

# City of South Pasadena, CA



# Fiscal Year 2009/10 Adopted Budget



City of South Pasadena  
California



Adopted Budget  
For the 2009/10 Fiscal Year

Mayor  
David Sifuentes

Mayor Pro Tempore  
Richard D.  
Schneider, M.D.

Councilmember  
Michael A. Cacciotti

Councilmember  
Philip C. Putnam

Councilmember  
Mike Ten

City Clerk  
Sally Kilby

City Treasurer  
Victor A. Robinette

City Manager  
John Davidson

Population 25,792



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# City Manager's FY 2009/10 Budget Message

July 1, 2009

Honorable Mayor and City Council,

I am pleased to present to you the Fiscal Year 2009/10 Budget for the City of South Pasadena and the Community Redevelopment Agency. This document was Adopted at the Council Meeting of June 17, 2009. The budget as presented is well balanced and is consistent with the policy direction reflected in the approved City Council Goals. The comprehensive Budget for all funds reflects the City Council's commitment to long term financial planning, cost effective municipal services, and financial policies that recognize the need to fund future obligations. The budget document supports an aggressive infrastructure improvement program and also incorporates implementation of all labor agreements approved in the prior year.

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

Budget planning for FY 2009/10 has been possible due to community support for two tax measures passed in 2007: the renewal of the 5% Utility Users Tax (UUT) for eight years and approval of a 3% additional UUT for five years. Approval of the Water and Sewer rates also support future infrastructure restoration.

## ***2008/09 Accomplishments***

As in past years, FY 2008/09 included numerous accomplishments.

### City Clerk

- Conducted Referendum process and Special Municipal Election November, 2008 (Measure SP related to Downtown Project) with no major problems and under budget
- Upgraded audiovisual equipment and maintained Time Warner/audiovisual services by assigning City Clerk's Office staff and engaging two contract technicians
- Fulfilled thousands of research and records requests, including completing a fee-based Administrative Record, which included copying more than 30,000 pages—with no additional staff

### City Manager's Office

- Introduced a web-based customer service system
- Initiated an electronic Neighbors Newsletter which saves the City over \$25,000 per year, improves the environment and delivers information in a more-timely manner
- Successfully negotiated three year labor contracts for all City full-time employees
- Instituted several measures which have streamlined Personnel Services
- Organized the 2nd Annual "Clean-Air Car Show"

### Finance Department

- Implemented Water and Sewer Rate Increases
- Issued \$43.4 million Water Bond
- Negotiated refuse rate decrease
- Strengthened Investment Policy
- Improved City's phone and information systems

### Police Department

- Issued 6,610 Traffic Citations (+190%)
- 4% Reduction Traffic Collisions
- Issued 15,049 Parking Citations (+15%)
- Maintained Full Staffing
- Promoted a Captain (1st in over 20 years)
- Filled both Motor Officer Positions
- Hired one new Police Officer

### Fire Department

- Completed city-wide disaster preparedness exercise and training with department heads and staff
- Awarded grants for self contained breathing apparatus, turnout washing machine and a new rescue ambulance
- Completed phase-in period for multi-city unified response system with Verdugo dispatch
- Completed multi-agency training with the Metro Link Gold Line
- Conducted several firefighter/paramedic exams filling all vacant positions

### Planning & Building

- Continued implementation of the Green Plan
- Implemented new Design Guidelines
- Streamlined the development review process (reduced number of hearings)
- Developed revisions to Cultural Heritage Ordinance
- Investigated over 200 code enforcement complaints
- Resolved 90% of code enforcement cases within 30 days
- Administered the Home Improvement Program for low income residents

### Library

- With The Friends, published and sold an updated South Pasadena history book
- Conducted City-wide ‘The Call of the Wild’ reading project for all ages
- Coordinated Exterior Beautification Project
- Developed an Internet-based local history photo project
- Checked out over 374,000 materials and presented more than 475 programs for all ages

### Community Services

- Implemented a new city wide special event-Doggy Day
- City licensed afterschool day-care program increased attendance by 50%.
- Designed new Recreation Program Guide for the City’s website helping meet the council’s goal to preserve and protect the environment
- Purchased a new Compressed Natural Gas community transit vehicle
- Improved outreach for the city’s Gold link fixed route shuttle program
- Completed several Senior Center ADA improvements including: Restroom, Exit Ramp, & installation of a new compliant Water Fountain.
- Delivered over 5,500 meals to home bound seniors.
- Served over 8,500 meals at the senior center.

FY 2009/10 Goals and Performance Measures are presented in the department chapters.

### ***Budget Highlights***

#### Revenues

The General Fund is the primary operating fund of the City. Services such as public safety, public works, recreation and community services, library services and general administration are traditionally included in the General Fund.

The proposed General Fund budget reflects an excess of expenditures to revenues in the amount of \$341,909. This is primarily due to an aggressive \$1.1 million capital improvement plan. The “additional 2% UUT – Infrastructure” revenues contributes \$923,700 and is completely used to pay for infrastructure capital projects. The proposed FY 2009/10 Budget will present the General Fund with an undesignated reserve of \$6.5 million on June 30, 2010. This represents 32.0% of operating expenses.

The five largest sources of revenue to the City’s General Fund are property taxes, sales tax, utility taxes, charges for services and motor vehicle license fees. Property tax makes up 47% of all general fund revenues, and staff projects a 1% reduction for FY 2009/10. This estimate is in line with the County of Los Angeles’ county-wide estimated 2 to 3% decrease in Assessed Valuations.

Sales tax and utility taxes make up 10% of total General Fund revenues. Sales tax receipts continue to decline due to the slow economy. As a result, estimates for FY 2009/10 are conservatively projected and will continue to be monitored closely. Fortunately, the City of South Pasadena is not dependent on the larger retail businesses, and staff is projecting a 1% decrease.

**General Fund**  
**5 Largest Revenue Categories**

<u>Description</u>	<b>Actual 2005/06</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Projected 2008/09</b>	<b>Projected 2009/10</b>
Property Taxes	\$ 7,910,764	\$ 8,583,492	\$ 9,403,203	\$ 10,150,000	\$ 10,048,700
Sales Taxes	2,008,841	2,140,412	2,177,043	2,147,000	2,125,500
Utility Users Taxes	1,936,855	2,250,281	2,666,063	3,742,000	3,779,600
Franchise Fees	717,623	769,549	777,675	844,000	852,500
License & Permits	810,907	844,647	893,189	873,600	877,850
<b>Total 5 Categories</b>	<b>\$ 13,384,990</b>	<b>\$ 14,588,381</b>	<b>\$ 15,917,173</b>	<b>\$ 17,756,600</b>	<b>\$ 17,684,150</b>
<b>% of General Fund</b>	<b>76%</b>	<b>77%</b>	<b>76%</b>	<b>82%</b>	<b>83%</b>

Utility taxes combined make up 18% of total General Fund revenues. From actual collections of Utility Users Tax for the months of April and May 2009 staff is projecting a 1% increase.

Combined, the top five revenue sources represent approximately 83% of the General Fund revenues. Historical data indicates that the City's General Fund is becoming more reliant on these five revenue sources. Total projected FY 2009/10 General Fund revenues of \$21.4 million represent a reduction of approximately \$200,000, or 1%, over FY 2008/09 estimated amounts.

**Revenue Summary – All Fund Types**

<u>Description</u>	<b>Actual 2005/06</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Projected 2008/09</b>	<b>Projected 2009/10</b>
General Fund	\$ 17,589,222	\$ 18,872,026	\$ 20,929,445	\$ 21,577,622	\$ 21,364,133
Special Revenue/Grants	10,783,255	11,858,960	10,063,689	9,556,958	20,454,870
Enterprise Funds	586,120	583,893	573,545	32,931,350	2,006,700
CRA	570,198	684,099	756,766	657,000	661,400
<b>Total All Revenues</b>	<b>\$29,528,795</b>	<b>\$31,998,978</b>	<b>\$32,323,445</b>	<b>\$64,722,930</b>	<b>\$44,487,103</b>

Special Revenue Funds are used to account for revenue derived from specific taxes or other earmarked revenue sources for expenditures that are restricted by law. Specific sources include construction and maintenance of the City's street systems and transportation activities. Air quality and rehabilitation programs are some of the programs included in the special revenue funds. Overall, special revenues for are higher due to projected increases in federal and state grant funding for infrastructure. The water and sewer enterprise funds assume 15% rate increases that become effective July 1, 2009. The Water Fund will also have available \$32.8 million in water bond principals that were sold in May 2009.

**Expenditures**

Proposed expenditures in the General Fund of \$21,706,042 represent a decrease of 3.3% from estimated FY 2008/09 expenditures. Comparing just wages, operations & maintenance and capital outlay, these three combined show a 4.4%, or \$852,311, increase from prior year estimates. Comparing by categories, staff projects a 6.2% increase in wages and benefits. This is primarily due to the MOU agreements. To help offset this increase, all departments were able to reduce their operations and maintenance expenses, or keep it at the same level as the prior year.

**General Fund Expenditures**

<u>Category</u>	<b>Actual 2005/06</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Projected 2008/09</b>	<b>Adopted 2009/10</b>
Wages & Benefits	12,104,590	11,836,133	13,014,689	14,039,242	14,913,935
Operations & Maintenance	4,522,382	4,236,590	4,560,583	5,167,907	5,048,473
Capital Outlay	238,112	454,690	334,030	206,731	303,784
Other Expenses	-	250,000	-	-	-
Transfer Out	-	-	-	18,388	360,000
Capital Projects	8,140	360,548	170,911	3,003,821	1,079,850
<b>Total General Fund</b>	<b>\$16,873,225</b>	<b>\$17,137,961</b>	<b>\$18,080,213</b>	<b>\$22,436,089</b>	<b>\$21,706,042</b>

Citywide, operations & maintenance and capital outlay expenses for FY 2009/10 will decrease by \$363,130 when compared to FY 2008/09. Staff made a conscientious effort to defer all non-critical expenses for supplies, maintenance, and professional services, during this year of declining revenues. However, a strategy to defer costs cannot be maintained for an extended duration, as service levels within the City will decline over time.

The Water and Sewer enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City in using this type of fund accounting is to ensure that the costs (including depreciation) of providing this service to the general public on a continuing basis is financed or recovered primarily through user charges. Charges for water services should provide adequate funding for operations and replacement of capital facilities and after completing a water rate study we anticipate the need for future rate adjustments.

The Redevelopment Fund, including Low and Moderate Housing, accounts for the acquisition, relocation, demolition and sale of land for those portions of South Pasadena earmarked as in need of redevelopment. Financing is provided primarily by property tax increment. In May 2008 the City Council and Community Redevelopment Agency (CRA) approved the Downtown Revitalization Plan.

**Capital Projects**

An aggressive \$19.6 million Capital Project plan is proposed for FY 2009/10, which is a 91% increase over the FY 2008/09 Budget of \$10.3 million. Approximately \$2.3 million are proposed carryover projects from FY 2008/09. There will also be significant work in the Water Fund, funded by the \$32.8 million in bond proceeds. Proposed appropriation for street and sidewalk projects total \$7.1 million, and include improvements on Marengo Avenue, Crestlake Avenue, Empress Avenue, Elm Park Street and Highland Street.

**Personnel**

In April and May of 2009, all bargaining units agreed to enter into three year labor contracts with the City. Not only does this relieve staff and unions from negotiation procedures annually, it also assists the City in projecting and controlling expenses for future years. Major concessions include 3% base salary increases on January 2009 (retroactive), July 2009, and July 2010. The contracts will expire June 30, 2011. All bargaining units agreed to a seven year vesting prior to being eligible for retiree

medical benefits. This helps the City reduce future retiree benefit liabilities. The salary increases increased the General Fund personnel costs by approximately \$609,000, the Water Fund by \$65,000, and all funds by \$761,000.

Contributions toward PERS retirement premiums for employees are effectively level with FY 2008/09. The City's contribution rate for safety employees this year of 31.036% reflects a slight increase from the rate of 30.521% in the prior year. Miscellaneous contributions of 20.514% show a slight increase from the rate of 19.454% in the prior year. Proposed for FY 2009/10 is the establishment of a retiree benefit reserve with a beginning designation of \$500,000 from unrestricted fund balance.

The budget provides for 145 full-time authorized positions. The Senior Management Analyst will be reclassified to Human Resources Manager. This will allow the Assistant City Manager to increase his concentration on City Council, redevelopment and economic development issues.

Legal Fees

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

**Legal Fees Budget Summary**

<u>Program</u>	<b>Actual 2005/06</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Projected 2008/09</b>	<b>Projected 2009/10</b>
Personnel	78,635	67,815	73,635	63,300	35,000
Environmental Services	198	-	88	-	-
Transportation	455,927	141,744	124,889	100,000	120,000
City Attorney	356,136	171,175	249,619	300,000	235,000
CRA	7,878	15,517	85,249	75,000	75,000
<b>Total Legal Fees</b>	<b>\$ 898,773</b>	<b>\$ 396,251</b>	<b>\$ 533,480</b>	<b>\$ 538,300</b>	<b>\$ 465,000</b>

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

In closing, FY 2009/10 is a critical year for South Pasadena as we develop the long term plan for addressing the City's infrastructure deficiencies. I would like to extend my appreciation to the Mayor and City Council for establishing clear goals for the City which has been incorporated into the Budget document. In addition, I would to thank all of the staff members who contributed in the preparation of the budget.

Respectfully submitted,

/s/

John Davidson  
City Manager

C I T Y O F S O U T H P A S A D E N A

STRATEGIC PLANNING SESSION

July 15, 2009 \* Library Community Room

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-friendly service*
  - ♦ *Responsiveness*
- ♦ *Open and accessible government*
  - ♦ *Community participation*
  - ♦ *Fiscal responsibility*

THREE-YEAR GOALS

2007-2010 \* not in priority order

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



## FY 2009/10 Financial Policies

### 1. BALANCED BUDGET

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

The proposed FY 2009/10 Budget includes a balanced operating budget for some of the funds. Exceptions to this policy include:

- Fund 206–Local Transit Return “A”
- Fund 208–ISTEA/Metro
- Fund 212–Rail Crossing Improvement Grant
- Fund 215–Street Light & Landscape District
- Fund 216–Safe Route to Schools Grant
- Fund 223–Metro Gold Line Mitigation
- Fund 226–Mission Meridian Garage
- Fund 231–State Gas Tax
- Fund 255–Capital Growth
- Fund 260–CDBG
- Fund 229–CRA Housing

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

A positive General Fund balance is maintained along with all other funds with the exception of the Prop 1B Fund, Sewer Fund, Rail Crossing Improvement Grant, Rogan HR 5394 Grant, Safe Route to Schools Grant, MTA Bus Purchase Grant, Mission Oaks Parking, Mission Meridian Garage, State Park Bond Fund and the CDBG funds. The Prop 1B Fund and the CDBG Fund have minor deficits and most likely will not come to fruition as some expenditure savings are anticipated. The Rail Crossing Improvement Grant and Safe Route to Schools Grant deficits will be funded from the General Fund representing the City’s required match in accordance with the grant requirements. Rogan HR 5394 Grant Fund previous expenditures are reimbursable and Mission Oaks Parking deficit will be funded by assessments to the participants in the Parking District. It is anticipated Mission Meridian Garage Fund will generate parking revenues in the FY 2009/10 budget that will address a portion of the current deficit. The State Park Bond Fund represents expenditures made over the last number of years that are not reimbursable and it is recommended this deficit be absorbed by the General Fund. The Sewer Fund deficit will be addressed in future year rate increases.

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

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

This policy has been met.

## **3. ENTERPRISE FUND**

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

The sewer fund will be 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 \$34 million 2009 Water Bond issuance. Bond proceeds will be paid out of water revenues. Sewer revenues will pay for increasing sewer capital improvements. For FY 2009/10, the General Fund will loan the Sewer Fund \$100,000 to help offset the impact of rate increases, and \$260,000 to help complete several sewer capital projects.

## **4. GENERAL FUND RESERVE**

**We will strive to attain a General Fund undesignated fund balance equal to at least 30% of General Fund expenditures at year end. Beginning with Fiscal Year 2009/10, the City will endeavor to increase the undesignated reserve level each year so that 30% is achieved by at least Fiscal Year 2019/20.**

General Fund undesignated fund balance, based upon the proposed FY 2009/10 Budget, is projected to be 32.0% at June 30, 2010.

## **5. EQUIPMENT RESERVE**

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

As of June 30, 2008 fixed assets net of depreciation totaled \$2,891,120. The current Equipment Replacement Reserve is \$504,000 representing 17.4% of the replacement cost of City vehicles and equipment to be replaced in the General Fund.

## **6. UNINSURED LOSSES RESERVE**

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

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

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

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

This policy has been met in the proposed FY 2009/10 Budget.

## **8. RENEWABLE ENERGY SOURCES**

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

This policy has been met and is reflected in the proposed FY 2009/10 Budget.

## **9. INFRASTRUCTURE**

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

In November 2007 Measure UT was passed by the voters providing for a 3% increase in the Utility Users Tax (from 5% to 8%) beginning 02/02/08 and ending 03/05/13. An advisory measure provided for not less than 65% of the revenue generated by the 3% Utility Users Tax increase being used for infrastructure improvements. The FY 2009/10 Budget projects \$923,700 in Additional 2% UUT – Infrastructure Revenues. All of it will be spent on the \$1,079,850 of infrastructure improvements proposed in the General Fund. For FY 2009/10, financial advisory services will continue to identify future capital needs and potential funding sources.

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

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

This policy has been met.

## **11. RISK MANAGEMENT**

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

Current retirement costs and insurance costs are fully funded. Funding on a pay as you go basis for leave liabilities, claims and judgments and retiree health insurance costs remain the City's practice. However, in accordance with GASB 45, a third party actuarial valuation of the City's liability of annual retirees medical costs was completed in FY 2008/09. For FY 2009/10, the City will consider how funding of that long term liability shall be addressed.

## **12. DEBT AND INVESTMENTS**

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

In FY 2009/10 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams. Recommendations for debt issuance may result later in the fiscal year.

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

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

This policy has been met.

## **14. FINANCIAL MANAGEMENT**

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

This policy has been met.

# FY 2008/09 Fund Balance

Fund	Description	07/01/08	Projected	Projected	Revenues Minus	06/30/09
		Fund Balance	Revenues	Expenditure	Expenses	Projected Fund Balance
101	General Fund					
	<b>Revenues &amp; Expenditures</b>					
	Operating		20,655,975	19,413,880	1,242,095	
	Capital		914,550	3,003,821	(2,089,271)	
	Transfers/Interfund Loans		7,097	18,388	(11,291)	
	<b>Change In Reserves</b>					
	Undesignated/Unreserved	8,398,099	-	-	-	7,380,305
	Reserved for Encumbrances	150,673	-	-	-	-
	Arroyo Golf Course Facility	6,280	-	-	-	66,280
	Equipment Replacement Reserve	504,000	-	-	-	504,000
	Legal Reserve	-	-	-	-	250,000
	Renewable Energy Sources Reserve	250,000	-	-	-	250,000
	Retiree Benefit Reserve	-	-	-	-	-
	Uninsured Loss Reserve	401,000	-	-	-	401,000
101	<b>General Fund Total</b>	9,710,052	21,577,622	22,436,089	(858,467)	8,851,585
200	Prop 1B Local Return	415,361	393,000	808,335	(415,335)	26
201	MTA Pedestrian Improvement	(610,346)	312,076	52,964	259,112	(351,234)
203	Caltrans Blue Line Parking	273	-	-	-	273
204	Traffic Improvement	(108,739)	219,479	-	219,479	110,740
205	Local Transit Return "A"	(86,743)	503,500	543,817	(40,317)	(127,060)
207	Local Transit Return "C"	252,210	363,000	571,513	(208,513)	43,697
208	ISTEA/Metro	10,842	329,213	10,842	318,371	329,213
209	MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
210	Sewer	338,025	591,350	785,136	(193,786)	144,239
211	CTC Traffic Improvement	42,573	-	-	-	42,573
212	Rail Crossing Imprv Study Fund	-	-	-	-	-
215	Street Light & Landscape	60,906	927,800	904,197	23,603	84,509
216	Safe Routes to School	-	-	-	-	-
218	Clean Air Act	131,317	32,600	128,521	(95,921)	35,396
220	Business Improvement Tax	78,639	133,000	139,700	(6,700)	71,939
222	MTA Bus Purchase Fund	(24,136)	-	41,250	(41,250)	(65,386)
223	Gold Line Mitigation Fund	309,341	-	190,000	(190,000)	119,341
225	Mission Oaks Parking	(2,292)	10,750	7,000	3,750	1,458
226	Mission Meridian Public Garage	(51,115)	15,000	75,000	(60,000)	(111,115)
230	State Gas Tax	332,765	615,100	785,153	(170,053)	162,712
231	State Prop 40 Fund	7,097	-	7,097	(7,097)	-
232	County Park Bond	13,300	48,000	47,700	300	13,600
233	Measure R	-	-	-	-	-
235	State Park Bond	(18,388)	18,388	-	18,388	-
245	Bike & Pedestrian Paths	(550)	21,863	-	21,863	21,313
255	Capital Growth	234,467	46,000	218,267	(172,267)	62,200
260	CDBG	(9,595)	260,350	216,427	43,923	34,328
270	Asset Forfeiture	16,685	3,364	-	3,364	20,049
271	Police Grants - Federal	3,915	75	-	75	3,990
272	Police Grants - State (COPS)	201,772	104,171	26,036	78,135	279,907
273	Police Subventions - CLEEP	4,750	96	-	96	4,846
274	Homeland Security Grant	-	25,011	25,011	-	-
275	Park Impact Fees	49	-	-	-	49
280	Public Library Funds Grant	6,456	8,782	8,782	-	6,456
290	99 Pasadena Ave	1,135,230	30,000	-	30,000	1,165,230
500	Water	7,390,273	5,136,340	6,396,983	(1,260,643)	6,129,630
550	Public Financing Authority	-	32,340,000	-	32,340,000	32,340,000
	<b>City Total</b>	<b>19,799,308</b>	<b>64,065,930</b>	<b>34,425,821</b>	<b>29,640,109</b>	<b>49,439,417</b>
227	CRA	1,839,398	520,000	417,327	102,673	1,942,070
229	CRA Housing	530,095	137,000	123,125	13,875	543,971
	<b>Redevelopment Agency Total</b>	<b>2,369,493</b>	<b>657,000</b>	<b>540,452</b>	<b>116,548</b>	<b>2,486,041</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>22,168,801</b>	<b>64,722,930</b>	<b>34,966,273</b>	<b>29,756,657</b>	<b>51,925,458</b>

# FY 2009/10 Fund Balance

Fund	Description	07/01/09	Projected	Adopted	Revenues Minus	06/30/10
		Projected Fund Balance	Revenues	Expenditure	Expenses	Projected Fund Balance
101	General Fund					
	<b>Revenues &amp; Expenditures</b>					
	Operating		20,440,433	20,266,192	174,241	
	Capital		923,700	1,079,850	(156,150)	
	Transfers/Interfund Loans		-	360,000	(360,000)	
	<b>Change In Reserves</b>					
	Undesignated/Unreserved	7,380,305	-	-	-	6,488,396
	Reserved for Encumbrances	-	-	-	-	-
	Arroyo Golf Course Facility	66,280	-	-	-	116,280
	Equipment Replacement Reserve	504,000	-	-	-	504,000
	Legal Reserve	250,000	-	-	-	250,000
	Renewable Energy Sources Reserve	250,000	-	-	-	250,000
	Retiree Benefit Reserve	-	-	-	-	500,000
	Uninsured Loss Reserve	401,000	-	-	-	401,000
101	<b>General Fund Total</b>	<b>8,851,585</b>	<b>21,364,133</b>	<b>21,706,042</b>	<b>(341,909)</b>	<b>8,509,676</b>
200	Prop 1B Local Return	26	-	-	-	26
201	MTA Pedestrian Improvement	(351,234)	341,018	306,800	34,218	(317,016)
203	Caltrans Blue Line Parking	273	-	-	-	273
204	Traffic Improvement	110,740	4,121,046	3,829,000	292,046	402,786
205	Local Transit Return "A"	(127,060)	440,800	504,125	(63,325)	(190,385)
207	Local Transit Return "C"	43,697	358,000	206,714	151,286	194,983
208	ISTEA/Metro	329,213	-	329,213	(329,213)	-
209	MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
210	Sewer	144,239	1,036,500	1,166,942	(130,442)	13,797
211	CTC Traffic Improvement	42,573	-	-	-	42,573
212	Rail Crossing Imprv Study Fund	-	192,000	192,000	-	-
215	Street Light & Landscape	84,509	920,000	930,322	(10,322)	74,187
216	Safe Routes to School	-	251,000	251,000	-	-
218	Clean Air Act	35,396	29,600	7,700	21,900	57,296
220	Business Improvement Tax	71,939	133,000	132,500	500	72,439
222	MTA Bus Purchase Fund	(65,386)	-	-	-	(65,386)
223	Gold Line Mitigation Fund	119,341	-	-	-	119,341
225	Mission Oaks Parking	1,458	12,000	7,400	4,600	6,058
226	Mission Meridian Public Garage	(111,115)	22,000	81,000	(59,000)	(170,115)
230	State Gas Tax	162,712	504,000	580,617	(76,617)	86,095
231	State Prop 40 Fund	-	-	-	-	-
232	County Park Bond	13,600	16,200	16,200	-	13,600
233	Measure R	-	132,830	-	132,830	132,830
235	State Park Bond	-	-	-	-	-
245	Bike & Pedestrian Paths	21,313	21,863	-	21,863	43,176
255	Capital Growth	62,200	58,000	65,000	(7,000)	55,200
260	CDBG	34,328	126,160	148,249	(22,089)	12,239
270	Asset Forfeiture	20,049	400	-	400	20,449
271	Police Grants - Federal	3,990	100	-	100	4,090
272	Police Grants - State (COPS)	279,907	104,000	-	104,000	383,907
273	Police Subventions - CLEEP	4,846	96	-	96	4,942
274	Homeland Security Grant	-	193,675	193,675	-	-
275	Park Impact Fees	49	-	-	-	49
280	Public Library Funds Grant	6,456	8,782	10,000	(1,218)	5,238
290	99 Pasadena Ave	1,165,230	35,000	1,106,000	(1,071,000)	94,230
500	Water	6,129,630	12,433,300	16,767,512	(4,334,212)	1,795,418
550	Public Financing Authority	32,340,000	970,200	7,200,000	(6,229,800)	26,110,200
	<b>City Total</b>	<b>49,439,417</b>	<b>43,825,703</b>	<b>55,738,010</b>	<b>(11,912,307)</b>	<b>37,527,110</b>
227	CRA	1,942,070	525,500	474,703	50,797	1,992,867
229	CRA Housing	543,971	135,900	137,140	(1,240)	542,731
	<b>Redevelopment Agency Total</b>	<b>2,486,041</b>	<b>661,400</b>	<b>611,843</b>	<b>49,557</b>	<b>2,535,598</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>51,925,458</b>	<b>44,487,103</b>	<b>56,349,853</b>	<b>(11,862,750)</b>	<b>40,062,708</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Projected
		2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
4000	Property Tax - Current Secured	5,288,176	5,882,613	6,561,803	7,280,000	7,280,000	7,207,200
4010	Property Tax - Unsecured	295,573	274,320	290,975	275,000	275,000	272,300
4020	Property Tax - Prior Years	117,615	99,287	4,193	5,000	5,000	5,000
4030	Property Tax - Int & Pen	35,988	34,292	53,419	34,000	34,000	33,700
4040	Highway Rental	100,745	104,389	107,830	108,000	108,000	106,900
4050	Homeowners Exemption	65,890	64,441	65,114	65,000	65,000	64,400
4060	Supplemental - Sec/Unsec	351,898	412,755	475,577	410,000	410,000	405,900
5002	Motor Vehicle In Lieu Adj.	1,654,880	1,711,395	1,844,293	1,973,000	1,973,000	1,953,300
<b>Property Tax</b>		<b>7,910,764</b>	<b>8,583,492</b>	<b>9,403,203</b>	<b>10,150,000</b>	<b>10,150,000</b>	<b>10,048,700</b>
4150	Library Special Tax	223,675	226,244	226,691	226,000	227,000	227,000
<b>Assessments &amp; Special Taxes</b>		<b>223,675</b>	<b>226,244</b>	<b>226,691</b>	<b>226,000</b>	<b>227,000</b>	<b>227,000</b>
4200	Sales & Use Tax	1,377,013	1,415,497	1,401,202	1,370,000	1,370,000	1,356,300
4200-001	Sales Tax "In Lieu"	385,905	476,348	510,627	510,000	510,000	504,900
4201	PSAF - Prop 172 Sales Tax	245,923	248,567	265,213	267,000	267,000	264,300
<b>Sales Tax</b>		<b>2,008,841</b>	<b>2,140,412</b>	<b>2,177,043</b>	<b>2,147,000</b>	<b>2,147,000</b>	<b>2,125,500</b>
4230-001	Utility Tax - Water	201,772	215,847	258,442	255,000	255,000	257,600
4230-002	Utility Tax - Electric	605,339	927,261	947,496	876,000	876,000	884,800
4230-003	Utility Tax - Gas	355,627	295,332	398,464	331,000	331,000	334,300
4230-004	Utility Tax - Telephone	580,672	601,079	808,773	677,000	677,000	683,800
4230-006	Utility Tax - Cable	193,445	210,762	252,889	196,000	196,000	198,000
4230-008	Add'l 1% UUT - Salaries	-	-	-	492,450	492,450	497,400
4230-009	Add'l 2% UUT - Infrastructure	-	-	-	914,550	914,550	923,700
<b>Utility Users Tax</b>		<b>1,936,855</b>	<b>2,250,281</b>	<b>2,666,063</b>	<b>3,742,000</b>	<b>3,742,000</b>	<b>3,779,600</b>
4210-001	Franchise - Refuse	332,634	349,271	360,854	386,000	386,000	389,900
4210-002	Franchise - Cable TV	217,675	237,415	241,454	259,000	259,000	261,600
4210-003	Franchise - Electric	80,367	96,629	90,756	103,000	103,000	104,000
4210-004	Franchise - Gas	86,948	86,234	84,611	96,000	96,000	97,000
4220	Real Property Transfer	168,005	129,564	125,484	110,000	110,000	111,100
<b>Other Taxes</b>		<b>885,628</b>	<b>899,113</b>	<b>903,159</b>	<b>954,000</b>	<b>954,000</b>	<b>963,600</b>
4400	Business License	311,704	321,497	330,635	325,000	325,000	330,000
4410	Business License Permits	350	445	1,036	800	1,100	1,150
4420	Bus Lic Penalties & Trans	11,001	12,898	12,826	12,000	12,000	13,000
4430	Animal Licenses	9,228	11,066	11,309	10,000	10,000	10,000
4445	Filming Permits	86,540	84,900	98,200	87,000	87,000	90,000
4460	Parking Permits	376,109	394,646	413,375	380,000	424,200	420,000
4465-001	Fire Permits	2,812	3,040	2,929	2,200	2,200	2,200
4470-002	Street / Curb Permits	8,938	11,523	16,973	9,000	9,000	9,000
4470-004	Street Closure Permits	-	40	3,801	-	1,100	500
4470-005	Newsrack Permits	4,226	4,592	2,104	4,200	2,000	2,000
<b>Licenses &amp; Permits</b>		<b>810,907</b>	<b>844,647</b>	<b>893,189</b>	<b>830,200</b>	<b>873,600</b>	<b>877,850</b>
4600	Vehicle Code Fines	132,226	122,998	88,030	100,000	125,000	125,000
4610	Parking Citations	425,892	504,784	531,840	485,000	465,000	500,000
4620	Other Court Fines	44,968	15,273	16,798	15,000	19,000	18,000
<b>Fines &amp; Forfeitures</b>		<b>603,087</b>	<b>643,055</b>	<b>636,668</b>	<b>600,000</b>	<b>609,000</b>	<b>643,000</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Projected
		2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
4800	Interest Income	114,680	215,984	290,982	150,000	142,493	150,000
4820	Rental - Stables	27,833	49,220	46,173	48,000	48,000	48,000
4830	Rental - Golf Course	115,473	184,171	144,522	160,000	141,766	145,000
4830-001	Rental - Cellular Site	6,000	8,000	7,000	8,000	8,000	8,000
4830-002	Rental - Cell Phone Site	30,423	36,341	31,733	32,000	32,000	32,000
4830-003	Rental - Cell Site - AT&T	-	-	8,333	-	18,000	18,000
4830-004	Cell Phone - CW/Bilicke	23,713	26,820	27,624	30,000	30,000	30,000
4830-006	Cell Phone - Cingular OG	-	2,000	2,167	3,000	4,000	3,000
4830-009	Cell Phone - Metro PCS	-	-	-	-	9,000	9,000
4840	Rental - War Memorial Building	45,875	51,456	54,853	48,000	48,000	48,000
4850	Rental - Eddie Park	5,913	5,368	5,849	4,000	3,200	3,200
4860	Rental - Library Comm Room	13,010	15,880	14,345	14,000	14,000	14,000
4870	Rental - Racquet Ball Ctr	7,020	7,020	7,020	7,020	7,020	7,020
4885	Rental - Sr Citizen Ctr	19,630	4,260	4,152	4,000	3,000	2,000
4891	Rental - Orange Grove	80	260	80	500	400	400
4892	Rental - Misc	36,016	42,155	46,900	36,000	36,000	36,000
4893	Rental - Batting Cages	9,926	10,598	3,200	11,000	7,500	7,500
4894	Rental - Youth House	-	-	1,416	1,400	1,400	1,400
<b>Use of Money &amp; Property</b>		<b>455,591</b>	<b>659,532</b>	<b>696,351</b>	<b>556,920</b>	<b>553,779</b>	<b>562,520</b>
5000	Motor Vehicle In Lieu	154,271	171,499	110,144	193,000	70,000	100,000
5003	MVLF - Receivable Sale	21,355	-	-	-	-	-
5020	State Reimb - Police Training	22,108	50,407	53,289	30,000	30,000	50,000
5030	State Mandated Cost	49,938	103,163	29,874	23,000	23,000	25,000
5035-001	State Grant - Direct Loan	43,038	66,790	45,966	60,000	60,000	50,000
5035-018	Reimb - Booking Fees	-	3,399	-	-	-	-
5071-003	Miscellaneous Grants	8,871	98,373	317,686	70,000	239,421	-
5073-001	Grants-Police	-	-	-	-	-	3,883
5073-002	Grants-Fire	-	-	-	-	-	-
5073-003	Grants-Planning	-	-	-	-	-	1,000
5077-003	Metro Gold Line Authority	22	(22)	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>299,603</b>	<b>493,609</b>	<b>556,959</b>	<b>376,000</b>	<b>422,421</b>	<b>229,883</b>
5150-001	Business License App Fee	18,838	19,228	22,245	20,000	20,000	20,000
5150-002	Non Sufficient Fund Chg	762	1,055	1,056	1,000	1,000	1,000
<b>Current Services-Finance</b>		<b>19,600</b>	<b>20,283</b>	<b>23,301</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
5200-001	Community Development Misc l	3,860	113	305	1,000	1,500	1,000
5200-002	Planning Fees	207,007	104,477	107,603	84,400	70,000	75,000
5200-003	Plan Check	158,098	172,322	234,591	175,000	115,000	120,000
5200-004	Building Permits	337,668	309,443	430,609	290,000	215,000	220,000
5200-007	Administrative Citations	400	800	7,318	5,000	1,000	1,250
<b>Current Services-Planning &amp; Building</b>		<b>707,034</b>	<b>587,155</b>	<b>780,426</b>	<b>555,400</b>	<b>402,500</b>	<b>417,250</b>
5220-001	Engineering Fees - Misc	13,015	20,879	30,462	20,000	20,000	20,000
5220-002	Engineering Plan Check	3,640	1,506	4,092	25,000	3,500	3,500
5222	AB939 Surcharge	128,335	15,270	-	-	-	-
5223	NPDES	128,335	132,714	132,906	130,000	130,000	130,000
<b>Current Services-Public Works</b>		<b>273,325</b>	<b>170,369</b>	<b>167,460</b>	<b>175,000</b>	<b>153,500</b>	<b>153,500</b>
5230-001	Police Special Svcs	7,538	5,354	7,583	7,000	5,200	6,500
5230-004	Vehicle Impound Fees	28,341	16,371	21,782	20,000	35,000	35,000
5230-005	Police Svcs - Filming	118,388	136,865	195,061	130,000	190,000	190,000
5230-006	Patch Sales	10	-	80	-	50	50
5280-001	Animal Control Fees	1,540	1,512	1,416	1,500	1,500	1,500
<b>Current Services-Police</b>		<b>155,816</b>	<b>160,102</b>	<b>225,921</b>	<b>158,500</b>	<b>231,750</b>	<b>233,050</b>
5260-002	Library Fines	54,755	57,432	58,060	55,000	55,000	57,000
5260-003	Library Replacements	5,570	6,211	5,891	6,500	6,500	7,500
<b>Current Services-Library</b>		<b>60,325</b>	<b>63,643</b>	<b>63,951</b>	<b>61,500</b>	<b>61,500</b>	<b>64,500</b>

# Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Projected
		2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
5265-002	Sr. Citizens Classes	12,350	12,408	8,799	12,500	3,900	4,000
5265-003	Sr. Citizens Membership	9,010	8,143	8,608	9,000	9,000	9,200
5265-004	Sr. Citizens Bus Trips	3,027	1,622	1,740	1,800	1,200	1,200
5265-005	Snr. Citizens Center Programs	-	32	126	100	800	500
5265-006	Bingo - Coffee - Med. I.D.	2,604	2,859	2,860	2,850	1,200	2,500
5270-001	Camp Med Fees	143,200	126,027	129,886	120,000	145,000	140,000
5270-002	Recreation Classes	112,213	118,001	128,926	115,000	115,000	115,000
5270-003	Special Events	5,730	4,689	7,214	6,000	6,000	6,500
5270-005	Park/Field Reservations	27,417	24,811	32,222	25,500	27,000	27,000
5270-007	Adult Sports	7,257	4,890	5,400	9,000	14,650	13,950
5270-008	Concerts in the Park	14,120	9,321	11,274	14,000	13,000	13,000
<b>Current Services-Community Services</b>		<b>336,929</b>	<b>312,802</b>	<b>337,055</b>	<b>315,750</b>	<b>336,750</b>	<b>332,850</b>
5289-001	Fire Dept - Filming	78,597	92,194	118,315	80,000	102,705	104,030
5289-002	Fire Dept - Plan Check	9,529	6,767	12,503	10,000	8,000	7,000
5289-003	Hazmat Fees	15,974	14,839	22,622	15,500	12,000	10,000
5289-004	Fire Alarm Fees	-	-	-	-	-	-
5289-006	Fire Dept - Fire Suppression	6,852	-	-	-	-	-
5290-001	Paramedic Fees	319,004	292,744	344,647	330,000	330,000	330,000
5295	Paramedic Medical Supplies	-	-	3,458	-	-	-
5300	Paramedic Subscriptions	17,146	17,842	19,355	19,000	18,000	18,000
5305-001	Fire Miscellaneous	(15)	-	5	-	20	-
<b>Current-Services-Fire</b>		<b>447,087</b>	<b>424,386</b>	<b>520,906</b>	<b>454,500</b>	<b>470,725</b>	<b>469,030</b>
5400	Sale of Property	4,712	14,187	15,560	10,000	10,000	10,000
5420	Workers Comp Reimb	120,980	88,121	87,470	61,000	61,000	61,000
5425	Gen. Liability Insurance Reimb	210,651	94,943	36,887	30,000	30,000	30,000
5430	Damage to City Property	21,921	1,290	2,349	2,000	2,000	2,000
5440	Candidate Filing Fee	-	2,285	-	-	-	1,300
5450	Commissions	651	260	169	500	500	500
5460	Recycling Revenue	62,513	84,016	110,879	68,000	68,000	68,000
5490	Cash Over/Short Fin.	(8)	(21)	(25)	-	-	-
5490-001	Over/Short - Library	(9)	11	(78)	-	-	-
5490-002	Over/Short - Police	39	16	(8)	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	1	-	1	-	-	-
5490-004	Over Short - Senior Center	19	(7)	(20)	-	-	-
5501-001	Donations - Misc	1,200	9	1	-	-	-
5501-003	Donations - Senior Meals	6,000	-	-	-	-	-
5501-005	Donations - Library	493	(1)	-	-	-	-
5505	Miscellaneous	7,113	32,169	186,447	35,000	35,000	35,000
5505-001	Duplication Fees	17,881	7,622	8,367	7,500	7,500	7,500
5550	Prior Year Adjustment	-	-	203,098	-	-	-
5570	Lease Proceeds	-	50,000	-	-	-	-
<b>Other Revenue</b>		<b>454,157</b>	<b>374,901</b>	<b>651,098</b>	<b>214,000</b>	<b>214,000</b>	<b>215,300</b>
9911	Transfers from General Fund	-	18,000	-	-	7,097	-
<b>Transfers In</b>		<b>-</b>	<b>18,000</b>	<b>-</b>	<b>-</b>	<b>7,097</b>	<b>-</b>
<b>101 - GENERAL FUND TOTAL</b>		<b>17,589,222</b>	<b>18,872,026</b>	<b>20,929,445</b>	<b>21,537,770</b>	<b>21,577,622</b>	<b>21,364,133</b>
5037	Prop 1B Local Return	-	-	415,361	393,000	393,000	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>415,361</b>	<b>393,000</b>	<b>393,000</b>	<b>-</b>
<b>200 - PROP 1B LOCAL RETURN TOTAL</b>		<b>-</b>	<b>-</b>	<b>415,361</b>	<b>393,000</b>	<b>393,000</b>	<b>-</b>
5077-004	MTA Grant - Pedestrian Imp	-	108,371	336,447	300,000	312,076	341,018
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>108,371</b>	<b>336,447</b>	<b>300,000</b>	<b>312,076</b>	<b>341,018</b>
<b>201 - MTA PEDESTRIAN IMPROVEMENT</b>		<b>-</b>	<b>108,371</b>	<b>336,447</b>	<b>300,000</b>	<b>312,076</b>	<b>341,018</b>

## Revenue Detail

Acct	Account Title	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Projected 2009/10
5035-013	Caltrans Grant - Multi Pkg	1,242,000	-	-	-	-	-
	<b>Revenue From Other Agencies</b>	<b>1,242,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>203 - CALTRANS BLUE LINE PARKING</b>	<b>1,242,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5036-002	State Grant - Traffic Improve	98,619	176,487	-	-	219,479	4,121,046
	<b>Revenue From Other Agencies</b>	<b>98,619</b>	<b>176,487</b>	<b>-</b>	<b>-</b>	<b>219,479</b>	<b>4,121,046</b>
	<b>204 - TRAFFIC IMPROVEMENT TOTAL</b>	<b>98,619</b>	<b>176,487</b>	<b>-</b>	<b>-</b>	<b>219,479</b>	<b>4,121,046</b>
4200	Sales & Use Tax	415,855	415,406	410,092	490,000	490,000	426,800
	<b>Sales Tax</b>	<b>415,855</b>	<b>415,406</b>	<b>410,092</b>	<b>490,000</b>	<b>490,000</b>	<b>426,800</b>
4800	Interest Income	7,815	789	-	-	-	-
	<b>Use of Money &amp; Property</b>	<b>7,815</b>	<b>789</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5266	Dial - A - Ride Charges	3,119	3,838	2,589	3,600	2,500	3,000
	<b>Charges for Current Services</b>	<b>3,119</b>	<b>3,838</b>	<b>2,589</b>	<b>3,600</b>	<b>2,500</b>	<b>3,000</b>
5500	MTA Bus Pass - Senior	7,546	10,420	11,966	9,500	10,000	10,000
5500-002	MTA Bus Pass - General	2,127	(1,097)	(866)	3,000	1,000	1,000
5505	Miscellaneous	-	5,962	18,095	-	-	-
5550	Prior Year Adjustment	-	-	(66,090)	-	-	-
5586	Loan Proceeds	-	65,000	-	-	-	-
	<b>Other Revenue</b>	<b>9,673</b>	<b>80,285</b>	<b>(36,895)</b>	<b>12,500</b>	<b>11,000</b>	<b>11,000</b>
	<b>205 - LOCAL TRANSIT RETURN "A" T</b>	<b>436,462</b>	<b>500,318</b>	<b>375,786</b>	<b>506,100</b>	<b>503,500</b>	<b>440,800</b>
4200	Sales & Use Tax	357,350	344,943	341,062	370,000	355,000	350,000
	<b>Sales Tax</b>	<b>357,350</b>	<b>344,943</b>	<b>341,062</b>	<b>370,000</b>	<b>355,000</b>	<b>350,000</b>
4800	Interest Income	11,132	15,166	13,850	5,000	8,000	8,000
	<b>Use of Money &amp; Property</b>	<b>11,132</b>	<b>15,166</b>	<b>13,850</b>	<b>5,000</b>	<b>8,000</b>	<b>8,000</b>
5550	Prior Year Adjustment	-	-	(54,815)	-	-	-
	<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>(54,815)</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>207 - LOCAL TRANSIT RETURN "C" T</b>	<b>368,482</b>	<b>360,110</b>	<b>300,097</b>	<b>375,000</b>	<b>363,000</b>	<b>358,000</b>
5071-013	ISTEA - Garfield Ave Recon	115,459	-	-	-	-	-
5077-041	MTA Grant - Ped. Improv. - LTI	-	-	-	-	329,213	-
	<b>Revenue From Other Agencies</b>	<b>115,459</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>329,213</b>	<b>-</b>
	<b>208 - ISTEA/METRO TOTAL</b>	<b>115,459</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>329,213</b>	<b>-</b>
5077-006	MTA Grant - Gold Line	18,051	-	-	-	-	-
	<b>Revenue From Other Agencies</b>	<b>18,051</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>209 - MTA GOLD LINE BETTERMENTS</b>	<b>18,051</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800	Interest Income	13,573	16,449	11,890	15,000	10,000	7,500
	<b>Use of Money &amp; Property</b>	<b>13,573</b>	<b>16,449</b>	<b>11,890</b>	<b>15,000</b>	<b>10,000</b>	<b>7,500</b>
5310	Sewer Service Charges	553,253	557,688	556,668	580,000	580,000	667,000
5315	Penalty - Sewer	1,739	1,844	1,967	2,000	2,000	2,000
	<b>Charges for Current Services</b>	<b>554,992</b>	<b>559,532</b>	<b>558,634</b>	<b>582,000</b>	<b>582,000</b>	<b>669,000</b>
5425	Gen. Liability Insurance Reimb	17,554	7,912	3,074	-	-	-
5505	Miscellaneous	-	122	-	-	-	-
5505-003	Miscellaneous Grants - Reimb.	-	(122)	-	-	-	-
5550	Prior Year Adjustment	-	-	(54)	-	(650)	-
	<b>Other Revenue</b>	<b>17,554</b>	<b>7,912</b>	<b>3,020</b>	<b>-</b>	<b>(650)</b>	<b>-</b>
9911	Transfers from General Fund	-	-	-	-	-	360,000
	<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>360,000</b>
	<b>210 - SEWER TOTAL</b>	<b>586,120</b>	<b>583,893</b>	<b>573,545</b>	<b>597,000</b>	<b>591,350</b>	<b>1,036,500</b>

## Revenue Detail

Acct	Account Title	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Projected 2009/10
5072	CTC Traffic Improvement	171,575	1,693,607	22,263	-	-	-
	<b>Revenue From Other Agencies</b>	<b>171,575</b>	<b>1,693,607</b>	<b>22,263</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911	Transfers from General Fund	-	-	42,573	-	-	-
	<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>42,573</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>211 - CTC TRAFFIC IMPROVEMENT TC</b>	<b>171,575</b>	<b>1,693,607</b>	<b>64,836</b>	<b>-</b>	<b>-</b>	<b>-</b>
5077-007	MTA Crossing Study	-	-	-	192,000	-	192,000
	<b>Revenue From Other Agencies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,000</b>	<b>-</b>	<b>192,000</b>
9911	Transfers from General Fund	-	-	-	-	-	-
	<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>212 - RAIL CROSSING IMPRV STUDY I</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,000</b>	<b>-</b>	<b>192,000</b>
5071-003	Miscellaneous Grants	470,914	1,062,532	48,939	-	-	-
	<b>Revenue From Other Agencies</b>	<b>470,914</b>	<b>1,062,532</b>	<b>48,939</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>214 - ROGAN HR5294 GRANT TOTAL</b>	<b>470,914</b>	<b>1,062,532</b>	<b>48,939</b>	<b>-</b>	<b>-</b>	<b>-</b>
4100	Street Light Assessments	844,886	907,670	895,775	900,000	900,000	900,000
	<b>Assessments &amp; Special Taxes</b>	<b>844,886</b>	<b>907,670</b>	<b>895,775</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>
5425	Gen. Liability Insurance Reimb	35,109	15,824	8,416	-	(2,300)	-
5430	Damage to City Property	19,314	50,203	15,024	7,500	10,000	20,000
5501-012	Donations - Tree Dedications	14,053	20,114	19,005	-	3,600	-
5505	Miscellaneous	6,450	(31,817)	121	-	16,500	-
5550	Prior Year Adjustment	-	-	(71,602)	-	-	-
	<b>Other Revenue</b>	<b>74,926</b>	<b>54,323</b>	<b>(29,037)</b>	<b>7,500</b>	<b>27,800</b>	<b>20,000</b>
	<b>215 - STREET LIGHT &amp; LANDSCAPE T</b>	<b>919,813</b>	<b>961,994</b>	<b>866,739</b>	<b>907,500</b>	<b>927,800</b>	<b>920,000</b>
5071-003	Miscellaneous Grants	-	-	-	-	-	251,000
	<b>Revenue From Other Agencies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,000</b>
	<b>216 - SAFE ROUTES TO SCHOOL TOT.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,000</b>
4800	Interest Income	3,235	3,498	4,298	2,000	1,600	1,600
	<b>Use of Money &amp; Property</b>	<b>3,235</b>	<b>3,498</b>	<b>4,298</b>	<b>2,000</b>	<b>1,600</b>	<b>1,600</b>
5071-014	Garfield Repaving Phase II	-	-	16,422	-	-	-
5082	AB 2766 (SCAQMD) Fees	30,907	30,144	30,843	31,000	31,000	28,000
	<b>Revenue From Other Agencies</b>	<b>30,907</b>	<b>30,144</b>	<b>47,266</b>	<b>31,000</b>	<b>31,000</b>	<b>28,000</b>
5550	Prior Year Adjustment	-	-	8,015	-	-	-
	<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>8,015</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>218 - CLEAN AIR ACT TOTAL</b>	<b>34,142</b>	<b>33,642</b>	<b>59,579</b>	<b>33,000</b>	<b>32,600</b>	<b>29,600</b>
5412	Business Improvment Tax	97,912	100,068	103,586	100,000	100,000	100,000
5412-001	BIT - Filming Permits	32,040	31,650	36,750	33,000	33,000	33,000
	<b>Other Revenue</b>	<b>129,952</b>	<b>131,718</b>	<b>140,336</b>	<b>133,000</b>	<b>133,000</b>	<b>133,000</b>
	<b>220 - BUSINESS IMPROVEMENT TAX I</b>	<b>129,952</b>	<b>131,718</b>	<b>140,336</b>	<b>133,000</b>	<b>133,000</b>	<b>133,000</b>
5035-019	MTA F/O Traffic Improvement	61,841	329,836	-	-	-	-
	<b>Revenue From Other Agencies</b>	<b>61,841</b>	<b>329,836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5550	Prior Year Adjustment	-	-	3,009	-	-	-
	<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>221 - MTA F/O TRAFFIC IMPROVEMEN</b>	<b>61,841</b>	<b>329,836</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800	Interest Income	-	(5,346)	-	-	-	-
	<b>Use of Money &amp; Property</b>	<b>-</b>	<b>(5,346)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5035-019	MTA F/O Traffic Improvement	-	132,797	14,755	-	-	-
	<b>Revenue From Other Agencies</b>	<b>-</b>	<b>132,797</b>	<b>14,755</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>222 - MTA BUS PURCHASE FUND TOT.</b>	<b>-</b>	<b>127,451</b>	<b>14,755</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Detail

Acct	Account Title	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Projected 2009/10
5410	Settlement Proceeds	415,000	-	-	-	-	-
	<b>Other Revenue</b>	<b>415,000</b>	-	-	-	-	-
	<b>223 - GOLD LINE MITIGATION FUND T</b>	<b>415,000</b>	-	-	-	-	-
4800	Interest Income	58	173	6	100	-	-
	<b>Use of Money &amp; Property</b>	<b>58</b>	<b>173</b>	<b>6</b>	<b>100</b>	-	-
5455	Parking Assessment Fees	6,378	2,276	2,200	2,000	10,000	12,000
5505	Miscellaneous	1,000	2,200	900	-	750	-
5550	Prior Year Adjustment	-	-	(557)	-	-	-
	<b>Other Revenue</b>	<b>7,378</b>	<b>4,476</b>	<b>2,543</b>	<b>2,000</b>	<b>10,750</b>	<b>12,000</b>
	<b>225 - MISSION OAKS PARKING TOTAL</b>	<b>7,436</b>	<b>4,649</b>	<b>2,548</b>	<b>2,100</b>	<b>10,750</b>	<b>12,000</b>
4460-001	Parking Revenue	-	-	-	6,000	15,000	22,000
4460-003	Settlement Proceeds	148,000	-	-	-	-	-
	<b>Licenses &amp; Permits</b>	<b>148,000</b>	-	-	<b>6,000</b>	<b>15,000</b>	<b>22,000</b>
4800	Interest Income	-	2,732	310	-	-	-
	<b>Use of Money &amp; Property</b>	-	<b>2,732</b>	<b>310</b>	-	-	-
5490-005	Cash Over/Short - Parking	-	-	-	-	-	-
	<b>Other Revenue</b>	-	-	-	-	-	-
	<b>226 - MISSION MERIDIAN PUBLIC GAI</b>	<b>148,000</b>	<b>2,732</b>	<b>310</b>	<b>6,000</b>	<b>15,000</b>	<b>22,000</b>
4000	Property Tax - Current Secured	312,157	327,973	381,317	350,000	380,000	376,200
4010	Property Tax - Unsecured	42,194	62,157	65,156	50,000	65,000	64,400
4060	Supplemental - Sec/Unsec	2,297	26,295	20,011	-	10,000	9,900
	<b>Property Tax</b>	<b>356,648</b>	<b>416,425</b>	<b>466,484</b>	<b>400,000</b>	<b>455,000</b>	<b>450,500</b>
4800	Interest Income	93,920	124,256	109,367	75,000	65,000	75,000
	<b>Use of Money &amp; Property</b>	<b>93,920</b>	<b>124,256</b>	<b>109,367</b>	<b>75,000</b>	<b>65,000</b>	<b>75,000</b>
5077-004	MTA Grant - Pedestrian Imp	-	1,165	-	-	-	-
	<b>Revenue From Other Agencies</b>	-	<b>1,165</b>	-	-	-	-
5550	Prior Year Adjustment	-	-	22,640	-	-	-
	<b>Other Revenue</b>	-	-	<b>22,640</b>	-	-	-
	<b>227 - CRA TOTAL</b>	<b>450,568</b>	<b>541,846</b>	<b>598,491</b>	<b>475,000</b>	<b>520,000</b>	<b>525,500</b>
4000	Property Tax - Current Secured	78,039	81,993	95,329	85,000	95,000	94,100
4010	Property Tax - Unsecured	10,549	15,539	16,289	20,000	16,000	15,800
4060	Supplemental - Sec/Unsec	574	6,634	5,003	-	2,000	2,000
	<b>Property Tax</b>	<b>89,162</b>	<b>104,166</b>	<b>116,621</b>	<b>105,000</b>	<b>113,000</b>	<b>111,900</b>
4800	Interest Income	22,711	31,064	27,342	2,000	12,000	12,000
4810	Rental - Arroyo House	7,757	6,972	14,340	6,972	12,000	12,000
	<b>Use of Money &amp; Property</b>	<b>30,468</b>	<b>38,036</b>	<b>41,682</b>	<b>8,972</b>	<b>24,000</b>	<b>24,000</b>
5505	Miscellaneous	-	50	-	-	-	-
5550	Prior Year Adjustment	-	-	(28)	-	-	-
	<b>Other Revenue</b>	-	<b>50</b>	<b>(28)</b>	-	-	-
	<b>229 - CRA HOUSING TOTAL</b>	<b>119,630</b>	<b>142,252</b>	<b>158,275</b>	<b>113,972</b>	<b>137,000</b>	<b>135,900</b>
4800	Interest Income	1,123	14,297	14,230	75,000	8,000	8,000
	<b>Use of Money &amp; Property</b>	<b>1,123</b>	<b>14,297</b>	<b>14,230</b>	<b>75,000</b>	<b>8,000</b>	<b>8,000</b>
5036-001	Transportation Improvement	114,977	187,887	-	-	111,100	-
5039	State Gas Tax - 2105	157,319	156,445	152,521	165,000	165,000	165,000
5040	State Gas Tax - 2106	96,230	96,277	92,965	105,000	105,000	105,000
5050	State Gas Tax - 2107	209,816	209,126	204,099	220,000	220,000	220,000
5060	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
	<b>Revenue From Other Agencies</b>	<b>584,343</b>	<b>655,735</b>	<b>455,585</b>	<b>496,000</b>	<b>607,100</b>	<b>496,000</b>
5550	Prior Year Adjustment	-	-	(42,887)	-	-	-
	<b>Other Revenue</b>	-	-	<b>(42,887)</b>	-	-	-
	<b>230 - STATE GAS TAX TOTAL</b>	<b>585,466</b>	<b>670,032</b>	<b>426,928</b>	<b>571,000</b>	<b>615,100</b>	<b>504,000</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Projected
		2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
5586	Loan Proceeds	-	-	49,996	-	-	-
5587	Arroyo Park Improv. Constr.	102,273	61,239	47,516	-	-	-
<b>Other Revenue</b>		<b>102,273</b>	<b>61,239</b>	<b>97,512</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>231 - STATE PROP 40 FUND TOTAL</b>		<b>102,273</b>	<b>61,239</b>	<b>97,512</b>	<b>-</b>	<b>-</b>	<b>-</b>
5084-008	County Park Bond - Maint	-	27,506	29,976	48,000	48,000	16,200
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>27,506</b>	<b>29,976</b>	<b>48,000</b>	<b>48,000</b>	<b>16,200</b>
5550	Prior Year Adjustment	-	-	255	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>255</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>232 - COUNTY PARK BOND TOTAL</b>		<b>-</b>	<b>27,506</b>	<b>30,230</b>	<b>48,000</b>	<b>48,000</b>	<b>16,200</b>
4200	Sales & Use Tax	-	-	-	-	-	132,830
<b>Sales Tax</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>132,830</b>
5550	Prior Year Adjustment	-	-	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>233 - MEASURE R TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>132,830</b>
5035-004	Park Bond	22,306	-	68,887	-	-	-
<b>Revenue From Other Agencies</b>		<b>22,306</b>	<b>-</b>	<b>68,887</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911	Transfers from General Fund	-	-	-	-	18,388	-
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,388</b>	<b>-</b>
<b>235 - STATE PARK BOND TOTAL</b>		<b>22,306</b>	<b>-</b>	<b>68,887</b>	<b>-</b>	<b>18,388</b>	<b>-</b>
4800	Interest Income	894	797	1,002	500	500	500
<b>Use of Money &amp; Property</b>		<b>894</b>	<b>797</b>	<b>1,002</b>	<b>500</b>	<b>500</b>	<b>500</b>
5035	SB 821 State Grants	-	34,171	36,741	-	21,363	21,363
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>34,171</b>	<b>36,741</b>	<b>-</b>	<b>21,363</b>	<b>21,363</b>
<b>245 - BIKE &amp; PEDESTRIAN PATHS TO</b>		<b>894</b>	<b>34,969</b>	<b>37,743</b>	<b>500</b>	<b>21,863</b>	<b>21,863</b>
4800	Interest Income	9,827	10,867	10,996	3,000	6,000	6,000
<b>Use of Money &amp; Property</b>		<b>9,827</b>	<b>10,867</b>	<b>10,996</b>	<b>3,000</b>	<b>6,000</b>	<b>6,000</b>
5215	Growth Requirement - Residen	104,959	84,808	97,839	101,300	40,000	50,000
5216	Growth Requirement - Comm/Ind	2,629	4,025	35,930	3,100	-	2,000
5218	Energy Rebates	-	-	-	20,000	-	-
<b>Charges for Current Services</b>		<b>107,588</b>	<b>88,832</b>	<b>133,769</b>	<b>124,400</b>	<b>40,000</b>	<b>52,000</b>
<b>255 - CAPITAL GROWTH TOTAL</b>		<b>117,414</b>	<b>99,699</b>	<b>144,765</b>	<b>127,400</b>	<b>46,000</b>	<b>58,000</b>
5075-030	Administration - D96571	7,635	7,182	4,000	-	-	100,000
5075-031	Residential Rehabilitation	51,029	43,512	28,215	55,000	55,000	-
5075-032	Sr. Program - D99575	24,332	22,556	23,195	-	-	-
5075-048	Clarich Field Viewing Area	44,695	-	-	-	-	-
5075-049	ADA Sidewalk Repairs	57,232	44,230	22,039	132,570	132,570	-
5075-050	ADA Access Ramps	68,115	50,700	20,542	46,620	46,620	-
<b>Revenue From Other Agencies</b>		<b>253,038</b>	<b>168,180</b>	<b>97,991</b>	<b>234,190</b>	<b>234,190</b>	<b>100,000</b>
5501-003	Donations - Senior Meals	32,466	28,536	29,325	26,160	26,160	26,160
5550	Prior Year Adjustment	-	-	(7)	-	-	-
<b>Other Revenue</b>		<b>32,466</b>	<b>28,536</b>	<b>29,318</b>	<b>26,160</b>	<b>26,160</b>	<b>26,160</b>
<b>260 - CDBG TOTAL</b>		<b>285,504</b>	<b>196,716</b>	<b>127,309</b>	<b>260,350</b>	<b>260,350</b>	<b>126,160</b>
4800	Interest Income	602	846	773	400	400	400
<b>Use of Money &amp; Property</b>		<b>602</b>	<b>846</b>	<b>773</b>	<b>400</b>	<b>400</b>	<b>400</b>
5075-001	Asset Forfeiture - DOJ	3,081	-	-	-	2,964	-
<b>Revenue From Other Agencies</b>		<b>3,081</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,964</b>	<b>-</b>
<b>270 - ASSET FORFEITURE TOTAL</b>		<b>3,684</b>	<b>846</b>	<b>773</b>	<b>400</b>	<b>3,364</b>	<b>400</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Projected
		2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
4800	Interest Income	156	199	181	100	75	100
	<b>Use of Money &amp; Property</b>	<b>156</b>	<b>199</b>	<b>181</b>	<b>100</b>	<b>75</b>	<b>100</b>
	<b>271 - POLICE GRANTS - FEDERAL TO1</b>	<b>156</b>	<b>199</b>	<b>181</b>	<b>100</b>	<b>75</b>	<b>100</b>
4800	Interest Income	13,529	15,791	10,631	2,000	4,171	4,000
	<b>Use of Money &amp; Property</b>	<b>13,529</b>	<b>15,791</b>	<b>10,631</b>	<b>2,000</b>	<b>4,171</b>	<b>4,000</b>
5005	State Grant - COPS (AB3229)	100,000	100,000	100,000	100,000	100,000	100,000
	<b>Revenue From Other Agencies</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>272 - POLICE GRANTS - STATE TOTAL</b>	<b>113,529</b>	<b>115,791</b>	<b>110,631</b>	<b>102,000</b>	<b>104,171</b>	<b>104,000</b>
4800	Interest Income	1,027	231	220	-	96	96
	<b>Use of Money &amp; Property</b>	<b>1,027</b>	<b>231</b>	<b>220</b>	<b>-</b>	<b>96</b>	<b>96</b>
	<b>273 - POLICE SUBVENTIONS - CLEEP</b>	<b>1,027</b>	<b>231</b>	<b>220</b>	<b>-</b>	<b>96</b>	<b>96</b>
5071-003	Miscellaneous Grants	-	-	-	-	25,011	193,675
	<b>Charges for Current Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,011</b>	<b>193,675</b>
	<b>274 - HOMELAND SECURITY GRANT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,011</b>	<b>193,675</b>
5035-002	State Grant - Public Lib	10,127	14,822	9,920	10,000	8,782	8,782
	<b>Revenue From Other Agencies</b>	<b>10,127</b>	<b>14,822</b>	<b>9,920</b>	<b>10,000</b>	<b>8,782</b>	<b>8,782</b>
	<b>280 - PUBLIC LIBRARY FUNDS GRAN</b>	<b>10,127</b>	<b>14,822</b>	<b>9,920</b>	<b>10,000</b>	<b>8,782</b>	<b>8,782</b>
4800	Interest Income	-	-	35,230	40,000	30,000	35,000
	<b>Use of Money &amp; Property</b>	<b>-</b>	<b>-</b>	<b>35,230</b>	<b>40,000</b>	<b>30,000</b>	<b>35,000</b>
5400	Sale of Property	-	-	1,100,000	-	-	-
	<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>1,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>290 - 99 PASADENA AVE TOTAL</b>	<b>-</b>	<b>-</b>	<b>1,135,230</b>	<b>40,000</b>	<b>30,000</b>	<b>35,000</b>
4800	Interest Income	369,400	401,923	370,558	200,000	200,000	200,000
	<b>Use of Money &amp; Property</b>	<b>369,400</b>	<b>401,923</b>	<b>370,558</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
5320	Water Sales	2,070,422	2,308,987	2,176,357	2,300,000	2,300,000	2,323,000
5325	Standby Service Charge	793,252	795,583	796,197	795,000	795,000	2,501,300
5326	Water CIP Surcharge	1,366,801	1,374,185	1,376,198	1,380,000	1,380,000	-
5330	Private Fire Service	12,236	11,759	12,203	12,000	12,000	12,000
	<b>Charges for Current Services</b>	<b>4,242,711</b>	<b>4,490,514</b>	<b>4,360,955</b>	<b>4,487,000</b>	<b>4,487,000</b>	<b>4,836,300</b>
5340	Sales to Other Facilities	4,677	35,150	18,003	12,000	22,500	12,000
5360	Rubbish Clearing	11,430	1,385	(7,503)	-	300,000	-
5370	Penalty - Water/Rubbish	30,601	34,562	36,663	35,000	35,000	35,000
5400	Sale of Property	-	7,476	11,075	-	-	-
5425	Gen. Liability Insurance Reimb	87,771	39,560	15,370	-	-	-
5430	Damage to City Property	-	3,784	(3,784)	-	200	-
5505	Miscellaneous	-	-	193	-	1,800	-
5510	Misc Service Revenue	2,993	3,222	2,916	3,000	5,100	3,000
5520	AB 939 Holding	(479)	111	-	-	-	-
5525	Yard Waste	(1,111)	65	(493)	-	15,000	-
5530	Rubbish Billing Fees	81,345	103,433	97,502	100,000	100,000	100,000
5540	Service Fees	56,765	5,086	20,891	30,000	30,000	30,000
5550	Prior Year Adjustment	-	-	305,099	-	(77,260)	-
5560	Sewer Billing Fees	17,027	17,193	17,174	17,000	17,000	17,000
	<b>Other Revenue</b>	<b>291,019</b>	<b>251,027</b>	<b>513,106</b>	<b>197,000</b>	<b>449,340</b>	<b>197,000</b>
9911	Transfers from General Fund	-	-	-	-	-	7,200,000
	<b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,200,000</b>
	<b>500 - WATER TOTAL</b>	<b>4,903,130</b>	<b>5,143,465</b>	<b>5,244,619</b>	<b>4,884,000</b>	<b>5,136,340</b>	<b>12,433,300</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Projected
		2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
4800	Interest Income	-	-	-	-	-	970,200
<b>Use of Money &amp; Property</b>		-	-	-	-	-	<b>970,200</b>
5505	Miscellaneous	-	-	-	-	32,340,000	-
<b>Other Revenue</b>		-	-	-	-	<b>32,340,000</b>	-
<b>550 - PUBLIC FINANCING TOTAL</b>		-	-	-	-	<b>32,340,000</b>	<b>970,200</b>
<b>CITYWIDE TOTAL</b>		<b>29,528,795</b>	<b>31,998,978</b>	<b>32,323,445</b>	<b>31,615,192</b>	<b>64,722,930</b>	<b>44,487,103</b>

