

2015-2016  
Preliminary Budget

# City of San Gabriel

## City Council

Jason Du Mayor

Chin Ho Liao Vice Mayor

Juli Costanzo Councilmember

John R. Harrington Councilmember

Kevin Sawkins Councilmember

## Other Elected Representatives

Eleanor K. Andrew 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

Mark Phillips Interim Fire Chief

Arminé Chaparyan Community Development Director

Daren Grilley Public Works Director/City Engineer

Rebecca Perez Community Services Director

Anna Cross Mission Playhouse Director

# CITY OF SAN GABRIEL

## 2015-16 Budget

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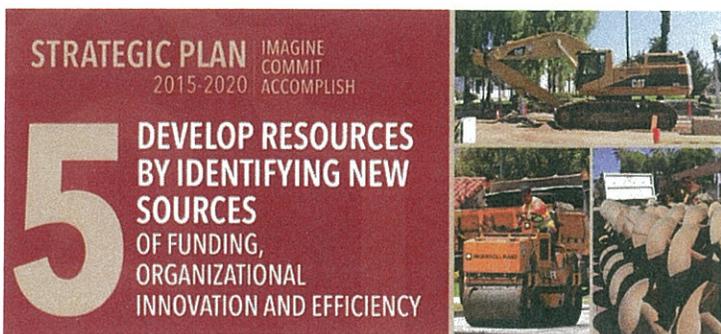
**San Gabriel**  
CITY WITH A MISSION

June 16, 2015

**Subject: FY 2015-2016 ANNUAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM**

Honorable Mayor and Council Members:

We are pleased to submit for your consideration San Gabriel’s proposed FY 2015-16 *Preliminary Budget* and the accompanying *Capital Improvement Program*.



**About This Budget and the City’s Strategic Plan**

As the Council’s working blueprint for the year, the budget is the most critical component to implementation of the City’s new, five-year strategic plan, adopted late last year.

Since last year’s budget was issued the City has effectively and efficiently simplified the City’s budget process. Meanwhile, the City is continuing to increase its outreach and online access to data through the Finance Department’s “Budget Central” and an online budget survey.

Performance objectives in the strategic plan document will now appear in the annual budget, which will increasingly include measurement data that the City is developing to show the community how its dollars are being spent. Taking lessons learned from last year’s overhaul of the City budget document, this year’s document will continue the process of making the data in the budget more accessible and understandable to our residents, businesses and visitors.

Thank you to Finance Director Tom Marston and his staff for their efforts. We invite your input so we can plan future improvements.



Above: The City's new strategic plan is summarized in a colorful tri-fold brochure, from which this image was taken.

### Overview of the Budget

Your budget, captured in a diagram on page 1, includes total proposed revenues of \$52,192,475 and expenditures of \$50,321,868. Of those expenditures, \$44,739,804 is the City's operating budget, and the remaining \$5,582,064 is this year's capital improvement and special projects (streets, sewers, and other critical infrastructure that the Council has assigned as its top priority).

The budget funds 189 full-time employees (down from 191 at its peak). As presented here, the general fund is balanced and has an estimated available reserve of \$3,477,354, 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, as these continue to affect our ability to fund and provide critical services.

### Strategic Plan Initiatives

We will continue to fund the same level of services provided this past year, with a few notable additions. These include implementation of the following key strategic plan initiatives:

### ***Build and Improve the City's Infrastructure***

- **Increased emphasis on infrastructure, including street and sewer repair,** under the reorganized Public Works Department.

### ***Make Service Excellence a Cornerstone of the San Gabriel Experience***

- **Enhanced Code Enforcement Programs,** including an additional Code Enforcement Officer to improve code compliance throughout the city.
- **Implementation of the second phase of the City's technology master plan,** including moderate technology upgrades needed to the City's underlying technological infrastructure.

### ***Engage the Community to Foster Civic Pride and Ownership***

- **Increased funding for arts and community engagement initiatives,** including an expanded array of community concerts, street festivals, and original programming at the Mission Playhouse.
- **Increased transparency efforts,** including funding to live stream or broadcast Council meetings.

### **Overview of the Capital Improvement Program**

The Council's first and foremost strategic initiative is to *Build and improve the City's infrastructure*. As you review this budget, you will simultaneously consider this year's update of the five-year capital improvement program. The portion of that five-year program allocated in this year's budget is \$5,582,064.

During the coming year, the City will be constructing:

- Approximately \$4.9 million in **new street improvements**;
- Approximately \$1.1 million in **sewer improvements**;
- Approximately \$250,000 in **park improvements**, and
- More than \$1 million in **public facility and equipment improvements**.

This ambitious and challenging program includes:

- **Del Mar Avenue**  
Rehabilitation of Del Mar Avenue from Mission Road south to Interstate 10, including new pavement, and sewer repairs;
- **Sewer System Improvements**  
Sewer system repairs and maintenance, part of the City's sewer master plan,

designed to ensure compliance with Federal and State requirements (and including the Del Mar Avenue project noted above);

- **Great Streets Program**  
Continue City street improvements through our Great Streets Program;
- **Alameda Corridor East Repairs**  
Set funds aside to repair and restore haul routes for the Alameda Corridor East project following the lowering of the railroad tracks in 2017;
- **Parks and Open Space Master Plan**  
Begin development of the Parks and Open Space Master Plan, a critically needed step to provide for acquisition and development of needed parks and recreational space;
- **Asphalt Repair Equipment**  
Acquisition of an asphalt patch vehicle to perform pavement patching, prolonging the life of the street network and reduce future pavement repair costs;
- **Technology**  
A host of new technology investments, including a Request for Proposal (RFP) for a comprehensive Land Management System that can provide easy to use parcel-specific information.

Other initiatives include the City's new Public Works maintenance facility on East Grand Avenue, for which construction is now underway; and a proposed police facility, not included in this budget, for which a proposed financing program is under development.

This year's budget process continues to include 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.

The Planning Commission reviewed and certified the Capital Improvement Program at its meeting on June 8, 2015.

### ***Street Improvements***

In an effort to demonstrate of exact expenditures on street improvements, the table on the next page depicts the anticipated expenses during FY 2014-15 and the budgeted amount for FY 2015-16 on street improvements.

# SG | STREET IMPROVEMENTS

Looking Back

FY 2014-15

Looking Forward

FY 2015-16

Significant Street Improvements	Anticipated Expended	Significant Street Improvements	Estimated Budget
Broadway/Walnut Grove Intersection	223,290	Del Mar Rehabilitation - Valley to I-10	1,036,000
San Gabriel & Mission Intersection	174,340	Del Mar Rehabilitation - Wells to Valley	953,000
Great Streets Program	439,218	Del Mar Rehabilitation - Wells to Mission	1,974,460
Street Repair Program	119,161	Great Streets Program	563,166
CDBG Street Repair Program	385,715	ADA Sidewalk & Curb Ramp Compliance	50,000
CDBG Slum Blight Area Street	155,339	CDBG Street Repair Program	314,500
Fairview Rehab - Abbot to Circle	538,121		
Las Tunas Rehab - San Gabriel to Muscatel	3,000,371		
<b>Total Anticipated</b>	<b>\$5,035,555</b>	<b>Total Budgeted</b>	<b>\$4,891,126</b>

## Special Funds

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

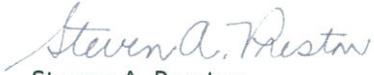
- The **Measure R Fund** has received proceeds from a loan in the amount of \$3.8 million. The proceeds of this debt will be used to improve the City's street infrastructure, much of it to finance the planned reconstruction of Del Mar Avenue.
- The City's **Successor Agency Fund** and **Internal Service 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 adopted City's first true strategic plan, which has played a vital role by integrating and spearheading this budget. This budget moves the City toward greater accountability by including improvements on its units of measure, key performance indicators, and outcomes where applicable.

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,

A handwritten signature in cursive script that reads "Steven A. Preston".

Steven A. Preston  
City Manager

RESOLUTION 15-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL  
ADOPTING THE 2015-16 ANNUAL BUDGET

WHEREAS, the City Manager has submitted to the City Council of San Gabriel the Preliminary 2015-16 Annual Budget including all proposed expenditures, estimated revenues and estimated fund balances; and

WHEREAS, a copy of the Preliminary 2015-16 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 2015-16 Budget at a meeting open to the public on June 16, 2015.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Gabriel hereby adopts the 2015-16 Annual Budget.

\*\*\*\*\*

PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 16<sup>th</sup> day of June 2015.

ATTEST:

\_\_\_\_\_  
Jason Pu, Mayor  
San Gabriel City Council

\_\_\_\_\_  
Eleanor K. Andrews, City Clerk  
City of San Gabriel, California

# CITY OF SAN GABRIEL

## 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 Actual and Estimated Revenues (Pages 13-22), Capital Improvement Descriptions (Pages 26-30), Glossary of Budget Terms (Pages 36-38), 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:

	Pages
▪ <b>Budget Summaries</b> <i>You will find the entire budget in a single pull-out page</i> .....	1
▪ <b>Capital Improvement Budget</b> <i>You will find the major capital projects on two pages</i> .....	24-25
▪ <b>Operating Expenditures Budgets</b> <i>You will find a pie graph and expenditure summary information</i> .....	31-34
▪ <b>Departmental Operating Budgets</b> <i>You will find specific expenditure information organized by department</i> .....	44-215
▪ <b>Service Fees</b> <i>You will find the fees charged by the City for services provided</i> .....	225-243
▪ <b>Financial Policies</b> <i>You will find financial policies used by the City to guide decision making</i> .....	252

### 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.

# ***Budget Summaries***

**CITY OF SAN GABRIEL**  
Sources and Uses Statement  
2015-16

	SOURCES					USES					Estimated Amount June 30, 2015
	Estimated Fund Balance July 1, 2015	Estimated Revenue	Transfers In	Advance From Other Funds	Total Sources	Operating Budget	Capital Improvement Budget	Operating Transfer Out	Advances To Other Funds	Total Uses	
121 <b>General Fund</b>	\$3,132,707	\$30,297,795	\$5,691,856	\$1,042,638	\$40,164,996	\$34,453,414	\$1,513,638	\$720,590	\$0	\$36,687,642	\$3,477,354
<b>Special Revenue Funds</b>											
125 Retirement Fund	2,502,065	6,330,000	0	0	8,832,065	0	0	6,596,875	0	6,596,875	\$2,235,190
136 Gas Tax Fund	705,926	1,101,000	0	0	1,806,926	0	1,102,666	600,000	0	1,702,666	104,260
137 Sewer Fund	310,548	2,000,000	0	0	2,310,548	726,577	1,215,000	0	0	1,941,577	368,971
140 Street Light Fund	192,116	0	0	0	192,116	0	21,000	0	0	21,000	171,116
145 Traffic Congestion Relief	0	0	0	0	0	0	0	0	0	0	0
147 Office of Traffic Safety Fund	143,547	0	0	0	143,547	0	0	0	0	0	143,547
150 Waste Management Fund	(271,313)	470,000	0	0	198,687	0	163,460	0	0	163,460	35,227
151 AQMD Fund	16,519	50,200	0	0	66,719	0	62,000	0	0	62,000	4,719
152 Mission Playhouse Fund	217,060	599,720	720,590	0	1,537,370	1,320,310	0	0	0	1,320,310	217,060
160 State Supp. Local Law Enforce. Fund	57,459	101,000	0	0	158,459	141,051	0	0	0	141,051	17,408
161 Asset Forfeiture - Dept. of Justice	175,044	3,000	0	0	178,044	0	50,500	0	0	50,500	127,544
162 Asset Forfeiture - Dept. of Treasury	69,178	400	0	0	69,578	0	0	0	0	0	69,578
163 Asset Forfeiture - State Fund	10,515	100	0	0	10,615	0	0	0	0	0	10,615
165 Parking Fund	0	0	0	0	0	0	0	0	0	0	0
172 Development Impact Fund	2,546,669	1,995,000	0	0	4,541,669	0	150,000	0	0	150,000	4,391,669
173 Park and Recreation Activity Fund	19,498	175,000	0	0	194,498	243,845	0	0	0	243,845	(49,347)
180 Proposition A Local Return Fund	19,022	705,000	0	0	724,022	156,261	25,000	0	0	181,261	542,761
181 Proposition C Local Return Fund	89,511	595,000	0	0	684,511	543,763	0	0	0	543,763	140,748
183 Measure R Fund	102,741	460,000	0	0	562,741	0	375,000	0	0	375,000	187,741
185 CDBG Fund	0	483,960	0	0	483,960	169,460	314,500	0	0	483,960	0
186 Other Grants Fund	883,465	391,300	0	0	1,274,765	0	391,300	0	0	391,300	883,465
<b>Total</b>	<b>\$7,789,570</b>	<b>\$15,460,680</b>	<b>\$720,590</b>	<b>\$0</b>	<b>\$23,970,840</b>	<b>\$3,301,267</b>	<b>\$3,870,426</b>	<b>\$7,196,875</b>	<b>\$0</b>	<b>\$14,368,568</b>	<b>\$9,602,272</b>
<b>Internal Service Funds</b>											
128 Automotive Equipment Fund	729,517	1,318,000	0	0	2,047,517	801,104	198,000	35,000	1,042,638	2,076,742	(29,225)
129 Risk Management Fund	(564,647)	4,641,000	1,540,019	0	5,616,372	6,119,019	0	0	0	6,119,019	(502,647)
<b>Total</b>	<b>\$164,870</b>	<b>\$5,959,000</b>	<b>\$1,540,019</b>	<b>\$0</b>	<b>\$7,663,889</b>	<b>\$6,920,123</b>	<b>\$198,000</b>	<b>\$35,000</b>	<b>\$1,042,638</b>	<b>\$8,195,761</b>	<b>(\$531,872)</b>
<b>Trust Funds</b>											
193 Successor Agency	(1,503,845)	475,000	0	0	(1,028,845)	65,000	0	0	0	65,000	(1,093,845)
<b>Total</b>	<b>(1,503,845)</b>	<b>\$475,000</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,028,845)</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>	<b>(\$1,093,845)</b>
<b>TOTAL - ALL FUNDS</b>	<b>\$9,583,302</b>	<b>\$52,192,475</b>	<b>\$7,952,465</b>	<b>\$1,042,638</b>	<b>\$70,770,880</b>	<b>\$44,739,804</b>	<b>\$5,582,064</b>	<b>\$7,952,465</b>	<b>\$1,042,638</b>	<b>\$59,316,971</b>	<b>\$11,453,909</b>

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

## FUND DESCRIPTIONS

### **GENERAL FUND (121)**

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.

### **RETIREMENT FUND (125)**

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 costs of acquisition, operation and maintenance of automotive equipment used by City departments.

### **SELF-INSURANCE FUND (129)**

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.

### **SEWER FUND (137)**

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.

### **TRAFFIC CONGESTION RELIEF FUND (145)**

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.

### **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.

### **WASTE MANAGEMENT (150)**

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

## FUND DESCRIPTIONS

### **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.

### **MISSION PLAYHOUSE FUND (152)**

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 JUSTICE (161)**

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.

### **ASSET FORFEITURE – DEPARTMENT OF TREASURY (162)**

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.

### **ASSET FORFEITURE – STATE (163)**

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

### **PARKING IN-LIEU FUND (165)**

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.

### **DEVELOPMENT IMPACT FEES FUND (172)**

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.

### **PARKS & RECREATION ACTIVITIES FUND (173)**

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

### **PROPOSITION "A" LOCAL RETURN FUND (180)**

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.

## FUND DESCRIPTIONS

### **PROPOSITION "C" LOCAL RETURN FUND (181)**

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.

### **MEASURE "R" FUND (183)**

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.

### **COMMUNITY DEVELOPMENT BLOCK GRANT (185)**

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.

### **OTHER GRANTS FUND (186)**

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.

### **REDEVELOPMENT CAPITAL PROJECT FUND (191)**

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.

### **REDEVELOPMENT LOW INCOME HOUSING FUND (192)**

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.

### **REDEVELOPMENT OBLIGATION RETIREMENT FUND (193)**

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.

