



CITY OF SOUTH PASADENA

Fiscal Year 2021-2022 Adopted Budget



City of South Pasadena California



Adopted Budget For the 2021-2022 Fiscal Year

Mayor
Diana Mahmud

Mayor Pro Tempore
Michael A. Cacciotti

Councilmember
Jack Donovan

Councilmember
Jon Primuth

Councilmember
Evelyn G Zneimer

Chief City Clerk
Lucie Colombo

City Treasurer
Gary Pia

City Manager
Arminé Chaparyan

Population 25,668



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*

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City Manager's Budget Message ***Fiscal Year 2021/2022***

June 16, 2021

Honorable Mayor and City Council Members:

I am pleased to present the Adopted Budget for Fiscal Year 2021/2022. This budget has been thoughtfully prepared and reviewed by all the Departments Heads. As the City enters a new chapter in the post-Covid recovery and reopening efforts, this budget takes into consideration the need for additional staffing in certain departments to continue elevating and providing the highest level of service to our community.

A draft Proposed Budget was presented in detail to the Finance Commission on May 27, 2021 and the Finance Commission approved and recommended for City Council consideration and adoption. There are some very minor changes have been made since the Commission's review, after I arrived here as City Manager on June 1, 2021.

The Proposed Budget as presented is best described as a, post-pandemic operational budget, with services restored that were reduced or delayed as a result of the COVID pandemic. However, new programs and services have been added to the budget to assist in post-pandemic needs of the community and to improve upon the manner in which the organization addresses the needs of the unhoused and mentally ill among us in our community. These new additions are funded with ongoing revenues, and no Federal Coronavirus Local Fiscal Recovery Funds (ARPA Funds) or last year's one-time Cell Tower Lease proceeds are used in the budget as presented.

It is anticipated that the City Council will consider the use of the estimated \$4.7 million (as of the date of this letter, a final amount has not been determined) in ARPA funds and the \$4,374,439 in Cell Tower lease proceeds as part of a comprehensive strategic planning process that will be underway as soon as "in person" public input meetings can occur.

The budget has been prepared to address the many needs the community will face as life returns to a "new normal." A few of the new additional will be explained further below.

General Fund – Revenues

In the Adopted FY 2021/2022 Budget, the total General Fund revenue is estimated at \$31.9 million, which is \$3.2 million less than the Approved FY 2020/2021 Budget General Fund revenue of \$35.3 million. The majority of this decrease is the result the FY 2020/2021, one-time revenue from the cell tower lease agreement in the amount of \$4,374,439.

The budget assumes an almost complete (but not fully complete) recovery in revenues that were impacted by the pandemic in Fiscal Years 2019/2020 and 2020/2021. Last year's receipts of a full year of Measure A revenues could not have arrived at a more opportune time. The receipt of these revenues offset a portion of the major decreases in other areas of city revenues. City revenues most impacted by the pandemic include sales taxes, fees for current services, recreational fees, rental fees, business licenses, and filming revenues.

The chart below summarizes General Fund revenues from FY 2017 to the Proposed FY 2022 Estimate.

General Fund Revenue History

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Adopted FY 2020	(Unaudited)		Adopted FY 2021	Estimated FY 2021	Adopted FY 22
					Estimated FY 2020				
Property Tax	13,236,932	14,135,844	15,368,198	15,414,035	15,491,557	15,566,000	15,616,772	16,490,087	
Assessments & Special Taxes	309,886	317,141	330,941	326,729	342,237	350,008	350,008	357,170	
Sales Tax	2,456,665	2,501,264	2,563,117	2,430,802	2,864,474	4,750,720	4,811,318	4,836,713	
UUT	3,381,948	3,345,582	3,228,320	3,485,000	3,445,454	3,177,105	3,327,105	3,383,000	
Other Taxes	1,019,207	951,196	1,132,910	1,048,900	950,130	1,002,000	1,072,000	1,169,000	
Licenses & Permits	1,056,357	935,633	892,560	1,023,900	861,697	751,780	731,280	819,280	
Fines & Forfeitures	397,690	388,061	339,636	382,700	264,601	265,000	215,000	265,000	
Use of Money & Property	541,750	579,006	1,057,074	647,750	989,984	4,794,718	4,781,054	438,500	
Revenue from Other Agencies	93,130	6,993	711,179	58,100	64,239	676,500	771,353	230,000	
Current Services	2,913,979	3,115,558	3,082,342	3,013,750	2,985,842	3,006,550	2,898,150	3,391,000	
Other Revenue	465,204	280,271	(2,130,764)	286,000	56,944	455,719	43,843	84,500	
Reimbursements from Other Funds	483,384	-	483,384	483,384	483,384	483,384	483,384	483,384	
General Fund Total	26,356,132	26,556,549	27,058,897	28,601,050	28,800,543	35,279,484	35,101,267	31,947,634	

General Fund – Expenditures

General Fund expenditures, are estimated at \$31.9 million. This is approximately \$1,080,829 (or 3.5%) more than the previous fiscal year’s General Fund budget as originally adopted. As shown in the chart below, a majority of the increase is in Maintenance & Operations, approximately \$1.6 million, or 20.7%. This is primarily due to the implementation of a self-sufficient Insurance Internal Service Fund.

Total Salaries & Benefits increased by approximately 9% compared to the 2021 Budget, primarily due to bargaining unit agreements, the addition of new staff, and/or unfreezing (and return from furlough) of full-time and part-time positions.

General Fund Expenditures with Fund Transfers

	FY 2019 Actual	FY 2020 Estimate (Final/Unaudited)	FY 2021 As	
			Originally Adopted	FY 2022 Adopted
Wages & Benefits	17,615,843	19,457,515	20,344,844	22,190,541
Maintenance & Operations	6,436,170	6,501,867	7,879,596	9,513,645
Capital Outlay	405,680	95,613	126,500	116,500
Total Operations	24,457,693	26,054,995	28,350,940	31,820,686
Transfers Out	1,860,956	2,451,729	2,477,198	88,281
Capital Projects	213,344	-	-	-
Total Expenditures	26,531,993	28,506,724	30,828,138	31,908,967

The chart below shows the General Fund expenditures by department from Fiscal Year 2018 to the present. For FY 2022, Public Safety, composed of the Fire and the Police Department, accounts for 51% of the General Fund budget. Next is Administration (which includes City Council, City Clerk, Elections, City Manager, Human Resources, Legal, and Information Services) at 10%, and the Planning Department also at 11%. While the Public Works portion is 7%, it is important to keep in mind that this is only the General Fund portion of the Public Works budget, and does not include the Water Fund, Sewer Fund or other special funds.

Department/Program Exp	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
	2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
City Council	42,850	41,990	45,401	47,119	47,119	50,119
Management Services						
City Manager	845,476	1,142,872	1,512,868	1,245,370	1,295,370	1,569,574
City Clerk	431,612	281,872	113,311	100,169	100,169	84,500
Elections	63,733	58,244	185,743	65,500	65,500	165,500
Human Resources	408,161	453,421	324,830	339,850	357,850	267,800
Transportation Planning	70,535	86,257	12,835	-	-	-
Legal Services	292,772	331,356	492,566	487,000	487,000	450,000
Information Systems	458,391	547,079	573,881	537,200	587,200	601,850
Finance						
Finance	795,481	1,082,072	755,116	839,877	839,877	869,629
City Treasurer	9,250	9,165	9,211	9,250	9,250	9,250
Non-Dept./Overhead	1,056,457	1,044,550	1,060,512	1,679,445	1,679,445	2,474,682
Police	8,408,728	8,391,436	9,171,740	9,914,669	9,914,669	9,892,684
Fire						
Fire	4,720,830	4,695,243	5,417,996	5,651,632	5,746,485	6,267,019
Emergency Services	104,400	386,516	91,913	55,000	55,000	55,000
Public Works						
Administration & Engineering	419,153	614,100	586,534	628,571	628,571	749,788
Environmental Services	207,645	44,051	54	-	-	-
Park Maintenance	493,446	493,227	497,591	633,202	633,202	651,072
Facilities Maintenance	705,483	640,250	799,206	884,830	884,830	950,345
Planning & Building	1,033,506	1,116,412	1,718,293	2,920,719	2,920,719	3,402,385
Library	1,736,821	1,672,375	1,525,685	1,568,181	1,568,181	1,849,686
Community Services						
Senior Services	309,118	336,850	330,809	249,939	249,939	396,764
Community Services	192,458	192,289	172,667	195,471	195,471	214,635
Recreation and Youth Services	827,801	796,066	656,232	297,945	297,945	848,404
Capital Projects	1,654,749	213,344	-	-	-	-
Misc/Transfers Out	-	1,860,956	2,451,729	2,477,198	2,477,198	88,281
Total GF Expenditures	25,288,854	26,531,994	28,506,724	30,828,138	31,040,990	31,908,967

Post-Pandemic Recovery and Social Services Enhancements

The City has received public input prior to preparing the Adopted Budget, and much of the input was included in the budget. It should be noted that a portion of either the Cell Tower Lease proceeds, and/or the ARPA funds will eventually be designated by the City Council to fund continued recovery efforts, reduce the City's unfunded pension liability, or to implement new or enhanced social service type programs. But the allocation of these funds will occur outside of the budget adoption process.

The few of the more significant changes to assist in post-pandemic recovery are:

- Management Services – The addition of a full-time Grants Analyst (Sr. Management Analyst) who will be instrumental in managing, tracking, and handling the reporting requirements for the new ARPA funds, in addition to seeking additional grants to fund new programs. Additionally, a full-time Management Analyst was re-funded in the budget. This generalist position will support the City Manager's and City Clerk's office, handling special projects, supplementing the preparation and dissemination of public information and assist in responding to public record requests.
- Police Department
 - A newly funded Crisis Intervention Team was included in the budget at a cost of \$200,000. A Crisis Intervention Team (CIT) is a mobile crisis-intervention program. Its mission is to improve the City's response to mental illness, substance abuse, and homelessness. The CIT provides support for South Pasadena police personnel by taking on many of the social service type calls for service to include crisis counseling. CIT's

often provides initial contact and transport for people who are intoxicated, mentally ill, or disoriented, as well as transportation for necessary non-emergency medical care. In Fiscal Year 2022, the contract budget for the CIT is approximately \$200,000, which funds 24 hours of service per day, seven days per week. Additional information will return to the City Council in the near future, along with any needed contracts.

- Planning – Funds for two new Associate Planner positions are included in the Proposed Budget. These positions will be instrumental in handling the staff workload associated with planning related housing measures, support new initiatives and programs such as the multi-family occupancy inspection program and additional tenant protections including implementing the Accessory Dwelling Unit Ordinance, and the Inclusionary Housing Ordinance, along with other housing and general plan related assignments.
- Community Services - The Adopted Budget includes funding to restore a previously unfilled part-time Senior Services Coordinator. The addition of these staff hours will be needed to provide improved services to our senior population.
- Public Works – The Adopted Budget includes two new positions for Public Works: one Senior Civil Engineer, and one Inspector. These positions will address the backlog of infrastructure planning and construction, enhancing the physical environment.

While not specifically pandemic related, other significant changes from last year include:

- In the Library, an additional 946 hours of part-time staffing has been added to the budget by allowing two part-time staff members to exceed 960 hours per year. This will provide additional staffing flexibility as the Library continues reopening efforts. Additionally, there is one position upgrade from a Library Clerk to an Associate.
- In Community Services, there are two position upgrades, including one full-time Management Analyst to a Senior Management Analyst and the upgrade of one full-time Management Assistant to a Management Analyst.
 - The restoration of recreational programming, including Summer Camp, Special events, and recreational classes.
- Lastly, in the Finance Department, there is an upgrade of an Account Technician to a Management Analyst to better reflect the position's duties and responsibilities, and to permit the department to continue making improvements in its financial systems and reporting.

In Conclusion

In the General Fund, the FY 2022 Adopted Budget anticipates ending the year with a slight surplus of \$38,666. When considering all city-wide revenue and expenditures, the budget includes a total of \$64,005,912 in revenues and \$64,434,979 in expenditures.

I wish to thank the City Council for their leadership as we continue to work through the restoration of services impacted by the pandemic, and continue working for an improved tomorrow. I am also appreciative of South Pasadena residents for their continued support of the City. Lastly, I look forward to working with City staff into the new fiscal year.

Respectfully submitted,


Arminé Chaparyan
City Manager

FY 2021/22 Financial Policies

PURPOSE STATEMENT

To enhance fiscal transparency and maintain and improve fiscal sustainability, the City of South Pasadena annually adopts fiscal policies to establish a framework to ensure a balance budget, maintain healthy reserves, appropriately fund the City's infrastructure needs, establish fees and charges, and ensure compliance with City Council directives. This policy is adopted annually as part of the Budget adoption process and may be revised by City Council action.

1. ANNUAL BUDGET

The City adopts an annual budget. The City's fiscal year starts on July 1st and concludes on June 30th. The annual budget for the new fiscal year, will be adopted before June 30th.

The following are key elements of the City's budget and budget process:

- Budgetary appropriations are made by the City Council, through formal budget adoption.
- The City Manager submits the Proposed Budget to the City Council no later than the final City Council meeting in May.
- The budget is adopted by the City Council before June 30th, following a public meeting where constituents are given an opportunity to comment on the Proposed Budget.
- Prior to consideration by the City Council, the Proposed Budget will be reviewed by the Finance Commission.

The policy was not achieved for Fiscal Year 2021/2022, with the Proposed Budget presented to the City Council at the June 16, 2021 meeting. The budget was formally approved on June 16, 2021.

2. BALANCED BUDGET

The City strives 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 budget is balanced at the individual fund level. The estimated revenue sources must be sufficient to cover proposed uses.
- Ongoing operations are funded by recurring revenues.
- City policies on reserve requirements for specific funds are adhered to in the budget.
- If shortfalls are projected after the budget adoption, during quarterly financial reviews, the City Manager will present a plan to address such shortfalls with sustainable measures in order to achieve a balanced budget by fiscal year-end.
- Non-recurring revenues or one-time funding may be used to balance the budget during economic downturns, or as a result of unforeseen events.

The Adopted FY 2021/2022 Budget includes a balanced operating budget for the following funds:

- The City's General Fund is balanced.

Exceptions to this policy include:

- Fund 103 – Insurance Fund
- Fund 201 – MTA Pedestrian Improvement Fund
- Fund 220 – Business Improvement Fund
- Fund 226 – Mission Meridian Public Garage Fund
- Fund 238- MSRC Grant
- Fund 239 – Measure W
- Fund 241 – Measure H
- Fund 242 - Prop C Exchange
- Fund 248 – BTA Grant
- Fund 274 – Homeland Security Grant
- Fund 277 - HSIP Grant

3. APPROPRIATIONS AND BUDGETARY CONTROL

The City Council holds public hearings and adopts the City’s annual budget and may modify appropriations with majority approval. During the fiscal year, any budget adjustments (increases in appropriations at the fund level) that cannot wait for the Mid-Year review or that exceed the City Manager’s budget authority described below, must be submitted by the City’s departments for City Council review and approval. The review and approval may occur at any City Council meeting, at the request of staff or the City Council. The City Council approves any revisions that increase the total budgeted expenditures or revenues at the fund level, and any changes to permanent and full-time positions.

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.

4. ENTERPRISE FUND

The City requires the water, sewer, and golf course enterprise funds be self-supporting. The City recognizes that enterprise funds function with accounting practices that are different from those used by governmental funds. Therefore, for enterprise funds, the City will strive to maintain operating budgets that produce annual net revenues that meet or exceed the compliance requirements of debt coverage rations generally.

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

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

The Sewer fund will maintain a reserve equal to 30% of revenues. This policy has been met or exceeded.

5. GENERAL FUND RESERVES

General Fund Reserves are described as:

- Unassigned Fund Balance - These reserves are in spendable form and are either restricted, committed, or assigned. The City strives to attain a General Fund undesignated fund balance equal to a minimum 30% of General Fund revenues at year end.
- Assigned Fund Balance – These reserves are set aside or earmarked for particular purposes, and the authority to designate these reserves can be delegated, and may take less formal action to limit how the reserves are used.
- Restricted Fund Balance – These reserves are subject to restrictions that are legally enforceable by outside parties, such as bondholders.
- Committed Fund Balance – These reserves are designated by the City Council, and are designated for specific purposes, through formal action. Committed balances can be modified by the City Council taking formal action.

The current Committed (Designated) Fund Balances, or designated reserves have been established for FY 2021/2022 is as follows

Arroyo Golf Course; \$600,000
CalTrans Vacant Lot Purchases; \$392,000
Legal Reserve; \$500,000
Maint. Yard/ Community Center; \$267,067
Library Expansion; \$200,000
Renewable Energy Source Reserve; \$700,000
Retiree Pension Reserve; \$500,000
Retiree Medical Reserve; \$500,000
Tree Replacement; \$50,000
Community Garden/ Open Space Purchases; \$392,000
Stormwater; \$600,000
Library Park Drainage Reserve; \$147,000
Financial Sustainability Reserve; \$900,000
Slater Reimbursement Reserve; \$345,876
SR-110 Interchange Project; \$1,410,000
Cell Tower Revenue Reserve; \$4,374,439

Committed (Designated) Reserves shall be reviewed and designated annually by the City Council prior to Budget adoption. Upon designation of a reserve for a specific purpose, the Council will ensure the following:

- The purpose of the reserve will be specified at the time of designation.
- The City Council will also identify whether the designation is a one-time designation or whether an amount specified by the City Council will be added to the designated reserve on an annual basis.

- Nothing limits the City Council’s authority to un-designate, or re-designate any General Fund Designated Reserve for another governmental purpose, pursuant to formal City Council action.

6. INFRASTRUCTURE

The City maintains 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. The City Council adopts capital projects budgets and may modify appropriations with majority approval. All changes in appropriations at the fund level during the year must be submitted to the City Council for approval.

Beginning in FY 2013/14, the City’s goal has been to commit a minimum of \$2,000,000 per year towards street improvements. This amount has fluctuated based upon available resources. In Fiscal. For Fiscal Year 2022, a total of \$2,000,000 has been budgeted from Fund 104, Street Improvement reserves, and additional funding for street improvements have been budgeted using Prop C funds.

7. ACCOUNTING AND REPORTING STANDARDS

The City will comply with all requirements of generally accepted accounting principles, and will publish a Comprehensive Annual Financial Report (CAFR) in compliance with generally accepted accounting principles, prepared in coordination with our independent auditors, no later than the first quarter of each calendar year. The CAFR, along with the Auditor’s report on internal controls and compliance, will be presented to the City Council at a public meeting, after first being presented to the Finance Commission. The City shall endeavor to achieve audits with minimal auditor findings in the form of significant deficiencies. The City shall swiftly and thoroughly respond, to auditor findings of material weakness.

The City is not currently in compliance with this policy. The City is preparing the FY 2019/2020 CAFR and anticipates presenting it at a July 2021 City Council meeting.

8. MIDYEAR AND INTERIM FINANCIAL REPORTING

The City will publish a midyear budget update in February of each year. The midyear budget update shall present estimated outcomes and the implications for the budget year. The report shall give attention to the financial issues and policy matters anticipated to have the most significant short and long-term financial planning importance to the City Council. Pursuant to the content of the midyear report, the City Council shall provide specific and general direction to staff for short and long term budgetary planning.

To comply with the policy, the City Manager will ensure the following:

- The midyear budget update will be presented to the City Council in February of each year.
- At the midyear budget update, staff will present to the City Council any necessary adjustments to the budget. The adjustments are based on additional funding, or major changes in revenues or expenditures, or previously approved budget adjustments.
- Quarterly budget updates will be provided to the City Council in October (covering July to September activity), February (covering July to December activity), May (covering July to March activity), with the final update provided in the subsequent year’s proposed budget.

9. RISK MANAGEMENT

The City 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. The City will work with the City's insurance providers to seek full coverage of actuarially projected needs.

Liability and Workers Compensation liability is reported in accordance with GASB 10, and further explained below.

- The City manages risk through a combination of purchased insurance and self-insurance.
- The City self-insures workers' compensation claims with a self-insured retention of \$125,000 and general/auto liability claims, with a self-insured retention of \$100,000 per covered claim. Excess workers' compensation and general/auto liability insurance coverage shall be purchased.
- An annual actuarial study shall be conducted to provide an estimate of the self-insured liability to be recorded by the City in accordance with Governmental Accounting Standards Board Statement No. 10. This statement requires the City to accrue a liability on its financial statements for a reasonable estimate of the cost of claims and expenses associated with all reported and unreported claims.
- The City's goal is to maintain reserves to fund its outstanding self-insured liabilities at the minimum level of 70 percent. It is anticipated that this goal will be achieved incrementally, and fully achieved by Fiscal Year 2023-2024.
- The City shall maintain a Self-Insurance Fund to both fund the liability reserve and workers compensation, and recover all associated risk management costs, including claim payments, insurance premiums and any deductibles, and claim administration (internal and external). The fund's revenues shall be generated through assessments to City funds based on their claim experience and outstanding liabilities. These departmental assessments shall be evaluated annually and adjusted as needed.
- Staff shall report to the Finance Commission and City Council at least annually on the claims processed, amounts paid, and steps taken to manage and reduce the City's risk and liability.

10. DEBT AND INVESTMENTS

The City 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. An investment policy will be submitted annually to the City Council for review and adoption in September or October of each year. The City shall at all times maintain compliance with the California Government Code with respect to the content and function of its Investment Policy.

Annually, the Investment Policy is reviewed by the City's Finance Commission, prior to being approved by the City Council. Additionally, the City Treasurer shall provide monthly reports to the City Council which shall include all reportable elements specified in the City's Investment Policy.

Staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

11. CONTROL OF FINANCIAL ASSETS

All financial assets will be under the direct authority of the City Treasurer and Finance Director. Regarding Capital Assets, the City will capitalize assets and equipment with individual minimum value of \$10,000 or greater.

12. SCHEDULE OF FEES FOR SERVICES

The City will publish, and the Finance Department will update, the schedule of fees for services as a component of the annual budget. The Fee Schedule will be reviewed by the Finance Commission prior to implementation each July 1st.

The Fee Schedule was reviewed by the Finance Commission at its May 20, 2021 meeting.

13. LONG-TERM LIABILITIES

The City shall evaluate long-term liabilities (debt borrowing, compensated absences, claims and judgements, pensions, post-employment benefits (OPEB), on a case by case basis. The City will work with the California Public Employee Retirement System and the City's insurance providers to seek full coverage of actuarially projected needs.

Funding is budgeted on a pay-as-you-go basis for leave liabilities, and retiree health insurance costs. 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 Finance Commission's work plan includes evaluating the refinancing of the City's water bonds, and evaluating alternatives to plan for the OPEB and pension liabilities. Additionally, for FY 2019/2020, the City has established an Internal Service Fund for Insurance liabilities.

14. GANN APPROPRIATIONS LIMIT

The City will annually adopt a Resolution establishing the City's appropriation limit (the Gann Limit) calculated in accordance with Article x111-B of the constitution of the State of California Government code and any other voter approved amendments or state legislation that affects the City's appropriations limit. The Gann Limit will be adopted by Resolution.

The City is restricted to an amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates or revised fee schedules. Alternatively, an excess of one year, may be offset against a deficit in the following year.

FY 2020/21 Fund Balance

Fund	Description	06/30/20 Fund Balance (1)	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/21 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		35,101,267	28,563,792	6,537,474	
	Capital		-	-	-	
	Transfers/Interfund Loans		-	3,887,198	(3,887,198)	
	Reserves					
	Undesignated	12,770,205				15,420,481
	Arroyo Golf Course / Bike Trail	600,000				600,000
	CalTrans Vacant Lot Purchases	392,000				392,000
	Legal Reserve	500,000				500,000
	Library Expansion	200,000				200,000
	Maint. Yard / Comm. Ctr	267,067				267,067
	Renewable Energy Sources Reserve	700,000				700,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Tree Replacement	-				-
	Storm Water	600,000				600,000
	Library Park Drainage Reserve	22,000				22,000
	Financial Sustainability Reserve	900,000				900,000
	Slater Reimbursement Reserve	345,876				345,876
	Vehicle Replacement Reserve	100,000				100,000
	SR-110 Interchange Proj (Rogan Fund Match)	-	1,410,000		1,410,000	1,410,000
	Assigned Reserves					
	Stables CIP Reserve	20,739				20,739
	Nonspendable					
	Advances to other funds	450,000				450,000
	Inventory	5,083				5,083
101	General Fund Total	\$ 18,872,970	\$ 36,511,267	\$ 32,450,990	\$ 4,060,276	\$ 22,933,246
103	Insurance Fund	(1,566,080)	910,633	1,227,250	(316,617)	(1,882,697)
104	Street Improvements Program	2,117,315	509,948	509,948	-	2,117,315
105	Facilities & Equip. Replacement	2,306,623	741,000	740,000	1,000	2,307,623
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	1,237,692	566,185	932,324	(366,139)	871,553
207	Prop "C"	908,949	507,748	449,816	57,931	966,880
208	TEA/Metro	293,781	6,412	148,568	(142,156)	151,625
210	Sewer	4,336,289	2,046,763	1,888,685	158,078	4,494,367
211	CTC Traffic Improvement	(23)	-	-	-	(23)
215	Street Light & Landscape	451,568	904,837	1,061,459	(156,622)	294,946
217	Public, Educ. & Gov't. Fund	171,784	19,825	-	19,825	191,609
218	Clean Air Act	122,336	34,939	52,600	(17,661)	104,675
220	Business Improvement Tax	9,951	78,530	109,500	(30,970)	(21,019)
223	Gold Line Mitigation Fund	62,914	700	-	700	63,614
226	Mission Meridian Public Garage	(343,355)	-	15,000	(15,000)	(358,355)
228	Housing Authority	67,312	22,676	10,000	12,676	79,988
230	State Gas Tax	947,708	669,062	938,272	(269,210)	678,499
232	County Park Bond	(145,828)	40,067	70,500	(30,433)	(176,261)
233	Measure R	1,080,602	354,175	962,766	(608,591)	472,011
236	Measure M	960,537	397,024	953,474	(556,450)	404,087
237	Road Maint. & Rehab. Acct.	688,393	502,685	886,000	(383,315)	305,078
238	MSRC Grant	(148,849)	-	8,433	(8,433)	(157,282)
239	Measure W	(109,302)	260,000	151,806	108,194	(1,108)
241	Measure H	(65,563)	12,394	71,803	(59,409)	(124,972)
242	Prop C Exchange	(148,350)	-	61,148	(61,148)	(209,498)
245	Bike & Pedestrian Paths	10,252	-	15,080	(15,080)	(4,828)
248	BTA Grants	(409,118)	-	10,322	(10,322)	(419,440)
249	Open Streets Grant	(346,170)	332,000	-	332,000	(14,170)
255	Capital Growth	488,413	55,000	-	55,000	543,413
260	CDBG	(307)	261,565	261,565	-	(307)
270	Asset Forfeiture	143,780	50	-	50	143,830
272	Police Grants - State (COPS)	352,167	102,500	150,000	(47,500)	304,667
274	Homeland Security Grant	(21,011)	-	-	-	(21,011)
275	Park Impact Fees	703,574	166,000	100,000	66,000	769,574
276	Historic Preservation Grant	5,078	-	-	-	5,078
277	HSIP Grant	(46,791)	-	270	(270)	(47,061)

FY 2020/21 Fund Balance

Fund	Description	06/30/20 Fund Balance (1)	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/21 Year End Fund Balance
278	Housing Element Grant	-	150,000	150,000	-	-
295	Arroyo Seco Golf Course	1,327,592	1,355,410	1,151,787	203,623	1,531,215
310	Sewer Capital Projects	(1,023,564)	428,308	187,854	240,454	(783,110)
327	2000 Tax Allocation Bonds	924,821	-	-	-	924,821
500	Water	71,366,639	11,609,020	11,483,645	125,375	71,492,014
503	Water Efficiency Fund	891,845	206,069	427,900	(221,831)	670,014
505	2016 Water Revenue Bonds	(34,242,471)	2,442,838	1,590,550	852,289	(33,390,182)
506	SRF Loan - Water	(14,985)	132,483	52,643	79,840	64,855
510	Water & Sewer Impact Fees	850,406	107,444	-	107,444	957,850
550	Public Financing Authority	(4,932,973)	556,188	127,476	428,713	(4,504,260)
927	Redev. Obligations Trust Fund	66,485	194,500	194,500	-	66,485
		49,300,113	26,684,978	27,152,943	(467,965)	48,832,148
227	Successor Agency to CRA	(635,170)	194,500	194,500	-	(635,170)
	Successor Agency Total	(635,170)	194,500	194,500	-	(635,170)
	TOTAL CITY & CRA	67,537,913	63,390,744	59,798,433	3,592,311	71,130,224

(1) FY 2019-20 Fund Balance are based off of final unaudited numbers as submitted to auditors for review. These balances are subjected to changes during the audit process.

FY 2021/22 Fund Balance

Fund	Description	06/30/21 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/22 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		31,947,634	31,820,686	126,947	
	Capital			-	-	
	Transfers/Interfund Loans		-	4,462,720	(4,462,720)	
	Reserves					
	Undesignated	15,420,481				11,084,709
	Arroyo Golf Course / Bike Trail	600,000				600,000
	CalTrans Vacant Lot Purchases	392,000				392,000
	Legal Reserve	500,000				500,000
	Library Expansion	200,000				200,000
	Maint. Yard / Comm. Ctr	267,067				267,067
	Renewable Energy Sources Reserve	700,000				700,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Tree Replacement	-				-
	Storm Water	600,000				600,000
	Library Park Drainage Reserve	22,000				22,000
	Financial Sustainability Reserve	900,000				900,000
	Slater Reimbursement Reserve	345,876				345,876
	Vehicle Replacement Reserve	100,000				100,000
	SR-110 Interchange Proj (Rogan Fund Match)	1,410,000				1,410,000
	Cell Tower Revenue Reserve	-	4,374,439		4,374,439	4,374,439
	Assigned Reserves					
	Stables CIP Reserve	20,739				20,739
	Nonspendable					
	Advances to other funds	450,000				450,000
	Inventory	5,083				5,083
101	General Fund Total	\$ 22,933,246	\$ 36,322,073	\$ 36,283,406	\$ 38,666	\$ 22,971,913
103	Insurance Fund	(1,882,697)	2,655,245	2,083,045	572,200	(1,310,497)
104	Street Improvements Program	2,117,315	-	2,000,000	(2,000,000)	117,315
105	Facilities & Equip. Replacement	2,307,623	1,000	750,500	(749,500)	1,558,123
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	871,553	541,611	572,972	(31,361)	840,191
207	Prop "C"	966,880	475,442	365,383	110,059	1,076,939
208	TEA/Metro	151,625	-	-	-	151,625
210	Sewer	4,494,367	2,165,551	1,531,858	633,693	5,128,060
211	CTC Traffic Improvement	(23)	23	-	23	0
215	Street Light & Landscape	294,946	982,953	1,277,881	(294,928)	18
217	Public, Educ. & Gov't. Fund	191,609	19,000	-	-	210,609
218	Clean Air Act	104,675	34,700	50,500	(15,800)	88,875
220	Business Improvement Tax	(21,019)	78,530	109,500	(30,970)	(51,989)
223	Gold Line Mitigation Fund	63,614	-	-	-	63,614
226	Mission Meridian Public Garage	(358,355)	-	15,000	(15,000)	(373,355)
228	Housing Authority	79,988	22,428	-	22,428	102,416
230	State Gas Tax	678,499	628,563	720,386	(91,823)	586,676
232	County Park Bond	(176,261)	336,431	82,500	253,931	77,670
233	Measure R	472,011	329,831	613,404	(283,573)	188,438
236	Measure M	404,087	369,475	13,404	356,071	760,158
237	Road Maint. & Rehab. Acct.	305,078	499,149	-	499,149	804,227
238	MSRC Grant	(157,282)	-	-	-	(157,282)
239	Measure W	(1,108)	229,227	229,227	-	(1,108)
241	Measure H	(124,972)	-	-	-	(124,972)
242	Prop C Exchange	(209,498)	-	-	-	(209,498)
245	Bike & Pedestrian Paths	(4,828)	4,828	-	4,828	(0)
248	BTA Grants	(419,440)	-	-	-	(419,440)
249	Open Streets Grant	(14,170)	434,170	420,000	14,170	0
255	Capital Growth	543,413	40,000	-	40,000	583,413
260	CDBG	(307)	282,774	258,567	24,207	23,900
270	Asset Forfeiture	143,830	-	60,000	(60,000)	83,830
272	Police Grants - State (COPS)	304,667	102,500	130,000	(27,500)	277,167
274	Homeland Security Grant	(21,011)	-	-	-	(21,011)
275	Park Impact Fees	769,574	166,000	-	166,000	935,574
276	Historic Preservation Grant	5,078	-	-	-	5,078

FY 2021/22 Fund Balance

Fund	Description	06/30/21 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/22 Year End Fund Balance
277	HSIP Grant	(47,061)	-	-	-	(47,061)
278	Housing Element Grant	-	-	-	-	-
295	Arroyo Seco Golf Course	1,531,215	1,269,800	1,240,728	29,072	1,560,287
310	Sewer Capital Projects	(783,110)	425,808	177,755	248,053	(535,057)
327	2000 Tax Allocation Bonds	924,821	-	-	-	924,821
500	Water	71,492,014	11,624,715	12,213,856	(589,141)	70,902,873
503	Water Efficiency Fund	670,014	237,176	439,851	(202,675)	467,339
505	2016 Water Revenue Bonds	(33,390,182)	2,446,638	2,241,100	205,538	(33,184,644)
506	SRF Loan - Water	64,855	132,483	51,280	81,203	146,058
510	Water & Sewer Impact Fees	957,850	200,000	-	200,000	1,157,850
550	Public Financing Authority	(4,504,260)	556,188	111,276	444,913	(4,059,348)
927	Redev. Obligations Trust Fund	66,485	195,800	195,800	-	66,485
		48,832,148	27,488,039	27,955,773	(467,734)	48,364,414
227	Successor Agency to CRA	(635,170)	195,800	195,800	-	(635,170)
	Successor Agency Total	(635,170)	195,800	195,800	-	(635,170)
	TOTAL CITY & CRA	71,130,224	64,005,912	64,434,979	(429,067)	70,701,157

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
4000-000	Property Tax - Current Secured	10,441,153	11,146,277	11,578,594	11,543,829	11,543,829	12,002,763
4010-000	Property Tax - Unsecured	391,659	753,045	115,324	320,000	320,000	420,711
4015-000	Property Tax - Residual SA	-	-	133,780	-	-	135,000
4020-000	Property Tax - Prior Years	(18,677)	(56,597)	(29,505)	(26,349)	(26,349)	(25,000)
4030-000	Property Tax - Int & Pen	32,396	33,417	35,319	22,737	22,737	30,000
4040-000	Highway Rental	123,316	114,707	117,783	117,783	117,783	120,000
4050-000	Homeowners Exemption	63,087	62,175	60,796	60,000	60,000	60,000
4060-000	Supplemental - Sec/Unsec	308,827	333,952	333,877	310,000	310,000	310,000
5002-000	Motor Vehicle In Lieu Adj.	2,794,082	2,981,222	3,145,589	3,218,000	3,268,772	3,436,613
Property Tax		14,135,844	15,368,198	15,491,557	15,566,000	15,616,772	16,490,087
4150-000	Library Special Tax	317,141	330,941	342,237	350,008	350,008	357,170
Assessments & Special Taxes		317,141	330,941	342,237	350,008	350,008	357,170
4200-000	Sales & Use Tax	2,175,728	2,252,037	2,149,095	2,355,720	2,320,318	2,270,228
4200-002	Sales Tax - Measure A	-	-	412,661	2,095,000	2,191,000	2,244,000
4201-000	PSAF - Prop 172 Sales Tax	325,535	311,080	302,718	300,000	300,000	322,485
Sales Tax		2,501,264	2,563,117	2,864,474	4,750,720	4,811,318	4,836,713
4230-001	Utility Tax - Water	669,561	672,023	774,712	650,000	750,000	800,000
4230-002	Utility Tax - Electric	1,283,120	1,179,074	1,429,355	1,300,000	1,300,000	1,330,000
4230-003	Utility Tax - Gas	351,564	496,814	450,337	452,105	452,105	453,000
4230-004	Utility Tax - Telephone	781,524	649,905	584,161	625,000	625,000	600,000
4230-006	Utility Tax - Cable	259,813	230,504	206,889	150,000	200,000	200,000
Utility Users Tax		3,345,582	3,228,320	3,445,454	3,177,105	3,327,105	3,383,000
4210-001	Franchise - Refuse	443,975	514,724	556,224	450,000	500,000	567,350
4210-002	Franchise - Cable TV	194,311	290,940	185,465	250,000	250,000	226,000
4210-003	Franchise - Electric	97,964	150,085	-	100,000	120,000	159,650
4210-004	Franchise - Gas	48,486	46,659	53,149	52,000	52,000	54,000
4220-000	Real Property Transfer	166,460	130,503	155,292	150,000	150,000	162,000
Other Taxes		951,196	1,132,910	950,130	1,002,000	1,072,000	1,169,000
4400-000	Business License	379,911	391,461	359,324	270,000	270,000	350,000
4405-000	Business License SB1186 Fee	6,262	10,112	9,445	7,500	7,500	9,000
4420-000	Bus Lic Penalties & Trans	9,816	8,192	16,075	15,000	15,000	5,000
4440-000	Tobacco Retail Permit	840	600	480	480	480	480
4460-000	Parking Permits	393,937	352,207	360,898	350,000	350,000	350,000
4445-000	Filming Permits	83,211	75,300	67,487	60,000	60,000	60,000
4465-001	Fire Permits	5,301	4,941	5,015	3,000	3,500	4,000
4470-001	Grading Permits	-	-	362	300	300	300
4470-002	Street / Curb Permits	45,560	33,190	27,117	35,000	20,000	30,000
4470-004	Street Closure Permits	5,226	4,271	5,672	3,000	3,000	3,000
4470-005	Newsrack Permits	125	836	573	500	500	500
4480-000	FOG Wastewater Permit	5,445	11,450	9,248	7,000	1,000	7,000
Licenses & Permits		935,633	892,560	861,697	751,780	731,280	819,280
4600-000	Vehicle Code Fines	80,785	66,759	46,821	55,000	55,000	55,000
4610-000	Parking Citations	291,191	262,525	207,821	200,000	150,000	200,000
4620-000	Other Court Fines	16,085	10,353	9,959	10,000	10,000	10,000
Fines & Forfeitures		388,061	339,636	264,601	265,000	215,000	265,000
4800-000	Interest Income	89,594	284,778	299,006	125,000	125,000	125,000
4802-000	Gain / Loss on Investments	(445)	10,702	7,853	-	-	-
4805-000	Unrealized Gain / Loss	(8,111)	202,872	201,885	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	-	3,646	2,250	3,000	3,000	3,000
4820-000	Rental - Stables	53,278	81,907	73,149	85,000	85,000	100,000
4820-001	Rental - Stables - CIP Rsv	-	20,739	7,678	-	-	55,000
4825-000	Rental - Tennis	77,913	81,900	63,700	75,600	75,600	75,600
4825-001	Rental - Tennis - CIP Rsv	-	-	700	-	-	8,400
4830-001	Rental - Cellular Site	-	-	-	4,374,439	4,374,439	-
4830-002	Rental - Cell Phone Site	53,658	34,665	44,536	19,177	19,177	-
4830-003	Rental - Cell Site - A T&T	30,240	23,038	32,392	15,062	15,062	-
4830-004	Cell Phone - CW/Bilicke	37,124	38,474	33,142	16,852	20,188	-

