



San Gabriel
CITY WITH A MISSION



CITY BUILDING

PAVING THE WAY

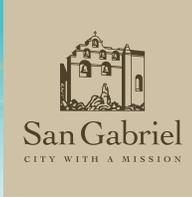
2014 - 2015 BUDGET

City of San Gabriel

2014-2015 Adopted Budget

Growth is inevitable and desirable, however maintaining our City's character is vital to how we remain grounded in our existence. As we forge ahead into the future, our communities will continue to be transformed into a richer, more robust and sustainable city. **We are San Gabriel, a City Building Together.**





CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

CITY COUNCIL

John R. Harrington Mayor

Jason Pu Vice Mayor

Juli Costanzo Councilmember

Chin Ho Liao Councilmember

Kevin Sawkins Councilmember

OTHER ELECTED REPRESENTATIVES

Eleanor K. Andrews City Clerk

John Janosik City Treasurer

EXECUTIVE TEAM

Steven A. Preston City Manager

Marcella Marlowe Assistant City Manager

Thomas C. Marston Finance Director

David A. Lawton Police Chief

Jim Frawley Fire Chief

Jack Wong Interim Community Development Director

Daren Grilley Public Works Director/City Engineer

Rebecca Perez Community Services Director

Anna Cross Mission Playhouse Director



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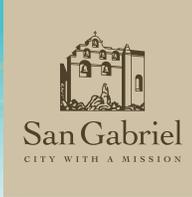
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Introduction

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CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

October 13, 2014

SUBJECT: FY 2014-2015 ANNUAL BUDGET



HONORABLE MAYOR AND COUNCIL MEMBERS:

WE ARE PLEASED TO SUBMIT THE CITY OF SAN GABRIEL'S FY 2014-15 ADOPTED BUDGET.

ABOUT THIS BUDGET

From January to July of this year the Council conducted the most extensive series of budget study sessions in its history, which included increased outreach and online access to data through the Finance Department's "Budget Central."

This year we are introducing the first of several improvements to the City's published budget; these changes are introduced in greater detail elsewhere in this book. While staff has worked hard on these improvements, they are still considered another in a series of steps in a process to improve readability, design, and access. Thank you to Finance Director Tom Marston and his staff for their efforts; we invite your input so we can plan future improvements.

OVERVIEW

Your budget, captured in a diagram on page 1, includes total estimated revenues of \$58,225,184, and expenditures of \$56,027,382.

Of those expenditures, \$45,250,788 is the City's operating budget, and the remaining \$10,776,594 is this year's capital improvement projects (streets, sewers, and other critical infrastructure that the Council has assigned as its top priority). The budget funds 187 full-time employees (down from 191 at its peak several years ago). As presented here, the general fund is balanced and has an estimated available reserve of \$3,567,036, slightly above the 10% target that I have recommended.

While the budget maintains operations at their current level, it does not completely address forces outside our direct control such as the increasing costs of liability insurance, health care and other benefits, for which the Council must continue to monitor developments at the State and local levels. The budget does not include specific increases in compensation for employees, as the City's employee meet-and-confer process is ongoing.



OPERATIONS

We will continue to fund the same level of services that we did in the prior fiscal year with a few noted additions. These include:

- **Increased emphasis on infrastructure**, including street and sewer repair, under a reorganized and expanded Public Works Department.
- **Reorganization of several departments.** This budget also incorporates several departments' reorganizations in Fire, Public Works, Community Development and Parks and Recreation, which is now re-titled as the Community Services Department. The adopted budget also includes changes to the City Clerk's staffing as the Council directed on July 15, 2014.
- **Implementation of the first phase of the City's technology master plan**, including basic technology upgrades needed to the City's underlying technological infrastructure.
- **Funding for arts and community engagement initiatives**, including the new community concert series, which has been a long-sought addition;
- **Increased transparency efforts**, including replacement of a part-time Public Information Officer with a full-time position that can also assist with web, social media and multiple-language engagement efforts.

CAPITAL IMPROVEMENTS

The Council will simultaneously consider this year's update of the five-year capital improvement program, with many of this year's expenditures reflecting the Council's focus on street rehabilitation and sewer repair. The portion of that five-year program allocated in this year's budget is \$10,776,594.

During the coming year, will be constructing over \$7 million of street improvements, approximately \$1.5 million in sewer improvements, \$255,000 in park improvements, and over \$1 million in public facility and equipment improvements, an ambitious and challenging program. These projects include:

- **Las Tunas Drive rehabilitation**, streetscape and pedestrian improvements, and sewer repairs; **1**
- **Sewer system repairs and maintenance**, part of the City's sewer master plan, designed to ensure compliance with Federal and State requirements; projects include San Gabriel Boulevard and Del Mar Avenue; **3**
- **Begin two year effort that will complete nearly \$6 million in street improvements** through our Great Streets Program; **6**
- **Set funds aside to repair and restore streets** used as haul routes for the Alameda Corridor East project following the lowering of the railroad tracks and associated construction in 2017; **7**



- **Continued improvements at Vincent Lugo Park;** 5
- **Playground improvements** at Roosevelt and Smith Parks; 9
- **Upgrades to Fire Station 52**, located on Del Mar Avenue north of Las Tunas Drive. 8

The City continues progress toward a new Corporation Yard, for which grading is now underway; and a proposed police facility, not included in this budget, for which a financing is now being refined.

A major change in this year's budget process was the addition of numerous public participation opportunities surrounding the Capital Improvement Program. The companion Capital Improvement Program book provides more detailed information about each specific capital project that the City plans to accomplish within the next five years.

SPECIAL FUNDS

The majority of the Special Revenue funds are substantively unchanged from the prior year, with a few exceptions.

- **The Measure R Fund** is anticipating proceeds from a loan in the amount of \$3.8 million and while it is not included in the adopted budget, staff is continuing to work with the State's

Infrastructure Bank to secure funding of another loan using the Gas Tax Fund as a debt repayment source; this action which will increase the amount available to us by another \$2.6 million. The proceeds of this debt will be used to improve the City's street infrastructure. 2

- **This budget also includes the implementation of a new Sewer Fund** which will be used to account for the funds received from the Council's approval of a sewer user fee in June. Project and maintenance improvement costs will also be accounted in this special revenue fund and this will enable the community to better discern the state of the sewer system. 4

The City's Successor Agency Fund and Internal Service funds largely continue this year on a status quo basis. As the successor to the former redevelopment agency, the City is responsible for winding down its existing obligations and liquidating its assets. An Oversight Board is guiding the Agency's dissolution and will oversee the repayments and implementation of projects already underway. We anticipate that the final obligation that the Successor Agency will eliminate is the remaining amount due to the City for advances that it had made to the Redevelopment Agency. This last enforceable obligation may take up to six years to be liquidated.



STRATEGIC PLANNING AND ACCOUNTABILITY

This past year the Council began developing the City's first true strategic plan. That plan is not yet adopted, but once it is in place we will integrate that initiative with the budget document. Even so, this budget moves the City toward greater accountability by including some units of measure, key performance indicators, and outcomes where applicable. This is a first-time effort, a bit imperfect, which we will refine and expand as departments implement their budget and begin acquiring performance data.

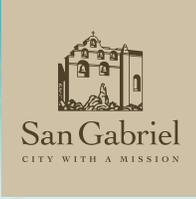
None of our accomplishments would be possible without the support and guidance of an extraordinary City Council, a dedicated executive team, and talented employees who make it a pleasure to work in this organization. I thank all of you for your contributions, and look forward to a tremendous year ahead.

Respectfully submitted,



Steven A. Preston

City Manager



CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

RESOLUTION 14-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL ADOPTING THE 2014-15 ANNUAL BUDGET

WHEREAS, the City Manager has submitted to the City Council of San Gabriel the Preliminary 2014-15 Annual Budget including all proposed expenditures, estimated revenues and estimated fund balances; and

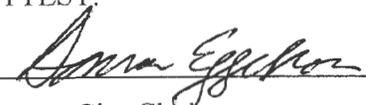
WHEREAS, a copy of the Preliminary 2014-15 Budget is posted on the City website and on file in the City Clerk's office for inspection by the public; and

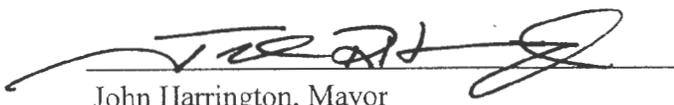
WHEREAS, the City Council has duly reviewed the Preliminary 2014-15 Budget at a meeting open to the public on July 1, 2014.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Gabriel hereby adopts the 2014-15 Annual Budget.

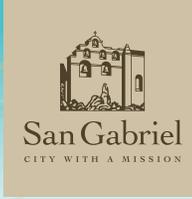
PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 1st day of July 2014.

ATTEST:


Deputy City Clerk
City of San Gabriel, California


John Harrington, Mayor
San Gabriel City Council





CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

GUIDE TO THE BUDGET

INTRODUCTION

Budgets play a crucial role in communicating to elected officials, the public and City employees the City's plans for the use of its resources. Yet budgets are complex documents that can be difficult to grasp at first glance.

This guide provides the reader with some basic understanding of the constituent components of this budget document. In addition to the Table of Contents, additional information to which the reader should refer is the Notes to Adopted and Estimated Revenues (Pages 34-40), Capital Improvement Descriptions (Pages 44-46), Glossary of Budget Terms (Pages 54-57), and the Sources and Uses Statement Notes in Appendix D.

ORGANIZATION OF THE BUDGET DOCUMENT

The Budget Document is organized into several sections, highlighted below are six items we feel you will find may interest you:

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<i>You will find the entire budget in a single pull-out page.</i> _____	19
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IMPROVEMENTS TO THIS YEAR'S BUDGET DOCUMENT

This year's Budget Document received the most significant changes in decades and in fact are too many to name. The simple fact is, it has very little resemblance to our previous versions. Notable items do include additional notes, descriptions, and a glossary of terms; improved departmental organizational charts and graphical layout, and the addition of performance measures, salary schedules and financial policies.





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Budget Summaries





SOURCES AND USES STATEMENT

FUNDS	SOURCES					USES					
	Estimated Amount July 1, 2014	Estimated Revenue	Transfers In	Successor Agency Loan Advance Repayments	Total Sources	Operating Budget	Capital Improvement Budget	Operating Transfer Out	Advances To Other Funds	Total Uses	Estimated Amount June 30, 2015
121 General Fund	\$2,849,867	\$31,316,276	\$4,874,954	\$0	\$39,041,097	\$33,554,188	\$1,269,340	\$666,956	\$0	\$35,490,484	\$3,550,613
Special Revenue Funds											
125 Retirement Fund	\$1,684,036	\$5,820,000	0	0	\$7,504,036	0	0	\$5,602,711	0	\$5,602,711	\$1,901,325
136 Gas Tax Fund	605,713	1,092,000	0	0	1,697,713	0	551,000	600,000	0	1,151,000	546,713
137 Sewer Fund	0	2,000,000	0	0	2,000,000	824,452	890,000	0	0	1,714,452	285,548
140 Street Light Fund	211,381	0	0	0	211,381	0	51,000	0	0	51,000	160,381
145 Traffic Congestion Relief	0	0	0	0	0	0	0	0	0	0	0
147 Office of Traffic Safety Fund	96,139	150,000	0	0	246,139	0	0	0	0	0	246,139
150 Waste Management Fund	139,660	470,000	0	0	609,660	0	963,122	0	0	963,122	(353,462)
151 AQMD Fund	9,466	50,100	0	0	59,566	30,000	0	0	0	30,000	29,566
152 Mission Playhouse Fund	38,973	723,826	666,956	0	1,429,755	412,126	0	0	0	412,126	1,017,629
160 State Supp. Local Law Enforce. Fund	116,001	101,000	0	0	217,001	136,419	0	0	0	136,419	80,582
161 Asset Forfeiture - Dept. of Justice	300,693	7,000	0	0	307,693	157,000	0	0	0	157,000	150,693
162 Asset Forfeiture - Dept. of Treasury	49,413	1,000	0	0	50,413	0	0	0	0	0	50,413
163 Asset Forfeiture - State Fund	10,750	500	0	0	11,250	0	0	0	0	0	11,250
165 Parking Fund	0	0	0	0	0	0	0	0	0	0	0
172 Development Impact Fund	1,312,779	2,005,000	0	0	3,317,779	0	957,000	0	0	957,000	2,360,779
173 Park and Recreation Activity Fund	89,322	200,600	0	0	289,922	0	0	0	0	0	289,922
180 Proposition A Local Return Fund	625,594	708,500	0	0	1,334,094	1,338,151	0	0	0	1,338,151	(4,057)
181 Proposition C Local Return Fund	186,855	610,000	0	0	796,855	610,404	0	0	0	610,404	186,451
183 Measure R Fund	99,765	4,270,000	0	0	4,369,765	0	4,225,158	0	0	4,225,158	144,607
185 CDBG Fund	3,662	312,982	0	0	316,644	155,837	510,974	0	0	666,811	(350,167)
186 Other Grants Fund	(48,217)	2,117,000	0	0	2,068,783	116,000	1,359,000	0	0	1,475,000	593,783
Total	\$5,531,985	\$20,639,508	\$666,956	\$0	\$26,838,449	\$3,780,389	\$9,507,254	\$6,202,711	\$0	\$19,490,354	\$7,348,095
Internal Service Funds											
128 Automotive Equipment Fund	\$874,634	\$1,271,400	\$0	\$0	\$2,146,034	\$1,106,954	\$0	\$35,000	\$0	\$1,141,954	1,004,080
129 Self-Insurance Fund	\$385,243	\$4,598,000	\$1,362,757	0	\$6,346,000	\$6,686,757	\$0	0	0	\$6,686,757	(340,757)
Total	\$1,259,877	\$5,869,400	\$1,362,757	\$0	\$8,492,034	\$7,793,711	\$0	\$35,000	\$0	\$7,828,711	\$663,323
Trust Funds											
193 Successor Agency	(993,377)	400,000	0	0	(593,377)	122,500	0	0	0	122,500	(715,877)
Total	(993,377)	\$400,000	\$0	\$0	(593,377)	\$122,500	\$0	\$0	\$0	\$122,500	(715,877)
TOTAL - ALL FUNDS	\$8,648,352	\$58,225,184	\$6,904,667	\$0	\$73,778,203	\$45,250,788	\$10,776,594	\$6,904,667	\$0	\$62,932,049	\$10,846,154

For additional information and explanations please refer to Sources and Uses Notes contained in Appendix D

FUND DESCRIPTIONS

121

GENERAL FUND

This fund is used to account for general operations, financial resources and activities not restricted and accounted for in other funds.

CAPITAL IMPROVEMENT FUND

122

This fund is used to account for the financial resources to be used for special projects, the acquisition of capital assets and the construction of major capital facilities.

125

RETIREMENT FUND

This fund is used to account for the receipt of property taxes of a voter-approved tax levy and pay the City's share of PERS retirement expenditures.

AUTOMOTIVE MAINTENANCE FUND

128

This fund is used to account for the financial resources to be used for special projects, the acquisition of capital assets and the construction of major capital facilities.

129

SELF-INSURANCE FUND

This fund is used to account for payments made for the City's health, workers' compensation, unemployment, liability, property, life, pollution, long term disability, retiree health, and vision insurance. The City also pays for legally required bonds from this fund.

SPECIAL GAS TAX FUND

136

This fund is used to account for revenues received and expenditures made for street improvements and street maintenance. Financing is provided by the City's share of State gasoline taxes made pursuant to the California State Constitution Article XIX and authorized by the State Legislature.

137

SEWER FUND

This fund is used to account for revenues received and expenditures made for sewer improvements and maintenance. Financing is provided by the City's sewer user fee made pursuant to Resolution 14-14.

STREET LIGHT FUND

140

This fund is used to account for fees collected from new development. These funds are used for the construction of street lights in certain areas of the City.

145

TRAFFIC CONGESTION RELIEF FUND

This fund is used to account for the revenues and expenditures for the City's street or road maintenance or reconstruction pursuant to AB 2928.

CITYBUILDING

FUND DESCRIPTIONS

OFFICE OF TRAFFIC SAFETY GRANT

147

This fund is used to account for the revenues from the California Office of Traffic Safety to be used towards a comprehensive traffic safety program.

150

WASTE MANAGEMENT

This fund is used to account for the collection of a solid waste surcharge from rate payers to finance solid waste related management programs.

AIR QUALITY MANAGEMENT DISTRICT FUND

151

This fund is used to account for revenues received from the Air Quality Management District pursuant to AB 2766. Funds from the registration of every motor vehicle registered or renewed each year in California are distributed directly to the cities in AQMD's jurisdiction for mobile source emission reduction programs.

152

MISSION PLAYHOUSE FUND

This fund is used to account for monies paid by the facility clients and to assure that they are set aside for operation, maintenance and improvements to the Mission Playhouse.

STATE SUPPLEMENTAL LAW ENFORCEMENT FUND

160

This fund is used to account for revenues received from the State of California Department of Justice to pay for local law enforcement programs pursuant to AB 3229 (State Supplemental Law Enforcement Act).

ASSET FORFEITURE - DEPARTMENT OF TREASURY

This fund is used to account for revenues received from the Department of the Treasury in payment of joint operation costs of state or local law enforcement officers that are incurred as a part of the joint operation.

161

ASSET FORFEITURE - DEPARTMENT OF JUSTICE

This fund is used to account for revenues received from the Department of Justice Asset Forfeiture Program, which encompasses the seizure and forfeiture of assets that represent the proceeds of, or were used to facilitate federal crimes.

162

163

ASSET FORFEITURE - STATE

This fund is used to account for revenues seized by the Police Department during narcotics investigations.

PARKING IN-LIEU FUND

This fund is used to account for the collection of fees from developers. The developer has the option of either providing the required number of on-site parking spaces or paying a predetermined amount, or "in-lieu fee" for each required parking space not provided. The proceeds of the fees are dedicated to providing public parking lots or structures.

165

CITYBUILDING

FUND DESCRIPTIONS

172 PARKS & RECREATION ACTIVITIES FUND

This fund is used to account for revenues and expenditures for the City's recreation programs provided through contract services.

173 PROPOSITION "C" LOCAL RETURN FUND

This fund is used to account for the City's share of the half-cent sales tax approved by voters in 1990. These funds are used in developing and/or improving local public transit, paratransit and related transportation infrastructure.

180 COMMUNITY DEVELOPMENT BLOCK GRANT

This fund is used to account for the revenues received and expenditures made for the City's Community Development Block Grant Program. Financing is provided under an agreement with the County of Los Angeles whereby the City is a secondary recipient of funds made available from the U.S. Department of Housing and Urban Development under the Housing and Community Development Act of 1974 and 1977.

181 REDEVELOPMENT CAPITAL PROJECT FUND

This fund is used to account for tax increment revenues and capital projects until February 1, 2012, when the State of California effectively ended redevelopment agencies in California.

183 REDEVELOPMENT OBLIGATION RETIREMENT FUND

This fund is used to account for the redevelopment retirement property tax trust revenue in order to make payments of enforceable obligations of the former San Gabriel Redevelopment Agency. The San Gabriel Successor Agency is a private-purpose trust fund.

185 DEVELOPMENT IMPACT FEES FUND

This fund is used to account for the collection of fees from developers pursuant to Government Code 66066. The City currently collects five types of impact fees: Park and Recreation Facilities Impact, Sanitary Sewer System Facilities Impact, Police Facility Impact, Fire Facility Impact and Traffic Impact.

186 PROPOSITION "A" LOCAL RETURN FUND

This fund is used to account for the City's share of the half-cent sales tax approved by voters in 1980. These funds are used in developing and/or improving local public transit, paratransit and related transportation infrastructure.

188 MEASURE "R" FUND

This fund is used to account for the City's share of the half-cent sales tax approved by voters of Los Angeles County in 2008. These funds are used in developing and/or improving local public transit, paratransit and related transportation infrastructure.

189 OTHER GRANTS FUND

This fund is used to account for funds from the State and Federal grants for neighborhood improvement and rehabilitation purposes. Funding sources include Homeland Security, FEMA, the Department of Justice, and various State and County grants.

190 REDEVELOPMENT LOW INCOME HOUSING FUND

This fund is used to account for the 20% Set Aside revenues and related low income housing projects until February 1, 2012, when the State of California effectively ended redevelopment agencies in California.

CITYBUILDING





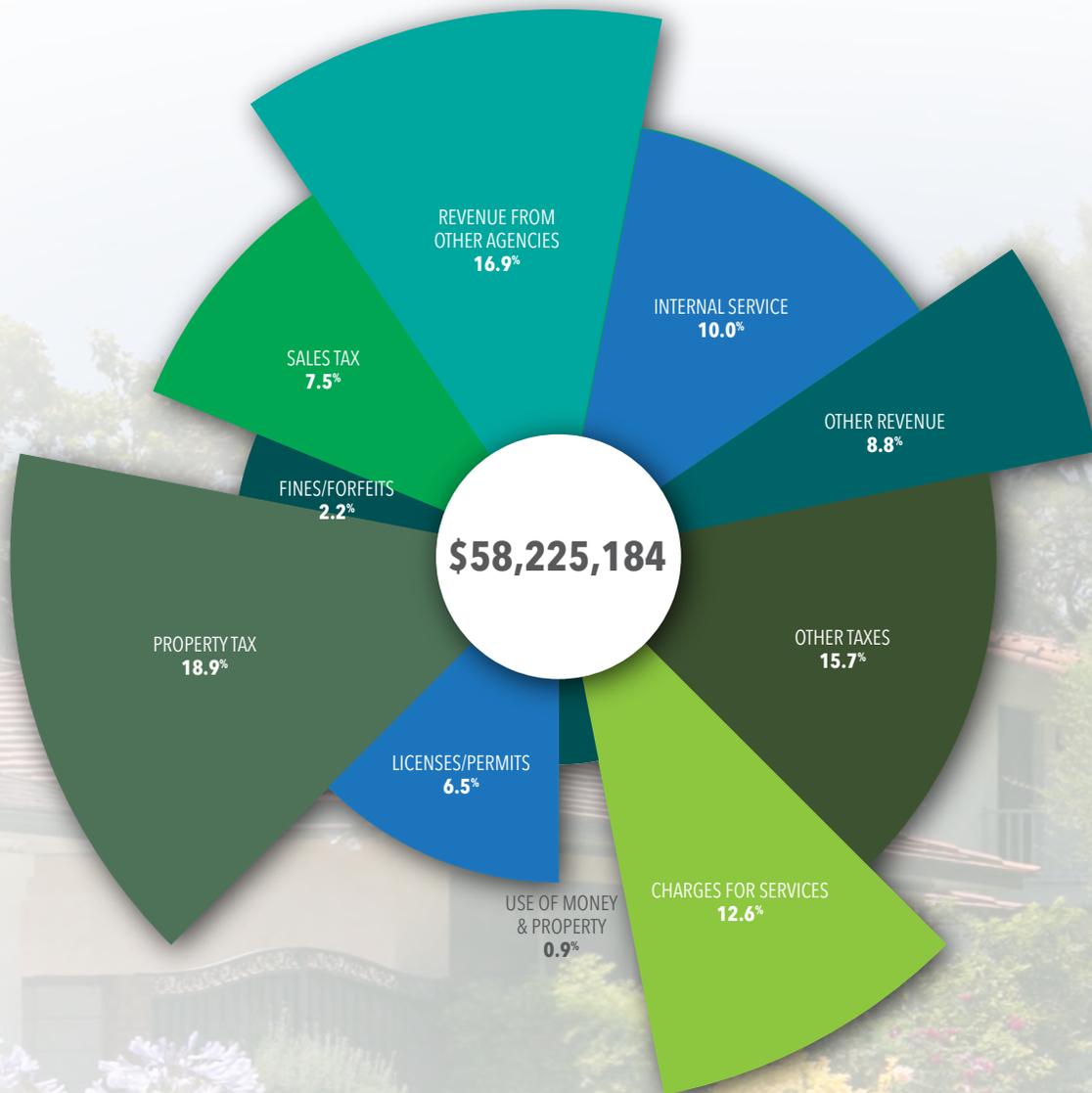
CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET

REVENUES

Revenues Budget Summaries

TOTAL ALL REVENUES

2014 - 2015



ADOPTED AND ESTIMATED REVENUES

2013-14 Through 2014-15

GENERAL FUND (121)	2013-14 Adopted Budget	2013-14 Revised Budget	2014-15 Estimated Budget	Increase/ (Decrease)
Taxes				
3111 Property Tax	4,400,000	4,600,000	4,800,000	200,000
3131 Utility Users Tax	4,800,000	4,700,000	4,800,000	100,000
3132 Sales Tax	4,200,000	4,350,000	4,350,000	-
3133 Franchise Tax	590,000	590,000	590,000	-
3134 Transient Occupancy Tax	1,161,000	1,161,000	1,161,000	-
3135 Property Transfer Tax	100,000	190,000	625,000	435,000
Total Taxes	15,251,000	15,591,000	16,326,000	735,000
Revenues from Other Agencies				
3211 ARRA (Stimulus) Funding	-	-	-	-
3222 Motor Vehicle in Lieu	3,700,000	3,900,000	3,900,000	-
3224 Federal/State Reimbursements	190,000	40,000	150,000	110,000
3227 State Mandated Reimbursement	20,000	20,000	160,000	140,000
3231 99234 Bikeway Fund	30,000	100,374	30,000	(70,374)
3234 County Grants	45,000	45,000	90,000	45,000
3245 Grants-Other Agencies	-	-	-	-
Total Revenues from Other Agencies	3,985,000	4,105,374	4,330,000	224,626
Licenses & Permits				
3311 Business Licenses	685,000	685,000	685,000	-
3312 Dog Licenses	45,000	45,000	45,000	-
3314 Tobacco Retailer Licensing	15,000	15,000	15,000	-
3321 Building Permits	511,070	540,000	2,015,000	1,475,000
3322 Occupancy Permits	157,500	160,000	176,000	16,000
3323 Plumbing Permits	63,000	63,000	127,000	64,000
3324 Electrical Permits	63,000	63,000	197,000	134,000
3325 Sign Permits	15,750	15,750	17,325	1,575
3326 Overnight Parking Permits	419,540	420,000	445,000	25,000
3327 CASP Program	85,000	3,000	88,000	85,000
Total Licenses & Permits	2,059,860	2,009,750	3,810,325	1,800,575
Fines & Forfeitures				
3411 Vehicle Code Fines - Court	100,000	130,000	130,000	-
3412 Other Fines - Court	90,000	90,000	90,000	-
3413 Parking Fines - City	981,000	800,000	981,000	181,000
3416 Administrative Citation	6,000	40,000	60,000	20,000
Total Fines & Forfeitures	1,177,000	1,060,000	1,261,000	201,000
Use of Money and Property				
3511 Interest	200,000	100,000	80,000	(20,000)
3512 Interest - RDA	6,500	-	14,000	14,000
3513 Unrealized Gain/Loss	-	-	-	-
3529 Other Rental Income	193,750	165,000	188,296	23,296
3531 Building Rentals	176,000	195,000	-	(195,000)
3532 Rental Subsidy	(44,530)	(44,530)	-	44,530

ADOPTED AND ESTIMATED REVENUES

2013-14 Through 2014-15

	2013-14 Adopted Budget	2013-14 Revised Budget	2014-15 Estimated Budget	Increase/ (Decrease)
Use of Money and Property (Continued)				
3533 Equipment Rental	49,500	49,500	-	(49,500)
3534 Parking	51,631	40,000	-	(40,000)
3536 Labor Charges	264,240	220,000	-	(220,000)
Total Use of Money and Property	897,091	724,970	282,296	(442,674)
Community Development				
3621 Plan Checking	269,940	250,000	980,000	730,000
3622 Public Works Fees	230,000	260,000	316,000	56,000
3623 Special Project Plan Check Services	1,239,000	1,239,000	-	(1,239,000)
3624 Street Sweeping	165,000	140,000	150,000	10,000
3625 Graffiti Removal	34,000	34,000	34,000	-
3626 Sewer Maintenance	1,000	10,000	181,000	171,000
3627 General Plan "Set Aside" Fee	15,750	15,000	16,500	1,500
3628 Planning Fees	91,430	120,000	154,000	34,000
3630 Advertising & Posting Fees	7,350	7,350	8,085	735
Total Community Development	2,053,470	2,075,350	1,839,585	(235,765)
Public Safety				
3631 Fire Services	400,000	400,000	1,033,000	633,000
3633 Police Services	80,000	80,000	88,000	8,000
3634 Facility Rental - EOC	-	-	-	-
3635 Ambulance Fees	810,685	810,685	845,000	34,315
3636 False Alarms	13,000	1,000	11,000	10,000
3637 Witness Fees	1,000	1,500	2,000	500
Total Public Safety	1,304,685	1,293,185	1,979,000	685,815
Recreation				
3641 Recreation Fees	75,752	40,000	55,000	15,000
3642 Lighted Fields	3,840	1,000	1,100	100
3643 Concession	-	-	-	-
3644 Swimming Pool	108,706	75,000	110,000	35,000
3645 Adult Center	45,750	35,000	44,000	9,000
3647 Vending Machine Proceeds	-	-	-	-
Total Recreation	234,048	151,000	210,100	59,100
Other Revenue				
3911 Sale of Records	1,000	1,000	1,000	-
3912 POST Reimbursement	5,000	3,000	3,000	-
3913 CDBG Admin./Reimbursements	28,970	28,970	28,970	-
3914 Proposition "A" Administration	23,434	23,434	25,000	1,566
3915 Damage Recovery	30,000	45,000	45,000	-
3916 Election Cost Reimbursement	-	110,000	210,000	100,000
3917 Sale of Property	10,000	10,000	10,000	-
3918 Proposition "C" Administration	23,434	23,434	25,000	1,566
3919 Proceeds from Prop "A" Exchange	-	-	780,000	780,000
3920 Donations	15,000	10,000	10,000	-

ADOPTED AND ESTIMATED REVENUES

2013-14 Through 2014-15

	2013-14 Adopted Budget	2013-14 Revised Budget	2014-15 Estimated Budget	Increase/ (Decrease)
Other Revenue (Continued)				
3921 Proceeds of Loan	7,800,000	7,800,000	-	(7,800,000)
3990 Miscellaneous	16,000	40,000	140,000	100,000
Total Other Revenue	7,952,838	8,094,838	1,277,970	(7,700,000)
TOTAL GENERAL FUND	34,914,992	35,105,467	31,316,276	(3,789,191)
RETIREMENT FUND (125)				
3111 Property Tax	5,800,000	5,600,000	5,800,000	200,000
3511 Interest	30,000	30,000	20,000	(10,000)
TOTAL RETIREMENT FUND	5,830,000	5,630,000	5,820,000	190,000
AUTOMOTIVE EQUIPMENT FUND (128)				
3511 Interest	28,000	18,000	18,000	-
3651 Vehicle Charges	1,219,000	1,219,000	1,253,400	34,400
TOTAL AUTOMOTIVE EQUIPMENT	1,247,000	1,237,000	1,271,400	34,400
SELF-INSURANCE FUND (129)				
3511 Interest	35,000	20,000	35,000	15,000
3652 Insurance Charges	4,591,548	4,591,548	4,563,000	(28,548)
TOTAL SELF-INSURANCE FUND	4,626,548	4,611,548	4,598,000	(13,548)
STATE GAS TAX FUND (136)				
3241 2106 Gas Tax	138,000	165,000	165,000	-
3242 2107 Gas Tax	300,000	255,000	255,000	-
3243 2107.5 Gas Tax	6,000	6,000	6,000	-
3244 2105 Gas Tax	200,000	200,000	200,000	-
3245 2103 Gas Tax	600,000	600,000	450,000	(150,000)
Interest	35,000	15,000	16,000	1,000
TOTAL STATE GAS TAX FUND	1,279,000	1,241,000	1,092,000	(149,000)
SEWER FUND (137)				
3601 Sewer User Fee	-	-	2,000,000	2,000,000
TOTAL SEWER FUND	-	-	2,000,000	2,000,000
STREET LIGHT FUND (140)				
3661 Street Lighting	-	-	-	-
TOTAL STREET LIGHT FUND	-	-	-	-
TRAFFIC CONGESTION RELIEF FUND (145)				
3511 Interest	-	-	-	-
TOTAL TRAFFIC CONGESTION RELIEF	-	-	-	-

ADOPTED AND ESTIMATED REVENUES

2013-14 Through 2014-15

	2013-14 Adopted Budget	2013-14 Revised Budget	2014-15 Estimated Budget	Increase/ (Decrease)
OFFICE OF TRAFFIC SAFETY GRANT FUND (147)				
3229 OTS Grant	-	100,000	150,000	50,000
TOTAL OTS GRANT FUND	-	100,000	150,000	50,000
WASTE MANAGEMENT FUND (150)				
3629 Recycling Fees	50,000	20,000	20,000	-
3671 Solid Waste Surcharge	450,000	450,000	450,000	-
TOTAL WASTE MANAGEMENT FUND	500,000	470,000	470,000	-
AIR QUALITY MANAGEMENT DISTRICT FUND (151)				
3245 AQMD	50,000	50,000	50,000	-
3511 Interest	-	100	100	-
TOTAL AQMD FUND	50,000	50,100	50,100	-
MISSION PLAYHOUSE FUND (152)				
3529 Other Rental Income	-	-	148,562	148,562
3531 Building Rentals	-	-	201,750	201,750
3532 Rental Subsidy	-	-	(44,530)	(44,530)
3533 Equipment Rental	-	-	49,500	49,500
3534 Parking	-	-	45,000	45,000
3536 Labor Charges	-	-	250,000	250,000
3537 Concessions	-	-	28,544	28,544
3538 Capital Improvement Surcharge	45,000	45,000	45,000	-
TOTAL MISSION PLAYHOUSE FUND	45,000	45,000	723,826	-
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND (160)				
3228 AB 3229 Revenue	100,000	100,000	100,000	-
3511 Interest	4,000	1,000	1,000	-
TOTAL STATE SUPP. LAW ENFORCE.	104,000	101,000	101,000	-
ASSET FORFEITURE-DEPARTMENT OF JUSTICE FUND (161)				
3415 Department of Justice	-	-	-	-
3511 Interest	7,000	7,000	7,000	-
TOTAL ASSET FORFEITURE-DOJ	7,000	7,000	7,000	-
ASSET FORFEITURE-DEPARTMENT OF TREASURY FUND (162)				
3415 Department of Treasury	-	-	-	-
3511 Interest	1,000	1,000	1,000	-
TOTAL ASSET FORFEITURE-DOT	1,000	1,000	1,000	-

ADOPTED AND ESTIMATED REVENUES

2013-14 Through 2014-15

	2013-14 Adopted Budget	2013-14 Revised Budget	2014-15 Estimated Budget	Increase/ (Decrease)
ASSET FORFEITURE-STATE FUND (163)				
3415 State	-	10,000	-	(10,000)
3511 Interest	500	500	500	-
TOTAL ASSET FORFEITURE-STATE	500	10,500	500	(10,000)
PARKING FUND (165)				
3511 Interest	-	-	-	-
3990 Miscellaneous	235,000	235,000	-	(235,000)
TOTAL PARKING FUND	235,000	235,000	-	(235,000)
DEVELOPMENT IMPACT FEES FUND (172)				
3511 Interest	45,000	10,000	25,000	15,000
3662 Park & Recreation Facilities Impact	30,000	100,000	30,000	(70,000)
3663 Sanitary Sewer System Facilities Impact	25,000	53,000	945,000	892,000
3664 Police Facility Impact Fee	10,000	35,000	60,000	25,000
3665 Fire Facility Impact Fee	10,000	9,000	250,000	241,000
3666 Traffic Impact Fee	25,000	20,000	695,000	675,000
TOTAL DEVELOPMENT IMPACT FUND	145,000	227,000	2,005,000	1,778,000
PARK & RECREATION ACTIVITY FUND (173)				
3682 Off Area Trips	40,000	40,000	40,000	-
3683 Recreation Classes	80,000	80,000	80,000	-
3684 Dance & Baton	1,000	16,000	1,000	(15,000)
3685 Day Camp Program	39,600	39,600	39,600	-
3686 Tennis	-	18,000	3,000	(15,000)
3687 Special Activity Donation	30,000	30,000	30,000	-
3688 Senior Social Dance	2,500	2,500	2,500	-
3689 Recreation Class Insurance	4,500	4,500	4,500	-
TOTAL PARK & REC. ACTIVITY FUND	197,600	230,600	200,600	(30,000)
PROPOSITION "A" LOCAL RETURN FUND (180)				
3232 Local Return - Prop. "A"	675,000	700,000	700,000	-
3511 Interest	6,000	2,500	2,500	-
3529 Other Rental Income	6,000	6,000	6,000	-
TOTAL PROP. "A" LOCAL RETURN FUND	687,000	708,500	708,500	-
PROPOSITION "C" LOCAL RETURN FUND (181)				
3233 Local Return - Prop. "C"	580,000	580,000	580,000	-
3511 Interest	50,000	30,000	30,000	-
TOTAL PROP. "C" LOCAL RETURN FUND	630,000	610,000	610,000	-
MEASURE "R" FUND (183)				
3237 Local Return - Measure "R"	450,000	450,000	450,000	-
3511 Interest	15,000	15,000	20,000	5,000

ADOPTED AND ESTIMATED REVENUES

2013-14 Through 2014-15

	2013-14 Adopted Budget	2013-14 Revised Budget	2014-15 Estimated Budget	Increase/ (Decrease)
MEASURE "R" FUND (183) (Continued)				
3921 Proceeds of Loan	-	-	3,800,000	3,800,000
TOTAL MEASURE "R" FUND	465,000	465,000	4,270,000	3,805,000
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (185)				
3218 CDBG Allocation	339,802	1,139,768	312,982	(826,786)
TOTAL CDBG FUND	339,802	1,139,768	312,982	(826,786)
OTHER GRANTS FUND (186)				
3212 FEMA Grants	-	76,162	-	(76,162)
3214 TEA-21	377,000	2,153,525	-	(2,153,525)
3215 Homeland Security Grant	-	190,501	-	(190,501)
3219 Department of Justice	-	-	-	-
3225 State Grants	641,000	4,846,434	24,000	(4,822,434)
3234 County Grant	61,520	61,520	-	(61,520)
3235 STP-L Reimbursements	125,000	668,383	-	(668,383)
3245 Grants - Other Agencies	22,480	3,302,592	2,093,000	(1,209,592)
TOTAL OTHER GRANTS	1,227,000	11,299,117	2,117,000	(9,182,117)
REDEVELOPMENT - CAPITAL PROJECTS FUND (191)				
3116 Tax Increment	-	-	-	-
3511 Interest	-	-	-	-
TOTAL REDEV. - CAPITAL PROJECTS	-	-	-	-
LOW INCOME HOUSING FUND (192)				
3117 20% Set Aside	-	-	-	-
3511 Interest	-	-	-	-
3990 Miscellaneous	-	-	-	-
TOTAL LOW INCOME HOUSING	-	-	-	-
REDEVELOPMENT OBLIGATION RETIREMENT FUND (193)				
3116 Tax Increment	-	-	-	-
3224 Federal/State Reimbursements	900,000	350,000	400,000	50,000
3511 Interest	-	-	-	-
3990 Miscellaneous	-	195,000	-	(195,000)
TOTAL ROPS	900,000	545,000	400,000	(145,000)
TOTAL REVENUES	53,431,442	64,069,600	58,225,184	(5,844,416)

ADOPTED AND ESTIMATED REVENUE NOTES

GENERAL FUND

Taxes

Property Tax

Secured property tax means taxes that are assessed against real property, (e.g. land or structures.) The tax is a lien that is "secured" by the land/structure even though no document is officially recorded. Pursuant to Article 13-A of the California Constitution, the tax is imposed at a rate of \$1 per \$100 of assessed value. The unsecured property tax is imposed on personal property that is not secured by the real property owner. The unsecured property tax rate is also \$1 per \$100 of assessed value.