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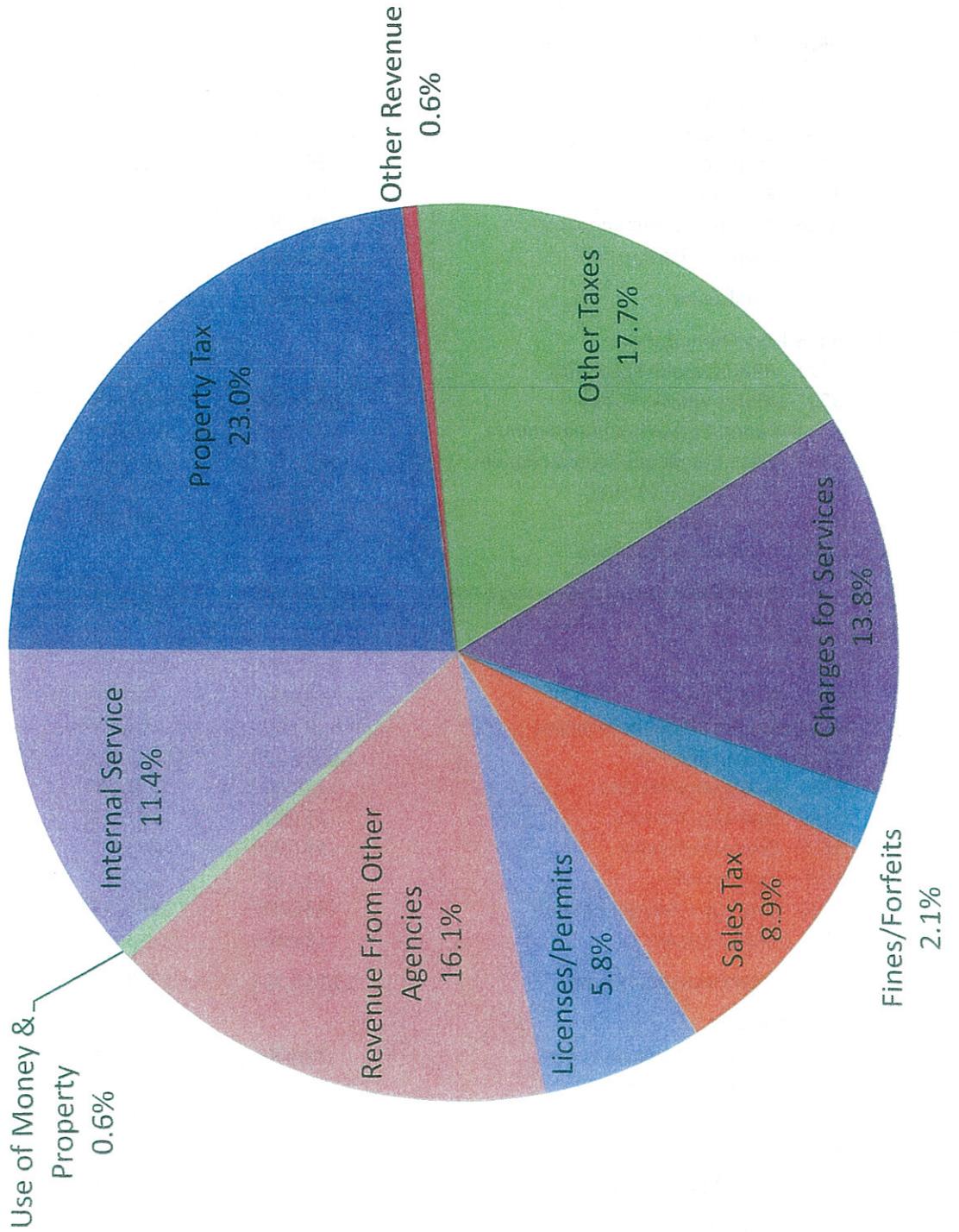
# ***Revenues***

# CITY OF SAN GABRIEL

## Total All Revenues

2015-2016

\$52,192,475



**CITY OF SAN GABRIEL**  
**Actual and Estimated Revenues**  
**2014-15 Through 2015-16**

	<b>2014-15 Adopted Budget</b>	<b>2014-15 Revised Budget</b>	<b>2015-16 Estimated Budget</b>	<b>Increase/ (Decrease)</b>
<b>GENERAL FUND (121)</b>				
Taxes				
3111 Property Tax	4,800,000	4,950,000	5,250,000	300,000
3131 Utility Users Tax	4,800,000	4,950,000	4,950,000	-
3132 Sales Tax	4,350,000	4,500,000	4,650,000	150,000
3133 Franchise Tax	590,000	590,000	590,000	-
3134 Transient Occupancy Tax	1,161,000	1,200,000	1,500,000	300,000
3135 Property Transfer Tax	625,000	200,000	200,000	-
Total Taxes	16,326,000	16,390,000	17,140,000	750,000
Revenues from Other Agencies				
3211 ARRA (Stimulus) Funding	-	-	-	-
3222 Motor Vehicle in Lieu	3,900,000	4,000,000	4,200,000	200,000
3224 Federal/State Reimbursements	150,000	150,000	150,000	-
3227 State Mandated Reimbursement	160,000	160,000	160,000	-
3231 99234 Bikeway Fund	30,000	30,000	30,000	-
3234 County Grants	90,000	90,000	20,000	(70,000)
3245 Grants-Other Agencies	-	-	-	-
Total Revenues from Other Agencies	4,330,000	4,430,000	4,560,000	130,000
Licenses & Permits				
3311 Business Licenses	685,000	685,000	750,000	65,000
3312 Dog Licenses	45,000	45,000	45,000	-
3314 Tobacco Retailer Licensing	15,000	15,000	15,000	-
3321 Building Permits	2,015,000	2,015,000	1,260,000	(755,000)
3322 Occupancy Permits	176,000	176,000	176,000	-
3323 Plumbing Permits	127,000	127,000	127,000	-
3324 Electrical Permits	197,000	197,000	197,000	-
3325 Sign Permits	17,325	17,325	17,325	-
3326 Overnight Parking Permits	445,000	445,000	445,000	-
3327 CASP Program	88,000	3,000	3,000	-
Total Licenses & Permits	3,810,325	3,725,325	3,035,325	(690,000)
Fines & Forfeitures				
3411 Vehicle Code Fines - Court	130,000	130,000	130,000	-
3412 Other Fines - Court	90,000	15,000	15,000	-
3413 Parking Fines - City	981,000	900,000	900,000	-
3416 Administrative Citation	60,000	60,000	60,000	-
Total Fines & Forfeitures	1,261,000	1,105,000	1,105,000	-
Use of Money and Property				
3511 Interest	80,000	30,000	30,000	-
3512 Interest - RDA	14,000	-	-	-
3513 Unrealized Gain/Loss	-	-	-	-
3529 Other Rental Income	188,296	188,296	125,000	(63,296)
3531 Building Rentals	-	-	-	-
3532 Rental Subsidy	-	-	-	-

**CITY OF SAN GABRIEL**  
**Actual and Estimated Revenues**  
**2014-15 Through 2015-16**

	<u>2014-15 Adopted Budget</u>	<u>2014-15 Revised Budget</u>	<u>2015-16 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
<b>Use of Money and Property (Continued)</b>				
3533 Equipment Rental	-	-	-	-
3534 Parking	-	-	-	-
3536 Labor Charges	-	-	-	-
<b>Total Use of Money and Property</b>	<b>282,296</b>	<b>218,296</b>	<b>155,000</b>	<b>(63,296)</b>
<b>Community Development</b>				
3621 Plan Checking	980,000	980,000	980,000	-
3622 Public Works Fees	316,000	316,000	316,000	-
3623 Special Project Plan Check Services	-	-	-	-
3624 Street Sweeping	150,000	150,000	150,000	-
3625 Graffiti Removal	34,000	34,000	34,000	-
3626 Sewer Maintenance	181,000	181,000	181,000	-
3627 General Plan "Set Aside" Fee	16,500	16,500	16,500	-
3628 Planning Fees	154,000	154,000	154,000	-
3630 Advertising & Posting Fees	8,085	9,000	9,000	-
<b>Total Community Development</b>	<b>1,839,585</b>	<b>1,840,500</b>	<b>1,840,500</b>	<b>-</b>
<b>Public Safety</b>				
3631 Fire Services	1,033,000	1,033,000	1,050,000	17,000
3633 Police Services	88,000	88,000	88,000	-
3634 Facility Rental - EOC	-	-	-	-
3635 Ambulance Fees	845,000	845,000	845,000	-
3636 False Alarms	11,000	11,000	11,000	-
3637 Witness Fees	2,000	2,000	2,000	-
<b>Total Public Safety</b>	<b>1,979,000</b>	<b>1,979,000</b>	<b>1,996,000</b>	<b>17,000</b>
<b>Recreation</b>				
3641 Recreation Fees	55,000	55,000	55,000	-
3642 Lighted Fields	1,100	11,000	11,000	-
3643 Concession	-	-	-	-
3644 Swimming Pool	110,000	100,000	100,000	-
3645 Adult Center	44,000	44,000	44,000	-
3647 Vending Machine Proceeds	-	-	-	-
<b>Total Recreation</b>	<b>210,100</b>	<b>210,000</b>	<b>210,000</b>	<b>-</b>
<b>Other Revenue</b>				
3911 Sale of Records	1,000	2,000	2,000	-
3912 POST Reimbursement	3,000	20,000	20,000	-
3913 CDBG Admin./Reimbursements	28,970	28,970	28,970	-
3914 Proposition "A" Administration	25,000	25,000	25,000	-
3915 Damage Recovery	45,000	45,000	45,000	-
3916 Election Cost Reimbursement	210,000	210,000	-	(210,000)
3917 Sale of Property	10,000	10,000	10,000	-
3918 Proposition "C" Administration	25,000	25,000	25,000	-
3919 Proceeds from Prop "A" Exchange	780,000	900,000	-	(900,000)
3920 Donations	10,000	60,000	60,000	-

**CITY OF SAN GABRIEL**  
**Actual and Estimated Revenues**  
**2014-15 Through 2015-16**

	<u>2014-15 Adopted Budget</u>	<u>2014-15 Revised Budget</u>	<u>2015-16 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
Other Revenue (Continued)				
3921 Proceeds of Loan	-	7,800,000	-	(7,800,000)
3990 Miscellaneous	140,000	140,000	40,000	(100,000)
Total Other Revenue	1,277,970	9,265,970	255,970	(7,900,000)
<b>TOTAL GENERAL FUND</b>	<b>31,316,276</b>	<b>39,164,091</b>	<b>30,297,795</b>	<b>(8,866,296)</b>
<b>RETIREMENT FUND (125)</b>				
3111 Property Tax	5,800,000	6,000,000	6,300,000	300,000
3511 Interest	20,000	25,000	30,000	5,000
<b>TOTAL RETIREMENT FUND</b>	<b>5,820,000</b>	<b>6,025,000</b>	<b>6,330,000</b>	<b>305,000</b>
<b>AUTOMOTIVE EQUIPMENT FUND (128)</b>				
3511 Interest	18,000	10,000	10,000	-
3651 Vehicle Charges	1,253,400	1,253,400	1,308,000	54,600
<b>TOTAL AUTOMOTIVE EQUIPMENT</b>	<b>1,271,400</b>	<b>1,263,400</b>	<b>1,318,000</b>	<b>54,600</b>
<b>SELF-INSURANCE FUND (129)</b>				
3511 Interest	35,000	15,000	18,000	3,000
3652 Insurance Charges	4,563,000	4,563,000	4,623,000	60,000
<b>TOTAL SELF-INSURANCE FUND</b>	<b>4,598,000</b>	<b>4,578,000</b>	<b>4,641,000</b>	<b>63,000</b>
<b>STATE GAS TAX FUND (136)</b>				
3241 2106 Gas Tax	165,000	165,000	165,000	-
3242 2107 Gas Tax	255,000	320,000	320,000	-
3243 2107.5 Gas Tax	6,000	6,000	6,000	-
3244 2105 Gas Tax	200,000	240,000	240,000	-
3245 2103 Gas Tax	450,000	450,000	350,000	(100,000)
Interest	16,000	20,000	20,000	-
<b>TOTAL STATE GAS TAX FUND</b>	<b>1,092,000</b>	<b>1,201,000</b>	<b>1,101,000</b>	<b>(100,000)</b>
<b>SEWER FUND (137)</b>				
3601 Sewer User Fee	2,000,000	2,000,000	2,000,000	-
<b>TOTAL SEWER FUND</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>-</b>
<b>STREET LIGHT FUND (140)</b>				
3661 Street Lighting	-	1,000	-	(1,000)
<b>TOTAL STREET LIGHT FUND</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>(1,000)</b>
<b>TRAFFIC CONGESTION RELIEF FUND (145)</b>				
3511 Interest	-	-	-	-
<b>TOTAL TRAFFIC CONGESTION RELIEF</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF SAN GABRIEL**  
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**2014-15 Through 2015-16**

	<u>2014-15 Adopted Budget</u>	<u>2014-15 Revised Budget</u>	<u>2015-16 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
<b>OFFICE OF TRAFFIC SAFETY GRANT FUND (147)</b>				
3229 OTS Grant	150,000	261,000	-	(261,000)
<b>TOTAL OTS GRANT FUND</b>	<b>150,000</b>	<b>261,000</b>	<b>-</b>	<b>(261,000)</b>
<b>WASTE MANAGEMENT FUND (150)</b>				
3629 Recycling Fees	20,000	20,000	20,000	-
3671 Solid Waste Surcharge	450,000	450,000	450,000	-
<b>TOTAL WASTE MANAGEMENT FUND</b>	<b>470,000</b>	<b>470,000</b>	<b>470,000</b>	<b>-</b>
<b>AIR QUALITY MANAGEMENT DISTRICT FUND (151)</b>				
3245 AQMD	50,000	50,000	50,000	-
3511 Interest	100	200	200	-
<b>TOTAL AQMD FUND</b>	<b>50,100</b>	<b>50,200</b>	<b>50,200</b>	<b>-</b>
<b>MISSION PLAYHOUSE FUND (152)</b>				
3529 Other Rental Income	148,562	10,000	10,000	-
3531 Building Rentals	201,750	201,750	211,750	10,000
3532 Rental Subsidy	(44,530)	(44,530)	(44,530)	-
3533 Equipment Rental	49,500	49,500	49,500	-
3534 Parking	45,000	45,000	45,000	-
3536 Labor Charges	250,000	250,000	250,000	-
3537 Concessions	28,544	28,544	33,000	4,456
3538 Capital Improvement Surcharge	45,000	45,000	45,000	-
<b>TOTAL MISSION PLAYHOUSE FUND</b>	<b>723,826</b>	<b>585,264</b>	<b>599,720</b>	<b>-</b>
<b>STATE SUPPLEMENTAL LAW ENFORCEMENT FUND (160)</b>				
3228 AB 3229 Revenue	100,000	100,000	100,000	-
3511 Interest	1,000	1,000	1,000	-
<b>TOTAL STATE SUPP. LAW ENFORCE.</b>	<b>101,000</b>	<b>101,000</b>	<b>101,000</b>	<b>-</b>
<b>ASSET FORFEITURE-DEPARTMENT OF JUSTICE FUND (161)</b>				
3415 Department of Justice	-	10,000	-	(10,000)
3511 Interest	7,000	3,000	3,000	-
<b>TOTAL ASSET FORFEITURE-DOJ</b>	<b>7,000</b>	<b>13,000</b>	<b>3,000</b>	<b>(10,000)</b>
<b>ASSET FORFEITURE-DEPARTMENT OF TREASURY FUND (162)</b>				
3415 Department of Treasury	-	20,000	-	(20,000)
3511 Interest	1,000	400	400	-
<b>TOTAL ASSET FORFEITURE-DOT</b>	<b>1,000</b>	<b>20,400</b>	<b>400</b>	<b>(20,000)</b>

