	307	267	396	340	684
7150	Dental Insurance	901	872	656	1,485	1,100	2,565
7160	Life Insurance	238	153	126	307	175	530
7170	FICA - Medicare	1,370	1,850	1,779	2,142	2,150	3,586
	<WAGES & BENEFITS>	166,600	186,555	165,329	194,369	189,735	329,368
8000	Office Supplies	23	-	118	-	-	100
8010	Postage	1,532	1,564	1,689	2,100	2,000	2,100
8020	Special Department Expense	8,697	6,842	8,712	7,450	7,500	8,150
8040	Advertising	1,315	1,257	1,873	1,200	500	1,200
8050	Printing/Duplicating	12,489	8,375	5,269	10,900	5,000	7,900
8060	Dues & Memberships	1,021	490	2,001	4,845	2,000	3,500
8100	Vehicle Maintenance	2,421	2,386	3,539	1,000	1,700	1,500
8110	Equipment Maintenance	729	746	192	640	640	640
8150	Telephone	1,922	2,391	1,745	1,200	1,600	-
8170	Professional Service	259,814	135,083	65,742	217,329	75,000	158,000
8180	Contract Services	-	-	1,994	-	2,000	-
8300	Lease Payment	1,255	941	2,544	1,940	2,700	2,500
	<OPERATIONS & MAINTENANCE>	291,218	160,075	95,418	248,604	100,640	185,590
8520	Machinery & Equipment	642	639	-	-	-	-
8530	Computer Equipment	-	-	-	-	1,261	-
	<CAPITAL OUTLAY>	642	639	-	-	1,261	-
[101-6011] PW Admin & Engineering Total		458,460	347,269	260,747	442,973	291,636	514,958

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

- 8000 Office Supplies
Provides funds for department office supplies (\$100).
- 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). Two new PC workstations (\$2,500). ESRI ArcMap GIS software subscription renewal (\$2,000).
- 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. 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 (\$1,209). Professional engineer's license renewals (\$230). San Gabriel Valley Council of Governments Technical Advisory Committee meetings (\$300). City & County Engineers Association (\$360) meetings.
- 8100 Vehicle Maintenance and Operations
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance
Public Works Department share of copier maintenance (\$420). Public Works share of postage machine rental (\$220).
- 8170 Professional Services
Professional on-call traffic engineering services and studies (\$30,000). Engineering and Traffic Survey (E&T Survey) required once every seven years certifying Citywide speed limits (\$25,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services provided (\$100,000). 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 (\$2,500).

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	60,931	63,619	74,263	100,725	81,000	79,190
7010	Salaries - Temp / Part	531	-	-	-	-	-
7020	Overtime	1,361	7,065	3,292	2,500	2,034	-
7040	Holiday	-	-	116	-	344	-
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	4,327	1,172	778	-	2,041	-
7100	Retirement	12,296	12,676	13,485	14,935	12,200	12,402
7108	Deferred Compensation	336	354	381	385	310	281
7110	Workers Compensation	1,720	2,060	2,754	5,722	5,200	5,818
7130	Group Health Insurance	4,757	5,928	6,929	11,628	8,000	9,324
7140	Vision Insurance	191	197	241	360	280	288
7150	Dental Insurance	604	485	825	1,350	1,000	1,080
7160	Life Insurance	156	80	116	279	134	223
7170	FICA - Medicare	986	1,011	1,100	1,497	1,300	1,185
	<WAGES & BENEFITS>	88,196	94,647	104,280	139,381	113,843	109,791
8000	Office Supplies	756	619	1,283	1,200	600	800
8020	Special Department Expense	18,199	14,702	25,735	37,400	18,000	18,000
8100	Vehicle Maintenance	974	725	954	1,000	1,000	1,000
8110	Equipment Maintenance	1,851	1,164	955	4,500	2,000	2,500
8140	Utilities	40,258	36,369	40,997	56,000	40,000	40,000
8170	Professional Service	-	2,546	2,800	30,360	20,000	15,000
8180	Contract Services	150,944	206,148	207,841	254,500	254,500	254,500
8200	Training Expense	680	12	-	1,500	500	1,500
8262	Graffiti Removal	7,180	3,724	5,645	12,000	10,000	12,000
	<OPERATIONS & MAINTENANCE>	220,842	266,009	286,210	398,460	346,600	345,300
8500	Building & Improvements	-	-	-	-	-	-
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	-	-	-	1,338	-
8540	Automotive Equipment	-	45,810	-	-	-	-
	<CAPITAL OUTLAY>	-	45,810	-	-	1,338	-
[101-6410] Park Maintenance Total		309,038	406,466	390,490	537,841	461,781	455,091

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 (\$400). Miscellaneous expenses (\$400).
- 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 (\$2,800).
- 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 (\$2,500).
- 8140 Electricity
Provides funds for electrical service by Southern California Edison to City park facilities (\$40,000).
- 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 (\$15,000), 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 new medians created under the Fair Oaks Project performed by WCA (\$6,000). 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
Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$12,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	199,583	209,565	216,669	230,816	215,000	199,621
7010	Salaries - Temp / Part	3,596	-	-	-	-	-
7020	Overtime	4,570	3,750	5,139	2,000	2,000	-
7040	Holiday	-	-	6	-	170	-
7055	IOD - Non Safety	-	747	-	-	-	-
7070	Leave Buyback	345	406	721	-	6,096	-
7100	Retirement	40,589	41,749	38,745	34,225	31,000	31,263
7108	Deferred Compensation	336	354	381	385	305	193
7110	Workers Compensation	7,019	6,856	9,047	14,307	14,000	18,179
7122	Unemployment Insurance	161	-	-	-	-	-
7130	Group Health Insurance	19,683	21,996	22,206	28,503	22,600	25,716
7140	Vision Insurance	775	773	774	900	720	816
7150	Dental Insurance	2,375	2,850	2,876	3,375	2,500	3,060
7160	Life Insurance	520	381	378	698	340	632
7170	FICA - Medicare	2,912	2,876	3,012	3,376	3,110	2,924
	<WAGES & BENEFITS>	282,464	292,303	299,954	318,585	297,841	282,404
8000	Office Supplies	947	633	1,630	1,200	1,500	1,200
8020	Special Department Expense	25,571	27,406	43,132	40,000	40,000	40,000
8060	Dues & Memberships	200	-	-	200	200	200
8100	Vehicle Maintenance	379	604	969	2,750	1,000	1,500
8110	Equipment Maintenance	162	851	2,160	2,000	1,000	1,500
8120	Building Maintenance	45,712	59,863	74,743	70,600	70,000	70,000
8130	Small Tools	6,007	3,612	4,353	4,000	1,500	3,000
8132	Uniform Expense/Cleaning	529	1,271	1,571	1,000	1,200	1,250
8134	Safety Clothing/Equipment	1,143	993	206	1,000	1,000	1,000
8140	Utilities	85,709	86,343	76,190	90,000	85,000	90,000
8150	Telephone	321	355	311	1,000	1,000	-
8180	Contract Services	106,672	117,080	91,416	134,628	120,000	120,000
8200	Training Expense	535	-	775	3,200	1,500	1,500
	<OPERATIONS & MAINTENANCE>	273,887	299,011	297,456	351,578	324,900	331,150
8500	Building & Improvements	-	-	-	-	-	-
8520	Machinery & Equipment	-	-	2,595	-	21,255	10,000
8530	Computer Equipment	-	-	-	-	1,338	-
8540	Automotive Equipment	-	-	26,280	-	40,275	-
	<CAPITAL OUTLAY>	-	-	28,875	-	62,868	10,000
[101-6601] Facilities Maintenance Total		556,351	591,314	626,285	670,163	685,609	623,554

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) and miscellaneous expense (\$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). Purchase radio 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 (\$1,250). Also includes costs for smog certification (\$250).

- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City-owned equipment (\$1,000) and Genie Lift Maintenance (\$500)
- 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 (\$2,000), carpet cleaning service (\$3,000), and generator and cooling tower service (\$5,000). Elevator service routine maintenance contracts, extra repair costs are budgeted for elevators (\$5,000) and HVAC systems (\$2,600). Also includes funds for electrical supplies (\$5,000), painting supplies (\$3,500) and plumbing supplies (\$7,000). Install new AC unit at Fire Department TV Room (\$7,500).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).
- 8132 Uniform Expenses
Provides for the purchase and service of city-supplied uniforms (\$1,250).
- 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).
- 8180 Contract Services
Janitorial services for City buildings including twice a week day porter service (\$89,990). The remainder of this contract is charged to 232-6471-8180. City Hall exterior maintenance (\$2,772) by Avalon. Bus stop maintenance and curbside trash pickup services by Avalon (\$19,238). CNG Annual Maintenance Contract (\$8,000).
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG Station Training, Playground Equipment, HVAC Training, Safety Trainings (\$1,000).

CAPITAL OUTLAY

- 8520 Machinery & Equipment
Provides for locator for electrical lines (\$2,000) and hydrojetter for plumbing maintenance (\$4,000). Fuel dispenser for Fire Department (\$4,000).

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	228,578	225,440	222,922	241,958	224,000	232,632
7010	Salaries - Temp / Part	151	-	-	-	-	-
7020	Overtime	3,323	3,791	3,223	-	1,300	-
7040	Holiday	24	591	573	-	603	-
7070	Leave Buyback	2,319	3,111	5,405	-	2,491	-
7100	Retirement	43,515	44,599	40,270	35,877	34,300	36,432
7108	Deferred Compensation	600	628	677	1,243	680	1,329
7110	Workers Compensation	5,722	6,177	7,933	12,186	13,000	15,320
7122	Unemployment Insurance	-	2,071	-	-	-	-
7130	Group Health Insurance	19,116	22,699	24,254	29,489	25,100	24,293
7131	Retiree Health Insurance	10,564	10,660	10,925	-	11,000	-
7140	Vision Insurance	677	706	715	924	740	756
7150	Dental Insurance	2,243	2,538	2,661	3,465	2,650	2,835
7160	Life Insurance	556	356	390	716	380	586
7170	FICA - Medicare	2,903	2,968	3,061	3,508	3,260	3,373
	<WAGES & BENEFITS>	320,291	326,335	323,009	329,366	319,504	317,556
8000	Office Supplies	570	332	1,279	600	600	600
8010	Postage	-	123	122	600	-	600
8020	Special Department Expense	11,280	19,704	27,992	26,100	26,100	27,000
8050	Printing/Duplicating	22	383	-	200	-	200
8060	Dues & Memberships	-	-	-	500	400	500
8090	Conference & Meeting Expense	60	-	24	200	250	500
8100	Vehicle Maintenance	11,305	16,072	22,554	28,000	15,000	15,000
8110	Equipment Maintenance	446	4,179	1,037	5,000	2,500	5,000
8120	Building Maintenance	-	-	3,548	1,200	1,200	1,200
8130	Small Tools	-	3,915	454	4,000	15,000	2,000
8132	Uniform Expense/Cleaning	630	805	1,481	1,200	1,200	1,200
8134	Safety Clothing/Equipment	318	953	707	1,000	500	1,000
8160	Legal Service	6,835	5,424	-	5,000	-	5,000
8162	Legal Services (A.G. Office)	-	50,000	-	-	-	-
8170	Professional Service	48,369	45,531	21,773	30,000	30,000	30,000
8180	Contract Services	39,343	105,793	94,942	100,000	50,000	100,000
8191	Liability & Surety Bonds	47,405	59,132	51,962	49,482	49,482	24,037
8200	Training Expense	191	660	-	1,000	500	1,000
8340	Penalty Fees	-	177,150	-	-	-	-
8350	Bad Debt Expense	716	947	631	-	-	-
8400	Overhead Allocation	69,022	69,022	69,022	69,022	69,022	69,022
	<OPERATIONS & MAINTENANCE>	236,512	560,125	297,528	323,104	261,754	283,859
8520	Machinery & Equipment	3,900	-	-	350,000	-	350,000
8540	Automotive Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	3,900	-	-	350,000	-	350,000
[210-6501] Sewer Operations Total		560,703	886,460	620,537	1,002,470	581,258	951,415

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, Management Assistant; 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% incentive for obtaining California Water Environment Association certification (\$5,378).
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Temporary Personnel Services (\$90,000).
- 7020 Overtime
Provides for overtime pay for after hours emergency response to sewer main stoppages and repairs.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office supplies (\$600).
- 8010 Postage
Provide funds for City mailings concerning preventive maintenance (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses, repairs of sewer trailer (\$8,700). New manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300). Purchase 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). Cartegraph software annual subscription (\$2,100).
- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).
- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$500).

- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).
- 8110 Equipment Maintenance
Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$2,000).
- 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).
- 8160 Legal Service
Provides funds for sewer related legal services that may be needed (\$5,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000).
- 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
Provide funds for the purchase of Vactor truck (\$350,000).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8020	Special Department Expense	19,402	26,947	34,852	30,900	30,900	30,900
8140	Utilities	35,145	35,025	35,935	75,000	60,000	60,000
8150	Telephone	1,285	1,426	1,812	1,000	1,800	-
8180	Contract Services	65,137	53,226	51,625	85,600	55,000	70,000
	<OPERATIONS & MAINTENANCE>	120,969	116,624	124,224	192,500	147,700	160,900
8520	Machinery & Equipment	-	-	18,345	20,000	20,000	20,000
	<CAPITAL OUTLAY>	-	-	18,345	20,000	20,000	20,000
[215-6115]	Traffic Signals Total	120,969	116,624	142,569	212,500	167,700	180,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). 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 (\$60,000).

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 (\$25,000) and signal knockdown repairs (\$13,400). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).

