

**PUBLIC WORKS**  
**Proposed FY2021 Operating Budget**

**Parks Operations**  
**Roadway Maintenance**  
**Sewer Maintenance**  
**Engineering**  
**Graffiti Abatement**  
**Facilities Maintenance**  
**Utility Mitigation**  
**AQMD**

# **PUBLIC WORKS PARK OPERATIONS DIVISION PROGRAM COMMENTARY**

## **PROGRAM DESCRIPTION:**

The Parks Division is a division of the Recreation and Family Services Department responsible for the overall maintenance of 87.37 acres of park land which includes 43.44 acres of turf area. Responsible for the supervision of 5.5 miles of center medians, as well as the maintenance of the City's Urban Forest Program which features approximately 12,000 trees. The Division is also responsible for project management in all of the departments' park improvements.

## **FY 2020-21 STRATEGIC GOALS:**

- Upgrade playground equipment at Memorial Park and Veteran's Freedom Park.
- Obtain Tree City USA for the 17<sup>th</sup> year.
- Work with Commission to develop prioritized projects list for Parks Improvement based on funding availability.
- Pursue competitive grants from Prop 68 and Measure A funding to complete priority projects and to offset the General Fund.
- Continue to pursue County funding for past Prop A projects for maintenance and service.

## **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Installed new hexagon bench at MPK that is around the elm tree in front of gym.
- Renovated Aquatics Center water slide steps.
- Install new poles and lighting at Memorial Park Tennis Courts
- Replaced three pool filters at Azusa Aquatics Center.
- Replaced 2 heaters at Azusa Aquatics Center.
- Completed gel coat of the slide at the Azusa Aquatics Center.
- Completed pool re-plaster project of the big pool at the Azusa Aquatics Center.
- Completed construction of baseball infield netting barrier at Gladstone Park.
- Attained Tree City USA Designation for 16th consecutive year.
- Completed replenishment of groundcover at playgrounds at Pioneer, Veterans, Memorial and Gladstone Parks.
- Received over \$300,000 in grants for park maintenance, from the Regional Park and Open Space District.
- Installation of additional lighting at Citrus Grove Park.
- Installation of cement pad and trash can receptacle installation at Ridgeview Park.

**BUDGET UNIT:**

**1025420000 PUBLIC WORKS - PARK OPERATIONS**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS**

6493	Gas Tax Outside Services & Repairs - Street Maint	464,765	517,615	530,000	65,235	19-20 Added Annual Palm Tree Trimming. 20-21 Added biannual Chinese Elm Tree Trimming
------	--	---------	---------	---------	--------	---

**CAPITAL OUTLAY**

7140	Equipment & Machinery	0	0	31,421	31,421	Hot Water Pressure 4000 PSI Mounted on towable trailer \$15,986 and Hydraulic Tow \$15,435.
------	-----------------------	---	---	--------	--------	---

**PUBLIC WORKS - PARK OPERATIONS**

**ACTIVITY DETAIL**

Account Number	Description
1025420000	<b>6201</b> <u>Uniforms</u> - Staff Uniforms and Boot and Eye Protection Allowance
	<b>6215</b> <u>Tuition Reimbursement</u> - for applicable classes as per policy
	<b>6220</b> <u>Training Schools</u> - American Trainco Maintenance Training; Playground Cert./Safety Inspection
	<b>6230</b> <u>Dues/Subscriptions</u> - Street Tree membership; National Parks and Recreation membership, CPRS
	<b>6235</b> <u>Meeting/Conferences</u> - Street Tree seminars
	<b>6548</b> <u>Plants and Trees</u> - Downtown planting replacement and park system replacement; plants for quarterly planting
	<b>6493</b> <u>Outside Services &amp; Repairs</u> - West Coast Arborist tree contractor ( <i>includes</i> Street and sidewalk tree maintenance and Palm tree trimming ; Brightview landscape and irrigation contract; Rodent and Vector Control; Repairs and emergencies (traffic accidents) ; TruGreen Chemlawn ; Bee Removers ; additional windstorm and emergency expenses
	<b>6563</b> <u>Supplies/Special</u> - Facility maintenance and rehabilitation (paint, BBQ replacement, basketball/tennis court nets etc.) Miscellaneous supplies
	<b>6805</b> <u>Maintenance/Land Improvement</u> - Locks and keys; irrigation controllers/maintenance; light fixtures/bulbs; backflow inspection/replacement; playground repairs/replacement; vandalism repair; grass seed; restroom fixtures/partitions; door replacement; park signage
	<b>6825</b> <u>Maintenance &amp; Repair of Vehicles</u> - Tire replacement, routine maintenance and vandalism repair