## Expenditure Summary by Fund

Category/Fund	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
Wages & Benefits	12,104,590	11,836,133	13,014,689	14,206,287	14,039,242	14,913,935
Operations & Maintenance	4,522,382	4,236,590	4,560,583	5,214,158	5,167,907	5,048,473
Capital Outlay	238,112	454,690	334,030	291,688	206,731	303,784
Other Expenses	-	250,000	-	-	-	-
Transfer Out	-	-	-	-	18,388	360,000
Capital Projects	8,140	360,548	170,911	3,431,771	3,003,821	1,079,850
<b>101 - General Fund Total</b>	<b>16,873,225</b>	<b>17,137,961</b>	<b>18,080,213</b>	<b>23,143,904</b>	<b>22,436,089</b>	<b>21,706,042</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	808,335	808,335	-
<b>200 - Prop 1B Local Return Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>808,335</b>	<b>808,335</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	461,854	593,309	52,964	52,964	306,800
<b>201 - MTA Pedestrian Improvement Total</b>	<b>-</b>	<b>461,854</b>	<b>593,309</b>	<b>52,964</b>	<b>52,964</b>	<b>306,800</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	1,242,000	-	-	-	-	-
<b>203 - Caltrans Blue Line Parking Total</b>	<b>1,242,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	177,718	196,319	2,271	-	-	3,829,000
<b>204 - Traffic Improvement Total</b>	<b>177,718</b>	<b>196,319</b>	<b>2,271</b>	<b>-</b>	<b>-</b>	<b>3,829,000</b>
Wages & Benefits	253,359	273,750	328,501	371,128	355,802	402,425
Operations & Maintenance	525,127	143,404	115,144	169,550	181,900	101,700
Capital Outlay	-	-	-	-	6,115	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	47,055	48,672	-	-	-
<b>205 - Local Transit Return "A" Total</b>	<b>778,485</b>	<b>464,208</b>	<b>492,316</b>	<b>540,678</b>	<b>543,817</b>	<b>504,125</b>
Wages & Benefits	220,086	222,137	208,223	199,893	188,743	198,914
Operations & Maintenance	45,869	2,640	2,700	7,700	2,770	7,800
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	64,478	114,021	135,125	380,000	380,000	-
<b>207 - Local Transit Return "C" Total</b>	<b>330,433</b>	<b>338,798</b>	<b>346,048</b>	<b>587,593</b>	<b>571,513</b>	<b>206,714</b>

## Expenditure Summary by Fund

Category/Fund	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	100,313	-	-	10,842	10,842	329,213
<b>208 - ISTE/Metro Total</b>	<b>100,313</b>	<b>-</b>	<b>-</b>	<b>10,842</b>	<b>10,842</b>	<b>329,213</b>
Wages & Benefits	311,569	247,420	225,993	281,871	245,836	305,642
Operations & Maintenance	130,188	146,943	168,260	310,100	260,100	214,300
Capital Outlay	8,628	10,834	-	16,200	4,200	12,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	34,000	313,627	24,579	325,000	275,000	635,000
<b>210 - Sewer Total</b>	<b>484,385</b>	<b>718,824</b>	<b>418,832</b>	<b>933,171</b>	<b>785,136</b>	<b>1,166,942</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	291,519	1,573,253	22,263	-	-	-
<b>211 - CTC Traffic Improvement Total</b>	<b>291,519</b>	<b>1,573,253</b>	<b>22,263</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	240,000	-	192,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>212 - Rail Crossing Imprv Study Fund Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>240,000</b>	<b>-</b>	<b>192,000</b>
Wages & Benefits	335,815	330,813	148,936	142,974	159,535	138,852
Operations & Maintenance	595,741	619,006	722,975	811,570	729,162	791,470
Capital Outlay	63,667	37,833	9,906	15,500	15,500	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	56,387	18,935	22,758	25,000	-	-
<b>215 - Street Light &amp; Landscape Total</b>	<b>1,051,611</b>	<b>1,006,588</b>	<b>904,575</b>	<b>995,044</b>	<b>904,197</b>	<b>930,322</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	251,000	-	251,000
<b>216 - Safe Routes to School Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,000</b>	<b>-</b>	<b>251,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	19,619	13,597	6,181	6,200	7,800	7,700
Capital Outlay	20,481	4,344	-	120,721	120,721	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>218 - Clean Air Act Total</b>	<b>40,100</b>	<b>17,941</b>	<b>6,181</b>	<b>126,921</b>	<b>128,521</b>	<b>7,700</b>

## Expenditure Summary by Fund

Category/Fund	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	126,665	122,625	132,575	132,500	139,700	132,500
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>220 - Business Improvement Tax Total</b>	<b>126,665</b>	<b>122,625</b>	<b>132,575</b>	<b>132,500</b>	<b>139,700</b>	<b>132,500</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	42,573	-	-	-
Capital Projects	93,167	250,584	-	-	-	-
<b>221 - MTA F/O Traffic Improvement Total</b>	<b>93,167</b>	<b>250,584</b>	<b>42,573</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	3,038	-	-	-	-	-
Capital Outlay	132,171	16,283	-	41,250	41,250	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>222 - MTA Bus Purchase Fund Total</b>	<b>135,209</b>	<b>16,283</b>	<b>-</b>	<b>41,250</b>	<b>41,250</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	6,064	-	-	-	-
Capital Outlay	320	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	84,703	14,572	190,000	190,000	-
<b>223 - Gold Line Mitigation Fund Total</b>	<b>320</b>	<b>90,767</b>	<b>14,572</b>	<b>190,000</b>	<b>190,000</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	6,459	6,889	6,013	7,000	7,000	7,400
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>225 - Mission Oaks Parking Total</b>	<b>6,459</b>	<b>6,889</b>	<b>6,013</b>	<b>7,000</b>	<b>7,000</b>	<b>7,400</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	121,469	80,689	70,000	75,000	81,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>226 - Mission Meridian Public Garage Total</b>	<b>-</b>	<b>121,469</b>	<b>80,689</b>	<b>70,000</b>	<b>75,000</b>	<b>81,000</b>
Wages & Benefits	48,978	48,876	58,695	55,036	49,718	77,455
Operations & Maintenance	238,509	718,525	412,640	426,368	367,609	397,248
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>227 - CRA Total</b>	<b>287,487</b>	<b>767,401</b>	<b>471,334</b>	<b>481,404</b>	<b>417,327</b>	<b>474,703</b>

## Expenditure Summary by Fund

Category/Fund	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
Wages & Benefits	65,812	60,227	58,814	72,978	56,155	71,219
Operations & Maintenance	27,845	45,369	57,872	57,470	66,970	65,921
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>229 - CRA Housing Total</b>	<b>93,657</b>	<b>105,596</b>	<b>116,686</b>	<b>130,448</b>	<b>123,125</b>	<b>137,140</b>
Wages & Benefits	336,681	280,361	311,142	330,439	296,453	362,917
Operations & Maintenance	149,848	166,669	129,757	127,700	127,700	117,700
Capital Outlay	-	-	919	41,000	41,000	100,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	69,829	6,763	-	320,000	320,000	-
<b>230 - State Gas Tax Total</b>	<b>556,358</b>	<b>453,793</b>	<b>441,818</b>	<b>819,139</b>	<b>785,153</b>	<b>580,617</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	7,097	-
Capital Projects	112,522	142,398	1,631	-	-	-
<b>231 - State Prop 40 Fund Total</b>	<b>112,522</b>	<b>142,398</b>	<b>1,631</b>	<b>-</b>	<b>7,097</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	8,889	13,592	28,369	22,700	22,700	16,200
Capital Outlay	1,400	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	15,000	-	25,000	25,000	-
<b>232 - County Park Bond Total</b>	<b>10,289</b>	<b>28,592</b>	<b>28,369</b>	<b>47,700</b>	<b>47,700</b>	<b>16,200</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	10,723	56,572	-	-	-	-
<b>235 - State Park Bond Total</b>	<b>10,723</b>	<b>56,572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	34,171	27,878	-	-	-
<b>245 - Bike &amp; Pedestrian Paths Total</b>	<b>-</b>	<b>34,171</b>	<b>27,878</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	107,937	101,083	112,981	242,000	218,267	65,000
<b>255 - Capital Growth Total</b>	<b>107,937</b>	<b>101,083</b>	<b>112,981</b>	<b>242,000</b>	<b>218,267</b>	<b>65,000</b>

## Expenditure Summary by Fund

Category/Fund	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
Wages & Benefits	15,968	13,661	8,035	-	-	-
Operations & Maintenance	98,181	89,900	86,608	81,160	37,237	62,237
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	170,040	95,607	42,580	179,190	179,190	86,012
<b>260 - CDBG Total</b>	<b>284,190</b>	<b>199,168</b>	<b>137,224</b>	<b>260,350</b>	<b>216,427</b>	<b>148,249</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	5,000	15,845	-	-	4,174	-
Capital Outlay	42,902	205,828	96,118	62,608	21,862	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>272 - Police Grants - State (COPS) Total</b>	<b>47,902</b>	<b>221,673</b>	<b>96,118</b>	<b>62,608</b>	<b>26,036</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	24,781	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>273 - Police Subventions - CLEEP Total</b>	<b>24,781</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	25,011	25,011	193,675
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>274 - Homeland Security Grant Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,011</b>	<b>25,011</b>	<b>193,675</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	9,604	10,306	9,816	10,000	8,782	10,000
Capital Outlay	-	7,966	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>280 - Public Library Funds Grant Total</b>	<b>9,604</b>	<b>18,271</b>	<b>9,816</b>	<b>10,000</b>	<b>8,782</b>	<b>10,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	1,106,000
<b>290 - 99 Pasadena Ave Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,106,000</b>
Wages & Benefits	1,323,881	1,180,720	1,178,202	1,593,578	1,203,716	1,640,322
Operations & Maintenance	2,097,760	2,169,154	2,646,203	3,543,510	2,888,267	3,197,190
Capital Outlay	112,439	51,109	46,069	108,000	120,000	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	4,050,484	411,079	-	4,035,000	2,185,000	11,930,000
<b>500 - Water Total</b>	<b>7,584,564</b>	<b>3,812,061</b>	<b>3,870,473</b>	<b>9,280,088</b>	<b>6,396,983</b>	<b>16,767,512</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	7,200,000
Capital Projects	-	-	-	-	-	-
<b>550 - Public Financing Authority Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,200,000</b>
<b>CITYWIDE TOTAL</b>	<b>30,861,623</b>	<b>28,465,142</b>	<b>26,456,757</b>	<b>39,489,950</b>	<b>34,966,273</b>	<b>56,349,853</b>
Wages & Benefits	15,016,740	14,494,097	15,541,230	17,254,184	16,595,200	18,111,680
Operations & Maintenance	8,610,724	8,648,588	9,166,383	11,237,686	10,094,778	10,450,839
Capital Outlay	644,902	788,886	487,041	721,978	602,390	609,459
Other Expenses	-	250,000	-	-	-	-
Transfer Out	-	-	42,573	-	25,485	7,560,000
Capital Projects	6,589,257	4,283,571	1,219,530	10,276,102	7,648,419	19,617,875
Citywide Total	30,861,623	28,465,142	26,456,757	39,489,950	34,966,273	56,349,853

## General Fund Expenditures

<b>Department/Program</b>	<b>Actual 2005/06</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Estimated 2008/09</b>	<b>Adopted 2009/10</b>
City Council	38,244	47,455	27,721	58,106	59,368
City Clerk					
City Clerk	198,543	214,169	232,192	258,982	315,337
Elections	-	79,983	45,058	40,820	42,150
City Manager					
City Manager	354,850	348,104	486,776	587,964	631,334
Personnel	150,491	103,119	114,994	116,407	123,700
Transportation Planning	760,271	310,327	205,320	150,100	286,250
Legal Services	356,136	171,175	294,619	330,000	235,000
Finance					
Finance	329,645	347,858	455,500	385,162	429,900
Information System	147,580	165,903	171,241	181,130	186,130
City Treasurer	10,447	10,287	10,288	10,292	8,637
Non-Dept./Overhead	1,015,440	1,227,295	1,058,721	1,886,587	1,280,250
Police	6,437,539	6,390,223	6,776,472	6,693,069	7,153,327
Fire	3,470,940	3,508,458	3,798,213	3,898,719	4,255,625
Public Works					
Environmental Services	81,619	94,579	94,234	225,793	197,401
Administration & Engineering	97,328	196,755	254,824	596,820	707,248
Street Maintenance	-	1,587	-	-	-
Park Maintenance	269,371	299,014	333,727	359,488	434,900
Facilities Maintenance	379,106	379,322	417,266	506,187	625,962
Planning & Building	766,775	880,903	1,005,407	866,474	899,906
Library					
Library	1,354,483	1,341,700	1,487,288	1,555,924	1,612,352
Community Services					
Senior Services	161,388	160,503	151,437	178,902	180,695
Community Services	148,592	165,771	154,967	145,325	180,986
Recreation and Youth Services	336,296	332,923	333,038	381,630	419,734
Capital Projects	46,384	408,004	198,632	3,061,927	1,139,218
Transfers Out	-	-	-	18,388	360,000
<b>Total General Fund</b>	<b>16,873,225</b>	<b>17,137,961</b>	<b>18,080,213</b>	<b>22,436,089</b>	<b>21,706,042</b>

## FY 2009/10 Transfers

<b>Description</b>	<b>General Fund (101)</b>	<b>Sewer Fund (210)</b>	<b>Water Fund (500)</b>	<b>PFA Fund (550)</b>
a) <b>Loan to Support Rate Increases</b>	(100,000)	100,000		
b) <b>Loan to Support Sewer CIP</b>	(260,000)	260,000		
c) <b>Bond Proceeds for Water CIP</b>			7,200,000	(7,200,000)
<b>TOTAL</b>	<b>(360,000)</b>	<b>360,000</b>	<b>7,200,000</b>	<b>(7,200,000)</b>

# Capital Improvement Projects

Category			Actual	Actual	Actual	Budget	Estimated	Adopted
CIP SUMMARY			2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
101	Facility	[9149] Telephone System Upgrade	-	-	-	55,000	55,000	-
101	Streets	[9203] Street Repair	-	241,639	80,023	500,000	660,000	-
101	Streets	[9204] Localized Street Repairs	-	-	-	200,000	200,000	-
101	Streets	[9205] Fair Oaks/Mission Ped. Imprv.	8,140	75,842	46,490	-	-	-
101	Streets	[9219] Pasadena/Monterey Grade Sep	-	-	-	48,000	-	48,000
101	Facility	[9225] City Hall Improvements 2nd Floor	-	-	-	130,000	130,000	-
101	Facility	[9257] War Mem. Bldg. Capital Replace	-	-	-	25,000	25,000	-
101	Facility	[9259] Library Roof Repairs	-	15,767	-	-	-	-
101	Facility	[9262] Arroyo Park Imprv. - Const.	-	5,221	-	-	-	-
101	Facility	[9274] Service Yard A/C Imp/Roof Repl	-	-	-	15,400	15,400	-
101	Streets	[9276] Sidewalk Repairs	-	-	-	100,000	25,000	-
101	Streets	[9278] Fair Oaks Corridor Imprv.	-	-	-	-	-	45,100
101	Streets	[9280] Arroyo Slope Stabilization	-	22,079	4,500	250,000	250,000	-
101	Streets	[9281] Traffic Signal Fair Oaks/Bank	-	-	-	26,000	-	26,000
101	Streets	[9282] Signal Synchronization Connection	-	-	-	170,000	-	170,000
101	Facility	[9301] Library 15 Ton HVAC Unit	-	-	22,773	-	-	-
101	Facility	[9303] Library ADA Bathroom Fixtures	-	-	3,379	24,500	24,500	-
101	Facility	[9304] Library Repair Storm Drain	-	-	8,487	-	-	-
101	Facility	[9305] Senior Center ADA Improvements	-	-	5,260	35,000	35,000	-
101	Streets	[9311] SR 110 Hook Ramp Proj. - City	-	-	-	7,500	-	-
101	Facility	[9315] Library A/C Duct Cleaning	-	-	-	6,300	6,300	-
101	Facility	[9316] Library Stair Carpeting	-	-	-	3,000	-	3,500
101	Facility	[9317] Library Repl. 20 Ton A/C Unit	-	-	-	30,000	33,200	-
101	Facility	[9318] Library Repair Window Trims	-	-	-	5,350	-	5,500
101	Facility	[9319] Library Maintenance - Painting	-	-	-	34,300	-	34,700
101	Facility	[9320] Library ADA Ramp Comm. Room	-	-	-	60,000	-	65,000
101	Streets	[9351] Mission Flashing Crosswalk	-	-	-	50,000	50,000	-
101	Streets	[9352] Short Way Improvements	-	-	-	60,000	51,000	-
101	Streets	[9353] Forest Avenue Improvements	-	-	-	270,000	110,000	-
101	Streets	[9354] Monterey Road Improvements	-	-	-	43,000	50,000	-
101	Streets	[9355] Oak Hill St. Improvements	-	-	-	547,000	547,000	-
101	Streets	[9356] S. Lane/Warwick Pl. Improve.	-	-	-	180,000	180,000	-
101	Streets	[9357] Hemosa Street Improvements	-	-	-	167,000	167,000	-
101	Facility	War Memorial Fire Alarm System	-	-	-	-	-	13,000
101	Facility	Gymboree Doors at War Memorial	-	-	-	-	-	7,300
101	Facility	CNG Filling Station	-	-	-	389,421	389,421	-
101	Facility	Library ADA Improvements	-	-	-	-	-	14,750
101	Facility	Library Elevator Replacement	-	-	-	-	-	10,000
101	Facility	Merrell Gage Artwork/Restoration Grant	-	-	-	-	-	50,000
101	Streets	Fair Oaks Banner Pole Relocation	-	-	-	-	-	75,000
101	Streets	Crestlake Street Improvements	-	-	-	-	-	244,000
101	Streets	Highland Street Imprvmts	-	-	-	-	-	268,000
<b>101 - General Fund</b>			<b>8,140</b>	<b>360,548</b>	<b>170,911</b>	<b>3,431,771</b>	<b>3,003,821</b>	<b>1,079,850</b>
200	Streets	[9290] Local Street Improvements	-	-	-	808,335	808,335	-
<b>200 - Prop 1B Local Return</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>808,335</b>	<b>808,335</b>	<b>-</b>
201	Streets	[9205] Fair Oaks/Mission Ped. Imprv.	-	461,854	593,309	52,964	52,964	-
201	Streets	[9248] MTA Fair Oaks Traffic Improv.	-	-	-	-	-	306,800
<b>201 - MTA Pedestrian Improvement</b>			<b>-</b>	<b>461,854</b>	<b>593,309</b>	<b>52,964</b>	<b>52,964</b>	<b>306,800</b>
203	Streets	[9207] Gold Line Parking Structure	1,242,000	-	-	-	-	-
<b>203 - Caltrans Blue Line Parking</b>			<b>1,242,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
204	Streets	[9278] Fair Oaks Corridor Imprv.	177,718	196,319	2,271	-	-	3,068,000
204	Streets	[9278] Fair Oaks Corridor Imprv (Stimulus)	-	-	-	-	-	761,000
<b>204 - Traffic Improvement</b>			<b>177,718</b>	<b>196,319</b>	<b>2,271</b>	<b>-</b>	<b>-</b>	<b>3,829,000</b>

# Capital Improvement Projects

Category			CIP SUMMARY	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
205	Streets	[9205]	Fair Oaks/Mission Ped. Imprv.	-	47,055	48,672	-	-	-
<b>205 - Local Transit Return "A"</b>				<b>-</b>	<b>47,055</b>	<b>48,672</b>	<b>-</b>	<b>-</b>	<b>-</b>
207	Streets	[9205]	Fair Oaks/Mission Ped. Imprv.	21,022	114,021	135,125	300,000	300,000	-
207	Streets	[9211]	Garfield Avenue Repaving	43,456	-	-	-	-	-
207	Streets	[9212]	Gold Line Betterments	-	-	-	80,000	80,000	-
<b>207 - Local Transit Return "C"</b>				<b>64,478</b>	<b>114,021</b>	<b>135,125</b>	<b>380,000</b>	<b>380,000</b>	<b>-</b>
208	Streets	[9211]	Garfield Avenue Repaving	100,313	-	-	-	-	-
208	Streets	[9281]	Garfield Repaving - Phase II	-	-	-	10,842	10,842	-
208	Streets		Fair Oaks/SR110 Interchange (Design)	-	-	-	-	-	329,213
<b>208 - ISTEA/Metro</b>				<b>100,313</b>	<b>-</b>	<b>-</b>	<b>10,842</b>	<b>10,842</b>	<b>329,213</b>
210	Sewer	[9146]	Spot Repairs to Sewers	10,000	154,125	24,579	250,000	200,000	-
210	Sewer	[9164]	Oakhill Street	24,000	-	-	-	-	-
210	Sewer	[9346]	Emergency Sewer Repairs	-	159,502	-	-	-	-
210	Sewer	[9359]	Peterson Ave. Sewer Repairs	-	-	-	75,000	75,000	-
210	Sewer		Citywide Sewer Video Phase II	-	-	-	-	-	70,000
210	Streets		Empress Street Imprvmnts (See also Fd 290)	-	-	-	-	-	95,000
210	Streets		Elm Park Street Imprvmnts (See also Fd 290)	-	-	-	-	-	120,000
210	Streets		Marengo Ave Imprvmnts (See also Fd 290)	-	-	-	-	-	120,000
210	Sewer		Sewer Spot Repairs	-	-	-	-	-	230,000
<b>210 - Sewer</b>				<b>34,000</b>	<b>313,627</b>	<b>24,579</b>	<b>325,000</b>	<b>275,000</b>	<b>635,000</b>
211	Streets	[9147]	Traffic Improvement Grant	291,519	1,573,253	22,263	-	-	-
<b>211 - CTC Traffic Improvement</b>				<b>291,519</b>	<b>1,573,253</b>	<b>22,263</b>	<b>-</b>	<b>-</b>	<b>-</b>
214	Streets	[9156]	Fair Oaks Street Improvements	744,633	818,581	-	-	-	-
<b>214 - Rogan HR5394 Grant</b>				<b>744,633</b>	<b>818,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
215	Streets	[9164]	Oakhill Street	22,633	-	-	-	-	-
215	Streets	[9199]	Street Improvements	33,754	14,878	-	-	-	-
215	Streets	[9287]	Sidewalk, Curb & Gutter Imprvm	-	4,058	22,758	25,000	-	-
<b>215 - Street Light &amp; Landscape</b>				<b>56,387</b>	<b>18,935</b>	<b>22,758</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
216	Streets	[9213]	Safe Routes to School	-	-	-	251,000	-	251,000
<b>216 - Safe Routes to School</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>251,000</b>	<b>-</b>	<b>251,000</b>
221	Streets	[9248]	MTA Fair Oaks Traffic Improv.	93,167	250,584	-	-	-	-
<b>221 - MTA F/O Traffic Improvement</b>				<b>93,167</b>	<b>250,584</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
223	Streets	[9288]	Gold Line Mitigations	-	84,703	14,572	125,000	125,000	-
223	Streets	[9298]	Soundwalls	-	-	-	65,000	65,000	-
<b>223 - Gold Line Mitigation Fund</b>				<b>-</b>	<b>84,703</b>	<b>14,572</b>	<b>190,000</b>	<b>190,000</b>	<b>-</b>
230	Streets	[9024]	Street Resurfacing	-	6,763	-	-	-	-
230	Streets	[9164]	Oakhill Street	45,218	-	-	-	-	-
230	Streets	[9167]	St. Albans Street	24,171	-	-	-	-	-
230	Streets	[9215]	Garfield Repaving	440	-	-	-	-	-
230	Streets	[9281]	Garfield Repaving - Phase II	-	-	-	320,000	320,000	-
230	<b>230 - State Gas Tax</b>			<b>69,829</b>	<b>6,763</b>	<b>-</b>	<b>320,000</b>	<b>320,000</b>	<b>-</b>
231	Facility	[9037]	Garfield Youth House	-	48,870	1,631	-	-	-
231	Facility	[9038]	Arroyo Park Imprv - Constr.	112,522	93,528	-	-	-	-
<b>231 - State Prop 40 Fund</b>				<b>112,522</b>	<b>142,398</b>	<b>1,631</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Capital Improvement Projects

Category			CIP SUMMARY	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
232	Facility	[9040]	Garfield Park Gazebos	-	-	-	25,000	25,000	-
232	Facility	[9200]	Arroyo Park Impr - Constr.	-	15,000	-	-	-	-
<b>232 - County Park Bond</b>				<b>-</b>	<b>15,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
233		[9000]	CIP for Budgeting	-	-	-	-	-	-
<b>233 - Measure R</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
235	Facility	[9035]	Arroyo Park Impr. - Design	3,610	-	-	-	-	-
235	Facility	[9036]	Arroyo Park Impr - Constr.	7,113	56,572	-	-	-	-
<b>235 - State Park Bond</b>				<b>10,723</b>	<b>56,572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
245	Streets	[9158]	Arroyo Pedestrian Paths	-	19,900	-	-	-	-
245	Streets	[9205]	Fair Oaks/Mission Ped. Imprv.	-	14,271	27,878	-	-	-
<b>245 - Bike &amp; Pedestrian Paths</b>				<b>-</b>	<b>34,171</b>	<b>27,878</b>	<b>-</b>	<b>-</b>	<b>-</b>
255	Facility	[9221]	City Hall Renovation	3,147	-	-	65,000	65,000	-
255	Facility	[9250]	Police Dept Waterproofing	11,660	-	-	-	-	-
255	Facility	[9258]	War Memorial Bldg. Repairs	5,016	-	-	-	-	-
255	Facility	[9259]	Library Roof Repairs	27,344	-	-	-	-	-
255	Facility	[9261]	Clarich Field Irrigation Imprv	16,450	18,718	-	-	-	-
255	Facility	[9262]	Arroyo Park Imprv. - Const.	-	46,817	-	-	-	-
255	Facility	[9263]	Orange Grove HVAC	19,600	-	-	-	-	-
255	Facility	[9271]	Service Center Waterproofing	-	-	-	42,000	-	-
255	Facility	[9272]	Orange Grove Rec Ctr Capital Imprv.	-	-	-	75,000	75,000	-
255	Facility	[9273]	City Fac. Energy Effic. Impr.	-	-	-	60,000	60,000	-
255	Facility	[9279]	Eddie Park Roof Repairs	24,721	-	-	-	-	-
255	Facility	[9282]	Recarpeting - Library	-	6,190	11,925	-	-	-
255	Facility	[9283]	Library/Senior Center HVAC	-	21,250	-	-	-	-
255	Facility	[9285]	Orange Grove Park Bldg. Roof Repl.	-	-	24,995	-	12,210	-
255	Facility	[9286]	Library Wall/Window Waterproof	-	8,108	-	-	-	-
255	Facility	[9308]	Svc. Facility Bldg. Painting	-	-	68,345	-	6,057	-
255	Facility	[9309]	Library Painting & Trim	-	-	7,715	-	-	-
255	Facility		Police Department HVAC Replacement	-	-	-	-	-	65,000
<b>255 - Capital Growth</b>				<b>107,937</b>	<b>101,083</b>	<b>112,981</b>	<b>242,000</b>	<b>218,267</b>	<b>65,000</b>
260	Streets	[9251]	Clarich Field Viewing Area	44,695	-	-	-	-	-
260	Streets	[9253]	ADA Sidewalk Access Ramps	68,114	51,377	20,542	46,620	46,620	-
260	Streets	[9264]	ADA Sidewalk Repairs	57,231	44,231	22,039	132,570	132,570	-
260	Streets		Oak St Sidewalk Improvements	-	-	-	-	-	43,006
260	Streets		Maple St ADA Ramps	-	-	-	-	-	43,006
<b>260 - CDBG</b>				<b>170,040</b>	<b>95,607</b>	<b>42,580</b>	<b>179,190</b>	<b>179,190</b>	<b>86,012</b>
290	Streets		Empress Street Imprvmts (See also Fd 210)	-	-	-	-	-	244,000
290	Streets		Elm Park Street Imprvmts (See also Fd 210)	-	-	-	-	-	108,000
290	Streets		Marengo Ave Imprvmts (See also Fd 210)	-	-	-	-	-	754,000
<b>290 - 99 Pasadena Ave</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,106,000</b>

# Capital Improvement Projects

Category			CIP SUMMARY	Actual 2005/06	Actual 2006/07	Actual 2007/08	Budget 2008/09	Estimated 2008/09	Adopted 2009/10
500	Water	[9071]	Telemetry System	145,285	(0)	-	-	-	-
500	Water	[9152]	Grand Reservoir & Pumping Sta.	3,758,718	318,246	-	-	-	-
500	Water	[9164]	Oakhill Street	33,658	-	-	-	-	-
500	Water	[9196]	Wilson Well #3	-	(3,608)	-	-	-	-
500	Water	[9241]	Wilson Pump #2	11,945	91,441	-	700,000	700,000	-
500	Water	[9252]	Design of Garfield Reservoir	30,890	0	-	-	-	-
500	Water	[9255]	Design of Wilson Reservoir	-	-	-	500,000	400,000	-
500	Water	[9265]	Wilson Reservoir Construction	-	-	-	1,750,000	-	6,300,000
500	Water	[9275]	Water Main Replacements	69,988	0	-	-	-	-
500	Water	[9289]	Graves Well Rehabilitation	-	-	-	-	-	-
500	Water	[9290]	Local Street Improvements	-	4,999	-	-	-	-
500	Water	[9291]	Trans. Line - Wilson/Garfield	-	-	-	1,000,000	1,000,000	3,500,000
500	Water	[9295]	Water Services	-	-	-	50,000	50,000	-
500	Water	[9296]	Meter Replacement Program	-	-	-	35,000	35,000	-
500	Water	[9396]	Emergency Water Line Repairs	-	(0)	-	-	-	-
500	Water		Grevelia Water Main Relocation	-	-	-	-	-	1,000,000
500	Water		Garfield Reservoir	-	-	-	-	-	1,000,000
500	Water		Westside Reservoir Roof	-	-	-	-	-	130,000
<b>500 - Water</b>				<b>4,050,484</b>	<b>411,079</b>	<b>-</b>	<b>4,035,000</b>	<b>2,185,000</b>	<b>11,930,000</b>
<b>Grand Total</b>				<b>7,333,890</b>	<b>5,102,152</b>	<b>1,219,530</b>	<b>10,276,102</b>	<b>7,648,419</b>	<b>19,617,875</b>
Facility	Total Facility Projects			231,182	336,040	154,510	1,080,271	957,088	268,750
Sewer	Total Sewer Projects			34,000	313,627	24,579	325,000	275,000	300,000
Streets	Total Street Projects			3,018,224	4,041,406	1,040,441	4,835,831	4,231,331	7,119,125
Water	Total Water Projects			4,050,484	411,079	-	4,035,000	2,185,000	11,930,000
<b>Grand Total</b>				<b>7,333,890</b>	<b>5,102,152</b>	<b>1,219,530</b>	<b>10,276,102</b>	<b>7,648,419</b>	<b>19,617,875</b>

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

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	15,097	16,228	18,782	18,366	20,306	18,668
Operations & Maintenance	23,147	31,227	8,939	40,700	37,800	40,700
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>38,244</b>	<b>47,455</b>	<b>27,721</b>	<b>59,066</b>	<b>58,106</b>	<b>59,368</b>
[101-1011] City Council	38,244	47,455	27,721	59,066	58,106	59,368
<b>Total Expenses by Program</b>	<b>38,244</b>	<b>47,455</b>	<b>27,721</b>	<b>59,066</b>	<b>58,106</b>	<b>59,368</b>

**CITY COUNCIL**  
**Department Description and Authorized Positions**

David Sifuentes, Mayor  
Richard D. Schneider M.D., Mayor Pro Tem  
Michael A. Cacciotti, Councilmember  
Philip C Putnam, Councilmember  
Mike Ten, Councilmember

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

# CITY COUNCIL

## Budget Detail

**101-1011**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	14,400	15,450	18,000	18,000	19,500	18,000
7110 Workers Compensation	488	554	521	105	523	407
7170 FICA - Medicare	209	224	261	261	283	261
<WAGES & BENEFITS>	15,097	16,228	18,782	18,366	20,306	18,668
8000 Office Supplies	-	-	-	1,400	1,500	500
8010 Postage	1,459	543	61	200	100	200
8020 Special Department Expense	20,220	29,300	5,026	30,000	30,000	25,500
8040 Advertising	-	-	-	-	-	500
8060 Dues & Memberships	-	-	-	500	200	2,000
8090 Conference & Meeting Expense	1,468	1,384	3,676	8,000	6,000	11,400
8150 Telephone	-	-	177	600	-	600
<OPERATIONS & MAINTENANCE>	23,147	31,227	8,939	40,700	37,800	40,700
<b>[101-1011] City Council Total</b>	<b>38,244</b>	<b>47,455</b>	<b>27,721</b>	<b>59,066</b>	<b>58,106</b>	<b>59,368</b>

# CITY COUNCIL

**Budget Detail**

**101-1011**

## **PERSONNEL SERVICES**

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

## **OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for miscellaneous office supplies.
- 8010 Postage  
Provides funds for postage meter charges and postage for mailing City Council mail.
- 8020 Special Department Expense  
Provides \$5,000 in discretionary funds for each Councilmember per City Council action of September 2004. Provides funds (\$500) for annual Image Awards and associated costs.
- 8040 Advertising  
Provides funds for South Pasadena High School Homecoming program advertisement (photograph, advertising space).
- 8060 Dues/Memberships/Subscriptions  
Provides funds for memberships in organizations.
- 8090 Conference and Meeting Expense  
Provides funds for City Council conference and meeting expenses. Councilmembers are allocated \$7,000 in total to attend professional meetings and conferences. This account includes cost of meals/drinks for twice-monthly Council meetings plus refreshments for special meetings, receptions, and strategic planning sessions (\$4,000). Includes reimbursement for parking and mileage costs for conferences and meetings as well as reimbursement for business lunches (\$400).
- 8150 Telephone  
Provides funds for cell phone for Mayor (\$600/year).

<h2 style="margin: 0;">CITY CLERK</h2> <h3 style="margin: 0;">Department Summary</h3>
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	Actual	Actual	Actual	Budget	Estimated	Adopted
<b>EXPENDITURE SUMMARY</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	176,621	189,593	200,084	255,587	223,682	257,637
Operations & Maintenance	17,931	95,367	73,649	101,100	64,120	82,850
Capital Outlay	3,991	9,192	3,518	25,100	12,000	17,000
<b>Total Expenses by Category</b>	<b>198,543</b>	<b>294,152</b>	<b>277,250</b>	<b>381,787</b>	<b>299,802</b>	<b>357,487</b>
[101-1021] City Clerk	198,543	214,169	232,192	314,687	258,982	315,337
[101-1022] Elections	-	79,983	45,058	67,100	40,820	42,150
<b>Total Expenses by Program</b>	<b>198,543</b>	<b>294,152</b>	<b>277,250</b>	<b>381,787</b>	<b>299,802</b>	<b>357,487</b>

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

City Clerk	1
Deputy City Clerk	1
Secretary	1
<b>Total</b>	<b>3</b>

The City Clerk’s Office consists of a full-time elected City Clerk who is also a City employee, and two full-time employees.

The City Clerk’s Office focuses its activities on City Council-related matters, including preparing agenda packets for the Council/Community Redevelopment Agency in cooperation with the City Manager; attending all meetings of the City Council unless excused by the Council, completing detailed minutes and processing ordinances and resolutions adopted by the Council in accord with established requirements; posting agendas in accord with legal requirements; coordinating presentations and making all arrangements for meetings; interfacing with the Mayor and City Council on behalf of staff, residents, outside agencies and the media; preparing proclamations and certificates; scheduling special meetings; preparing new council orientation materials; serving as a contact for local legislative offices; coordinating ceremonial events; providing event planning services; making travel arrangements and providing office support for Councilmembers and the Mayor; and preparing and updating information for the website, City sites, and directories. In conjunction with administration, staff created City e-newsletter, introduced in April 2009. In addition, the Office insures broadcasting integrity for Council and commission meetings and provides digital copies of meetings for archival purposes and for the public/staff on request.

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

The Office keeps all official records of the Council and the Office of the City Clerk and insures that they are available to the public. The City Clerk serves as the official custodian of all official City records and the City Seal and serves a resource for records retention and management. The City Clerk is responsible for the publication of all official advertising for the City.

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

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

The City Clerk's Office processes all claims filed against the City, assisting the City's claims administrative agency, the claimant, the City Attorney, and law firms.

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

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

## **CITY CLERK**

### **FY 2008/09 Accomplishments and Performance Measures**

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

##### Performance Measures

- Create an online resource directory as a primary resource of all documents in City Clerk's Office vault.  
Word to Access conversion of Vault Master Index in progress. Partially met goal.
- Increase staffing from part-time to full-time Secretary to enable City Clerk's Office to undertake needed document management projects. Undertake recruitment and hire by September, 2008. Hired full-time Secretary December, 2008 after extensive recruitment. Met goal.
- Commit 30 hours per month as minimum number of staffing hours dedicated to documents management projects.  
Since December, 2008, when full-time Secretary hired, until February, 2009, Secretary spent approximately 50 hours/month on documents management. In 02/09, staff assignments were reconfigured to focus on documents management, with Deputy City Clerk taking the lead to implement major documents management systems. Goal met.
- Assign one staff member as primary documents management lead staff member, with other staff assuming additional duties to provide adequate time for documents management.  
Deputy City Clerk is appointed lead documents management staff member. Secretary is assuming increasing duties for packet, Council support. Goal met.
- Undertake review of all online and paper files within City Clerk's purview and develop organization system by December, 2008.  
Currently reviewing vault, electronic and paper files. Completed transfer of all scanned PDF documents on the proposed 710 freeway to Laserfiche for improved access to crucial documents. In conjunction with City Hall Second Floor renovation, cleared vault, installed heavy-duty shelving system, and improved organization of files. Goal partially met.
- Survey all alternative arrangements for document storage by December, 2008.  
Document storage options are being considered by numerous departments. Deputy City Clerk conducted research on offsite storage solutions. Survey conducted by City Manager's Office on existing offsite storage solutions used by departments. Records management committee decided to postpone decision on offsite storage solutions until FY 2010/11. Goal met.
- Confer with City Manager's Office and implement plan to improve access to documents of common interest by December, 2008.  
City Manager's Office transferred pertinent files to City Clerk's Office. Goal partially met.

## **Goal 2: Initiate citywide document management project**

### Performance Measures

- During the fiscal year, hold four document management committee meetings with pertinent departments to develop strategies and plans for citywide document management. Documents Management Committee meeting was held March 2009 and preliminary goals were set for citywide document management priorities. Held training workshop for departments conducted by Laserfiche vendor April 2009. Goal partially met.
- Survey all alternative arrangements for citywide document storage by December, 2008. Survey was conducted by City Manager's Office. Research was conducted by Deputy City Clerk, who attended documents management/storage workshop. Goal met.
- Conduct citywide "Records Destruction Day" for disposing of files in accordance with Retention Schedule by spring, 2009. Scheduled for spring 2009.
- Expand use of Laserfiche document management system as appropriate to other departments during the fiscal year. Access expanded to personnel in City Manager's Office, including Transportation Manager, and to the Finance Department. Introduced scanning to Planning Department April 2009. Plan to expand further in FY 2009/10. Goal met.

## **Goal 3: Enhance knowledge and skills of records management**

### Performance Measure

- Lead document management staff member will attend at least one records-management seminar during the fiscal year. Deputy City Clerk attended a records-management seminar February, 2009. Goal met.

## **Goal 4: Transfer day-to-day responsibility of broadcast, audiovisual, and Time Warner programming oversight to assigned personnel**

### Performance Measures

- Conduct an assessment of City audiovisual needs by summer, 2008. Conducted assessment among staff. Conducted equipment inventory. Goal met.
- Determine cost-effective alternative staffing arrangements and issue an RFP for City audiovisual services by August 31, 2008. RFP issued 08/01/08. Goal met.
- Continue current agreement with existing technician or negotiate new agreement with selected vendor to perform broadcast, audiovisual, programming duties by September, 2008. Agreement with two vendors currently in place. Goal met.
- Complete and update all staff instructions for commonly used technical equipment during meetings held in Council Chambers, e.g., PowerPoint presentations, driver's education classes. Instructions updated. Goal met.

**Goal 5: Conduct consolidated Special Municipal Election (Referendum) November 4, 2008 and prepare for consolidated General Municipal Election to be held November, 2009**

Performance Measures

- City Council voted to hold Special Municipal Election after the fiscal year began (8/6/08). Conduct election in cooperation with County with no major problems attributable to responsibilities of the City.  
Election conducted with no major problems. Goal met.
- Prepare ordinance to move General Municipal Elections by August 31, 2008 and mail notice to all registered voters within 30 days of adopting ordinance.  
Ordinance to move General Municipal Elections adopted 9/3/08 and notice mailed to all registered voters one month later.
- Engage consultants to assist with consolidated election (Martin & Chapman) by early 2009.  
Consultants engaged for 11/09 General Municipal Election. Goal met.
- Prepare all documents as required by law required in FY 2008/09.
- Prepared all documents for 11/08 Special Election. Goal met.

<p style="text-align: center;"><b>CITY CLERK</b> <b>FY 2009/10 Goals and Performance Measures</b></p>
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**Goal 1: Resolve major document management issues in City Clerk's office**

Performance Measures

- Establish Deputy City Clerk as lead documents management staff person in order to implement total records management system in City Clerk's Office.
- Commit 70 hours per month as minimum number of staffing hours dedicated to documents management projects.
- Transfer vault files list in Microsoft Word to Access by June 2010.
- Achieve completion of major records management projects by June 2010.
- Transfer outdated media recordings of Council meeting from videotapes and audiotapes (that play only on discontinued tape player) to current media—DVD and CD—by December 2009.
- Upgrade Laserfiche document management software to enhance document archiving by June 2010 if available from vendor.
- Assess feasibility of renumbering Municipal Code in conjunction with codifier to facilitate code changes by September 2009 and schedule revision, if advisable, for FY 2010-11.

**Goal 2: Initiate citywide document management project**

Performance Measures

- During the fiscal year, hold four document management committee meetings with pertinent departments to develop strategies and plans for citywide document management.
- In conjunction with other departments, establish an offsite storage plan for citywide records by June, 2010 to be implemented in FY 2010-11.
- Conduct citywide "Records Destruction Day" for disposing of files in accordance with Retention Schedule by spring, 2010.
- Department will assist two departments in implementing records scanning project utilizing Laserfiche document management system by January 2010.

**Goal 3: Enhance knowledge and skills of records management**

Performance Measure

- A staff member will attend at least one records-management seminar during the fiscal year.

**Goal 4: Continue to implement streamlining efforts in audiovisual operations**

Performance Measures

- Undertake management analysis of audiovisual services and obtain City Council direction on ability/interest of the City to continue operating Time Warner Cable without support from the cable company, and determine financial and manpower resources available for operations/capital improvements.
- Until a decision is made on long-term viability of Cable operations, continue to insure that broadcasting of meetings, production of cable program information, and related Cable TV operations remain uninterrupted.

**Goal 5: Conduct Municipal Election in conjunction with Los Angeles County Registrar-Recorder/County Clerk November 3, 2009 with no major problems attributable to City responsibilities**

Performance Measures

- Prepare all documents as required by law within established time periods.
- Conduct all procedures required for candidate filings and inclusion of a possible tax measure on the ballot within required deadlines.
- Publish all notices as required by law, including multilingual notices in Spanish and Chinese publications.
- Comply with all deadlines as established by the Los Angeles County Registrar-Recorder/County Clerk for a consolidated election.

# CITY CLERK

## Budget Detail

101-1021

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	123,847	129,826	137,738	173,012	150,000	183,769
7010 Salaries - Temp / Part	7,311	1,355	9,704	10,182	10,611	-
7020 Overtime	123	1,392	1,605	3,000	2,200	1,000
7040 Holiday	-	234	-	-	-	-
7070 Leave Buyback	3,096	2,410	2,272	2,500	3,000	3,000
7100 Retirement	22,411	24,852	25,925	34,602	30,319	37,698
7108 Deferred Compensation	770	787	819	844	870	869
7110 Workers Compensation	956	1,054	944	1,083	1,064	1,016
7122 Unemployment Insurance	-	2,034	-	-	-	-
7130 Group Health Insurance	14,044	15,568	15,960	23,374	19,291	23,580
7140 Vision Insurance	460	477	480	720	572	720
7150 Dental Insurance	1,035	1,475	1,489	2,388	1,633	2,700
7160 Life Insurance	256	372	372	558	403	558
7170 FICA - Medicare	2,312	2,043	2,775	3,324	3,719	2,727
<WAGES & BENEFITS>	176,621	183,879	200,084	255,587	223,682	257,637
8000 Office Supplies	-	-	-	200	500	500
8010 Postage	605	167	195	500	150	250
8020 Special Department Expense	6,117	6,529	7,446	4,000	4,000	7,700
8040 Advertising	3,299	1,551	1,925	2,500	1,500	2,000
8060 Dues & Memberships	2,675	2,109	5,117	3,200	2,200	3,600
8070 Mileage/Auto Allowance	122	124	72	100	50	50
8090 Conference & Meeting Expense	(221)	-	69	500	-	500
8110 Equipment Maintenance	685	5,939	10,139	14,000	11,000	4,300
8150 Telephone	-	-	-	-	-	1,200
8170 Professional Service	1,132	-	-	5,000	2,000	15,900
8200 Training Expense	7	2,287	282	1,000	300	1,000
8300 Lease Payment	3,510	2,392	3,346	3,000	1,600	3,700
<OPERATIONS & MAINTENANCE>	17,931	21,098	28,591	34,000	23,300	40,700
8520 Machinery & Equipment	3,991	9,192	3,518	25,100	12,000	17,000
<CAPITAL OUTLAY>	3,991	9,192	3,518	25,100	12,000	17,000
<b>[101-1021] City Clerk Total</b>	<b>198,543</b>	<b>214,169</b>	<b>232,192</b>	<b>314,687</b>	<b>258,982</b>	<b>315,337</b>

# CITY CLERK

**Budget Detail**

**101-1021**

## PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides compensation for full-time City Clerk, Deputy City Clerk, and Secretary.
- 7020 Overtime  
Provides compensation for Deputy City Clerk and Secretary when required to work overtime, primarily to provide City Council packet and meeting support.

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of City Clerk-specific office supplies. Ordinary office supplies, including Council recording media, are included in City Manager's budget. Minimal budget of \$500 to cover unique City Clerk's Office supplies not utilized by administration, e.g., Council packet binders.
- 8010 Postage  
Provides funds for postal expenses (approximately \$20/month) for City Clerk's office mail and mailings to respond to public records requests, for correspondence, for mail related to Fair Political Practices filings, and other matters.
- 8020 Special Department Expense  
Provides for special department supplies and services, e.g., plaques, nameplates, Council installation supplies, photographs of elected officials, and certificates (\$3,600); tape and DVD duplication (for which revenues are received) \$150; copier paper (\$1,600 if recycled paper used); Council supplies (\$100); business cards for City Council, staff, and commissioners (\$400). Included are expenses for special events and receptions and for unanticipated special department expenses (\$750). Meals and refreshments for City Council meetings now in City Council budget. Includes funds for special requests for Council meetings, e.g., hearing interpreter (\$500), unanticipated department expenses (\$600).
- 8040 Advertising  
Provides funds for publication of legal notices, ordinances, and various other notices not included in budgets of other departments (\$2,000). Provides for increase with bid for legal advertising in two legal newspapers.
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees in city clerk organization for City Clerk and Deputy (\$275), dues, subscriptions, and publications of professional organizations (\$500), and funds for notary-related membership, insurance, and expenses (\$100). Includes funds for municipal codification services in print and Internet (\$2,000) with contingency funding available if more than one code update necessary or if vendor costs increase in fiscal year. Includes funds for out-of-the-ordinary changes to Municipal Code due to Zoning Code amendments, map revision (\$725).

- 8070 Mileage Reimbursement  
Provides for mileage reimbursement when private vehicle is used to conduct City business. Reimbursement is at a rate of \$.55 per mile. Reimbursement is at current IRS reimbursement rate.
- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses, including local City Clerk luncheon meetings and document management seminars.
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of equipment, e.g., postage meter (\$300) and associated equipment, office telephones. Includes lease payments and supplies for postage meter. Repair and regular monthly maintenance of Council Chambers audiotaping, broadcast and sound system costs transferred to Professional Services for 09-10. Includes annual fee for Laserfiche document imaging and expanding access (\$1,000). Includes additional funds (\$3,000) to purchase replacement audiovisual equipment under \$500 per item and for unanticipated maintenance.
- 8150 Telephone  
Cell phone equipment and services (\$1,200).
- 8170 Professional Services  
Provides consultation services on document storage, retrieval, and organization (\$250). Provides funding for audiovisual technical professional services for broadcasting meetings, presentations, and classes offered in the Council Chambers, for Channel 19 programming support, and for special requests for videotaping (\$11,400), some of which were previously included in "Equipment Maintenance" account. AV services include maintaining, troubleshooting, and insuring optimal operations of broadcasting and associated systems. Includes funding for shredding (\$250) associated with destruction of records projects. Includes funding (\$4,000) to convert videotapes/audiotapes to DVDs/CDs (approximately 150 videotapes/200 audiotaped meetings).
- 8200 Training  
Provides funds (\$500) for training, workshops and materials, including mandatory training for commissioners and others—for example, ethics, Brown Act training for staff, commissioners. Includes funds (\$500) for document management training to meet performance measure.
- 8300 Lease Payment  
Includes monthly service payments and miscellaneous costs for copier located adjacent to the City Clerk's office (total cost divided among City Manager's office, City Clerk's office, and Public Works). Current copier purchased in buyout arrangement 04/09, with service payments of \$1,600 estimated for FY 09-10 plus \$100 miscellaneous costs. Contingency provided for if current "high mileage" copier fails to perform for fiscal year: differential of \$2,000 more included in the event new machine needs to be leased.

## **CAPITAL OUTLAY**

### 8520 Machinery & Equipment

Funding to purchase broadcast equipment upgrades to maintain Cable Channel 19 broadcasting capability and to replace aging transmission equipment. Funding includes \$10,000 for two robotic cameras and remote to replace aging equipment; \$2,000 for a replacement character generator in the event of equipment failure; \$3,000 for other equipment if necessary, including technology upgrades. Funding for personal computer and monitor upgrades (\$2,000) for City Clerk's Office.

# ELECTIONS

**Budget Detail**

**101-1022**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7010 Salaries - Temp / Part	-	4,109	-	-	-	-
7020 Overtime	-	989	-	-	-	-
7100 Retirement	-	6	-	-	-	-
7110 Workers Compensation	-	41	-	-	-	-
7130 Group Health Insurance	-	211	-	-	-	-
7140 Vision Insurance	-	7	-	-	-	-
7150 Dental Insurance	-	25	-	-	-	-
7170 FICA - Medicare	-	325	-	-	-	-
<WAGES & BENEFITS>	-	5,713	-	-	-	-
8010 Postage	-	4,824	1,083	1,500	3,300	1,500
8020 Special Department Expense	-	3,220	(24)	500	-	200
8040 Advertising	-	1,332	1,438	2,000	2,500	3,000
8070 Mileage/Auto Allowance	-	47	22	50	20	50
8090 Conference & Meeting Expense	-	35	43	100	-	100
8170 Professional Service	-	64,812	42,496	62,950	35,000	37,300
<OPERATIONS & MAINTENANCE>	-	74,269	45,058	67,100	40,820	42,150
<b>[101-1022] Elections Total</b>	<b>-</b>	<b>79,983</b>	<b>45,058</b>	<b>67,100</b>	<b>40,820</b>	<b>42,150</b>

# ELECTIONS

**Budget Detail**

**101-1022**

## OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides for election-related postage.
  
- 8020 Special Department Expense  
Provides for special election-related expenses not included in other accounts.
  
- 8040 Advertising  
Provides funds for election-related notices and advertisements required by law, primarily notices in Spanish, Chinese.
  
- 8070 Mileage  
Provides for election-related mileage at \$.55 per mile.
  
- 8090 Conference and Meeting Expense  
Provides funds for election-related conferences.
  
- 8170 Professional Services  
Provides funds for election services provided by the Los Angeles County Registrar Recorder/County Clerk, election services firm Martin & Chapman, and translators.

## CITY MANAGER Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
Wages & Benefits	608,762	545,428	618,989	799,961	762,218	851,260
Operations & Maintenance	2,126,892	1,520,295	1,294,890	1,286,750	1,192,421	1,279,150
Capital Outlay	154,592	21,683	-	161,971	161,971	-
<b>Total Expenses by Category</b>	<b>2,890,246</b>	<b>2,087,405</b>	<b>1,913,879</b>	<b>2,248,682</b>	<b>2,116,610</b>	<b>2,130,410</b>
[101-2011] City Manager	354,850	348,104	486,776	611,245	587,964	631,334
[101-2013] Personnel	150,491	103,119	114,994	152,900	116,407	123,700
[101-2021] Transportation Planning	760,271	310,327	205,320	253,407	150,100	286,250
[101-2501] Legal Services	356,136	171,175	294,619	235,000	330,000	235,000
[205-2022] Transit Services	469,423	5,962	7,462	-	-	-
[205-2210] L.T.R. "A" Administration	74,726	66,703	67,749	73,703	75,649	73,010
[205-2220] L.T.R. "A" Multi-Mode	85,557	69,548	98,222	99,659	99,096	113,516
[207-2260] L.T.R. "C" Administration	111,681	49,425	29,095	38,983	33,759	33,626
[214-2256] Rogan HR 5394 Grant Admin.	14,894	-	-	-	-	-
[218-2270] Clean Air Act	40,100	17,941	6,181	126,921	128,521	7,700
[220-2301] Community Promotion	126,665	122,625	132,575	132,500	139,700	132,500
[222-2303] MTA Bus Purchase Fund	135,209	16,283	-	41,250	41,250	-
[223-2021] Transportation Planning	320	-	-	-	-	-
[226-2029] Mission Meridian Public Garage	-	121,469	80,689	70,000	75,000	81,000
[227-7210] CRA Downtown Revitalization	109,004	611,062	309,906	323,036	255,959	315,455
[229-7220] CRA Housing	93,216	66,512	76,329	90,078	83,205	97,319
[260-2110] CDBG Administration	7,703	7,150	3,963	-	-	-
<b>Total Expenses by Program</b>	<b>2,890,246</b>	<b>2,087,405</b>	<b>1,913,879</b>	<b>2,248,682</b>	<b>2,116,610</b>	<b>2,130,410</b>

<p><b>CITY MANAGER</b></p> <p><b>Department Description and Authorized Positions</b></p>
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City Manager	1
Assistant City Manager	1
Transportation Manager	1
Human Resources Manager	1
Administrative Analyst	1
Grants Analyst	1
Executive Assistant	1
<b>Total</b>	<b>7</b>

The City Manager is appointed by the City Council and serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently. Specific areas of responsibility include oversight 7 operating departments, investigation of complaints, recommendation of internal reorganizations, formulating and presenting the annual budget, and supervision of Administration, including Personnel, Transportation Planning, Legal Services, Risk Management, Redevelopment, and grants management.