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	<u>2014-15 Adopted Budget</u>	<u>2014-15 Revised Budget</u>	<u>2015-16 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
<b>ASSET FORFEITURE-STATE FUND (163)</b>				
3415 State	-	-	-	-
3511 Interest	500	100	100	-
<b>TOTAL ASSET FORFEITURE-STATE</b>	<b>500</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>PARKING FUND (165)</b>				
3511 Interest	-	-	-	-
3990 Miscellaneous	-	-	-	-
<b>TOTAL PARKING FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEVELOPMENT IMPACT FEES FUND (172)</b>				
3511 Interest	25,000	15,000	15,000	-
3662 Park & Recreation Facilities Impact	30,000	227,384	30,000	(197,384)
3663 Sanitary Sewer System Facilities Impact	945,000	945,000	945,000	-
3664 Police Facility Impact Fee	60,000	60,000	60,000	-
3665 Fire Facility Impact Fee	250,000	250,000	250,000	-
3666 Traffic Impact Fee	695,000	695,000	695,000	-
<b>TOTAL DEVELOPMENT IMPACT FUND</b>	<b>2,005,000</b>	<b>2,192,384</b>	<b>1,995,000</b>	<b>(197,384)</b>
<b>PARK &amp; RECREATION ACTIVITY FUND (173)</b>				
3682 Off Area Trips	40,000	30,000	30,000	-
3683 Recreation Classes	80,000	70,000	70,000	-
3684 Dance & Baton	1,000	1,000	15,000	14,000
3685 Day Camp Program	39,600	25,000	25,000	-
3686 Tennis	3,000	13,000	13,000	-
3687 Special Activity Donation	30,000	15,000	15,000	-
3688 Senior Social Dance	2,500	2,500	2,500	-
3689 Recreation Class Insurance	4,500	4,500	4,500	-
<b>TOTAL PARK &amp; REC. ACTIVITY FUND</b>	<b>200,600</b>	<b>161,000</b>	<b>175,000</b>	<b>14,000</b>
<b>PROPOSITION "A" LOCAL RETURN FUND (180)</b>				
3232 Local Return - Prop. "A"	700,000	700,000	700,000	-
3511 Interest	2,500	5,000	5,000	-
3529 Other Rental Income	6,000	-	-	-
<b>TOTAL PROP. "A" LOCAL RETURN FUND</b>	<b>708,500</b>	<b>705,000</b>	<b>705,000</b>	<b>-</b>
<b>PROPOSITION "C" LOCAL RETURN FUND (181)</b>				
3233 Local Return - Prop. "C"	580,000	580,000	580,000	-
3511 Interest	30,000	15,000	15,000	-
<b>TOTAL PROP. "C" LOCAL RETURN FUND</b>	<b>610,000</b>	<b>595,000</b>	<b>595,000</b>	<b>-</b>
<b>MEASURE "R" FUND (183)</b>				
3237 Local Return - Measure "R"	450,000	450,000	450,000	-
3511 Interest	20,000	10,000	10,000	-

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	<u>2014-15</u> Adopted Budget	<u>2014-15</u> Revised Budget	<u>2015-16</u> Estimated Budget	Increase/ (Decrease)
<b>MEASURE "R" FUND (183) (Continued)</b>				
3921 Proceeds of Loan	3,800,000	3,800,000	-	(3,800,000)
<b>TOTAL MEASURE "R" FUND</b>	<b>4,270,000</b>	<b>4,260,000</b>	<b>460,000</b>	<b>(3,800,000)</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (185)</b>				
3218 CDBG Allocation	312,982	668,197	483,960	(184,237)
<b>TOTAL CDBG FUND</b>	<b>312,982</b>	<b>668,197</b>	<b>483,960</b>	<b>(184,237)</b>
<b>OTHER GRANTS FUND (186)</b>				
3212 FEMA Grants	-	-	-	-
3214 TEA-21	-	1,588,375	-	(1,588,375)
3215 Homeland Security Grant	-	135,714	-	(135,714)
3219 Department of Justice	-	-	-	-
3225 State Grants	24,000	4,556,727	48,300	(4,508,427)
3234 County Grant	-	61,520	250,000	188,480
3235 STP-L Reimbursements	-	668,383	-	(668,383)
3245 Grants - Other Agencies	2,093,000	5,833,452	93,000	(5,740,452)
<b>TOTAL OTHER GRANTS</b>	<b>2,117,000</b>	<b>12,844,171</b>	<b>391,300</b>	<b>(12,452,871)</b>
<b>REDEVELOPMENT - CAPITAL PROJECTS FUND (191)</b>				
3116 Tax Increment	-	-	-	-
3511 Interest	-	-	-	-
<b>TOTAL REDEV. - CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LOW INCOME HOUSING FUND (192)</b>				
3117 20% Set Aside	-	-	-	-
3511 Interest	-	-	-	-
3990 Miscellaneous	-	-	-	-
<b>TOTAL LOW INCOME HOUSING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REDEVELOPMENT OBLIGATION RETIREMENT FUND (193)</b>				
3116 Tax Increment	-	-	-	-
3224 Federal/State Reimbursements	400,000	5,000	475,000	470,000
3990 Miscellaneous	-	-	-	-
<b>TOTAL ROPS</b>	<b>400,000</b>	<b>5,000</b>	<b>475,000</b>	<b>470,000</b>
<b>TOTAL REVENUES</b>	<b>58,225,184</b>	<b>77,164,207</b>	<b>52,192,475</b>	<b>(24,971,732)</b>

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

**GENERAL FUND:**

Taxes

Property Tax

**Description:** 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

**Description:** 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

**Description:** 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

**Description:** 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

**Description:** 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

**Description:** 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.

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

**Revenues From Other Agencies**

**ARRA (Stimulus) Funding**

**Description:** 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.

**Motor Vehicle in Lieu**

**Description:** 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**

**Description:** Reimbursements for various Federal and State programs.

**State Mandated Reimbursement**

**Description:** 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**

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

**County Grants**

**Description:** Grants most often given for Parks and Recreation programs.

**Grants - Other Agencies**

**Description:** Federal grants given for programs such as Homeland Security training.

**Licenses & Permits**

**Business Licenses**

**Description:** 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.

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

**Dog Licenses**

**Description:** 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**

**Description:** 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**

**Description:** 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**

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

**Plumbing Permits**

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

**Electrical Permits**

**Description:** Electrical Permits are issued pursuant to the California 2013 California Building Code and are required for most electrical projects.

**Sign Permits**

**Description:** 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.

**Overnight Parking Permits**

**Description:** 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.

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

**CASp Program**

**Description:** 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**

**Vehicle Code Fines - Court**

**Description:** 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.

**Other Fines - Court**

**Description:** 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.

**Parking Fines - City**

**Description:** Fines paid to the City for parking violations.

**Administrative Citation**

**Description:** 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**

**Interest**

**Description:** Interest earned on governmental securities held in the City's General Fund.

**Interest - RDA**

**Description:** Interest earned on governmental securities held in the name of the former Redevelopment Agency.

**Unrealized Gain/Loss**

**Description:** 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.

**Other Rental Income**

**Building Rentals**

**Rental Subsidy**

**Description:** Income earned from the rental of City properties and buildings, such as the Park and Ride Lots, Mission Playhouse, etc.

**Equipment Rental**

**Description:** Income earned from the rental of City owned equipment

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

<b>Parking</b>	<b>Description:</b> Income earned from the rental of parking spaces at City facilities such as the Mission Playhouse.
<b>Labor Charges</b>	<b>Description:</b> Income earned from the hiring of City personnel outside of regular business hours or for special projects.
<b><u>Community Development</u></b>	
<b>Plan Checking</b>	<b>Description:</b> Revenue from plan or map checking fees that are not a part of the building or planning permit fee process.
<b>Public Works Fees</b>	<b>Description:</b> Fees charged for such things as street improvement, street cuts and curb cuts, paid by a developer doing work as part of a project.
<b>Special Project Plan Check Services</b>	<b>Description:</b> Fees paid to in-house or contract plan checkers related to major development projects.
<b>Street Sweeping</b>	<b>Description:</b> City's share of monies per contract with Athens Services.
<b>Graffiti Removal</b>	<b>Description:</b> City's share of monies per contract with Athens Services.
<b>Sewer Maintenance</b>	<b>Description:</b> Revenue from sewer connection fees paid as part of building permits.
<b>General Plan "Set Aside" Fee</b>	<b>Description:</b> Monies collected when building permits are issued to be used for the General Plan and Zoning updates.
<b>Planning Fees</b>	<b>Description:</b> Fees charged by the Planning Division for such things as Conditional Use Permits, Environmental Reviews, various permits, etc.
<b>Advertising and Posting Fees</b>	<b>Description:</b> Fees charged for the costs associated with sending and posting notifications pertaining to public hearings.
<b><u>Public Safety</u></b>	
<b>Fire Services</b>	<b>Description:</b> 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.

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

**Police Services**

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

**Facility Rental - EOC**

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

**Ambulance Fees**

**Description:** Revenue received from ambulance transport provided by City ambulances.

**False Alarms**

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

**Witness Fees**

**Description:** Fees paid to compensate City personnel who are called to testify in court hearings outside of regular work hours.

**Recreation**

**Recreation Fees**

**Description:** Fees paid for programs and classes offered by the City's Community Services Department.

**Lighted Fields**

**Description:** Fees paid to provide lights at night time games played at City parks.

**Swimming Pool**

**Description:** Revenue received from the rental of the swimming pool in Smith Park.

**Adult Center**

**Description:** Revenue received from the rental of the Adult Center.

**Other Revenue**

**Sale of Records**

**Description:** Fees paid for duplication of records requested under the Public Records Act.

**POST Reimbursement**

**Description:** Reimbursement for "Police Officers Standards and Training" programs.

**CDBG Admin./Reimbursements**

**Description:** Reimbursements related to the administration of Community Development Block Grant programs.

**Proposition "A" Administration**

**Description:** 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.

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

<b>Damage Recovery</b>	<b>Description:</b> Reimbursement received for repairs made to City property damaged in the course of accidents or natural destruction.
<b>Election Cost Reimbursement</b>	<b>Description:</b> Monies returned by the L.A. Community College District to offset the cost of the local election.
<b>Sale of Property</b>	<b>Description:</b> Revenue from the sale of City property.
<b>Proposition "C" Administration</b>	<b>Description:</b> 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.
<b>Proceeds from Prop. "A" Exchange</b>	<b>Description:</b> Funds received from the sale of unused Prop. "A" funds to other municipalities.
<b>Donations</b>	<b>Description:</b> Monies donated to the City for a variety of reasons.
<b><u>Retirement Fund</u></b> <b>Property Tax</b>	<b>Description:</b> City's share of that portion of City property taxes voted by the public to help fund the City's retirement plan.
<b><u>Automotive Equipment Fund</u></b> <b>Interest</b>	<b>Description:</b> Interest earned on funds set aside for the maintenance and purchase of automotive equipment.
<b>Vehicle Charges</b>	<b>Description:</b> Charges for the maintenance and purchase of automotive equipment.
<b><u>Self-Insurance Fund</u></b> <b>Insurance Charges</b>	<b>Description:</b> Charges for the City's Insurance program.
<b><u>State Gas Tax Fund</u></b> <b>Various funds</b>	<b>Description:</b> The State Streets and Highway Code provides for cities to receive apportioned and allocated amounts of gas and diesel fuel taxes.
<b><u>Sewer Fund</u></b>	<b>Description:</b> Effective 2014, fees that property owners will pay to help raise revenue to repair and replace the City's aging sewer system.

## CITY SAN GABRIEL

### 2015-16 Actual and Estimated Revenue Notes

#### Office of Traffic Safety Grant Fund

**Description:** 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

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

Solid Waste Surcharge

**Description:** Revenue received per contract with Waste Management.

#### Air Quality Management District Fund

AQMD

**Description:** 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

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

Equipment Rental

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

Parking

**Description:** Revenue derived from parking fees collected from Mission Playhouse patrons.

Labor Charges

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

Capital Improvement Surcharge

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

Concessions

**Description:** Revenue from the sale of snacks at Playhouse events.

#### State Supplemental Law Enforcement Fund

AB 3229 Revenue

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

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

**Asset Forfeiture - Dept. of Justice Funds**

Dept. of Justice, Treasury, State

**Description:** 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.

**Parking Fund**

Miscellaneous and Interest

**Description:** 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

**Description:** 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

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

**Proposition "A" Local Return Fund**

**Description:** 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**

**Description:** 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**

**Description:** 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.

**CITY SAN GABRIEL**  
**2015-16 Actual and Estimated Revenue Notes**

**Community Development Block Grant (CDBG)  
Fund**

**Description:** 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**

**Description:** 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**

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

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# ***Capital Improvements Budget***

**CITY OF SAN GABRIEL  
CAPITAL AND SPECIAL PROJECTS BUDGET  
FISCAL YEAR 2015-16**

<u>Project #</u>	<u>Account #</u>	<u>Description</u>	<u>Funding Source</u>	<u>Amount</u>
<b><u>Special Projects</u></b>				
122-707- 15 -99-099		Broadcast Council Meetings	General	30,000
122-800- 15 -96-098		Holiday Banners & Brackets	General	6,000
122-800- 15 -96-526		Stormwater Program	General	185,000
122-800- 15 -96-529		Flats, Oils and Grease (FOG) Program	General	25,000
122-850- 15 -96-095		Park Impact Fee Nexus Study	General	40,000
122-850- 40 -96-096		Parks and Open Space Master Plan	Development Impact	150,000
122-800- 47 -96-097		Community Engagement for 710 Study	Prop A	25,000
122-800- 57 -96-887		ACE Project Coordinator Consultant	ACE	93,000
122-800- 57 -96-582		CalRecycle Used Oil Program	CalRecycle	11,300
122-800- 57 -96-583		CalRecycle Beverage Program	CalRecycle	12,000
<b>Total Special Projects</b>				<b>577,300</b>
<b><u>Capital Improvement</u></b>				
<b><u>Street Improvements</u></b>				
1-08-12	122-800- 58 -97-100	Del Mar Rehabilitation - Valley to I-10	Measure R	872,540
1-08-12	122-800- 55 -97-100	Del Mar Rehabilitation - Valley to I-10	Waste Management	163,460
1-08-14	122-800- 58 -97-101	Del Mar Rehabilitation - Wells to Valley	Measure R	953,000
1-08-15	122-800- 58 -97-102	Del Mar Rehabilitation - Wells to Mission	Measure R	1,974,460
1-08-35	122-800- 58 -97-704	Great Streets Program	Measure R	(3,800,000)
1-08-35	122-800- 41 -97-704	Great Streets Program	Gas Tax	563,166
1-08-36	122-800- 41 -97-713	Citywide Pedestrian & Traffic Safety Improv.	Gas Tax	30,000
1-08-41	122-800- 41 -96-604	ADA Sidewalk & Curb Ramp Compliance	Gas Tax	50,000
1-11-62	122-800- 41 -97-747	Annual Street Sign Replacement	Gas Tax	20,000
1-12-66	122-810- 41 -96-727	Annual Pavement Marking Program	Gas Tax	50,000
1-12-64	122-800- 46 -97-748	Citywide Series Street Light Retrofit	Street Light Fund	21,000
1-14-01	122-800- 58 -96-700	I-Bank Loan Repayment	Measure R	375,000
1-14-02	122-800- 53 -97-732	Street Repair & Curb Ramp Project	CDBG	314,500
<b>Total Street Improvements</b>				<b>1,587,126</b>
<b><u>Sewer System Improvements</u></b>				
4-12-07	122-800- 38 -97-791	Sewer Manhole Rehabilitation Program	Sewer	(40,000)
4-14-01	122-800- 38 -97-728	Del Mar Ave Sewer Upgrade	Sewer	1,200,000
<b>Total Sewer System Improvements</b>				<b>1,160,000</b>
<b><u>Park Improvements</u></b>				
5-08-02	122-850- 57 -97-907	Vincent Lugo Park Renovation Phase 2	Other Grants	250,000
<b>Total Park Improvements</b>				<b>250,000</b>
<b><u>Public Facilities Improvements</u></b>				
6-08-02	122-800- 15 -97-751	New City Public Works Yard	General	1,042,638
<b>Total Public Facilities Improvements</b>				<b>1,042,638</b>
<b><u>Equipment Improvements</u></b>				
7-10-13	122-751- 37 -99-201	Police Vehicles	Auto Shop	198,000
7-15-02	122-800- 41 -99-766	Asphalt Patch Truck	Gas Tax	170,000
7-15-04	122-800- 41 -99-783	Pavement Crack Seal Equipment	Gas Tax	65,000
<b>Total Public Facilities Improvements</b>				<b>433,000</b>

**CITY OF SAN GABRIEL  
CAPITAL AND SPECIAL PROJECTS BUDGET  
FISCAL YEAR 2015-16**

<u>Project #</u>	<u>Account #</u>	<u>Description</u>	<u>Funding Source</u>	<u>Amount</u>
<b><u>Capital Improvement Continued</u></b>				
<b><u>Other Improvements</u></b>				
8-09-31	122-800- 41 -96-754	Annual Bridge Repair Program	Gas Tax	150,000
8-15-05	122-810- 15 -99-800	Land Management System	General	150,000
<b>Total Public Facilities Improvements</b>				<b>300,000</b>
<b>Total Capital Improvement</b>				<b>4,772,764</b>
<b><u>Capital Outlay</u></b>				
	122-800- 15 -99-920	City Hall LED Light Fixture Retrofit	General	20,000
	122-800- 15 -99-213	Riding Aerator Machine	General	15,000
	122-800- 38 -99-925	Emergency Light Tower/Generator Trailer	Sewer	10,000
	122-800- 38 -99-926	Sewer Easement Machine	Sewer	37,000
	122-800- 38 -99-927	Sewer Spill Response Trailer	Sewer	8,000
	122-800- 41 -99-921	Vibratory Plate Compactor	Gas Tax	4,500
	122-800- 51 -99-922	Gator Electric Utility Vehicle	AQMD	11,000
	122-800- 51 -99-767	Public Works Vehicles	AQMD	51,000
	122-751- 43 -99-910	Individual First Aid Kits	Asset Forfeiture	10,000
	122-751- 43 -99-250	Technology Upgrades	Asset Forfeiture	15,000
	122-751- 43 -99-909	Firearms Enhancements	Asset Forfeiture	25,500
	122-751- 57 -99-911	Voice Logging System	Other Grants	25,000
<b>Total Capital Outlay</b>				<b>232,000</b>
<b>TOTAL CAPITAL AND SPECIAL PROJECTS BUDGET</b>				<b>5,582,064</b>