Sales and Use Tax

In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Sales and Use Tax Law of 1955, the State of California imposes a 9% sales and use tax on taxable sales in the City. The City's General fund receives 1% of the 9% levy when the effect of the "Triple Flip" (aka "Revenue Swapping") is factored in.

Utility Users Tax

Utility User Taxes are taxes that cities and counties are allowed to impose on the consumption of certain utility services, such as electricity, gas, and telephones. San Gabriel imposes a 8% tax on consumers of electric, gas, water and telephone services.

Franchise Tax

Franchise Taxes are imposed on privately owned utility companies and other private businesses for the privilege of using City streets and rights-of-way.

Transient Occupancy Tax

Pursuant to Revenue and Taxation Code Section 7280, the transient occupancy tax is imposed on the privilege of occupying a room in a hotel, motel, or other lodging facility unless such occupancy is for a period of more than 30 days. The City's current rate is 12% of the rent charged for the room.

Property Transfer Tax

The Property Transfer Tax is imposed on the transfer of real property. Section 11901 et seq. of the Revenue and Taxation Code authorizes a tax of \$.55 per \$500 of the sales value, exclusive of any lien or encumbrance remaining at the time of sale.

Revenues From Other Agencies

ARRA (Stimulus) Funding

The American Recovery and Reinvestment Act of 2009 created funding for federal contracts, grants and loans, among other things, in response to the economic crisis at the time. Some of the uses for the monies have been to improve streets and roads, help local school districts, and develop and enhance infrastructures.

ADOPTED AND ESTIMATED REVENUE NOTES

Motor Vehicle in Lieu

The Vehicle License Fee (VLF) is an annual fee on the ownership of a registered vehicle. Californians have paid the fee with their registrations since 1935. In the 1980s and 1990s laws concerning the use of the funds were amended, and ultimately, through various voter approved propositions and a "backfill" system the Department of Motor Vehicles allocates 50% of the revenues to counties and 50% to cities apportioned on a population basis.

Federal/State Reimbursements

Reimbursements for various Federal and State programs.

State Mandated Reimbursement

Per Government Code Sections 17500-17617, each year the City is reimbursed by the State for certain State-mandated local programs, including programs administered by peace officers, election related expenses and programs related to municipal storm water runoff.

99234 Bikeway Fund

Public Utilities Code Section 99401 provided for funding for pedestrian and bikeway projects.

County Grants

Grants most often given for Parks and Recreation programs.

Grants - Other Agencies

Federal grants given for programs such as Homeland Security training.

Licenses & Permits

Business Licenses

The business license tax is imposed on people and businesses for the privilege of conducting business in the City. It is regulated by Section 37101 of the Government Code, Section 16000 et seq. of the Business and Professions Code, and Section 110 of the City Municipal Code.

Dog Licenses

All dogs residing in the City must be licensed. Licenses are issued by the San Gabriel Humane Society, under contract to the City.

Tobacco Retailer Licensing

City of San Gabriel Ordinance No. 858 C.S., passed in 2010, requires all businesses selling tobacco products in the City to obtain annual City Tobacco Retailers licenses. Revenue from the licenses is earmarked to be used for programs to educate youth about the dangers of smoking.

Building Permits

Building permit fees are authorized by Article XI, Section 7, of the California Constitution and Sections 17951, 19130, and 19132.3 of the Health and Safety Code and are required of most construction and remodeling projects.

Occupancy Permits

Occupancy permits are issued to ensure that residences and businesses are suitable for habitation or the use for which they are intended.

Plumbing Permits

Plumbing permits are issued pursuant to the 2013 California Plumbing Code, Section 103.1 and are required for most plumbing projects.

ADOPTED AND ESTIMATED REVENUE NOTES

<i>Electrical Permits</i>	Electrical Permits are issued pursuant to the California 2013 California Building Code and are required for most electrical projects.
<i>Sign Permits</i>	All signs on buildings require Planning approval and permits. Signs that are installed on structures, as opposed to painted on the structure or in windows, as well as those that have an electrical component, also require permits from the Building Division.
<i>Overnight Parking Permits</i>	The San Gabriel Municipal Code Section 72.034 prohibits stopping, standing or parking on City streets between the hours of 2:00 a.m. to 6:00 a.m. without a permit. Permits are issued by the Finance Department.
<i>CASp Program</i>	In 2012 California SB 1186 mandated that every City in the State collect \$1.00 from each new and renewed business license for the following four years, the money to be used for handicap accessibility programs, with \$.30 of each dollar to be sent to the State and \$.70 to be retained by the municipalities.
Fines and Forfeitures	
<i>Vehicle Code Fines - Court</i>	Includes parking fines and forfeitures collected pursuant to various sections of the California Vehicle Code. CVC parking fines must be deposited in a separate fund and must be used for specific traffic safety expenditures.
<i>Other Fines - Court</i>	Includes fines and forfeitures, exclusive of parking citations, from arrests pursuant to the California Vehicle Code and distributed in accordance with Penal Code Section 1463.
<i>Parking Fines - City</i>	Fines paid to the City for parking violations.
<i>Administrative Citation</i>	Title I, Chapter 11 of the San Gabriel Municipal Code authorizes the imposition of administrative citations and fines for certain violations of the City Municipal Code related to public health, safety and welfare.
Use of Money and Property	
<i>Interest</i>	Interest earned on governmental securities held in the City's General Fund.
<i>Interest - RDA</i>	Interest earned on governmental securities held in the name of the former Redevelopment Agency.
<i>Unrealized Gain/Loss</i>	Profits or losses that have occurred on paper, but the relevant transactions have not been completed. Also called a paper profit or loss, because it is recorded on paper but has not actually been realized.
<i>Other Rental Income</i> <i>Building Rentals</i> <i>Rental Subsidy</i>	Income earned from the rental of City properties and buildings, such as the Park and Ride Lots, Mission Playhouse, etc.
<i>Equipment Rental</i>	Income earned from the rental of City owned equipment.

ADOPTED AND ESTIMATED REVENUE NOTES

Community Development

Parking

Income earned from the rental of parking spaces at City facilities such as the Mission Playhouse.

Labor Charges

Income earned from the hiring of City personnel outside of regular business hours or for special projects.

Plan Checking

Revenue from plan or map checking fees that are not a part of the building or planning permit fee process.

Public Works Fees

Fees charged for such things as street improvement, street cuts and curb cuts, paid by a developer doing work as part of a project.

*Special Project Plan
Check Services*

Fees paid to in-house or contract plan checkers related to major development projects.

Street Sweeping

City's share of monies per contract with Athens Services.

Graffiti Removal

City's share of monies per contract with Athens Services.

Sewer Maintenance

Revenue from sewer connection fees paid as part of building permits.

General Plan "Set Aside" Fee

Monies collected when building permits are issued to be used for the General Plan and Zoning updates.

Planning Fees

Fees charged by the Planning Division for such things as Conditional Use Permits, Environmental Reviews, various permits, etc.

Advertising and Posting Fees

Fees charged for the costs associated with sending and posting notifications pertaining to public hearings.

Public Safety

Fire Services

Reimbursement of costs incurred by the Fire Department in providing services to the public, including plan reviews and inspections, incident reports, nuisance abatements and special permit issuances.

Police Services

Reimbursement of salaries and benefits of police officers assigned to public gatherings or film shoots.

Facility Rental - EOC

Fees paid for the rental of the Emergency Operations Center by outside agencies.

Ambulance Fees

Revenue received from ambulance transport provided by City ambulances.

False Alarms

Fees paid by business owners whose property triggers false alarms that require police response, after three initial free false alarms.

ADOPTED AND ESTIMATED REVENUE NOTES

<i>Witness Fees</i>	Fees paid to compensate City personnel who are called to testify in court hearings outside of regular work hours.
Recreation	
<i>Recreation Fees</i>	Fees paid for programs and classes offered by the City's Community Services Department.
<i>Lighted Fields</i>	Fees paid to provide lights at night time games played at City parks.
<i>Swimming Pool</i>	Revenue received from the rental of the swimming pool in Smith Park.
<i>Adult Center</i>	Revenue received from the rental of the Adult Center.
Other Revenue	
<i>Sale of Records</i>	Fees paid for duplication of records requested under the Public Records Act.
<i>POST Reimbursement</i>	Reimbursement for "Police Officers Standards and Training" programs.
<i>CDBG Admin./Reimbursements</i>	Reimbursements related to the administration of Community Development Block Grant programs.
<i>Proposition "A" Administration</i>	Revenue obtained as the City's share of voter approved sales tax increases used to enhance public transportation, to be used to administer the program.
<i>Damage Recovery</i>	Reimbursement received for repairs made to City property damaged in the course of accidents or natural destruction.
<i>Election Cost Reimbursement</i>	Monies returned by the L.A. Community College District to offset the cost of the local election.
Public Safety	
<i>Sale of Property</i>	Revenue from the sale of City property.
<i>Proposition "C" Administration</i>	Revenue obtained as the City's share of voter approved sales tax increases used to enhance public transit, including congestion management programs, bikeways and bike lanes, street improvements, etc.; used to administer the program.
<i>Proceeds from Prop. "A" Exchange</i>	Funds received from the sale of unused Prop. "A" funds to other municipalities.
Retirement Fund	
<i>Donations</i>	Monies donated to the City for a variety of reasons.
<i>Property Tax</i>	City's share of that portion of City property taxes voted by the public to help fund the City's retirement plan.
Automotive Equipment Fund	
<i>Interest</i>	Interest earned on funds set aside for the maintenance and purchase of automotive equipment.
<i>Vehicle Charges</i>	Charges for the maintenance and purchase of automotive equipment.

ADOPTED AND ESTIMATED REVENUE NOTES

Self-Insurance Fund
Insurance Charges

Charges for the City's Insurance program.

State Gas Tax Fund
Various funds

The State Streets and Highway Code provides for cities to receive apportioned and allocated amounts of gas and diesel fuel taxes.

Sewer Fund

Effective 2014, fees that property owners will pay to help raise revenue to repair and replace the City's aging sewer system.

Office of Traffic Safety Grant Fund

California Office Of Traffic Safety grant for grants used for programs and equipment to reduce traffic deaths, injuries and economic losses.

Waste Management Fund
Recycling Fees

City's share of recycling fees collected per contract by Waste Management.

Solid Waste Surcharge

Revenue received per contract with Waste Management.

Air Quality Management District Fund

AQMD

Health and Safety Code Section 44225 authorizes an air quality control district to impose a \$4.00 fee on vehicle registrations to finance programs designed to reduce air pollution from motor vehicles. Cities are allocated 40% of the revenues less administrative costs based upon population size.

Mission Playhouse Fund

Other Rental Income, Building Rental, Rental Subsidy

Revenue derived from the rental of the Mission Playhouse for various performances and functions. Filming fees are included in this account.

Equipment Rental

Revenue derived from the rental of equipment owned by the Mission Playhouse.

Parking

Revenue derived from parking fees collected from Mission Playhouse patrons.

Labor Charges

Revenue derived from fees charged for the use of Playhouse personnel outside regular working hours, or during special events or filming.

Capital Improvement Surcharge

A new fee charged to establish a fund to be used to make repairs and improvement to the Playhouse.

Concessions

Revenue from the sale of snacks at Playhouse events.

State Supplemental Law Enforcement Fund
AB 3229 Revenue

Funds being made available to cities for purposes of the Citizens Option for Public Safety (COPS) Program.

Asset Forfeiture - Dept. of Justice Funds

Dept. of Justice, Treasury, State

Three related funds for revenue generated by the collection of cash and assets obtained from individuals who have been apprehended for trafficking in illegal drugs. Use of the funds is restricted to expenditures for the investigation, detection and prosecution of the criminal activities.

ADOPTED AND ESTIMATED REVENUE NOTES

Parking Fund

Miscellaneous and Interest

Revenue and interest derived from the City parking in-lieu fee.

Development Impact Fees

Interest, Park & Recreation Facilities, Sanitary Sewer System Facilities, Police Facility, Fire Facility, Traffic Impact

Fees charged to developers of new houses, commercial buildings, and mixed use buildings to offset the impact the new construction and projects will have on the community.

Park and Recreation Activity Fund

Off Area Trips, Recreation Classes, Dance & Baton, Day Camp Program, Tennis, Special Activity Donation, Senior Social Dance, Recreation Class Insurance

Revenues derived from the cost of various classes and activities offered by the Parks & Recreation Dept.

Proposition "A" Local Return Fund

Revenue and interest obtained as the City's share of voter approved sales tax increases used to enhance public transportation, exclusive of that being used to administer the program.

Proposition "C" Local Return Fund

Revenue and interest obtained as the City's share of voter approved sales tax increases used to enhance public transit, including congestion management programs, bikeways and bike lanes, street improvements, etc., exclusive of that used to administer the program.

Measure "R" Fund

A half cent sales tax increase approved by the voters in 2009 to finance new transportation projects and programs and enhance those already in the pipeline. The City receives a portion of the funding and interest on the funds.

Community Development Block Grant (CDBG) Fund

This is the allocation of the block grant funds that are used for housing, public safety, and economic development in low-income target areas, exclusive of administrative fees.

Other Grants Fund

Federal, State and County Grants used for health, safety, and the betterment of the quality of life in the City.

Redevelopment Obligation Retirement Fund

Tax Increment, Federal/State Reimbursements, Interest, Miscellaneous

Revenue and Interest from the former Redevelopment Agency that is gradually being disbursed.



CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET

CAPITAL

IMPROVEMENTS BUDGET

Capital Improvements Budget Budget Summaries

CAPITAL IMPROVEMENTS BUDGET

Project #	Account #	Description	Funding Source	Amount
Special Projects				
1-09-48	122-800 46 96-743	Mission Rd Rule 20-A Underground Phase 1	Street Lighting	51,000
1-11-62	122-800 41 96-747	Annual Street Sign Replacement	Gas Tax	5,000
1-14-01	122-800 15 96-700	Great Streets Loan Repayment	General	90,000
1-14-01	122-800 58 96-700	Great Streets Loan Repayment	Measure R	375,000
8-09-14	122-810 15 96-763	Zoning Ordinance/General Plan Updates	General	100,000
	122-800 15 96-526	Stormwater Mgmt. Program	General	50,000
	122-850 15 96-835	Arts, Culture and Community Engagement	General	100,000
Total Special Projects				771,000
Capital Improvement				
1-08-33	122-800 55 97-742	Las Tunas Streetscape/Pedestrian Enhancem	Waste Management	(393,000)
1-08-33	122-800 15 97-742	Las Tunas Streetscape/Pedestrian Enhancem	General	(30,000)
1-08-33	122-800 57 97-742	Las Tunas Streetscape/Pedestrian Enhancem	Other Grants	(641,000)
1-08-35	122-800 41 97-704	Great Streets	Gas Tax	171,000
1-08-35	122-800 55 97-704	Great Streets	Waste Management	268,218
1-08-35	122-800 58 97-704	Great Streets	Measure R	3,800,000
1-08-35	122-800 57 97-704	Great Streets	Other Grants	2,000,000
1-11-63	122-800 41 97-543	ACE Trench - Haul Route Restoration	Gas Tax	375,000
1-11-63	122-800 55 97-543	ACE Trench - Haul Route Restoration	Waste Management	1,087,904
1-11-63	122-800 15 97-543	ACE Trench - Haul Route Restoration	General	528,340
1-11-63	122-800 58 97-543	ACE Trench - Haul Route Restoration	Measure R	50,158
1-14-02	122-800 53 97-732	Street Repair & Curb Ramp Project	CDBG	510,974
4-12-04	122-800 40 97-784	Dewey Ave/Brighton Street Sewer Upgrade	Development Impact	112,000
4-12-05	122-800 40 97-788	San Gab. Blvd Sewer Impr.- Dewey to Wells	Development Impact	115,000
4-12-06	122-800 40 97-789	San Gab. Blvd Sewer Impr.- Wells to Angelen	Development Impact	175,000
4-12-07	122-800 38 97-791	Sewer Manhole Rehabilitation Program	Sewer	40,000
4-14-01	122-800 40 97-728	Del Mar Ave Sewer Impr.- Bencamp to Chest	Development Impact	140,000
4-14-02	122-800 38 97-787	Las Tunas Sewer Rehabilitation	Sewer	550,000
4-14-03	122-800 38 97-790	Sewer System Compliance Operations	Sewer	300,000
5-08-02	122-850 40 97-907	Vincent Lugo Park Renovation - Phase 2	Development Impact	310,000
5-08-05	122-850 15 97-908	Pedestrian Bridge to Vincent Lugo Park	General	(160,000)
5-11-07	122-850 40 97-806	Smith Park Pool Facility	Development Impact	95,000
5-14-01	122-850 40 97-807	Roosevelt & Smith Park Playground Impr.	Development Impact	10,000
6-09-07	122-761 15 97-315	Fire Station 52 Upgrade	General	566,000
Total Capital Improvement				9,980,594
Capital Outlay				
2-08-01	122-800 15 99-762	Annual Traffic Signal Upgrade Program	General	25,000
Total Capital Outlay				25,000
TOTAL CAPITAL AND SPECIAL PROJECTS BUDGET				10,776,594

CAPITAL IMPROVEMENTS BUDGET DESCRIPTIONS

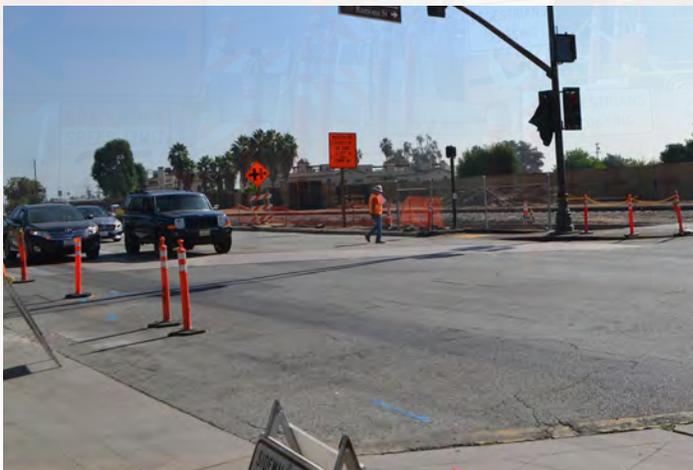
Project #	Project Title	Project Description
Special Projects		
1-09-48	Mission Rd. Rul 20-A Underground Phase 1	This project will relocate above-ground utility lines to below ground conduits in Mission Road from the Union Pacific Railroad to Del Mar Avenue. The utilities to be relocated include electrical lines (Southern California Edison), telephone & communication lines (AT&T), and cable TV (Charter Communications).
1-11-62	Annual Street Sign Replacement	This ongoing annual project will routinely inspect and replace non-compliant signs. The Federal Highway Administration (FHWA) has mandated a minimum level of reflectivity for road signs to increase sign visibility. The project will initially replace all the stop signs and all the low reflectivity signs throughout the City.
1-14-01	Great Streets Loan Repayment	This project will account for the fifteen-year repayment of California Infrastructure Bank loan for \$3.8 million to accelerate delivery of payment projects for years FY 2014-15 through 2016-17. Annual payments will continue through 2030.
8-09-14	Zoning Ordinance/General Plan Updates	This project will update the City's Zoning Ordinance, related development regulations and General Plan. The Zoning Code is significantly outdated and in need of update. The General Plan was adopted in 2004 and should be updated every ten years to address changes in the City's policies with a new plan by 2014.
	Stormwater Management Program	This project will provide management of mandated permit fees/monitoring programs associated with NPDES and State/Regional Water Board.
	Arts, Culture and Community Engagement	This project will increase community engagement by proposing a program of community events that are focused on promoting various local, cultural, historic and family-oriented activities.
Capital Improvement		
1-08-33	Las Tunas Streetscape/ Pedestrian Enhancement	This project will construct and install pedestrian and bicyclist safety improvements and amenities including landscape medians, benches, and trash receptacles along Las Tunas Drive. The work will be primarily focused at the City's east and west entries. This work must be coordinated with pavement rehabilitation of Las Tunas Drive.
1-08-35	Great Streets	This annual program of projects will reconstruct streets that are identified through field investigations and the City's Pavement Management Program as having fallen below the condition where lower cost preventive maintenance methods would be effective. Work may include pavement removal and subgrade repair or in-place recycling, curb and gutter repair, installation of ADA-compliant curb ramps, and construction of new asphalt concrete roadway.

CAPITAL IMPROVEMENTS BUDGET DESCRIPTIONS

Project #	Project Title	Project Description
Capital Improvement		
1-11-63	ACE Trench - Haul Route Restoration	This project will rehabilitate approximately 3.3 miles of streets that are designated as haul routes for construction of the ACE San Gabriel Trench project.
1-14-02	Street Repair & Curb Ramp Project	This project will repair damaged streets throughout the CDBG eligible areas. Concurrently, adjacent curbs will be improved to make them ADA accessible.
4-12-04	Dewey Ave/Brighton Street Sewer Upgrade	This project will replace 2,245 linear feet of 18-inch sewer pipeline on Dewey Avenue with new 21-inch pipe to improve capacity. This project will also rehabilitate 300 linear feet of damaged 8-inch sewer pipeline on Brighton Street with cured-in-place liner.
4-12-05	San Gabriel Blvd. Sewer Improvement- Dewey to Wells	This project will install 2,250 linear feet of parallel 12-inch sewer pipeline on San Gabriel Boulevard from Dewey Avenue to Wells Street alongside existing 12-inch pipeline that has exceeded its flow capacity.
4-12-06	San Gabriel Blvd. Sewer Improvement-Wells to Angeleno	This project will install 3,461 linear feet of parallel 12-inch sewer pipeline on San Gabriel Boulevard from Wells Street to Angeleno Avenue alongside existing 12-inch pipeline that has exceeded its flow capacity.
4-12-07	Sewer Manhole Rehabilitation Program	This annual ongoing program will inspect and rehabilitate the City's 1,300 sewer manholes to ensure continued operation of the City's sewer system.
4-14-01	Del Mar Ave Sewer Improvement-Bencamp to Chestnut	This project will upgrade 2,640 linear feet of 12-inch sewer pipe to 15-inch diameter pipe on Del Mar Avenue between Bencamp Avenue and Chestnut Avenue.
4-14-02	Las Tunas Sewer Rehabilitation	This project will replace 650 linear feet of 8- and 12-inch sewer pipeline on Las Tunas Drive between Willard Avenue and Vista Street with new 15-inch pipe to correct capacity deficiency. This project will also rehabilitate 5,600 linear feet of damaged 8-inch sewer pipeline on Las Tunas Drive with cured-in-place liner.
4-14-03	Sewer System Compliance Operations	This project will implement operational programs required for compliance with State Waste Discharge Requirements and terms of the consent judgment with the State Attorney General following the 2012 Notice of Violation.
5-08-02	Vincent Lugo Park Renovation -Phase 2	This project proposes revisions to the prior Vincent Lugo Park Phase 2 Renovation. Costs include: design and construction of picnic shelters, playground equipment, and an alternate water play area.

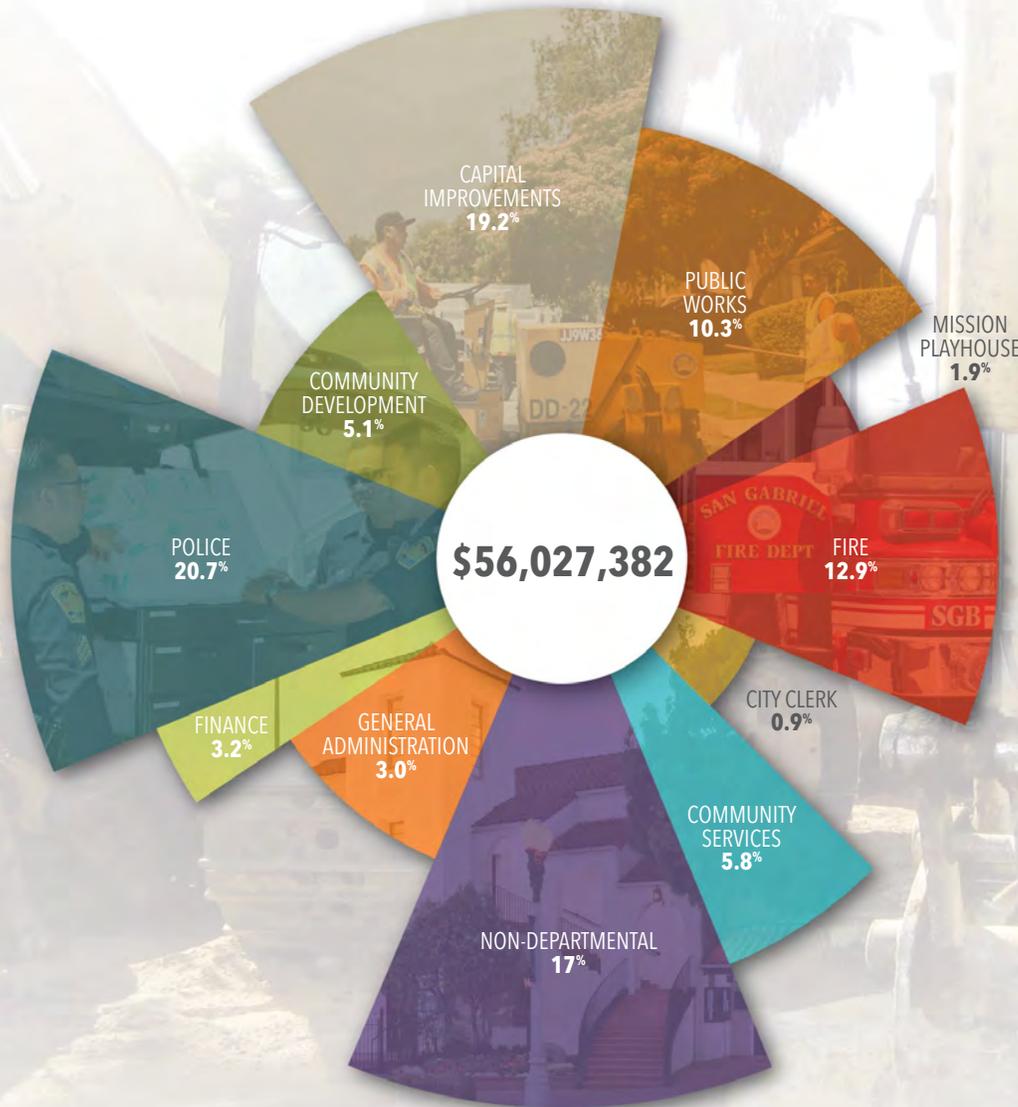
CAPITAL IMPROVEMENTS BUDGET DESCRIPTIONS

Project #	Project Title	Project Description
Capital Improvement		
5-08-05	Pedestrian Bridge to Vincent Lugo Park	This project has been deleted due to lack of funding.
5-11-07	Smith Park Pool Facility	This project proposes to provide necessary improvements to Smith Park pool and aquatics facility. An initial phase of the project, to be completed in 2014-15 includes pool resurfacing, repair of the expansion joint, tile repair to take care of immediate needs and installation of honeycomb rubber matting on the pool deck surface to provide a more even surface until the deck concrete replacement can be completed.
5-14-01	Roosevelt & Smith Park Playground Improvements	This project includes revisions to the playground areas at Smith Park (2) and Roosevelt Park. Plans include replacement of sand and rubber surfacing with Fibar engineered wood fiber and necessary drains, ramps, etc.
6-09-07	Fire Station 52 Upgrade	This project will expand and upgrade Station 52 facility at 115 N. Del Mar Avenue to accommodate up to five personnel.
Capital Outlay		
2-08-01	Annual Traffic Signal Upgrade Program	This annual, ongoing program will relieve traffic congestion and improve safety at the City's 36 signalized intersections. The City's existing traffic signal controller equipment inventory is aging with much of it in need of various forms of upgrades or replacement in order to maintain efficient operation of the signal system.



TOTAL ALL EXPENDITURES

2014 - 2015





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CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET

OPERATING **BUDGET COMPARISON**

Operating Budget Comparison Budget Summaries

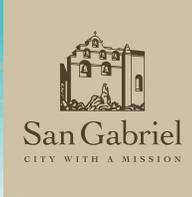
CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

OPERATING BUDGET **COMPARISON** 2010-11 THROUGH 2014-15

	Adopted Budget 2010-11	Adopted Budget 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14	Adopted Budget 2014-15
Administration	\$ 1,991,862	\$ 1,907,568	\$ 2,099,514	\$ 1,866,087	\$ 1,658,382
City Clerk	-	-	-	-	516,321
Finance	1,531,112	1,479,782	1,597,211	1,527,636	1,773,609
Police	11,538,656	12,274,505	12,336,233	10,888,109	11,588,374
Fire	6,463,225	6,695,520	6,794,883	6,675,640	7,196,859
Public Works	-	2,859,849	3,024,663	3,012,754	5,786,879
Community Development	8,987,470	4,998,196	4,852,043	4,215,195	2,857,045
Park and Recreation	2,086,198	2,149,220	2,251,002	2,124,349	-
Community Services	-	-	-	-	3,244,480
Mission Playhouse	918,841	905,476	896,370	900,757	1,079,082
Non-Departmental	7,355,000	7,090,000	7,428,000	8,650,696	9,549,757
TOTAL	\$ 40,872,364	\$ 40,360,116	\$ 41,279,919	\$ 39,861,223	\$ 45,250,788





CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

OPERATING BUDGET **BY FUND**

	Admin.	City Clerk	Finance	Police	Fire	Public Works	Community Development	Community Services	Mission Playhouse	Non-Departmental	Grand Total
General Fund	1,658,382	516,321	1,773,609	11,096,955	7,081,859	4,022,369	2,636,218	1,238,519	666,956	2,863,000	33,554,188
Self Insurance										6,686,757	6,686,757
AB 3229				136,419							136,419
Auto Shop				198,000	115,000	793,954					1,106,954
Asset Forfeiture				157,000							157,000
Mission Playhouse									412,126		412,126
AQMD Fund								30,000			30,000
C.D.B.G. Fund							98,327	57,510			155,837
PROP "A"								1,338,151			1,338,151
PROP "C"						30,104		580,300			610,404
Other Grants Fund						116,000					116,000
Sewer Fund						824,452					824,452
R.P.T.T.F. Fund							122,500				122,500
TOTAL	\$1,658,382	\$516,321	\$1,773,609	\$11,588,374	\$7,196,859	\$5,786,879	\$2,857,045	\$3,244,480	\$1,079,082	\$9,549,757	\$45,250,788



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

OPERATING BUDGET **BY TYPE**

	Full-Time Authorized Positions	Personnel Services	Services Supplies	Capital Outlay & Special Projects	Total
Administration	13	\$ 1,096,385	\$ 561,997	\$ 0	\$ 1,658,382
City Clerk	5	392,805	123,516	0	516,321
Finance	10	1,016,545	757,064	0	1,773,609
Police	69	9,934,674	1,298,700	355,000	11,588,374
Fire	35	5,652,995	1,428,864	115,000	7,196,859
Public Works	30	2,942,611	2,072,902	771,366	5,786,879
Community Development	14	1,646,640	1,210,405	0	2,857,045
Community Services	7	1,079,068	2,135,412	30,000	3,244,480
Mission Playhouse	5	817,125	246,957	15,000	1,079,082
Non-Departmental	0	0	9,549,757	0	9,549,757
TOTAL	188	\$ 24,578,848	\$ 19,385,574	\$ 1,286,366	\$ 45,250,788



CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

GLOSSARY OF BUDGET TERMS



Accounting System: The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity.

Adjusted Budget: The budget that reflects all legal changes made to the original budget subsequent to the start of the year (even those that occur after the end of the year)

Americans with Disabilities Act of 1990 (ADA): A federal law providing protection to individuals with disabilities ranging from prohibitions against discrimination in employment to specific requirements for modifications of public facilities and transportation systems.

Appropriation: An authorization granted by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Resolution: The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Assessed Value: The value placed on real and other property as a basis for levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the State Board of Equalization establishes assessed value of utility property tax rolls.

Balanced Budget: A balanced budget is a budget in which sources meet or exceed uses.

Base Budget: Under traditional budgeting, the base budget is that amount carried over from one year to the next. Each year, approved amounts may be added to the base budget.

Beginning Balance: Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

Budget: A plan for the expenditure of financial resources covering a specific time period, usually one year, which, by adoption, constitutes legal authority to spend. The City of San Gabriel adopts an annual budget from July 1: June 30. The budget contains appropriations needed to continue the City's operations for the year and the revenues anticipated to finance them.

Budget Amendment: Under the municipal code, the City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by a majority vote. The City Manager has the authority to approve administrative adjustments to the budget, as long as the adjustments will not affect the bottom-line appropriations for any given department.

GLOSSARY OF BUDGET TERMS

Budget Calendar: A schedule of key dates and milestones that a government follows in the preparation and adoption of the budget.

Budget Document: The official written statement prepared by the City Manager and supporting staff which presents the proposed budget and operating plan to the City Council. Also refers to the final budget as adopted by the City Council.

Budget Message: A general discussion of the budget presented in writing as a part of, or supplement to, the budget document. The budget message explains the principal issues against the background of financial trends and the priorities set forth in the budget.

California Public Employees Retirement System (CalPERS): The retirement system, administered by the State of California, to which all permanent City employees belong.

Capital Asset: A tangible, fixed asset that is long-term in nature, of significant value, and obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include land, buildings, equipment, improvements to buildings, and infrastructure (i.e., streets, bridges and other immovable assets). A capital asset is defined as an asset with a useful life extending beyond a single accounting period. The capitalization threshold for the City of San Gabriel is \$5,000.

Capital Improvement Program (CIP): A formal long-term (multi-year) plan for the acquisition and improvement of major assets, such as land, buildings, machinery and equipment, and infrastructure (i.e., streets, bridges and other immovable assets). The CIP identifies the expected beginning and ending date for each project, the amount to be expended in each, and the method of financing those expenditures. The City of San Gabriel prepares a five-year CIP.

Carryover: Expenditure originally planned in the current year but, because of delays, is postponed to the following fiscal year.



Community Development Block Grant (CDBG): The Community Development Block Grant is a federal program for the development of housing and community projects. Funds are awarded to community based agencies on an annual basis to carry out these activities

Contingency: An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as shortfalls in revenue and similar eventualities, natural disasters, and federal mandates.

Debt Service Requirements: The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of debt.

Deficit: An excess of expenditures/expenses (uses) over revenues (resources).

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

Depreciation: The expiration in the service life of fixed assets (buildings, machinery, equipment, etc.) attributable to normal wear and tear. The portion of the cost of the expiration in the service life of a capital asset is charged as an expense during a particular accounting period.

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 fiscal year end and require Council action to re-appropriate the necessary funds.

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

Fiscal Year: A twelve-month period of time to which a budget applies. San Gabriel's budget contains one calendar year starting July 1 of the first year and ending June 30 of the second year.

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, it represents the excess of all prior year's operating surpluses and deficits.

Gas Tax Fund: This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets.

General Fund: The primary fund of the City, it is used to account for all revenues and expenditures not legally restricted as to use. This 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 most general government activities.

Government Finance Officers Association

(GFOA): An international professional governmental finance association. The GFOA distinguished budget award presentation is an attainable goal set by the majority of municipalities in the United States.

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 Projects funds.

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

Infrastructure: Facilities that support the daily life and growth of the City, for example, roads, storm drains, sewers, public buildings, parks and bridges.

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.

Internal Service Fund (ISF): An internal Service Fund supports services to other City departments and bills the various other funds for services rendered. ISFs are self-supporting. The City's ISFs include Retirement (125), Automotive Equipment (128) and Self-Insurance (129).



GLOSSARY OF BUDGET TERMS

Mandate: Legislation passed by the state or federal government requiring action or provision of services and/or programs. Examples include the Americans with Disabilities Act, which requires actions such as physical facility improvements and provision of specialized transportation services.

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, fire safety standards, etc.

Operating Budget: The 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 which has the full force and effect of law within City boundaries. An ordinance has a higher legal standing than a resolution.

Program: A subsection of a division which provides specific services or a product. A program is the smallest unit of service. There may be one or more programs within a division.

Regular Full-Time: An employee who is hired on a permanent basis who works the minimum number of hours to be considered full-time and who receives full benefits.

Regular Part-Time: A person who is hired on a permanent basis who works less than the minimum number of hours to be considered full-time and who receives partial benefits.

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

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

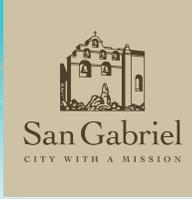
Spending Limitation (Gann Limit): Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. The amounts of appropriations subject to the limit are budgeted proceeds of taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriate limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

Transfers In and Transfers Out: Movement of revenue out of one fund into another. The recipient fund uses the money to cover the cost of services provided or to cover the cost of a contract between two funds.

Transient Occupancy Tax (TOT): Tax collected by hotel operators and imposed on hotel guests for transient lodging (30 days or less) within the City. The current TOT rate is 10%

User Fee: The voluntary payment of a fee for direct receipt of a public service by the party directly benefiting from service.

Utility Users Tax: A 8% tax is levied on utility billings for gas, electric, water, telephone, and wireless services.



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

APPROPRIATIONS LIMIT SUMMARY

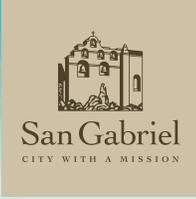
In November 1979, the voters of the State of California approved Proposition 4, commonly known as the "Gann Initiative." The Proposition created Article XIII B of the State Constitution placing limits on the amount of revenue, which can be spent by all entities of government from the "proceeds of taxes." Proposition 4 became effective for the 1980-81 fiscal year, but the formula for calculating the limits was based on the 1978-79 "base year" revenues.

Section 9710 of the California Government Code, added in 1980 by the State Legislature, provides that "each year, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following year..."

In order to address the increasing number of complaints by agencies about the restrictions of Proposition 4, and to provide guidelines for local governments in adopting their limits, the voters approved Proposition 111 in June 1990. Among other things, Proposition 111 provided new adjustment formulas, which make the Appropriations Limit more responsive to local growth issues. Proposition 111 also established a requirement for an annual review of Limit calculations.

A comparison between the FY 2014-15 Appropriations Limit of \$33,497,759 and the Appropriations Subject to the Limit of \$22,680,990 indicates a positive gap between the two. The City will be \$10,816,769 below its Appropriations Limit for Fiscal Year 2014-15.