CAPITAL OUTLAY

8520 Machinery & Equipment

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

SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

Acct	Account Title	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
8020	Special Department Expense	-	4,409	10,002	10,000	10,000	10,000
8170	Professional Service	-	-	-	-	-	-
8180	Contract Services	33,854	7,697	-	-	-	-
	<OPERATIONS & MAINTENANCE>	33,854	12,106	10,002	10,000	10,000	10,000
[215-6118]	Sidewalk Maintenance Total	33,854	12,106	10,002	10,000	10,000	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	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8000	Office Supplies	573	568	719	600	400	600
8020	Special Department Expense	31,248	16,920	26,013	45,500	35,000	45,500
8100	Vehicle Maintenance	7,386	8,324	8,059	6,700	6,200	7,500
8110	Equipment Maintenance	1,161	1,245	4,920	4,500	750	3,000
8130	Small Tools	1,980	3,977	1,904	2,000	850	1,000
8132	Uniform Expense/Cleaning	924	1,051	1,410	800	250	1,000
8134	Safety Clothing/Equipment	661	927	980	800	800	800
8140	Utilities	168,502	154,970	157,782	165,000	150,000	165,000
8170	Professional Service	6,240	1,747	8,173	6,400	6,000	6,400
8191	Liability & Surety Bonds	94,811	118,263	103,923	73,056	81,580	48,075
8200	Training Expense	50	-	-	800	400	800
	<OPERATIONS & MAINTENANCE>	313,536	307,992	313,883	306,156	282,230	279,675
8520	Machinery & Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
	[215-6201] Street Lighting Total	313,536	307,992	313,883	306,156	282,230	279,675

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 (\$1,600).
- 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 (\$500).
- 8130 Small Tools
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 (\$1,000).
- 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% (\$48,075) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 500-6710-8141 (25%) and 210-6501-8191 (5%).
- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	51,558	80,191	95,810	138,935	88,000	180,145
7020	Overtime	6,129	6,329	767	-	3,162	-
7040	Holiday	-	-	441	-	-	-
7070	Leave Buyback	15,926	1,669	743	-	4,000	-
7100	Retirement	10,798	15,510	17,103	20,601	13,000	28,213
7108	Deferred Compensation	-	-	-	-	-	176
7110	Workers Compensation	2,612	2,797	3,987	8,956	6,500	15,092
7130	Group Health Insurance	7,701	11,083	11,927	18,750	10,900	22,716
7131	Retiree Health Insurance	14,440	14,571	14,933	-	14,000	-
7140	Vision Insurance	232	339	397	600	330	720
7150	Dental Insurance	859	917	1,489	2,250	1,300	2,700
7160	Life Insurance	191	109	180	465	160	558
7170	FICA - Medicare	1,053	1,141	1,285	2,015	1,400	2,612
	<WAGES & BENEFITS>	111,499	134,656	149,062	192,572	142,752	252,932
8000	Office Supplies	380	543	101	1,000	500	1,000
8010	Postage	-	-	-	50	50	50
8020	Special Department Expense	12,424	7,311	5,639	15,700	10,500	15,000
8040	Advertising	-	-	200	200	-	200
8060	Dues & Memberships	165	867	170	400	200	400
8090	Conference & Meeting Expense	-	-	-	200	200	200
8100	Vehicle Maintenance	23,338	12,769	16,923	17,000	7,500	17,000
8110	Equipment Maintenance	4,092	493	-	3,500	1,000	3,500
8130	Small Tools	3,374	3,848	3,551	3,700	1,000	3,000
8132	Uniform Expense/Cleaning	1,332	1,663	2,098	1,300	1,800	1,800
8134	Safety Clothing/Equipment	1,381	2,100	1,660	1,600	1,600	1,600
8350	Bad Debt Expense	13,619	1,492	-	-	-	-
8170	Professional Service	4,819	3,050	28,558	27,380	10,000	25,000
8180	Contract Services	182,109	155,587	156,515	200,000	200,000	200,000
8181	Contracted Tree Planting	8,578	11,616	10,000	10,000	10,000	10,000
8200	Training Expense	-	862	-	800	400	800
8400	Overhead Allocation	-	83,596	83,595	-	-	-
	<OPERATIONS & MAINTENANCE>	255,611	285,797	309,010	282,830	244,750	279,550
	[215-6310] Street Trees Total	367,110	420,453	458,072	475,402	387,502	532,482

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).
- 8010 Postage
Provide funds for postage (\$50).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies (\$7,000) including chain saw blades, blade sharpening, gloves, chipper blades. Also includes costs for ropes, slings, pulleys (\$3,000); work zone signs and cones (\$1,000); and pesticides and fungicides (\$3,000). Also includes 25% of department cell phones (\$1,000).
- 8040 Advertisements
Provides funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides payment of dues (\$400) for Parks Supervisor to be a member of the Arborist Society, Western ISA, Street Seminar.
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (\$200).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$7,000). Paint Unit 223 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 (\$3,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,800).
- 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 (\$3,620). Certified Arborist from WCA as needed (\$20,880).
- 8180 Contract Services
Provide for services rendered under contract for tree trimming and removal of City-owned trees. (\$200,000).
- 8181 Contracted Tree Planting
This account provides for parkway tree planting (\$10,000). The charges to this account are partially 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	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8020	Special Department Expense	7,015	5,488	4,156	3,500	3,500	3,500
8180	Contract Services	61,908	61,001	61,415	60,500	60,500	60,500
	<OPERATIONS & MAINTENANCE>	68,923	66,489	65,571	64,000	64,000	64,000
[215-6416]	Median Strips Total	68,923	66,489	65,571	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	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	251,548	225,669	207,485	275,993	250,000	253,774
7020	Overtime	2,854	4,274	2,049	-	1,800	-
7040	Holiday	-	568	580	-	544	-
7070	Leave Buyback	1,837	1,168	2,325	-	3,680	-
7100	Retirement	50,492	45,008	37,341	40,924	34,900	39,744
7108	Deferred Compensation	336	354	381	385	305	505
7110	Workers Compensation	7,931	6,899	7,888	16,242	15,500	21,158
7122	Unemployment Insurance	30	2,416	1,056	-	-	-
7130	Group Health Insurance	26,961	27,732	25,128	36,378	34,000	36,969
7131	Retiree Health Insurance	15,820	15,964	16,360	-	16,400	-
7140	Vision Insurance	1,049	872	726	1,152	1,060	1,164
7150	Dental Insurance	2,782	2,909	2,763	4,320	2,500	4,365
7160	Life Insurance	678	384	387	893	350	902
7170	FICA - Medicare	3,504	3,002	2,838	4,002	3,600	3,680
	<WAGES & BENEFITS>	365,822	337,219	307,307	380,289	364,639	362,261
8000	Office Supplies	918	544	1,321	1,200	1,200	1,200
8020	Special Department Expense	57,561	76,514	80,756	80,000	80,000	80,000
8060	Dues & Memberships	-	-	-	300	300	300
8100	Vehicle Maintenance	16,992	29,494	26,173	16,000	16,500	16,000
8110	Equipment Maintenance	4,907	5,058	7,533	6,400	4,000	6,400
8130	Small Tools	1,613	-	1,420	4,000	2,000	3,000
8132	Uniform Expense/Cleaning	1,894	1,480	1,176	2,000	2,000	2,000
8134	Safety Clothing/Equipment	1,372	1,723	2,199	2,000	1,800	2,000
8170	Professional Service	-	-	-	2,000	1,000	2,000
8180	Contract Services	24,800	56,048	138,318	134,000	134,000	134,000
8200	Training Expense	-	-	-	400	200	400
	<OPERATIONS & MAINTENANCE>	110,057	170,861	258,896	248,300	243,000	247,300
8520	Machinery & Equipment	-	-	16,445	-	-	-
8540	Automotive Equipment	-	-	7,517	112,000	42,000	70,000
	<CAPITAL OUTLAY>	-	-	23,962	112,000	42,000	70,000
[230-6116] Street Maintenance Total		475,879	508,080	590,165	740,589	649,639	679,561

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) and miscellaneous expense (\$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) and miscellaneous expenses (\$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 (\$2,000).
- 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). Supplement contract 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 Vehicles and Equipment
Purchase low emission truck with tool box and arrow board (\$70,000).

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	476,227	360,439	407,755	501,915	525,000	498,440
7020	Overtime	15,144	9,788	12,122	-	22,000	-
7040	Holiday	87	1,099	1,122	-	894	-
7070	Leave Buyback	9,612	19,786	11,434	-	8,733	-
7100	Retirement	87,326	72,262	72,526	74,424	79,400	78,061
7108	Deferred Compensation	1,197	1,276	1,460	2,509	1,480	2,397
7110	Workers Compensation	13,447	11,265	14,454	25,885	30,400	40,052
7120	Disability Insurance	-	-	-	-	827	-
7122	Unemployment Insurance	16,292	8,805	10,795	-	-	-
7130	Group Health Insurance	39,318	36,857	41,168	62,930	52,100	66,515
7131	Retiree Health Insurance	25,641	25,874	26,516	-	26,700	-
7140	Vision Insurance	1,386	1,019	1,247	1,992	1,680	2,124
7150	Dental Insurance	4,117	3,309	3,282	7,470	5,250	7,965
7160	Life Insurance	1,246	567	525	1,544	910	1,646
7170	FICA - Medicare	6,310	5,570	6,187	7,278	8,370	7,227
	<WAGES & BENEFITS>	697,350	557,916	610,593	685,947	763,744	704,427
8000	Office Supplies	595	1,177	415	1,900	1,200	1,900
8010	Postage	20	117	9	200	100	200
8020	Special Department Expense	107,158	55,894	97,521	178,029	125,000	119,600
8050	Printing/Duplicating	260	61	439	2,000	800	2,000
8060	Dues & Memberships	150	-	110	700	600	700
8070	Mileage/Auto Allowance	-	-	265	-	-	-
8090	Conference & Meeting Expense	-	-	46	-	-	-
8100	Vehicle Maintenance	19,758	15,963	15,233	15,250	15,250	15,250
8110	Equipment Maintenance	5,085	3,786	4,352	5,000	3,000	5,000
8120	Building Maintenance	568	-	1,404	500	500	500
8130	Small Tools	10,966	9,911	6,869	15,000	2,500	10,000
8132	Uniform Expense/Cleaning	2,659	2,063	1,713	3,500	3,500	3,500
8134	Safety Clothing/Equipment	4,472	4,902	1,759	2,000	3,000	3,000
8140	Utilities	7,266	8,331	8,186	10,000	9,000	10,000
8150	Telephone	7,260	7,168	8,714	10,000	10,000	10,000
8170	Professional Service	-	-	4	-	-	-
8180	Contract Services	56,525	4,150	5,335	45,000	20,000	45,000
8191	Liability & Surety Bonds	237,027	295,658	259,808	182,641	203,949	120,188
8200	Training Expense	1,735	90	1,150	4,000	2,000	4,000
8229	Taxes	5,245	4,995	3,219	5,050	3,281	5,050
8400	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
	<OPERATIONS & MAINTENANCE>	583,863	531,380	533,665	597,884	520,794	473,002
8520	Machinery & Equipment	4,390	-	-	-	-	-
8540	Automotive Equipment	-	-	-	70,000	70,000	70,000
8570	Water Sales	11,940	4,421	11	-	-	-
8571	Fire Services	4,897	-	-	-	-	-
8572	Meters	59,264	11,127	4,656	-	-	-
8573	Fire Hydrants	27,549	8,190	5,477	-	-	-
8574	Valves	3,477	2,580	1,416	-	-	-
	<CAPITAL OUTLAY>	111,517	26,318	11,560	70,000	70,000	70,000
	[500-6710] Water Distribution Total	1,392,730	1,115,614	1,155,818	1,353,831	1,354,538	1,247,429

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) and miscellaneous expense for (\$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). 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. Purchase radio 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 purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,000). Steel toed work boots (\$1,500).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety vests, work zone signs, cones, and delineators (\$3,000).
- 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% (\$120,188) 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
Clean Fuel Utility truck to replace unit #15 (1996) (\$70,000)

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	367,641	361,340	386,661	316,084	306,600	275,019
7020	Overtime	16,561	21,748	20,828	-	20,000	-
7040	Holiday	3,172	3,349	4,360	-	3,202	-
7070	Leave Buyback	2,511	3,959	4,667	-	4,586	-
7100	Retirement	72,427	72,826	70,082	46,869	47,500	43,071
7108	Deferred Compensation	513	545	616	582	540	360
7110	Workers Compensation	12,331	12,457	16,661	18,913	21,900	24,524
7130	Group Health Insurance	29,155	29,739	31,345	36,540	28,600	32,145
7131	Retiree Health Insurance	25,641	25,874	26,516	-	22,000	-
7140	Vision Insurance	1,320	1,266	1,300	1,152	1,080	1,020
7150	Dental Insurance	4,463	4,266	4,523	4,320	3,680	3,825
7160	Life Insurance	1,045	601	624	893	520	790
7170	FICA - Medicare	5,484	5,637	5,983	4,583	5,050	3,988
	<WAGES & BENEFITS>	542,264	543,607	574,166	429,936	465,258	384,742
8000	Office Supplies	1,854	1,830	1,331	1,600	1,600	1,600
8010	Postage	5	180	-	200	100	200
8020	Special Department Expense	38,980	54,472	56,334	288,400	60,000	288,400
8040	Advertising	-	-	-	-	60	-
8050	Printing/Duplicating	495	475	-	3,000	1,000	3,000
8060	Dues & Memberships	1,946	1,853	2,348	2,600	2,600	2,600
8070	Mileage/Auto Allowance	-	-	127	-	150	200
8080	Books & Periodicals	211	139	226	500	500	500
8100	Vehicle Maintenance	6,055	10,530	7,032	4,250	6,000	6,000
8110	Equipment Maintenance	47,130	28,685	36,360	10,500	5,000	10,500
8120	Building Maintenance	15,475	5,710	7,200	12,000	6,000	12,000
8130	Small Tools	1,445	1,253	118	1,000	400	1,000
8132	Uniform Expense/Cleaning	2,074	1,633	2,013	1,500	2,000	2,000
8134	Safety Clothing/Equipment	163	3,703	567	800	1,000	800
8140	Utilities	7,829	5,905	5,884	7,000	7,000	7,000
8150	Telephone	313	416	209	500	400	500
8152	Pumping Power	626,478	597,347	620,613	867,500	650,000	867,500
8170	Professional Service	188,191	230,470	214,174	420,856	295,000	295,000
8180	Contract Services	60,469	34,631	20,809	-	-	-
8200	Training Expense	919	559	1,505	1,500	1,500	1,500
8231	Water Purchases - Resale	47,083	50,284	44,850	127,000	100,000	127,000
8233	Watermaster Charges	744,645	470,161	1,256,684	1,000,000	350,000	1,000,000
8400	Overhead Allocation	205,267	205,266	205,267	205,266	205,266	205,266
	<OPERATIONS & MAINTENANCE>	1,997,027	1,705,502	2,483,651	2,955,972	1,695,576	2,832,566
8520	Machinery & Equipment	-	-	18,136	-	-	-
8530	Computer Equipment	-	-	2,418	-	-	-
8540	Automotive Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	20,554	-	-	-
[500-6711] Water Production Total		2,539,291	2,249,109	3,078,371	3,385,908	2,160,834	3,217,308

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office supplies (\$1,000) and miscellaneous expense (\$600).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including; sodium hypochlorite for Graves Reservoir (\$2,500); chlorine analyzer solution (\$4,500); turbine oil (\$1,100); 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). Purchase 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).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$200).

- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000). Vehicle registrations and smog certifications (\$2,000).
- 8110 Equipment Maintenance
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Service pump control valves at Indiana pump station (\$10,500).
- 8120 Building Maintenance
Install sliding gate at Westside Reservoir (\$8,000). Replace cracked & falling block wall and gate at Kollie pump house (\$4,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Utilities
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone
Provides telephone service to water system facilities (\$500).
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$867,500).
- 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). Pump control maintenance (\$9,760).
- 8200 Employee Training
Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).

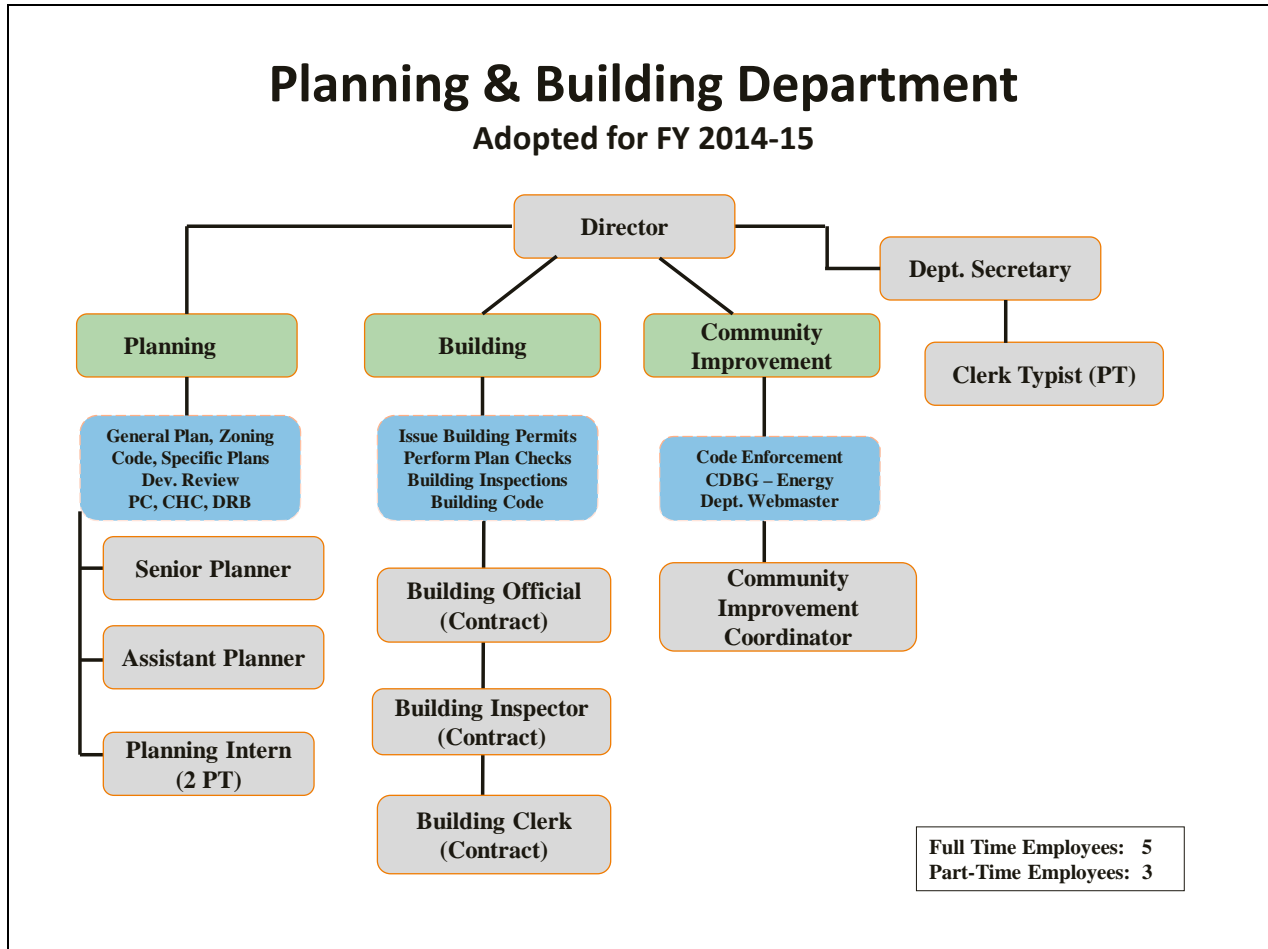
- 8231 Water Purchases – Resale
This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City’s well production (\$127,000).
- 8233 Watermaster Charges
This account provides the funds to purchase water from the Upper San Gabriel Valley through the Watermaster for extraction of groundwater within our water rights, for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$1,000,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund.

PLANNING & BUILDING Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	583,004	570,968	514,038	537,320	507,900	499,210
Operations & Maintenance	335,844	387,956	384,109	409,695	392,355	449,000
Capital Outlay	-	3,362	5,468	5,500	5,500	-
Total Expenses by Category	918,848	962,286	903,615	952,515	905,755	948,210
[101-7101] Planning & Building	913,863	955,651	898,710	952,515	905,755	948,210
[260-2120] Residential Rehabilitation	4,985	6,635	4,905	-	-	-
Total Expenses by Program	918,848	962,286	903,615	952,515	905,755	948,210

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



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

Budget Detail

101-7101

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	378,275	364,742	358,481	367,120	353,000	370,229
7010	Salaries - Temp / Part	62,668	62,693	34,989	46,000	37,000	-
7020	Overtime	1,398	2,674	1,198	2,500	1,400	1,500
7070	Leave Buyback	8,779	8,582	2,994	4,000	2,560	-
7100	Retirement	85,650	83,274	69,222	54,437	59,000	57,982
7108	Deferred Compensation	1,183	1,153	1,082	1,171	1,180	1,171
7110	Workers Compensation	4,371	7,448	8,141	13,342	14,400	19,533
7130	Group Health Insurance	30,232	29,986	27,967	37,026	28,700	37,026
7140	Vision Insurance	966	918	973	1,152	1,000	1,152
7150	Dental Insurance	2,069	2,616	2,528	4,320	3,250	4,320
7160	Life Insurance	921	532	466	893	510	893
7170	FICA - Medicare	6,492	6,350	5,997	5,359	5,900	5,404
	<WAGES & BENEFITS>	583,004	570,968	514,038	537,320	507,900	499,210
8000	Office Supplies	3,360	4,425	2,050	3,000	2,400	3,000
8010	Postage	6,419	7,069	5,698	5,750	7,000	6,000
8020	Special Department Expense	6,927	13,547	31,187	47,050	36,585	11,750
8040	Advertising	3,939	3,731	2,629	3,000	2,600	3,000
8050	Printing/Duplicating	4,073	2,854	3,807	3,750	1,400	2,000
8060	Dues & Memberships	2,610	1,406	1,450	2,400	2,320	2,500
8090	Conference & Meeting Expense	697	1,427	163	800	800	1,500
8100	Vehicle Maintenance	2,250	2,541	2,723	2,000	1,750	2,000
8110	Equipment Maintenance	4,700	5,026	5,165	5,750	5,400	5,750
8150	Telephone	218	274	665	-	600	-
8170	Professional Service	15,165	58,379	31,427	49,695	50,000	65,000
8180	Contract Services	280,421	280,397	291,591	285,000	280,000	345,000
8200	Training Expense	-	165	149	1,000	1,000	1,000
8257	Boards & Commissions	80	80	500	500	500	500
	<OPERATIONS & MAINTENANCE>	330,859	381,321	379,204	409,695	392,355	449,000
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	3,362	5,468	5,500	5,500	-
	<CAPITAL OUTLAY>	-	3,362	5,468	5,500	5,500	-
[101-7101] Planning & Building Total		913,863	955,651	898,710	952,515	905,755	948,210

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 (\$1,900); annual license for SCAG GIS (\$750); and miscellaneous materials and supplies.
- 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 (\$100). Also includes maintaining updated set of building codes (\$500), and memberships in the American Planning Association (\$700), the California Association of Code Enforcement (\$100), International Council of Building Officials (\$400) and the California Preservation Foundation (\$100) and the U.S. Green Building Council (\$800).
- 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 and the California Chapter of the American Planning Association annual conference.
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle.
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City-owned equipment, including the copier, fax machine, postage machine, computers and printers. Copier is shared with Finance Department.
- 8170 Professional Services
Provides funding for court reporter services for ADA accommodations (\$20,000), a contingency for professional planning services (\$10,000); GIS systems maintenance (\$15,000); and funds for a Certified Local Government historic preservation grant, which will be fully reimbursed at the conclusion of the project (\$20,000).
- 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. Additional funding required for the state-mandated update of the Building Code at the end of 2013. Plan check activity is expected to increase approximately 5% over the previous fiscal year, and an extra "bump" will result from the plan check fees from a project at 820 Mission Street (former Abbott Labs).
- 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.

LIBRARY

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	1,233,691	1,203,084	1,067,194	1,140,358	1,096,478	1,157,232
Operations & Maintenance	356,884	332,287	363,187	385,796	377,050	380,600
Capital Outlay	7,050	4,331	6,541	7,500	-	-
Total Expenses by Category	1,597,625	1,539,702	1,436,922	1,533,654	1,473,528	1,537,832
[101-8011] Library	1,586,023	1,539,702	1,436,922	1,533,654	1,473,528	1,537,832
[280-8016] Public Library Fund Grant	11,602	-	-	-	-	-
Total Expenses by Program	1,597,625	1,539,702	1,436,922	1,533,654	1,473,528	1,537,832

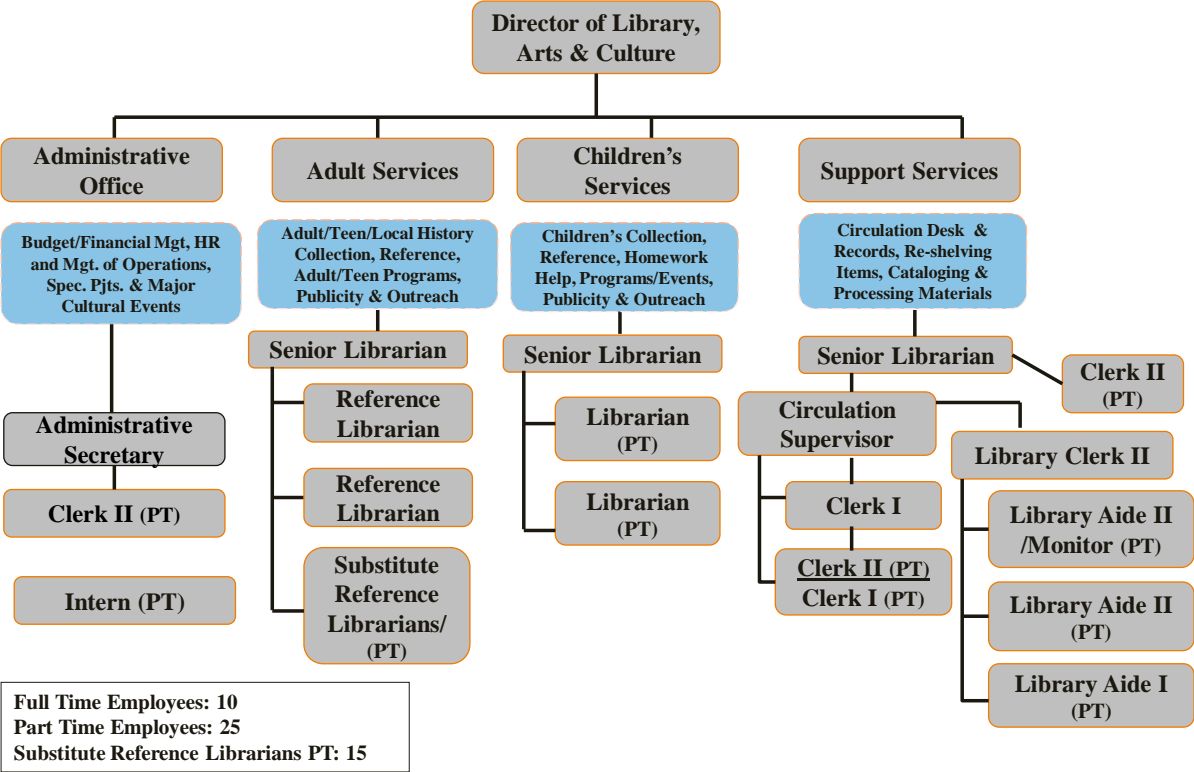
City Librarian	1
Senior Librarian	3
Administrative Secretary	1
Librarian	2
Library Technical Assistant	1
Library Clerk II	1
Library Clerk I	1
Total	10