**CITY OF SAN GABRIEL**  
**Capital Improvements Budget Descriptions**  
**2015-16**

Project #	Project Title	Project Description
<b><u>Special Projects</u></b>		
	Broadcasting Council Meetings	This project will fund broadcasting equipment to televise Council Meetings on the government access network. Funds will be provided through PEG cabling fees and be used in the efforts of cabling and televising Council Meetings.
	Holiday Banners & Brackets	This project will purchase holiday banners and permanent pole banner brackets along the full length of Las Tunas Drive.
	Stormwater Program	This project will provide management of mandated permit fees and monitoring programs associated with NPDES and State/Regional Water Broad.
	Flats, Oils, and Grease (FOG) Program	This project will fund consultant services for the management of inspections, reporting and outreach of the City's FOG program.
	Park Impact Fee Nexus Study	This project will assess the feasibility of establishing park impact fees as a revenue source for the implementation of the Master Plan. It will examine the existing fees, establish the legal and policy basis for the implementation of new fees, and review the possibility of in-lieu fees.
	Parks and Open Space Master Plan	This project will provide the first step towards developing new open space in the city. The master plan will guide the rehabilitation and further development of the City's existing parks and outline opportunities for acquisition and development of new parks and recreational space.
	Community Engagement for 710 Study	This request will provide funding for community outreach and advocacy for the SR 710 project, including participation in the 710 Coalition.
	ACE Project Coordinator Consultant	This project will provide consultation for the ACE trench project. The coordinator will be reimbursed by Alameda Corridor-East Construction Authority.
	CalRecycle Used Oil Program	CalRecycle administers this program to provide opportunities for local governments to receive payments for used old and used oil filter collection/recycling programs. The goal of the program is for educational outreach and provide residents with used oil filter collection opportunities.
	CalRecycle Beverage Program	CalRecycle administers this program to provide opportunities for beverage container recycling and grant funds for participating cities. The goal of the program is for educational outreach and provide residents with recycling opportunities

**CITY OF SAN GABRIEL**  
**Capital Improvements Budget Descriptions**  
**2015-16**

Project #	Project Title	Project Description
<b><u>Capital Improvement</u></b>		
1-08-12	Del Mar Rehabilitation Valley to I-10	This project will rehabilitate the pavement on Del Mar Avenue from Valley Boulevard to Interstate 10 freeway. This project consists of constructing a rubberized asphalt concrete pavement overlay, repairing failed pavement, cold planing the pavement to accommodate the overlay, adjusting manholes to grade, removing and replacing broken concrete curb, gutter, and sidewalk, installing ADA-compliant curb ramps, replacing traffic signal loop detectors, and replacing pavement markings.
1-08-14	Del Mar Rehabilitation Wells to Valley	This project will rehabilitate the pavement on Del Mar Avenue from Wells Street to Valley Boulevard. This project consists of constructing a rubberized asphalt concrete pavement overlay, repairing failed pavement, cold planing the pavement to accommodate the overlay, adjusting manholes to grade, removing and replacing broken concrete curb, gutter, and sidewalk, installing ADA-compliant curb ramps, replacing traffic signal loop detectors, and replacing pavement markings.
1-08-15	Del Mar Rehabilitation Wells to Mission	This project will rehabilitate the pavement on Del Mar Avenue from Fairview Avenue to Valley Boulevard. This project consists of constructing a rubberized asphalt concrete pavement overlay, repairing failed pavement, cold planing the pavement to accommodate the overlay, adjusting manholes to grade, removing and replacing broken concrete curb, gutter, and sidewalk, installing ADA-compliant curb ramps, replacing traffic signal loop detectors, and replacing pavement markings.
1-08-35	Great Streets Program	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.
1-08-36	Citywide Pedestrian and Traffic Safety Improvement	This ongoing annual program will implement various projects to improve the safety of City roadways for pedestrians and drivers. Priority will be given to school traffic safety needs. The Engineering Division will evaluate projects on an annual basis under this program. Improvements may include striping changes, sign or signal modifications, installation of crosswalk markings, conducting traffic studies, minor roadway modifications and traffic calming measures.

**CITY OF SAN GABRIEL**  
**Capital Improvements Budget Descriptions**  
**2015-16**

Project #	Project Title	Project Description
<b><u>Capital Improvement Continued</u></b>		
1-08-41	ADA Sidewalk & Curb Ramp Compliance	This annual project is mandated by Title II of the Americans with Disabilities Act of 1990, which requires that a public entity self-evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination requirements of the ADA.
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. FHWA standards require state and local agencies to assess their road signs and develop a replacement plan for non-compliant signs. The project will initially replace all the stop signs and all the low reflectivity signs throughout the City.
1-12-66	Annual Pavement Marking Program	This annual program will maintain striping, crosswalks, and other pavement markings that identify travel lanes and other guidance markings for auto, pedestrian, and bicycle transportation.
1-12-64	Citywide Series Street Light Retrofit	This project will replace the existing series, high voltage street lighting systems in various locations citywide with modern, multiple circuit lighting systems. The existing systems are prone to outages, difficult to maintain, and replacement components are no longer manufactured. Work includes installation of new conduit, wires, luminaires and energy-efficient lamps.
1-14-01	I-Bank Loan Repayment	Fifteen-year repayment of California Infrastructure Bank loan for \$3.8 million to accelerate delivery of payment projects for years FY 2015-16 through 2017-18. Annual payments continue through 2031.
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.
4-12-07	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 Upgrade	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.
5-08-02	Vincent Lugo Park Renovation Phase 2	This project includes the design and construction of picnic shelters and playground equipment and proposes revisions to the prior Vincent Lugo Park Phase 2 Renovation.

**CITY OF SAN GABRIEL**  
**Capital Improvements Budget Descriptions**  
**2015-16**

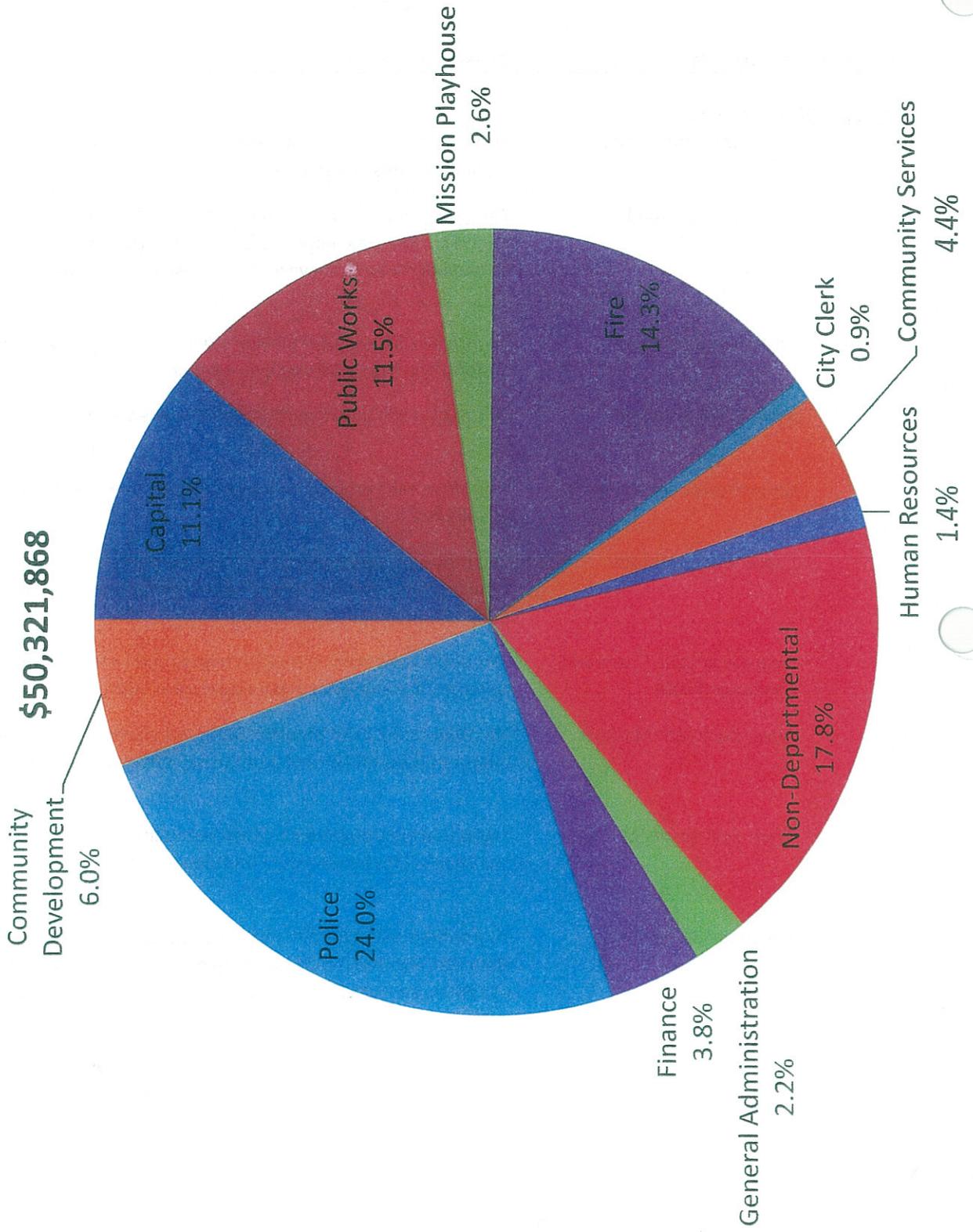
Project #	Project Title	Project Description
<b><u>Capital Improvement Continued</u></b>		
6-08-02	New City Public Works Yard	A new, relocated Public Works Facility is needed to allow for construction of a new and larger Police Station (CIP #6-08-03) to replace these two City aging facilities. This will provide for construction of a new Police Station while keeping the current station in operation. An administration building, automotive garage, workshops, storage areas, equipment bays, a small transfer station, and related improvements will be constructed at the Transfer Station site.
7-10-13	Police Vehicles	This project will fund the annual acquisition of Police Vehicles to include 4 front line patrol vehicles, replacement of 1 staff vehicle and 1 police motorcycles each year.
7-15-02	Asphalt Patch Truck	This project will purchase an "all-in-one" asphalt repair truck and associated equipment necessary to perform pavement patching to prolong the life of the street network and reduce future pavement repair costs. This truck will have the ability to store hot asphalt for extended periods and carry the equipment necessary for crews to prepare potholes for repair, place and compact hot mix asphalt for permanent pothole repairs and small street patches.
7-15-04	Pavement Crack Seal Equipment	This project will purchase a crack seal trailer and associated equipment necessary to perform pavement crack sealing to prolong the life of the street network and reduce future pavement repair costs.
8-09-31	Annual Bridge Repair Program	This program of projects will perform needed bridge repairs based on inspection reports prepared by the Los Angeles County Public Works Department. The City currently has thirteen bridges that carry vehicular traffic as well as one pedestrian bridge over Interstate 10.
8-15-05	Land Management System	This project will fund a Request For Proposal (RFP) for a comprehensive Land Management System. The purpose of the RFP is to solicit proposals from qualified vendors demonstrating their capability in developing a program that can provide easy to use parcel-specific information for staff and create a mechanism for tracking all submittals to the City.
<b><u>Capital Outlay</u></b>		
	City Hall LED Light Fixture Retrofit	This project will replace existing compact fluorescent light fixtures throughout City Hall with energy efficient, long life LED fixtures.
	Riding Aerator Machine	This project will fund a riding aerator machine to remove core and plus of grass in the city.

**CITY OF SAN GABRIEL**  
**Capital Improvements Budget Descriptions**  
**2015-16**

Project #	Project Title	Project Description
<b><u>Capital Outlay Continued</u></b>		
	Vibratory Plate Compactor	This project will fund the replacement of an obsolete compactor used for repairing streets and sidewalks.
	Individual First Aid Kits	This project will equip each Police Officer with an approved Individual First Aid Kit (IFAK). The IFAK includes life saving components for Officers to use in case of traumatic injury to save lives and lessen injury damage.
	Technology Upgrades	This project will provide the Police Department with technology upgrades to desktops, laptops, and a video projector.
	Firearm Enhancement	This project will update patrol rifles to current law enforcement standards.
	Gator Electric Utility Vehicle	This project will provide for maintenance and to operate turf groomer at Marshall Park.
	Public Works Vehicles	This project will purchase a Ford F150 extended cab pickup truck and a compact hybrid vehicle for use as pool vehicles in the Public Works Administration and Engineering Divisions.
	Emergency Light Tower and Generator Trailer	This project will purchase a light tower trailer with portable 6000 watt generator for emergency spill response at night.
	Sewer Easement Machine	This project will fund a mobile easement machine, which will provide for more efficient access and cleaning of the city's backyard sewers.
	Sewer Spill Response Trailer	This project will purchase an enclosed utility trailer and associated small tools and supplies for containment and cleanup of sewer spills.
	Voice Logging System	This project will replace the obsolete existing voice logger system. The voice logger records radio traffic and phone lines to the Police Communication Center and selected phone lines in the Police Department System.

**CITY OF SAN GABRIEL**  
**Total All Expenditures**  
**2015-2016**

**\$50,321,868**



# ***Operating Expenditures Budgets***

**CITY OF SAN GABRIEL**  
**Operating Budget Comparison**  
**2011-12 Through 2015-16**

	Adopted Budget 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16
Administration	\$ 1,907,568	\$ 2,099,514	\$ 1,866,087	\$ 1,658,382	\$ 1,127,305
Human Resources	-	-	-	-	688,239
City Clerk	-	-	-	516,321	431,351
Finance	1,479,782	1,597,211	1,527,636	1,773,609	1,915,474
Police	12,274,505	12,336,233	10,888,109	11,588,374	12,071,313
Fire	6,695,520	6,794,883	6,675,640	7,196,859	7,212,953
Community Development	4,998,196	4,852,043	4,215,195	2,857,045	3,006,931
Public Works	2,859,849	3,024,663	3,012,754	5,786,879	5,780,709
Park and Recreation	2,149,220	2,251,002	2,124,349	-	-
Community Services	-	-	-	3,244,480	2,203,200
Mission Playhouse	905,476	896,370	900,757	1,079,082	1,320,310
Non-Departmental	7,090,000	7,428,000	8,650,696	9,549,757	8,982,019
<b>TOTAL</b>	<b>\$ 40,360,116</b>	<b>\$ 41,279,919</b>	<b>\$ 39,861,223</b>	<b>\$ 45,250,788</b>	<b>\$ 44,739,804</b>

**CITY OF SAN GABRIEL**  
**Operating Budgets By Fund**  
**2015-16**

	Admin.	Human Resources		City Clerk	Finance	Police	Fire	Comm. Dev.	Public Works	Comm. Services	Mission Playhouse	Non-Dept.	Grand Total
		Resources	Admin.										
General Fund	1,127,305	688,239	431,351	1,915,474	11,930,262	7,212,953	2,830,001	4,222,051	1,232,778	-	2,863,000	34,453,414	
AB 3229					141,051								141,051
C.D.B.G. Fund							111,930			57,530			169,460
R.P.T.T.F. Fund							65,000						65,000
Auto Shop								801,104					801,104
Sewer Fund								726,577					726,577
PROP "A"									156,261				156,261
PROP "C"								30,977	512,786				543,763
Parks & Rec Fund									243,845				243,845
Mission Playhouse											1,320,310		1,320,310
Risk Management												6,119,019	6,119,019
<b>TOTAL</b>	<b>\$1,127,305</b>	<b>\$688,239</b>	<b>\$431,351</b>	<b>\$1,915,474</b>	<b>\$12,071,313</b>	<b>\$7,212,953</b>	<b>\$3,006,931</b>	<b>\$5,780,709</b>	<b>\$2,203,200</b>	<b>\$1,320,310</b>	<b>\$8,982,019</b>	<b>\$44,739,804</b>	

**CITY OF SAN GABRIEL**  
**Departmental Operating Budgets By Expenditure Type**  
**2015-16**

	Full-Time Authorized Positions		Personnel Services		Services Supplies		Total
Administration	10	\$	784,867	\$	342,438	\$	1,127,305
Human Resources	5		465,842		222,397		688,239
City Clerk	3		407,235		24,116		431,351
Finance	10		1,132,190		783,284		1,915,474
Police	69		10,773,119		1,298,194		12,071,313
Fire	35		5,729,651		1,483,302		7,212,953
Community Development	15		1,825,147		1,181,784		3,006,931
Public Works	30		3,258,942		2,521,767		5,780,709
Community Services	7		1,193,001		1,010,199		2,203,200
Mission Playhouse	5		1,018,552		301,758		1,320,310
Non-Departmental	0		0		8,982,019		8,982,019
<b>TOTAL</b>	<b>189</b>	<b>\$</b>	<b>26,588,546</b>	<b>\$</b>	<b>18,151,258</b>	<b>\$</b>	<b>44,739,804</b>

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# ***Glossary of Budget Terms***

## 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.

**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.

## GLOSSARY OF BUDGET TERMS

**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.

**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.

## GLOSSARY OF BUDGET TERMS

**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).

**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.

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***Appropriations Limit***

**CITY OF SAN GABRIEL**  
**Appropriations Limit Summary**  
**2015-16**

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 2015-16 Appropriations Limit of \$35,062,548 and the Appropriations Subject to the Limit of \$25,980,915 indicates a positive gap between the two. The City will be \$9,081,633 below its Appropriations Limit for Fiscal Year 2015-16.