2013-14	Appropriations Limit		\$33,315,123
2014-15	Change in PCI	=	-.23%
2014-15	Change in Population	=	0.78%
2014-15	Appropriations Limit		\$33,497,759



CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

RESOLUTION 14-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2014-15

WHEREAS, the City Council is required by Government Code Section 7910 to establish each year, by resolution, the appropriation limit; and

WHEREAS, the documentation used in the determination of the appropriations limit has been available to the public for fifteen (15) days prior to the meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Gabriel as follows:

SECTION 1. Adjustment factors selected for setting the 2014-15 fiscal year limit as follows:

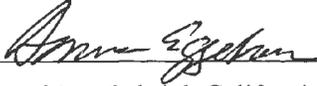
- A. The Revised Appropriation limit for 2013-2014 of \$33,315,123.
- B. The change in the California per capita income.
- C. The change in the Los Angeles County population.

SECTION 2. The Article XIII B Appropriations Limit for the fiscal year 2014-15 for the City of San Gabriel shall be \$33,497,759.

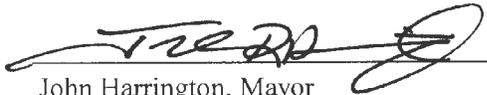
SECTION 3. The City reserves the right to revise the appropriation limit deemed appropriate under applicable State law.

PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 1st day of July 2014.

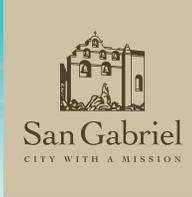
ATTEST:



City of San Gabriel, California



John Harrington, Mayor
San Gabriel City Council



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

POPULATION, SALES TAX AND ASSESSED VALUATION HISTORY

<u>Fiscal Year</u>	<u>Population</u>	<u>Assessed Valuations</u>	<u>Taxable Sales</u>
2004-05	42,374	2,550,004,856	392,461,287
2005-06	42,320	2,615,851,001	395,155,758
2006-07	42,691	3,137,838,065	414,686,832
2007-08	42,762	3,332,115,766	405,101,051
2008-09	42,829	3,670,473,094	350,710,900
2009-10	42,984	3,718,889,581	309,053,100
2010-11	39,839	3,770,851,330	352,756,900
2011-12	39,796	3,845,890,962	386,098,931
2012-13	40,153	3,946,559,370	422,173,500
2013-14	40,313	4,089,297,310	435,000,000 (*)
2013-14	40,500 (*)	4,171,083,256 (*)	435,000,000 (*)

(*) Estimated





CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

Administration _____	67
City Clerk _____	85
Finance _____	95
Police _____	113
Fire _____	129
Community Development _____	143
Public Works _____	163
Community Services _____	195
Mission Playhouse _____	225
Non Departmental _____	235

Department Operating Budget



CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET

ADMINISTRATION

Administration Operating Budget

Administration
SUMMARY
Overview

The Administration Department provides high quality management of the City's operations, implementing Council policies and priorities. This budget includes the Human Resources office; the City Attorney; public information and engagement. In FY 2014-15, its key objectives include implementation of a new strategic plan, community engagement, and increased economic development.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	1,026,678	1,096,385	1,096,385	7%
Services and Supplies	547,558	561,997	561,997	3%
Capital Outlay	-	-	-	-
Total	1,574,236	1,658,382	1,658,382	5%
<u>Personnel Authorized</u>				
	12 (FT) 1 (PT)	13 (FT)	13 (FT)	
<u>Cost Center Distribution</u>				
City Council	245,231	262,055	262,055	7%
City Manager	488,493	505,770	505,770	4%
City Attorney	176,840	175,890	175,890	-1%
Human Resources	588,736	602,868	602,868	2%
Public Information	74,936	111,799	111,799	49%
Total	1,574,236	1,658,382	1,658,382	
<u>Source of Funds</u>				
General Fund	1,574,236	1,658,382	1,658,382	

Administration
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Prelim. Budget	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget
<u>Regular Full Time Positions</u>						
City Council	5.00	5.00	5.00	53,622	53,622	53,622
City Manager	1.00	1.00	1.00	199,967	203,970	203,970
Assistant City Manager	1.00	1.00	1.00	159,355	167,310	167,310
Executive Assistant	1.00	1.00	1.00	69,770	69,768	69,768
Human Resources Analyst	1.00	1.00	1.00	67,775	67,775	67,775
Administrative Assistant II	1.00	1.00	1.00	53,639	55,771	55,771
Management Assistant (HR)	1.00	1.00	1.00	49,619	51,464	51,464
Management Assistant (PIO)	-	1.00	1.00	-	49,620	49,620
Human Resources Specialist	1.00	1.00	1.00	46,168	45,259	45,259
Auto Allowance				11,700	11,700	11,700
Bilingual Pay				1,200	1,200	1,200
Overtime				936	936	936
<u>Regular Part Time Employees</u>						
Management Assistant (PIO)	1.00	-	-	30,362	-	-
<u>Seasonal Part Time Budget</u>						
Office Assistant				13,440	13,440	13,440

Administration

DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure

2012-13

Notes

Recruitments conducted	12	Full time positions only
New general liability claims received	9	
General liability claims closed	19	

Key Performance Indicators

Percentage of filled positions	93%
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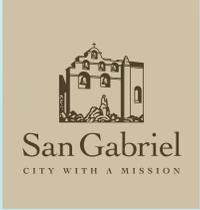
Outcomes Measurement

Establish easier, faster online employment application process	Measurement to be Developed
Faster handling of documents from new online system	Measurement to be Developed
Increase bilingual assistance available	Measurement to be Developed

Measures of Customer Satisfaction

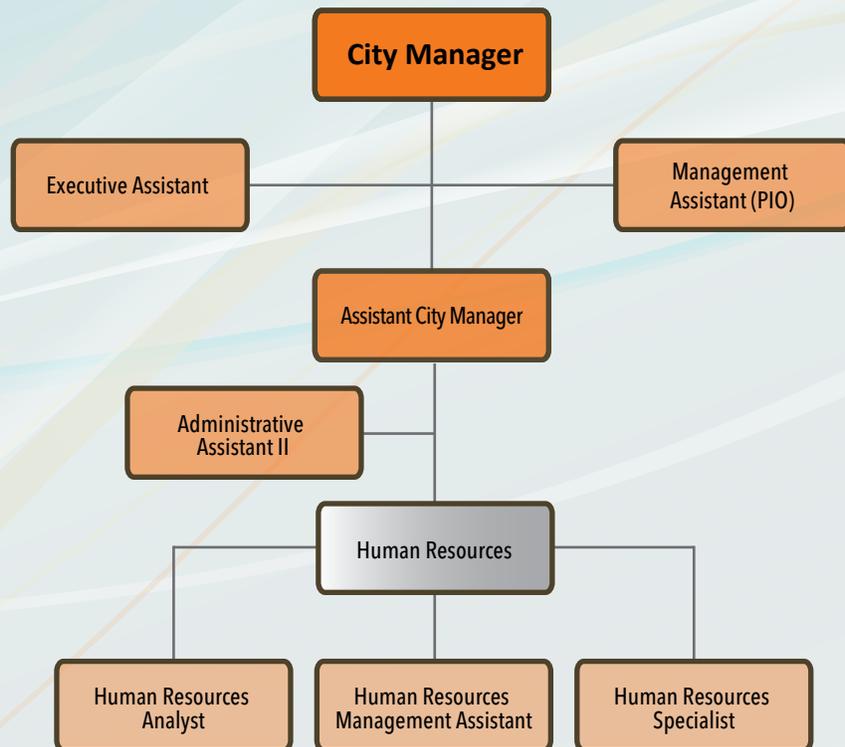
None





ADMINISTRATION DEPARTMENT

ORGANIZATIONAL CHART



Administration
COST CENTER SUMMARY

City Council # 121-701-00

The Mayor and City Council Members are elected at-large to sit as the legislative body of the City, to develop public policy, promote public welfare, pursue interests of the public, establish organizational goals, authorize fiscal priorities, supervise day-to-day performance of the City Manager, the services of the City Attorney, represent the City's interests before regional, state, and federal agencies, and adopt appropriate legislative initiatives.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	157,237	160,454	160,454	2%
Services and Supplies	87,994	101,601	101,601	15%
Capital Outlay	-	-	-	-
Total	<u>245,231</u>	<u>262,055</u>	<u>262,055</u>	7%
<u>Regular Full Time Positions</u>	5.00	5.00	5.00	
City Councilmembers	5.00	5.00	5.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
 <u>Source of Funds</u>				
General Fund	<u>245,231</u>	<u>262,055</u>	<u>262,055</u>	

Administration
COST CENTER DETAIL
City Council # 121-701-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		53,622
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		93,598
19-002	Retirement		12,456
19-004	Medicare		778
		Sub-total	160,454
	<u>Services and Supplies</u>		
31-000	Office Operating	Office supplies and related expenses	4,001
40-010	Cellular Services	Cellular phone expenses	2,300
53-000	Membership and Dues	Independent Cities Association	1,900
		League of California Cities	15,000
		National League of Cities	3,300
		San Gabriel Valley Council of Government	17,500
		Southern CA Association of Government	4,000
		US/Mexico Sister Cities Association	200
54-000	Allowances	Independent Cities Association - Summer	11,000
		Independent Cities Association - Winter	8,000
		League of California Cities Conference	5,700
		League of California Cities Legislative Conf.	3,000
		Miscellaneous Meetings	5,000
		National League of Cities Conference	3,600
		Nat'l League of Cities Congressional Conf.	3,600
56-000	Local Meetings	Various meetings/event refreshments	13,500
		Sub-total	101,601
	<u>Capital Outlay</u>		
		None	-
		Cost Center Total	262,055

Administration COST CENTER SUMMARY

City Manager # 121-704-00

The City Manager is the city's chief executive officer, responsible for carrying out the City Council's policies and appointing City staff. In FY 2014-15, the City Manager's office will help implement a new strategic plan; launch a new branded mobile app for cellphones to bring government closer to its residents; continue the expansion of community engagement programs; and launch several new economic development initiatives in connection with the Community Development Department.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	464,543	481,820	481,820	4%
Services and Supplies	23,950	23,950	23,950	0%
Capital Outlay	-	-	-	-
Total	488,493	505,770	505,770	4%
<u>Regular Full Time Positions</u>	2.40	2.40	2.40	
City Manager	0.95	0.95	0.95	
Assistant City Manager	0.35	0.35	0.35	
Executive Assistant	0.95	0.95	0.95	
Administrative Assistant II	0.15	0.15	0.15	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	13,440	13,440	13,440	
<u>Source of Funds</u>				
General Fund	488,493	505,770	505,770	

Administration
COST CENTER DETAIL

City Manager # 121-704-00

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Description</u>	
11-000	Full Time Employees		339,612
12-000	Part Time Employees		13,440
13-000	Overtime		-
19-001	Health Insurance		47,696
19-002	Retirement		75,953
19-004	Medicare		5,119
		Sub-total	481,820
	<u>Services and Supplies</u>		
31-000	Office Operating	Office supplies and related expenses	3,000
40-007	Cable	Cable television services	100
40-010	Cellular Services	Cellular phone expenses	1,550
53-000	Membership and Dues	International City Managers' Association	2,700
		Other organizations	1,825
		San Gabriel Valley City Managers	75
54-000	Allowances	CA Joint Power Insurance Authority Conf.	700
		Independent Cities Association - Summer	4,400
		Independent Cities Association - Winter	1,600
		International City Managers' Assoc. Conf.	2,000
		League of California Cities Conference	1,600
		San Gabriel Valley Municipal Assistants	400
		American Planning Association Conferences	2,000
56-000	Local Meetings	Materials, Supplies	2,000
	<u>Capital Outlay</u>	Sub-total	23,950
		None	-
		Cost Center Total	505,770

Administration
COST CENTER SUMMARY

City Attorney # 121-705-00

The City Attorney is appointed by the City Council, attends City Council and Planning Commission meetings, advises on legal matters for the city, and acts as City Prosecutor.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	176,840	175,890	175,890	-1%
Capital Outlay	-	-	-	-
Total	176,840	175,890	175,890	-1%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	176,840	175,890	175,890	

Administration
COST CENTER DETAIL

City Attorney # 121-705-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		-
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		-
		Sub-total	-
		<u>Services and Supplies</u>	
22-000	Contractual	Legal Services - Basic Retainer Wallin, Kress, Reisman & Kranitz	96,000
		Additional Hourly Services - Wallin, Kress, Reisman & Kranitz	74,340
		Tobacco Licensing	2,200
54-000	Allowances	CA Joint Power Insurance Authority Conf. League of California Cities	600 750
64-030	Prosecution Services	Professional Services	2,000
		Sub-total	175,890
		<u>Capital Outlay</u>	
		None	-
		Cost Center Total	175,890

Administration
COST CENTER SUMMARY
Human Resources # 121-710-00

The Human Resources office seeks to provide the highest caliber employees and a work environment designed to foster innovation and efficiency. Its functions include employee recruitment, testing and selection; organization-wide employee development; employee and labor relations; workers' compensation, general liability and risk management programs; diversity initiatives; and support to the successful Employee Development Group work teams.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	366,349	380,481	380,481	4%
Services and Supplies	222,387	222,387	222,387	0%
Capital Outlay	-	-	-	-
Total	<u>588,736</u>	<u>602,868</u>	<u>602,868</u>	2%
<u>Regular Full Time Positions</u>	4.00	4.00	4.00	
Assistant City Manager	0.30	0.30	0.30	
Human Resources Analyst	1.00	1.00	1.00	
Management Assistant (HR)	1.00	1.00	1.00	
Administrative Assistant II	0.70	0.70	0.70	
Human Resources Specialist	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>588,736</u>	<u>602,868</u>	<u>602,868</u>	

Administration
COST CENTER DETAIL

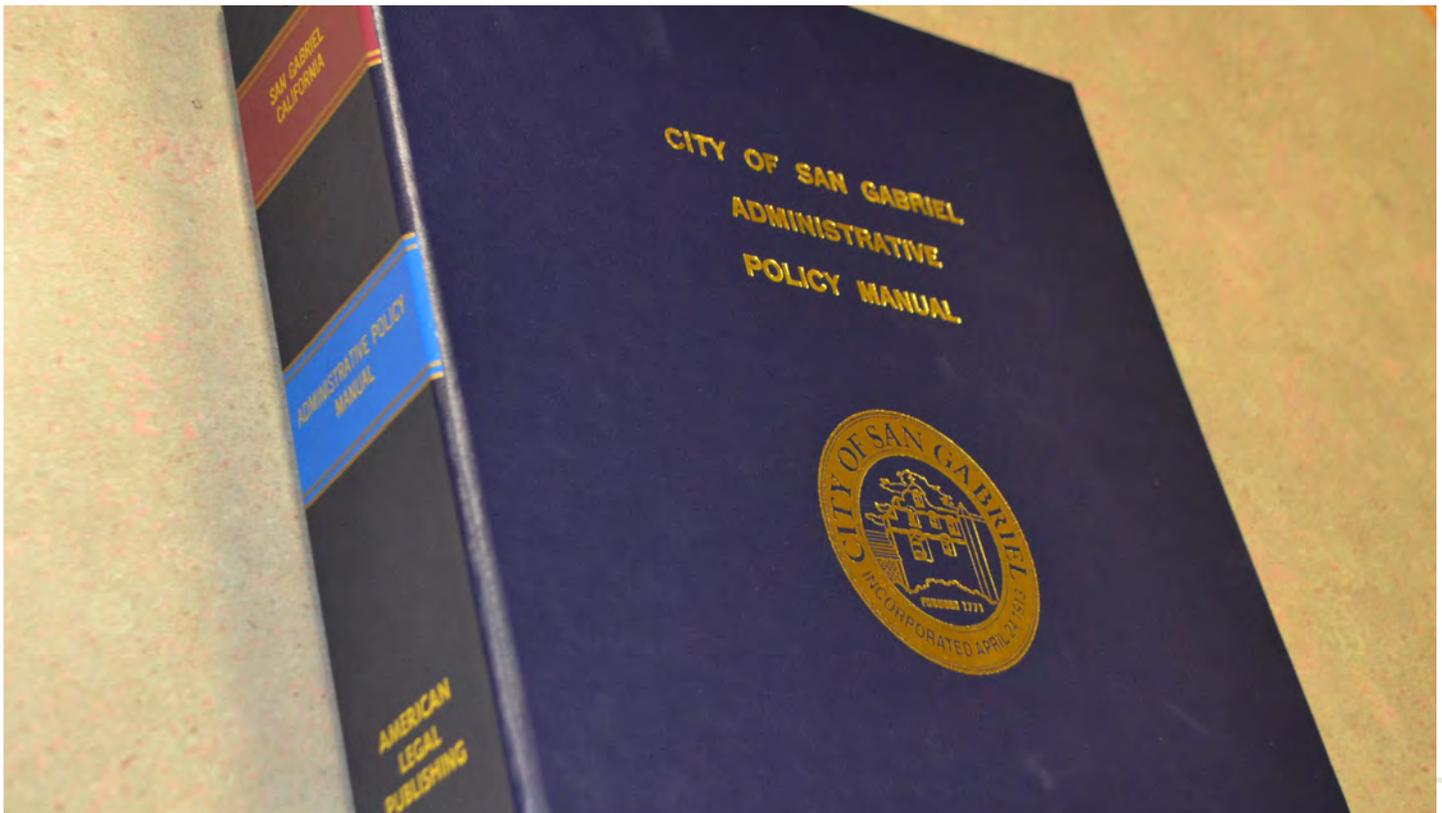
Human Resources # 121-710-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		254,930
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		78,641
19-002	Retirement		43,214
19-004	Medicare		3,696
		Sub-total	380,481
	<u>Services and Supplies</u>		
21-000	Special Departmental	Employee Development Group supplies	2,000
		Employee events and promotions	2,000
		Labor posters	250
22-000	Contractual	Employee assistance	2,000
		Labor negotiator	14,353
		Legal services	4,000
		Pre-employment physicals	6,386
31-000	Office Operating	Office supplies	2,797
40-010	Cellular Services	Cellular phone expenses	3,100
45-000	Educational	Training and development services	7,241
51-000	Advertising	Job recruitment ads	6,399
53-000	Membership and Dues	Various associations dues	1,625
54-000	Allowances	Educational Forum - CALPERS	1,500
		Various associations conferences	4,000
56-000	Local Meetings	Refreshments, materials, etc.	2,000

Administration
COST CENTER DETAIL

Human Resources # 121-710-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>2014-15 Adopted Budget</u>
68-000	Sick Leave Expenses for 1/3 accumulated sick leave upon retirement and annual sick leave buy-back program	150,000
69-000	Service Awards Employee service awards, event, supplies	12,736
	Sub-total	222,387
	 <u>Capital Outlay</u>	
	None	-
	Cost Center Total	602,868



Administration
COST CENTER SUMMARY

Public Information # 121-711-00

This cost center, Public Information, will provide San Gabriel's first dedicated, full-time position devoted to communications, community outreach, public affairs, advocacy, and diversity issues. During the coming fiscal year this position will help develop the City's communications plan, expand our publications, increase our social media presence, improved our emergency communications planning and enhance our ability to communicate with a diverse constituency.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	38,549	73,630	73,630	91%
Services and Supplies	36,387	38,169	38,169	5%
Capital Outlay	-	-	-	-
Total	74,936	111,799	111,799	49%
<u>Regular Full Time Positions</u>	-	1.00	1.00	
Management Assistant (PIO)	-	1.00	1.00	
<u>Regular Part Time Employees</u>	1.00	-	-	
Management Assistant (PIO)	1.00	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	74,936	111,799	111,799	

Administration
COST CENTER DETAIL

Public Information # 121-711-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		49,620
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		18,967
19-002	Retirement		4,324
19-004	Medicare		719
		Sub-total	73,630
		<u>Services and Supplies</u>	
21-000	Special Departmental	Public information services	6,782
40-010	Cellular Services	Cellular phone expenses	1,100
62-000	Quarterly Newsletter	Postage - U.S. Postal Service	14,980
		Quarterly newsletter "Grapevine"	13,307
		Translation services	2,000
		Sub-total	38,169
		<u>Capital Outlay</u>	
		None	-
		Cost Center Total	111,799

THE PEOPLE
domestic Tranquility, provide for the common and
Posterity, do ordain and establish this Constitution

Article I
Section 1
All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.
The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.
No Representative shall have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and when elected shall have been seven Years a Citizen of that State in which he shall be chosen.
The actual Number of free Persons, including those bound to Service for a certain Term, and until such Limitation shall be made, shall be the basis of the apportionment of free Persons, which may be varied by such Alteration as may be made by Law.
The actual Enumeration shall be made within three Years after the first Meeting of the Legislature of the United States, and within each subsequent Term of Years, and until such Enumeration shall be made, the actual Enumeration in the first Year shall be the basis of the apportionment.
Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a certain Term, and until such Enumeration shall be made, the actual Enumeration in the first Year, three fifths of all other Persons, who are held as Servants for a certain Term of Years, and who are imported into the United States, and in each subsequent Enumeration, the actual Enumeration in the first Year, three fifths of all other Persons, who are held as Servants for a certain Term of Years, and who are imported into the United States, and in each subsequent Enumeration, the actual Enumeration in the first Year, three fifths of all other Persons, who are held as Servants for a certain Term of Years, and who are imported into the United States.



CITYBUILDING PAVING THE WAY
2014-2015 BUDGET

CITY CLERK

City Clerk Operating Budget

City Clerk
SUMMARY
Overview

The City Clerk's office is the official record-keeper and holder of the City Seal, is responsible for public noticing, preparing and distributing Council agendas and minutes and conducting City elections. In FY 2014-15, the City Clerk's office will conduct the March 2015 election, pursuant to recommendations the City Council adopt as the result of the 2014 report on municipal election processes. This office will also provide public education collaborating with San Gabriel Schools with the PATH (local history) and Youth in Government programs.

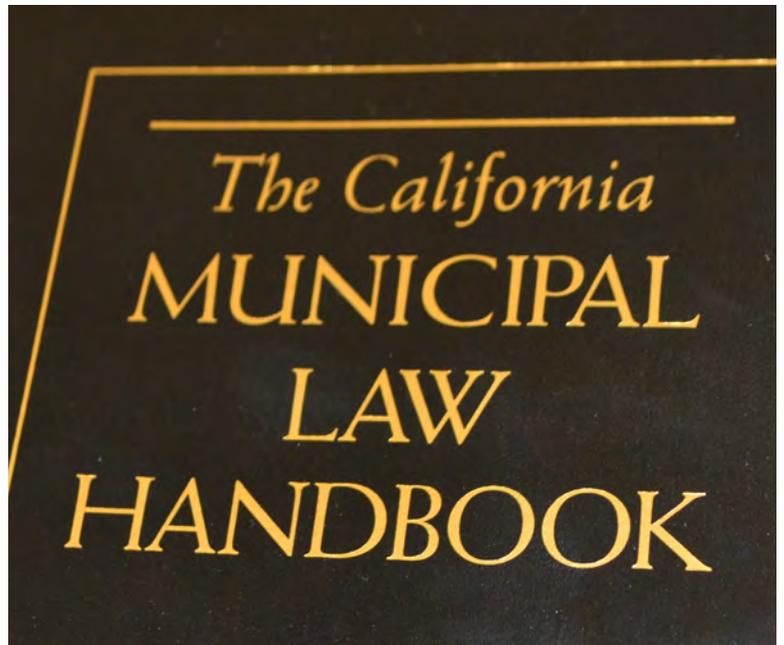
	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	269,735	392,805	392,805	46%
Services and Supplies	22,116	123,516	123,516	458%
Capital Outlay	-	-	-	0%
Total	291,851	516,321	516,321	77%
<u>Personnel Authorized</u>	5 (FT) 1 (PT)	5 (FT) 1 (PT)	5 (FT) 1 (PT)	
<u>Cost Center Distribution</u>				
City Clerk	272,858	256,035	256,035	-6%
Election	18,993	260,286	260,286	1270%
Total	291,851	516,321	516,321	
<u>Source of Funds</u>				
General Fund	291,851	516,321	516,321	
	291,851	516,321	516,321	

City Clerk
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<u>Regular Full Time Positions</u>						
City Clerk	1.00	1.00	1.00	3,000	3,000	3,000
Deputy City Clerk	1.00	-	-	72,198	-	-
City Manager	0.10	-	-	26,974	-	-
Assistant City Manager	0.30	0.30	0.30	47,806	50,193	50,193
Chief City Clerk	-	1.00	1.00	-	84,547	84,547
Assistant City Clerk	-	1.00	1.00	-	66,564	66,564
Administrative Assistant I	0.60	0.60	0.60	49,861	49,884	49,884
Auto Allowance				-	5,850	5,850
Bilingual Pay				1,200	1,200	1,200
<u>Regular Part Time Employees</u>						
Administrative Assistant I	1.00	1.00	1.00	17,285	30,537	30,537
<u>Seasonal Part Time Budget</u>				32,576	45,480	45,480

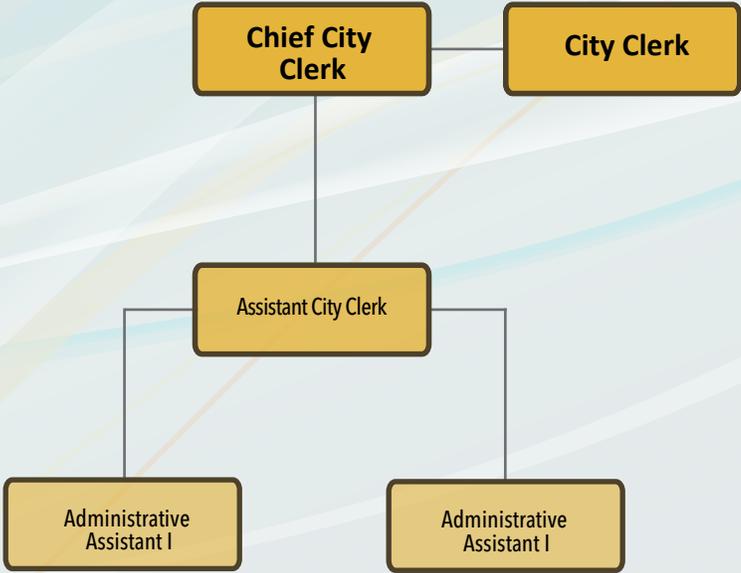
DEPARTMENT PERFORMANCE MEASUREMENT

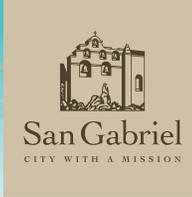
<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
Public records requests received	35	Approximate number
<u>Key Performance Indicators</u>		
Days for public records request responses	7 days	Average
<u>Outcomes Measurement</u>		
Faster handling of documents from new online system		Measurement to be developed
<u>Measures of Customer Satisfaction</u>		
None		



CITY CLERK DEPARTMENT

ORGANIZATIONAL CHART





CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

City Clerk COST CENTER SUMMARY

The City Clerk Department is a dynamic information and service center within the municipal government whose services impact a diverse clientele, including the general public, the media, and other governmental entities and upon which the city council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The City Clerk Department serves as the liaison between the public and city council and provides related municipal services and promotes open government and the democratic process by preserving and maximizing public access to City records.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	250,742	232,519	232,519	-7%
Services and Supplies	22,116	23,516	23,516	6%
Capital Outlay	-	-	-	-
Total	272,858	256,035	256,035	-6%
<u>Regular Full Time Positions</u>	2.80	1.70	1.70	
City Clerk	0.90	0.45	0.45	
City Manager	0.10	-	-	
Assistant City Manager	0.30	0.30	0.30	
Chief City Clerk	-	0.45	0.45	
Deputy City Clerk	0.90	-	-	
Assistant City Clerk	-	0.45	0.45	
Administrative Assistant I	0.60	0.05	0.05	
<u>Regular Part Time Employees</u>	1.00	1.00	1.00	
Administrative Assistant I	1.00	1.00	1.00	
<u>Seasonal Part Time Budget</u>	32,576	45,480	45,480	

City Clerk
COST CENTER DETAIL

City Clerk # 121-702-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		136,253
12-000	Part Time Employees		45,562
13-000	Overtime		-
19-001	Health Insurance		27,646
19-002	Retirement		20,422
19-004	Medicare		2,636
		Sub-total	232,519
	<u>Services and Supplies</u>		
21-000	Special Departmental	PATH	700
		Special Events	4,647
		Youth in Government	2,050
31-000	Office Operating	Office supplies and related expenses	3,990
40-007	Cable	Cable television services	300
40-010	Cellular Services	Cell phone expenses	1,400
53-000	Membership and Dues	International Institute of Municipal Clerks and City Clerk Association	585
54-000	Allowances	Annual Conference City Clerks Association	1,500
		New Law & Election League of California	1,500
		Training	844
64-009	Municipal Code Srvc	American Legal	4,000
65-000	Publishing	Legal advertising and public notices	2,000
		Sub-total	23,516
	<u>Capital Outlay</u>		
		None	-
		Cost Center Total	256,035

City Clerk
COST CENTER SUMMARY
Election # 121-708-00

The City Clerk's Office takes pride in a 100-year tradition of locally managed elections. The Elections cost center provides funding for conduct of the next municipal election in March, 2015 and includes those costs necessary to implement recommendations of a report released earlier this year suggesting improvements to municipal election processes.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	18,993	160,286	160,286	744%
Services and Supplies	-	100,000	100,000	0%
Capital Outlay	-	-	-	-
Total	18,993	260,286	260,286	1270%
<u>Regular Full Time Positions</u>	0.20	1.65	1.65	
City Clerk	0.10	0.55	0.55	
Chief City Clerk	-	0.55	0.55	
Assistant City Clerk	-	0.55	0.55	
Deputy City Clerk	0.10	-	-	
Administrative Assistant I	-	0.55	0.55	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	18,993	263,126	263,126	

City Clerk
COST CENTER DETAIL
Elections # 121-708-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		112,197
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		32,462
19-002	Retirement		14,000
19-004	Medicare		1,627
		Sub-total	160,286
	<u>Services and Supplies</u>		
21-000	Special Departmental	Election day personnel	14,000
22-000	Contractual	Election services - Los Angeles County	2,500
		Election services - Martin & Chapman	65,000
		Language translations	2,500
31-000	Office Operating	Office supplies and equipment	5,800
64-000	Professional Services	Consulting services	9,500
		Precinct maps	700
		Sub-total	100,000
	<u>Capital Outlay</u>		
		None	-
		Cost Center Total	260,286



FINANCE

Finance
SUMMARY
Overview

The Finance Department uses state of the art accounting and management practices to fund, account, administer and audit the City's funds in accordance with State and Federal laws. Its functions include the City Treasurer, information technology, purchasing, general services. The Finance Department also assists Administration with the insurance and self-insurance funds. In FY 2014-15 the Department will launch a dramatically improved budget, implement the first phase of a Citywide technology plan, grow a prudent reserve, and launch a branded phone app that makes City services easily accessible on mobile devices.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	1,010,772	1,016,545	1,016,545	1%
Services and Supplies	516,864	757,064	757,064	46%
Capital Outlay	-	-	-	-
Total	1,527,636	1,773,609	1,773,609	16%
<u>Personnel Authorized</u>	10 (FT) 1 (PT)	10.15 (FT) 1 (PT)	10.15 (FT) 1 (PT)	
<u>Cost Center Distribution</u>				
Finance	950,642	986,112	986,112	4%
City Treasurer	148,222	155,255	155,255	5%
Information Technology	129,951	330,951	330,951	155%
Purchasing	198,250	201,840	201,840	2%
General Services	100,571	99,451	99,451	-1%
Total	1,527,636	1,773,609	1,773,609	16%
<u>Source of Funds</u>				
General Fund	1,527,636	1,773,609	1,773,609	

Finance
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget
<u>Regular Full Time Positions</u>						
City Treasurer	1.00	1.00	1.00	3,000	3,000	3,000
Finance Director	1.00	1.00	1.00	158,510	158,510	158,510
Financial Services Manager	2.00	2.00	2.00	157,898	171,240	171,240
Revenue Collection Admin.	1.00	1.00	1.00	67,775	67,775	67,775
Accountant	1.00	1.00	1.00	57,173	59,279	59,279
Management Analyst	1.00	1.00	1.00	67,775	57,156	57,156
Payroll Specialist	1.00	1.00	1.00	46,167	48,503	48,503
Finance Clerk II	2.00	2.00	2.00	90,130	92,195	92,195
Bilingual Pay				4,800	6,000	6,000
Overtime				764	764	764
<u>Regular Part Time Employees</u>						
Finance Clerk II	1.00	1.00	1.00	26,576	21,529	21,529

DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure

<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
Business Licenses Processed	3,777	
Overnight Parking Applications Processed	1,576	
Vendor Checks Processed	4,371	
Register Transactions	20,789	

Key Performance Indicators

Receive GFOA Award for Financial Report	Yes	
Days from month end to posting	***	Data to be developed
Days from invoice date to check date	***	Data to be developed
Gross increase in revenue	***	Data to be developed

Outcomes Measurement

Launch Mobile App

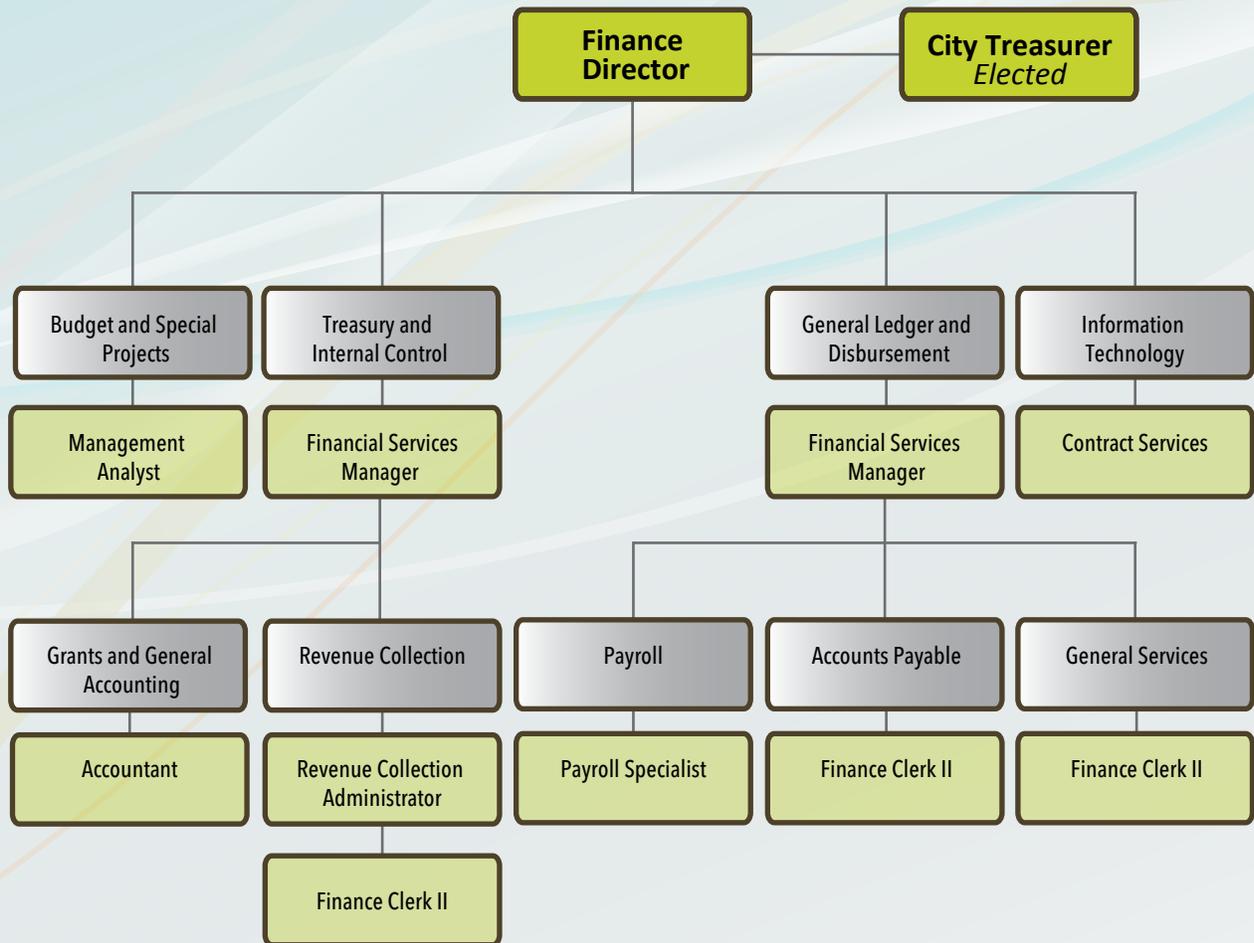
Measures of Customer Satisfaction

Feedback "postcard"



FINANCE DEPARTMENT

ORGANIZATIONAL CHART



Finance
COST CENTER SUMMARY
Finance # 121-706-00

Maintain the City's fiscal health and provide adequate resources to fund City services to the community. Perform financial responsibilities in accordance with statutory regulations and standards promulgated by professional regulatory agencies. During FY 2014-15, this cost center plans to enhance the budget process and documentation in addition to complete a cost allocation plan.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	640,139	640,509	640,509	0%
Services and Supplies	310,503	345,603	345,603	-
Capital Outlay	-	-	-	-
Total	950,642	986,112	986,112	4%
<u>Regular Full Time Positions</u>	6.03	6.03	6.03	
Finance Director	0.67	0.67	0.67	
Financial Services Manager	0.67	0.67	0.67	
Financial Services Manager	0.67	0.67	0.67	
Accountant	0.67	0.67	0.67	
Revenue Collection Admin.	0.67	0.67	0.67	
Management Analyst	0.67	0.67	0.67	
Payroll Specialist	0.67	0.67	0.67	
Finance Clerk II	0.67	0.67	0.67	
Finance Clerk II	0.67	0.67	0.67	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	

Source of Funds

General Fund	950,642	986,112	986,112
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Finance

COST CENTER DETAIL

Finance # 121-706-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		444,621
12-000	Part Time Employees		-
13-000	Overtime		764
19-001	Health Insurance		118,716
19-002	Retirement		69,950
19-004	Medicare		6,458
		Sub-total	640,509
	<u>Services and Supplies</u>		
21-000	Special Departmental	Business License form stock	500
		Cash Receipt forms	500
		Check stock	500
		Information Technology Master Plan Update	9,000
		Parking decals	750
		W-2 and 1099 forms	250
22-000	Contractual	Annual Financial Reporting data package	600
		Business License software maintenance	5,000
		Cash Receipting Software maintenance	2,500
		Coin sorter services	300
		Copier maintenance	500
		Cost allocation plan consultant	30,000
		Financial software maintenance	30,000
		Financial/actuarial consulting	9,935
		Mandated costs reimbursement services	9,500
		Street Report - CA State Controller's Office	2,000
		Third party custodial services	3,000
31-000	Office Operating	Office supplies and related expenses	13,243
33-000	Vehicle Operating	Departmental vehicle operating costs	5,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	8,000
40-010	Cellular Services	Cellular phone expenses	1,100

Finance
COST CENTER DETAIL
Finance # 121-706-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>		
45-000	Educational	After hours education and training	9,000
53-000	Membership and Dues	Assn of Public Treasurers - US & Canada	135
		CA Society of Municipal Finance Officers	220
		California Municipal Treasurer Association	250
		Government Financial Officers Association	250
		CA Municipal Revenue Tax Association	85
54-000	Allowances	CA Society of Municipal Finance Officers	2,500
		California Municipal Treasurer Association	2,500
		EDEN Financial Systems Conference	2,500
		Government Financial Officers Association	1,500
		Various associations local meetings	685
64-007	Professional Services	Annual financial audit	28,300
64-011	Professional Services	Sales tax auditing	8,200
64-012	Professional Services	Animal control services	157,300
		Sub-total	345,603
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	986,112