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

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

# CITY MANAGER

## FY 2008/09 Accomplishments and Performance Measures

### **Goal 1: Provide Accurate and Timely Public Information**

#### Performance Measures:

- Provide monthly updates on the City website of the three-year goals and six-month strategic objectives.
- Provide quarterly updates on the City website for key projects.

### **Goal 2: Retain and Attract Quality Employees**

#### Performance Measures:

- Present to the City Council for action a Salary Level Schedule for all employees to be achieved within the 2008-09 budget at the July 16, 2008 City Council meeting.
- Establish a formal Employee Recognition Program by January 1, 2009.
- Work with Department heads to ensure the timely completion of employee evaluations.

### **Goal 3: Eliminate the 710 Surface Route**

#### Performance Measures:

- The Transportation Manager shall develop a strategy for the elimination of the 710 Freeway surface route.
- Petition the Metropolitan Transit Authority (MTA) to move the proposed 710 Freeway tunnel from to the Strategic Unfunded part of the Long-range Transportation Plan.
- Petition the Southern California Association of Governments to move the proposed 710 Freeway tunnel from the Constrained Plan to the Strategic Plan of the Regional Transportation Plan.
- Meet with Caltrans representatives to facilitate the release and sale of CalTrans surplus properties.
- Recommend to the City Council for action the hiring of a public relations firm to publicize the City's position against the 710 extension.

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

#### Performance Measures:

- Identify additional sources of revenue and complete a report, including recommendations, to the City Council for action by August 1, 2008.
- Contract with a consultant to conduct a cost analysis survey of City fees by September 1, 2008.
- Present to the City Council for action the consultant's Cost Analysis Survey with recommendations for updating City fees by January 15, 2009.
- Evaluate the feasibility of installing parking meters in the City and complete a report, with recommendations, to the City Council for action by January 15, 2009.
- Begin the process of collecting parking fees in the Mission-Meridian Gold Line parking facility.

**Goal 5: Preserve and Protect the Environment**

Performance Measures:

- Increase public awareness, both locally and regional, on the importance of resource conservation and the effects of pollution on the environment by staging the Clean-Air Car Show and Film Festival on July 20, 2008.

**Goal 6: Enhance the Delivery of Personnel Related Services**

Performance Measures:

- Update the City's job application form.

**Goal 7: Maximize Automation of City Personnel Records**

Performance Measures:

- Complete data entry of personnel information using the new Human Resources module by January 2009.
- Develop standard automated reports to assist in personnel management.

**Goal 8: Strategic Plan and Six-month Strategic Objectives**

Performance Measures:

- Present Strategic Plan Update Objectives Monitoring Matrix on a monthly basis to the City Council.
- Hold a Strategic Planning session in January 2009 to:
  - More thoroughly assess progress on the Goals and Objectives;
  - Develop a Vision Statement for the City; and,
  - Identify objectives for the next six months.

<p style="text-align: center;"><b>CITY MANAGER</b> <b>FY 2009/10 Goals &amp; Objectives</b></p>
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The City Managers' Office will work with the City Council to successfully achieve the 3-Year Strategic Goals and Objectives Established in January 2009. They Include:

- Repair and/or replace infrastructure
- Eliminate the 710 surface route, including sale of Caltrans properties
- Maintain our strong financial position, including reserves
- Retain and attract quality employees
- Preserve and improve the environment

In addition, the City Managers' Office will work to:

- Make workplace improvements to the second floor of City Hall
- Utilize a Human Resources Module to improve record keeping and personnel services to City Staff
- Start the process of archiving city records to create more space and become more efficient in their retrieval
- Expand the use of the Electronic *E-Neighbors* newsletter to communicate more effectively with South Pasadena residents.
- Continue to promote and work towards increasing exposure to the city's web-based customer service module "Contact South Pas."

# CITY MANAGER

## Budget Detail

101-2011

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	174,268	145,752	176,463	315,373	309,903	344,888
7010 Salaries - Temp / Part	(242)	33,571	70,933	30,000	29,515	30,000
7020 Overtime	2,015	8,238	3,482	-	1,919	-
7070 Leave Buyback	6,484	2,358	3,020	3,775	13,878	13,880
7100 Retirement	31,955	28,722	33,531	66,691	62,291	74,350
7108 Deferred Compensation	1,678	2,708	3,255	4,151	4,624	4,490
7110 Workers Compensation	2,478	2,727	2,712	5,976	3,386	6,883
7122 Unemployment Insurance	-	202	-	-	-	-
7130 Group Health Insurance	18,114	13,170	18,040	27,701	33,519	26,016
7140 Vision Insurance	436	364	477	808	944	958
7150 Dental Insurance	1,479	1,326	1,319	2,755	2,728	3,591
7160 Life Insurance	1,038	832	1,056	724	1,496	742
7170 FICA - Medicare	2,678	4,392	7,750	7,991	7,308	5,436
7180 Car/Uniform Allowance	5,750	6,000	6,000	6,000	6,000	6,000
<WAGES & BENEFITS>	248,130	250,361	328,037	471,945	477,511	517,234
8000 Office Supplies	4,335	8,033	4,947	6,000	8,000	8,000
8010 Postage	7,672	8,927	6,742	8,000	4,000	2,000
8020 Special Department Expense	12,336	7,832	8,917	12,500	8,000	14,500
8050 Printing/Duplicating	27,847	20,218	15,415	23,000	15,000	10,000
8060 Dues & Memberships	3,358	2,356	1,764	2,700	2,700	3,200
8090 Conference & Meeting Expense	3,074	3,481	3,028	3,500	3,000	6,000
8100 Vehicle Maintenance	5,092	11,580	5,554	5,000	5,000	5,000
8110 Equipment Maintenance	2,596	2,204	436	1,000	300	1,000
8150 Telephone	273	153	347	1,000	-	2,400
8170 Professional Service	34,502	18,244	28,087	34,000	35,000	38,000
8180 Contract Services	-	5,375	67,840	30,000	5,953	10,000
8272 CM Emergency	580	5,005	12,315	8,600	20,000	10,000
8300 Lease Payment	3,437	3,278	3,346	4,000	3,500	4,000
<OPERATIONS & MAINTENANCE>	105,101	96,687	158,739	139,300	110,453	114,100
8520 Machinery & Equipment	1,619	1,056	-	-	-	-
<CAPITAL OUTLAY>	1,619	1,056	-	-	-	-
<b>[101-2011] City Manager Total</b>	<b>354,850</b>	<b>348,104</b>	<b>486,776</b>	<b>611,245</b>	<b>587,964</b>	<b>631,334</b>

# CITY MANAGER

**Budget Detail**

**101-2011**

## **PERSONNEL SERVICES**

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

## **OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for the purchase of office stationary, forms, and miscellaneous office supplies. Includes ordinary supplies for the Public Work's and City Clerk's office (\$8,000).
- 8010 Postage  
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$2,000).
- 8020 Special Department Expense  
Provides funds for miscellaneous department supplies and services not considered to be office supplies (\$7,500), including beverage and kitchen equipment and supplies (\$3,000), and replacement and upgrades to Department PCs, printers and computer software (4,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials, including City information brochures (\$7,000), stationery (\$2,000), and business cards (\$1,000).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for San Gabriel Valley City Manager's Association dues (\$75), International City Manager's Association dues (\$400), San Gabriel Valley Assistants to City Managers Association dues (\$60), California City Management Foundation dues (\$400), Municipal Management Association of Southern California (\$75), City Manager's membership to Rotary Club (\$910), miscellaneous membership dues (\$300), Guide to Federal Fund (\$430), and subscriptions to newspapers and professional publications (\$550).

- 8090 Conference and Meeting Expense  
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, San Gabriel Valley Assistants to City Managers Annual Conference, and the Municipal Management Association of Southern California Annual Conference (\$6,000).
- 8100 Vehicle Maintenance and Operations  
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$5,000).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned and leased equipment including the postage meter, fax machine, telephone system and computer system (\$1,000).
- 8150 Telephone  
Provides funds for telephone equipment and City Manager and Assistant City Manager cell phone services (\$2,400).
- 8170 Professional Services  
Provides funds for professional services, such as goal setting session (\$9,000), City-wide telephone system management consultant (\$20,000), Comcate (\$4,000), team building and other miscellaneous professional services (\$5,000).
- 8180 Contract Services  
Provides funds for contract services related to City Manager's Office operations, and temporary employee services if necessary (\$10,000).
- 8272 City Manager Emergency Fund  
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).
- 8300 Lease Payment  
Provides funds for the lease and maintenance of equipment and machinery, including the second floor City Hall copy machine (\$4,000).

# PERSONNEL

## Budget Detail

**101-2013**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
8010 Postage	431	200	155	300	600	600
8020 Special Department Expense	32,726	9,141	10,984	16,000	13,000	18,500
8040 Advertising	8,165	2,860	11,953	10,000	12,000	10,000
8050 Printing/Duplicating	284	521	149	500	-	500
8060 Dues & Memberships	1,785	4,635	-	2,800	2,507	2,800
8090 Conference & Meeting Expense	300	59	183	2,800	1,500	5,300
8160 Legal Service	78,635	67,815	73,635	70,000	63,300	35,000
8170 Professional Service	27,263	17,041	14,128	40,500	20,000	30,500
8180 Contract Services	517	-	-	-	-	4,000
8200 Training Expense	384	-	3,806	10,000	3,500	16,500
8332 ERAF Payment	-	847	-	-	-	-
<OPERATIONS & MAINTENANCE	150,491	103,119	114,994	152,900	116,407	123,700
<b>[101-2013] Personnel Total</b>	<b>150,491</b>	<b>103,119</b>	<b>114,994</b>	<b>152,900</b>	<b>116,407</b>	<b>123,700</b>

# PERSONNEL

Budget Detail

101-2013

## OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to personnel activities (\$600).
- 8020 Special Department Expense  
Provides funds for special department expenses including employee recognition (\$2,000), retirement celebrations (\$500), holiday celebration (\$10,500), city employee identification cards (\$2,500), recruitment expenses (\$1,000), and employee wellness program (\$2,000).
- 8040 Advertising  
Provides funds for advertising position vacancies and conducting recruitments (\$10,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of personnel forms (\$500).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership in the Liebert Cassidy Whitmore San Gabriel Valley Employee Relations Consortium (\$2,500), subscriptions to professional development newsletters and publications (\$300).
- 8090 Conference and Meeting Expense  
Provides funds for Liebert Cassidy Whitmore San Gabriel Valley Employee Relations Consortium training meetings, Personnel Management Association meetings, and the League of California Cities Personnel Department conference (\$5,300).
- 8160 Legal Services  
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules, administrative policies, and other legal requirements governing employee relations (\$35,000).
- 8170 Professional Services  
Provides funds for pre-employment physicals, Department of Motor Vehicles background checks, Department of Justice investigations, medical and psychological examinations (\$15,000). Personnel investigations, Employee Assistance Program services, mediation services (\$5,500), other personnel recruitment and employee retention services (\$10,000).
- 8180 Contract Services  
Provides funds for off-site Storage of Human Resource files (\$4,000).
- 8200 Employee Training  
Provides funds for training seminars, workshops, materials, includes training for supervisors, and tuition reimbursement (\$16,500).

# TRANSPORTATION PLANNING

## Budget Detail

101-2021

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7010 Salaries - Temp / Part	30,092	14,468	-	14,144	-	-
7020 Overtime	560	1,596	-	-	-	-
7100 Retirement	3,361	1,414	-	2,752	-	-
7110 Workers Compensation	214	129	-	379	-	-
7170 FICA - Medicare	421	454	-	1,082	-	-
<WAGES & BENEFITS>	34,649	18,062	-	18,357	-	-
8010 Postage	496	123	558	600	200	50
8020 Special Department Expense	1,241	1,215	16,341	1,000	-	1,000
8050 Printing/Duplicating	5,635	412	2,421	1,500	250	1,500
8060 Dues & Memberships	-	-	-	1,450	1,450	2,000
8090 Conference & Meeting Expense	586	494	46	500	200	4,500
8150 Telephone	-	-	-	-	-	1,200
8160 Legal Service	455,927	141,744	124,889	140,000	100,000	120,000
8170 Professional Service	192,881	101,348	60,000	60,000	48,000	126,000
8180 Contract Services	68,856	46,929	1,065	30,000	-	30,000
<OPERATIONS & MAINTENANCE>	725,622	292,265	205,320	235,050	150,100	286,250
<b>[101-2021] Transportation Planning Total</b>	<b>760,271</b>	<b>310,327</b>	<b>205,320</b>	<b>253,407</b>	<b>150,100</b>	<b>286,250</b>

## TRANSPORTATION PLANNING

Budget Detail

101-2021

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$50).
- 8020 Special Department Expense  
Provides funds for special supplies and services related to transportation planning (\$1,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials related to transportation planning (\$1,500).
- 8060 Dues & Membership  
Provides funds for membership in professional transportation and land use organizations such as American Planning Association, Urban Land Institute, Urban Forum, and others (\$2,000).
- 8090 Conference and Meeting Expense  
Provides funds for staff and City Council to attend meetings to advocate the City's anti-710 Freeway extension position, as well as other transportation related conferences and meetings (\$4,500).
- 8150 Telephone  
Provides funds for telephone service (\$1,200).
- 8160 Legal Services  
Provides for special legal counsel related to the 710 Freeway (\$90,000). Also provides for other transportation-related legal services (\$30,000).
- 8170 Professional Services  
Provides funds for 710 strategic planning consultant services and other services related to transportation (\$126,000).
- 8180 Contract Services  
Provides funds for contract services related to transportation planning, includes funding for support studies for transit and traffic studies (30,000).

## LEGAL SERVICES

**Budget Detail**

**101-2501**

<b>EXPENDITURE DETAILS</b>	<b>Actual 2005/06</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Budget 2008/09</b>	<b>Estimated 2008/09</b>	<b>Adopted 2009/10</b>
8160 Legal Service	356,136	171,175	249,619	235,000	300,000	235,000
8161 Settlements	-	-	45,000	-	30,000	-
<OPERATIONS & MAINTENANCE	356,136	171,175	294,619	235,000	330,000	235,000
<b>[101-2501] Legal Services Total</b>	<b>356,136</b>	<b>171,175</b>	<b>294,619</b>	<b>235,000</b>	<b>330,000</b>	<b>235,000</b>

## LEGAL SERVICES

**Budget Detail**

**101-2501**

### OPERATIONS & MAINTENANCE

8160 Legal Services

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

## PROP "A" - LOCAL TRANSIT ADMINISTRATION

### Budget Detail

205-2210

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	32,168	19,246	13,410	31,181	27,978	33,926
7010 Salaries - Temp / Part	-	7,127	15,327	-	-	-
7020 Overtime	288	759	458	-	173	-
7070 Leave Buyback	2,238	1,440	212	300	889	890
7100 Retirement	5,830	3,718	2,699	6,066	5,610	6,960
7108 Deferred Compensation	272	140	66	244	231	268
7110 Workers Compensation	247	111	185	625	180	469
7122 Unemployment Insurance	-	270	560	-	-	-
7130 Group Health Insurance	2,346	1,552	1,239	2,336	2,805	2,541
7131 Retiree Health Insurance	7,967	8,946	9,268	9,030	10,091	-
7140 Vision Insurance	60	40	44	89	81	84
7150 Dental Insurance	170	163	90	288	213	315
7160 Life Insurance	49	47	19	69	49	65
7170 FICA - Medicare	486	859	1,285	475	449	492
<WAGES & BENEFITS>	52,122	44,419	44,863	50,703	48,749	46,010
8060 Dues & Memberships	1,547	2,640	1,550	3,000	3,000	3,000
8180 Contract Services	1,341	-	-	-	-	-
8250 Bus Pass Subsidy	19,716	19,644	21,336	20,000	23,900	24,000
<OPERATIONS & MAINTENANCE>	22,604	22,284	22,886	23,000	26,900	27,000
<b>[205-2210] L.T.R. "A" Administration Total</b>	<b>74,726</b>	<b>66,703</b>	<b>67,749</b>	<b>73,703</b>	<b>75,649</b>	<b>73,010</b>

## **PROP “A” - LOCAL TRANSIT ADMINISTRATION**

### **Budget Detail**

**205-2210**

#### **PERSONNEL SERVICES**

7000 Salaries – Regular Employees

Provides partial compensation for the Assistant City Manager, Sr. Management Analyst, Transportation Manager, and Administrative Analyst. Refer to the Appendix for a detailed allocation list.

7070 Leave Buyback

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

#### **OPERATIONS & MAINTENANCE**

8060 Dues & Memberships

Provides funds for a portion of membership dues for the San Gabriel Valley Council of Government (SGVCOG) (\$1,550) and the Southern California Association of Governments (SCAG) (\$1,450).

8250 Bus Pass Subsidy

Provides a portion of LTR “A” - Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$24,000).

## PROP "A" - MULTI-MODE PLANNING

### Budget Detail

205-2220

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	61,507	41,680	47,278	72,005	70,624	81,907
7010 Salaries - Temp / Part	-	9,812	30,788	-	-	-
7020 Overtime	288	1,036	630	-	173	-
7070 Leave Buyback	4,386	2,019	979	3,000	3,591	3,590
7100 Retirement	11,190	8,118	9,260	14,008	14,179	16,802
7108 Deferred Compensation	816	1,148	1,274	1,471	1,612	1,673
7110 Workers Compensation	964	473	987	1,816	999	1,417
7122 Unemployment Insurance	-	405	-	-	-	-
7130 Group Health Insurance	4,937	3,102	3,734	5,418	5,942	5,944
7140 Vision Insurance	110	77	110	169	164	180
7150 Dental Insurance	335	269	248	554	525	675
7160 Life Insurance	91	69	56	130	123	140
7170 FICA - Medicare	933	1,339	2,880	1,088	1,164	1,188
<WAGES & BENEFITS>	85,557	69,548	98,222	99,659	99,096	113,516
<b>[205-2220] L.T.R. "A" Multi-Mode Total</b>	<b>85,557</b>	<b>69,548</b>	<b>98,222</b>	<b>99,659</b>	<b>99,096</b>	<b>113,516</b>

## PROP "A" - MULTI-MODE PLANNING

Budget Detail

205-2220

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant City Manager, Transportation Manager, Executive Assistant and Administrative Analyst. Refer to the Appendix for a detailed allocation list.
- 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.

## PROP "C" - LOCAL TRANSIT ADMINISTRATION

### Budget Detail

207-2260

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	42,790	22,343	9,069	17,337	16,508	19,197
7010 Salaries - Temp / Part	-	6,006	5,820	-	-	-
7020 Overtime	288	759	355	-	173	-
7070 Leave Buyback	3,638	2,280	212	800	381	380
7100 Retirement	7,819	4,425	1,780	3,372	3,306	3,938
7108 Deferred Compensation	392	185	24	106	103	120
7110 Workers Compensation	336	141	98	469	105	195
7122 Unemployment Insurance	-	473	-	-	-	-
7130 Group Health Insurance	3,184	1,889	917	1,393	1,834	1,426
7131 Retiree Health Insurance	6,383	7,168	7,426	7,225	8,085	-
7140 Vision Insurance	75	44	31	47	55	53
7150 Dental Insurance	191	179	90	180	145	198
7160 Life Insurance	56	54	19	41	32	41
7170 FICA - Medicare	660	839	554	313	262	278
<WAGES & BENEFITS>	65,812	46,785	26,395	31,283	30,989	25,826
8050 Printing/Duplicating	-	-	-	5,000	-	5,000
8060 Dues & Memberships	1,547	2,640	2,700	2,700	2,770	2,800
8170 Professional Service	44,322	-	-	-	-	-
<OPERATIONS & MAINTENANCE>	45,869	2,640	2,700	7,700	2,770	7,800
<b>[207-2260] L.T.R. "C" Administration Total</b>	<b>111,681</b>	<b>49,425</b>	<b>29,095</b>	<b>38,983</b>	<b>33,759</b>	<b>33,626</b>

## **PROP “C” - LOCAL TRANSIT ADMINISTRATION**

**Budget Detail**

**207-2260**

### **PERSONNEL SERVICES**

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

### **OPERATIONS & MAINTENANCE**

- 8050 Printing and Duplication  
Provides funds for improving directional signage and printing of directional and informational notices for the Mission Meridian Village parking structure (\$5,000).
- 8060 Dues & Memberships  
Provides funds for a portion of membership to the San Gabriel Valley Council of Government (SGVCOG) (\$2,800).

## CLEAN AIR ACT - AB 2766

### Budget Detail

**218-2270**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
8060 Dues & Memberships	5,472	5,602	3,090	3,200	3,200	3,200
8180 Contract Services	11,366	6,000	-	-	-	-
8261 Rideshare	2,781	1,996	3,091	3,000	4,600	4,500
<OPERATIONS & MAINTENANCE	19,619	13,597	6,181	6,200	7,800	7,700
8540 Automotive Equipment	20,481	4,344	-	120,721	120,721	-
<CAPITAL OUTLAY>	20,481	4,344	-	120,721	120,721	-
<b>[218-2270] Clean Air Act Total</b>	<b>40,100</b>	<b>17,941</b>	<b>6,181</b>	<b>126,921</b>	<b>128,521</b>	<b>7,700</b>

## CLEAN AIR ACT - AB 2766

**Budget Detail**

**218-2270**

### OPERATIONS & MAINTENANCE

8060 Dues, Membership, and Subscription

Provides funds for a portion of membership dues for the San Gabriel Valley Council of Governments (SGVCOG) (\$3,200).

8261 Rideshare

Provides funds for a subsidy for employees who commute to/from work using an alternative mode of transportation such as walk, bus, bicycle, or carpool (\$4,500).

## COMMUNITY PROMOTION

**Budget Detail**

**220-2301**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
8020 Special Department Expense	3,200	-	-	-	-	-
8040 Advertising	-	-	-	12,000	12,000	12,000
8050 Printing/Duplicating	6,165	2,125	9,575	-	-	-
8170 Professional Service	5,300	-	-	-	7,200	-
8185 Chamber of Commerce	100,000	120,500	120,500	120,500	120,500	120,500
8254 Rose Parade Float	12,000	-	-	-	-	-
8255 Public Events Promotion	-	-	2,500	-	-	-
<OPERATIONS & MAINTENANCE	126,665	122,625	132,575	132,500	139,700	132,500
<b>[220-2301] Community Promotion Total</b>	<b>126,665</b>	<b>122,625</b>	<b>132,575</b>	<b>132,500</b>	<b>139,700</b>	<b>132,500</b>

## COMMUNITY PROMOTION

**Budget Detail**

**220-2301**

### OPERATIONS & MAINTENANCE

8040 Advertising

Provides funds for community promotion activities for the City of South Pasadena. This project will be led by the Chamber of Commerce (\$12,000).

8185 Chamber of Commerce

For FY 2009/10, funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$120,500).

## MISSION MERIDIAN PUBLIC GARAGE

### Budget Detail

**226-2029**

<b>EXPENDITURE DETAILS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
8020 Special Department Expense	-	4,413	5,509	8,000	5,000	8,000
8060 Dues & Memberships	-	76,093	51,909	47,000	44,000	47,000
8170 Professional Service	-	21,348	23,271	15,000	26,000	-
8180 Contract Services	-	-	-	-	-	26,000
8229 Taxes	-	19,615	-	-	-	-
<OPERATIONS & MAINTENANCE	-	121,469	80,689	70,000	75,000	81,000
<b>[226-2029] Mission Meridian Public Gara</b>	<b>-</b>	<b>121,469</b>	<b>80,689</b>	<b>70,000</b>	<b>75,000</b>	<b>81,000</b>

## MISSION MERIDIAN PUBLIC GARAGE

**Budget Detail**

**226-2029**

### OPERATIONS & MAINTENANCE

- 8020 Operating Supplies  
Provides funds related to the general operations of the garage including payment of signs (\$1,000), marketing (\$1,000), operational and preventive maintenance (\$3,500), and miscellaneous supplies (\$2,500).
- 8060 POA Dues  
Provides funds for the payment of Utilities (\$17,000) and Property Owners' Association (POA) dues (\$30,000).
- 8170 Professional Services  
None identified for FY 2010.
- 8180 Contract Services  
Provides funds for contract services for the cleaning of the garage (\$21,665) and service for the parking permit machines (\$4,335).

<h2 style="margin: 0;">FINANCE</h2> <h3 style="margin: 0;">Department Summary</h3>
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<b>EXPENDITURE SUMMARY</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	540,770	554,458	594,919	639,688	406,213	677,449
Operations & Maintenance	330,679	334,889	483,132	443,940	611,059	428,515
Capital Outlay	-	9,800	-	-	-	-
<b>Total Expenses by Category</b>	<b>871,449</b>	<b>899,147</b>	<b>1,078,051</b>	<b>1,083,628</b>	<b>1,017,272</b>	<b>1,105,964</b>
[101-3011] Finance	329,645	347,858	455,500	424,176	385,162	429,900
[101-3032] Information Services	147,580	165,903	171,241	181,130	181,130	186,130
[500-3012] Utility Billing	394,224	385,387	451,311	478,322	450,980	489,934
<b>Total Expenses by Program</b>	<b>871,449</b>	<b>899,147</b>	<b>1,078,051</b>	<b>1,083,628</b>	<b>1,017,272</b>	<b>1,105,964</b>

<h2 style="margin: 0;">FINANCE</h2> <h3 style="margin: 0;">Department Description and Authorized Positions</h3>
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Finance Director	1
Assistant Finance Director	1
Utility Billing Coordinator	1
Filming Liaison	1
Accounting Technician	2
Account Clerk	2
<b>Total</b>	<b>8</b>

The Finance Department accounts for all City and Agency expenditures, administers business and animal licensing, manages several competitive grants in collaboration with other departments, prepares the biweekly payroll, prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants.

In conjunction with, and subject to the independent certification of the City/Agency independent audit firm, the Department prepares the City’s Comprehensive Annual Financial Report (CAFR). Under the direction of the City Manager, the Department prepares the City’s annual budget.

The Finance Department administers the utility billing function to the City’s almost 7,500 accounts for all water, refuse and sewer fees. This function includes the administering direct debit payments systems for utility payers.

The Department works with the City Treasurer and the Finance Committee with respect to the various financial issues the City needs to consider. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments.

The Department also manages the film permitting process. Lastly, the Department coordinates the City’s information services and telecommunications functions, and prepares special financial reports and analysis as needed.

# FINANCE

## FY 2008/09 Accomplishments and Performance Measures

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

#### Performance Measurements:

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

### Goal 2: Internal Operational Efficiencies

#### Performance Measurements:

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

### Goal 3: Analyze Trends in Film Permitting

#### Performance Measurements:

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

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

Performance Measurements:

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

<p style="text-align: center;"><b>FINANCE</b> <b>FY 2009/10 Goals and Performance Measures</b></p>
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**Goal 1: Provide Timely Financial Information to Decision Makers**

Performance Measurements:

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

**Goal 2: Internal Operational Efficiencies**

Performance Measurements:

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

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

Performance Measurements:

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

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

Performance Measurements:

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

# FINANCE

## Budget Detail

**101-3011**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	186,668	199,590	201,361	234,955	129,818	240,035
7010 Salaries - Temp / Part	13,450	14,902	12,063	1,688	9,389	6,000
7020 Overtime	606	741	184	400	165	400
7070 Leave Buyback	3,460	4,037	24,248	3,000	3,034	3,030
7100 Retirement	34,625	39,670	40,117	45,457	30,999	49,961
7108 Deferred Compensation	695	734	685	903	32	890
7110 Workers Compensation	1,490	1,732	1,513	1,400	992	1,898
7120 Disability Insurance	3,758	-	-	-	-	-
7122 Unemployment Insurance	-	2,762	13,528	-	-	-
7130 Group Health Insurance	26,234	24,876	27,654	30,222	24,375	24,539
7140 Vision Insurance	828	814	871	936	795	912
7150 Dental Insurance	2,861	2,833	2,960	3,510	2,925	3,420
7160 Life Insurance	577	595	613	725	604	707
7170 FICA - Medicare	3,393	3,197	3,482	3,580	2,467	3,573
<WAGES & BENEFITS>	278,644	296,484	329,278	326,776	205,595	335,365
8000 Office Supplies	4,312	1,862	458	2,000	1,000	2,000
8010 Postage	3,481	4,232	5,922	6,000	6,000	6,000
8020 Special Department Expense	17,650	23,766	22,602	21,800	21,800	21,800
8050 Printing/Duplicating	9,818	5,558	5,343	7,900	7,900	6,900
8060 Dues & Memberships	1,605	1,435	1,307	1,500	1,000	2,695
8070 Mileage/Auto Allowance	37	267	288	300	300	300
8090 Conference & Meeting Expense	1,170	327	516	1,500	700	5,640
8110 Equipment Maintenance	6,896	4,528	10,344	10,000	10,000	10,000
8150 Telephone	-	-	-	-	-	1,200
8170 Professional Service	5,712	4,343	79,104	46,000	130,467	36,000
8200 Training Expense	321	156	337	400	400	2,000
<OPERATIONS & MAINTENANCE>	51,000	46,473	126,222	97,400	179,567	94,535
8520 Machinery & Equipment	-	4,900	-	-	-	-
<CAPITAL OUTLAY>	-	4,900	-	-	-	-
<b>[101-3011] Finance Total</b>	<b>329,645</b>	<b>347,858</b>	<b>455,500</b>	<b>424,176</b>	<b>385,162</b>	<b>429,900</b>

## FINANCE

**Budget Detail**

**101-3011**

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for compensation for full-time Department staff.
  
- 7010 Part time Employees  
Provides funds part-time Account Clerk (remaining portion of position is budgeted in Water Utility).
  
- 7020 Overtime  
Covers the cost of overtime for non-management staff.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of miscellaneous supplies for Finance Department and City Treasurer (\$2,000).
  
- 8010 Postage  
Provides funds for postal expenses for mailing information, purchase orders, checks, business and animal licenses, and miscellaneous Department mailings (\$6,000).
  
- 8020 Special Department Expense  
The procurement of computer, printer, and copier supplies, ribbons, toners and diskettes (\$4,500). Departmental forms including W-2s and 1099s, business license reminder notices, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$10,455). Also included in this account are fees (\$4,545) for 10% of annual allocation of credit card use charges, bank analysis fees, (\$1,800) funding for compilation of the CAFR statistical section, and (\$500) application costs for the GFOA CAFR award program.
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of draft and final budget (\$5,000) and other miscellaneous information intended for public distribution from the Finance Department and the City Treasurer (\$1,900).

- 8060 Dues, Memberships, Subscriptions, and Books  
 Provides for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$220), the Government Finance Officers Association (GFOA, \$375) the California Municipal Treasurers Association (CMTA, \$100), International City/County Management Association (ICMA, \$650) Film Liaisons in California (FLICS, \$300), and the California Municipal Business Tax Association (CMBTA, \$50). Also includes STAR News, GAAFR blue book subscription and miscellaneous finance publications as required (\$1,000).
- 8070 Mileage Reimbursement  
 Provides for mileage reimbursement for Film Liaison's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$300).
- 8090 Conference and Meeting Expense  
 Provides for attendance luncheon meetings annually of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director and Assistant Director (\$500), the annual CSMFO conference for the Finance Director (\$940), the annual GFOA Conference for the Assistant Director (\$1,000), League of California Cities Legislative Updates (\$2,000), ICMA (\$1,000) and annual Diehl Evans tax seminar for Assistant Director and an Accounting Technician (\$200).
- 8110 Equipment Maintenance  
 Provides for postage machine lease/maintenance allocation (\$550), funding for copier shared with Planning & Building Department (\$2,400), 7 Laser Jet printers (\$1,000), credit card processor (\$200), postage meter(\$200), typewriters (\$200), currency counter (\$100), 8 calculators (\$100), fax machine and hole-puncher (\$250), set aside for unexpected replacements and upgrades to Department PCs (\$5,000).
- 8150 Telephone  
 Cell phone equipment and services (\$1,200).
- 8170 Professional Services  
 Current year's proposed expenditures are for maintenance of GASB 34 infrastructure asset valuation, depreciation and other requirements, research and implementation assistance for GASB 44 requirements (\$5,000). The State Controller's Office assists in the compilation of the Annual Street Report, (\$1,000), sales tax and property tax audits and advisory (\$10,000) and financial advisory services (\$20,000).
- 8200 Employee Training  
 Training workshops for Finance employees other than the Director and Assistant Director (\$2,000).

## INFORMATION SERVICES

**Budget Detail**

**101-3032**

<b>EXPENDITURE DETAILS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
8020 Special Department Expense	2,542	2,471	354	2,200	2,200	2,200
8110 Equipment Maintenance	40,125	55,872	49,363	60,000	60,000	65,000
8150 Telephone	3,988	4,469	4,729	4,430	4,430	4,430
8170 Professional Service	100,925	91,581	98,265	99,500	99,500	99,500
8180 Contract Services	-	11,460	16,530	15,000	15,000	15,000
8200 Training Expense	-	50	2,000	-	-	-
<OPERATIONS & MAINTENANCE	147,580	165,903	171,241	181,130	181,130	186,130
<b>[101-3032] Information Services Total</b>	<b>147,580</b>	<b>165,903</b>	<b>171,241</b>	<b>181,130</b>	<b>181,130</b>	<b>186,130</b>

## INFORMATION SERVICES

Budget Detail

101-3032

### OPERATIONS & MAINTENANCE

- 8020 Special Department Expense  
Provide funds for website software, purchase data tape cleaning kit, computer cables and interactive form (\$2,200).
- 8110 Equipment Maintenance  
Maintenance cost include for general hardware maintenance (\$21,000), annual anti-virus update (\$4,000), the annual spam filter update (\$6,000), Springbrook Software (Accounting/Finance systems \$26,000), HdL (Business and Animal License systems \$8,000)
- 8150 Telephone  
Provides funds for internet access by AT & T and for additional miscellaneous supplies (4,430).
- 8170 Professional Services  
Provides funds for Citywide network system consulting services provided by OsZ Technologies for all departments other than the Police Department. Annualized cost is based on hourly requirements for service as initiated by departments. (\$93,000) from current estimates is budgeted this year. Also included is website hosting services provided by Digital Housing totaling (\$2,500 annually) and the Comcate customer services annual software license fee (\$4,000).
- 8180 Contract Services  
Website maintenance and webmaster's services (\$15,000).

## UTILITY BILLING

**Budget Detail**

**500-3012**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	179,173	185,915	179,799	222,651	136,390	242,471
7010 Salaries - Temp / Part	16,522	5,121	4,334	9,052	3,912	9,500
7020 Overtime	355	458	148	350	63	400
7070 Leave Buyback	2,260	2,532	17,678	2,300	1,087	2,300
7100 Retirement	32,885	35,802	34,127	44,442	32,439	50,881
7108 Deferred Compensation	608	642	533	702	25	779
7110 Workers Compensation	1,439	706	1,260	748	1,016	2,302
7120 Disability Insurance	1,566	-	936	-	-	-
7130 Group Health Insurance	20,600	21,010	21,307	24,956	20,655	24,819
7140 Vision Insurance	665	659	623	745	528	900
7150 Dental Insurance	2,468	2,474	2,260	3,028	2,245	3,375
7160 Life Insurance	566	574	539	698	615	698
7170 FICA - Medicare	3,019	2,082	2,098	3,240	1,642	3,659
<WAGES & BENEFITS>	262,126	257,974	265,641	312,912	200,617	342,084
8000 Office Supplies	2,872	-	-	-	-	-
8010 Postage	14,128	9,940	14,960	20,250	20,250	20,250
8020 Special Department Expense	75,171	72,264	82,392	81,000	80,574	81,000
8070 Mileage/Auto Allowance	-	768	-	-	-	-
8090 Conference & Meeting Expense	338	-	-	-	-	2,940
8110 Equipment Maintenance	7,417	16,367	17,416	19,100	22,000	19,100
8170 Professional Service	31,702	23,033	70,902	44,560	127,038	22,560
8200 Training Expense	471	140	-	500	500	2,000
8350 Bad Debt Expense	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>	132,098	122,512	185,670	165,410	250,362	147,850
8520 Machinery & Equipment	-	4,900	-	-	-	-
<CAPITAL OUTLAY>	-	4,900	-	-	-	-
<b>[500-3012] Utility Billing Total</b>	<b>394,224</b>	<b>385,387</b>	<b>451,311</b>	<b>478,322</b>	<b>450,980</b>	<b>489,934</b>

## UTILITY BILLING

Budget Detail

500-3012

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for compensation for Finance Department staff allocated to the Water billing function.
- 7010 Part time Employees  
Provides funds for part-time Account Clerk's wages. Remaining portion of position is budgeted in Finance Activity.
- 7020 Overtime  
Covers the cost of overtime for non-management staff.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

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

8200 Employee Training

Funding for employee customer service, computer training, writing skills and other training workshops for Finance employees other than the Director and Assistant Director (\$2,000).

## NON-DEPARTMENTAL/OVERHEAD

**Budget Detail**

**101-3041**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	-	-	-	728,799	728,799	245,000
7131 Retiree Health Insurance	367,424	412,581	427,432	415,000	465,384	500,000
<WAGES & BENEFITS>	367,424	412,581	427,432	1,143,799	1,194,183	745,000
8020 Special Department Expense	877	674	748	750	-	750
8060 Dues & Memberships	61,395	52,934	18,511	16,500	28,300	16,500
8100 Vehicle Maintenance	-	-	-	-	1,000	-
8110 Equipment Maintenance	8,721	8,235	10,474	10,000	10,000	10,000
8150 Telephone	17,567	19,148	19,967	18,000	17,000	17,000
8170 Professional Service	14,230	20,334	25,620	62,000	62,000	50,000
8191 Liability & Surety Bonds	445,157	401,679	364,826	380,000	380,000	380,000
8300 Lease Payment	100,069	61,710	61,308	61,000	61,000	61,000
8335 Property Tax Admin. Fee	-	-	129,834	-	133,104	-
8350 Bad Debt Expense	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>	648,016	564,715	631,289	548,250	692,404	535,250
9811 Transfers Out	-	-	-	-	18,388	360,000
<TRANSFER OUT>	-	-	-	-	18,388	360,000
9820 CM's Housing Equity	-	250,000	-	-	-	-
<OTHER EXPENSES>	-	250,000	-	-	-	-
<b>[101-3041] Non-Dept/Overhead Total</b>	<b>1,015,440</b>	<b>1,227,295</b>	<b>1,058,721</b>	<b>1,692,049</b>	<b>1,904,975</b>	<b>1,640,250</b>

## NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

### PERSONNEL SERVICES

7000 Salary Set-Aside

Amount set-aside for salary contingency (UUT stipend payments (\$145,000) and Post Employment Retiree Benefit liability (\$100,000)). Combined, the \$245,000 is approx 49% of the total 1% UUT-Salaries (\$497,400) projected for FY 2009/10. The remaining 51% will be used to offset Council approved salary increases of April 15, 2009 and May 6, 2009.

7131 Retirees Health Insurance

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

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provided funds for miscellaneous supplies (\$750).

8060 Dues, Memberships, Subscriptions, and Books

Funds City memberships in League of California Cities, (\$10,600) the San Gabriel Valley Council of Governments, (\$2,300); the Local Agency Formation Committee (LAFCO \$1,000), and the Southern California Association of Governments (SCAG - \$2,600).

8110 Equipment Maintenance

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

8150 Telephone

Provides funds for long distance telephone service and telephone lines and other expenses (\$18,000).

8170 Professional Services

Independent accounting services, including review and recommendations on financial procedures, interim audits, preparation of annual Financial Report (CAFR), and the Single Audit Report. The cost of this \$37,000 professional service is allocated to Non-Departmental (\$20,000). An IT Master Plan is proposed for FY 2009/10 (\$30,000).

- 8191 California Joint Powers Insurance Authority & Surety Bonds  
General fund share of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total deposit is \$600,000. The amount shown in this cost center, \$360,000, is that portion allocated to the General Fund. The remaining portion of this coverage is allocated approximately to 25% the Water Fund (\$150,000), 5% to the Sewer Fund (\$30,000), and 10% to the Lighting and Landscaping Maintenance District Fund (\$60,000).
- 8300 Equipment Leasing  
Year four of a ten-year (\$492,692 total acquisition price, including aftermarket upgrades of \$50,000) equipment lease arrangement for acquisition of Pierce fire engine (\$61,000 annual payment to Oshkosh Capital)
- 9811 Transfers Out  
Transfers out to the Sewer Fund to reduce rate increases (\$100,000).



# CITY TREASURER

## Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2005/06</b>	<b>Actual</b> <b>2006/07</b>	<b>Actual</b> <b>2007/08</b>	<b>Budget</b> <b>2008/09</b>	<b>Estimated</b> <b>2008/09</b>	<b>Adopted</b> <b>2009/10</b>
Wages & Benefits	10,447	10,287	10,288	10,292	10,292	8,637
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>10,447</b>	<b>10,287</b>	<b>10,288</b>	<b>10,292</b>	<b>10,292</b>	<b>8,637</b>
[101-3021] City Treasurer	10,447	10,287	10,288	10,292	10,292	8,637
<b>Total Expenses by Program</b>	<b>10,447</b>	<b>10,287</b>	<b>10,288</b>	<b>10,292</b>	<b>10,292</b>	<b>8,637</b>

<h2 style="margin: 0;">CITY TREASURER</h2> <h3 style="margin: 0;">Department Description and Authorized Positions</h3>
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Victor Robinette, City Treasurer	1
<b>Total</b>	<b>1</b>

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

# CITY TREASURER

## Budget Detail

101-3021

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	8,669	8,471	8,500	8,472	8,472	8,472
7100 Retirement	1,592	1,627	1,611	1,648	1,648	-
7110 Workers Compensation	62	66	53	49	49	42
7170 FICA - Medicare	123	123	123	123	123	123
<WAGES & BENEFITS>	10,447	10,287	10,288	10,292	10,292	8,637
<b>[101-3021] City Treasurer Total</b>	<b>10,447</b>	<b>10,287</b>	<b>10,288</b>	<b>10,292</b>	<b>10,292</b>	<b>8,637</b>

# CITY TREASURER

**Budget Detail**

**101-3021**

## PERSONNEL SERVICES

7000 Regular Salaries

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

<h2 style="margin: 0;">POLICE</h2> <h3 style="margin: 0;">Department Summary</h3>
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	Actual	Actual	Actual	Budget	Estimated	Adopted
<b>EXPENDITURE SUMMARY</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	5,607,995	5,310,655	5,789,185	5,863,265	5,799,529	6,238,840
Operations & Maintenance	663,616	796,822	861,780	817,480	809,629	817,603
Capital Outlay	238,610	504,419	221,625	172,496	109,947	96,884
<b>Total Expenses by Category</b>	<b>6,510,222</b>	<b>6,611,896</b>	<b>6,872,590</b>	<b>6,853,241</b>	<b>6,719,105</b>	<b>7,153,327</b>
[101-4011] Police	6,437,539	6,390,223	6,776,472	6,790,633	6,693,069	7,153,327
[272-4018] Police State Grant - AB 3229	47,902	221,673	96,118	62,608	26,036	-
[273-4019] Police - State Grant - CLEEP	24,781	-	-	-	-	-
<b>Total Expenses by Program</b>	<b>6,510,222</b>	<b>6,611,896</b>	<b>6,872,590</b>	<b>6,853,241</b>	<b>6,719,105</b>	<b>7,153,327</b>

<h2 style="margin: 0;">POLICE</h2> <h3 style="margin: 0;">Department Description and Authorized Positions</h3>
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Police Chief	1
Police Captain	2
Police Sergeant	7
Police Officer II	5
Police Officer	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II	4
Senior Police Assistant	1
Police Assistant	7
Administrative Secretary	2
<b>Total</b>	<b>51</b>

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

# POLICE

## FY 2008/09 Accomplishments and Performance Measures

**Note:** In an effort to prepare a completed budget document well in advance of the end of a fiscal year, it is impossible to capture statistical data for the fiscal year at the time the budget is prepared in the early Spring. Therefore, the crime and traffic statistics for calendar year 2008 will be used to measure the performance of the 2008-09 goals. The following are the goals and strategies established for the fiscal year followed by the performance in achieving the goals and strategies in *italics*.

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

The City experienced a 12% reduction in Part One Crime during 2007/08. It is anticipated that this trend will continue, but not be as dramatic as last year. Staffing shortages in Fiscal Year 2007/08 are being addressed. The following strategies and performance measures will be used:

*This goal was not met. There was a 10% increase in Part One crime in 2008. This followed a 28% decrease in 2007, so the two-year trend is still downward.*

Type	2007	2008	Difference	% Change
<i>Homicide</i>	<i>0</i>	<i>1</i>	<i>+1</i>	<i>+100%</i>
<i>Rape</i>	<i>8</i>	<i>7</i>	<i>-1</i>	<i>-13%</i>
<i>Robbery</i>	<i>24</i>	<i>23</i>	<i>-1</i>	<i>-4%</i>
<i>Assault</i>	<i>51</i>	<i>30</i>	<i>-21</i>	<i>-41%</i>
<i>Burglary</i>	<i>163</i>	<i>153</i>	<i>-10</i>	<i>-6%</i>
<i>Larceny</i>	<i>194</i>	<i>285</i>	<i>+91</i>	<i>+47%</i>
<i>Arson</i>	<i>4</i>	<i>6</i>	<i>+2</i>	<i>+50%</i>
<i>Vehicle Theft</i>	<i>88</i>	<i>78</i>	<i>-10</i>	<i>-11%</i>
<i>Total</i>	<i>532</i>	<i>583</i>	<i>+51</i>	<i>+10%</i>

- Maintain full staffing of all sworn and civilian positions. *Full staffing was maintained throughout most of the year. All sworn and civilian positions were filled until Captain Mike Ward retired in the Fall. Police Officer Kevin Sandoval was hired to fill the vacancy created by Captain Ward's retirement. A captain will be promoted to fill Captain Ward's vacancy by the end of the fiscal year. When a new captain is promoted from the rank of sergeant, a new sergeant will be promoted. All civilian positions have remained filled.*
- If vacancies occur, whenever possible, carry them in non-essential positions. *This strategy was accomplished.*

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

The U.S. Department of Justice Crime Reporting Standards for Part One crimes established clearance by arrest and clearance by exceptional means as the standard for determining crime clearance. 15% of Part One crimes were cleared in 2007/08, and this was an improvement over the 14% from the previous year. *This goal was not met. The Part One clearance rate remained at 14% in spite of the strategies used.*

- Maintain full staffing in the Detective Bureau. *This was done throughout the year.*

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

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

There was a 7% increase in injury and fatal traffic collisions last year due in part to staffing shortages resulting in vacant traffic enforcement (motor officer) positions. Both positions will be filled very early in the fiscal year and it is anticipated that increased traffic enforcement will have a positive impact on the number of traffic collisions. *This goal was not met, although there was a 3% reduction in injury and hit and run traffic collision in 2008 when compared to the previous year.*

<u>Type</u>	<u>2007</u>	<u>2008</u>	<u>Difference</u>	<u>% Change</u>
<i>Injury</i>	<i>95</i>	<i>91</i>	<i>-4</i>	<i>-4%</i>
<i>Hit/Run Inj.</i>	<i>3</i>	<i>6</i>	<i>+3</i>	<i>+100%</i>
<i>Fatal</i>	<i>2</i>	<i>0</i>	<i>-2</i>	<i>-200%</i>
<i>Total</i>	<i>100</i>	<i>97</i>	<i>-3</i>	<i>-3%</i>

- Increase all traffic enforcement (citations) by 10%. *This strategy was very effective. There was a 190% increase in traffic citations in 2008 over the previous year. Over 6600 citations were issued in 2008 in comparison to 2007.*
- Maintain full staffing with two motor officers. *This strategy was not achieved during 2008. There was one motor officer deployed through all of 2008 which accounts for a portion of the dramatic increase in traffic citations. A second officer was selected to work motors, but he was unable to complete motor school. Another officer is scheduled to attend motor school in the Spring of 2009. He should be deployed before the beginning of the 2009/10 Fiscal Year.*
- Motivate patrol officers to increase their level of traffic enforcement by 5%. *Another reason for the huge increase in traffic citations was a successful effort by the Patrol Commanding Officer to increase traffic enforcement by patrol officers. Four-wheeled traffic cars were deployed on days with above minimum staffing. Radar enforcement was encouraged, and high producers have been commended by their commanding officer.*

**Goal 4: Manage Parking Congestion**

It is evident that the driving public has become increasingly aware that parking enforcement occurs daily in South Pasadena. In spite of a several year long trend of a stable amount or slight decrease in parking enforcement, Fiscal Year 2007/08 showed an 8% increase in the total number of citations issued. *This goal is not quantifiable. Inadequate parking continues to be a problem in certain areas of the City. This won't be resolved until additional parking becomes available. In the meantime, the Police Department continues to use strategies to manage parking. Permit parking in the Mission/Meridian parking garage was implemented in the Fall of 2008.*

- No change in the amount of total parking enforcement (13,700 parking citations). *There was a 15% increase in the number of parking citations issued in 2008 when compared to 2007. A total of 15,049 parking citations were issued in 2008.*

- Increase parking enforcement by patrol officers by 5%. *This strategy was successful. Due to an increased emphasis by management and supervision, parking citations issued by patrol officers increased 119%!*
- Fill all contract parking enforcement vacancies within 30 days. *There were no long term contract parking enforcement vacancies in 2008.*

<p style="text-align: center;"><b>POLICE</b> <b>FY 2009/10 Goals and Performance Measures</b></p>
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**Goal 1: Reduce Part One Crime by 5%**

The City experienced a 10% increase in Part One Crime during 2008. This followed a 28% decrease in the previous year. It is anticipated that the trend will turn around and show a decrease in crime in 2009. The following strategies and performance measures will be used:

- Maintain full staffing of all sworn and civilian positions
- If vacancies occur, whenever possible, carry them in non-essential positions

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

The U.S. Department of Justice Crime Reporting Standards for Part One crimes established clearance by arrest and clearance by exceptional means as the standard for determining crime clearance. \_\_\_% of Part One crimes were cleared in 2008.

- Maintain full staffing in the Detective Bureau
- Provide feedback to patrol officers on the quality of their investigations
- Encourage patrol officers to gather scientific evidence such as fingerprints, and provide feedback on the results of the evidence collected

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

There was a 3% decrease in injury and fatal traffic collisions last year but a 190% increase in traffic enforcement (citations). There is a traffic safety theory that increased traffic enforcement results in a decrease in collisions. Based on the dramatic increase in traffic enforcement, it is anticipated that traffic collisions will decrease.

- Increase all traffic enforcement (citations) by 10%
- Maintain full staffing with two motor officers
- Motivate patrol officers to increase their level of traffic enforcement by 5%

**Goal 4: Manage Parking Congestion**

It is evident that the driving public has become increasingly aware that parking enforcement occurs daily in South Pasadena. After a several year long trend of a stable amount or slight decrease in parking enforcement, the last two years have shown a steady increase in parking enforcement.

- No change in the amount of total parking enforcement (15,000 parking citations)
- Increase parking enforcement by patrol officers by 5%
- Fill all contract parking enforcement vacancies within 30 days

# POLICE

## Budget Detail

101-4011

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	3,102,928	2,914,186	3,293,579	3,406,060	3,169,185	3,589,351
7010 Salaries - Temp / Part	100,868	114,618	105,383	76,884	115,000	90,000
7020 Overtime	272,203	300,430	314,333	300,000	330,000	300,000
7040 Holiday	96,564	87,975	100,998	100,000	104,500	103,000
7045 Overtime - Special Detail	146,319	142,389	188,318	170,000	190,000	190,000
7060 IOD - Safety	84,019	960	4,319	-	-	-
7070 Leave Buyback	70,456	58,046	42,269	55,000	92,156	92,160
7100 Retirement	887,630	851,837	950,885	974,037	973,481	1,093,903
7108 Deferred Compensation	3,413	3,492	3,762	3,767	3,915	3,752
7110 Workers Compensation	382,393	382,596	332,645	328,175	324,197	271,795
7120 Disability Insurance	-	10,599	5,084	-	15,000	-
7122 Unemployment Insurance	2,326	-	554	-	1,187	-
7130 Group Health Insurance	312,506	298,618	302,694	288,095	320,879	329,740
7140 Vision Insurance	9,694	9,313	9,503	10,097	10,473	12,240
7150 Dental Insurance	35,096	33,586	31,133	36,675	34,914	45,900
7160 Life Insurance	9,059	8,877	8,234	9,702	9,183	10,050
7170 FICA - Medicare	47,407	48,135	54,969	59,772	59,459	61,949
7180 Car/Uniform Allowance	45,117	44,998	40,526	45,000	46,000	45,000
<WAGES & BENEFITS>	5,607,995	5,310,655	5,789,185	5,863,265	5,799,529	6,238,840
8000 Office Supplies	15,795	19,905	33,200	20,000	30,000	25,000
8010 Postage	8,363	5,968	8,463	8,000	7,500	7,500
8020 Special Department Expense	69,205	69,042	93,150	90,000	80,000	86,000
8040 Advertising	288	866	7,686	1,500	1,500	1,000
8050 Printing/Duplicating	8,903	10,974	7,086	8,000	8,000	8,000
8060 Dues & Memberships	1,483	2,079	1,675	2,000	1,955	2,000
8090 Conference & Meeting Expense	3,831	4,857	5,692	5,500	5,500	6,300
8100 Vehicle Maintenance	125,933	153,571	152,030	125,000	150,000	135,000
8110 Equipment Maintenance	27,944	18,315	14,749	15,000	19,000	20,000
8120 Building Maintenance	10,394	20,238	17,069	12,000	28,000	12,000
8134 Safety Clothing/Equipment	26,285	11,836	31,090	22,000	18,000	18,000
8150 Telephone	34,848	42,017	53,280	50,000	40,000	45,000
8155 Rental/Lease	661	1,583	1,130	1,000	1,000	1,000
8170 Professional Service	53,395	97,884	116,526	101,000	80,000	102,500
8180 Contract Services	227,785	267,028	253,105	281,480	265,000	283,303
8200 Training Expense	10,730	24,530	22,312	35,000	30,000	25,000
8210 Training Expense	32,774	30,285	43,538	40,000	40,000	40,000
<OPERATIONS & MAINTENANCE>	658,616	780,977	861,780	817,480	805,455	817,603
8510 Buildings & Structures	20,746	18,411	1,725	14,430	-	3,000
8520 Machinery & Equipment	13,845	253,077	69,950	39,700	40,000	14,360
8540 Automotive Equipment	136,336	27,102	53,831	55,758	48,085	79,524
<CAPITAL OUTLAY>	170,927	298,591	125,507	109,888	88,085	96,884
<b>[101-4011] Police Total</b>	<b>6,437,539</b>	<b>6,390,223</b>	<b>6,776,472</b>	<b>6,790,633</b>	<b>6,693,069</b>	<b>7,153,327</b>

# POLICE

**Budget Detail**

**101-4011**

## PERSONNEL SERVICES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies - \$25,000  
Provides funds for the purchase of Police forms, office stationery, and miscellaneous office supplies.
- 8010 Postage - \$7,500  
Provides funds for Police Department postal expenses.
- 8020 Special Department Expense - \$86,000  
Provides for extraordinary department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Detective and Records case file folders (\$3,000), special investigations including extraditions and witness protection (\$4,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, training and compensation for Reserves when used to provide minimum staffing (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$2,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); K-9 training and maintenance costs (\$5,000); tuition reimbursement (\$11,500); Department of Justice Fingerprint checks (\$4,000); expenses for the Public Safety Fair and Open House (\$8,000); Live-Scan (\$3,000); and miscellaneous supplies, equipment

and reimbursement that doesn't fall within one of the other accounts (\$8,000).

- 8040 Advertising - \$1,000  
Provides funds for advertising of legal notices, recruitment notices and notices of various Police Department activities.
- 8050 Printing and Duplication - \$8,000  
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$2,000); and parking and traffic citations, and parking permits (\$6,000).
- 8060 Dues, Memberships, Subscriptions and Books - \$2,000  
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association (\$350); the California Police Chiefs Association (\$280); the International Association of Chiefs of Police Chiefs (\$120); FBI-LEEDA (\$50); California Association of Property and Evidence (\$45); International Association for Property and Evidence Investigators (\$50); California Background Investigators Association (\$90); and the California Public Parking Association (\$100); subscription to the Pasadena Star News (\$240); and subscription service for various legal codes including Penal Code and Vehicle Code (\$250). It also provides for the purchase of training publications and professional literature for professional development (\$425).
- 8090 Conference and Meeting Expenses - \$6,300  
Provides funds for conferences, transportation and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings, Foothill Air Support Team Board 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 (\$1000), the Los Angeles County Police Chiefs Association (\$800), the International Association of Chiefs of Police Conference (\$1,000), and for other personnel to attend miscellaneous meetings and conferences (\$1,000).
- 8100 Vehicle Maintenance and Operations - \$135,000  
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, including fuel (\$55,000), routine maintenance and repairs (\$43,000), collision repairs (\$8,000), tires (\$5,000), vehicle washes (\$4,000) and maintenance and repairs of emergency equipment and vehicle computers (\$20,000).
- 8110 Equipment Maintenance - \$20,000  
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment..
- 8120 Building Maintenance - \$12,000  
Provides for janitorial and supplies, miscellaneous plumbing, electrical and other repairs and supplies for the Police facility.

- 8134 Safety Equipment and Supplies - \$18,000  
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$5,000), ballistic body armor (\$7,000), flashlights (\$1,000) and other safety equipment and supplies (\$5,000).
- 8150 Telephone - \$45,000  
Provides funds for telephone service to the Police Department for land lines (\$9,000); cell phones for management, supervisors and detectives (\$10,000); Static Internet Protocol (IP) to allow encrypted messaging for radio communications (\$11,000); wireless connections (air cards) for police vehicles and 3 laptop computers (\$8,500); Citywide DSL connection (\$4,500); and phone lines for radio repeater on Billicke Tower and for Live Scan connection (\$2,000).
- 8155 Equipment Leasing - \$1,000  
Equipment and machinery obtained via a lease arrangement, including a reverse telephone directory.
- 8170 Professional Services - \$102,500  
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$1,000 – no change); sexual assault and victim exams (\$4,000 – no change); arrestee medical treatment (\$5,000 – no change); office computer and server maintenance (\$58,000 – \$3,000 increase based on previous year’s actual expenditures and estimate from IT consultants); medical, psychological, and background exams for employee candidates (\$5,000 – \$3,000 decrease due to few anticipated hires); criminal and personnel investigation transcription services (\$2,000 – decrease of \$1,000 based on previous year’s actual expenditures); Interagency Communications Interoperability System subscription (\$23,500 – \$5,500 increase due to increased subscription); accident reconstructionist (\$2,000 – \$2,000 decrease due to previous year’s actual expenditures); and Polygraph Examiner (\$2,000 – \$1,000 decrease due to previous year’s actual expenditures).
- 8180 Contract Services - \$283,303  
Funds contracts that are provided for services such as: Animal control (\$113,359 – reflects a 3% increase); parking enforcement (\$93,000 – no change), inmate housing fees for Alhambra and Pasadena Police Departments (\$30,000 – no change); booking fees for LASO (\$2,000 – no change); crime scene evidence technicians (\$2,500 – \$500 increase due to previous year’s actual expenditures); fingerprint tracing service (\$4,000 – \$3,500 decrease due to previous year’s actual expenditures); Hearing Officer for parking violations (\$2,500 – no change); investigative data tracking service (\$900 – \$1,600 decrease due to reduced fee); CAD/RMS technical support (\$9,500 – \$1,500 increase due to increased fee); AT&T/CDPD connection (\$6,000 – no change); Foothill Air Support Team (\$17,544 – (\$383 decrease); and compensation for former dispatchers when used to fill staffing vacancies (\$2,000 – new item).
- 8200 Training Expense - \$25,000  
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T.

- 8210 P.O.S.T. Training - \$40,000  
Provides for training courses and training materials required of Police Officers to retain or obtain P.O.S.T. certification. The City is reimbursed for approximately 70% of P.O.S.T. reimbursable training. The reimbursement goes directly into the General Fund.

#### **CAPITAL OUTLAY**

- 8510 Building Repair and Improvements - \$3,000  
Provides funds for capital improvements to the Police facility. This includes the replacement of the window to the front counter at the Police station to include an inter-com system (\$3,000).
- 8520 Machinery and Equipment - \$14,360  
Funds provide for the purchase of tools and equipment valued at greater than \$1,000. Such purchases are added to the City's fixed assets inventory. Purchases to be made this year include: 10 desk top computers and 4 printers (\$14,360).
- 8540 Automotive Equipment - \$79,524  
Provides funds for the purchase of police vehicles and associated equipment including emergency equipment, radios, graphics, platforms for computers and weapons, and rear cages. This year's purchases include two black and white police cars \$79,524. The new vehicles will replace two high mileage patrol cars which will be salvaged.