**BUDGET UNIT:**

**1025420000 PUBLIC WORKS - PARKS OPERATIONS**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
1025420000	<b>PERSONNEL</b>						
6003	Salaries/Regular	393,101	356,017	549,290	351,212	519,350	(29,940)
6006	Salaries/Temp & Part-Time	129,191	116,214	136,010	111,690	131,355	(4,655)
6012	Salaries/Comp-Time	3,489	5,784	-	1,278	-	-
6015	Salaries/Vacation	33,302	23,731	-	28,094	-	-
6024	Salaries/Sick Leave	22,618	20,566	-	10,655	-	-
6027	Salaries/Bereavement	1,855	-	-	-	-	-
6033	Overtime Pay/Premium	15,544	9,061	-	11,725	-	-
6045	Salaries/Education Pay	-	-	-	-	18,120	18,120
6047	Sal/Bonus	-	-	-	23,886	-	-
6048	Salaries/Language Pay	7,071	6,178	5,630	5,138	4,800	(830)
6063	Salaries/Jury Duty	907	249	-	-	-	-
6068	Allowances/Management	533	36	-	-	-	-
6069	Car Allowance	-	-	540	185	360	(180)
6072	Salaries/Injury	8,992	29,494	-	19,212	-	-
6075	Vacation Pay-Off	21,063	37,187	20,000	23,473	-	(20,000)
6078	Sick Leave Pay-Off	1,129	1,091	1,200	1,517	-	(1,200)
6101	PERS/Employee Contribution	35,515	32,959	42,315	29,609	39,790	(2,525)
6104	PERS Lump Sum	-	71,369	88,570	89,387	90,353	1,783
6105	PERS/Employee Contribution	83,934	19,592	16,990	22,914	19,140	2,150
6107	APPLE/EMPLYR CON	979	538	2,225	372	3,890	1,665
6109	PARS/Employer	6,954	8,423	8,365	8,255	7,995	(370)
6125	FICA/Employer Contrib/Med	6,931	6,430	11,870	5,815	11,605	(265)
6133	Retiree Health Premium Reimb	6,357	7,073	-	8,280	-	-
6140	Life Insurance Allocation	1,115	1,088	1,605	1,123	1,575	(30)
6155	Workers' Comp Allocation	24,669	22,811	26,690	22,650	25,905	(785)
6160	LTD Insurance Allocation	3,226	3,267	4,260	3,011	4,035	(225)
6165	Unemployment Allocation	618	559	820	573	805	(15)
6175	Benefits/Flex Plan	99,893	97,414	127,680	88,898	135,900	8,220
6180	Deferred Comp/Employer Paid	4,365	3,555	8,875	6,503	9,575	700
	<b>PERSONNEL SUBTOTAL</b>	<b>913,351</b>	<b>880,690</b>	<b>1,052,935</b>	<b>875,455</b>	<b>1,024,553</b>	<b>(28,382)</b>
1025420000	<b>OPERATIONS</b>						
6201	Uniforms & Laundry	10,482	6,888	9,815	9,815	9,815	-
6220	Training Schools	-	-	1,000	1,000	1,000	-
6230	Dues & Subscriptions	280	145	350	350	350	-
6235	Meetings & Conferences	15	1,251	1,750	1,750	1,750	-
6240	Mileage Reimbursement	-	-	300	300	300	-
6253	Licenses/Certifications	120	174	120	120	120	-
6445	Officiation Fees	420	-	-	-	-	-
6493	Outside Services & Repairs	518,382	429,625	464,765	517,615	530,000	65,235
6530	Office Supplies	809	959	1,163	1,163	1,163	-
6548	Plants & Trees	1,524	1,967	15,000	15,000	15,000	-
6551	Fuel and Oil	25,995	26,038	21,200	21,200	21,200	-
6554	Supplies/Custodial & Cleaning	17,298	12,300	15,000	15,000	15,000	-
6560	Repair Parts	1,167	1,420	1,250	1,250	1,250	-
6563	Supplies/Special	49,378	46,799	40,000	40,000	40,000	-
6566	Small Tools	835	96	-	-	-	-
6569	Small Equipment	1,670	1,401	3,000	3,000	3,000	-
6625	Program Expense	131	-	-	-	-	-
6805	Maintenance/Land Improvements	48,932	51,940	49,800	49,800	49,800	-
6825	Maint & Repair / Vehicle	2,088	4,648	5,000	5,000	5,000	-
6830	Rent/Equipment	189	150	500	500	500	-
6835	Maint & Repair/Equipment	7,492	10,334	10,000	10,000	10,000	-
6899	Repair & Maintenance	-	-	20,000	20,000	20,000	-
6901	Utilities/Water	1,843	2,422	-	-	-	-
6904	Utilities/Other	426,828	459,674	400,000	400,000	400,000	-
6915	Utilities/Telephone	7,457	5,622	4,000	4,000	4,000	-
	<b>SUBTOTAL</b>	<b>1,123,336</b>	<b>1,064,991</b>	<b>1,064,013</b>	<b>1,116,863</b>	<b>1,129,248</b>	<b>65,235</b>
1025420001	<b>Recreation Street Expenses</b>						
6493	Program Expense	-	106,217	106,220	106,220	106,220	-
	<b>SUBTOTAL</b>	<b>-</b>	<b>106,217</b>	<b>106,220</b>	<b>106,220</b>	<b>106,220</b>	<b>-</b>
1225420000	<b>Recreation Gas Tax</b>						
6493	Outside Services & Repairs - GAS TAX	59,000	59,926	59,000	59,000	59,000	-
	<b>SUBTOTAL</b>	<b>59,000</b>	<b>59,926</b>	<b>59,000</b>	<b>59,000</b>	<b>59,000</b>	<b>-</b>
	<b>OPERATIONS SUBTOTAL</b>	<b>1,182,336</b>	<b>1,231,133</b>	<b>1,229,233</b>	<b>1,282,083</b>	<b>1,294,468</b>	<b>65,235</b>
1025420000	<b>CAPITAL OUTLAY</b>						
7140	Equipment & Machinery	-	10,688	-	-	31,421	31,421
	<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>-</b>	<b>10,688</b>	<b>-</b>	<b>-</b>	<b>31,421</b>	<b>31,421</b>

**BUDGET UNIT: 1025420000 PUBLIC WORKS - PARKS OPERATIONS**

---

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
	<b>PARKS OPERATIONS TOTAL:</b>	2,095,687	2,122,511	2,282,168	2,157,538	2,350,442	68,274

# PUBLIC WORKS ROADWAY MAINTENANCE DIVISION PROGRAM COMMENTARY

## **PROGRAM DESCRIPTION:**

The Roadway Maintenance Division is responsible for the maintenance of 170 lineal miles of sidewalk, curb, and gutter and 92 linear miles of street network within the City of Azusa. Maintenance responsibilities include traffic signals, storm drains, and signing and striping.

## **FY 2020-21 STRATEGIC GOALS:**

- Continue to refresh all faded painted curbs with a new coat of paint.
- Continue to identify and repair areas within the public right-of-way that do not comply with the Americans with Disabilities Act (ADA) guidelines.
- Implement a program to refresh all street striping, markings, and legends.
- Continue to identify and replace streets signs that do not comply with the latest MUTCD retro-reflectivity standards.
- To reduce significant costs associated with sidewalk replacement, implement a program to grind or repair uplifted sidewalks.

## **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Removed and replaced over 1.5 miles of damaged sidewalk.
- Eliminated road flooding at the intersection of Foothill Blvd and Alameda Ave.
- Replaced over 225 non-compliant street signs with signs compliant with MUTCD retro-reflectivity standards.
- Reconfiguration of Block 37 Alley Parking
- Repaired traffic buttons on Foothill Blvd between San Gabriel and Dalton

**BUDGET UNIT:****1255661000 PUBLIC WORKS -ROADWAY MAINTENANCE**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS**

6201	Uniforms & Laundry	7,230	7,230	8,205	975	Based on number of employees and actual expenses incurred. Boot Allowance increase
6315	Accounting/Audit	0	3,000	3,000	3,000	Annual SCO Street Report

**CAPITAL OUTLAYS**

7140	Equipment & Machinery	6,375	6,375	33,075	26,700	Increased due to the striping machine.
------	-----------------------	-------	-------	--------	--------	--



**PUBLIC WORKS - ROADWAY MAINTENANCE**

**ACTIVITY DETAIL**

Account Number	Description
1255661000	<p><b>6201</b> <u>Uniforms &amp; Laundry</u> - Uniform/boot allowances, uniform laundry.</p> <p><b>6230</b> <u>Dues &amp; Subscriptions</u> - Dues for Maintenance Supervisors Association (MSA), Traffic Control Supervisors Association (TCSA), American Public Works Association (APWA)</p> <p><b>6235</b> <u>Meetings &amp; Conferences</u> - League of California Cities Conference, San Gabriel Valley Council of Government (SGVCOG) meetings.</p> <p><b>6253</b> <u>Licenses-Certificates</u> - License Certifications.</p> <p><b>6315</b> <u>Accounting/Auditing Services</u> - State Controller's Annual Street Report.</p> <p><b>6493</b> <u>Outside Services &amp; Repairs</u> - Contract traffic engineering, contract traffic signal maintenance, Caltrans, Los Angeles County, and Glendora signal maintenance contracts.</p> <p><b>6530</b> <u>Office Supplies</u> - Paper, ink, toner, etc.</p> <p><b>6551</b> <u>Fuel &amp; Oil</u> - Gasoline, CNG, and oil for Street's vehicles.</p> <p><b>6560</b> <u>Repair Parts</u> - Repair of hand tools.</p> <p><b>6563</b> <u>Supplies/Special</u> - Concrete, asphalt, sand, street paint, etc.</p> <p><b>6566</b> <u>Small Tools</u> - Tools to complete concrete, asphalt, such as rakes, floats, trowels, etc.</p> <p><b>6569</b> <u>Small Equipment</u> - Hand rollers, tampers, etc.</p> <p><b>6823</b> <u>Lease/Vehicles</u> - Lease of fleet vehicles.</p> <p><b>6825</b> <u>Maintenance &amp; Repair/Vehicle</u> - Routine maintenance i.e. smog inspections, tune-ups, repairs, etc.</p> <p><b>6830</b> <u>Rent/Equipment</u> - Rental of additional arrow/message boards for holiday events/weekends, Police Department notifications i.e. alarm (siren) soundings, etc.</p> <p><b>6835</b> <u>Maintenance &amp; Repair/Equipment</u> - Repair of miscellaneous equipment.</p> <p><b>6904</b> <u>Utilities/Other</u> - Water, gas, electricity, sewer.</p> <p><b>6915</b> <u>Utilities/Telephone</u> - Office phones and cell phones.</p>