Finance

COST CENTER SUMMARY

Treasurer # 121-703-00

Provides centralized cashing and collections; performs investment functions under direction of the Director of Finance; issues special events permits; administers the City's business license program; generates billings for various receivables; and prepares the monthly Investment Report.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	146,822	153,855	153,855	5%
Services and Supplies	1,400	1,400	1,400	0%
Capital Outlay	-	-	-	-
Total	148,222	155,255	155,255	5%
<u>Regular Full Time Positions</u>	2.35	2.35	2.35	
City Treasurer	1.00	1.00	1.00	
Finance Director	0.15	0.15	0.15	
Financial Services Manager	0.15	0.15	0.15	
Financial Services Manager	0.15	0.15	0.15	
Accountant	0.15	0.15	0.15	
Revenue Collection Admin.	0.15	0.15	0.15	
Management Analyst	0.15	0.15	0.15	
Payroll Specialist	0.15	0.15	0.15	
Finance Clerk II	0.15	0.15	0.15	
Finance Clerk II	0.15	0.15	0.15	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	148,222	155,255	155,255	

Finance
COST CENTER DETAIL

Treasurer # 121-703-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		101,199
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		35,144
19-002	Retirement		16,045
19-004	Medicare		1,467
Sub-total			153,855
<u>Services and Supplies</u>			
33-000	Vehicle Operating	Departmental vehicle operating costs	1,100
53-000	Membership and Dues	Assn of Public Treasurers - US & Canada	175
		California Municipal Treasurer Association	125
Sub-total			1,400
<u>Capital Outlay</u>			
	None	None	-
Cost Center Total			155,255



Finance

COST CENTER SUMMARY

Information Technology # 121-707-00

The Information Technology division provides support designed to accommodate the City's non-safety department computer hardware, software, email, Local Area Network (LAN), Wide Area Network (WAN), wireless, cable, telecommunications, voice/video technology, GIS, and internet service requirements. In FY 2014-15 this cost center will install a municipal and Local Area Network, Wi-Fi, and back up improvement.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	129,951	330,951	330,951	155%
Capital Outlay	-	-	-	-
Total	129,951	330,951	330,951	155%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
 <u>Source of Funds</u>				
General Fund	129,951	330,951	330,951	

Finance
COST CENTER DETAIL

Information Technology # 121-707-00

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
11-000	Full Time Employees		-
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		-
		Sub-total	-
	<u>Services and Supplies</u>		
21-000	Special Departmental	Backup improvements	17,000
		Barracuda message archive	13,500
		Computer/monitor replacements	16,000
		"F" server replacement	9,000
		Help desk system and automation tools	10,000
		Local area network upgrade	35,000
		Microsoft server software	2,500
		Municipal area network	98,500
		Network Storage Server	19,600
		Various software licenses	2,700
		Wi-Fi improvements	39,500
22-000	Contractual	Information technology consultant	55,000
		Mobile "APP" annual maintenance	1,200
		Phone maintenance	3,880
		Records scanning	1,000
		Web site annual maintenance	4,020
31-000	Office Operating	Office supplies and related expenses	1,551
40-007	Cable	Cable television expenses	1,000
		Sub-total	330,951
	<u>Capital Outlay</u>	None	-
		Cost Center Total	330,951

Finance

COST CENTER SUMMARY

Purchasing # 121-709-00

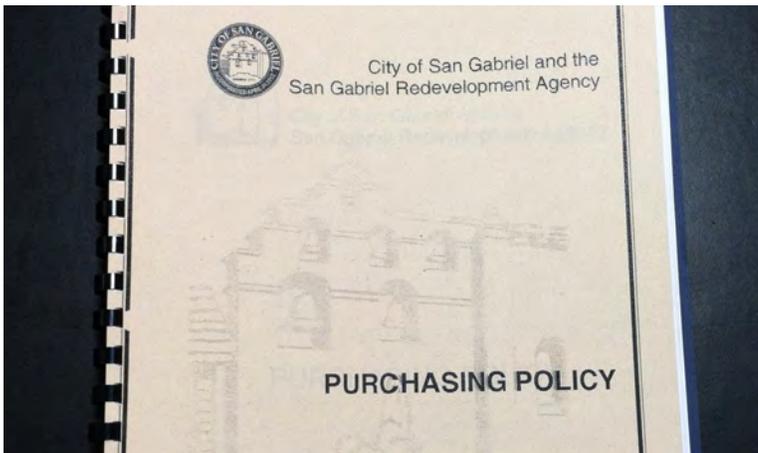
Procures services, supplies, and equipment for City departments; coordinates bidding procedures; maintains warehouse inventory, tags and conducts inventory of fixed assets; and coordinates sale of surplus items no longer needed by the City.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	196,850	200,340	200,340	2%
Services and Supplies	1,400	1,500	1,500	7%
Capital Outlay	-	-	-	-
Total	198,250	201,840	201,840	2%
<u>Regular Full Time Positions</u>	1.62	1.62	1.62	
Finance Director	0.18	0.18	0.18	
Financial Services Manager	0.18	0.18	0.18	
Financial Services Manager	0.18	0.18	0.18	
Accountant	0.18	0.18	0.18	
Revenue Collection Admin.	0.18	0.18	0.18	
Management Analyst	0.18	0.18	0.18	
Payroll Specialist	0.18	0.18	0.18	
Finance Clerk II	0.18	0.18	0.18	
Finance Clerk II	0.18	0.18	0.18	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	198,250	201,840	201,840	

Finance
COST CENTER DETAIL

Purchasing # 121-709-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		139,891
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		34,880
19-002	Retirement		23,541
19-004	Medicare		2,028
		Sub-total	200,340
	<u>Services and Supplies</u>		
33-000	Vehicle Operating	Departmental vehicle operating costs	1,500
		Sub-total	1,500
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	201,840



Finance

COST CENTER SUMMARY

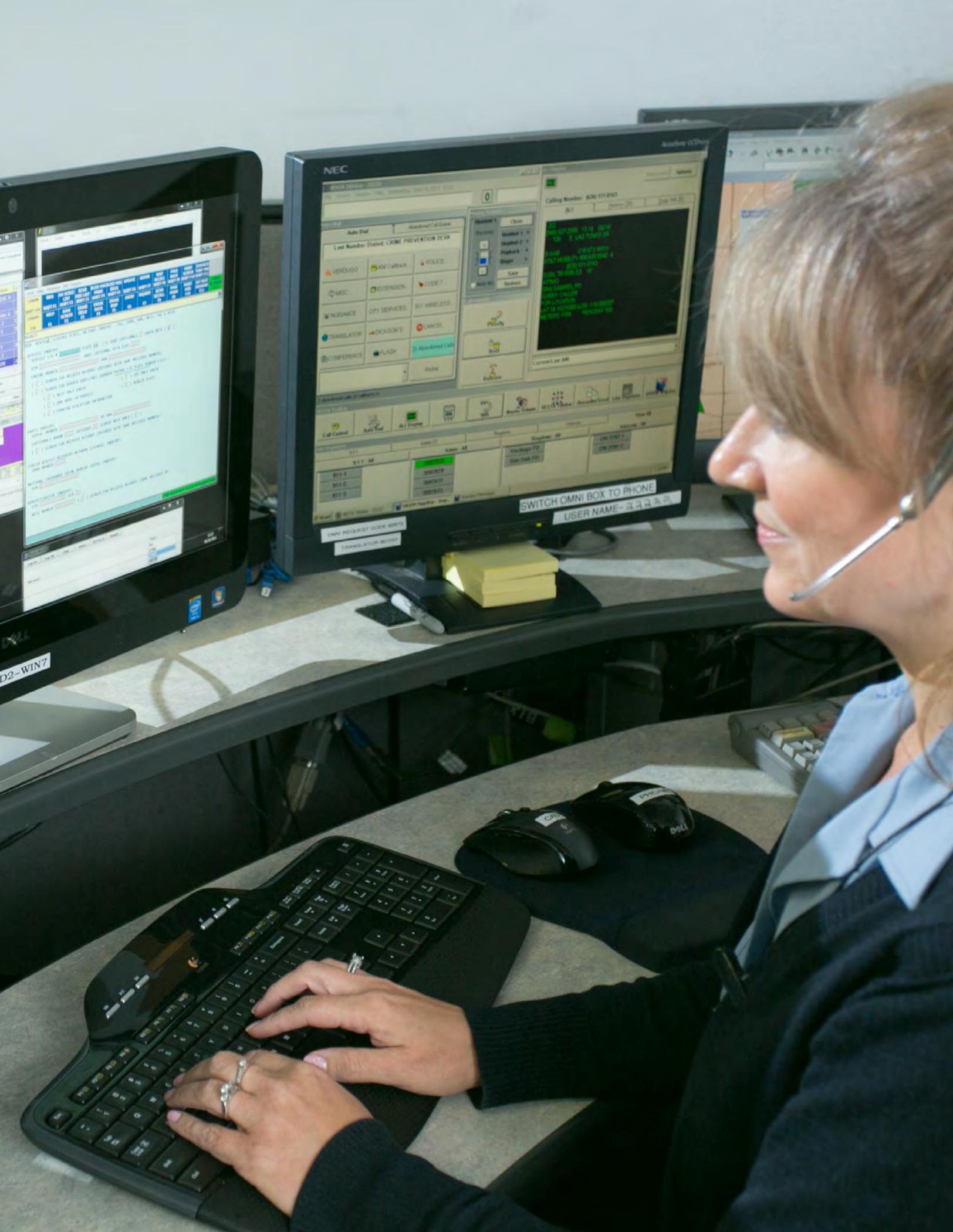
General Services # 121-717-00

General Services division of Finance is a support function for all departments. General Services maintain the city's office supplies, break room supplies, copiers supplies and operate the mailroom.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	26,961	21,841	21,841	-19%
Services and Supplies	73,610	77,610	77,610	5%
Capital Outlay	-	-	-	-
Total	<u>100,571</u>	<u>99,451</u>	<u>99,451</u>	-1%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	1.00	1.00	1.00	
Finance Clerk II	1.00	1.00	1.00	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>100,571</u>	<u>99,451</u>	<u>99,451</u>	

Finance
COST CENTER DETAIL
General Services # 121-717-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		-
12-000	Part Time Employees		21,529
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		312
		Sub-total	21,841
	<u>Services and Supplies</u>		
22-000	Contractual	Fax machine maintenance	500
		IM9220 copier maintenance	2,318
		Mail machine maintenance	2,000
		XC560 copier maintenance	11,700
31-000	Office Operating	Office supplies and related expenses	45,692
33-000	Vehicle Operating	Departmental vehicle operating costs	7,400
33-060	Vehicle Replacement	Contribution for future vehicle replacement	8,000
		Sub-total	77,610
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	99,451



NEC

Academy eDio

Auto Dial Abandoned Call Queue

Last Number Dialed: CRIME PREVENTION DESA

VERDUGO	AM CARBACK	POLICE
MISC	EXTENSION	CODE 7
NUISANCE	CITY SERVICES	911 WIRELESS
TRANSLATOR	DICKSON'S	CANCEL
CONFERENCE	FLASH	Abandoned Call

Calling Number: 800 511 2147

Call Log

Time	Call ID	Call Type	Call Status
10:15:00	1015001	911	Completed
10:15:30	1015002	911	Completed
10:16:00	1015003	911	Completed
10:16:30	1015004	911	Completed
10:17:00	1015005	911	Completed

SWITCH OMNI BOX TO PHONE
USER NAME-22222

OMNI REQUEST DOOR 8070

TRANSLATOR REQUEST

D2-WIN7



POLICE

Police
SUMMARY
Overview

The San Gabriel Police Department provides superior police services to preserve the peace, safety and welfare of our residents, businesses, and visitors. The Department is organized into three divisions: Uniform (uniformed officers), Investigations and Services. In FY 2014-15, the Department plans to make technological improvements, continue grants, and implement key Council priorities for enforcement.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	9,675,926	9,934,674	9,934,674	3%
Services and Supplies	1,212,183	1,298,700	1,298,700	7%
Capital Outlay	-	355,000	355,000	-
Total	10,888,109	11,588,374	11,588,374	6%
<u>Personnel Authorized</u>				
	69 (FT) 14 (PT)	69 (FT) 7 (FT)	69 (FT) 7 (PT)	
<u>Cost Center Distribution</u>				
Police	10,756,970	11,451,955	11,451,955	6%
State Suppl. Law Enforcement	131,139	136,419	136,419	4%
Total	10,888,109	11,588,374	11,588,374	
<u>Source of Funds</u>				
General Fund	10,756,970	11,096,955	11,096,955	
State Suppl. Law Enforcement	131,139	136,419	136,419	
Auto Shop	-	198,000	198,000	
Asset Forfeiture	-	157,000	157,000	
Total	10,888,109	11,588,374	11,588,374	

Police
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<u>Regular Full Time Positions</u>						
Police Chief	1.00	1.00	1.00	182,155	182,214	182,214
Police Captain	1.00	1.00	1.00	131,832	145,356	145,356
Police Lieutenant	6.00	6.00	6.00	690,038	711,106	711,106
Police Sergeant	7.00	7.00	7.00	657,537	653,341	653,341
Information System Specialist	1.00	1.00	1.00	85,590	85,590	85,590
Police Officer	39.00	39.00	39.00	2,911,962	2,918,535	2,918,535
Police Records Supervisor	1.00	1.00	1.00	72,198	72,180	72,180
Crime Prevention Officer	1.00	1.00	1.00	59,984	62,989	62,989
Property & Evidence Tech.	1.00	1.00	1.00	56,748	56,760	56,760
Administrative Assistant II	1.00	1.00	1.00	55,750	55,800	55,800
Community Service Officer	1.00	1.00	1.00	48,382	48,444	48,444
Police Records Specialist	4.00	4.00	4.00	180,611	180,112	180,112
Dispatcher	5.00	5.00	5.00	157,693	157,692	157,692
Bilingual Pay (23)				25,200	27,600	27,600
Detective Pay (8)				15,213	15,214	15,214
Education Incentive Pay (42)				203,599	207,093	207,093
Field Officer Training Pay (9)				24,721	17,115	17,115

Police
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget

Regular Full Time Positions Continued

Motorcycle Officer Pay (2)				5,400	5,089	5,089
Senior Officers Pay (30)				113,525	113,531	113,531
Uniform Pay (13)				7,200	7,800	7,800
Uniform Pay Safety (56)				67,200	67,200	67,200
Various Overtime				275,238	279,229	279,229

Regular Part Time Employees

Police Assistant	7.00	7.00	7.00	123,844	154,534	154,534
Crossing Guard	7.00	-	-	86,350	-	-





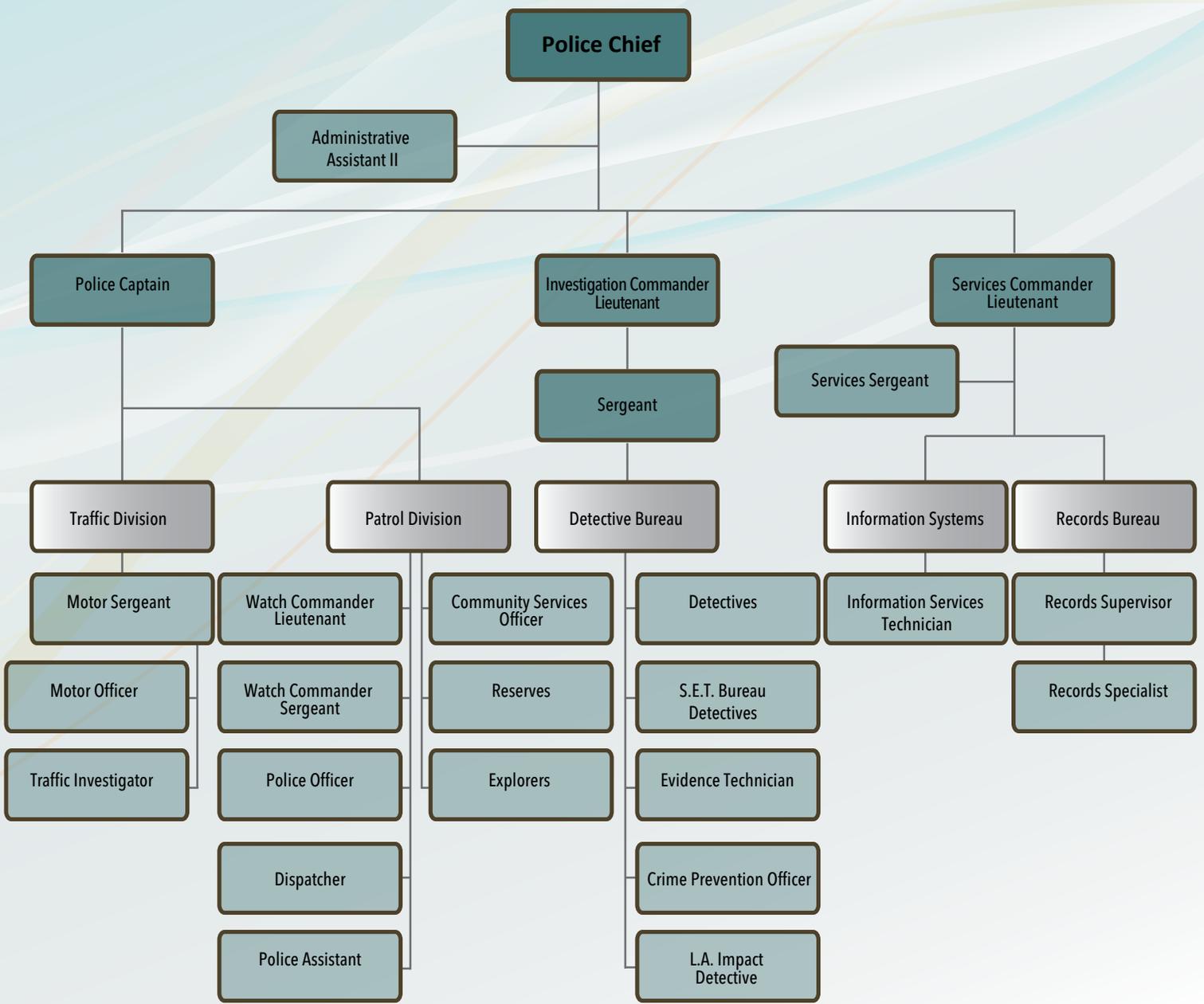
Police

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
Driving Under the Influence Arrests	146	
Injury/Fatal Traffic Collisions	168/0	
Moving Citations	5,932	
Parking Citations	14,246	
Part One Crime	842	
Property Crimes	569	Robbery, Burglary, Larceny, Arson
Violent Crimes	229	Homicide, Rape, Assault
 <u>Key Performance Indicators</u>		
Change in Part One Crime Incidence	-1.09%	Calendar Year 2011 v. 2012
Parking Citation Reviews	1,444	
Response Times for Serious Incidents	***	Data to be developed
 <u>Outcomes Measurement</u>		
Adult Arrests	565	
Calls for Service	21,460	
Juvenile Arrests	52	
 <u>Measures of Customer Satisfaction</u>		
Citizen Complaints	6	
Citizen Complaints Sustained	1	
Informal Survey of Reporting Parties	6	

POLICE DEPARTMENT

ORGANIZATIONAL CHART



Police
COST CENTER SUMMARY

Police # 121-751-00

Uniform Patrol provides the basic line function of the Department for emergency calls for service. Investigative Services provide follow-up based on solvability factors of reported crimes. Services are responsible for administering policies and processes to create a dynamic and proactive organizational environment. The Department is comprised mostly of personnel costs and for the acquisition of new patrol cars. In FY 2014-15 the Department will enhance technology both in the patrol cars and in the Police station.

<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	9,544,787	9,798,255	9,798,255	3%
Services and Supplies	1,212,183	1,298,700	1,298,700	7%
Capital Outlay	-	355,000	355,000	-
Total	10,756,970	11,451,955	11,451,955	6%
<u>Regular Full Time Positions</u>	67.50	67.50	67.50	
Police Chief	1.00	1.00	1.00	
Police Captain	1.00	1.00	1.00	
Police Lieutenant	6.00	6.00	6.00	
Police Sergeant	7.00	7.00	7.00	
Information Systems Specialist	1.00	1.00	1.00	
Police Officer	39.00	39.00	39.00	
Police Records Supervisor	1.00	1.00	1.00	
Crime Prevention Officer	1.00	1.00	1.00	
Property & Evidence Technician	1.00	1.00	1.00	
Administrative Assistant II	1.00	1.00	1.00	
Community Service Officer	1.00	1.00	1.00	
Police Records Specialist	4.00	4.00	4.00	
Dispatcher	3.50	3.50	3.50	
<u>Regular Part Time Employees</u>	14.00	7.00	7.00	
Police Assistant	7.00	7.00	7.00	
Crossing Guard	7.00	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	

Police COST CENTER SUMMARY

Police # 121-751-00

Source of Funds

General Fund	10,625,831	10,960,536	10,960,536
State Supp. Law Enforcement	131,139	136,419	136,419
Auto Shop	-	198,000	198,000
Asset Forfeiture	-	157,000	157,000
Total	10,756,970	11,451,955	11,451,955



Police
COST CENTER DETAIL

Police # 121-751-00

2014-15

Adopted

Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		5,825,887
12-000	Part Time Employees		154,534
13-000	Overtime		275,238
19-001	Health Insurance		1,328,874
19-002	Retirement		2,139,011
19-004	Medicare		74,711
		Sub-total	9,798,255
	<u>Services and Supplies</u>		
21-000	Special Departmental	Ammunition and range	8,000
		Batteries	4,300
		Citations and forms	7,500
		Crime prevention supplies	4,000
		First-aid supplies	1,200
		Flares	1,000
		Supplies	4,000
22-000	Contractual	Backgrounds and hiring process	16,000
		Contract crossing guard services	80,000
		Copier and maintenance	19,500
		Document shredding	2,000
		Fingerprinting/CA identification system	5,000
		Generator	1,000
		Hearing Officer	3,000
		Janitorial services	19,500
		Legal services	5,000
		Parking enforcement and permit machines	135,000
		Pest control	1,000
		Phone and recorder maintenance	9,600
		Prisoner booking, meals, medical	50,400
		Radio contracts	20,000
		Records Mgmt: Computer Aided Dispatch	74,000
		Software maintenance and contracts	15,000
		Video surveillance maintenance	3,000

Police
COST CENTER DETAIL

Police # 121-751-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>		2014-15 Adopted Budget
31-000	Office Operating	Office supplies	21,000
33-000	Vehicle Operating	Departmental vehicle operating costs	281,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	200,000
35-000	Building Operating	Building maintenance	30,000
		Building repairs	1,000
		Fire extinguisher	1,200
		Heating ventilation and air conditioning	12,000
		Locksmith and keys	500
		Plumbing and electrical supplies	1,000
40-003	Electricity	Electricity expenses	45,000
40-004	Gas	Gas expenses	2,000
40-005	Telephone	Telephone expenses	40,000
40-006	Water	Water expenses	2,000
40-007	Cable	Cable television expenses	800
40-010	Cellular Services	Cellular phone expenses	12,300
43-000	Uniforms	Uniform allowance and safety equipment	74,400
45-000	Educational	Staff training	75,000
53-000	Membership and Dues	CA Association for Property and Evidence	45
		CA Association of Police Training Officers and North East Training Officers Assn	80
		CA Assn of Public Information Officers	510
		CA Background Investigators Association	15

Police
COST CENTER DETAIL

Police # 121-751-00

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Services and Supplies Continued</u>		
53-000	Membership and Dues	CA Law Enforcement Association of Record Supervisors	50
		California Metal Investigators Association	5
		California Narcotics Officers' Association	150
		California Police Chief's Association	600
		California Police Officers' Association	250
		CA Reserve Police Officers Association	720
		CA Sexual Assault Investigators Association	110
		Int'l Assn of Chiefs of Police	120
		Int'l Assn of Financial Crimes Investigators	75
		LA County Police Chiefs' Association	400
		National Emergency Number Association	90
		Peace Officers' Association of LA County	50
		San Gabriel Valley Police Chief's Association	200
		Southern California Crime Prevention Assn	30
54-000	Allowances	California Police Chiefs Association	1,200
		Independent Cities Association	1,600
		International Association Chiefs of Police	2,800
		League of California Cities	1,000
		Local Meetings	400
		Sub-total	1,298,700
	<u>Capital Outlay</u>		
122-751-37-99-201		Annual police vehicle replacements	198,000
122-751-43-99-250		Police technology improvements	157,000
		Sub-total	355,000
		Cost Center Total	<u><u>11,451,955</u></u>

Police
COST CENTER SUMMARY

State Supplemental Law Enforcement # 160-751-00

This cost center uses funds to enhance the Uniform, Investigations and Services functions. This funding was initiated by the State in 1996 and is subject to annual funding by the State. Funding in this cost center is completely for personnel. In FY 2014-15, this function will continue its historic dispatch role.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	131,139	136,419	136,419	4%
Services and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Total	<u>131,139</u>	<u>136,419</u>	<u>136,419</u>	4%
<u>Regular Full Time Positions</u>	1.50	1.50	1.50	
Dispatcher	1.50	1.50	1.50	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
State Supp. Law Enforcement	<u>131,139</u>	<u>136,419</u>	<u>136,419</u>	

Police
COST CENTER DETAIL

State Supplemental Law Enforcement # 160-751-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		86,232
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		30,834
19-002	Retirement		18,103
19-004	Medicare		1,250
		Sub-total	136,419
	<u>Services and Supplies</u>		
	None	None	-
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	136,419





PARAMEDIC
E52

Quantum



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET



Fire Operating Budget

Fire SUMMARY Overview

The San Gabriel Fire Department saves lives through its coordinated commitment to fire protection, paramedic services, fire prevention, disaster preparedness and education. The Fire Department operates two fire stations with a total of 18 firefighters on three shifts. In FY 2014-2015, the Fire Department will oversee implementation of a new shared fire command system that will save more than \$280,000 while providing improvements to service for San Gabriel and its partnering communities. Its plans also include technological and facility improvements.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	5,720,558	5,652,995	5,652,995	-1%
Services and Supplies	955,082	1,428,864	1,428,864	50%
Capital Outlay	-	115,000	115,000	-
Total	6,675,640	7,196,859	7,196,859	8%
<u>Personnel Authorized</u>				
	36 (FT)	35 (FT)	35 (FT)	
	0 (PT)	0 (PT)	0 (PT)	
<u>Cost Center Distribution</u>				
Fire	6,644,624	7,158,883	7,158,883	8%
Emergency Operations Center	25,016	26,976	26,976	8%
Disaster Preparedness	6,000	11,000	11,000	83%
Total	6,675,640	7,196,859	7,196,859	
<u>Source of Funds</u>				
General Fund	6,675,640	7,081,859	7,081,859	
Auto Shop	-	115,000	115,000	
Total	6,675,640	7,196,859	7,196,859	

Fire
SALARIES AND WAGES

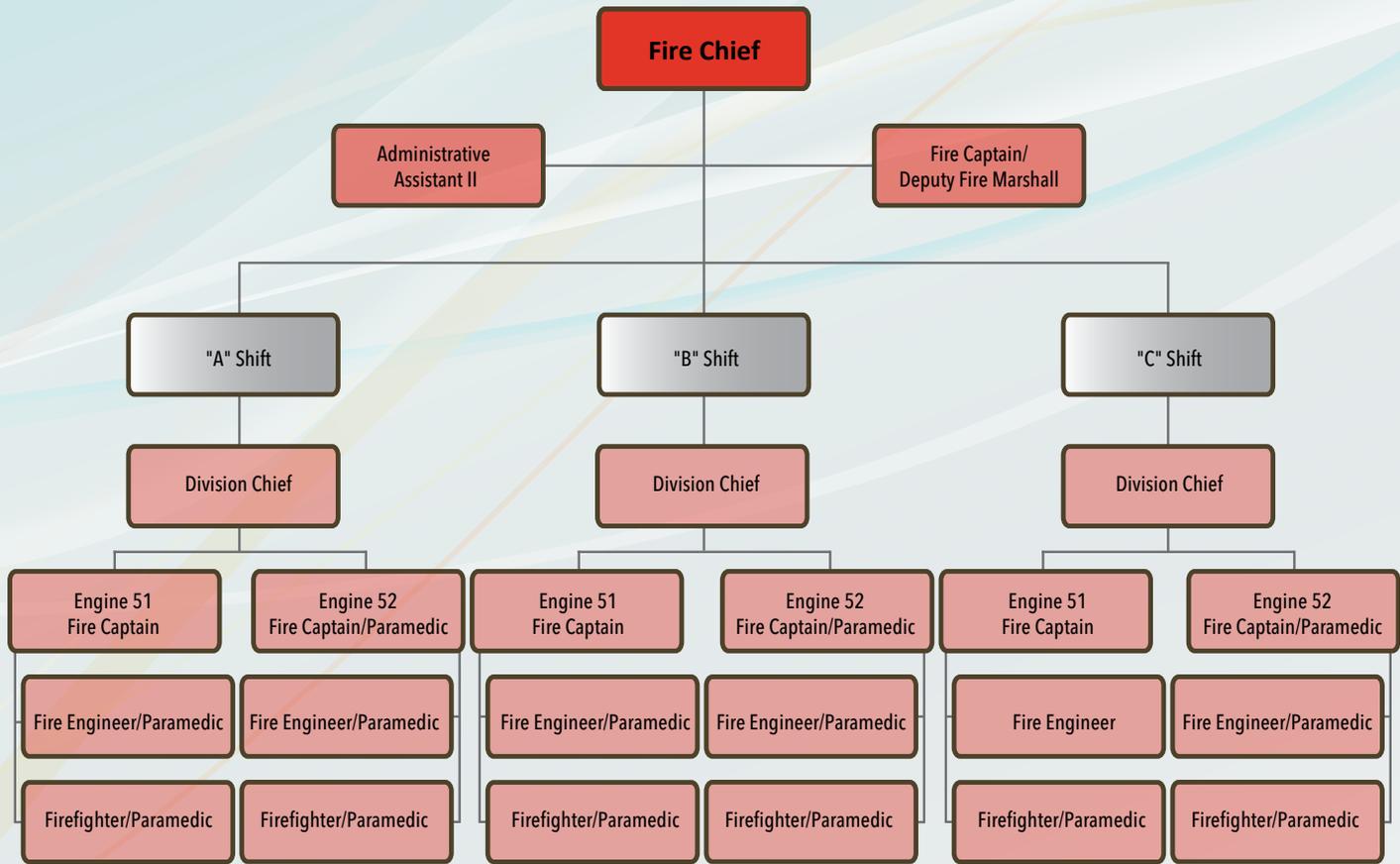
Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<u>Regular Full Time Positions</u>						
Fire Chief	1.00	0.00	0.00	168,876	-	-
Fire Division Chief	3.00	3.00	3.00	385,893	385,956	385,956
Fire Captain	7.00	7.00	7.00	694,674	700,392	700,392
Fire Engineer	6.00	6.00	6.00	507,774	507,960	507,960
Firefighter	18.00	18.00	18.00	1,240,310	1,230,316	1,230,316
Administrative Assistant II	1.00	1.00	1.00	56,350	56,400	56,400
Ambulance Pay (4)				7,337	7,339	7,339
Bilingual Pay (3)				3,600	3,600	3,600
Education Incentive Pay (24)				71,180	66,820	66,820
FLSA-Premium Pay (35)				41,882	41,831	41,831
Holiday Pay (35)				150,751	151,712	151,712
Longevity Pay (26)				21,250	21,250	21,250
Paramedic Coordinator Pay				3,003	2,859	2,859
Paramedic Premium Pay (25)				179,857	191,546	191,546
Paramedic Certification Pay				3,000	-	-
Uniform Pay (36)				27,900	28,080	28,080
Urban Search and Rescue Pay (18)				10,800	10,800	10,800
Overtime				247,013	247,013	247,013

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
Number of Emergency Calls		
* Fire	276	
* EMS	1914	
* Service	93	
Number of EMS Transports	***	Data being developed
Number of Mutual/Automatic Aid Responses		
* Given	35	
* Received	7	
Number of Fire Prevention Inspections		
* Company Field		New fire prevention technologies being implemented to accurately track inspections
* Deputy Fire Marshal/ Fire Marshal	***	
* Certificate of Occupancy: New Business		
* Brush Clearance		
Number of Plan Checks		
* Fire Sprinkler		New fire prevention technologies being implemented to accurately track plan checks
* Fire Alarm	***	
* Building		
<u>Key Performance Indicators</u>		
Total Response Times (Average)		
* Fires	4:23	
* EMS	3:54	
Turnout Times (Average)		
* Fires	1:07	
* EMS	0:47	
Complete 100% of Field Inspections	***	New technology to be used
Complete DFM/FM Field inspections	***	New technology to be used
Complete Plan Checks in 5 days	***	New technology
<u>Outcomes Measurement</u>		
Response Time	5:00	Maintain below 5:00 (NFPA 1710)
Reduction in plan check turn-around time	***	Data being developed
Businesses and apartments visits	***	Data being developed
<u>Measures of Customer Satisfaction</u>		
Contractor/Developer Surveys	***	Being developed
Social Media	356 likes	
Comment Cards/Surveys	***	Being developed

FIRE DEPARTMENT

ORGANIZATIONAL CHART



Fire COST CENTER SUMMARY

Fire # 121-761-00

Fire saves lives and property through a coordinated commitment to education, prevention, planning enforcement, and training. In FY 2014-15 the Fire Department will fully implement the shared fire command structure, purchase a new command vehicle, launch an electronic emergency notification system via phone, text, e-mail and social media. In the coming year, the department will strive to improve the cost recovery of services provided by determining actual cost to provide service and then seek to increase fees to better recapture costs.