LIBRARY

Department Description and Authorized Positions

Public Library

Adopted for FY 2014-15



The South Pasadena Public Library exists for the educational, cultural, informational, and recreational benefit of its users of all ages. It is a service organization with a welcoming facility providing a balanced, important, attractive, and organized selection of books, e-books, DVDs, CDs, audio-books, magazines, newspapers, and other resources. It is also a community hub that conducts both wide-reaching and targeted outreach activities. The Library presents literary, historical, cinematic, theatrical, art, musical, dramatic, and other programs, events, and projects. Its public personal computers and its wireless network provide Internet access and a variety of databases, many of which are offered through the Library website, which also contains original content. The Library provides space for studying and reading, as well as venues for meetings and events, many of which are co-sponsored by the Library's array of community partners. Reference services and archives related to South Pasadena 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

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	666,561	646,627	629,717	661,848	620,000	663,408
7010	Salaries - Temp / Part	295,932	285,623	198,215	228,000	233,000	228,000
7020	Overtime	963	1,260	1,912	1,545	660	1,500
7040	Holiday	281	502	323	500	334	500
7055	IOD - Non Safety	-	-	1,348	-	9,726	-
7070	Leave Buyback	9,880	7,255	5,386	5,000	6,818	8,000
7100	Retirement	165,505	164,083	135,590	125,499	117,000	131,257
7108	Deferred Compensation	1,119	1,120	1,138	1,165	1,170	1,165
7110	Workers Compensation	1,977	7,075	7,999	14,529	13,700	21,107
7122	Unemployment Insurance	-	709	-	-	-	-
7130	Group Health Insurance	62,702	63,148	61,915	76,080	67,000	76,080
7140	Vision Insurance	1,877	1,846	1,770	2,400	1,950	2,400
7150	Dental Insurance	7,252	7,260	6,904	9,000	6,900	9,000
7160	Life Insurance	1,922	1,100	1,026	1,860	970	1,860
7170	FICA - Medicare	17,720	15,476	13,951	12,932	17,250	12,955
<WAGES & BENEFITS>		1,233,691	1,203,084	1,067,194	1,140,358	1,096,478	1,157,232
8000	Office Supplies	9,262	7,690	11,475	10,000	10,000	10,000
8010	Postage	2,520	3,767	6,305	2,000	5,000	2,000
8020	Special Department Expense	23,330	16,916	27,507	27,000	25,000	27,000
8030	Library Periodicals	15,643	17,583	14,286	18,500	15,000	17,500
8031	Electronic Reference	34,170	31,602	29,410	35,000	31,000	34,000
8040	Advertising	-	-	-	96	500	1,000
8050	Printing/Duplicating	2,345	3,255	1,297	4,000	5,000	5,000
8060	Dues & Memberships	1,053	1,043	1,822	1,500	1,500	1,500
8070	Mileage/Auto Allowance	130	396	83	1,000	850	1,000
8080	Books & Periodicals	135,674	118,569	123,287	140,000	140,000	138,000
8085	City-wide Reading Program	-	2,727	-	1,000	-	2,000
8090	Conference & Meeting Expense	92	1,011	1,393	1,500	1,000	1,500
8110	Equipment Maintenance	43,770	50,401	54,043	55,000	51,000	55,000
8120	Building Maintenance	28,226	22,610	22,236	28,000	24,000	28,000
8140	Utilities	35,213	40,161	32,420	33,000	33,000	33,000
8150	Telephone	5,122	5,093	4,425	5,000	5,000	-
8155	Rental/Lease	1,303	1,292	1,617	1,600	1,600	1,600
8170	Professional Service	6,309	5,699	7,315	13,000	9,000	13,000
8180	Contract Services	7,400	850	22,404	4,500	14,000	4,500
8200	Training Expense	55	18	-	1,500	2,000	2,000
8257	Boards & Commissions	715	1,604	1,862	2,600	2,600	3,000
<OPERATIONS & MAINTENANCE>		352,332	332,287	363,187	385,796	377,050	380,600
8530	Computer Equipment	-	4,331	6,541	7,500	-	-
<CAPITAL OUTLAY>		-	4,331	6,541	7,500	-	-
[101-8011] Library Total		1,586,023	1,539,702	1,436,922	1,533,654	1,473,528	1,537,832

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten persons. These include 1 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 very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require staff to work beyond their 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 notifications, 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 messages.
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, barcode readers, promo magnets, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions.
- 8030 Periodicals
Provides funds for the renewal of approximately 175 hard copy magazine and newspaper subscriptions (including the *Star-News*, *Los Angeles Times*, and many others), as well as for updates of reference materials, such as motor 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.

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print or online ads in newspapers or websites for major projects, programs, or events. Would also cover artwork and design for special project materials.
- 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 Public Library Advocates, Book Club of California, 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 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 exceeds 450,000.
- 8085 City-wide Reading Program
The library will coordinate a project from September 11 (9/11) through Veterans Day (11/11) to engage the community with a series of events to read and discuss "What It Is Like to Go to War" by Karl Marlantes. Funding is also provided by Cal Humanities and the Friends of the South Pasadena Public Library.
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel (non-private vehicle) and attendance fees for staff.
- 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 13/14.

- 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 two years ago. The recent reduction is possible due to the reduced consumption of energy brought about by updated lighting and HVAC system upgrades.
- 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 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 continue to conduct follow-up for the Library Operations Study.
- 8180 Contract Services
Provides \$2,500 for janitorial services for emergency situations not covered by the regular janitorial contract. Includes \$1,000 for the rebinding of important, out-of-print books and other materials.
- 8200 Employee Training
Provides funds for training materials, seminars, webinars, 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 California Public Library Advocates workshops and the California Library Association Annual Conference, as well as printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event.

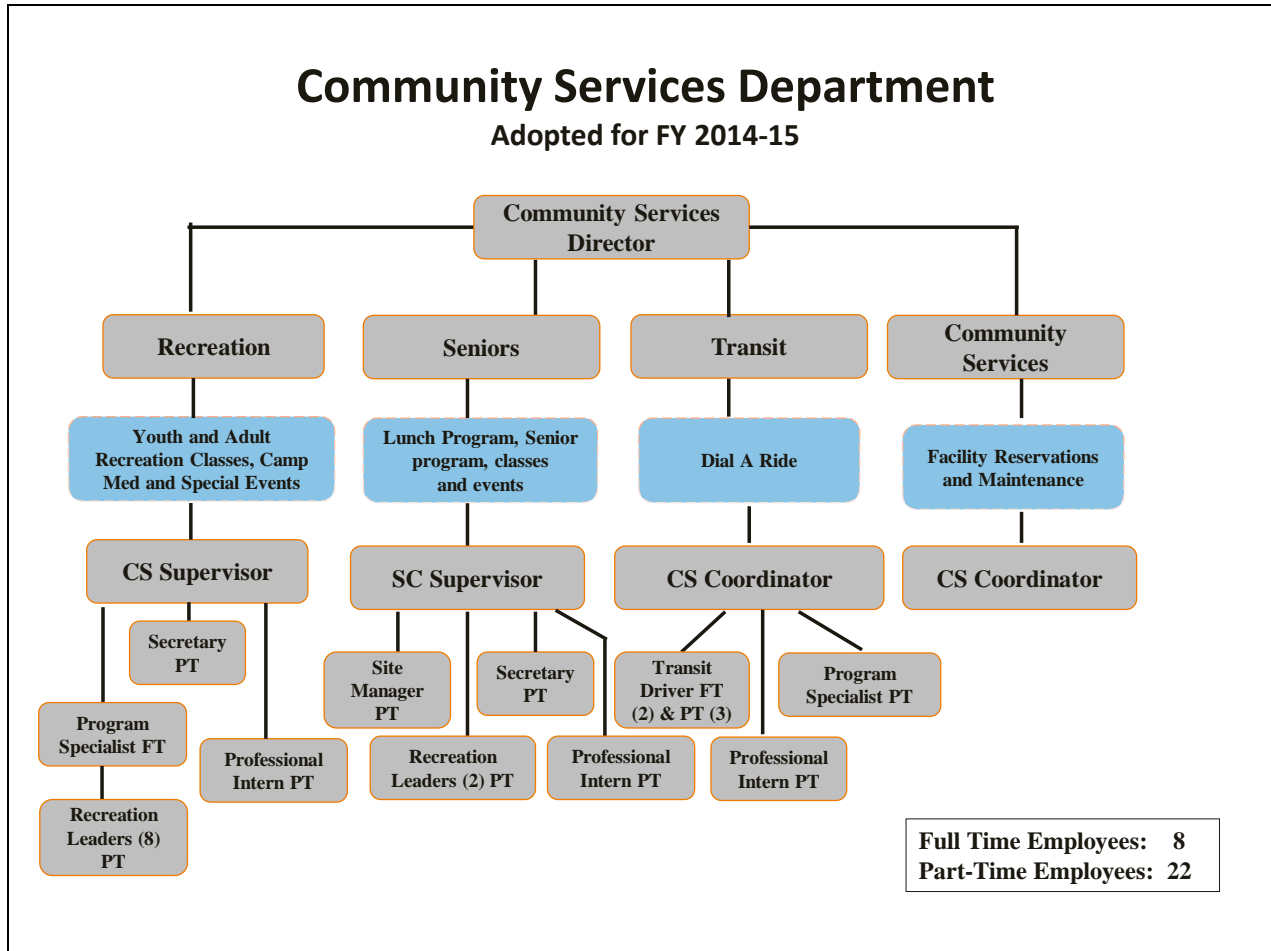
COMMUNITY SERVICES Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
Wages & Benefits	951,544	1,548,901	1,505,687	1,575,950	1,463,447	1,736,920
Operations & Maintenance	551,807	936,215	888,546	871,526	863,972	902,288
Capital Outlay	71,166	18,908	53,298	61,500	14,291	-
Total Expenses by Category	1,574,517	2,504,024	2,447,530	2,508,976	2,341,710	2,639,208
[101-8021] Senior Services	213,890	238,123	249,370	261,012	261,070	277,305
[101-8031] Community Services	193,777	200,565	195,175	201,861	193,985	272,326
[101-8032] Recreation and Youth Services	534,169	482,223	506,976	487,963	455,714	537,202
[205-2210] Prop "A" Administration	73,242	56,506	45,616	73,943	60,284	26,294
[205-8022] Gold Link	132,747	10,058	13,832	-	-	-
[205-8025] Dial-A-Ride	105,864	136,742	136,567	345,410	245,276	274,088
[207-2260] Prop "C" Administration	79,002	89,942	142,828	81,311	92,516	41,483
[207-8022] Gold Link	59,869	-	-	-	-	-
[207-8025] Dial-A-Ride	138,294	258,316	238,462	126,421	79,129	188,865
[260-8023] CDBG Senior Nutrition Prog	43,663	39,224	29,774	-	30,867	31,000
[295-8032] Recreation and Youth Services	-	166,000	-	-	-	-
[295-8041] General Administration	-	185,529	283,879	299,096	298,040	310,665
[295-8042] Golf Course Maintenance	-	331,281	342,192	352,404	343,175	364,404
[295-8043] Range	-	58,023	48,381	55,536	59,170	67,312
[295-8044] Golf Shop	-	74,917	74,839	83,334	83,334	95,946
[295-8045] Food Service	-	176,575	139,639	140,685	139,150	152,318
Total Expenses by Program	1,574,517	2,504,024	2,447,530	2,508,976	2,341,710	2,639,208

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Community Services Coordinator	2
Program Specialist	1
Transit Driver	2
Total	8

COMMUNITY SERVICES

Department Description and Authorized Positions



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 and Community Center Ad Hoc Committee.

SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	73,756	67,395	67,688	69,828	67,300	69,828
7010	Salaries - Temp / Part	33,174	48,655	39,751	66,393	66,393	74,780
7020	Overtime	276	409	1,221	450	-	450
7070	Leave Buyback	592	1,549	1,549	3,000	1,611	3,000
7100	Retirement	16,343	19,929	17,737	18,321	16,000	18,903
7108	Deferred Compensation	391	671	680	698	690	698
7110	Workers Compensation	689	1,386	1,652	2,384	2,950	3,458
7130	Group Health Insurance	6,450	8,580	8,580	8,580	8,580	8,580
7140	Vision Insurance	247	240	240	240	240	240
7150	Dental Insurance	943	900	900	900	900	900
7160	Life Insurance	205	110	108	186	108	186
7170	FICA - Medicare	2,908	1,851	1,623	1,982	3,590	1,982
	<WAGES & BENEFITS>	135,974	151,675	141,729	172,962	168,362	183,005
8000	Office Supplies	3,260	2,917	2,161	3,000	3,000	3,200
8010	Postage	2,334	992	2,612	2,000	2,000	2,500
8020	Special Department Expense	16,543	16,091	16,319	16,300	16,300	16,950
8040	Advertising	35	-	192	-	228	200
8050	Printing/Duplicating	2,519	3,732	3,305	3,000	3,000	4,200
8060	Dues & Memberships	135	145	150	200	200	400
8090	Conference & Meeting Expense	1,267	1,291	1,341	900	900	1,000
8110	Equipment Maintenance	780	2,464	2,489	2,350	2,300	2,350
8120	Building Maintenance	4,134	2,880	4,177	3,300	5,860	3,300
8140	Utilities	11,957	13,561	13,368	12,500	12,500	12,500
8150	Telephone	796	800	835	800	800	-
8170	Professional Service	-	-	3,000	3,000	1,750	3,000
8180	Contract Services	14,651	25,469	40,065	27,500	27,500	27,500
8200	Training Expense	254	-	1,184	500	500	500
8264	Special Events	-	628	100	-	1,055	2,000
8267	Classes	15,905	11,636	13,955	10,200	10,200	12,000
8300	Lease Payment	3,346	3,842	2,388	2,500	2,500	2,700
	<OPERATIONS & MAINTENANCE>	77,916	86,448	107,641	88,050	90,593	94,300
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	-	-	-	2,115	-
	<CAPITAL OUTLAY>	-	-	-	-	2,115	-
[101-8021] Senior Services Total		213,890	238,123	249,370	261,012	261,070	277,305

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor

- 7010 Part-Time Salaries
Provides funds for Secretary (70%), Senior Division Staff; Site Manager, Professional Intern, and Recreation Leaders (3).

- 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 (\$3,200).

- 8010 Postage
Provides funds for the monthly senior newsletter (\$1,000) and general Senior Center postal expenses (\$1,250), and membership renewals (\$250).