**BUDGET UNIT:**

**1255661000 PUBLIC WORKS - ROADWAY MAINTENANCE**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b>PERSONNEL</b>							
6003	Salaries/Regular	436,996	510,540	668,695	465,099	604,555	(64,140)
6006	Salaries/Temp & Part-Time	20,802	17,296	17,540	18,551	20,515	2,975
6012	Salaries/Comp-Time	15,368	7,917	-	20,313	-	-
6015	Salaries/Vacation	26,000	21,728	-	13,809	-	-
6024	Salaries/Sick Leave	25,454	36,028	-	16,722	-	-
6027	Salaries/Bereavement	1,943	590	-	3,120	-	-
6033	Overtime Pay/Premium	39,648	9,386	12,750	9,530	10,000	(2,750)
6039	Standby Pay/Premium	14,852	16,706	15,415	18,092	18,000	2,585
6045	Salaries/Education Pay	-	-	-	-	19,450	19,450
6048	Salaries/Language Pay	6,768	7,278	5,150	5,980	6,130	980
6063	Salaries/Jury Duty	-	705	-	-	-	-
6068	Allowances/Management	91	-	-	-	-	-
6069	Car Allowance	900	900	900	461	900	-
6072	Salaries/Injury	631	29,971	-	27,362	-	-
6075	Vacation Pay-Off	9,842	15,296	10,000	18,021	15,000	5,000
6078	Sick Leave Pay-Off	1,592	41	1,000	351	500	(500)
6101	PERS/Employee Contribution	32,569	38,494	45,970	31,376	45,390	(580)
6104	PERS Lump Sum	-	88,149	81,490	81,377	103,048	21,558
6105	PERS/Employer Contribution	75,383	23,445	18,400	25,216	21,820	3,420
6107	APPLE/EMPLYR CON	-	-	-	-	-	-
6109	PARS/Employer	11,944	17,584	24,645	14,685	21,790	(2,855)
6125	FICA/Employer Contrib/Med	10,085	10,441	11,850	10,416	9,300	(2,550)
6130	Health Ins Allocation	(55)	-	-	-	-	-
6133	Retiree Health Premium Reimb	8,068	11,290	-	23,641	-	-
6140	Life Insurance Allocation	1,213	1,442	1,840	1,444	1,830	(10)
6155	Workers' Comp Allocation	22,817	25,930	26,365	24,756	26,050	(315)
6160	LTD Insurance Allocation	3,476	4,476	4,920	4,037	4,695	(225)
6165	Unemployment Allocation	596	625	805	632	820	15
6175	Benefits/Flex Plan	109,132	128,251	166,135	128,344	175,960	9,825
6180	Deferred Comp/Employer Paid	5,961	6,404	6,365	9,783	11,825	5,460
<b>PERSONNEL SUBTOTAL</b>		<b>882,077</b>	<b>1,030,912</b>	<b>1,120,235</b>	<b>973,120</b>	<b>1,117,578</b>	<b>(2,657)</b>
<b>OPERATIONS</b>							
6201	Uniforms & Laundry	(0)	-	7,230	7,230	8,205	975
6220	Training Schools	-	-	2,000	2,000	2,000	-
6230	Dues & Subscriptions	-	-	400	400	400	-
6235	Meetings & Conferences	272	-	750	750	750	-
6240	Mileage Reimbursement	101	-	-	-	-	-
6253	Licenses/Certificates	283	-	220	220	220	-
6315	Accounting/Auditing Services	2,075	2,432	-	3,000	3,000	3,000
6493	Outside Services & Repairs	1,396	22,240	183,830	183,830	183,830	-
6530	Office Supplies	75	-	1,500	1,500	1,500	-
6539	Printing, Binding & Duplicating	-	25	-	-	-	-
6551	Fuel and Oil	(0)	-	20,000	20,000	20,000	-
6554	Supplies/Custodial & Cleaning	15	-	-	22	-	-
6560	Repair Parts	(0)	-	2,500	2,500	2,500	-
6563	Supplies/Special	0	290	87,980	87,980	87,980	-
6566	Small Tools	0	-	4,000	4,000	4,000	-
6569	Small Equipment	(0)	-	6,500	6,500	6,500	-
6726	Ins/Group Dental Premiums	(1,371)	-	-	-	-	-
6727	Insurance/Group Vision Premium	(86)	-	-	-	-	-
6730	Ins/Group Life Premiums	74	-	-	-	-	-
6735	Ins/Group LTD Premiums	(2,086)	-	-	-	-	-
6823	Lease/Vehicles	17,966	-	17,800	17,800	17,800	-
6825	Maint & Repair / Vehicle	(0)	-	22,000	22,000	22,000	-
6830	Rent/Equipment	-	-	500	500	500	-
6835	Maint & Repair/Equipment	-	-	2,300	2,300	2,300	-
6904	Utilities/Other	-	-	69,910	69,910	69,910	-
6915	Utilities/Telephone	3,647	4,263	4,000	4,000	4,000	-
<b>OPERATIONS SUBTOTAL</b>		<b>22,360</b>	<b>29,250</b>	<b>433,420</b>	<b>436,442</b>	<b>437,395</b>	<b>3,975</b>

BUDGET UNIT:

1255661000 PUBLIC WORKS - ROADWAY MAINTENANCE

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b>CAPITAL OUTLAY</b>							
7140	Equipment & Machinery	-	-	6,375	6,375	33,075	26,700
7143	Office Furniture & Equipm	4,275	3,725	-	-	-	-
	<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>4,275</b>	<b>3,725</b>	<b>6,375</b>	<b>6,375</b>	<b>33,075</b>	<b>26,700</b>
<b>GAS TAX (ROADWAY MAINT) TOTAL:</b>		<b>908,712</b>	<b>1,063,887</b>	<b>1,560,030</b>	<b>1,415,937</b>	<b>1,588,048</b>	<b>28,018</b>

# PUBLIC WORKS SEWER MAINTENANCE DIVISION PROGRAM COMMENTARY

## **PROGRAM DESCRIPTION:**

The Sewer Maintenance Division is responsible for the maintenance of over 60 miles of sewer main lines.

## **FY 2020-21 STRATEGIC GOALS:**

- Continue to perform visual inspections of all sewer manholes.
- Continue to video the entire sewer system to identify defects and capacity deficiencies.
- Clean the entire sewer system network.
- Develop plan to repair and replace older sewer system sections.

## **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Provide monthly flushing of problematic areas and annual flushing of the remainder of main line pipe.

**BUDGET UNIT:****3455665000 PUBLIC WORKS - SEWER**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS**

6215	Tuition Reimbursement	0	5,000	5,000	5,000	Employee enrolled in Bachelor's Program
6399	Professional Services/Other	120,000	120,000	122,500	2,500	Added CPI to Commercial/Industrial Inspections Required by MS4 Permit
6493	Outside Services & Repairs	350,000	350,000	357,000	7,000	2.9% Increase in Street Sweeping Cost per Contract
6560	Repair Parts	2,500	3,000	3,000	500	Sewer Truck Repairs on Valves
6610	Bond Administration	0	2,500	2,500	2,500	Bond Fees
7001	Interest Expenses	105,935	105,933	92,125	(13,810)	Interest Expenses
7005	Principal Payment	415,000	415,000	425,000	10,000	Principal repayment
7010	Franchise Fee	60,265	56,000	63,280	3,015	Franchise Fees

**CAPITAL OUTLAYS**

7140	Equipment & Machinery	652,135	652,135	0	(652,135)	Decrease due to one time FY1920 purchase of a Vac Con Sewer Truck and John Deer 310 G Bachoe/Loader.
------	-----------------------	---------	---------	---	-----------	--