<h2 style="margin: 0;">FIRE</h2> <h3 style="margin: 0;">Department Summary</h3>
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<b>EXPENDITURE SUMMARY</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	3,197,712	3,207,006	3,558,307	3,489,880	3,592,457	3,946,675
Operations & Maintenance	234,310	207,105	208,073	268,050	250,262	267,950
Capital Outlay	38,917	94,346	31,832	56,000	56,000	41,000
<b>Total Expenses by Category</b>	<b>3,470,940</b>	<b>3,508,458</b>	<b>3,798,213</b>	<b>3,813,930</b>	<b>3,898,719</b>	<b>4,255,625</b>
[101-5011] Fire	3,470,940	3,508,458	3,798,213	3,813,930	3,898,719	4,255,625
<b>Total Expenses by Program</b>	<b>3,470,940</b>	<b>3,508,458</b>	<b>3,798,213</b>	<b>3,813,930</b>	<b>3,898,719</b>	<b>4,255,625</b>

<p><b>FIRE</b></p> <p><b>Department Description and Authorized Positions</b></p>
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Fire Chief	P/T
Battalion Chief	3
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic (3 Authorized but Unfunded)	11
<b>Total</b>	<b>24</b>

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

## **FIRE**

### **FY 2008/09 Accomplishments and Performance Measures**

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

- **Assist the Public Safety Commission with issues involving the Fire Department.**  
This goal was met by attending monthly Public Safety Commission meetings.  
Participated in the annual Police/Fire Public Safety Fair and Open House.  
Participated in the annual Disaster Preparedness “Golden Guardian” Drill.
- **Actively recruit personnel to fill open positions within the fire department**  
We are currently 100% staffed with our fire suppression personnel. This was accomplished with advertising on the City’s web site, newspaper and the World Wide Web.
- **Manage the compliance of the mandated Respiratory Protection Program**  
This goal was met by activating a non-emergency mutual aid program with the City of Pasadena. The South Pasadena Fire Department refills the Pasadena Fire Department’s Self Contained Breathing Apparatus by allowing them to utilize our mobile Air Utility Unit and in-turn they provide all the testing and documentation for our personnel to maintain our Respiratory Protection Program.
- **Replace EKG’s and train all personnel on the use of the new equipment**  
This goal was met through monies received from a grant which included the proper training of our personnel on the new equipment. All three of our 12 lead EKG monitors are in service and all personnel have received the training.

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

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

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

- **Conduct mutual-aid training exercises with fire agencies from neighboring jurisdictions**  
This is an ongoing goal that is met by coordinating and participating in area “C” training with the Verdugo cities including Pasadena, San Marino, and Alhambra fire departments.
- **Finish the compliance with mandated California Incident Command Certification System for all command officers**  
This goal was met by certifying all command officers as well as all personnel in ICS-100 Introduction to ICS and IS-700 Introduction to National Incident Management System courses
- **Complete a minimum of 24 hours per firefighter of Emergency Medical Services continuing education**  
This goal was met by continuing to contract Emergency Medical Service training through UCLA which ensured all appropriate personnel received the necessary technical and advanced continuing education curriculum.
- **Maintain Paramedic and EMT certification for all personnel**  
This goal was met through UCLA and successfully measured and tracked by the State and County re-certification of all appropriate personnel.

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

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

### **Goal 5: Apply for Grants for an Additional EKG and Self Contained Breathing Apparatus**

- **Apply for a grant for an additional 12-lead electrocardiogram (EKG)**  
This goal was met by receiving the grant monies and purchasing the additional EKG monitor. All three EKG monitors have been purchased and are in service.
- **Apply for a grant for Self Contained Breathing Apparatus (SBCA)**  
This goal was met by successful completion of the grant award, although the breathing has not been delivered and placed into service.

<b>FIRE</b> <b>FY 2009/10 Goals and Performance Measures</b>
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**Goal 1: Maintain staff and equipment to respond to all emergencies within the City.**

Performance Measures:

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

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

Performance Measures:

- Investigate, document, and report all firefighter injuries and illnesses
- Finish the upgrade to the communication system hardware to achieve compliance with Verdugo Communications System requirements
- Complete incident reports within 24 hours 90% of the time
- Finalize Verdugo Unified Response Standards

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

Performance Measures:

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

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

Performance Measures:

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

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

Performance Measures:

- Secure grant to replace current frontline Rescue Ambulance (RA)
- Secure grant for Self Contained Breathing Apparatus (SCBA)
- Apply for a grant of a Extractor Machine to wash and maintain Personal Protective Equipment (PPE)

# FIRE

## Budget Detail

101-5011

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	1,658,140	1,509,602	1,740,170	1,767,315	1,611,141	2,079,201
7010 Salaries - Temp / Part	60,527	87,420	48,321	63,008	53,915	64,898
7020 Overtime	240,984	370,120	455,697	350,000	508,709	360,500
7030 Overtime - Flsa	99,687	95,273	95,727	100,000	102,705	103,000
7040 Holiday	65,655	60,634	68,627	72,000	85,500	74,160
7045 Overtime - Special Detail	78,054	82,416	124,530	101,000	112,531	104,030
7060 IOD - Safety	11,317	36,801	29,795	-	48,150	-
7065 Fitness	8,800	8,700	7,600	8,800	12,350	9,064
7070 Leave Buyback	70,904	66,830	54,783	69,000	79,427	81,000
7100 Retirement	524,789	492,840	559,415	580,387	592,777	655,416
7110 Workers Compensation	167,605	186,258	167,691	152,898	166,844	179,573
7120 Disability Insurance	3,268	9,008	-	-	-	-
7122 Unemployment Insurance	-	3,651	(551)	-	-	-
7130 Group Health Insurance	152,112	136,283	145,543	140,976	152,383	150,000
7140 Vision Insurance	5,091	4,446	4,900	4,929	4,902	5,760
7150 Dental Insurance	17,055	16,479	16,855	18,864	16,917	21,600
7160 Life Insurance	3,643	3,658	3,581	3,906	3,803	4,464
7170 FICA - Medicare	17,123	22,480	22,384	40,597	25,403	39,009
7180 Car/Uniform Allowance	12,960	14,108	13,240	16,200	15,000	15,000
<WAGES & BENEFITS>	3,197,712	3,207,006	3,558,307	3,489,880	3,592,457	3,946,675
8000 Office Supplies	4,142	2,424	2,898	3,700	3,500	3,700
8010 Postage	1,153	464	967	1,400	600	1,400
8020 Special Department Expense	18,666	19,628	20,040	47,000	32,000	37,000
8025 Medical Supplies	18,641	14,157	20,381	26,000	25,000	26,000
8026 Hazardous Materials	2,105	-	725	2,350	-	2,350
8040 Advertising	-	-	240	-	-	300
8050 Printing/Duplicating	1,004	586	589	600	600	600
8060 Dues & Memberships	815	1,020	395	600	600	1,200
8080 Books & Periodicals	302	128	298	1,200	1,200	1,200
8090 Conference & Meeting Expense	190	157	726	1,200	1,000	1,200
8100 Vehicle Maintenance	58,290	23,523	27,911	30,000	30,000	30,000
8110 Equipment Maintenance	13,284	9,711	5,741	10,000	10,000	12,000
8120 Building Maintenance	4,129	15,296	8,037	15,000	15,000	15,000
8132 Uniform Expense/Cleaning	552	1,266	884	1,500	1,500	1,500
8134 Safety Clothing/Equipment	18,905	18,969	10,254	17,000	17,000	17,000
8150 Telephone	6,505	5,293	5,858	5,500	5,500	5,500
8170 Professional Service	22,442	22,519	25,808	28,000	28,000	28,000
8180 Contract Services	57,938	67,495	69,939	70,000	71,662	75,000
8200 Training Expense	5,247	4,468	6,383	7,000	7,100	9,000
<OPERATIONS & MAINTENANCE>	234,310	207,105	208,073	268,050	250,262	267,950
8500 Building & Improvements	8,417	6,314	3,972	6,000	6,000	6,000
8520 Machinery & Equipment	3,501	44,291	15,498	50,000	50,000	35,000
8540 Automotive Equipment	27,000	43,741	12,362	-	-	-
<CAPITAL OUTLAY>	38,917	94,346	31,832	56,000	56,000	41,000
<b>[101-5011] Fire Total</b>	<b>3,470,940</b>	<b>3,508,458</b>	<b>3,798,213</b>	<b>3,813,930</b>	<b>3,898,719</b>	<b>4,255,625</b>

## FIRE

**Budget Detail**

**101-5011**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of departmental office supplies, stationary, and miscellaneous equipment (\$2,300) Toner (\$800), Copy paper (\$600) usual vendor Staples.
  
- 8010 Postage  
Provides funds for department and Public Safety Commission bulk mailing and postal expense (\$1,400).
  
- 8020 Special Department Supplies  
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$8,000); or non-safety orientated equipment (\$6,200); cleaning supplies (\$4,000); Linen Services (\$4,500); Department Identification cards (\$400); Department Business Cards (\$400), tuition reimbursement \$5,000); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment and reimbursement that doesn't fall within one of the other accounts (3,500).

- 8025 Paramedic and Emergency Medical Services and Supplies  
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$14,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$8,000) and other Medical Supplies (\$4,000).
- 8026 Hazardous Materials  
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$1,750) to maintain the department's Participating Agency inspections status. Notices (\$600)
- 8030 Subscription  
Provides for the purchase of fire prevention code updates, training publications, and literature for professional development. (\$600)
- 8040 Advertising  
Provides funds for advertising of legal notices, paramedic subscription program notices, fire safety information, and recruitment activities (300).
- 8050 Printing and Duplicating  
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600).
- 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. (\$1,200)
- 8080 Books and Training Materials  
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$1,200).
- 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 (\$1,200).
- 8100 Vehicle Maintenance  
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles (\$6,000). Includes funds to purchase fuels (\$19,000), oil, tires, and make unanticipated repairs to damaged vehicles and firefighting apparatus (\$5,000).
- 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 (\$9,000), other equipment purchase or repairs (\$3,000).

- 8120 Building Maintenance  
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$6,000). Includes routine repair and maintenance costs related to the HVAV, gasoline and diesel fuel distribution system (\$9,000).
- 8132 Uniform Expense and Cleaning  
Provides funds for the cleaning, maintenance, and repairs of mandated firefighter safety clothing (\$1,500).
- 8134 Safety Clothing and Equipment  
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus and chemical protective suits (\$17,000).
- 8150 Telephone  
Provides funds for telephone services including cellular communications for emergency response vehicles (\$5,500).
- 8170 Professional Services  
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance, employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training, CalOSHA mandated respiratory protection annual testing and photocopy machine service (\$28,000).
- 8180 Contract Services  
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$75,000).
- 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 (\$9,000).
- 8257 Public Safety Commission  
Provides funds to enable the Public Safety Commission to provide community training for disaster preparedness and related safety programs.

## **CAPITAL OUTLAY**

- 8500 Buildings and Structures  
Provides to replace carpet and tile in the hallway of 2nd Floor of Fire Station (\$6,000).
- 8520 Machinery & Equipment  
Provides funds for the repair or replacement of Major firefighting equipment including fire hose and fitting, self-contained breathing apparatus, cardiac defibrillators, and matching funds for the purchase of a new rescue ambulance (\$21,000), new heater and air conditioner (\$8,500) and fire station equipment (\$5,500).

## PUBLIC WORKS Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	2,328,408	2,084,950	1,985,916	2,606,694	2,142,666	2,734,935
Operations & Maintenance	2,951,713	3,203,896	3,666,563	5,330,205	4,384,262	4,769,135
Capital Outlay	194,937	131,666	193,882	232,400	196,100	247,900
<b>Total Expenses by Category</b>	<b>5,475,057</b>	<b>5,420,512</b>	<b>5,846,361</b>	<b>8,169,299</b>	<b>6,723,028</b>	<b>7,751,970</b>
[101-2015] Environmental Services	81,619	94,579	94,234	283,443	225,793	197,401
[101-6011] PW Admin & Engineering	97,328	196,755	254,824	707,530	596,820	707,248
[101-6116] Street Maintenance	-	1,587	-	-	-	-
[101-6410] Park Maintenance	269,371	299,014	333,727	369,372	359,488	434,900
[101-6601] Facilities Maintenance	379,106	379,322	417,266	570,585	506,187	625,962
[210-6501] Sewer	450,385	405,198	394,253	608,171	510,136	531,942
[215-6115] Traffic Signals	139,448	164,452	119,313	165,020	156,012	173,320
[215-6118] Sidewalk Maintenance	20,241	28,240	23,339	70,000	11,000	21,000
[215-6201] Street Lighting	415,832	390,813	282,186	276,200	263,347	286,300
[215-6310] Street Trees	374,452	356,216	381,388	357,324	372,338	352,702
[215-6416] Median Strips	45,251	47,932	75,589	101,500	101,500	97,000
[223-2028] Advertising	-	6,064	-	-	-	-
[225-6801] Mission Oaks Parking District	6,459	6,889	6,013	7,000	7,000	7,400
[230-6116] Street Maintenance	486,529	447,030	441,818	499,139	465,153	580,617
[232-6417] Prop "A" Park Maintenance	10,289	13,592	28,369	22,700	22,700	16,200
[500-6710] Water Distribution	1,057,188	910,926	1,209,166	1,484,364	1,283,174	1,054,778
[500-6711] Water Production	1,641,559	1,671,904	1,784,874	2,646,952	1,842,380	2,665,200
<b>Total Expenses by Program</b>	<b>5,475,057</b>	<b>5,420,512</b>	<b>5,846,361</b>	<b>8,169,299</b>	<b>6,723,028</b>	<b>7,751,970</b>

<h2 style="margin: 0;">PUBLIC WORKS</h2> <h3 style="margin: 0;">Department Description and Authorized Positions</h3>
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Public Works Director	1
Deputy Public Works Director	1
<i>Project Manager</i>	1
Water Manager	1
Maintenance Superintendent	1
Parks Supervisor	1
Street Supervisor	1
Facilities Supervisor	1
Water Production Supervisor	1
Water Distribution Supervisor	1
Associate Civil Engineer	1
Engineering Aide	1
Senior Maintenance Worker	1
Senior Water Utility Worker	3
Electrician	1
Building Maintenance Worker	1
Water Production Operator	3
Maintenance Worker II	3
Water Utility Worker II	4
Public Works Assistant	1
Secretary	1
<b>Total</b>	<b>30</b>

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

The Park Maintenance division of the Public Works Department maintains the City’s parks and playgrounds in a safe and aesthetically pleasing manner. It also maintains and prunes trees in the public right-of-way and abates graffiti. The Facilities Maintenance division is responsible for providing routine maintenance, repairs, and minor modifications of all City buildings. They are also responsible for maintaining City-owned street lights and traffic signals.

The Streets and Sewer Division is responsible for overseeing, maintaining and repairing streets, sidewalks and sewers.

The Water Division is responsible for the production, treatment and distribution of potable water to the residents and businesses of the City.

## **PUBLIC WORKS**

### **FY 2008/09 Accomplishments and Performance Measures**

*The following is a list of proposed goals and objectives created by the Public Works Department at the start of FY 2008/09, along with the results.*

#### **Goal 1: Assess current conditions of City infrastructure**

Performance Measures:

- Create Sewer System Evaluation Plan to develop multi-year strategy to clean, video and assess condition of City-wide sewer system. *This goal was achieved. A four year program to video record and clean the City's sewer system was approved by City Council. A contract was awarded for the first phase of the sewer system video and evaluation. Work started in February 2009.*
- Continue development of GIS system to ultimately integrate City infrastructure information. *The first stage is complete with the development and start up of parcel data acquisition capability. Implementation of the next development stage is funded and will continue when staff resources allow.*
- Consolidate existing water infrastructure information into electronic format, including water meter inventory, hydrant inventory, and valve inventory. *Water meter and hydrant inventory is complete. Valve inventory is in progress and will continue as a goal for next year.*
- Implement formal lead and galvanized water service line replacement program. *This goal is in progress and will continue as a goal for next year.*
- Implement formal Trident water meter replacement program. *This goal is in progress and will continue as a goal for next year.*
- Begin creation of streetlights, traffic signals, controller cabinet inventory. *This goal is in progress. Completion of the inventory will be a goal for next year.*

#### **Goal 2: Improve CIP project management procedures**

Performance Measures:

- Develop better procedure for tracking status of capital projects. *This goal was not achieved and will remain as goal for next year.*
- Improve public outreach activities to promote and publicize CIP projects. *This goal was achieved with the water reservoir public tour, signage at construction sites, and construction project news releases.*

#### **Goal 3: Improve customer service**

Performance Measures:

- Improve scheduling, tracking and documentation of service requests. *This goal was achieved. Comcate service request and tracking software is operational and in use.*
- Improve scheduling, tracking and documentation of permits and inspections. *This goal was achieved. Permit tracking document has been established to record issuance of permit and completion of work or termination of other permit activity.*

- Implement purchase order tracking procedures for timely payment of vendors, contractors and consultants. *All purchase orders are tracked by Public Works Assistant to ensure timely payment. Goal for next year is to create a project financial tracking system accessible by all Public Works management staff to provide ability to assess and compare schedule and cost status against actual completion. This goal will be under Goal: Improve Department Procedures and Policies.*
- Create service request feedback form. *This goal was not achieved and will remain as goal for next year.*

#### **Goal 4: Improve responsiveness on emergency callouts**

##### Performance Measures:

- Continue implementation of Sanitary Sewer Management Program. *This goal was achieved.*
- Improve timeliness of sewer overflow responses and reporting. *This goal was achieved.*
- Ensure proper training of on-call staff to handle emergencies. *This goal was achieved.*
- Bi-annual catastrophic event drills for the Water Division. *This goal was achieved.*

#### **Goal 5: Implement Environmental Conservation Measures**

##### Performance Measures:

- Implement energy reduction measures for City facilities. *This goal was achieved with implementation the measures identified in the energy audit including installation of energy efficient CFL bulbs, well motors, and T8 retrofits..*
- Implement water reduction measures for City facilities. *This goal was achieved with the implementation of measures identified in the MWD audit including installation of low flow toilets city wide.*
- Develop and implement City energy action plan. *This goal was achieved with the completion of the Wildan Plan.*
- Investigate and pursue grants and rebate opportunities related to conservation measures. *Received \$67,000 grant from San Gabriel Valley Energy Wise Partnership for lights, pump station and energy savings and \$15,000 in grants from MWD for low flow toilets.*

#### **Goal 6: Improve Department Procedures & Policies**

##### Performance Measures:

- Create centralized document to consolidate formal and informal department procedures and practices. This will create uniformity and consistency to department policies, as well as to document past procedures that have been practiced informally. *This goal was not achieved and will remain as goal for next year.*
- Formalize staff training programs. *Although staff attended five JPIA sponsored and other third party seminars this year, the goal of formalizing training programs was not achieved and will remain as a goal for next year.*
- Improve purchase order tracking procedures. *This goal is covered under Goal 3: Improve customer service for timely payment of vendors, contractors and consultants - Implement purchase order tracking procedures.*

<p style="text-align: center;"><b>PUBLIC WORKS</b> <b>FY 2009/10 Goals and Performance Measures</b></p>
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*The following is a list of proposed goals and objectives created by the Public Works Department at the start of FY 2009-10.*

**Goal 1: Assess current conditions of City infrastructure**

Performance Measures:

- Develop Sewer System Improvement Program based on results of sewer evaluation.
- Begin creation of a Water System Evaluation Plan to assess condition of City water lines, valves, hydrants and appurtenances.
- Complete conversion of water infrastructure information into electronic format with the development of the water meter inventory.
- Complete streetlights, traffic signals, controller cabinet inventory.
- Improve existing Pavement Management System (PMS) to assess true conditions and costs of improving City streets.
- Develop long range strategy for prioritizing street improvement projects.
- As staff levels allow, implement next stage of GIS system, which is already funded, to integrate City infrastructure information.

**Goal 2: Repair or replace deficient infrastructure**

Performance Measures:

- Complete projects identified for this year in the Capital Improvement Program.
- Continue to identify and pursue funding for projects with regional impact that qualify for federal, state, and local district economic stimulus programs.
- Implement formal lead and galvanized water service line replacement program.
- Implement formal Trident water meter replacement program.

**Goal 3: Improve CIP project management procedures**

Performance Measures:

- Improve procedure for tracking status of capital projects with a project financial tracking system accessible by all Public Works management staff to provide ability to assess and compare schedule and cost status against actual completion.

**Goal 4: Improve customer service**

Performance Measures:

- Develop guideline and procedure for consistent response to resident concerns, at the counter and on the phone.
- Create service request feedback form.
- Implement tracking system for periodically verifying contractor's insurance documents for expiration.

**Goal 5: Implement Environmental Conservation Measures**

Performance Measures:

- Establish costs and funding sources for remaining water reduction measures that have been identified for City facilities, including xeriscaping public areas and utilizing reclaimed water from USGVMWD.
- Work with NREC to develop program for managing replacement of dead, dying, and diseased trees.

**Goal 6: Improve Department Procedures & Policies**

Performance Measures:

- Create centralized document to consolidate and create uniformity and consistency in the department's formal and informal operational procedures and practices.

**Goal 7: Attract, Maintain and Develop Staff**

Performance Measures

- Formalize and implement staff professional development and technical training program.

# ENVIRONMENTAL SERVICES

## Budget Detail

101-2015

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	40,524	40,267	37,699	47,464	45,618	47,348
7010 Salaries - Temp / Part	-	2,868	3,694	-	-	-
7020 Overtime	1,641	2,665	4,161	2,000	1,968	2,060
7070 Leave Buyback	1,327	188	589	750	2,455	2,460
7100 Retirement	7,435	7,621	7,127	9,166	9,139	9,713
7108 Deferred Compensation	401	727	746	843	870	868
7110 Workers Compensation	641	712	614	595	658	736
7130 Group Health Insurance	3,830	3,442	3,179	3,537	4,011	3,837
7140 Vision Insurance	114	108	102	132	127	120
7150 Dental Insurance	368	392	364	450	403	450
7160 Life Insurance	94	86	81	96	95	93
7170 FICA - Medicare	309	494	527	410	399	716
<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>56,684</b>	<b>59,569</b>	<b>58,883</b>	<b>65,443</b>	<b>65,743</b>	<b>68,401</b>
8010 Postage	-	-	-	500	-	500
8020 Special Department Expense	4,942	1,505	819	143,800	93,800	45,800
8040 Advertising	781	754	964	2,400	1,000	2,400
8050 Printing/Duplicating	-	-	-	500	-	1,500
8060 Dues & Memberships	6,590	1,497	-	8,300	10,000	13,300
8090 Conference & Meeting Expense	247	159	-	500	250	500
8160 Legal Service	198	-	88	-	-	-
8170 Professional Service	10,131	21,486	25,112	37,000	30,000	35,000
8180 Contract Services	2,048	9,610	8,369	25,000	25,000	30,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>24,935</b>	<b>35,010</b>	<b>35,351</b>	<b>218,000</b>	<b>160,050</b>	<b>129,000</b>
<b>[101-2015] Environmental Services Total</b>	<b>81,619</b>	<b>94,579</b>	<b>94,234</b>	<b>283,443</b>	<b>225,793</b>	<b>197,401</b>

## ENVIRONMENTAL SERVICES

Budget Detail

101-2015

### PERSONNEL SERVICES

7000 Regular Salaries

Provides partial compensation for City Manager, Assistant City Manager, Management Analyst, Department Secretary, and Secretary. Refer to the Appendix for a detailed allocation list.

7020 Overtime

Covers the cost of overtime for non-management staff attending evening meetings and weekend events related to City sponsored events and community outreach and participation in support of environmental projects and programs.

7070 Leave Buyback

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

### OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for citywide mass mailings concerning environmental programs and for a portion of the costs to mail the quarterly newsletter (\$500).

8020 Special Department Expense

Provides funds for annual NPDES storm drain permit (\$5,400), State Water Resources Control Board Waste Discharge Fee (\$600), supplies for the Natural Resources and Environmental Commission (\$1,000), Adopt-a-Park signage (\$300). City's participatory cost share in the Arroyo Seco Watershed Study, as approved by Council on 10/15/07 - \$25,900 (year 2 of 2). Annual Daily Generation Rate study for LA River Trash TMDL compliance (\$12,000). Trash TMDL compliance will be an ongoing cost through 2014. Annual AQMD Generator permit fee (\$600).

8040 Advertising

Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper. Five events are anticipated: include the annual dumpster day, annual household hazardous waste disposal day, low-flow toilet exchange, lamp exchange, lawnmower exchange (\$2,400).

8050 Printing and Duplication

Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information, and a portion of the quarterly newsletter costs (\$1,500).

8060 Dues and Memberships

Annual membership dues for Advocacy for Practical Regulations (\$10,000). City's participatory cost share in the LA River Metals TMDL study sponsored by the Gateway COG, as approved by Council on 9/19/07 - (\$3,300 for year 2 of 3).

- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$500).
- 8170 Professional Services  
Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services, including inspections (\$35,000).
- 8180 Contract Services  
Annual underground service tank (UST) inspections and cleaning (\$15,000). Annual citywide catch basin cleaning services (\$15,000).

# PUBLIC WORKS ADMINISTRATION

## Budget Detail

**101-6011**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	37,920	35,050	58,669	134,484	74,274	134,199
7010 Salaries - Temp / Part	4,304	387	-	1,000	-	1,030
7020 Overtime	1,588	6,630	2,630	1,500	2,365	1,545
7040 Holiday	-	-	46	-	-	-
7070 Leave Buyback	34	3,562	141	600	38	40
7100 Retirement	6,837	6,643	10,976	29,656	14,787	27,653
7108 Deferred Compensation	170	174	116	403	227	795
7110 Workers Compensation	1,591	1,930	2,063	2,657	2,704	3,802
7130 Group Health Insurance	3,298	3,570	5,966	12,843	9,475	13,722
7140 Vision Insurance	112	78	182	388	261	408
7150 Dental Insurance	317	319	662	1,558	1,131	1,530
7160 Life Insurance	105	110	150	335	318	316
7170 FICA - Medicare	833	618	453	1,570	705	1,983
<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>57,108</b>	<b>59,070</b>	<b>82,053</b>	<b>186,995</b>	<b>106,285</b>	<b>187,023</b>
8000 Office Supplies	206	12	11	-	200	-
8010 Postage	1,049	1,750	1,316	1,500	1,500	1,500
8020 Special Department Expense	7,667	7,745	21,537	4,500	4,500	4,500
8040 Advertising	847	1,371	162	500	300	500
8050 Printing/Duplicating	2,161	1,486	587	7,900	7,900	9,900
8060 Dues & Memberships	1,177	2,270	2,080	5,795	5,795	5,095
8100 Vehicle Maintenance	188	-	239	500	500	250
8110 Equipment Maintenance	797	616	763	1,000	1,000	640
8170 Professional Service	22,692	108,936	18,154	464,000	464,000	463,000
8300 Lease Payment	3,437	2,392	3,346	1,940	1,940	1,940
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>40,220</b>	<b>126,578</b>	<b>48,196</b>	<b>487,635</b>	<b>487,635</b>	<b>487,325</b>
8520 Machinery & Equipment	-	11,106	124,576	32,900	2,900	32,900
<b>&lt;CAPITAL OUTLAY&gt;</b>	<b>-</b>	<b>11,106</b>	<b>124,576</b>	<b>32,900</b>	<b>2,900</b>	<b>32,900</b>
<b>[101-6011] PW Admin &amp; Engineering To</b>	<b>97,328</b>	<b>196,755</b>	<b>254,824</b>	<b>707,530</b>	<b>596,820</b>	<b>707,248</b>

## PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses for City mailings (\$1,350) and overnight deliveries (\$150).
- 8020 Department Expense  
Provides funds for department supplies and services including computer supplies, county assessor maps, and data updates. Annual Assessor Parcel Map software subscription (\$2,500). Special projects (\$2,000).
- 8040 Advertising  
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$500).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials. Two citywide mailers (\$3,000). Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$5,000). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents.
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director. Similar membership fees for

the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660), ASCE membership dues (\$410), National Arbor Foundation Membership (\$25). Books (\$500), Seminars (\$500). Educational expense reimbursements (\$3,000).

- 8100 Vehicle Maintenance and Operations  
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$250).
  
- 8110 Equipment Maintenance  
Public Works Department share of copier service (\$420). Public Works share of postage machine rental (\$220).
  
- 8170 Professional Services  
Professional on-call traffic engineering services and studies (\$50,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Consultant services for processing of reimbursement paperwork for federally funded projects (\$10,000). Also funds staff augmentation (Deputy Public Works Director), plan checking and general on-call engineering services provided by DMR Team (\$400,000). Project specific design, inspection and management services are charged to the appropriate capital project accounts.
  
- 8300 Lease Payment / Rentals  
Provides Public Works share of copier rental cost (\$1,940)

#### **CAPITAL OUTLAY**

- 8520 Machinery and Equipment  
Annual Autocad Map software subscription renewal (\$600). New PC workstation (\$1,500). Los Angeles County GIS data (\$500). Second phase of GIS implementation (\$30,000), carried over from last fiscal year. New digital camera (\$300).

## PARK MAINTENANCE

### Budget Detail

101-6410

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	39,711	40,634	43,993	50,945	43,409	61,024
7020 Overtime	2,579	5,275	6,701	3,500	1,161	3,605
7040 Holiday	45	51	311	-	172	-
7055 IOD - Non Safety	88	101	486	-	4,909	-
7070 Leave Buyback	9	1,766	9	100	274	270
7100 Retirement	7,182	7,465	8,336	9,784	9,640	12,518
7108 Deferred Compensation	117	124	116	173	144	257
7110 Workers Compensation	2,717	3,444	3,192	2,727	2,904	2,939
7130 Group Health Insurance	4,713	5,286	6,540	6,667	6,507	7,824
7140 Vision Insurance	156	174	203	205	218	240
7150 Dental Insurance	548	643	756	779	802	900
7160 Life Insurance	145	143	171	167	172	186
7170 FICA - Medicare	594	687	745	525	766	937
<WAGES & BENEFITS>	58,603	65,792	71,559	75,572	71,078	90,700
8000 Office Supplies	494	632	511	600	600	600
8020 Special Department Expense	20,818	15,667	26,299	33,200	33,200	21,200
8100 Vehicle Maintenance	3,036	1,970	1,444	4,300	4,300	3,400
8110 Equipment Maintenance	1,741	2,021	3,040	3,800	3,800	3,000
8140 Utilities	32,010	40,515	42,179	51,000	46,410	51,000
8170 Professional Service	2,635	5,011	2,333	3,000	3,000	3,000
8180 Contract Services	134,695	151,946	155,236	170,200	170,200	193,500
8200 Training Expense	95	62	669	1,500	1,500	1,500
8262 Graffiti Removal	11,243	15,400	18,045	18,400	18,400	12,000
<OPERATIONS & MAINTENANCE>	206,768	233,222	249,755	286,000	281,410	289,200
8500 Building & Improvements	-	-	-	3,300	2,500	-
8520 Machinery & Equipment	4,000	-	12,413	4,500	4,500	-
8540 Automotive Equipment	-	-	-	-	-	55,000
<CAPITAL OUTLAY>	4,000	-	12,413	7,800	7,000	55,000
<b>[101-6410] Park Maintenance Total</b>	<b>269,371</b>	<b>299,014</b>	<b>333,727</b>	<b>369,372</b>	<b>359,488</b>	<b>434,900</b>

## PARK MAINTENANCE

**Budget Detail**

**101-6410**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for a Senior Maintenance Worker, Park Supervisor, Secretary, Maintenance Superintendent, Public Works Director, Engineering Aide, and Associate Engineer. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime  
Covers the cost of overtime for non-management staff performing emergency call outs and attending commission meetings. The increase of \$2,000 will cover the cost of additional callouts that staff is experiencing to support the more intense use of our parks by the community.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies, daily journals (\$600).
- 8020 Special Department Expense  
Provides for special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$3,000), park reseeding materials (\$2,000), freeway sign reseeding (\$800), fertilizer (\$4,000), miscellaneous garden supplies (\$2,500), pest control products (\$2,400) and bee control products (\$500). This year, funds for irrigation controllers are budgeted for Camden Park (\$3,000) and the Nature Park (\$3,000). These controller costs will be rebated by MWD through their Public Sector Water Efficiency program.
- 8100 Vehicle Maintenance  
Provides funds for operational costs for parks vehicles including smog certifications (\$200) and routine maintenance services (\$800). Also includes planned brake replacements (\$2,400).
- 8110 Equipment Maintenance  
Provides funds for the repair and maintenance of equipment (\$3,000).
- 8140 Electricity  
Provides funds for electrical service by Southern California Edison to City park facilities (\$51,000).

- 8170 Professional Services  
Provides funds for the use of professionals such as landscape architects and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$3,000), such as soil and tissue sampling services and sports field consulting.
- 8180 Contract Services  
Provides funds for partial cost of contract services (TruGreen) to maintain the parks and playing fields, including irrigation system repairs (\$148,000). The remainder of funds for this contract is budgeted through account 215-6416-8180. Also provides funds for gopher abatement (\$4,000), the rental of an extended boom truck to access field lighting (\$1,000), and trash removal services at Orange Grove Park (\$5,500). Newly added is mosquito abatement services (\$35,000).
- 8200 Training Expense  
Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,000). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500).
- 8262 Graffiti Removal  
There was a slight decrease in graffiti requests last year, so the budget request for graffiti removal contract services (\$12,000) has been adjusted, based on the average monthly cost.

#### **CAPITAL OUTLAY**

- 8520 Machinery & Equipment  
Loader (CARB Tier 3 compliant) to replaced existing Unit 217 (CARB Tier 0) (\$55,000). California Air Resources Board compliance is required by 12/31/10.

## FACILITIES MAINTENANCE

### Budget Detail

101-6601

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	74,137	79,671	115,359	127,304	127,576	143,211
7010 Salaries - Temp / Part	-	-	6,756	60,000	9,594	61,800
7020 Overtime	474	1,052	3,546	2,000	2,509	2,060
7040 Holiday	-	-	12	-	344	-
7055 IOD - Non Safety	1,417	-	-	-	-	-
7070 Leave Buyback	9	1,390	9	50	10	10
7100 Retirement	14,243	14,850	21,324	24,436	25,231	36,794
7108 Deferred Compensation	85	87	39	96	62	175
7110 Workers Compensation	6,474	7,358	9,407	8,845	10,296	15,152
7130 Group Health Insurance	10,401	10,152	13,674	15,166	13,258	17,841
7140 Vision Insurance	340	334	491	534	564	564
7150 Dental Insurance	1,235	1,243	1,622	2,009	2,021	2,115
7160 Life Insurance	266	267	335	419	438	437
7170 FICA - Medicare	1,111	1,189	2,215	1,876	2,734	3,003
<WAGES & BENEFITS>	110,192	117,592	174,789	242,735	194,637	283,162
8000 Office Supplies	430	678	421	600	600	600
8020 Special Department Expense	35,343	23,029	24,146	33,900	33,900	33,900
8060 Dues & Memberships	-	45	-	300	300	200
8100 Vehicle Maintenance	1,735	1,175	661	2,450	2,450	2,900
8110 Equipment Maintenance	708	774	1,113	2,000	2,000	1,000
8120 Building Maintenance	38,253	40,105	21,389	56,500	56,500	56,500
8130 Small Tools	2,309	1,945	1,275	2,500	2,500	2,500
8132 Uniform Expense/Cleaning	626	357	678	800	800	800
8134 Safety Clothing/Equipment	484	713	719	800	800	800
8140 Utilities	87,352	95,500	92,375	120,000	109,200	100,000
8150 Telephone	236	320	437	5,700	5,700	5,700
8180 Contract Services	96,185	70,814	99,264	90,300	90,300	89,400
8200 Training Expense	451	590	-	1,000	1,000	500
<OPERATIONS & MAINTENANCE>	264,112	236,046	242,477	316,850	306,050	294,800
8500 Building & Improvements	4,803	25,684	-	11,000	5,500	-
8520 Machinery & Equipment	-	-	-	-	-	48,000
<CAPITAL OUTLAY>	4,803	25,684	-	11,000	5,500	48,000
<b>[101-6601] Facilities Maintenance Total</b>	<b>379,106</b>	<b>379,322</b>	<b>417,266</b>	<b>570,585</b>	<b>506,187</b>	<b>625,962</b>

## FACILITIES MAINTENANCE

**Budget Detail**

**101-6601**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the Electrician, Facility Maintenance Supervisor, Maintenance Superintendent, Public Works Director, Associate Engineer, Engineering Aide, Building Maintenance Worker, and part-time Maintenance Assistant. Refer to the Appendix for a detailed allocation list.
  
- 7010 Salaries – Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
  
- 7020 Overtime  
Covers the cost of overtime for non-management staff performing emergency call outs after hours. The additional requested \$500 will cover the cost of additional callouts to support more intense use of our facilities.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies and services including construction supplies (\$5,000), seven replacement concrete bus benches (\$5,600), playground hardware (\$1,000), paint and painting supplies (\$1,000), electrical supplies and parts including light bulbs (\$2,000), paper goods (\$14,000), first aid kits (\$300), radio service and parts (\$1,000) garage door maintenance (\$300) and fire extinguisher maintenance (\$700). Other items include carpet laundering (\$1,000), elevator certification (\$2,000)
  
- 8060 Dues/Memberships/Subscriptions  
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$200).
  
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker's vehicle (\$2,900). Also includes costs for smog certification (\$250).
  
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment (\$1,000).

- 8120 Building Maintenance  
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$7,000) and elevators (\$7,000), pest control services (\$7,000), locksmith service (\$500), carpet cleaning service (\$1,000), generator and cooling tower service (\$1,200). Elevator service contract has increased to include the elevator at the War Memorial Building. Beyond routine maintenance contracts, extra repair costs are budgeted for elevators (\$4,000) and HVAC systems (\$10,000). Also includes funds for electrical supplies (\$2,500), painting supplies (\$3,500) and plumbing supplies (\$7,000). Also includes funds for one HVAC unit replacement for the Police Department (\$5,800).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$2,500).
- 8132 Uniform Expenses  
Provides for the purchase and service of city-supplied uniforms (\$800).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Utilities  
Provides funds for electrical service by Southern California Edison to City facilities (\$100,000).
- 8150 Telephone  
Provides funds for telephone service to City facilities (\$5,700). Includes transferred costs previously budgeted in account 500-6710-8150.
- 8180 Contract Services  
Janitorial services for City buildings by Bell Maintenance including twice a week day porter service (\$87,000). The remainder of this contract is charged to 232-6471-8180. City Hall exterior maintenance (\$2,400) by Avalon.
- 8200 Training Expenses  
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500).

## **OPERATIONS & MAINTENANCE**

- 8540 Vehicles & Equipment  
Purchase of a 3/4 ton Ford F2500 utility truck (\$48,000) to replaced Unit 30 (1997 Chevy). Assumes gasoline vehicle.

## SEWER MAINTENANCE

### Budget Detail

**210-6501**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	201,572	148,400	144,238	192,634	148,089	210,399
7010 Salaries - Temp / Part	5,400	2,076	1,734	3,000	1,565	3,090
7020 Overtime	1,698	1,631	3,759	2,000	5,242	2,060
7040 Holiday	496	478	416	-	-	-
7055 IOD - Non Safety	-	-	1,546	-	3,682	-
7070 Leave Buyback	2,136	13,294	4,625	2,200	167	170
7100 Retirement	36,957	28,767	27,648	37,475	29,639	43,532
7108 Deferred Compensation	657	586	176	335	127	573
7110 Workers Compensation	11,705	4,529	9,321	9,758	9,211	9,197
7120 Disability Insurance	626	6,422	104	-	-	-
7122 Unemployment Insurance	6,717	6,822	-	-	15,356	-
7130 Group Health Insurance	27,106	19,060	16,362	16,609	15,922	28,523
7131 Retiree Health Insurance	9,272	10,411	10,786	10,900	11,744	-
7140 Vision Insurance	845	623	580	742	571	900
7150 Dental Insurance	2,583	1,538	2,083	2,910	1,878	3,375
7160 Life Insurance	632	363	485	679	468	698
7170 FICA - Medicare	3,167	2,421	2,130	2,629	2,175	3,125
<WAGES & BENEFITS>	311,569	247,420	225,993	281,871	245,836	305,642
8000 Office Supplies	857	1,000	857	600	600	600
8010 Postage	47	5	2	600	600	600
8020 Special Department Expense	14,602	5,472	8,953	11,200	11,200	8,500
8050 Printing/Duplicating	-	660	327	500	500	200
8060 Dues & Memberships	82	-	-	500	500	500
8090 Conference & Meeting Expense	174	100	-	-	-	-
8100 Vehicle Maintenance	4,519	3,144	4,636	32,000	32,000	19,000
8110 Equipment Maintenance	8,618	4,189	7,954	7,000	7,000	5,000
8120 Building Maintenance	2,222	2,000	2,055	4,200	4,200	1,200
8130 Small Tools	2,059	1,164	881	2,000	2,000	1,000
8132 Uniform Expense/Cleaning	528	1,031	640	1,200	1,200	1,200
8134 Safety Clothing/Equipment	1,406	1,029	839	1,000	1,000	1,000
8170 Professional Service	12,473	39,342	76,723	20,000	20,000	45,000
8180 Contract Services	42,837	53,292	34,017	197,300	147,300	98,500
8191 Liability & Surety Bonds	36,731	33,233	30,363	30,000	30,000	30,000
8200 Training Expense	3,033	1,282	12	2,000	2,000	2,000
8350 Bad Debt Expense	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>	130,188	146,943	168,260	310,100	260,100	214,300
8520 Machinery & Equipment	8,628	10,834	-	16,200	4,200	12,000
<CAPITAL OUTLAY>	8,628	10,834	-	16,200	4,200	12,000
<b>[210-6501] Sewer Total</b>	<b>450,385</b>	<b>405,198</b>	<b>394,253</b>	<b>608,171</b>	<b>510,136</b>	<b>531,942</b>

## SEWER MAINTENANCE

Budget Detail

210-6501

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$600).
- 8010 Postage  
Provides for postage for mailings associated with the sewer operations notification such as service interruptions related to sewer mainline replacements or repairs (\$600).
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies and services including Underground Service Alert costs (\$2,000). Fittings and jetting nozzles (\$4,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300). This account also pays a 25% share of City personnel cell phones (\$1,200)
- 8050 Printing and Duplication  
Provides for printing and duplication of sewer maps and atlases (\$200).
- 8060 Dues/Memberships/Subscriptions  
Provides for membership to the California Water Environmental Association for division staff members (\$500).

- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles (\$3,000). Electric plug-in for CARB filter (\$4,000). Brake repairs and tire replacements for the water tank truck Unit 360 and the sewer rodding truck Unit 362 (\$12,000) are carried over from last year.
- 8110 Equipment Maintenance  
Provides for repairs to the sewer main cleaning equipment (\$5,000)
- 8120 Building Maintenance  
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniform Expenses  
Provides for the purchase and uniform service of city-supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services  
Provides for sewer video inspection and cleaning of sewer mains (\$10,000). Cost has been reduced due to Citywide sewer video inspection and cleaning capital project. New for this year is implementation of a Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$35,000).
- 8180 Contract Services  
Provides for sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment, as well as Vactor truck services (\$80,000) for emergency sewer overflows. Also includes bus stop maintenance and curbside trash pickup services (\$18,500) by Avalon.
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 5% (\$30,000) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 500-6710-8191 (25%) and 215-6201-8191 (10%).
- 8200 Employee Training  
Provides for training seminars and workshops related to sewer maintenance (\$1,500) and training videos (\$500). This item consolidates costs previously allocated to 210-6501-8090. Proper training is critical for sewer division employees due to increased maintenance problems associated with an aging sewer system.

## **CAPITAL OUTLAY**

- 8520 Machinery & Equipment  
Provides funding for sewer software (\$12,000) carried over from last year.

## TRAFFIC SIGNALS

**Budget Detail**

**215-6115**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
8020 Special Department Expense	1,148	1,824	651	33,000	29,500	29,500
8140 Utilities	42,646	49,458	47,468	61,200	55,692	61,400
8150 Telephone	-	-	-	820	820	820
8180 Contract Services	72,372	79,888	61,288	70,000	70,000	81,600
<OPERATIONS & MAINTENANCE	116,167	131,169	109,408	165,020	156,012	173,320
8520 Machinery & Equipment	23,282	33,282	9,906	-	-	-
<CAPITAL OUTLAY>	23,282	33,282	9,906	-	-	-
<b>[215-6115] Traffic Signals Total</b>	<b>139,448</b>	<b>164,452</b>	<b>119,313</b>	<b>165,020</b>	<b>156,012</b>	<b>173,320</b>

## TRAFFIC SIGNALS

Budget Detail

215-6115

### OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Controller replacement at Monterey & Diamond (\$19,000).

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$61,400). New signal has been added at Pasadena Ave. and Sycamore.

8150 Telephone

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

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$24,000). Also includes funds for non-routine signal maintenance (\$40,000) and signal knockdown repairs (\$14,000). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).

## SIDEWALK & CURB MAINTENANCE

**Budget Detail**

**215-6118**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
8020 Special Department Expense	-	12,790	22,744	30,000	5,000	10,000
8170 Professional Service	700	-	494	15,000	1,000	1,000
8180 Contract Services	19,541	15,450	101	25,000	5,000	10,000
<OPERATIONS & MAINTENANCE	20,241	28,240	23,339	70,000	11,000	21,000
<b>[215-6118] Sidewalk Maintenance Total</b>	<b>20,241</b>	<b>28,240</b>	<b>23,339</b>	<b>70,000</b>	<b>11,000</b>	<b>21,000</b>

## SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

### OPERATIONS & MAINTENANCE

8020 Department Expense

Provides for special and miscellaneous department supplies and materials for the repair and replacement of sidewalks and curbs (\$10,000). This year, staff will continue perform most sidewalk and curb repairs in-house.

8170 Professional Services

Provides the cost of the development of an asset management system to more efficiently manage the repair and maintenance of sidewalks and curbs (\$10,000). The asset management program will also incorporate work orders to more effectively respond to City Council and requests from the public. This item has been carried over from last year.

8180 Contract Services

This account provides funding to repair city sidewalks, curbs and gutters for larger projects which will be outsourced (\$10,000). Other funding for sidewalks, curbs, and gutters are identified in Fund 260 (CDBG), and under the Capital Improvement Program.

# STREET LIGHTING

## Budget Detail

215-6201

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	76,493	86,987	96	-	(193)	-
7020 Overtime	3,321	7,274	815	-	1,398	-
7055 IOD - Non Safety	22,677	-	-	-	-	-
7070 Leave Buyback	96	1,284	-	-	-	-
7100 Retirement	17,698	16,792	-	-	-	-
7108 Deferred Compensation	78	55	-	-	-	-
7110 Workers Compensation	7,660	4,059	63	-	100	-
7130 Group Health Insurance	12,657	10,685	108	-	184	-
7140 Vision Insurance	423	369	5	-	7	-
7150 Dental Insurance	1,554	1,356	17	-	27	-
7160 Life Insurance	327	297	1	-	4	-
7170 FICA - Medicare	1,422	1,421	12	-	20	-
<WAGES & BENEFITS>	144,404	130,579	1,116	-	1,547	-
8000 Office Supplies	569	695	665	600	600	600
8020 Special Department Expense	18,397	22,725	25,991	25,500	25,500	45,500
8100 Vehicle Maintenance	2,857	2,643	4,158	4,300	4,300	4,300
8110 Equipment Maintenance	764	1,500	1,557	4,500	4,500	4,500
8130 Small Tools	638	961	940	2,000	2,000	2,000
8132 Uniform Expense/Cleaning	855	703	653	800	800	800
8134 Safety Clothing/Equipment	1,778	922	1,264	800	800	800
8140 Utilities	118,567	140,401	160,095	160,000	145,600	160,000
8170 Professional Service	51,467	18,260	24,959	6,400	6,400	7,000
8191 Liability & Surety Bonds	73,462	66,466	60,726	60,000	60,000	60,000
8200 Training Expense	-	408	62	800	800	800
<OPERATIONS & MAINTENANCE>	269,354	255,683	281,070	265,700	251,300	286,300
8520 Machinery & Equipment	396	4,327	-	10,500	10,500	-
8540 Automotive Equipment	1,677	224	-	-	-	-
<CAPITAL OUTLAY>	2,073	4,551	-	10,500	10,500	-
<b>[215-6201] Street Lighting Total</b>	<b>415,832</b>	<b>390,813</b>	<b>282,186</b>	<b>276,200</b>	<b>263,347</b>	<b>286,300</b>

# STREET LIGHTING

Budget Detail

215-6201

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase office supplies (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies (\$4,000) and services. Material costs and supplies for an estimated 10 knockdowns (\$40,000), based on historical activity. Also includes expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).
  
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas (\$3,500), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$800).
  
- 8110 Equipment Maintenance  
Provides funds for maintenance of division equipment (\$1,500), as well as hydraulic repairs for boom truck Unit 635 (\$1,000) and maintenance costs for Code Blue emergency system (\$2,000).
  
- 8130 Small Tools  
Replacement or purchase of worn or damaged hand and power tools (\$2,000).
  
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$800).
  
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
  
- 8140 Electricity  
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$160,000).
  
- 8170 Professional Services  
annual rate study for the Lighting and Landscaping Assessment District (\$7,000).
  
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 10% (\$60,000) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 500-6710-8141 (25%) and 210-6501-8191 (5%).
  
- 8200 Training Expense  
Provides for training seminars and workshops related to street lighting systems (\$800).

## STREET TREE MAINTENANCE

### Budget Detail

215-6310

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	126,179	131,098	89,271	87,320	92,492	93,299
7020 Overtime	2,231	3,339	4,193	2,000	3,174	2,060
7040 Holiday	181	203	229	-	873	-
7055 IOD - Non Safety	353	403	-	-	-	-
7070 Leave Buyback	-	2,310	-	300	1,058	1,060
7100 Retirement	23,058	24,436	16,276	16,987	18,240	19,139
7108 Deferred Compensation	117	124	77	77	82	82
7110 Workers Compensation	7,491	4,455	7,137	5,763	7,327	5,834
7130 Group Health Insurance	14,919	15,202	12,400	13,289	14,619	13,608
7131 Retiree Health Insurance	12,673	14,231	14,743	14,125	16,052	-
7140 Vision Insurance	499	512	393	421	468	432
7150 Dental Insurance	1,865	1,916	1,453	1,589	1,756	1,620
7160 Life Insurance	451	439	301	335	355	335
7170 FICA - Medicare	1,394	1,565	1,346	768	1,492	1,383
<WAGES & BENEFITS>	191,411	200,234	147,819	142,974	157,988	138,852
8000 Office Supplies	252	500	250	600	600	600
8010 Postage	-	59	-	50	50	50
8020 Special Department Expense	5,666	6,708	7,458	12,200	12,200	12,200
8040 Advertising	-	-	-	200	200	200
8060 Dues & Memberships	295	502	365	400	400	400
8090 Conference & Meeting Expense	440	21	-	1,000	1,000	1,000
8100 Vehicle Maintenance	7,585	11,348	7,765	24,000	24,000	24,000
8110 Equipment Maintenance	2,046	2,581	5,366	5,000	5,000	3,500
8130 Small Tools	3,000	1,816	2,812	3,700	3,700	3,700
8132 Uniform Expense/Cleaning	765	1,050	930	1,300	1,300	1,300
8134 Safety Clothing/Equipment	3,240	1,827	1,710	1,600	1,600	1,600
8170 Professional Service	5,000	270	1,059	4,500	4,500	4,500
8180 Contract Services	116,200	99,747	195,728	144,000	144,000	150,000
8181 Contracted Tree Planting	-	29,551	9,952	10,000	10,000	10,000
8200 Training Expense	240	-	175	800	800	800
<OPERATIONS & MAINTENANCE>	144,729	155,982	233,569	209,350	209,350	213,850
8520 Machinery & Equipment	38,313	-	-	5,000	5,000	-
<CAPITAL OUTLAY>	38,313	-	-	5,000	5,000	-
<b>[215-6310] Street Trees Total</b>	<b>374,452</b>	<b>356,216</b>	<b>381,388</b>	<b>357,324</b>	<b>372,338</b>	<b>352,702</b>

## STREET TREE MAINTENANCE

**Budget Detail**

**215-6310**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$600).
  
- 8010 Postage  
Provides funding for postage (\$50) related to street tree removal notifications for City-owned tree removals.
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies (\$5,000) including chain saw blades, blade sharpening, gloves, chipper blades. Also includes costs for ropes, slings, pulleys (\$3,000), work zone signs and cones (\$1,000) and pesticides and fungicides (\$2,000). This account also pays for a 25% share of City personnel cell phones (\$1,200).
  
- 8040 Advertisements  
Provides funds to publish ads for the tree regulations (\$200).
  
- 8060 Dues/Memberships/Subscriptions  
Provides payment of dues (\$400) for Parks Supervisor to be a member of the Arborist Society, Western ISA, Street Seminar.
  
- 8090 Conference and Meeting Expenses  
Provides funds for conference attendance for Parks Supervisor (\$1,000).
  
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$7,000). Also includes diesel fuel filter (\$17,000) installation for boom truck Unit 223, required to meet California Air Resources Board regulations.

- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$3,500).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,700).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,300).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, gloves (\$1,600).
- 8170 Professional Services  
Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$4,000).
- 8180 Contract Services  
Provides for services rendered under contract for tree trimming and removal of City-owned trees (\$150,000). Since the City has not entered into an ongoing contract with West Coast Arborists, increases in the cost of services has been budgeted.
- 8181 Contracted Tree Planting  
This account provides for parkway tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.
- 8200 Training  
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

## MEDIAN STRIPS

**Budget Detail**

**215-6416**

<b>EXPENDITURE DETAILS</b>	<b>Actual 2005/06</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Budget 2008/09</b>	<b>Estimated 2008/09</b>	<b>Adopted 2009/10</b>
8020 Special Department Expense	8,362	5,913	13,591	29,500	29,500	36,500
8180 Contract Services	36,888	42,019	61,998	72,000	72,000	60,500
<OPERATIONS & MAINTENANCE	45,251	47,932	75,589	101,500	101,500	97,000
<b>[215-6416] Median Strips Total</b>	<b>45,251</b>	<b>47,932</b>	<b>75,589</b>	<b>101,500</b>	<b>101,500</b>	<b>97,000</b>

## MEDIAN STRIPS

**Budget Detail**

**215-6416**

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides for department supplies (\$6,500) including sprinklers, valves, fittings and plumbing. Also includes 3 DX controller upgrades (\$30,000), which qualify for \$12,000 in rebates from the MWD Public Sector program.

8180 Contract Services

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

## MISSION OAKS PARKING DISTRICT

**Budget Detail**

**225-6801**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
8020 Special Department Expense	-	-	-	-	-	400
8140 Utilities	2,359	2,739	2,413	2,600	2,600	2,600
8170 Professional Service	150	-	-	-	-	-
8180 Contract Services	3,950	4,150	3,600	4,400	4,400	4,400
<OPERATIONS & MAINTENANCE	6,459	6,889	6,013	7,000	7,000	7,400
<b>[225-6801] Mission Oaks Parking District</b>	<b>6,459</b>	<b>6,889</b>	<b>6,013</b>	<b>7,000</b>	<b>7,000</b>	<b>7,400</b>

## MISSION OAKS PARKING DISTRICT

**Budget Detail**

**225-6801**

### OPERATIONS & MAINTENANCE

8020 Special Department Expense  
Sprinkler repairs (\$400).

8140 Electricity  
Provides funds for electrical service to District by Southern California Edison (\$2,600).

8180 Contract Services  
Provides funds for the City's portion of shared landscape maintenance service costs under a contract administered by the City (\$4,400).

## STREET MAINTENANCE

### Budget Detail

230-6116

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	216,486	164,354	170,245	220,466	174,601	245,500
7020 Overtime	6,003	5,942	3,393	3,000	2,048	3,090
7040 Holiday	-	-	278	-	353	-
7055 IOD - Non Safety	507	3,320	33,983	-	4,909	-
7070 Leave Buyback	5,487	11,003	91	2,700	3,821	3,820
7100 Retirement	40,127	31,614	38,163	42,889	35,502	50,362
7108 Deferred Compensation	258	252	193	250	226	339
7110 Workers Compensation	16,766	6,636	13,961	12,061	11,965	12,963
7120 Disability Insurance	-	9,987	-	-	-	-
7122 Unemployment Insurance	-	2,168	-	-	11,737	-
7130 Group Health Insurance	28,983	23,790	26,943	23,326	26,343	36,807
7131 Retiree Health Insurance	13,884	15,591	16,152	16,850	17,586	-
7140 Vision Insurance	972	742	870	1,071	870	1,164
7150 Dental Insurance	3,318	1,755	3,237	4,209	3,061	4,365
7160 Life Insurance	741	437	730	884	682	902
7170 FICA - Medicare	3,146	2,771	2,903	2,733	2,749	3,605
<WAGES & BENEFITS>	336,681	280,361	311,142	330,439	296,453	362,917
8000 Office Supplies	977	601	405	600	600	600
8020 Special Department Expense	83,245	62,690	53,429	70,000	70,000	60,000
8060 Dues & Memberships	35	-	-	300	300	300
8090 Conference & Meeting Expense	55	200	-	-	-	-
8100 Vehicle Maintenance	18,007	20,220	23,761	17,000	17,000	17,000
8110 Equipment Maintenance	5,319	8,521	642	7,400	7,400	7,400
8130 Small Tools	3,455	561	659	3,000	3,000	2,000
8132 Uniform Expense/Cleaning	1,498	1,312	1,158	2,000	2,000	2,000
8134 Safety Clothing/Equipment	1,296	1,728	815	2,000	2,000	2,000
8170 Professional Service	11,093	6,691	20,440	5,000	5,000	2,000
8180 Contract Services	24,706	64,020	28,434	20,000	20,000	24,000
8200 Training Expense	162	124	12	400	400	400
<OPERATIONS & MAINTENANCE>	149,848	166,669	129,757	127,700	127,700	117,700
8520 Machinery & Equipment	-	-	919	41,000	41,000	100,000
8540 Automotive Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>	-	-	919	41,000	41,000	100,000
<b>[230-6116] Street Maintenance Total</b>	<b>486,529</b>	<b>447,030</b>	<b>441,818</b>	<b>499,139</b>	<b>465,153</b>	<b>580,617</b>

## STREET MAINTENANCE

**Budget Detail**

**230-6116**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for office supplies (\$600).
  
- 8020 Special Department Expense  
This account provides for special and miscellaneous department supplies & services including street signage (\$10,000), asphalt (\$10,000), as well as concrete, base sand and backfill soil (\$40,000). This increased request reflects in-house service requests for potholes and miscellaneous pavement repairs due to deteriorating street conditions and the rising cost of asphalt, concrete, and other materials.
  
- 8060 Dues, Memberships, Subscriptions, and Books  
This account provides funding for construction handbooks, Standard Specifications for Public Works Construction (“Greenbook”), APWA Standard Drawings, WATCH manuals (\$300)
  
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas (\$10,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$7,000).
  
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment used by the Streets Division (\$7,400).
  
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$500), including weed whackers, chain saws and demo hammer (\$1,500).
  
- 8132 Uniforms and Equipment  
Provides for uniform cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$2,000).

- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including safety boots (\$2,000).
- 8170 Professional Services  
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services  
Provides for services rendered for street maintenance activities such as traffic striping and markings (\$15,000) and weed abatement (\$9,000). Weed abatement costs have increased due to newly acquired City land near Elkins.
- 8200 Training  
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

**CAPITAL OUTLAY**

- 8540 Vehicles and Equipment  
Purchase of a paint truck to replace Unit 320 - 1990 Ford (\$100,000).

## PROPOSITION "A" PARK MAINTENANCE

**Budget Detail**

**232-6417**

<b>EXPENDITURE DETAILS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
8000 Office Supplies	433	-	-	-	-	-
8020 Special Department Expense	2,680	3,726	11,125	5,300	5,300	5,500
8110 Equipment Maintenance	-	161	1,137	1,300	1,300	1,000
8140 Utilities	1,376	2,366	2,366	2,800	2,800	2,800
8180 Contract Services	4,400	7,340	13,740	13,300	13,300	6,900
<OPERATIONS & MAINTENANCE	8,889	13,592	28,369	22,700	22,700	16,200
8520 Machinery & Equipment	1,400	-	-	-	-	-
<CAPITAL OUTLAY>	1,400	-	-	-	-	-
<b>[232-6417] Prop "A" Park Maintenance</b>	<b>10,289</b>	<b>13,592</b>	<b>28,369</b>	<b>22,700</b>	<b>22,700</b>	<b>16,200</b>

## PROPOSITION "A" PARK MAINTENANCE

Budget Detail

232-6417

### OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for supplies for maintenance and repairs to the Garfield Park and Arroyo Park restrooms, as well as the playgrounds at Garfield Park, Orange Grove Park and Eddie Park. Includes funds for sand for Garfield Park (\$1,000), paint for graffiti at Arroyo Park restrooms (\$1,400) and graffiti remover for all three playgrounds (\$500).