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
4830-005	Cell Phone - Verizon - San Pascual	27,785	28,619	29,477	15,000	15,000	-
4830-006	Cell Phone - Cingular OG	33,029	44,560	36,538	9,971	9,971	-
4830-009	Cell Phone - Cingular ASP	35,187	38,386	35,187	14,617	14,617	-
4830-010	Cell Phone - Verizon - MH	22,992	21,718	22,309	-	-	-
4840-000	Rental - War Memorial Building	46,527	50,765	26,146	10,000	12,500	40,000
4850-000	Rental - Eddie Park	2,811	4,676	3,541	1,500	1,500	3,000
4860-000	Rental - Library Comm Room	16,330	14,863	11,108	5,000	2,000	2,000
4870-000	Rental - Racquet Ball Ctr	585	-	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	2,665	1,900	2,616	2,000	-	2,000
4890-000	Rental - Farmer's Market	10,564	16,456	5,625	5,000	5,000	5,000
4891-000	Rental - Orange Grove	10,312	4,644	2,861	1,000	-	2,500
4892-000	Rental - Misc	23,765	30,516	36,784	10,000	1,000	5,000
4893-000	Rental - Batting Cages	8,382	13,061	9,787	5,000	1,000	8,000
4894-000	Rental - Youth House	4,823	4,190	1,712	1,500	1,000	4,000
Use of Money & Property		579,006	1,057,074	989,984	4,794,718	4,781,054	438,500
5000-000	Motor Vehicle In Lieu	13,682	-	20,772	-	-	-
5400-000	Sale of Property	5,481	856	1,167	-	-	-
5020-000	State Reimb - Police Training	12,673	8,570	14,700	13,000	13,000	30,000
5030-000	State Mandated Cost	115	62	-	-	-	-
5071-003	Miscellaneous Grants	-	263,258	500	40,500	40,500	-
5071-005	Non-Federal Grants - Pub. Works	(39,951)	414,694	-	-	-	-
5071-007	Misc Federal Grant	-	-	-	333,000	333,000	-
5073-001	Grants-Police	11,982	23,739	-	20,000	20,000	-
5073-002	Grants-Fire	-	-	27,100	-	94,853	-
5077-003	Metro Gold Line Authority	3,011	-	-	-	-	-
5310-001	Fire Interagency Support Reimb	-	-	-	270,000	270,000	315,000
Revenue From Other Agencies		6,993	711,179	64,239	676,500	771,353	345,000
5150-001	Business License App Fee	28,015	17,783	25,092	15,000	15,000	15,000
5150-002	Non Sufficient Fund Chg	378	340	294	300	300	300
Current Services-Finance		28,393	18,123	25,386	15,300	15,300	15,300
5200-001	Community Development Misc Fec	3,160	7,647	15,812	20,000	20,000	20,000
5200-002	Planning Fees	165,516	126,542	256,431	800,000	800,000	659,000
5200-003	Plan Check	252,652	300,717	350,036	265,000	265,000	300,000
5200-004	Building Permits	461,992	420,639	396,542	500,000	500,000	500,000
5200-007	Administrative Citations	1,300	700	1,200	1,200	1,200	1,200
Current Services-Planning & Building		884,620	856,245	1,020,020	1,586,200	1,586,200	1,480,200
5220-001	Engineering Fees - Misc	107,456	81,445	159,689	120,000	100,000	100,000
5220-002	Engineering Plan Check	1,120	700	2,786	2,500	2,500	2,500
5223-000	NPDES	108,229	136,577	101,720	140,000	90,000	90,000
5224-000	Public Works - Filming	-	-	1,295	-	-	-
Current Services-Public Works		216,805	218,723	265,489	262,500	192,500	192,500
5230-001	Police Special Svcs	2,270	4,036	10,926	5,000	5,000	5,000
5230-004	Vehicle Impound Fees	25,055	34,428	30,971	25,000	10,000	20,000
5230-005	Police Svcs - Filming	242,810	190,960	207,875	150,000	150,000	150,000
5280-001	Animal Control Fees	749	893	857	800	800	800
Current Services-Police		270,883	230,317	250,629	180,800	165,800	175,800
5255-000	Passport Services	19,175	15,387	14,646	10,000	1,000	10,000
Current Services-Library		19,175	15,387	14,646	10,000	1,000	10,000
5260-002	Library Fines	54,258	48,868	30,190	-	600	-
5260-003	Library Replacements	4,321	3,609	2,950	2,000	1,000	2,000
Current Services-Library		58,579	52,477	33,139	2,000	1,600	2,000
5265-002	Sr. Citizens Classes	21,392	20,483	17,436	15,000	1,000	15,000
5265-003	Sr. Citizens Membership	8,658	10,430	8,335	7,000	2,000	6,000
5265-004	Sr. Citizens Bus Trips	5,660	3,694	2,605	1,000	500	2,000
5265-005	Snr. Citizens Center Programs	3,680	2,150	1,104	1,000	600	1,000
5265-006	Bingo - Coffee - Med. I.D.	1,285	1,163	897	750	50	1,200
5270-001	Camp Med Fees	409,932	392,712	238,880	10,000	6,000	230,000

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
5270-002	Recreation Classes	197,722	168,097	108,560	5,000	12,000	100,000
5270-003	Special Events	12,417	10,435	10,262	-	500	10,000
5270-004	MTA Bus Pass - General	2,279	-	-	-	-	-
5270-005	Park/Field Reservations	64,778	60,680	26,035	500	500	50,000
5270-007	Adult Sports	-	-	-	-	-	-
5270-008	Concerts in the Park	14,550	8,000	-	-	-	-
5270-009	War Memorial Kitchen	3,300	3,075	2,500	2,000	100	2,500
Current Services-Community Services		745,653	680,920	416,614	42,250	23,250	417,700
5289-001	Fire Dept - Filming	160,645	111,685	113,240	80,000	80,000	100,000
5289-002	Fire Dept - Plan Check	18,192	55,018	57,987	40,000	40,000	45,000
5289-007	Fire Dept - Inspection	-	-	56,335	35,000	65,000	60,000
5290-001	Paramedic Fees	560,570	609,334	680,353	625,000	600,000	650,000
5300-000	Paramedic Subscriptions	19,595	18,770	27,560	27,500	27,500	27,500
5302-000	Fire Command Reimbursements	14,246	142,129	23,994	100,000	100,000	100,000
5305-001	Fire Miscellaneous	118,203	73,214	449	-	-	-
Current-Services-Fire		891,451	1,010,150	959,918	907,500	912,500	982,500
Current-Services-ALL		3,115,558	3,082,342	2,985,842	3,006,550	2,898,150	3,276,000
5420-000	Workers Comp Reimb	35,297	37,479	-	31,633	-	-
5425-000	Gen. Liability Insurance Reimb	12,892	40,695	-	370,000	-	-
5430-000	Damage to City Property	92,634	(18,123)	7,430	2,047	2,047	-
5440-000	Candidate Filing Fee	-	100	-	-	-	-
5460-000	Recycling Revenue	74,083	39,234	12,238	11,443	1,200	5,000
5460-001	Recycling Container	7,155	19,309	-	-	-	-
5490-000	Cash Over/Short Fin.	(1)	54	3	50	50	-
5490-001	Over/Short - Library	4	(2)	1	1	1	-
5490-002	Over/Short - Police	101	28	42	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	-	-	-	41	41	-
5490-004	Over Short - Senior Center	(8)	1	12	-	-	-
5490-006	Cash Over/Short - Pub. Works	-	-	68	-	-	-
5490-007	Cash Over/Short - Fire	-	-	-	-	-	-
5490-008	Over/Short - Planning/Bldg	-	-	(890)	-	-	-
5501-001	Donations - Misc	76	66	70	-	-	-
5501-003	Donations - Senior Meals	14,368	29,901	2,806	2,173	2,173	54,000
5501-005	Donations - Library	7,746	-	-	-	-	-
5505-000	Miscellaneous	32,407	105,334	35,294	22,810	22,810	20,000
5505-001	Duplication Fees	3,825	4,979	7,698	6,728	6,728	4,000
5510-000	Credit Card Transaction Fee	-	-	7,360	1,500	1,500	1,500
5550-000	Prior Year Adjustment	(307)	(2,389,820)	(15,188)	7,292	7,292	-
Other Revenue		280,271	(2,130,764)	56,944	455,719	43,843	84,500
5610-000	Reimbursement-Sewer Fund	-	69,022	69,022	69,022	69,022	69,022
5640-000	Reimbursement-Water Fund	-	414,362	414,362	414,362	414,362	414,362
Reimbursements From Other Funds		-	483,384	483,384	483,384	483,384	483,384
101 - GENERAL FUND TOTAL		26,556,549	27,058,897	28,800,543	35,279,484	35,101,267	31,947,634
5410-000	Insurance Reimbursement - WC	-	-	77,299	-	31,633	75,000
5410-001	Insurance Reimbursement - GL	-	-	48,231	-	370,000	50,000
5420-000	Internal Service Charge - WC	-	-	671,573	-	-	730,245
5425-000	Internal Service Charge - GL	-	-	415,312	-	-	1,800,000
Other Revenue		-	-	1,212,415	-	401,633	2,655,245
9911-000	Transfers from Other Fund	-	269,956	140,000	1,227,250	509,000	-
Transfers In		-	269,956	140,000	1,227,250	509,000	-
103 - INSURANCE FUND TOTAL		-	269,956	1,352,415	1,227,250	910,633	2,655,245
5505-000	Miscellaneous	-	-	4,000	-	-	-
5550-000	Prior Year Adjustment	-	1,300,000	-	-	-	-
Other Revenue		-	1,300,000	4,000	-	-	-
9911-000	Transfers from Other Fund	-	1,100,000	965,000	509,948	509,948	-
Transfers In		-	1,100,000	965,000	509,948	509,948	-
104 - STREET IMPROVEMENTS PROGRAM F		-	2,400,000	969,000	509,948	509,948	-

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
4800-000	Interest Income	2,877	5,823	23,208	1,000	1,000	1,000
Use of Money & Property		2,877	5,823	23,208	1,000	1,000	1,000
5550-000	Prior Year Adjustment	-	1,006,584	-	-	-	-
Other Revenue		-	1,006,584	-	-	-	-
9911-000	Transfers from Other Fund	-	546,000	825,000	740,000	740,000	-
Transfers In		-	546,000	825,000	740,000	740,000	-
105 - FACILITIES & EQUIP REPLACEMENT T		2,877	1,558,407	848,208	741,000	741,000	1,000
4200-000	Sales & Use Tax	485,507	521,818	505,425	553,185	553,185	514,111
Sales Tax		485,507	521,818	505,425	553,185	553,185	514,111
4800-000	Interest Income	9,528	25,696	30,002	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	(38)	416	391	-	-	-
4805-000	Unrealized Gain / Loss	(4,340)	7,894	14,595	-	-	-
Use of Money & Property		5,149	34,006	44,988	10,000	10,000	10,000
5266-000	Dial - A - Ride Charges	4,419	5,079	2,787	3,000	3,000	5,000
Charges for Current Services		4,419	5,079	2,787	3,000	3,000	5,000
5500-000	MTA Bus Pass - Senior	538	4,844	3,040	-	-	500
5504-000	Prop A - NTD Disc. Incentive	13,049	-	12,156	-	-	12,000
5505-000	Miscellaneous	1,238	-	-	-	-	-
5550-000	Prior Year Adjustment	-	20	-	-	-	-
Other Revenue		14,825	4,864	15,196	-	-	12,500
205 - LOCAL TRANSIT RETURN "A" TOTAL		509,900	565,766	568,396	566,185	566,185	541,611
4200-000	Sales & Use Tax	403,270	432,833	419,251	458,852	458,852	426,442
Sales Tax		403,270	432,833	419,251	458,852	458,852	426,442
4800-000	Interest Income	8,506	17,292	22,104	8,896	8,896	9,000
4802-000	Gain / Loss on Investments	(42)	275	296	-	-	-
4805-000	Unrealized Gain / Loss	(4,802)	5,210	11,047	-	-	-
Use of Money & Property		3,661	22,777	33,447	8,896	8,896	9,000
4460-001	Parking Revenue	34,387	45,775	39,021	40,000	40,000	40,000
Charges for Current Services		34,387	45,775	39,021	40,000	40,000	40,000
207 - LOCAL TRANSIT RETURN "C" TOTAL		441,319	501,385	491,719	507,748	507,748	475,442
4800-000	Interest Income	9,428	14,255	10,843	6,412	6,412	-
4802-000	Gain / Loss on Investments	(44)	207	107	-	-	-
4805-000	Unrealized Gain / Loss	(5,506)	3,920	3,990	-	-	-
Use of Money & Property		3,878	18,382	14,940	6,412	6,412	-
5077-041	MTA Grant - Ped. Improv. - LTF	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-
208 - TEA/METRO TOTAL		3,878	18,382	14,940	6,412	6,412	-
4800-000	Interest Income	33,576	112,962	124,084	60,000	60,000	60,000
4802-000	Gain / Loss on Investments	(170)	2,025	1,609	-	-	-
4805-000	Unrealized Gain / Loss	(18,990)	38,383	60,000	-	-	-
Use of Money & Property		14,416	153,370	185,693	60,000	60,000	60,000
5310-000	Sewer Service Charges	1,608,945	1,627,051	1,959,372	1,981,763	1,981,763	2,100,551
5315-000	Penalty - Sewer	5,406	5,978	3,071	5,000	5,000	5,000
5335-000	Water Impact Fees	-	(160,907)	-	-	-	-
Charges for Current Services		1,614,351	1,472,121	1,962,443	1,986,763	1,986,763	2,105,551
5505-000	Miscellaneous	16,996	-	-	-	-	-
5550-000	Prior Year Adjustment	(16,996)	-	-	-	-	-
Other Revenue		0	-	-	-	-	-
210 - SEWER TOTAL		1,628,767	1,625,491	2,148,137	2,046,763	2,046,763	2,165,551

Revenue Detail

Acct	Account Title	Unaudited					Adopted 2021/22
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	
5071-006	Federal Grant - Rogan HR 5394	-	108	-	-	-	-
Revenue From Other Agencies		-	108	-	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	23
Transfers In		-	-	-	-	-	23
211 - CTC TRAFFIC IMPROVEMENT TOTAL		-	108	-	-	-	23
4100-000	Street Light Assessments	890,227	893,205	890,461	880,000	895,000	900,000
Assessments & Special Taxes		890,227	893,205	890,461	880,000	895,000	900,000
4800-000	Interest Income	2,509	5,018	3,834	4,837	4,837	4,000
Use of Money & Property		2,509	5,018	3,834	4,837	4,837	4,000
5430-000	Damage to City Property	16,135	-	-	-	-	-
5501-012	Donations - Tree Dedications	14,475	4,476	11,727	5,000	5,000	10,000
Other Revenue		30,610	4,476	11,727	5,000	5,000	10,000
9911-000	Transfers from Other Fund	-	25,000	200,597	-	-	68,953
Transfers In		-	25,000	200,597	-	-	68,953
215 - STREET LIGHT & LANDSCAPE TOTAL		923,345	927,698	1,106,620	889,837	904,837	982,953
4800-000	Interest Income	708	2,811	2,398	1,825	1,825	1,000
Use of Money & Property		708	2,811	2,398	1,825	1,825	1,000
5250-000	PEG Fees	12,067	7,104	23,744	18,000	18,000	18,000
Revenue From Other Agencies		12,067	7,104	23,744	18,000	18,000	18,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		12,775	9,915	26,142	19,825	19,825	19,000
4800-000	Interest Income	1,469	3,621	3,285	1,739	1,739	1,500
4802-000	Gain / Loss on Investments	(4)	58	36	-	-	-
4805-000	Unrealized Gain / Loss	(461)	1,097	1,326	-	-	-
Use of Money & Property		1,005	4,776	4,646	1,739	1,739	1,500
5082-000	AB 2766 (SCAQMD) Fees	33,211	33,784	33,136	33,200	33,200	33,200
Revenue From Other Agencies		33,211	33,784	33,136	33,200	33,200	33,200
218 - CLEAN AIR ACT TOTAL		34,215	38,561	37,782	34,939	34,939	34,700
4800-000	Interest Income	535	1,380	85	500	500	500
Use of Money & Property		535	1,380	85	500	500	500
5412-000	Business Improvement Tax	113,120	61,654	53,771	55,790	55,790	55,790
5412-001	BIT - Filming Permits	31,329	29,747	26,615	22,240	22,240	22,240
Other Revenue		144,448	91,401	80,386	78,030	78,030	78,030
220 - BUSINESS IMPROVEMENT TAX TOTAL		144,984	92,781	80,471	78,530	78,530	78,530
4800-000	Interest Income	327	1,239	966	700	700	-
Use of Money & Property		327	1,239	966	700	700	-
223 - GOLD LINE MITIGATION FUND TOTAL		327	1,239	966	700	700	-
4875-000	Rental - MMV Parking	9,096	(3,440)	3,685	-	-	-
Use of Money & Property		9,096	(3,440)	3,685	-	-	-
226 - MISSION MERIDIAN PUBLIC GARAGE		9,096	(3,440)	3,685	-	-	-
4800-000	Interest Income	2,314	4,398	2,901	-	-	-
4802-000	Gain / Loss on Investments	1	-	-	-	-	-
4880-000	Rental - Nursery Property	-	-	-	-	-	-
Use of Money & Property		2,314	4,398	2,901	-	-	-
9911-000	Transfers from Other Fund	196,004	195,617	193,809	194,500	194,500	195,800
Transfers In		196,004	195,617	193,809	194,500	194,500	195,800
227 - SA-CRA TOTAL		198,318	200,014	196,710	194,500	194,500	195,800

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
4800-000	Interest Income	619	1,719	1,868	800	800	-
4802-000	Gain / Loss on Investments	(2)	27	24	-	-	-
4805-000	Unrealized Gain / Loss	(286)	506	894	-	-	-
4810-000	Rental - Arroyo House	7,290	8,569	5,013	9,876	9,876	10,428
4880-000	Rental - Nursery Property	12,000	11,000	12,000	12,000	12,000	12,000
Use of Money & Property		19,621	21,821	19,800	22,676	22,676	22,428
228 - HOUSING AUTHORITY TOTAL		19,621	21,821	19,800	22,676	22,676	22,428
4800-000	Interest Income	13,152	25,064	24,463	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	(54)	387	304	-	-	-
4805-000	Unrealized Gain / Loss	(5,930)	7,343	11,354	-	-	-
Use of Money & Property		7,168	32,794	36,121	10,000	10,000	10,000
5038-000	State Gas Tax - 2103	101,219	87,016	180,969	232,670	232,670	197,422
5039-000	State Gas Tax - 2105	141,050	142,910	133,878	150,848	150,848	145,027
5040-000	State Gas Tax - 2106	89,509	90,024	80,727	89,452	89,452	85,667
5050-000	State Gas Tax - 2107	183,568	179,725	169,046	180,092	180,092	184,447
5060-000	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - SBI	29,548	29,373	29,505	-	-	-
Revenue From Other Agencies		550,895	535,049	600,126	659,062	659,062	618,563
5535-000	Loader Fee - Athens	65,000	-	-	-	-	-
Other Revenue		65,000	-	-	-	-	-
230 - STATE GAS TAX TOTAL		623,063	567,843	636,247	669,062	669,062	628,563
4800-000	Interest Income	-	2,108	-	2,500	2,500	-
Use of Money & Property		-	2,108	-	2,500	2,500	-
5084-006	County Park Bond - (Prop A)	-	-	33,014	33,014	33,014	265,931
5084-008	County Park Bond - Maint	30,437	41,294	4,553	4,553	4,553	70,500
Revenue From Other Agencies		30,437	41,294	37,567	37,567	37,567	336,431
232 - COUNTY PARK BOND TOTAL		30,437	43,402	37,567	40,067	40,067	336,431
4200-000	Sales & Use Tax	301,630	324,718	313,988	344,175	344,175	319,831
Sales Tax		301,630	324,718	313,988	344,175	344,175	319,831
4800-000	Interest Income	12,498	25,381	29,154	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	(49)	409	364	-	-	-
4805-000	Unrealized Gain / Loss	(5,532)	7,746	13,581	-	-	-
Use of Money & Property		6,917	33,536	43,099	10,000	10,000	10,000
233 - MEASURE R TOTAL		308,546	358,255	357,087	354,175	354,175	329,831
4200-000	Sales & Use Tax	273,345	365,736	353,424	390,024	390,024	362,475
Sales Tax		273,345	365,736	353,424	390,024	390,024	362,475
4800-000	Interest Income	1,276	14,543	21,705	7,000	7,000	7,000
4802-000	Gain / Loss on Investments	(3)	271	300	-	-	-
4805-000	Unrealized Gain / Loss	(396)	5,145	11,190	-	-	-
Use of Money & Property		877	19,960	33,195	7,000	7,000	7,000
236 - MEASURE M TOTAL		274,222	385,695	386,619	397,024	397,024	369,475
5070-000	State Gas Tax - SBI	152,302	490,158	454,560	495,685	495,685	492,149
Sales Tax		152,302	490,158	454,560	495,685	495,685	492,149
4800-000	Interest Income	212	11,744	23,442	7,000	7,000	7,000
4802-000	Gain / Loss on Investments	-	267	338	-	-	-
4805-000	Unrealized Gain / Loss	-	5,057	12,606	-	-	-
Use of Money & Property		212	17,067	36,386	7,000	7,000	7,000
237 - ROAD MAINT. & REHAB. ACCT. TOTAL		152,514	507,225	490,946	502,685	502,685	499,149
5071-014	MSRC Grant	-	134,182	-	-	-	-
Revenue From Other Agencies		-	134,182	-	-	-	-
238 - MSRC GRANT TOTAL		-	134,182	-	-	-	-

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
5071-003	Miscellaneous Grant	-	-	-	-	260,000	229,227
Revenue From Other Agencies		-	-	-	-	260,000	229,227
239 - MEASURE W TOTAL		-	-	-	-	260,000	229,227
4200-000	Sales & Use Tax	-	-	-	-	-	-
Sales Tax		-	-	-	-	-	-
240 - MEASURE M MSP TOTAL		-	-	-	-	-	-
5230-007	Homeless Outreach Service	-	-	12,394	12,394	12,394	-
Revenue From Other Agencies		-	-	12,394	12,394	12,394	-
241 - MEASURE H TOTAL		-	-	12,394	12,394	12,394	-
4800-000	Interest Income	0	0	0	-	-	-
4805-000	Unrealized Gain / Loss	(0)	0	-	-	-	-
Use of Money & Property		0	0	0	-	-	-
5035-000	SB 821 State Grants	-	22,735	48,280	-	-	-
Revenue From Other Agencies		-	22,735	48,280	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	4,828
Transfers In		-	-	-	-	-	4,828
245 - BIKE & PEDESTRIAN PATHS TOTAL		0	22,735	48,280	-	-	4,828
5071-017	Mission St. Bikeway-BTA Grant	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-
248 - BTA GRANTS TOTAL		-	-	-	-	-	-
5071-045	MSRC Grant - Golden Streets	258,691	-	-	-	-	-
5077-045	Metro Grant - Golden Streets	-	-	-	332,000	332,000	420,000
Revenue From Other Agencies		258,691	-	-	332,000	332,000	420,000
9911-000	Transfers from Other Fund	-	-	-	-	-	14,170
Transfers In		-	-	-	-	-	14,170
249 - OPEN STREETS GRANT TOTAL		258,691	-	-	332,000	332,000	434,170
4800-000	Interest Income	4,346	11,469	12,354	5,000	5,000	-
4802-000	Gain / Loss on Investments	(19)	179	157	-	-	-
4805-000	Unrealized Gain / Loss	(1,989)	3,398	5,848	-	-	-
Use of Money & Property		2,339	15,046	18,360	5,000	5,000	-
5215-000	Growth Requirement - Residen	70,752	55,744	27,901	45,000	45,000	40,000
5216-000	Growth Requiremnt - Comm/Indus	13,955	661	6,303	5,000	5,000	-
Charges for Current Services		84,707	56,405	34,205	50,000	50,000	40,000
255 - CAPITAL GROWTH TOTAL		87,046	71,451	52,564	55,000	55,000	40,000
5075-032	Sr. Program - D99575	17,970	17,995	-	24,998	24,998	18,383
5075-049	ADA Sidewalk	143,601	115,076	-	216,567	216,567	216,567
5075-055	CDBG-CV Grant	-	-	-	-	-	23,617
Revenue From Other Agencies		161,571	133,071	-	241,565	241,565	258,567
5501-003	Donations - Senior Meals	25,248	10,409	30,719	20,000	20,000	23,900
5550-000	Prior Year Adjustment	-	2,437	-	-	-	-
Other Revenue		25,248	12,846	30,719	20,000	20,000	23,900
9911-000	Transfers from Other Fund	-	-	-	-	-	307
Transfers In		-	-	-	-	-	307
260 - CDBG TOTAL		186,819	145,917	30,719	261,565	261,565	282,467

Revenue Detail

Acct	Account Title	Unaudited					Adopted 2021/22
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	
4800-000	Interest Income	35	136	1,394	50	50	-
4802-000	Gain / Loss on Investments	(0)	-	38	-	-	-
4805-000	Unrealized Gain / Loss	(22)	-	1,408	-	-	-
Use of Money & Property		13	136	2,839	50	50	-
5075-001	Asset Forfeiture - DOJ	-	4,469	140,941	-	-	-
Revenue From Other Agencies		-	4,469	140,941	-	-	-
270 - ASSET FORFEITURE TOTAL		13	4,604	143,780	50	50	-
4800-000	Interest Income	1,503	5,464	8,017	2,500	2,500	2,500
4802-000	Gain / Loss on Investments	(7)	86	110	-	-	-
4805-000	Unrealized Gain / Loss	(803)	1,622	4,105	-	-	-
Use of Money & Property		693	7,172	12,231	2,500	2,500	2,500
5005-000	State Grant - COPS (AB3229)	148,747	100,000	155,948	100,000	100,000	100,000
Revenue From Other Agencies		148,747	100,000	155,948	100,000	100,000	100,000
272 - POLICE GRANTS - STATE TOTAL		149,439	107,172	168,179	102,500	102,500	102,500
4800-000	Interest Income	-	-	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	-
273 - POLICE SUBVENTIONS - CLEEP TOTAL		-	-	-	-	-	-
4800-000	Interest Income	-	-	67	-	-	-
Use of Money & Property		-	-	67	-	-	-
5036-000	Homeland Security Grant	-	4,319	-	-	-	-
Revenue From Other Agencies		-	4,319	-	-	-	-
274 - HOMELAND SECURITY GRANT TOTAL		-	4,319	67	-	-	-
4800-000	Interest Income	2,434	9,367	9,414	6,000	6,000	6,000
Use of Money & Property		2,434	9,367	9,414	6,000	6,000	6,000
5200-008	Park Impact Fees	156,380	164,071	187,167	160,000	160,000	160,000
Charges for Current Services		156,380	164,071	187,167	160,000	160,000	160,000
275 - PARK IMPACT FEE		156,380	164,071	196,581	166,000	166,000	166,000
4800-000	Interest Income	-	-	78	-	-	-
Use of Money & Property		-	-	78	-	-	-
5071-015	Historic Preservation Grant	-	5,000	-	-	-	-
Revenue From Other Agencies		-	5,000	-	-	-	-
276 - HISTORIC PRESERVATION GRANT TC		-	5,000	78	-	-	-
5071-016	HSIP Grant	25,163	900	-	-	-	-
Revenue From Other Agencies		25,163	900	-	-	-	-
277 - HSIP GRANT TOTAL		25,163	900	-	-	-	-
5071-001	Miscellaneous Grant - State	-	-	-	150,000	150,000	-
Revenue From Other Agencies		-	-	-	150,000	150,000	-
278 - HOUSING ELEMENT GRANT TOTAL		-	-	-	150,000	150,000	-
4800-000	Interest Income	1,594	254	154	2,000	2,000	2,000
4802-000	Gain / Loss on Investments	(6)	2	2	-	-	-
4805-000	Unrealized Gain / Loss	(1,117)	46	71	-	-	-
Use of Money & Property		471	302	227	2,000	2,000	2,000
5275-001	Green Fees / Mini Golf	700,201	738,026	642,207	774,500	774,500	744,500
5275-002	Range	299,328	351,477	312,210	385,000	385,000	340,650
5275-003	Golf Shop	53,747	62,538	51,627	46,888	46,888	72,650
5275-004	Food	99,679	75,399	41,475	91,122	91,122	95,000
5275-005	Filming	13,560	28,375	27,364	55,900	55,900	15,000
Charges for Current Services		1,166,516	1,255,814	1,074,883	1,353,410	1,353,410	1,267,800
295-ARROYO SECO GOLF COURSE		1,166,987	1,256,116	1,075,110	1,355,410	1,355,410	1,269,800

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
4800-000	Interest Income	-	5,118	-	2,500	2,500	-
4802-000	Gain / Loss on Investments	-	155	-	-	-	-
4805-000	Unrealized Gain / Loss	-	2,937	-	-	-	-
Use of Money & Property		-	8,210	-	2,500	2,500	-
9911-000	Transfers from Other Fund	169,250	160,000	710,425	425,808	425,808	425,808
Transfers In		169,250	160,000	710,425	425,808	425,808	425,808
310 - SEWER CAPITAL PROJECTS TOTAL		169,250	168,210	710,425	428,308	428,308	425,808
4800-000	Interest Income	7,325	77	9,453	-	-	-
4802-000	Gain / Loss on Investments	(49)	1	291	-	-	-
4805-000	Unrealized Gain / Loss	(5,551)	22	10,839	-	-	-
Use of Money & Property		8,825	27,684	20,583	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTA		1,725	100	20,583	-	-	-
4800-000	Interest Income	111,811	175,722	29,375	70,000	70,000	70,000
4802-000	Gain / Loss on Investments	(350)	1,911	-	-	-	-
4805-000	Unrealized Gain / Loss	(42,289)	36,224	(5,938)	-	-	-
Use of Money & Property		69,172	213,857	23,437	70,000	70,000	70,000
5320-000	Water Sales	9,270,664	8,968,934	10,676,289	11,359,152	11,359,152	11,401,868
5325-000	Standby Service Charge	14,970	13,040	26,097	20,000	43,868	36,000
5370-000	Penalty - Water/Rubbish	72,428	65,684	16,256	30,000	30,000	-
5327-000	Efficiency Fee	211,240	-	103,157	-	-	-
5330-000	Private Fire Service	32,919	32,844	47,294	26,000	26,000	38,830
5335-000	Water Impact Fees	24,723	160,907	-	-	-	-
Charges for Current Services		9,626,945	9,241,408	10,869,093	11,435,152	11,459,020	11,476,698
5360-000	Rubbish Clearing	-	386	(10,122)	-	-	-
5400-000	Sale of Property	14,294	(15,056)	-	-	-	-
5430-000	Damage to City Property	-	-	-	-	-	-
5505-000	Miscellaneous	(1,002)	(186)	596,727	-	-	-
5510-000	Misc Service Revenue	3,470	5,089	13,037	5,000	5,000	5,000
5525-000	Yard Waste	(153)	110	-	-	-	-
5530-000	Rubbish Billing Fees	54,575	-	-	-	-	-
5540-000	Service Fees	6,324	11,542	13,449	25,000	25,000	10,000
5550-000	Prior Year Adjustment	(339,444)	(810,615)	-	-	-	-
5560-000	Sewer Billing Fees	49,761	50,321	23,006	50,000	50,000	63,017
Other Revenue		(212,175)	(758,408)	636,096	80,000	80,000	78,017
5071-007	Water Quality Authority	-	589,000	-	-	-	-
5071-019	Federal Grant - EPA	200,167	-	90,833	-	-	-
5586-000	Loan Proceeds	-	-	-	-	-	-
Revenue From Other Agencies		200,167	589,000	90,833	-	-	-
9911-000	Transfers from Other Fund	2,813,432	-	321,132	-	-	-
Transfers In		2,813,432	-	321,132	-	-	-
500 - WATER TOTAL		12,497,541	9,285,857	11,940,592	11,585,152	11,609,020	11,624,715
9911-000	Transfers from Other Fund	500,000	-	-	-	-	-
Transfers In		500,000	-	-	-	-	-
502 - WATER RATE STABILIZATION FUND		500,000	-	-	-	-	-
4800-000	Interest Income	-	-	13,883	-	-	-
Use of Money & Property		-	-	13,883	-	-	-
5327-000	Efficiency Fee	-	191,737	105,232	206,069	206,069	237,176
Charges for Current Services		-	191,737	105,232	206,069	206,069	237,176
5550-000	Prior Year Adjustment	-	787,097	-	-	-	-
Other Revenue		-	787,097	-	-	-	-
503 - WATER EFFICIENCY FUND		-	978,834	119,115	206,069	206,069	237,176

Revenue Detail

Acct	Account Title	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
4800-000	Interest Income	4,511	2,677	2,799	-	-	-
Use of Money & Property		4,511	2,677	2,799	-	-	-
9911-000	Transfers from Other Fund	2,607,863	2,434,558	2,426,838	2,442,838	2,442,838	2,446,638
Transfers In		2,607,863	2,434,558	2,426,838	2,442,838	2,442,838	2,446,638
505 - 2016 WATER REVENUE BONDS TOTAL		2,612,374	2,437,235	2,429,637	2,442,838	2,442,838	2,446,638
4800-000	Interest Income	-	-	23,940	-	-	-
Use of Money & Property		-	-	23,940	-	-	-
9911-000	Transfers from Other Fund	-	-	-	132,483	132,483	132,483
Transfers In		-	-	-	132,483	132,483	132,483
506 - SRF LOAN - WATER TOTAL		-	-	23,940	-	-	-
4800-000	Interest Income	6,611	13,812	13,182	10,000	10,000	10,000
4802-000	Gain / Loss on Investments	(21)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(2,842)	-	-	-	-	-
Use of Money & Property		3,747	13,812	13,182	10,000	10,000	10,000
5335-000	Water Impact Fees	252,233	187,650	(25,955)	79,444	79,444	180,000
5336-000	Sewer Impact Fees	23,496	8,549	17,252	18,000	18,000	10,000
Charges for Current Services		275,729	196,199	(8,703)	97,444	97,444	190,000
5550-000	Prior Year Adjustment	356,440	-	-	-	-	-
Other Revenue		356,440	-	-	-	-	-
510 - WATER & SEWER IMPACT FEES TOTA		635,916	210,011	4,479	107,444	107,444	200,000
4800-000	Interest Income	234	-	1,842	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
Use of Money & Property		234	-	1,842	-	-	-
9911-000	Transfers from Other Fund	-	658,018	-	-	-	-
9912-000	Transfers from Other Fund	453,334	-	550,656	556,188	556,188	556,188
Transfers In		453,334	658,018	550,656	556,188	556,188	556,188
550 - PUBLIC FINANCING TOTAL		453,568	658,018	552,498	556,188	556,188	556,188
4800-000	Interest Income	871	3,077	1,987	-	-	-
Use of Money & Property		871	3,077	1,987	-	-	-
4000-000	Property Tax - Current Secured	194,258	191,735	193,700	194,500	194,500	195,800
Property Tax		195,129	194,812	195,687	194,500	194,500	195,800
927 - REDEV. OBLIGATIONS TOTAL		195,129	194,812	195,687	194,500	194,500	195,800
CITYWIDE TOTAL		50,973,228	53,008,313	56,298,706	62,176,709	61,980,744	59,631,473

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
		2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
101	Wages & Benefits	17,867,122	17,615,843	19,457,515	20,344,844	20,355,043	22,190,541
101	Operations & Maintenance	5,640,790	6,436,170	6,501,867	7,879,596	8,082,249	9,513,645
101	Capital Outlay	126,193	405,680	95,613	126,500	126,500	116,500
101	Transfer Out	-	1,860,956	2,451,729	2,477,198	2,477,198	88,281
101	Capital Projects	1,654,749	213,344	-	-	-	-
	101 - General Fund Total	25,288,854	26,531,994	28,506,724	30,828,138	31,040,990	31,908,967
103	Operations & Maintenance	229,942	306,906	2,941,009	1,227,250	1,227,250	2,083,045
	103 - Insurance Fund Total	229,942	306,906	2,941,009	1,227,250	1,227,250	2,083,045
104	Capital Projects	1,171,701	554,781	998,213	509,948	509,948	2,000,000
	104 - Street Improvements Program Total	1,171,701	554,781	998,213	509,948	509,948	2,000,000
105	Operations & Maintenance	194,671	6,113	(12,802)	-	-	130,000
105	Capital Outlay	110,973	317,208	42,645	312,000	312,000	200,000
105	Capital Projects	211,614	241,781	458	428,000	428,000	420,500
	105 - Facilities & Equip. Replacement Total	517,258	565,103	30,301	740,000	740,000	750,500
205	Wages & Benefits	227,882	227,111	236,150	290,483	290,483	338,231
205	Operations & Maintenance	94,943	82,505	107,328	158,841	158,841	120,741
205	Capital Outlay	12,997	-	-	369,000	369,000	-
205	Capital Projects	65,938	-	-	114,000	114,000	114,000
	205 - Prop "A" Total	401,760	309,616	343,478	932,324	932,324	572,972
207	Wages & Benefits	161,837	167,571	177,463	198,131	198,131	234,160
207	Operations & Maintenance	55,918	44,270	76,298	194,705	194,705	103,223
207	Capital Outlay	-	80,000	-	32,080	32,080	-
207	Capital Projects	496,610	-	-	24,900	24,900	28,000
	207 - Prop "C" Total	714,366	291,842	253,761	449,816	449,816	365,383
208	Capital Projects	343,224	8,675	223,956	148,568	148,568	-
	208 - TEA/Metro Total	343,224	8,675	223,956	148,568	148,568	-
210	Wages & Benefits	405,667	360,407	455,309	460,947	460,947	490,778
210	Operations & Maintenance	74,545	143,758	146,680	284,622	284,622	515,272
210	Capital Outlay	-	-	(18,924)	-	-	-
210	Other Expenses	99,803	204,593	270,058	-	-	-
210	Transfer Out	169,250	180,000	710,425	425,808	425,808	425,808
210	Capital Projects	-	-	17,370	717,308	717,308	100,000
	210 - Sewer Total	749,265	888,758	1,580,919	1,888,685	1,888,685	1,531,858
211	Wages & Benefits	164	-	-	-	-	-
	211 - CTC Traffic Improvement Total	164	-	-	-	-	-
214	Capital Projects	-	2,497	-	-	-	-
	214 - Rogan HR5394 Grant Total	-	2,497	-	-	-	-