2014-15	Appropriations Limit		\$33,497,759
2015-16	Change in PCI	=	3.82%
2015-16	Change in Population	=	0.82%
2015-16	Appropriations Limit		\$35,062,548

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**RESOLUTION 15-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2015-16**

**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 2015-16 fiscal year limit as follows:

- A. The Revised Appropriation limit for 2014-2015 of \$33,497,759.
- 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 2015-16 for the City of San Gabriel shall be \$35,062,548.

**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 16<sup>th</sup> day of June 2015.

ATTEST:

\_\_\_\_\_  
Jason Pu, Mayor  
San Gabriel City Council

\_\_\_\_\_  
Eleanor K. Andrew, City Clerk  
City of San Gabriel, California

***Population, Sales Tax  
and Assessed Valuation History***

**CITY OF SAN GABRIEL**  
**Population, Sales Tax and Assessed Valuation History**  
**2015-16**

Fiscal Year	Population	Assessed Valuations	Taxable Sales
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	417,736,360
2014-15	40,517	4,277,534,452	450,000,000 (*)
2015-16	40,900	(*) 4,536,778,964 (*)	465,000,000 (*)

(\*) Estimated

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***Departmental Operating Budgets***

# ***Administration***

# Administration SUMMARY

## Overview

The Administration Department provides high quality management of the City's operations, implementing Council policies and priorities. This budget is comprised of four individual activities and cost centers: City Council, City Manager, City Attorney, and Public Information.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	1,096,385	784,867	784,867	-28%
Services and Supplies	561,997	342,438	342,438	-39%
<b>Total</b>	<b><u>1,658,382</u></b>	<b><u>1,127,305</u></b>	<b><u>1,127,305</u></b>	-32%

<u>Personnel Authorized</u>	13 (FT)	9 (FT)	9 (FT)

## Cost Center Distribution

City Council	262,055	267,231	267,231	2%
City Manager	505,770	565,574	565,574	12%
City Attorney	175,890	175,890	175,890	0%
Human Resources	602,868	-	-	-100%
Public Information	111,799	118,610	118,610	6%
<b>Total</b>	<b><u>1,658,382</u></b>	<b><u>1,127,305</u></b>	<b><u>1,127,305</u></b>	

## Source of Funds

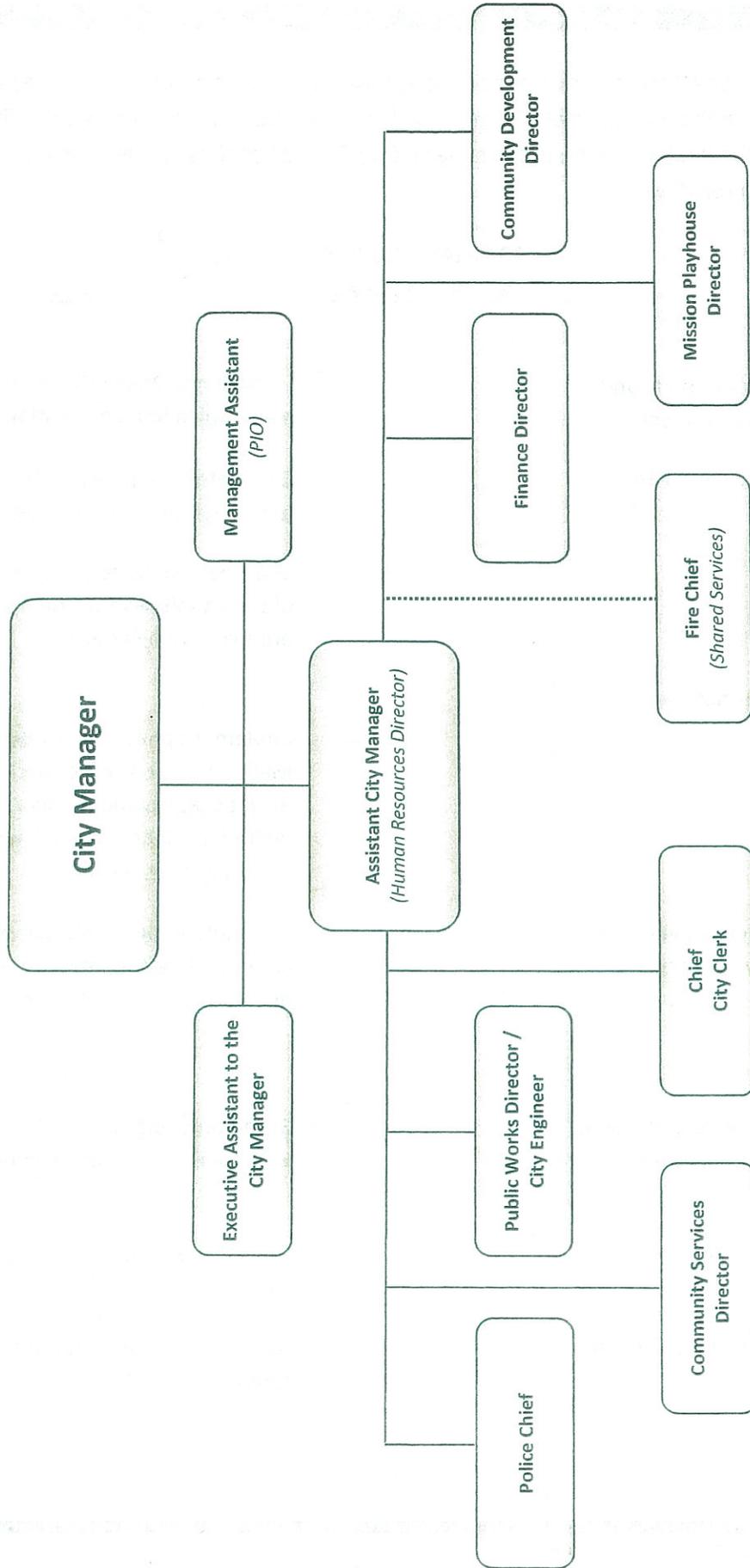
General Fund	<b><u>1,658,382</u></b>	<b><u>1,127,305</u></b>	<b><u>1,127,305</u></b>
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# Administration

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
City Council	5.00	5.00	5.00	53,622	53,622	53,622
City Manager	1.00	1.00	1.00	203,970	200,232	200,232
Executive Assistant to the CM	1.00	1.00	1.00	69,768	72,576	72,576
Management Assistant (PIO)	1.00	1.00	1.00	49,620	54,204	54,204
Administrative Assistant II	1.00	1.00	1.00	55,771	43,764	43,764
Auto Allowance				11,700	11,700	11,700
Bilingual Pay				1,200	-	-
Overtime				936	936	936
<b><u>Regular Part Time Employees</u></b>						
	-	-	-	-	-	-
<b><u>Seasonal Part Time Budget</u></b>						
Administrative Assistant I				13,440	14,682	14,682

# City of San Gabriel Administration Organizational Chart



# Administration

## DEPARTMENT PERFORMANCE MEASUREMENT

The Administration Department Performance Measurement focuses on outcomes measurement using the objectives in the San Gabriel Strategic Plan: the big five strategic plan goals with successful implementation of the projects that support them, City Council proposed initiatives, and increased communication with residents.

<u>Unit of Measure</u>	<u>2013-14 Actual</u>	<u>2014-15 Estimated</u>	<u>Notes</u>
<b><u>City Manager</u></b>			
Completed key projects to build and improve the City's infrastructure			E. Las Tunas Drive rehabilitation; sewer master plan implementation
Increased economic development			Complete Crowne Plaza, Hyatt projects; pursue grocery and retailers
Engaged Community			Improved public response from wider array of community events, online, digital and print communications
Service excellence a cornerstone of the San Gabriel experience			Implement phase two of Business Friendly Master Plan; box office and concessionaire at Playhouse; expand passport services; Launch next phase tech improvements; GIS and automated permitting
Develop resources by identifying new sources of funding, innovation and efficiency			Complete implementation of share fire command, reorganized Public Works, develop revenue enhancement plan
<b><u>City Council</u></b>			
Cleaner streets and parkways; problem code enforcement issues addressed			Based on additional staffing for Neighborhood Improvement Services
Increased civic transparency			Council meetings to be broadcast or live streamed
More effective, more business friendly codes			Based on proposed update of municipal code zoning standards

# Administration

## DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure Continued</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
<b><u>Public Information</u></b>			
Council weekly subscribers	New measure	463	50 issues per year
Website hits	New measure	277,736	New economic development pages; streamlining and update of website
Social Media followers (Facebook, Twitter, Instagram, Weibo)	New measure	2,682	Added Instagram; Launch Weibo; increase Facebook metrics
Improved emergency communication with residents	New measure	TBD	Implementation of emergency callback capability
Increased penetration of traditional and digital media	New measure	40	Media releases captured in local media

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# 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 the day-to-day performance of the City Manager and the services of the City Attorney, represent the City's interests before regional, state, and federal agencies, and adopt appropriate legislative initiatives.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	160,454	165,630	165,630	3%
Services and Supplies	101,601	101,601	101,601	0%
<b>Total</b>	<b>262,055</b>	<b>267,231</b>	<b>267,231</b>	<b>2%</b>

<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>	-	-	-

### Source of Funds

General Fund	<u>262,055</u>	<u>267,231</u>	<u>267,231</u>
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# Administration

## Cost Center Detail

City Council # 121-701-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		53,622
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		95,990
19-002	Retirement		15,240
19-004	Medicare		778
		<b>Sub-total</b>	<b>165,630</b>
	<b><u>Services and Supplies</u></b>		
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
		<b>Sub-total</b>	<b>101,601</b>
		<b>Cost Center Total</b>	<b>267,231</b>

# 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 2015-16, its key objectives include implementation of the recently adopted strategic plan, increased community engagement, and additional economic development in conjunction with the Community Development Department.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	481,820	541,624	541,624	12%
Services and Supplies	23,950	23,950	23,950	0%
<b>Total</b>	<b>505,770</b>	<b>565,574</b>	<b>565,574</b>	12%
 <u>Regular Full Time Positions</u>	 <b>2.40</b>	 <b>2.10</b>	 <b>2.10</b>	
City Manager	0.95	0.80	0.80	
Assistant City Manager	0.35	0.50	0.50	
Executive Assistant to the CM	0.95	0.80	0.80	
Administrative Assistant II	0.15	-	-	
 <u>Regular Part Time Employees</u>	 -	 -	 -	
 <u>Seasonal Part Time Budget</u>	 <b>13,440</b>	 <b>14,628</b>	 <b>14,628</b>	
 <u>Source of Funds</u>				
General Fund	<b>505,770</b>	<b>565,574</b>	<b>565,574</b>	

# Administration

## Cost Center Detail

City Manager # 121-704-00

<u>Account Number</u>	<u>Personnel</u>	<u>Description</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		367,192
12-000	Part Time Employees		17,839
13-000	Overtime		936
19-001	Health Insurance		49,022
19-002	Retirement		101,038
19-004	Medicare		5,597
		<b>Sub-total</b>	<b>541,624</b>
	<b><u>Services and Supplies</u></b>		
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
		<b>Sub-total</b>	<b>23,950</b>
		<b>Cost Center Total</b>	<b>565,574</b>



# Administration

## Cost Center Detail

City Attorney # 121-705-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted 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		-
		<b>Sub-total</b>	-
		<b><u>Services and Supplies</u></b>	
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
		<b>Sub-total</b>	<b>175,890</b>
		<b>Cost Center Total</b>	<b>175,890</b>

# Administration

## Cost Center Summary

Public Information # 121-711-00

The City's public information function provides communications related to community outreach, public affairs, advocacy, and diversity issues. With the hiring of the City's first full-time employee dedicated public information responsibilities, goals for FY 2015-16 include implementation of a communications plan, additional expansion in the City's social media presence, improved emergency operations communication planning, and enhanced communication ability for a diverse constituency. Specific projects include implementation of Chinese Social Media, such as Weibo, City Council communications training, emergency operations plan, and outreach to Asian and Latino media.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	73,630	77,613	77,613	5%
Services and Supplies	38,169	40,997	40,997	7%
<b>Total</b>	<b>111,799</b>	<b>118,610</b>	<b>118,610</b>	6%

**Regular Full Time Positions**

Management Assistant (PIO)	1.00	1.00	1.00
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**Regular Part Time Employees**

Management Assistant (PIO)	-	-	-
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**Seasonal Part Time Budget**

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**Source of Funds**

General Fund	<b>111,799</b>	<b>118,610</b>	<b>118,610</b>
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# Administration

## Cost Center Detail

Public Information # 121-711-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		54,204
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		18,975
19-002	Retirement		3,648
19-004	Medicare		786
		<b>Sub-total</b>	<b>77,613</b>
	<b><u>Services and Supplies</u></b>		
22-000	Contractual	Allegra Consulting, Etc.	6,000
31-000	Office Operating	Office supplies and related expenses	500
40-010	Cellular Services	Cellular phone expenses	1,310
51-000	Advertising	SG Mission, Kiwanis	775
53-000	Memberships	CA Assoc. of Public Information Officials	225
		City-County Communications & Marketing	390
		Other organizations	10
54-000	Allowances	CA Assoc. of PIO Conf.	1,200
		Training and other conferences	300
62-000	Quarterly Newsletter	Postage - U.S. Postal Service	14,980
		Quarterly newsletter "Grapevine"	13,307
		Translation services	2,000
		<b>Sub-total</b>	<b>40,997</b>
		<b>Cost Center Total</b>	<b>118,610</b>

# ***Human Resources***

# Human Resources

## SUMMARY

### Overview

The Human Resources Department seeks to provide the highest caliber employees and a work environment designed to foster innovation and efficiency. Its functions include employee recruitment and selection; employee training and organizational development; employee and labor relations; workers' compensation, general liability, and risk management programs; classification and compensation; benefits administration; and personnel records management. The department's primary goal for the next year is to implement an online employment application system.