8110 Equipment Maintenance

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

8140 Utilities

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

8180 Contract Services

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

# WATER DISTRIBUTION

## Budget Detail

**500-6710**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	417,296	337,130	356,420	493,612	328,466	456,852
7010 Salaries - Temp / Part	-	5,445	7,388	-	-	-
7020 Overtime	1,490	9,818	12,042	5,000	8,009	5,150
7040 Holiday	-	-	863	-	641	-
7055 IOD - Non Safety	1,855	-	608	-	6,137	-
7070 Leave Buyback	6,860	16,671	9,239	6,800	6,028	6,030
7100 Retirement	74,717	71,179	65,519	96,027	65,914	93,719
7108 Deferred Compensation	2,133	2,968	2,668	3,121	3,144	3,898
7110 Workers Compensation	27,532	12,431	24,373	28,255	20,746	20,587
7130 Group Health Insurance	56,217	44,210	44,615	56,203	40,032	61,518
7131 Retiree Health Insurance	22,504	25,270	26,179	25,000	28,504	-
7140 Vision Insurance	1,717	1,412	1,435	2,008	1,351	1,896
7150 Dental Insurance	4,642	3,978	4,563	7,941	4,361	7,110
7160 Life Insurance	1,189	944	1,027	1,656	1,097	1,469
7170 FICA - Medicare	5,173	4,988	5,163	6,541	4,544	6,699
<WAGES & BENEFITS>	623,325	536,444	562,102	732,164	518,974	664,928
8000 Office Supplies	798	898	825	700	700	700
8010 Postage	171	27	27	50	50	150
8020 Special Department Expense	64,601	53,739	34,283	156,200	156,200	106,200
8050 Printing/Duplicating	455	697	232	1,800	1,800	1,800
8060 Dues & Memberships	169	115	112	200	200	200
8090 Conference & Meeting Expense	-	221	237	-	-	-
8100 Vehicle Maintenance	15,271	15,961	21,593	20,250	20,250	20,250
8110 Equipment Maintenance	6,765	7,756	2,502	6,000	6,000	5,000
8120 Building Maintenance	614	252	-	5,500	5,500	500
8130 Small Tools	5,682	4,421	4,803	5,500	5,500	9,000
8132 Uniform Expense/Cleaning	1,635	2,143	1,552	3,500	3,500	3,500
8134 Safety Clothing/Equipment	3,490	1,655	4,892	1,800	1,800	1,800
8140 Utilities	7,988	9,571	9,884	12,000	12,000	12,000
8150 Telephone	7,132	7,373	9,705	-	-	-
8170 Professional Service	7,260	51,075	285,108	10,000	10,000	10,000
8180 Contract Services	10,357	-	68,331	280,000	280,000	60,000
8191 Liability & Surety Bonds	183,656	166,166	151,815	150,000	150,000	150,000
8200 Training Expense	2,916	3,529	275	3,700	3,700	3,700
8229 Taxes	4,507	4,584	4,818	5,000	5,000	5,050
<OPERATIONS & MAINTENANCE>	323,465	330,182	600,996	662,200	662,200	389,850
8520 Machinery & Equipment	441	-	-	-	-	-
8540 Automotive Equipment	-	-	-	90,000	81,000	-
8570 Water Sales	10,583	4,382	3,558	-	12,000	-
8571 Fire Services	817	-	5,036	-	2,000	-
8572 Meters	76,267	31,034	18,553	-	7,000	-
8573 Fire Hydrants	13,884	8,883	18,921	-	-	-
8574 Valves	8,405	-	-	-	-	-
<CAPITAL OUTLAY>	110,398	44,300	46,069	90,000	102,000	-
<b>[500-6710] Water Distribution Total</b>	<b>1,057,188</b>	<b>910,926</b>	<b>1,209,166</b>	<b>1,484,364</b>	<b>1,283,174</b>	<b>1,054,778</b>

## WATER DISTRIBUTION

**Budget Detail**

**500-6710**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$700).
  
- 8010 Postage  
Provides funds for postal expenses for City mailings (\$150).
  
- 8020 Special Department Expense  
Provides for underground service alert fees (\$1,000). This account also pays a 25% share of City personnel's cell phone service (\$1,200). Costs for staff physical exams and Class B driver license renewals (\$500). This account includes costs for miscellaneous parts and supplies (\$2,500). Also includes funds to purchase materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,000). Also includes costs of sand, base, asphalt (\$6,000) and costs for backflow device testing and repair (\$3,000). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$7,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Also includes the cost to purchase gate valves to replace broken valves in the water mains that are found during the routine valve maintenance program (\$15,000). Approximately 12 valves replacements are estimated. Also includes the purchase of replacement fire hydrants and installation of new fire hydrants where required to improve fire protection, including all material such as sleeves, valves, and pipe (\$20,000). Approximately 12 hydrant replacements are estimated.
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials (\$300). Also includes printing costs of utility billing inserts (\$1,500).
  
- 8060 Dues, Memberships, Subscriptions, and Books  
Purchase of new Water Distribution books (\$200).

- 8100 Vehicle Maintenance and Operations  
Provides funds for operational expenses such as the costs of gas, oil, tires, batteries, parts, repairs, and routine maintenance of the eight Water Distribution Maintenance Division vehicles (\$20,000). Aging fleet continues to require increased maintenance costs. Also includes costs for DMV and smog inspection fees (\$250).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment including generator, ditch pumps, tapping machine, hydraulic valve operator, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000).
- 8120 Building Maintenance  
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$500).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools, including generator for Unit 12 and a tapping machine (\$9,000).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,000). Steel toed work boots (\$1,500).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety vests, work zone signs, cones, and delineators (\$1,800).
- 8140 Electricity  
Provides funds for electrical service to City Service Facility at 825 Mission by Southern California Edison (\$12,000).
- 8170 Professional Services  
Provides for professional design and consulting services related to water system improvements (\$10,000).
- 8180 Contract Services  
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$40,000). Also includes the cost of outsourcing pavement repairs related to emergency water main work (\$20,000).
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 25% (\$150,000) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 210-8501-8191 (5%), and 215-6201-8191 (10%).

8200 Employee Training

Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$3,500). California Department of Public Health operator certifications (\$200).

8229 Taxes

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

# WATER PRODUCTION

## Budget Detail

**500-6711**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	281,572	244,104	207,811	372,488	304,684	437,855
7020 Overtime	3,628	14,292	14,670	2,000	13,540	2,060
7040 Holiday	3,328	3,325	2,675	5,920	4,030	6,098
7055 IOD - Non Safety	4,252	-	486	-	4,909	-
7070 Leave Buyback	2,183	8,492	8,008	2,200	10	10
7100 Retirement	53,558	44,850	40,649	72,464	61,241	89,822
7108 Deferred Compensation	938	713	372	579	533	854
7110 Workers Compensation	22,687	10,104	18,055	21,119	23,831	25,075
7120 Disability Insurance	-	-	1,121	-	-	-
7130 Group Health Insurance	34,411	26,481	22,469	33,079	30,955	55,455
7131 Retiree Health Insurance	22,504	25,270	26,179	26,000	28,504	-
7140 Vision Insurance	1,129	975	987	1,519	1,449	1,740
7150 Dental Insurance	3,106	3,127	2,820	5,557	4,438	6,525
7160 Life Insurance	823	746	609	1,190	937	1,349
7170 FICA - Medicare	4,311	3,823	3,547	4,387	5,064	6,467
<WAGES & BENEFITS>	438,431	386,302	350,459	548,502	484,125	633,310
8000 Office Supplies	953	1,052	1,034	1,000	1,000	1,000
8010 Postage	7	111	127	200	200	200
8020 Special Department Expense	17,833	17,828	29,963	84,400	34,400	47,400
8040 Advertising	-	-	-	1,000	1,000	-
8050 Printing/Duplicating	865	861	254	1,500	1,500	1,500
8060 Dues & Memberships	2,412	2,648	2,715	2,600	2,600	2,600
8070 Mileage/Auto Allowance	-	-	-	-	55	-
8080 Books & Periodicals	45	50	-	200	200	200
8100 Vehicle Maintenance	2,093	1,957	5,336	4,250	9,000	4,250
8110 Equipment Maintenance	9,515	34,258	54,785	2,000	26,000	2,000
8120 Building Maintenance	4,000	1,337	11,197	5,000	5,000	5,000
8130 Small Tools	923	687	722	1,000	1,000	1,000
8132 Uniform Expense/Cleaning	1,180	1,349	1,082	1,200	1,200	1,200
8134 Safety Clothing/Equipment	1,389	1,238	1,282	800	800	800
8140 Utilities	4,061	5,193	5,645	7,300	7,300	7,300
8150 Telephone	224	1,247	223	2,000	2,000	2,000
8152 Pumping Power	525,926	729,332	708,041	717,500	567,500	867,500
8170 Professional Service	63,054	63,442	47,724	55,000	55,000	79,440
8180 Contract Services	13,132	-	2,115	120,000	1,000	-
8200 Training Expense	952	760	850	1,500	1,500	1,500
8231 Water Purchases - Resale	89,867	112,117	301,312	722,000	222,000	107,000
8233 Watermaster Charges	462,656	308,228	260,009	350,000	400,000	900,000
<OPERATIONS & MAINTENANCE	1,201,087	1,283,693	1,434,415	2,080,450	1,340,255	2,031,890
8520 Machinery & Equipment	2,041	1,909	-	-	-	-
8540 Automotive Equipment	-	-	-	18,000	18,000	-
<CAPITAL OUTLAY>	2,041	1,909	-	18,000	18,000	-
<b>[500-6711] Water Production Total</b>	<b>1,641,559</b>	<b>1,671,904</b>	<b>1,784,874</b>	<b>2,646,952</b>	<b>1,842,380</b>	<b>2,665,200</b>

## WATER PRODUCTION

**Budget Detail**

**500-6711**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$1,000).
  
- 8010 Postage  
Provides funds for postal expenses for City mailings (\$200).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies and services including chlorine gas (\$4,000), chlorine analyzer solution (\$3,500), turbine oil (\$500), fittings for sampling stations and boosters (\$1,000), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500). Weed abatement at Westside Reservoir (\$3,000). Tree trimming at all water facilities (\$17,000) and landscaping services at all water facilities (\$13,000). Costs for SCADA DSL line at Wilson Reservoir (\$1,200). Costs for staff physical exams and Class B driver license renewals (\$500). This account also pays a 25% share of City personnel's cell phone service (\$1,200).
  
- 8040 Advertising  
Advertisement costs for job postings has been transferred to City Manager's budget.
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$1,500).
  
- 8060 Dues, Memberships, Subscriptions  
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).

- 8080 Books, Videos, Magazines, and Recordings  
Provides funds for the purchase of reference books and manuals (\$200).
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000). Vehicle registrations and smog certifications (\$250).
- 8110 Equipment Maintenance  
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. This year the Cla-Valve at Westside and Garfield Reservoirs will be rebuilt (\$2,000).
- 8120 Building Maintenance  
A perimeter landscaping around the fence at Graves Reservoir is scheduled this year (\$5,000).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,200).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Electricity  
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,300).
- 8150 Telephone  
Provides telephone service to water system facilities (\$2,000).
- 8152 Pumping Power  
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$867,500). This number has increased due to Wilson Well 2 being scheduled to be brought online this year.
- 8170 Professional Services  
Provides for professional services such as water quality testing (\$65,540), security services at elevated tanks (\$1,200), State Department of Public Health administration fees (\$7,300), San Gabriel Basin Water Quality Authority administrative fee (\$1,500), consultant services for preparation of the annual Consumer Confidence Report (\$2,500).  
Note: water quality testing costs have increased due to additional perchlorate monitoring requirements imposed by the Dept. of Public Health.
- 8200 Employee Training  
Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).

8231 Water Purchases – Resale

This account provides funds to purchase water from the City of Pasadena or from MWD to supplement the City's well production (\$107,000). Reliance on MWD water is anticipated to decrease due to increased production capabilities provided by bringing Wilson Well 2 online. Note that water purchases [if required] during the construction of Wilson Reservoir are charged to the capital project account.

8233 Watermaster Charges

This account provides the funds to pay fees to the West San Gabriel Valley MWD for the extraction of groundwater within our water rights, for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$900,000). The cost has increased been increased by the Watermaster nearly 100% since FY07-08. Also, the volume of water pumped is expected to increase due to Wilson Well 2 coming online this year. The budgeted amount also assumes water will continue to be pumped during the Wilson Reservoir construction by utilizing a clear well.



**PLANNING & BUILDING**  
**Department Summary**

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2005/06</b>	<b>Actual</b> <b>2006/07</b>	<b>Actual</b> <b>2007/08</b>	<b>Budget</b> <b>2008/09</b>	<b>Estimated</b> <b>2008/09</b>	<b>Adopted</b> <b>2009/10</b>
Wages & Benefits	480,041	448,529	513,813	498,641	525,074	544,356
Operations & Maintenance	337,864	475,785	519,809	433,400	356,400	395,550
Capital Outlay	-	-	-	20,000	-	-
<b>Total Expenses by Category</b>	<b>817,905</b>	<b>924,314</b>	<b>1,033,623</b>	<b>952,041</b>	<b>881,474</b>	<b>939,906</b>
[101-7101] Planning & Building	766,775	880,903	1,005,407	897,041	866,474	899,906
[260-2120] Residential Rehabilitation	51,130	43,411	28,216	55,000	15,000	40,000
<b>Total Expenses by Program</b>	<b>817,905</b>	<b>924,314</b>	<b>1,033,623</b>	<b>952,041</b>	<b>881,474</b>	<b>939,906</b>

<p><b>PLANNING &amp; BUILDING</b>  <b>Department Description and Authorized Positions</b></p>
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Planning & Building Director	1
Senior Planner	1
Associate Planner	1
Community Improvement Coordinator	1
Administrative Secretary	1
<b>Total</b>	<b>5</b>

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

## **PLANNING & BUILDING**

### **FY 2008/09 Accomplishments and Performance Measures**

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

Performance Measures:

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

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

Performance Measures:

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

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

Performance Measures:

- The Planning & Building Department will review development applications for completeness within two weeks of their filing. *This goal was achieved 95% of the time. State law allows 30 days for completeness review.*
- The Planning & Building Department will schedule complete applications for their first public hearing within 45 days of being deemed complete. *This goal was achieved 95% of the time.*

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

Performance Measures:

- The Planning & Building Department will undertake a revision of the Cultural Heritage Ordinance, using a Certified Local Government grant, and will be 100% complete by the end of the fiscal year, pursuant to the grant milestones. *This goal was 95% achieved. Work required by the CLG grant contract was 100% complete, and the City was reimbursed for the work.*

***Staff and the Cultural Heritage Commission identified some additional items that require some minor redrafting of the ordinance.***

- Pending approval by the City Council, the Planning & Building Department will implement the short- and medium-range components of the “Green Plan,” pursuant to the adopted Citywide Strategic Plan. ***This goal was achieved. Information regarding energy saving, xeriscaping, rebates, solar, etc. for residents was added to the City’s website, and brochures were also developed. Window companies were invited to a joint CHC/DRB meeting to discuss design issues for double glazing and replacement on historic structures, and staff developed a zoning code amendment to reduce grading on small hillside lots.***
- Zoning Code Amendments. ***This goal was achieved. Zoning code amendments were developed and processed to consolidate two Design Review Boards into one; streamline the design review process; modify CEQA references in the Zoning Code and add a public noticing requirement for design review in designated historic districts; revise grading and development standards on small hillside lots; and clarify zoning standards for accessory structures.***

## **PLANNING & BUILDING**

### **FY 2009/10 Goals and Performance Measures**

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

Performance Measures:

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

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

Performance Measures:

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

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

Performance Measures:

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

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

Performance Measures:

- The Planning & Building Department will complete a revision of the Cultural Heritage Ordinance, using a Certified Local Government grant, and will be 100% complete by the end of the fiscal year, pursuant to the grant milestones..
- The Planning & Building Department will continue to implement the short- and medium-range components of the "Green Plan," pursuant to the adopted Citywide Strategic Plan.
- The Planning & Building Department will complete the state-mandated revisions to the City's Housing Element; and initiate code amendments to implement this element.

- The Planning & Building Department will undertake and complete code amendments to modify grading standards in the hillside areas; correct deficiencies in the parking requirement for trade schools, and clarify the regulations pertaining to community gardens.
- The Planning & Building Department will undertake an update of the Cultural Resources Inventory, with emphasis on post-World War II properties.

# PLANNING & BUILDING

## Budget Detail

101-7101

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	294,931	291,312	326,451	337,316	333,195	358,555
7010 Salaries - Temp / Part	57,716	39,675	49,825	34,364	63,213	35,395
7020 Overtime	9,389	4,719	7,099	5,152	3,039	5,307
7070 Leave Buyback	5,739	4,408	13,651	2,900	3,712	3,710
7100 Retirement	58,405	56,165	62,957	69,112	73,137	77,801
7108 Deferred Compensation	1,020	1,061	1,284	1,084	1,152	1,150
7110 Workers Compensation	10,043	8,961	8,772	14,661	9,193	11,881
7120 Disability Insurance	-	840	250	-	-	-
7122 Unemployment Insurance	3,068	-	-	-	-	-
7130 Group Health Insurance	19,214	24,032	27,435	22,030	27,527	38,205
7140 Vision Insurance	1,044	1,004	1,031	1,089	1,038	1,188
7150 Dental Insurance	2,910	2,060	1,930	2,388	2,007	4,455
7160 Life Insurance	860	721	774	921	925	921
7170 FICA - Medicare	7,438	7,059	8,281	7,623	6,936	5,789
<WAGES & BENEFITS>	471,775	442,018	509,741	498,641	525,074	544,356
8000 Office Supplies	2,191	2,490	3,966	2,500	2,500	2,500
8010 Postage	11,883	8,563	13,056	10,000	7,500	7,500
8020 Special Department Expense	3,964	4,792	5,648	7,500	7,500	16,600
8040 Advertising	7,020	6,474	5,847	3,000	3,000	3,000
8050 Printing/Duplicating	6,631	3,585	6,237	7,500	5,000	6,000
8060 Dues & Memberships	424	190	1,218	1,800	1,800	1,800
8090 Conference & Meeting Expense	213	1,046	310	1,100	1,100	150
8100 Vehicle Maintenance	1,792	1,775	1,826	1,500	1,500	1,500
8110 Equipment Maintenance	3,983	4,224	3,982	3,000	3,000	3,000
8170 Professional Service	17,093	127,891	124,389	66,500	66,500	66,500
8180 Contract Services	239,208	277,526	328,666	272,000	240,000	245,000
8200 Training Expense	279	-	521	1,000	1,000	1,000
8257 Boards & Commissions	319	330	-	1,000	1,000	1,000
<OPERATIONS & MAINTENANCE>	294,999	438,885	495,666	378,400	341,400	355,550
8520 Machinery & Equipment	-	-	-	20,000	-	-
<CAPITAL OUTLAY>	-	-	-	20,000	-	-
<b>[101-7101] Planning &amp; Building Total</b>	<b>766,775</b>	<b>880,903</b>	<b>1,005,407</b>	<b>897,041</b>	<b>866,474</b>	<b>899,906</b>

## PLANNING & BUILDING

Budget Detail

101-7101

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for regular office supplies
- 8010 Postage  
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees.
- 8020 Special Department Expense  
Provides for special department supplies and services. Includes funding to pursue proactive code enforcement on substandard properties (\$1,200), the cost of which can be recovered at a later date by placing liens on the properties. One-time increase for digitizing and updating the General Plan, Zoning and city-owned lands maps (\$9,000), and to begin imagining planning and building documents (\$1,000).
- 8040 Advertising  
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees.
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Zoning Code, specific plans, and other planning reports and materials.

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions and publications of professional organizations and continuing education materials. Also includes maintaining updated set of building codes (\$430), and memberships in the American Planning Association (\$530), the California Association of Code Enforcement (\$75), code enforcement training courses at Rio Hondo College (\$225) and the California Preservation Foundation (\$40). Increase from prior year reflects increased cost of memberships and subscriptions, as well as a new membership in the U.S. Green Building Council (\$500).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration, and meeting expenses, including monthly meetings of the San Gabriel Valley COG Planning Directors' Technical Advisory Committee.
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle.
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment, including the copier, fax machine, postage machine, computers and printers. Copier is shared with Finance Department.
- 8150 Telephone  
Provides funds for telephone service.
- 8170 Professional Services  
Provides funding for contract planners or consultants for planning or urban design services. Includes funding for updating the Cultural Resources Inventory and miscellaneous historic preservation services (\$25,000); court reporter services for ADA accommodations (\$16,500); and miscellaneous contract planning services as needed (\$25,000).
- 8180 Contract Services  
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech Contract costs are fully recovered by plan checking and building permit fees. Plan check activity is expected to increase slightly from prior year actuals of about \$115,000 to \$120,000.
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time.
- 8257 Board & Commissions  
Provides funds for training and support of the activities of the Planning Commission, Design Review Board and Cultural Heritage Commission.

## CDBG RESIDENTIAL REHABILITATION

### Budget Detail

260-2120

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	6,033	4,772	3,006	-	-	-
7020 Overtime	-	-	18	-	-	-
7070 Leave Buyback	191	179	-	-	-	-
7100 Retirement	1,115	926	572	-	-	-
7108 Deferred Compensation	20	25	-	-	-	-
7110 Workers Compensation	155	90	88	-	-	-
7130 Group Health Insurance	576	369	317	-	-	-
7140 Vision Insurance	20	11	10	-	-	-
7150 Dental Insurance	48	50	15	-	-	-
7160 Life Insurance	20	16	3	-	-	-
7170 FICA - Medicare	89	73	44	-	-	-
<WAGES & BENEFITS>	8,265	6,511	4,072	-	-	-
8170 Professional Service	7,150	1,650	2,045	-	-	-
8180 Contract Services	35,715	35,250	22,098	55,000	15,000	40,000
<OPERATIONS & MAINTENANCE>	42,865	36,900	24,143	55,000	15,000	40,000
<b>[260-2120] Residential Rehabilitation Tot</b>	<b>51,130</b>	<b>43,411</b>	<b>28,216</b>	<b>55,000</b>	<b>15,000</b>	<b>40,000</b>

**CDBG RESIDENTIAL REHABILITATION**

**Budget Detail**

**260-2120**

**OPERATIONS & MAINTENANCE**

8180 Contract Services

Funding for contract services for home improvement repairs



# LIBRARY

## Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	1,017,516	987,817	1,088,441	1,103,959	1,139,784	1,189,652
Operations & Maintenance	339,430	361,836	385,499	432,988	395,922	432,700
Capital Outlay	7,140	10,319	23,164	29,000	29,000	-
<b>Total Expenses by Category</b>	<b>1,364,087</b>	<b>1,359,972</b>	<b>1,497,104</b>	<b>1,565,947</b>	<b>1,564,706</b>	<b>1,622,352</b>
[101-8011] Library	1,354,483	1,341,700	1,487,288	1,555,947	1,555,924	1,612,352
[280-8016] Public Library Fund Grant	9,604	18,271	9,816	10,000	8,782	10,000
<b>Total Expenses by Program</b>	<b>1,364,087</b>	<b>1,359,972</b>	<b>1,497,104</b>	<b>1,565,947</b>	<b>1,564,706</b>	<b>1,622,352</b>

## LIBRARY

### Department Description and Authorized Positions

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

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

The Mission Statement of the Library's Strategic Plan, 2006-2009 states: "The South Pasadena Public Library provides enthusiastic, friendly, quality service in a welcoming environment. We strive to enrich, inform, and empower every person in our community by fostering the pursuit of knowledge and the love of reading."

# LIBRARY

## FY 2008/09 Accomplishments and Performance Measures

### Goal 1: Repair and Replace Infrastructure

- The Library has coordinated its Exterior Beautification Project-Phase 1 in order to beautify the Oxley Street entranceway area with plants, park benches, artwork, and décor. The Exterior Beautification Committee has met regularly during the year and has developed a plan approved by the Library Board of Trustees and the Cultural Heritage Commission for discussion. The members of the Exterior Beautification Committee represent The Library Board of Trustees, the Board of the Friends of South Pasadena Public Library, The Cultural Heritage Commission, South Pasadena Beautiful, the Rotary Club of South Pasadena, the Public Works Department, and the Library itself. Diagrams and an artistic rendering have been generated by a local landscape designer. A plan to cover project costs has been developed using funds from the Library Budget, Public Library Foundation of the California State Library, and private memorial donations. It is anticipated that Phase 1 of the Exterior Beautification Project will be fully installed during the summer of 2009.

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

- Each month, both the Children's Room and the Main Reading Room have featured a variety of displays, both small and large. The large custom cabinet housing Awston the 7-foot Steiff stuffed ostrich has showcased a collection of other ostrich collectibles courtesy of a private collector and the Meridian Ironworks Museum. The Library has also displayed materials for the Raising Abilities Autism project, the Rotary Club's Golden State collection, the Friends-purchased popular music CD collection, South Pasadena historical photos, bestsellers, Jack London/*The Call of the Wild* City-wide reading project items, student artwork, and many other subjects of local interest.
- The Library has purchased virtually all new books by South Pasadena authors and, to cite two examples, has begun retrospectively examining its holdings to fill in gaps in the bibliographies of South Pasadena's Lawrence Clark Powell and Leo Politi, a celebrated artist whose centennial was widely celebrated in 2008.
- The use of electronic resources has increased by more than 5%, but as stated in the Library goals for 09/10, outreach to the general population is needed.
- Prepublication bestsellers and other popular titles are continuing to be ordered and buying trips and special orders are performed to ensure the materials most in demand are available. This includes patron requests and suggestions and those related to programs, events, and projects.

**Goal 3. The Library will develop collections and programs on specific topics in response to requests by library users or to enrich our local culture.**

- As stated, the Library has not conducted a user survey, but comparative statistics reveal a high level of user satisfaction. While the aforementioned circulation of books for adults are on the upswing, children's circulations remain very strong. Library checkouts stayed at almost exactly the same high mark of approximately 375,000 items circulated for the year, a truly remarkable figure given South Pasadena's size.
- The Library has presented a steady stream of diverse programs for all ages, on general interest topics, as well as those targeting special segments of the community. These include weekly events as part of the Summer Reading Program for children and teens and the Book Discussion Group and the Author Night series for adults.
- With the support of many partners, the Library presented a month-long City-wide reading project for all ages focusing on Jack London's *The Call of the Wild*. 5 events were presented during October that included a film showing, an author talk, a live musical performance, book discussions, a cable TV interview and commercial, and a Read-In that featured community members of various backgrounds each reading a page of the classic. The program aired continually throughout the month.
- The Library presented local historian Rick Thomas, a debut celebration for Jane Apostol's updated South Pasadena history book published by the Friends of the South Pasadena Library, a writing workshop by nationally-known local author Ron Koertge, California State Poet Laureate Al Young, acclaimed true crime writer Steve Hodel, bestselling author Mary Tillman, Lissa Reynolds from the Fremont Centre Theatre, Grammy Winner Dave Alvin, famed actor Ernest Borgnine, and many others.
- Written patron comment forms from the public have been generally very favorable, and the Library has made a point of buying books suggested by its patrons.
- Customers were disseminated information on local programs, events, and activities going on in the South Pasadena Library. Releases and articles were posted on the Library website and distributed to all local and regional newspapers. In addition, flyers and calendars were distributed to local schools and sent to many newsletters, email listservs, and outside websites. The Mary Tillman and Steve Hodel programs were covered by television news crews.
- Library users now have access to access to 13 electronic databases, now including 2 encyclopedias, *Grolier Multimedia* and *World Book Encyclopedia*.

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

- Library staff developed a steady stream of informative and attractive articles, columns, flyers, brochures, announcements, reading lists, and other promotional and educational materials for the general public, newsletters, newspapers, the Library website, etc. Coming Events are featured on the website. The Library has published a regular newsletter and contributed to the Friends and City newsletters.

- The Library has conducted collaborative programming and other projects with local clubs and organizations including the South Pasadena Chinese American Club, Vecinos de South Pasadena, the Friends of the South Pasadena Library, the Library Board of Trustees, the Community Services Department, the Rotary Club of South Pasadena, the Kiwanis Club of South Pasadena, the Institute for the Redesign of Learning (popularly known as the Almansor Center), the Public Safety Commission, the Natural Resources Commission, and many more
- The Library has developed its collections in areas of local special interest, such as Leo Politi, Lawrence Clark Powell, and Ray Bradbury. The Library presented four story times weekly, for nine months of the year.
- Local residents participating in the Library's Book Discussion Group and other local book clubs and other Library programs were provided information about the Library's related materials through displays, emails, flyers, brochures, and articles.

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

- A formal communication network was continued with the local education community to ensure that Library staff members are aware of and prepared for student and teacher needs. All young students received Library event calendars and teachers received the Library's Educator Newsletter. For certain projects special outreach was conducted through the schools. These included *The Call of the Wild* Big Read Project, the Ron Koertge writing workshop, and the presentation of the play *FOB*.
- The Library updated and expanded information on its website for home schooling families in South Pasadena. It highlights materials in the Library that support their needs
- School-aged children in South Pasadena have access to Library materials with titles and topics that are curriculum-related and support their educational needs. These materials are available in various formats including books, audios books, DVDs, homework help services, reference services, and online databases.
- Students are provided an online tutoring resource with the support of the Friends. Children and teens have access to Library designed web pages geared to their educational and personal interests. The web pages provide links to databases and additional resources in providing relevant, valuable learning opportunities. The Library also purchases curricular-related materials.

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

- Library staff are on pace to conduct more than 65,000 reference transactions from the public (in-person, via telephone, e-mail, etc.). This is a 40% increase over last year.
- Library circulations exceeded our goal of 365,000 checkouts by almost 10,000.

- Library staff members have steadily marketed a wide variety of Library resources and activities. Staff has developed dozens of promotional items and activities such as displays, magnets, brochures, bookmarks, projects, programs, exhibits, and handouts.

# LIBRARY

## FY 2009/10 Goals and Performance Measures

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

#### Performance Measures:

- Utilizing partnerships with City staff, the Friends of the South Pasadena Library, the Library Board of Trustees, and other community organizations, develop and implement the Library's proposed Exterior Beautification Project-Phase I to add flowers, trees, artwork, benches, and more to the Library Park near the Oxley Street entrance. This will meet an objective of one of the 2008/2009 City Council Goal. Upon authorization of the proposed Plan by the City Council –and once the project is completed-- The Library will conduct a public ribbon-cutting event for the celebration of the enhanced Library environment. The ceremony will feature local dignitaries, live music, and refreshments. The Library will also seek support for Phase 2 of the Proposed Project, which at this time entails the restoration and re-placement of the Library's valuable and significant "Children's Hour" artwork by Merrell Gage.

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

#### Performance Measures:

- Present at least 12 attractive exhibits and/or displays in highly visible areas to highlight and showcase new, high demand items and culturally significant materials.
- Continue to develop the Library's collection of materials about South Pasadena and its surrounding area, including works by local authors, musicians, actors, and other notable achievers, both contemporary and historical. The Library will also feature works by authors and musicians appearing for the Library's events, as well as titles read by the Book Discussion group.
- Pre-purchase top bestsellers and other in-demand materials. Make special purchases so that these and other requested materials are obtained and presented in a timely fashion.
- Increase the use of electronic resource materials by at least 7%.
- Continue to publicize the Library's Local History Digital Resources Project to the community. The Project has utilized grant funds from the California State Library to digitize more than 500 South Pasadena historical photos and make them available to the public via the Internet. Outreach measures will be performed for the community-at-large and targeted groups.

**Goal 3: The Library will develop its collections and programs on specific topics in response to requests by library users or to enrich our local culture.**

Performance Measures:

- Conduct at least 12 collaborative programs and/or projects with local groups and organizations, such as the South Pasadena Chamber of Commerce and South Pasadena Music and Conservatory. Whenever practical, the Library will seek opportunities for grants and other forms of support.
- Attract at least 20,000 local residents to educational, literary, and recreational programs that are culturally enriching. An emphasis will be placed on presenting programs with South Pasadena authors and other local and statewide themes and connections. Customers will have access to information and materials on these programs, events, and activities going on in and around South Pasadena.
- Library users will have access to at least 8 electronic resources with content of general interest. These databases will all be publicized to the community.

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

Performance Measures:

- Compose and provide a combination of at least 28 flyers, bookmarks, articles, columns, photographs, announcements, reading lists, and other promotional and educational materials for newsletters, newspapers, the Library website, etc.
- Produce at least 5 promotional brochures with local themes, such as the Friends' Jane Apostol South Pasadena history book, the Beautification project, the Summer Reading Club, Merrell Gage, and the Judson Studios skylight. The brochures will also contain important Library information.
- Provide access to at least 2 online resources highlighting book titles of interest
- Offer a series of weekly story times for 9 months of the year.
- Produce and distribute promotional materials for at least 12 Library events and projects, including Author Nights, story times, book discussions, teen programs, concerts, etc.

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

Performance Measures:

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

- Purchase at least 500 materials for South Pasadena students that are curriculum-related and support educational needs. These materials will be made available in various formats including books, audio books, DVDs, and online databases.
- Present at least 3 targeted teen programs.
- Provide access to at least 2 Library designed web pages geared to the educational and personal interests of children and teens.

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

Performance Measures:

- Conduct at least 60,000 reference transactions (in-person, via telephone, e-mail, etc.) Adult services staff will promote reference services and the reference desk's resources, email address, phone number, scope of services, and hours of availability.
- Increase the Library annual circulation (currently approximately 350,000) by 5% or more.
- Continue to market and promote Library resources and activities. Staff will develop at least 18 items and activities such as displays, booklists, press releases, website announcements, newsletters, speaking appearances, class visits, bookmarks, exhibits, and handouts.
- Develop the Library's bi-monthly newsletter into an electronic format, while continuing to generate some paper copies for the audience that doesn't receive email.

# LIBRARY

## Budget Detail

101-8011

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	595,795	551,653	616,439	654,059	656,265	681,042
7010 Salaries - Temp / Part	192,045	224,332	238,907	196,322	222,601	202,212
7020 Overtime	585	1,268	1,706	1,500	2,520	1,545
7040 Holiday	237	399	202	400	370	412
7055 IOD - Non Safety	-	-	2,761	-	-	-
7070 Leave Buyback	10,946	5,666	3,950	3,000	2,163	2,160
7100 Retirement	122,722	116,744	130,281	149,562	151,822	163,974
7108 Deferred Compensation	768	830	1,042	1,025	1,089	1,087
7110 Workers Compensation	5,834	6,119	5,474	4,988	5,601	26,218
7122 Unemployment Insurance	-	102	227	-	-	-
7130 Group Health Insurance	61,706	53,227	57,986	58,124	66,534	83,580
7140 Vision Insurance	2,006	1,958	2,013	2,086	2,259	2,640
7150 Dental Insurance	7,099	5,656	6,291	7,125	7,848	9,900
7160 Life Insurance	1,984	1,597	1,736	2,046	2,217	2,046
7170 FICA - Medicare	15,791	18,267	19,426	23,722	18,495	12,836
<WAGES & BENEFITS>	1,017,516	987,817	1,088,441	1,103,959	1,139,784	1,189,652
8000 Office Supplies	7,281	8,916	8,611	9,950	9,000	9,000
8010 Postage	2,503	3,498	5,013	4,000	4,000	4,000
8020 Special Department Expense	20,239	26,787	28,346	23,000	18,000	23,000
8030 Library Periodicals	23,637	17,614	15,856	20,000	17,500	18,500
8031 Electronic Reference	15,330	26,814	32,941	40,500	40,500	40,500
8040 Advertising	-	-	-	3,000	2,800	3,000
8050 Printing/Duplicating	5,836	2,807	4,079	9,000	5,800	9,000
8060 Dues & Memberships	1,153	665	1,625	2,555	2,500	2,500
8070 Mileage/Auto Allowance	114	377	792	500	500	500
8080 Books & Periodicals	119,321	136,297	145,450	137,000	137,000	141,000
8081 Books - Donations and Gifts	-	-	-	200	-	-
8090 Conference & Meeting Expense	2,698	2,408	2,422	4,000	1,900	4,000
8110 Equipment Maintenance	43,361	43,334	48,556	57,020	53,500	55,000
8120 Building Maintenance	23,479	19,479	22,800	33,831	29,000	33,000
8140 Utilities	41,865	44,733	35,211	52,000	45,000	48,000
8150 Telephone	3,717	3,578	4,270	4,000	4,000	4,000
8155 Rental/Lease	2,600	3,172	2,613	1,600	1,600	1,600
8170 Professional Service	6,712	8,612	15,909	8,112	8,000	9,000
8180 Contract Services	1,565	669	625	7,500	5,000	13,000
8200 Training Expense	2,819	614	399	2,215	1,000	1,500
8257 Boards & Commissions	5,597	1,156	165	3,005	540	2,600
<OPERATIONS & MAINTENANCE>	329,826	351,530	375,683	422,988	387,140	422,700
8500 Building & Improvements	7,140	-	-	-	-	-
8520 Machinery & Equipment	-	2,353	23,164	29,000	29,000	-
<CAPITAL OUTLAY>	7,140	2,353	23,164	29,000	29,000	-
<b>[101-8011] Library Total</b>	<b>1,354,483</b>	<b>1,341,700</b>	<b>1,487,288</b>	<b>1,555,947</b>	<b>1,555,924</b>	<b>1,612,352</b>

# LIBRARY

Budget Detail

101-8011

## PERSONNEL SERVICES

7000 Regular Salaries

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

7010 Wages - Seasonal and Part-Time Employees

Covers the compensation of part-time library staff members who are paid hourly rates. Also includes 16 hours of part-time Substitute Reference Librarian hours per week.

7020 Overtime

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

## OPERATIONS & MAINTENANCE

8000 Office Supplies

Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, business cards, name badges, and general office supplies, including toner for computer printers and copy machines. Requested amount is \$950 less than FY 08/09 because the Library now produces more of its materials for the public with its own scanner/printer.

8010 Postage

Covers postage fees for correspondence, grant applications, invitations, overdue materials notification, and inter-library loan books lent and returned to borrowing institutions. Another Postal Service cost increase is due during 09/10 as well. The requested amount is the same as the 08/09 requested amount. Mailing costs will be increasing but the Library will be doing more electronic distribution of materials such as the Library newsletter.

8020 Special Department Expense

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

- 8030 Periodicals  
Provides funds for the renewal of approximately 175 hard copy magazine and newspaper subscriptions (including the Star-News, Los Angeles Times, and others), as well as for updates of reference materials such as vehicle price guides and investment newsletters. The requested amount is \$1,500 less than 08/09 because of a slight reduction in the number of magazine subscriptions.
- 8031 Electronic Reference Subscriptions  
Provides funds for the purchase of electronic information databases that are used inside the Library. Many of them are also available to the public via our website. The Library subscribes to 12 electronic databases offering a range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, test preparation guides, a literature resource center, a health and wellness database, a national business directory, a library materials ordering database, 2 encyclopedias, an authoritative dictionary, and others.
- 8040 Advertising and Marketing  
Library services, projects, and programs require a steady supply of publicity materials, public service announcements, in-house signage, and in some cases, print materials. The requested amount is the same as in 08/09, a year when several Library projects experienced increased visibility due to marketing.
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, archival reproductions, library card applications (in English/Chinese/Spanish), and a host of other printed materials for the public.
- 8060 Dues, Memberships, Subscriptions, and Books  
Supports membership(s) to the California Library Association, American Library Association, California Association of Library Trustees and Commissioners and other professional organizations for the professional staff and the Board of Trustees. These provide continuing education and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries.
- 8070 Mileage Reimbursement  
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used primarily to support the training and continuing education of library staff members at off-site workshops, meetings, and training sessions.

- 8080 Books, Videos, and Recordings  
Provides funds for the purchase of circulating books; musical and book CDs; and how-to, documentary and theatrical DVDs. The video and audio collections are still transitioning from tape to digital formats. These transitions are relatively lengthy and expensive. The amount requested is \$5,000 more than 08/09.
- 8081 Books– Donations/Gifts  
This is a placeholder used to track the expenditure of funds received as donations from the public for the purchase of library materials.
- 8090 Conference and Meeting Expense  
Provides funds for all conference and meeting travel (non-private vehicle) and attendance fees for staff members. The 2010 Library Legislative Day will be held in Sacramento and the 2009 California Library Association Annual Conference is scheduled for November in Pasadena. Typically the City Librarian attends Legislative Day and he and one or more of the Senior Librarians attend the CLA Conference. However, with CLA in Pasadena more staff should certainly attend the workshops and other programs. This would entail less travel and lodging expenses but more attendance fees.
- 8110 Equipment Maintenance  
For technical support, repair and maintenance of the computer system hardware and software and bibliographic database, copiers, staff and public computers, theft detection system, fax machine, and support for computer workstations. Includes \$20,990 for online system maintenance and cataloging service, \$16,800 for cataloging records subscription, \$2,544 for the theft detection system, \$1,000 for computer software upgrades, and \$1,600 for copy machines.
- 8120 Building Maintenance  
Provides for janitorial service and supplies, and miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$8,000 for exterior steam cleaning and carpet cleaning, \$4,600 for janitorial supplies, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,600 for miscellaneous repairs, \$3,400 for Community Room repairs, and \$1,500 for security alarm and fire alarm services.
- 8140 Electricity, Gas and Water Service  
Payment of utilities for the Library. The requested amount represents a \$3,000 reduction from last year due mainly to the reduced consumption brought about by energy efficiency upgrades to the lighting and HVAC systems.

- 8150 Telephone  
Provides funds for telephone service for the Library on the City phone system and for dedicated telephone lines for the fire and security alarm systems. Due to more energy efficient lighting and air conditioning, energy expenses have dropped in the last year. Also includes the cellphone charges of the City Librarian.
- 8155 Equipment Leasing  
Equipment and machinery obtained via a lease arrangement, includes the lease agreement for digital postage meter and postal scale.
- 8170 Professional Services  
Provides funds for institutional membership in the Southern California Library Cooperative at \$2146, employee physicals and fingerprints of new full-time hires, and the \$4,000 fee for Bureau Veritas, the agency processing the tax roll for the Library Parcel Tax. The Library is also joining the Book Club of California for \$75.
- 8180 Contract Services  
Provides \$2,500 for janitorial services for emergency situations not covered by the regular janitorial contract. Included is \$2,500 for the rebinding of out-of-print classics, standard titles, and well worn popular books in the Library collection. Replacement of these necessary titles would be much more expensive than re-binding them. Also, includes \$8,000 for a Strategic Planning Consultant as requested by the Library Board of Trustees.
- 8200 Employee Training  
Provides funds for training materials, seminars and job-related training sessions for library staff. Most of the workshops are conducted locally by library consortia and are provided at low-cost.
- 8257 Boards/Commissions  
Funds for Library Board of Trustees' attendance at annual CALTAC workshop and the California Library Association Annual Conference, as well as printing and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event.

## **CAPITAL OUTLAY**

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

## PUBLIC LIBRARY FUND GRANT

**Budget Detail**

**280-8016**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
8110 Equipment Maintenance	9,604	10,306	9,816	10,000	8,782	10,000
<OPERATIONS & MAINTENANCE>	9,604	10,306	9,816	10,000	8,782	10,000
8520 Machinery & Equipment	-	7,966	-	-	-	-
<CAPITAL OUTLAY>	-	7,966	-	-	-	-
<b>[280-8016] Public Library Fund Grant Tot</b>	<b>9,604</b>	<b>18,271</b>	<b>9,816</b>	<b>10,000</b>	<b>8,782</b>	<b>10,000</b>

**PUBLIC LIBRARY FUND GRANT**

**Budget Detail**

**280-8016**

**CAPITAL OUTLAY**

8110 Equipment Maintenance

Equipment maintenance utilizing public library grant funds

## COMMUNITY SERVICES

### Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
Wages & Benefits	665,946	726,565	735,075	824,052	778,798	898,571
Operations & Maintenance	331,987	428,462	405,852	460,635	463,761	382,767
Capital Outlay	6,714	7,461	13,019	-	12,361	13,000
<b>Total Expenses by Category</b>	<b>1,004,647</b>	<b>1,162,488</b>	<b>1,153,946</b>	<b>1,284,687</b>	<b>1,254,920</b>	<b>1,294,338</b>
[101-8021] Senior Center	161,388	160,503	151,437	175,545	178,902	180,695
[101-8031] Community Services	148,592	165,771	154,967	173,012	145,325	180,986
[101-8032] Recreation and Youth Services	336,296	332,923	333,038	374,044	381,630	419,734
[205-8022] Prop "A" – Community Transit	148,779	274,940	270,211	367,316	369,072	317,599
[207-8025] Prop "C" – Dial-A-Ride	154,274	175,352	181,829	168,610	157,754	173,088
[260-8023] CDBG Senior Nutrition Prog.	55,316	53,000	62,465	26,160	22,237	22,237
<b>Total Expenses by Program</b>	<b>1,004,647</b>	<b>1,162,488</b>	<b>1,153,946</b>	<b>1,284,687</b>	<b>1,254,920</b>	<b>1,294,338</b>

<p><b>COMMUNITY SERVICES</b></p> <p><b>Department Description and Authorized Positions</b></p>
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Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Transportation Driver	2
Community Services Coordinator	1
<b>Total</b>	<b>6</b>

The Community Services Department provides services within three divisions: Senior Division, Recreation and Youth Division and Community Services Division. The Senior Citizens Center, which is a multi-purpose facility, provides older adults educational, social, physical, nutritional, Gold Link/Community Transit Services and emotional services. The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, adult softball and other youth programs and activities. The Community Services Division provides general Department oversight plus budget and grant administration, park improvements, Concerts in the Park and community liaison activities. The staff also provides support for the Parks and Recreation Commission, Youth Commission, and Senior Commission.

## **COMMUNITY SERVICES**

### **FY 2008/09 Accomplishments and Performance Measures**

#### **Goal 1: Expansion of Activities offered by the Recreation Division**

Performance Measurements:

- Increase daily attendance of the City' After School Program by 10%
  - Goal Met-participation increased by 50%
- Implement a new community wide special event
  - Goal Met-Doggy Day, May 2, 2009
- Introduce two new adult sports leagues
  - Goal Met-Basketball and Kickball
- Increase Adult Softball League participation by maintaining at-least 8 teams each season
  - Goal Met-Fall and Spring softball each had 8 teams

#### **Goal 2: Expand Participation in various activities offered by the Senior Center**

Performance Measurements:

- Increase new senior center membership by 10%
  - Membership increased by 5%
- Increase the number of volunteers of the Home Delivered Meals program by 40%
  - Goal not met.
- Increase unduplicated participants to meal program by 10%
  - In progress

#### **Goal 3: Assess and Improve the Community Transportation Program**

Performance Measurements:

- Increase participation to the Gold Link Shuttle Service by 10%
  - Goal Met.
- Re-evaluate the AM and PM routes to ensure the proper number of stops are adequate and appropriate geographical coverage for the City
  - In progress
- Improve marketing of the program by introducing a new brochure, street banner, local cable channel, city newsletter and advertisements in the local paper.
  - Goal Met.

#### **Goal 4: Improve Revenue and Prioritize Capital Improvement Projects**

Performance Measurements:

- Create and implement a marketing plan to promote City facility rentals, including, the War Memorial Building, Youth House, Eddie Park and Senior Center. This item was carried over from Fiscal Year 2006/07 & 2007/08
  - Goal Met.
- Increase War Memorial Building revenue by 5%
  - Goal Met.
- Increase Garfield Park Youth House revenue by 10%
  - Increased by 5%
- Create a prioritized list of Capital Improvement Projects with the assistance of the Park & Recreation Commission
  - Goal Met.

<p style="text-align: center;"><b>COMMUNITY SERVICES</b> <b>FY 2009/10 Goals and Performance Measures</b></p>
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**Goal 1: Expansion of Activities offered by the Recreation Division**

Performance Measurements:

- Increase daily attendance of the City' After School Program by 10%.
- Explore the feasibility of introducing a new dog park to the community.
- Explore options on creating a community garden.
- Increase leisure class online registration by 10% from fall to winter.

**Goal 2: Expand Participation in various activities offered by the Senior Center**

Performance Measurements:

- Increase new senior center membership by 10%
- Increase the number of volunteers of the Home Delivered Meals program by 20%
- Increase unduplicated participants to meal program by 10%
- Increase nutrition program participation by 5%

**Goal 3: Assess and Improve the Community Transportation Program**

Performance Measurements:

- Increase Dial-A-Ride participation by 10%
- Increase Gold-Link ridership by 5%
- Purchase new compressed natural gas transit vehicle to replace gasoline operated vehicle.

**Goal 4: Improve Revenue and Prioritize Capital Improvement Projects**

Performance Measurements:

- Install a new fire alarm system and wiring to the War Memorial Building.
- Increase facility rentals by 5%.
- Complete capital projects for the senior center including: outdoor patio, garden, floors, & other improvements to the facility.
- Complete second ADA ramp to Senior Center.
- Complete Orange Grove Renovation Project including: waterproofing, painting, windows, & new front sign.
- Garfield Park Gazebo Replacement.

# SENIOR SERVICES

## Budget Detail

101-8021

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	40,227	39,376	39,934	40,082	38,995	42,461
7010 Salaries - Temp / Part	20,764	27,041	28,734	36,652	38,335	37,752
7020 Overtime	315	455	375	500	358	515
7070 Leave Buyback	731	4,354	795	740	725	730
7100 Retirement	7,523	7,927	7,925	11,150	11,482	13,241
7108 Deferred Compensation	301	335	294	296	307	318
7110 Workers Compensation	698	808	624	2,400	698	4,654
7122 Unemployment Insurance	1,295	1,664	(132)	-	(218)	-
7130 Group Health Insurance	5,235	5,391	5,360	5,361	5,161	5,361
7140 Vision Insurance	145	149	156	156	162	156
7150 Dental Insurance	553	564	585	585	609	585
7160 Life Insurance	121	121	121	121	126	121
7170 FICA - Medicare	2,130	2,554	2,567	2,772	1,837	1,171
<WAGES & BENEFITS>	80,037	90,738	87,338	100,815	98,577	107,065
8000 Office Supplies	1,500	2,951	3,156	3,500	3,500	3,500
8010 Postage	3,709	4,165	3,442	3,650	3,650	3,650
8020 Special Department Expense	14,631	12,462	12,761	16,300	16,300	15,600
8040 Advertising	395	744	30	750	750	750
8050 Printing/Duplicating	8,275	7,034	4,480	4,000	3,500	3,500
8060 Dues & Memberships	430	203	207	430	430	430
8090 Conference & Meeting Expense	443	624	752	800	800	800
8110 Equipment Maintenance	264	51	173	1,500	1,500	1,500
8120 Building Maintenance	3,908	4,188	6,519	4,200	5,720	4,200
8140 Utilities	13,535	10,702	13,591	12,500	12,500	12,500
8150 Telephone	562	693	895	800	800	800
8180 Contract Services	13,490	6,920	1,601	10,700	10,700	11,700
8200 Training Expense	96	199	360	600	729	750
8264 Special Events	3,260	338	460	500	450	450
8267 Classes	9,722	7,943	5,855	11,000	9,000	9,500
8300 Lease Payment	1,956	3,088	2,959	3,500	3,750	4,000
<OPERATIONS & MAINTENANCE>	76,175	62,305	57,241	74,730	74,079	73,630
8520 Machinery & Equipment	5,177	7,461	6,857	-	6,246	-
<CAPITAL OUTLAY>	5,177	7,461	6,857	-	6,246	-
<b>[101-8021] Senior Center Total</b>	<b>161,388</b>	<b>160,503</b>	<b>151,437</b>	<b>175,545</b>	<b>178,902</b>	<b>180,695</b>

## SENIOR SERVICES

**Budget Detail**

**101-8021**

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,500).
- 8010 Postage  
Provides funds for the monthly senior newsletter (\$1,900) and general Senior Center postal expenses (\$1,000), and membership renewals (\$750).
- 8020 Special Department Expense  
Provides for department supplies, services and activities for the Senior Center. Also includes funding for the volunteer recognition program (\$1,800), event entertainment (\$2,500), event supplies (\$2,000), Coffee Service (\$2,500), Laminating Supplies (\$250), nutrition program supplies (\$1,500), cleaning supplies (\$500), newsletter labels (\$400), copier supplies (\$1,350), paper supply (\$550), computer lab supplies (\$400), home delivery supplies (\$800), Pasadena Star News subscription (\$250), freezer for kitchen (\$800).
- 8040 Advertising  
Provides funds to advertise and promote programs (\$400), and staff recruitments (\$350).
- 8050 Printing and Duplicating  
Provides funds for printing of the monthly senior newsletter (\$3,100) and printing for special events and programs (\$400). Approximate 40% decrease due to newsletter mailings going out bi-monthly.

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS). Senior Services Supervisor (\$180), Community Services Director (\$100), California Association of Senior Service Centers (\$150).
- 8090 Conference and Meeting Expense  
Provides funds for staff members to attend the annual California Park and Recreation Society (CPRS) conference March 2009. Conference registration and travel (\$650). Local professional association meetings/trainings (\$150).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of kitchen (\$300), office equipment, fire extinguishers (\$500), kitchen equipment (\$300) maintenance of computer equipment for the computer lab (\$200), and kitchen fire suppression system (\$200).
- 8120 Building Maintenance  
Provides for supplemental detailed kitchen and floor cleaning and miscellaneous maintenance/air conditioning repairs at the Senior Center. Pest control (\$500), emergency cleanings (\$500), HVAC maintenance (\$1,000), carpet cleaning (\$750), cleaning of interior ceilings and rafters (\$700), kitchen cleaning (\$500) and pressure wash restrooms (\$250).
- 8140 Electricity, Gas & Water Utilities  
Provides funds for utility services to Senior Citizens Center (\$12,500).
- 8150 Telephone  
Provides funds for telephone service to the Senior Center (\$800).
- 8180 Contract Services  
Provides funds for fire & security systems maintenance, temporary staff assistance, senior meals not covered by Community Development Block Grant (CDBG). San Marino Security (\$700), Post fire alarm system (\$500), temporary employment services (\$2,000), meals contract (\$6,000), computer lab monthly maintenance (\$1,500), annual software maintenance fee (\$1,000) .
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$750).
- 8264 Special Events  
Provides funds for miscellaneous supplies for Trips and Tours program (\$450).
- 8267 Classes  
Provides for payment to contract instructors for senior classes with a fee. This in addition to free classes offered to members. Increased costs reflect the addition of requested new classes and cultural programming with contract instructors (\$9,500). Decrease due to staff finding some instructors to offer classes at little or no cost.
- 8300 Lease Payment  
Provides funds for a portion of the copier lease (\$2,100), maintenance contract (\$1,000) and a portion of the postage meter lease (\$900). Increase due to new copier lease.

# COMMUNITY SERVICES

## Budget Detail

101-8031

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	60,057	54,428	50,200	51,074	43,046	55,558
7010 Salaries - Temp / Part	18,928	14,725	20,639	28,384	19,444	29,236
7020 Overtime	1,437	3,088	448	2,600	1,608	2,500
7070 Leave Buyback	1,244	17,551	1,042	1,250	1,070	1,250
7100 Retirement	12,959	11,065	9,818	13,394	9,250	14,905
7108 Deferred Compensation	531	665	450	455	399	502
7110 Workers Compensation	857	1,133	732	3,377	638	4,543
7120 Disability Insurance	-	-	366	-	-	-
7122 Unemployment Insurance	-	-	623	-	-	-
7130 Group Health Insurance	5,550	6,180	6,015	5,898	5,318	5,898
7140 Vision Insurance	126	141	172	168	159	168
7150 Dental Insurance	515	560	645	630	594	630
7160 Life Insurance	133	137	133	130	124	130
7170 FICA - Medicare	1,331	2,161	2,292	3,251	2,025	1,266
<WAGES & BENEFITS>	103,667	111,834	93,575	110,612	83,675	116,586
8000 Office Supplies	1,774	2,266	1,392	2,000	2,000	2,000
8010 Postage	2,200	1,750	2,004	2,000	2,000	2,000
8020 Special Department Expense	7,835	7,581	7,360	11,700	11,700	10,500
8040 Advertising	-	790	332	800	800	800
8050 Printing/Duplicating	4,612	3,573	242	4,200	4,200	2,000
8060 Dues & Memberships	461	488	699	500	500	550
8090 Conference & Meeting Expense	569	645	845	1,300	1,300	850
8110 Equipment Maintenance	96	167	534	800	800	800
8120 Building Maintenance	7,105	7,752	5,805	11,000	11,000	11,000
8140 Utilities	-	483	677	1,500	750	750
8150 Telephone	741	1,211	1,968	1,500	1,500	1,500
8170 Professional Service	-	-	10,794	-	-	-
8180 Contract Services	1,781	9,873	7,063	6,500	6,500	6,900
8200 Training Expense	-	399	675	600	600	750
8264 Special Events	13,732	14,151	12,979	14,500	14,500	14,500
8267 Classes	-	39	390	-	-	-
8300 Lease Payment	2,480	2,769	2,749	3,500	3,500	4,500
<OPERATIONS & MAINTENANCE>	43,387	53,937	56,507	62,400	61,650	59,400
8500 Building & Improvements	1,538	-	4,885	-	-	5,000
<CAPITAL OUTLAY>	1,538	-	4,885	-	-	5,000
<b>[101-8031] Community Services Total</b>	<b>148,592</b>	<b>165,771</b>	<b>154,967</b>	<b>173,012</b>	<b>145,325</b>	<b>180,986</b>

## COMMUNITY SERVICES

Budget Detail

101-8031

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$2,000).
- 8010 Postage  
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$2,000).
- 8020 Special Department Expense  
Provides funds for general maintenance supplies, Parks & Recreation Commission support, and tools for the War Memorial Building, Eddie Park House, and Youth House (\$3,000); special meetings/community outreach/meeting supplies (\$1,500), park development project costs (reports and studies (\$2,000) and promotional materials (\$500), new computer for coordinator (\$2,000), clean drapes for WMB (\$1,500).
- 8040 Advertising  
Advertise and promote facilities rentals of War Memorial Building & Garfield Youth House (\$400), special events and staff recruitments (\$400).
- 8050 Printing and Duplication  
Provides funds for costs to print limited copies of Class and Services Guide, print flyers/posters for promotion of rental facilities, War Memorial, Youth House (\$2,000). Reduction of cost due to electronic CSD guide.
- 8060 Dues, Memberships & Subscriptions  
Provides funds for the California Parks and Recreation Society annual membership for Director (100%) and a portion of the Community Services Supervisor and Coordinator (\$550).

- 8090 Conference & Meetings Expenses  
Provides funds for Community Services Director and Community Services Supervisor to attend the annual California Park and Recreation Society (CPRS) conference in March 2010 (Palm Springs, CA) (\$750), and CPRS monthly meetings, and other relevant meetings (\$100).
- 8110 Equipment Maintenance  
Provides for annual maintenance of kitchen, and fire extinguishing equipment at rental facilities (\$350), the War Memorial Building, Eddie Park House and Garfield Youth House (\$450).
- 8120 Building Maintenance  
Provides for quarterly War Memorial Building wood floor resurfacing (\$4,000), heating/air conditioning service for (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), general repairs (\$800), rewire electrical fixtures at the War Memorial Building (\$2,000).
- 8140 Electricity, Gas & Water Utilities  
Provides funds for utility services at Garfield Youth House (\$750).
- 8150 Telephone  
Provides for telephone service, increase due to added phone line at Youth House (\$1,500).
- 8180 Contract Services  
Provides funds for the security service for Youth House (\$1,200), contract maintenance for Youth House (\$2,000), pest control (\$800), temporary staff assistance (\$2,500) as needed, & portion of annual software maintenance fee (\$400).
- 8200 Training Expense  
Provides funds for job related training seminars and materials (\$750).
- 8264 Special Events  
Provides funds for the annual summer Concerts in the Park series. This program is funded with community donations. Summer 2009 Concerts (\$7,250) and Summer 2010 Concerts \$7,250).
- 8300 Lease Payment  
Provides partial funds for annual postage meter (\$1,200) and new copier lease (\$3,300). Increase due to new copier lease.