Expenditure Summary by Fund

Fd	Category/Fund	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
215	Wages & Benefits	175,886	151,314	163,405	195,659	195,659	201,381
215	Operations & Maintenance	619,663	778,750	669,453	830,800	795,800	981,500
215	Capital Outlay	102,165	46,576	50,000	70,000	70,000	95,000
215	Transfer Out	-	-	-	-	-	-
	215 - Street Light & Landscape Total	897,714	976,640	882,858	1,096,459	1,061,459	1,277,881
218	Wages & Benefits	68	-	-	-	-	-
218	Operations & Maintenance	11,182	20,461	73	15,000	15,000	15,000
218	Capital Outlay	37,727	2,395	55,038	37,600	37,600	35,500
218	Capital Projects	1,700	-	-	-	-	-
	218 - Clean Air Act Total	50,677	22,856	55,111	52,600	52,600	50,500
220	Operations & Maintenance	164,550	161,500	109,500	109,500	109,500	109,500
	220 - Business Improvement Tax Total	164,550	161,500	109,500	109,500	109,500	109,500
226	Operations & Maintenance	11,321	13,053	8,987	15,000	15,000	15,000
	226 - Mission Meridian Public Garage	11,321	13,053	8,987	15,000	15,000	15,000
227	Operations & Maintenance	71,716	69,487	55,222	194,500	194,500	195,800
227	Transfer Out	-	-	-	-	-	-
	227 - Successor Agency to CRA Total	71,716	69,487	55,222	194,500	194,500	195,800
228	Operations & Maintenance	3,585	10,766	15,199	10,000	10,000	-
	228 - Housing Authority Total	3,585	10,766	15,199	10,000	10,000	-
230	Wages & Benefits	420,331	446,522	443,708	474,422	474,422	529,536
230	Operations & Maintenance	139,405	140,378	128,122	163,850	163,850	163,850
230	Capital Outlay	146,640	-	-	25,000	25,000	27,000
230	Capital Projects	-	-	-	275,000	275,000	-
	230 - State Gas Tax Total	706,375	586,900	571,830	938,272	938,272	720,386
232	Operations & Maintenance	47,096	43,455	42,632	70,500	70,500	82,500
232	Capital Projects	-	-	-	-	-	-
	232 - County Park Bond Total	47,096	43,455	42,632	70,500	70,500	82,500
233	Capital Projects	410,530	50,856	270,116	962,766	962,766	600,000
	233 - Measure R Total	410,530	50,856	270,116	962,766	962,766	613,404
236	Capital Projects	-	-	86,000	953,474	953,474	-
	236 - Measure M Total	-	-	86,000	953,474	953,474	13,404
237	Capital Projects	-	-	462,291	886,000	886,000	-
	237 - Road Maint. & Rehab. Acct. Total	-	-	462,291	886,000	886,000	-
238	Capital Outlay	-	-	20,000	-	-	-
238	Capital Projects	134,182	7,281	121,567	8,433	8,433	-
	238 - MSRC Grant Total	134,182	7,281	141,567	8,433	8,433	-

Expenditure Summary by Fund

Fd	Category/Fund	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
239	Wages & Benefits	-	514	35,811	23,306	23,306	37,727
239	Operations & Maintenance	-	-	51,641	128,500	128,500	191,500
239	Capital Projects	-	-	21,335	-	-	-
	239 - Measure W Total	-	514	108,787	151,806	151,806	229,227
240	Capital Projects	-	-	-	-	-	-
	240 - Measure M (MSP) Total	-	-	-	-	-	-
241	Wages & Benefits	-	-	77,957	71,803	71,803	-
	241 - Measure H Total	-	-	77,957	71,803	71,803	-
242	Capital Projects	-	-	148,350	61,148	61,148	-
	242 - Prop C Exchange Funds	-	-	148,350	61,148	61,148	-
245	Capital Projects	-	22,735	38,041	15,080	15,080	-
	245 - Bike & Pedestrian Paths Total	-	22,735	38,041	15,080	15,080	-
248	Operations & Maintenance	-	-	-	-	-	-
248	Capital Projects	106,590	111,666	163,178	10,322	10,322	-
	248 - BTA Grants Total	106,590	111,666	163,178	10,322	10,322	-
249	Operations & Maintenance	41,131	299,800	-	-	-	420,000
	249 - Golden Streets Grant Total	41,131	299,800	-	-	-	420,000
260	Operations & Maintenance	45,654	28,404	31,026	44,998	44,998	42,000
260	Capital Projects	143,602	115,076	-	216,567	216,567	216,567
	260 - CDBG Total	189,256	143,480	31,026	261,565	261,565	258,567
270	Operations & Maintenance	-	8,193	-	-	-	10,000
270	Capital Outlay	-	-	-	-	-	50,000
	270 - Asset Forfeiture Total	-	8,193	-	-	-	60,000
272	Operations & Maintenance	-	-	-	100,000	100,000	-
272	Capital Outlay	83,877	63,126	24,100	50,000	50,000	130,000
	272 - Police Grants - State (COPS)	83,877	63,126	24,100	150,000	150,000	130,000
273	Capital Outlay	-	-	-	-	-	-
	273 - Police Subventions - CLEEP	-	-	-	-	-	-
274	Capital Outlay	-	-	-	-	-	-
	274 - Homeland Security Grant	-	-	-	-	-	-
275	Operations & Maintenance	19,200	-	-	100,000	100,000	-
275	Capital Outlay	-	-	-	-	-	-
275	Capital Projects	41,792	83,374	-	-	-	-
	275 - Park Impact Fees Total	60,992	83,374	-	100,000	100,000	-

Expenditure Summary by Fund

Fd	Category/Fund	Unaudited					
		Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
277	Wages & Benefits	-	-	270	-	270	-
277	Operations & Maintenance	19,520	5,528	-	-	-	-
277	Capital Projects	42,478	2,720	-	-	-	-
	277 - HSIP Grant Total	61,998	8,248	270	-	270	-
278	Operations & Maintenance	-	-	-	150,000	150,000	-
	278 - Housing Element Grant (LEAP)	-	-	-	150,000	150,000	-
295	Operations & Maintenance	1,061,942	1,104,772	976,192	1,151,787	1,151,787	1,240,728
295	Other Expenses	34,386	53,366	54,372	-	-	-
	295 - Arroyo Seco Golf Course Total	1,096,328	1,158,138	1,030,564	1,151,787	1,151,787	1,240,728
310	Wages & Benefits	1,288	3,375	-	-	-	-
310	Operations & Maintenance	90,542	568,266	196,987	187,854	187,854	177,755
310	Capital Projects	14,823	-	-	-	-	-
	310 - Sewer Capital Projects Total	106,653	571,641	196,987	187,854	187,854	177,755
500	Wages & Benefits	1,727,405	1,372,443	1,649,908	1,592,654	1,592,654	1,862,788
500	Operations & Maintenance	2,828,385	3,710,117	3,046,082	4,071,301	4,071,301	5,331,759
500	Capital Outlay	1,510	42,919	56,579	53,000	53,000	204,000
500	Other Expenses	630,900	1,108,290	1,220,757	-	-	-
500	Transfer Out	3,561,197	3,152,576	2,977,494	2,999,025	2,999,025	3,135,309
500	Capital Projects	0	0	188,163	2,767,665	2,767,665	1,680,000
	500 - Water Total	8,749,398	9,386,345	9,138,982	11,483,645	11,483,645	12,213,856
502	Transfer Out	500,000	-	-	-	-	-
	502 - Water Rate Stabilization Total	500,000	-	-	-	-	-
503	Wages & Benefits	-	5,703	107,314	137,750	137,750	120,651
503	Operations & Maintenance	-	40,725	20,909	155,150	155,150	159,200
503	Capital Projects	-	-	31,453	135,000	135,000	120,000
	503 - Water Efficiency Total	-	46,427	159,676	427,900	427,900	439,851
505	Operations & Maintenance	1,663,130	1,645,594	1,622,075	1,590,550	1,590,550	2,241,100
505	Transfer Out	2,313,432	-	-	-	-	-
	505 - 2016 Water Revenue Bonds Total	3,976,562	1,645,594	1,622,075	1,590,550	1,590,550	2,241,100
506	Operations & Maintenance	-	5,696	33,229	52,643	52,643	51,280
	506 - SRF Loan - Water	-	5,696	33,229	52,643	52,643	51,280
550	Operations & Maintenance	175,100	165,175	145,642	127,476	127,476	111,276
550	Transfer Out	-	-	-	-	-	-
	550 - Public Financing Authority Total	175,100	165,175	145,642	127,476	127,476	111,276
927	Transfer Out	196,004	195,617	193,809	194,500	194,500	195,800
	927 - Redev. Oblig. Retirement Total	196,004	195,617	193,809	194,500	194,500	195,800
	CITYWIDE TOTAL	47,258,169	45,318,735	50,692,347	58,210,311	58,388,433	60,060,540

General Fund Expenditures

Revenue Category	Unaudited					
	Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
Property Taxes	14,135,844	15,368,198	15,491,557	15,566,000	15,616,772	16,490,087
Assessments & Special Taxes	317,141	330,941	342,237	350,008	350,008	357,170
Sales Taxes	2,501,264	2,563,117	2,864,474	4,750,720	4,811,318	4,836,713
Utility Users Taxes	3,345,582	3,228,320	3,445,454	3,177,105	3,327,105	3,383,000
Franchise Fees	951,196	1,132,910	950,130	1,002,000	1,072,000	1,169,000
License & Permits	935,633	892,560	861,697	751,780	731,280	819,280
Fines & Forfeitures	388,061	339,636	264,601	265,000	215,000	265,000
Use of Money & Property	579,006	1,057,074	989,984	4,794,718	4,781,054	438,500
Other Agencies	6,993	711,179	64,239	676,500	771,353	345,000
Current Services	3,115,558	3,082,342	2,985,842	3,006,550	2,898,150	3,276,000
All Other Revenues	280,271	(2,130,764)	56,944	455,719	43,843	84,500
Reimbursement From Other Funds		483,384	483,384	483,384	483,384	483,384
Total GF Revenues	26,556,549	27,058,897	28,800,543	35,279,484	35,101,267	31,947,634

Department/Program Exp	Unaudited					
	Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
City Council	42,850	41,990	45,401	47,119	47,119	50,119
Management Services						
City Manager	845,476	1,142,872	1,512,868	1,245,370	1,295,370	1,569,574
City Clerk	431,612	281,872	113,311	100,169	100,169	84,500
Elections	63,733	58,244	185,743	65,500	65,500	165,500
Human Resources	408,161	453,421	324,830	339,850	357,850	267,800
Transportation Planning	70,535	86,257	12,835	-	-	-
Legal Services	292,772	331,356	492,566	487,000	487,000	450,000
Information Systems	458,391	547,079	573,881	537,200	587,200	601,850
Finance						
Finance	795,481	1,082,072	755,116	839,877	839,877	869,629
City Treasurer	9,250	9,165	9,211	9,250	9,250	9,250
Non-Dept./Overhead	1,056,457	1,044,550	1,060,512	1,679,445	1,679,445	2,474,682
Police	8,408,728	8,391,436	9,171,740	9,914,669	9,914,669	9,892,684
Fire						
Fire	4,720,830	4,695,243	5,417,996	5,651,632	5,746,485	6,267,019
Emergency Services	104,400	386,516	91,913	55,000	55,000	55,000
Public Works						
Administration & Engineering	419,153	614,100	586,534	628,571	628,571	749,788
Environmental Services	207,645	44,051	54	-	-	-
Park Maintenance	493,446	493,227	497,591	633,202	633,202	651,072
Facilities Maintenance	705,483	640,250	799,206	884,830	884,830	950,345
Planning & Building	1,033,506	1,116,412	1,718,293	2,920,719	2,920,719	3,402,385
Library	1,736,821	1,672,375	1,525,685	1,568,181	1,568,181	1,849,686
Community Services						
Senior Services	309,118	336,850	330,809	249,939	249,939	396,764
Community Services	192,458	192,289	172,667	195,471	195,471	214,635
Recreation and Youth Services	827,801	796,066	656,232	297,945	297,945	848,404
Capital Projects	1,654,749	213,344	-	-	-	-
Misc/Transfers Out	-	1,860,956	2,451,729	2,477,198	2,477,198	88,281
Total GF Expenditures	25,288,854	26,531,994	28,506,724	30,828,138	31,040,990	31,908,967

* Additional Transfer from Undesignated Reserve to CTC Traffic Improvement	23
* Additional Transfer from Undesignated Reserve to Street Light and Landscape	68,953
* Additional Transfer from Undesignated Reserve to Bike & Pedestrian Path	4,828
* Additional Transfer from Undesignated Reserve to Open Street Grant	14,170
* Additional Transfer from Undesignated Reserve to CDBG	307
Total Transfers from Reserves	88,281

Capital Improvement Projects

Acct	Tsk	Account Title	Unaudited					
			Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
9160	000	Arroyo Seco Bike & Pedestrian Trail	1,147,497	6,485	-	-	-	-
9192	000	Signal Software Improvements	-	8,260	-	-	-	-
9203	000	Street Repairs	152,942	192,542	-	-	-	-
9264	000	Sidewalk Repairs	-	6,057	-	-	-	-
9324	000	Library Flood Repairs	7,231	-	-	-	-	-
9405	000	City Council Chambers Flooding	6,599	-	-	-	-	-
9500	000	Purchase of Land	340,480	-	-	-	-	-
101 - GENERAL FUND TOTAL			1,654,749	213,344	-	-	-	-
9010	000	CIP Expense	-	-	-	9,948	9,948	-
9203	001	Street Repairs	1,105,063	577,516	998,213	500,000	500,000	2,000,000
9287	000	Sidewalk, Curb & Gutter Imprvm	66,638	(22,735)	-	-	-	-
104 - STREET IMPROVEMENTS TOTAL			1,171,701	554,781	998,213	509,948	509,948	2,000,000
9000	000	CIP for Budgeting	-	2,948	-	-	-	-
9010	000	CIP Expenses	-	-	-	428,000	428,000	300,000
9034	000	Eddie Park House	28,053	-	-	-	-	-
9195	000	Comm. Center Feasibility Study	110,003	-	-	-	-	-
9223	000	Civic Center Roof Project	5,655	-	-	-	-	-
9224	000	City Hall Elevator Upgrade	808	-	-	-	-	-
9229	000	PD Locker/Restroom Improvements	55,265	-	-	-	-	-
9230	000	FD Improvements	3,080	-	-	-	-	-
9258	000	War Memorial Waterproofing/Rehab	-	238,833	458	-	-	-
9258	001	WMB Floor Resurfacing - 2022	-	-	-	-	-	20,500
9321	000	Library Comm. Room Repainting	8,750	-	-	-	-	-
9404	000	City Hall Security Enhancement	-	-	-	-	-	100,000
105 - FACILITIES & EQUIP REPLC TOTAL			211,614	241,781	458	428,000	428,000	420,500
9220	000	Bus Stop Improvement Program	65,938	-	-	-	-	-
9395	000	Charging Station	-	-	-	114,000	114,000	114,000
205 - PROP "A" TOTAL			65,938	-	-	114,000	114,000	114,000
9160	000	Arroyo Seco Bike & Pedestrian Trail	496,610	-	-	-	-	-
9209	000	Fair Oaks Traffic Control	-	-	-	24,900	24,900	-
9406	000	Natural Gas Compressor Repair	-	-	-	-	-	28,000
207 - PROP "C" TOTAL			496,610	-	-	24,900	24,900	28,000
9160	000	Arroyo Seco Bike & Pedestrian Trail	334,527	2,122	5,000	-	-	-
9191	000	Orange Grove Signal	8,698	6,553	218,956	148,568	148,568	-
208 - TEA/METRO TOTAL			343,224	8,675	223,956	148,568	148,568	-
9010	000	CIP Expense	-	-	17,370	502,920	502,920	-
9403	000	Integrated Water & Wastewater	-	-	-	214,388	214,388	100,000
210 - SEWER TOTAL			-	-	17,370	717,308	717,308	100,000
9311	000	SR 110 Hook Ramp Proj. - City	-	2,497	-	-	-	-
214 - ROGAN HR5394 GRANT TOTAL			-	2,497	-	-	-	-
9160	000	Arroyo Seco Bike & Pedestrian Trail	1,700	-	-	-	-	-
218 - CLEAN AIR ACT TOTAL			1,700	-	-	-	-	-
9010	000	CIP Expenses	-	-	-	75,000	75,000	-
9024	000	Street Resurfacing	-	-	-	200,000	200,000	-
230 - STATE GAS TAX TOTAL			-	-	-	275,000	275,000	-
9000	000	CIP for Budgeting	(456,641)	-	-	-	-	-
9354	000	Monterey Road Improvements	867,171	50,856	270,116	362,766	362,766	-
9210	000	Fair Oaks Corridor Improvement	-	-	-	600,000	600,000	600,000
233 - MEASURE R TOTAL			410,530	50,856	270,116	962,766	962,766	600,000
9000	000	CIP for Budgeting	-	-	86,000	-	-	-
9203	001	Street Repairs - 2021	-	-	-	953,474	953,474	-
233 - MEASURE M TOTAL			-	-	86,000	953,474	953,474	-

Capital Improvement Projects

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
9010	000	CIP Expenses	-	-	462,291	886,000	886,000	-
237 - ROAD MAINT. & REHAB. ACCT. TOTAL			-	-	462,291	886,000	886,000	-
9160	000	Arroyo Seco Bike & Pedestrian Trail	134,182	-	-	-	-	-
9307	000	CNG Fueling Station (MSRC)	-	7,281	121,567	8,433	8,433	-
238 - MSRC GRANT TOTAL			134,182	7,281	583,859	894,433	894,433	-
9000	000	CIP Expenses	-	-	21,335	-	-	-
239 - MEASURE W TOTAL			-	-	21,335	-	-	-
9354	000	Monterey Road Improvements	-	-	148,350	61,148	61,148	-
242 - PROP C EXCHANGE FUNDS			-	-	169,685	61,148	61,148	-
9190	000	Bicycle Parking	-	-	38,041	15,080	15,080	-
9287	000	Sidewalk, Curb & Gutter Imprvm	-	22,735	-	-	-	-
245 - BIKE & PEDESTRIAN PATHS TOTAL			-	22,735	38,041	15,080	15,080	-
9190	000	Bicycle Parking	-	-	163,178	10,322	10,322	-
9387	000	Bikeway Improvement	106,590	101,377	-	-	-	-
9388	000	Bicycle Parking	-	10,289	-	-	-	-
248 - BTA GRANTS TOTAL			106,590	111,666	163,178	10,322	10,322	-
9264	000	Sidewalk Repairs	143,602	115,076	-	216,567	216,567	216,567
260 - CDBG TOTAL			143,602	115,076	-	216,567	216,567	216,567
9160	000	Arroyo Seco Bike & Pedestrian Trail	41,792	70,500	-	-	-	-
9190	000	Dog Park	-	12,874	-	-	-	-
275 - PARK IMPACT FEES TOTAL			41,792	83,374	-	-	-	-
9192	000	Signal Software Improvements	42,478	2,720	-	-	-	-
277 - HSIP GRANT TOTAL			42,478	2,720	-	-	-	-
9399	000	Citywide Sewer Rehab	14,823	-	-	-	-	-
310 - SEWER CAPITAL PROJECTS TOTAL			14,823	-	-	-	-	-
9010	000	CIP Expenses	-	-	121,975	225,663	225,663	-
9289	000	Graves Reservoir	-	-	-	1,842,002	1,842,002	-
9300	000	Annual Water Main Repairs	-	-	66,188	700,000	700,000	1,000,000
9407	000	CMMS/Work Order System/GIS	-	-	-	-	-	50,000
9408	000	Elevated Tanks - Raymond & Bilikie	-	-	-	-	-	80,000
9409	000	Westside Reservoir	-	-	-	-	-	550,000
500 - WATER TOTAL			-	-	188,163	2,767,665	2,767,665	1,680,000
9010	000	CIP Expenses	-	-	31,453	135,000	135,000	-
9407	000	Climate Action Plan	-	-	-	-	-	120,000
503 - WATER EFFICIENCY FUND TOTAL			-	-	31,453	135,000	135,000	120,000
GRAND TOTAL			4,839,533	1,414,787	2,770,491	8,234,179	8,234,179	5,279,067

CITY COUNCIL Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Adopted	Estimated	Adopted
	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
Wages & Benefits	22,486	22,230	22,466	22,519	22,519	22,519
Operations & Maintenance	20,363	19,760	22,935	24,600	24,600	27,600
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	42,850	41,990	45,401	47,119	47,119	50,119
[101-1011] City Council	42,850	41,990	45,401	47,119	47,119	50,119
Total Expenses by Program	42,850	41,990	45,401	47,119	47,119	50,119

CITY COUNCIL
Department Description and Authorized Positions

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

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

CITY COUNCIL

Budget Detail

101-1011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	21,840	20,340	21,920	21,840	21,840	21,840
7010	000	Salaries - Temp / Part	-	1,500	-	-	-	-
7110	000	Workers Compensation	330	74	228	349	349	349
7170	000	FICA - Medicare	317	317	318	330	330	330
<WAGES & BENEFITS>			22,486	22,230	22,466	22,519	22,519	22,519
8000	000	Office Supplies	70	-	-	-	-	-
8010	000	Postage	20	199	149	100	100	100
8020	000	Special Department Expense	1,036	9,003	4,640	2,000	2,000	2,000
8021	000	Discretionary Fund Program	4,416	5,231	9,490	20,000	20,000	20,000
8060	000	Dues & Memberships	7,784	-	150	500	500	500
8090	000	Conference & Meeting Expense	7,037	5,326	8,507	2,000	2,000	5,000
<OPERATIONS & MAINTENANCE>			20,363	19,760	22,935	24,600	24,600	27,600
[101-1011] City Council Total			42,850	41,990	45,401	47,119	47,119	50,119

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

7000 Regular Salaries

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

OPERATIONS & MAINTENANCE

8010 Postage

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

8020 Special Department Expense

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

8021 Discretionary Fund Program (\$20,000)

8060 Dues/Memberships/Subscriptions

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

8090 Conference and Meeting Expense

Provides funds for City Council to attend conferences and meetings, including parking and mileage Provides funds for meals for regular and special City Council meetings, receptions, and budget sessions Provides funds for strategic planning sessions: logistics, refreshments, supplies, recording Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$5,000)



MANAGEMENT SERVICES FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

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

Notable Changes- Wages and Benefits

The number of funded positions increased by the addition of one full-time Management Analyst and one full-time Senior Management Analyst. The Senior Management Analyst will be primarily responsible for managing, tracking, and handling the reporting requirements ARPA funds, in addition to seeking new grants to fund programs. The Management Services budget includes one position upgrade to a Human Resources and Risk Manager.

Notable Changes- Operations and Maintenance

The budget includes \$80,000 in funding for the next phase of Surplus Property Acquisition and Rehabilitation Strategy. In addition, the Elections budget includes funds for professional services related to Census 2020 redistricting, including demographic consultant and public outreach meetings.

Capital Outlay

Information Technology- Replacement IT equipment- network servers

MANAGEMENT SERVICES

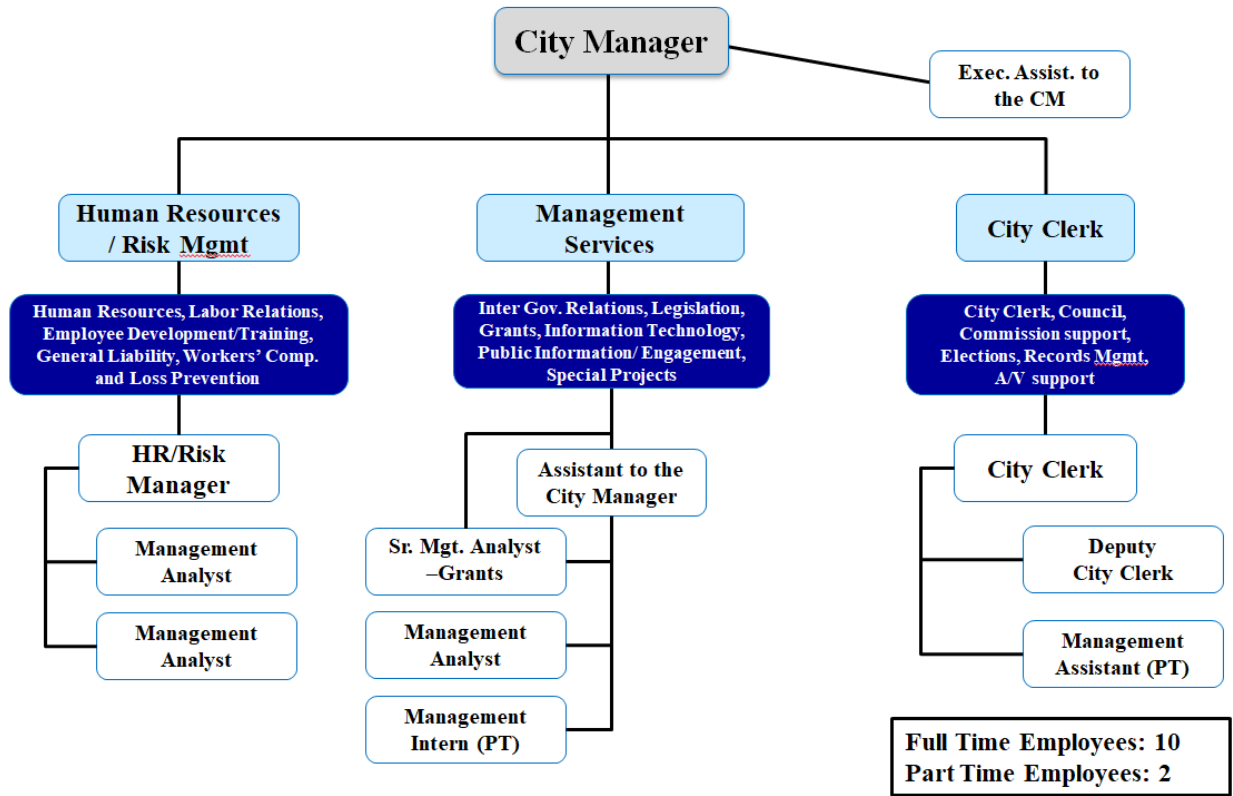
Department Summary

EXPENDITURE SUMMARY	Unaudited					
	Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
Wages & Benefits	1,158,812	1,534,916	1,357,747	1,160,439	1,160,439	1,840,874
Operations & Maintenance	1,833,077	2,078,030	4,849,300	2,901,400	3,019,400	3,860,895
Capital Outlay	74,875	194,536	123,594	429,600	429,600	115,500
Total Expenses by Category	3,066,764	3,807,482	6,330,641	4,491,439	4,609,439	5,817,269
[101-2011] City Manager	845,476	1,142,872	1,512,868	1,245,370	1,295,370	1,569,574
[101-1021] City Clerk	431,612	281,872	113,311	100,169	100,169	84,500
[101-1022] Elections	63,733	58,244	185,743	65,500	65,500	165,500
[101-2013] Human Resources	408,161	453,421	324,830	339,850	357,850	267,800
[101-2021] Transportation Planning	70,535	86,257	12,835	-	-	-
[101-2032] Information Services	458,391	547,079	573,881	537,200	587,200	601,850
[101-3032] Information Services	-	-	-	-	-	-
[101-2501] Legal Services	292,772	331,356	492,566	487,000	487,000	450,000
[103-2501] Insurance Fund	229,942	306,906	2,941,009	1,227,250	1,227,250	2,083,045
[105-3032] Facilities & Equipment Replacement	-	102,265	-	312,000	312,000	-
[211-2011] CTC Traffic Improvement	164	-	-	-	-	-
[218-2270] Clean Air Act	48,977	22,856	55,111	52,600	52,600	50,500
[220-2301] Community Promotion	164,550	161,500	109,500	109,500	109,500	109,500
[226-2029] Mission Meridian Public Garage	11,321	13,053	8,987	15,000	15,000	15,000
[248-2011] BTA	-	-	-	-	-	-
[249-2011] Golden Street	41,131	299,800	-	-	-	420,000
Total Expenses by Program	3,066,764	3,807,482	6,330,641	4,491,439	4,609,439	5,817,269

City Manager	1
Assistant to the City Manager	1
City Clerk	1
Human Resources/Risk Manager	1
Executive Assistant to the City Manager	1
Senior Management Analyst	1
Management Analyst	3
Deputy City Clerk	1
Total	10

MANAGEMENT SERVICES

Department Description and Authorized Positions



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

Management Services:	Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, Grants Management and Special Projects
Human Resources:	Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations
City Clerk:	Records Management, Elections, Boards, Commissions, and City Council Support, Audio and Visual Support,

MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Tsk	Account Title	Unaudited					
			Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
7000	000	Salaries - Permanent	548,342	615,878	879,831	615,250	615,250	989,921
7010	000	Salaries - Temp / Part	45,976	154,249	96,744	250,857	250,857	70,000
7011	000	Salaries - PT Stipend	-	-	-	1,500	1,500	-
7020	000	Overtime	121	-	187	-	-	-
7040	000	Holiday	-	-	8,103	-	-	-
7055	000	IOD - Non Safety	271	-	-	-	-	-
7070	000	Leave Buyback	1,859	4,029	2,987	-	-	8,450
7100	000	Retirement	114,421	137,974	251,744	176,842	176,842	223,753
7108	000	Deferred Compensation	2,262	4,687	7,438	3,506	3,506	6,314
7110	000	Workers Compensation	9,173	3,890	12,017	11,861	11,861	19,547
7120	000	Disability Insurance	329	4,335	-	-	-	-
7130	000	Group Health Insurance	40,847	63,835	63,472	70,618	70,618	77,261
7140	000	Vision Insurance	1,091	1,461	1,586	2,153	2,153	2,184
7150	000	Dental Insurance	3,851	4,441	5,025	8,073	8,073	8,190
7160	000	Life Insurance	456	542	745	888	888	901
7170	000	FICA - Medicare	10,913	12,876	15,630	14,923	14,923	14,354
7180	000	Car/Uniform Allowance	4,020	5,300	5,475	-	-	-
<WAGES & BENEFITS>			783,932	1,013,499	1,350,983	1,156,470	1,156,470	1,420,874
8000	000	Office Supplies	5,231	9,093	5,640	10,000	10,000	10,000
8010	000	Postage	245	417	803	300	300	300
8020	000	Special Department Expense	3,374	5,003	7,615	6,000	6,000	6,000
8050	000	Printing/Duplicating	693	4,739	98	2,000	2,000	2,000
8060	000	Dues & Memberships	1,539	1,330	1,115	2,000	2,000	2,000
8090	000	Conference & Meeting Expense	1,869	5,582	2,088	4,000	4,000	8,000
8100	000	Vehicle Maintenance	1,742	2,094	1,965	1,500	1,500	1,500
8110	000	Equipment Maintenance	698	2,085	-	700	700	500
8150	000	Telephone	-	42	-	-	-	-
8170	000	Professional Services	42,059	78,970	45,221	40,000	90,000	100,000
8180	000	Contract Services	3,793	20,017	42,063	3,000	3,000	3,000
8200	000	Training Expense	300	-	-	-	-	-
8220	000	Communications Spec. Dept Expense	-	-	125	1,000	1,000	1,000
8230	000	Communications Prof Services	-	-	55,153	8,400	8,400	4,400
8272	000	CM Emergency	-	-	-	10,000	10,000	10,000
<OPERATIONS & MAINTENANCE>			61,544	129,373	161,886	88,900	138,900	148,700
[101-2011] City Manager Total			845,476	1,142,872	1,512,868	1,245,370	1,295,370	1,569,574

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources/Risk Manager, City Clerk, Executive Assistant to the City Manager, Deputy City Clerk, Senior Management Analyst, and 3 Management Analysts. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees (Management Assistant and Management Intern).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Ordinary office supplies for the Management Services Department (City Clerk, City Manager, Human Resources (\$10,000)
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices. (\$300)
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies, including beverage and kitchen equipment and supplies and copier paper (for City Hall second floor). (\$6,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500). (Total \$2,000)
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager’s Association dues, International City Manager’s Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$2,000).
- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager’s Department Meeting, ICMA annual conference, and Municipal Management Association of Southern California Annual Conference. (\$8,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$1,500).

- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment. (\$500)
- 8170 Professional Services
Provides funds for consultant services, such as operational studies and other professional services (\$20,000), Funds for professional services related to City Manager's Office and citywide operations including next phase of Surplus Property Acquisition and Rehabilitation Strategy (\$80,000). (Total \$100,000)
- 8180 Contract Services
Provides funds for maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues and insurance (\$3,000).
- 8220 Communications Special Department Expense
Provides funds for contract services including Constant Contact citywide email marketing tool (\$1,000- partially paid through Library, CS and water efficiency funds).
- 8230 Communications Professional Services
Provides funds for professional services Graphic design services (\$2,000), and Social Media Archive Service (\$2,400) to comply with Brown Act requirements. (Total \$4,400)
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	231,233	130,962	-	-	-	-
7010	000	Salaries - Temp / Part	4,757	10,537	6,158	3,498	3,498	-
7020	000	Overtime	6,082	3,348	-	-	-	-
7070	000	Leave Buyback	15,755	18,652	-	-	-	-
7100	000	Retirement	44,151	45,732	162	162	162	-
7108	000	Deferred Compensation	532	1,074	-	-	-	-
7110	000	Workers Compensation	3,886	775	72	43	43	-
7130	000	Group Health Insurance	20,879	6,750	-	-	-	-
7140	000	Vision Insurance	496	217	-	-	-	-
7150	000	Dental Insurance	1,544	704	-	-	-	-
7160	000	Life Insurance	248	68	-	-	-	-
7170	000	FICA - Medicare	3,956	2,797	372	266	266	-
<WAGES & BENEFITS>			333,517	221,616	6,764	3,969	3,969	-
8000	000	Office Supplies	251	10	-	-	-	-
8010	000	Postage	204	430	185	500	500	500
8020	000	Special Department Expense	2,377	2,162	1,920	1,500	1,500	1,500
8040	000	Advertising	2,472	3,034	1,233	2,000	2,000	2,800
8050	000	Printing/Duplicating	26	-	238	500	500	500
8060	000	Dues & Memberships	1,079	1,477	1,739	1,000	1,000	1,000
8070	000	Mileage/Auto Allowance	316	-	-	500	500	500
8090	000	Conference & Meeting Expense	4,527	3,326	650	3,000	3,000	3,000
8095	000	Commissioners Congress	-	-	4,836	-	-	-
8110	000	Equipment Maintenance	595	1,127	44	2,000	2,000	2,000
8170	000	Professional Services	6,400	-	-	-	-	-
8180	000	Contract Services	71,236	47,690	93,776	85,000	85,000	72,500
8200	000	Training Expense	6,971	1,000	1,926	200	200	200
8300	000	Lease Payment	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			96,454	60,256	106,547	96,200	96,200	84,500
8520	000	Machinery & Equipment	1,641	-	-	-	-	-
<CAPITAL OUTLAY>			1,641	-	-	-	-	-
[101-1021] City Clerk Total			431,612	281,872	113,311	100,169	100,169	84,500

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

Moved under Management Services Account

OPERATIONS & MAINTENANCE

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

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for City Clerk staff to attend meetings, conferences, and pertinent seminars (\$3,000).
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$2,000).
- 8180 Contract Service
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000). Includes funds for professional services including minutes preparation (\$5,000) (Total \$72,500).
- 8200 Training Expense
Notary Public, Brown Act, or related seminars (\$200).

ELECTIONS

Budget Detail

101-1022

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8010	000	Postage	-	-	-	500	500	500
8020	000	Special Department Expense	322	-	-	5,000	5,000	5,000
8040	000	Advertising	11,335	4,543	3,668	5,000	5,000	5,000
8170	000	Professional Services	52,076	53,702	182,075	55,000	55,000	155,000
<OPERATIONS & MAINTENANCE>			63,733	58,244	185,743	65,500	65,500	165,500
[101-1022] Elections Total			63,733	58,244	185,743	65,500	65,500	165,500

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).

- 8020 Special Department Expense
Provides funds for special department supplies and materials related to the election and voter outreach program, including translation services (\$5,000).

- 8040 Advertising
Provides for funding for the voter outreach program (\$5,000).

- 8170 Professional Services
Provides funding for professional services related to Census 2020 redistricting, including demographic consultant and public outreach/meetings as required. Provides funding for translation of election notices and election consulting services from the firm MCA Direct (formerly Martin & Chapman) and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office (\$155,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8000	000	Office Supplies	56	7	-	-	-	-
8010	000	Postage	554	796	175	350	350	350
8020	000	Special Department Expense	8,144	12,510	11,728	12,000	12,000	12,000
8040	000	Advertising	4,321	4,609	7,540	7,000	7,000	7,000
8050	000	Printing/Duplicating	241	245	245	350	350	350
8060	000	Dues & Memberships	3,050	3,050	3,195	3,250	3,250	3,900
8090	000	Conference & Meeting Expense	4,569	2,905	46	4,000	4,000	8,000
8110	000	Equipment Maintenance	409	-	-	200	200	200
8160	000	Legal Service	246,635	244,953	242,001	200,000	168,000	140,000
8170	000	Professional Services	133,756	181,022	57,350	74,700	124,700	90,000
8200	000	Training Expense	6,425	3,324	2,550	38,000	38,000	6,000
<OPERATIONS & MAINTENANCE>			408,161	453,421	324,830	339,850	357,850	267,800
[101-2013] Human Resources Total			408,161	453,421	324,830	339,850	357,850	267,800

HUMAN RESOURCES

Budget Detail

101-2013

PERSONNEL

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including city employee identification cards, recruitment and Live Scan expenses, and employee wellness program (\$12,000).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources and other advertisement outlets (\$7,000).
- 8050 Printing and Duplication
Provides funds for the printing required employee materials and purchase of annual Employment Law posters (\$350).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Southern California Public Labor Relations Council and subscriptions, books and publications of professional organizations (\$3,900).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy Whitmore Annual Employment Law Update Conference, AALRR Risk Management Conference, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$8,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies and related city policies, and City Attorney labor relations legal (\$140,000).
- 8170 Professional Services
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$10,000), Fitness for Duty medical examinations (\$3,000), Personnel investigations (\$30,000), Employee Assistance Program services (\$6,500), 457 Plan Consulting contract (\$12,000), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$10,000), Supplemental Insurance Plan (TASC)

administration fee (\$2,000), testing materials for recruitments (\$2,000), ADA Sign Language & other ADA accommodation services (\$1,500), classification and compensation consultant services (\$3,000), Liability and Workers Compensation Actuarial expenses (\$5,000) and temporary staffing services (\$5,000) (Total \$90,000)

8200 Employee Training

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

TRANSPORTATION PLANNING

Budget Detail

101-2021

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8010	000	Postage	89	403	147	-	-	-
8020	000	Special Department Expense	14	-	-	-	-	-
8060	000	Dues & Memberships	1,085	170	-	-	-	-
8090	000	Conference & Meeting Expense	2,672	1,106	40	-	-	-
8160	000	Legal Service	15,741	(5,783)	8,991	-	-	-
8170	000	Professional Services	50,935	90,360	3,656	-	-	-
<OPERATIONS & MAINTENANCE>			70,535	86,257	12,835	-	-	-
[101-2021] Transportation Planning Total			70,535	86,257	12,835	-	-	-

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

LEGAL SERVICES

Budget Detail

101-2501

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8160	000	Legal Service	292,772	331,356	492,566	487,000	487,000	450,000
		<OPERATIONS & MAINTENANCE>	292,772	331,356	492,566	487,000	487,000	450,000
[101-2501] Legal Services Total			292,772	331,356	492,566	487,000	487,000	450,000

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services
Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (Total \$450,000).