**PUBLIC WORKS - SEWER MAINTENANCE**

**ACTIVITY DETAIL**

Account Number	Description
3455665000	6201 <b>Uniforms &amp; Laundry</b> - Uniform/boot allowances, uniform laundry.
	6220 <b>Training Schools</b> - For maintenance workers and engineering staff.
	6230 <b>Dues &amp; Subscriptions</b> - Books, American Public Works Association (APWA) dues.
	6235 <b>Meetings &amp; Conferences</b> - Maintenance Supervisors Association (MSA) conferences (Street's Supervisor), Emergency Services Conference, luncheon meetings for MSA and Traffic Control Supervisors Association (TCSA)
	6399 <b>Professional Services</b> - TMDL as approved by City Council, legal consultation fees
	6493 <b>Outside Services</b> - Athen's Services for weekly street sweeping; Golden Bell eliminates rats/pests in sewer lines; membership in Los Angeles Stormwater Quality Partnership.
	6530 <b>Office Supplies</b> - Paper, pens.
	6539 <b>Printing, Binding &amp; Duplicating</b> - Printing for sewer work notifications, etc.
	6551 <b>Fuel and Oil</b> - Fuel and oil for sewer vehicles.
	6560 <b>Repair Parts</b> - Repairs to the sewer vac & camera trucks.
	6563 <b>Supplies/Special</b> - Storage for plans and specifications, hoses, DVDs for recording sewer lines, cameras, and vehicle parts.
	6566 <b>Small Tools</b> - Tools such as router tips and extension poles to complete sewer work.
	6569 <b>Small Equipment</b> - Equipment necessary such as generators, rotor hammers and sewer snakes. to complete sewer work.
	6823 <b>Lease/Vehicles</b> - Lease of fleet vehicles.
	6825 <b>Maint &amp; Repair/Vehicle</b> - Maintenance and repairs performed on sewer vehicles.
6835 <b>Maint &amp; Repair/Equipment</b> - Expenses to maintain sewer equipment.	
6915 <b>Utilities/Telephone</b> - Office phones and cell phones.	

**BUDGET UNIT:**

**3455665000**

**PUBLIC WORKS - SEWER MAINTENANCE**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>PERSONNEL</u></b>							
6003	Salaries/Regular	547,248	445,604	625,520	446,800	677,440	51,920
6012	Salaries/Comp-Time	17,943	9,423	-	4,995	-	-
6015	Salaries/Vacation	26,406	12,831	-	10,220	-	-
6024	Salaries/Sick Leave	27,149	23,987	-	11,580	-	-
6027	Salaries/Bereavement	4,407	3,054	-	3,013	-	-
6030	Overtime Pay/Regular	332	-	360	-	-	(360)
6033	Overtime Pay/Premium	37,802	3,512	16,680	4,423	-	(16,680)
6039	Standby Pay/Premium	10,655	7,633	8,860	4,944	-	(8,860)
6045	Salaries/Education Pay	-	-	-	-	8,700	8,700
6048	Salaries/Language Pay	4,630	5,781	5,988	3,997	3,936	(2,052)
6063	Salaries/Jury Duty	1,206	3,255	-	948	-	-
6068	Allowances/Management	94	-	-	-	-	-
6069	Allowances/Vehicle	1,800	1,800	1,800	922	1,800	-
6072	Salaries/Injury	492	1,574	-	40	-	-
6075	Vacation Pay-Off	27,452	38,016	25,000	54,616	30,000	5,000
6078	Sick Leave Pay-Off	1,874	978	1,500	2,199	2,000	500
6091	Leave Liability Adjustments	5,847	(14,502)	-	-	-	-
6101	PERS/Employee Contribution	41,954	27,795	41,930	25,056	48,100	6,170
6104	PERS Lump Sum	-	79,367	74,810	75,935	109,089	34,279
6105	PERS/Employer Contribution	173,893	123,579	16,710	21,745	23,050	6,340
6109	PARS/Employer Contribution	20,273	5,049	11,905	1,818	12,000	95
6125	FICA/Employer Contrib/Med	11,318	8,635	10,935	8,514	11,690	755
6140	Life Insurance Allocation	1,398	1,065	1,795	1,219	2,005	210
6155	Workers' Comp Allocation	25,893	20,620	24,855	20,352	27,670	2,815
6160	LTD Insurance Allocation	4,046	3,496	4,755	3,369	5,275	520
6165	Unemployment Allocation	649	496	750	533	840	90
6175	Benefits/Flex Plan	118,201	86,698	133,815	88,384	151,650	17,835
6180	Deferred Comp/Employer Paid	7,957	6,137	6,045	7,708	11,640	5,595
<b>PERSONNEL SUBTOTAL</b>		<b>1,121,526</b>	<b>905,884</b>	<b>1,014,013</b>	<b>803,332</b>	<b>1,126,885</b>	<b>112,872</b>
<b><u>OPERATIONS</u></b>							
6201	Uniforms & Laundry	5,115	3,658	3,500	3,500	3,500	-
6215	Tuition Reimbursement	10,275	1,797	-	5,000	5,000	5,000
6220	Training Schools	3,184	3,250	8,100	8,100	8,100	-
6230	Dues and Subscriptions	61	426	400	400	400	-
6235	Meetings & Conferences	3,726	460	2,500	2,500	2,500	-
6240	Mileage Reimbursement	196	-	-	-	-	-
6399	Professional Services/Oth	62,777	20,331	120,000	120,000	122,500	2,500
6423	Administrative Allocation	130,396	159,552	242,536	242,536	277,296	34,760
6493	Outside Services & Repairs	308,321	300,206	350,000	350,000	357,000	7,000
6499	Cont Svcs & Fees	83,873	83,513	-	-	-	-
6530	Office Supplies	125	1,050	500	500	500	-
6539	Printing, Binding & Duplicating	50	1,722	500	500	500	-
6551	Fuel and Oil	11,851	12,437	12,220	12,220	12,220	-
6560	Repair Parts	1,696	1,148	2,500	3,000	3,000	500
6563	Supplies/Special	3,833	4,964	7,500	7,500	7,500	-
6566	Small Tools	1,304	749	500	500	500	-
6569	Small Equipment	437	4,012	500	500	500	-
6601	Advertising Expense	-	448	-	-	-	-
6610	Bond Administration	2,500	2,500	-	2,500	2,500	2,500
6670	IT Allocation	45,737	47,064	49,405	49,405	48,297	(1,108)
6760	Insurance Allocation	99,887	52,405	63,372	63,372	67,432	4,060
6823	Lease/Vehicle	35,996	37,639	48,000	48,000	48,000	-
6825	Maint & Repair/Vehicle	1,003	8,793	12,500	12,500	12,500	-
6835	Maint & Repair/Equipment	-	162	1,000	1,000	1,000	-
6915	Utilities/Telephone	2,218	3,813	3,010	3,010	3,010	-
7001	Interest Expense	127,012	113,916	105,935	105,933	92,125	(13,810)
7005	Principal Payment	385,000	400,000	415,000	415,000	425,000	10,000
7010	Franchise Fee (2%)	60,369	62,818	60,265	56,000	63,280	3,015
7055	Uncollectible Accounts	8,907	8,582	9,000	9,000	9,000	-
<b>OPERATIONS SUBTOTAL</b>		<b>1,395,847</b>	<b>1,337,414</b>	<b>1,518,743</b>	<b>1,522,476</b>	<b>1,573,159</b>	<b>54,416</b>