- 8020 Special Department Expense
Provides for department supplies, services and activities for the Senior Center including funding for the volunteer recognition program (\$1,000), event entertainment (\$2,500), event supplies (\$3,000), coffee service *increase due to using recycled cups* (\$2,500), nutrition program supplies (\$2,200), cleaning supplies (\$500), computer lab supplies (\$600), home delivery supplies (\$1,500), mileage reimbursement for home deal delivery program(\$1,500), health fair (\$1,650).

- 8040 Advertising
Provide advertisement in local paper regarding events (\$200).

- 8050 Printing and Duplicating
Provides funds for printing of the monthly senior newsletter (\$2,600) and printing for special events and programs (\$1,600) *increase due to printing promotional materials for the for Senior Commission to promote Center services and reach out to homebound seniors.*

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior Services Supervisor (\$200), Health Care Advocates (\$200), *per Senior Commission request.*

- 8090 Conference and Meeting Expense
Provides funds for staff members to attend the annual California Park and Recreation Society (CPRS) conference March 2015, conference registration and lodging (\$950) and 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 (\$1,050) and pressure wash exterior (\$250).
- 8140 Electricity, Gas & Water Utilities
Provides funds for utility services to Senior Citizens Center (\$12,500).
- 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 and 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 (\$24,000), and computer lab monthly maintenance (\$800), annual Peak software maintenance fee (\$1,500).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 8264 Excursions/ Special Events
Provides funds for senior excursions entrance fee and box lunch (\$2,000).
- 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* (\$12,000).
- 8300 Lease Payment
Provides funds for a portion of the copier lease (\$1,000), maintenance contract (\$700) and a portion of the postage meter lease (\$1,000).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	79,245	111,060	115,314	107,510	103,000	159,113
7010	Salaries - Temp / Part	8,490	9,078	8,128	10,540	10,000	10,500
7020	Overtime	(417)	(1,099)	(290)	2,500	-	1,000
7070	Leave Buyback	1,163	3,401	3,086	2,000	3,098	4,000
7100	Retirement	17,483	24,027	21,738	17,206	17,400	26,183
7108	Deferred Compensation	695	548	699	586	650	1,107
7110	Workers Compensation	878	1,791	2,356	3,337	3,670	4,999
7130	Group Health Insurance	6,815	7,890	7,890	11,790	9,900	15,222
7140	Vision Insurance	150	305	305	360	200	456
7150	Dental Insurance	616	1,205	1,205	1,350	750	1,710
7160	Life Insurance	162	165	162	279	120	353
7170	FICA - Medicare	1,331	1,907	2,141	1,748	2,080	2,496
	<WAGES & BENEFITS>	116,611	160,278	162,734	159,206	150,868	227,139
8000	Office Supplies	1,895	814	1,345	2,000	2,000	2,000
8010	Postage	1,500	330	1,032	1,500	1,200	1,500
8020	Special Department Expense	10,654	8,485	7,259	8,800	8,800	10,500
8040	Advertising	241	253	317	150	373	150
8050	Printing/Duplicating	147	488	497	500	450	400
8060	Dues & Memberships	770	820	615	805	695	787
8090	Conference & Meeting Expense	1,680	1,187	1,666	1,200	1,200	2,500
8110	Equipment Maintenance	950	62	463	800	500	850
8120	Building Maintenance	11,679	12,175	9,028	14,500	14,000	14,750
8140	Utilities	1,175	1,296	1,264	1,100	1,100	1,100
8150	Telephone	2,625	3,226	2,617	2,500	2,500	-
8170	Professional Service	-	-	-	-	-	-
8180	Contract Services	40,246	3,665	3,220	3,800	3,800	5,650
8200	Training Expense	534	500	115	500	950	500
8264	Special Events	-	-	9	-	-	-
8267	Classes	-	-	-	-	-	-
8300	Lease Payment	3,070	6,986	2,994	4,500	4,000	4,500
	<OPERATIONS & MAINTENANCE>	77,166	40,287	32,441	42,655	41,568	45,187
8530	Computer Equipment	-	-	-	-	1,549	-
	<CAPITAL OUTLAY>	-	-	-	-	1,549	-
[101-8031] Community Services Total		193,777	200,565	195,175	201,861	193,985	272,326

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director, Community Services Coordinator
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations and Secretary (15%)
- 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, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000). Includes special meetings/community outreach/meeting supplies (\$1,000) and park development project costs (reports and studies (\$1,800)). Includes promotional materials (\$500), department camera (\$1,500), street banner for concerts (\$2,000), and department staff shirts (\$1,700).
- 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) (\$400).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$475), NRPA (\$159), and CPRS (\$153).

- 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 2015 (Nor Cal) (\$2,000), travel (\$300), 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 (\$500).
- 8120 Building Maintenance
Provides for quarterly War Memorial Building wood floor resurfacing (\$7,000), heating/air conditioning service (\$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 (\$1,750), and contract maintenance at Youth House (\$1,000).
- 8140 Electricity & Gas Utilities
Provides funds for utility services at Garfield Youth House (\$1,100).
- 8180 Contract Services
Provides funds for the security service for Youth House (\$1,200), pest control (\$800), temporary staff assistance as needed (\$550), portion of annual software maintenance fee (\$600), fire alarm at War Memorial Building (\$750), and security Alarm (\$1,750)
- 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	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	75,780	59,871	47,270	56,904	52,300	103,188
7010	Salaries - Temp / Part	158,020	163,467	164,431	177,060	159,000	150,000
7020	Overtime	2,653	1,349	1,510	1,200	-	600
7070	Leave Buyback	286	1,392	5,248	2,000	-	2,000
7100	Retirement	31,838	27,400	21,005	29,685	17,400	37,407
7108	Deferred Compensation	739	563	490	569	625	653
7110	Workers Compensation	1,854	3,152	3,985	4,419	6,300	6,591
7120	Disability Insurance	-	1,199	-	-	-	-
7122	Unemployment Insurance	-	-	1,571	-	-	-
7130	Group Health Insurance	10,019	8,015	5,625	8,580	5,800	16,080
7140	Vision Insurance	267	228	161	240	320	480
7150	Dental Insurance	111	8	-	900	900	1,800
7160	Life Insurance	216	104	83	186	100	372
7170	FICA - Medicare	5,598	6,150	7,721	3,410	9,800	4,081
	<WAGES & BENEFITS>	287,381	272,898	259,100	285,153	252,545	323,252
8000	Office Supplies	1,942	2,526	1,929	1,900	1,900	2,000
8010	Postage	953	1,000	1,228	1,000	1,000	1,000
8020	Special Department Expense	25,812	39,412	34,643	26,000	26,000	7,800
8040	Advertising	1,286	1,434	802	1,500	1,000	1,500
8050	Printing/Duplicating	1,703	1,641	1,903	1,200	700	600
8060	Dues & Memberships	280	210	220	260	150	500
8090	Conference & Meeting Expense	1,239	708	-	1,100	1,100	3,550
8110	Equipment Maintenance	400	479	1,282	1,900	1,900	2,450
8120	Building Maintenance	5,499	4,146	8,885	9,500	9,500	8,300
8180	Contract Services	17,173	16,267	18,617	21,900	21,900	15,300
8200	Training Expense	920	1,193	203	1,100	1,100	200
8264	Special Events	24,188	25,050	27,904	28,950	28,950	30,700
8267	Classes	104,225	108,462	147,089	105,000	105,000	105,000
8268	Camp Services	-	-	-	-	-	33,550
8300	Lease Payment	1,168	1,722	1,594	1,500	1,500	1,500
	<OPERATIONS & MAINTENANCE>	186,788	204,250	246,299	202,810	201,700	213,950
8500	Building & Improvements	-	-	-	-	-	-
8520	Machinery & Equipment	60,000	5,075	-	-	-	-
8530	Computer Equipment	-	-	1,577	-	1,469	-
	<CAPITAL OUTLAY>	60,000	5,075	1,577	-	1,469	-
[101-8032] Recreation and Youth Services 1		534,169	482,223	506,976	487,963	455,714	537,202

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, Secretary and Program Specialist.
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Division staff including Recreation Intern 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 balance.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,000).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$750), and event promotion and advertising (\$250).
- 8020 Special Department Expense
Provides funds for purchase of E-Z Ups (\$3,000), cleaning supplies (\$300), commission event (\$1,500), mileage (\$500), Youth Commission event (\$1,000), and program supplies (\$1,500).
- 8040 Advertising
Provides funds to promote recreation programs and events, staff recruitments (\$750), and special events promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, and Doggy Day with Cats too (\$750).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$600).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership (\$420) 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 meeting. Includes annual conference registration, lodging and travel (\$2,000), local and regional professional development meetings/trainings (\$150), and annual Maintenance School (\$1,400).

- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including credit card (\$150), copy (\$150) and fax machine (\$100), replacement printer (\$350), and new computers (\$1,700).
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), and Recreation office kitchen renovation (\$6,000).
- 8180 Contract Services
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$4,000), fire alarm service for Recreation Center (\$500), security system for Recreation Center (\$1,500), temporary vacation staff assistance (\$800), and annual software maintenance (\$500), and Skate Park repairs (\$8,000).
- 8200 Training Expense
Provides funds for staff training (\$200).
- 8264 Special Events
Provides funds for South Pasadena Doggy Day (\$750), Spring family community event (\$5,000), annual Relay for Life Kids Kamp (\$500), Youth Commission activities (\$2,500), Shakespeare in the Park (\$500), annual Walk/Bike to School event (\$1,000), Halloween event (\$3,350), Breakfast with Santa (\$3,000), and Recreation Division special events supplies (\$2,100). Revenue received for some events. Provides funds for the annual summer concerts in the Park series. This program is funded with community donations. Summer 2014 concerts (\$6,000) and summer 2015 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 \$165,000 next year. 65% of which is paid to the contracted instructors (\$105,000).
- 8268 Camp Med
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 (\$1,650), middle school camp program (\$4,000). Provides funds to promote after school care and summer programs (\$300), printing for day care program (\$600), carpet cleaning (\$1,200), camp med supplies and activities (\$6,000). Provides funds for required First Aid/CPR training for seasonal staff (\$1,000), California Park & Recreation trainings for part-time staff (\$900), winter (\$300), summer (\$600), purchase flat screen television (\$3,500), window coverings for Camp Med (\$1,000), cots for Camp Med (\$300), replacement of heavy duty tables (\$400), replacement of sink and install new cabinets (\$400), and computer work station (\$500).
- 8300 Lease Payment
Provides for lease payment of copier (\$1,000) and part of postage machine (\$500).

PROP "A" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

205-2210

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	38,404	25,466	26,299	50,311	30,000	9,301
7020	Overtime	-	10	35	-	35	-
7070	Leave Buyback	285	577	571	-	464	-
7100	Retirement	7,943	5,124	4,758	4,503	4,560	1,457
7108	Deferred Compensation	272	219	229	234	224	86
7110	Workers Compensation	188	474	655	1,041	1,090	1,578
7130	Group Health Insurance	3,828	2,017	2,047	2,016	2,300	631
7131	Retiree Health Insurance	9,078	9,160	2,324	-	9,500	-
7140	Vision Insurance	115	32	32	72	39	19
7150	Dental Insurance	447	153	152	270	185	72
7160	Life Insurance	102	27	27	56	32	15
7170	FICA - Medicare	547	370	597	440	455	135
	<WAGES & BENEFITS>	61,209	43,629	37,726	58,943	48,884	13,294
8060	Dues & Memberships	3,000	5,900	1,550	3,000	3,000	3,000
8250	Bus Pass Subsidy	9,033	6,977	6,340	12,000	8,400	10,000
	<OPERATIONS & MAINTENANCE>	12,033	12,877	7,890	15,000	11,400	13,000
[205-2210] Prop "A" Administration Total		73,242	56,506	45,616	73,943	60,284	26,294

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 (\$10,000).

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	22,622	86,832	61,046	-	-	-
7010	Salaries - Temp / Part	34,812	12	11,622	177,315	140,000	171,895
7020	Overtime	5,914	13,916	16,542	-	989	-
7040	Holiday	-	237	-	-	-	-
7055	IOD - Non Safety	-	-	1,730	-	-	-
7070	Leave Buyback	-	179	-	-	-	-
7100	Retirement	6,244	18,000	12,311	21,278	8,500	21,278
7110	Workers Compensation	1,616	1,798	1,726	3,546	5,800	5,144
7120	Disability Insurance	-	-	9,111	-	-	-
7122	Unemployment Insurance	-	-	-	-	7,060	-
7130	Group Health Insurance	2,425	12,080	10,786	-	-	-
7131	Retiree Health Insurance	-	-	7,064	-	-	-
7140	Vision Insurance	108	480	400	-	-	-
7150	Dental Insurance	175	1,510	1,307	-	-	-
7160	Life Insurance	56	209	189	-	-	-
7170	FICA - Medicare	1,941	1,489	1,643	2,571	5,650	2,571
	<WAGES & BENEFITS>	75,913	136,742	135,477	204,710	167,999	200,888
8000	Office Supplies	683	-	-	3,000	3,000	3,000
8010	Postage	-	-	-	600	600	650
8020	Special Department Expense	1,256	-	85	6,500	6,500	6,500
8040	Advertising	331	-	-	500	-	500
8050	Printing/Duplicating	161	-	-	600	600	800
8100	Vehicle Maintenance	17,047	-	1,005	38,000	35,000	30,000
8105	Fuel	4,320	-	-	12,000	4,500	6,000
8132	Uniform Expense/Cleaning	810	-	-	1,500	1,500	2,000
8150	Telephone	-	-	-	-	819	-
8180	Contract Services	4,154	-	-	13,000	13,000	20,250
8200	Training Expense	595	-	-	1,500	600	1,500
8300	Lease Payment	594	-	-	2,000	2,000	2,000
	<OPERATIONS & MAINTENANCE>	29,951	-	1,090	79,200	68,119	73,200
8530	Computer Equipment	-	-	-	6,500	9,158	-
8540	Automotive Equipment	-	-	-	55,000	-	-
	<CAPITAL OUTLAY>	-	-	-	61,500	9,158	-
	[205-8025] Dial-A-Ride Total	105,864	136,742	136,567	345,410	245,276	274,088

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

- 7010 Regular Salaries
Provides funds for part-time Program Specialist, secretary (15%), drivers, and intern.
- 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 (\$3,000).
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services (\$650).
- 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 (\$6,500).
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures (\$800).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of two 2006, one 2008 CNG vans, two 2012 MV-1 utility vehicle (\$27,000), and van and vehicle cleaning (\$3,000).
- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$6,000).
- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$2,000).
- 8180 Contract Services
Provides funds for temporary employment services - transit drivers (\$1,500). Buses for City excursions (\$17,950) and Sportsman license and maintenance (\$800).

- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$1,500).
- 8300 Lease Payment
Provides funds for copier lease used by transit program (\$2,000).

PROP "C" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

207-2260

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	31,728	39,383	43,283	20,798	41,750	4,383
7020	Overtime	-	10	35	-	35	-
7070	Leave Buyback	707	1,200	925	-	846	-
7100	Retirement	6,418	7,919	7,803	6,239	6,400	687
7108	Deferred Compensation	225	357	397	351	370	37
7110	Workers Compensation	97	722	1,052	1,509	1,620	2,291
7130	Group Health Insurance	3,219	3,047	3,130	2,874	3,120	287
7131	Retiree Health Insurance	7,273	7,339	1,862	-	5,706	-
7140	Vision Insurance	99	50	54	96	50	10
7150	Dental Insurance	380	231	231	360	245	36
7160	Life Insurance	84	41	41	74	43	7
7170	FICA - Medicare	442	574	840	610	650	64
	<WAGES & BENEFITS>	50,672	60,873	59,653	32,911	60,835	7,802
8020	Special Department Expense	531	-	-	2,000	-	2,000
8060	Dues & Memberships	3,000	2,000	3,000	3,000	3,000	3,000
8061	HOA Dues	18,275	19,241	20,400	20,400	20,400	20,400
8170	Professional Service	-	-	-	23,000	-	-
8180	Contract Services	6,524	7,828	8,054	-	8,281	8,281
	<OPERATIONS & MAINTENANCE>	28,330	29,069	31,454	48,400	31,681	33,681
8530	Computer Equipment	-	-	-	-	-	-
8540	Automotive Equipment	-	-	51,721	-	-	-
	<CAPITAL OUTLAY>	-	-	51,721	-	-	-
[207-2260] Prop "C" Administration Total		79,002	89,942	142,828	81,311	92,516	41,483

PROP "C" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

207-2260

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the 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 the transit 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 (\$8,281).

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	30,081	6,085	(5,135)	90,662	48,800	127,440
7010	Salaries - Temp / Part	45,066	131,249	148,109	-	5,566	-
7020	Overtime	6,347	5,587	3,153	-	4,600	5,000
7040	Holiday	-	-	-	-	-	-
7055	IOD - Non Safety	-	-	-	-	411	-
7070	Leave Buyback	-	-	-	-	-	-
7100	Retirement	9,564	13,304	13,286	13,443	8,400	19,958
7108	Deferred Compensation	-	-	-	-	-	-
7110	Workers Compensation	1,847	4,541	5,528	3,349	1,210	8,141
7130	Group Health Insurance	3,545	-	-	15,000	7,800	22,500
7131	Retiree Health Insurance	-	-	5,659	-	-	-
7140	Vision Insurance	156	-	-	480	280	720
7150	Dental Insurance	292	-	-	1,800	900	2,700
7160	Life Insurance	93	-	-	372	108	558
7170	FICA - Medicare	2,094	4,560	4,574	1,315	1,050	1,848
	<WAGES & BENEFITS>	99,085	165,326	175,174	126,421	79,125	188,865
8000	Office Supplies	391	1,564	2,134	-	-	-
8010	Postage	-	200	507	-	-	-
8020	Special Department Expense	2,735	2,863	5,770	-	4	-
8040	Advertising	62	352	-	-	-	-
8050	Printing/Duplicating	387	742	327	-	-	-
8100	Vehicle Maintenance	15,341	44,681	39,534	-	-	-
8105	Fuel	4,563	23,740	9,198	-	-	-
8132	Uniform Expense/Cleaning	832	741	1,436	-	-	-
8150	Telephone	42	1,274	-	-	-	-
8180	Contract Services	3,164	120	1,003	-	-	-
8200	Training Expense	225	940	1,170	-	-	-
8300	Lease Payment	300	1,939	2,209	-	-	-
	<OPERATIONS & MAINTENANCE>	28,042	79,156	63,288	-	4	-
8530	Computer Equipment	11,167	13,834	-	-	-	-
8540	Automotive Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	11,167	13,834	-	-	-	-
[207-8025] Dial-A-Ride Total		138,294	258,316	238,462	126,421	79,129	188,865

PROP “C” – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

- 7000 Full time Salaries
Provides funds for Transit Coordinator and two full time drivers.
- 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.

CDBG - SENIOR NUTRITION PROGRAM

Budget Detail

260-8023

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8180	Contract Services	43,663	39,224	29,774	-	30,867	31,000
	<OPERATIONS & MAINTENANCE>	43,663	39,224	29,774	-	30,867	31,000
[260-8023] CDBG Senior Nutrition Prog Total		43,663	39,224	29,774	-	30,867	31,000

CDBG - SENIOR NUTRITION PROGRAM

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides about 30% 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 (\$31,000).

Arroyo Seco Golf Course - Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	-	78,132	79,000	81,370	82,000	91,670
7110	Workers Compensation	-	3,045	2,894	2,645	2,700	2,979
7130	Group Health Insurance	-	2,781	966	4,679	4,600	4,800
7170	FICA - Medicare	-	11,862	11,681	13,426	13,500	15,126
	<WAGES & BENEFITS>	-	95,820	94,541	102,120	102,800	114,575
8000	Office Supplies	-	6,566	4,768	8,000	8,000	8,200
8020	Special Department Expense	-	35,552	32,618	32,597	32,500	30,900
8040	Advertising	-	1,918	388	6,000	6,000	6,000
8120	Building Maintenance	-	9,466	9,440	21,679	20,000	24,304
8140	Utilities	-	7,277	7,435	7,900	7,900	8,550
8150	Telephone	-	5,700	4,965	6,000	6,000	5,700
8160	Legal Service	-	-	15,136	-	-	-
8170	Professional Service	-	-	-	-	104,000	101,996
8180	Contract Services	-	-	103,940	104,000	5,500	4,800
8191	Liability & Surety Bonds	-	18,974	5,272	6,000	-	-
8229	Taxes	-	-	589	-	540	540
8300	Lease Payment	-	4,256	4,787	4,800	4,800	5,100
	<OPERATIONS & MAINTENANCE>	-	89,709	189,338	196,976	195,240	196,090
[295-8041] General Administration Total		-	185,529	283,879	299,096	298,040	310,665

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$8,200).

- 8020 Special Department Expense
Postage and freight (\$300), credit card and bank fees & charges (\$19,200), computer services (\$9,600), donations (\$1,200) and taxes (\$600)

- 8040 Advertising
Promotions and ads for Golf Course (\$6,000).

- 8120 Building Maintenance
Maintenance (\$18,000) and Janitorial Supplies (\$5,800) Burglar alarm (\$504).

- 8140 Utilities
Funds for Water (\$2,550), Gas and Electricity (\$6,000).

- 8150 Telephone
Telephone and Internet services (\$5,700).

- 8180 Contract Services
Administrative fee (98,000 a year) and consultant fees (\$3,996 a year).

- 8191 Liabilities and Surety Bonds
Liability Insurances (\$4,800).

- 8229 Taxes
Property taxes (\$540).

- 8300 Lease Payment
Equipment and Lease payments (\$5,100).

Arroyo Seco Golf Course - Course Maintenance	295-8042
Budget Detail	

Acct	Account Title	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Estimated 2013/14	Adopted 2014/15
7000	Salaries - Permanent	-	181,114	186,804	190,004	190,000	190,004
7110	Workers Compensation	-	6,992	10,610	8,075	8,075	8,075
7130	Group Health Insurance					-	19,200
7170	FICA - Medicare	-	18,815	17,617	20,425	20,000	20,425
	<WAGES & BENEFITS>	-	206,922	215,031	218,504	218,075	237,704
8020	Special Department Expense	-	8,440	14,897	8,600	8,600	5,800
8100	Vehicle Maintenance	-	11,642	11,526	14,100	13,500	18,100
8120	Building Maintenance	-	29,506	26,097	37,400	30,000	30,500
8130	Small Tools	-	98	-	2,400	1,200	2,400
8132	Uniform Expense/Cleaning	-	5,626	5,527	6,000	5,600	6,900
8140	Utilities	-	69,046	67,629	65,400	65,400	63,000
8150	Telephone	-	-	1,485	-	800	-
	<OPERATIONS & MAINTENANCE>	-	124,359	127,161	133,900	125,100	126,700
[295-8042] Golf Course Maintenance Total		-	331,281	342,192	352,404	343,175	364,404

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Trees, shrubs, flowers (\$600), supplies (\$4,200), and license and permits (\$1,000).

8100 Vehicle Maintenance

Repairs to vehicles and carts (\$6,600), oil and gas (\$11,500).

8120 Building Maintenance

Maintenance (\$18,000), fertilizer seed and chemicals (\$5,000), sand, gravel and top soil (\$3,900) and course irrigation repairs (\$3,600).

8130 Small Tools

Purchase for tools for repairs (\$2,400).

8132 Uniform Maintenance

Uniform cleaning (\$6,900).

8140 Utilities

Funds for electricity (\$63,000).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	-	24,537	26,423	29,324	29,324	30,931
7110	Workers Compensation	-	976	1,447	1,246	1,246	1,315
7170	FICA - Medicare	-	3,288	2,808	3,666	2,600	3,866
	<WAGES & BENEFITS>	-	28,801	30,678	34,236	33,170	36,112
8020	Special Department Expense	-	25,901	12,753	20,100	20,000	19,200
8120	Building Maintenance	-	3,321	4,950	1,200	6,000	12,000
8140	Utilities	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	-	29,222	17,703	21,300	26,000	31,200
[295-8043] Range Total		-	58,023	48,381	55,536	59,170	67,312

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$18,000) and supplies (\$1,200).

- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$12,000).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	-	61,596	61,214	66,495	66,495	77,367
7110	Workers Compensation	-	1,951	2,894	2,327	2,327	2,708
7170	FICA - Medicare	-	7,411	6,683	8,312	8,312	9,671
	<WAGES & BENEFITS>	-	70,958	70,791	77,134	77,134	89,746
8020	Special Department Expense	-	3,959	4,048	5,000	5,000	5,000
8120	Building Maintenance	-	-	-	1,200	1,200	1,200
	<OPERATIONS & MAINTENANCE>	-	3,959	4,048	6,200	6,200	6,200
[295-8044]	Golf Shop Total	-	74,917	74,839	83,334	83,334	95,946

Golf Shop

Budget Detail

295-8044

OPERATIONS & MAINTENANCE

8020 Special Department Expense
Clothing, gloves, and other supplies (\$5,000).

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	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	-	130,134	93,174	89,740	89,740	99,167
7110	Workers Compensation	-	4,228	6,270	3,590	3,590	3,967
7170	FICA - Medicare	-	12,559	10,831	10,320	10,320	11,404
	<WAGES & BENEFITS>	-	146,921	110,275	103,650	103,650	114,538
8020	Special Department Expense	-	17,188	20,461	16,635	16,000	20,980
8120	Building Maintenance	-	8,152	7,879	18,000	18,000	14,400
8130	Small Tools	-	4,268	1,024	2,400	1,500	2,400
8132	Uniform Expense/Cleaning	-	46	-	-	-	-
	<OPERATIONS & MAINTENANCE>	-	29,654	29,364	37,035	35,500	37,780
[295-8045]	Food Service Total	-	176,575	139,639	140,685	139,150	152,318

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$1,200), paper products (\$2,082), linens (\$5,362), rental equipment for events (\$1,237), license and permits (\$1,200), and supplies (\$9,899).

8120 Building Maintenance

Maintenance (\$14,400).

8130 Small Tools

Purchase of tools for repairs (\$2,400).

SUCCESSOR AGENCY - CRA ADMINISTRATION

Budget Detail

227-7210

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	46,037	43,156	143,093	156,579	120,000	165,005
7020	Overtime	-	-	-	-	220	-
7070	Leave Buyback	3,973	892	5,989	-	2,225	-
7100	Retirement	7,082	7,236	25,957	23,217	18,350	25,842
7108	Deferred Compensation	344	387	1,469	3,100	1,120	3,217
7110	Workers Compensation	215	330	2,149	3,863	4,430	5,816
7130	Group Health Insurance	2,488	2,823	8,210	11,184	6,000	11,184
7131	Retiree Health Insurance	2,389	998	3,898	-	3,900	-
7140	Vision Insurance	70	77	241	324	240	324
7150	Dental Insurance	261	300	808	1,215	390	1,215
7160	Life Insurance	54	32	110	251	90	251
7170	FICA - Medicare	697	536	2,104	2,270	1,830	2,392
	<WAGES & BENEFITS>	63,610	56,767	194,028	202,003	158,795	215,246
8010	Postage	-	-	-	-	-	-
8020	Special Department Expense	15	-	210	-	-	-
8050	Printing/Duplicating	825	-	-	-	-	-
8090	Conference & Meeting Expense	-	56	551	-	-	-
8140	Utilities	-	-	209	-	-	-
8160	Legal Service	7,549	4,983	78,929	8,000	50,000	10,000
8170	Professional Service	12,340	10,447	49,036	2,000	40,000	-
8173	Façade Improvement Program	-	-	-	-	-	-
8180	Contract Services	869	352	138	-	-	-
8200	Training Expense	1,530	-	-	-	-	-
8332	ERAF Payment	44,493	-	-	-	-	-
8335	Property Tax Admin. Fee	7,557	-	-	-	-	-
8400	Overhead Allocation	27,484	16,023	27,484	27,396	27,396	27,396
	<OPERATIONS & MAINTENANCE>	102,662	31,861	156,557	37,396	117,396	37,396
	[227-7210] CRA Downtown Revitalization Total	166,272	88,628	350,585	239,399	276,191	252,642

SUCCESSOR AGENCY - CRA ADMINISTRATION

Budget Detail

227-7210

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the City Manager, Assistant City Manager, Human Resources Manager, Director of Finance, and Assistant Finance Director. Refer to the Appendix for a detailed allocation list.