<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	5,720,558	5,652,995	5,652,995	-1%
Services and Supplies	955,082	1,390,888	1,390,888	46%
Capital Outlay	-	115,000	115,000	-
Total	<u>6,675,640</u>	<u>7,158,883</u>	<u>7,158,883</u>	7%
<u>Regular Full Time Positions</u>	36.00	35.00	35.00	
Fire Chief	1.00	-	-	
Fire Division Chief	3.00	3.00	3.00	
Fire Captain	7.00	7.00	7.00	
Fire Engineer	6.00	6.00	6.00	
Firefighter	18.00	18.00	18.00	
Administrative Assistant II	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>6,675,640</u>	<u>7,158,883</u>	<u>7,158,883</u>	

Fire
COST CENTER DETAIL

Fire # 121-761-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		3,406,861
12-000	Part Time Employees		-
13-000	Overtime		247,013
19-001	Health Insurance		690,046
19-002	Retirement		1,258,772
19-004	Medicare		50,303
		Sub-total	5,652,995
	<u>Services and Supplies</u>		
21-000	Special Departmental	Antique fire engine mechanical	1,000
		Equipment maintenance	1,000
		Fire hose replacement	11,000
		Fitness equipment	2,000
		Hardware supplies	4,500
		Mandatory fire training	14,000
		Medical Equipment	1,800
		Medical oxygen	2,000
		Miscellaneous purchases	6,623
		Paramedic supplies	81,000
		Paramedic training	4,000
		Petty cash	4,000
		Public education materials	8,022
		Radio equipment	19,509
		Safety Equipment	4,800
		Self contained breathing apparatus	6,400
		Turnouts	19,800
		Turnouts cleaning and repair	3,500
		Urban Search and Rescue's equipment	7,000
		Wellness program	1,000
22-000	Contractual	Air conditioner maintenance	1,135
		Annual fire hydrant rental	4,000
		Annual termite inspection	300
		Background investigations	1,200
		Copier service	3,000

Fire
COST CENTER DETAIL

Fire # 121-761-00

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>Budget</u>
22-000	Contractual	Electronic patient care records software	6,000
		Employee physicals/medical	1,000
		Fire extinguisher service	400
		Information Technology Services	24,000
		Medical education	19,550
		Monthly pest control	560
		Phone system maintenance	4,500
		Telephone service	1,688
		Verdugo Dispatch Services - City of Glendale	149,924
31-000	Office Operating	Office supplies	5,000
33-000	Vehicle Operating	Departmental vehicle operating costs	272,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	164,000
35-000	Building Operating	Maintain and repair apparatus doors	4,000
		Minor facilities repairs	3,040
		Plumbing repairs	8,867
40-003	Electricity	Electricity expenses	22,000
40-004	Gas	Gas expenses	2,500
40-005	Telephone	Telephone expenses	30,000
40-006	Water	Water expenses	5,000
40-007	Cable	Cable television services	3,500
40-010	Cellular Services	Cell phone expenses	5,800
43-000	Uniforms	Uniform expenses	27,270

Fire
COST CENTER DETAIL

Fire # 121-761-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>	2014-15 Adopted Budget
45-000	Educational Staff training	14,328
53-000	Membership and Dues California Fire Chief Association	150
	Fire Engineering, Firehouse	80
	Foothill and LA Area Fire Prevention	125
	Foothill Training Officers	50
	International Association of Chiefs	1,000
	LA Arson, LA Area Training Officers	595
54-000	Allowances Classes/Certifications	2,100
	Firehouse World Conference	1,200
	Independent Cities Association Conference	1,100
	International Association of Fire Chiefs	1,450
	Los Angeles Area Fire Chief Conferences	1,000
	Training/Certifications	3,500
	Urban Search and Rescue classes	2,000
64-000	Professional Services Shared Command Staff - San Marino	309,598
	Shared Command Staff - South Pasadena	79,424
	Sub-total	1,390,888
	<u>Capital Outlay</u>	
122-761-37-99-200	Fire Department Vehicle Replacement	115,000
	Cost Center Total	<u><u>7,158,883</u></u>

Fire
COST CENTER SUMMARY

Emergency Operations Center # 121-761-11

This cost center supports the fire operations by providing a facility for personnel necessary to manage and reduce the adverse impact of emergency situations that threaten human life and property. Cost incurred to provide this function include utility expenses and cost to both maintain and upgrade the facility. The Facility will undergo a significant improvement using Homeland Security Grant funds during FY 2014-15

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	25,016	26,976	26,976	8%
Capital Outlay	-	-	-	-
Total	<u>25,016</u>	<u>26,976</u>	<u>26,976</u>	8%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>25,016</u>	<u>26,976</u>	<u>26,976</u>	

Fire
COST CENTER DETAIL

Emergency Operations Center # 121-761-11

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		-
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		-
		Sub-total	-
	<u>Services and Supplies</u>		
21-000	Special Departmental	Computer supplies	2,000
		Miscellaneous supplies	2,000
35-000	Building Operating	Paint, carpet, dry erase boards	8,851
40-003	Electricity	Electricity expenses	5,000
40-005	Telephone	Telephone expenses	3,600
40-007	Cable	Cable television expenses	5,500
40-010	Cellular Services	Cellular phone expenses	25
		Sub-total	26,976
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	26,976

Fire
COST CENTER SUMMARY

Disaster Preparedness # 121-781-00

Coordinate the City response to major emergencies through adequate preplanning, training, and exercising by all departments and personnel. Educate the general public and business population in emergency preparedness and self-help principles. In FY 2014-15 an emergency notification system will be purchased and provide funding to coordinate the Citywide effort towards maintenance of the multi-hazard functional plan.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	6,000	11,000	11,000	83%
Capital Outlay	-	-	-	-
Total	<u>6,000</u>	<u>11,000</u>	<u>11,000</u>	83%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
 <u>Source of Funds</u>				
General Fund	<u>6,000</u>	<u>11,000</u>	<u>11,000</u>	

Fire
COST CENTER DETAIL

Disaster Preparedness # 121-781-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		-
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		-
		Sub-total	-
	<u>Services and Supplies</u>		
21-000	Special Departmental	Disaster plan maintenance	6,000
		Emergency Notification System	5,000
		Sub-total	11,000
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	11,000



CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET

COMMUNITY DEVELOPMENT

Community Development Operating Budget

Community Development
SUMMARY
Overview

The Community Development Department creates a vibrant city by respecting its diverse and distinctive neighborhoods, promoting a prosperous economy, and providing a forum for community engagement. Its key operations include long-term planning, current planning and development, economic development, building and safety, neighborhood improvement and code enforcement activities, and block grant administration. In FY 2014-15, the department proposes to manage more than half dozen major new development projects; improve the quality and character of development citywide; enhance retail recruitment activities; and begin revisions to development codes.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	1,675,560	1,646,640	1,646,640	-2%
Services and Supplies	1,282,920	1,210,405	1,210,405	-6%
Capital Outlay	-	-	-	-
Total	<u>2,958,480</u>	<u>2,857,045</u>	<u>2,857,045</u>	-3%
<u>Personnel Authorized</u>				
	14 (FT)	14 (FT)	14 (FT)	
	1 (PT)	3 (PT)	3 (PT)	
<u>Cost Center Distribution</u>				
Administration	437,030	422,875	422,875	-3%
Planning	553,291	620,655	620,655	12%
Building and Safety	1,180,314	1,137,071	1,137,071	-4%
Neighborhood Services	265,965	280,548	280,548	5%
Economic Development	263,437	273,396	273,396	4%
RDA Successor Agency	258,443	122,500	122,500	-53%
Total	<u>2,958,480</u>	<u>2,857,045</u>	<u>2,857,045</u>	-3%
<u>Source of Funds</u>				
General Fund	2,617,448	2,636,218	2,636,218	
CDBG Fund	82,589	98,327	98,327	
RPTTF Fund	258,443	122,500	122,500	
	<u>2,958,480</u>	<u>2,857,045</u>	<u>2,857,045</u>	

Community Development SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget
<u>Regular Full Time Positions</u>						
Comm. Dev. Director	1.00	1.00	1.00	150,948	127,299	127,299
Economic Development Mgr	1.00	1.00	1.00	112,890	112,894	112,894
City Planner	1.00	1.00	1.00	103,430	103,416	103,416
Planning Division Manager	1.00	1.00	1.00	91,596	91,596	91,596
NIS Manager	1.00	1.00	1.00	78,948	78,936	78,936
Associate Planner	1.00	1.00	1.00	77,976	77,976	77,976
Building Division Manager	1.00	1.00	1.00	85,651	72,198	72,198
Building Inspector	1.00	1.00	1.00	75,820	75,804	75,804
Plan Check Engineer	1.00	1.00	1.00	84,225	70,772	70,772
Permit Technician	1.00	1.00	1.00	69,105	69,168	69,168
Assistant Planner	1.00	1.00	1.00	66,715	68,412	68,412
NIS Officer	1.00	1.00	1.00	56,328	56,328	56,328
Administrative Assistant II	1.00	1.00	1.00	55,750	55,800	55,800
Administrative Assistant I	1.00	1.00	1.00	48,887	49,884	49,884
Bilingual Pay				4,800	6,000	6,000
Overtime				2,742	2,742	2,742
<u>Regular Part Time Employees</u>						
Administrative Intern	-	2.00	2.00	-	36,868	36,868
NIS Officer	1.00	1.00	1.00	56,329	56,328	56,328

Community Development
DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
Number of planning applications	148	
Number of building permits	277	
Number of property maintenance complaints received	359	
Number of businesses opened and closed	276 new and 235 closed 86 new and 46 closed	Commercial and Industrial Home Businesses
<u>Key Performance Indicators</u>		
Reduce processing time for each planning case	Data not avail.	Develop baseline data for FY 2014-15 and reduce processing time in 3rd and 4rd quarter
Decrease plan check turnaround	277 plan check submittals 14.25 business days turnaround	Develop baseline data for FY 2014-15 and reduce plan check time period by 5% in 3 rd and 4 th quarter
Increase property maintenance cases closed	261 cases closed	Develop baseline data for FY 2014-15 and increase the number of closed cases by 5% in 3rd and 4th quarter
Maintain a net growth in the number of businesses	3777 active businesses	
<u>Outcomes Measurement</u>		
Reduce planning entitlement time	Data not avail.	Develop baseline data and reduce processing time by 5%
Increase total building valuation	Data not avail.	Develop baseline data
Improve neighborhood conditions	Data not avail.	Reduce the number of property maintenance and housing complaints by 10% to approximately 155 cases
Attract regional and national retailers and restaurants that are not present in City	Data not avail.	Attract two regional or national credit tenant retailer/restaurant per fiscal year
<u>Measures of Customer Satisfaction</u>		
None		

COMMUNITY DEVELOPMENT DEPARTMENT

ORGANIZATIONAL CHART



Community Development COST CENTER SUMMARY

Administration # 121-810-12

The Administration division provides comprehensive land use services and is responsible for guiding, monitoring, and facilitating development. During FY 2014-15 a new Community Development Director will be appointed to oversee operations of the department, to set strategic vision for its operations, and to fill several vacancies in the economic development and building and safety cost centers.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	371,091	351,715	351,715	-5%
Services and Supplies	65,939	71,160	71,160	8%
Capital Outlay	-	-	-	-
Total	437,030	422,875	422,875	-3%
<u>Regular Full Time Positions</u>	3.00	3.00	3.00	
Comm. Dev. Director	1.00	1.00	1.00	
Administrative Assistant II	1.00	1.00	1.00	
Administrative Assistant I	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	437,030	422,875	422,875	

Community Development
COST CENTER DETAIL

Administration # 121-810-12

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		234,183
12-000	Part Time Employees		-
13-000	Overtime		500
19-001	Health Insurance		59,106
19-002	Retirement		54,523
19-004	Medicare		3,403
		Sub-total	351,715
	<u>Services and Supplies</u>		
21-000	Special Departmental	Conference calls/meeting setup	200
		Mileage reimbursements, parking	850
		Other purchases, business cards	1,800
22-000	Contractual	San Gabriel Community Foundation	2,500
		Staffing/front office reception as needed	6,500
31-000	Office Operating	Office supplies	12,210
33-000	Vehicle Operating	Departmental vehicle operating costs	27,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	8,000
40-007	Cable	Cable television services	100
40-010	Cellular Services	Cellular phone expenses	1,000
45-000	Educational	Staff training	5,000
51-000	Advertising	Public notices	500
53-000	Membership and Dues	American Planning Association	2,000
54-000	Allowances	Conference, workshops, meeting	3,500
		Sub-total	71,160
	<u>Capital Outlay</u>	None	-
		Cost Center Total	422,875

Community Development COST CENTER SUMMARY

Planning # 121-810-14

The Planning Division, winner of three awards in 2014 for its work in sustainable community design, is committed to developing creative and practical solutions achieving a city that is sustainable and a great place to live, work or play. Its staff also supports the Planning Commission and the Design Review Commission; protects property rights through wise administration of codes; and preserves the City's scenery, environment, and its valued history.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	481,829	508,620	508,620	6%
Services and Supplies	71,462	112,035	112,035	57%
Capital Outlay	-	-	-	-
Total	553,291	620,655	620,655	12%
<u>Regular Full Time Positions</u>	4.00	4.00	4.00	
Planning Division Manager	1.00	1.00	1.00	
City Planner	1.00	1.00	1.00	
Associate Planner	1.00	1.00	1.00	
Assistant Planner	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	1.00	1.00	
Administrative Intern	-	1.00	1.00	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	553,291	620,655	620,655	

Community Development COST CENTER DETAIL

Planning # 121-810-14

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		343,800
12-000	Part Time Employees		14,196
13-000	Overtime		-
19-001	Health Insurance		78,898
19-002	Retirement		66,535
19-004	Medicare		5,191
		Sub-total	508,620
	<u>Services and Supplies</u>		
21-000	Special Departmental	Area Formation Commission assessment	1,000
		Environmental postings	3,000
		Geographic Information System license	850
		Mileage, recognition plaques, name plates	200
22-000	Contractual	Arborist Services	3,184
		Arch-Historic Architect	8,125
		Arch-Landscape Architect	9,797
		City Architectural Services	27,362
		Historic Preservation Economic Consultant	8,000
		Historic Preservation Ordinance Consultant	30,000
31-000	Office Operating	Office supplies	1,000
40-010	Cellular Services	Cellular phone expenses	2,400
51-000	Advertising	Public notices	10,100
53-000	Membership and Dues	American Planning Association membership	1,596
54-000	Allowances	League of California Cities	130
		Mileage, meetings, trainings	1,305
		Training for staff and commissioners	3,986
		Sub-total	112,035
	<u>Capital Outlay</u>	None	-
		Cost Center Total	620,655

Community Development
COST CENTER SUMMARY

Building and Safety # 121-810-16

The Building and Safety Division is committed to protecting the lives and safety of the residents and visitors of San Gabriel, preserving the city's quality of life, and contributing to the city's economic development. This is accomplished through the implementation of the California Building, Green, Plumbing, Mechanical, Electrical, and Energy codes, as well as enforcement regulation of local and state laws for all buildings in the City of San Gabriel. The Division provides plan review and field inspections of buildings to ensure a safe, accessible and energy efficient environment throughout our community.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	436,024	392,242	392,242	-10%
Services and Supplies	744,290	744,829	744,829	0%
Capital Outlay	-	-	-	-
Total	<u>1,180,314</u>	<u>1,137,071</u>	<u>1,137,071</u>	-4%
<u>Regular Full Time Positions</u>	3.75	3.75	3.75	
Building Division Manager	1.00	1.00	1.00	
Plan Check Engineer	1.00	1.00	1.00	
Building Inspector	1.00	1.00	1.00	
Permit Technician	0.75	0.75	0.75	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>1,180,314</u>	<u>1,137,071</u>	<u>1,137,071</u>	

Community Development
COST CENTER DETAIL

Building and Safety # 121-810-16

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		272,050
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		73,822
19-002	Retirement		42,425
19-004	Medicare		3,945
		Sub-total	392,242
	<u>Services and Supplies</u>		
21-000	Special Departmental	Code books	2,688
		National Fire Protection Association	1,166
22-000	Contractual	Interim Building Manager Services	12,800
22-032	Special Plan Check	Special plan check services	716,000
31-000	Office Operating	Office supplies	2,500
40-010	Cellular Services	Cellular phone expenses	660
45-000	Educational	California Building Officials training	1,980
		International Code Council Certification	250
		Los Angeles Basin Chapter Education	600
		International Code Council Classes	1,500
		Other training	800
53-000	Membership and Dues	Associations memberships and dues	840
54-000	Allowances	Annual conferences allowances	3,045
		Sub-total	744,829
	<u>Capital Outlay</u>		
		None	-
		Cost Center Total	<u><u>1,137,071</u></u>

Community Development COST CENTER SUMMARY

Neighborhood Improvement Services # 121-810-19 & 185-810-19

The Neighborhood Improvement Services Division is dedicated to proactively identifying conditions that threaten the health and welfare of the citizens of San Gabriel and to developing long term strategies that recognize our rich history, resolve community problems, and promote community pride. This division currently consists of two full-time code enforcement officers, but in FY 2014-15 the division will add a part-time officer to provide increased capacity for code enforcement activities.

<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	206,704	234,887	234,887	14%
Services and Supplies	59,261	45,661	45,661	-23%
Capital Outlay	-	-	-	-
Total	265,965	280,548	280,548	5%
<u>Regular Full Time Positions</u>	1.25	1.25	1.25	
NIS Manager	0.75	0.75	0.75	
NIS Officer	0.50	0.50	0.50	
<u>Regular Part Time Employees</u>	-	1.00	1.00	
NIS Officer	-	1.00	1.00	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	183,376	182,221	182,221	
CDBG Fund	82,589	98,327	98,327	
Total	265,965	280,548	280,548	

Community Development COST CENTER DETAIL

Neighborhood Improvement Services # 121-810-19

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		88,566
12-000	Part Time Employees		9,069
13-000	Overtime		2,242
19-001	Health Insurance		24,599
19-002	Retirement		20,698
19-004	Medicare		1,448
		Sub-total	146,622
		<u>Services and Supplies</u>	
21-000	Special Departmental	Board ups and Weed abatement	1,579
		Printing costs	3,000
		Property profile software	2,100
		Software upgrades	1,000
22-000	Contractual	Administrative Citation Processing and Appea	3,200
		Graffiti Removal	15,399
		Shopping Cart Removal	3,000
31-000	Office Operating	Office supplies	2,621
40-010	Cellular Services	Cellular phone expenses	2,700
45-000	Educational	Professional development	700
53-000	Membership and Dues	Associations memberships and dues	300
		Sub-total	35,599
		<u>Capital Outlay</u>	
		None	-
		Cost Center Total	182,221

Community Development
COST CENTER DETAIL

Neighborhood Improvement Services # 185-810-19

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		47,898
12-000	Part Time Employees		13,603
13-000	Overtime		-
19-001	Health Insurance		14,746
19-002	Retirement		11,126
19-004	Medicare		892
		Sub-total	88,265
	<u>Services and Supplies</u>		
22-000	Contractual	Graffiti Removal	10,062
		Sub-total	10,062
	<u>Capital Outlay</u>		
		None	-
		Cost Center Total	98,327



Community Development COST CENTER SUMMARY

Economic Development # 121-810-26

The Economic Development Division focuses on creating and retaining jobs, stimulating business activity, encouraging private financial investment, upgrading the physical environment and redeveloping blighted and underutilized properties. The Division's efforts also include business outreach, marketing assistance, community events, ombudsman services, and Community Development Block Grant and general grant administration. In FY 2014-15, this Division will also assist in completing several key development projects now underway, and will increase its efforts for retail and restaurant recruitment.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	142,669	144,176	144,176	1%
Services and Supplies	120,768	129,220	129,220	7%
Capital Outlay	-	-	-	-
Total	263,437	273,396	273,396	4%
<u>Regular Full Time Positions</u>	1.00	1.00	1.00	
Economic Development Mgr	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	263,437	273,396	273,396	

Community Development
COST CENTER DETAIL

Economic Development # 121-810-26

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		112,894
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		19,806
19-002	Retirement		9,839
19-004	Medicare		1,637
		Sub-total	144,176
	<u>Services and Supplies</u>		
21-000	Special Departmental	Promote affordable housing programs	1,000
		Promotional items	3,500
		Support for new & existing businesses	5,000
22-000	Contractual	Consulting Services	50,000
		Legal Services	10,000
35-000	Building Operating	Maintenance for city owned buildings	10,000
40-010	Cellular Services	Cellular phone expenses	1,100
53-000	Membership and Dues	CA Assn for Local Economic Development	465
		Demographic Data Service	500
		International Council of Shopping Centers	500
		Los Angeles Business Journal	100
		San Gabriel Valley Economic Partnership	5,000
54-000	Allowances	CA Assn for Local Economic Development	1,000
		International Council of Shopping Centers	5,675
		Mileage and parking	200
		Public meeting notices and translations	3,500
61-000	Chamber of Commerce	Funding for Chamber services	31,680
		Sub-total	129,220
	<u>Capital Outlay</u>	None	
		Cost Center Total	273,396

Community Development
COST CENTER SUMMARY

R.D.A. Successor Agency # 193-946-00

R.D.A. Successor Agency # 193-946-00

The Successor Agency serves in a fiduciary role to ensure the orderly wind down of the former Redevelopment Agency, including the payment of outstanding debts.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	37,243	15,000	15,000	-60%
Services and Supplies	221,200	107,500	107,500	-51%
Capital Outlay	-	-	-	-
Total	258,443	122,500	122,500	-53%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	1.00	1.00	1.00	
Management Analyst	1.00	1.00	1.00	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
RPTTF Funds	258,443	122,500	122,500	



Community Development
COST CENTER DETAIL

R.D.A. Successor Agency # 193-946-00

<u>Account Number</u>	<u>Personnel</u>		2014-15 Adopted Budget
11-000	Full Time Employees		-
12-000	Part Time Employees		14,786
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		214
		Sub-total	15,000
	<u>Services and Supplies</u>		
22-000	Contractual	Administration - DHA Consulting	20,000
		Copier/security/ventilation	2,500
		Finance and Accounting	40,000
		Legal Consulting	15,000
		Legal Consulting - Colantuono & Levin, PC	10,000
40-003	Electricity	Electricity expenses	550
40-005	Telephone	Telephone expenses	600
40-006	Water	Water expenses	250
40-010	Cellular Services	Cellular phone expenses	1,000
55-000	Lease payments	Lease expenses	17,600
		Sub-total	107,500
		Cost Center Total	122,500



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CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET



Public Works Operating Budget

Public Works
SUMMARY
Overview

The newly reorganized Public Works Department is responsible for providing reliable infrastructure, welcoming public spaces, and environmental compliance programs. Public Works ensures private construction projects meet City standards for public infrastructure, traffic safety and mobility. In FY 2014-15, the department will complete a partial rehabilitation of Las Tunas Drive; launch a new street rehabilitation program; implement an aggressive sewer master plan; expand urban forestry efforts; and manage an extensive program of capital improvements.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief*</u>				
Personnel	1,661,357	2,942,611	2,942,611	77%
Services and Supplies	1,186,592	2,072,902	2,072,902	75%
Capital Outlay	-	771,366	771,366	-
Total	2,847,949	5,786,879	5,786,879	103%
<u>Personnel Authorized</u>	26 (FT) 4 (PT)	30 (FT) 4 (PT)	30 (FT) 4 (PT)	
<u>Cost Center Distribution</u>				
Administration	-	1,055,630	1,055,630	-
Engineering	477,369	488,775	488,775	2%
Street Services	1,574,026	1,315,403	1,315,403	-16%
Park Maintenance	-	1,015,964	1,015,964	-
Aquatics	-	82,089	82,089	-
Facilities	-	180,508	180,508	-
Vehicle Services	796,554	793,954	793,954	-
Sewer	-	824,452	824,452	-
Local Transit Development	-	30,104	30,104	-
Total	2,847,949	5,786,879	5,786,879	
<u>Source of Funds</u>				
General Fund	2,051,395	4,022,369	4,022,369	
Other Grants Fund	-	116,000	116,000	
Prop C	-	30,104	30,104	
Sewer Fund	-	824,452	824,452	
Automotive Maintenance Fund	796,554	793,954	793,954	
Total	2,847,949	5,786,879	5,786,879	

**Large comparative changes are due to significant inter-departmental reorganization*

Public Works
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<u>Regular Full Time Positions</u>						
Public Work Director	1.00	1.00	1.00	131,260	150,963	150,963
City Engineer	1.00	-	-	133,330	-	-
Principal Civil Engineer	-	1.00	1.00	-	98,496	98,496
Senior Civil Engineer	1.00	-	-	94,226	-	-
Associate Civil Engineer	1.00	2.00	2.00	85,651	157,849	157,849
Parks & Facilities Manager	-	1.00	1.00	-	72,708	72,708
Parks Manager	1.00	-	-	72,703	-	-
Street Superintendent	1.00	-	-	70,288	-	-
Field Operations Manager	-	1.00	1.00	-	66,564	66,564
Fleet Manager	-	1.00	1.00	-	66,464	66,464
Public Works Inspector	-	1.00	1.00	-	63,924	63,924
Auto Shop Manager	1.00	-	-	59,280	-	-
Auto Mechanic II	1.00	1.00	1.00	60,579	60,579	60,579
Engineering Technician	-	1.00	1.00	-	58,326	58,326
Management Analyst	-	1.00	1.00	-	57,156	57,156
Administrative Assistant II	-	1.00	1.00	-	55,800	55,800
Park Maintenance Leadperson	1.00	1.00	1.00	54,961	54,972	54,972
Auto Mechanic I	1.00	1.00	1.00	54,961	54,961	54,961

Public Works
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget

Regular Full Time Positions Continued

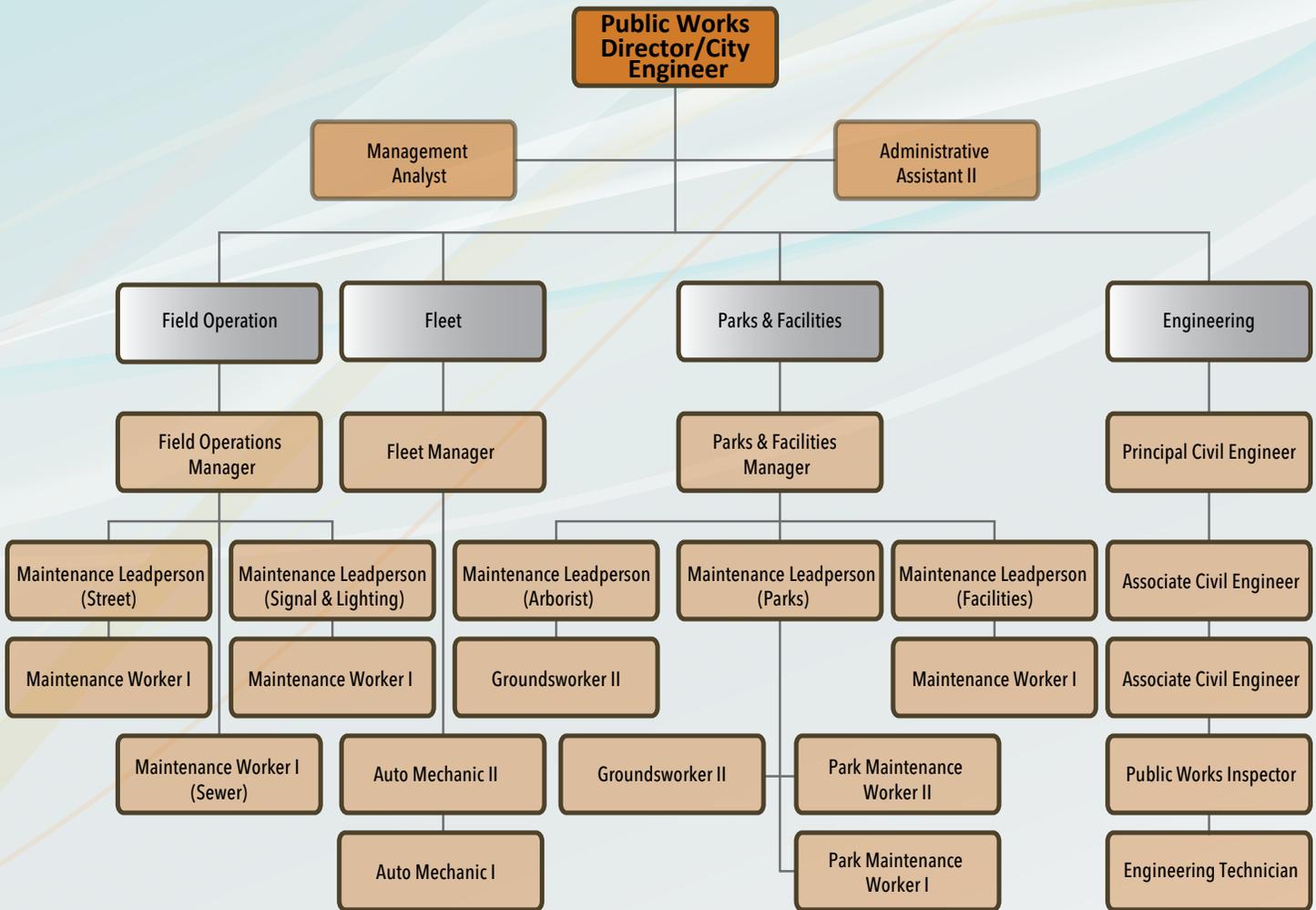
Maintenance Leadperson	3.00	4.00	4.00	154,769	208,392	208,392
Park Maintenance Worker II	3.00	3.00	3.00	154,019	154,044	154,044
Maintenance Worker I	6.00	6.00	6.00	284,885	286,560	286,560
Park Maintenance Worker I	1.00	1.00	1.00	47,705	47,760	47,760
Groundworker II	2.00	2.00	2.00	57,771	77,040	77,040
Administrative Assistant I	1.00	-	-	48,887	-	-
Auto Allowance				-	5,850	5,850
Bilingual Pay				-	2,400	2,400
Boot Allowance				1,300	1,700	1,700
Overtime				7,480	7,480	7,480

Regular Part Time Employees

Park Maintenance Worker I	3.00	3.00	3.00	108,726	108,726	108,726
Maintenance Worker I	1.00	1.00	1.00	17,501	17,518	17,518

PUBLIC WORKS DEPARTMENT

ORGANIZATIONAL CHART



Public Works
DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
Number of work orders processed	***	Data to be Developed
Number of sewer overflows	3	
Miles of sewer pipe inspected	2	
Number of street trees planted	***	Data to be Developed
Number of sidewalk ramps constructed	10	
Number of catch basins cleaned	46	
Number of inspections performed	348	
Number of permits issued	186	

Key Performance Indicators

Lane miles of streets resurfaced	0	
Miles of sewer cleaned	80	
Number of CIP projects completed	1	
Number of trees maintained	***	Data to be Developed
Average vehicle down time	***	Data to be Developed

Outcomes Measurement

Pavement Condition Index	56	Data from 2010
% Change in sewer overflows	300%	Increase from 2011-12

Measures of Customer Satisfaction

Number of citizens requests satisfied	***	Data to be Developed
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Public Works
COST CENTER SUMMARY
Administration # 121-800-12

The Administration Division coordinates, manages and supports all Public Works Department activities and resources in an effective and efficient manager, including preparing operating budgets for Departmental cost centers, providing administrative and clerical support, and coordinating training programs. Administration prepares the majority of the City's Capital Improvement Program and oversees environmental compliance programs for street sweeping, stormwater, sewer collection, solid waste and recycling programs.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	338,146	338,146	-
Services and Supplies	-	439,617	439,617	-
Capital Outlay	-	277,866	277,866	-
Total	-	1,055,629	1,055,629	-
<u>Regular Full Time Positions</u>	-	2.65	2.65	
Public Work Director	-	0.85	0.85	
Management Analyst	-	0.80	0.80	
Administrative Assistant II	-	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
ACE Reimbursement	-	93,000	93,000	
Other Grants Fund	-	23,000	23,000	
General Fund	-	939,629	939,629	
Total	-	1,055,629	1,055,629	

Public Works
COST CENTER DETAIL

Administration # 121-800-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		235,694
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		52,280
19-002	Retirement		46,754
19-004	Medicare		3,418
		Sub-total	338,146
	<u>Services and Supplies</u>		
21-000	Special Departmental	Geographic Information System Licensing	750
		Publications, Manuals, Standards, Codes	400
31-000	Office Operating	Office supplies and related expenses	2,000
40-003	Electricity	Electricity expenses	315,700
40-004	Gas	Gas expenses	2,700
40-005	Telephone	Telephone expenses	40,770
40-006	Water	Water expenses	38,457
40-007	Cable	Cable television services	2,800
40-010	Cellular Services	Cellular phone expenses	5,850
45-000	Educational	Tuition, books, and supplies	17,835
53-000	Membership and Dues	American Public Works Association	880
		American Society of Civil Engineers	300
		California Registered Professional Engineers	600
		City & County Engineers Association	100
		Institute of Transportation Engineers	575
		International Municipal Signal Association	250
		International Society of Arboriculture	600



Public Works
COST CENTER DETAIL

Public Works Administration # 121-800-12

<u>Account Number</u>	<u>Services and Supplies Continued</u>	2014-15 Adopted Budget
53-000	Membership and Dues	
	Maintenance Supervisor Association	120
	National Recreation and Park Association	480
	Qualified/Private Applicator Certificate	600
54-000	Allowances	
	League of Cities Public Works Officers	600
	Various Conference/Meeting Allowances	2,000
	Public Works Day Preparations	1,500
	Registration/Workshops	2,000
	Remote Access Software Licensing	100
	Technical Advisory Committee Meetings	150
	Travel/Lodging for Conferences	1,500
	Sub-total	439,617
	<u>Capital Outlay and Special Projects</u>	
122-800-57-96-887	ACE Project Coordinator	93,000
122-800-57-96-583	CalRecycle Beverage Container Program	11,000
122-800-57-96-582	CalRecycle Used Oil Grant Program	12,000
122-800-15-96-528	Regional Water Quality Control Board	26,866
122-800-15-96-526	Stormwater Program Management	135,000
	Sub-total	277,866
	Cost Center Total	<u><u>1,055,629</u></u>



Public Works
COST CENTER SUMMARY
Engineering # 121-800-13

The Engineering Division provides high quality, reliable public improvements through the review, permitting and inspection of private projects and delivery of public capital improvement projects. The Division prepares master plans for pavement management, stormwater management and the sewer collection system, provides project management support to other departments and maintains the record drawings for all public improvements.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	467,429	482,175	482,175	3%
Services and Supplies	9,940	6,600	6,600	-34%
Capital Outlay	-	-	-	
Total	<u>477,369</u>	<u>488,775</u>	<u>488,775</u>	2%
<u>Regular Full Time Positions</u>	3.00	4.20	4.20	
Principal Civil Engineer	1.00	0.85	0.85	
Associate Civil Engineer	1.00	1.75	1.75	
Public Works Inspector	-	0.80	0.80	
Engineering Technician	1.00	0.80	0.80	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>477,369</u>	<u>488,775</u>	<u>488,775</u>	

Public Works
COST CENTER DETAIL

Engineering # 121-800-13

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		336,450
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		87,644
19-002	Retirement		53,202
19-004	Medicare		4,879
		Sub-total	482,175
	<u>Services and Supplies</u>		
21-000	Special Departmental	Publications, Manuals, Standards, Codes	600
22-000	Contractual	Plan Check/Review/Engineering Services	5,500
31-000	Office Operating	Office supplies	500
		Sub-total	6,600
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	488,775

Public Works
COST CENTER SUMMARY
Street Services # 121-800-02

The Street Services Division maintains all streets, sidewalks, traffic signal and street lighting systems, signs and markings to provide for the safe and efficient movement of people using all modes of travel: auto, pedestrian, bicycle and transit.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	931,474	739,174	739,174	-21%
Services and Supplies	642,552	576,230	576,230	-10%
Capital Outlay	-	-	-	
Total	<u>1,574,026</u>	<u>1,315,404</u>	<u>1,315,404</u>	-16%

<u>Regular Full Time Positions</u>	11.00	6.70	6.70
Public Works Director	1.00	-	-
Field Operations Manager	-	0.70	0.70
Maintenance Leadperson	3.00	2.00	2.00
Maintenance Worker I	5.00	4.00	4.00
Street Superintendent	1.00	-	-
Administrative Assistant I	1.00	-	-

<u>Regular Part Time Employees</u>	1.00	1.00	1.00
Maintenance Worker I	1.00	1.00	1.00

<u>Seasonal Part Time</u>	-	-	-
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Source of Funds

General Fund	<u>1,574,026</u>	<u>1,315,404</u>	<u>1,315,404</u>
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Public Works

COST CENTER DETAIL

Street Services # 121-800-02

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		441,019
12-000	Part Time Employees		17,518
13-000	Overtime		7,480
19-001	Health Insurance		170,719
19-002	Retirement		95,681
19-004	Medicare		6,757
		Sub-total	739,174
	<u>Services and Supplies</u>		
21-000	Special Departmental	Asphalt concrete pavement	20,000
		Hardware supplies	4,000
		Portland cement concrete	10,000
		Safety equipment, cones, delineators, etc.	5,000
		Signs, Uni-Strut Poles	15,000
		Street paint	5,000
		Tools	6,000
		Traffic signal/street lighting supplies	12,000
22-000	Contractual	Random drug testing	3,000
		Reclaimed emulsion	5,000
		Street sweeping	127,000
		Traffic signal maintenance	7,000
33-000	Vehicle Operating	Departmental vehicle operating costs	147,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	8,000
43-000	Uniforms	Boots	2,000
		Rain gear	2,000
		Uniforms	3,230
55-000	Lease Payments	Public Works Facility	195,000
		Sub-total	576,230
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	1,315,404

Public Works
COST CENTER SUMMARY
Park Maintenance # 121-800-05

The Park Maintenance Division plants, trims, irrigates and maintains all City parks, street trees, median islands, parkways, and landscaping at city facilities to provide an inviting, well-groomed, and aesthetically pleasing appearance and preserve a healthy urban forest.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	747,709	747,709	-
Services and Supplies	-	153,255	153,255	-
Capital Outlay	-	115,000	115,000	-
Total	-	1,015,964	1,015,964	-
<u>Regular Full Time Positions</u>	-	7.85	7.85	
Parks & Facilities Manager	-	0.60	0.60	
Park Maintenance Leadperson	-	0.75	0.75	
Maintenance Leadperson	-	1.00	1.00	
Park Maintenance Worker II	-	2.50	2.50	
Park Maintenance Worker I	-	1.00	1.00	
Groundswoker II	-	2.00	2.00	
<u>Regular Part Time Employees</u>	-	2.75	2.75	
Park Maintenance Worker I	-	2.75	2.75	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	-	1,015,964	1,015,964	

Public Works
COST CENTER DETAIL

Park Maintenance # 121-800-05

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		386,035
12-000	Part Time Employees		108,726
13-000	Overtime		-
19-001	Health Insurance		154,026
19-002	Retirement		91,748
19-004	Medicare		7,174
Sub-total			747,709
<u>Services and Supplies</u>			
21-000	Special Departmental	Chain saws and trimming equipment	4,965
		Equipment repair/maintenance	5,500
		Hand tools	5,000
		Hardware supplies	1,000
		Janitorial supplies	6,000
		Office supplies	500
		Painting supplies	4,500
		Plant material, soil, seed, and amendments	7,500
		Playground equipment repair/maintenance	5,000
		Safety equipment	3,800
		Tree purchases	5,000
22-000	Contractual	Backflow Device Licensing	600
		Backflow Device Testing & Repair	1,500
		Security Services	390
		Tree Maintenance Services	55,000
33-000	Vehicle Operating	Departmental vehicle operating costs	36,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	8,000
43-000	Uniforms	Uniforms Rental	3,000
Sub-total			153,255

Public Works
COST CENTER DETAIL

Park Maintenance # 121-800-05

**2014-15
Adopted
Budget**

Capital Outlay

122-800-15-99-213	Purchase new riding aerator machine	15,000
122-800-15-96-511	Urban Forestry Program	100,000
	Sub-total	115,000
	Cost Center Total	1,015,964





Public Works
COST CENTER SUMMARY
Aquatics # 121-800-06

The Aquatic Division operates and maintains the swimming pools and associated facilities at Smith Park, including pumps, heaters, lighting, filtration and chemical treatment systems.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Budget in Brief				
Personnel	-	53,989	53,989	-
Services and Supplies	-	28,100	28,100	-
Capital Outlay	-	-	-	-
Total	-	82,089	82,089	-
Regular Full Time Positions	-	0.60	0.60	
Parks & Facilities Manager	-	0.10	0.10	
Park Maintenance Leadperson	-	0.25	0.25	
Park Maintenance Worker II	-	0.25	0.25	
Regular Part Time Employees	-	-	-	
Seasonal Part Time Budget	-	-	-	
<u>Source of Funds</u>				
General Fund	-	82,089	82,089	

Public Works
COST CENTER DETAIL

Aquatics # 121-800-06

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		33,851
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		11,784
19-002	Retirement		7,863
19-004	Medicare		491
		Sub-total	53,989
		<u>Services and Supplies</u>	
21-000	Special Departmental	Pool repairs	6,500
		Pool supplies	2,000
22-000	Contractual	Chlorine/Acid Service	18,000
		Heater and Filter Maintenance	1,600
		Sub-total	28,100
		<u>Capital Outlay</u>	
	None	None	-
		Cost Center Total	82,089

Public Works
COST CENTER SUMMARY

Public Works Facilities # 121-800-07

The Facilities Division provides safe and comfortable places for Council meetings, community and recreational activities, and city employees by maintaining, repairing, cleaning and enhancing the physical condition of city buildings.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	110,508	110,508	-
Services and Supplies	-	66,500	66,500	-
Capital Outlay	-	3,500	3,500	-
Total	-	180,508	180,508	-
<u>Regular Full Time Positions</u>	-	1.30	1.30	
Parks & Facilities Manager	-	0.30	0.30	
Maintenance Leadperson	-	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	-	180,508	180,508	

Public Works
COST CENTER DETAIL

Public Works Facilities # 121-800-07

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		68,168
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		25,517
19-002	Retirement		15,835
19-004	Medicare		988
		Sub-total	110,508
	<u>Services and Supplies</u>		
21-000	Special Departmental	Electrical supplies	7,000
		Hardware and fixtures	10,000
		Plumbing supplies	9,000
		Tools	2,500
22-000	Contractual	Back Flow Prevention Testing	1,000
		Building Security	4,500
		City Hall Cleaning	11,000
		Elevator Maintenance	3,000
		Fire Extinguisher Service	250
		Heating, Ventilation, and Air Conditioning	9,750
35-000	Building Operating	Cleaning supplies	2,000
		Electrical supplies	350
		Hardware and other supplies	3,500
		Janitorial supplies	2,000
		Plumbing supplies	350
		Security, keys	300
		Sub-total	66,500
	<u>Capital Outlay</u>		
122-800-15-96-749		Disposal of tritium signs	3,500
		Cost Center Total	180,508

Public Works
COST CENTER SUMMARY
Vehicle Services # 128-800-04

The Vehicle Services Division manages the City's fleet for maximum safety, efficiency and compliance with air quality and greenhouse gas emission regulations. The Division performs preventive maintenance on a scheduled basis as well as emergency repairs to all vehicles including Police and Fire vehicles.