**BUDGET UNIT: 3455665000 PUBLIC WORKS - SEWER MAINTENANCE**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>CAPITAL OUTLAY</u></b>							
7140	Machinery and Equipment	1,758	-	652,135	652,135	-	(652,135)
7142	Computer Equipment	-	2,145	-	-	-	-
7143	Computer Software	-	2,396	-	-	-	-
	<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>1,758</b>	<b>4,541</b>	<b>652,135</b>	<b>652,135</b>	<b>-</b>	<b>(652,135)</b>
<b><u>TRANSFERS OUT</u></b>							
5950	Transfer Out	119,004	39,000	61,000	61,000	91,000	30,000
	<b>TRANSFERS OUT SUBTOTAL</b>	<b>119,004</b>	<b>39,000</b>	<b>61,000</b>	<b>61,000</b>	<b>91,000</b>	<b>30,000</b>
	<b>SEWER FUND TOTAL:</b>	<b>2,638,136</b>	<b>2,286,839</b>	<b>3,245,891</b>	<b>3,038,943</b>	<b>2,791,044</b>	<b>(454,847)</b>



# **PUBLIC WORKS ENGINEERING DIVISION**

## **PROGRAM COMMENTARY**

### **PROGRAM DESCRIPTION:**

The Engineering Division provides the engineering, project management, inspection, and contract administration for street, sewer, storm drain, and traffic signal improvements. This division also performs permit administration and inspections for all activities within the public right-of-way. Furthermore, this division is responsible for the preparation of engineering studies and reports, legal descriptions, and other right-of-way documents and exhibits for the City Council, City Manager, and other City Departments.

### **FY 2020-21 STRATEGIC GOALS:**

- Construct improvements at Foothill Boulevard and Alostia Avenue to reconfigure the intersection.
- Rehabilitate the pavement on Alostia Avenue between Citrus Avenue and Barranca Avenue.
- Construct the Traffic Management System that will improve traffic efficiency on major arterials.
- Design and construct raised medians on Arrow Hwy to improve traffic flow and improve overall motorist and pedestrian safety.
- Install new sidewalks and upgrade curb ramps east of Azusa High School as part of the City's CDBG Sidewalk and ADA Improvements Project.
- Rehabilitate pavement in City alleyways and Industrial streets.

### **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Constructed a new traffic signal at the intersection of Foothill Boulevard and Palm Drive.
- Rehabilitated the pavement on Vernon Avenue from Gladstone Street to Santa Fe Avenue.
- Completed the CDBG Sidewalk and ADA Improvements Project, replacing 11 curb ramps and 7,780 square feet of sidewalk.

**BUDGET UNIT: 0355651000/0300000000/1055651000 PUBLIC WORKS - ENGINEERING**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS**

**Measure R Debt Services - 0300000000**

6610	Bond Administration	0	3,450	3,450	3,450	Bond Expenses
7001	Interest Expenses	0	118,194	113,794	113,794	Interest expenses
7002	Principal Payments	0	110,000	115,000	115,000	Principal repayment

**General Fund 1055651000**

6230	Dues & Subscriptions	500	1,000	1,000	500	Various License Renewals, ICMA & APWA Memberships
6235	Meetings & Conferences	600	600	2,000	1,400	APWA Conference in New Orleans, PW League of Cities
6493	Outside Services & Repairs	1,500	3,500	3,500	2,000	Plotter Printing and Extra Servicing
6539	Printing, Binding & Duplicating	750	1,500	1,500	750	More projects which will require more printing

**PUBLIC WORKS - ENGINEERING**

**ACTIVITY DETAIL**

<b>Account Number</b>		<b>Description</b>
<b>1055651000</b>	<b>6201</b>	<b><u>Uniforms &amp; Laundry</u></b> - Engineering Assistant and Public Works Inspector uniforms/boots.
	<b>6220</b>	<b><u>Training Schools</u></b> - Training for Engineering staff.
	<b>6230</b>	<b><u>Dues &amp; Subscriptions</u></b> - Books, American Public Works Association (APWA) dues.
	<b>6235</b>	<b><u>Meetings &amp; Conferences</u></b> - San Gabriel Valley Council of Government (SGVCOG) Public Works meetings, APWA meetings/seminars.
	<b>6399</b>	<b><u>Prof Svcs/Other</u></b> - Engineering consultant fees.
	<b>6493</b>	<b><u>Outside Services/Repair</u></b> - Annual maintenance agreement plotter, scanning of plans.
	<b>6530</b>	<b><u>Office Supplies</u></b> - Paper, pens, folders, toner, etc.
	<b>6539</b>	<b><u>Printing, Binding &amp; Duplicating</u></b> - Reproductions of numerous plans.
	<b>6551</b>	<b><u>Fuel &amp; Oil</u></b> - Gasoline, CNG and oil for Engineering's vehicles.
	<b>6563</b>	<b><u>Supplies/Specials</u></b> - Equipment and supplies necessary for field work.
	<b>6840</b>	<b><u>Rent/Office Furn &amp; Equipment</u></b> - Lease of copier and copier charges.
	<b>6904</b>	<b><u>Utilities/Other</u></b> - Electricity, water, sewer, and trash.
	<b>6905</b>	<b><u>Utilities/Electricity</u></b> - Electricity for traffic signals.
<b>6915</b>	<b><u>Utilities/Telephone</u></b> - Office phones, cell phones and iPad for Public Works Inspector.	

**BUDGET UNIT:**

**PUBLIC WORKS ENGINEERING**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b>PERSONNEL</b>							
0355651000	<b>MEASURE R</b>						
6003	Salaries/Regular	72,341	68,999	88,555	58,986	84,885	(3,670)
6012	Salaries/Comp-Time	2,285	148	-	-	-	-
6015	Salaries/Vacation	592	1,702	-	1,188	-	-
6024	Salaries/Sick Leave	4,219	1,832	-	1,233	-	-
6033	Overtime Pay/Premium	3,117	1,914	-	651	-	-
6048	Salaries/Language Pay	-	-	120	-	120	-
6072	Salaries/Injuries	1,332	426	-	-	-	-
6075	Vacation Pay-Off	6,284	7,299	6,000	4,743	5,000	(1,000)
6078	Sick Leave Pay-Off	732	-	-	100	-	-
6101	PERS/Employee Contribution	5,679	5,139	5,890	4,317	6,045	155
6104	Pers Lump Sum	-	6,010	12,300	12,243	13,707	1,407
6105	PERS/Employer Contribution	1,436	1,495	2,345	1,765	2,895	550
6125	FICA/Employer Contrib/Med	1,252	1,124	1,540	979	1,515	(25)
6140	Life Insurance Allocation	183	182	260	169	255	(5)
6155	Workers' Comp Allocation	3,213	2,974	3,550	2,521	3,470	(80)
6160	LTD Insurance Allocation	554	518	690	466	660	(30)
6165	Unemployment Allocation	76	71	105	59	105	-
6175	Benefits/Flex Plan	15,508	14,328	17,640	12,256	18,900	1,260
6180	Deferred Comp/Employer Paid	540	473	565	820	1,260	695
	<b>SUBTOTAL</b>	<b>119,344</b>	<b>114,635</b>	<b>139,560</b>	<b>102,495</b>	<b>138,817</b>	<b>(743)</b>
0455651000	<b>MEASURE M</b>						
6003	Salaries/Regular	-	-	43,845	32,191	41,420	(2,425)
6012	Salaries/Comp-Time	-	-	-	527	-	-
6024	Salaries/Sick Leave	-	-	-	1,221	-	-
6101	PERS/Employee Contribution	-	-	2,910	9	2,885	(25)
6104	PERS Lump Sum	-	-	14,195	14,131	6,539	(7,656)
6105	PERS/Employer Contribution	-	-	1,155	3,100	1,380	225
6125	FICA/Employer Contrib/Med	-	-	745	512	710	(35)
6140	Life Insurance Allocation	-	-	125	54	120	(5)
6155	Workers' Comp Allocation	-	-	1,755	1,411	1,660	(95)
6160	LTD Insurance Allocation	-	-	340	138	325	(15)
6165	Unemployment Allocation	-	-	50	32	50	-
6175	Benefits/Flex Plan	-	-	7,560	5,116	8,100	540
6180	Deferred Comp/Employer Paid	-	-	560	408	690	130
	<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>73,240</b>	<b>57,102</b>	<b>63,879</b>	<b>(9,361)</b>
	<b>PERSONNEL SUBTOTAL</b>	<b>119,344</b>	<b>114,635</b>	<b>212,800</b>	<b>159,598</b>	<b>202,696</b>	<b>(10,104)</b>
<b>OPERATIONS</b>							
0355000651	<b>MEASURE R</b>						
6201	Uniforms & Laundry	6,287	4,826	-	-	-	-
6215	Tuition Reimbursement	330	694	-	-	-	-
6220	Training Schools	3,806	3,705	-	-	-	-
6493	Outside Services & Repairs - GAS TAX	200,754	175,449	-	-	-	-
6530	Office Supplies	898	1,072	-	-	-	-
6551	Fuel and Oil	15,430	17,028	-	-	-	-
6560	Repair Parts	1,263	2,421	-	-	-	-
6563	Supplies/Special	90,257	78,351	-	-	-	-
6566	Small Tools	3,556	1,150	-	-	-	-
6569	Small Equipment	2,281	1,763	-	-	-	-
6823	Lease/Vehicle	-	16,832	-	-	-	-
6825	Maint & Repair / Vehicle	28,493	22,712	-	-	-	-
6835	Maint & Repair/Equipment	-	248	-	-	-	-
6904	Utilities/Other	60,088	67,045	-	-	-	-
0300000000	<b>MEASURE R DEBT SERVICE</b>						
6610	Bond Administration	-	3,450	-	3,450	3,450	3,450
7001	Interest Expense	-	121,840	-	118,194	113,794	113,794
7002	Principal Payments	-	105,000	-	110,000	115,000	115,000
	<b>SUBTOTAL</b>	<b>413,442</b>	<b>623,587</b>	<b>-</b>	<b>231,644</b>	<b>232,244</b>	<b>232,244</b>