7070 Leave Buyback

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

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract Redevelopment Agency attorney (\$10,000).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$27,396).

SUCCESSOR AGENCY - CRA HOUSING

Budget Detail

229-7220

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
7000	Salaries - Permanent	48,667	8,010	-	-	-	-
7010	Salaries - Temp / Part	-	-	-	-	-	-
7020	Overtime	19	37	-	-	-	-
7070	Leave Buyback	3,659	313	-	-	-	-
7100	Retirement	8,768	1,534	-	-	-	-
7108	Deferred Compensation	314	52	-	-	-	-
7110	Workers Compensation	199	88	-	-	-	-
7120	Disability Insurance	-	-	-	-	-	-
7130	Group Health Insurance	3,986	485	-	-	-	-
7131	Retiree Health Insurance	1,380	576	-	-	-	-
7140	Vision Insurance	120	14	-	-	-	-
7150	Dental Insurance	405	46	-	-	-	-
7055	IOD - Non Safety	-	-	-	-	-	-
7160	Life Insurance	93	11	-	-	-	-
7170	FICA - Medicare	720	118	-	-	-	-
	<WAGES & BENEFITS>	68,331	11,285	-	-	-	-
8140	Utilities	184	(160)	-	-	-	-
8170	Professional Service	9,440	4,348	-	-	-	-
8180	Contract Services	1,736	39	-	-	-	-
8182	Property Tax - Leased Property	-	-	-	-	-	-
8335	Property Tax Admin. Fee	1,889	-	-	-	-	-
8400	Overhead Allocation	15,825	9,226	-	-	-	-
	<OPERATIONS & MAINTENANCE>	29,074	13,453	-	-	-	-
[229-7220]	CRA Housing Total	97,406	24,738	-	-	-	-

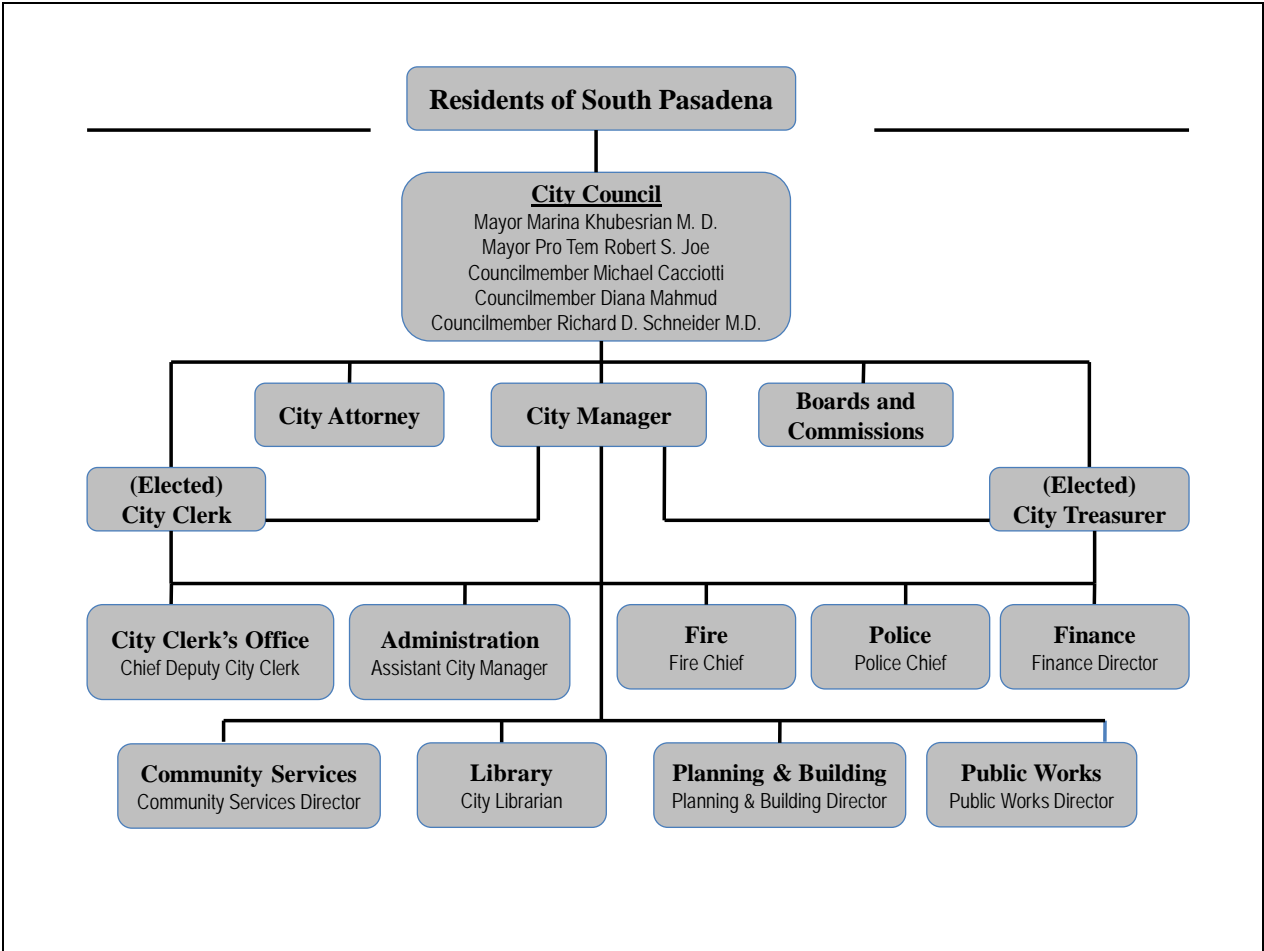
SUCCESSOR AGENCY – CRA DEBT SERVICE

Budget Detail

227-7211 & 229-7221

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2010/11	2011/12	2012/13	2013/14	2013/14	2014/15
8170	Professional Service	1,978	-	2,203	-	1,978	2,000
8330	Debt Service - Principal	68,000	72,000	-	100,000	100,000	105,000
8331	Debt Service - Interest	90,126	43,236	102,271	97,819	97,819	92,119
	<OPERATIONS & MAINTENANCE>	160,104	115,236	104,474	197,819	199,797	199,119
	[227-7211] CRA Debt Service Total	160,104	115,236	104,474	197,819	199,797	199,119
8170	Professional Service	-	-	-	-	-	-
8330	Debt Service - Principal	17,000	18,000	-	-	-	-
8331	Debt Service - Interest	22,532	10,809	-	-	-	-
	<OPERATIONS & MAINTENANCE>	39,532	28,809	-	-	-	-
	[229-7221] CRA Housing Debt Service Total	39,532	28,809	-	-	-	-

Organization Chart



Full-Time Authorized Positions

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
City Clerk's Office					
City Clerk	1.00	1.00	1.00	1.00	-
Chief Deputy City Clerk	-	-	-	-	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Management Aide	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	-
Principal Management Analyst	-	-	-	-	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Sr. Management Analyst	-	-	-	-	1.00
Grants Analyst	1.00	1.00	1.00	1.00	-
Management Analyst	1.00	1.00	1.00	1.00	1.00
Management Aide	-	-	-	-	1.00
HR Technician	-	-	-	-	1.00
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>9.00</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	-	-
Grants Analyst	-	-	-	-	1.00
Payroll Coordinator	-	-	-	1.00	1.00
Filing Liaison	1.00	1.00	1.00	1.00	1.00
Management Assistant	-	-	-	-	1.00
Accounting Technician	2.00	2.00	2.00	1.00	1.00
Senior Account Clerk	-	-	-	-	2.00
Account Clerk	2.00	2.00	2.00	2.00	-
	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>7.00</u>	<u>9.00</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
Corporal	5.00	5.00	5.00	5.00	5.00
Police Officer	21.00	21.00	21.00	21.00	21.00
Senior Clerk	1.00	1.00	1.00	1.00	1.00
Support Services Assistant	1.00	1.00	1.00	1.00	1.00
Police Clerk II	4.00	4.00	4.00	4.00	4.00
Police Assistant	8.00	8.00	8.00	8.00	8.00
Parking Control Officer	-	-	-	-	1.00
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>52.00</u>

Full-Time Authorized Positions

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Fire Department					
Deputy Fire Chief	-	-	-	-	1.00
Battalion Chief	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	12.00	12.00	12.00	12.00	9.00
	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>19.00</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 Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	-	-	-	-	1.00
<u>Maintenance Division</u>					
Public Works Superintendent	0.50	0.50	0.50	0.50	-
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	2.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I/II	4.00	4.00	5.00	5.00	5.00
Management Aide	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>					
Public Works Superintendent	0.50	0.50	0.50	0.50	-
Water System Supervisor	2.00	2.00	1.00	1.00	1.00
Water Conservation Analyst	-	-	1.00	1.00	-
Senior Maintenance Worker	1.00	1.00	-	-	-
Water Production/Treatment Operator	3.00	3.00	3.00	3.00	3.00
Maintenance Worker I/II	4.00	4.00	5.00	5.00	7.00
	<u>30.00</u>	<u>30.00</u>	<u>31.00</u>	<u>31.00</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
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>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</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	2.00	2.00	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>10.00</u>	<u>10.00</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	2.00	2.00	2.00	2.00
Program Specialist	-	-	-	-	1.00
Transportation Driver	2.00	1.00	1.00	1.00	2.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>8.00</u>
Grand Total Full-Time	<u>145.00</u>	<u>145.00</u>	<u>145.00</u>	<u>144.00</u>	<u>146.00</u>

Part-Time Positions

	2014/15	
	Max 18 Hours	Max 28 Hours
City Manager's Office		
Professional Intern	-	1.00
Police Department		
Crossing Guards	11.00	-
Police Cadets	2.00	-
Fire Department		
Fire Prevention Specialist	1.00	1.00
Professional Intern	-	1.00
Public Works Department		
Professional Intern	1.00	-
Planning & Building Department		
Professional Intern	-	1.00
Library		
Library Aide I	6.00	2.00
Library Aide II	-	2.00
Clerk I	1.00	2.00
Clerk II	1.00	2.00
Librarian Substitute	14.00	-
Children's Librarian	3.00	1.00
Community Services Department		
Camp Director	1.00	-
Secretary	-	2.00
Program Specialist	-	1.00
Transit Driver	-	3.00
Professional Intern	1.00	2.00
Recreation Leader I	27.00	-
Recreation Leader II	2.00	-
Recreation Leader III	6.00	3.00
Site Manager	1.00	-
<i>Grand Total Part-Time</i>	<i>78.00</i>	<i>24.00</i>
<i>Full-Time Equivalent</i>	<i>35.10</i>	<i>16.80</i>

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
City Clerk's Office									
Chief Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
Management Aide	1.00	-	-	-	-	-	-	-	1.00
City Clerk Total	3.00	-	-	-	-	-	-	-	3.00
City Manager's Office									
City Manager	0.50	-	-	0.05	-	0.25	-	0.20	1.00
Assistant City Manager	0.60	-	-	0.05	-	0.25	-	0.10	1.00
Principal Management Analyst	1.00	-	-	-	-	-	-	-	1.00
Human Resources Manager	0.85	-	-	-	-	-	-	0.15	1.00
Executive Assistant	0.85	-	-	-	-	0.15	-	-	1.00
Sr. Management Analyst	-	-	-	-	-	-	-	1.00	1.00
Management Analyst	0.85	-	-	-	-	-	-	0.15	1.00
Management Aide	1.00	-	-	-	-	-	-	-	1.00
HR Technician	0.85	-	-	-	-	-	-	0.15	1.00
City Manager Total	6.50	-	-	0.10	-	0.65	-	1.75	9.00
Finance Department									
Finance Director	0.30	-	-	0.10	-	0.25	-	0.35	1.00
Assistant Finance Director	0.30	-	-	0.10	-	0.25	-	0.35	1.00
Grants Analyst	0.98	0.01	0.01	-	-	-	-	-	1.00
Payroll Coordinator	0.85	-	-	0.05	-	-	-	0.10	1.00
Filing Liaison	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.50	-	-	-	-	-	-	0.50	1.00
Accounting Technician	0.85	-	-	0.05	-	-	-	0.10	1.00
Senior Account Clerk	1.85	-	-	0.05	-	-	-	0.10	2.00
Finance Total	6.63	0.01	0.01	0.35	-	0.50	-	1.50	9.00
Police Department									
Police Chief	1.00	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	7.00
Corporal	5.00	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	21.00
Senior Clerk	1.00	-	-	-	-	-	-	-	1.00
Support Services Assistant	1.00	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	8.00
Parking Control Officer	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Police Total	52.00	-	-	-	-	-	-	-	52.00
Fire Department									
Deputy Fire Chief	1.00	-	-	-	-	-	-	-	1.00
Fire Captain	3.00	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	9.00	-	-	-	-	-	-	-	9.00
Fire Total	19.00	-	-	-	-	-	-	-	19.00

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									
Public Works Director	0.25	-	-	0.20	-	-	0.05	0.50	1.00
Deputy Public Works Director	0.85	-	-	0.10	-	-	0.05	-	1.00
Project Manager	0.40	-	-	0.10	0.20	-	0.30	-	1.00
Associate Civil Engineer	0.50	-	-	0.20	0.30	-	-	-	1.00
Engineering Assistant	0.50	-	-	0.20	0.30	-	-	-	1.00
Public Works Assistant	0.70	-	-	0.10	0.10	-	0.10	-	1.00
Public Works Inspector	1.00	-	-	-	-	-	-	-	1.00
Parks Supervisor	0.50	-	-	-	0.50	-	-	-	1.00
Facilities Maintenance Supervisor	0.70	-	-	-	0.30	-	-	-	1.00
Street Supervisor	-	-	-	0.50	-	-	0.50	-	1.00
Electrician	0.50	-	-	-	-	-	-	0.50	1.00
Senior Maintenance Worker	0.20	-	-	-	0.80	-	1.00	-	2.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	1.00
Maintenance Worker I/II	1.00	-	-	1.00	0.50	-	2.50	7.00	12.00
Management Aide	0.40	-	-	0.15	-	-	0.20	0.25	1.00
Water System Supervisor	-	-	-	-	-	-	-	1.00	1.00
Water Production/Treatment Operator	-	-	-	-	-	-	-	3.00	3.00
Public Works Total	8.50	-	-	2.55	3.00	-	4.70	12.25	31.00
Planning & Building									
Planning & Building Director	1.00	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	1.00
Associate Planner	1.00	-	-	-	-	-	-	-	1.00
Community Improvement Coordinator	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Planning & Building Total	5.00	-	-	-	-	-	-	-	5.00
Library									
City Librarian	1.00	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	3.00
Librarian	2.00	-	-	-	-	-	-	-	2.00
Library Technical Assistant	1.00	-	-	-	-	-	-	-	1.00
Library Clerk I	1.00	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	10.00
Community Services									
Community Services Director	0.90	0.07	0.03	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	2.00
Community Services Coordinator	1.00	-	1.00	-	-	-	-	-	2.00
Program Specialist	1.00	-	-	-	-	-	-	-	1.00
Transportation Driver	-	-	2.00	-	-	-	-	-	2.00
Community Services Total	4.90	0.07	3.03	-	-	-	-	-	8.00
Total	125.53	0.08	3.04	3.00	3.00	1.15	4.70	15.50	146.00

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 for 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 three enterprise funds.