## RECREATION AND YOUTH SERVICES

### Budget Detail

101-8032

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	73,862	51,023	50,105	58,401	50,376	66,597
7010 Salaries - Temp / Part	92,682	93,661	102,110	109,542	135,000	130,000
7020 Overtime	706	343	1,054	1,200	806	1,236
7070 Leave Buyback	1,600	7,350	255	1,600	1,589	1,648
7100 Retirement	18,915	17,423	16,591	23,518	21,563	29,262
7108 Deferred Compensation	693	572	482	121	581	666
7110 Workers Compensation	7,732	6,451	2,705	8,806	3,323	15,264
7122 Unemployment Insurance	1,223	154	-	-	-	-
7130 Group Health Insurance	8,357	6,598	8,428	9,867	10,341	9,867
7140 Vision Insurance	259	185	256	276	289	276
7150 Dental Insurance	987	704	135	1,035	110	1,035
7160 Life Insurance	218	167	91	214	228	214
7170 FICA - Medicare	5,055	4,228	4,705	8,669	6,629	2,869
<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>212,288</b>	<b>188,859</b>	<b>186,918</b>	<b>223,249</b>	<b>230,835</b>	<b>258,934</b>
8000 Office Supplies	1,491	1,515	1,640	1,900	1,900	1,900
8010 Postage	509	1,000	956	1,000	1,000	1,000
8020 Special Department Expense	11,586	13,431	12,768	19,700	19,700	25,500
8040 Advertising	1,491	1,393	1,978	1,800	1,800	1,800
8050 Printing/Duplicating	880	6,139	10,492	8,395	8,395	2,000
8060 Dues & Memberships	-	180	300	300	300	300
8090 Conference & Meeting Expense	615	947	912	1,200	1,200	1,050
8110 Equipment Maintenance	-	106	431	400	400	400
8120 Building Maintenance	3,133	2,517	2,945	5,000	5,000	5,000
8180 Contract Services	10,820	11,493	11,365	15,000	15,000	18,400
8200 Training Expense	216	403	1,017	1,000	1,000	1,100
8264 Special Events	9,920	10,445	11,995	14,600	14,600	15,850
8267 Classes	81,881	93,235	86,590	79,000	79,000	77,000
8300 Lease Payment	1,466	1,259	1,455	1,500	1,500	1,500
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>124,009</b>	<b>144,064</b>	<b>144,843</b>	<b>150,795</b>	<b>150,795</b>	<b>152,800</b>
8500 Building & Improvements	-	-	77	-	-	8,000
8520 Machinery & Equipment	-	-	1,200	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>	<b>-</b>	<b>-</b>	<b>1,277</b>	<b>-</b>	<b>-</b>	<b>8,000</b>
<b>[101-8032] Recreation and Youth Services</b>	<b>336,296</b>	<b>332,923</b>	<b>333,038</b>	<b>374,044</b>	<b>381,630</b>	<b>419,734</b>

## RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Office paper, computer and miscellaneous office supplies (\$1,900).
- 8010 Postage  
Provides funds for correspondence and advertising for recreation programs and services, and special events. Receipts for Leisure Classes, Special Events, Park Picnic Reservations (\$750). Event promotion and advertising (\$250), and postage costs for limited copies of CSD guide (\$400).
- 8020 Special Department Expense  
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$3,500). Summer Pool Usage (\$2,000). Arrowhead Water Service (\$1,200). Snacks (\$3,000). Program Supplies (\$1,500). Day Care License (\$500). Cleaning Supplies (\$300). Provides funds for adults sports programs including; Softball (awards and supplies \$2,000), basketball league (gym rental \$4,000). increase from prior fiscal year due to an increase in summer day care participation and multiple adult sports program seasons. Purchase annual DogiPot bags (\$500), Portable Mirrors for WMB (\$600), new leisure class banner (\$1,000), and OG Mid-level tables (\$1,400).
- 8040 Advertising  
Provides funds to promote recreation programs and events and for staff recruitments. Day Care Program promotion (\$750), Special Events Promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day, Shakespeare in the Park (\$800) Staff Recruitment (\$250).
- 8050 Printing and Duplication  
Provides funds to print Class & Program Guide limited copies (\$1,000), Printing for special events and day care program (\$1,000). Decrease in expenditures due to online program guide.

- 8060 Dues, Memberships & Subscriptions  
California Parks and Recreation Society annual membership (\$200) and the Southern California Municipal Athletic Foundation annual membership (\$100).
- 8090 Conference and Meeting Expense  
Provides funds for California Park and Recreation Society annual conference and to attend relevant professional organization meetings. Annual conference registration, lodging and travel (\$875), Local and regional professional development meetings/trainings (\$175).
- 8110 Equipment Maintenance  
Provides funds for office equipment maintenance including credit card (\$150), copy (\$150) and fax machine (\$100).
- 8120 Building Maintenance  
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center and interior painting of the Orange Grove mid- and upper- levels. Building improvements (\$2,200), carpet cleaning (\$1,000), HVAC maintenance (\$700), key duplication (\$100), Skate Park repairs (\$1,000).
- 8180 Contract Services  
Provides funds for contract services for portable toilet service at the skate park and arroyo baseball field (\$5,000), bus service for field trips (\$3,000), umpire services for adult softball (\$3,200), contract service for adult basketball league –umpire, score keeper (\$4,000) fire alarm service for Recreation Center (\$500), vehicle maintenance (\$1,500), and for temporary vacation staff assistance (\$800), and annual software maintenance (\$400). Increase due multiple sports league and the software maintenance fee.
- 8200 Training Expense  
Provides funds for required First Aid/CPR training for seasonal staff. CPR/First Aid (\$600), California Park & Recreation Trainings for part-time staff (Winter \$200, Summer \$300).
- 8264 Special Events  
Provides funds for Youth Commission activities (\$1,500), annual Relay for Life Kids Kamp (\$500), annual creative contest (\$500), and Recreation Division special events including Breakfast with Santa (\$3,000), annual Walk/Bike to School event (\$500), Halloween event (\$3,350), Spring family community event (\$4,500) Shakespeare in the Park event (\$1,000) and Summer Camp Out (\$ 500), South Pasadena Doggy Day (\$500). Revenue received for some events. Increase due to an increase in cost for booth rentals for Spring and Halloween.
- 8267 Classes  
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$117,000 next year. 65% of which is paid to the contracted instructors (\$77,000).
- 8300 Lease Payment  
Provides for lease payment of copier (\$1,000) and part of postage machine (\$500).

## PROP "A" – COMMUNITY TRANSIT

### Budget Detail

**205-8022**

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	81,757	76,184	82,104	82,624	80,873	88,372
7010 Salaries - Temp / Part	-	33,821	50,275	90,000	73,505	90,000
7020 Overtime	1,313	2,325	6,841	2,500	5,122	2,575
7040 Holiday	-	-	95	-	-	-
7055 IOD - Non Safety	-	7,018	1,347	-	-	-
7070 Leave Buyback	946	6,304	924	950	775	979
7100 Retirement	14,916	15,810	19,194	16,073	21,263	28,929
7108 Deferred Compensation	293	340	273	275	271	298
7110 Workers Compensation	3,489	2,292	6,778	3,723	7,474	13,244
7130 Group Health Insurance	9,846	11,876	12,068	14,511	12,148	13,557
7140 Vision Insurance	403	410	420	420	445	420
7150 Dental Insurance	1,207	1,234	1,264	1,263	1,353	1,575
7160 Life Insurance	325	323	326	326	345	326
7170 FICA - Medicare	1,185	1,845	3,506	8,101	4,383	2,624
<WAGES & BENEFITS>	115,679	159,783	185,416	220,766	207,957	242,899
8000 Office Supplies	601	2,058	971	1,500	1,500	1,500
8010 Postage	600	200	609	800	800	800
8020 Special Department Expense	1,241	3,480	1,119	4,000	4,000	2,000
8040 Advertising	457	3,365	-	2,400	750	2,400
8050 Printing/Duplicating	475	3,022	1,289	3,700	3,700	3,700
8100 Vehicle Maintenance	25,382	38,324	67,189	25,000	25,000	25,000
8105 Fuel	-	-	-	35,000	30,000	30,000
8132 Uniform Expense/Cleaning	428	1,263	1,390	1,500	1,500	1,500
8150 Telephone	779	723	904	1,000	1,000	1,000
8180 Contract Services	3,136	62,722	11,126	5,000	20,100	5,000
8200 Training Expense	-	-	200	800	800	800
8300 Lease Payment	-	-	-	850	850	1,000
8350 Bad Debt Expense	-	-	-	65,000	65,000	-
<OPERATIONS & MAINTENANCE>	33,100	115,157	84,796	146,550	155,000	74,700
8540 Automotive Equipment	-	-	-	-	6,115	-
<CAPITAL OUTLAY>	-	-	-	-	6,115	-
<b>[205-8022] Prop "A" – Community Trans</b>	<b>148,779</b>	<b>274,940</b>	<b>270,211</b>	<b>367,316</b>	<b>369,072</b>	<b>317,599</b>

## PROP "A" – COMMUNITY TRANSIT

Budget Detail

205-8022

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides funds for Transit Drivers, Community Services Supervisor, Coordinator and Director.
- 7010 Part Time Salaries  
Provides funds for transit drivers and Secretary.
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies. Increase due to combined operations of Dial a Ride and Gold Link Shuttle service (\$1,500).
- 8010 Postage  
Provides funds for postal expenses for dial-a-ride related services (\$800).
- 8020 Special Department Expense  
Provides for vehicle cleaning supplies, minor equipment for vans, DMV Pull notice program, DMV physicals for drivers, fire extinguisher maintenance and random drug testing (\$2,000). Decrease because computer purchased in FY 2008/09.
- 8040 Advertising  
Provides funds for advertising staff recruitments for the Community Transit Program (\$1,200) and promotional advertisements for Dial-a-Ride & Gold Link (\$1,200).
- 8050 Printing & Duplication  
Provides funds for printing promotional materials to promote Dial-a-ride & Gold Link Shuttle service, GL brochures (\$1,500) Gold Link stop signs (\$1,700) and Dial-a-Ride and brochures (\$500).
- 8100 Vehicle Maintenance  
Provides funds for repair & maintenance two 2006, one 2008 CNG vans (\$15,000), 2003 mini van (\$5,000), 1997 van (\$5,000).
- 8105 Fuel  
Fuel to operate Community Transit vehicles 3 CNG vans & 2 gasoline vans (\$30,000).

- 8132 Uniform Maintenance  
Provides for the purchase and replacement of uniforms and jackets (\$1,500).
- 8150 Telephone  
Provides funds for partial cost of Senior Center telephone service (\$1,000).
- 8180 Contract Services  
Provides funds for six cellular phones (\$3,000) to communicate with dispatcher & drivers and allows funds for contracting transit drivers (\$2,000).
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$800).
- 8300 Lease Payment  
Provides funds for copier lease used by transit program (\$1,000).

## PROP "C" – Dial-A-Ride

### Budget Detail

207-8025

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	81,921	74,205	81,976	82,624	82,932	88,372
7010 Salaries - Temp / Part	32,762	37,196	49,724	30,000	30,769	30,900
7020 Overtime	1,571	7,956	5,690	10,000	3,378	6,000
7040 Holiday	-	-	95	-	-	-
7055 IOD - Non Safety	-	7,018	1,347	-	-	-
7070 Leave Buyback	946	6,304	924	950	775	979
7100 Retirement	17,478	20,099	18,315	20,557	18,145	21,837
7108 Deferred Compensation	293	340	273	275	271	298
7110 Workers Compensation	5,174	4,483	5,544	5,916	4,552	7,008
7130 Group Health Insurance	9,846	11,876	12,068	12,159	12,148	13,557
7140 Vision Insurance	403	410	420	420	445	420
7150 Dental Insurance	1,207	1,234	1,264	1,263	1,353	1,575
7160 Life Insurance	326	323	325	326	345	326
7170 FICA - Medicare	2,349	3,907	3,863	4,120	2,641	1,816
<WAGES & BENEFITS>	154,274	175,352	181,829	168,610	157,754	173,088
<b>[207-8025] Prop "C" – Dial-A-Ride Total</b>	<b>154,274</b>	<b>175,352</b>	<b>181,829</b>	<b>168,610</b>	<b>157,754</b>	<b>173,088</b>

**PROP “C” – Dial-A-Ride**

**Budget Detail**

**207-8025**

**PERSONNEL SERVICES**

- 7000 Regular Salaries  
Provides funds for Transit Drivers, Community Services Supervisor, Coordinator and Director.
  
- 7010 Part time Salaries  
Provides funds for one driver and the Transit Coordinator.
  
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

## CDBG - SENIOR NUTRITION PROGRAM

**Budget Detail**

**260-8023**

<b>EXPENDITURE DETAILS</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
8180 Contract Services	55,316	53,000	62,465	26,160	22,237	22,237
<OPERATIONS & MAINTENANCE	55,316	53,000	62,465	26,160	22,237	22,237
<b>[260-8023] CDBG Senior Nutrition Prog.</b>	<b>55,316</b>	<b>53,000</b>	<b>62,465</b>	<b>26,160</b>	<b>22,237</b>	<b>22,237</b>

## **CDBG - SENIOR NUTRITION PROGRAM**

**Budget Detail**

**260-8023**

### **OPERATIONS & MAINTENANCE**

8180 Contract Services

Provides about 50% (\$26,160) of the funds for contract catering of hot lunch/nutrition program. This number varies year-to-year dependent on the actual Block Grant allocation, and number of meals served. The remaining cost is budgeted in the General Fund senior services cost center

# CRA ADMINISTRATION

## Budget Detail

227-7210

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	34,634	29,580	29,454	39,864	33,866	56,741
7010 Salaries - Temp / Part	295	6,534	8,865	-	-	-
7020 Overtime	-	7	412	-	-	-
7070 Leave Buyback	1,442	518	7,273	600	1,835	1,840
7100 Retirement	6,384	5,634	5,643	7,755	6,810	11,640
7108 Deferred Compensation	537	825	940	980	981	1,185
7110 Workers Compensation	589	511	616	870	579	552
7130 Group Health Insurance	2,145	1,705	1,603	1,695	2,177	4,024
7131 Retiree Health Insurance	2,097	2,354	2,439	2,375	2,656	-
7140 Vision Insurance	62	53	52	77	75	118
7150 Dental Insurance	221	181	154	180	136	441
7160 Life Insurance	56	41	37	53	42	91
7170 FICA - Medicare	516	934	1,206	587	561	823
<WAGES & BENEFITS>	48,978	48,876	58,695	55,036	49,718	77,455
8010 Postage	-	-	1,600	-	-	-
8020 Special Department Expense	-	-	-	-	504	-
8050 Printing/Duplicating	-	-	750	-	4,048	-
8160 Legal Service	7,878	15,517	85,249	75,000	75,000	75,000
8170 Professional Service	12,493	145,565	133,769	130,000	120,000	100,000
8173 Facade Improvement Program	-	-	22,750	50,000	-	50,000
8180 Contract Services	-	401,105	-	10,000	-	10,000
8200 Training Expense	-	-	-	3,000	-	3,000
8332 ERAF Payment	39,656	-	-	-	-	-
8335 Property Tax Admin. Fee	-	-	7,094	-	6,689	-
<OPERATIONS & MAINTENANCE>	60,027	562,187	251,212	268,000	206,241	238,000
<b>[227-7210] CRA Downtown Revitalization</b>	<b>109,004</b>	<b>611,062</b>	<b>309,906</b>	<b>323,036</b>	<b>255,959</b>	<b>315,455</b>

## CRA ADMINISTRATION

### Budget Detail

227-7210

#### PERSONNEL SERVICES

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

#### OPERATIONS & MAINTENANCE

- 8160 Legal Services  
Provides funds for contract Redevelopment Agency attorney (\$75,000).
- 8170 Professional Services  
Provides funds for the cost of the CRA audit (\$5,000). Remaining funds are for professional services related to downtown revitalization such as project management, parking management plan, and other economic development activities as may be necessary (\$100,000).
- 8173 Façade Improvement Programs  
Provides matching funds for the façade improvement program approved by CRA (\$50,000).
- 8180 Contract Services  
Provides funds for contract employee services (\$10,000).
- 8200 Training Expense  
Provides funds for employee training related to the redevelopment agency and its operation (\$3,000).

## CRA HOUSING

### Budget Detail

229-7220

EXPENDITURE DETAILS	Actual	Actual	Actual	Budget	Estimated	Adopted
	2005/06	2006/07	2007/08	2008/09	2008/09	2009/10
7000 Salaries - Permanent	46,515	37,825	31,856	53,151	38,650	51,994
7010 Salaries - Temp / Part	700	6,791	8,254	-	782	-
7020 Overtime	108	217	464	355	13	366
7070 Leave Buyback	1,605	713	4,972	700	1,187	1,190
7100 Retirement	8,603	7,381	6,175	10,341	7,829	10,666
7108 Deferred Compensation	429	546	557	699	614	722
7110 Workers Compensation	599	446	517	790	496	493
7120 Disability Insurance	313	-	-	-	-	-
7130 Group Health Insurance	4,367	3,430	3,090	3,946	3,930	4,233
7131 Retiree Health Insurance	1,211	1,360	1,409	1,550	1,534	-
7140 Vision Insurance	136	106	95	210	128	144
7150 Dental Insurance	383	335	252	434	283	540
7160 Life Insurance	116	81	66	118	81	112
7170 FICA - Medicare	728	997	1,108	684	628	759
<WAGES & BENEFITS>	65,812	60,227	58,814	72,978	56,155	71,219
8170 Professional Service	443	952	10,405	10,000	20,000	24,000
8180 Contract Services	13,500	5,000	5,000	5,000	5,000	-
8182 Property Tax - Leased Property	335	332	336	450	350	450
8331 Debt Service - Interest	13,127	-	-	-	-	-
8335 Property Tax Admin. Fee	-	-	1,773	1,650	1,700	1,650
<OPERATIONS & MAINTENANCE>	27,404	6,284	17,515	17,100	27,050	26,100
<b>[229-7220] CRA Housing Total</b>	<b>93,216</b>	<b>66,512</b>	<b>76,329</b>	<b>90,078</b>	<b>83,205</b>	<b>97,319</b>

## CRA HOUSING

**Budget Detail**

**229-7220**

### **PERSONNEL SERVICES**

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant City Manager, Sr. Management Analyst, Executive Assistant, Director of Finance, Assistant Finance Director, Accounting Technician (2), Account Clerk, and Assistant Planner. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time  
Provides compensation for non-salaried part-time employees.
- 7020 Overtime  
Covers the cost of overtime for non-management staff.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances

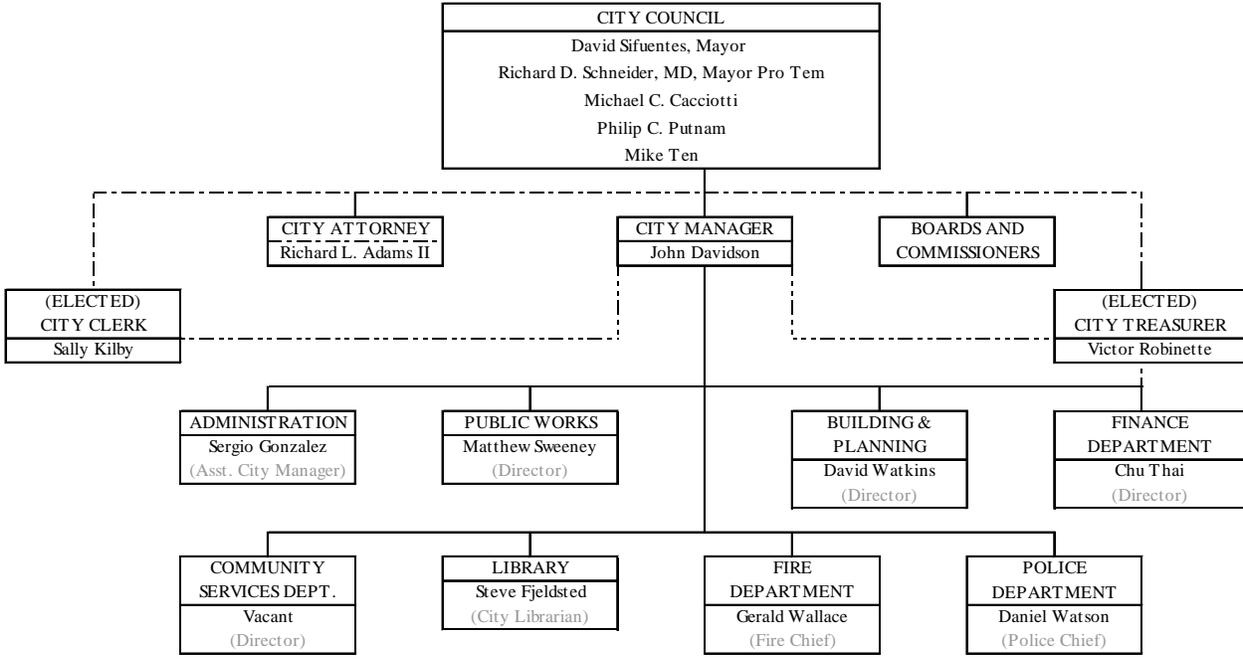
### **OPERATIONS & MAINTENANCE**

- 8170 Professional Services  
(\$24,000).
- 8182 Property Tax-Residential Lease  
Provides funds for the annual property taxes of the City-owned 308 San Pasqual Avenue property (\$450).
- 8335 Property Tax  
Administration Fee (\$1,650)

# Organization Chart

## CITY OF SOUTH PASADENA ORGANIZATIONAL CHART

FY 2009/10 Budget



## Full-Time Authorized Positions

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
<b>City Clerk's Office</b>					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Secretary	-	-	-	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>
<b>City Manager's Office</b>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Transportation Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	-	-	1.00
Sr. Management Analyst	-	1.00	-	1.00	-
Management Analyst	1.00	-	-	-	-
Grants Analyst	-	-	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	2.00	1.00	1.00
Administrative Secretary	1.00	-	-	-	-
Executive Assistant	-	1.00	1.00	1.00	1.00
	<u>6.00</u>	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<b>Finance Department</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Utility Billing Coordinator	1.00	1.00	1.00	1.00	1.00
Filming Liaison	1.00	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00
Account Clerk	2.00	2.00	2.00	2.00	2.00
	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b>Police Department</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00	7.00	7.00
Police Officer II	5.00	5.00	5.00	5.00	5.00
Police Officer	21.00	21.00	21.00	21.00	21.00
Support Services Assistant	1.00	1.00	1.00	1.00	1.00
Senior Police Clerk	1.00	1.00	1.00	1.00	1.00
Police Clerk II	3.00	4.00	4.00	4.00	4.00
Police Assistant	8.00	8.00	8.00	8.00	8.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>50.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>

## Full-Time Authorized Positions

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
<b>Fire Department</b>					
Fire Chief	1.00	0.50	0.50	-	-
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic	11.00	11.00	11.00	11.00	11.00
Firefighter	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	-	-	-	-	-
	<u>25.00</u>	<u>24.50</u>	<u>24.50</u>	<u>24.00</u>	<u>24.00</u>
<b>Public Works Department</b>					
<u>Administration/Engineering Division</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
Project Manager	-	-	1.00	1.00	1.00
Senior Analyst	-	-	-	-	-
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00
<u>Maintenance Division</u>					
Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	3.00	3.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	5.00	5.00	5.00	5.00	5.00
Secretary	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>					
Water Utility Manager	1.00	1.00	1.00	1.00	1.00
Water System Supervisor	2.00	2.00	2.00	2.00	2.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Pump Operator	3.00	3.00	3.00	3.00	3.00
Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
	<u>29.00</u>	<u>29.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>
<b>Planning &amp; Building Department</b>					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Sr. Management Analyst	-	-	1.00	-	-
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>

## Full-Time Authorized Positions

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>
<b>Library</b>					
City Librarian	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Librarian	2.00	3.00	3.00	3.00	3.00
Library Technical Assistant	1.00	1.00	1.00	1.00	1.00
Graphics Coordinator	1.00	-	-	-	-
Library Clerk II	1.00	1.00	1.00	1.00	1.00
Library Clerk I	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	11.00	11.00	11.00	11.00	11.00
<b>Community Services Department</b>					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Youth Services Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	1.00	1.00	1.00	1.00	1.00
Transportation Driver	2.00	2.00	2.00	2.00	2.00
	6.00	6.00	6.00	6.00	6.00
<b>Grand Total Full-Time</b>	<b>142.00</b>	<b>142.50</b>	<b>145.50</b>	<b>145.00</b>	<b>145.00</b>

## Part-Time Positions

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
<b>City Clerk's Office</b>					
Secretary	-	-	0.75	-	-
Typist Clerk II	0.50	0.59	-	-	-
<b>City Manager's Office</b>					
Secretary	-	0.40	0.40	-	-
Professional Intern	0.50	-	-	0.75	0.75
<b>Finance Department</b>					
Account Clerk	0.38	0.38	0.38	0.38	0.38
<b>Police Department</b>					
Crossing Guards	1.83	1.83	1.83	1.83	1.83
Police Cadets	1.95	1.95	1.95	1.95	1.95
<b>Fire Department</b>					
Fire Chief	-	-	-	0.50	0.50
Fire Prevention Specialist	0.88	0.88	0.88	0.88	0.88
Professional Intern	0.88	0.88	0.88	0.88	0.88
<b>Public Works Department</b>					
Maintenance Assistant	-	-	0.75	0.75	0.75
Intern	0.36	0.14	0.50	0.50	0.05
<b>Planning &amp; Building Department</b>					
Professional Intern	1.00	1.00	1.00	1.00	1.00
Clerk I	0.35	0.35	0.35	0.35	0.35
<b>Library</b>					
Children's Librarian	1.00	1.00	1.00	1.00	1.00
Librarian Substitute	0.40	0.40	0.40	0.40	0.40
Clerk II	-	1.50	1.50	1.50	1.50
Clerk I	3.00	2.00	2.00	2.00	2.00
Library Aide/Monitor II	0.70	0.70	0.70	0.70	0.70
Library Aide II	0.50	0.50	0.50	0.50	0.50
Library Aide I	4.00	4.00	4.00	4.00	4.00
Clerk/Web Time	0.50	-	-	-	-
<b>Community Services Department</b>					
Camp Director	0.80	0.80	0.80	0.80	0.80
Secretary	1.76	1.76	1.76	1.76	1.76
Transportation Coordinator	-	-	0.75	0.75	0.75
Bus Driver	0.77	0.77	2.45	2.45	2.45
Professional Intern	1.13	1.17	1.17	1.17	1.17
Recreation Leader	3.63	4.29	4.29	4.54	4.54
Meal Site Manager	0.49	0.49	0.49	0.49	0.49
<b>Grand Total Part-Time</b>	<u>27.31</u> ▼	<u>27.78</u> ▼	<u>31.48</u> ▼	<u>31.83</u> ▼	<u>31.38</u>

## Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	229 Housing	230 Gas Tax	500 Water	Total
<b>City Clerk's Office</b>										
City Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Secretary	1.00	-	-	-	-	-	-	-	-	1.00
<b>City Clerk Total</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.00</b>
<b>City Manager's Office</b>										
City Manager	0.40	0.15	-	-	-	0.10	0.05	-	0.30	1.00
Asst. City Manager	0.51	0.15	0.02	-	-	0.12	0.10	-	0.10	1.00
Transportation Manager	0.50	0.45	0.05	-	-	-	-	-	-	1.00
Human Resources Manager	0.73	0.05	0.05	-	-	0.07	0.10	-	-	1.00
Administrative Analyst	0.70	0.20	0.10	-	-	-	-	-	-	1.00
Grants Analyst	0.50	-	-	-	-	-	-	-	0.50	1.00
Executive Assistant	0.85	0.10	-	-	-	-	0.05	-	-	1.00
<b>City Manager Total</b>	<b>4.19</b>	<b>1.10</b>	<b>0.22</b>	<b>-</b>	<b>-</b>	<b>0.29</b>	<b>0.30</b>	<b>-</b>	<b>0.90</b>	<b>7.00</b>
<b>Finance Department</b>										
Finance Director	0.40	-	-	0.10	-	0.10	0.05	-	0.35	1.00
Assistant Finance Director	0.40	-	-	0.10	-	0.10	0.05	-	0.35	1.00
Utility Billing Coordinator	-	-	-	0.10	-	-	-	-	0.90	1.00
Filing Liasion	1.00	-	-	-	-	-	-	-	-	1.00
Accounting Technician	0.65	-	-	0.05	-	-	0.05	-	0.25	1.00
Account Clerk	1.35	-	-	0.15	-	-	0.10	-	1.40	3.00
<b>Finance Total</b>	<b>3.80</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>-</b>	<b>0.20</b>	<b>0.25</b>	<b>-</b>	<b>3.25</b>	<b>8.00</b>
<b>Police Department</b>										
Police Chief	1.00	-	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	-	7.00
Police Officer II	5.00	-	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	-	21.00
Support Services Assist	1.00	-	-	-	-	-	-	-	-	1.00
Senior Police Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	-	8.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
<b>Police Total</b>	<b>51.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51.00</b>
<b>Fire Department</b>										
Batallion Chief	3.00	-	-	-	-	-	-	-	-	3.00
Fire Captain	3.00	-	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	12.00	-	-	-	-	-	-	-	-	12.00
<b>Fire Total</b>	<b>24.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24.00</b>

## Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	229 Housing	230 Gas Tax	500 Water	Total
<b>Public Works</b>										
Public Works Director	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Deputy Public Works Director	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Public Works Assistant	0.70	-	-	0.10	-	-	-	0.10	0.10	1.00
Maintenance Superintenden	0.35	-	-	0.10	0.10	-	-	0.25	0.20	1.00
Water Manager	-	-	-	-	-	-	-	-	1.00	1.00
Maintenance Worker I	-	-	-	1.00	-	-	-	2.00	3.00	6.00
Maintenance Worker II	-	-	-	1.00	-	-	-	1.00	2.00	4.00
Secretary	0.20	-	-	0.15	-	-	-	0.20	0.45	1.00
Sr. Maintenance Worker	0.40	-	-	-	1.60	-	-	-	-	2.00
Treatment Operator	-	-	-	-	-	-	-	-	3.00	3.00
Electrician	0.50	-	-	-	-	-	-	-	0.50	1.00
Building Maint. Worker	1.00	-	-	-	-	-	-	-	-	1.00
Facilities Maint Superv	0.60	-	-	-	-	-	-	-	0.40	1.00
Street Supervisor	-	-	-	0.50	-	-	-	0.50	-	1.00
Water Systems Supervisor	-	-	-	-	-	-	-	-	2.00	2.00
Engineering Aide	0.30	-	-	0.05	-	-	-	0.35	0.30	1.00
Assoc Planner / Civil Eng	0.25	-	-	0.05	0.10	-	-	0.30	0.30	1.00
Public Works Project Mgr	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
<b>Public Works Total</b>	<b>5.35</b>	<b>-</b>	<b>-</b>	<b>3.25</b>	<b>1.80</b>	<b>-</b>	<b>-</b>	<b>4.85</b>	<b>14.75</b>	<b>30.00</b>
<b>Planning &amp; Building</b>										
Planning & Building Director	1.00	-	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	-	1.00
Associate Planner	0.95	-	-	-	-	-	0.05	-	-	1.00
Community Improvmnt Coord	1.00	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
<b>Planning &amp; Building Total</b>	<b>4.95</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.05</b>	<b>-</b>	<b>-</b>	<b>5.00</b>
<b>Library</b>										
City Librarian	1.00	-	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	-	3.00
Librarian	3.00	-	-	-	-	-	-	-	-	3.00
Library Tech Assistant	1.00	-	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	-	1.00
Library Clerk I	1.00	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
<b>Library Total</b>	<b>11.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11.00</b>
<b>Community Services</b>										
Community Services Director	0.70	0.15	0.15	-	-	-	-	-	-	1.00
Community Services Superv	1.50	0.25	0.25	-	-	-	-	-	-	2.00
Community Services Coord	0.30	0.35	0.35	-	-	-	-	-	-	1.00
Transportation Driver	-	1.00	1.00	-	-	-	-	-	-	2.00
<b>Community Services Total</b>	<b>2.50</b>	<b>1.75</b>	<b>1.75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.00</b>
<b>Total</b>	<b>109.79</b>	<b>2.85</b>	<b>1.97</b>	<b>3.75</b>	<b>1.80</b>	<b>0.49</b>	<b>0.60</b>	<b>4.85</b>	<b>18.90</b>	<b>145.00</b>

# Glossary of Budget Terms

**APPROPRIATION**

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

**ASSESSED VALUATION**

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

**AUDIT**

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

**BEGINNING/ ENDING****(UNAPPROPRIATED) FUND BALANCE**

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

**BOND**

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

**BUDGET**

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

**CAPITAL IMPROVEMENT**

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

**CAPITAL IMPROVEMENT PROGRAM**

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

**CAPITAL OUTLAY**

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

**CAPITAL PROJECTS**

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

**CITY MANAGER'S BUDGET MESSAGE**

A general discussion of the Budget and related financial issues.

**DEBT SERVICE**

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

**DEBT SERVICE REQUIREMENTS**

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

**DEFICIT**

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

**DEPARTMENT**

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

**DIVISION**

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

# Glossary of Budget Terms

## **ENCUMBRANCE**

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

## **ENTERPRISE FUND**

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

## **EXPENDITURE**

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

## **EXPENSE**

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

## **FISCAL YEAR**

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

## **FUND**

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

## **FUND BALANCE**

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

## **GENERAL FUND**

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

## **GOVERNMENTAL FUND**

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

## **GRANT**

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

## **INTERFUND TRANSFERS**

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

## **MATERIALS, SUPPLIES AND SERVICES**

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

## **MUNICIPAL CODE**

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

## **OBJECTIVES**

The expected results or achievements of a budgeted activity.

## Glossary of Budget Terms

### **OPERATING BUDGET**

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

### **ORDINANCE**

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

### **PROGRAM**

A sub-section of a Division which provides specific services or a product; a Program is the smallest unit of service. There may be one or Programs within a Division.

### **RESERVE**

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

### **RESOLUTION**

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

### **RETAINED EARNINGS**

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

### **REVENUES**

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

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

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

### **SPECIAL REVENUE FUNDS**

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

# Description Of Funds

## General Fund

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

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

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

## Special Revenue Funds

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

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

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

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

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

**205-Proposition “A” Local Return Fund** – To account for all revenues and expenditures associated with the ½% sales tax approved by Proposition A in 1980. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

## Description Of Funds

**207-Proposition “C” Local Return Fund** – To account for all revenues and expenditures associated with the ½% sales tax approved by Proposition C in 1990. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

**208-ISTEA/Metro Fund** – To account for project funds received from the federal Intermodal Surface Transportation Efficiency (ISTEA) and Metro funds for restoration and paving projects.

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

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

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

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

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

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

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

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

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

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

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

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

## Description Of Funds

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

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

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

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

### Enterprise Funds

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

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

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

**550-Public Financing Authority Fund** – To account for proceeds from the 2009 Water Bond issuance. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

### Capital Projects Funds

Governments often find it useful to report major capital acquisition and construction separately from their ongoing activities. Separate reporting enhances an understanding of the government's capital activities, and it helps to avoid the distortions in financial resources trend information that can arise when capital and operating activities are mixed. The City of South Pasadena Community Redevelopment Agency (CRA) is accounted for using a capital projects fund.

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

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

## **Basis Of Budget Accounting**

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

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

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

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

## City Profile

The City of South Pasadena is located approximately six miles northeast of downtown Los Angeles, between the cities of Pasadena, San Marino, Los Angeles and Alhambra. It has a population of 25,824. Founded in 1874 by the Indiana Colony, the City was incorporated as a General Law city of the State of California on March 2, 1888. South Pasadena is noted for its traditional and elegant architecture, beautiful homes on tree-lined streets, excellent public schools, and for a unique, small-town atmosphere in the midst of greater Los Angeles. Fittingly, South Pasadena possesses a full-service City government that provides high-quality services in general administration, police, fire, library, public works (including water service), community development, and redevelopment projects.

# Budget Resolutions

RES. VOL. 45

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06/17/09

## RESOLUTION NO. 7062

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2009-10 BUDGET

**WHEREAS**, the City Manager has submitted to the City Council a proposed budget for the 2009-10 Fiscal Year and said budget has been considered in public sessions on May 19, 2009, and June 3, 2009.

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

**SECTION 1.** That the budget proposed by the City Manager for the fiscal year commencing on July 1, 2009, with proposed revenues and transfers in from other funds totaling \$44,487,103, and expenditures and transfers out to other funds totaling \$56,349,855, is hereby approved, adopted and appropriated.

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

**SECTION 3.** The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the FY 2009-10 Fiscal Year budget.

**SECTION 4.** The resolution shall become effective immediately upon its adoption.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution.

**PASSED, APPROVED AND ADOPTED ON** this 17th day of June, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

# Budget Resolutions

RES. VOL. 45

PAGE 45

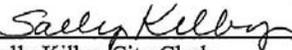
06/17/09

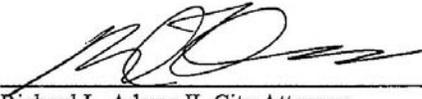
RESOLUTION NO. 7062

Page 2

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk

  
Richard L. Adams II, City Attorney

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

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
Sally Kilby, City Clerk

# Budget Resolutions

RES. VOL. 45

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06/17/09

## RESOLUTION NO. 7063

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DETERMINING AND ESTABLISHING AN  
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2009-10  
IN ACCORDANCE WITH ARTICLE XIII B  
OF THE CALIFORNIA CONSTITUTION AND  
GOVERNMENT CODE SECTION 7910**

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

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

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

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

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

**WHEREAS**, said Appropriations Limit must be adhered to in preparing and adopting this City's annual budget.

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

**SECTION 1:** In compliance with Article XIII B of the Constitution of the State of California, and Section 7910 of the Government Code, the City hereby establishes the City's Appropriations Limit for FY 2009-10 to be \$17,364,463.

# Budget Resolutions

RES. VOL. 45

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RESOLUTION NO. 7063

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**SECTION 2:** In computation of such limits, the City selected population factors for Los Angeles County, not those of South Pasadena, for use in the 2009-10 Fiscal Year.

**SECTION 3:** In regard to the cost-of-living factors used in the computation of the limitation, the City used the change in per capita income, but reserves the right to revise the limitation as percentage change in nonresidential assessed valuation becomes available.

**SECTION 4:** Said Appropriations Limit shall be adhered to in the City of South Pasadena's budget for the 2009-10 Fiscal Year.

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

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

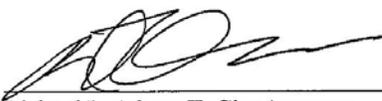
**PASSED, APPROVED AND ADOPTED ON** this 17th day of June, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

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

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
\_\_\_\_\_  
Sally Kilby, City Clerk

<p><b>Exhibit A</b>  <b>South Pasadena</b>  <b>Appropriations (Gann) Limit Calculation</b>  Fiscal Year 2009-10</p>
---

**I Appropriation Limit**

Prior Year, 2008-09 Adopted Limit		\$17,288,253
Change Factors:		
Change in Per Capita Income (Note 1)	1.0062	
Change in L.A. County Population (Note 2)	<u>1.0090</u>	<u>1.0152558</u>
Current Year, 2009-10 Appropriation Limit		\$17,551,999

**II Appropriations Subject to Limit**

Projected 2009-10 Revenues, All City Funds		\$35,462,503
Less: Non-Proceeds of Taxes (See Exhibit B)		(17,756,031)
Less: Exclusions (See Exhibit C)		<u>(342,009.00)</u>
Total City Appropriations Subject to Limit		\$17,364,463

**III Amount Over/(Under) Limit (I - II)** (\$187,537)

**IV Total City Appropriations as a % of Limit** 98.93%

Note 1: Change in California per capita income, 0.62%, provided by State of California Department of Finance

Note 2: South Pasadena population growth, .73%, is exceeded by the County of Los Angeles' growth, .90%.  
Total City population as of January 1, 2009 is 25,832.

## Exhibit B

**Non-Proceeds of Taxes**

Fiscal Year 2009-10

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
<b>General Fund</b>			
Property Tax	8,095,400		8,095,400
Library Special Tax	227,000		227,000
Sales Tax	1,356,300		1,356,300
Sales Tax "In Lieu"	504,900		504,900
PSAF Sales Tax (Exempted by Statute)		264,300	264,300
Business License Tax	330,000		330,000
Utility Users Tax	3,779,600		3,779,600
Vehicle License Fee	100,000		100,000
Property Tax - VLF/Swap	1,953,300		1,953,300
Franchise Fees		852,500	852,500
Real Property Transfer Tax	111,100		111,100
Licenses/Permits		547,850	547,850
Fines/Penalties		643,000	643,000
Rentals		412,520	412,520
State, Federal & Local Reimb/Grants		129,883	129,883
Fees & Charges		1,691,180	1,691,180
Workers' Comp. Reimbursement		61,000	61,000
Liability Reimbursement		30,000	30,000
Recycling		68,000	68,000
Other Revenues		56,300	56,300
<b>Total General Fund</b>	<b>16,457,600</b>	<b>4,756,533</b>	<b>21,214,133</b>
<b>Other Funds</b>			
Prop. 1B Local Street & Road Impr.		0	0
MTA Pedestrian Improvement Fund		341,018	341,018
Traffic Improvement Fund (State)		4,121,046	4,121,046
Local Transit (Prop A)	426,800	14,000	440,800
Local Transit (Prop C)	350,000	0	350,000
Sewer (Enterprise Fund)		769,000	769,000
MTA Crossing Study		192,000	192,000
Lighting and Landscape Maintenance		920,000	920,000
Safe Routes to Schools		251,000	251,000
Clean Air (AB2766)		30,000	30,000
Parking and Business Improve. Tax	133,000		133,000
Mission Oaks Parking		12,000	12,000
Mission Meridian Parking Garage		22,000	22,000
State Gas Tax (Applied to State's Limit)		496,000	496,000
County Park Bond		16,200	16,200
Measure R	132,830		132,830
Bike & Pedestrian (SB821)		21,363	21,363
Capital Growth		52,000	52,000
CDBG		126,160	126,160
Police Grants		100,000	100,000
Homeland Security Grant		193,675	193,675
Park Impact Fees		65,000	65,000
Public Library		8,782	8,782
Water (Enterprise Fund)		5,033,300	5,033,300
<b>Total Other Funds</b>	<b>1,042,630</b>	<b>12,784,544</b>	<b>13,827,174</b>
<b>Subtotal All Funds</b>	<b>17,500,230</b>	<b>17,541,077</b>	<b>35,041,307</b>
<b>Interest Earnings</b>	<b>206,242</b>	<b>214,954</b>	<b>421,196</b>
<b>Total All Funds</b>	<b>17,706,472</b>	<b>17,756,031</b>	<b>35,462,503</b>

Exhibit C <b>Excluded Costs</b> Fiscal Year 2009-10
---

<b>Category</b>	<b>Amount</b>
<b>Federal Mandates</b>	
Social Security/Medicare	175,809
Non-Incidental Overtime - FLSA	103,000
Single Audit	2,200
	<b>281,009</b>
<b>Qualified Debt Service</b>	
Debt Service - Fire Truck	61,000
	<b>61,000</b>
<b>Total Excluded Costs</b>	<b>342,009</b>

Exhibit D

**Interest Earnings**

Fiscal Year 2009-10

<b>Category</b>	<b>Amount</b>
Non-Interest Tax Proceeds	17,500,230
Exclusions	<u>(342,009)</u>
	17,158,221
<b>Total Non-Interest Budget</b>	<b>35,041,307</b>
Tax Proceeds as Percent of Budget	48.97%
Interest Earnings	421,196
<b>Amount of Interest Earned from Taxes</b>	<b>206,242</b>
<b>Amount of Interest Earned from Non-Taxes</b>	<b>214,954</b>



**RESOLUTION NO. 7036**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA AND  
THE SOUTH PASADENA FIREFIGHTERS' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

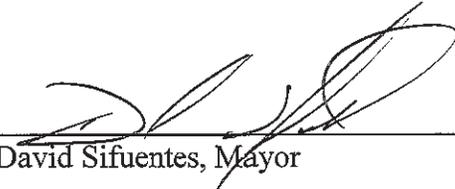
**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Firefighters' Association (SPFFA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Firefighters' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

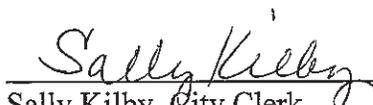
Exhibit A is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of April, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

**AYES:** Cacciotti, Putnam, Schneider, Ten and Mayor Sifuentes  
**NOES:** None  
**ABSENT:** None  
**ABSTAINED:** None

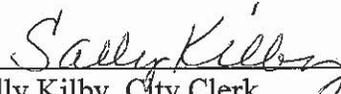
  
\_\_\_\_\_  
Sally Kilby, City Clerk

EXHIBIT A

**CITY**  
*of*  
**SOUTH PASADENA**

**FIREFIGHTERS' ASSOCIATION**  
**MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

**CITY OF SOUTH PASADENA  
FIREFIGHTERS' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2007-2008**

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Appendix A: Firefighters' Association Salary Schedule

## 1. AGREEMENT PROVISIONS

## 1(a) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the Firefighter's Association pursuant to Government Code section 3500 et. seq.

## 1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008 and shall continue in full force until June 30, 2011 and shall not be subject to any change or further discussion except as provided herein.

## 2. CLASSIFICATIONS RECOGNIZED

## 2(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA FIREFIGHTERS ASSOCIATION as the exclusive representative for all full-time officers and employees, excepting the classifications of Fire Chief, Battalion Chief, Fire Intern, and Administrative Secretary of the South Pasadena Fire Department.

## 2(b) RECOGNIZED CLASSIFICATIONS

Existing Classifications: The following are recognized classifications for the Firefighter Association:

A..... Captain  
B..... Engineer

C..... Firefighter/Paramedic  
D..... Firefighter

## 3. ASSOCIATION RIGHTS

## 3(a) DUES AND BENEFITS DEDUCTIONS

The City shall continue to deduct dues and Association-sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorize the deduction, in writing, on a form to be provided for this purpose which is mutually agreed to by the Association and the City. The City shall remit such funds to the Association within thirty (30) days following the deduction. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

## 3(b) CHANGE OF STATUS REPORT

The City shall send to the Association on a monthly basis a change-of-status record of those Association members who are terminated, on leave-of absence, or temporarily disabled.

## 3(c) GRIEVANCE REPRESENTATION

The City shall provide for the following rule on representation and grievance procedures:

An employee with a grievance may select a representative from the association to assist the employee in utilizing the grievance procedure:

1. The representative shall obtain approval of his/her immediate supervisor before spending any work time in activity related to the grievance procedure. Representatives may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to grievance processing, investigate allegations that may form the basis for the grievance, and if so requested, appear with the grievant at all levels of grievance resolution. This activity may be undertaken without reprisal, discrimination or intimidation.

The following steps shall be taken to ensure that this activity does not interfere with the ongoing operations of the Department:

2. The representative may not leave his/her workstation or enter a work location under the supervision of other than his immediate supervisor without obtaining prior approval of the concerned supervisors.
3. No overtime pay will be paid for any time spent in the processing of grievances.

## 4. MANAGEMENT RIGHTS

The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

The exclusive right to determine the mission of its constituent departments, commissions, boards:

Set standards and levels of service;

Determine the procedures and standards of selection of employment and promotions;

Direct its employees;

Establish and enforce dress and grooming standards;

Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted;

Determine the content and intent of job classifications;

Determine methods of financing;

Determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;

Determine and/or change the facilities, methods, technology, means, or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted;

Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions, including but not of the limited to, the right to contract for or sub-contract any work or operations of the City;

To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice;

Establish and modify productivity and performance programs and standards;

Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable law;

Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;

Take all necessary actions to carry out its mission in emergencies and;

Exercise complete control and discretion over its organization and technology of performing its work.

The exercise by the City through its Council and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to the procedure herein and shall not supersede the City Personnel Rules and MOU'S. Except emergencies or

when the City is required to make changes in its operations because of the requirement of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights, provided for in the MOU, or in the Personnel Rules and Salary Resolutions. By agreeing to Meet and Confer with the Association as to the impact of the exercise and of the foregoing City rights, management's discretion in the exercise of these rights shall not be diminished.

5. COMPENSATION

5(a) SALARY SURVEYS

Future compensation would be negotiated after evaluating the compensation packages of area San Gabriel Valley cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

In addition, during the contract term 2004-2005, the parties will consider proposals to contract with an outside agency for fire and paramedic services.

5(b) SALARY SCHEDULE ADJUSTMENTS

Across the board salary increases shall be as follows, effective on the payroll period commencing on or after the following dates:

January 1, 2009 .....	3%
July 1, 2009 .....	3%
July 1, 2010 .....	3%

Retroactive increases shall apply to, but not limited to: base salary, overtime, acting pay, holiday, vacation, sick leave, and longevity. However, it will not be applicable to work paid for by a "third party" such as specialty assignments related to work on films and others alike.

The base salary increase will be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, in year one, 33% of the base salary increase will be funded by UUT monies.

## 5(c) UUT DISTRIBUTION

Commencing with the first payroll period of April 1, 2008 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Firefighters' Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The manner, if any, in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener.

The method of distributing UUT provisions shall be subject to the below Article 20(e) reopener provisions regarding decrease in general fund revenues and impact of disasters. In such case, prospective UUT distributions would immediately cease, to be followed by the meet and confer process.

## 5(d) MOVIE DETAILS

Effective July 2, 2007, the first day of the payroll period, a standardized movie detail pay scale will be applied to all Fire Department ranks at a flat rate of \$50 per hour. The following movie detail policy applies to all members covered by this agreement:

Definition: FSO shall be the abbreviation for the Fire Safety Officer.

Any FSO scheduled to work a movie detail shall be paid a minimum of eight (8) hours.

An FSO who is notified of a cancellation of his/her movie detail 24 hours or less from the scheduled start time of the detail shall be paid for the entire scheduled detail.

An FSO who is notified of a change in scheduled hours of his/her movie detail 24 hours or less from the scheduled start time shall be paid for the originally scheduled hours, or the re-scheduled hours, whichever is greater.

## 5(e) ACTING APPOINTMENTS

Terms: The City will provide Acting Pay compensation to employees who work one or more shift(s) in a higher classification.

Compensation will be as follows: Acting Engineer \$100, Acting Captain \$150, and Acting Battalion Chief \$200.

5(f) OVERTIME CALCULATIONS

Paid Time-Off shall be considered time worked for the purposes of calculating overtime.

6. RETIREMENT BENEFITS

6(a) CALPERS

1. 2% at 50: The City agrees to continue its current contract with PERS to provide all Fire Safety Employees with the 2% at age fifty option (Government Code Section 21362)
2. Veterans: The City shall contract with PERS to provide for veterans to buy back military service time (Government Code Section 20996).
3. The City shall provide the Post Retirement Survivor Allowance benefit, Level 4 (Government Code Section 21624, 21626, 21628).
4. The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than January 20, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.
5. Sick Leave Conversion: The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 and 20963 of the California Government Code.
6. Highest one year: Effective January 1, 1982, the computation for retirement benefit for each employee in the bargaining unit shall be computed on their highest single year's salary pursuant to Section 20042 of the State Government Code.
7. City Paid Employee's Share: The City shall pay one hundred percent (100%) of employees' retirement contribution or nine percent (9%), whichever is less.
8. RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the

RESOLUTION NO. 7036

Page 13

premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is in the employ of the City at the time of retirement.

## 7. INSURANCE BENEFITS

## 7(a) MEDICAL INSURANCE

Prior to June 30, 2004:

1. The City will contribute \$500 per month toward employee and dependent medical coverage.
2. An exception shall be made for those employees who were "grandfathered" in under a previous agreement to receive a higher benefit and continued to receive this benefit as of April 1, 1997. The City shall pay \$590 per month toward employee and dependent coverage to those individuals.
3. Employees who agreed to a monthly maximum of \$550/month effective August 1, 1994 as set forth in a side letter of the Fire Association MOU continued to receive premium coverage as set forth in the 1993 PERS medical insurance rate schedule.
4. Other employees were "grandfathered" into the system at a rate not to exceed the maximum rate as set forth in the 1992 PERS medical insurance rate schedule (\$590/month). Said contribution took effect for the January 1994 monthly premium.
5. Further, any employee who chooses to alter his current coverage during the open enrollment period shall only be eligible for City paid dependent coverage at a rate not to exceed \$500/month.

From July 1, 2004 forward:

6. As of July 1, 2004, the City will contribute an additional \$125 per month toward employee and dependent medical coverage.

## 7(b) DENTAL INSURANCE

1. The City agrees to provide \$75.00 per month for employee and dependent dental coverage.
2. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost to the City for a new carrier does not exceed the current \$75.00 per month.

## 7(c) LIFE INSURANCE

Employee Coverage: Effective July 1, 1992, the City agreed to provide for each employee in the bargaining unit a life insurance policy in the sum of fifty thousand dollars (\$50,000).

## 7(d) VISION CARE

Employee and Dependent Coverage: It is agreed that the City will pay up to \$20.00/mo. of the employee and dependent premium.

## 7(e) LONG TERM DISABILITY

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.
2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

## 7(f) OPT OUT PROVISION

Employee may choose to opt out of the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. If the employee chooses to opt out of the coverage, the employee shall be eligible to receive a monthly allowance of \$300. Cancellation of the coverage becomes effective on the first day of any month after a 45-day written notice is received. Proof of the employee's medical coverage from another source must accompany the request of cancellation of coverage.

## 7(g) RE-ENROLLMENT PROVISION

Employee who opts out under Section 7(f) may choose to re-enroll in the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. Employee who wishes to re-enroll may do so only during the open enrollment period unless a qualifying event or retirement occurs, which will then permit the employee to re-enroll before the next open enrollment period.

7(h) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

8. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees, including regular (permanent) part-time employees:

- 1. January 1 ..... New Year's Day
- 2. 3rd Monday in February..... President's Day
- 3. Last Monday in May ..... Memorial Day
- 4. July 4..... Independence Day
- 5. 1st Monday in September..... Labor Day
- 6. 2nd Monday in October ..... Columbus Day
- 7. November 11 ..... Veteran's Day
- 8. 4th Thursday in November ..... Thanksgiving Day
- 9. 4th Friday in November ..... Friday after Thanksgiving
- 10. December 25 ..... Christmas Day

Holiday Shift: For the purpose of this MOU, a holiday is defined as a 12-hour period.

Holiday Pay: Any employee whose regular schedule does not require the employee to work on a Holiday shall be paid at the rate of twelve (12) hours of straight time. Any employee whose regular schedule requires the employee to work on a holiday shall be paid for a 12-hour holiday in addition to their salary for the shift.

9. FLOATING HOLIDAYS

9(a) ACCRUAL RATES

Two floating holiday shifts are granted to the employee during each fiscal year after (6) months of employment at his/her request at a time he/she selects, which meet the approval of the department head. A floating holiday shift shall be defined as a 24-hour period.

9(b) USE OF FLOATING HOLIDAYS

Each employee is entitled to two (2) Floating Holiday shifts between July 1 and June 30 of each fiscal year. These floating Holidays may be taken either in time off or in pay. Floating Holidays may not be carried over.

10. VACATION

10(a) ACCRUAL RATES

It is understood that vacation is earned as per this Vacation Time Schedule Chart:

VACATION TIME SCHEDULE CHART

YEARS OF SERVICES	SHIFTS OF VACATION
0 - 2 YEARS .....	8 SHIFTS
3 - 4 YEARS .....	9 SHIFTS
5TH YEAR .....	10 SHIFTS
6 - 10 YEARS .....	11 SHIFTS
11 - 15 YEARS .....	12 SHIFTS
16 - 20 YEARS .....	13 SHIFTS
21 - 24 YEARS .....	14 SHIFTS
25TH YEAR & OVER .....	17 SHIFTS

10(b) MAXIMUM ACCUMULATION

It is the goal of association members and the City that no more than a one-year allocation of shifts as per the Vacation Time Chart be accumulated. It shall be incumbent upon the Fire Chief to ensure that employees are allowed time off. If, at any time after December 31, 1999, an employee's vacation accumulation exceeds the equivalent of eighteen months worth of accrual, the employee's vacation accrual will cease until it falls below eighteen months.

10(c) BUY-BACK

Vacation: Upon the request of a member and the approval of the Fire Chief, a member will have the option of payment in lieu of time-off for up to three (3) 24 hour shifts each fiscal year.

11. SICK LEAVE

11(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 5.54 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. One sick leave day is equivalent to one 24-hour shift.

11(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

11(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 240 hours of sick leave may convert accumulated sick leave to cash at the rate of one hundred percent (100%) as follows:

No sick leave use during the fiscal year..... 48 hours of buy-back, or

One to two days of sick leave use during the fiscal year ..... 24 hours of buy-back, or

Three days of sick leave use during the fiscal year ..... 12 hours of buy-back, or

Over three days of sick leave use during the fiscal year ..... 0 hours of buy-back

For employees hired on or after July 1, 2000:

No sick leave use during the first and second year of employment ..... 24 hours of buy-back

Up to one-day sick leave use during the second year of employment..... 12 hours of buy-back

After the second year of employment, employee is eligible for the regular buy-back incentive.

2. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.

3. Sick leave transferred to another employee's sick leave bank will not be counted for the purposes of the incentive buy-back program.

11(d) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits.

According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 11(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

- (1) **Employee's own illnesses** that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.
- (2) **Employee's family member's illness**  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child.

#### 11(f) SICK LEAVE USED ON HOLIDAYS

If an employee uses sick leave during a holiday, the time shall be deducted from the employee's sick leave and the holiday pay will remain. A holiday shall be defined as beginning at 8:00 a.m. of the day the holiday actually occurs and continue until 8:00 a.m. the following day. This definition shall be used only for the purpose of determining whether or not a firefighter uses sick leave during a holiday.

#### 11(g) VERIFICATION OF SICK LEAVE

1. The City shall have the option to require a doctor's verification of the adequacy of the reason for an employee's absence during the time for which sick leave was requested only after three consecutive sick leave shifts are used.
2. If the employee has a history or pattern of sick leave misuse or overuse, the City may require written verification or medical documentation even if the employee does not use three consecutive shifts of sick leave as outlined above. Examples of misuse or overuse include but are not limited to:
  - Use of sick leave in conjunction with vacation, trades, or other authorized leave.
  - Significantly lower number of accumulated sick leave hours than the average of other employees.

- Significantly higher number of sick leave days taken compared to other employees.

## 12. BEREAVEMENT AND FAMILY ILLNESS LEAVE

### 12(a) ACCRUAL RATES

Employees shall receive a total of four (4) shifts of paid Bereavement and Family Illness Leave each fiscal year.

### 12(b) USE OF BEREAVEMENT AND FAMILY ILLNESS LEAVE

Use of Bereavement and Family Illness Leave shall be limited to two (2) occurrences per fiscal year, and two (2) shifts per occurrence.

Employees may use Bereavement and Family Illness Leave for the death or major illness of a family member. For the purposes of Bereavement and Family Illness Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement and Family Illness Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

## 13. UNIFORMS

Uniform Replacement Allowance: Effective December 7, 1994, \$475.00 per year for the purchase of uniforms for sworn employees.

Uniform Maintenance Allowance: \$200 per employee per fiscal year.

Class "A" Uniform: new employees who successfully complete their probationary period will be provided with one (1) Class "A" uniform. The definition of a class "A" uniform will be established by way of a memorandum. Any proposed change to the list of items shall be discussed with department members prior to implementing the change.

## 14. WORKING CONDITIONS

### 14(a) ADDITIONAL DUTIES

It is agreed that during the term of this MOU, Fire Department personnel, with full understanding that emergency fire, medical and related duties shall be given highest priority, will perform from time-to-time the following additional duties:

1. Inspections: Firefighters will in conjunction with the Fire Department conduct inspections, check City business licenses.

2. Volunteer Training: Firefighters will train Fire Volunteers pursuant to State Firefighter I Certification Program.
3. Paramedic Cross-Training: Firefighters may be cross-trained as Paramedics.
4. Emergency Training for Police Officers: Firefighters will provide basic instructions to Police Officers in the following areas:
  - A. Entry into fire and emergency situations.
  - B. C.P.R.
  - C. First Aid

#### 14(b) MEALS

1. Meals Together: Effective upon the execution of this MOU, the City shall amend the South Pasadena Municipal Code so as to include a requirement that all shift personnel through and including the rank of Battalion Chief shall be required to eat all on-duty meals together.
2. Monthly Meals Deduction: Effective January 1, 1990 the monthly meal deduction per Firefighter will be \$100.00.

#### 14(c) WORK SCHEDULE

1. Work Week Defined: For all members of the bargaining unit, a workweek shall be defined as fifty-six (56) hours worked in a seven (7) day period.
2. Shift Schedule: Effective April 11, 1991, the work shift schedule for all suppression personnel will be 48 hours on duty and 96 hours off duty. The Association reserves the right to reopen after six months for the purpose of evaluating the work schedule.
3. FLSA Cycle: The FLSA cycle will consist of a twelve (12) day cycle starting at 0800 hours.
4. Shift Trade - December 24<sup>th</sup> and 25<sup>th</sup>: In the event a shift is required to work December 24<sup>th</sup> and December 25<sup>th</sup>, the shift assigned to work December 23<sup>rd</sup> will work on December 24<sup>th</sup> and the shift assigned to work on December 24<sup>th</sup> will work on December 23<sup>rd</sup>. For the purpose of payroll, this will be considered a 24-hour trade.

## 15. OTHER BENEFITS

## 15(a) LONGEVITY PAY

1. 2% Each 5 Years: It is agreed that effective July 1, 1984, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year intervals of service.
2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired after January 1, 1996. Members on the City payroll on or before December 31, 1995 will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions of Section 2A "2% Each 5 Years". Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

## 15(b) ADDITIONAL ASSIGNMENTS AND PAY

5% Incentive Pay: The City shall increase the pay of each employee assigned to the additional positional duties listed below by 5 % of their base pay for the duration of their assignments. The Fire Chief will make said appointments from existing personnel and the individual shall serve at the pleasure of the Fire Chief.

## Types of Assignments:

- A. Paramedic Coordinator
- B. Certified mechanic to be assigned to fire department equipment only.
- C. Fire Investigator
- D. Certified Hazardous Material Officer
- E. Fitness Coordinator (see Section 15(b) this Article for program Description)

The Fire Chief may from time-to-time, through the City budget process, create other additional assigned positional duties.

- F. One (1) Department of Motor Vehicle (DMV) Coordinator
- G. One (1) Safety Equipment Coordinator
- H. One (10 Breathing Apparatus Coordinator (BAC)

These last three assignments are funded only through the end of the current fiscal year after which time the determination of the need for these additional special assignments will be at the discretion of the Fire Chief and by approval of the City Manager.

## 15(c) SENIORITY

For administrative purposes, seniority shall date from the date of the first appointment to the Department, whether temporary, limited, or otherwise - provided, however, that service is unbroken. If service is broken by resignation or removal, seniority shall date from the date of last appointment to the department.