INFORMATION SERVICES

Budget Detail

101-2032

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	58	-	-	1,000	1,000	1,000
8060	000	Dues & Memberships	-	-	-	200	200	200
8110	000	Equipment Maintenance	211	7,206	-	1,500	1,500	1,500
8150	000	Telephone	136,086	194,507	211,380	185,000	185,000	199,600
8170	000	Professional Services	144,325	164,074	216,983	157,500	207,500	200,000
8180	000	Contract Services	99,290	52,742	32,277	73,000	73,000	80,550
8300	000	Lease Payment	42,913	24,606	25,469	24,000	24,000	24,000
8301	000	Copier Usage Charges	-	14,068	19,216	15,000	15,000	15,000
		<OPERATIONS & MAINTENANCE>	422,884	457,203	505,325	457,200	507,200	521,850
8530	000	Computer Equipment	35,507	89,876	68,556	80,000	80,000	80,000
		<CAPITAL OUTLAY>	35,507	89,876	68,556	80,000	80,000	80,000
[101-2032]		Information Services Total	458,391	547,079	573,881	537,200	587,200	601,850

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$1,500).
- 8150 Telephone
Provides funds for City-wide land lines, inter-agency lines, conference calling system, and cable television services at City facilities (\$80,000), Point-to-Point network services with Spectrum throughout City facilities (\$38,400), secondary backup internet with AT&T (\$6,200), mobile device/cellular accounts including funds for upgrade to FirstNet for first responders and Mobile Device Management software and miscellaneous expenses (\$75,000). (Total \$199,600)
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments New agreement is a flat monthly rate totaling \$269,000 (partially charged to Police, Water and other special funds). Includes funds for special projects outside the scope of the service contract (\$200,000).
- 8180 Contract Services
Laserfiche (\$3,200), Spam Filter (\$3,000), Anti-Virus (\$4,000), SecureWorks (split with PD; currently paid out of AB 2766, until FY25), Dropbox (\$1,200, partially funded by Library and Community Services), Springbrook (\$32,000), Domain.GOV annual fee (\$500), Granicus (formerly Vision) web hosting/support services (\$9,150), and miscellaneous contract services (\$4,000). Includes fund for Disaster recovery/off site backup (\$16,000 initial setup and \$7,500 ongoing charges) (Total \$80,550)
- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$24,000).
- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$15,000).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements, including expanded software licensing and servers as required (\$80,000).

INSURANCE FUND

Budget Detail

103-2501

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8020	000	Special Department Expense	34,094	73,847	897,752	77,250	77,250	77,250
8161	000	Claims & Judgment - WC	195,848	233,059	728,256	1,150,000	1,150,000	748,695
8161	001	Claims & Judgment - GL	-	-	1,315,000	-	-	1,257,100
<OPERATIONS & MAINTENANCE>			229,942	306,906	2,941,009	1,227,250	1,227,250	2,083,045
103 - INSURANCE FUND TOTAL			229,942	306,906	2,941,009	1,227,250	1,227,250	2,083,045

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8161-000

Claims & Judgements – WC

Workers compensation premium through PRISM, formerly CSAC-EIA (\$428,000).

Estimated workers compensation settlements from self-insured plan and estimated adjustments based on actuarial study (\$320,695). The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-000. (Total \$748,695).

8161-001

Claims & Judgements – GL

General Liability premium through PRISM, formerly CSAC-EIA (\$657,100). Estimated general liability settlements from self-insured plan and estimated adjustments based on actuarial study (\$600,000). The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-001. (Total \$1,257,100).

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail 105-3032

Acct	Tsk	Account Title	Actual 2017/18	Actual 2018/19	Unaudited Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
8500	000	Building & Improvements	-	100,000	-	200,000	200,000	-

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7080	000	Rideshare	65	-	-	-	-	-
7110	000	Workers Compensation	1	-	-	-	-	-
7140	000	Vision Insurance	0	-	-	-	-	-
7150	000	Dental Insurance	1	-	-	-	-	-
7170	000	FICA - Medicare	1	-	-	-	-	-
		<WAGES & BENEFITS>	68	-	-	-	-	-
8060	000	Dues & Memberships	-	9,992	73	-	-	-
8261	000	Rideshare	11,182	10,469	-	15,000	15,000	15,000
		<OPERATIONS & MAINTENANCE>	11,182	20,461	73	15,000	15,000	15,000
8540	000	Automotive Equipment	37,727	-	-	-	-	35,500
8530	000	Computer Equipment	-	2,395	55,038	37,600	37,600	-
		<CAPITAL OUTLAY>	37,727	2,395	55,038	37,600	37,600	35,500
[218-2270] Clean Air Act Total			48,977	22,856	55,111	52,600	52,600	50,500

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8261 Rideshare

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

8540 Automotive Equipment

Provide funds for one electric vehicle for Public Works department (\$17,750) and one electric vehicle for Police Department (\$17,750). (\$35,500).

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8060	000	Dues & Memberships	-	1,500	1,500	1,500	1,500	1,500
8185	000	Chamber of Commerce	162,050	157,500	105,500	105,500	105,500	105,500
8255	000	Public Events Promotion	2,500	2,500	2,500	2,500	2,500	2,500
<OPERATIONS & MAINTENANCE>			164,550	161,500	109,500	109,500	109,500	109,500
[220-2301] Community Promotion Total			164,550	161,500	109,500	109,500	109,500	109,500
220 - BUSINESS IMPROVEMENT TAX TOTAL			164,550	161,500	109,500	109,500	109,500	109,500

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8060 Dues and Memberships

Provides funds for part of membership dues for San Gabriel Valley Economic Partnership (\$1,500- 50% of membership dues).

8185 Chamber of Commerce

Funds are allocated by contract with the South Pasadena Chamber of Commerce. (\$105,500).

8255 Public Events Promotion

Public events promotion \$2,500.

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	875	2,599	824	5,000	5,000	5,000
8060	000	Dues & Memberships	8,845	10,454	8,163	10,000	10,000	10,000
8170	000	Professional Services	1,600	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			11,321	13,053	8,987	15,000	15,000	15,000
[226-2029] Mission Meridian Public Garage Total			11,321	13,053	8,987	15,000	15,000	15,000
226 - MISSION MERIDIAN PUBLIC GARAGE TOT/			11,321	13,053	8,987	15,000	15,000	15,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8060 Property Owners' Association (POA) Dues

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

Balance of MMV POA dues covered by Prop A funds.

BTA GRANT

Budget Detail

248-2011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			-	-	-	-	-	-
9190	000	Bicycle Parking	-	-	163,178	10,322	10,322	-
9387	000	Bikeway Improvement	106,590	101,377	-	-	-	-
9388	000	Bicycle Parking	-	10,289	-	-	-	-
<CAPITAL PROJECTS>			106,590	111,666	-	-	-	-
[248-9000s] CIP Total			106,590	111,666	163,178	10,322	10,322	-
248 - BTA GRANTS TOTAL			106,590	111,666	163,178	10,322	10,322	-



FINANCE DEPARTMENT FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

The Finance Department accounts for all City and Successor Agency expenditures, administers business licensing and water billing through third-party vendors, accounts for revenue collection, performs city wide accounting functions, including grant accounting, processes the biweekly payroll through a third-party vendor, prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants. In conjunction with, and subject to the independent certification of the City/Agency independent audit firm, the Department prepares the City's Comprehensive Annual Financial Report (CAFR). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City's annual budget.

The Finance Department oversees the utility billing function by utilizing a third-party vendor for the City's approximately 7,000 accounts for all water, refuse and sewer fees. The Department works with the City Treasurer, Finance Commission, and committees with respect to the various financial issues. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments.

Notable Changes- Wages and Benefits

Overall, the full-time permanent salaries show an increase as the budget includes funds for a permanent full time Finance Director as well as a full year's cost of a full time Accountant position authorized by the City Council in FY 2020-21. Compared with FY 2020-21, part-time, temporary staff salaries show a decrease, due to the hiring of a full-time Finance Director, versus the previous use of part-time interim staff. There is one position upgrade of an Account Technician to a Management Assistant.

Notable Changes- Operations and Maintenance

The only notable increase is the Liability and Surety Bonds line item. The City has established an Internal Service Fund for Insurance, for the purpose of managing the City's self-insured general liability and worker's compensation policy. The Liability and Surety Bonds line item funds the Insurance Fund.

Capital Outlay

NA.

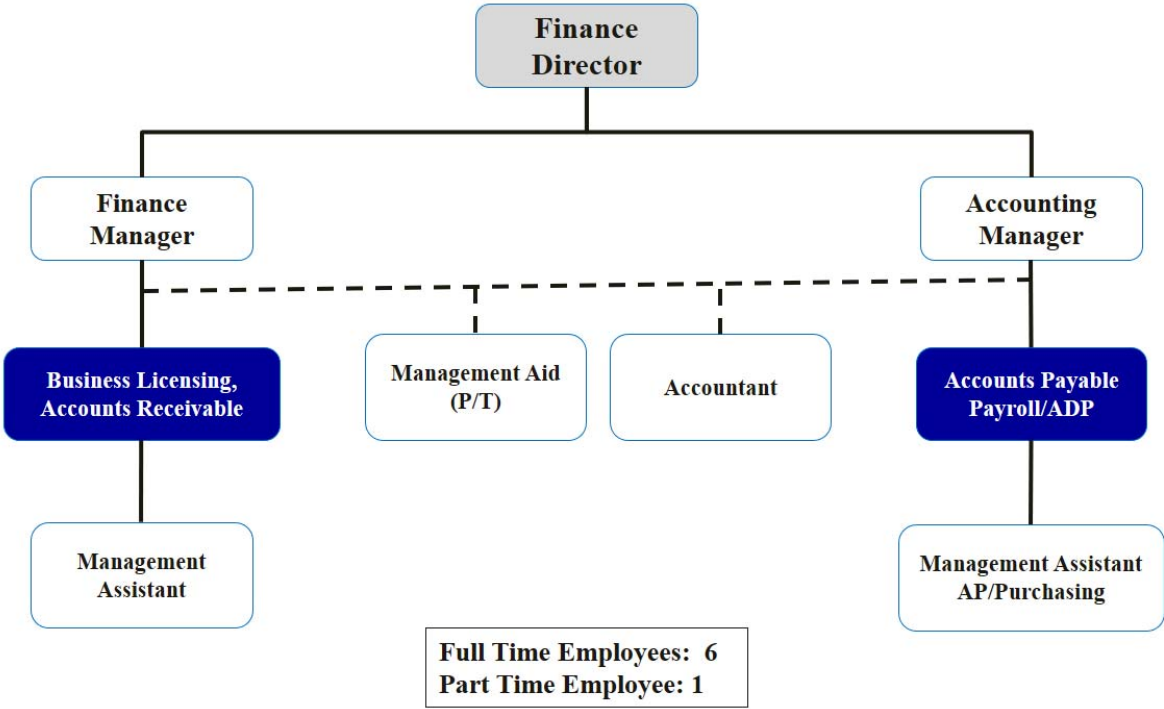
FINANCE

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Adopted	Estimated	Adopted
	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
Wages & Benefits	1,517,371	1,467,753	1,106,306	1,385,928	1,385,928	1,413,953
Operations & Maintenance	1,173,579	1,535,156	1,617,258	2,001,963	2,001,963	2,914,169
Total Expenses by Category	2,690,950	3,002,909	2,723,565	3,387,891	3,387,891	4,328,122
[101-3011] Finance	795,481	1,082,072	755,116	839,877	839,877	869,629
[101-3041] Non-Dept/Overhead	1,056,457	1,044,550	1,060,512	1,679,445	1,679,445	2,474,682
[500-3012] Utility Billing	839,013	876,286	907,936	868,569	868,569	983,812
Total Expenses by Program	2,690,950	3,002,909	2,723,565	3,387,891	3,387,891	4,328,122

Finance Director	1
Accounting Manager	1
Finance Manager	1
Accountant	1
Management Assistant	2
Total	6

FINANCE
Department Description and Authorized Positions



FINANCE

Budget Detail

101-3011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	468,771	430,173	237,928	276,521	276,521	379,532
7010	000	Salaries - Temp / Part	2,658	11,228	23,008	130,138	130,138	50,000
7020	000	Overtime	6,387	2,397	1,648	2,000	2,000	2,038
7040	000	Holiday	45	-	4,358	1,812	1,812	-
7070	000	Leave Buyback	6,936	39,048	7,436	7,436	7,436	13,723
7100	000	Retirement	80,834	94,252	33,565	28,867	28,867	30,531
7108	000	Deferred Compensation	783	2,158	1,596	2,219	2,219	2,553
7110	000	Workers Compensation	7,459	2,251	3,508	4,966	4,966	7,021
7120	000	Disability Insurance	-	4,390	-	-	-	-
7122	000	Unemployment Insurance	-	-	7,613	22,729	22,729	-
7130	000	Group Health Insurance	53,293	41,865	30,664	33,743	33,743	34,205
7140	000	Vision Insurance	1,472	1,170	616	842	842	926
7150	000	Dental Insurance	4,487	2,490	2,216	3,159	3,159	3,474
7055	000	IOD - Non Safety	-	-	-	3,159	3,159	-
7160	000	Life Insurance	640	462	290	347	347	382
7170	000	FICA - Medicare	6,905	7,661	5,519	4,010	4,010	5,503
<WAGES & BENEFITS>			640,670	639,545	359,966	521,949	521,949	529,890
8000	000	Office Supplies	5,052	5,635	7,765	3,000	3,000	7,247
8010	000	Postage	9,311	3,272	1,758	3,000	3,000	3,500
8020	000	Special Department Expense	14,800	14,651	21,400	20,260	20,260	33,000
8050	000	Printing/Duplicating	2,961	2,113	815	2,000	2,000	3,500
8060	000	Dues & Memberships	855	1,160	945	2,500	2,500	2,500
8070	000	Mileage/Auto Allowance	78	-	129	-	-	-
8090	000	Conference & Meeting Expense	555	311	-	1,000	1,000	2,000
8110	000	Equipment Maintenance	841	181	602	950	950	1,000
8170	000	Professional Services	87,597	150,718	226,568	174,218	174,218	202,992
8180	000	Contract Services	32,759	263,652	133,373	107,000	107,000	80,000
8200	000	Training Expense	-	835	1,796	4,000	4,000	4,000
<OPERATIONS & MAINTENANCE>			154,810	442,527	395,151	317,928	317,928	339,739
[101-3011] Finance Total			795,481	1,082,072	755,116	839,877	839,877	869,629

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Accountant, and two Management Assistants. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Temp/Part-time
Provides partial compensation for a part-time Management Aide, Interim Assistant City Manager, Interim Finance Director. The last two positions are interim positions (20 hours/week each), until a full time Finance Director is hired.
- 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 (\$7,247).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$3,500).
- 8020 Special Department Expense
Departmental forms including 1099s, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,900). Allocation of credit card charges and bank analysis fees (\$11,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,500). Annual PERS accounting actuarial (\$3,600). Furnish Finance Director's Office (\$10,000). (Total \$33,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget and other miscellaneous information intended for public distribution from the Finance Department (\$3,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$660), the Government Finance Officers Association (GFOA, \$675), and other financial associations (\$1,165). (Total \$2,500)
- 8070 Mileage Reimbursement
N/A

- 8090 Conference and Meeting Expense
Provides funds for attendance to GFOA/CSMFO conferences (\$2,000).
- 8110 Equipment Maintenance
Provides funds for postage machine (\$400), credit card processor (\$200), and postage meter (\$400). (Total \$1,000)
- 8170 Professional Services
Provides funds for HDL sales tax, business license tax, and property tax audits (\$40,950), Morgan Stanley/Western Asset Investment and property (\$14,500), Springbrook Upgrades and Training (\$4,792), ADP payroll (\$140,000), and other financial services (\$2,750). (Total \$202,992)
- 8180 Contract Services
Provides funds for OpenGov contract (\$15,000), indirect cost allocation plan, actuarial study (\$65,000), (Total \$80,000)
- 8200 Employee Training
Provides funds for department training opportunities; includes funds for additional finance software training (\$4,000).

UTILITY BILLING

Budget Detail

500-3012

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	203,127	163,182	135,727	158,551	158,551	205,360
7010	000	Salaries - Temp / Part	1,111	-	1,346	60,779	60,779	23,513
7020	000	Overtime	1,136	688	-	-	-	-
7040	000	Holiday	-	498	869	-	-	-
7070	000	Leave Buyback	3,531	12,483	2,732	-	-	-
7100	000	Retirement	74,733	52,429	28,655	19,903	19,903	27,369
7108	000	Deferred Compensation	578	1,052	818	1,304	1,304	1,014
7110	000	Workers Compensation	3,233	827	1,639	2,911	2,911	3,799
7120	000	Disability Insurance	2,301	638	-	-	-	-
7130	000	Group Health Insurance	17,803	17,066	10,163	16,065	16,065	17,305
7140	000	Vision Insurance	480	354	240	420	420	528
7150	000	Dental Insurance	1,654	1,075	817	1,575	1,575	1,980
7160	000	Life Insurance	218	140	108	173	173	218
7170	000	FICA - Medicare	3,046	2,504	1,954	2,299	2,299	2,978
<WAGES & BENEFITS>			312,950	252,934	185,069	263,979	263,979	284,064
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	149	26	15,302	750	750	25,000
8020	000	Special Department Expense	166,483	136,544	173,213	160,000	160,000	160,000
8032	000	Water Efficiency Fee Projects	42,017	-	9,057	-	-	-
8060	000	Dues & Memberships	-	-	-	-	-	-
8070	000	Mileage/Auto Allowance	19	-	-	-	-	-
8090	000	Conference & Meeting Expense	1,425	-	(100)	100	100	100
8110	000	Equipment Maintenance	14,838	15,225	602	18,150	18,150	19,058
8170	000	Professional Services	291,276	368,707	423,996	328,610	328,610	398,610
8180	000	Contract Services	9,857	10,870	8,817	4,500	4,500	4,500
8200	000	Training Expense	-	-	-	500	500	500
8350	000	Bad Debt Expense	-	-	-	-	-	-
8400	000	Overhead Allocation	-	91,981	91,981	91,980	91,980	91,980
<OPERATIONS & MAINTENANCE>			526,063	623,353	722,867	604,590	604,590	699,748
[500-3012] Utility Billing Total			839,013	876,286	907,936	868,569	868,569	983,812

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$25,000). This fee was built into the monthly fees with the former water billing company (Global Water), however, our current water billing company (Munibilling) has a line item identifying the costs related to postage.
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000). (Offset by credit card fees)
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$100).
- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,100), the RemitPlus remote deposit hardware and software (\$1,365) and maintenance costs for Springbrook Software (Finance) \$15,593). (Total \$19,058)
- 8170 Professional Services
Provides (\$378,700) toward contractual support service with Munibilling, the company that provides utility billing processing. Also provides portion of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,300), and preparation and filing of reports of water bond and tax allocation with the appropriate agencies Urban Futures (3,200) (Total \$398,610)
- 8180 Contract Services
Provides funds for share of bank armored courier services (\$4,500)
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$91,980).

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
7131	000	Retiree Health Insurance	563,751	575,274	561,272	600,000	600,000	600,000
		<WAGES & BENEFITS>	563,751	575,274	561,272	600,000	600,000	600,000
8020	000	Special Department Expense	-	37	-	-	-	-
8060	000	Dues & Memberships	24,787	41,683	32,969	27,821	27,821	36,000
8140	000	Utilities	-	-	-	446,984	446,984	491,682
8170	000	Professional Services	151,839	73,362	43,643	137,640	137,640	90,000
8180	000	Contract Services	12,680	15,496	10,166	6,000	6,000	16,000
8191	000	Liability & Surety Bonds	157,811	179,308	251,782	300,000	300,000	1,080,000
8335	000	Property Tax Admin. Fee	145,589	159,390	160,681	161,000	161,000	161,000
		<OPERATIONS & MAINTENANCE>	492,706	469,276	499,240	1,079,445	1,079,445	1,874,682
[101-3041] Non-Dept/Overhead Total			1,056,457	1,044,550	1,060,512	1,679,445	1,679,445	2,474,682

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

7131 Retirees Health Insurance

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

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$11,000), League of California Cities-LA County (\$1,350), LAFCO (\$1,400), the San Gabriel Valley Council of Governments* (\$11,000), Contract Cities* (\$5,350) and the Southern CA Association of Governments* (\$2,400), Arroyo Verdugo Community Joint Powers Authority (\$3,500) *partially paid by other funds. (Total \$36,000).

8140 Utilities

Citywide Water Utility Usage (\$491,682).

8170 Professional Services

Provides funds for general fund portion of independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (FY 20/21 \$42,000), a share of Morgan Stanley/Western Asset investment management services (\$30,000), and deferred compensation consulting/compliance services (\$14,000). OPEB Actuarial Valuation Bartl & Associates \$4,000. (Total \$90,000)

8180 Contract Services

Provides funds for share of bank armored courier services (\$10,200).

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. The City has established an Internal Service Fund for Insurance, for the purpose of managing its self-insured General Liability and Workers Compensation policy, the Liability and Surety Bonds account funds the Insurance Fund. General Fund total is \$1,080,000. (Additional amounts are allocated 25% to the Water Fund, 10% to the Sewer Fund, and 5% to the LLMD Fund).

8335 Property Tax Admin Fee

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

SEWER CAPITAL PROJECTS

Budget Detail

310-6501

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	991	3,010	-	-	-	-
7040	000	Holiday	-	-	-	-	-	-
7100	000	Retirement	163	306	-	-	-	-
7108	000	Deferred Compensation	2	-	-	-	-	-
7110	000	Workers Compensation	51	16	-	-	-	-
7130	000	Group Health Insurance	58	-	-	-	-	-
7140	000	Vision Insurance	2	-	-	-	-	-
7150	000	Dental Insurance	5	-	-	-	-	-
7160	000	Life Insurance	1	-	-	-	-	-
7170	000	FICA - Medicare	15	44	-	-	-	-
		<WAGES & BENEFITS>	1,288	3,375	-	-	-	-
8020	000	Special Department Expense	-	-	-	-	-	-
8170	000	Professional Services	86,292	23,155	-	-	-	-
		<OPERATIONS & MAINTENANCE>	86,292	23,155	-	-	-	-
[310-6501] Sewer Capital Project Total			87,580	26,530	-	-	-	-
8331	000	Debt Service - Interest	4,250	545,111	196,987	187,854	187,854	177,755
		<OPERATIONS & MAINTENANCE>	4,250	545,111	196,987	187,854	187,854	177,755
[310-6712] Bond Debt Service Total			4,250	545,111	196,987	187,854	187,854	177,755
9010	000	CIP Expenses	-	-	-	-	-	-
9399	000	Citywide Sewer Rehab	14,823	-	-	-	-	-
		<CAPITAL PROJECTS>	14,823	-	-	-	-	-
[310-9000s] CIP Total			14,823	-	-	-	-	-
310 - SEWER CAPITAL PROJECTS TOTAL			106,653	571,641	196,987	187,854	187,854	177,755

WATER REVENUE BONDS

Budget Detail

505-2016

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8232	000	Debt Service - Fees	1,530	1,470	1,250	2,500	2,500	2,500
8320	000	Issuance Cost Expense	-	-	-	-	-	-
8331	000	Debt Service - Interest	1,661,600	1,593,912	1,570,613	1,537,838	1,537,838	1,501,638
8450	000	Def Loss Amort Expense	-	258,250	258,250	258,250	258,250	945,000
8451	000	Premium Amort Expense - 2016	-	(208,038)	(208,038)	(208,038)	(208,038)	(208,038)
<OPERATIONS & MAINTENANCE>			1,663,130	1,645,594	1,622,075	1,590,550	1,590,550	2,241,100
9811	000	Transfers Out	2,313,432	-	-	-	-	-
<TRANSFER OUT>			2,313,432	-	-	-	-	-
[505-9000s] CIP Total			3,976,562	1,645,594	1,622,075	1,590,550	1,590,550	2,241,100
505 - 2016 WATER REVENUE BONDS TOTAL			3,976,562	1,645,594	1,622,075	1,590,550	1,590,550	2,241,100

SRF LOAN - WATER

Budget Detail

506-6712

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8331	000	Debt Service - Interest	-	-	26,239	52,643	52,643	51,280
8332	000	Debt Service - Interest Exp	-	5,696	6,990	-	-	-
		<OPERATIONS & MAINTENANCE>	-	5,696	33,229	52,643	52,643	51,280
[506-9000s] CIP Total			-	5,696	33,229	52,643	52,643	51,280
506 - SRF LOAN - WATER TOTAL			-	5,696	33,229	52,643	52,643	51,280

PUBLIC FINANCING AUTHORITY

Budget Detail

550-6712

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8232	000	Debt Service - Fees	4,000	4,000	2,000	4,000	4,000	4,000
8333	000	Debt Service-Professional Svc	-	3,500	-	-	-	-
8341	000	Debt Service - Interest - 2013	171,100	185,387	171,354	151,188	151,188	134,988
8342	000	Premium Amort Expense - 2013	-	(27,712)	(27,712)	(27,712)	(27,712)	(27,712)
<OPERATIONS & MAINTENANCE>			175,100	165,175	145,642	127,476	127,476	111,276
[550-6712] Bond Debt Service Total			175,100	165,175	145,642	127,476	127,476	111,276
9100	000	Transfers Out	-	-	-	-	-	-
<TRANSFER OUT>			-	-	-	-	-	-
[550-9000s] CIP Total			-	-	-	-	-	-
550 - PUBLIC FINANCING AUTHORITY TOTAL			175,100	165,175	145,642	127,476	127,476	111,276

CITY TREASURER

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Adopted	Estimated	Adopted
	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
Wages & Benefits	9,250	9,165	9,211	9,250	9,250	9,250
Total Expenses by Category	9,250	9,165	9,211	9,250	9,250	9,250
[101-3021] City Treasurer	9,250	9,165	9,211	9,250	9,250	9,250
Total Expenses by Program	9,250	9,165	9,211	9,250	9,250	9,250

CITY TREASURER Department Descriptions and Authorized Positions
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City Treasurer	1
Total	1

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

CITY TREASURER

Budget Detail

101-3021

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7010	000	Salaries - Temp / Part	8,472	8,472	8,472	8,472	8,472	8,472
7110	000	Workers Compensation	130	45	91	130	130	130
7170	000	FICA - Medicare	648	648	648	648	648	648
		<WAGES & BENEFITS>	9,250	9,165	9,211	9,250	9,250	9,250
[101-3021] City Treasurer Total			9,250	9,165	9,211	9,250	9,250	9,250

CITY TREASURER

Budget Detail

101-3021

PERSONNEL SERVICES

7010 Salaries – Temp/Part-Time

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



POLICE DEPARTMENT FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

The Police Department provides a full range of law enforcement and crime deterrence services. Services include street patrol, traffic patrol, crime investigation and analysis, parking enforcement, and a community crime prevention program. Support services for sworn officers include training, records, property evidence, dispatch center, and administrative support.

In Fiscal Year 2020-21 the Police Department had an increase in overtime due to unfilled vacancies, community events and COVID-19 related absences. These costs are estimated to be slightly less in FY 2021-22.

Notable Changes- Wages and Benefits

The cost-of-living increases are off set by a the the unfunded Deputy Chief position. One of two previously unfunded Police Officer positions has been funded. A slight decrease in overtime is due to anticipated full staffing and the additional officer.

Notable Changes- Operations and Maintenance

Implementation of Video Remote Interpreting (VRI) providing an on on-demand service supporting over 300 languages, utilizing live interpreters to communicate between non-English speakers and first responders. Funds are allocated for a new police vehicle lease program. Continued utilization of the “Project Life Saver” program providing officers the ability to locate individuals wearing a bracelet containing a homing device suffering from cognitive disorders or are prone to life-threatening behaviors. Also, the use of the “Safe Deal Zone” program allowing residents to conduct on-line purchases face-to-face transactions in the police station lobby.

Capital Outlay

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

POLICE

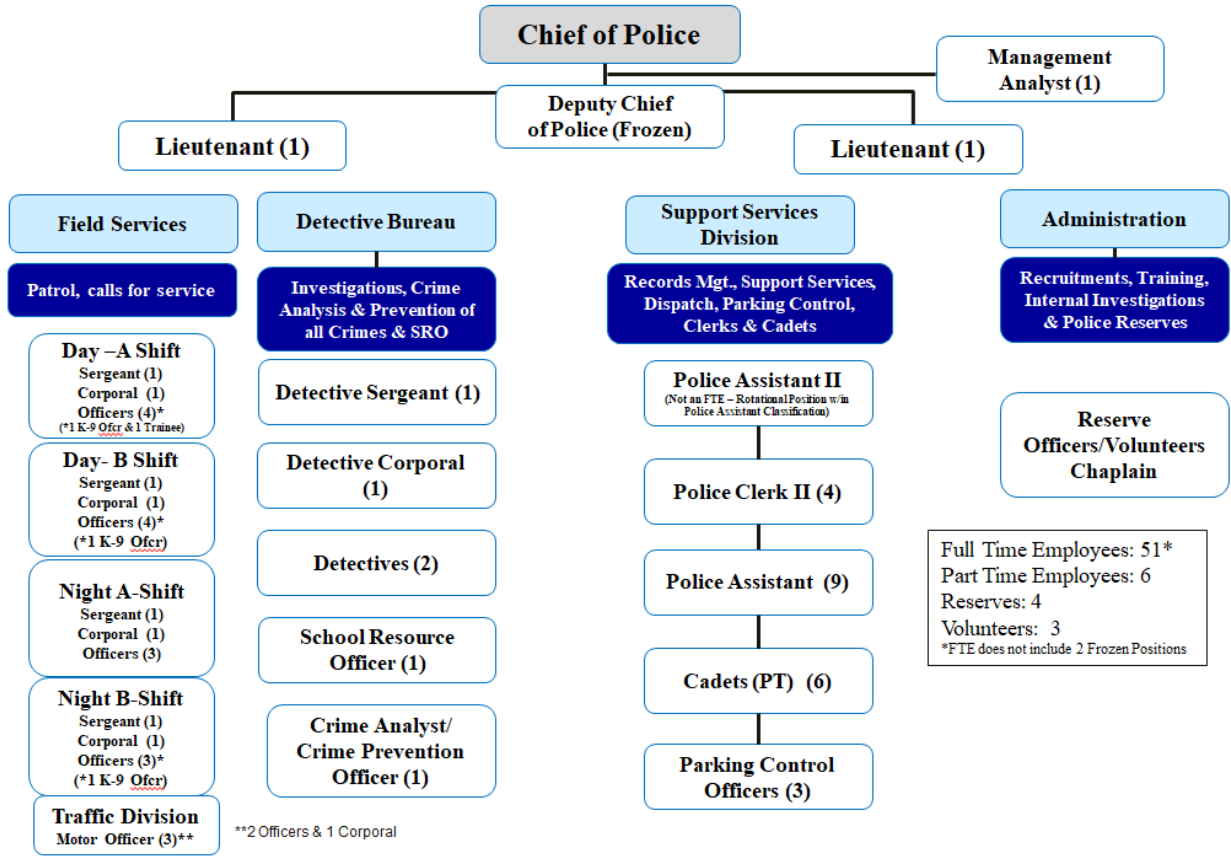
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Adopted	Estimated	Adopted
	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
Wages & Benefits	7,381,070	7,382,606	8,442,920	9,079,473	9,089,673	8,630,820
Operations & Maintenance	1,027,347	1,017,023	806,777	1,007,000	996,800	1,401,864
Capital Outlay	195,161	242,518	66,745	50,000	50,000	180,000
Total Expenses by Category	8,603,578	8,642,146	9,316,441	10,136,473	10,136,473	10,212,684
[101-4011] Police	8,408,728	8,391,436	9,171,740	9,914,669	9,914,669	9,892,684
[105-4011] Facilities & Equipment Replacement	110,973	179,392	42,645	-	-	130,000
[241-4011] Police	-	-	77,957	71,803	71,803	-
[270-4011] Police	-	8,193	-	-	-	10,000
[270-4015] Police Asset Forfeiture	-	-	-	-	-	50,000
[272-4018] Police State Grant - AB 3229	83,877	63,126	24,100	150,000	150,000	130,000
Total Expenses by Program	8,603,578	8,642,146	9,316,441	10,136,473	10,136,473	10,212,684

Police Chief	1	
Deputy Chief	Frozen	
Police Lieutenant	2	
Police Sergeant	5	
Corporal	6	
Police Officer	20	1 Frozen
Police Assistant II (Rotational)	1	
Police Clerk II	4	
Police Assistant	8	
Management Analyst	1	
Parking Control Officer	3	
Total	53/51	

POLICE

Department Description and Authorized Positions



The South Pasadena Police Department is comprised of 34 sworn officers, including lieutenants, sergeants, corporals and chief of police, 17 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets. The department is augmented with an additional 4 reserve officers and a volunteer chaplain.

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

POLICE

Budget Detail

101-4011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	3,917,833	3,908,896	4,482,814	4,277,962	4,288,162	4,573,350
7010	000	Salaries - Temp / Part	163,791	124,865	153,126	160,000	160,000	160,000
7020	000	Overtime	634,930	646,515	618,057	692,000	692,000	592,000
7030	000	Overtime - FLSA	-	-	3,796	-	-	-
7040	000	Holiday	171,694	189,384	245,815	200,000	200,000	200,000
7045	000	Overtime - Special Detail	272,195	190,960	207,780	160,000	160,000	160,000
7050	000	Overtime - DUI Checkpoint	23,490	16,564	7,217	20,000	20,000	20,000
7060	000	IOD - Safety	15,840	1,702	5,957	10,000	10,000	10,000
7070	000	Leave Buyback	66,213	96,236	46,574	100,000	100,000	36,935
7100	000	Retirement	1,333,426	1,499,691	1,711,224	2,508,039	2,508,039	2,015,181
7108	000	Deferred Compensation	2,492	2,871	3,529	4,015	4,015	4,780
7110	000	Workers Compensation	190,851	71,326	218,990	187,157	187,157	215,394
7120	000	Disability Insurance	17,759	1,904	32,102	-	-	-
7122	000	Unemployment Insurance	18,409	8,938	-	-	-	-
7130	000	Group Health Insurance	382,396	457,601	449,722	514,560	514,560	468,678
7140	000	Vision Insurance	10,175	10,473	10,220	12,960	12,960	12,240
7150	000	Dental Insurance	31,639	31,089	33,914	48,600	48,600	45,900
7160	000	Life Insurance	4,331	4,394	4,799	5,346	5,346	5,049
7170	000	FICA - Medicare	69,596	73,181	85,626	62,030	62,030	66,314
7180	000	Car/Uniform Allowance	54,008	46,017	43,700	45,000	45,000	45,000
<WAGES & BENEFITS>			7,381,070	7,382,606	8,364,963	9,007,669	9,017,869	8,630,820
8000	000	Office Supplies	18,985	29,012	28,120	26,000	26,000	26,000
8010	000	Postage	4,408	5,878	2,669	5,000	5,000	5,000
8020	000	Special Department Expense	86,077	62,849	64,022	60,000	49,800	60,000
8034	000	K9 Expenses	3,050	5,116	8,436	8,500	8,500	9,000
8035	000	Narco K9 Expenses	3,329	5,303	4,332	8,000	8,000	8,000
8040	000	Advertising	-	-	60	-	-	-
8050	000	Printing/Duplicating	8,918	12,373	16,373	16,500	16,500	16,500
8060	000	Dues & Memberships	5,092	4,918	2,145	3,700	3,700	3,700
8090	000	Conference & Meeting Expense	2,373	3,801	2,213	8,000	8,000	8,000
8100	000	Vehicle Maintenance	102,367	85,169	75,887	80,000	80,000	80,000
8105	000	Fuel	59,003	91,158	63,769	65,000	65,000	65,000
8109	000	Equipment	-	-	-	25,000	25,000	25,000
8110	000	Equipment Maintenance	28,310	13,830	13,040	20,000	20,000	20,000
8120	000	Building Maintenance	15	480	-	-	-	-
8134	000	Safety Clothing/Equipment	38,270	37,147	30,105	30,000	30,000	30,000
8150	000	Telephone	299	855	-	-	-	-
8170	000	Professional Services	142,588	49,302	104,677	131,816	131,816	186,516
8180	000	Contract Services	477,660	544,007	353,111	351,984	351,984	651,648
8200	000	Training Expense	24,271	32,332	18,875	30,000	30,000	30,000
8210	000	Training Expense - POST Reimb.	22,333	25,302	18,944	30,000	30,000	30,000
8176	000	Reserves and Volunteers	-	-	-	7,500	7,500	7,500
<OPERATIONS & MAINTENANCE>			1,027,347	1,008,830	806,777	907,000	896,800	1,261,864
8520	000	Machinery & Equipment	311	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>			311	-	-	-	-	-
[101-4011] Police Total			8,408,728	8,391,436	9,171,740	9,914,669	9,914,669	9,892,684

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
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Overtime has increased due to COVID-19 related absences as well as staffing requirements for First Amendment assemblies. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down. **(\$592,000).**
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Special Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7050 Overtime – DUI Checkpoint
Covers overtime compensation for providing staffing for DUI checkpoints. (\$20,000)
- 7060 IOD – Safety
Injury on Duty Overtime. (\$10,000)
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances. (\$36,935)

OPERATIONS & MAINTENANCE

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

- 8010 Postage
Provides funds for Police Department postal expenses (\$5,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); Office equipment including office chairs, computer equipment and briefing room projector (\$7,500); Locker room refurbishment (\$5,000); Community education programs to include: Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials (\$26,500); Festival of Balloons expenses including radio, repeater and message board rentals (\$1,000); and other miscellaneous expenditures (\$7,500). Total (\$60,000).
- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$9,000).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses. (\$8,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,500); parking, traffic citations, and parking permits (\$13,000). Total (\$16,500).
- 8060 Dues, Memberships, Subscriptions and Books
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).
- 8090 Conference and Meeting Expenses
Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000). Total (\$8,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$45,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000). Total (\$80,000).
- 8105 Fuel
Provides funds for fueling of patrol vehicles (\$65,000).

- 8109 Equipment
Lethal and less lethal weapons, accessories training supplies including ammunition, range maintenance, and repairs (\$25,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).
- 8134 Safety Clothing/Equipment
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). Total (\$30,000).
- 8170 Professional Services
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); Secureworks annual subscription and other software/license fees (\$28,816); Phoenix Group Information Systems city parking program management offset by revenue in Parking Citations account #4610-000 (\$54,700). Total (\$186,516).
- 8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society (\$170,893); All City Management Crossing Guards (\$185,075); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$30,815); Lexipol moved from #8200 (\$8,000); Crisis Intervention Team is a mobile crisis-intervention program (\$200,000). Total (\$651,648).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).
- 8210 P.O.S.T. Training Expense
Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).
- 8176 Reserves and Volunteers
Provides for expenses associated with Volunteer Program and Police Reserve Officers, to include: uniforms maintenance and training. (\$7,500).