<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	262,454	277,354	277,354	6%
Services and Supplies	534,100	516,600	516,600	-3%
Capital Outlay	-	-	-	-
Total	796,554	793,954	793,954	-
<u>Regular Full Time Positions</u>	3.00	3.00	3.00	
Fleet Manager	1.00	1.00	1.00	
Mechanic II	1.00	1.00	1.00	
Mechanic I	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
Automotive Maintenance Fund	796,554	793,954	793,954	

Public Works

COST CENTER DETAIL

Vehicle Services # 128-800-04

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		182,905
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		58,957
19-002	Retirement		32,840
19-004	Medicare		2,652
		Sub-total	277,354
	<u>Services and Supplies</u>		
21-000	Special Departmental	Acetylene/oxygen supplies	544
		Annual operating fees	800
		Annual tank testing	2,000
		Annual update of scan tool	500
		First aid supplies	5,600
		Hand tool allowance	900
		Hose fabrication	6,000
		Service parts cleaners	1,285
		Sewer truck equipment	400
		Shop equipment	10,000
		Shop tools	10,000
		Tool and steel supply	5,000
		Truck parts	4,000
		Underground storage tank fee	1,390
		Vehicle equipment	8,000
22-000	Contractual	"B" Drivers License Renewal	300
		"B" License Physical	300
		Aerial Safety Inspection	1,000
		Annual Underground Storage Tank Testing	5,100
		California Resource Board/Air Quality Mgmt C	41,600
		Drug Testing	300
		Pickup Waste Oil	1,200
		Service Clarifier (Parts Washer)	1,500
		Smog Checks	1,100
		Tank Tightness Test	2,681



Mission Rd

**WRONG
WAY**

**ROAD
CLOSED**

Public Works
COST CENTER SUMMARY

Sewer # 137-800-01

The Sewer Division ensures public health and safety through effective maintenance and repair of the sewer collection system by jet flushing, removing blockages, treating roots, performing video inspection, and maintaining accurate asset management records.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	163,452	163,452	-
Services and Supplies	-	286,000	286,000	-
Capital Outlay	-	375,000	375,000	
Total	-	824,452	824,452	-
<u>Regular Full Time Positions</u>	-	3.45	3.45	
Director of Public Works	-	0.15	0.15	
Principal Civil Engineer	-	0.15	0.15	
Associate Civil Engineer	-	0.25	0.25	
Field Operations Manager	-	0.30	0.30	
Public Works Inspector	-	0.20	0.20	
Engineering Technician	-	0.20	0.20	
Management Analyst	-	0.20	0.20	
Maintenance Worker I	-	2.00	2.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
Sewer Fund	-	449,452	449,452	
Auto Shop	-	350,000	350,000	
General Fund	-	25,000	25,000	
Total	-	824,452	824,452	

Public Works
COST CENTER DETAIL

Sewer # 137-800-01

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		114,682
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		28,574
19-002	Retirement		18,533
19-004	Medicare		1,663
Sub-total			163,452
<u>Services and Supplies</u>			
21-000	Special Departmental	Asset management software	40,000
22-000	Contractual	Closed Circuit Television Pipe Inspection	200,000
		Consultant Services (Asset Mgmt System)	10,000
		Consultant Services (Sanitary Sewer Mgmt)	20,000
33-000	Vehicle Operating	Departmental vehicle operating costs	16,000
Sub-total			286,000
<u>Capital Outlay</u>			
122-800-15-96-529		Fats, Oil, and Grease Program	25,000
122-800-37-99-203		Vacuum Eductor Truck	350,000
Sub-total			375,000
Cost Center Total			824,452

Public Works
COST CENTER SUMMARY

Proposition C Local Transit Development # 181-800-49

The Local Transit Development Division funds the maintenance of the City's two transit Park and Ride parking lots which support and encourage commuters to choose transit to get to work or other destinations.

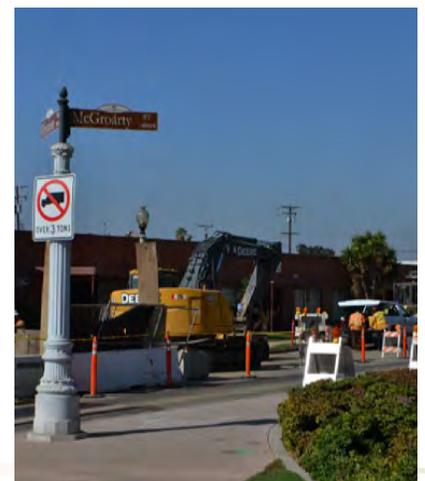
<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	-	30,104	30,104	-
Services and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Total	-	30,104	30,104	-
<u>Regular Full Time Positions</u>	-	0.25	0.25	
Park Maintenance Worker II	-	0.25	0.25	
<u>Regular Part Time Employees</u>	-	0.25	0.25	
Park Maintenance Worker I	-	0.25	0.25	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
Prop C	-	30,104	30,104	

Public Works
COST CENTER DETAIL

Proposition C Local Transit Development # 181-800-49

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		21,897
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		4,907
19-002	Retirement		2,982
19-004	Medicare		318
Sub-total			30,104
 <u>Services and Supplies</u>			
	None	None	-
 <u>Capital Outlay</u>			
	None	None	-
Cost Center Total			30,104





CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET

COMMUNITY SERVICES

Community Services Operating Budget

Community Services SUMMARY

Overview

The reorganized Community Services Department (formerly Parks and Recreation) will provide outstanding leisure and recreational programs to a diverse community of youth and older adults. Its programs include recreational, special events, aquatics, an arts and leisure magazine, transportation services and facility rentals. In FY 2014-15, the Department will initiate a strategic planning and rebranding effort; launch a community concert series; refocus its efforts on park planning; and update a park master plan and impact fee program.

Budget in Brief *	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	1,559,044	1,079,068	1,079,068	-31%
Services and Supplies	1,344,651	2,135,412	2,135,412	59%
Capital Outlay	-	30,000	30,000	-
Total	2,903,695	3,244,480	3,244,480	12%
Personnel Authorized	14 (FT) 1 (PT)	7 (FT) 3 (PT)	7 (FT) 3 (PT)	
Cost Center Distribution				
Administration	-	530,867	530,867	-
Park Maintenance	823,198	-	-	-
Aquatics	220,423	134,650	134,650	-39%
Facilities	148,875	129,500	129,500	-13%
Recreation	628,611	237,651	237,651	-62%
Special Activities	244,673	235,852	235,852	-4%
Local Transit Development	779,346	1,918,451	1,918,451	146%
Youth Program	37,206	36,697	36,697	-1%
After School Program	21,363	20,812	20,812	-3%
Total	2,903,695	3,244,480	3,244,480	
Source of Funds				
General Fund	2,065,780	1,238,519	1,238,519	
AQMD Fund	-	30,000	30,000	
CDBG Fund	58,569	57,510	57,510	
Prop A Fund	105,346	1,338,151	1,338,151	
Prop C Fund	674,000	580,300	580,300	
Total	2,903,695	3,244,480	3,244,480	

**Large comparative changes are due to significant inter-departmental reorganization*

Community Services
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Prelim. Budget	Adopted Budget	Budget Request	Adopted Budget
<u>Regular Full Time Positions</u>						
Community Services Director	-	1.00	1.00	-	143,409	143,409
P & R Director	1.00	-	-	143,386	-	-
P & R Assistant Director	1.00	-	-	99,167	-	-
Park Manager	1.00	-	-	72,703	-	-
Community Services Manager	-	1.00	1.00	-	66,564	66,564
Park Maintenance Leadperson	1.00	-	-	54,961	-	-
Recreation Supervisor	2.00	2.00	2.00	130,004	140,640	140,640
Recreation Coordinator	1.00	1.00	1.00	51,130	46,380	46,380
Administrative Assistant I	1.00	2.00	2.00	44,316	99,768	99,768
Park Maintenance Worker II	3.00	-	-	154,017	-	-
Park Maintenance Worker I	1.00	-	-	47,705	-	-
Groundworker II	2.00	-	-	77,028	-	-
<u>Regular Part Time Employees</u>						
Park Maintenance Worker I	5.00	-	-	36,242	-	-
Administrative Assistant I	2.00	1.00	1.00	-	28,727	28,727
Custodian	-	2.00	2.00	-	54,018	54,018

Community Services SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Prelim. Budget	Adopted Budget	Budget Request	Adopted Budget

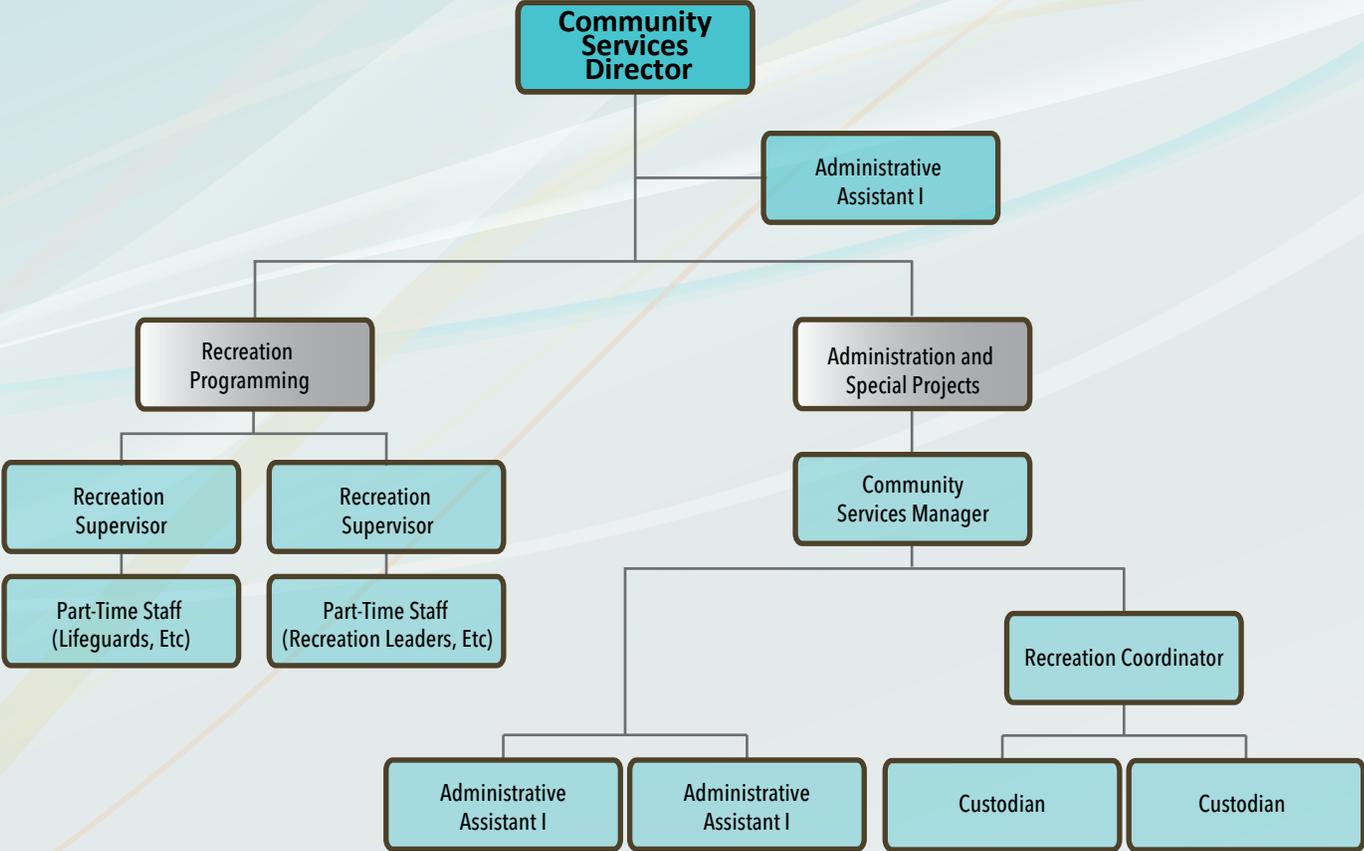
Seasonal Part Time Budget

Pool Manager	11,387	12,352	12,352
Assistant Pool Manager	10,967	12,352	12,352
Specialist I	15,086	7,174	7,174
Lifeguard Instructor	43,163	43,842	43,842
Recreation Leader	155,040	152,140	152,140
Pool Attendant	15,078	15,556	15,556



COMMUNITY SERVICES DEPARTMENT

ORGANIZATIONAL CHART



Community Services

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
After school participants	***	Data to be developed
Classes offered	487	
Day camp participants	282	
Older adult lunches served	8809	
Older adult program participants	***	Data to be developed
Passports processed	506	
Recreation program registrants	3063	
 <u>Key Performance Indicators</u>		
Average time to process a registration	***	Data to be developed
Launch of new community events	0	
Number of transactions conducted on website	251	
Revenue generated by community services programs	\$350,000	
Total number of customers served	***	Data to be developed
 <u>Outcomes Measurement</u>		
New park acreage developed	0	
Deliver 26 farmers markets	***	Initiated in FY 2013-14
New programs or classes offered	***	Data to be developed
Produce communitywide events (Easter, Kid's Day & 4th of July Parade, Turkey Trot, and Tree Lighting with the addition of either a Halloween/Fall event OR a Chinese New Year event)	4	
Stage 3 community concerts	***	Initiated in FY 2013-14
 <u>Measures of Customer Satisfaction</u>		
None		



Community Services
COST CENTER SUMMARY
Administration # 121-850-12

The Administration Division was added for FY 2014-15 in an effort to refine the Community Services Department budget. This division includes budget for all full-time personnel and some part-time personnel. During FY 2014-15, the Department will oversee implementation of a new organizational structure and fill two vacancies.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	530,867	530,867	-
Services and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Total	-	530,867	530,867	-
<u>Regular Full Time Positions</u>	-	4.45	4.45	
Community Services Director	-	0.90	0.90	
Community Services Manager	-	0.90	0.90	
Recreation Supervisor	-	1.40	1.40	
Recreation Coordinator	-	0.75	0.75	
Administrative Assistant I	-	0.50	0.50	
<u>Regular Part Time Employees</u>	-	0.90	0.90	
Administrative Assistant I	-	0.90	0.90	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	-	530,867	530,867	

Community Services
COST CENTER DETAIL
Administration # 121-850-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		344,278
12-000	Part Time Employees		28,727
13-000	Overtime		-
19-001	Health Insurance		85,646
19-002	Retirement		67,292
19-004	Medicare		4,924
Sub-total			530,867
 <u>Services and Supplies</u>			
	None	None	-
 <u>Capital Outlay</u>			
	None	None	-
Cost Center Total			530,867



Community Services
COST CENTER SUMMARY
Park Maintenance # 121-850-05

The Park Maintenance Division plants, trims, irrigates and maintains all City parks, street trees, median islands, parkways, and landscaping at city facilities to provide an inviting, well-groomed, and aesthetically pleasing appearance and preserve a healthy urban forest.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	595,067	-	-	-
Services and Supplies	228,131	-	-	-
Capital Outlay	-	-	-	-
Total	823,198			-
<u>Regular Full Time Positions</u>	7.53	-	-	
P & R Director	0.57	-	-	
P & R Assistant Director	0.57	-	-	
Park Manager	0.57	-	-	
Park Maintenance Leadperson	0.57	-	-	
Administrative Assistant I	0.25	-	-	
Park Maintenance Worker II	2.00	-	-	
Park Maintenance Worker I	1.50	-	-	
Groundswoker II	1.50	-	-	
<u>Regular Part Time Employees</u>	5.00	-	-	
Park Maintenance Worker I	5.00	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	823,198	-	-	



Community Services
COST CENTER SUMMARY
Aquatics # 121-850-06

The Community Services Department operates Smith Park Pool and offers a variety of programs, including: swim lessons, recreational swim, lap swim, water aerobics and year-round swim team. In FY 2014-15, the Department will continue to provide high quality aquatics programs for the community.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	154,371	94,083	94,083	-39%
Services and Supplies	66,052	40,567	40,567	-39%
Capital Outlay	-	-	-	-
Total	220,423	134,650	134,650	-39%
<u>Regular Full Time Positions</u>	0.84	-	-	
P & R Director	0.06	-	-	
P & R Assistant Director	0.06	-	-	
Park Manager	0.06	-	-	
Park Maintenance Leadperson	0.06	-	-	
Park Maintenance Worker II	0.30	-	-	
Park Maintenance Worker I	0.06	-	-	
Administrative Assistant I	0.06	-	-	
Groundswoker II	0.18	-	-	
<u>Regular Part Time Employees</u>	0.18	-	-	
Park Maintenance Worker I	0.18	-	-	
<u>Seasonal Part Time Budget</u>	91,978	94,082	94,083	
<u>Source of Funds</u>				
General Fund	220,423	134,649	134,650	

Community Services
COST CENTER DETAIL

Aquatics # 121-850-06

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		-
12-000	Part Time Employees		90,238
13-000	Overtime		2,500
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		1,345
		Sub-total	94,083
	<u>Services and Supplies</u>		
21-000	Special Departmental	Expendable supplies	1,500
		Janitorial/light maintenance supplies	1,000
23-000	Programs	Facility fee	360
		Program supplies	2,040
		Public health license	900
		Uniforms	1,200
40-003	Electricity	Electricity expenses	10,000
40-004	Gas	Gas expenses	15,000
40-006	Water	Water expenses	7,487
40-010	Cellular Services	Cellular phone expenses	550
45-000	Educational	Training for aquatics staff	500
53-000	Membership and Dues	Southern CA Public Pool Operator Assoc.	30
		Sub-total	40,567
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	134,650

Community Services
COST CENTER SUMMARY
Facilities # 121-850-07

The Community Services Department oversees the operation of two city facilities—the Community Recreation Center and the Adult Recreation Center and Grapevine Park. Both facilities are used for recreation classes, department programs, and community meetings. The Adult Recreation Center and Grapevine Park is also a popular rental venue for special events such as weddings and receptions. In FY 2014-15, the Department will continue to provide well-maintained facilities and the highest level of service to our customers.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	99,526	71,394	71,394	-28%
Services and Supplies	49,349	58,106	58,106	18%
Capital Outlay	-	-	-	-
Total	148,875	129,500	129,500	-13%
<u>Regular Full Time Positions</u>	1.20	-	-	
P & R Director	0.08	-	-	
P & R Assistant Director	0.08	-	-	
Park Manager	0.08	-	-	
Park Maintenance Leadperson	0.08	-	-	
Park Maintenance Worker II	0.40	-	-	
Park Maintenance Worker I	0.08	-	-	
Administrative Assistant I	0.08	-	-	
Groundswoker II	0.32	-	-	
<u>Regular Part Time Employees</u>	3.00	2.00	2.00	
Custodian	-	2.00	2.00	
Park Maintenance Worker I	3.00	-	-	
<u>Seasonal Part Time Budget</u>	16,103	16,356	16,356	
<u>Source of Funds</u>				
General Fund	148,875	129,500	129,500	

Community Services
COST CENTER DETAIL

Facilities # 121-850-07

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		-
12-000	Part Time Employees		70,374
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		1,020
		Sub-total	71,394
	<u>Services and Supplies</u>		
21-000	Special Departmental	Facility equipment	4,000
		Janitorial/light maintenance supplies	2,000
22-000	Contractual	Ice machine maintenance	1,000
35-000	Building Operating	Cleaning supplies	2,000
		Expendable supplies	4,000
		Building supplies	500
40-003	Electricity	Electricity expenses	40,500
40-004	Gas	Gas expenses	1,000
40-006	Water	Water expenses	2,556
40-010	Cellular Services	Cellular phone expenses	550
		Sub-total	58,106
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	129,500

Community Services COST CENTER SUMMARY

Recreation # 121-850-10

The Community Services Department offers a full range of programs and services for the San Gabriel community. The Recreation Division includes budget for youth programs, older adult programs, community-wide special events, passport services and The Guide publication. In FY 2014-15, the Department will embark on a strategic planning and rebranding effort; provide expanded programs for youth and older adults; launch a community concert series; and enhance community engagement.

<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	499,092	72,412	72,412	-85%
Services and Supplies	129,519	135,239	135,239	4%
Capital Outlay	-	30,000	30,000	-
Total	628,611	237,651	237,651	-62%
<u>Regular Full Time Positions</u>	2.68	-	-	
P & R Director	0.21	-	-	
P & R Assistant Director	0.21	-	-	
Park Manager	0.21	-	-	
Park Maintenance Leadperson	0.21	-	-	
Park Maintenance Worker II	1.21	-	-	
Park Maintenance Worker I	0.21	-	-	
Administrative Assistant I	0.21	-	-	
Groundswoker II	0.21	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	72,411	72,411	72,411	
<u>Source of Funds</u>				
General Fund	628,611	207,651	207,651	
AQMD	-	30,000	30,000	
Total	628,611	237,651	237,651	

Community Services
COST CENTER DETAIL

Recreation # 121-850-10

**2014-15
Preliminary
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		-
12-000	Part Time Employees		71,376
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		1,035
		Sub-total	72,411
	<u>Services and Supplies</u>		
21-000	Special Departmental	First aid supplies	1,000
		Marketing/translation	1,000
		Recreation supplies	3,520
22-000	Contractual	Fingerprint/livescan forms and processing	1,000
		Grapevine Guide	32,000
		Printer/Copier maintenance contract	4,450
		Recreation Guide postage	10,000
		Registration software maintenance	2,000
23-039	Youth School Year	Awards	500
		Equipment	2,915
		Officials	3,000
		Staff training	500
		Staff uniforms	600
		Tournament fees	400
23-040	Youth Summer	Craft supplies	2,200
		Equipment	1,377
		Staff trainings	500
		Staff uniforms	500
23-047	Special Events	Concerts in the Park (2 @\$3,000)	6,000
		Egg Hunt	850
		Farmers Market	5,350
		Holiday Craft Workshop	500
		Kid's Day and 4th of July	5,000

Community Services
COST CENTER DETAIL

Recreation # 121-850-10

**2014-15
Adopted**

Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>Budget</u>
		Supplies/marketing	2,000
		Tree lighting	1,900
23-048	Older Adults	Nutrition program supplies	500
		Older adult event supplies	500
23-051	Passport Services	Passport supplies	1,312
		Marketing	500
31-000	Office Operating	Office supplies, equipment expenses	7,500
33-000	Vehicle Operating	Departmental vehicle operating costs	17,000
33-060	Vehicle Replacement	Annual contribution for future vehicle	4,000
40-004	Gas	Gas expenses	1,500
40-005	Telephone	Telephone expenses	7,730
40-007	Cable	Cable television Services	2,800
40-010	Cellular Services	Cellular phone expenses	1,250
53-000	Membership and Dues	California Park & Recreation Society	850
		So. California Municipal Athletic Federation	75
54-000	Allowances	Educational Allowance	660
		Sub-total	135,239
	<u>Capital Outlay</u>		
122-850-51-99-200		2014 Toyota Prius Hybrid	30,000
	Cost Center Total		<u><u>237,650</u></u>



Carrots
\$2.00

Community Services
COST CENTER SUMMARY
Special Activities # 173-850-18

The Community Services Department offers a variety of programs in the Special Activities Division that are revenue-neutral, including day camp, older adult trips, recreation classes, and more. In FY 2014-15, the Department will continue its tradition of providing high quality programs, events and classes while providing expanded opportunities for community involvement.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	47,073	43,352	43,352	-8%
Services and Supplies	197,600	192,500	192,500	-3%
Capital Outlay	-	-	-	-
Total	244,673	235,852	235,852	-4%
<u>Regular Full Time Positions</u>	0.25	0.25	0.25	
Recreation Coordinator	0.25	0.25	0.25	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	26,397	25,843	25,843	
<u>Source of Funds</u>				
Parks & Recreation Activity Fund	244,673	235,852	235,852	

Community Services
COST CENTER DETAIL

Special Activities # 173-850-18

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		37,069
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		4,903
19-002	Retirement		1,011
19-004	Medicare		369
		Sub-total	43,352
	<u>Services and Supplies</u>		
23-038	Youth Paid Program	Jerseys/uniforms	15,000
		Trips - Youth	10,000
23-042	Older Adult Trips	Trips - Older Adults	40,000
23-043	Recreation Classes	Instructor payments	80,000
23-044	Dance & Baton	Dance and Baton classes/biennial Show	1,000
23-045	Day Camp	Day Camp supplies	2,000
		Day Camp weekly trips	5,000
		Part-time staff costs	18,000
23-046	Tennis	Tennis classes instructor payments	8,700
23-047	Special Events	Turkey Trot	5,000
23-048	Older Adults	Annual Health and Wellness Fair	1,000
		Older adult programs supplies	1,500
23-049	Recreation Classes Ins.	Recreation classes insurance	4,500
23-050	Share A Dream	Share A Dream scholarship	800
		Sub-total	192,500
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	235,852

Community Services
COST CENTER SUMMARY

Local Transit Development # 180-850-49 & 181-850-49

The Community Services Department provides older adult and youth trips, recreational transit service, transportation services including Dial-A-Ride and Metro reduced fare monthly passes for seniors and the disabled. In FY 2014-15, the Department will provide expanded travel opportunities for older adults and youth and transportation services at the highest level of service for our customers.

<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	105,346	209,451	209,451	99%
Services and Supplies	674,000	1,709,000	1,709,000	154%
Capital Outlay	-	-	-	-
Total	779,346	1,918,451	1,918,451	146%
<u>Regular Full Time Positions</u>	3.75	2.20	2.20	
Community Services Director	-	0.10	0.10	
Community Services Manager	-	0.10	0.10	
Recreation Supervisor	-	0.50	0.50	
Administrative Assistant I	0.75	1.50	1.50	
Park Maintenance Worker II	1.50	-	-	
Park Maintenance Worker I	0.50	-	-	
Recreation Coordinator	0.50	-	-	
Groundswoker II	0.50	-	-	
<u>Regular Part Time Employees</u>	-	0.10	0.10	
Administrative Assistant I	-	0.10	0.10	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
Prop A Fund	105,346	1,338,151	1,338,151	
Prop C Fund	674,000	580,300	580,300	
Total	779,346	1,918,451	1,918,451	

Community Services
COST CENTER DETAIL

Proposition A Local Transit Development # 180-850-49

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		47,296
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		15,509
19-002	Retirement		10,660
19-004	Medicare		686
		Sub-total	74,151
	<u>Services and Supplies</u>		
53-000	Membership and Dues	San Gabriel Valley Council of Governments	10,000
82-000	Recreation Transit Srvc	Older adults trips and tours Youth trips	19,500 10,500
85-000	Administrative Costs	Finance and Accounting Staff	24,000
89-000	Prop A Fund Exchange	Fund exchange with other local agency	1,200,000
		Sub-total	1,264,000
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	1,338,151

Community Services
COST CENTER DETAIL

Proposition C Local Transit Development # 181-850-49

<u>Account Number</u>	<u>Personnel</u>	<u>Description</u>	2014-15 Adopted Budget
11-000	Full Time Employees		86,560
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		29,101
19-002	Retirement		18,404
19-004	Medicare		1,235
		Sub-total	135,300
<u>Services and Supplies</u>			
81-000	Senior Dial-a-Ride	Senior Dial-a-Ride program	320,000
86-000	Bus Fare Subsidy	Fare subsidy for seniors & disabled	125,000
		Sub-total	445,000
<u>Capital Outlay</u>			
	None	None	-
		Cost Center Total	<u><u>580,300</u></u>





Community Services
COST CENTER SUMMARY
Youth Program # 185-850-20

The Community Services Department provides free after school programs and summer programs that are subsidized by the Community Development Block Grant Youth Program funds. This budget partially funds programs at McKinley Elementary, Smith Park, and Vincent Lugo Park. In FY 2014-15, the Department will provide enhanced youth programs for our community.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	37,206	36,697	36,697	-1%
Services and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Total	<u>37,206</u>	<u>36,697</u>	<u>36,697</u>	-1%
<u>Regular Full Time Positions</u>	0.07	0.07	0.07	
Recreation Supervisor	0.07	0.07	0.07	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	31,046	29,184	29,184	
<u>Source of Funds</u>				
CDBG	<u>37,206</u>	<u>36,697</u>	<u>36,697</u>	

Community Services
COST CENTER DETAIL
Youth Program # 185-850-20

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		33,689
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		1,377
19-002	Retirement		1,143
19-004	Medicare		488
		Sub-total	36,697
	<u>Services and Supplies</u>		
	None	None	-
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	36,697



Community Services
COST CENTER SUMMARY
After School Program # 185-850-21

The Community Services Department provides free after school programs and summer programs that are subsidized by the Community Development Block Grant After-School Program funds. This budget partially funds programs at Roosevelt Elementary and Jefferson Middle School. In FY 2014-15, the Department will provide enhanced after school and summer programs for our community.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	21,363	20,812	20,812	-3%
Services and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Total	<u>21,363</u>	<u>20,812</u>	<u>20,812</u>	-3%
<u>Regular Full Time Positions</u>	0.03	0.03	0.03	
Recreation Supervisor	0.03	0.03	0.03	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	18,724	17,592	17,592	
<u>Source of Funds</u>				
CDBG	<u>21,363</u>	<u>20,812</u>	<u>20,812</u>	

Community Services
COST CENTER DETAIL

After School Program # 185-850-21

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		19,450
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		590
19-002	Retirement		490
19-004	Medicare		282
		Sub-total	20,812
	<u>Services and Supplies</u>		
	None	None	-
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	20,812





CITYBUILDING *PAVING THE WAY*
2014-2015 BUDGET



MISSION

PLAYHOUSE

Mission Playhouse Operating Budget

Mission Playhouse **SUMMARY**

Overview

The legendary San Gabriel Mission Playhouse celebrates our vibrant, diverse community by attracting artists, producers and audiences both locally and from around the world. The Playhouse offers music, dance, theater and other events generating more than \$1.4 million per year by drawing over 60,000 patrons. In FY 2014-15, the Playhouse will complete a strategic plan, introduce concessions and electronic box office, replace an aging marquee sign, establish ways to increase capacity and income and develop programs to engage the community.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	739,575	817,125	817,125	10%
Services and Supplies	161,182	246,957	246,957	53%
Capital Outlay	-	15,000	15,000	-
Total	<u>900,757</u>	<u>1,079,082</u>	<u>1,079,082</u>	20%
<u>Personnel Authorized</u>	5 (FT) 3 (PT)	5 (FT) 10 (PT)	5 (FT) 10 (PT)	
<u>Cost Center Distribution</u>				
Mission Playhouse	900,757	1,058,549	1,058,549	18%
<u>Source of Funds</u>				
General Fund	855,757	666,956	666,956	
Mission Playhouse Fund	45,000	412,126	412,126	
Total	<u>900,757</u>	<u>1,079,082</u>	<u>1,079,082</u>	

Mission Playhouse
SALARIES AND WAGES

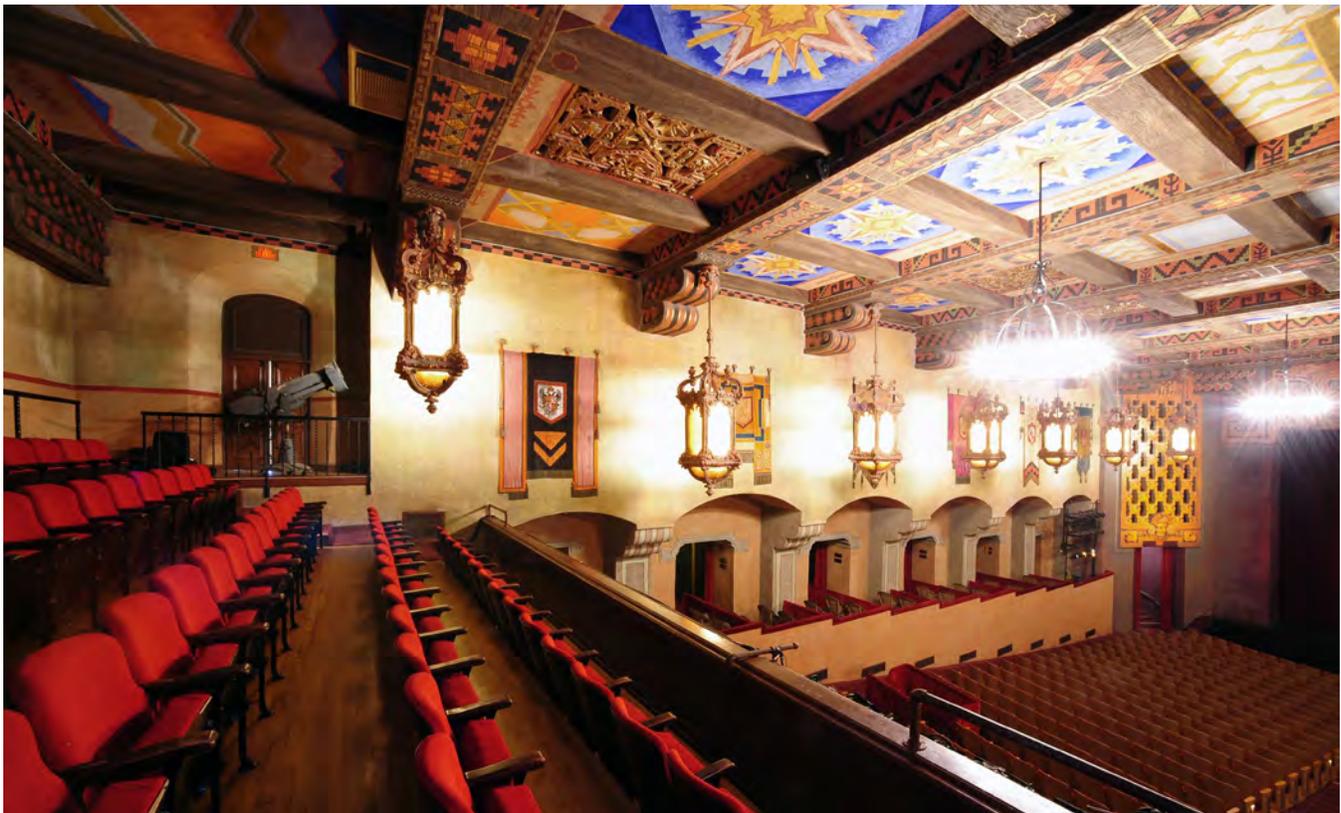
Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<u>Regular Full Time Positions</u>						
Mission Playhouse Director	1.00	1.00	1.00	100,288	100,260	100,260
Facility Manager	1.00	1.00	1.00	68,440	68,472	68,472
Stage Manager	2.00	2.00	2.00	109,741	112,416	112,416
Maintenance Worker II	1.00	1.00	1.00	51,339	51,348	51,348
Administrative Assistant I	0.40	0.40	0.40	19,944	19,954	19,954
Overtime				7,142	7,142	7,142
Auto and Boot Allowances				6,150	6,150	6,150
<u>Regular Part Time Employees</u>						
Custodian	1.00	2.00	2.00	35,269	35,245	35,245
Specialist II	1.00	1.00	1.00	11,602	14,810	14,810
Specialist III	-	1.00	1.00	-	2,346	2,346
Box Office Manager	-	1.00	1.00	-	17,959	17,959
Box Office Staffer	-	2.00	2.00	-	18,372	18,372
Office Assistant (Admin Asst)	-	1.00	1.00	-	11,756	11,756
Office Assistant (Marketing)	-	1.00	1.00	-	3,794	3,794
<u>Seasonal Part Time Budget</u>						
Usher/Parking Attendant/Stage Technician				121,043	115,425	115,425

Mission Playhouse
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Prelim. Budget	Adopted Budget	Budget Request	Prelim. Budget

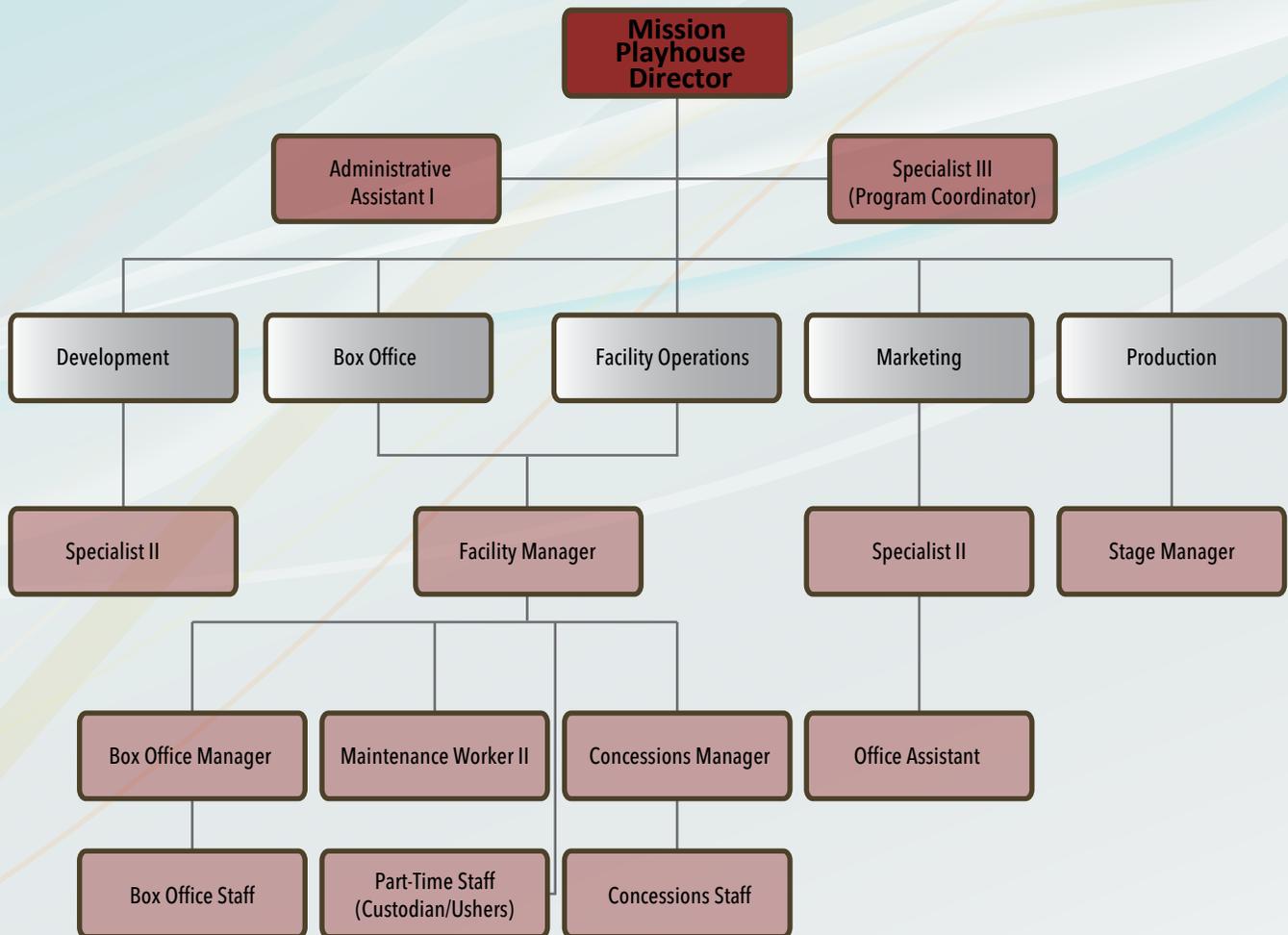
Seasonal Part Time Budget Continued

Sr. Usher/Parking Attendant/Stage Technician	18,432	17,719	17,719
Stage Manager	6,416	6,416	6,416
Concessions Manager	-	4,946	4,946
Server	-	4,473	4,473
Specialist	3,639	2,928	2,928



MISSION PLAYHOUSE DEPARTMENT

ORGANIZATIONAL CHART



Mission Playhouse
DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2012-13</u>	<u>Notes</u>
Number of events	100	
Number of Facebook "Likes"	8,819	
Number of Twitter followers	9,001	
Number of website hits	N/A	Data tracked but not accessible
<u>Key Performance Indicators</u>		
Number of theater rental inquiries	N/A	Data to be developed
Total number of patrons	69,372	
Total revenue	607,382	
<u>Outcomes Measurement</u>		
Improve access to tickets		No in-house ticketing currently
Install new marquee to announce events		Existing marquee falling apart
Make theater safer with new fire curtain		Existing fire curtain damaged
Provide consistent and quality concessions		No in-house concessions currently
<u>Measures of Customer Satisfaction</u>		
Client (Producer) surveys		
Audience surveys		
Number of repeat clients		



Mission Playhouse
COST CENTER DETAIL

Mission Playhouse # 152-712-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2014-15 Adopted Budget
11-000	Full Time Employees		358,600
12-000	Part Time Employees		255,896
13-000	Overtime		7,142
19-001	Health Insurance		106,195
19-002	Retirement		81,935
19-004	Medicare		7,357
		Sub-total	817,125
	<u>Services and Supplies</u>		
21-000	Special Departmental	Concessions food and beverage products	10,500
		Development Program - events, consulting	10,741
		Marketing Program - events	1,000
		Outreach Program - networking functions	2,000
22-000	Contractual	Box Office ticketing software	35,000
		Computer lighting board service	900
		Fire extinguisher service	300
		Heating/air conditioning service	12,600
		Mission Patio Courtyard annual painting	800
		Phone maintenance	500
		Piano tuning	300
		Security system	3,000
		Sound equipment service	900
		Stage curtain repair	200
31-000	Office Operating	Office supplies and related expenses	9,850
33-060	Vehicle Replacement	Contribution for future vehicle replacement	8,000
35-000	Building Operating	Box Office Equipment	10,000
		Building repairs, batteries, supplies	6,871
		Carpeting cleaning	1,000
		Cleaning supplies	9,000
		Concessions equipment	8,625
		Electrical/lighting supplies	5,609

Mission Playhouse
COST CENTER DETAIL
Mission Playhouse # 152-712-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>2014-15 Adopted Budget</u>
35-000	Building Operating	
	Fire sprinkler system testing	500
	Plumbing supplies	1,350
	Sound equipment service	3,000
	Stage supplies	1,650
40-003	Electricity	60,000
40-004	Gas	5,000
40-005	Telephone	7,000
40-006	Water	3,000
40-007	Cable	1,500
40-010	Cellular Services	2,600
43-000	Uniforms	1,100
45-000	Educational	1,700
53-000	Membership and Dues	
	American Society of Composers, Authors and Publishers	325
	Broadcast Music, Inc	305
	International Association of Venue Managers	500
	League of Historic American Theatres	414
51-000	Advertising	19,317
	Sub-total	246,957
	<u>Capital Outlay</u>	
122-712-35-96-825	Box Office equipment	10,000
122-712-35-96-826	Concessions equipment	5,000
	Sub-total	15,000
	Cost Center Total	<u><u>1,079,082</u></u>



NON-DEPARTMENTAL

Non-Departmental Operating Budget

Non-Departmental
SUMMARY
Overview

The Non-Departmental portion of the City of San Gabriel's budget represents the insurance and self-insurance funds. In FY 2014-15 the City's Administration Department with the assistance of Finance personnel will implement the last phase of a General Liability Retrospective Deposit Payment, evaluate and monitor the City's risk of loss, and procure the City's liability and environmental insurance programs.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	0
Services and Supplies	8,434,585	9,549,757	9,549,757	13%
Capital Outlay	-	-	-	-
Total	8,434,585	9,549,757	9,549,757	13%
<u>Personnel Authorized</u>	0 (FT) 0 (PT)	0 (FT) 0 (PT)	0 (FT) 0 (PT)	
<u>Cost Center Distribution</u>				
Insurance	2,794,848	2,863,000	2,863,000	2%
Self Insurance	5,639,737	6,686,757	6,686,757	19%
Total	8,434,585	9,549,757	9,549,757	13%
<u>Source of Funds</u>				
General Fund	2,794,848	2,863,000	2,863,000	
Self Insurance	5,639,737	6,686,757	6,686,757	
Total	8,434,585	9,549,757	9,549,757	

Non-Departmental SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2013-14	2014-15	2014-15	2013-14	2014-15	2014-15
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget

Regular Full Time Positions

None	-	-	-	-	-	-
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Regular Part Time Employees

None	-	-	-	-	-	-
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Non-Departmental
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure

2012-13

Notes

None

Key Performance Indicators

None

Outcomes Measurement

None

Measures of Customer Satisfaction

None



Non-Departmental COST CENTER SUMMARY

Insurance # 121-721-00

Centralized cost center to pay for insurance to the City 's Self-Insurance Fund for all operating departments in the General Fund.