## 15(d) FITNESS PROGRAM

1. Annual Cash Bonus: Members who pass standards of a voluntary physical fitness program, which is currently established by the South Pasadena Firefighter's Association, will receive a \$300, \$400, or \$500 annual cash bonus. Bonus shall be paid in December of each year that the member meets program standards.
2. Fitness Coordinator: There shall be authorized one (1) program coordinator who shall be responsible for the implementation and operation of the program.
  - a. Appointment of the coordinator shall be made by the Fire Chief. The coordinator shall receive 5 % of base salary for management of program activities. Said 5 % shall be effective January 1, 1993.
  - b. Duties: Fitness Coordinator shall prepare and implement program standards and shall be responsible for setting up required record keeping process, conducting voluntary physical fitness tests and for the establishment of a program reporting process, which, along with other needs, provides the Finance Department with a timely schedule of which employees and how much of a fitness bonus each employee shall receive. Timely notice shall be at least 30 days.

## 15(e) TUITION REIMBURSEMENT

1. Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

15(f) REIMBURSEMENT FOR MEETINGS AND SEMINARS

Quarterly Officers Meetings: It is agreed that the City will compensate each off duty officer who attends quarterly meetings at the rate of time and one-half of the employee's base rate.

Seminars: It is agreed that the City will provide a per diem for employees who voluntarily attend approved seminars to compensate for meals, travel, lodging, and other related charges.

15(g) EDUCATIONAL INCENTIVE PAY

AA or AS Degrees: Unit members employed prior to January 31, 1998 and who prior to July 31, 1998 possessed or earned an AA or AS degree, shall receive a two and one-half (2.5%) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible for this differential upon proof of having completed thirty (30) fire service related units and Department Head approval, prior to July 31, 1998.

BA or BS Degrees: Unit members employed prior to January 31, 1998 and who prior to January 31, 1998 possessed or earned a BA or BS degree as of January 31, 1998, shall receive a five percent (5 %) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible upon proof of sixty (60) fire service related units and Department Head Approval, having occurred prior to January 31, 1998.

5% maximum: However, in no case shall the total education pay differential for any employee exceed five percent.

15(h) CERTIFICATE BONUS PAY

1. As of January 1, 1999, the City will provide "in-house" continuing education for paramedic certification. So long as the city continues such training, the bonus payment of \$1,000 paid to firefighter paramedics will not be paid. In the event the "in house" training becomes unavailable for any reason, firefighter paramedics will begin to receive the bonus and will be required to obtain training necessary to maintain their certifications off duty as was done prior to this agreement.
2. If during the period a paramedic is in the process of continuing education the in-house program is discontinued for any reason and the paramedic's certification lapses because of the discontinuation of the program, the City agrees to compensate the paramedic for the required coursework and will

continue to pay the paramedic at the firefighter paramedic rate of pay while he is completing the certification even though he or she may not be able to perform paramedic duties. This provision does not apply to a firefighter paramedic who fails to obtain his certification.

3. Prior to January 1, 2000 the City will evaluate the in-house program. Participants in the program will be given the opportunity to provide a written evaluation of the program for City review. If the Firefighters' Association desires to meet and confer concerning the program, or the results of the first year of the program, it will make the request to meet and confer no later than January 31, 2000.

15(i) BILINGUAL PAY

Members who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional seventy-five (\$75.00) dollars in compensation each month. Prior to receiving such additional compensation, members shall be required to take and pass a bilingual proficiency test as established and agreed to between the City and the Association. The program will become effective upon the adoption of this resolution

16. PROMOTION/LAYOFF PROCEDURE

16(a) FIREFIGHTER/PARAMEDICS PROMOTION

Appointment: All firefighter/paramedic vacancies shall be filled on a promotional basis provided that qualified personnel are available for appointment.

16(b) LAYOFF PROCEDURE

Layoffs shall occur according to Rule 14.3 of the City's Personnel Rules and Regulations.

17. PAYMENT PROCEDURES

17(a) BUY-BACKS AND UNIFORMS

Leave buy-backs and uniform replacement and maintenance allowances shall be paid in July with a single separate City warrant pursuant to Section 17(c). Buy-backs not made in July but during the year, will be included with the employee's regular paycheck.

17(b) BONUS CHECKS

Paramedic and Physical Fitness bonus checks shall be paid in December with a separate City warrant pursuant to Section 17(c).

## 17(c) DEFINITION OF SEPARATE WARRANT

For purposes of definition under this Article, separate City warrant means a City warrant other than the one used to compensate an employee for hours worked (paycheck).

## 18. STAFFING

18(a) Each shift shall be staffed with a minimum of seven full-time South Pasadena fire suppression employees.

18(b) The three vacant Firefighter/Paramedic positions shall remain in the City budget as unfunded and will be subject to a future meet and confer.

## 19. FIRE EQUIPMENT: 1931 SEAGRAVE FIRE ENGINE

## 19(a) OWNERSHIP RIGHTS

The Association agrees to transfer ownership of the 1931 Seagrave Fire Engine to the City with the understanding that the City shall not have the right to sell or transfer ownership of this vehicle to anyone other than the South Pasadena Firefighters Association.

## 19(b) EXPENSES

The parties further agree to share 50/50 all expenses necessary to maintain and restore the vehicle as needed.

## 20. GENERAL PROVISIONS

## 20(a) SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdictions, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

## 20(b) EFFECT

It is understood and agreed that this Agreement shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this Agreement shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises, and representation made by either party; and both parties acknowledge that each has met and conferred in good faith in negotiations to this point.

## 20(c) PRIOR AND EXISTING CONDITIONS

It is agreed and understood that all prior and existing terms and conditions of employment as well as past practices, including but not limited to, ordinances, resolutions, policies, and procedures, employee rules and personnel rules, which relate to employee wages, hours, and other terms and conditions of employment, which are not specifically changed, amended, or abridged by this Memorandum of Understanding continue in full force. Furthermore, it is understood and agreed that for the term of this Agreement neither the City nor the Association shall be compelled to negotiate with the other concerning any negotiable issue except as provided for herein and/or by mutual agreement of the parties.

## 20(d) AMENDMENTS TO THIS MOU

The provisions of the MOU can be amended, supplemented, rescinded or otherwise altered only by mutual agreement in writing and signed by the designated representatives of the City of South Pasadena and the Association and adopted by the City Council of the City of South Pasadena.

## 20(e) REOPENERS

During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of the existing personnel rules and regulations and adoption of successor rules and regulations. The reopener shall also apply to MOU revisions designed to address the Firefighters' Bill of Rights Act, Government Code §§ 3250 et. seq.

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.

- c. A determination by the City Council to implement this Section a. or b. shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall immediately cease and revert to the status quo existing prior to implementation of the changes. The parties shall thereafter convene the meet and confer process.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multi-year MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

**PERSONNEL RULE REOPENER** – During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

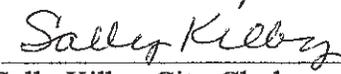
21. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 15th day of April 2009.

**CITY OF SOUTH PASADENA**

**ATTEST**

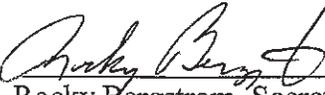
  
 \_\_\_\_\_  
 David Sifuentes, Mayor

  
 \_\_\_\_\_  
 Sally Kilby, City Clerk

**SOUTH PASADENA FIREFIGHTER'S ASSOCIATION**

  
 \_\_\_\_\_  
 Captain Paul Riddle, President

  
 \_\_\_\_\_  
 Cliff Snider, Vice President

  
 \_\_\_\_\_  
 Rocky Bergstrom, Secretary

Appendix A  
FFA Salary Schedule

RESOLUTION NO. 7036

Page 28

	A	B	C	D	E
Captain	\$ 5,840	\$ 6,132	\$ 6,438	\$ 6,760	\$ 7,098
Fire Engineer	\$ 5,033	\$ 5,284	\$ 5,549	\$ 5,826	\$ 6,117
Firefighter/Paramedic	\$ 4,998	\$ 5,248	\$ 5,510	\$ 5,786	\$ 6,075
Firefighter	\$ 4,309	\$ 4,524	\$ 4,751	\$ 4,988	\$ 5,238

Effective January 5, 2009

Appendix A  
FFA Salary Schedule

RESOLUTION NO. 7036

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	A	B	C	D	E
Captain	\$ 6,015	\$ 6,316	\$ 6,631	\$ 6,963	\$ 7,311
Fire Engineer	\$ 5,184	\$ 5,443	\$ 5,715	\$ 6,001	\$ 6,301
Firefighter/Paramedic	\$ 5,148	\$ 5,405	\$ 5,676	\$ 5,959	\$ 6,257
Firefighter	\$ 4,438	\$ 4,660	\$ 4,893	\$ 5,138	\$ 5,395

Effective July 6, 2009

Appendix A  
FFA Salary Schedule

RESOLUTION NO. 7036

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	A	B	C	D	E
Captain	\$ 6,195	\$ 6,505	\$ 6,830	\$ 7,172	\$ 7,530
Fire Engineer	\$ 5,339	\$ 5,606	\$ 5,886	\$ 6,181	\$ 6,490
Firefighter/Paramedic	\$ 5,302	\$ 5,568	\$ 5,846	\$ 6,138	\$ 6,445
Firefighter	\$ 4,571	\$ 4,800	\$ 5,040	\$ 5,292	\$ 5,557

Effective July 5, 2010

**RESOLUTION NO. 7037**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA  
AND THE SOUTH PASADENA BATTALION CHIEFS' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

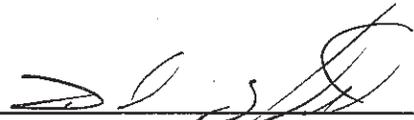
**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Battalion Chiefs' Association (SPBCA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Battalion Chiefs' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

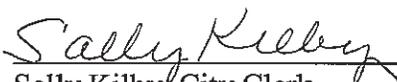
"Exhibit A" is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of April, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

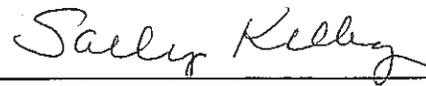
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

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

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None



---

Sally Kilby, City Clerk

EXHIBIT A

**CITY**  
*of*  
**SOUTH PASADENA**

**BATTALION CHIEFS' ASSOCIATION**  
**MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

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Appendix A: Battalion Chiefs' Association Salary Schedule

1. AGREEMENT PROVISIONS

1(a) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the Battalion Chiefs' Association pursuant to Government Code section 3500 et. seq.

1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008, and shall continue in full force until June 30, 2011, and shall not be subject to any change or further discussion except as provided herein.

2. CLASSIFICATIONS RECOGNIZED

2(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA BATTALION CHIEFS' ASSOCIATION as the exclusive representative for all full-time battalion chiefs' of the South Pasadena Fire Department.

2(b) RECOGNIZED CLASSIFICATIONS

Existing Classifications: The following are recognized classifications for the Battalion Chiefs' Association:

A. Battalion Chief

3. ASSOCIATION RIGHTS

3(a) DUES AND BENEFITS DEDUCTIONS

The City shall continue to deduct dues and Association-sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorize the deduction, in writing, on a form to be provided for this purpose which is mutually agreed to by the Association and the City. The City shall remit such funds to the Association within thirty (30) days following the deduction. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

### 3(b) CHANGE OF STATUS REPORT

The City shall send to the Association on a monthly basis a change-of-status record of those Association members who are terminated, on leave-of absence, or temporarily disabled.

### 3(c) GRIEVANCE REPRESENTATION

The City shall provide for the following rule on representation and grievance procedures:

An employee with a grievance may select a representative from the association to assist the employee in utilizing the grievance procedure:

1. The representative shall obtain approval of his/her immediate supervisor before spending any work time in activity related to the grievance procedure. Representatives may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to grievance processing, investigate allegations that may form the basis for the grievance, and if so requested, appear with the grievant at all levels of grievance resolution. This activity may be undertaken without reprisal, discrimination or intimidation. The following steps shall be taken to ensure that this activity does not interfere with the ongoing operations of the Department:
2. The representative may not leave his/her workstation or enter a work location under the supervision of other than his immediate supervisor without obtaining prior approval of the concerned supervisors.
3. No overtime pay will be paid for any time spent in the processing of grievances.

## 4. MANAGEMENT RIGHTS

The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

1. The exclusive right to determine the mission of its constituent departments, commissions, boards;
2. Set standards and levels of service;
3. Determine the procedures and standards of selection of employment and promotions;

4. Direct its employees;
5. Establish and enforce dress and grooming standards;
6. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted;
7. Determine the content and intent of job classifications;
8. Determine methods of financing;
9. Determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;
10. Determine and/or change the facilities, methods, technology, means, or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted;
11. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions, including but not of the limited to, the right to contract for or sub-contract any work or operations of the City;
12. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice;
13. Establish and modify productivity and performance programs and standards;
14. Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable law;
15. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;
16. Take all necessary actions to carry out its mission in emergencies and;
17. Exercise complete control and discretion over its organization and technology of performing its work.

The exercise by the City through its Council and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to the procedure herein and shall not supersede the City Personnel Rules and MOU'S. Except emergencies or when the City is required to make changes in its operations because of the requirement of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with

representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights, provided for in the MOU, or in the Personnel Rules and Salary Resolutions. By agreeing to Meet and Confer with the Association as to the impact of the exercise and of the foregoing City rights, management’s discretion in the exercise of these rights shall not be diminished.

5. COMPENSATION

5(a) SALARY SURVEYS

Future compensation would be negotiated after evaluating the compensation packages of area San Gabriel Valley cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

5(b) SALARY SCHEDULE ADJUSTMENTS

Across the board salary increases shall be as follows, effective on the payroll period commencing on or after the following dates:

January 1, 2009 .....	3%
July 1, 2009 .....	3%
July 1, 2010 .....	3%

Retroactive increases shall apply to, but not limited to: base salary, overtime, acting pay, holiday, vacation, sick leave, and longevity. However, it will not be applicable to work paid for by a “third party” such as specialty assignments related to work on films and others alike.

The base salary increase will be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, in year one, 33% of the base salary increase will be funded by UUT monies.

5(c) UUT DISTRIBUTION

Commencing with the first payroll period of July 1, 2008 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Battalion Chief’s Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The manner, if any, in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener.

The method of distributing UUT provisions shall be subject to the below Article 20(e) reopener provisions regarding decrease in general fund revenues and impact of disasters. In such case, prospective UUT distributions would immediately cease, to be followed by the meet and confer process.

#### 5(d) OVERTIME CALCULATIONS

Paid Time-Off shall be considered time worked for the purposes of calculating overtime.

### 6. RETIREMENT BENEFITS

#### 6(a) CALPERS

1. 2% at 50: The City agrees to continue its current contract with PERS to provide all Fire Safety Employees with the 2% at age fifty option (Government Code Section 21362)

In the event that the City agrees to provide either the South Pasadena Firefighters' Association or the South Pasadena Police Officers' Association an increase in retirement benefits, the South Pasadena Battalion Chiefs' Association shall also concurrently receive the same increase in retirement benefits.

2. Veterans: The City shall contract with PERS to provide for veterans to buy back military service time (Government Code Section 20996).
3. The City shall provide the Post Retirement Survivor Allowance benefit, Level 4 (Government Code Section 21624, 21626, 21628).
4. The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than January 20, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.
5. Sick Leave Conversion: The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 and 20963 of the California Government Code.
6. Highest one year: Effective January 1, 1982, the computation for retirement benefit for each employee in the bargaining unit shall be

computed on their highest single year's salary pursuant to Section 20042 of the State Government Code.

7. City Paid Employee's Share: The City shall pay one hundred percent (100%) of employees' retirement contribution or nine percent (9%), whichever is less.

8. RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is in the employ of the City at the time of retirement.

7. INSURANCE BENEFITS

- 7(a) MEDICAL INSURANCE

1. The City will contribute \$500 per month toward employee and dependent medical coverage. Starting with the second payroll in July 2004, which is when medical benefit deductions are made, the City will contribute an amount not to exceed \$625 per month toward employee and dependent medical premiums.
2. In the event that the City agrees to provide either the South Pasadena Firefighters' Association or the South Pasadena Police Officers' Association an increase in medical benefits, the South Pasadena Battalion Chiefs' Association shall also concurrently receive the same increase in medical benefits.

- 7(b) DENTAL INSURANCE

1. The City agrees to provide \$75.00 per month for employee and dependent dental coverage.
2. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost to the City for a new carrier does not exceed the current \$75.00 per month.

- 7(c) LIFE INSURANCE

Employee Coverage: Effective July 1, 1992, the City agreed to provide for each employee in the bargaining unit a life insurance policy in the sum of fifty thousand dollars (\$50,000).

7(d) VISION CARE

Employee and Dependent Coverage: It is agreed that the City will pay up to \$20.00 per month of the employee and dependent premium.

7(e) LONG TERM DISABILITY

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.
2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

7(f) OPT OUT PROVISION

Employee may choose to opt out of the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. If the employee chooses to opt out of the coverage, the employee shall be eligible to receive a monthly allowance of \$300. Cancellation of the coverage becomes effective on the first day of any month after a 45-day written notice is received. Proof of the employee's medical coverage from another source must accompany the request of cancellation of coverage.

7(g) RE-ENROLLMENT PROVISION

Employee who opts out under Section 7(f) may choose to re-enroll in the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. Employee who wishes to re-enroll may do so only during the open enrollment period unless a qualifying event or retirement occurs, which will then permit the employee to re-enroll before the next open enrollment period.

7(h) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

8. RECOGNIZED HOLIDAYS

8(a) ACKNOWLEDGED HOLIDAYS

The City shall grant the following holidays to all employees, including regular (permanent) part-time employees:

- 1. January 1 .....New Year's Day
- 2. 3rd Monday in February.....President's Day
- 3. Last Monday in May .....Memorial Day
- 4. July 4.....Independence Day
- 5. 1st Monday in September .....Labor Day
- 6. 2nd Monday in October .....Columbus Day
- 7. November 11.....Veteran's Day
- 8. 4th Thursday in November .....Thanksgiving Day
- 9. 4th Friday in November .....Friday after Thanksgiving
- 10. December 25 .....Christmas Day

Holiday Shift: For the purpose of this MOU, a holiday is defined as a 12-hour period.

Holiday Pay: Any employee whose regular schedule does not require the employee to work on a Holiday shall be paid at the rate of twelve (12) hours of straight time. Any employee whose regular schedule requires the employee to work on a holiday shall be paid for a 12-hour holiday in addition to their salary for the shift.

9. FLOATING HOLIDAYS

9(a) ACCRUAL RATES

Three floating holiday shifts are granted to the employee during each fiscal year after (6) months of employment at his/her request at a time he/she selects, which meet the approval of the department head. A floating holiday shift shall be defined as a 24-hour period.

9(b) USE OF FLOATING HOLIDAYS

Each employee is entitled to three (3) Floating Holiday shifts between July 1 and June 30 of each fiscal year. These floating Holidays may be taken either in time off or in pay. Floating Holidays may not be carried over. Each floating holiday shift is defined as a 24-hour period and each holiday shift shall be paid at the rate of twenty four (24) hours of straight time.

10. VACATION

10(a) ACCRUAL RATES

It is understood that vacation is earned as per this Vacation Time Schedule Chart:

VACATION TIME SCHEDULE CHART

YEARS OF SERVICES	SHIFTS OF VACATION
0 - 2 YEARS .....	8 SHIFTS
3 - 4 YEARS .....	9 SHIFTS
5TH YEAR .....	10 SHIFTS
6 - 10 YEARS .....	11 SHIFTS
11 - 15 YEARS .....	12 SHIFTS
16 - 20 YEARS .....	13 SHIFTS
21 - 24 YEARS .....	14 SHIFTS
25TH YEAR & OVER .....	17 SHIFTS

10(b) MAXIMUM ACCUMULATION

It is the goal of association members and the City that no more than a one-year allocation of shifts as per the Vacation Time Chart be accumulated. It shall be incumbent upon the Fire Chief to ensure that employees are allowed time off. If, at any time after December 31, 1999, an employee's vacation accumulation exceeds the equivalent of eighteen months worth of accrual, the employee's vacation accrual will cease until it falls below eighteen months.

10(c) BUY-BACK

Vacation: Upon the request of a member and the approval of the Fire Chief, a member will have the option of payment in lieu of time-off for up to three (3) 24 hour shifts each fiscal year.

11. SICK LEAVE

11(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 5.54 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. One sick leave day is equivalent to one 24-hour shift.

11(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

11(c) SICK LEAVE INCENTIVE

- 1. At the end of each fiscal year, employees who have accumulated 240 hours of sick leave may convert accumulated sick leave to cash at the rate of 100 hundred percent (100%) as follows:

No sick leave use during the fiscal year .....48 hours of buy-back, or

One to two days of sick leave use during the fiscal year .....24 hours of buy-back, or

Three days of sick leave use during the fiscal year .....12 hours of buy-back, or

Over three days of sick leave use during the fiscal year .....0 hours of buy-back

For employees hired on or after July 1, 2000:

No sick leave use during the first and second year of employment.....24 hours of buy-back

Up to one-day sick leave use during the second year of employment.....12 hours of buy-back

After the second year of employment, employee is eligible for the regular buy-back incentive.

- 2. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.
- 3. Sick leave transferred to another employee's sick leave bank will not be counted for the purposes of the incentive buy-back program.

11(d) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service

credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 11(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

1. Employee's own illnesses that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.
2. Employee's family member's illness  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child. Battalion Chiefs accrue 143.78 hours per year of sick leave. Therefore, up to 71.89 hours may be used to attend to the illness of a spouse, parent, or child.

#### 11(f) SICK LEAVE USED ON HOLIDAYS

If an employee uses sick leave during a holiday, the time shall be deducted from the employee's sick leave and the holiday pay will remain. A holiday shall be defined as beginning at 8:00 a.m. of the day the holiday actually occurs and continue until 8:00 a.m. the following day. This definition shall be used only for the purpose of determining whether or not a firefighter uses sick leave during a holiday.

#### 11(g) VERIFICATION OF SICK LEAVE

1. The City shall have the option to require a doctor's verification of the adequacy of the reason for an employee's absence during the time for which sick leave was requested only after three consecutive sick leave shifts are used.
2. If the employee has a history or pattern of sick leave misuse or overuse, the City may require written verification or medical documentation even if the employee does not use three consecutive shifts of sick leave as outlined above. Examples of misuse or overuse include but are not limited to:

- Use of sick leave in conjunction with vacation, trades, or other authorized leave.
- Significantly lower number of accumulated sick leave hours than the average of other employees.
- Significantly higher number of sick leave days taken compared to other employees.

## 12. BEREAVEMENT AND FAMILY ILLNESS LEAVE

### 12(a) ACCRUAL RATES

Employees shall receive a total of four (4) shifts of paid Bereavement and Family Illness Leave each fiscal year.

### 12(b) USE OF BEREAVEMENT AND FAMILY ILLNESS LEAVE

Use of Bereavement and Family Illness Leave shall be limited to two (2) occurrences per fiscal year, and two (2) shifts per occurrence.

Employees may use Bereavement and Family Illness Leave for the death or major illness of a family member. For the purposes of Bereavement and Family Illness Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement and Family Illness Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

## 13. UNIFORMS

Uniform Replacement Allowance: Effective December 7, 1994, \$475.00 per year for the purchase of uniforms for sworn employees.

Uniform Maintenance Allowance: \$200 per employee per fiscal year.

Class "A" Uniform: new employees who successfully complete their probationary period will be provided with one (1) Class "A" uniform. The definition of a class "A" uniform will be established by way of a memorandum. Any proposed change to the list of items shall be discussed with department members prior to implementing the change.

## 14. WORKING CONDITIONS

### 14a) MEALS

1. Meals Together: Effective upon the execution of this MOU, the City shall amend the South Pasadena Municipal Code so as to include a requirement

that all shift personnel through and including the rank of Battalion Chief shall be required to eat all on-duty meals together.

2. Monthly Meals Deduction: Effective January 1, 1990 the monthly meal deduction per Firefighter will be \$100.00.

#### 14(b) WORK SCHEDULE

1. Work Week Defined: For all members of the bargaining unit, a workweek shall be defined as fifty-six (56) hours worked in a seven (7) day period.
2. Shift Schedule: Effective July 1<sup>st</sup>, 2005, the work shift schedule for all Battalion Chiefs assigned to shift duty will be 48 hours on duty and 96 hours off duty.
3. Shift Trade – December 24<sup>th</sup> and December 25<sup>th</sup>: In the event a shift is required to work December 24<sup>th</sup> and 25<sup>th</sup>, the shift assigned to work on December 23<sup>rd</sup>, will work on December 24<sup>th</sup>, and the shift assigned to work on December 24<sup>th</sup>, will work on December 23<sup>rd</sup>. For the purpose of payroll, this will be considered a 24-hour trade.
4. FLSA Cycle: The FLSA cycle will consist of a twelve (12) day cycle starting at 0800 hours.

#### 15. OTHER BENEFITS

##### 15(a) LONGEVITY PAY

1. 2% Each 5 Years: It is agreed that effective July 1, 1984, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year intervals of service.
2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired after January 1, 1996. Members on the City payroll on or before December 31, 1995 will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions of Section 2A "2% Each 5 Years". Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

##### 15(b) SENIORITY

For administrative purposes, seniority shall date from the date of the first appointment to the Department, whether temporary, limited, or otherwise -

provided, however, that service is unbroken. If service is broken by resignation or removal, seniority shall date from the date of last appointment to the department.

#### 15(c) FITNESS PROGRAM

1. Annual Cash Bonus: Members who pass standards of a voluntary physical fitness program, which is currently established by the South Pasadena Firefighter's Association, will receive a \$300, \$400, or \$500 annual cash bonus. Bonus shall be paid in December of each year that the member meets program standards.
2. Fitness Coordinator: There shall be authorized one (1) program coordinator who shall be responsible for the implementation and operation of the program.
  - a. Appointment of the coordinator shall be made by the Fire Chief. The coordinator shall receive 5 % of base salary for management of program activities. Said 5 % shall be effective January 1, 1993.
  - b. Duties: Fitness Coordinator shall prepare and implement program standards and shall be responsible for setting up required record keeping process, conducting voluntary physical fitness tests and for the establishment of a program reporting process, which, along with other needs, provides the Finance Department with a timely schedule of which employees and how much of a fitness bonus each employee shall receive. Timely notice shall be at least 30 days.

#### 15(d) TUITION REIMBURSEMENT

Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

#### 15(e) REIMBURSEMENT FOR MEETINGS AND SEMINARS

Quarterly Officers Meetings: It is agreed that the City will compensate each off duty officer who attends quarterly meetings at the rate of time and one-half of the employee's base rate.

Seminars: Per the City's Administrative Policy, it is agreed that the City will provide a per diem for employees who voluntarily attend approved seminars to compensate for meals, travel, lodging, and other related charges.

#### 15(f) EDUCATIONAL INCENTIVE PAY

AA or AS Degrees: Unit members employed prior to January 31, 1998 and who prior to July 31, 1998 possessed or earned an AA or AS degree, shall receive a two and one-half (2.5%) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible for this differential upon proof of having completed thirty (30) fire service related units and Department Head approval, prior to July 31, 1998.

BA or BS Degrees: Unit members employed prior to January 31, 1998 and who prior to January 31, 1998 possessed or earned a BA or BS degree as of January 31, 1998, shall receive a five percent (5 %) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible upon proof of sixty (60) fire service related units and Department Head Approval, having occurred prior to January 31, 1998.

5% maximum: However, in no case shall the total education pay differential for any employee exceed five percent.

#### 15(g) CERTIFICATE BONUS PAY

1. As of January 1, 1999, the City will provide "in-house" continuing education for paramedic certification. So long as the city continues such training, the bonus payment of \$1,000 paid to firefighter paramedics will not be paid. In the event the "in house" training becomes unavailable for any reason, firefighter paramedics will begin to receive the bonus and will be required to obtain training necessary to maintain their certifications off duty as was done prior to this agreement.
2. If during the period a paramedic is in the process of continuing education the in-house program is discontinued for any reason and the paramedic's certification lapses because of the discontinuation of the program, the City agrees to compensate the paramedic for the required coursework and will continue to pay the paramedic at the firefighter paramedic rate of pay while he is completing the certification even though he or she may not be able to perform paramedic duties. This provision does not apply to a firefighter paramedic who fails to obtain his certification.

3. Prior to January 1, 2000 the City will evaluate the in-house program. Participants in the program will be given the opportunity to provide a written evaluation of the program for City review. If the Firefighters' Association desires to meet and confer concerning the program, or the results of the first year of the program, it will make the request to meet and confer no later than January 31, 2000.

#### 15(h) BILINGUAL PAY

Members, who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional seventy-five (\$75.00) dollars in compensation each month. Prior to receiving such additional compensation, members shall be required to take and pass a bilingual proficiency test as established and agreed to between the City and the Association. The program will become effective upon the adoption of this resolution.

#### 15(i) CHIEF OFFICER NOTIFICATION BENEFIT

\$120 will be paid annually to each Battalion Chief for cell phone expenses.

#### 15(j) MOVIE DETAIL

Effective July 2, 2007, the first day of the payroll period, a standardized movie detail pay scale is applied to all Battalion Chiefs at a flat rate of \$50 per hour. The following movie detail policy applies to all members covered by the agreement:

Definition: FSO shall be the abbreviation for Fire Safety Officer.

Any FSO scheduled to work a movie detail shall be paid a minimum of eight (8) hours.

An FSO who is notified of a cancellation of his/her movie detail 24 hours or less from the scheduled start time of the detail shall be paid for the entire scheduled detail.

An FSO who is notified of a change in scheduled hours of his/her movie detail 24 hours or less from the scheduled start time shall be paid for the originally scheduled hours, or the re-scheduled hours, whichever is greater.

#### 16. LAYOFF PROCEDURE

Layoffs shall occur according to Rule 14.3 of the City's Personnel Rules and Regulations.

#### 17. PAYMENT PROCEDURES

##### 17(a) BUY-BACKS AND UNIFORMS

Leave buy-backs and uniform replacement and maintenance allowances shall be paid in July with a single separate City warrant pursuant to Section 17(c). Buy-backs not made in July but during the year, will be included with the employee's regular paycheck.

17(b) BONUS CHECKS

Paramedic and Physical Fitness bonus checks shall be paid in December with a separate City warrant pursuant to Section 17(c).

17(c) DEFINITION OF SEPARATE WARRANT

For purposes of definition under this Article, separate City warrant means a City warrant other than the one used to compensate an employee for hours worked (paycheck).

18. STAFFING

Each shift shall be staffed with a minimum of seven full-time South Pasadena fire suppression employees.

19. GENERAL PROVISIONS

19(a) SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdictions, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

19(b) EFFECT

It is understood and agreed that this Agreement shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this Agreement shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises, and representation made by either party; and both parties acknowledge that each has met and conferred in good faith in negotiations to this point.

19(c) PRIOR AND EXISTING CONDITIONS

It is agreed and understood that all prior and existing terms and conditions of employment as well as past practices, including but not limited to, ordinances, resolutions, policies, and procedures, employee rules and personnel rules, which

relate to employee wages, hours, and other terms and conditions of employment, which are not specifically changed, amended, or abridged by this Memorandum of Understanding continue in full force. Furthermore, it is understood and agreed that for the term of this Agreement neither the City nor the Association shall be compelled to negotiate with the other concerning any negotiable issue except as provided for herein and/or by mutual agreement of the parties.

#### 19(d) AMENDMENTS TO THIS MOU

The provisions of the MOU can be amended, supplemented, rescinded or otherwise altered only by mutual agreement in writing and signed by the designated representatives of the City of South Pasadena and the Association and adopted by the City Council of the City of South Pasadena.

#### 19(e) REOPENERS

During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of the existing personnel rules and regulations and adoption of successor rules and regulations. The reopener shall also apply to MOU revisions designed to address the Firefighters' Bill of Rights Act, Government Code §§ 3250 et. seq.

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.
- c. A determination by the City Council to implement this Section a. or b. shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall immediately cease and revert to

thereafter convene the meet and confer process.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multi-year MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

**PERSONNEL RULE REOPENER** – During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

20. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 15th day of April, 2009.

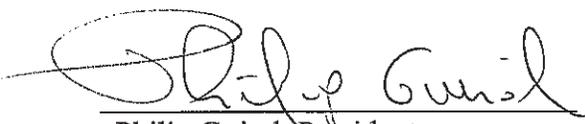
**CITY OF SOUTH PASADENA**

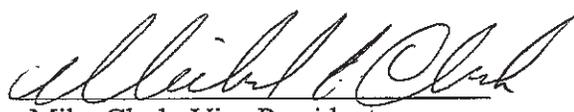
**ATTEST**

  
\_\_\_\_\_  
David Sifuentes, Mayor

  
\_\_\_\_\_  
Sally Kilby, City Clerk

**SOUTH PASADENA BATTALION CHIEFS' ASSOCIATION**

  
\_\_\_\_\_  
Philip Guiral, President

  
\_\_\_\_\_  
Mike Clark, Vice President

  
\_\_\_\_\_  
Rudy Pock, Secretary

Appendix A  
Battalion Chiefs' Salary Schedule

RESOLUTION NO. 7037  
Page 24

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	A	B	C	D	E
Battalion Chief	\$7,092	\$7,446	\$7,818	\$8,209	\$8,620

Appendix A  
Battalion Chiefs' Salary Schedule

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	A	B	C	D	E
Battalion Chief	\$7,304	\$7,670	\$8,053	\$8,456	\$8,878

Appendix A  
Battalion Chiefs' Salary Schedule

RESOLUTION NO. 7037  
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	A	B	C	D	E
Battalion Chief	\$7,523	\$7,900	\$8,295	\$8,709	\$9,145

**RESOLUTION NO. 7038**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA  
AND THE SOUTH PASADENA  
PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

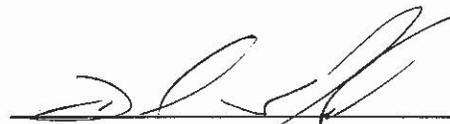
**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Public Service Employees' Association (SPPSEA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Public Service Employees' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

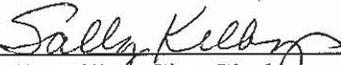
"Exhibit A" is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON this 15<sup>th</sup> day of April, 2009.**

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk

  
Richard L. Adams II, City Attorney

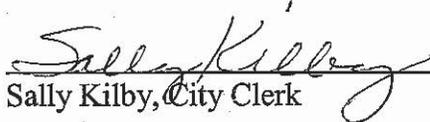
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

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

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
Sally Kilby, City Clerk

**EXHIBIT A**

**CITY  
*of*  
SOUTH PASADENA**

**PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

**MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

**CITY OF SOUTH PASADENA  
PUBLIC SERVICE EMPLOYEES' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2008-2011**

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Appendix A: Public Service Employee Association Salary Schedule

## 1. AGREEMENT PROVISIONS

### 1(a) PARTIES INVOLVED

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made and entered into by and between the City of South Pasadena, a Municipal Corporation, hereinafter referred to as "City", and the Public Service Employees Association" (PSEA) pursuant to Government Code Section 3500 et seq.

### 1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008 and shall continue in full force until June 30, 2011 and shall not be subject to any change except as provided herein.

### 1(c) REOPENERS

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.
- c. A determination by the City Council to implement this Section a. or b. shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall immediately cease and revert to the status quo existing prior to implementation of the changes. The parties shall thereafter convene the meet and confer process.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multi-year MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

**PERSONNEL RULE REOPENER** – During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

**WORK SCHEDULE REOPENER** - During the term of this agreement, the parties shall upon request of either party, reopen regarding the issue of a flexible work schedule, including but not limited a 4/10 schedule for Public Works and/or City Hall Employees.

## 2. CLASSIFICATIONS RECOGNIZED

The City hereby confirms the South Pasadena Public Service Employees Association as the representative of the employees in the classification listed below:

Account Clerk	Library Clerk I
Accounting Technician	Library Clerk II
Administrative Analyst	Literacy Coordinator
Administrative Secretary	Maintenance Worker I
Assistant Planner	Maintenance Worker II
Associate Planner	Parks Supervisor
Associate Civil Engineer	Public Works Assistant
Building Clerk	Pump Operator
Building Maintenance Worker	Secretary
Community Improvement Coordinator	Senior Account Clerk
Community Services Coordinator	Senior Electrician
Deputy City Clerk	Senior Librarian
Electrician	Senior Maintenance Worker
Engineering Aide	Senior Planner
Facilities Supervisor	Street Supervisor
Film Liaison	Transportation Driver
Graphics Assistant	Utilities Billing Coordinator
Library Technical Assistant	Water Systems Supervisor
Librarian	

Plus any newly created non-management, non-sworn classification.

### 3. GENERAL PROVISIONS

#### 3(a) SEVERABILITY

If any Article or Section of this MOU, or any Addendum thereto, should be held invalid by operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal or office, the remainder of this MOU shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

#### 3(b) EFFECT

It is understood and agreed that this MOU shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this MOU shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises and representations made by either party; and both parties acknowledge that each has met and conferred in good faith herein.

#### 3(c) PRIOR AND EXISTING CONDITIONS

It is agreed and understood that all prior and existing terms and conditions of employment as well as past practices, including but not limited to ordinances, resolutions, policies, and procedures, employee rules and personnel rules, which relate to employee wages, hours and other terms and conditions of employment, which are not specifically changed, amended, or abridged by this MOU continue in full force. Furthermore, it is understood and agreed that for the term of this MOU, neither the City nor the Association shall be compelled to negotiate with the other concerning any negotiable issue except as provided herein and/or by mutual agreement of the parties.

### 4. ASSOCIATION RIGHTS

#### 4(a) MASTER AGREEMENT

This Memorandum of Understanding shall be edited in master agreement form, printed and bound for member's use; the cost for which shall be divided equally between the City and the Association.

## 4(b) DUES CHECK-OFF

The City shall provide the Association with a monthly change of status record of those Association members who are terminated, on leave of absence, or temporarily disabled.

## 4(c) STEWARDS TRAINING

The City shall provide up to a total of forty (40) hours, subject to supervisory approval, City time per year for Association Stewards to attend Association sponsored steward Training Programs.

## 4(d) INFORMATION

The City shall provide each new employee eligible for Association representation with a membership statement, provided by the Association, and notify the Association President that such person has been hired and provide the Association President with the employee name, classification and department.

## 4(e) STEWARDS PROGRAM

1. List of Stewards - It is agreed by the parties to this Memorandum of Understanding that the recognized employee organization may select one Steward per work site or appoint the members of the Board of Directors as the Stewards for this unit. The recognized employee organization shall give the City's Representative a written list of employees who have been selected as Stewards. This list shall be kept current by the recognized employee organization.
2. Stewards may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to formal grievance processing, investigate allegations which may form the basis for the grievance, and if so requested, appear with the grievant during all phases of the grievance process. This activity may be undertaken without reprisal, discrimination or intimidation.
3. Permission to Leave to Conduct Grievance Activities - Stewards, when leaving their work locations to transact such investigations or processing, shall first obtain permission from their immediate supervisor and inform him/her of the nature of the business. Permission to leave will be granted promptly unless such absence would cause undue interruption of work. If such permission cannot be granted promptly, the Steward will be

immediately informed when the time will be made available

4. Upon entering a work location, the Steward shall inform the grievant's immediate supervisor of the nature of his/her business. Permission to leave the job will be granted promptly to the grievant unless the absence would cause an undue interruption of work. If the employee cannot be made available, the Steward will be immediately informed when the employee will be made available.
5. No Compensatory or Overtime Pay for Steward Functions - The recognized employee organization agrees that a Steward shall not log compensatory time or overtime pay for the time spent performing any function of a Steward.
6. Role of Steward - The role of the Steward is to provide timely grievance representation at the first steps of the grievance procedure in an effort to resolve grievances at the lowest possible level and to increase communication between the recognized employee organization and the City.

#### 4(f) DEFINITION OF GRIEVANCE

1. A claimed violation, misinterpretation, inequitable application, or non-compliance with the provisions of the current Memorandum of Understanding or any supplemental agreements. It is not to include a mere difference of opinion involving a management or department head exercise of discretion.
2. A claim by any employee or a group of employees or by the recognized employee organization in his/her, their or its own behalf, of a violation, misinterpretation, or inequitable application of existing policy, orders, rules, and regulations or then existing practice applicable to the public jurisdiction or its employees or the recognized employee organization.

#### 4(g) DUES AND BENEFITS DEDUCTIONS

1. The City shall continue to deduct dues and Association sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorizes the deduction, in writing on a form to be provided for this purpose which is mutually agreed to by the Association and the City. The City shall remit such funds to the Association within 30 days following the deduction.

2. Hold Harmless Clause - The Association agrees to hold harmless and indemnify the City against any claims, causes of action, or lawsuits arising as a result of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

5. MANAGEMENT RIGHTS

- 5(a) The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:
  1. The exclusive right to determine the mission of its constituent departments, commissions, boards.
  2. Set standards and levels of service.
  3. Determine the procedures and standards of selection for employment and promotions.
  4. Direct its employees.
  5. Establish and enforce dress and grooming standards.
  6. Determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons.
  7. Maintain the efficiency of governmental operation.
  8. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.
  9. Determine methods of financing.
  10. Determine style and/or types of City-issued wearing apparel, equipment or technology to be used.
  11. Determine and/or change the facilities, methods, technology means or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.

12. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including but not limited to, the right to contract for or subcontract any work or operations of the City.
  13. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice.
  14. Establish and modify productivity and performance programs and standards.
  15. Discharge, suspend, demote, reprimand, withhold salary increases and benefits or otherwise discipline employees in accordance with applicable law.
  16. Establish employee performance standards including but not limited to, quality and quantity standards, and to require compliance therewith.
  17. Take all necessary actions to carry out its mission in emergencies.
  18. Exercise complete control and discretion over its organization and the technology of performing its work.
- 5(b) The exercise by the City through its Council and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to the grievance procedure herein and shall not supersede the City Personnel Rules and Memorandums of Understanding. Except emergencies or when the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights is provided for in the Memorandum of Understanding or in the Personnel Rules and Salary resolutions. By agreeing to meet and confer with the Association as to the impact of the exercise and of the foregoing City rights, management's discretion in the exercise of these rights shall not be diminished.

## 6. COMPENSATION

### 6(a) SALARY SCHEDULE ADJUSTMENTS

Across the board salary increases shall be as follows, effective on the payroll period commencing on or after the following dates:

January 1, 2009 .....	3%
July 1, 2009.....	3%
July 1, 2010.....	3%

The base salary increase will be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, in year one, 33% of the base salary increase will be funded by UUT monies.

6(b) SALARY REVIEW PROCESS

Future compensation will be negotiated after evaluating the compensation packages of San Gabriel Valley area cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

6(c) UUT DISTRIBUTION

Commencing with the first payroll period of July 1, 2008 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Public Service Employee Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The manner, if any, in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener.

The method of distributing UUT provisions shall be subject to the above Article 1(c) reopener provisions regarding decrease in general fund revenues and impact

of disasters. In such case, prospective UUT distributions would immediately cease, to be followed by the meet and confer process.

## 7. HOURS

### 7(a) OVERTIME

1. The City shall compensate employees at the rate of time and one-half for all hours worked in excess of their daily shift; hours worked in excess of a regularly scheduled workweek; eighty hours in a pay period; and holidays (exclusive of holiday pay).
2. Subject to limitations in Section 7(a)(3)(4) below, overtime compensation may be made either in the form of cash payment or in Compensatory Time Off (hereinafter termed "CTO") at the option of the employee.
3. All employees shall be permitted to accumulate CTO to a maximum of 60 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 60 hours. To the extent permitted by law, the City shall retain the option to exercising discretion to require employees to utilize already accumulated CTO hours.
4. The use of CTO is subject to approval by the Department Head and shall not cause projected additional overtime to be incurred by the Department. And approved CTO shall not be denied less than 72 hours prior to the effective use of CTO unless extraordinary circumstances occur as determined by the City Manager.

### 7(b) WORK SCHEDULES/CITY HALL

Employees working at City Hall would be required to work a nine hour work day with a half hour lunch on Monday through Thursday and an eight hour work day with a half hour lunch on alternating Fridays. The City Manager's Office in conjunction with the Department Heads would determine which employees would be scheduled on each Friday so that City Hall is adequately staffed. The employee's supervisor shall determine the lunch break schedule.

### 7(c) DIFFERENTIAL PAY FOR SUNDAY HOURS

Any full-time permanent employee who is in the Public Service Employees' Association and is assigned to work a Sunday schedule shall receive time and one-half (1-1/2) for all Sunday hours worked.

## 7(d) EXTENDED OVERTIME PAY

Any employee who is required to work a shift of more than twelve (12) hours in a single shift shall receive double time for all hours beyond twelve (12) hours. A shift shall be defined as the first 24 hours following the employee's normal starting time.

## 8. RETIREMENT

## 8(a) PARTICIPATION IN PERS

The City agrees to participate in the California Public Employees Retirement System, 2%@55 plan and to provide a "single highest year" benefit (Section 21251.13 of the *Government Code*)

## 8(b) EMPLOYEE'S SHARE

The City shall pay the employee's contribution of 7%.

## 8(c) SICK LEAVE CONVERSION

The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 of the California Government Code.

## 8(d) RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is an the employee of the City at the time of retirement.

## 8(e) PARTICIPATION IN IRS SECTION 414(H)(2)

The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than January 20, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

## 9. INSURANCE

## 9(a) MEDICAL INSURANCE

- i. Starting with the second payroll in July 2004 which is when medical benefit deductions are made, the City will contribute an amount not to exceed \$625 per month toward employee and dependent medical premiums.
- ii. Employee may choose to opt out of the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. If the employee chooses to opt out of the coverage, the employee shall be eligible to receive a monthly allowance of \$300. Cancellation of coverage becomes effective on the first day of any month after a 45-day written notice is received. Proof of the employee's medical coverage from other source must accompany the request of cancellation of coverage.

## 9(b) DENTAL COVERAGE

The City agrees to provide \$75.00 per month for employee and dependent dental coverage.

## 9(c) VISION CARE

The City agrees to provide up to \$20.00 toward the monthly premiums to a vision care plan, which covers both employees and their dependents.

## 9(d) LIFE INSURANCE

The City agrees to provide each employee with a \$50,000 life insurance/Accidental Death & Dismemberment policy.

## 9(e) LONG TERM DISABILITY BENEFITS

1. The City will contribute 100% of the full cost of a Long Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.

- 2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.
- 3. Insurance Pay While on LTD - Effective upon approval by both the Public Service Employees Association and the City Council, whichever is later, it is agreed that once an employee has exhausted all other recognized forms of leave and has been placed on long-term disability, the City will continue to pay all of the insurance premiums as set forth under Article XIII of the current MOU during the City recognized period of Long Term Disability. In the event that the City Manager grants an extension of benefits, the City will continue to pay all insurance premiums as set forth under Article XIII of the current MOU during the approved extension.
- 4. Benefits Effective Date - It is agreed that long term disability insurance benefits shall become effective after thirty (30) calendar days from the date of injury or illness. The City agrees to establish a Dispute Resolution Procedure to resolve any conflicts that may arise between the City and disabled employees. This procedure will most likely be medical arbitration. The Resolution procedure will be provided at no cost to the employee.

9(f) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

10. HOLIDAYS

10(a) RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees (including permanent part-time employees):

- 1. January 1 .....New Year's Day
- 2. 3<sup>rd</sup> Monday in January .....Martin Luther King, Jr. Birthday
- 3. 3<sup>rd</sup> Monday in February .....President's Day
- 4. Last Monday in May .....Memorial Day
- 5. July 4.....Independence Day

- 6. 1st Monday in September .....Labor Day
- 7. 2nd Monday in October .....Columbus Day
- 8. November 11.....Veteran's Day
- 9. 4th Thursday in November .....Thanksgiving Day
- 10. Friday after Thanksgiving.....Substitute for Admission's Day
- 11. December 25 .....Christmas Day

10(b) FALLING ON SCHEDULED SHIFTS OFF

- 1. Holidays Falling on Scheduled Shifts Off - If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday and City Hall will be closed. If a holiday falls on Sunday, the following Monday shall be deemed to be the holiday and City Hall will be closed. When a holiday falls on an employee's Friday off, employees scheduled off that Friday shall have the previous day off.
- 2. Due to the library's seven day per week schedule, if a holiday falls on a Saturday, the library will be closed to the public both Friday and Saturday. When a holiday falls on a Sunday, the library will be closed to the public both Sunday and Monday. In both cases, library staff will work the same number of hours as all other City staff during the week in which the holiday occurs.

10(c) EXCEPTIONS

- 1. Regularly Scheduled Employees: Any employee whose regular schedule requires him/her to work on a holiday shall be given compensatory time-off for such work or paid the straight time daily equivalent to his/her salary at the discretion of the department head.
- 2. Holiday Pay - Any employee required to work a fixed holiday shall receive pay equivalent to double time and one-half for all holiday hours worked.

11. FLOATING HOLIDAYS

11(a) ACCRUAL RATES

Employees working a 9/80 schedule shall receive 27 floating holiday hours per fiscal year. Employees working a 5-day work week shall receive 33 floating holidays hours per fiscal year.

11(b) MAXIMUM ACCUMULATION

Floating holidays are non-compassable and must be used within the fiscal year.

12. VACATION

12(a) ACCRUAL RATES

Employees shall accrue vacation as follows:

YEARS OF SERVICE	HOURS PER YEAR
1 .....	88
2.....	96
3.....	104
4.....	112
5.....	120
6-10 .....	128
11-15 .....	136
16-20 .....	152
21-24 .....	160
25.....	200
Each Year Thereafter .....	Add'l 8 Hrs per Year

All permanent job sharing employees who are employed on a year-round basis shall receive pro-rated vacation and sick leave time.

12(b) MAXIMUM ACCUMULATION

Employees may carry-over up to two (2) years vacation accrual.

12(c) USE OF VACATION

The City shall allow employees to use vacation time in increments of no less than one (1) shift subject to supervisory approval.

12(d) BUY BACK

The City agrees to annually purchase, at the member's option, eight (8) hours of vacation time at base salary. The purchase shall take place with the annual Sick Leave Buy-Back (section 13)

13. SICK LEAVE

13(a) ACCRUAL RATES

- 1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period. Permanent job-sharing employees who are employed on a year-round basis shall receive pro-rated sick leave accrual.
- 2. Employees will not accrue any sick leave while on leave of absence without pay. Employees will continue to accrue sick leave while on paid sick leave.
- 3. All permanent job sharing employees who are employed on a year-round basis, shall receive pro-rated sick leave time.

13(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

13(c) SICK LEAVE INCENTIVE

At the end of each fiscal year, employees who have accumulated 168 hours of sick leave may convert accumulated sick leave to cash or vacation at the rate of one hundred percent (100%) as follows:

No sick leave usage during the fiscal year .....60 hours of buy-back, or

No sick leave usage from July 1 to December 31, or  
January 1 to June 30 .....24 hours of buy-back, or

Up to 3 days sick leave usage during  
the fiscal year .....12 hours of buy-back

For new employees:

No sick leave usage during the first year  
of employment .....24 hours of buy-back

Up to 1-day sick leave usage during the second year  
of employment .....12 hours of buy-back

After the second year of employment, employee is eligible for the regular

buy-back incentive.

Please note that all buy-backs must be made at the end of the fiscal year. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.

#### 13(d) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 13(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave, but the City will not permit sick leave use to exceed 440 hours per fiscal year unless approved by the City Manager at his/her discretion. Accumulated sick leave may be used for the following:

- (1) **Employee's own illness** that may cause the employee to miss work or attend a medical appointment.
- (2) **Employee's family member's illness**  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child.

#### 13(f) VERIFICATION OF SICK LEAVE

In addition, the City may require written verification or medical documentation of the reason for the employee's use of sick leave when:

- (1) The employee request approval for the use of four hours or more sick leave for a single doctor's appointment.
- (2) The employee has a history or pattern of misuse or overuse of sick leave.

Examples of such misuse or overuse include but are not limited to:

- Use of sick leave on a Monday, Friday, or in conjunction with Sundays, holidays, floating holidays, flex days, and vacations.
- Frequent late arrival to or early departure from work for medical or dental appointments.
- Frequent medical or dental appointments.

#### 13(g) USE OF SICK LEAVE BY PROBATIONARY EMPLOYEE

A probationary employee shall be authorized to utilize up to, but not exceeding, 50% of sick leave earned and accrued during the probationary testing period. Such use shall be subject to all rules and regulations governing the use of sick leave.

#### 14. BEREAVMENT LEAVE

##### 14(a) ACCRUAL RATES

Employees shall receive three (3) days of paid Bereavement Leave each fiscal year. Permanent job-sharing employees who are employed on a year-round basis shall receive pro-rated Bereavement Leave accrual.

##### 14(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one day and may be used for the following:

##### **Death of a Family Member**

Employees may use Bereavement Leave for the death of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

#### 15. WORKING CONDITIONS

##### 15(a) SAFETY COMMITTEE

An Employee Safety Committee shall be established and coordinated by the City's risk manager. The Committee shall meet regularly and shall be comprised

of non-management employees from each department, and management employees as necessary.

15(b) UNIFORMS

1. It is agreed that the City shall provide 5 work shirts, 5 cotton t-shirts and 5 pairs of pants for all Field Service employees. Uniforms will be replaced as deemed necessary by the Maintenance Superintendent.
2. The City shall reimburse all Field Service employees up to \$250 for the purchase of steel toe safety boots/shoes each year. In the event the employee's boots/shoes are damaged on the job and deemed unsafe (as opposed to normal wear and tear), the City will replace the boots/shoes for the employee even if the \$250 maximum has been reached.
  - 2(a) Probationary employees shall receive reimbursement for 1 pair of boots up to a maximum of \$250 at the start of employment. If the employee leaves or employment is terminated within the first 6 months of employment, this amount will be paid back to the City out of the severance check.
  - 2(b) Permanent employees shall receive reimbursement for up to two pairs of boots up to a maximum of \$250 at the start of the fiscal year.
3. Authorization and reimbursement:
  - 3(a) City-designated vendor: Employee must first receive authorization from the Maintenance Superintendent prior to purchase from a city-designated vendor. City may provide a voucher for this purpose.
  - 3(b) Vendor of employee's choice: Employee must provide proof of purchase or receipt to Maintenance Superintendent for reimbursement.

15(c) TURN-AROUND TIME / STANDBY TIME

1. When possible, management will attempt to provide all employees with at least eight hours between shifts.
2. In emergency situations, employees whose normal starting time would require them to return to work before eight hours have elapsed shall have

the option, subject to management's prior approval, of reporting to work after said eight-hour period has elapsed, while being paid straight time from the time they would normally have reported to work.

3. If management directs the employee or if the employee elects, with prior management approval, to report to work before that eight-hour period has elapsed, then the employee shall be paid double time from the time that they report to work until the time that the eight hour period would have elapsed. The employee will then be paid straight time for the remaining hours of their normal work shift.
4. Employees required to be on stand-by call during off-duty period, including holidays, and weekend periods, shall be compensated as follows:
  - a. Employees shall be compensated a the rate of \$0.80 per hour of stand-by time; and,
  - b. When the employee must report back to work, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of three hours of compensation.
  - c. When it is feasible for the employee to respond to an emergency from home, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of one hour of compensation.

#### 15(d) PERFORMANCE EVALUATION-BASED MERIT STEP INCREASES

Where a merit step increase is contingent upon provision of an annual (or other) performance evaluation report which justifies a new step increase, and where such report is completed, but not on a timely basis, the merit step increase shall be implemented retroactive to the payroll period where the increase would have been implemented, had the evaluation been done timely.

#### 16. OTHER BENEFITS

##### 16(a) LONGEVITY

1. 2% Every 5 Years: It is agreed that effective July 1, 1994, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such

increase(s) in salary upon completion of each additional five (5) year interval of service.

2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired on or after January 1, 1996. Employees on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provision of "A" 2% Every 5 Years. Once an employee has earned the additional 4% the Longevity Pay Program shall be permanently frozen.

#### 16(b) BILINGUAL PAY

1. Pay: Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis shall receive an additional seventy-five dollars (\$75.00) in compensation each month. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.
2. Total Number of Employees: The City Manager's Office may permit up to twelve (12) bilingual (Spanish or Chinese) slots to be filled by department discretion.
3. Sign Language: One additional employee, over and above the Total Number of Employees as defined above, who can communicate conversationally with sign language on a regular or recurring basis, shall be eligible to receive bilingual pay benefit. Prior to receiving such additional compensation, employees will be required to demonstrate proficiency as established by the standards of American Sign Language (ASL) or English Sign Language (ESL).
4. All permanent job sharing employees who are employed on a year-round basis shall receive a pro-rated bilingual pay benefit.

#### 16(c) EDUCATIONAL REIMBURSEMENT

1. The City's Educational Reimbursement Policy will apply to all full-time employees. If a Department Head does not approve a request, the employee may submit the request to the Assistant City Manager/Personnel Director for reconsideration. If the Assistant City Manager approves the request, it will be submitted to the City Manager who will then have the final authorization to approve or deny the request. If the Assistant City Manager does not approve

the request, the employee will not be eligible for the education reimbursement.

2. All permanent job sharing employees who are employed on a year-round basis shall receive a pro-rated educational pay benefit.
3. **TUITION REIMBURSEMENT** — Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

#### 16(d) EDUCATION INCENTIVE

Employee's who are laid off and rehired at a lower classification and/or reclassified to a lower classification in which they received the education incentive will be eligible to receive that education incentive upon reclassification. Employees who have not received an education incentive as of July 1, 1997, will not qualify for the incentive.

### 17. LAYOFF AND REHIRE PROCEDURES

#### 17(a) LAYOFF PROCEDURES

Layoffs shall occur according to Rule 14.2 of the City's Personnel Rules and Regulations.

#### 17(b) REHIRE PROCEDURES

The names of permanent employees who have been laid off due to reduction in work force shall be placed on an appropriate layoff re-employment list according to the date of separation and shall be eligible for re-employment. Such re-employment shall comply with the following guidelines:

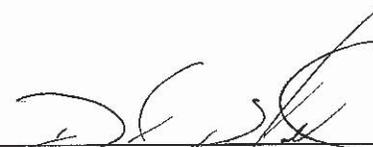
- The last employee laid off will be the first employee on the list with the other eligible employees following in sequential order thereafter.
- Said list shall be continued for one (1) year after the date of layoff.

18. RATIFICATION AND EXECUTION

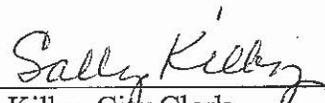
The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on the 15<sup>th</sup> day of April 2009.