	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
<b><u>Budget in Brief</u></b>				
Personnel	380,481	465,842	465,842	22%
Services and Supplies	222,387	222,397	222,397	0%
<b>Total</b>	<b><u>602,868</u></b>	<b><u>688,239</u></b>	<b><u>688,239</u></b>	<b>14%</b>

<b><u>Personnel Authorized</u></b>	6 (FT)	6 (FT)	6 (FT)
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### Cost Center Distribution

Human Resources	602,868	688,239	688,239	14%
<b>Total</b>	<b><u>602,868</u></b>	<b><u>688,239</u></b>	<b><u>688,239</u></b>	

### Source of Funds

General Fund	<b><u>602,868</u></b>	<b><u>688,239</u></b>	<b><u>688,239</u></b>
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# Human Resources

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
Assistant City Manager	1.00	1.00	1.00	167,310	175,248	175,248
Executive Assistant	1.00	1.00	1.00	69,768	58,003	58,003
Human Resources Analyst	1.00	1.00	1.00	67,775	81,108	81,108
Management Assistant (HR)	1.00	1.00	1.00	51,464	56,219	56,219
Human Resources Specialist	1.00	1.00	1.00	45,259	46,608	46,608
Administrative Assistant II	1.00	1.00	1.00	55,771	46,328	46,328
Bilingual Pay				1,200	1,200	1,200
<b><u>Regular Part Time Employees</u></b>						
	-	-	-	-	-	-
<b><u>Seasonal Part Time Budget</u></b>						
	-	-	-	-	-	-

# Human Resources

## DEPARTMENT PERFORMANCE MEASUREMENT

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<u>Unit of Measure</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Recruitments conducted	12	33	
New general liability claims received	12	10	FY 14-15 claims numbers are through 02/28/2015
General liability claims closed	21	15	

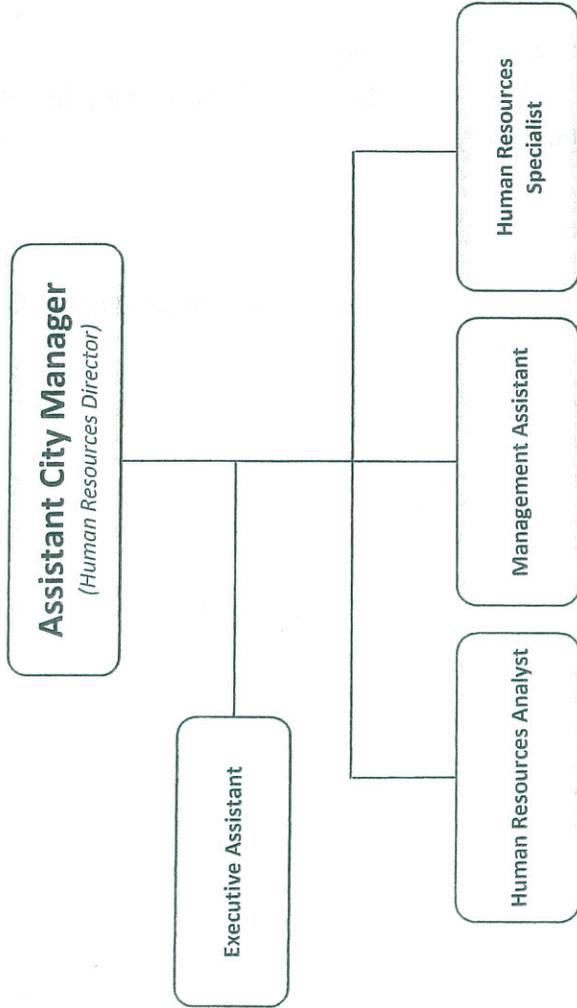
### Key Performance Indicators

Percentage of filled positions	93%	90%	
Number of bilingual certified employees	New measure	23	Full time employees only

### Outcome Measurement

Maintain percentage of filled positions at 90% or higher			Full time positions only
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# City of San Gabriel Human Resources Department Organizational Chart



# Human Resources

## 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.

<b><u>Budget in Brief</u></b>	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
Personnel	380,481	465,842	465,842	22%
Services and Supplies	222,387	222,397	222,397	0%
<b>Total</b>	<b>602,868</b>	<b>688,239</b>	<b>688,239</b>	<b>14%</b>

<b><u>Regular Full Time Positions</u></b>	<b>4.00</b>	<b>4.60</b>	<b>4.60</b>
City Manager	-	0.15	0.15
Assistant City Manager	0.30	0.45	0.45
Executive Assistant to the CM	-	0.15	0.15
Human Resources Analyst	1.00	1.00	1.00
Management Assistant (HR)	1.00	1.00	1.00
Executive Assistant	-	0.85	0.85
Administrative Assistant II	0.70	1.00	1.00
Human Resources Specialist	1.00	-	-

<b><u>Regular Part Time Employees</u></b>	-	-	-
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<b><u>Seasonal Part Time Budget</u></b>	-	-	-
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### **Source of Funds**

General Fund	<b>602,868</b>	<b>688,239</b>	<b>688,239</b>
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# Human Resources

## Cost Center Detail

### Human Resources # 121-710-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		313,019
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		81,822
19-002	Retirement		66,462
19-004	Medicare		4,539
		<b>Sub-total</b>	<b>465,842</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Employee Development and Events	4,000
		Labor posters	250
22-000	Contractual	Employee assistance	2,000
		Employment Law Related Services	18,353
		Pre-employment physicals	6,386
31-000	Office Operating	Office supplies	2,797
40-010	Cellular Services	Cellular phone expenses	3,110
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	CA Joint Powers Insurance Authority Conf.	1,000
		CA Public Employers Labor Relations Assoc.	1,600
		Educational Forum - CALPERS	1,500
		International Public Management Assoc.	200
		Public Risk Management Assoc. Conf.	1,200
56-000	Local Meetings	Refreshments, materials, etc.	2,000

# Human Resources

## Cost Center Detail

Human Resources # 121-710-00

2015-16  
Adopted  
Budget

Account Number    Services and Supplies Continued

68-000	Sick Leave	Expenses for 1/3 accumulated sick leave upon retirement and annual sick leave buy-back program	150,000
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69-000	Service Awards	Employee service awards	4,736
		Employee Gifts	1,500
		Employee Holiday Luncheon	5,000
		Employee Recognition Plaques	1,500

**Sub-total** **222,397**

**Cost Center Total** **688,239**

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***City Clerk***

# City Clerk SUMMARY

## Overview

The City Clerk's Department is the official record-keeping and holder of the City Seal; is responsible for public noticing, preparing and distributing Council agendas and minutes; and conducting city elections. In 2015-16, the department will hire its first appointed Chief City Clerk to serve in conjunction with the elected City Clerk and provide public education programs in collaboration with San Gabriel schools, such as PATH (local history) and Youth in Government.

	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
<b><u>Budget in Brief</u></b>				
Personnel	392,805	407,235	407,235	4%
Services and Supplies	123,516	24,116	24,116	-80%
<b>Total</b>	<b><u>516,321</u></b>	<b><u>431,351</u></b>	<b><u>431,351</u></b>	<b>-16%</b>
<b><u>Personnel Authorized</u></b>				
	5 (FT)	4 (FT)	4 (FT)	
	1 (PT)	1 (PT)	1 (PT)	
<b><u>Cost Center Distribution</u></b>				
City Clerk	256,035	394,837	394,837	54%
Election	260,286	36,514	36,514	-86%
<b>Total</b>	<b><u>516,321</u></b>	<b><u>431,351</u></b>	<b><u>431,351</u></b>	
<b><u>Source of Funds</u></b>				
General Fund	<b><u>516,321</u></b>	<b><u>431,351</u></b>	<b><u>431,351</u></b>	

# City Clerk

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
City Clerk	1.00	1.00	1.00	3,000	3,000	3,000
Assistant City Manager	0.30	-	-	50,193	-	-
Chief City Clerk	1.00	1.00	1.00	84,547	125,802	125,802
Assistant City Clerk	1.00	1.00	1.00	66,564	91,996	91,996
Administrative Assistant II	-	-	1.00	-	-	51,900
Administrative Assistant I	1.00	1.00	-	49,884	49,884	-
Auto Allowance				5,850	5,850	5,850
Bilingual Pay				1,200	1,200	1,200
<b><u>Regular Part Time Employees</u></b>						
Administrative Assistant II	-	1.00	1.00	-	31,687	31,687
Administrative Assistant I	1.00	-	-	30,537	-	-
<b><u>Seasonal Part Time Budget</u></b>				45,480	45,480	1,532

DEPARTMENT PERFORMANCE MEASUREMENT

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<u>Unit of Measure</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Public Records Requests Received	35	75	

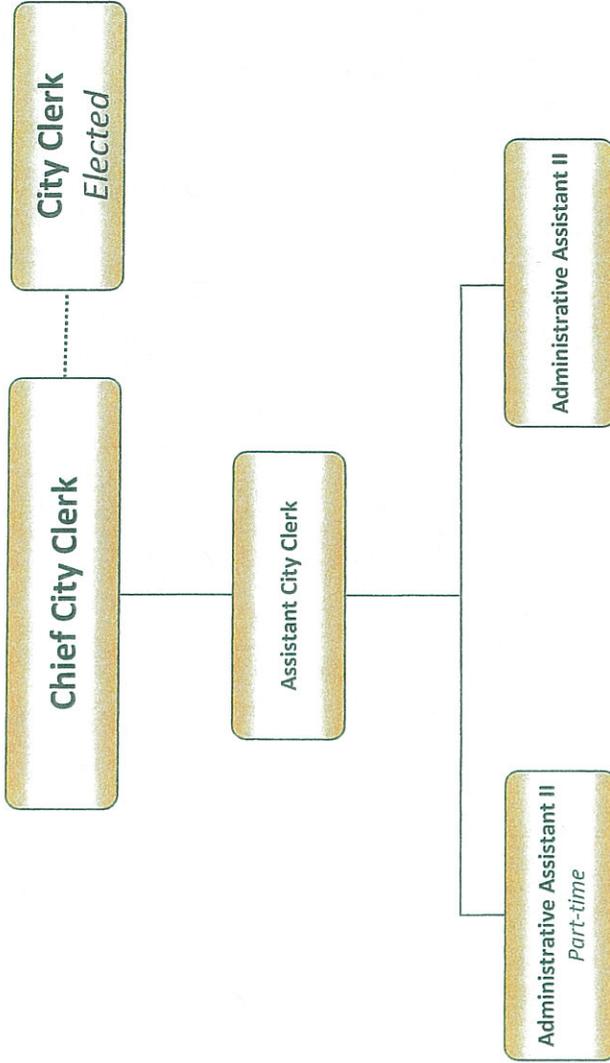
**Key Performance Indicators**

Days for Public Record Responses	7 days	7 days	Average
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**Outcomes Measurement**

Respond to Pulic Records Requests in 7 days or fewer

# City of San Gabriel City Clerk Department Organizational Chart



# City Clerk

## Cost Center Summary

City Clerk # 121-702-00

The City Clerk's Department is a dynamic information and service center within the municipal government whose services impact a diverse clientele, including the general public, 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's 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. In the coming year, the department will implement a citywide records management program.

	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
<b><u>Budget in Brief</u></b>				
Personnel	232,519	370,721	370,721	59%
Services and Supplies	23,516	24,116	24,116	3%
<b>Total</b>	<b>256,035</b>	<b>394,837</b>	<b>394,837</b>	<b>54%</b>
<b><u>Regular Full Time Positions</u></b>	<b>1.70</b>	<b>2.15</b>	<b>3.20</b>	
City Clerk	0.45	0.45	0.90	
Assistant City Manager	0.30	0.30	-	
Chief City Clerk	0.45	0.45	0.90	
Assistant City Clerk	0.45	0.45	0.90	
Administrative Assistant II	-	0.50	0.50	
Administrative Assistant I	0.05	-	-	
<b><u>Regular Part Time Employees</u></b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	
Administrative Assistant II	1.00	1.00	1.00	
<b><u>Seasonal Part Time Budget</u></b>	<b>45,480</b>	<b>45,480</b>	<b>1,532</b>	
<b><u>Source of Funds</u></b>				
General Fund	<b>256,035</b>	<b>394,837</b>	<b>394,837</b>	

# City Clerk

## Cost Center Detail

City Clerk # 121-702-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		252,478
12-000	Part Time Employees		34,106
13-000	Overtime		-
19-001	Health Insurance		51,522
19-002	Retirement		28,459
19-004	Medicare		4,156
		<b>Sub-total</b>	<b>370,721</b>
		<b><u>Services and Supplies</u></b>	
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	2,000
53-000	Membership and Dues	International Institute of Municipal Clerks	320
		City Clerks Assoc. of CA	165
		Notary	100
54-000	Allowances	Annual Conference City Clerks Association	1,500
		New Law & Election League of California	1,500
		Training	844
64-009	Municipal Code Srvcs	American Legal	4,000
65-000	Publishing	Legal advertising and public notices	2,000
		<b>Sub-total</b>	<b>24,116</b>
		<b>Cost Center Total</b>	<b>394,837</b>

# City Clerk

## Cost Center Summary

Election # 121-708-00

The City Clerk's Department takes pride in a 100-year tradition of locally managed elections, which are conducted every other year for city council seats, as well as the City Clerk and City Treasurer. The Elections cost center provides funding for conduct of those elections, the next of which is expected in March 2017. There will be no allocation for an election this year.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	160,286	36,514	36,514	-77%
Services and Supplies	100,000	-	-	0%
<b>Total</b>	<b><u>260,286</u></b>	<b><u>36,514</u></b>	<b><u>36,514</u></b>	<b>-86%</b>
<b><u>Regular Full Time Positions</u></b>				
City Clerk	2.20	1.75	0.40	
Chief City Clerk	0.55	0.55	0.10	
Assistant City Clerk	0.55	0.55	0.10	
Administrative Assistant II	-	0.10	0.10	
Administrative Assistant I	0.55	-	-	
<b><u>Regular Part Time Employees</u></b>				
	-	-	-	
<b><u>Seasonal Part Time Budget</u></b>				
	-	-	-	
<b><u>Source of Funds</u></b>				
General Fund	<b><u>260,286</u></b>	<b><u>36,514</u></b>	<b><u>36,514</u></b>	

# City Clerk

## Cost Center Detail

Elections # 121-708-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		27,270
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		5,725
19-002	Retirement		3,124
19-004	Medicare		395
		<b>Sub-total</b>	<b>36,514</b>
		<b><u>Services and Supplies</u></b>	
21-000	Special Departmental		-
22-000	Contractual		-
31-000	Office Operating		-
64-000	Professional Services		-
		<b>Sub-total</b>	<b>-</b>
		<b>Cost Center Total</b>	<b><u><u>36,514</u></u></b>

# ***Finance***

## 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, insurance premiums and risk management funds. In FY 2015-16 the Department will continue to improve the budget, implement the second phase of a Citywide technology plan, grow a prudent reserve, and redesign the city's website into a modern and effective source of information.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	1,016,545	1,132,190	1,132,190	11%
Services and Supplies	757,064	783,284	783,284	3%
<b>Total</b>	<b>1,773,609</b>	<b>1,915,474</b>	<b>1,915,474</b>	<b>8%</b>

<u>Personnel Authorized</u>	2014-15	2015-16	2015-16
	10.15 (FT) 1 (PT)	10 (FT) 2 (PT)	10 (FT) 2 (PT)

## Cost Center Distribution

Finance	986,112	1,063,038	1,063,038	8%
City Treasurer	155,255	169,957	169,957	9%
Information Technology	330,951	341,451	341,451	3%
Purchasing	201,840	220,474	220,474	9%
General Services	99,451	120,554	120,554	21%
<b>Total</b>	<b>1,773,609</b>	<b>1,915,474</b>	<b>1,915,474</b>	<b>8%</b>

## Source of Funds

General Fund	<b>1,773,609</b>	<b>1,915,474</b>	<b>1,915,474</b>
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# Finance