Facilities and Equipment Maintenance

Budget Detail

105-4011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8101	000	Vehicle Lease (PD)	-	-	-	-	-	130,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	130,000

Facilities and Equipment Maintenance

Budget Detail

105-4011

OPERATIONS & MAINTENANCE

8101 Vehicle Lease (PD)

Five-year lease of police vehicles. The lease will provide 10 hybrid vehicles. The vehicle leasing costs will be budgeted annually (\$130,000).

Measure H

Budget Detail

241-4011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	-	-	8,698	8,360	8,360	-
7020	000	Overtime	-	-	53,144	53,144	53,144	-
7040	000	Holiday	-	-	3,939	3,939	3,939	-
7100	000	Retirement	-	-	5,816	-	-	-
7110	000	Workers Compensation	-	-	2,991	2,991	2,991	-
7130	000	Group Health Insurance	-	-	2,044	2,044	2,044	-
7140	000	Vision Insurance	-	-	75	75	75	-
7150	000	Dental Insurance	-	-	280	280	280	-
7160	000	Life Insurance	-	-	33	33	33	-
7170	000	FICA - Medicare	-	-	938	938	938	-
		<WAGES & BENEFITS>	-	-	77,957	71,803	71,803	-
[241-4011] Police Total			-	-	77,957	71,803	71,803	-
241 - MEASURE H TOTAL			-	-	77,957	71,803	71,803	-

Asset Forfeiture

Budget Detail

270-4011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8200	000	Training Expense	-	8,193	-	-	-	10,000
		<OPERATIONS & MAINTENANCE>	-	8,193	-	-	-	10,000
8520	000	Machinery & Equipment	-	-	-	-	-	50,000
		<CAPITAL OUTLAY>	-	-	-	-	-	50,000
[270-4015] Police Asset Forfeiture Total			-	-	-	-	-	50,000
270 - ASSET FORFEITURE TOTAL			-	8,193	-	-	-	60,000

Asset Forfeiture

Budget Detail

270-4011

OPERATIONS & MAINTENANCE

8200 Training Expenses

Law enforcement training and education—Training of investigators, sworn and non-sworn law enforcement personnel in any area necessary to perform official law enforcement duties, such as canine handler, narcotics, defensive tactics, criminal justice, language, constitutional law, accounting/finance, or forensics. Provided that the employees' regular duties require knowledge of these topics. (\$10,000).

CAPITAL OUTLAY

8520 Machinery & Equipment

Costs associated with the purchase of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. (\$50,000)

Police State Grant – AB 3229

Budget Detail

272-4011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8180	000	Contract Services	-	-	-	100,000	100,000	-
8200	000	Training Expense	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	-	100,000	100,000	-
8520	000	Machinery & Equipment	83,877	63,126	24,100	50,000	50,000	130,000
		<CAPITAL OUTLAY>	83,877	63,126	24,100	50,000	50,000	130,000
[272-4018] Police State Grant - AB 3229 Total			83,877	63,126	24,100	150,000	150,000	130,000
272 - POLICE GRANTS - STATE(COPS) TOTAL			83,877	63,126	24,100	150,000	150,000	130,000

State Police Grant – AB 3229

Budget Detail

272-4011

CAPITAL OUTLAY

8520 Machinery & Equipment

Axon Enterprise Inc., digital storage and upgrade current equipment (\$25,000); Computer aided dispatch and records management system (CAD/RMS) (\$105,000). Total (\$130,000).



FIRE DEPARTMENT FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

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

Notable Changes- Wages and Benefits

Increases in wages and benefits are associated with cost-of-living increases, increased retirement costs and health benefit costs.

Notable Changes- Operations and Maintenance

While there are no significant increases in Operations and Maintenance, some Operations and Maintenance costs are up due to COVID related supplies and equipment.

Capital Outlay

No capital outlays budgeted this fiscal year.

FIRE

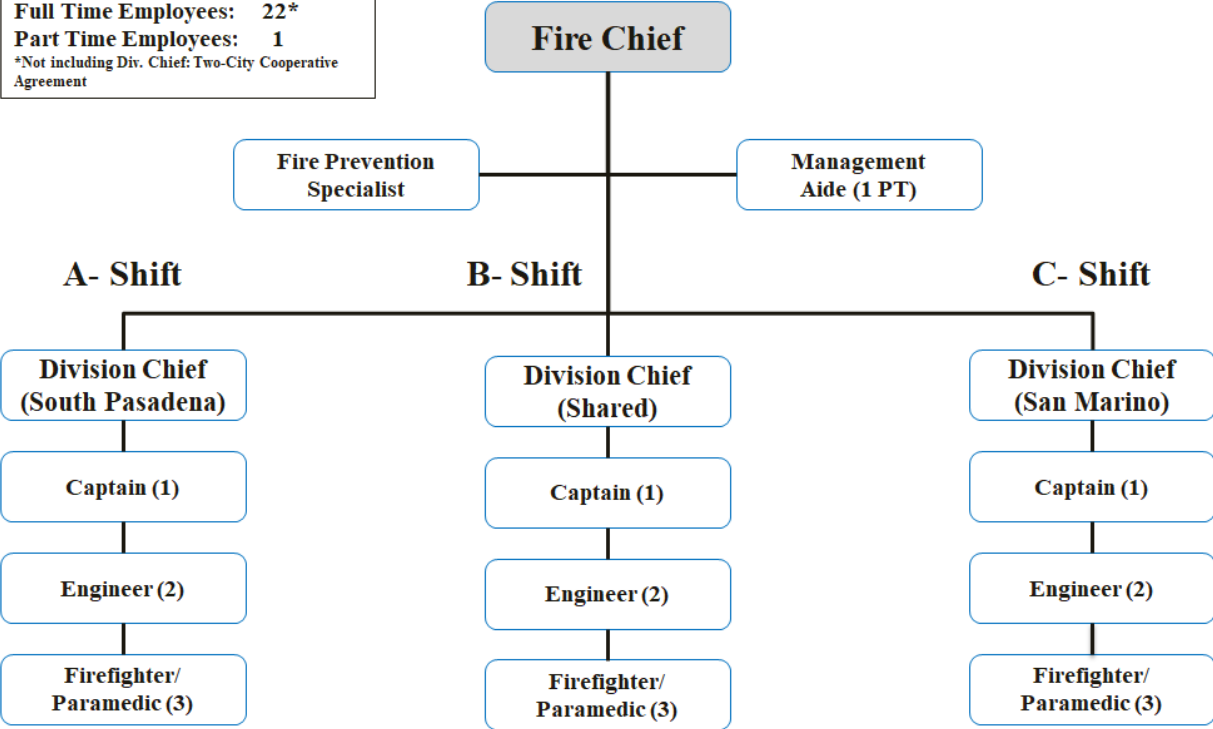
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Adopted	Estimated	Adopted
	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
Wages & Benefits	4,329,665	4,260,234	4,900,576	5,166,132	5,166,132	5,747,519
Operations & Maintenance	485,294	593,964	569,581	525,500	620,353	559,500
Capital Outlay	10,271	263,113	39,751	15,000	15,000	15,000
Total Expenses by Category	4,825,230	5,117,310	5,509,909	5,706,632	5,801,485	6,322,019
[101-5011] Fire	4,720,830	4,695,243	5,417,996	5,651,632	5,746,485	6,267,019
[101-5012] Emergency Preparedness	104,400	386,516	91,913	55,000	55,000	55,000
[105-5011] Facilities & Equipment Replacement	-	35,551	-	-	-	-
Total Expenses by Program	4,825,230	5,117,310	5,509,909	5,706,632	5,801,485	6,322,019

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

FIRE
Department Description and Authorized Positions

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



FIRE

Budget Detail

101-5011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	1,699,779	1,766,150	2,174,539	2,327,760	2,327,760	2,462,184
7010	000	Salaries - Temp / Part	47,596	40,813	28,692	60,000	60,000	28,100
7020	000	Overtime	995,727	950,379	915,080	950,000	950,000	550,000
7030	000	Overtime - FLSA	39,333	30,903	32,593	59,458	59,458	97,000
7035	000	Overtime - Fire Strike	-	-	-	-	-	300,000
7040	000	Holiday	63,151	72,945	74,932	80,000	80,000	90,000
7045	000	Overtime - Special Detail	189,871	116,549	114,254	100,000	100,000	100,000
7060	000	IOD - Safety	46,421	34,812	6,813	-	-	-
7065	000	Fitness	3,100	5,700	5,200	9,000	9,000	9,000
7070	000	Leave Buyback	82,949	37,408	23,388	27,026	27,026	57,170
7100	000	Retirement	666,259	828,132	969,679	906,412	906,412	1,384,707
7108	000	Deferred Compensation	2,046	5,243	5,447	4,780	4,780	4,876
7110	000	Workers Compensation	253,118	88,270	252,985	317,134	317,134	335,448
7122	000	Unemployment Insurance	75	-	7,783	5,000	5,000	-
7130	000	Group Health Insurance	166,325	204,450	209,337	244,440	244,440	250,724
7140	000	Vision Insurance	3,941	4,041	4,084	5,040	5,040	5,280
7150	000	Dental Insurance	11,449	12,952	13,712	18,900	18,900	19,800
7160	000	Life Insurance	1,427	1,739	1,799	2,079	2,079	2,178
7170	000	FICA - Medicare	44,872	45,786	47,760	33,753	33,753	35,702
7180	000	Car/Uniform Allowance	12,226	13,962	12,500	15,350	15,350	15,350
		<WAGES & BENEFITS>	4,329,665	4,260,234	4,900,576	5,166,132	5,166,132	5,747,519
8000	000	Office Supplies	3,695	3,708	3,516	3,700	3,700	3,700
8010	000	Postage	911	975	779	1,000	1,000	1,000
8020	000	Special Department Expense	43,157	43,978	43,669	44,000	44,000	44,000
8024	000	Fire Strike Team Expense	-	-	-	-	-	15,000
8025	000	Medical Supplies	25,784	47,350	32,856	34,000	128,853	34,000
8026	000	Hazardous Materials	-	695	287	-	-	500
8027	000	Ground Emergency Medical Transport	-	-	-	31,000	31,000	34,000
8050	000	Printing/Duplicating	1,753	982	1,031	1,000	1,000	1,000
8060	000	Dues & Memberships	985	1,890	1,498	1,800	1,800	1,800
8080	000	Books & Periodicals	802	1,876	2,369	2,000	2,000	2,000
8090	000	Conference & Meeting Expense	1,500	482	1,490	2,000	2,000	2,000
8100	000	Vehicle Maintenance	39,019	44,694	32,479	37,500	37,500	37,500
8105	000	Fuel	18,302	20,898	20,085	17,000	17,000	17,000
8110	000	Equipment Maintenance	11,108	9,824	11,093	11,000	11,000	11,000
8120	000	Building Maintenance	10,000	17,131	72,100	10,000	10,000	10,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8134	000	Safety Clothing/Equipment	49,237	28,075	28,218	29,000	29,000	31,000
8170	000	Professional Services	36,505	25,667	36,216	38,500	38,500	40,000
8180	000	Contract Services	134,008	149,708	157,331	147,000	147,000	157,000
8183	000	Contract Services - Command Sharing	4,725	27,347	62,686	65,000	65,000	65,000
8200	000	Training Expense	9,249	9,727	9,367	10,000	10,000	12,000
		<OPERATIONS & MAINTENANCE>	390,739	435,009	517,070	485,500	580,353	519,500
8520	000	Machinery & Equipment	426	-	350	-	-	-
		<CAPITAL OUTLAY>	426	-	350	-	-	-
[101-5011] Fire Total			4,720,830	4,695,243	5,417,996	5,651,632	5,746,485	6,267,019

FIRE

Budget Detail

101-5011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for fire administration, command/suppression personnel, and support staff.
- 7010 Part-Time Salaries
Provides funds for one part-time Management Aide to perform secretarial duties.
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.
- 7035 Overtime – Fire Strike
Overtime hours for Fire Strike Team services. Reimbursement is provided by other agencies record in the revenue account #101-0000-0000-5310-001.
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, (\$2,300); toner, printer supplies, (\$800) and copy paper, letter head, envelopes, (\$600). (Total \$3,700)
- 8010 Postage
Provides funds for department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State Government mailings and postal expenses (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$4,200); station and apparatus cleaning supplies (\$4,500); linen services (\$6,800); department identification cards (\$500); unanticipated repairs to front-line and reserve firefighting apparatus (\$9,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,500). (Total \$44,000)

- 8024 Fire Strike Team Expenses
Expenses incurred providing Fire Strike services. Reimbursement is provided by other agencies record in the revenue account #101-0000-0000-5310-001. (\$15,000).
- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$19,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000), and other medical supplies (\$5,000). (Total \$34,000)
- 8026 Hazardous Materials
Provides funds for handling of hazardous materials (\$500).
- 8027 Ground Emergency Medical Transport
Provide Ground Emergency Medical Transport (GEMT) service (\$34,000).
- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400). (Total \$1,000)
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$1,800).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$2,000).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel
Provides fuel for fire apparatus (\$10,000 Diesel fuel) and (\$7,000 unleaded gasoline). (Total \$17,000.)
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400). (Total \$11,000)

- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$8,000). Includes routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$2,000). (Total \$10,000)
- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits 19,000). Provides funds to purchase safety turn out gear (\$12,000). (Total \$31,000)
- 8170 Professional Services
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (\$32,000), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (\$4,000), Cal OSHA mandated respiratory protection annual testing (\$4,000). (Total \$40,000)
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$157,000).
- 8183 Contract Services – San Marino
Provides funds for comprehensive shared Fire Command Staff of one (1) shared Division Chief with the City of San Marino (\$65,000).
- 8200 Training Expense
Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$6,000). Includes use of multi-agency Training Tower (\$6,000). (Total \$12,000)

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8020	000	Special Department Expense	94,555	158,955	52,511	40,000	40,000	40,000
		<OPERATIONS & MAINTENANCE>	94,555	158,955	52,511	40,000	40,000	40,000
8520	000	Machinery & Equipment	9,845	14,459	14,530	-	-	-
8523	000	EOC Equipment	-	213,102	24,871	-	-	-
8180	000	Contract Services	-	-	-	15,000	15,000	15,000
		<CAPITAL OUTLAY>	9,845	227,561	39,401	15,000	15,000	15,000
[101-5012] Emergency Preparedness Total			104,400	386,516	91,913	55,000	55,000	55,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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



PUBLIC WORKS DEPARTMENT

FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

The Public Works department is pleased to submit the Fiscal Year 21-22 budget proposal. The Public Works Department is comprised of four divisions: Engineering & Operations, Maintenance, Water & Sustainability and Administration.

The Administration Division. Provides:

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

The Engineering & Operations Division. Is responsible for:

- Interagency Coordination (METRO, Arroyo Verdugo Communities Joint Powers Authority, San Gabriel Valley Council of Governments, Federal Highway Administration, Caltrans, CalRecycle, LA County, and neighboring jurisdictions).
- Capital Improvement Projects; Design, plan review, construction management, and inspections.
- Grants administration, and contracts award and management.
- Traffic Operations; Active Transportation and Intelligent Transportation Systems.
- Private Developments; Plan reviews, right of way improvements' inspections, traffic, and environmental impact studies.
- Municipal Separate Storm Sewer System (MS4) permit compliance
- Issuance of right of way encroachment permits (approximately 500 each year).
- Support Public Works & Mobility and Transportation Infrastructure Commissions.

The Maintenance Division. Is responsible for:

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

The Water & Sustainability Division. Is responsible for:

- Water Production, Treatment, and Distribution, Delivery of safe, clean water to over 6,200 connections.
- Water Infrastructure Maintenance; consisting of eight water storage tanks, six pump stations, and 130 miles of pipelines.
- Water Resources Planning and Coordination; for short and long-term reliable water supplies.
- Water Conservation; educate, promote, and implement water-saving programs through rebates and workshops
- Sustainability; protect the environment and natural resources through sustainable initiatives, promote and implement the City's Green Action Plan (GAP) and Climate Action Plan (CAP).

Notable Changes- Wages and Benefits

Increases in Wages and Benefits due to cost-of-living increases and increases in retirement and health insurance.
Two new positions were added: Senior Civil Engineer and an additional Public Works Inspector.

Notable Changes- Operations and Maintenance

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

Capital Outlay

Citywide Street Improvements – see CIP

Neighborhood Traffic Management Program – see CIP

Municipal Building and Facilities Maintenance Projects – see CIP

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

PUBLIC WORKS

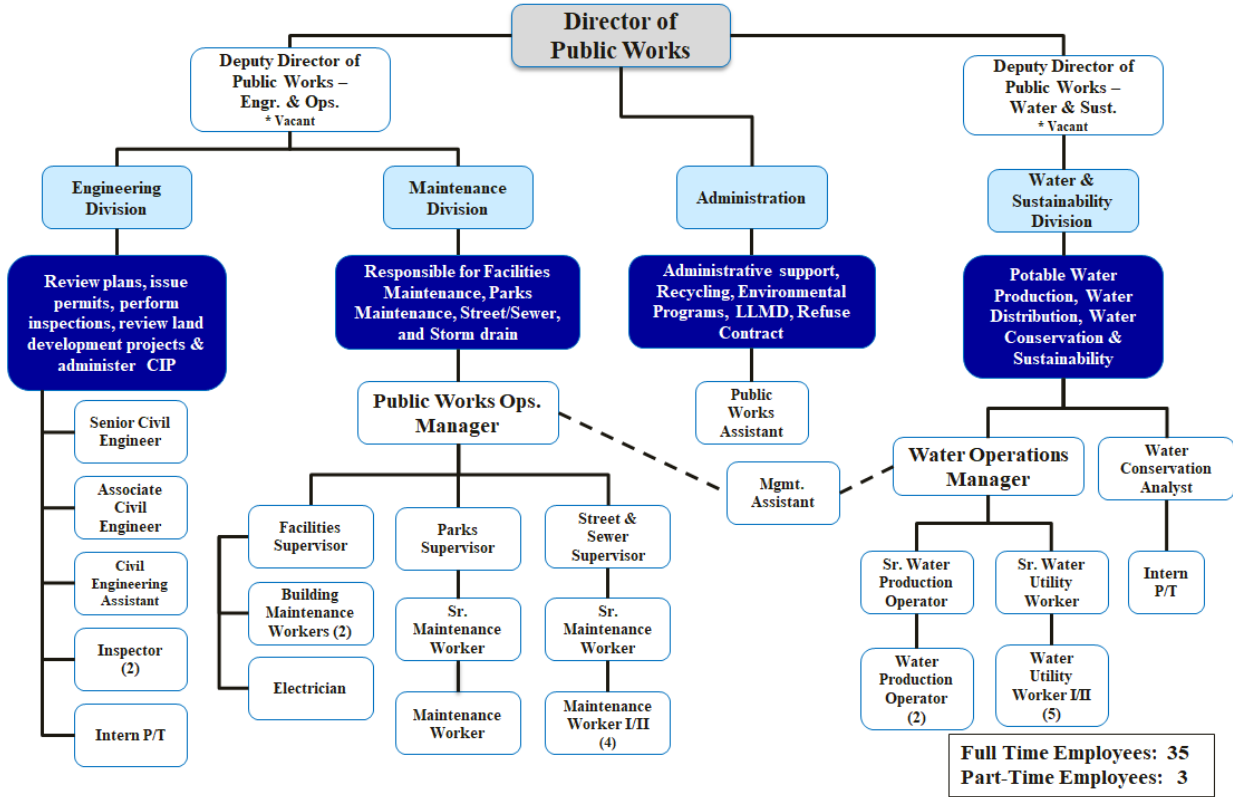
Department Summary

EXPENDITURES SUMMARY	Unaudited					
	Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
Wages & Benefits	3,403,252	2,870,673	3,626,824	3,633,116	3,633,116	4,187,266
Operations & Maintenance	4,132,192	5,270,811	4,296,869	6,203,360	6,168,630	7,683,878
Capital Outlay	250,314	89,495	159,296	276,500	276,500	757,500
Other Expenses	6,775	(80,295)	-	-	-	-
Total Expenses by Category	7,792,533	8,150,684	8,082,989	10,112,976	10,078,246	12,628,644
[101-6015] Environmental Services	207,645	44,051	54	-	-	-
[101-6011] PW Admin & Engineering	419,153	614,100	586,534	628,571	628,571	749,788
[101-6410] Park Maintenance	493,446	493,227	497,591	633,202	633,202	651,072
[101-6601] Facilities Maintenance	705,483	640,250	799,206	884,830	884,830	950,345
[105-6011] PW Admin & Engineering	-	-	-	-	-	200,000
[207-6011] PW Admin & Engineering	3,246	-	38,641	97,482	97,482	-
[210-6501] Sewer Operations	480,213	504,165	583,066	745,569	745,569	1,006,050
[210-9990] Unfunded Liabilities	-	27,024	-	-	-	-
[210-9997] Unfunded Liabilities	6,775	4,025	-	-	-	-
[215-6115] Traffic Signals	128,544	157,247	142,427	186,900	186,900	208,900
[215-6118] Sidewalk Maintenance	2,717	-	-	-	-	-
[215-6201] Street Lighting	196,338	194,637	213,339	268,100	233,100	328,000
[215-6310] Street Trees	516,446	577,583	450,049	577,459	577,459	662,481
[215-6416] Median Strips	53,668	47,174	77,043	64,000	64,000	78,500
[230-6116] Street Maintenance	706,375	586,900	571,830	663,272	663,272	720,386
[232-6417] Prop "A" Park Maintenance	47,096	43,455	42,632	70,500	70,500	82,500
[233-6011] PW Admin & Engineering	-	-	-	-	-	13,404
[236-6011] PW Admin & Engineering	-	-	-	-	-	13,404
[238-6501] Sewer Operations	-	-	20,000	-	-	-
[239-6011] PW Admin & Engineering	-	514	87,452	151,806	151,806	229,227
[277-6011] PW Admin & Engineering	19,520	5,528	270	-	270	-
[310-6501] Sewer Operations	87,580	26,530	-	-	-	-
[500-6710] Water Distribution	1,162,253	1,115,702	1,321,885	1,293,769	1,293,769	2,139,403
[500-6711] Water Production	2,556,035	3,133,490	2,522,747	3,554,617	3,554,617	4,275,333
[503-6713] Water Efficiency	-	46,427	128,223	292,900	292,900	319,851
[500-9990] Unfunded Liabilities	-	(111,344)	-	-	-	-
Total Expenses by Program	7,792,533	8,150,684	8,082,989	10,112,976	10,078,246	12,628,644

Public Works Director	1
Deputy Public Works Director – Engineering & Operations	1
Deputy Public Works Director – Water & Sustainability	1
Public Works Operations Manager	1
Senior Civil Engineer	1
Associate Civil Engineer	1
Civil Engineering Assistant	1
Public Works Assistant	1
Management Assistant	1
Public Works Inspector	2
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	2
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	2
Water Production Operator	2
Maintenance Worker I/II	5
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Conservation & Sustainability Analyst	1
Water Utility Worker I/II	5
Total	35

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	277,776	235,619	254,429	277,437	277,437	362,527
7010	000	Salaries - Temp / Part	17,847	6,788	15,716	20,000	20,000	22,000
7020	000	Overtime	623	(701)	305	7,000	7,000	7,000
7040	000	Holiday	-	-	5,113	6,000	6,000	-
7070	000	Leave Buyback	10,505	9,105	1,387	5,000	5,000	7,894
7100	000	Retirement	52,355	63,709	71,256	58,387	58,387	80,916
7108	000	Deferred Compensation	419	477	670	600	600	2,072
7110	000	Workers Compensation	7,542	2,154	4,194	7,804	7,804	9,097
7120	000	Disability Insurance	-	2,014	-	-	-	-
7122	000	Unemployment Insurance	-	-	353	500	500	-
7130	000	Group Health Insurance	24,107	26,643	27,072	26,373	26,373	31,563
7140	000	Vision Insurance	627	628	653	756	756	972
7150	000	Dental Insurance	2,208	2,153	2,394	2,835	2,835	3,645
7160	000	Life Insurance	261	258	294	312	312	401
7170	000	FICA - Medicare	5,465	3,727	4,899	4,023	4,023	5,257
<WAGES & BENEFITS>			399,736	352,574	388,733	417,026	417,026	533,343
8000	000	Office Supplies	1,553	1,960	1,353	1,000	1,000	2,000
8010	000	Postage	1,265	1,016	817	2,000	2,000	2,000
8020	000	Special Department Expense	11,102	25,551	45,110	29,540	19,540	29,540
8040	000	Advertising	1,915	2,286	2,822	4,300	2,300	4,500
8050	000	Printing/Duplicating	1,182	2,356	8,949	7,500	7,500	7,500
8060	000	Dues & Memberships	463	483	3,081	1,915	1,915	1,915
8090	000	Conference & Meeting Expense	1,073	62	30	-	-	3,700
8100	000	Vehicle Maintenance	2,536	2,281	1,630	1,500	1,500	1,500
8110	000	Equipment Maintenance	409	-	-	290	290	290
8170	000	Professional Services	(2,357)	225,531	131,246	163,500	175,500	163,500
8180	000	Contract Services	276	-	2,763	-	-	-
8300	000	Lease Payment	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			19,417	261,526	197,801	211,545	211,545	216,445
[101-6011] PW Admin & Engineering Total			419,153	614,100	586,534	628,571	628,571	749,788

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500). (Total \$7,500)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director – Engineering & Operations. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer’s license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200). (Total \$1,915)
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses. No funds budgeted this year due to COVID. Total \$3,700
- 8100 Vehicle Maintenance and Operations
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance
Public Works share of postage machine rental (\$290).
- 8170 Professional Services
Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services (\$50,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Pavement Management and Rehabilitation Program (\$45,000). Arroyo Seco Army Corps Study, Year 2 (\$30,500) (Total \$163,500)

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	94,330	81,902	99,273	131,848	131,848	148,075
7020	000	Overtime	430	1,938	714	2,000	2,000	2,000
7040	000	Holiday	-	785	2,573	1,400	1,400	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	588	2,324	37	2,000	2,000	2,000
7100	000	Retirement	18,121	16,168	25,562	20,227	20,227	27,299
7108	000	Deferred Compensation	142	233	239	362	362	505
7110	000	Workers Compensation	3,902	1,119	3,048	4,341	4,341	4,775
7120	000	Disability Insurance	-	1,029	-	-	-	-
7130	000	Group Health Insurance	12,230	11,434	12,781	19,767	19,767	14,427
7140	000	Vision Insurance	311	244	286	396	396	396
7150	000	Dental Insurance	829	885	1,071	1,485	1,485	1,485
7160	000	Life Insurance	92	108	120	163	163	163
7170	000	FICA - Medicare	1,322	1,110	1,393	1,912	1,912	2,147
<WAGES & BENEFITS>			132,299	119,279	147,098	185,902	185,902	203,272
8000	000	Office Supplies	706	689	809	800	800	800
8020	000	Special Department Expense	26,590	15,852	32,175	25,500	25,500	25,500
8100	000	Vehicle Maintenance	919	56	1,551	1,500	1,500	1,500
8110	000	Equipment Maintenance	1,626	737	523	2,500	2,500	2,500
8140	000	Utilities	36,684	38,234	39,350	50,000	50,000	50,000
8170	000	Professional Services	7,777	3,740	25	15,000	15,000	15,000
8180	000	Contract Services	275,521	301,935	272,238	335,500	335,500	335,500
8200	000	Training Expense	456	345	98	1,500	1,500	2,000
8262	000	Graffiti Removal	10,868	12,359	3,724	15,000	15,000	15,000
<OPERATIONS & MAINTENANCE>			361,148	373,948	350,493	447,300	447,300	447,800
[101-6410] Park Maintenance Total			493,446	493,227	497,591	633,202	633,202	651,072

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

- 8180 Contract Services
Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$225,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$6,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$28,500), and supplemental tree trimming and replacement (\$50,000). Temporary labor for emergency services (\$25,000). (Total \$335,500)
- 8200 Training Expense
Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,500). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500). (Total \$2,000)
- 8262 Graffiti Removal
Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$15,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	237,790	211,233	267,169	285,566	285,566	313,237
7020	000	Overtime	2,254	3,683	7,785	2,500	2,500	3,000
7040	000	Holiday	-	780	8,164	6,000	6,000	-
7070	000	Leave Buyback	8,897	3,781	3,627	2,000	2,000	2,000
7100	000	Retirement	43,707	46,919	71,259	54,173	54,173	81,205
7108	000	Deferred Compensation	141	233	239	362	362	505
7110	000	Workers Compensation	11,641	3,589	11,495	11,020	11,020	11,925
7120	000	Disability Insurance	-	1,029	-	-	-	-
7130	000	Group Health Insurance	30,727	32,574	42,611	38,712	38,712	43,674
7140	000	Vision Insurance	698	650	820	960	960	960
7150	000	Dental Insurance	2,539	2,022	3,062	3,600	3,600	3,600
7160	000	Life Insurance	348	280	386	396	396	396
7170	000	FICA - Medicare	3,469	3,095	3,988	4,141	4,141	4,542
		<WAGES & BENEFITS>	342,212	309,869	420,605	409,430	409,430	465,045
8000	000	Office Supplies	841	893	1,290	1,200	1,200	1,500
8020	000	Special Department Expense	48,242	36,743	31,543	45,000	45,000	45,000
8060	000	Dues & Memberships	-	-	-	700	700	700
8100	000	Vehicle Maintenance	734	613	767	1,500	1,500	10,500
8110	000	Equipment Maintenance	248	34	429	1,500	1,500	1,500
8120	000	Building Maintenance	53,875	34,740	35,337	80,000	80,000	80,000
8130	000	Small Tools	1,239	285	507	3,000	3,000	3,000
8132	000	Uniform Expense/Cleaning	2,031	1,123	827	2,000	2,000	2,000
8134	000	Safety Clothing/Equipment	397	1,200	1,106	1,200	1,200	1,800
8140	000	Utilities	107,435	100,555	144,258	160,000	160,000	160,000
8180	000	Contract Services	148,229	154,193	162,536	177,800	177,800	177,800
8200	000	Training Expense	-	-	-	1,500	1,500	1,500
		<OPERATIONS & MAINTENANCE>	363,271	330,380	378,601	475,400	475,400	485,300
[101-6601] Facilities Maintenance Total			705,483	640,250	799,206	884,830	884,830	950,345

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$750) and miscellaneous expenses (\$750). (Total \$1,500)
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including construction supplies (\$10,000), playground hardware (\$2,000), paint and painting supplies (\$2,000), electrical supplies and parts including light bulbs (\$5,000), paper goods (\$15,000), first aid kits (\$300), cell phone monthly service charge (\$2,200), garage door maintenance (\$3,000), fire extinguisher maintenance (\$1,200), elevator certification (\$2,000), and miscellaneous expenses for City facilities (\$2,300). (Total \$45,000)
- 8060 Dues/Memberships/Subscriptions
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$700).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicles (\$10,250) and smog certifications (\$250). (Total \$10,500)
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment (\$1,500).
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$25,000), elevators (\$9,000), pest control services (\$4,800), locksmith service (\$2,000), and generator maintenance (\$10,000). Additional repairs costs for HVAC system repairs (\$5,000), electrical repairs (\$5,000), painting (\$3,500), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$3,700). (Total \$80,000)
- 8130 Small Tools

Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).

8132 Uniform Expenses

Provides for the purchase and service of City supplied uniforms (\$2,000).

8134 Safety Equipment & Supplies

Provides for the purchase of safety equipment and supplies (\$1,800).

8140 Utilities

Provides funds for electrical service by Southern California Edison to City facilities (\$160,000).

8180 Contract Services

Janitorial services for City buildings including twice a week day porter service (\$150,000). Annual fees for the Civic Center Facility access system (\$4,400). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$12,000). Emergency Response Contractor (\$3,400). (Total \$177,800)

8200 Training Expenses

Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000). (Total \$1,500)

FACILITIES & EQUIPMENT MAINT

Budget Detail

105-6011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8540	000	Automotive Equipment	-	-	-	-	-	200,000

FACILITIES & EQUIPMENT MAINT

Budget Detail

105-6011

CAPITAL OUTLAY

8540 Automotive Equipment

Funds to purchase an aerial lift truck for tree trimming, traffic signal maintenance, street light repair, and replacement (\$200,000).

Prop "C" PW Admin & Engineering

Budget Detail

207-6011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8170	000	Professional Services	3,246	-	3,565	-	-	-
8180	000	Contract Services	-	-	35,076	97,482	97,482	-
<OPERATIONS & MAINTENANCE>			3,246	-	38,641	97,482	97,482	-
[207-6011] PW Admin & Engineering Total			3,246	-	3,565	-	-	-

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	255,030	239,492	304,672	320,106	320,106	334,140
7010	000	Salaries - Temp / Part	333	12,380	1,574	11,000	11,000	15,949
7020	000	Overtime	2,948	2,011	3,355	3,000	3,000	3,000
7040	000	Holiday	652	1,375	6,812	7,000	7,000	-
7070	000	Leave Buyback	8,323	7,208	4,130	5,000	5,000	6,551
7100	000	Retirement	97,938	62,570	76,096	55,823	55,823	80,636
7108	000	Deferred Compensation	421	540	881	878	878	1,361
7110	000	Workers Compensation	8,842	2,906	9,815	10,671	10,671	9,981
7120	000	Disability Insurance	-	961	-	-	-	-
7130	000	Group Health Insurance	24,140	24,191	39,377	37,475	37,475	29,557
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	645	620	776	1,037	1,037	922
7150	000	Dental Insurance	2,270	2,077	2,890	3,888	3,888	3,456
7160	000	Life Insurance	305	277	401	428	428	380
7170	000	FICA - Medicare	3,819	3,798	4,530	4,642	4,642	4,845
9997	000	OPEB Expense	6,775	4,025	-	-	-	-
9990	000	Pension Expense	-	27,024	-	-	-	-
<WAGES & BENEFITS>			412,442	391,456	455,309	460,947	460,947	490,778
8000	000	Office Supplies	564	249	600	600	600	600
8010	000	Postage	-	-	-	600	600	600
8020	000	Special Department Expense	10,021	20,604	13,561	24,800	24,800	74,800
8050	000	Printing/Duplicating	-	-	141	200	200	200
8060	000	Dues & Memberships	-	-	-	500	500	500
8090	000	Conference & Meeting Expense	-	-	-	800	800	800
8100	000	Vehicle Maintenance	1,304	8,538	6,073	15,000	15,000	25,000
8110	000	Equipment Maintenance	-	-	101	5,000	5,000	7,000
8120	000	Building Maintenance	-	-	-	1,200	1,200	1,200
8130	000	Small Tools	-	-	-	1,500	1,500	21,500
8132	000	Uniform Expense/Cleaning	909	890	614	1,200	1,200	1,200
8134	000	Safety Clothing/Equipment	448	1,063	311	1,000	1,000	1,000
8170	000	Professional Services	1,740	10,493	16,881	30,000	30,000	58,650
8180	000	Contract Services	16,302	15,958	15,882	102,200	102,200	132,200
8191	000	Liability & Surety Bonds	25,950	16,622	22,900	30,000	30,000	180,000
8200	000	Training Expense	312	320	595	1,000	1,000	1,000
8400	000	Overhead Allocation	16,996	69,022	69,022	69,022	69,022	9,022
<OPERATIONS & MAINTENANCE>			74,545	143,758	146,680	284,622	284,622	515,272
8520	000	Machinery & Equipment	-	-	29,085	-	-	-
8540	000	Automotive Equipment	-	-	(48,009)	-	-	-
<CAPITAL OUTLAY>			-	-	(18,924)	-	-	-
[210-6501] Sewer Operations Total			486,988	535,214	583,066	745,569	745,569	1,006,050

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).
- 8010 Postage
Provide funds for City mailings concerning sewer preventive maintenance (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartegraph software annual subscription (\$2,100) and City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500). New Sewer Trailer (\$50,000) (Total \$74,800)
- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).
- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$25,000).

- 8110 Equipment Maintenance
Provides for repairs to the sewer main cleaning equipment (\$7,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$21,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000), and shared cost for Acorn Technology IT Services totaling \$269,000 (\$28,650). (Total \$58,650)
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$70,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$40,000). Cellular phone monthly service charge (\$2,200) (Total \$132,200)
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 10% share of the City's self-insured costs (\$180,000), which goes to the Insurance Fund 105. The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLMD (5%).
- 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 (\$9,022).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	1,884	375	594	30,900	30,900	30,900
8140	000	Utilities	36,327	60,417	67,118	66,000	66,000	68,000
8180	000	Contract Services	58,151	96,455	74,714	70,000	70,000	90,000
		<OPERATIONS & MAINTENANCE>	96,362	157,247	142,427	166,900	166,900	188,900
8520	000	Machinery & Equipment	32,183	-	-	20,000	20,000	20,000
		<CAPITAL OUTLAY>	32,183	-	-	20,000	20,000	20,000
[215-6115] Traffic Signals Total			128,544	157,247	142,427	186,900	186,900	208,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

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

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$68,000).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$48,000), non-routine signal maintenance (\$25,000) and signal knockdown repairs (\$13,400). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300). Total \$90,000.

CAPITAL OUTLAY

8520 Machinery & Equipment

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

STREET LIGHTING

Budget Detail

215-6201

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8000	000	Office Supplies	403	275	343	600	600	600
8020	000	Special Department Expense	23,401	25,557	26,480	45,500	45,500	45,000
8100	000	Vehicle Maintenance	3,478	5,881	834	7,500	7,500	7,500
8110	000	Equipment Maintenance	-	910	429	3,000	3,000	3,000
8130	000	Small Tools	77	434	268	1,000	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,384	1,003	671	1,500	1,500	1,500
8134	000	Safety Clothing/Equipment	224	635	245	800	800	1,000
8140	000	Utilities	154,366	128,450	142,238	200,000	165,000	170,000
8170	000	Professional Services	13,006	5,670	4,440	7,400	7,400	7,400
8191	000	Liability & Surety Bonds	-	25,823	37,390	-	-	90,000
8200	000	Training Expense	-	-	-	800	800	1,000
<OPERATIONS & MAINTENANCE>			196,338	194,637	213,339	268,100	233,100	328,000
[215-6201] Street Lighting Total			196,338	194,637	213,339	268,100	233,100	328,000

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8020 Special Department Expense
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$23,500), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500). (Total \$45,000)

- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas (\$5,900), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$1,600). (Total \$7,500)

- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$1,500), hydraulic repairs for boom truck (\$1,000), and maintenance costs for Code Blue emergency system (\$500). (Total \$3,000)

- 8130 Small Tools
Replacement or purchase of worn or damaged hand and power tools (\$1,000).

- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$1,500).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$1,000).

- 8140 Electricity
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$170,000).

- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).

- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's self-insured costs (\$90,000), which goes to the Insurance Fund 105. The remaining portions are paid out of General Fund (60%), Water Fund (25%), and Sewer (10%).

- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$1,000).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	125,909	109,136	110,618	136,292	136,292	139,022
7020	000	Overtime	1,640	917	1,896	8,000	8,000	8,000
7040	000	Holiday	86	531	4,032	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	3,038	2,509	1,209	2,500	2,500	2,500
7100	000	Retirement	21,563	18,116	26,474	21,961	21,961	27,771
7108	000	Deferred Compensation	54	105	-	114	114	117
7110	000	Workers Compensation	5,487	1,668	4,610	5,077	5,077	5,187
7120	000	Disability Insurance	-	515	-	-	-	-
7130	000	Group Health Insurance	14,326	14,398	11,200	17,508	17,508	14,538
7140	000	Vision Insurance	413	351	329	432	432	432
7150	000	Dental Insurance	1,336	1,262	1,231	1,620	1,620	1,620
7160	000	Life Insurance	168	162	153	178	178	178
7170	000	FICA - Medicare	1,865	1,644	1,653	1,976	1,976	2,016
<WAGES & BENEFITS>			175,886	151,314	163,405	195,659	195,659	201,381
8000	000	Office Supplies	240	63	423	500	500	500
8020	000	Special Department Expense	2,722	3,937	3,365	25,000	25,000	27,000
8040	000	Advertising	200	-	-	200	200	200
8060	000	Dues & Memberships	135	135	135	400	400	400
8090	000	Conference & Meeting Expense	-	200	-	200	200	500
8100	000	Vehicle Maintenance	3,409	965	3,360	11,000	11,000	11,000
8110	000	Equipment Maintenance	100	2,744	2,284	5,000	5,000	5,000
8130	000	Small Tools	1,785	1,158	266	5,000	5,000	7,000
8132	000	Uniform Expense/Cleaning	1,692	1,000	1,058	2,100	2,100	2,100
8134	000	Safety Clothing/Equipment	454	1,385	1,055	1,600	1,600	1,600
8170	000	Professional Services	220	14,500	14,500	15,000	15,000	15,000
8180	000	Contract Services	239,099	269,037	204,005	230,000	230,000	230,000
8181	000	In-Lieu Tree Planting	20,428	-	10,000	10,000	10,000	10,000
8184	000	Annual Tree Planting	-	84,569	(4,127)	25,000	25,000	75,000
8200	000	Training Expense	94	-	320	800	800	800
<OPERATIONS & MAINTENANCE>			270,578	379,693	236,644	331,800	331,800	386,100
9181	000	Removal/Replacement Tree Program	69,982	46,576	50,000	50,000	50,000	75,000
<CAPITAL OUTLAY>			69,982	46,576	50,000	50,000	50,000	75,000
[215-6310] Street Trees Total			516,446	577,583	450,049	577,459	577,459	662,481

STREET TREE MAINTENANCE

Budget Detail

215-6310

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies including chain saw blades, blade sharpening, gloves, chipper blades (\$8,000), ropes, sling, and pulleys (\$4,000), work zone signs and cones (\$1,000), 25% of department cell phones (\$1,000), and pesticides and fungicides (\$3,000). Provides for replacement of sidewalks and curbs damaged by City trees (\$10,000). (Total \$27,000)
- 8040 Advertisements
Provides funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (\$400).
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (\$500).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$11,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$5,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$7,000).

- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$2,100).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$1,600).
- 8170 Professional Services
Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,700). Certified Arborist as needed (\$10,800). (Total \$15,000)
- 8180 Contract Services
Routine tree maintenance services rendered under contract for tree trimming and annual grid pruning, and removal of trees (\$230,000).
- 8181 In-Lieu Tree Planting
Miscellaneous tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.
- 8184 Annual Tree Planting
Annual Citywide tree planting (\$75,000).
- 8200 Training
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

CAPITAL OUTLAY

- 9181 Capital Outlay
Remove aged/distressed trees and plant replacement trees (\$75,000).

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8020	000	Special Department Expense	204	2,203	1,781	3,500	3,500	3,500
8180	000	Contract Services	53,464	44,971	75,263	60,500	60,500	75,000
		<OPERATIONS & MAINTENANCE>	53,668	47,174	77,043	64,000	64,000	78,500
[215-6416]		Median Strips Total	53,668	47,174	77,043	64,000	64,000	78,500

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

Provides partial cost of services rendered by contract with LandCare for landscape maintenance of street medians (\$75,000). The remainder of this contract is charged to General Fund Park Maintenance (account 101-6410-8180).

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	296,963	316,013	293,972	336,950	336,950	366,228
7010	000	Salaries - Temp / Part	-	-	394	10,000	10,000	10,000
7020	000	Overtime	5,399	4,675	11,733	5,000	5,000	6,000
7040	000	Holiday	1,042	2,624	9,487	5,000	5,000	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	7,682	4,650	2,866	4,000	4,000	5,211
7100	000	Retirement	53,529	57,277	68,741	52,320	52,320	75,370
7108	000	Deferred Compensation	196	338	137	460	460	635
7110	000	Workers Compensation	13,738	5,127	12,121	12,271	12,271	13,068
7120	000	Disability Insurance	-	1,544	-	-	-	-
7130	000	Group Health Insurance	31,975	44,058	34,482	37,092	37,092	41,022
7140	000	Vision Insurance	1,059	1,244	1,012	1,248	1,248	1,296
7150	000	Dental Insurance	3,736	3,724	3,780	4,680	4,680	4,860
7160	000	Life Insurance	493	475	478	515	515	535
7170	000	FICA - Medicare	4,519	4,774	4,504	4,886	4,886	5,310
<WAGES & BENEFITS>			420,331	446,522	443,708	474,422	474,422	529,536
8000	000	Office Supplies	565	568	1,095	1,000	1,000	1,000
8020	000	Special Department Expense	66,329	106,827	84,240	80,000	80,000	97,000
8060	000	Dues & Memberships	-	-	-	300	300	300
8100	000	Vehicle Maintenance	9,237	15,585	7,903	20,000	20,000	26,000
8110	000	Equipment Maintenance	3,202	34	3,087	6,400	6,400	400
8130	000	Small Tools	3,000	-	-	3,000	3,000	4,000
8132	000	Uniform Expense/Cleaning	3,192	2,493	1,509	3,000	3,000	3,000
8134	000	Safety Clothing/Equipment	828	2,189	1,152	1,750	1,750	1,750
8170	000	Professional Services	-	500	10,000	2,000	2,000	2,000
8180	000	Contract Services	52,881	12,183	19,134	46,000	46,000	28,000
8200	000	Training Expense	172	-	-	400	400	400
<OPERATIONS & MAINTENANCE>			139,405	140,378	128,122	163,850	163,850	163,850
8540	000	Automotive Equipment	146,640	-	-	25,000	25,000	27,000
<CAPITAL OUTLAY>			146,640	-	-	25,000	25,000	27,000
[230-6116] Street Maintenance Total			706,375	586,900	571,830	663,272	663,272	720,386

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500) and miscellaneous expense (\$500). (Total \$1,000)
- 8020 Special Department Expense
This account provides for special and miscellaneous department supplies & services including street signage (\$17,000), asphalt (\$15,000), and concrete, base sand and backfill soil (\$45,000). Catch basin repairs (\$10,000) and miscellaneous expenses (\$10,000). (Total \$97,000)
- 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 (\$16,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$10,000). (Total \$26,000)
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment used by the Streets Division (\$400).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer (\$4,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$3,000).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety boots (\$1,750).
- 8170 Professional Services
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services
Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$5,000). Citywide traffic striping maintenance (\$10,000). Outsourcing of larger sidewalk, curb & gutter projects (\$5,000). Supplement contract services (\$11,000). (Total \$28,000)
- 8200 Training
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Replace the compressor used for concrete repairs within the City (\$27,000).

MEASURE R

Budget Detail

233-6011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	-	-	-	-	-	10,760
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	-	-	866
7108	000	Deferred Compensation	-	-	-	-	-	44
7110	000	Workers Compensation	-	-	-	-	-	268
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	-	-	1,125
7140	000	Vision Insurance	-	-	-	-	-	36
7150	000	Dental Insurance	-	-	-	-	-	135
7160	000	Life Insurance	-	-	-	-	-	15
7170	000	FICA - Medicare	-	-	-	-	-	156
<WAGES & BENEFITS>			-	-	-	-	-	13,404
[233-6011] PW Admin & Engineering Total			-	-	-	-	-	13,404

MEASURE R

Budget Detail

233-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for three full-time Maintenance Workers and the partial compensation for the Public Works Inspector (2) and a Senior Civil Engineer. Refer to the Appendix for a detailed allocation list.

MEASURE M

Budget Detail

236-6011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	-	-	-	-	-	10,760
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	-	-	866
7108	000	Deferred Compensation	-	-	-	-	-	44
7110	000	Workers Compensation	-	-	-	-	-	268
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	-	-	1,125
7140	000	Vision Insurance	-	-	-	-	-	36
7150	000	Dental Insurance	-	-	-	-	-	135
7160	000	Life Insurance	-	-	-	-	-	15
7170	000	FICA - Medicare	-	-	-	-	-	156
<WAGES & BENEFITS>			-	-	-	-	-	13,404
[236-6011] PW Admin & Engineering Total			-	-	-	-	-	13,404

MEASURE M

Budget Detail

236-6011

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides compensation for three full-time Maintenance Workers and the partial compensation for the Public Works Inspector (2) and a Senior Civil Engineer. Refer to the Appendix for a detailed allocation list.

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	-	514	27,500	17,367	17,367	31,302
7040	000	Holiday	-	-	96	-	-	-
7070	000	Leave Buyback	-	-	12	-	-	-
7100	000	Retirement	-	-	3,377	2,720	2,720	2,518
7108	000	Deferred Compensation	-	-	239	133	133	272
7110	000	Workers Compensation	-	-	484	433	433	781
7130	000	Group Health Insurance	-	-	3,430	2,091	2,091	2,091
7140	000	Vision Insurance	-	-	56	60	60	60
7150	000	Dental Insurance	-	-	208	225	225	225
7160	000	Life Insurance	-	-	25	25	25	25
7170	000	FICA - Medicare	-	-	383	252	252	454
		<WAGES & BENEFITS>	-	514	35,811	23,306	23,306	37,727
8020	000	Special Department Expense	-	-	23,698	73,500	73,500	24,500
8170	000	Professional Services	-	-	26,314	35,000	35,000	135,000
8180	000	Contract Services	-	-	1,629	20,000	20,000	32,000
		<CAPITAL OUTLAY>	-	-	51,641	128,500	128,500	191,500
[239-6011] PW Admin & Engineering Total			-	514	87,452	151,806	151,806	229,227
9000	000	CIP Expenses	-	-	21,335	-	-	-
		<CAPITAL PROJECTS>	-	-	21,335	-	-	-
[239-9000s] CIP Total			-	-	21,335	-	-	-
239 - MEASURE W TOTAL			-	514	108,787	151,806	151,806	229,227

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for annual NPDES storm drain permit (\$8,500); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); (Total \$24,500)
- 8170 Professional Services
Provides for the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000). Upper LA River Enhanced Watershed Management Program Development (\$25,000) for MS4 Permit compliance. SCW Annual Plan development and planning (\$25,000). Professional and technical service for the Arroyo Seco and Huntington Green Street Projects (\$50,000). Total (\$135,000)
- 8180 Contract Services
Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance. Catch basin protection and repair (\$10,000). Other services (\$12,000) (Total \$32,000)

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	530,157	462,810	572,544	485,883	485,883	617,739
7010	000	Salaries - Temp / Part	-	40,236	2,361	-	-	-
7020	000	Overtime	31,544	15,624	23,295	30,000	30,000	40,000
7040	000	Holiday	665	2,102	12,528	13,000	13,000	-
7055	000	IOD - Non Safety	747	909	-	-	-	-
7070	000	Leave Buyback	11,815	6,415	6,041	-	-	1,196
7100	000	Retirement	197,835	101,764	126,277	110,309	110,309	145,100
7108	000	Deferred Compensation	865	1,218	2,028	1,684	1,684	2,052
7110	000	Workers Compensation	22,222	7,256	19,609	16,619	16,619	21,310
7120	000	Disability Insurance	-	956	-	-	-	-
7130	000	Group Health Insurance	53,517	53,832	58,787	55,016	55,016	67,662
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	1,652	1,531	1,626	1,675	1,675	1,951
7150	000	Dental Insurance	4,429	5,195	5,092	6,282	6,282	7,317
7160	000	Life Insurance	651	735	723	691	691	805
7170	000	FICA - Medicare	8,278	8,074	8,617	7,045	7,045	8,957
<WAGES & BENEFITS>			864,377	708,659	839,528	728,205	728,205	914,089
8000	000	Office Supplies	1,676	4,497	4,082	3,700	3,700	3,700
8010	000	Postage	88	115	-	200	200	200
8020	000	Special Department Expense	116,041	100,284	75,255	130,000	130,000	131,000
8050	000	Printing/Duplicating	1,103	670	292	2,000	2,000	2,000
8060	000	Dues & Memberships	-	-	238	700	700	700
8070	000	Mileage/Auto Allowance	1,321	815	964	-	-	1,500
8090	000	Conference & Meeting Expense	-	-	-	-	-	2,200
8100	000	Vehicle Maintenance	9,115	8,734	6,353	12,250	12,250	12,250
8110	000	Equipment Maintenance	5,966	9,770	9,807	10,000	10,000	10,000
8120	000	Building Maintenance	-	(15,614)	5,469	20,400	20,400	20,900
8130	000	Small Tools	956	1,316	1,991	10,000	10,000	10,000
8132	000	Uniform Expense/Cleaning	4,629	2,704	2,972	4,500	4,500	4,900
8134	000	Safety Clothing/Equipment	1,997	2,497	1,083	2,500	2,500	3,000
8140	000	Utilities	24,559	26,571	38,306	43,000	43,000	43,000
8150	000	Telephone	4,254	8,310	9,160	20,200	20,200	10,500
8170	000	Professional Services	22,562	10,656	16,422	20,000	20,000	150,350
8180	000	Contract Services	22,246	9,655	49,076	34,000	34,000	45,000
8191	000	Liability & Surety Bonds	77,851	75,688	106,089	78,000	78,000	450,000
8200	000	Training Expense	-	1,085	225	2,000	2,000	2,000
8229	000	Taxes	3,512	3,155	4,537	5,000	5,000	5,000
8400	000	Overhead Allocation	-	117,114	117,114	117,114	117,114	117,114
<OPERATIONS & MAINTENANCE>			297,876	368,021	449,435	515,564	515,564	1,025,314
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	50,000	50,000	200,000
8572	000	Meters	-	37,919	29,511	-	-	-
8573	000	Fire Hydrants	-	-	2,523	-	-	-
8574	000	Valves	-	1,104	889	-	-	-
<CAPITAL OUTLAY>			-	39,022	32,923	50,000	50,000	200,000
[500-6710] Water Distribution Total			1,162,253	1,115,702	1,321,885	1,293,769	1,293,769	2,139,403

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900). (Total \$3,700)
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$2,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Inventory Management System for Water Inventory (\$10,000). (Total \$131,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500). (Total \$2,000)
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200). (Total \$700)
- 8070 Mileage/Auto Allowance
Provides reimbursement funds for water related call outs (\$1,500). (Total \$1,500)

- 8090 Conference & Meeting Expenses
Provides funds for the AWWA Conference (\$2,000) and regional conference & meetings (\$200). (Total \$2,200)
- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250). (Total \$12,250)
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade water line locator, leak detection devices, and pressure logger (\$5,000). (Total \$10,000)
- 8120 Building Maintenance
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$5,000) including automatic gate & garage door maintenance (\$500), elevator maintenance at Garfield Reservoir (\$4,400) and Garfield Reservoir janitorial services (\$11,000). (Total \$20,900)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,400). (Total \$4,900)
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$3,000).
- 8140 Utilities
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$43,000).
- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$10,500).
- 8170 Professional Services
Provides for professional services to update the water GIS to include water services and meters (\$20,000), Water Rate Study (\$80,000) and hydraulic model analysis for development project include fire flow (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Other professional services (\$40,350) (Total \$150,350)
- 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 (\$20,000), landscaping contract services for water facilities (\$24,000), and Citywide Cross Connection Program management (\$1,000). (Total \$45,000)

- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's self-insured costs (\$450,000), which goes to the Insurance Fund 105. The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500). (Total \$2,000)
- 8229 Taxes
Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena City boundaries (\$5,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$117,114).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Purchase a Forklift for shipments of water supplies received at Garfield Reservoir, and replacement of Water Utility Service Truck (\$200,000).

WATER PRODUCTION

Budget Detail

500-6711

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	313,593	252,683	386,293	395,475	395,475	423,517
7010	000	Salaries - Temp / Part	-	-	2,361	-	-	-
7020	000	Overtime	31,227	30,943	21,826	25,000	25,000	45,000
7040	000	Holiday	4,503	4,227	8,255	10,000	10,000	-
7070	000	Leave Buyback	10,679	12,493	2,523	4,000	4,000	8,263
7100	000	Retirement	135,954	70,595	140,486	92,697	92,697	118,180
7108	000	Deferred Compensation	373	550	1,484	1,223	1,223	1,499
7110	000	Workers Compensation	16,082	4,335	12,786	14,164	14,164	14,872
7130	000	Group Health Insurance	28,189	27,053	38,372	45,337	45,337	40,324
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	790	648	972	1,325	1,325	1,325
7150	000	Dental Insurance	3,238	2,704	3,927	4,968	4,968	4,968
7160	000	Life Insurance	395	318	436	546	546	546
7170	000	FICA - Medicare	5,055	4,301	5,591	5,734	5,734	6,141
<WAGES & BENEFITS>			550,078	410,850	625,312	600,470	600,470	664,636
8000	000	Office Supplies	3,967	1,434	1,758	1,500	1,500	1,500
8010	000	Postage	126	(26)	-	200	200	200
8020	000	Special Department Expense	29,013	28,017	(2,773)	27,500	27,500	39,500
8040	000	Advertising	-	-	(279)	-	-	-
8050	000	Printing/Duplicating	517	1,458	449	2,000	2,000	2,000
8060	000	Dues & Memberships	2,108	2,213	2,223	2,600	2,600	2,600
8070	000	Mileage/Auto Allowance	176	217	130	200	200	300
8080	000	Books & Periodicals	448	-	-	500	500	500
8100	000	Vehicle Maintenance	4,870	1,136	3,363	6,000	6,000	5,000
8110	000	Equipment Maintenance	23,618	14,686	11,863	32,000	32,000	38,000
8120	000	Building Maintenance	12,848	15,463	199	9,000	9,000	9,000
8130	000	Small Tools	-	-	371	1,000	1,000	1,000
8132	000	Uniform Expense/Cleaning	2,061	1,866	1,706	2,000	2,000	2,500
8134	000	Safety Clothing/Equipment	423	1,233	-	800	800	800
8140	000	Utilities	5,643	8,065	3,317	10,000	10,000	7,000
8150	000	Telephone	826	2,123	-	1,200	1,200	1,200
8152	000	Pumping Power	449,722	409,495	533,536	935,000	935,000	935,000
8170	000	Professional Services	153,917	221,819	135,176	197,880	197,880	220,830
8180	000	Contract Services	9,403	7,886	136,563	415,000	415,000	1,033,000
8200	000	Training Expense	505	1,275	110	1,500	1,500	1,500
8231	000	Water Purchases - Resale	1,304,254	462,906	281,237	100,000	100,000	100,000
8233	000	Watermaster Charges	-	1,332,212	559,565	1,000,000	1,000,000	1,000,000
8400	000	Overhead Allocation	-	205,267	205,267	205,267	205,267	205,267
<OPERATIONS & MAINTENANCE>			2,004,446	2,718,744	1,873,780	2,951,147	2,951,147	3,606,697
8520	000	Machinery & Equipment	1,510	-	-	-	-	-
8530	000	Computer Equipment	-	3,897	3,040	3,000	3,000	4,000
8540	000	Automotive Equipment	-	-	20,616	-	-	-
<CAPITAL OUTLAY>			1,510	3,897	23,656	3,000	3,000	4,000
[500-6711] Water Production Total			2,556,035	3,133,490	2,522,747	3,554,617	3,554,617	4,275,333

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$1,000) and miscellaneous expenses (\$500). Total \$1,500
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: salt for sodium hypochlorite generation at Wilson, Garfield, and Graves Reservoir (\$25,000), chlorine analyzer solution (\$7,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200). (Total \$39,500)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$300).
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$1,000). (Total \$5,000)
- 8110 Equipment Maintenance
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$32,000). On-site Chlorine generation system maintenance (\$6,000). (Total \$38,000)
- 8120 Building Maintenance
Replace cracked & falling block wall and gate at Kolle pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000). (Total \$9,000)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$2,500). (Total \$2,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).
- 8140 Utilities
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone
Provides telephone service to water system facilities (\$1,200).
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$935,000).
- 8170 Professional Services
Provides for professional services such as water quality testing including water quality monitoring city wide and of the Wilson & Graves Wellhead treatment system (\$65,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$46,380), consultant services for preparation of the annual Consumer Confidence Report (\$6,000), Consulting service for preparation of Water Audit (\$30,000) Water Project Manager (\$20,000), SCADA system maintenance (\$10,000), , and as needed Water Quality consulting services for Wilson Wells (\$30,000) (Total \$ 220,830)
- 8180 Contract Services
Granular activated carbon media replacement for Wilson Wellhead Treatment system (\$450,000). Granular activated carbon media for Graves Treatment system (\$400,000), and Graves Ion exchange generation salt (\$75,000), and waste brine treatment & disposal (\$108,000). (Total \$1,033,000)

- 8200 Training Expense
Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).
- 8231 Water Purchases – Resale
This account provides funds to purchase water from the City of Pasadena and from MWD purchase through Upper San Gabriel Valley Water District supplement the City’s well production (\$100,000).
- 8233 Watermaster Charges
This account provides the funds to pay for extraction of groundwater from the Main San Gabriel Basin within our water rights, and for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$1,000,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$205,267).

CAPITAL OUTLAY

- 8530 Computer Equipment
Provide computer equipment for the water division (\$4,000)

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	-	5,703	66,122	75,083	75,083	80,904
7010	000	Salaries - Temp / Part	-	-	-	25,000	25,000	-
7020	000	Overtime	-	-	-	10,000	10,000	-
7040	000	Holiday	-	-	1,584	-	-	-
7100	000	Retirement	-	-	26,130	18,468	18,468	22,571
7108	000	Deferred Compensation	-	-	234	100	100	204
7110	000	Workers Compensation	-	-	881	1,873	1,873	2,941
7130	000	Group Health Insurance	-	-	10,756	5,022	5,022	11,742
7140	000	Vision Insurance	-	-	151	216	216	216
7150	000	Dental Insurance	-	-	455	810	810	810
7160	000	Life Insurance	-	-	69	89	89	89
7170	000	FICA - Medicare	-	-	933	1,089	1,089	1,173
		<WAGES & BENEFITS>	-	5,703	107,314	137,750	137,750	120,651
8000	000	Office Supplies	-	-	600	500	500	2,000
8010	000	Postage	-	26	-	1,750	1,750	2,500
8020	000	Special Department Expense	-	-	395	25,000	25,000	25,000
8032	000	Water Efficiency Fee Projects	-	40,631	19,256	125,000	125,000	125,000
8060	000	Dues & Memberships	-	-	-	700	700	2,500
8070	000	Mileage/Auto Allowance	-	48	153	200	200	200
8090	000	Conference & Meeting Expense	-	20	504	2,000	2,000	2,000
		<OPERATIONS & MAINTENANCE>	-	40,725	20,909	155,150	155,150	159,200
8540	000	Automotive Equipment	-	-	-	-	-	40,000
		<CAPITAL OUTLAY>	-	-	-	-	-	40,000
[503-6713] Water Efficiency Total			-	46,427	128,223	292,900	292,900	319,851

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial salary of Deputy Public Works Director – Sustainability & Water, Water Conservation & Sustainability Analyst, and Public Information Officer.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending City Council and commission meetings and, as authorized, official City events outside of regular office hours.
- 7010 Salaries – Part-Time
Provides compensation for a part time intern to assist in processing water conservation program permits.

OPERATIONS & MAINTENANCE

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

CAPITAL OUTLAY

8540 Automotive Equipment

Purchase of vehicle for promoting environmental conservation presentations (\$40,000).



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

The Planning & Community Development Department provides staff services to the Planning, Cultural Heritage Commissions, Design Review Board and Public Art Commission. The planning staff administers the City's zoning code including land use and development regulations, processes land use permits, and undertakes long range land use planning and economic development. In addition, the Department is responsible for the planning and development review of the built environment in South Pasadena. The building staff enforces construction standards to safeguard life, health, and property by issuing permits, reviewing building plans for code compliance, and performing construction inspections. The code enforcement staff works with property owners to develop and secure compliance with the municipal code regarding property maintenance and operations. The long range planning and economic development division administers the public art program and film permits, updates local ordinances in compliance with State law, and focuses on developing policies and implementing strategies to improve the economic vitality of the City.

Notable Changes- Wages and Benefits

There is an increase in overall wages and benefits to account for additional staffing needed to immediately address land use and development applications, which are required to be processed within State mandated timelines and are anticipated to continue to increase with recent and anticipated State housing legislation and local pro-housing initiatives. Compared to the Fiscal Year 2021, the Fiscal Year 2022 Budget includes 2 new positions (Associate Planners), and a full year's funding for an Assistant Planner approved at the end of FY 2021. The budget also includes additional Part-Time Salaries for short-term expertise needed to complete the 2021-2029 Housing Element and General Plan and Downtown Specific Plan Updates all within the fiscal year.

Notable Changes- Operations and Maintenance

In addition to ongoing efforts to complete the General Plan Update, Downtown Specific Plan and 2021-2029 Housing Element, the budget for **Professional Services** will include an extensive work plan including:

- Additional outreach regarding strategies to comply with the RHNA allocation to complete the Housing Element. And to support the GP/DTSP
- Retail market and hospitality studies, to support the GP/DTSP
- Parking inventory and parking policy development, to support the GP/DTSP
- Zoning code amendments (Year 1 of anticipated 2-year ZCA program) to implement the Climate Action Plan and updates to the General Plan, Downtown Specific Plan and Housing Element, update the design review process and sign program, and to resolve several internal conflicts within the Code.
- Update the historic property inventory and creation of a Conservation Overlay
- Update to the Historic Preservation Ordinance
- Implement the Inclusionary Housing Ordinance and In-lieu fee alternative, including the development of an Affordable Housing Program
- Acquisition and implementation of a permit tracking system that provides additional transparency and access to public documents

- Continuation of the Al Fresco Dining and Retail Program into a permanent parklet program consistent with the Downtown Specific Plan and inclusive of lessons learned from the COVID-19 local emergency

There is an increase in [Contract Services](#) to properly account for all deposit based fees, and the implementation of increased deposit based contract planning services, previously approved by the City Council. These costs are recovered by plan check, building permit, and Major Project Review fees.

There is also an increase to [Advertising](#) to account for the increase in public notices and the costs of the notices.

There is an increase to [Dues & Memberships](#) to accommodate industry standard bid management (Planetbids) to increase competitive bids for services, GIS support services to support SCAG's free GIS services (ARCGis, Nearmap, GovClarity or similar) to provide access to current and accurate information at the property, local, and regional levels, required CALBO and ICC Building memberships and materials, and basic planning and film industry memberships;

Capital Outlay

No capital outlay budgeted in this fiscal year.

PLANNING & BUILDING

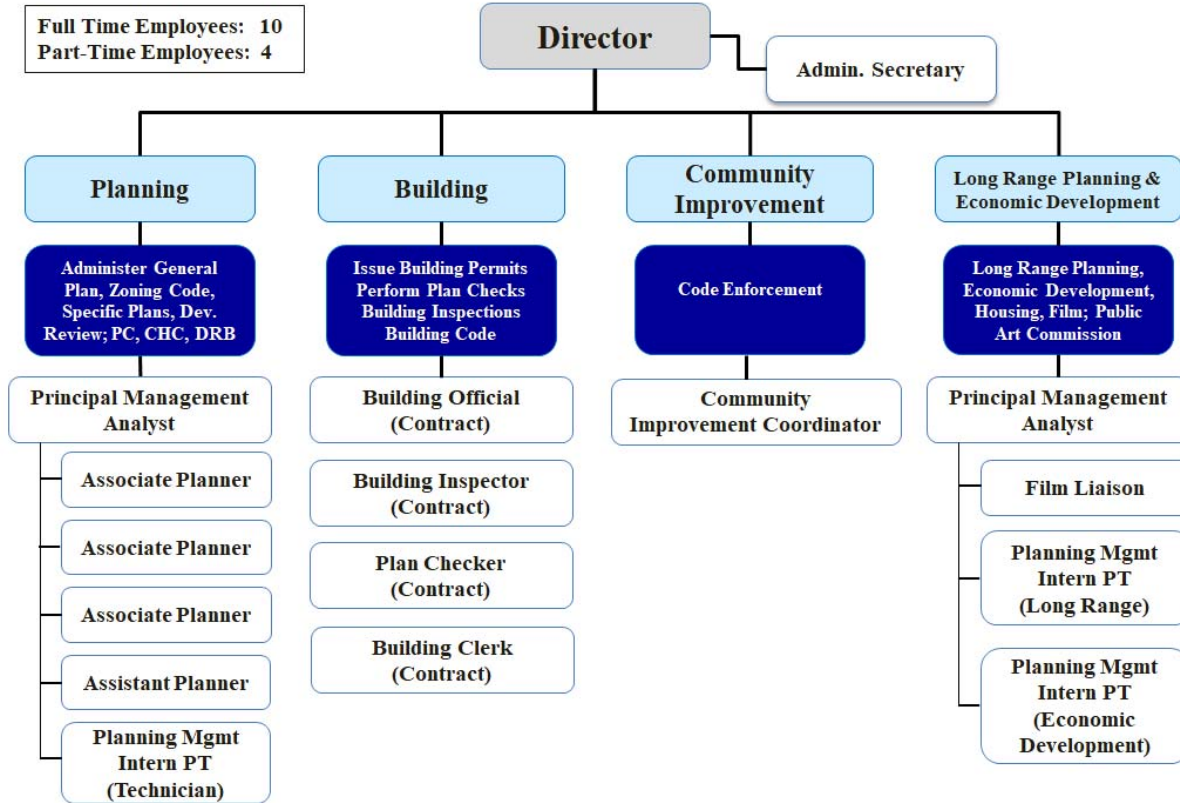
Department Summary

EXPENDITURE SUMMARY	Unaudited					
	Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
Wages & Benefits	587,716	587,552	826,247	1,090,656	1,090,656	1,468,635
Operations & Maintenance	567,751	534,973	879,244	1,980,063	1,980,063	1,933,750
Total Expenses by Category	1,155,467	1,122,525	1,705,492	3,070,719	3,070,719	3,402,385
[101-7011] Planning & Building	1,033,506	1,116,412	1,718,293	2,920,719	2,920,719	3,402,385
[105-7011] Facilities & Equipment Replacement	121,961	6,113	(12,802)	-	-	-
[278-7011] Housing Element Grant (LEAP)	-	-	-	150,000	150,000	-
Total Expenses by Program	1,155,467	1,122,525	1,705,492	3,070,719	3,070,719	3,402,385

Planning & Community Development	1
Director	
Principal Management Analyst	2
Associate Planner	3
Assistant Planner	1
Film Liaison	
Community Improvement Coordinator	1
Administrative Secretary	1
Total	10

PLANNING & COMMUNITY DEVELOPMENT

Department Description and Authorized Positions



PLANNING & COMMUNITY DEVELOPMENT

Budget Detail

101-7011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	353,018	329,386	497,128	701,184	701,184	945,138
7010	000	Salaries - Temp / Part	84,748	109,152	90,558	137,000	137,000	174,000
7020	000	Overtime	12,689	8,502	2,828	7,500	7,500	1,000
7040	000	Holiday	-	217	4,591	-	-	-
7070	000	Leave Buyback	6,855	3,127	7,988	7,000	7,000	11,997
7100	000	Retirement	82,277	86,883	156,654	135,962	135,962	208,846
7108	000	Deferred Compensation	730	477	1,192	2,936	2,936	2,995
7110	000	Workers Compensation	7,155	2,190	7,114	15,674	15,674	20,385
7122	000	Unemployment Insurance	-	-	6,620	-	-	-
7130	000	Group Health Insurance	28,516	37,979	35,293	64,560	64,560	78,180
7140	000	Vision Insurance	838	757	904	1,680	1,680	2,400
7150	000	Dental Insurance	2,898	1,927	3,223	6,300	6,300	9,000
7160	000	Life Insurance	412	317	450	693	693	990
7170	000	FICA - Medicare	7,581	6,639	11,704	10,167	10,167	13,705
<WAGES & BENEFITS>			587,716	587,552	826,247	1,090,656	1,090,656	1,468,635
8000	000	Office Supplies	3,764	2,821	2,588	2,750	2,750	2,750
8010	000	Postage	7,265	6,313	3,830	6,000	6,000	6,000
8020	000	Special Department Expense	307	3,201	2,140	4,500	4,500	4,500
8040	000	Advertising	9,987	9,779	6,082	6,500	6,118	14,500
8050	000	Printing/Duplicating	3,080	7,338	4,049	10,000	10,000	10,000
8060	000	Dues & Memberships	373	425	475	500	500	33,000
8090	000	Conference & Meeting Expense	38	795	415	1,000	1,000	1,000
8100	000	Vehicle Maintenance	1,659	2,094	1,535	1,000	1,382	1,000
8110	000	Equipment Maintenance	753	183	1,434	1,500	1,500	1,500
8170	000	Professional Services	42,870	117,665	391,504	666,813	666,813	430,000
8180	000	Contract Services	375,119	377,467	469,494	1,100,000	1,100,000	1,400,000
8200	000	Training Expense	-	280	-	1,500	1,500	1,500
8257	000	Boards & Commissions	575	500	-	3,000	3,000	3,000
8260	000	Public Art	-	-	8,500	25,000	25,000	25,000
<OPERATIONS & MAINTENANCE>			445,790	528,859	892,046	1,830,063	1,830,063	1,933,750
[101-7011] Planning & Building Total			1,033,506	1,116,412	1,718,293	2,920,719	2,920,719	3,402,385

PLANNING & COMMUNITY DEVELOPMENT

Budget Detail

101-7011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for regular office supplies (\$2,750).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense
Provides for special department supplies, subscriptions and services. Includes additional technology for subscriptions for teleworking (\$4,500).
- 8040 Advertising
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees (\$4,000). This category also provides funding for publicity for the General Plan/Downtown Specific Plan and Housing Element updates, and facilitating and encouraging public engagement in other planning projects and programs (Total \$14,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Housing Element, Zoning Code, specific plans, and other planning reports and materials (\$10,000).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides limited funds for some but not all of the following membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Title 24 and Building Codes (every 3 years), California Planning & Development Report, American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, California Economic Development Partnerships, and Film Liaisons in California Statewide (\$5,000). Also provides for State fees (28,000) (Total \$33,000)
- 8090 Conference and Meeting Expense
Provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (Total \$1,000).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,000).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
Provides funding for consultant services and other services related to planning and building such as: General Plan and Housing Element Specific Plan and 2021-2029 Housing Element (\$30,000 for additional outreach); Parking, Retail, Hospitality Studies (\$100,000) Affordable Housing Program start up, including inlieu fee (\$60,000); Historic preservation studies, including CHC Ordinance update, Conservation Overlay, and update to the Historic Inventory (\$140,000); Continued Al Fresco and Parklet Programs (\$25,000); and Zoning Code Amendments related to Housing Element, GP/DSP, Climate Action Plan, design Review, Sign Program and addressing internal Code inconsistencies (\$75,000.) Does not include all 2021 Strategic Plan priorities or grant funded projects, such as Permit tracking System or Metro Slow Streets Program (Total \$430,000).
- 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; and GIS vendor (\$500,000). (Rincon \$300,000) (Interwest \$300,000) (TBD \$300,000) Offset by revenues in the amount of \$1,074,000 (Total \$1,400,000)
- 8200 Employee Training
Provides funds for required CEQA and historic preservation training seminars, materials, and other job-related training sessions taken by employees on city time (\$1,500).
- 8257 Board & Commissions
Provides funds for required training in historic preservation for the Cultural Heritage Commission (\$3,000).
- 8260 Public Art
Provides funds for professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).

HOUSING ELEMENT GRANT

Budget Detail

278-7011

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8170	000	Professional Services	-	-	-	150,000	150,000	-
		<OPERATIONS & MAINTENANCE>	-	-	-	150,000	150,000	-
[278-7011] Planning & Building Total			-	-	-	150,000	150,000	-
278 - HOUSING ELEMENT GRANT TOTAL			-	-	-	150,000	150,000	-



LIBRARY DEPARTMENT FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

The Library Department serves people from all walks of life and socio-economic backgrounds and is a community resource for literacy, lifelong learning, recreation, and professional development. In a typical year, more than 20,000 customers visit each month, and 27,000 items for reading, viewing and listening are checked-out. Reference librarians connect people to information and plan engaging cultural and literary events. The Local History Collection preserves our community memory for the benefit of current and future generations. The Children's Room supports literacy and promotes a love of reading with regular storytimes and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7.

During the previous Fiscal Year, the Library met the challenges presented by the pandemic by rapidly adapting its service model and pivoting to virtual programs for adults and kids, and Library Takeout, a no-contact borrowing service. The Library has rigorously followed public health directives to maintain a safe environment for both staff and customers. Many goals were met in Fiscal Year 2020-2021, including supporting equal access by eliminating overdue fees, the launch of the Library's mobile app, implementation of email overdue and hold notices, and the installation of Tim Carey's fused glass public art work in the Ray Bradbury Conference Room.

The Library's goals for Fiscal Year 2021-2022 include the safe reintroduction of in-person library services, undertaking a strategic planning process that will shape library programs and services for the next five years, engaging in staff development around equity, inclusion and diversity, and continuing to provide the highest quality of service to all library customers.

Notable Changes- Wages and Benefits

In Fiscal Year 2021, the Library's Assistant Director position was eliminated, reducing the Library's full-time staff from 10 to 9 to partially offset the decrease in staffing, 868 additional part-time hours were added to allow two positions to work 1,344 hours each. A full time position upgrade has been budgeted, upgrading a Library Clerk to a Library Associate. Part-time expenses continue to rise, due to salary scale adjustments adopted in 2019 to meet the requirements of the State of California Minimum Wage Order.

Notable Changes- Operations and Maintenance

M&O accounts reflect continued reductions in response to the COVID-19 related budget shortfalls, but are still adequate to provide digital and physical resources for the public. An increase in the professional services line item designates funds for a strategic planning consultant and a special parcel tax administrator.

Capital Outlay

Funds have been designated to replace the security alarm system panel and for security upgrades to the library building's staff entrance.