CITY OF SOUTH PASADENA

ATTEST

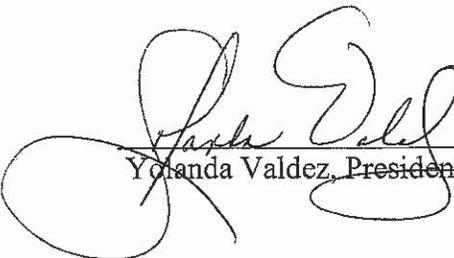


\_\_\_\_\_  
David Sifuentes, Mayor

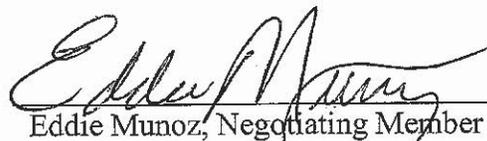


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Sally Kilby, City Clerk

SOUTH PASADENA PUBLIC SERVICE EMPLOYEES ASSOCIATION



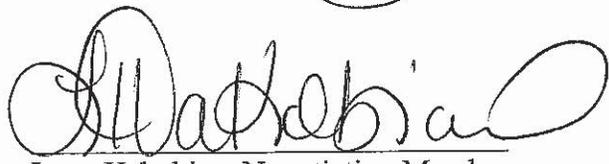
\_\_\_\_\_  
Yolanda Valdez, President



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Eddie Munoz, Negotiating Member



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Stephanie Jones, Negotiating Member



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Lucy Hakobian, Negotiating Member

## RESOLUTION NO. 7038

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Appendix A  
PSEA Salary Schedule

	Range	A	B	C	D	E
Senior Planner		\$ 5,322	\$ 5,588	\$ 5,867	\$ 6,160	\$ 6,468
Associate Civil Engineer		\$ 4,853	\$ 5,095	\$ 5,350	\$ 5,617	\$ 5,898
Associate Planner		\$ 4,757	\$ 4,994	\$ 5,244	\$ 5,506	\$ 5,782
Water System / Treatment Supervisor		\$ 4,554	\$ 4,781	\$ 5,021	\$ 5,272	\$ 5,535
Public Works Assistant		\$ 4,491	\$ 4,716	\$ 4,952	\$ 5,199	\$ 5,459
Senior Librarian	80	\$ 4,464	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,426
Water Distribution Supervisor	80	\$ 4,464	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,426
Assistant Planner		\$ 4,315	\$ 4,530	\$ 4,757	\$ 4,995	\$ 5,245
Grants Analyst		\$ 4,315	\$ 4,530	\$ 4,757	\$ 4,995	\$ 5,245
Administrative Analyst		\$ 4,315	\$ 4,530	\$ 4,757	\$ 4,995	\$ 5,245
Facilities Supervisor		\$ 4,259	\$ 4,472	\$ 4,696	\$ 4,930	\$ 5,177
Parks Supervisor	76	\$ 4,223	\$ 4,434	\$ 4,655	\$ 4,888	\$ 5,133
Street Supervisor	76	\$ 4,223	\$ 4,434	\$ 4,655	\$ 4,888	\$ 5,133
Senior Electrician	75	\$ 3,945	\$ 4,143	\$ 4,350	\$ 4,567	\$ 4,796
Utility Billing Coordinator	74	\$ 3,849	\$ 4,041	\$ 4,244	\$ 4,456	\$ 4,679
Deputy City Clerk	74	\$ 3,849	\$ 4,041	\$ 4,244	\$ 4,456	\$ 4,679
Librarian	73	\$ 3,756	\$ 3,944	\$ 4,141	\$ 4,348	\$ 4,566
Electrician		\$ 3,743	\$ 3,930	\$ 4,127	\$ 4,333	\$ 4,550
Building Maintenance Worker	72	\$ 3,662	\$ 3,845	\$ 4,037	\$ 4,239	\$ 4,451
Film Liaison		\$ 3,605	\$ 3,785	\$ 3,974	\$ 4,173	\$ 4,382
Community Improvement Coordinator	71	\$ 3,574	\$ 3,753	\$ 3,940	\$ 4,137	\$ 4,344
Engineering Aide	70	\$ 3,488	\$ 3,663	\$ 3,846	\$ 4,038	\$ 4,240
Administrative Secretary	69	\$ 3,404	\$ 3,574	\$ 3,753	\$ 3,941	\$ 4,138
Water Production/Treatment Operator	69	\$ 3,404	\$ 3,574	\$ 3,753	\$ 3,941	\$ 4,138
Community Services Coordinator	68	\$ 3,318	\$ 3,484	\$ 3,659	\$ 3,842	\$ 4,034
Library Technical Assistant	68	\$ 3,318	\$ 3,484	\$ 3,659	\$ 3,842	\$ 4,034
Senior Water Utility Worker		\$ 3,260	\$ 3,423	\$ 3,594	\$ 3,773	\$ 3,962
Senior Maintenance Worker	67	\$ 3,238	\$ 3,400	\$ 3,570	\$ 3,748	\$ 3,935
Accounting Technician	67	\$ 3,238	\$ 3,400	\$ 3,570	\$ 3,748	\$ 3,935
Senior Account Clerk	64	\$ 3,007	\$ 3,158	\$ 3,316	\$ 3,482	\$ 3,656
Secretary	64	\$ 3,007	\$ 3,158	\$ 3,316	\$ 3,482	\$ 3,656
Water Utility Worker II		\$ 2,983	\$ 3,132	\$ 3,289	\$ 3,453	\$ 3,626
Maintenance Worker II	63	\$ 2,935	\$ 3,082	\$ 3,236	\$ 3,398	\$ 3,568
Account Clerk	62	\$ 2,864	\$ 3,007	\$ 3,158	\$ 3,316	\$ 3,481
Water Utility Worker I	61	\$ 2,793	\$ 2,933	\$ 3,079	\$ 3,233	\$ 3,395
Maintenance Worker I	61	\$ 2,793	\$ 2,933	\$ 3,079	\$ 3,233	\$ 3,395
Library Clerk II		\$ 2,671	\$ 2,804	\$ 2,944	\$ 3,092	\$ 3,246
Transportation Driver	59	\$ 2,658	\$ 2,791	\$ 2,930	\$ 3,077	\$ 3,231
Library Clerk I	55	\$ 2,414	\$ 2,535	\$ 2,662	\$ 2,795	\$ 2,934

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Appendix A  
PSEA Salary Schedule

	Range	A	B	C	D	E
Senior Planner		\$ 5,481	\$ 5,755	\$ 6,043	\$ 6,345	\$ 6,662
Associate Civil Engineer		\$ 4,998	\$ 5,248	\$ 5,510	\$ 5,786	\$ 6,075
Associate Planner		\$ 4,899	\$ 5,144	\$ 5,401	\$ 5,671	\$ 5,955
Water System / Treatment Supervisor		\$ 4,690	\$ 4,925	\$ 5,171	\$ 5,430	\$ 5,701
Public Works Assistant		\$ 4,626	\$ 4,857	\$ 5,100	\$ 5,355	\$ 5,623
Senior Librarian	80	\$ 4,598	\$ 4,827	\$ 5,069	\$ 5,322	\$ 5,588
Water Distribution Supervisor	80	\$ 4,598	\$ 4,827	\$ 5,069	\$ 5,322	\$ 5,588
Assistant Planner		\$ 4,444	\$ 4,666	\$ 4,900	\$ 5,145	\$ 5,402
Grants Analyst		\$ 4,444	\$ 4,666	\$ 4,900	\$ 5,145	\$ 5,402
Administrative Analyst		\$ 4,444	\$ 4,666	\$ 4,900	\$ 5,145	\$ 5,402
Facilities Supervisor		\$ 4,387	\$ 4,606	\$ 4,837	\$ 5,078	\$ 5,332
Parks Supervisor	76	\$ 4,349	\$ 4,567	\$ 4,795	\$ 5,035	\$ 5,287
Street Supervisor	76	\$ 4,349	\$ 4,567	\$ 4,795	\$ 5,035	\$ 5,287
Senior Electrician	75	\$ 4,064	\$ 4,267	\$ 4,480	\$ 4,704	\$ 4,939
Utility Billing Coordinator	74	\$ 3,964	\$ 4,163	\$ 4,371	\$ 4,589	\$ 4,819
Deputy City Clerk	74	\$ 3,964	\$ 4,163	\$ 4,371	\$ 4,589	\$ 4,819
Librarian	73	\$ 3,869	\$ 4,062	\$ 4,265	\$ 4,479	\$ 4,702
Electrician		\$ 3,855	\$ 4,048	\$ 4,250	\$ 4,463	\$ 4,686
Building Maintenance Worker	72	\$ 3,772	\$ 3,960	\$ 4,159	\$ 4,366	\$ 4,585
Film Liaison		\$ 3,713	\$ 3,899	\$ 4,094	\$ 4,298	\$ 4,513
Community Improvement Coordinator	71	\$ 3,681	\$ 3,865	\$ 4,059	\$ 4,262	\$ 4,475
Engineering Aide	70	\$ 3,593	\$ 3,773	\$ 3,961	\$ 4,159	\$ 4,367
Administrative Secretary	69	\$ 3,506	\$ 3,682	\$ 3,866	\$ 4,059	\$ 4,262
Water Production/Treatment Operator	69	\$ 3,506	\$ 3,682	\$ 3,866	\$ 4,059	\$ 4,262
Community Services Coordinator	68	\$ 3,418	\$ 3,589	\$ 3,768	\$ 3,957	\$ 4,155
Library Technical Assistant	68	\$ 3,418	\$ 3,589	\$ 3,768	\$ 3,957	\$ 4,155
Senior Water Utility Worker		\$ 3,357	\$ 3,525	\$ 3,701	\$ 3,887	\$ 4,081
Senior Maintenance Worker	67	\$ 3,335	\$ 3,502	\$ 3,677	\$ 3,861	\$ 4,054
Accounting Technician	67	\$ 3,335	\$ 3,502	\$ 3,677	\$ 3,861	\$ 4,054
Senior Account Clerk	64	\$ 3,098	\$ 3,253	\$ 3,415	\$ 3,586	\$ 3,765
Secretary	64	\$ 3,098	\$ 3,253	\$ 3,415	\$ 3,586	\$ 3,765
Water Utility Worker II		\$ 3,073	\$ 3,226	\$ 3,388	\$ 3,557	\$ 3,735
Maintenance Worker II	63	\$ 3,023	\$ 3,174	\$ 3,333	\$ 3,500	\$ 3,675
Account Clerk	62	\$ 2,950	\$ 3,097	\$ 3,252	\$ 3,415	\$ 3,586
Water Utility Worker I	61	\$ 2,877	\$ 3,021	\$ 3,172	\$ 3,330	\$ 3,497
Maintenance Worker I	61	\$ 2,877	\$ 3,021	\$ 3,172	\$ 3,330	\$ 3,497
Library Clerk II		\$ 2,751	\$ 2,888	\$ 3,033	\$ 3,184	\$ 3,344
Transportation Driver	59	\$ 2,738	\$ 2,875	\$ 3,018	\$ 3,169	\$ 3,328
Library Clerk I	55	\$ 2,487	\$ 2,611	\$ 2,741	\$ 2,879	\$ 3,022

## RESOLUTION NO. 7038

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Appendix A  
PSEA Salary Schedule

	Range	A	B	C	D	E
Senior Planner		\$ 5,646	\$ 5,928	\$ 6,224	\$ 6,536	\$ 6,862
Associate Civil Engineer		\$ 5,148	\$ 5,406	\$ 5,676	\$ 5,960	\$ 6,258
Associate Planner		\$ 5,046	\$ 5,299	\$ 5,563	\$ 5,842	\$ 6,134
Water System / Treatment Supervisor		\$ 4,831	\$ 5,073	\$ 5,326	\$ 5,593	\$ 5,872
Public Works Assistant		\$ 4,765	\$ 5,003	\$ 5,253	\$ 5,516	\$ 5,792
Senior Librarian	80	\$ 4,736	\$ 4,972	\$ 5,221	\$ 5,482	\$ 5,756
Water Distribution Supervisor	80	\$ 4,736	\$ 4,972	\$ 5,221	\$ 5,482	\$ 5,756
Assistant Planner		\$ 4,577	\$ 4,806	\$ 5,047	\$ 5,299	\$ 5,564
Grants Analyst		\$ 4,577	\$ 4,806	\$ 5,047	\$ 5,299	\$ 5,564
Administrative Analyst		\$ 4,577	\$ 4,806	\$ 5,047	\$ 5,299	\$ 5,564
Facilities Supervisor		\$ 4,518	\$ 4,744	\$ 4,982	\$ 5,231	\$ 5,492
Parks Supervisor	76	\$ 4,480	\$ 4,704	\$ 4,939	\$ 5,186	\$ 5,445
Street Supervisor	76	\$ 4,480	\$ 4,704	\$ 4,939	\$ 5,186	\$ 5,445
Senior Electrician	75	\$ 4,186	\$ 4,395	\$ 4,615	\$ 4,845	\$ 5,088
Utility Billing Coordinator	74	\$ 4,083	\$ 4,288	\$ 4,502	\$ 4,727	\$ 4,963
Deputy City Clerk	74	\$ 4,083	\$ 4,288	\$ 4,502	\$ 4,727	\$ 4,963
Librarian	73	\$ 3,985	\$ 4,184	\$ 4,393	\$ 4,613	\$ 4,844
Electrician		\$ 3,971	\$ 4,170	\$ 4,378	\$ 4,597	\$ 4,827
Building Maintenance Worker	72	\$ 3,885	\$ 4,079	\$ 4,283	\$ 4,497	\$ 4,722
Film Liaison		\$ 3,824	\$ 4,016	\$ 4,216	\$ 4,427	\$ 4,649
Community Improvement Coordinator	71	\$ 3,792	\$ 3,981	\$ 4,180	\$ 4,389	\$ 4,609
Engineering Aide	70	\$ 3,701	\$ 3,886	\$ 4,080	\$ 4,284	\$ 4,498
Administrative Secretary	69	\$ 3,611	\$ 3,792	\$ 3,982	\$ 4,181	\$ 4,390
Water Production/Treatment Operator	69	\$ 3,611	\$ 3,792	\$ 3,982	\$ 4,181	\$ 4,390
Community Services Coordinator	68	\$ 3,521	\$ 3,697	\$ 3,881	\$ 4,076	\$ 4,279
Library Technical Assistant	68	\$ 3,521	\$ 3,697	\$ 3,881	\$ 4,076	\$ 4,279
Senior Water Utility Worker		\$ 3,458	\$ 3,631	\$ 3,812	\$ 4,003	\$ 4,203
Senior Maintenance Worker	67	\$ 3,435	\$ 3,607	\$ 3,787	\$ 3,976	\$ 4,175
Accounting Technician	67	\$ 3,435	\$ 3,607	\$ 3,787	\$ 3,976	\$ 4,175
Senior Account Clerk	64	\$ 3,191	\$ 3,350	\$ 3,518	\$ 3,694	\$ 3,878
Secretary	64	\$ 3,191	\$ 3,350	\$ 3,518	\$ 3,694	\$ 3,878
Water Utility Worker II		\$ 3,165	\$ 3,323	\$ 3,489	\$ 3,664	\$ 3,847
Maintenance Worker II	63	\$ 3,114	\$ 3,270	\$ 3,433	\$ 3,605	\$ 3,785
Account Clerk	62	\$ 3,038	\$ 3,190	\$ 3,350	\$ 3,517	\$ 3,693
Water Utility Worker I	61	\$ 2,963	\$ 3,111	\$ 3,267	\$ 3,430	\$ 3,602
Maintenance Worker I	61	\$ 2,963	\$ 3,111	\$ 3,267	\$ 3,430	\$ 3,602
Library Clerk II		\$ 2,833	\$ 2,975	\$ 3,124	\$ 3,280	\$ 3,444
Transportation Driver	59	\$ 2,820	\$ 2,961	\$ 3,109	\$ 3,264	\$ 3,427
Library Clerk I	55	\$ 2,561	\$ 2,689	\$ 2,824	\$ 2,965	\$ 3,113



**RESOLUTION NO. 7040**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ESTABLISHING A PAY SCALE FOR  
MANAGEMENT EMPLOYEES AND  
AUTHORIZING THE DISTRIBUTION OF THE  
UTILITY USERS TAX**

**WHEREAS**, the City Council has set a priority to establish salaries at a level that both attracts and retains the most-qualified staff while carefully managing scarce resources; and

**WHEREAS**, the City Manager has reviewed the compensation package applicable to the managers and has evaluated it in the context of the current fiscal environment; and

**WHEREAS**, the City Council finds that the compensation adjustments set forth in this resolution are a reasonable addressing of the recruitment, retention and fiscal needs of the City.

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

Approve the amendments to Management compensation as set forth in "Appendix A"

Those changes that are approved and adopted by the City Council consist of:

**SALARY SCHEDULE ADJUSTMENTS**

The following across the board salary increases shall commence upon the first full pay period starting on or after the following dates:

January 1, 2009	3%
July 1, 2009	3%
July 1, 2010	3%

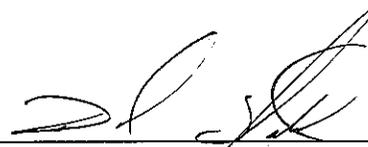
**UTILITY USERS TAX DISTRIBUTION**

Commencing with the quarter ending September 30, 2008 and concluding with the quarter ending June 30, 2010, the City shall make quarterly distributions to each Management employee in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part-time

employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

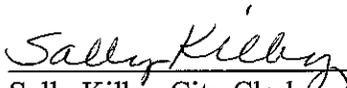
**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of April, 2009.



\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

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

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
\_\_\_\_\_  
Sally Kilby, City Clerk

## RESOLUTION NO. 7040

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Appendix A  
Management Salary Schedule

	A	B	C	D	E	F	G
Police Chief	\$ 8,483	\$ 8,907	\$ 9,352	\$ 9,820	\$ 10,311	\$ 10,826	\$ 11,367
Fire Chief	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447
Assistant City Manager	\$ 7,739	\$ 8,126	\$ 8,533	\$ 8,959	\$ 9,407	\$ 9,878	\$ 10,371
Finance Director	\$ 7,374	\$ 7,742	\$ 8,129	\$ 8,536	\$ 8,963	\$ 9,411	\$ 9,881
Public Works Director	\$ 7,361	\$ 7,729	\$ 8,116	\$ 8,521	\$ 8,947	\$ 9,395	\$ 9,864
Planning & Building Director	\$ 6,945	\$ 7,292	\$ 7,656	\$ 8,039	\$ 8,441	\$ 8,863	\$ 9,306
Police Captain	\$ 6,906	\$ 7,252	\$ 7,614	\$ 7,995	\$ 8,395	\$ 8,814	\$ 9,255
Community Services Director	\$ 6,597	\$ 6,927	\$ 7,273	\$ 7,637	\$ 8,019	\$ 8,420	\$ 8,841
City Librarian	\$ 6,565	\$ 6,894	\$ 7,238	\$ 7,600	\$ 7,980	\$ 8,379	\$ 8,798
Transportation Manager	\$ 6,560	\$ 6,888	\$ 7,232	\$ 7,594	\$ 7,973	\$ 8,372	\$ 8,790
Deputy Director of Public Works	\$ 6,560	\$ 6,888	\$ 7,232	\$ 7,594	\$ 7,973	\$ 8,372	\$ 8,790
Assistant Finance Director	\$ 5,481	\$ 5,755	\$ 6,043	\$ 6,345	\$ 6,663	\$ 6,996	\$ 7,345
City Clerk	\$ 5,247	\$ 5,509	\$ 5,785	\$ 6,074	\$ 6,378	\$ 6,697	\$ 7,031
Project Manager	\$ 5,048	\$ 5,300	\$ 5,565	\$ 5,844	\$ 6,136	\$ 6,443	\$ 6,765
Senior Management Analyst	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728	\$ 6,014	\$ 6,315	\$ 6,631
Maintenance Superintendent	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728	\$ 6,014	\$ 6,315	\$ 6,631
Water Manager	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728	\$ 6,014	\$ 6,315	\$ 6,631
Executive Assistant	\$ 4,411	\$ 4,631	\$ 4,863	\$ 5,106	\$ 5,361	\$ 5,629	\$ 5,911
Community Services Supv.	\$ 3,712	\$ 3,897	\$ 4,092	\$ 4,297	\$ 4,511	\$ 4,737	\$ 4,974

## RESOLUTION NO. 7040

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Appendix A  
Management Salary Schedule

	A	B	C	D	E	F	G
Police Chief	\$ 8,737	\$ 9,174	\$ 9,633	\$ 10,114	\$ 10,620	\$ 11,151	\$ 11,708
Fire Chief	\$ 8,030	\$ 8,431	\$ 8,853	\$ 9,295	\$ 9,760	\$ 10,248	\$ 10,761
Assistant City Manager	\$ 7,972	\$ 8,370	\$ 8,789	\$ 9,228	\$ 9,689	\$ 10,174	\$ 10,683
Finance Director	\$ 7,595	\$ 7,975	\$ 8,373	\$ 8,792	\$ 9,232	\$ 9,693	\$ 10,178
Public Works Director	\$ 7,582	\$ 7,961	\$ 8,359	\$ 8,777	\$ 9,216	\$ 9,677	\$ 10,160
Planning & Building Director	\$ 7,153	\$ 7,511	\$ 7,886	\$ 8,280	\$ 8,694	\$ 9,129	\$ 9,586
Police Captain	\$ 7,114	\$ 7,469	\$ 7,843	\$ 8,235	\$ 8,647	\$ 9,079	\$ 9,533
Community Services Director	\$ 6,795	\$ 7,135	\$ 7,491	\$ 7,866	\$ 8,259	\$ 8,672	\$ 9,106
City Librarian	\$ 6,762	\$ 7,101	\$ 7,456	\$ 7,828	\$ 8,220	\$ 8,631	\$ 9,062
Transportation Manager	\$ 6,756	\$ 7,094	\$ 7,449	\$ 7,821	\$ 8,212	\$ 8,623	\$ 9,054
Deputy Director of Public Works	\$ 6,756	\$ 7,094	\$ 7,449	\$ 7,821	\$ 8,212	\$ 8,623	\$ 9,054
Assistant Finance Director	\$ 5,646	\$ 5,928	\$ 6,224	\$ 6,536	\$ 6,862	\$ 7,206	\$ 7,566
City Clerk	\$ 5,404	\$ 5,675	\$ 5,958	\$ 6,256	\$ 6,569	\$ 6,897	\$ 7,242
Project Manager	\$ 5,199	\$ 5,459	\$ 5,732	\$ 6,019	\$ 6,320	\$ 6,636	\$ 6,968
Senior Management Analyst	\$ 5,096	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	\$ 6,504	\$ 6,830
Maintenance Superintendent	\$ 5,096	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	\$ 6,504	\$ 6,830
Water Manager	\$ 5,096	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	\$ 6,504	\$ 6,830
Executive Assistant	\$ 4,543	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798	\$ 6,088
Community Services Supv.	\$ 3,823	\$ 4,014	\$ 4,215	\$ 4,426	\$ 4,647	\$ 4,879	\$ 5,123

## RESOLUTION NO. 7040

Page 5

Appendix A  
Management Salary Schedule

	A	B	C	D	E	F	G
Police Chief	\$ 8,999	\$ 9,449	\$ 9,922	\$ 10,418	\$ 10,938	\$ 11,485	\$ 12,060
Fire Chief	\$ 8,271	\$ 8,684	\$ 9,118	\$ 9,574	\$ 10,053	\$ 10,556	\$ 11,083
Assistant City Manager	\$ 8,211	\$ 8,621	\$ 9,052	\$ 9,505	\$ 9,980	\$ 10,479	\$ 11,003
Finance Director	\$ 7,823	\$ 8,214	\$ 8,624	\$ 9,056	\$ 9,508	\$ 9,984	\$ 10,483
Public Works Director	\$ 7,809	\$ 8,200	\$ 8,610	\$ 9,040	\$ 9,492	\$ 9,967	\$ 10,465
Planning & Building Director	\$ 7,368	\$ 7,736	\$ 8,123	\$ 8,529	\$ 8,955	\$ 9,403	\$ 9,873
Police Captain	\$ 7,327	\$ 7,693	\$ 8,078	\$ 8,482	\$ 8,906	\$ 9,351	\$ 9,819
Community Services Director	\$ 6,999	\$ 7,349	\$ 7,716	\$ 8,102	\$ 8,507	\$ 8,932	\$ 9,379
City Librarian	\$ 6,965	\$ 7,314	\$ 7,679	\$ 8,063	\$ 8,466	\$ 8,890	\$ 9,334
Transportation Manager	\$ 6,959	\$ 7,307	\$ 7,672	\$ 8,056	\$ 8,459	\$ 8,882	\$ 9,326
Deputy Director of Public Works	\$ 6,959	\$ 7,307	\$ 7,672	\$ 8,056	\$ 8,459	\$ 8,882	\$ 9,326
Assistant Finance Director	\$ 5,815	\$ 6,106	\$ 6,411	\$ 6,732	\$ 7,068	\$ 7,422	\$ 7,793
City Clerk	\$ 5,566	\$ 5,845	\$ 6,137	\$ 6,444	\$ 6,766	\$ 7,104	\$ 7,460
Project Manager	\$ 5,355	\$ 5,623	\$ 5,904	\$ 6,200	\$ 6,510	\$ 6,835	\$ 7,177
Senior Management Analyst	\$ 5,249	\$ 5,512	\$ 5,787	\$ 6,077	\$ 6,380	\$ 6,699	\$ 7,034
Maintenance Superintendent	\$ 5,249	\$ 5,512	\$ 5,787	\$ 6,077	\$ 6,380	\$ 6,699	\$ 7,034
Water Manager	\$ 5,249	\$ 5,512	\$ 5,787	\$ 6,077	\$ 6,380	\$ 6,699	\$ 7,034
Executive Assistant	\$ 4,679	\$ 4,913	\$ 5,159	\$ 5,417	\$ 5,688	\$ 5,972	\$ 6,271
Community Services Supv.	\$ 3,938	\$ 4,135	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,026	\$ 5,277



**RESOLUTION NO. 7043**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA AND THE  
SOUTH PASADENA POLICE OFFICERS' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Police Officers' Association (SPPOA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Police Officers' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

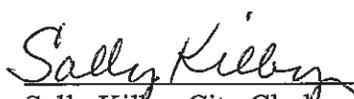
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Exhibit A is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON** this 6<sup>th</sup> day of May, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 6<sup>th</sup> day of May, 2009 by the following vote:

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

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

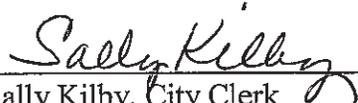
  
\_\_\_\_\_  
Sally Kilby, City Clerk

EXHIBIT A

**CITY**  
*of*  
**SOUTH PASADENA**

**POLICE OFFICERS' ASSOCIATION**  
**MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

**CITY OF SOUTH PASADENA  
POLICE OFFICERS' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2008-2011**

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Appendix A: Police Officers' Association Salary Schedule

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1. AGREEMENT PROVISIONS

1(a) PARTIES TO AGREEMENT

This agreement is made and entered into this 6<sup>th</sup> day of May, 2009 by and between the City of South Pasadena, hereinafter referred to as "City" and the South Pasadena Police Officers' Association, hereinafter referred to as "Association", pursuant to Government Code 3500, as amended. This Agreement is of no force or effect unless approved by the City Council.

1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008 and shall continue in full force until June 30, 2011 and shall not be subject to any change or further discussion except as provided herein.

2. GENDER REFERENCES

As used in the Agreement, all references to gender, such as references to "he", "him", or "his" and references to "they", "them", and "theirs", shall apply equally to both sexes.

3. CLASSIFICATIONS RECOGNIZED

Pursuant to the provisions of the employee relation's resolution of the City of South Pasadena, the City recognizes the South Pasadena Police Officers Association as the exclusive recognized employee organization on behalf of full-time sworn and non-sworn employees occupying the job classifications of:

Police Sergeant  
Police Corporal \*  
Police Officer  
Police Assistant  
Support Services Assistant

Senior Clerk  
Police Clerk II  
Police Clerk I

- \* The recognized job classification of Police Officer II, is re-titled and shall now be designated as Police Corporal. This re-titling is subject to the explicit understanding and agreement of the parties that the re-titling shall have no impact upon wages, hours, and/or terms and conditions of employment that have been applicable to the Police Officer II classification. If the re-titling is determined to have had an impact upon the wages, hours, and/or terms and conditions of employment applicable to the Police Officer II classification, then the Police Corporal re-titling shall become immediately null and void and the Police Officer II title shall be reinstated together with all wages, hours, and/or terms and conditions of employment attendant to the Police Officer II classification.

#### 4. ASSOCIATION RIGHTS AND RESPONSIBILITIES

##### 4(a) ASSOCIATION AND EMPLOYEE RIGHTS

The City and Association shall comply with the provisions of the Meyer's-Brown Act (MMB) governing meet and confer rights of employee Organizations. The parties further agree that during the term of this MOU, each party shall remain those rights respectively vested by local, state and federal law, which cannot otherwise be waived by this agreement.

##### 4(b) DUES AND BENEFITS DEDUCTION

1. The City shall, during the term of this Agreement, deduct monies for membership dues and insurance premiums on a monthly basis from sworn employees and non-sworn employees who voluntarily authorize the deduction in writing, on forms approved by the City. The City shall not be obliged to put into effect any new, changed, or discontinued deduction. If changes in deduction cannot be implemented within 30 days, the City shall

notify the Association. The City shall remit the monies from authorized deductions monthly on a check made payable to the association.

2. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of any action that shall be taken by the City for the purpose of complying with this article.

#### 4(c) ASSOCIATION NEGOTIATING COMMITTEE

1. The Association may select three representatives to attend Meet and Confer sessions with management representatives during regular work hours without loss of compensation. When an employee participates in such sessions during off-duty hours, the employee shall be compensated at his/her rate of 1.5 times employee's salary. At no time shall hours spent in Meet and Confer sessions be used in the computation of overtime.
2. The Association shall provide the Chief of Police (hereinafter abbreviated and referred to as "Chief") and the City Manager a written list of the employees who shall serve as the Association representatives for the purpose of Meet and Confer. Such list shall be provided at least two calendar weeks prior to the first meet and confer session whenever practical.
3. The Association Negotiating Committee (hereinafter referred to as Committee") shall be permitted on-duty release time, not to exceed one hour per negotiating session, as approved by the Chief, for preparation. Prior to any release time being granted, the Committee shall give the Chief as much advanced notice as possible as to the date, time, and duration of the requested release time. Release time for preparation may only be extended beyond limits with the approval of the Chief.

4. Subject to the limitations set forth in this agreement, on-duty members of the Association's Board of directors shall be granted a release from their assigned duties to attend scheduled meetings of the Association after written request and approval by police management.
5. Subject to the limitations set forth in this agreement, the President of the Association shall be granted a release from on-duty assignment up to 8 hours per calendar month to conduct Association business with the City. If such time is not utilized within a calendar month, it shall not be credited for utilization in succeeding months. The 8 hour per month limitation shall apply to all release time utilized by the Association President for any purpose, except time off for Meet and Confer sessions and approved preparation time for such sessions.
6. The City shall provide necessary release time to the Association for the purpose of planning approved employee recreational activities provided that such planning could not reasonably be done during off-duty hours. Prior approval of the Chief shall be required. Such time shall not be used when it interferes with the efficient operation of the division, and must be requested as far in advance as possible. It shall be the responsibility of the Association to maintain a complete and accurate record of time utilized hereunder and submit a copy thereof to the Chief on a monthly basis.

#### 4(d) RELEASE TIME FOR GRIEVANCES

1. When an employee is selected to represent a grievant he shall be allowed time off from duty with the approval of the Chief to interview and represent the aggrieved employee during each stage of a grievance proceeding.
2. No more than one employee shall interview and represent an employee on any one grievance. Prior written notification must be given to police management by the designated representative regarding the approximate amount of time required to represent the aggrieved party. The grievance

procedure shall be as provided in the City's Employee Relations Resolution.

#### 4(e) ASSOCIATION OFFICE SPACE

1. The City agrees to provide office space, which is available and not needed for City functions and activities, for the exclusive use of the Association. The location and size of such office space shall continue to be designated by the City and may be changed by the City upon prior notification to the Association.
2. The Association therefore agrees that the City maintains the right of access without notice under emergency conditions and has the right to periodically inspect this space for maintenance of condition provided that a 24-hour prior notice is given to a member of the Board of Directors and the Association has the opportunity to have a representative in attendance during inspection.

#### 5. MANAGEMENT RIGHTS AND RESPONSIBILITIES

##### 5(a) MANAGEMENT RIGHTS

1. In order to ensure that the city shall continue to carry out its public safety functions, programs and responsibilities to the public imposed by law, and to maintain efficient public safety service for the citizens of South Pasadena, the City continues to reserve and retain solely and exclusively, all management rights and responsibilities set forth by law and those City rights set forth in the City's employee relations resolution and including, but not limited to, the following rights:
2. To manage the Police Division (hereinafter called "Division") and determine policies and procedures and the right to manage the affairs of the Division.

3. To take into consideration the existence or nonexistence of facts that are the basis of the management decision in compliance with state law.
4. To determine the necessity, organization, implementation and termination of any service of activity conducted by the City or other government jurisdictions, and to expand or diminish police services.
5. To demote, direct, discharge, discipline, evaluate, hire, promote, recruit, reduce, reprimand, select, supervise, suspend, terminate, transfer, withhold salary increases and benefits for disciplinary reasons, or otherwise discipline employees in accordance with Division and/or City employee relations resolution rules and regulations.
6. To determine the extent, level, manner, means, nature, quality, quantity, standard, time and type of police services to be provided to the public and the right to establish and modify such standards.
7. To require the performance of other public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the City.
8. To lay off employees of the Division because of lack of work or funds or under conditions where continued work would be inefficient or ineffective.
9. To determine and/or change the police equipment, facilities, methods, operations to be performed, organizational structure, and/or technology, and to allocate and assign work by which the City police operations are to be conducted.
10. To determine method of financing.

11. To determine, manage and plan the Division's budget, which includes, but is not limited to, the right to contract or subcontract any work or operations of the Division.
12. To determine the size, composition of the Division's work force, assign work to employees of the Division with requirements determined by the Division, and to establish and require compliance to work hours and changes to work hours, work schedules, including call-back, stand by, and overtime, and assignments, except as otherwise limited by this Agreement, or subsequent agreements.
13. To establish and modify goals and objectives related to productivity and performance programs and standards, including but not limited to, quality and quantity, and require compliance therewith.
14. To determine abilities, job classifications, job specifications, knowledge, qualifications, selection procedures and standards, and skills, and to reallocate and reclassify employees in accordance with the City's employee relations resolution rules and regulations.
15. To determine the issues of public policy and the overall goals and objectives of the Division and to take necessary action to achieve the goals and objectives of the Division.
16. To demote, hire, promote, reallocate, reduce in rank, terminate, transfer intra- or inter-division, and take other personnel action for non-disciplinary reasons in accordance with Division and/or City employee relations resolution rules and regulations.
17. To establish, implement, and/or modify rules and regulations, Policies, and procedures related to conduct, performance, productivity, safety and order, and to require compliance therewith.

- 18. To maintain order and efficiency in police facilities and operations.
- 19. To restrict the activity of an employee organization on city facilities and on City time except as set forth in this Agreement.
- 20. To take any and all necessary steps and actions to carry out the service requirements and mission of the city in emergencies or any other time deemed necessary by the City and not specified above.

5(b) IMPACT ON MANAGEMENT RIGHTS

Where required by state or federal law, the City agrees, prior to implementation, to Meet and Confer with the Association over the impact of the exercise of a management right upon the wages, hours, terms, and conditions of employment on Association Members.

6. COMPENSATION

6(a) SALARY SCHEDULE ADJUSTMENTS

- 1. Salaries shall be stated in Appendix A titled "Police Officers' Association Salary Schedule." This represents the following "across-the-board" increase, effective the first payroll period commencing on or after the following date:

January 1, 2009 .....3%  
 July 1, 2009 .....3%  
 July 1, 2010 .....3%

The base salary increase shall be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, 33% of each base salary increase will be funded by UUT monies.

The retroactive increase shall be applicable to, and result in, revised computations to overtime, acting pay, holiday, vacation, sick leave, and longevity. However, it will not be applicable to work paid for by a "third party," such as but not limited to specialty assignments related to work on films.

- 2. Eligibility for any of the above base salary adjustments shall be confined to unit members both in the employ of the City on the date of City Council adoption of this MOU, and who on such date have not provided the City with notice of a future resignation.
- 3. Retroactive pay shall be calculated based on the total hours worked for the City including overtime and excluding movie details.

6(b) SALARY REVIEW PROCESS

Future compensation would be negotiated after evaluating the compensation packages of area San Gabriel Valley cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

6(c) SALARY STEPS

STEP 1: Shall be the entry level step for all employees in all classifications, except that when the education and previous training or experience of a proposed employee are substantially superior to those required of the classification, and justify a beginning salary in excess of such minimum compensation, upon recommendation of the department head, the City Manager may authorize an appointment to this position at any higher step.

- STEP 2: An employee shall receive this step after his satisfactory completion of 6 months service in Step 1 in the same classification and with the Chief's recommendation.
- STEP 3: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 2 in the same classification, and with the Chief's recommendation.
- STEP 4: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 3 in the same classification and with the Chief's recommendation.
- STEP 5: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 4 in the same classification and with the Chief's recommendation.

Steps on the salary scale shall be rounded to the nearest whole dollar per month.

#### 6(d) ACTING APPOINTMENTS

Employees temporarily assigned to 5 consecutive shifts shall thereafter be paid acting pay equal to the first step of the applicable range of salary of that acting classification and in no case less than 5% above the applicable base salary of the affected employee until completion of the acting assignment.

#### 6(e) OVERTIME

1. The City shall compensate employees working a schedule of five 8-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 8 hours per shift and 40 hours per week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of four-10 hour days at a rate of 1.5 times employees salary for all hours worked in excess of 10 hours per shift and 40 hours per

week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of three 12-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 12 hours per shift and 160 hours per 28-day work period and for work on holidays (exclusive of holiday pay).

In determining the number of hours worked for overtime eligibility purposes, "hours worked" shall include use of earned and accrued sick leave, vacation leave, compensatory time off, paid holiday leave, and where a paid holiday was utilized as an actual day off in lieu of working a scheduled shift on the holiday.

2. Subject to the limitations in Section 6(e)(3) below, overtime compensation may be made either in the form of cash payment or in compensatory time off (hereinafter termed "CTO") at the option of the employee.
3. All employees shall be permitted to accumulate CTO to a maximum of 80 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 80 hours. To the extent permitted by law, the City shall retain the option of exercising its discretion to require employees to utilize already accumulated CTO hours.
4. Employees who as of July 1, 2007 have more than 80 hours of CTO accumulated, may still maintain their CTO hours. These employees will not be permitted to accumulate additional CTO until they have brought down their CTO balance below the 80 hours maximum.
5. Special detail work, court time, court travel time to other than Pasadena or Alhambra courts to a maximum of 1 hour per round trip, and time spent in

required training shall be considered time worked for the purpose of computing overtime.

6. Employees attending training sessions which will require the employee to work in excess of 40 hours per week, shall receive the excess of the 40 hours in hour-for-hour time off prior to or upon return from said training session.

6(f) COURT TIME

Employees who are required to appear in court while off-duty shall be compensated at their applicable rate of pay for a minimum of 3 hours at overtime rate (time and one half).

6(g) COURT TIME AND STAND-BY TIME

1. Employees shall be compensated for court standby time at their applicable rate of pay for 2 hours in the A.M. and 2 hours in the P.M. at overtime rate (time and one half).
2. Employees who are taken off standby by 1300 hours on the day of said standby, shall only be paid for A.M. standby of 2 hours at overtime rate (time and one half).
3. No court standby shall be paid to employees who are normally scheduled to work during such standby time.

6(h) RECALL

1. "Recall" work shall be compensated by payment at the rate of 1.5 times the applicable hourly rate of pay of the affected employee, or, at the determination of the employee, CTO of 1.5 hours per each hour worked as set forth in this article of this Agreement.

2. Employees recalled to work shall be granted a minimum of 3 hours of recall overtime.

6(i) MOVIE DETAILS

Employees assigned to movie detail during hours which represent overtime hours shall be paid 1.5 times their salary for the first 8 hours not to exceed \$60.00 per hour and a flat rate of \$60.00 per hour for all hours beyond 8. In all cases, officers will be paid a minimum of 8 hours for any movie detail, at the aforementioned rates of pay unless the detail is cancelled 24 hours or more prior to the scheduled start of the detail. All movie details worked are paid in cash and not eligible for CTO accrual. The method for applying for movie detail assignment shall be governed by Appendix B.

6(j) HOURS OF WORK

1. The shift hours for employees classified as Clerk I, Clerk II, Parking Control Officer, shall be 8 hours of work, exclusive of a 30-minute lunch break.
2. The shift hours for employees classified as Police Assistant, and Senior Police Dispatcher shall be 12 hours of work, inclusive of a 30-minute compensated lunch break. The shift hours for employees classified as Police Officer, Police Corporal and Police Sergeant shall be 12 hours of work inclusive of a 45 minute compensated lunch break.

Accordingly, the parties do agree that during said compensated meal period, affected unit members shall be subject to City-required restrictions upon geographic location for use of the Code 7, style of dress during said Code 7 and availability for service and to perform assigned duties.

3. The shift hours for employees classified as Police Detective and Police Detective Sergeant, shall be 10 hours of work, inclusive of the above 45

minute lunch break. The Senior Police Clerk and Support Services Assistant shall also be assigned to a ten (10) hour work day, but inclusive of a thirty (30) minute lunch break.

4. The shift hours for any employee alternatively assigned to a 3/12 shift shall be 12 hours of work, inclusive of a 30-minute lunch break or the above 45 minute lunch break applicable to sworn unit members.

6(k) UUT DISTRIBUTION

Commencing with the first payroll period of January 1, 2009 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Police Officers' Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City shall determine the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The form in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener. (The UUT funds available for distribution shall be diminished by the amount of UUT funds which shall be used each year to partially fund the above base salary increases. Presently, each 3.0% base salary increase shall be 33% funded by UUT monies. (1% of 3.0% base salary increases shall be UUT funded.) The amount, if any, of this UUT funding of base salary, shall be subject to reopeners during the term of the MOU.

## 7. RETIREMENT BENEFITS

## 7(a) PAYMENT OF EMPLOYEE CONTRIBUTION

1. Retirement benefits shall be provided by the City through the California Public Employees Retirement System (P.E.R.S.). Effective July 1, 1989, all eligible employees will receive the P.E.R.S. 2%@50 ("CHP" retirement). The employee shall pay 2%, while the City shall pay the remainder. Those employees not eligible shall receive the P.E.R.S. 2%@60 retirement.

In the event that following adoption of this MOU the City of South Pasadena agrees to provide the South Pasadena Firefighters' Association or the South Pasadena Battalion Chiefs Association improved retirement benefits, the City shall also make the benefit available concurrently to sworn unit members.

2. Effective the first payroll period commencing on or after January 1, 2003, the City shall pay 100% of each unit members "employee" contribution to P.E.R.S., in an amount not to exceed 9% of compensation as said term is defined by P.E.R.S.

## 7(b) GOVERNMENT CODE REQUIRED CONTRIBUTIONS

The City shall make and continue to pay all required contributions on behalf of the employee as required by statute and regulation, pursuant to Section 20615 of the Government Code.

## 7(c) OPTIONAL TRANSFER TO SALARY

The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than March 17, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be

excludable from gross income of the employee under the provisions of the Internal Revenue Code.

8. INSURANCE BENEFITS

8(a) INSURANCE BENEFITS ADMINISTRATIVE PROVISION

1. The City reserves the right to administer, change, fund or select any insurance benefit program involving insurance that now exists or may exist in the future.
2. In the administration of Insurance benefit programs, the City shall have the right to select any carrier, self-insure, or other method of providing coverage for the benefits provided, as long as the benefits of the plan are substantially the same or equal.
3. The City shall Meet & Confer with the Association prior to any change of insurance carrier or method of funding coverage for any insurance benefits so listed in this Article, which will affect the level of benefits provided, or employee's contribution to premiums.
4. The City shall not pay for any costs of any insurance benefits provided in the Agreement for any person who is absent on leave without pay for more than 50% of the workdays of a calendar month. The employee shall be notified and billed for the monthly premium by the City.
5. Where optional choice of insurance plans and/or insurance carrier is available to employee, change in insurance plans and/or insurance carriers may only be made during open enrollment periods established by the City. New hires shall be allowed to enroll at the time of their hiring.

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8(b) MEDICAL INSURANCE

Subject to a limitation of \$625 per month, the City shall contribute 100% of the monthly medical insurance premiums for all division employees who elect to enroll in current medical insurance programs.

8(c) DENTAL INSURANCE

1. Subject to a limitation of \$75.00 per month, the City shall contribute 100% of the monthly dental insurance premiums for all employees with Delta Dental service-12.
2. The City shall provide a City paid dependent dental coverage in a basic comprehensive plan, with more expensive plans available at added cost to the employee. The cost of the City paid plan shall not exceed \$75.00 per month for employee plus one or more dependents.
3. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost of a new carrier does not exceed the current \$75.00 per month cost.

8(d) ACCIDENTAL DEATH AND INJURY POLICY

1. The City shall contribute \$4.88 monthly toward insurance premiums under the accidental death and injury policy known as PEGIT', such premium shall be paid for all employees.
2. Employees who elect coverage for their dependents shall pay for the additional cost for such coverage.

## 8(e) LIFE INSURANCE

The city shall supply a \$50,000 life insurance policy for all employees. Additional coverage shall be made available from the city at the employee's expense.

## 8(f) VISION CARE

The City shall contribute up to \$20.00 of the monthly premiums to a vision care plan that covers both employees and dependents.

## 8(g) CASH IN LIEU OF PARTICIPATION IN MEDICAL INSURANCE PLAN(S)

The City shall provide to each affected unit member a \$300.00 monthly distribution upon provision of acceptable written notice to the City that: (1) the employee is an insured dependent pursuant to medical insurance provided by a spouse or a significant other, and (2) the affected unit member voluntarily withdraws from participation in any and all coverage in the City-funded/provided medical insurance.

## 8(h) RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is in the employee of the City at the time of retirement.

## 8(i) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

## 9. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees represented by the Association:

- A. January 1 (New Year's Day)
- B. 3rd Monday of February (Washington's Birthday)
- C. Last Monday of May (Memorial Day)
- D. July 4th (Independence Day)
- E. 1st Monday of September (Labor Day)
- F. 2nd Monday of October (Columbus Day)
- G. 4th Monday of October (Veteran's Day) or November 11th
- H. 4th Thursday of November (Thanksgiving Day)
- I. Friday following Thanksgiving Day
- J. December 25th (Christmas Day)
- K. Three "Floating Holidays" (See addition of 4<sup>th</sup> holiday in Section 10(a)(4).)
- L. Birthday Holiday. This benefit shall terminate on June 30, 1999.

Recognized and floating City holidays shall be earned in the number of hours represented by each affected employee's regularly scheduled shift hours.

## 10. FLOATING HOLIDAYS

## 10(a) ACCRUAL RATES

1. Employees, after 6 months of service, will be eligible for their 3 floating holidays. (See additions of 4<sup>th</sup> holiday in Section 10(a)(4).)
2. Floating holidays are earned as follows: Two between July 1st and December 31st; One between January 1st and June 30th.
3. For the purposes of employees working a 3/12 shift, each floating holiday is the equivalent of 12 hours.
4. Effective during the first payroll period commencing on or after City Council adoption of this Memorandum of Understanding, floating holidays are earned as follows: three (3) between July 1 and December 21; one (1) between January 1 and January 30.

## 10(b) MAXIMUM ACCUMULATIONS

Floating holidays are not cumulative, thus employees will be notified at least 30 days prior to any loss of a floating holiday(s).

## 10(c) USE OF FLOATING HOLIDAYS

1. Floating holidays must be taken within the fiscal year in which they are accrued.
2. Employees may select the days off they wish, upon approval of police management.

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## 11. VACATION

### 11(a) ACCRUAL RATES

Each full-time employee as defined in this article shall earn vacation time yearly upon the completion of the required years of service as follows:

- A. 88 hours vacation after 1 year service.
- B. 96 hours vacation after 2 years service.
- C. 104 hours vacation after 3 years service.
- D. 112 hours vacation after 4 years service.
- E. 120 hours vacation after 5 years service.
- F. 128 hours vacation after 6-10 years service.
- G. 136 hours vacation after 11-15 years service.
- H. 152 hours vacation after 16-20 years service.
- I. 160 hours vacation after 21-24 years service.
- J. 200 hours vacation after 25 or more years of service.

Vacation time shall be earned on a bi-weekly basis, and employees shall not be eligible until completion of 6 month's service.

### 11(b) MAXIMUM ACCUMULATION

- 1. Employees may accumulate vacation time, if necessary, provided approval of the City Manager is received.
- 2. Employees shall not lose any vacation time earned if accumulation is not approved. The employee shall be required to take said vacation or be paid on an hour-for-hour basis at the employee's applicable salary.

### 11(c) USE OF VACATION

Vacation may be taken in segments with the approval of police management and the agreement of the City Manager.

12. SICK LEAVE

12(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. For the purposes of employees working a 3/12 shift, one sick leave day is equivalent to one 12-hour shift.

12(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

12(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 156 hours of sick leave may convert accumulated sick leave to cash at the rate of 100 hundred percent (100%) as follows:  
 No sick leave usage during the fiscal year..... 60 hours of buy-back, or  
 No sick leave usage from July 1 to December 31, or  
 from January 1 to June 30..... 24 hours of buy-back, or  
 Up to 3 days sick leave usage during the fiscal year .. 12 hours of buy-back  
 For employees hired on or after July 1, 2000:  
 No sick leave usage during  
 the first year of employment..... 24 hours of buy-back

Up to 1-day sick leave usage during  
the second year of employment ..... 12 hours of buy-back

After the second year of employment, employee is eligible for the regular  
buy-back incentive.

2. Please note that all buy-backs must be made at the end of the fiscal year. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.
3. In determining eligibility to participate in the sick leave incentive program, leave time authorized by and used pursuant to the Federal Family and Medical Leave Act of 1993 and the California Family Rights Act of 1993 (FMLA and CFRA) shall not be considered "sick leave usage" for determining eligibility to participate in the sick leave incentive program.

#### 12(d) CONVERSION TO CALPERS SERVICE CREDITS

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave, for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 12(e) USE OF SICK LEAVE

The number of sick leave hours that may be utilized for a missed day(s) of work shall be equivalent to the number of regularly scheduled hours for that missed day(s) of work.

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

- (1) **Employee's own illnesses** that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.
- (2) **Employee's family member's illness**  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child.  
  
\* Employees who have just been hired are not eligible to use their accumulated sick leave until they have completed six (6) months of service with the City.

### 13. BEREAVEMENT LEAVE

#### 13(a) ACCRUAL RATES

Employees shall receive three (3) shifts of paid Bereavement Leave each fiscal year after being employed by the City for six (6) consecutive months.

#### 13(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one shift and may be used for the following:

**Death of a family member**

Employees may use Bereavement Leave for the death of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

The City shall have the option to require reasonable certification of the adequacy of the employee's absence during the time for which Bereavement Leave was requested.

**14. UNIFORMS AND SAFETY EQUIPMENT****14(a) UNIFORMS CLEANING AND REPLACEMENT ALLOWANCE**

1. Employees shall receive a uniform cleaning allowance of \$400.00 per year, payable on July 1st of each year.
2. In addition to the allowance above, sworn employees shall receive from the City \$600.00 per year for the purchase of uniforms and equipment. Non-sworn employees shall receive from the City \$500.00 per year for the purchase of uniforms and equipment.

**14(b) NEW HIRES**

1. The City shall provide new Police Officer Hires the needed uniform and equipment. The following items shall be provided:

**UNIFORM**

- A. Two (2) short sleeve shirts

- B. One (1) long sleeve shirt
- C. Two (2) pairs of pants
- D. One (1) cap
- E. One (1) nylon jacket
- F. One (1) trouser belt
- G. One (1) pair duty shoes or boots (Limit \$50.00 max. unless approved by the Department.)
- H. One (1) tie with tie bar
- I. Four (4) keeper straps

#### SAFETY EQUIPMENT

##### A. Service Weapon

The duty weapon issued to police officers by the City shall become the property of the officer after the officer has served 10 consecutive years with the Division. If the officer resigned or retires in good standing with the Division, the officer may keep possession of the weapon.

- B. Holster
- C. Sam Brown belt
- D. Handcuffs and case
- E. Impact Weapon
- F. Key ring with appropriate station and city keys
- G. Approved duty ammunition and carrier
- H. Fingerprint kit with all necessary items
- I. Rain Outer wear
- J. Flashlight (Streamlight SL20 or equivalent)
- K. Threat Level III Ballistic Vest (or lower at employees' option).
- L. And any other equipment as deemed appropriate by the Department.

2. Uniform and equipment items shall meet the specifications set forth in the South Pasadena Police Manual.
3. Such safety equipment shall remain the property of the City and shall be repaired or replaced by the City when defective.
4. Issued safety equipment shall be returned to the City upon termination of employment, with the exception of the Service Revolver as noted above.

15. OTHER BENEFITS

15(a) LONGEVITY PAY

1. The City shall increase the base salary of each employee by 2% for each 5 years of service to the City by such employee. As of January 1, 1996, the existing Longevity Pay Plan will be terminated for all members hired after January 1, 1996. Members on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions set forth in 15.1.1. Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.
2. Per City Council Res. No. 6371 dated 1/17/96 - 15.1.2 is deleted from this MOU. Effective upon the approval of MOU amendments by the City Council, the accrual of additional time toward the earning of longevity credit will be frozen until June 30, 1995. Members currently earning longevity shall continue to receive longevity at their current level but shall not accrue additional time toward for longevity advancement. Members not currently receiving longevity shall not accrue time toward longevity nor shall they be eligible to be considered for longevity during the freeze period.

## 15(b) SHIFT DIFFERENTIAL

Employees assigned to work the morning shift (currently termed "AM Shift", or "graveyard") shall receive a shift differential pay increase of 3% over their base pay during the term of such assignment.

## 15(c) BILINGUAL PAY

Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional seventy-five (75.00) dollars in compensation each month. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.

## 15(d) TUITION REIMBURSEMENT

Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

## 15(e) EDUCATIONAL INCENTIVE

Educational incentive pay shall be granted employees as follows:

1. 2.5% of the employee's applicable base salary shall be paid the employee above applicable base salary upon the completion of Intermediate P.O.S.T. Certificate, or;
2. 5% of the employee's applicable base salary shall be paid the employee above the applicable base salary upon the completion of Advanced P.O.S.T. Certificate.
3. The above rates shall not be compounded.
4. Employees that have received education incentive pay pursuant to previous agreements for job related coursework, Associates and Bachelor of Arts degrees shall continue to receive this pay. Employees that did not qualify for such pay prior to February 3, 1999 shall not be entitled to this pay.

#### 15(f) TRAINING INCENTIVE

1. Police Officers' assigned to train a full-time police trainee shall receive an additional five (5) percent in compensation while so assigned. Further, it is the understanding of the parties that the assigned Field Training Officer would normally possess a POST FTO Certificate.
2. Police Assistants assigned to train a new full-time Police Assistants shall receive an additional five (5) percent in compensation while so assigned.

#### 16. SPECIALTY ASSIGNMENTS

All assignments to specialty positions shall be preceded by the assignee acknowledging in writing that the assignment is temporary and at the will of the Chief of Police and that upon inevitable rotation out of the assignment, the employee shall forfeit any right to administratively or civilly contest the Chief's exercise of discretion. Specialty assignments shall consist of: support services sergeant, professional services sergeant,

detectives, crime analyst, school resource officer, professional standards, canine, training, and motorcycle.

Specialty assignments shall be of a limited duration, and an employee in such an assignment has no right to remain in that position. All specialty assignments shall be for a period of four (4) years, unless an employee voluntarily relinquishes the assignment, or the Chief of Police determines it is in the best interest of the Department for the employee to be reassigned.

Within the final six (6) months of the four (4) year specialty assignment, the employee may request in writing, through channels to the Chief of Police, for an extension of his/her specialty assignment. Request to extend a specialty assignment shall be for a term of one year and there shall be no limit on the number of extensions the employee may request. The decision to extend the specialty assignment lies solely with the Chief of Police. A denial of a request to remain in a specialized assignment is not punitive and shall not be subject to appeal.

The following positions are specialty assignments:

- Support Services Sergeant
- Office of Professional Standards Sergeant
- Detective Personnel, including the Detective Sergeant, Crime Analyst/Crime Prevention Officer, and School Resource Officer
- Motorcycle Officer
- K9 Officer

#### 16(a) DETECTIVE INCENTIVE

The City shall increase the pay of each employee assigned to the Detective Bureau by 5% of their base pay for the duration of their assignment.

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16(b) MOTORCYCLE DUTY INCENTIVE

The City shall increase the pay of each employee assigned to motorcycle duty by 5% of their base pay for the duration of their assignment. In addition, the City shall provide boots, glasses, gloves, a helmet, a jump suit, and two pairs of motor breeches (pants) as safety equipment. Employee(s) assigned to motorcycle duty are required to maintain the motorcycle in clean condition, keep the motorcycle in a covered facility, and otherwise maintain and reasonably safeguard the motorcycle. The officer assigned to motorcycle duty has "take home" privileges, so long as the motorcycle is not taken beyond a forty (40) mile radius from City Hall.

16(c) K9 INCENTIVE

The City shall increase the pay of each employee assigned to K9 duty by 5% of their base pay for the duration of their assignment. In addition, the City shall provide a jump suit and a police vehicle specially outfitted for a K9 assignment. An employee assigned to K9 duty shall have "take home" privileges with the vehicle.

17. GENERAL PROVISIONS

17(a) PROVISIONS OF MEMORANDUM

It is understood and agreed that there exists within the City, in written form, rules and regulations, including what are specifically described as City Personnel Rules and Regulations, Parts I and II. Except as specifically modified by this and past MOU'S, these rules and regulations and any subsequent amendments thereto, shall be in full force and effect. Before any new or subsequent amendments to these rules and regulations, which substantially affect wages, hours, and terms and conditions of employment are implemented, the City shall Meet and Confer with the Association regarding these changes. Such a reopener is agreed upon.

Nothing provided herein shall prevent the City from implementing such rules and regulations provided it has met and conferred with the Association as required.

17(b) SEVERABILITY PROVISION

Should any part of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, the remainder shall remain in full force and effect for the duration of this MOU.

17(c) RENEGOTIATION

When the Association or the City desires to Meet and Confer in good faith on the provisions of a Successor Agreement, it shall serve upon the other party not later than March 1st its written proposal for such Successor Agreements including salary and benefits proposals. Upon receipt of such written notice and proposals, Meet and Confer shall begin no later than April 1st.

18. ADDITIONAL PROVISIONS

18(a) PROBATIONARY PERIOD FOR NEW HIRES

Probationary Periods for New Hires: The Association agrees that the probationary period for new hires shall be 18 months, extendable by the Chief of Police for six months upon good cause and written notice in advance of the expiration of the 18 month period to the employee. Probationary period for promotions shall be 12 months, extendable by the Chief of Police for six months upon good cause and written notice in advance of the expiration of the 12 month period to the employee.

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18(b) BRIEFING TIME BUY BACK PAY

Briefing Time Buy Back Pay: In consideration of this MOU the Association and its members each and severally waive any claim to back pay, interest, or damages for briefing time worked prior to the implementation of this MOU.

18(c) REOPENER

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.
- c. A determination by the City Council to implement this Section 18(c) shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall without engagement of the meet and confer process, immediately cease and revert to the status quo existing

prior to implementation of the changes. The parties shall thereafter convene the meet and confer process as regards the issue of substitute provisions.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multiyear MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

## 19. RATIFICATION AND IMPLEMENTATION

### 19(a) RATIFICATION BY MEMBERS

The City and Association acknowledge that this MOU shall not be in full force and effect until ratified by a simple majority vote of those employees voting who are in classifications represented by the Association set forth in this Agreement and adopted in the form of a resolution by the City Council.

### 19(b) RECOMMENDATION FOR APPROVAL TO COUNCIL

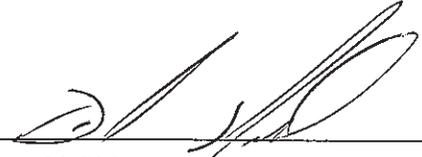
This Agreement constitutes a mutual recommendation by the parties hereto, to the City Council, that one or more ordinances and/or resolutions be adopted accepting its provisions and effecting the changes enumerated herein relating to wages, hours, fringe benefits and other terms and conditions of employment for division employees represented by the Association.

### 19(c) RECOMMENDATION FOR APPROVAL BY REPRESENTATIVES

Subject to the foregoing, this MOU is hereby agreed to be recommended for approval by the authorized representative of the City and the Association.

**CITY OF SOUTH PASADENA**

**ATTEST**

  
\_\_\_\_\_  
David Sifuentes, Mayor

5/28/09  
Date

  
\_\_\_\_\_  
Sally Kilby, City Clerk

5-28-09  
Date

**SOUTH PASADENA POLICE OFFICERS' ASSOCIATION**

  
\_\_\_\_\_  
Tom Jacobs, President

05-26-09  
Date

  
\_\_\_\_\_  
Craig Cooper, Vice President

05/28/09  
Date

Appendix A  
POA Salary Schedule

	A	B	C	D	E
Police Sergeant	\$ 5,563	\$ 5,841	\$ 6,133	\$ 6,439	\$ 6,761
Corporal	\$ 4,747	\$ 4,985	\$ 5,234	\$ 5,495	\$ 5,770
Police Officer	\$ 4,457	\$ 4,680	\$ 4,914	\$ 5,160	\$ 5,418
Senior Clerk	\$ 3,299	\$ 3,464	\$ 3,637	\$ 3,819	\$ 4,010
Police Assistant	\$ 3,272	\$ 3,436	\$ 3,608	\$ 3,788	\$ 3,977
Support Services Assistant	\$ 3,272	\$ 3,436	\$ 3,608	\$ 3,788	\$ 3,977
Police Clerk II	\$ 2,749	\$ 2,887	\$ 3,031	\$ 3,183	\$ 3,342
Police Clerk I	\$ 2,453	\$ 2,576	\$ 2,704	\$ 2,840	\$ 2,981

Appendix A  
POA Salary Schedule

	A	B	C	D	E
Police Sergeant	\$ 5,729	\$ 6,016	\$ 6,317	\$ 6,633	\$ 6,964
Corporal	\$ 4,890	\$ 5,134	\$ 5,391	\$ 5,660	\$ 5,943
Police Officer	\$ 4,591	\$ 4,821	\$ 5,062	\$ 5,315	\$ 5,581
Senior Clerk	\$ 3,398	\$ 3,568	\$ 3,747	\$ 3,934	\$ 4,131
Police Assistant	\$ 3,370	\$ 3,539	\$ 3,716	\$ 3,902	\$ 4,097
Support Services Assistant	\$ 3,370	\$ 3,539	\$ 3,716	\$ 3,902	\$ 4,097
Police Clerk II	\$ 2,832	\$ 2,973	\$ 3,122	\$ 3,278	\$ 3,442
Police Clerk I	\$ 2,526	\$ 2,653	\$ 2,785	\$ 2,925	\$ 3,071

Appendix A  
POA Salary Schedule

	A	B	C	D	E
Police Sergeant	\$ 5,901	\$ 6,196	\$ 6,506	\$ 6,832	\$ 7,173
Corporal	\$ 5,036	\$ 5,288	\$ 5,553	\$ 5,830	\$ 6,122
Police Officer	\$ 4,729	\$ 4,965	\$ 5,214	\$ 5,474	\$ 5,748
Senior Clerk	\$ 3,500	\$ 3,675	\$ 3,859	\$ 4,052	\$ 4,255
Police Assistant	\$ 3,471	\$ 3,645	\$ 3,827	\$ 4,019	\$ 4,220
Support Services Assistant	\$ 3,471	\$ 3,645	\$ 3,827	\$ 4,019	\$ 4,220
Police Clerk II	\$ 2,917	\$ 3,063	\$ 3,216	\$ 3,377	\$ 3,545
Police Clerk I	\$ 2,602	\$ 2,732	\$ 2,869	\$ 3,012	\$ 3,163