**BUDGET UNIT:**

**PUBLIC WORKS ENGINEERING**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
1055651000	<b>GENERAL FUND</b>						
6201	Uniforms & Laundry	1,333	938	920	920	920	-
6220	Training Schools	1,044	793	2,000	2,000	2,000	-
6230	Dues & Subscriptions	324	1,131	500	1,000	1,000	500
6235	Meetings & Conferences	437	1,228	600	600	2,000	1,400
6240	Mileage Reimbursement	191	31	450	450	450	-
6399	Prof Svcs/Other	95,777	40,660	125,000	125,000	125,000	-
6493	Outside Services & Repairs - GAS TAX	1,395	19,002	1,500	3,500	3,500	2,000
6530	Office Supplies	2,473	3,678	2,500	2,500	2,500	-
6539	Printing, Binding & Duplicating	1,698	2,739	750	1,500	1,500	750
6551	Fuel and Oil	1,669	336	1,500	1,500	1,500	-
6563	Supplies/Special	4,169	3,863	6,500	6,500	6,500	-
6601	Advertising Expense	3,297	5,762	3,780	3,780	3,780	-
6625	Program Expense	2,004	500	-	-	-	-
6840	Rent/Office Furn & Equipment	-	-	7,000	7,000	7,000	-
6904	Utilities/Other	19,727	23,042	25,000	25,000	25,000	-
6905	Utilities/Electricity	2,928	2,872	3,500	3,500	3,500	-
6915	Utilities/Telephone	1,533	1,622	1,600	1,600	1,600	-
7150	Office Furniture & Equipment	771	403	-	-	-	-
	SUBTOTAL	140,770	108,599	183,100	186,350	187,750	4,650
	<b>OPERATIONS SUBTOTAL</b>	<b>554,212</b>	<b>732,186</b>	<b>183,100</b>	<b>417,994</b>	<b>419,994</b>	<b>236,894</b>
	<b>ENGINEERING TOTAL:</b>	<b>673,556</b>	<b>846,820</b>	<b>395,900</b>	<b>577,592</b>	<b>622,690</b>	<b>226,790</b>

# **PUBLIC WORKS GRAFFITI ABATEMENT DIVISION PROGRAM COMMENTARY**

## **PROGRAM DESCRIPTION:**

The Graffiti Abatement Division responds to graffiti removal requests throughout the entire City. The scope of duty includes both public right-of-way as well as private property where visible and accessible from the public right-of-way.

## **FY 2020-21 STRATEGIC GOALS:**

- Maintain an aesthetically pleasing environment and beautify the City through the prompt removal of graffiti.
- Collaborate with various City departments, businesses, and property owners to develop strategies in minimizing graffiti vandalism throughout the City.

## **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Removed over 2,000 graffiti incidents.

**BUDGET UNIT: 1055664000 PUBLIC WORKS - GRAFFITI**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS**

6201	Uniforms & Laundry	1,170	1,170	1,250	80	Increase in Boot Allowance
6215	Tuition Reimbursement	0	183	200	200	Tuition Reimbursement

**PUBLIC WORKS - GRAFFITI ABATEMENT**

**ACTIVITY DETAIL**

Account Number	Description
1055664000	6201 <u>Uniforms &amp; Laundry</u> - Uniform/Boot allowances, uniform laundry.
	6551 <u>Fuel and Oil</u> - Used for vehicles and equipment (10% of fuel costs for Public Works charged here).
	6563 <u>Supplies/Special</u> - Paint, brushes & solvents for graffiti abatement.
	6566 <u>Small Tools</u> - Tools used for abatement.
	6569 <u>Small Equipment</u> - Equipment for abatement and determent (cameras, etc.).
	6835 <u>Maintenance Repair/Equipment</u> - Repair and maintenance of equipment used to abate graffiti.
	6915 <u>Utilities/Telephone</u> - Cell phones and iPad for graffiti personnel.