LIBRARY

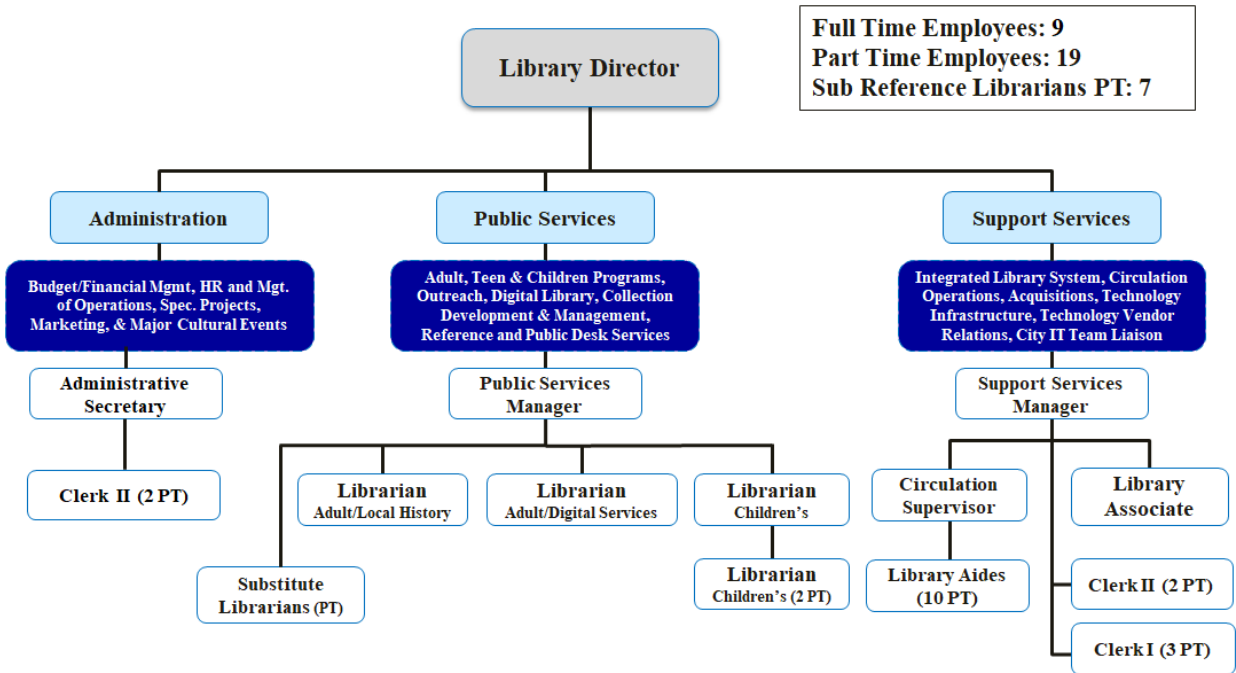
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited Actual	Adopted	Estimated	Adopted
	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
Wages & Benefits	1,276,561	1,207,029	1,213,859	1,214,731	1,214,731	1,508,276
Operations & Maintenance	381,796	379,377	310,714	321,950	321,950	319,910
Capital Outlay	78,463	85,969	1,112	31,500	31,500	21,500
Total Expenses by Category	1,736,821	1,672,375	1,525,685	1,568,181	1,568,181	1,849,686
[101-8011] Library	1,736,821	1,672,375	1,525,685	1,568,181	1,568,181	1,849,686
Total Expenses by Program	1,736,821	1,672,375	1,525,685	1,568,181	1,568,181	1,849,686

Director of Library, Arts, and Culture	1
Library Public Services Manager	1
Library Support Services Manager	1
Administrative Secretary	1
Librarian	3
Library Technical Assistant	1
Library Associate	1
Total	9

LIBRARY

Department Description and Authorized Positions



LIBRARY

Budget Detail

101-8011

Acct	Tsk	Account Title	Unaudited					
			Actual 2017/18	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Estimated 2020/21	Adopted 2021/22
7000	000	Salaries - Permanent	662,096	610,377	599,212	687,939	687,939	750,432
7010	000	Salaries - Temp / Part	308,437	290,259	240,771	196,000	196,000	364,000
7020	000	Overtime	1,261	76	147	1,500	1,500	-
7040	000	Holiday	507	-	12,789	500	500	-
7070	000	Leave Buyback	8,581	7,491	17,016	10,000	10,000	12,308
7100	000	Retirement	154,902	179,768	226,060	177,175	177,175	242,704
7108	000	Deferred Compensation	1,199	2,401	1,422	1,359	1,359	1,387
7110	000	Workers Compensation	15,103	4,735	10,480	12,508	12,508	13,883
7120	000	Disability Insurance	11,242	-	-	-	-	-
7122	000	Unemployment Insurance	7	-	1,055	-	-	-
7130	000	Group Health Insurance	77,862	79,325	74,545	90,360	90,360	101,530
7140	000	Vision Insurance	1,854	1,619	1,460	2,400	2,400	2,160
7150	000	Dental Insurance	6,045	5,290	5,454	9,000	9,000	8,100
7160	000	Life Insurance	800	702	788	990	990	891
7170	000	FICA - Medicare	26,665	24,985	22,660	25,000	25,000	10,881
<WAGES & BENEFITS>			1,276,561	1,207,029	1,213,859	1,214,731	1,214,731	1,508,276
8000	000	Office Supplies	11,029	9,193	5,359	7,500	7,500	7,500
8010	000	Postage	3,544	2,446	1,820	2,000	2,000	2,000
8020	000	Special Department Expense	25,670	31,417	20,681	21,000	21,000	21,000
8030	000	Library Periodicals	14,874	12,318	10,604	7,300	7,300	7,000
8031	000	Digital Resources	39,852	30,993	29,292	22,000	22,000	22,000
8040	000	Advertising	2,981	3,380	1,076	1,200	1,200	1,200
8050	000	Printing/Duplicating	4,139	4,418	1,963	3,000	3,000	4,000
8060	000	Dues & Memberships	1,990	2,002	4,104	5,000	5,000	4,500
8070	000	Mileage/Auto Allowance	131	56	117	200	200	100
8080	000	Books/DVDs/CDs	133,491	110,564	95,474	82,000	82,000	90,000
8083	000	E-Books	-	9,988	35,393	30,000	30,000	30,000
8085	000	City-wide Reading Program	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	913	1,911	200	-	-	2,000
8110	000	Equipment Maintenance	4,763	4,192	2,789	4,000	4,000	3,500
8120	000	Building Maintenance	15,669	12,979	9,469	28,000	28,000	11,650
8140	000	Utilities	34,479	33,541	-	-	-	-
8151	000	CENIC WiFi Expenses	16,333	11,258	6,218	18,000	18,000	11,960
8155	000	Rental/Lease	305	-	-	-	-	-
8170	000	Professional Services	7,640	10,622	4,375	6,500	6,500	27,000
8180	000	Contract Services	59,238	85,600	81,432	82,000	82,000	72,000
8200	000	Training Expense	1,825	-	-	1,500	1,500	1,500
8257	000	Boards & Commissions	2,933	2,500	348	750	750	1,000
<OPERATIONS & MAINTENANCE>			381,796	379,377	310,714	321,950	321,950	319,910
8500	000	Building & Improvements	-	-	-	15,825	15,825	16,500
8520	000	Machinery & Equipment	46,375	-	695	12,000	12,000	3,000
8521	000	Mach. & Equip. - Library Ops. Study	12,349	77,341	-	3,150	3,150	-
8530	000	Computer Equipment	19,740	8,628	417	525	525	2,000
<CAPITAL OUTLAY>			78,463	85,969	1,112	31,500	31,500	21,500
[101-8011] Library Total			1,736,821	1,672,375	1,525,685	1,568,181	1,568,181	1,849,686

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of nine positions. These include 1 Library Director, 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Associate.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates. Includes two positions authorized to work up to 1,344 hours annually.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

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

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers for major projects, programs, or events. (Total \$1,200)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public. (Total \$4,000)
- 8060 Dues and Memberships
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. Membership provides discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (Total \$4,500)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (Total \$100)
- 8080 Books/DVDs/CDs
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (Total \$90,000)
- 8083 E-Books
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Circulation of digital books and audiobooks exceeded 37,000 in the past year. (Total \$30,000)
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and registration fees for staff. (\$2,000)
- 8110 Equipment Maintenance
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance and postage meter leasing. (Total \$3,500)
- 8120 Building Maintenance
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs and \$2,000 for supplies for the Library building. Includes \$5,000 for exterior steam cleaning and interior furniture and carpet cleaning. (Total \$11,650)
- 8151 CENIC Wi-Fi Expenses
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall

security for Wi-Fi router. (Total \$11,960)

8170 Professional Services

Includes \$7,500 for auditors to prepare and process the tax roll for the Library Parcel Tax, \$3,000 for technology project support from Acorn, \$1,500 for graphic design services, \$5,000 for a Development Impact Fee Study, and \$10,000 for a 5-year strategic planning consultant. (Total \$27,000)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$1,000 for fire alarm system maintenance, \$1,500 for emergency lighting system maintenance, and \$3,000 for theft detection equipment and self-check kiosk maintenance. Includes \$21,842 for cataloging records subscription, \$2,500 for OCLC FirstSearch and inclusion in Worldcat, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,620 for an upgraded public computer reservation system, and \$36,230 for Integrated Library System product licensing, off-site hosting, and services. (Total \$72,000)

8200 Training Expense

Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (Total \$1,500)

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at the annual California Public Library Advocates workshop and the California Library Association Annual Conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition event. (Total \$1,000)

CAPITAL OUTLAY

8500 Building Improvements

\$8,400 for library administration office HVAC and \$8,100 for keyless entry at staff entrance. (\$16,500)

8520 Machinery & Equipment

Security alarm system control replacement. (\$3,000)

8530 Computer Equipment

Funds for 2 tablet devices and 2 mobile scanners for use at events off-site and for collections management projects in the stacks. (Total \$2,000)



COMMUNITY SERVICES FISCAL YEAR 2021-22 BUDGET SNAPSHOT

OVERVIEW

The Community Services Department is pleased to submit the Fiscal Year 2021-22 budget proposal. The Community Services Department provides services within four divisions: Senior Division, Recreation Youth Division, Community Transit and Community Services Division.

The Fiscal Year 2021-2022 will begin the reopening of the Community Services Department. The Department reduced and or eliminated non-essential services and staff last fiscal year and is starting to return staff to work and hire vacant positions in all of its divisions. The following is a synopsis of the fiscal year for the Community Services Department.

The Senior Citizens Center, a multi-purpose facility, provides older adults educational, social, physical, nutritional and emotional services and city special events such as the Memorial Day Celebration. As the State of California and the County of Los Angeles lift the COVID-19 health orders, the division will slowly reopen its doors for onsite lunch services, classes and activities for seniors. Home delivered meals will continue to seniors residing within city limits. Additionally, a new senior center supervisor will be hired after the retirement of a long standing employee. This will be a transition for the seniors along with programming and events.

The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, building and park reservation, and city events such as Concerts in the Park and Eggstravaganza. City events will be limit attendance due to the current health order but will offer a brief list of summer events. Summer Camp Med will resume but under much lower participation numbers due to lack of space and guidelines. Park reservations have resumed but only one reservation per gazebo instead of two to assist with social distancing. Building reservations remain on hold until new guidelines become available. Virtual and in-person outdoor classes will resume with minimal indoor in-person classes throughout the summer.

The Community Transit operates the Dial a Ride Program, which offers essential services for seniors, including rides to medical appointments, grocery stores, financial institutes, and social gathers provide by the city. Though during the pandemic the ridership was low, it is slowly increasing as seniors begin to feel comfortable as the restrictions have become less restrictive.

The Community Services Division provides general department oversight plus budget and grant administration, park improvements, community liaison activities, and contract management of the Arroyo Seco Golf Course, Arroyo Seco Racquet Club, San Pascual Stable, All-Star Batting Cages, Ironworks Museum, and Tower Venture Cellular. Many facilities were mandated to close but have all re-opened and are operating. Many upgrades have happened at the San Pascual Stables to create more corrals and a third arena. The Arroyo Seco Golf Course has had an exceptional FY 20-21 and looking for that to continue into the new year. Many agreements are expiring, on a month to month basis or coming to an end of a term within its agreement. An Ad Hoc Committee has been formed to assist in planning for the next steps for each one.

The staff supports the Parks and Recreation Commission, Youth Commission, Senior Commission, Festival of Balloons, and South Pasadena Tournament of Rose Committee.

The Community Services Department is currently undergoing transition, as several vital staffers separated from the city and Department history is non-existent. As such, the Department is seeking to fill three full-time positions to assist in running the department into the future.

Notable Changes- Wages and Benefits

Filling three full time staff positions to begin programming, activities and events. Budget also includes the upgrade of two full-time positions.

Notable Changes- Operations and Maintenance

Begin in-person events such as Concerts in the Park, Movies in the Park, Senior Holiday Lunches, Spooktacular and more, as well as in-person contract classes.

Capital Outlay

Design of Berkshire and Grevelia Pocket Parks - see CIP (Park Impact Fees)

COMMUNITY SERVICES

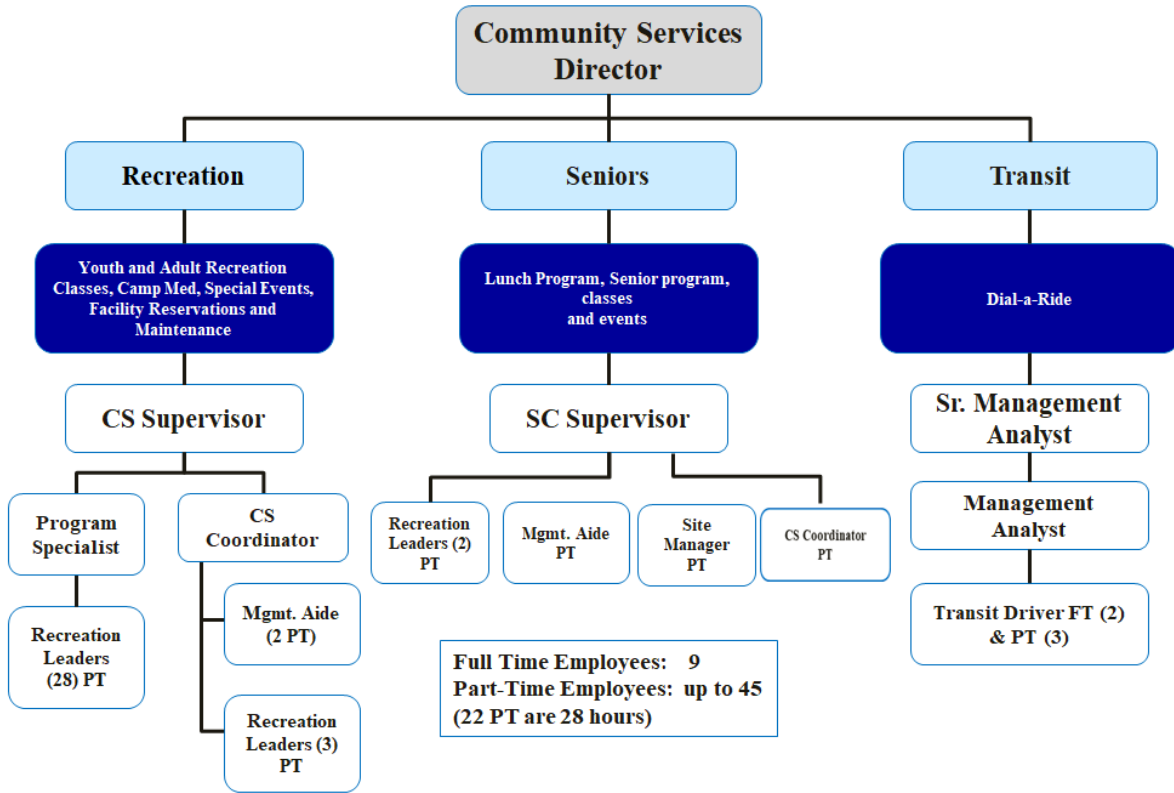
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Unaudited		Estimated	Adopted
	2017/18	2018/19	Actual 2019/20	Adopted 2020/21	2020/21	Adopted 2021/22
Wages & Benefits	1,342,599	1,308,445	1,298,385	1,027,754	1,027,754	1,623,490
Operations & Maintenance	1,723,620	1,669,120	1,440,946	1,757,064	1,757,064	1,915,397
Capital Outlay	12,997	82,274	(13,807)	401,080	401,080	-
Total Expenses by Category	3,079,215	3,059,839	2,725,524	3,185,898	3,185,898	3,538,887
[101-8021] Senior Services	309,118	336,850	330,809	249,939	249,939	396,764
[101-8031] Community Services	192,458	192,289	172,667	195,471	195,471	214,635
[101-8032] Recreation and Youth Services	827,801	796,066	656,232	297,945	297,945	848,404
[105-8031] Facilities & Equipment Replacement	72,710	-	-	-	-	-
[205-2210] Prop "A" Administration	14,492	6,011	7,529	13,489	13,489	15,237
[205-8024] Transit Planning	127,763	93,421	119,202	287,603	287,603	153,392
[205-8025] Dial-A-Ride	193,567	210,184	216,748	517,232	517,232	290,343
[207-2260] Prop "C" Administration	4,529	5,001	5,140	5,929	5,929	6,530
[207-8025] Dial-A-Ride	209,982	286,841	209,979	321,506	321,506	330,853
[260-8023] CDBG Senior Nutrition Prog	45,654	28,404	31,026	44,998	44,998	42,000
[275-6410] Park Maintenance	19,200	-	-	100,000	100,000	-
[295-8032] Recreation and Youth Services	-	9,021	0	-	-	-
[295-8041] General Administration	369,851	395,733	336,413	389,926	389,926	429,521
[295-8042] Golf Course Maintenance	395,987	375,459	376,387	416,784	416,784	452,620
[295-8043] Range	40,636	30,085	60,252	37,783	37,783	139,011
[295-8044] Golf Shop	111,531	127,414	79,003	125,948	125,948	133,063
[295-8045] Food Service	143,937	167,060	124,137	181,346	181,346	86,513
Total Expenses by Program	3,079,215	3,059,839	2,725,524	3,185,898	3,185,898	3,538,887

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Senior Management Analyst	1
Community Services Coordinator	1
Program Specialist	1
Management Analyst	1
Transit Driver	2
Total	9

COMMUNITY SERVICES

Department Description and Authorized Positions



SENIOR SERVICES

Budget Detail

101-8021

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	79,593	77,670	84,518	46,991	46,991	80,556
7010	000	Salaries - Temp / Part	97,645	88,159	92,552	67,662	67,662	160,000
7070	000	Leave Buyback	-	-	-	2,100	2,100	2,100
7100	000	Retirement	25,644	28,831	27,224	23,323	23,323	27,860
7108	000	Deferred Compensation	413	767	826	470	470	806
7110	000	Workers Compensation	2,725	795	2,031	844	844	1,490
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	11,180	13,380	13,380	13,380	13,380	7,500
7140	000	Vision Insurance	240	240	240	240	240	240
7150	000	Dental Insurance	900	900	900	900	900	900
7160	000	Life Insurance	99	99	99	99	99	99
7170	000	FICA - Medicare	4,023	3,746	4,740	5,000	5,000	1,168
<WAGES & BENEFITS>			222,463	214,587	226,509	161,009	161,009	282,719
8000	000	Office Supplies	2,388	2,637	2,910	3,000	3,000	3,000
8010	000	Postage	925	2,318	467	2,000	2,000	2,000
8020	000	Special Department Expense	13,861	12,019	9,419	14,750	14,750	14,400
8040	000	Advertising	252	-	294	400	400	400
8050	000	Printing/Duplicating	3,359	3,496	1,934	4,450	4,450	4,500
8060	000	Dues & Memberships	180	180	180	200	200	200
8090	000	Conference & Meeting Expense	455	-	-	-	-	600
8110	000	Equipment Maintenance	2,590	2,131	215	3,500	3,500	3,500
8120	000	Building Maintenance	2,270	3,134	1,642	3,200	3,200	3,200
8140	000	Utilities	-	-	-	-	-	635
8150	000	Telephone	-	550	-	-	-	-
8170	000	Professional Services	1,755	25	-	-	-	-
8180	000	Contract Services	36,280	76,636	64,707	53,650	53,650	56,650
8200	000	Training Expense	199	-	-	-	-	500
8264	000	Special Events	2,756	2,453	1,642	2,500	2,500	2,500
8267	000	Classes	19,193	16,363	12,894	500	500	19,500
8300	000	Lease Payment	192	321	219	780	780	2,460
<OPERATIONS & MAINTENANCE>			86,656	122,264	96,523	88,930	88,930	114,045
8520	000	Machinery & Equipment	-	-	5,372	-	-	-
8530	000	Computer Equipment	-	-	2,405	-	-	-
<CAPITAL OUTLAY>			-	-	7,777	-	-	-
[101-8021] Senior Services Total			309,118	336,850	330,809	249,939	249,939	396,764

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor,
- 7010 Part-Time Salaries
Provides funds for Senior Division Staff; Management Aide Site Manager, Recreation Leaders (4), Community Services Coordinator
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer supplies, and miscellaneous supplies (Total \$3,000)
- 8010 Postage
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200) (Total \$2,000)
- 8020 Special Department Expense
Provides funds for supplies for activities and services offered by the Senior Center; Home Delivery meal program supplies (\$2,150), cleaning supplies (\$2,000), Volunteer Lunch (\$1,800), Entertainment (\$1,900), Event supplies (\$2,850), Mileage for volunteers for Home Delivery (\$1,000) Coffee Supplies (\$2,700) (Total \$14,400)
- 8040 Advertising
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating
Provides funds to print monthly senior newsletter six times a year (\$3,000), business envelopes (\$900), printing events flyers (\$600) (Total \$4,500)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for dues, memberships, etc. (\$200)
- 8090 Conference & Meeting Expenses
CPRS Conference and District Meetings (Total \$600)
- 8110 Equipment Maintenance
Provides funds for office equipment (\$600), kitchen fire suppression system (\$500), and WIFI service for the computer lab and facility (\$2,400) (Total \$3,500)
- 8120 Building Maintenance
Provides funds for quarterly upholstery cleaning of furnishings, carpet (\$1,000), pressure washing of center entry (\$500), cleaning of stainless steel surfaces in kitchen three times

a year (\$1,000), cleaning of drapes (\$500), and Fire Extinguishers (\$200) (Total \$3,200)

8180 Contract Services

Provide funds for fire and security system (\$1,250), Annual licensing for Sportsman Software (1,300), Computer lab increase bandwidth (\$1,600) senior meals not covered by Community Block Grant (CDBG) (Contract catering of senior nutrition program is \$85,134. CDBG provides partial funding. The revenue estimate from serving approximately 18,500 meals is approximately \$50,875.) (\$52,500) (\$56,650)

8200 Training Expenses

Staff training (Total \$500)

8264 Special Events

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

8267 Classes

Provides for payment to contract instructors for senior classes Instructors are generally reimbursed 80% of their total class revenue. The city retains 20% (\$19,500)

8300 Lease Payment

Provides for a portion of the postage meter lease (\$2,460)

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	121,349	119,595	130,683	111,726	111,726	111,726
7010	000	Salaries - Temp / Part	(177)	(1,695)	756	5,000	5,000	10,500
7020	000	Overtime	(2,322)	(2,012)	(579)	1,500	1,500	-
7040	000	Holiday	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	2,000	2,000	2,000
7100	000	Retirement	23,745	27,849	39,326	28,996	28,996	38,640
7108	000	Deferred Compensation	648	1,158	1,404	1,117	1,117	1,117
7110	000	Workers Compensation	2,010	494	1,630	2,788	2,788	2,788
7122	000	Unemployment Insurance	-	-	96	-	-	-
7130	000	Group Health Insurance	6,616	8,423	8,401	6,435	6,435	6,435
7140	000	Vision Insurance	131	166	161	180	180	180
7150	000	Dental Insurance	487	616	597	675	675	675
7160	000	Life Insurance	80	75	95	74	74	74
7170	000	FICA - Medicare	2,149	1,999	2,343	2,500	2,500	1,620
<WAGES & BENEFITS>			154,717	156,667	184,913	162,991	162,991	175,755
8000	000	Office Supplies	494	915	999	1,000	1,000	1,000
8010	000	Postage	1,034	650	-	650	650	650
8020	000	Special Department Expense	12,655	9,874	3,893	13,130	13,130	14,030
8040	000	Advertising	96	100	-	150	150	150
8050	000	Printing/Duplicating	202	-	98	200	200	200
8060	000	Dues & Memberships	650	655	555	650	650	650
8090	000	Conference & Meeting Expense	373	1,223	-	800	800	800
8110	000	Equipment Maintenance	6,006	5,154	435	1,585	1,585	7,300
8120	000	Building Maintenance	11,269	7,968	1,625	6,700	6,700	5,500
8140	000	Utilities	(70)	-	-	-	-	-
8170	000	Professional Services	-	-	(4,191)	-	-	-
8180	000	Contract Services	4,760	6,453	5,747	7,065	7,065	8,050
8200	000	Training Expense	79	165	50	250	250	250
8300	000	Lease Payment	192	190	126	300	300	300
<OPERATIONS & MAINTENANCE>			37,741	33,348	9,338	32,480	32,480	38,880
8510	000	San Pascual Stables LLC CIF	-	2,274	(21,584)	-	-	-
<CAPITAL OUTLAY>			-	2,274	(21,584)	-	-	-
[101-8031] Community Services Total			192,458	192,289	172,667	195,471	195,471	214,635

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director
- 7010 Wages – Seasonal/Part Time Employees
Provide funds for Recreation Leaders for Building Reservations (\$10,500)
- 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 (Total \$1,000)
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and special events (Total \$650)
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,000) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), Youth House Refrigerator and Microwave (\$1,000), department staff shirts (\$400), expense for key duplication (\$200), trash receptacle - WMB (\$1,500), Tables, chairs and caddy – WMB (\$3,000) Utility Cart –WMB (\$500), portion of City’s Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355), and Holiday décor (\$1,000) (Total \$14,030)
- 8040 Advertising
Provides for special events. (Total \$150)
- 8050 Printing and Duplication
Provides for special event flyers. (Total \$200)
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS and National Recreation and Park Association (Total \$650)
- 8090 Conference & Meeting Expenses
Provide funds for Community Services Director to attend the CPRS annual conference (\$800)
- 8110 Equipment Maintenance
Provides for annual maintenance of the kitchen and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), Furniture

and table games for Recreation (\$2,000) War Memorial Building semi-annual range hood cleaning (\$1,000) and windscreens for Orange Grove tennis courts (\$3,450) (Total \$7,300)

8120 Building Maintenance

Repairs and cleaning services at the War Memorial Building, Youth House, and Eddie Park House (\$3,500), Cleaning of Drapes - WMB (\$2,000) (Total \$5,500)

8180 Contract Services

Provides funds for the security & fire alarm for Youth House (\$1,300), fire alarm at War Memorial Building (\$1,000), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$2,000) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,300) (Total \$8,050)

8200 Training Expense

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

8300 Lease Payment

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

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	200,654	161,865	112,688	66,612	66,612	201,228
7010	000	Salaries - Temp / Part	272,369	262,762	267,842	71,237	71,237	300,000
7020	000	Overtime	3,983	3,373	7,650	4,500	4,500	4,500
7040	000	Holiday	-	-	874	-	-	-
7070	000	Leave Buyback	964	18,282	1,504	1,500	1,500	1,500
7100	000	Retirement	49,676	54,896	45,471	34,319	34,319	54,317
7108	000	Deferred Compensation	442	888	475	336	336	806
7110	000	Workers Compensation	7,459	1,981	4,580	1,799	1,799	5,039
7122	000	Unemployment Insurance	(258)	-	-	-	-	-
7130	000	Group Health Insurance	18,362	16,594	10,850	11,121	11,121	18,600
7140	000	Vision Insurance	645	538	303	720	720	720
7150	000	Dental Insurance	2,410	1,960	915	2,700	2,700	2,700
7160	000	Life Insurance	297	257	143	297	297	297
7170	000	FICA - Medicare	18,696	19,112	20,055	20,000	20,000	2,918
<WAGES & BENEFITS>			575,699	542,508	473,350	215,140	215,140	592,624
8000	000	Office Supplies	2,955	2,596	2,147	1,000	1,000	2,500
8010	000	Postage	500	500	-	500	500	500
8020	000	Special Department Expense	7,884	2,491	1,699	1,300	1,300	5,200
8040	000	Advertising	725	492	248	-	-	1,150
8050	000	Printing/Duplicating	-	-	-	250	250	250
8060	000	Dues & Memberships	480	480	250	555	555	555
8090	000	Conference & Meeting Expense	2,867	3,278	900	850	850	1,800
8110	000	Equipment Maintenance	-	362	-	735	735	850
8120	000	Building Maintenance	17,575	17,278	-	3,300	3,300	20,550
8180	000	Contract Services	13,037	18,595	29,899	8,055	8,055	20,525
8200	000	Training Expense	113	173	30	300	300	300
8264	000	Special Events	50,765	47,177	29,957	2,500	2,500	29,450
8267	000	Classes	114,658	111,506	94,950	60,000	60,000	123,500
8268	000	Camp Services	40,349	44,044	21,791	3,000	3,000	43,240
8269	000	Teen Center	-	4,395	885	200	200	5,150
8300	000	Lease Payment	192	190	126	260	260	260
<OPERATIONS & MAINTENANCE>			252,102	253,557	182,882	82,805	82,805	255,780
[101-8032] Recreation and Youth Services Total			827,801	796,066	656,232	297,945	297,945	848,404

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for the Youth Services Supervisor, Community Services Coordinator and a Program Specialist
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Year-Round Camp Med and Special Events (\$166,451) Contract Classes and Park Reservations (\$48,169) and Management Aide (2) (\$85,380) (Total \$300,000)
- 7020 Overtime
Provides compensation for hours worked beyond normal work week. (Total \$4,500)
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (Total \$2,500).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250) (Total \$500)
- 8020 Special Department Expense
Cleaning supplies (\$400), Youth Commission activities (\$500), mileage reimbursement (\$500), and replacement of basketball court nets (\$100), staff shirts (\$600), and replenishment of first aid kits for special events (\$100), special event equipment (\$3,000). (Total \$5,200)
- 8040 Advertising
Provides funds to promote recreation programs and special events: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day, and Concerts in the Park and staff recruitment (Total \$1,150).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (Total \$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (Total \$555)
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Southern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (Total \$1,800)
- 8110 Equipment Maintenance

Provides funds for office equipment maintenance including copy / fax machine and printer (Total \$850)

8120 Building Maintenance

Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000), replacement of trash receptacles at Arroyo Park (\$7,650), replacement of drinking fountain at Garfield Park (\$4,600) and maintenance of tennis courts (\$5,000) (Total \$20,550)

8180 Contract Services

Provides funds for contract services for portable toilet service at the Skate Park (\$5,200), fire alarm service for Recreation Center (\$900), security system for Recreation Center (\$1,000), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,300) (Total \$20,525)

8200 Training Expense

Provides funds for staff training (\$300)

8264 Special Events

Provides funds for Spring Eggstravaganza (\$5,000), two Movies in the Park (\$6,000), one Shakespeare in the Park (\$1,500), Walk/Bike to School (\$1,450), Halloween (\$3,500), Breakfast with Santa (\$3,000), and National Night Out (\$1,500), Three Summer Concerts in the Park Series (\$7,500) (Total \$29,450)

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 \$190,000 next year. 65% of which is paid to the contracted instructors (\$123,500).

8268 Camp Med

Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$7,500). Camp med supplies and activities (\$5,000), Middle School camp program (\$3,900), Snacks (\$2,900), Summer pool usage (\$2,550), Program supplies (\$2,500), Purchase Outdoor Recreation Games (\$1,885), Camp Med t-shirts (\$1,900), First aid supplies (\$1,900), trainings for part-time staff (\$1,000), Purchase new compartment storage units (\$1,500), Provides funds for required First Aid/CPR training for staff (\$1,800), Internet (\$1,000), Monthly special events (\$1,000), Parent Night (\$1,500), Annual licensing for MPLC & BMI (\$910), Purchase new game cubbies (\$600), Carpet cleaning (\$1,200), Printing for Camp Med program (\$600), Staff shirts for After-School (\$500), Volunteer Shirts (\$350), Annual When2Work staff scheduling system(\$330) Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), provides funds to promote Camp Med after school care and summer programs (\$300). (\$43,240)

8269 Teen Center

Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$600), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). (Total \$5,150)

8300 Lease Payment

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

PROP "A" – LOCAL TRANSIT ADMINISTRATION
Budget Detail 205-2210

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	8,295	3,430	4,990	10,428	10,428	10,428
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	1,939	2,186	2,441	1,858	1,858	3,606
7108	000	Deferred Compensation	37	72	12	104	104	104
7110	000	Workers Compensation	130	29	13	260	260	260
7130	000	Group Health Insurance	478	168	50	601	601	601
7140	000	Vision Insurance	9	3	1	17	17	17
7150	000	Dental Insurance	35	12	4	63	63	63
7160	000	Life Insurance	7	8	1	7	7	7
7170	000	FICA - Medicare	120	102	17	151	151	151
		<WAGES & BENEFITS>	11,051	6,011	7,529	13,489	13,489	15,237
8060	000	Dues & Memberships	1,550	-	-	-	-	-
8250	000	Bus Pass Subsidy	1,891	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	3,441	-	-	-	-	-
[205-2210] Prop "A" Administration Total			14,492	6,011	7,529	13,489	13,489	15,237

PROP “A” – LOCAL TRANSIT ADMINISTRATION
Budget Detail 205-2210

PERSONNEL SERVICES

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

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	16,966	6,975	6,434	22,345	22,345	22,345
7100	000	Retirement	4,051	3,817	5,232	3,839	3,839	7,728
7108	000	Deferred Compensation	74	68	25	223	223	223
7110	000	Workers Compensation	267	28	27	558	558	558
7130	000	Group Health Insurance	1,018	364	107	1,287	1,287	1,287
7140	000	Vision Insurance	20	7	2	36	36	36
7150	000	Dental Insurance	75	26	8	135	135	135
7160	000	Life Insurance	12	5	2	15	15	15
7170	000	FICA - Medicare	246	98	37	324	324	324
<WAGES & BENEFITS>			22,728	11,388	11,873	28,762	28,762	32,651
8020	000	Misc. Supplies - Parking	1,089	1,815	2,915	11,200	11,200	8,200
8060	000	Dues & Memberships	3,000	-	7,912	8,500	8,500	8,500
8061	000	HOA Dues	19,032	20,762	14,645	32,041	32,041	32,041
8120	000	Building Maintenance	-	-	-	3,000	3,000	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8140	000	Utilities	-	-	-	5,500	5,500	-
8170	000	Professional Services	-	-	-	10,000	10,000	-
8180	000	Contract Services	65,835	48,516	68,116	78,600	78,600	59,000
8250	000	Bus Pass Subsidy	3,081	10,940	13,740	10,000	10,000	10,000
<OPERATIONS & MAINTENANCE>			92,037	82,033	107,328	158,841	158,841	120,741
8520	000	Machinery & Equipment	12,997	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	100,000	100,000	-
<CAPITAL OUTLAY>			12,997	-	-	100,000	100,000	-
[205-8024] Transit Planning Total			127,763	93,421	119,202	287,603	287,603	153,392

PROP “A” –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8020 Misc. Supplies - Parking
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$2,000), Signage (\$2,000), internet connection for parking meters (\$1,100), and maintenance of parking permit machine (\$3,100) (\$8,200)
- 8060 Dues & Memberships
Provides funds for a portion of membership to the Southern California Association of Governments (SCAG) (\$3,000), Arroyo Verdugo JPA (\$2,000), San Gabriel Valley COG (\$3,500) (\$8,500)
- 8061 Property Owners’ Association Dues
Provides funds for the transit portion of the Mission Meridian Village Parking Garage’s Property Owners’ Association dues (\$32,041)
- 8120 Building Maintenance
Safety improvements, fencing around stairwells, graffiti removal (\$3,000)
- 8180 Contract Services
Buses for City excursions (\$15,000) Janitorial Services for the Mission Meridian Village Parking Garage by Athens (\$9,000) Provide funds for bus stops maintenance costs (\$35,000) (Total \$59,000)
- 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	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	88,090	91,197	83,131	94,464	94,464	94,464
7010	000	Salaries - Temp / Part	56,194	69,560	82,964	102,430	102,430	144,989
7020	000	Overtime	367	-	117	5,000	5,000	5,000
7040	000	Holiday	100	356	2,493	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	22,973	23,973	21,773	17,753	17,753	20,135
7110	000	Workers Compensation	4,607	1,560	2,536	3,908	3,908	3,908
7120	000	Disability Insurance	3,562	-	-	-	-	-
7130	000	Group Health Insurance	14,075	18,000	18,000	18,000	18,000	18,000
7140	000	Vision Insurance	442	480	480	480	480	480
7150	000	Dental Insurance	755	900	900	1,800	1,800	1,800
7160	000	Life Insurance	198	198	198	198	198	198
7170	000	FICA - Medicare	2,740	3,489	4,156	4,200	4,200	1,370
<WAGES & BENEFITS>			194,103	209,712	216,748	248,232	248,232	290,343
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	-	-	-	-	-	-
8020	000	Special Department Expense	-	-	-	-	-	-
8040	000	Advertising	-	-	-	-	-	-
8050	000	Printing/Duplicating	-	-	-	-	-	-
8060	000	Dues & Memberships	-	-	-	-	-	-
8100	000	Vehicle Maintenance	-	-	-	-	-	-
8105	000	Fuel	-	-	-	-	-	-
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8140	000	Utilities	-	-	-	-	-	-
8180	000	Contract Services	(472)	472	-	-	-	-
8200	000	Training Expense	-	-	-	-	-	-
8300	000	Lease Payment	(64)	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			(536)	472	-	-	-	-
8520	000	Machinery & Equipment	-	-	-	169,000	169,000	-
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	100,000	100,000	-
<CAPITAL OUTLAY>			-	-	-	269,000	269,000	-
[205-8025] Dial-A-Ride Total			193,567	210,184	216,748	517,232	517,232	290,343

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

7000 Full-Time Salaries

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

7010 Part-Time

Provides funds for two (3) part time Transit Drivers (\$107,715) and one (1) Management Intern (\$37,274) (Total \$144,989)

7020 Overtime

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

PROP "C" – LOCAL TRANSIT ADMINISTRATION
Budget Detail 207-2260

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	3,393	2,235	4,052	4,469	4,469	4,469
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	821	865	1,046	944	944	1,546
7108	000	Deferred Compensation	15	24	5	45	45	45
7110	000	Workers Compensation	52	10	5	112	112	112
7130	000	Group Health Insurance	179	92	21	257	257	257
7140	000	Vision Insurance	6	2	0	7	7	7
7150	000	Dental Insurance	13	7	2	27	27	27
7160	000	Life Insurance	2	2	1	3	3	3
7170	000	FICA - Medicare	48	34	7	65	65	65
		<WAGES & BENEFITS>	4,529	3,271	5,140	5,929	5,929	6,530
8020	000	Misc. Supplies - Parking	-	-	-	-	-	-
8061	000	HOA Dues	-	1,730	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	1,730	-	-	-	-
[207-2260] Prop "C" Administration Total			4,529	5,001	5,140	5,929	5,929	6,530

<p style="text-align: center;">PROP “C” – LOCAL TRANSIT ADMINISTRATION</p> <p>Budget Detail 207-2260</p>
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PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
7000	000	Salaries - Permanent	123,557	129,986	121,801	148,632	148,632	160,440
7020	000	Overtime	2,360	1,443	5,090	-	-	5,000
7040	000	Holiday	74	497	2,734	-	-	-
7070	000	Leave Buyback	205	205	511	-	-	3,093
7100	000	Retirement	14,248	16,356	27,689	21,689	21,689	32,656
7110	000	Workers Compensation	1,982	708	1,822	6,148	6,148	6,637
7130	000	Group Health Insurance	11,018	11,041	9,300	11,100	11,100	15,000
7140	000	Vision Insurance	405	405	285	480	480	480
7150	000	Dental Insurance	1,389	1,510	1,060	1,800	1,800	1,800
7160	000	Life Insurance	198	198	149	198	198	198
7170	000	FICA - Medicare	1,874	1,951	1,882	2,155	2,155	2,326
<WAGES & BENEFITS>			157,309	164,301	172,323	192,203	192,203	227,630
8000	000	Office Supplies	1,848	1,236	1,425	2,000	2,000	2,000
8010	000	Postage	323	-	-	50	50	50
8020	000	Special Department Expense	2,871	1,351	1,188	7,000	7,000	7,000
8040	000	Advertising	360	-	-	-	-	-
8050	000	Printing/Duplicating	650	904	329	-	-	2,000
8060	000	Dues & Memberships	625	625	165	1,000	1,000	1,000
8090	000	Conference & Meeting Expense	-	200	-	-	-	1,000
8100	000	Vehicle Maintenance	29,504	25,528	15,737	61,000	61,000	61,000
8105	000	Fuel	1,327	2,078	3,161	5,000	5,000	5,000
8132	000	Uniform Expense/Cleaning	1,374	825	-	-	-	2,000
8140	000	Utilities	-	-	-	3,000	3,000	3,000
8180	000	Contract Services	11,686	9,379	15,525	16,275	16,275	16,275
8200	000	Training Expense	1,800	224	-	-	-	1,000
8300	000	Lease Payment	306	190	126	1,898	1,898	1,898
<OPERATIONS & MAINTENANCE>			52,673	42,540	37,656	97,223	97,223	103,223
8520	000	Machinery & Equipment	-	80,000	-	-	-	-
8540	000	Automotive Equipment	-	-	-	32,080	32,080	-
<CAPITAL OUTLAY>			-	80,000	-	32,080	32,080	-
[207-8025] Dial-A-Ride Total			209,982	286,841	209,979	321,506	321,506	330,853

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000)
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services (\$50)
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200) (\$7,000)
- 8050 Printing and Duplicating
Printing of Dial A Ride brochures (\$2,000)
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700) and California Park and Recreation Society (\$300) (\$1,000)
- 8090 Conference & Meeting Expenses
Provides funds for the Federal Transit Administration Annual Drug and Alcohol Program National Conference (\$1,000)
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$36,000), CNG Station repairs and monthly maintenance (\$10,000) and van and vehicle cleaning (\$15,000) (\$61,000)
- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$5,000)
- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$2,000)
- 8140 Utilities
Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).