	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	2,794,848	2,863,000	2,863,000	2%
Capital Outlay	-	-	-	-
Total	<u>2,794,848</u>	<u>2,863,000</u>	<u>2,863,000</u>	2%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>2,794,848</u>	<u>2,863,000</u>	<u>2,863,000</u>	

Non-Departmental COST CENTER DETAIL

Insurance # 121-721-00

**2014-15
Adopted
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
11-000	Full Time Employees		-
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		-
		Sub-total	-
	<u>Services and Supplies</u>		
23-025	First Aid	First aid supplies	5,000
60-013	Insurance	Worker's compensation insurance	1,600,000
60-014	Insurance	Unemployment insurance	15,000
60-022	Insurance	Liability insurance	1,000,000
60-023	Insurance	Property insurance	50,000
60-024	Insurance	Bonds insurance	3,000
60-025	Insurance	Life insurance	30,000
60-026	Insurance	Pollution insurance	25,000
60-027	Insurance	Disability insurance	70,000
60-029	Insurance	Vision insurance	65,000
		Sub-total	2,863,000
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	2,863,000

Non-Departmental COST CENTER SUMMARY

Self Insurance # 129-826-00

Administers group health, welfare and retirement benefits plans for active employees and retirees. Evaluates and monitors the City's risk of loss, minimizing the financial impact of such risks to the lowest feasible level; procures and administers the City's liability and environmental insurance programs.

<u>Budget in Brief</u>	2013-14 Adopted Budget	2014-15 Budget Request	2014-15 Adopted Budget	% Change from Prior Year Budget
Personnel	-	-	-	-
Services and Supplies	5,639,737	6,686,757	6,686,757	19%
Capital Outlay	-	-	-	-
Total	<u>5,639,737</u>	<u>6,686,757</u>	<u>6,686,757</u>	19%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
 <u>Source of Funds</u>				
Self Insurance Fund	<u>5,639,737</u>	<u>6,686,757</u>	<u>6,686,757</u>	



**Non-Departmental
COST CENTER DETAIL**

Self Insurance # 129-826-00

2014-15

Adopted

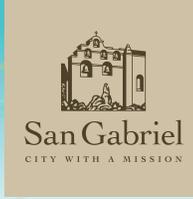
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		-
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		-
		Sub-total	-
	<u>Services and Supplies</u>		
60-019	Insurance	Health insurance	1,640,000
60-020	Insurance	Worker's compensation insurance	1,525,000
60-021	Insurance	Unemployment insurance	30,000
60-022	Insurance	Liability insurance	1,930,000
60-023	Insurance	Property insurance	26,000
60-024	Insurance	Bonds insurance	3,000
60-025	Insurance	Life insurance	40,000
60-026	Insurance	Pollution insurance	10,000
60-027	Insurance	Long term disability insurance	60,000
60-028	Insurance	Retiree health insurance	1,362,757
60-029	Insurance	Vision insurance	60,000
		Sub-total	6,686,757
	<u>Capital Outlay</u>	None	-
		Cost Center Total	<u><u>6,686,757</u></u>



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Supplemental Information



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

STATEMENT OF INVESTMENT POLICY

I. PURPOSE

This statement is intended to provide guidelines for the prudent investment of the City's temporary idle cash, and outline the procedures for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while safeguarding its assets.

II. OBJECTIVE

The City's cash management system is designed to accurately monitor and forecast revenues and expenditures, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield possible only after the criteria established for safety and liquidity have been met.

The City of San Gabriel invests public funds pursuant to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part to an overall strategy, a trustee is authorized to acquire investments as authorized by law.

This affords the City a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California Government Code Section 53600 et seq. and the general laws of the City of San Gabriel.

The City of San Gabriel strives to maintain a prudent level of investment of idle funds while maintaining sufficient liquidity. This is accomplished through evaluation of projected cash inflows and outflows. Idle cash management and investment transactions are the responsibility of the Finance Director.

Criteria for selecting investments and the order of priority are:

1. **Safety:** The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The City only operates in those investments that are considered very safe.
2. **Liquidity:** This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest.
3. **Yield:** Yield is the potential dollar earnings an investment can provide and sometimes is referred to as the rate of return.
4. **Safekeeping:** Securities purchased shall be held in third party safekeeping pursuant to Government Code Section 53608, in the City's name and control.

The basic premise underlying the City's investment philosophy is and continues to be, to insure that surplus funds are always safe and available when needed.

STATEMENT OF INVESTMENT POLICY

III. DELEGATION OF INVESTMENT AUTHORITY

Authority to manage the City of San Gabriel's investment program is derived from the California Government Code Section, 53600, et seq. Management responsibility for the investment program is hereby delegated to the Finance Director, who shall establish written procedures to the operation of the investment program consistent with this Investment Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

IV. AUTHORIZED INVESTMENTS

The California Government Code Section 53601 allows the City to invest in the following media:

- Local Agency Bonds
- U.S. Treasury Bills, Notes or Bonds
- State Registered Warrants, Notes or Bonds
- Notes & Bonds of other Local California Agencies
- U.S. Agencies
- Bankers Acceptances
- Prime Commercial Paper
- Negotiable Certificates of Deposit
- Repurchase & Reserve Repurchase Agreements
- Medium Term Corporate Notes
- Money Market Mutual Funds & Mutual Funds
- Collateralized Bank Deposits
- Mortgage Pass-Through Securities
- Local Agency Investment Fund (LAIF)
- County Pooled Investment Funds

As a matter of practice, however, the City of San Gabriel is limiting the purchase of any new investments to the following vehicles:

U.S. TREASURY BILLS - issued weekly with maturity dates up to one year. They are issued and traded on a discount basis with interest figured on a 360-day basis, actual number of days. They are issued in amounts of \$10,000 and up, in multiples of \$5,000. They are a highly liquid security.

U.S. TREASURY NOTES - initially issued with two- to ten-year maturities. They are actively traded in a large secondary market and are very liquid. The Treasury may issue Note issues with a minimum of \$1,000; however, the average minimum is \$5,000.

STATEMENT OF INVESTMENT POLICY

FEDERAL AGENCY ISSUES - guaranteed directly or indirectly by the United States Government. All agency obligations qualify as legal investments and are acceptable as security for public deposits.

They usually provide higher yields than regular Treasury issues with all the same advantages. Examples include:

- FICBs (Federal Intermediate Credit Bank Debentures) - Loans to lending institutions used to finance the short-term and intermediate needs of farmers, such as seasonal production. They are usually issued monthly in minimum denominations of \$3,000 with a nine-month maturity. Interest is payable at maturity and as calculated on a 60-day, 30-day month basis.
- FFCBs (Federal Farm Credit Bank) - Debt instruments used to finance the short and intermediate term needs of farmers and the national agricultural industry. They are issued monthly with three- and six-month maturities. The FFCB issues larger issues (one to ten year) on a periodic basis. These issues are highly liquid.
- FHLBs (Federal Land Bank Bonds) - Long-term mortgage credit provided to farmers by Federal Land Banks. These bonds are issued at irregular times for various maturities ranging from a few months to ten years. The minimum denomination is \$1,000. They carry semi-annual coupons. Interest is calculated on a 360-day, 30-day month basis.
- FHLBs (Federal Home Loan Bank Notes and Bonds) - Issued by the Federal Home Loan Bank System to help finance the housing industry. The notes and bonds provide liquidity and home mortgage credit to savings and loan associations, mutual savings bank, cooperative banks, insurance companies, and mortgage-lending institutions. They are issued irregularly for various maturities. The minimum denomination is \$5,000. The notes are issued with maturities of less than one year and interest is paid at maturity. The bonds are issued with various maturities and carry semi-annual coupons. Interest is calculated on a 360-day, 30-day month basis.
- FNMA's (Federal National Mortgage Association) - Used to assist the home mortgage market by purchasing mortgages insured by the Federal Housing Administration and the Farmers Home Administration, as well as those guaranteed by the Veterans Administration. They are issued about four times a year for maturities ranging from a few months to eight years. They are issued in minimum denominations of \$10,000. They carry semi-annual coupons. Interest is computed on a 360-day, 30-day month basis.
- FHLMC's (Federal Home Loan Mortgage Corporation) - Government-sponsored corporation established to develop the secondary market for conventional home mortgages. Mortgages are purchased solely from the Federal Home Loan Bank System member lending institutions whose deposits are insured by agencies of the United States Government. They are issued for various maturities and in minimum denominations of \$10,000. Interest is paid semi-annually and is calculated on a 360-day, 30-day month basis.
- Other federal agency issues are Small Business administration notes (SBAs), Government National Mortgage Association notes (GNMAs), Tennessee Valley Authority notes (TVAs), and Student Loan Association notes (SALLIE-MAEs).

The City limits its investments to no more than 20% of its surplus funds in any one Federal Agency. The following are also allowable investments for the City of San Gabriel.

STATEMENT OF INVESTMENT POLICY

BANKERS ACCEPTANCES - short-term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. An acceptance is a high-grade negotiable instrument. Acceptances are purchased in various denominations for 30, 60, or 90 days, but no longer than 270 days. The interest is calculated on a 360-day discount basis similar to treasury bills. Local agencies may not invest more than 40% of their surplus money in bankers acceptances.

Certificates of Deposit - time deposits of a bank or savings and loan. They are purchased in various denominations with maturities ranging from 30 days to five years. The City shall not invest more than \$250,000 in any one institution unless the public deposit is properly collateralized as set forth in this policy. Certificate of Deposits directly placed with a state bank or savings and loan shall not be limited.

Negotiable Certificates of Deposit - unsecured obligations of the financial institution, bank or savings and loan, bought at par value with the promise to pay face value plus accrued interest at maturity. They are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. The primary market issuance is in multiples of \$1,000,000, the secondary market usually trades in denominations of \$500,000, although smaller lots are occasionally available.

Repurchase Agreements - a repurchase agreement is a short-term investment transaction. Banks buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal funds and the maturity of the repo. Some banks will execute repurchase agreements of a minimum of \$100,000 to \$500,000, but most banks have a minimum of \$1,000,000. Repurchase Agreements can only be executed with financial institutions or broker/dealers that have a Master Repurchase Agreement with the City.

LAIF (Local Agency Investment Fund) - a special fund in the State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum balance of 50,000,000 for any agency. The City is restricted to a maximum of ten transactions per month. It offers high liquidity because deposits can be converted to cash in 24 hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings.

The interest rates are fairly high because of pooling the State's surplus cash with the surplus cash deposited. This creates a multi-billion dollar pool and allows diversified investments. In a high interest rate market, the City does better than LAIF, but in times of low interest rates, LAIF yields are higher. The City continually invests in the Local Agency Investment Fund.

Mutual Funds - Mutual funds are shares of beneficial interest issued by diversified management companies that invest in securities and obligations set forth in California Government Code Sections 53601 and comply with the restrictions of those sections. Mutual funds are limited to 10% of surplus funds of the City.

STATEMENT OF INVESTMENT POLICY

V. INVESTMENT OF BOND PROCEEDS

If applicable, when investing proceeds from the issuance of bonds or other indebtedness, the City of San Gabriel will follow the specific statutory provisions governing the issuance of those bonds or other indebtedness. In the absence of specific Council authorized investments, the investments in bond proceeds or other indebtedness will follow the City's investment policy.

VI. CITY CONSTRAINTS

The City of San Gabriel operates its pooled idle cash investments under the Prudent Man rule. This provides a broad spectrum of prudent investment opportunities consistent with current State of California legislation and other imposed legal restrictions. The Finance Director will evaluate local banks and savings institutions and may invest idle cash funds with such institutions when the criteria for prudent investment previously stated are met. The City operates its investment pool according to State and Self-imposed constraints. It does not buy stocks; it does not speculate; it does not invest in instruments prohibited under Section 53631.5 of the California Government Code such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages. The City does not invest in any security that could result in zero interest if held to maturity. Any investment extending beyond a five-year period requires prior City Council approval. Additionally, a minimum of 15% of the outstanding investments must mature within a one-year time period.

VII. SAFEKEEPING AND COLLATERALIZATION

All security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director.

Collateralization will be required on two types of investments; certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, a minimum collateralization level is required.

Surplus funds must be deposited in State or national banks, State or Federal savings associations, State or Federal credit unions or State or Federal thrift and loans within the State of California. The deposits cannot exceed the amount of the bank's savings and loan's, or thrift and loan's paid-up capital and surplus.

The bank or savings and loan must secure public funds deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits. Repurchase agreements require collateralization with securities having a minimum market value of 102% of the repurchase agreement.

The Finance Director may waive security for that portion of a deposit which is insured pursuant to Federal law. Currently, the first \$250,000 of a deposit is federally insured. Deposits in excess of \$250,000 are collateralized as previously indicated.

STATEMENT OF INVESTMENT POLICY

VIII. REPORTING

Under provisions of Section 53646 of the California Government Code, the Finance Director shall render an investment report to the City Council, City Treasurer, City Manager, and the City Attorney. The report shall be submitted listing the type of investments, issuer, date of maturity, amount of deposit, rate of interest, current market value for all securities. The report, issued monthly shall state compliance of the portfolio to the statement of investment policy or manner in which the portfolio is not in compliance. Additionally, the monthly report shall indicate the City's ability to meet its obligations for the following six months.

IX. QUALIFIED DEALERS

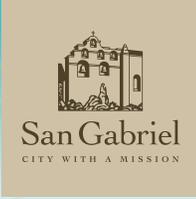
The City of San Gabriel shall transact business only with banks, savings and loans, and registered investment securities dealers.

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved broker/dealers who are authorized to provide investment services in the State of California. These may include "primary" and "regional" broker/dealers with offices located in the State of California. All financial institutions and broker/dealers who desire to become qualified bidders for investment transaction must be approved by the Finance Director. The broker/dealer will acknowledge that he or she has read and understands the City's investment policy.

X. POLICY REVIEW

This Statement of Investment Policy shall be reviewed by the City Council as required by California Government Code Section 53646 at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law, financial and economic trends. Additional guidelines addressing areas of internal control are handled through administrative policies.





CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

RESOLUTION 14-18

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL
ADOPTING THE SCHEDULE OF SERVICE FEES CONTAINED IN APPENDIX "B" OF
THE 2014-15 ANNUAL BUDGET**

WHEREAS, the Municipal Code of the City of San Gabriel provides that certain filing, permit, inspection, user and other conditions of service fees may from time to time be established by the City Council; and

WHEREAS, the City Council of the City of San Gabriel has determined that the cost of providing certain services is not of general benefit, but of benefit to the individual and, therefore, various filing, permit, inspection, user and other service fees should be collected and used to pay for operational costs performed by the City staff; and

WHEREAS, after passage of Proposition 4, local governments were required to charge the costs of services to those who benefited after notifying those parties interested in fee revisions and hearing comments; and

WHEREAS, based upon fee justification reports on file with the City Clerk and the City Finance Director, the City Council finds that the fees included in this resolution represent not more than the actual costs of the services provided or facilities funded and, therefore, there is a rational relationship between the fees charged and the services and facilities funded; and

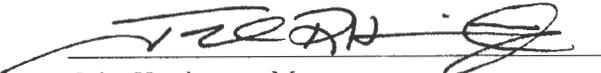
WHEREAS, the City Council desires to adjust fees for certain services from time to time;

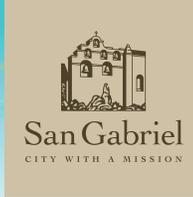
NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Gabriel, does hereby adopt the Schedule of Service Fees contained in Appendix "B" of the 2014-15 Annual Budget.

PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 1st day of July 2014.

ATTEST:


Deputy City Clerk, City of San Gabriel


John Harrington, Mayor
San Gabriel City Council



CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

COMMUNITY SERVICES FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
AFTERSCHOOL RECREATION	\$0	Same
SUMMER RECREATION	\$0	Same
DAY CAMP (7:30 AM - 5:30 PM)		
Full Day (9:00 AM - 4:00 PM)	\$95 ¹	Same
Half Day	\$55	Same
Extended Care	\$25	Same
TRIPS		
Senior Trips	Varies	Same
Youth Trips	Varies	Same
CLASSES	Varies	Same
Non-Resident Fee	\$5	Same
SPECIAL ACTIVITY	Varies to cover materials	Same
ADULT SPORTS	Varies to cover officials and awards	Same
¹ FEES RESTRUCTURED TO BETTER MEET RESIDENT'S NEEDS, BUT FULL DAY INCLUDED \$10 INCREASE		
<u>POOL</u>		
Pool Rental ²	Private \$65/Non-Profit \$55 \$20/ hour staffing per lifeguard	Same Same
RECREATION SWIM		
Child	\$1.50	Same
Adult	\$2.00	Same
Family	\$70.00	Same
Discount Card	\$25.00	Same
SEA GULLS	Cost ⁴	Same
GABRIELINO HIGH	Cost ³	Same
INSTRUCTION	\$32	Same

² HOURLY RATE WITH 2 HOUR MINIMUM

³ COST INCLUDES UTILITIES, SUPPLIES AND STAFFING

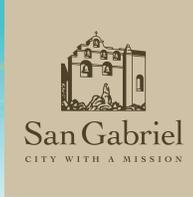
⁴ APPROVED FEE, EFFECTIVE JUNE 2014, INCLUDED ADDED SUMMER POOL USE AND INCREASED STAFFING RATE

COMMUNITY SERVICES FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<u>ADULT CENTER</u>		
SENIOR NUTRITION	\$2 Donation (to provider)	Same
SENIOR DANCE	\$3 (to provider)	Same
CIVIC ORGANIZATION/CLUBS		
Weekly Meetings	\$15 per hour staffing fee	Same
Monthly Meetings	First meeting no charge, additional meetings \$15 per hour staffing fee	Same
NON-PROFIT - GENERAL		
DEPOSIT		
Refundable Security Deposit - Indoor	\$100	Same
Refundable Security Deposit - Outdoor	\$100	Same
Refundable Security Deposit - In & Outdoor	\$200	Same
STANDARD		
Indoor - 5 hrs	\$350	Same
Outdoor - 5 hrs	\$350	Same
Indoor & Outdoor - 5 hrs	\$500	Same
Supervision Fee	\$15 per hour	Same
ADDITIONAL HOURLY		
Indoor	\$35	Same
Outdoor	\$35	Same
Indoor & Outdoor	\$50	Same
Supervision Fee	\$15	Same
NON-PROFIT - SAN GABRIEL		
DEPOSIT		
Refundable Security Deposit - Indoor	\$100	Same
Refundable Security Deposit - Outdoor	\$100	Same
Refundable Security Deposit - In & Outdoor	\$200	Same
STANDARD		
Indoor - 5 hrs	\$250	Same
Outdoor - 5 hrs	\$250	Same
Indoor & Outdoor - 5 hrs	\$400	Same
Supervision Fee	\$15 per hour	Same

COMMUNITY SERVICES FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
ADDITIONAL HOURLY		
Indoor	\$35	Same
Outdoor	\$35	Same
Indoor & Outdoor	\$40	Same
Supervision Fee	\$15	Same
PRIVATE EVENTS		
DEPOSIT		
Application	\$350	Same
Refundable Security Deposit	\$350	Same
STANDARD RATES		
Indoor - Resident - 5 hrs	\$900	Same
Indoor - Non-Resident - 5 hrs	\$1,200	Same
Outdoor - Resident - 5 hrs	\$900	Same
Outdoor - Non-Resident - 5 hrs	\$1,200	Same
Indoor & Outdoor - Resident - 5 hrs	\$1,400	Same
Indoor & Outdoor - Non-Resident - 5 hrs	\$1,700	Same
Kitchen	\$100	Same
Wedding Ceremony Fee	\$500	Same
Supervision Fee	\$25 per hour	Same
ADDITIONAL HOURLY		
Indoor - Resident	\$200	Same
Indoor - Non-Resident	\$250	Same
Outdoor - Resident	\$200	Same
Outdoor - Non-Resident	\$250	Same
Indoor & Outdoor - Resident	\$250	Same
Indoor & Outdoor - Non-Resident	\$300	Same
Pre-Event/Post Event	\$90	Same
Wedding Rehearsal Fee	\$90	Same
<u>PARK</u>		
SMITH PARK		
Gabrielino Area	\$100	Same
VINCENT LUGO PARK		
Shelter A - Oak Area	\$50	Same
Shelter B - Sage Area	\$50	Same
Palms Area - La Laguna Area	\$75	Same
Baseball Field Lights	\$10 per hour	Same



CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

PUBLIC WORKS AND ENGINEERING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
ADDRESS CHANGE (80% Refunded if not approved)	1,180	Same
DRIVEWAY APPROACH R & R (Includes sidewalk)	475	Same
DRIVEWAY APPROACH R & R (City Forces) (Plus \$6 per sq. foot for sidewalk)	1,475	Same
GRADING / DRAINAGE & SHORING PLAN		
Minimum Lot Size	1,540	Same
8,000 - 10,000	2,050	Same
10,001- 20,000	3,430	Same
20,001- 40,000	3,590	Same
Over 40,000	4,870	Same
Plus \$370 for each 5,000 sq. ft increment over 40,000 sq. ft.		
Shoring Plan Check and Permit (1/2 of Grading-Drainage Fee)		
IMPACT FEES		
Police Facility		
-Residential	758 / unit	777 / unit
-Non-residential	0.20 / sq ft	0.21 / sq ft
Fire Facility		
-Residential	229 / unit	235 / unit
-Non-residential	0.98 / sq ft	1.01 / sq ft
Open Space	2,188 / unit	2,243 / unit
Traffic	232 / trip	238 / trip
Sewer		
Residential (R-1)	3,997 / unit	4,097 / unit
Residential (R-2)	1,999 / unit	2,049 / unit
Residential (R-3)	1,332 / unit	1,365 / unit
Residential (2nd Unit)	1,000 / unit	1,025 / unit
Residential (Senior Unit)	667 / unit	684 / unit

PUBLIC WORKS AND ENGINEERING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
IMPACT FEES (CONT'D)		
Sewer		
Residential (Room Add > 800 S.F.)	1,999 / unit	2,049 / unit
Commercial	3.72 / sq ft	3.81 / sq ft
Industrial	7.54 / sq ft	7.73 / sq ft
MAPS		
Tentative Tract Map	2,375	Same
Tentative Parcel Map	1,975	Same
Ext. of Approved Subdivision Map	400	Same
Final Tract/Parcel Map Review & Proc.	1,185	Same
Adjustments		
-Lot Line Adjustment	1,975	Same
-Lot Line Adjust. (4 Parcels or Less)	660	Same
Grant Deeds		
(Not shown on tract or parcel map)		
-Street Right of Way	1,185	Same
-Corner Cutoff	595	Same
-Maint-Landscape Easement	295	Same
Extensions		
-Subdivision Map	400	Same
NPDES/SUSMP		
Conformance Construction Inspection	310	Same
Commercial/Industrial Inspection	200	Same
Restaurant/Retail Inspection	120	Same
PUBLIC WORKS FEES		
Street Improvement	870	Same
Street Cuts	530	Same
Curb Cut (Drain hole)	235	Same
PUBLIC UTILITY FEES		
Work by District Forces or by Contractor	440	Same
Public Utility Fee: Emergency Work (follow-	235	Same
PUBLIC IMPROVEMENT		
Plan check (Street, lighting, signals)	660/Sheet	Same
Plan Check (Misc-fencing, walls, etc)	130	Same
Inspection (Street, lighting, signals)	1,055/Sheet	Same

PUBLIC WORKS AND ENGINEERING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
RECORD MANAGEMENT FEES		
Dig-Alert	4.50	Same
Record Management & Microfilming	35.00	Same
Issuance	32.00	Same
SEWER CONNECTION FEE	530	Same
(Based on equivalent residential unit)		
SEWER USER FEE, ANNUAL (PROP 218)		
Single Family Residential	N/A	117.00 / unit
Duplex	N/A	187.20 / unit
Triplex	N/A	280.80 / unit
Fourplex	N/A	374.40 / unit
Five Units or More	N/A	93.60 / unit
Condominiums	N/A	117.00 / unit
Animal Kennels	N/A	60.00 / 1,000 sq ft
Auditorium, Amusement	N/A	210.00 / 1,000 sq ft
Auto Sales/Repair	N/A	60.00 / 1,000 sq ft
Car Wash (no Recycle)	N/A	2,220.00 / 1,000 sq ft
Club	N/A	12.00 / 1,000 sq ft
Financial Institution	N/A	60.00 / 1,000 sq ft
Golf Course, Camp, or Park (Structures & Improvements)	N/A	60.00 / 1,000 sq ft
Manufacturing	N/A	120.00 / 1,000 sq ft
Mortuary/Cemetery	N/A	15.00 / 1,000 sq ft
Office Building	N/A	120.00 / 1,000 sq ft
Open Storage	N/A	15.00 / 1,000 sq ft
Professional Building	N/A	180.00 / 1,000 sq ft
Restaurant	N/A	600.00 / 1,000 sq ft
Service Shop	N/A	60.00 / 1,000 sq ft
Service Station	N/A	60.00 / 1,000 sq ft
Shopping Center	N/A	195.60 / 1,000 sq ft
Store	N/A	60.00 / 1,000 sq ft
Supermarket	N/A	60.00 / 1,000 sq ft
Warehousing	N/A	15.00 / 1,000 sq ft
Church	N/A	30.00 / 1,000 sq ft
Private School	N/A	57.48 / 1,000 sq ft
School - High School	N/A	3.45 / student
School - Jr High / Elementary	N/A	2.30 / student
Hotel/Motel/Rooming House	N/A	60.00 / room
Hospitals	N/A	45.00 / bed
Convalescent Home	N/A	54.00 / bed

PUBLIC WORKS AND ENGINEERING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
SHOPPING CART RECOVERY	35	0
SPECIAL INSPECTION	120/hour	Same
STREET CLOSURE & ENCROACHMENT		
Street Closure	790	Same
Air -space agreement	790	Same
Scaffold-Pedestrian Canopy	790	Same
Lane Closure (short term)	555	Same
STREET DUMPSTER PERMIT	80	Same
STREET NAME SIGN (Based on equivalent residential unit)	50	Same
STREET TREE REPLACEMENT (Based on parkway width, tree size, and 2 hours labor)	265-385	Same
STUDY/REPORT REVIEW		
Focused Traffic Study	1,185	Same
Focused Sewer Study	1,185	Same
Concept Report-Hydrology & Drainage	790	Same
Stormdrain Sump Pump Plan Check	790	Same
Sewer Sump Pump Plan Check	1,185	Same
NPDES/SUSMP Mitigation Plan	660	Same
TRANSPORTATION		
Permits, House moving, Wide load, Oversize Load		
-Annual	310	Same
-Daily	120	Same
Penalty for Violation or failure to obtain permits - 2 times permit fee		
WASTE MANAGEMENT/ CITY SERVICES FEE	3.59/mo per residential household/unit	Same
Residential St & Sewer Cleaning & Maintenance		
WASTE MANAGEMENT/ CITY SERVICES FEE	12.47/mo per bin	Same
Commercial St. & Sewer Cleaning, Maintenance, and Graffiti		

PLANNING AND ZONING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
ADULT ORIENTED BUSINESS PERMIT	2,275	Same
ADVERTISEMENT FEE -- For all applications requiring a public hearing before the Planning Commisison or the City Council	\$400	Same
AGREEMENTS, CC&R'S & COVENANTS		
Attorney	Hourly Basis	Same
APPEALS		
Staff Decision	565	Same
Modification Decision	565	Same
DRC Decision	565	Same
PC Decision	565	Same
Ad Hoc Sign Comm	565	Same
Ad Hoc Mission District	565	Same
Street Tree Decision	Same	Same
Adult Oriented Use Permit Revocation	565	Same
Non-Conforming Use Appeal	565	Same
Undergrounding Determination	0	Same
ARBORIST SERVICES		
Single Family Residential	990	Same
Multi Family Residential/Commercial	1,975	Same
Site Inspection & Progress Reports	170 / hr	Same
CONDITIONAL USE PERMIT	1,750	Same
CLASSIFICATION OF USE		
Planning Commission	1,750	Same
DENSITY BONUS		
Density Bonus Application	615	Same
Land Transfer & Condo Conversion	185	Same
Monitoring Fee for Affordable Hsg Agreeemer	60/Hr	Same
ENVIRONMENT REVIEW		
Neg Declaration	265	Same
Staff Review of EIR	50% of cost	Same
Exemption	35	Same
Mitigation Monitoring	Full Cost on an hourly basis (\$110/hour)	Same

PLANNING AND ZONING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
GENERAL PLAN AMENDMENT	2,940	Same
GENERAL PLAN/MISSION DISTRICT SPECIFIC PLAN		
Printed Copy	30	Same
Compact Disk	3	Same
HISTORIC STRUCTURE		
DRC Review - Large Project	1,975	Same
DRC Review - Small Project	1,195	Same
LANDSCAPE PLAN CHECKING	660	Same
MODIFICATIONS		
Minor	335	Same
	(plus \$85/each over one modification)	
NOTICE OF TERMINATION		
Nonconforming Use	170	Same
Structure or Lot Appeal	170	Same
	Time/Materials + 15%	
ON-CALL DEV.PROCESSING SERVICES	administrative cost	Same
OUTDOOR STORAGE & DISPLAY PERMIT	195	Same
PREPARATION AND POSTING OF SIGN ON	\$400 for vacant property	Same
PRE-APPLICATION REVIEW	655	Same
PRECISE PLAN OF DESIGN		
Staff Review	1,390	Same
DRC Review	2,830	Same
REVISIONS TO PREVIOUSLY APPROVED ENTITLEMENTS		
Conditional Use Permit	1,360	Same
PPD-DRC, PC or CC	1,750	Same
PPD - Staff	475	Same
DRC Applications	\$135 (awning signs)	Same
DRC Applications (Non-PPD)	\$595 (master sign plan)	Same
DRC Applications	\$730 (freestanding pole sign)	Same

PLANNING AND ZONING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
SIGN PERMIT (INDIVIDUAL)		
Temporary Signs (Banner)	45	Same
Staff Review	85	Same
DRC Review	550	Same
Sign Conditional Use Permit	475	Same
Determination of Special Significance Signs	265	Same
Nonconforming Sign Extension Request	595	Same
Sign Variance	1,360	Same
MASTER SIGN PERMIT		
Staff Review	270	Same
DRC Review	960	Same
SIDEWALK DINING PERMIT (ANNUAL)		
3 or less tables	170	Same
4 or more tables	475	Same
SITE PLAN REVIEW		
Small Project (<800 s.f.)	170	Same
Large Project (>800 s.f.)	335	Same
STREET ENTERTAINMENT PERMIT		
	170	Same
TEMPORARY USE PERMIT		
	530	Same
TENANT IMPROVEMENT		
	70	Same
UNDERGROUND ELECTRICAL UTILITIES		
In-lieu Fee	465	Same
Application for Appeal	70	Same
USE & OCCUPANCY PERMITS		
Home Business	\$45 - \$3,300	Same
Floor Area of Business:	\$45	Same
Less than 2,500 sq. ft. GFA	\$465	Same
2,500 - 5,000 sq. ft. GFA	\$1,195	Same
5,001 - 10,000 sq.ft. GFA	\$1,975	Same
10,001 - 50,000 sq.ft. GFA	\$2,640	Same
Over 50,000 sq. ft. GFA	\$3,300 plus	Same
	\$235/10,000 s.f. over 60,000	Same

PLANNING AND ZONING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
VARIANCE APPLICATIONS	2 variances + \$925 each additional; (Not to exceed \$5,875 total fee)	Same Same
ZONING CHANGE APPLICATION	2,945	Same
ZONE TEXT AMENDMENT	2,945	Same
ZONING VERIFICATION (PER PROPERTY) Standard Letter	65	Same
ZONING/LAND USE MAPS	1.12	Same

Penalty for failure to obtain permit/approval prior to action - Amount of permit/application fee.

Fees shall be waived for property owners:

- (1) Receiving financial assistance under SSI, SSP, AFDC, Food Stamps, General Relief or General Assistance; or
- (2) With gross household incomes not exceeding 50% of the County median family income (\$44,332 x 50% = \$22,166 per year) and property equity of not more than \$50,000.