EXPENDITURE

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

EXPENSE

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

FISCAL YEAR

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

FUND

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

FUND BALANCE

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

GENERAL FUND

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

GOVERNMENTAL FUND

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

GRANT

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

INTERFUND TRANSFERS

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

MATERIALS, SUPPLIES AND SERVICES

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

MUNICIPAL CODE

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

OBJECTIVES

The expected results or achievements of a budgeted activity.

Glossary of Budget Terms

OPERATING BUDGET

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

ORDINANCE

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

PROGRAM

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

RESERVE

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

RESOLUTION

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

RETAINED EARNINGS

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

REVENUES

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

SALARIES, WAGES and EMPLOYEE BENEFITS

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

SPECIAL REVENUE FUNDS

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

Description Of Funds

General Fund

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

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

201-MTA Pedestrian Improvement Fund – To account for MTA grants used for the Fair Oaks/Mission pedestrian improvement projects which include pedestrian accessibility, widened bikeways, landscaping, lighting modification and aesthetics.

205-Proposition “A” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition A in 1980. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

207-Proposition “C” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition C in 1990. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

Description Of Funds

209-Gold Line Betterments Grant Fund – To account for the MTA grant funding for the improvements in art and design of the Gold 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.

215-Street Lighting And Landscaping Fund – To account for the costs associated with the City’s street lighting and median landscaping programs. These costs are deemed to benefit all property owners who are assessed their proportionate share of the costs. These assessments are placed on the property tax bill and collected and remitted to the City by the County of Los Angeles.

217-Public, Education & Government Fund – To account for revenues and expenses used for public education and government access charges that the City’s cable franchise collects. Monies in this fund must be used to purchased equipment related to the production of public education and government access television.

218-Clean Air Act Fund – To account for revenues and expenditures expended for air quality improvement projects as established by the South Coast Air Quality Management District.

220-Business Improvement Tax (BIT) Fund – To account for business improvement tax returns collected by the City for specified purposes within the Parking and Business Improvement Area: (1) decoration of any public place, (2) promotion of public events; (3) furnishing of music; (4) general promotion of retail trade activities.

223-Gold Line Mitigation Fund – To account for the MTA funding for the improvements of the Gold Line Mission Street Station.

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

228-Housing Authority Fund – To account for the revenues and operation expenses for the City of South Pasadena Housing Authority.

230-State Gas Tax Fund – To account for all state gas tax related revenues and expenditures, including street repair, reconstruction and maintenance. State law requires these gasoline taxes to be used to maintain the City’s street and highway system.

232-County Park Bond – To account for the revenues and operation expenses for the County Park Bond.

233-Measure R Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure R in 2009. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

238-MSRC Grant Fund – To account for the revenues and operation expenses for the Mobile Source Air Pollution Reduction Review Committee.

Description Of Funds

245-Bike and Pedestrian Paths Fund – To account for the revenues and expenses for bike and pedestrian facilities improvements.

255-Capital Growth Requirement Fund – To account for fees paid to the City for building development to be applied towards the costs of public facilities improvements.

260-Community Development Block Grant (CDBG) Fund – To account for the 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.

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, COPS grants, and Homeland Security grants. California Law Enforcement Equipment Purchase (CLEEP) fund are State of California subvention to local police agencies.

275- Park Impact Fees Fund – To account for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures.

280- Public Library Fund – To account for grants received from the State of California for library improvements and programs, and has been discontinued.

Enterprise Funds

An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. GAAP also require the use of an enterprise fund for any activity whose principal external revenue sources are used as the sole leverage for issuance of debt; if the cost of providing services must legally be recovered through fees or charges; or if the government's policy is to establish activity fees or charges designed to recover the cost of providing service.

210 & 310-Sewer Fund – To account for the provision of sewer construction, maintenance and operation services to residents of the City.

295-Arroyo Seco Golf Course Fund – To account for revenues and expenditures relating to the Golf Course.

500-Water Utility Enterprise Fund – To account for all the activities and operations of the Utility. The Utility has several functioning wells (in neighboring San Gabriel and San Marino), 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.

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

Basis Of Budget Accounting

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

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

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

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

City Profile

General Information Of The City

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

History Of The City

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

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

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

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

The initial buildings on the Rancho San Pascual, which subsequently gave birth to the Cities of Pasadena, South Pasadena and Altadena, were built here. The first of these adobe structures became headquarters for General Flores and his staff in 1847 where they agreed to surrender to American forces, ending Mexican Colonial rule in California.

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

Budget Resolutions

RES. VOL. 49

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06/18/14

RESOLUTION NO. 7358

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2014-15 BUDGET

WHEREAS, the City Manager has submitted to the City Council a proposed budget for the Fiscal Year 2014-15 and said budget has been considered in public sessions on April 23, 2014, May 21, 2014, and June 4, 2014.

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, attached hereto, for the Fiscal Year commencing on July 1, 2014, with proposed revenues and transfers in from other funds totaling \$56,546,558, and expenditures and transfers out to other funds totaling \$68,041,187, 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 / Bike Trail, Legal Services, Maintenance Yard / Community Center, Renewable Energy Sources, Retiree Pension Benefits, Retiree Health Benefits, Emergency Operations Center, Library Expansion, Tree Replacement and Management, Sidewalk Improvements, CalTrans Vacant Lot Purchases, Monterey Road Improvements, and Wholesale Water Purchases, 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 does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the Fiscal Year 2014-15 Budget.

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

Budget Resolutions

RES. VOL. 49

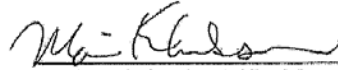
PAGE 181

06/18/14

RESOLUTION NO. 7358

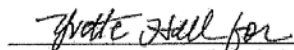
Page 2

PASSED, APPROVED AND ADOPTED ON this 18th day of June, 2014.

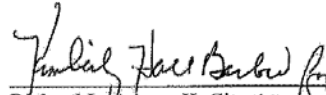


Marina Khubesrian, M.D., Mayor

ATTEST:


Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:


Richard L. Adams II, City Attorney

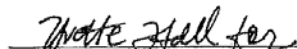
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th day of June, 2014, by the following vote:

AYES: Cacciotti, Joe, Mahmud, Schneider, and Mayor Khubesrian

NOES: None

ABSENT: None

ABSTAINED: None


Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

RES. VOL. 49

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06/18/14

RESOLUTION NO. 7354

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING AND ESTABLISHING AN APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2014-15 IN ACCORDANCE WITH
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND
GOVERNMENT CODE SECTION 7910**

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

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

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

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

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

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

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

SECTION 1. In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby establishes the City's Appropriation Limit for the Fiscal Year (FY) 2014-15 to be \$21,656,871.

SECTION 2. In the computation of such limits, the City selected population factors for Los Angeles County, not those of South Pasadena, for use in FY 2014-15.

GANN Limit

RES. VOL. 49

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RESOLUTION NO. 7354

Page 2

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

SECTION 4. Said Appropriation Limit shall be adhered to in the City's budget for the FY 2014-15.

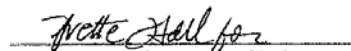
SECTION 5. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 18th day of June, 2014.

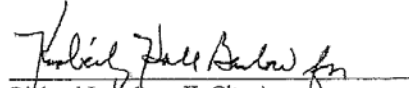


Marina Khubesian, M.D., Mayor

ATTEST:


Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:


Richard L. Adams II, City Attorney

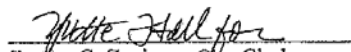
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th day of June, 2014, by the following vote:

AYES: Cacciotti, Joe, Mahmud, Schneider, and Mayor Khubesian

NOES: None

ABSENT: None

ABSTAINED: None


Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2014-15

I Appropriation Limit

Prior Year, 2013-14 Adopted Limit		\$21,397,247
Adjustment Factors:		
Change in Assessed Valuation due to New Nonres. Construction (Note 1)	1.0043	
Change in L.A. County Population (Note 2)	1.0078	1.01213354
Current Year, 2014-15 Appropriation Limit		\$21,656,871

II Appropriations Subject to Limit

Projected 2014-15 Revenues, All City Funds		\$38,659,525
Less: Non-Proceeds of Taxes (See Exhibit B)		(18,970,255)
Less: Exclusions (See Exhibit C)		(411,470)
Total City Appropriations Subject to Limit		\$19,277,800

III Amount Over/(Under) Limit (I - II) (\$2,379,071)

IV Total City Appropriations as a % of Limit 89.01%

Note 1: Change in assessed valuation due to nonresidential new construction, 0.43% (provided by HdL), exceeds the change in California per capita income, -0.23%.

Note 2: County of Los Angeles population growth, 0.78%, exceeds South Pasadena population growth, 0.53%. Total City population as of January 1, 2014 is 26,011.

GANN Limit

Exhibit B Non-Proceeds of Taxes Fiscal Year 2014-15

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	9,579,530		9,579,530
Library Special Tax	230,000		230,000
Sales Tax	1,514,980		1,514,980
Sales Tax "In Lieu"	513,260		513,260
PSAF Sales Tax (Exempted by Statute)		249,000	249,000
Business License Tax	400,000		400,000
Utility Users Tax	3,719,000		3,719,000
Vehicle License Fee			0
Property Tax - VLF/Swap	2,336,240		2,336,240
Franchise Fees		763,100	763,100
Real Property Transfer Tax	120,000		120,000
Licenses/Permits		585,820	585,820
Fines/Penalties		530,000	530,000
Rentals		366,070	366,070
State, Federal & Local Reimb/Grants		34,000	34,000
Fees & Charges		2,415,000	2,415,000
Workers' Comp. Reimbursement		20,000	20,000
Liability Reimbursement		20,000	20,000
Reimbursement - Sewer/LLD/CRA/Water		510,778	510,778
Recycling		100,000	100,000
Other Revenues		98,000	98,000
Total General Fund	18,413,010	5,691,768	24,104,778
Other Funds			
201 MTA Pedestrian Improvement Fund		0	0
205 Local Transit (Prop A)	452,772	26,050	478,822
207 Local Transit (Prop C)	375,563	20,000	395,563
210 Sewer (Enterprise Fund)		1,275,220	1,275,220
211 CTC Traffic Improvement		0	0
215 Lighting and Landscape Maintenance		895,000	895,000
217 PEG Fees		20,000	20,000
218 Clean Air (AB2766)		30,000	30,000
220 Parking and Business Improve. Tax	140,000	0	140,000
226 Mission Meridian Parking Garage		0	0
230 State Gas Tax (Applied to State's Limit)		671,970	671,970
232 County Park Bond		0	0
233 Measure R	281,676	0	281,676
238 MSRC Grant Fund		0	0
245 Bike & Pedestrian (SB821)		17,076	17,076
255 Capital Growth		32,000	32,000
260 CDBG		137,222	137,222
270 Asset Forfeiture		0	0
272 State COPS Grants		100,000	100,000
274 Homeland Security Grant		0	0
275 Park Impact Fees		30,000	30,000
280 Public Library		0	0
295 Arroyo Seco Golf Course (Enterprise)		1,280,018	1,280,018
310 Sewer Capital Projects (Enterprise)		0	0
500 Water (Enterprise Fund)		8,717,540	8,717,540
Total Other Funds	1,250,011	13,252,096	14,502,107
Subtotal All Funds	19,663,021	18,943,864	38,606,885
Interest Earnings	26,249	26,391	52,640
Total All Funds	19,689,270	18,970,255	38,659,525

GANN Limit

Exhibit C

Excluded Costs

Fiscal Year 2014-15

Category	Amount
Federal Mandates	
Social Security/Medicare	245,162
Non-Incidental Overtime - FLSA	105,000
	<hr/>
	350,162
Qualified Debt Service	
Debt Service - Fire Truck	61,308
	<hr/>
	61,308
Total Excluded Costs	411,470

GANN Limit

Exhibit D

Interest Earnings

Fiscal Year 2014-15

Category	Amount
Non-Interest Tax Proceeds	19,663,021
Exclusions	(411,470)
	<hr/>
	19,251,551
 Total Non-Interest Budget	 38,606,885
 Tax Proceeds as Percent of Budget	 49.87%
 Interest Earnings	 52,640
 Amount of Interest Earned from Taxes	 26,249
 Amount of Interest Earned from Non-Taxes	 26,391