**BUDGET UNIT:**

**PUBLIC WORKS - GRAFFITI ABATEMENT**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>PERSONNEL</u></b>							
1055664000	<b>GENERAL FUND</b>						
6003	Salaries/Full-Time	-	42,042	51,770	43,073	51,480	(290)
6006	Salaries/Temp & Part-Time	-	13,112	13,355	14,892	15,550	2,195
6012	Salaries/Comp-Time	-	949	-	1,989	-	-
6015	Salaries/Vacation	-	763	-	533	-	-
6024	Salaries/Sick Leave	-	1,023	-	1,086	-	-
6045	Salaries/Education	-	-	-	-	2,438	2,438
6048	Salaries/Language Pay	-	1,724	1,890	1,628	811	(1,079)
6033	Overtime Pay/Premium	-	510	700	333	500	(200)
6039	Standby/Premium	-	837	635	1,493	1,500	865
6063	Salaries/Jury Duty	-	123	-	-	-	-
6072	Salaries/Injury	-	36	-	14	-	-
6101	PERS/Employee Contribution	-	1,732	4,490	1,998	4,856	366
6104	PERS Lump Sum	-	7,447	9,440	9,619	11,143	1,703
6105	PERS/Employer Contribution	-	4,058	1,830	4,483	2,412	582
6109	PARS/Employer Contribution	-	432	1,725	684	3,020	1,295
6125	FICA/Employer Contrib/Med	-	896	1,225	1,063	1,260	35
6140	Life Insurance Allocation	-	86	155	100	160	5
6155	Workers' Comp Allocation	-	2,424	2,680	2,703	2,805	125
6160	LTD Insurance Allocation	-	262	405	272	400	(5)
6165	Unemployment Allocation	-	56	85	63	85	-
6175	Benefits/Flex Plan	-	8,419	17,070	12,652	18,288	1,218
6180	Deferred Comp/Employer Paid	-	577	550	1,071	1,219	669
	<b>SUBTOTAL</b>	-	87,509	108,005	99,750	117,927	9,922
1255664000	<b>GAS TAX</b>						
6003	Salaries/Full-Time	40,238	3,993	-	-	-	-
6006	Salaries/Temp & Part-Time	16,583	-	-	-	-	-
6012	Salaries/Comp-Time	403	117	-	-	-	-
6015	Salaries/Vacation	1,014	-	-	-	-	-
6024	Salaries/Sick Leave	1,828	129	-	-	-	-
6033	Overtime Pay/Premium	134	107	-	-	-	-
6039	Standby/Premium	161	150	-	-	-	-
6048	Salaries/Language Pay	1,356	92	-	-	-	-
6068	Allowance/Management	37	-	-	-	-	-
6072	Salaries/Injuries	31	-	-	-	-	-
6075	Vacation Pay-Off	268	6	-	-	-	-
6101	PERS/Employee Contribution	2,213	305	-	-	-	-
6105	PERS/Employer Contribution	11,003	88	-	-	-	-
6107	Apple Pay	162	-	-	-	-	-
6109	PARS/Employer Contribution	540	205	-	-	-	-
6125	FICA/Employer Contrib/Med	933	71	-	-	-	-
6140	Life Insurance Allocation	87	12	-	-	-	-
6155	Workers' Comp Allocation	2,463	180	-	-	-	-
6160	LTD Insurance Allocation	123	33	-	-	-	-
6165	Unemployment Allocation	59	4	-	-	-	-
6175	Benefits/Flex Plan	5,335	320	-	-	-	-
6180	Deferred Comp/Employer Paid	490	45	-	-	-	-
	<b>SUBTOTAL</b>	85,460	5,858	-	-	-	-
	<b>PERSONNELSUBTOTAL</b>	<b>85,460</b>	<b>93,367</b>	<b>108,005</b>	<b>99,750</b>	<b>117,927</b>	<b>9,922</b>

**BUDGET UNIT:**

**PUBLIC WORKS - GRAFFITI ABATEMENT**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
	<b><u>OPERATIONS</u></b>						
1055664000	<b>GENERAL FUND</b>						
6201	Uniforms & Laundry	907	832	1,170	1,170	1,250	80
6215	Tuition Reimbursement	-	173	-	183	200	200
6220	Training Schools	13	-	-	-	-	-
6493	Outside Services & Repairs	84	-	-	-	-	-
6551	Fuel and Oil	2,914	3,109	3,250	3,250	3,250	-
6560	Repair Parts	22	70	200	200	200	-
6563	Supplies/Special	4,563	7,063	8,000	8,000	8,000	-
6566	Small Tools	139	92	500	500	500	-
6569	Small Equipment	-	-	200	200	200	-
6835	Maint & Repair/Equipment	-	446	500	500	500	-
6915	Utilities/Telephone	490	1,103	1,200	1,200	1,200	-
	<b>SUBTOTAL</b>	<b>9,132</b>	<b>12,889</b>	<b>15,020</b>	<b>15,203</b>	<b>15,300</b>	<b>280</b>
	<b>OPERATIONS SUBTOTAL</b>	<b>9,132</b>	<b>12,889</b>	<b>15,020</b>	<b>15,203</b>	<b>15,300</b>	<b>280</b>
	<b>GRAFFITI TOTAL:</b>	<b>94,592</b>	<b>106,256</b>	<b>123,025</b>	<b>114,953</b>	<b>133,227</b>	<b>10,202</b>

# **PUBLIC WORKS FACILITIES MAINTENANCE DIVISION PROGRAM COMMENTARY**

## **PROGRAM DESCRIPTION:**

The Facilities Maintenance Division is responsible for the maintenance of 236,727 square feet of building space owned and operated by the City. This includes Police Headquarters, City Hall, Senior Center, Library, Auditorium, and other City facilities.

## **FY 2020-21 STRATEGIC GOALS:**

- Continue to perform improvements recommended in the Facilities Condition Assessment.
- Replacement of fire/life safety equipment in several facility buildings.
- Perform analyses on existing equipment to determine proactive replacement schedule.
- Renovate employee restrooms at City Hall West Wing.
- Upgrade HVAC system in Police Department.
- Upgrade water fountains

## **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Replaced ceiling tiles and upgrade lighting fixtures in City Hall West Wing.
- Renovated the public restrooms in the City Library.
- Installed new flooring in City Library.
- Repaired roof at Library and Women's Club
- Renovated the main City Hall fountain.

**BUDGET UNIT:**

**1055666000**

**PUBLIC WORKS - FACILITIES MAINTENANCE**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS**

6215	Tuition Reimbursement	0	5,250	5,250	5,250	Maint. Foreman Enrolled in Master's Program
6560	Repair Parts	4,500	5,000	5,000	500	More in house repairs requires more materials

**PUBLIC WORKS - FACILITIES MAINTENANCE**

**ACTIVITY DETAIL**

Account Number	Description
1055666000	<p><b>6430</b> <u>Custodial Services</u> - Contracted cleaning services for all City buildings, including the Auditorium, Scout Hall, Barnes House, City Hall, West Wing, Durrell House, Police Department, Senior Center, Library, City Yard, Woman's Club, Memorial Park, and Transportation.</p> <p><b>6493</b> <u>Outside Services &amp; Repairs</u> - HVAC repairs and maintenance, monthly elevator maintenance, fire suppression equipment maintenance, monthly mat cleanings, access systems, electrical systems, windows, etc.</p> <p><b>6530</b> <u>Office Supplies</u> - Miscellaneous office supplies for Facilities staff.</p> <p><b>6554</b> <u>Supplies/Custodial &amp; Cleaning</u> - Cleaning supplies for janitorial services.</p> <p><b>6560</b> <u>Repair Parts</u> - Miscellaneous parts utilized in repair of City facilities such as heating and plumbing parts.</p> <p><b>6563</b> <u>Supplies/Special</u> - Carpentry, electrical &amp; plumbing supplies for Citywide repairs.</p> <p><b>6566</b> <u>Small Tools</u> - Paint brushes, rollers, hoses, hammers, screwdrivers, etc.</p> <p><b>6569</b> <u>Small Equipment</u> - Compressors, etc.</p> <p><b>6615</b> <u>Safety &amp; Security Services</u> - Library, Police Department, Senior Center, City Yard, Woman's Club, Transportation, Memorial Park, etc.</p> <p><b>6830</b> <u>Rent/Equipment</u> - Rental of miscellaneous equipment such as scissor lifts, pumping systems, etc.</p> <p><b>6904</b> <u>Utilities/Other</u> - Water, sewer, trash, electricity.</p> <p><b>6910</b> <u>Utilities/Natural Gas</u> - Gas for City Yard and City Hall/West Wing.</p> <p><b>6915</b> <u>Utilities/Telephone</u> - Office phones and cell phones.</p>