BUILDING FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
BUILDING PERMITS	153% of U.B.C.	Same
PLUMBING & MECHANICAL PERMITS	153% of L.A.C.	Same
ELECTRICAL PERMITS	153% of L.A.C.	Same
PLAN CHECKING	153% of U.B.C.	Same
INSPECTIONS		
Regular Inspection	\$105/hour	Same
After-hours Inspection	\$140/hour	Same
Re-inspection	\$115/hour	Same
Occupancy Inspection	\$115/hour	Same
Certified Access Specialist Program (CASp) - Contractual Services	Per building valuation table	Same
Certified Access Specialist Program (CASp) - In-House Staff Review	New Construction \$124/hr Existing Buildings \$105/hr (Min. 2 hours)	Same
Over-the-Counter Plan Check Fee	\$100/hour	Same
Double Fee for Penalties	Base permit fee doubled	Same
Building Plan Approval / Building Permit Extension Fees	\$55/extension	Same
Special Projects Plan Check Services (Contract Services)	Per building valuation table	Same

FINANCE DEPARTMENT FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
DOG LICENSE		
Regular	\$50/YR	Same
Spayed/Neutered	\$30/YR	Same
Lifetime	\$0	Same
CAT LICENSE (Voluntary)		
Regular	\$40/YR	Same
Lifetime	\$0	Same
ANIMAL LICENSING		
COPY	10 cents per page	Same
RETURNED CHECKS		
Non-Sufficient Funds	\$30	Same
COPY OF ANNUAL		
Budget	\$35	Same
COPY OF FINANCIAL STATEMENTS		
Statements	\$35	Same
BUSINESS LICENSE		
Automation Surcharge	17% of License Tax	Same
Investigation Fee	\$100	Same
TOBACCO RETAILER LICENSE	\$300	Same
OVERNIGHT PARKING PERMIT		
Annual Permit	\$110	\$120
Six Month Permit	\$90	\$100
Nightly Permit	\$4 each night	Same
FILMING		
Application Fee	\$130	Same
Filming Fee Per Day	\$580	Same
Police Personnel	\$123/Hr	Same
Fire Personnel	\$123/Hr	Same
Other City Personnel	\$93/Hr	Same

MISSION PLAYHOUSE FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
BOOKING DEPOSIT	\$550	\$1,000
PLAYHOUSE LOBBY	\$550	Same
REHEARSAL ROOM	\$55	Same
MISSION PLAYHOUSE GLASSROOM To San Gabriel Fine Arts Assn.	\$825	Same
MCGROARTY COURTYARD With Glass Room	\$435 \$1,020	Same Same
FILMING		
Interior Rate	\$6,500	Same
Exterior Rate	\$3,200	Same
AUDITORIUM RENTAL - Performance		
Standard Rate- Weekday	\$1,595	Same
Standard Rate- Weekend	\$2,200	Same
K-12 School Rate- Weekday	\$1,045	Same
K-12 School Rate- Weekend	\$1,320	Same
Select Rate- Weekday	\$1,320	Same
Select Rate- Weekend	\$1,595	Same
L.A.T.O.S. Rate- 50% of Select Rate		
AUDITORIUM ADDITIONAL HOURS		
Up to Midnight	\$170	Same
Midnight to 2:00a.m.	\$365	Same
Past 2:00a.m.	\$475	Same
AUDITORIUM RENTAL - Non-Performance		
4 Hour minimum, 8 hour maximum	\$115/hour	Same
Each Hour over the 8 up until Midnight	\$150/hour	Same
Each Hour past Midnight	\$365/hour	Same
BUILDING RENTALS		
PARKING	\$10	Same

MISSION PLAYHOUSE FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
EVENT PRODUCTION LABOR:		
Production Specialist	\$35 to \$74/hour	Same
Production Technician	\$33 to \$68/hour	Same
EVENT HOUSE LABOR:		
House Manager	\$73/hour	Same
Senior Usher	\$21/hour	Same
House Staff- Reserved Ticket Event	\$1,214/Event	Same
House Staff- Festival Seating Event	\$1,047/Event	Same
House Staff- Overtime 5 to 8 hours/day	\$30/hour	Same
House Staff- Overtime 8 to 12 hours/day	\$47/hour	Same
EQUIPMENT RENTAL		
Additional lighting instrument (plus labor charges to hang, focus, and restore)	\$19 per week	Same
Xenon follow spotlight (plus labor operator fees)	\$99/day or \$395/week	Same
Black light unit	\$19/day or \$74/week	Same
Strobe Lights (Pair)	\$14/day or \$50/week	Same
Mirror Ball	\$55 per week	Same
Falling Snow	\$123 per week	Same
Marley Floor (plus labor fees)	\$246 per week	Same
Full Risers (plus labor fees)	\$308 per event	Same
Single Riser (plus labor fees)	\$19 per event	Same
Grand Piano	\$123 per event	Same
Electronic Piano	\$94 per event	Same
Wurlitzer Pipe Organ		
-Concert Performance	\$616 per event	Same
-Recording Session	\$616 per session	Same
-Limited Performance	\$123 per event	Same
-Pay and play practice session	\$24 per hour	Same
Piano tuning	Prevailing Rate + 10%	Same
Basic Sound System	\$440 per day	Same

MISSION PLAYHOUSE FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
EQUIPMENT RENTAL		
Silver Mylar Rain Curtain	\$369 per event	Same
Black Scrim - 30' high by 60' wide	\$123 per event	Same
Dry Ice Fog Machine (Dry Ice is not supplied)	\$99 per week	Same
Independent phone line (Broadcast or computer purposes)	Prevailing AT&T rate +17%	Same
Projector	\$220 per day	Same



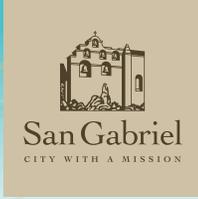
FIRE DEPARTMENT FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
ADVANCE LIFE SUPPORT	Per LA County Fee	Same
DISPATCH FEE	Per Verdugo Contract	Same
DIGITAL EMS FEE	\$3	Same
NON-TRANSPORT FEE	\$170	Same
FIRST RESPONDER FEE	\$100	Same
PLAN CHECK Commercial/Residential	\$335/\$170 per plan	\$390/\$210
FIRE INVESTIGATION	\$125/HR	\$175/HR
ANNUAL INSPECTION	\$125 for inspection	Same
FIRE EXTINGUISHER SYSTEMS	\$170 + 1.70 per point	Same
RESTAURANTS/PUBLIC ASSEMBLY	\$530/yr (Any Occupant Load w/Grease Interceptor)	Same
INSPECTIONS STATE MANDATED	\$135/hr	\$175/HR
FIRE CODE PERMITS	\$135	\$170
FALSE ALARMS	\$530 after 3 false alarms per year	Same
FIRE/EMT REPORTS	\$25/REPORT	Same
APPEALS STAFF DECISION	\$785	Same
FIRE MARSHAL FIELD INSPECTION		\$350 - residential \$550 - commercial \$175/hr for projects over 25,000 sq ft

POLICE DEPARTMENT FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
FINGERPRINTING	\$25	Same
VEHICLE RELEASES (G.T.A. RECOVERED)	\$25	Same
VEHICLE RELEASES (STORED/IMPOUNDED)	\$125	Same
CLEARANCE LETTERS	\$30	Same
DANCE PERMITS	\$55	Same
C.C.W. APPLICATIONS	\$150	Same
Renewal	\$60	Same
Amendment	\$60	Same
MASSAGE		
Operator Permit (CAMTC State Certificate)	\$67	Same
Operator Permit (No State Certificate)	\$259	Same
Renewal Operator Permit (CAMTC State Cert.)	\$67	Same
Renewal of Operator Permit (No State Cert.)	\$82	Same
Operator Permit Appeal to City Manager	\$456	Same
Appeals to the City Manager		
Certificate of Operation- Denial	\$464	Same
Certificate of Operation- Revocation	\$642	Same
V.C.EQUIPMENT	\$19	Same
A.B. 244 RESEARCH	\$65	Same
BOOKING FEE	\$366	Same
FALSE ALARMS	(A)	Same

(A) \$105.00 EACH AFTER THREE (3) FALSE ALARMS PER YEAR



CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

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RESOLUTION NO. 13-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL,
AMENDING RESOLUTION NO. 12-34 BY APPROVING AN UPDATED
COMPENSATION PLAN**

SECTION 1. Section 1 of Resolution No. 12-34 is hereby amended to read as follows:

SECTION 1: COMPENSATION

Salary Ranges: The base step ranges shown in Exhibit “A” shall be applicable for the employee’s base salary for each classification, to be effective as noted in said Exhibit. Effective July 13, 2013, unrepresented employees shall receive a base salary increase of 2.67% and represented sworn safety employees shall receive a base salary increase of 3% as Set forth in Exhibit “A”.

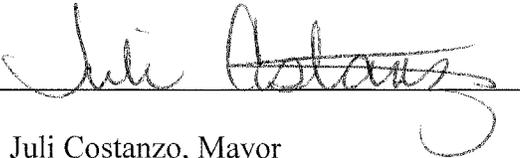
SECTION 2. The subsection entitled “Employee Retirement Contribution” of Section 2 of Resolution No. 12-34 is hereby amended to read as follows:

Employee Retirement Contribution

Effective July 13, 2013, all miscellaneous employees in the City’s “1st Tier” CalPERS retirement formula (2.7% @ 55) shall pay the entire portion of the required eight percent (8%) employee contribution on behalf of the employee to CalPERS, and all represented sworn safety employees in the City’s “1st Tier” CalPERS retirement formula (3% @ 50) shall pay the entire portion of the required nine percent (9%) employee contribution on behalf of the employee to CalPERS. These payments shall be made on a pre-tax basis.

PASSED, APPROVED, and ADOPTED by the San Gabriel City Council this 18th day of June, 2013.

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Juli Costanzo, Mayor

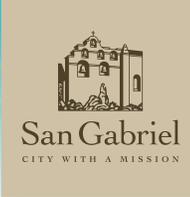
San Gabriel City Council

ATTEST:



Nina Castruita, Deputy City Clerk

City of San Gabriel, California



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

1 I, Nina Castruita, Deputy City Clerk of the City of San Gabriel, do hereby certify
2 that the foregoing resolution was adopted by the San Gabriel City Council at a regular
3 adjourned meeting held thereof on the 18th day of June, 2013, by the following vote, to
4 wit:

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Ayes: Costanzo, Liao, Harrington, Pu, Sawkins
Noes: None
Abstain: None
Absent: None

Nina Castruita, Deputy City Clerk
City of San Gabriel, California

CITY OFFICIALS	Monthly		80 Hour		75 Hour	
	Monthly	80 Hour	80 Hour	75 Hour	80 Hour	75 Hour
City Manager	\$15,469	\$89.24	\$89.24			\$95.19
City Council	\$893.70	--	--			--
City Clerk	\$250	--	--			--
City Treasurer	\$150	--	--			--

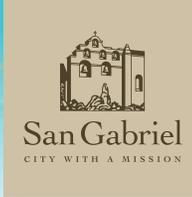
EXECUTIVE TEAM	STEP A		STEP B		STEP C		STEP D		STEP E						
	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour					
Chief of Police	\$11,906	\$68.69	\$73.27	\$12,501	\$72.12	\$76.93	\$13,126	\$75.73	\$80.78	\$13,782	\$79.51	\$84.81	\$14,472	\$83.49	\$89.06
Fire Chief	\$11,039	\$63.68	\$67.93	\$11,590	\$66.87	\$71.33	\$12,170	\$70.21	\$74.89	\$12,778	\$73.72	\$78.64	\$13,417	\$77.41	\$82.57
Assistant City Manager	\$11,007	\$63.50	\$67.74	\$11,558	\$66.68	\$71.12	\$12,135	\$70.01	\$74.68	\$12,742	\$73.51	\$78.41	\$13,379	\$77.19	\$82.33
Finance Director	\$10,357	\$59.75	\$63.74	\$10,875	\$62.74	\$66.92	\$11,419	\$65.88	\$70.27	\$11,990	\$69.17	\$73.78	\$12,589	\$72.63	\$77.47
Community Development Director	\$9,864	\$56.90	\$60.70	\$10,357	\$59.75	\$63.73	\$10,875	\$62.74	\$66.92	\$11,418	\$65.87	\$70.27	\$11,989	\$69.17	\$73.78
Parks & Recreation Director	\$9,371	\$54.06	\$57.67	\$9,839	\$56.76	\$60.55	\$10,331	\$59.60	\$63.58	\$10,848	\$62.58	\$66.76	\$11,390	\$65.71	\$70.09
Public Works Director	\$8,575	\$49.47	\$52.77	\$9,004	\$51.94	\$55.41	\$9,454	\$54.54	\$58.18	\$9,927	\$57.27	\$61.09	\$10,423	\$60.13	\$64.14
Mission Playhouse Director	\$6,551	\$37.80	\$40.32	\$6,879	\$39.69	\$42.33	\$7,223	\$41.67	\$44.45	\$7,584	\$43.75	\$46.67	\$7,963	\$45.94	\$49.00

MANAGEMENT	STEP A		STEP B		STEP C		STEP D		STEP E						
	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour	Monthly 80 Hour	75 Hour					
Police Captain	\$9,965	\$57.49	\$61.32	\$10,464	\$60.37	\$64.39	\$10,987	\$63.38	\$67.61	\$11,536	\$66.55	\$70.99	\$12,113	\$69.88	\$74.54
City Engineer	\$9,178	\$52.95	\$56.48	\$9,637	\$55.60	\$59.30	\$10,118	\$58.38	\$62.27	\$10,624	\$61.29	\$65.38	\$11,156	\$64.36	\$68.65
Economic Dev & Planning Manager	\$9,178	\$52.95	\$56.48	\$9,637	\$55.60	\$59.30	\$10,118	\$58.38	\$62.27	\$10,624	\$61.29	\$65.38	\$11,156	\$64.36	\$68.65
Fire Division Chief (Shift)	\$8,820	--	--	\$9,261	--	--	\$9,724	--	--	\$10,210	--	--	\$10,721	--	--
Police Lieutenant	\$8,349	\$48.17	\$51.38	\$8,767	\$50.58	\$53.95	\$9,205	\$53.11	\$56.65	\$9,665	\$55.76	\$59.48	\$10,148	\$58.55	\$62.45
P&R Assistant Director	\$6,801	\$39.24	\$41.85	\$7,141	\$41.20	\$43.94	\$7,498	\$43.26	\$46.14	\$7,873	\$45.42	\$48.45	\$8,266	\$47.69	\$50.87
Building Division Manager	\$5,870	\$33.86	\$36.12	\$6,163	\$35.56	\$37.93	\$6,471	\$37.33	\$39.82	\$6,795	\$39.20	\$41.81	\$7,135	\$41.16	\$43.91
NIS Division Manager	\$5,412	\$31.22	\$33.30	\$5,682	\$32.78	\$34.97	\$5,966	\$34.42	\$36.72	\$6,265	\$36.14	\$38.55	\$6,578	\$37.95	\$40.48
Park Manager	\$4,985	\$28.76	\$30.67	\$5,234	\$30.20	\$32.21	\$5,496	\$31.71	\$33.82	\$5,770	\$33.29	\$35.51	\$6,059	\$34.95	\$37.29
Auto Shop Manager	\$4,822	\$27.82	\$29.68	\$5,064	\$29.21	\$31.16	\$5,317	\$30.67	\$32.72	\$5,583	\$32.21	\$34.35	\$5,862	\$33.82	\$36.07
Street Superintendent	\$4,822	\$27.82	\$29.68	\$5,064	\$29.21	\$31.16	\$5,317	\$30.67	\$32.72	\$5,583	\$32.21	\$34.35	\$5,862	\$33.82	\$36.07
Maintenance Superintendent	\$4,278	\$24.68	\$26.33	\$4,492	\$25.92	\$27.64	\$4,717	\$27.21	\$29.03	\$4,953	\$28.57	\$30.48	\$5,200	\$30.00	\$32.00

SUPERVISORY/PROFESSIONAL	STEP A		STEP B		STEP C		STEP D		STEP E						
	Monthly 80 Hour 75 Hour														
City Planner	\$7,090	\$40.91	\$43.63	\$7,445	\$42.95	\$45.81	\$7,817	\$45.10	\$48.11	\$8,208	\$47.35	\$50.51	\$8,618	\$49.72	\$53.04
Fire Captain (Shift)	\$6,860	--	--	\$7,203	--	--	\$7,563	--	--	\$7,941	--	--	\$8,338	--	--
Fire Captain* Deputy Fire Marshal	\$6,860	\$39.58	\$42.21	\$7,203	\$41.55	\$44.32	\$7,563	\$43.63	\$46.54	\$7,941	\$45.81	\$48.87	\$8,338	\$48.10	\$51.31
Police Sergeant	\$6,658	\$38.41	\$40.97	\$6,991	\$40.33	\$43.02	\$7,340	\$42.35	\$45.17	\$7,707	\$44.47	\$47.43	\$8,093	\$46.69	\$49.80
Senior Civil Engineer	\$6,457	\$37.25	\$39.73	\$6,780	\$39.11	\$41.72	\$7,119	\$41.07	\$43.81	\$7,475	\$43.12	\$46.00	\$7,848	\$45.28	\$48.30
Plan Check Engineer	\$5,870	\$33.86	\$36.12	\$6,163	\$35.56	\$37.93	\$6,471	\$37.33	\$39.82	\$6,795	\$39.20	\$41.81	\$7,135	\$41.16	\$43.91
Deputy City Clerk	\$4,949	\$28.55	\$30.45	\$5,196	\$29.98	\$31.98	\$5,456	\$31.48	\$33.57	\$5,729	\$33.05	\$35.25	\$6,015	\$34.70	\$37.02
Police Records Supervisor	\$4,949	\$28.55	\$30.45	\$5,196	\$29.98	\$31.98	\$5,456	\$31.48	\$33.57	\$5,729	\$33.05	\$35.25	\$6,015	\$34.70	\$37.02
Recreation Supervisor	\$4,821	\$27.82	\$29.67	\$5,062	\$29.21	\$31.15	\$5,316	\$30.67	\$32.71	\$5,581	\$32.20	\$34.35	\$5,860	\$33.81	\$36.06
Facility Manager	\$4,694	\$27.08	\$28.89	\$4,929	\$28.44	\$30.33	\$5,175	\$29.86	\$31.85	\$5,434	\$31.35	\$33.44	\$5,706	\$32.92	\$35.11
Accountant	\$4,647	\$26.81	\$28.60	\$4,879	\$28.15	\$30.03	\$5,123	\$29.56	\$31.53	\$5,379	\$31.03	\$33.10	\$5,648	\$32.59	\$34.76
Human Resources Analyst	\$4,647	\$26.81	\$28.60	\$4,879	\$28.15	\$30.03	\$5,123	\$29.56	\$31.53	\$5,379	\$31.03	\$33.10	\$5,648	\$32.59	\$34.76
Management Analyst	\$4,647	\$26.81	\$28.60	\$4,879	\$28.15	\$30.03	\$5,123	\$29.56	\$31.53	\$5,379	\$31.03	\$33.10	\$5,648	\$32.59	\$34.76
Revenue Collection Administrator	\$4,647	\$26.81	\$28.60	\$4,879	\$28.15	\$30.03	\$5,123	\$29.56	\$31.53	\$5,379	\$31.03	\$33.10	\$5,648	\$32.59	\$34.76
Assistant Street Foreman	\$4,278	\$24.68	\$26.33	\$4,492	\$25.92	\$27.64	\$4,717	\$27.21	\$29.03	\$4,953	\$28.57	\$30.48	\$5,200	\$30.00	\$32.00
Stage Manager	\$3,877	\$22.37	\$23.86	\$4,071	\$23.48	\$25.05	\$4,274	\$24.66	\$26.30	\$4,488	\$25.89	\$27.62	\$4,712	\$27.19	\$29.00
Maintenance Leadperson	\$3,769	\$21.74	\$23.19	\$3,957	\$22.83	\$24.35	\$4,155	\$23.97	\$25.57	\$4,363	\$25.17	\$26.85	\$4,581	\$26.43	\$28.19
Park Maintenance Leadperson	\$3,769	\$21.74	\$23.19	\$3,957	\$22.83	\$24.35	\$4,155	\$23.97	\$25.57	\$4,363	\$25.17	\$26.85	\$4,581	\$26.43	\$28.19
TECHNICAL	STEP A		STEP B		STEP C		STEP D		STEP E						
	Monthly 80 Hour 75 Hour														
Housing/CDBG Specialist	\$5,892	\$33.99	\$36.26	\$6,187	\$35.69	\$38.07	\$6,496	\$37.48	\$39.98	\$6,821	\$39.35	\$41.98	\$7,162	\$41.32	\$44.07
Associate Civil Engineer	\$5,870	\$33.86	\$36.12	\$6,163	\$35.56	\$37.93	\$6,471	\$37.33	\$39.82	\$6,795	\$39.20	\$41.81	\$7,135	\$41.16	\$43.91
Fire Engineer (Shift)	\$5,804	--	--	\$6,094	--	--	\$6,399	--	--	\$6,719	--	--	\$7,055	--	--
Assistant Civil Engineer	\$5,412	\$31.22	\$33.30	\$5,682	\$32.78	\$34.97	\$5,966	\$34.42	\$36.72	\$6,265	\$36.14	\$38.55	\$6,578	\$37.95	\$40.48
Associate Planner	\$5,346	\$30.84	\$32.90	\$5,613	\$32.38	\$34.54	\$5,894	\$34.00	\$36.27	\$6,189	\$35.70	\$38.08	\$6,498	\$37.49	\$39.99
Police Officer	\$5,215	\$30.09	\$32.09	\$5,476	\$31.59	\$33.70	\$5,749	\$33.17	\$35.38	\$6,037	\$34.83	\$37.15	\$6,339	\$36.57	\$39.01
Building Inspector	\$5,197	\$29.98	\$31.98	\$5,457	\$31.48	\$33.58	\$5,730	\$33.06	\$35.26	\$6,016	\$34.71	\$37.02	\$6,317	\$36.45	\$38.87
Firefighter (Shift)	\$5,032	--	--	\$5,283	--	--	\$5,547	--	--	\$5,825	--	--	\$6,116	--	--
Police Reserve Officer	--	\$27.78	--	--	--	--	--	--	--	--	--	--	--	--	--
Crime Prevention Officer	\$4,780	\$27.58	\$29.42	\$5,019	\$28.96	\$30.89	\$5,270	\$30.41	\$32.43	\$5,534	\$31.93	\$34.05	\$5,811	\$33.52	\$35.76
Engineering Technician	\$4,742	\$27.36	\$29.18	\$4,979	\$28.73	\$30.64	\$5,228	\$30.16	\$32.17	\$5,490	\$31.67	\$33.78	\$5,764	\$33.26	\$35.47
Permit Technician	\$4,742	\$27.36	\$29.18	\$4,979	\$28.73	\$30.64	\$5,228	\$30.16	\$32.17	\$5,490	\$31.67	\$33.78	\$5,764	\$33.26	\$35.47

	STEP A		STEP B		STEP C		STEP D		STEP E							
	Monthly	80 Hour/75 Hour														
Assistant Planner	\$4,690	\$27.06	\$28.86	\$4,924	\$28.41	\$30.30	\$5,171	\$29.83	\$31.82	\$5,429	\$31.32	\$33.41	\$5,701	\$32.89	\$35.08	
Auto Mechanic II	\$4,152	\$23.95	\$25.55	\$4,360	\$25.15	\$26.83	\$4,578	\$26.41	\$28.17	\$4,806	\$27.73	\$29.58	\$5,047	\$29.12	\$31.06	
Management Assistant	\$4,034	\$23.27	\$24.82	\$4,236	\$24.44	\$26.07	\$4,447	\$25.66	\$27.37	\$4,670	\$26.94	\$28.74	\$4,903	\$27.55	\$30.17	
Police Recruit	\$3,948	\$22.77	\$24.29	--	--	--	--	--	--	--	--	--	--	--	--	
Dispatcher	\$3,886	\$22.42	\$23.91	\$4,080	\$23.54	\$25.11	\$4,284	\$24.72	\$26.37	\$4,499	\$25.95	\$27.68	\$4,724	\$27.25	\$29.07	
NIS Officer	\$3,861	\$22.28	\$23.76	\$4,054	\$23.39	\$24.95	\$4,257	\$24.56	\$26.20	\$4,470	\$25.79	\$27.51	\$4,694	\$27.08	\$28.88	
Auto Mechanic I	\$3,769	\$21.74	\$23.19	\$3,957	\$22.83	\$24.35	\$4,155	\$23.97	\$25.57	\$4,363	\$25.17	\$26.85	\$4,581	\$26.43	\$28.19	
Maintenance Specialist	\$3,769	\$21.74	\$23.19	\$3,957	\$22.83	\$24.35	\$4,155	\$23.97	\$25.57	\$4,363	\$25.17	\$26.85	\$4,581	\$26.43	\$28.19	
Human Resources Specialist	\$3,681	\$21.23	\$22.65	\$3,865	\$22.30	\$23.78	\$4,058	\$23.41	\$24.97	\$4,261	\$24.58	\$26.22	\$4,474	\$25.81	\$27.53	
Payroll Specialist	\$3,681	\$21.23	\$22.65	\$3,865	\$22.30	\$23.78	\$4,058	\$23.41	\$24.97	\$4,261	\$24.58	\$26.22	\$4,474	\$25.81	\$27.53	
Counter Specialist	\$3,681	\$21.23	\$22.65	\$3,865	\$22.30	\$23.78	\$4,058	\$23.41	\$24.97	\$4,261	\$24.58	\$26.22	\$4,474	\$25.81	\$27.53	
Recreation Coordinator	\$3,681	\$21.23	\$22.65	\$3,865	\$22.30	\$23.78	\$4,058	\$23.41	\$24.97	\$4,261	\$24.58	\$26.22	\$4,474	\$25.81	\$27.53	
Maintenance Worker II	\$3,521	\$20.31	\$21.66	\$3,697	\$21.33	\$22.75	\$3,881	\$22.39	\$23.89	\$4,075	\$23.51	\$25.08	\$4,279	\$24.69	\$26.33	
Park Maintenance Worker II	\$3,521	\$20.31	\$21.66	\$3,697	\$21.33	\$22.75	\$3,881	\$22.39	\$23.89	\$4,075	\$23.51	\$25.08	\$4,279	\$24.69	\$26.33	
Community Service Officer	\$3,321	\$19.16	\$20.44	\$3,487	\$20.12	\$21.46	\$3,662	\$21.13	\$22.53	\$3,845	\$22.18	\$23.66	\$4,037	\$23.29	\$24.84	
Maintenance Worker I	\$3,274	\$18.89	\$20.15	\$3,438	\$19.83	\$21.16	\$3,610	\$20.83	\$22.21	\$3,790	\$21.87	\$23.32	\$3,980	\$22.96	\$24.49	
Park Maintenance Worker I	\$3,274	\$18.89	\$20.15	\$3,438	\$19.83	\$21.16	\$3,610	\$20.83	\$22.21	\$3,790	\$21.87	\$23.32	\$3,980	\$22.96	\$24.49	
Groundsworker II	\$2,641	\$15.23	\$16.25	\$2,773	\$16.00	\$17.06	\$2,911	\$16.80	\$17.92	\$3,057	\$17.64	\$18.81	\$3,210	\$18.52	\$19.75	
Groundsworker I	\$2,007	\$11.58	\$12.35	\$2,108	\$12.16	\$12.97	\$2,213	\$12.77	\$13.62	\$2,324	\$13.41	\$14.30	\$2,440	\$14.08	\$15.01	
GENERAL	Monthly	80 Hour/75 Hour														
Specialist III	\$4,487	\$25.88	\$27.61	\$4,711	\$27.18	\$28.99	\$4,947	\$28.54	\$30.44	\$5,194	\$29.96	\$31.96	\$5,454	\$31.46	\$33.56	
Property & Evidence Technician	\$3,891	\$22.45	\$23.95	\$4,086	\$23.57	\$25.14	\$4,290	\$24.75	\$26.40	\$4,505	\$25.99	\$27.72	\$4,730	\$27.29	\$29.11	
Community Service Officer	\$3,321	\$19.16	\$20.44	\$3,487	\$20.12	\$21.46	\$3,662	\$21.13	\$22.53	\$3,845	\$22.18	\$23.66	\$4,037	\$23.29	\$24.84	
Specialist II	\$3,289	\$18.97	\$20.24	\$3,453	\$19.92	\$21.25	\$3,626	\$20.92	\$22.31	\$3,807	\$21.96	\$23.43	\$3,997	\$23.06	\$24.60	
Pool Manager	\$2,837	\$16.37	\$17.46	\$2,979	\$17.18	\$18.33	\$3,128	\$18.04	\$19.25	\$3,284	\$18.95	\$20.21	\$3,448	\$19.89	\$21.22	
Custodian	\$2,645	\$15.26	\$16.28	\$2,777	\$16.02	\$17.09	\$2,916	\$16.82	\$17.94	\$3,062	\$17.66	\$18.84	\$3,215	\$18.55	\$19.78	
Police Assistant	\$2,449	\$14.13	\$15.07	\$2,571	\$14.83	\$15.82	\$2,700	\$15.58	\$16.61	\$2,835	\$16.35	\$17.44	\$2,976	\$17.17	\$18.32	
Assistant Pool Manager	\$2,424	\$13.98	\$14.92	\$2,545	\$14.68	\$15.66	\$2,673	\$15.42	\$16.45	\$2,806	\$16.19	\$17.27	\$2,946	\$17.00	\$18.13	
Administrative Intern	\$2,366	\$13.65	\$14.56	\$2,484	\$14.33	\$15.28	\$2,608	\$15.05	\$16.05	\$2,738	\$15.80	\$16.85	\$2,875	\$16.59	\$17.69	
Senior Recreation Leader	\$2,332	\$13.45	\$14.35	\$2,448	\$14.12	\$15.07	\$2,571	\$14.83	\$15.82	\$2,699	\$15.57	\$16.61	\$2,834	\$16.35	\$17.44	
Specialist I	\$2,087	\$12.04	\$12.84	\$2,192	\$12.64	\$13.49	\$2,301	\$13.28	\$14.16	\$2,416	\$13.94	\$14.87	\$2,537	\$14.64	\$15.61	
Crossing Guard	\$1,944	\$11.21	\$11.96	\$2,041	\$11.77	\$12.56	\$2,143	\$12.36	\$13.19	\$2,250	\$12.98	\$13.85	\$2,362	\$13.63	\$14.54	
Lifeguard Instructor	\$1,944	\$11.21	\$11.96	\$2,041	\$11.77	\$12.56	\$2,143	\$12.36	\$13.19	\$2,250	\$12.98	\$13.85	\$2,362	\$13.63	\$14.54	

	STEP A		STEP B		STEP C		STEP D		STEP E	
	Monthly	80 Hour 75 Hour								
Recreation Leader	\$1,944	\$11.21 \$11.96	\$2,041	\$11.77 \$12.56	\$2,143	\$12.36 \$13.19	\$2,250	\$12.98 \$13.85	\$2,362	\$13.63 \$14.54
Senior Parking Attendant	\$1,944	\$11.21 \$11.96	\$2,041	\$11.77 \$12.56	\$2,143	\$12.36 \$13.19	\$2,250	\$12.98 \$13.85	\$2,362	\$13.63 \$14.54
Senior Stage Technician	\$1,944	\$11.21 \$11.96	\$2,041	\$11.77 \$12.56	\$2,143	\$12.36 \$13.19	\$2,250	\$12.98 \$13.85	\$2,362	\$13.63 \$14.54
Senior Usher	\$1,944	\$11.21 \$11.96	\$2,041	\$11.77 \$12.56	\$2,143	\$12.36 \$13.19	\$2,250	\$12.98 \$13.85	\$2,362	\$13.63 \$14.54
Park Maintenance Helper	\$1,732	\$9.99 \$10.66	\$1,819	\$10.49 \$11.19	\$1,910	\$11.02 \$11.75	\$2,005	\$11.57 \$12.34	\$2,105	\$12.15 \$12.96
Parking Lot Attendant	\$1,732	\$9.99 \$10.66	\$1,819	\$10.49 \$11.19	\$1,910	\$11.02 \$11.75	\$2,005	\$11.57 \$12.34	\$2,105	\$12.15 \$12.96
Pool & Concession Attendant	\$1,732	\$9.99 \$10.66	\$1,819	\$10.49 \$11.19	\$1,910	\$11.02 \$11.75	\$2,005	\$11.57 \$12.34	\$2,105	\$12.15 \$12.96
Stage Technician	\$1,732	\$9.99 \$10.66	\$1,819	\$10.49 \$11.19	\$1,910	\$11.02 \$11.75	\$2,005	\$11.57 \$12.34	\$2,105	\$12.15 \$12.96
Usher	\$1,732	\$9.99 \$10.66	\$1,819	\$10.49 \$11.19	\$1,910	\$11.02 \$11.75	\$2,005	\$11.57 \$12.34	\$2,105	\$12.15 \$12.96
Pool Cashier	\$1,730	\$9.98 \$10.65	\$1,816	\$10.48 \$11.18	\$1,907	\$11.00 \$11.74	\$2,003	\$11.55 \$12.32	\$2,103	\$12.13 \$12.94
ADMINISTRATIVE	Monthly	80 Hour 75 Hour								
Executive Assistant	\$4,783	\$27.60 \$29.44	\$5,023	\$28.98 \$30.91	\$5,274	\$30.43 \$32.45	\$5,537	\$31.95 \$34.08	\$5,814	\$33.54 \$35.78
Administrative Assistant II	\$3,825	\$22.07 \$23.54	\$4,017	\$23.17 \$24.72	\$4,218	\$24.33 \$25.95	\$4,428	\$25.55 \$27.25	\$4,650	\$26.83 \$28.61
Administrative Services Assistant II	\$3,681	\$21.23 \$22.65	\$3,865	\$22.30 \$23.78	\$4,058	\$23.41 \$24.97	\$4,261	\$24.58 \$26.22	\$4,474	\$25.81 \$27.53
Administrative Assistant I	\$3,420	\$19.73 \$21.05	\$3,591	\$20.72 \$22.10	\$3,770	\$21.75 \$23.20	\$3,959	\$22.84 \$24.36	\$4,157	\$23.98 \$25.58
CD Administrative Assistant I	\$3,353	\$19.35 \$20.64	\$3,521	\$20.31 \$21.67	\$3,697	\$21.33 \$22.75	\$3,882	\$22.39 \$23.89	\$4,076	\$23.51 \$25.08
Finance Clerk II	\$3,353	\$19.35 \$20.64	\$3,521	\$20.31 \$21.67	\$3,697	\$21.33 \$22.75	\$3,882	\$22.39 \$23.89	\$4,076	\$23.51 \$25.08
Police Records Specialist	\$3,224	\$18.60 \$19.84	\$3,385	\$19.53 \$20.83	\$3,554	\$20.51 \$21.87	\$3,732	\$21.53 \$22.97	\$3,919	\$22.61 \$24.11
Finance Clerk I	\$3,042	\$17.55 \$18.72	\$3,194	\$18.43 \$19.66	\$3,354	\$19.35 \$20.64	\$3,522	\$20.32 \$21.67	\$3,698	\$21.33 \$22.76
P&R Administrative Assistant I	\$3,042	\$17.55 \$18.72	\$3,194	\$18.43 \$19.66	\$3,354	\$19.35 \$20.64	\$3,522	\$20.32 \$21.67	\$3,698	\$21.33 \$22.76
Office Assistant	\$2,449	\$14.13 \$15.07	\$2,571	\$14.83 \$15.82	\$2,700	\$15.58 \$16.61	\$2,835	\$16.35 \$17.44	\$2,976	\$17.17 \$18.32



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

FULL-TIME AUTHORIZED POSITIONS BY DEPARTMENT

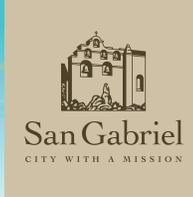
Fiscal Year	Elected Officials	Admin.	Mission Playhouse	Finance	Police	Fire	Public Works	Com. Develop.	Com. Services	Total
2004-05	7.0	4.0	4.0	8.0	71.0	36.0	19.0	14.0	18.0	181.0
2005-06	7.0	5.0	4.0	9.0	71.0	36.0	19.0	15.0	18.0	184.0
2006-07	7.0	5.0	4.0	9.0	71.0	36.0	19.0	15.0	18.0	184.0
2007-08	7.0	5.0	5.0	9.0	72.0	36.0	19.0	17.0	18.0	188.0
2008-09	7.0	5.0	5.0	9.0	73.0	36.0	19.0	17.0	18.0	189.0
2009-10	7.0	6.0	5.0	9.0	73.0	36.0	18.0	18.0	18.0	190.0
2010-11	7.0	6.0	5.0	9.0	73.0	36.0	17.0	19.0	18.0	190.0
2011-12	7.0	7.0	5.0	9.0	73.0	36.0	17.0	19.0	18.0	191.0
2012-13	7.0	7.0	5.0	9.0	73.0	36.0	18.0	17.0	18.0	190.0
2013-14	7.0	9.0	5.0	9.0	69.0	36.0	16.0	17.0	14.0	182.0
2014-15	7.0	11.0	5.0	10.0	69.0	35.0	30.0	14.0	7.0	188.0

Note:

Administration total includes City Clerk staff

Community Development total included Housing and Redevelopment Agency staff

Parks and Recreation Department retitled to Community Services in 2013-14.



CITYBUILDING PAVING THE WAY

2014-2015 BUDGET

SOURCES AND USES STATEMENT NOTES

#1: Estimated Amount represents net assets which are available for appropriation as of the balance sheet date. The only significant "Reserved" fund balance accounts used by the City are for loans to the former redevelopment agency, amounts previously committed or encumbered for purchase orders and projects costs.

#2: Estimated Revenues represent the City's analysis of revenue trends, both historically and anticipating any changes due to legislative, policy or economics. Revenue estimates are by necessity point estimates and do not inherently have either a conservative or liberal underlying policy, but rather represent staff analysis of each revenue.

#3: Transfers-in/Transfers-out:

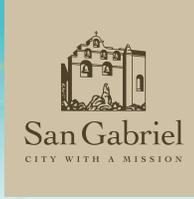
<u>Transfers From</u>	<u>Transfers To</u>	<u>Amount</u>	<u>Purpose</u>
Gas Tax Fund	General Fund	\$600,000	Reimbursement for Gas Tax qualified expenditures.
General Fund	Mission Playhouse Facility Fund	\$666,956	Reimbursement for operating expenditures.
Retirement Fund	General Fund	\$4,239,954	Reimbursement for CalPERS retirement expenditures.
Retirement Fund	Self-Insurance Fund	\$1,362,757	Reimbursement for CalPERS retirement expenditures.
Automotive Fund	General Fund	\$35,000	Reimbursement for funds provided to purchase 2002 Pierce fire engine.

#4: Operating Budget represent the City's analysis of personnel, services and supply costs as presented in the Department and Division sections of the budget. The City's largest costs are for personnel and these costs are arrived by reviewing each position's anticipated costs for the coming year and applying known or reasonably known benefit costs to each position.

#5: Capital Improvement Budget represent specific project budgets as presented in the City's Capital Improvement Program document. Capital improvement project budgets are carried forward from year-to-year until the project is complete or until the City Council takes action to cancel or modify the project budget. Prior year carryovers are not shown on this schedule in order to preclude "double budgeting". Consequently only "original" or "new" funding is presented.

#6: Successor Agency Loan Principal Repayments represent amounts expected to be received from a loan balance previously provided to the City's former redevelopment agency. This loan currently totaling \$1,284,945 is subject to approval by the State Department of Finance, the Successor Agency's Oversight Board and specific approval on a Recognized Obligations Payment Schedule (ROPS). It is anticipated that this loan repayment, which has yet to begin may take approximately six years to repay.

#7: Advances to other funds represent a provision of cash from one City fund to another City fund as approved by City Council policy.



CITYBUILDING *PAVING THE WAY*

2014-2015 BUDGET

FINANCIAL POLICIES

1. The City will ensure that it adopts a General Fund Budget where operating expenditures do not exceed revenues and recurring transfers-in.
2. All transfers into the Capital Improvement Fund will be determined during the Budget Process and supported by individual Capital Projects as detailed in the Capital Improvement Program.
3. We will continue to fund all City governmental capital improvements on a "pay-as-you-go" or cash basis, but recognize that there may be times when an alternate financing strategy may be appropriate. Each strategy (facility loan, etc.) needs to be considered in light of the specific project and the consequences of each financing strategy.
4. We will continue to pre-fund post-employment retiree medical liabilities (OPEB), with a future goal to add a pre-funding plan for vacation and sick leave liabilities.
5. Modifications after the City Council adopts the Budget, between funds or categories of expenditure, will require Council approval whenever the amount exceeds \$15,000.
6. We will maintain a "raining day fund" which shall be used to supplement operating revenue in years of revenue shortfall and be equal to not less than 10% of the operating budget. This "rainy day fund" shall be referred to as the General Fund Available Reserves.
7. We will maintain a reserve in the Self-Insurance internal service fund equal to not less than 10% above the claims and judgments payable.
8. The City will not leverage borrowed money for purposes of increased investment return nor to increase our borrowing capacity.
9. We will continue to pay competitive market level compensation to our employees.
10. We will continue to comply with all the requirements of Generally Accepted Accounting Principles.
11. We will continue to recognize the deterioration of equipment by placing money into the Automotive Maintenance Fund for replacement of vehicles on an annual ongoing basis. In addition, the City will evaluate the future implementation of similar funding mechanisms to properly set funding aside on an annual ongoing basis for: 1) The replacement of deteriorating City government facilities; and 2) major automation project capital expenditures.
12. We will pursue cost recovery for services funded by governmental funds incorporating defined budgets, specific goals, and measurable milestones.
13. We will pursue collection activities that will yield the highest amount of revenue that is due to the City, while minimizing the costs incurred to do so. Sales Tax and Transient Occupancy Tax misallocation/verification are examples of areas that the City will prudently pursue.
14. We will establish and maintain an Audit Committee with the primary purpose of serving in an advisory role. The Audit Committee will function under their own prescribed procedures.



San Gabriel

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