- 8180 Contract Services
Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon Wi-Fi Jetpack data plan (\$1,000) (\$16,275)
- 8200 Employee Training
Provides funds for training seminars, materials, and job related training sessions (\$1,000)
- 8300 Lease Payment
Provides funds for postage machine lease (\$648) and Copier (\$1,250) (\$1,898)

CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8180	000	Contract Services	45,654	28,404	31,026	44,998	44,998	42,000
		<OPERATIONS & MAINTENANCE>	45,654	28,404	31,026	44,998	44,998	42,000
[260-8023] CDBG Senior Nutrition Prog Total			45,654	28,404	31,026	44,998	44,998	42,000

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of senior nutrition program of \$85,134. Community Development Block Grant covers (\$42,000) of the contract in grant funds, while the General Fund provides \$43,134 through the Senior Center budget. The revenue estimate is just over \$50,875 from serving approximately 18,500 meals. Overall, the city subsidizes \$16,159 for the nutrition program.

Park Impact Fees

Budget Detail

275-6410

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8170	000	Professional Services	19,200	-	-	100,000	100,000	-
		<OPERATIONS & MAINTENANCE>	19,200	-	-	100,000	100,000	-
8500	000	Building & Improvements	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
9160	000	Arroyo Seco Bike & Pedestrian Trail	41,792	70,500	-	-	-	-
9190	000	Dog Park	-	12,874	-	-	-	-
		<CAPITAL PROJECTS>	41,792	83,374	-	-	-	-
[275-6410] Park Impact Fees Total			60,992	83,374	-	100,000	100,000	-
275 - PARK IMPACT FEES TOTAL			60,992	83,374	-	100,000	100,000	-

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8000	000	Office Supplies	3,711	5,546	5,654	4,400	4,400	5,400
8010	000	Postage	-	88	189	-	-	-
8020	000	Special Department Expense	77,898	61,753	58,888	54,852	54,852	78,527
8040	000	Advertising	1,956	355	920	1,800	1,800	1,800
8120	000	Building Maintenance	8,808	16,678	10,626	23,150	23,150	23,100
8140	000	Utilities	8,002	8,845	9,419	10,000	10,000	9,150
8150	000	Telephone	10,702	12,225	9,138	10,752	10,752	9,000
8160	000	Legal Service	-	38,300	-	-	-	-
8170	000	Professional Services	105,900	93,100	72,400	101,996	101,996	102,008
8180	000	Contract Services	116,870	115,692	122,788	132,067	132,067	141,716
8191	000	Liability & Surety Bonds	30,116	36,960	40,530	44,704	44,704	52,500
8229	000	Taxes	750	745	833	925	925	1,040
8300	000	Lease Payment	5,138	5,447	5,028	5,280	5,280	5,280
<OPERATIONS & MAINTENANCE>			369,851	395,733	336,413	389,926	389,926	429,521
[295-8041] General Administration Total			369,851	395,733	336,413	389,926	389,926	429,521

Arroyo Seco Golf Course 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 (\$5,400)
- 8020 Special Department Expense
Credit card (\$8,000) and bank fees & charges (\$47,800) computer services (\$15,672) membership dues (\$480) and licensing fee (\$1,175) donations (\$5,400) \$78,527
- 8040 Advertising
Promotions and ads for Golf Course (\$1,800)
- 8120 Building Maintenance
Maintenance (\$11,400) and Janitorial Supplies (\$10,200) Burglar alarm (\$1,500) \$23,100
- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (\$6,000) \$9,150
- 8150 Telephone
Telephone and Internet services (\$9,000)
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$4,008 a year). \$102,008
- 8180 Contract Services
Compensation for Manager and Starter (\$141,716)
- 8191 Liabilities and Surety Bonds
Liability Insurances (\$52,500)
- 8229 Taxes
Property taxes (\$1,040)
- 8300 Lease Payment
Equipment and Lease payments (\$5,280)

Arroyo Seco Golf Course – Course Maintenance
Budget Detail

295-8042

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual	2020/21	2020/21	2021/22
8020	000	Special Department Expense	31,478	47,356	44,642	6,300	6,300	5,700
8100	000	Vehicle Maintenance	5,916	7,311	7,822	14,100	14,100	19,100
8120	000	Building Maintenance	27,026	25,570	11,050	51,490	51,490	70,000
8130	000	Small Tools	2,441	169	-	1,200	1,200	1,200
8132	000	Uniform Expense/Cleaning	6,434	6,915	6,218	6,000	6,000	7,200
8140	000	Utilities	56,718	47,591	61,549	61,800	61,800	62,300
8150	000	Telephone	1,033	995	1,027	1,090	1,090	1,200
8180	000	Contract Services	264,940	239,552	244,079	274,804	274,804	285,920
		<OPERATIONS & MAINTENANCE>	395,987	375,459	376,387	416,784	416,784	452,620
[295-8042] Golf Course Maintenance Total			395,987	375,459	376,387	416,784	416,784	452,620

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$3,600), and license and permits (\$1,700) and training (\$400) \$5,700
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$10,000) oil and gas (\$9,100) \$19,100
- 8120 Building Maintenance
Maintenance (\$29,500) fertilizer seed and chemicals (\$31,300) sand gravel and top (\$4,400) and course irrigation repairs (\$4,800). \$70,000
- 8130 Small Tools
Purchase tools for repairs (\$1,200)
- 8132 Uniform Maintenance
Uniform cleaning (\$7,200)
- 8140 Utilities
Funds for electricity (\$62,300)
- 8150 Telephone
Funds for telephone (\$1,200)
- 8180 Contract Services
Compensation for maintenance staff (\$285,920)

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	14,546	16,524	16,309	16,200	16,200	26,200
8120	000	Building Maintenance	6,768	2,645	4,151	6,000	6,000	7,200
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	750
8180	000	Contract Services	19,322	10,916	39,792	15,583	15,583	104,861
<OPERATIONS & MAINTENANCE>			40,636	30,085	60,252	37,783	37,783	139,011
[295-8043] Range Total			40,636	30,085	60,252	37,783	37,783	139,011

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$25,000) and supplies (\$1,200). \$26,200
- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$7,200)
- 8132 Uniform Maintenance
Uniform Cleaning (\$750)
- 8180 Contract Services
Compensation for maintenance staff and starter (\$104,861)

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	2,662	4,857	1,614	6,000	6,000	5,700
8132	000	Uniform Expense/Cleaning	75	272	1,159	-	-	-
8180	000	Contract Services	108,794	122,285	76,230	119,948	119,948	127,363
<OPERATIONS & MAINTENANCE>			111,531	127,414	79,003	125,948	125,948	133,063
[295-8044] Golf Shop Total			111,531	127,414	79,003	125,948	125,948	133,063

Golf Shop

Budget Detail

295-8044

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Clothing, gloves, and other supplies (\$5,700)

- 8180 Contract Services
Compensation for Starter (\$127,363)

Arroyo Seco Golf Course – Food and Beverage	295-8045
Budget Detail	

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	17,340	25,887	17,263	25,745	25,745	12,510
8120	000	Building Maintenance	5,670	7,602	6,259	8,400	8,400	7,000
8130	000	Small Tools	4,265	600	489	600	600	250
8132	000	Uniform Expense/Cleaning	1	-	-	-	-	-
8180	000	Contract Services	116,661	132,971	100,126	146,601	146,601	66,753
<OPERATIONS & MAINTENANCE>			143,937	167,060	124,137	181,346	181,346	86,513
[295-8045] Food Service Total			143,937	167,060	124,137	181,346	181,346	86,513

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$225), paper products (\$960), linens (\$2,150), license and permits (\$1,625), and supplies (\$4,550) and Music and Entertainment (\$3,000) \$12,510

8120 Building Maintenance

Maintenance (\$7,000)

8130 Small Tools

Purchase of tools for repairs (\$250)

8180 Contract Services

Compensation for restaurant staff (\$66,753)

PROP A PARK MAINTENANCE

Budget Detail

232-6417

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8020	000	Special Department Expense	10,537	11,875	19,407	25,000	25,000	25,000
8110	000	Equipment Maintenance	8,279	-	7,009	5,000	5,000	11,000
8140	000	Utilities	1,202	173	1,050	5,500	5,500	11,500
8180	000	Contract Services	27,079	31,407	15,166	35,000	35,000	35,000
<OPERATIONS & MAINTENANCE>			47,096	43,455	42,632	70,500	70,500	82,500
[232-6417] Prop "A" Park Maintenance Total			47,096	43,455	42,632	70,500	70,500	82,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

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

8140 Equipment Maintenance

Garfield, Orange Grove, and Eddie Park playground equipment maintenance (\$6,000)

8140 Utilities

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

8180 Contract Services

Provides funds for janitorial services (\$15,000) and to unlock restrooms at Arroyo Park and Garfield parks (\$5,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground, and Eddie Park playground (\$15,000) (\$35,000)

SUCCESSOR AGENCY – CRA DEBT SERVICE

Budget Detail

227-7211

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
8160	000	Legal Service	-	1,904	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			-	1,904	-	-	-	-
[227-7210] CRA Downtown Revitalization Total			-	1,904	-	-	-	-
8170	000	Professional Services	-	2,013	-	-	-	-
8330	000	Debt Service - Principal	-	-	-	145,000	145,000	155,000
8331	000	Debt Service - Interest	71,716	65,570	55,222	49,500	49,500	40,800
<OPERATIONS & MAINTENANCE>			71,716	67,583	55,222	194,500	194,500	195,800
[227-7211] CRA Debt Service Total			71,716	67,583	55,222	194,500	194,500	195,800
9811	000	Transfers Out	-	-	-	-	-	-
<TRANSFER OUT>			-	-	-	-	-	-
227 - SUCCESSOR AGENCY TO CRA TOTAL			71,716	69,487	55,222	194,500	194,500	195,800

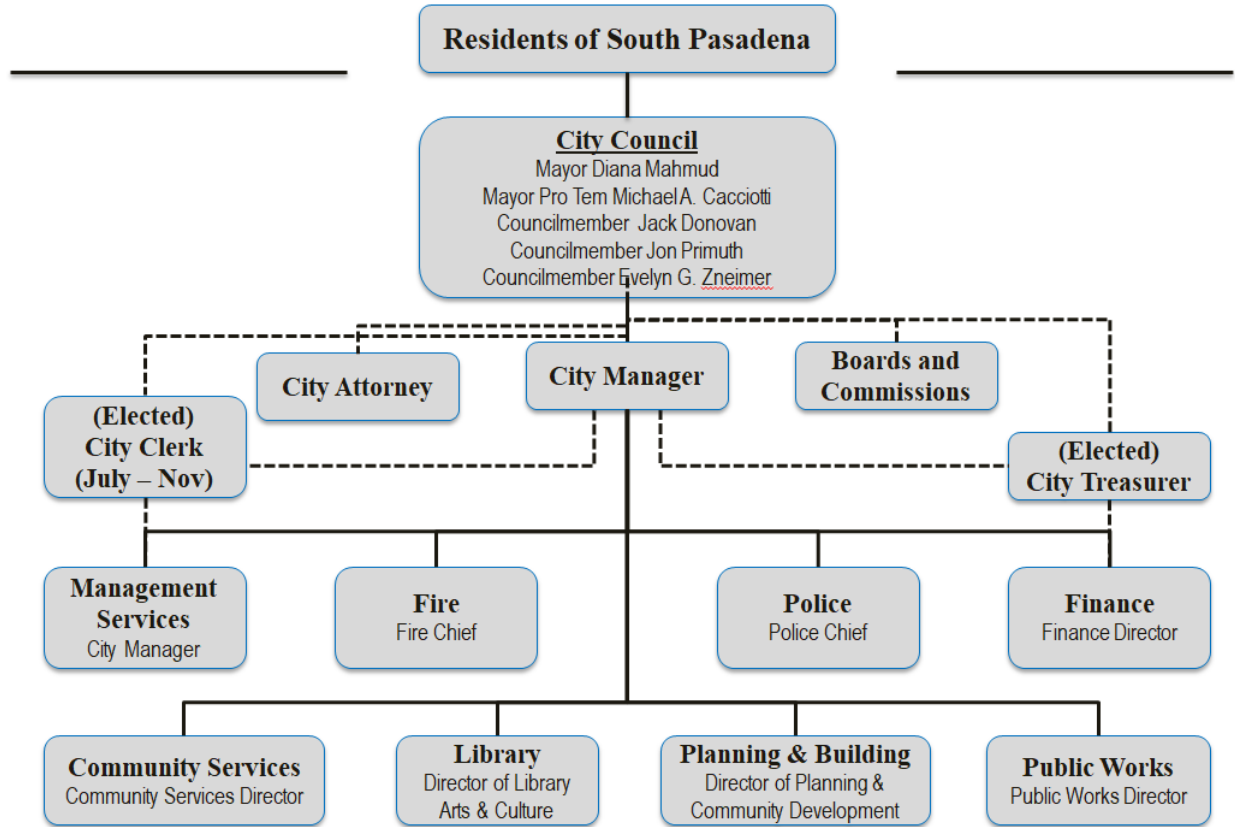
REDEVELOPMENT OBLIGATIONS TRUST

Budget Detail

927-9811

Acct	Tsk	Account Title	Actual	Actual	Unaudited	Adopted	Estimated	Adopted
			2017/18	2018/19	Actual 2019/20	2020/21	2020/21	2021/22
9811	000	Transfers Out	196,004	195,617	193,809	194,500	194,500	195,800
		<TRANSFER OUT>	196,004	195,617	193,809	194,500	194,500	195,800
927 - REDEV. OBLIGATIONS TRUST			196,004	195,617	193,809	194,500	194,500	195,800

Organization Chart



Full-Time Authorized Positions

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
Management Services					
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Chief City Clerk	1	1	1	1	1
Executive Assistant	0	0	1	1	1
Human Resources Manager	1	1	1	1	0
Human Resources/Risk Manager	0	0	0	0	1
Principal Mgt. Analyst	1	2	2	0	0
Sr. Management Analyst	1	0	0	0	1
Management Analyst	2	1	2	2	3
Deputy City Clerk	1	1	1	1	1
Management Assistant	2	2	0	0	0
Total Funded Positions	11	10	10	8	10
Total with 2 Unfunded Prin. Mgt. Analyst				10	
Finance Department					
Finance Director	1	1	1	1	1
Assistant Finance Director	1	1	0	0	0
Principal Management Analyst	0	1	0	0	0
Finance Manager	0	0	1	1	1
Accounting Manager	0	0	1	1	1
Accountant	0	0	0	1	1
Management Analyst	1	0	0	0	0
Payroll Coordinator	1	1	0	0	0
Filming Liaison	1	1	0	0	0
Management Assistant	1	1	1	1	2
Accounting Technician	1	1	1	1	0
Senior Account Clerk	2	2	0	0	0
Total Funded Positions	9	9	5	6	6
Police Department					
Police Chief	1	1	1	1	1
Deputy Chief of Police	0	0	0	1	Frozen
Police Captian	2	2	2	0	0
Police Lieutenant	0	0	0	2	2
Police Sergeant	7	7	7	5	5
Corporal	5	5	5	6	6
Police Officer	21	21	21	19	20 (1 Frozen)
Management Analyst	0	0	0	1	1
Senior Clerk	1	1	1	0	0
Support Services Assistant	1	1	1	0	0
Police Clerk II	4	4	4	4	4
Police Assistant II (Rotational)	0		0	1	1
Police Assistant	8	8	8	8	8
Parking Control Officer	0	3	3	3	3
Administrative Secretary	1	1	1	0	0
Total Funded Positions	51	54	54	51	51
Total with 2 Frozen Positions				53	53

Full-Time Authorized Positions

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
Fire Department					
Fire Chief	0	1	1	1	1
Deputy Fire Cheif	1	0	0	0	0
Division Chief	1	2	2	2	2
Battalion Chief	0	0	0	0	0
Fire Prevention Specialist/	0	0	0	1	1
Fire Captian	3	3	3	3	3
Fire Engineer	6	6	6	6	6
Firefighter/Paramedic	9	9	9	9	9
Total Funded Positions	20	21	21	22	22
Public Works					
Administrative/Engineering Division					
Public Works Director	1	1	1	1	1
Deputy Public Works Director	1	1	1	1	1
Deputy Director Water & Sustainability	0	0	1	1	1
Public Works Operation Manager	1	1	1	1	1
Senior Civil Engineer	0	0	0	0	1
Associate Civil Engineer	1	1	1	1	1
Civil Engineering Assistant	1	1	1	1	1
Public Works Assistant	1	1	1	1	1
Public Works Inspector	1	1	1	1	2
Maintenance Division					
Parks Supervisor	1	1	1	1	1
Facilities Maintenance Supervisor	1	1	1	1	1
Street & Sewer Supervisor	1	1	1	1	1
Electrician	1	1	1	1	1
Senior Maintenance Worker	1	2	2	2	2
Builidng Maintenance Worker	1	1	2	2	2
Maintenance Worker I/II	7	5	5	5	5
Management Assistant	1	1	1	1	1
Water Enterprise					
Water Operations Manager	1	1	1	1	1
Water Conservation Analyst	0	0	1	1	1
Senior Maintenance Worker	0	2	1	1	1
Senior Water Production Operator	1	1	1	1	1
Water Production/Treatment Operator	2	2	2	2	2
Maintenance Worker I/II	6	6	5	5	5
Total Funded Positions	31	32	33	33	35
Planning and Building					
Planning & Building Director	1	1	1	1	1
Principal Management Analyst	0	0	2	2	2
Senior Planner	1	1	1	0	0
Associate Planner	1	0	0	1	3
Assistant Planner	0	1	0	1	1
Community Improvement Coordinator	1	1	1	1	1
Film Liaison	0	0	1	1	1
Administative Secretary	1	1	1	1	1
Total Funded Positions	5	5	7	8	10

Full-Time Authorized Positions

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
Library					
Director of Library Arts & Culture	1	1	1	1	1
Asst. Dir. Of Library Arts & Culture	1	1	1	0*	0
Public Services Manager	0	1	1	1	1
Support Services Manager	0	1	1	1	1
Digital Services Manager	0	1	0	0	0
Circulation Supervisor	0	0	0	1	1
Senior Librarian	3	0	0	0	0
Librarian	1	1	3	3	3
Library Technical Assistant	1	1	1	0	0
Library Clerk I	1	2	1	1	1
Library Clerk II	1	0	0	0	0
Administrative Secretary	1	1	1	1	1
Total Funded Positions	10	10	10	9	9
* Position eliminated 9/2020					
Community Services Department					
Community Services Director	1	1	1	1	1
Senior Services Supervisor	1	1	1	1	1
Youth Services Supervisor	1	1	1	1	1
Management Analyst	1	1	1	1	1
Management Assistant	0	0	0	1	1
Community Services Coordinator	2	1	1	1	1
Management Aide	0	1	1	0	0
Program Specialist	2	1	1	1	1
Transportation Driver	2	2	2	2	2
	10	9	9	9	9
Total Full-Time Authorized Positions	147	150	149	141	154
Total Full-Time Funded Positions	147	150	149	146	152

Part-Time Positions

	<i>FY 2021/22</i>	
	<u>Max 18 Hours</u>	<u>Max 28 Hours</u>
Management Services		
Management Assistant		1
Management Intern (Vacant)	1	
 Finance Department		
Management Analyst		1
 Police Department		
Police Cadets	3	3
 Fire Department		
Management Aide	1	
 Public Works		
Public Works Intern	2	
Maintenance Worker	1	
 Planning and Building		
Planning Intern	2	1
Temp Associate Planner (640 hrs)	1	
 Library		
Manager		2
Librarians - Substitute	7	
Librarians - Children	2	
Clerk II	2	
Clerk II - Support Services	2	
Clerk I - Support Services	3	
Library Aides	1	
Library Aides	9	
 Community Services		
Management Aide - Rec		2
Management Aide	1	
CS Coordinator	1	
Site Mgr - Seniors	0	1
Recreation Leader	30	1
Recreation Leader - Seniors	2	
Transit Driver		3
Grand Total Part-Time	71	15

Position Distribution by Funding Source

Department/Position	101	205	207	233	236	210	215	239	230	500	Total
	General	Prop A	Prop C	Meas R	Meas M	Sewer	LLMD	Meas W	Gas Tax	Water	
Management Services											
City Manager	0.85	-	-	-	-	0.05	-	-	-	0.10	1.00
Assistant to the City Manager	0.85	-	-	-	-	0.05	-	-	-	0.10	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	-	-	1.00
Executive Assistant	1.00	-	-	-	-	-	-	-	-	-	1.00
Human Resources/Risk Manager	0.80	-	-	-	-	-	-	-	-	0.20	1.00
Senior Management Analyst	1.00	-	-	-	-	-	-	-	-	-	1.00
Management Analyst (HR)	1.65	-	-	-	-	-	-	-	-	0.35	2.00
Management Analyst (CM)	0.95	-	-	-	-	-	-	-	-	0.05	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	-	1.00
Management Services Total	9.10	-	-	-	-	0.10	-	-	-	0.80	10.00
Finance Department											
Finance Director	0.68	-	-	-	-	0.12	-	-	-	0.20	1.00
Finance Manager	0.85	-	-	-	-	0.05	-	-	-	0.10	1.00
Accounting Manager	0.58	-	-	-	-	0.12	-	-	-	0.30	1.00
Accountant	0.50	-	-	-	-	0.05	-	-	-	0.45	1.00
Management Assistant	0.40	-	-	-	-	0.10	-	-	-	0.50	1.00
Management Assistant	0.95	-	-	-	-	0.05	-	-	-	-	1.00
Finance Total	3.96	-	-	-	-	0.49	-	-	-	1.55	6.00
Police Department											
Police Chief	1.00	-	-	-	-	-	-	-	-	-	1.00
Police Lieutenant	2.00	-	-	-	-	-	-	-	-	-	2.00
Police Sergeant	5.00	-	-	-	-	-	-	-	-	-	5.00
Corporal	6.00	-	-	-	-	-	-	-	-	-	6.00
Police Officer	20.00	-	-	-	-	-	-	-	-	-	20.00
Management Analyst	1.00	-	-	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	-	-	4.00
Police Assistant II (Rotational)	1.00	-	-	-	-	-	-	-	-	-	1.00
Police Assistant	8.00	-	-	-	-	-	-	-	-	-	8.00
Parking Control Officer	3.00	-	-	-	-	-	-	-	-	-	3.00
Police Department Total	51.00	-	-	-	-	-	-	-	-	-	51.00
Fire Department											
Fire Chief	1.00	-	-	-	-	-	-	-	-	-	1.00
Division Chief	2.00	-	-	-	-	-	-	-	-	-	2.00
Fire Prevention Specialist/	1.00	-	-	-	-	-	-	-	-	-	1.00
Fire Captian	3.00	-	-	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	9.00	-	-	-	-	-	-	-	-	-	9.00
Fire Department Total	22.00	-	-	-	-	-	-	-	-	-	22.00
Public Works											
Administrative/Engineering Division											
Public Works Director	0.15	-	-	-	-	0.20	-	-	0.05	0.60	1.00
Deputy Public Works Director	0.65	-	-	-	-	0.10	-	0.20	0.05	-	1.00
Deputy Director Water & Sustainability	0.10	-	-	-	-	-	-	-	-	0.90	1.00
Public Works Operation Manager	0.50	-	-	-	-	0.10	0.10	-	0.30	-	1.00
Senior Civil Engineer	0.50	-	-	0.05	0.05	0.15	-	-	0.15	0.10	1.00
Associate Civil Engineer	0.80	-	-	-	-	0.05	-	0.05	-	0.10	1.00
Civil Engineering Assistant	0.65	-	-	-	-	0.20	-	-	0.15	-	1.00
Public Works Assistant	0.50	-	-	-	-	0.10	0.20	-	-	0.20	1.00
Public Works Inspector	1.00	-	-	0.10	0.10	0.30	-	-	0.30	0.20	2.00

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	Total
Public Works cont'											
Maintenance Division & Water Division											
Parks Supervisor	0.60	-	-	-	-	-	0.40	-	-	-	1.00
Facilities Maintenance Supervisor	0.70	-	-	-	-	-	0.30	-	-	-	1.00
Street & Sewer Supervisor	-	-	-	-	-	0.50	-	-	0.50	-	1.00
Electrician	0.75	-	-	-	-	-	-	-	-	0.25	1.00
Senior Maintenance Worker	-	-	-	-	-	0.90	-	-	0.10	-	1.00
Senior Maintenance Worker	0.30	-	-	-	-	-	0.50	-	0.20	-	1.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	-	-	1.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	0.35	-	-	-	-	0.15	-	-	0.25	0.25	1.00
Maintenance Worker I/II	-	-	-	-	-	0.15	-	-	0.85	-	1.00
Maintenance Worker I/II	-	-	-	-	-	-	-	-	-	1.00	1.00
Maintenance Worker I/II	-	-	-	-	-	-	-	-	-	1.00	1.00
Maintenance Worker I/II	-	-	-	-	-	0.15	-	-	0.85	-	1.00
Maintenance Worker I/II	-	-	-	-	-	-	-	-	-	1.00	1.00
Maintenance Worker I/II	-	-	-	-	-	-	-	-	-	1.00	1.00
Maintenance Worker I/II	-	-	-	-	-	-	-	-	-	1.00	1.00
Maintenance Worker I/II	-	-	-	-	-	-	-	-	0.15	0.85	1.00
Maintenance Worker I/II	-	-	-	-	-	0.10	-	-	0.90	-	1.00
Maintenance Worker I/II	-	-	-	-	-	0.10	0.30	-	0.60	-	1.00
Water Operations Manager	-	-	-	-	-	-	-	-	-	1.00	1.00
Water Conservation Analyst	0.15	-	-	-	-	-	-	-	-	0.85	1.00
Senior Maintenance Worker	-	-	-	-	-	-	-	-	-	1.00	1.00
Senior Water Production Operator	-	-	-	-	-	-	-	-	-	2.00	2.00
Water Production/Treatment Operator	-	-	-	-	-	-	-	-	-	1.00	1.00
Public Works Total	9.70	-	-	0.15	0.15	3.25	1.80	0.25	5.40	14.30	35.00
Planning and Building											
Planning & Building Director	1.00	-	-	-	-	-	-	-	-	-	1.00
Principal Management Analyst	2.00	-	-	-	-	-	-	-	-	-	2.00
Associate Planner	3.00	-	-	-	-	-	-	-	-	-	2.00
Assistant Planner	1.00	-	-	-	-	-	-	-	-	-	2.00
Community Improvement Coordinator	1.00	-	-	-	-	-	-	-	-	-	1.00
Film Liaison	1.00	-	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	1.00
Planning and Building Total	10.00	-	-	-	-	-	-	-	-	-	10.00
Library											
Director of Library Arts & Culture	1.00	-	-	-	-	-	-	-	-	-	1.00
Public Services Manager	1.00	-	-	-	-	-	-	-	-	-	1.00
Support Services Manager	1.00	-	-	-	-	-	-	-	-	-	1.00
Circulation Supervisor	1.00	-	-	-	-	-	-	-	-	-	1.00
Librarian	3.00	-	-	-	-	-	-	-	-	-	3.00
Library Associate	1.00	-	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	1.00
Library Total	9.00	-	-	-	-	-	-	-	-	-	9.00

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	Total
Community Services Department											
Community Services Director	0.75	0.22	0.03	-	-	-	-	-	-	-	1.00
Senior Services Supervisor	1.00	-	-	-	-	-	-	-	-	-	1.00
Youth Services Supervisor	1.00	-	-	-	-	-	-	-	-	-	1.00
Sr. Management Analyst	-	-	1.00	-	-	-	-	-	-	-	1.00
Management Analyst	-	-	1.00	-	-	-	-	-	-	-	1.00
Community Services Coordinator	1.00	-	-	-	-	-	-	-	-	-	1.00
Program Specialist	1.00	-	-	-	-	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	-	-	2.00
Community Services Total	4.75	2.22	2.03	-	-	-	-	-	-	-	9.00
Total Full-Time Authorized Positions	119.51	2.22	2.03	0.15	0.15	3.84	1.80	0.25	5.40	16.65	152.00

Glossary of Budget Terms

APPROPRIATION

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

ASSESSED VALUATION

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

AUDIT

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

BEGINNING/ ENDING

(UNAPPROPRIATED) FUND BALANCE

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

BOND

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

BUDGET

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

CAPITAL IMPROVEMENT

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

CAPITAL IMPROVEMENT PROGRAM

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

CAPITAL OUTLAY

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

CAPITAL PROJECTS

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

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the budget and related financial issues.

DEBT SERVICE

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

DEBT SERVICE REQUIREMENTS

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

DEFICIT

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

DEPARTMENT

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

DIVISION

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

Glossary of Budget Terms

ENCUMBRANCE

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

ENTERPRISE FUND

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

EXPENDITURE

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

EXPENSE

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

FISCAL YEAR

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

FUND

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

FUND BALANCE

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

GENERAL FUND

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

GOVERNMENTAL FUND

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

GRANT

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

INTERFUND TRANSFERS

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

MATERIALS, SUPPLIES AND SERVICES

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

MUNICIPAL CODE

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

OBJECTIVES

The expected results or achievements of a budgeted activity.

Glossary of Budget Terms

OPERATING BUDGET

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

ORDINANCE

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

PROGRAM

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

RESERVE

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

RESOLUTION

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

RETAINED EARNINGS

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

REVENUES

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

SALARIES, WAGES and EMPLOYEE BENEFITS

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

SPECIAL REVENUE FUNDS

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

Description Of Funds

General Fund

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

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

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

Internal Service Funds

Internal service funds account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Funds included are:

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

Special Revenue Funds

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

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

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

Description of Funds

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

208-TEA/Metro Fund – To account for all revenues and expenditures associated with the TEA/Metro Fund. All revenues of this fund must be expended for transportation-related items.

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

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

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

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

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

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

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

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

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

232-County Park Bond – To account for the revenues and expenditures for the County Park Bond related improvements.

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

Description of Funds

236-Measure M Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

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

245-Bike and Pedestrian Paths Fund – To account for the revenues and expenditures for bike and pedestrian facilities improvements funded by the State of California Transportation Development Act.

248-BTA Grant Fund – To account for the revenues and expenditures for the Bicycle Transportation Account (BTA) grant funded by the Los Angeles County Metropolitan Transportation Authority. This grant was awarded to fund two projects from the City’s Bicycle Master Plan: the Mission Street Green Sharrow Lane Project and the South Pasadena Bicycle Parking Project.

249-Open Streets Grant Fund – To account for the revenues and expenditures for the open streets grant funded by the Los Angeles County Metropolitan Transportation Authority. The goals of the Open Streets Grant Program is to provide opportunities for 1) riding transit, walking and riding a bike, possibly for the first time, 2) to encourage future mode shift to more sustainable transportation modes, and for 3) civic engagement to foster the development of multi-modal policies and infrastructure at the city/community level.

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

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

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

272, 273 & 274-Federal and State Public Safety Grant Funds – To account for the operations of various federal and state grants, including COPS grants, and Homeland Security grants.

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

277- Highway Safety Improvement Program Grant (HSIP) Fund – To account for revenues and expenditures related to street improvements funded by the grant.

Description of Funds

Enterprise Funds

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

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

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

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

505-2016 Water Revenue Bonds Fund – To account for proceeds from the 2016 Water Bond issuance. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

550-Public Financing Authority Fund – To account for debt service and related expenses of the 2013 Water Bond issuance.

Capital Projects Funds

Governments often find it useful to report major capital acquisition and construction separately from their ongoing activities. Separate reporting enhances an understanding of the government's capital activities, and it helps to avoid the distortions in financial resources trend information that can arise when capital and operating activities are mixed.

104-Street Improvements Program Fund – To account for capital expenditures related to street improvements projects.

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

327-2000 Tax Allocation Bonds Fund – To account for capital expenditures for improvements funded by the bonds formerly held by the Successor Agency to the Community Redevelopment Agency.

Basis of Budget Accounting

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

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

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

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

City Profile

General Information Of The City

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

History Of The City

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

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

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

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

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

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

GANN Limit

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2021-22

I Appropriation Limit

Prior Year, 2020-21 Adopted Limit		\$28,162,639
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0573	
Change in South Pasadena Population (Note 2)	0.9928	1.0497
Current Year, 2021-22 Appropriation Limit		\$29,561,956

II Appropriations Subject to Limit

Estimated 2021-22 Revenues, All City Funds		\$56,178,656
Less: Non-Proceeds of Taxes (See Exhibit B)		(28,873,128)
Less: Exclusions (See Exhibit C)		(298,510)
Total City Appropriations Subject to Limit		\$27,007,018

III Amount Over/(Under) Limit (I - II) (\$2,554,938)

IV Total City Appropriations as a % of Limit 91.36%

Note 1: Change in California per capita income, 5.73%
 (Provided by the State of CA - Department of Finance)

Note 2: South Pasadena population decrease by 0.72%, which exceeds County of Los Angeles population decreased by 0.89%.
 Total City population as of January 1, 2021 is 25,668.
 (Provided by the State of CA - Department of Finance)

GANN Limit

Exhibit B Non-Proceeds of Taxes Fiscal Year 2021-22			
	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	13,053,474	-	13,053,474
Library Special Tax	357,170	-	357,170
Sales Tax	4,514,228	-	4,514,228
PSAF Sales Tax (Exempted by Statute)	-	322,485	322,485
Business License Tax	364,000	-	364,000
Utility Users Tax	3,383,000	-	3,383,000
Property Tax - VLF/Swap	3,436,613	-	3,436,613
Franchise Fees	-	1,007,000	1,007,000
Real Property Transfer Tax	162,000	-	162,000
Licenses/Permits	-	455,280	455,280
Fines/Penalties	-	265,000	265,000
Use of Money and Properties	-	438,500	438,500
Revenues from Other Agencies	-	345,000	345,000
Current Services	-	3,276,000	3,276,000
Other Revenues	-	84,500	84,500
Reimbursement from Other Funds	-	483,384	483,384
Total General Fund	25,270,485	6,677,149	31,947,634
Other Funds			
103 Insurance Funds	-	2,655,245	2,655,245
105 Facilities & Equipment Repair	-	1,000	1,000
205 Local Transit (Prop A)	514,111	27,500	541,611
207 Local Transit (Prop C)	426,442	49,000	475,442
210 Sewer (Enterprise Fund)	-	2,165,551	2,165,551
215 Lighting and Landscape Maintenance	-	914,000	914,000
217 PEG Fees	-	19,000	19,000
218 Clean Air (AB2766)	-	34,700	34,700
220 Business Improvement Tax	55,790	22,740	78,530
223 Gold Line Mitigation	-	-	-
227 SA-CRA	-	195,800	195,800
228 Housing Authority	-	22,428	22,428
230 State Gas Tax (Applied to State's Limit)	-	628,563	628,563
232 County Park Bond	-	336,431	336,431
233 Measure R	319,831	10,000	329,831
236 Measure M	362,475	7,000	369,475
237 Road Maint. & Rehab (Applied to State's Limit)	-	499,149	499,149
249 Open Streets Grant	-	420,000	420,000
255 Capital Growth	-	40,000	40,000
260 CDBG	-	282,467	282,467
272 State COPS Grants	-	102,500	102,500
275 Park Impact Fees	-	166,000	166,000
278 Housing Element Grant	-	-	-
295 Arroyo Seco Golf Course (Enterprise)	-	1,269,800	1,269,800
310 Sewer Capital Projects (Enterprise)	-	425,808	425,808
500 Water (Enterprise Fund)	-	11,624,715	11,624,715
503 Water Efficiency Fund	-	237,176	237,176
510 Water & Sewer Impact Fees	-	200,000	200,000
927 Redevelopment Obligations Trust Fund	-	195,800	195,800
Total Other Funds	1,678,649	22,356,573	24,231,022
Less Interesting Earnings from Nonproceeds of Taxes		-336,500	-336,500
Subtotal All Funds	26,949,134	28,697,222	55,842,156
Interest Earnings	160,594	175,906	336,500
Total All Funds	27,109,728	28,873,128	56,178,656

GANN Limit

Exhibit C Excluded Costs Fiscal Year 2021-22
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Category	Amount
Federal Mandates	
Social Security/Medicare	201,510
Non-Incidental Overtime - FLSA	97,000
	298,510
Qualified Debt Service	-
Total Excluded Costs	298,510

Exhibit D Interest Earnings Fiscal Year 2021-22

Category	Amount
Non-Interest Tax Proceeds	26,949,134
Exclusions	(298,510)
	26,650,624
Total Non-Interest Budget	55,842,156
Tax Proceeds as Percent of Budget	47.72%
Interest Earnings	336,500
Amount of Interest Earned from Taxes	160,594
Amount of Interest Earned from Non-Taxes	175,906