**BUDGET UNIT:**

**1055666000 PUBLIC WORKS - FACILITIES MAINTENANCE**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>PERSONNEL</u></b>							
6003	Salaries/Regular	41,481	77,745	87,750	78,165	86,265	(1,485)
6012	Salaries/Comp-Time	2,430	3,363	-	1,981	-	-
6015	Salaries/Vacation	3,411	632	-	1,253	-	-
6024	Salaries/Sick Leave	2,349	2,123	-	1,818	-	-
6027	Salaries/Bereavement	354	-	-	1,795	-	-
6030	Overtime Pay/Regular	27	-	-	-	-	-
6033	Overtime Pay/Premium	4,687	2,595	-	249	-	-
6039	Standby Pay/Premium	1,940	1,432	-	434	-	-
6045	Salaries/Education	-	-	-	-	2,940	2,940
6048	Salaries/Language	390	137	45	49	90	45
6063	Salaries/Jury Duty	94	92	-	-	-	-
6068	Allowances/Management	4	-	-	-	-	-
6072	Salaries/Injury	86	772	-	378	-	-
6075	Vacation Pay-Off	1,590	4,009	1,500	3,334	-	(1,500)
6078	Sick Leave Pay-Off	106	614	-	1,543	-	-
6101	PERS/Employee Contribution	3,143	5,818	5,830	5,842	6,225	395
6104	PERS Lump Sum	-	12,007	12,185	14,106	14,010	1,825
6105	PERS/Employer Contribution	7,777	1,927	2,330	2,598	2,975	645
6109	PARS/Employer	1,664	3,769	4,155	3,860	4,075	(80)
6125	FICA/Employer Contrib/Med	972	1,618	1,570	1,672	1,590	20
6133	Retiree Health Premium Reimb	1,578	1,623	-	1,647	-	-
6140	Life Insurance Allocation	115	208	255	235	265	10
6155	Workers' Comp Allocation	2,117	3,497	3,510	3,675	3,570	60
6160	LTD Insurance Allocation	336	625	690	654	680	(10)
6165	Unemployment Allocation	54	98	95	102	90	(5)
6175	Benefits/Flex Plan	11,446	19,267	20,830	18,953	22,050	1,220
6180	Deferred Comp/Employer Paid	404	649	1,335	1,335	1,470	135
<b>PERSONNEL SUBTOTAL</b>		<b>88,553</b>	<b>144,615</b>	<b>142,080</b>	<b>145,678</b>	<b>146,295</b>	<b>4,215</b>
<b><u>OPERATIONS</u></b>							
6201	Uniforms & Laundry	8	355	520	520	520	-
6215	Tuition Reimbursement	-	3,787	-	5,250	5,250	5,250
6220	Training Schools	11	49	-	-	-	-
6430	Custodial Services	108,830	112,466	119,660	119,660	119,660	-
6493	Outside Services & Repairs	262,896	391,364	250,280	250,280	250,280	-
6530	Office Supplies	253	319	500	500	500	-
6539	Printing, Binding & Duplicating	-	25	-	-	-	-
6554	Supplies/Custodial & Cleaning	17,542	17,896	18,000	18,000	18,000	-
6560	Repair Parts	5,039	2,971	4,500	5,000	5,000	500
6563	Supplies/Special	31,177	23,511	41,300	41,300	41,300	-
6566	Small Tools	(76)	1,413	1,500	1,500	1,500	-
6569	Small Equipment	419	-	1,000	1,000	1,000	-
6601	Advertising Expense	-	5,276	-	-	-	-
6615	Safety & Security Services Exp	-	-	7,000	7,000	7,000	-
6825	Maint & Repairs/Vehicles	42	170	-	-	-	-
6830	Rent/Equipment	-	-	1,000	1,000	1,000	-
6904	Utilities/Other	111,511	113,496	125,000	125,000	125,000	-
6910	Utilities/Natural Gas	1,670	2,141	1,500	1,500	1,500	-
6915	Utilities/Telephone	1,611	1,315	1,600	1,600	1,600	-
<b>OPERATIONS SUBTOTAL</b>		<b>540,933</b>	<b>676,555</b>	<b>573,360</b>	<b>579,110</b>	<b>579,110</b>	<b>5,750</b>
<b><u>CAPITAL OUTLAY</u></b>							
7140	Equipment & Machinery	-	10,688	-	-	-	-
<b>CAPITAL OUTLAY SUBTOTAL</b>		<b>-</b>	<b>10,688</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND TOTAL:</b>		<b>629,486</b>	<b>831,858</b>	<b>715,440</b>	<b>724,788</b>	<b>725,405</b>	<b>9,965</b>

**BUDGET UNIT:**

**1355000661 PUBLIC WORKS - UTILITY MITIGATION**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS**

6399	Professional Services/Other	50,000	0	0	(50,000)	Removed project management consultant services from budget.
------	-----------------------------	--------	---	---	----------	---

**BUDGET UNIT:**

**PUBLIC WORKS - UTILITY MITIGATION**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>OPERATIONS</u></b>							
<b>Utility Mitigation</b>							
6399	Professional Services/Other	-	1,558	50,000	-	-	50,000
	SUBTOTAL	-	1,558	50,000	-	-	50,000
	<b>OPERATIONS SUBTOTAL</b>	-	<b>1,558</b>	<b>50,000</b>	-	-	<b>50,000</b>
	<b>UTILITY MITIGATION FUND TOTAL:</b>	-	<b>1,558</b>	<b>50,000</b>	-	-	<b>50,000</b>



**BUDGET UNIT:****27XXXXXXXX PUBLIC WORKS - AQMD**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
---------	-------------	------------------	-----------------------	-------------------	----------	-------------

**OPERATIONS****TRANSIT - BUS PASS SUBSIDY**

6626	Bus Pass Costs	0	0	6,920	6,920	Bus Pass Costs
6654	Metrolink Pass	4,500	2,000	19,500	15,000	Metrolink Pass Expenditures

**CAPITAL OUTLAYS**

7140	Equipment & Machinery	21,160	21,160	0	(21,160)	Decrease due to one time FY1920 budget for two street sweepers.
------	-----------------------	--------	--------	---	----------	---

**BUDGET UNIT:**

**PUBLIC WORKS - AQMD**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>PERSONNEL</u></b>							
2755523260	<b>AQMD/RIDESHARE</b>						
6068	Allowances/Management	6,997	8,788	11,600	11,600	11,600	-
6125	FICA/Employer Contrib/Med	96	122	150	150	150	-
	SUBTOTAL	7,092	8,909	11,750	11,750	11,750	-
	<b>PERSONNEL SUBTOTAL</b>	<b>7,092</b>	<b>8,909</b>	<b>11,750</b>	<b>11,750</b>	<b>11,750</b>	<b>-</b>
<b><u>OPERATIONS</u></b>							
2755523000	<b>AQMD COMPLIANCE</b>						
6210	Employee Awards	-	187	7,500	6,000	7,500	-
6539	Printing, Binding & Duplicating	-	-	500	-	500	-
6823	Lease/Vehicle	-	3,882	25,100	25,100	25,100	-
	SUBTOTAL	-	4,069	33,100	31,100	33,100	-
2755523250	<b>TRANSIT-BUS PASS SUBSIDY</b>						
6626	Bus Pass Costs	-	-	-	-	6,920	6,920
6654	Metrolink Pass	4,480	1,008	4,500	2,000	19,500	15,000
	SUBTOTAL	4,480	1,008	4,500	2,000	26,420	21,920
	<b>OPERATIONS SUBTOTAL</b>	<b>4,480</b>	<b>5,077</b>	<b>37,600</b>	<b>33,100</b>	<b>59,520</b>	<b>21,920</b>
<b><u>CAPITAL OUTLAY</u></b>							
2755523000	<b>AQMD COMPLIANCE</b>						
7140	Machinery and Equipment	22,914	19,741	21,160	21,160	-	(21,160)
	<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>22,914</b>	<b>19,741</b>	<b>21,160</b>	<b>21,160</b>	<b>-</b>	<b>(21,160)</b>
	<b>AQMD FUND TOTAL:</b>	<b>34,486</b>	<b>33,727</b>	<b>70,510</b>	<b>66,010</b>	<b>71,270</b>	<b>760</b>