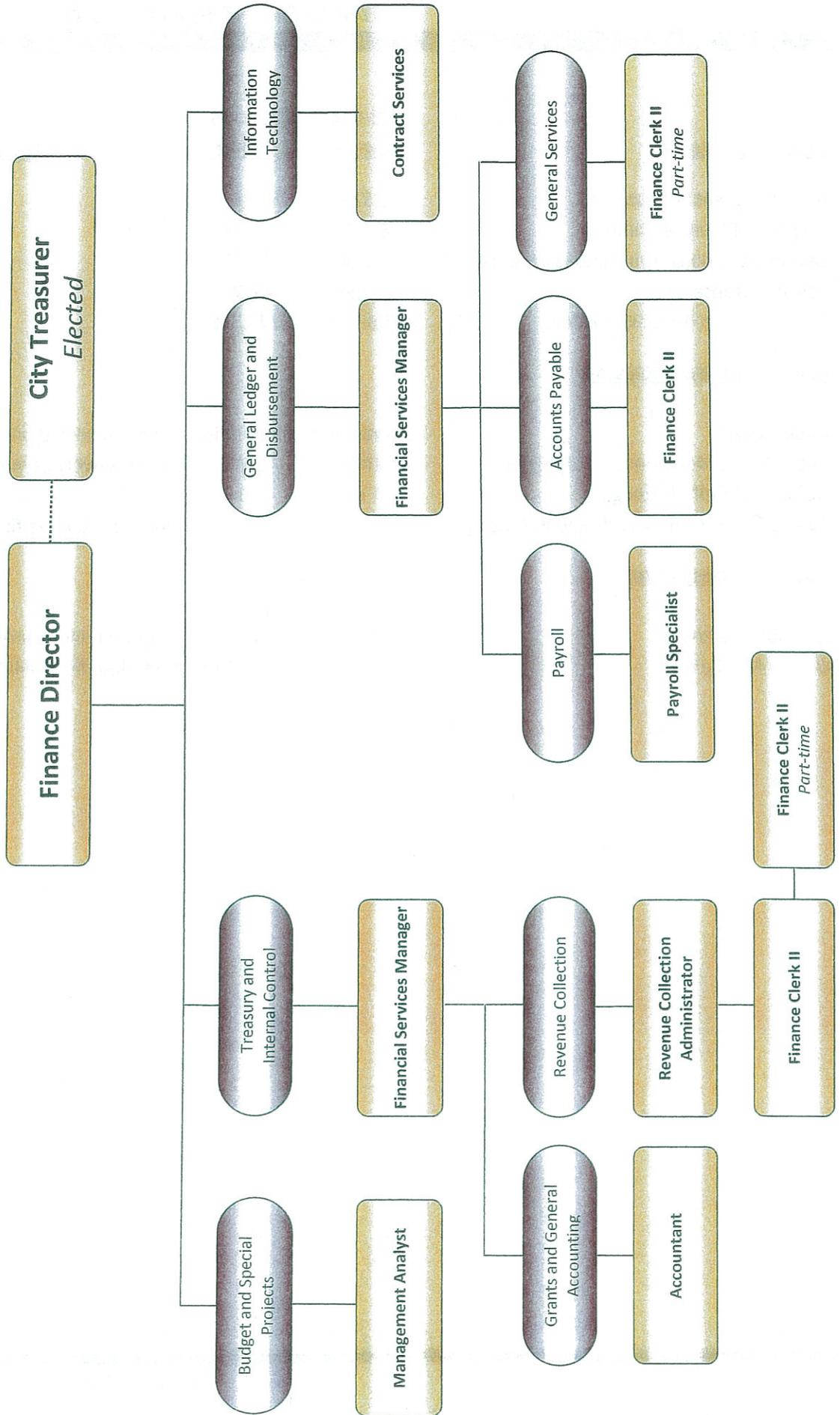
## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
City Treasurer	1.00	1.00	1.00	3,000	3,000	3,000
Finance Director	1.00	1.00	1.00	158,510	164,892	164,892
Financial Services Manager	2.00	2.00	2.00	171,240	200,340	200,340
Revenue Collection Admin.	1.00	1.00	1.00	67,775	79,128	79,128
Management Analyst	1.00	1.00	1.00	57,156	68,122	68,122
Accountant	1.00	1.00	1.00	59,279	62,988	62,988
Payroll Specialist	1.00	1.00	1.00	48,503	53,738	53,738
Finance Clerk II	2.00	2.00	2.00	92,195	100,152	100,152
Bilingual Pay				6,000	7,200	7,200
Overtime				764	764	764
<b><u>Regular Part Time Employees</u></b>						
Finance Clerk II	1.00	2.00	2.00	21,529	37,464	37,464

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Business Licenses Processed	3,817	3,874	
Number of Invoices Paid	8,417	9,140	
Overnight Parking Applications Processed	1,604	1,635	
Register Transactions	23,459	25,094	
Number of City Website Visitors	195,557	277,736	
<b><u>Key Performance Indicators</u></b>			
Audit Opinion	Unmodified	Unmodified	Accordance with all requirements
GFOA Awards for Financial Reporting	24th	25th	Consecutively earned award
Number of Audit Findings	1	0	
Average Days from Month-End to Closing	33	30	Duration to issue financial reports
<b><u>Outcome Measurement</u></b>			
Available Reserve	10%	10%	General Fund reserve balance
Launch Mobile App	***	8/5/2014	Completed & available for download

# City of San Gabriel 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 2015-16, this cost center plans to enhance the budget process and documentation in addition to improving the budget.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	640,509	719,715	719,715	12%
Services and Supplies	345,603	343,323	343,323	-
<b>Total</b>	<b>986,112</b>	<b>1,063,038</b>	<b>1,063,038</b>	<b>8%</b>

<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
Management Analyst	0.67	0.67	0.67
Revenue Collection Admin.	0.67	0.67	0.67
Accountant	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>	-	1.00	1.00
Finance Clerk II	-	1.00	1.00

<u>Seasonal Part Time Budget</u>	-	-	-
	-	-	-

### Source of Funds

General Fund	<b>986,112</b>	<b>1,063,038</b>	<b>1,063,038</b>
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# Finance

## Cost Center Detail

Finance # 121-706-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		495,907
12-000	Part Time Employees		13,420
13-000	Overtime		764
19-001	Health Insurance		114,891
19-002	Retirement		87,336
19-004	Medicare		7,397
		<b>Sub-total</b>	<b>719,715</b>
		<b><u>Services and Supplies</u></b>	
21-000	Special Departmental	Business License form stock	500
		Cash Receipt forms	500
		Check stock	500
		I.T. Governance	6,600
		I.T. Sustainability Planning	2,400
		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
		Financial software suite 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	16,000
40-010	Cellular Services	Cellular phone expenses	1,100

# Finance

## Cost Center Detail

Finance # 121-706-00

**2015-16  
Adopted  
Budget**

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>Budget</u>
45-000	Educational	After hours education and training	9,000
53-000	Membership and Dues	Assn of Public Treasurers - US & Canada	75
		CA Municipal Revenue Tax Association	85
		CA Society of Municipal Finance Officers	220
		California Municipal Treasurer Association	250
		Government Financial Officers Association	250
		Municipal Manag. Assoc. of Southern CA	60
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	177,020
		<b>Sub-total</b>	<b>343,323</b>
		<b>Cost Center Total</b>	<b>1,063,038</b>

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# Finance

## Cost Center Summary

Treasurer # 121-703-00

Provides centralized cashiering 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. In FY 2015-16, the cost center will manage the two new debt investment fund earnings, and appropriately expend it throughout the upcoming fiscal year.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	153,855	168,557	168,557	10%
Services and Supplies	1,400	1,400	1,400	0%
<b>Total</b>	<b>155,255</b>	<b>169,957</b>	<b>169,957</b>	9%

<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
Management Analyst	0.15	0.15	0.15
Revenue Collection Admin.	0.15	0.15	0.15
Accountant	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>	-	-	-
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<u>Seasonal Part Time Budget</u>	-	-	-
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### Source of Funds

General Fund	<u>155,255</u>	<u>169,957</u>	<u>169,957</u>
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# Finance

## Cost Center Detail

Treasurer # 121-703-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		112,412
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		34,568
19-002	Retirement		19,947
19-004	Medicare		1,630
		<b>Sub-total</b>	<b>168,557</b>
		<b><u>Services and Supplies</u></b>	
33-000	Vehicle Operating	Departmental vehicle operating costs	1,100
53-000	Membership and Dues	Assoc. of Public Treasurers - US & Canada	175
		California Municipal Treasurer Association	125
		<b>Sub-total</b>	<b>1,400</b>
		<b>Cost Center Total</b>	<b>169,957</b>

# Finance

## Cost Center Summary

### Information Technology # 121-707-00

Concurrent with the Strategic Plan, 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 2015-16, the cost center will redesign the city's website, conduct a telecommunications cost review, install server virtualization, and disk space expansion.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	-	-	-	-
Services and Supplies	330,951	341,451	341,451	3%
<b>Total</b>	<b><u>330,951</u></b>	<b><u>341,451</u></b>	<b><u>341,451</u></b>	3%
<b><u>Regular Full Time Positions</u></b>	-	-	-	
<b><u>Regular Part Time Employees</u></b>	-	-	-	
<b><u>Seasonal Part Time Budget</u></b>	-	-	-	
<b><u>Source of Funds</u></b>				
General Fund	<b><u>330,951</u></b>	<b><u>341,451</u></b>	<b><u>341,451</u></b>	

# Finance

## Cost Center Detail

### Information Technology # 121-707-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted 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		-
		<b>Sub-total</b>	-
		<b><u>Services and Supplies</u></b>	
21-000	Special Departmental	Backups	5,000
		Barracuda spam filter license	1,100
		Citizen request management	5,000
		Computer monitor replacements	16,000
		Disaster recovery planning	10,000
		Disk space expansion	20,000
		Electronic document management system	25,000
		I.T. automation	2,400
		I.T. user training and support	10,000
		Local area network upgrade	35,000
		Microsoft server software	2,500
		Municipal area network	36,000
		NAS/SAN storage server	19,600
		Server virtualization	30,000
		Sophos antivirus software license	1,600
		SQL server upgrade	9,000
		Telco cost review	10,000
		Web filter	13,500
		Website redesign	15,000
		Wi-Fi improvements	6,600
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

**Finance**  
**Cost Center Detail**

**Information Technology # 121-707-00**

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>2015-16 Adopted Budget</u>
31-000	Office Operating	Office supplies and related expenses	1,551
40-007	Cable	Cable television expenses	1,500
		<b>Sub-total</b>	<b>341,451</b>
		<b>Cost Center Total</b>	<b>341,451</b>

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# Finance

## Cost Center Detail

Purchasing # 121-709-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2015-16 Adopted Budget
11-000	Full Time Employees		153,707
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		33,754
19-002	Retirement		29,284
19-004	Medicare		2,229
		<b>Sub-total</b>	<b>218,974</b>
		<b><u>Services and Supplies</u></b>	
33-000	Vehicle Operating	Departmental vehicle operating costs	1,500
		<b>Sub-total</b>	<b>1,500</b>
		<b><u>Capital Outlay</u></b>	
	None	None	-
		<b>Cost Center Total</b>	<b>220,474</b>

# Finance

## Cost Center Summary

### General Services # 121-717-00

The General Services Division of Finance is a support function for all departments. General Services maintain the city's office supplies, break room supplies, copier supplies and operate the mailroom. Continue to provide an effective and resourceful service to aid the City by helping it function more efficiently.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	21,841	24,944	24,944	14%
Services and Supplies	77,610	95,610	95,610	23%
<b>Total</b>	<b>99,451</b>	<b>120,554</b>	<b>120,554</b>	21%
<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	<b>99,451</b>	<b>120,554</b>	<b>120,554</b>	

# Finance

## Cost Center Detail

### General Services # 121-717-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		-
12-000	Part Time Employees		24,587
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		357
		<b>Sub-total</b>	<b>24,944</b>
	<b><u>Services and Supplies</u></b>		
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	55,692
33-000	Vehicle Operating	Departmental vehicle operating costs	7,400
33-060	Vehicle Replacement	Contribution for future vehicle replacement	16,000
		<b>Sub-total</b>	<b>95,610</b>
		<b>Cost Center Total</b>	<b>120,554</b>

# Finance

## Cost Center Summary

### Insurance Premiums # 121-721-00

Centralized cost center to pay for insurance to the City's Risk Management Fund for all operating departments in the General Fund. This includes worker's compensation, unemployment insurance, liability insurance, property insurance, bonds, life insurance, pollution insurance, long term disability insurance, and vision insurance.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	-	-	-	-
Services and Supplies	2,863,000	2,863,000	2,863,000	0%
<b>Total</b>	<b><u>2,863,000</u></b>	<b><u>2,863,000</u></b>	<b><u>2,863,000</u></b>	0%
 <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>2,863,000</u>	<u>2,863,000</u>	<u>2,863,000</u>	

# Finance

## Cost Center Detail

### Insurance # 121-721-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted 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		-
		<b>Sub-total</b>	-
		<b><u>Services and Supplies</u></b>	
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
		<b>Sub-total</b>	<b>2,863,000</b>
		<b>Cost Center Total</b>	<b>2,863,000</b>

# Finance

## Cost Center Summary

### Risk Management # 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. Retrospective deposit balances owed to the City's liability and environmental insurance programs from previous years.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	-	-	-	-
Services and Supplies	6,686,757	6,119,019	6,119,019	-8%
<b>Total</b>	<b><u>6,686,757</u></b>	<b><u>6,119,019</u></b>	<b><u>6,119,019</u></b>	-8%
<b><u>Regular Full Time Positions</u></b>	-	-	-	
<b><u>Regular Part Time Employees</u></b>	-	-	-	
<b><u>Seasonal Part Time Budget</u></b>	-	-	-	
<b><u>Source of Funds</u></b>				
Self Insurance Fund	<b><u>6,686,757</u></b>	<b><u>6,119,019</u></b>	<b><u>6,119,019</u></b>	

# Finance

## Cost Center Detail

Risk Management # 129-826-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted 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		-
		<b>Sub-total</b>	-
	<b><u>Services and Supplies</u></b>		
60-019	Insurance	Health insurance	1,700,000
60-020	Insurance	Worker's compensation insurance	1,750,000
60-021	Insurance	Unemployment insurance	30,000
60-022	Insurance	Liability insurance	900,000
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	1,540,019
60-029	Insurance	Vision insurance	60,000
		<b>Sub-total</b>	<b>6,119,019</b>
		<b>Cost Center Total</b>	<b>6,119,019</b>

***Police Department***

# Police SUMMARY

## Overview

The San Gabriel Police Department provides law enforcement services to preserve the peace, safety and welfare of the community for residents, businesses and visitors. The Department is organized into three divisions; Uniform (Patrol and Traffic), Investigations and Services. The department responds to calls for service, proactively patrols and conducts investigations into criminal matters.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	9,934,674	10,773,119	10,773,119	8%
Services and Supplies	1,298,700	1,298,194	1,298,194	0%
<b>Total</b>	<b>11,233,374</b>	<b>12,071,313</b>	<b>12,071,313</b>	7%
 <u>Personnel Authorized</u>	 69 (FT) 7 (PT)	 69 (FT) 7 (FT)	 69 (FT) 7 (PT)	
 <u>Cost Center Distribution</u>				
Police	11,096,955	11,930,262	11,930,262	8%
State Suppl. Law Enforcement	136,419	141,051	141,051	3%
<b>Total</b>	<b>11,233,374</b>	<b>12,071,313</b>	<b>12,071,313</b>	
 <u>Source of Funds</u>				
General Fund	11,096,955	11,930,262	11,930,262	
State Suppl. Law Enforcement	136,419	141,051	141,051	
<b>Total</b>	<b>11,233,374</b>	<b>12,071,313</b>	<b>12,071,313</b>	

# Police

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b>Regular Full Time Positions</b>						
Police Chief	1.00	1.00	1.00	182,214	188,988	188,988
Police Captain	1.00	1.00	1.00	145,356	153,396	153,396
Police Lieutenant	6.00	6.00	6.00	711,106	736,134	736,134
Police Sergeant	7.00	7.00	7.00	653,341	724,050	724,050
Information System Specialist	1.00	1.00	1.00	85,590	89,028	89,028
Police Officer	39.00	39.00	39.00	2,918,535	3,137,266	3,137,266
Police Records Supervisor	1.00	1.00	1.00	72,180	81,108	81,108
Crime Prevention Officer	1.00	1.00	1.00	62,989	68,810	68,810
Property & Evidence Tech.	1.00	1.00	1.00	56,760	59,040	59,040
Executive Assistant	1.00	1.00	1.00	55,800	58,032	58,032
Community Service Officer	1.00	1.00	1.00	48,444	51,144	51,144
Police Records Specialist	4.00	4.00	4.00	180,112	207,600	207,600
Dispatcher	5.00	5.00	5.00	157,692	167,196	167,196
Bilingual Pay (23)				27,600	29,961	29,961
Detective Pay (8)				15,214	15,827	15,827
Education Incentive Pay (42)				207,093	202,063	202,063
Field Officer Training Pay (9)				17,115	17,115	17,115

**Police**  
**SALARIES AND WAGES**

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget

**Regular Full Time Positions Continued**

Motorcycle Officer Pay (2)				5,089	5,400	5,400
Senior Officers Pay (30)				113,531	114,753	114,753
Uniform Pay (13)				7,800	10,400	10,400
Uniform Pay Safety (56)				67,200	64,800	64,800
Various Overtime				279,229	275,238	275,238

**Regular Part Time Employees**

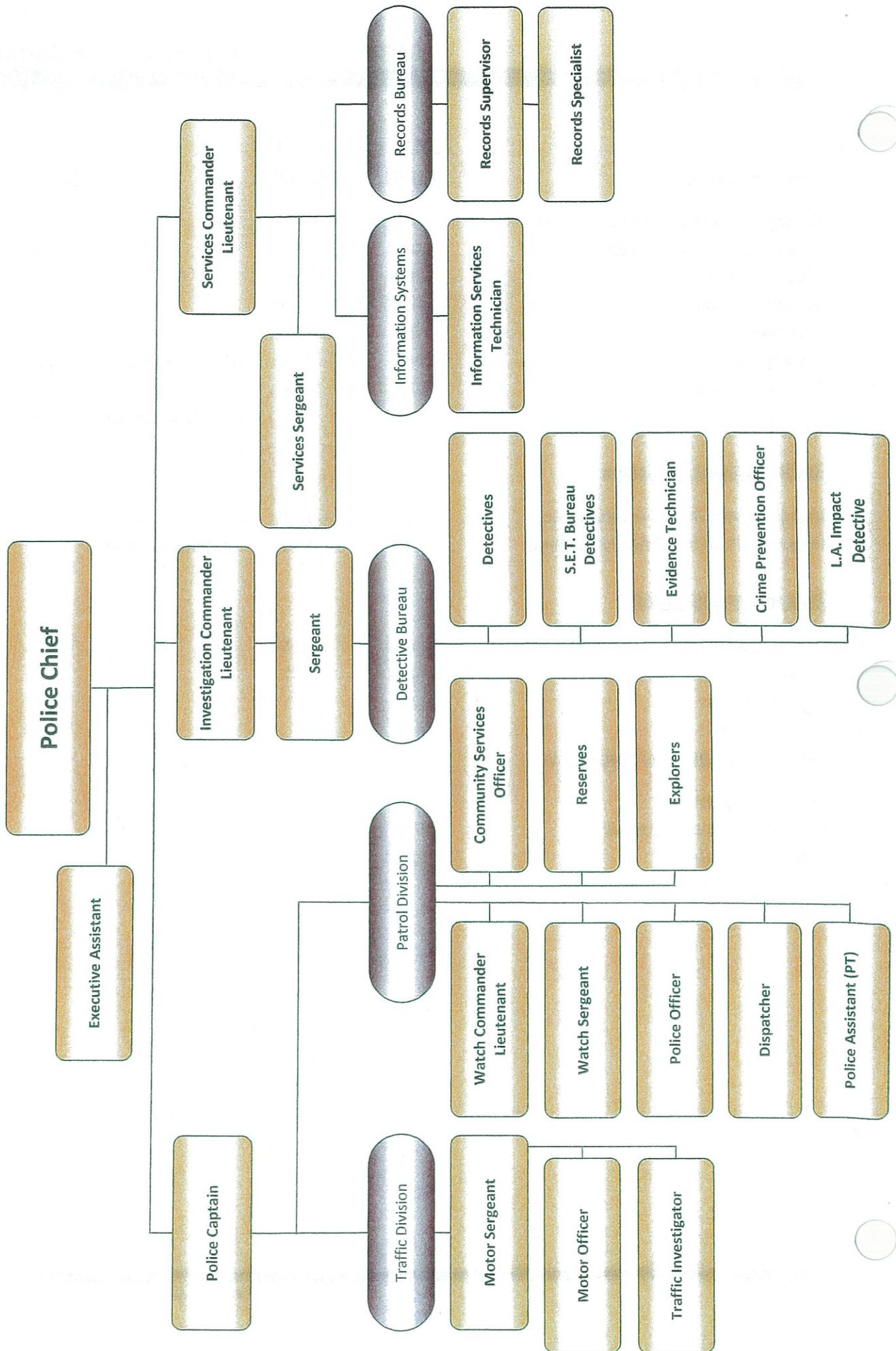
Police Assistant	7.00	7.00	7.00	154,534	160,758	160,758
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## DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Driving Under the Influence Arrests	96	108	
Injury/Fatal Traffic Collisions	164/0	163/1	
Moving Citations	5,309	4,444	
Parking Citations	14,689	14,947	
Part One Crime	906	902	
Violent Crimes	232	273	Homicide, Robbery, Rape, Assault
Property Crimes	674	629	Burglary, Larceny, Vehicle Theft, Arson
<b><u>Key Performance Indicators</u></b>			
Change in Part One Crime Incidence	15.12%	-0.44%	
Response Times for Serious Incidents		4:32	Dispatch to Arrival
<b><u>Outcome Measurement</u></b>			
Calls for Service	22619	24255	
Adult Arrests	560	572	
Juvenile Arrests	27	13	
<b><u>Measures of Customer Satisfaction</u></b>			
Citizen Complaints	2	3	
Citizen Complaints Sustained	0	0	
Field Service Audits	20	100	

# City of San Gabriel 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. For Fiscal Year 2015/16 the Police Department will replace 4 patrol vehicles, 1 staff vehicle, 1 motorcycle and the vehicle used by the Department's Crime Prevention Officer. Additionally, the Department will replace an outdated voice logging system that records emergency phone and radio traffic, equip each officer with an Individual First Aid Kit, upgrade existing patrol rifles and replace 5 outdated computers and a video projector.

<u>Budget in Brief</u>	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
Personnel	9,798,255	10,632,068	10,632,068	9%
Services and Supplies	1,298,700	1,298,194	1,298,194	0%
<b>Total</b>	<b>11,096,955</b>	<b>11,930,262</b>	<b>11,930,262</b>	<b>8%</b>

<u>Regular Full Time Positions</u>	<b>67.50</b>	<b>67.50</b>	<b>67.50</b>
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
Executive Assistant	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>	 <b>7.00</b>	 <b>7.00</b>	 <b>7.00</b>
Police Assistant	7.00	7.00	7.00



# Police

## Cost Center Detail

Police # 121-751-00

2015-16

Adopted

Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
11-000	Full Time Employees		6,210,455
12-000	Part Time Employees		162,326
13-000	Overtime		280,238
19-001	Health Insurance		1,285,874
19-002	Retirement		2,606,098
19-004	Medicare		87,077
		<b>Sub-total</b>	<b>10,632,068</b>

### Services and Supplies

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>	<u>2015-16 Adopted Budget</u>
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	198,000
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
40-008	Sewer Service Charge      Sewer service expenses	1,494
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

2015-16  
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
	<b>Sub-total</b>	<b>1,298,194</b>
	<b>Cost Center Total</b>	<b>11,930,262</b>

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# Police

## Cost Center Summary

### State Supplemental Law Enforcement # 160-751-00

This funding was initiated by the State in 1996 and is subject to annual funding by the State. In FY 2015-16, this cost center will fund personnel assigned to the Police Department dispatch operation.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	136,419	141,051	141,051	3%
Services and Supplies	-	-	-	-
<b>Total</b>	<b>136,419</b>	<b>141,051</b>	<b>141,051</b>	3%
<b><u>Regular Full Time Positions</u></b>				
Dispatcher	1.50	1.50	1.50	
<b><u>Regular Part Time Employees</u></b>				
	-	-	-	
<b><u>Seasonal Part Time Budget</u></b>				
	-	-	-	
<b><u>Source of Funds</u></b>				
State Supp. Law Enforcement	<b>136,419</b>	<b>141,051</b>	<b>141,051</b>	

# Police

## Cost Center Detail

### State Supplemental Law Enforcement # 160-751-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		86,232
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		29,516
19-002	Retirement		24,053
19-004	Medicare		1,250
		<b>Sub-total</b>	<b>141,051</b>
	<b><u>Services and Supplies</u></b>		
	None	None	-
		<b>Cost Center Total</b>	<b>141,051</b>

***Fire Department***

# Fire SUMMARY

## Overview

The San Gabriel Fire Department saves lives and protects property through its coordinated commitment to fire protection, paramedic services, fire prevention, disaster preparedness and public education. The Fire Department operates two fire stations with a total of 18 firefighters on three shifts. A new Fire Engine was just placed into service with the latest in safety technology and the best in firefighting and paramedic capability. This apparatus will provide 15 years of dedicated service to the community.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	5,652,995	5,729,651	5,729,651	1%
Services and Supplies	1,428,864	1,483,302	1,483,302	4%
<b>Total</b>	<b><u>7,081,859</u></b>	<b><u>7,212,953</u></b>	<b><u>7,212,953</u></b>	2%

<u>Personnel Authorized</u>	35 (FT) 0 (PT)	35 (FT) 0 (PT)	35 (FT) 0 (PT)
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## Cost Center Distribution

Fire	7,043,883	7,170,977	7,170,977	2%
Emergency Operations Center	26,976	26,976	26,976	0%
Disaster Preparedness	11,000	15,000	15,000	36%
<b>Total</b>	<b><u>7,081,859</u></b>	<b><u>7,212,953</u></b>	<b><u>7,212,953</u></b>	

## Source of Funds

General Fund	<b><u>7,081,859</u></b>	<b><u>7,212,953</u></b>	<b><u>7,212,953</u></b>
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# Fire

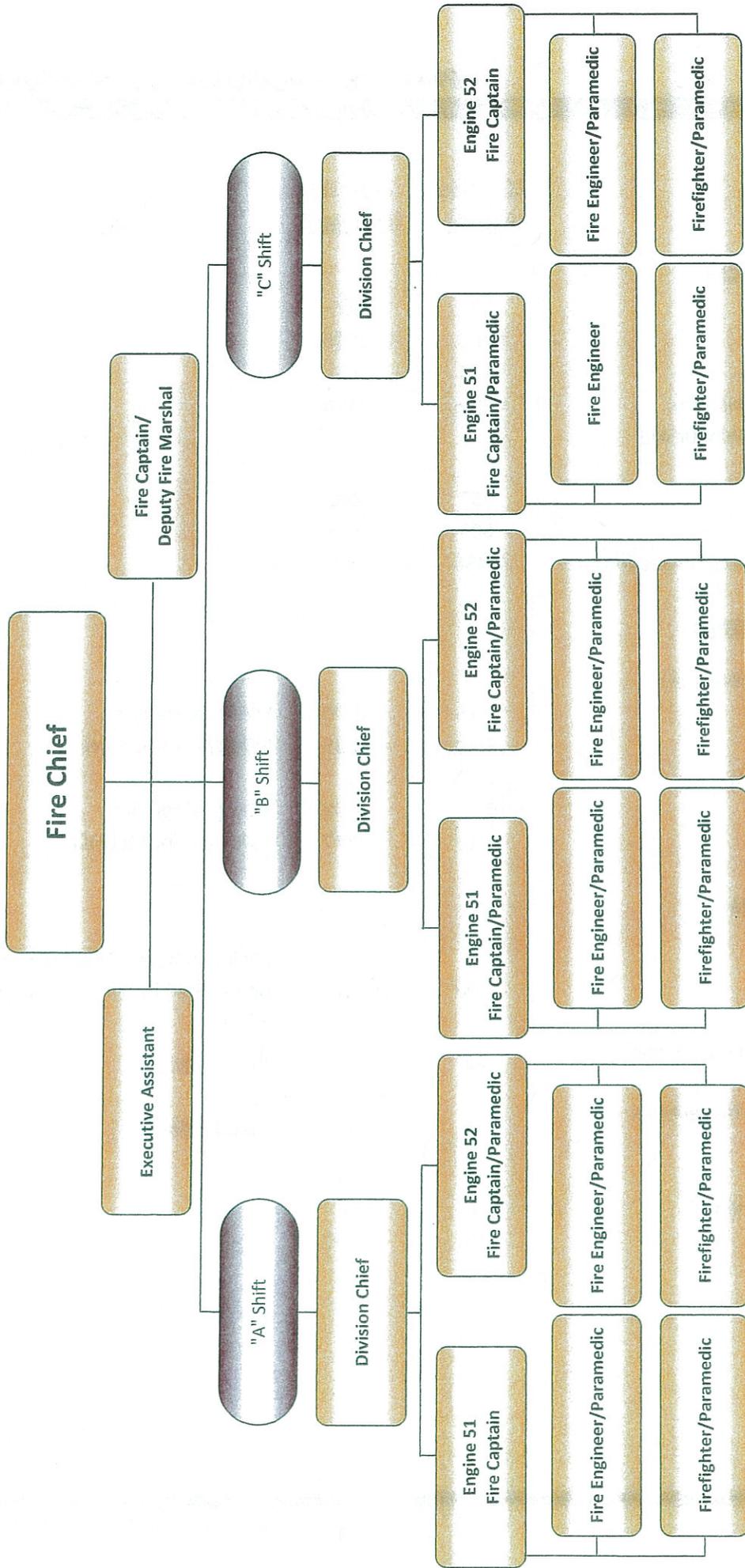
## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b>Regular Full Time Positions</b>						
Fire Division Chief	3.00	3.00	3.00	385,956	407,358	407,358
Fire Captain	7.00	7.00	7.00	700,392	698,526	698,526
Fire Engineer	6.00	6.00	6.00	507,960	506,370	506,370
Firefighter	18.00	18.00	18.00	1,230,316	1,253,926	1,253,926
Executive Assistant	1.00	1.00	1.00	56,400	58,032	58,032
Ambulance Pay (4)				7,339	7,670	7,670
Bilingual Pay (3)				3,600	3,600	3,600
Education Incentive Pay (18)				66,820	61,863	61,863
FLSA-Premium Pay (35)				41,831	42,526	42,526
Holiday Pay (35)				151,712	135,418	135,418
Longevity Pay (26)				21,250	22,000	22,000
Paramedic Coordinator Pay				2,859	3,137	3,137
Paramedic Premium Pay (17)				191,546	132,702	132,702
Uniform Pay (36)				28,080	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>2013-14 Actual</u>	<u>2014-15 Estimated</u>	<u>Notes</u>
Number of Emergency Calls			
Fire	300	305	
Medical	1861	2016	
Service	133	130	
Number of Medical Transports	1396	1425	
Number of Mutual/Automatic Aid Responses			
Given	452	466	
Received	603	615	
Number of Fire Prevention Inspections	2456	2485	
<b><u>Key Performance Indicators</u></b>			
Total Response Times (average)			
Fire	4:16	4:20	5:20 goal for Fire
Medical	3:49	3:55	5:00 goal for Medical
Turnout Times (average)			
Fire	0:55	0:58	1:20 goal for Fire
Medical	0:43	0:47	1:00 goal for Medical
<b><u>Outcomes Measurement</u></b>			
Response Time	5:00	See above	Maintain below 5:00 for Medical and below 5:20 for Fire/Special Ops (NFPA 1710)
Percentage of Residential Inspections Completed	88	91	Goal is 95%
Percentage of Business Inspections Completed	91	95	Goal is 95%
Citizen Complaints	2	3	
Citizen Complaints Sustained	0	0	
Field Service Audits	20	100	

# City of San Gabriel Fire Department Organizational Chart





# Fire

## Cost Center Detail

Fire # 121-761-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		3,372,007
12-000	Part Time Employees		-
13-000	Overtime		247,013
19-001	Health Insurance		667,122
19-002	Retirement		1,394,553
19-004	Medicare		48,956
		<b>Sub-total</b>	<b>5,729,651</b>
		<b><u>Services and Supplies</u></b>	
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	7,000
		Copier service	3,000

# Fire Cost Center Detail

Fire # 121-761-00

2015-16

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	187,000
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
40-008	Sewer Service Charge	Sewer service expenses	598
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>	<u>2015-16 Adopted Budget</u>
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	325,078
	Shared Command Staff - South Pasadena	84,984
	<b>Sub-total</b>	<b>1,441,326</b>
	<b>Cost Center Total</b>	<b><u><u>7,170,977</u></u></b>

## Cost Center Summary

### Emergency Operations Center # 121-761-11

The Emergency Operations Center (EOC) provides a facility for specially trained departmental staff to manage and reduce the adverse effect of emergency situations that threaten human life, property, and the environment. City employees are trained in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as required by state and federal laws. A core group of employees from multiple departments have received additional training to become Public Information Officers (PIOs) so that critical information can be accurately and quickly disseminated to the community during a crisis. This improved communications strategy will assist residents in finding shelter locations and basic necessities. This commitment will reduce losses and speed recovery.

<b><u>Budget in Brief</u></b>	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
Personnel	-	-	-	-
Services and Supplies	26,976	26,976	26,976	0%
Capital Outlay	-	-	-	-
<b>Total</b>	<b><u>26,976</u></b>	<b><u>26,976</u></b>	<b><u>26,976</u></b>	<b>0%</b>
<b><u>Regular Full Time Positions</u></b>	-	-	-	
<b><u>Regular Part Time Employees</u></b>	-	-	-	
<b><u>Seasonal Part Time Budget</u></b>	-	-	-	
<b><u>Source of Funds</u></b>				
General Fund	<b><u>26,976</u></b>	<b><u>26,976</u></b>	<b><u>26,976</u></b>	

# Fire

## Cost Center Detail

### Emergency Operations Center # 121-761-11

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted 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		-
		<b>Sub-total</b>	-
		<b><u>Services and Supplies</u></b>	
21-000	Special Departmental	Computer supplies	2,000
		Miscellaneous supplies	2,000
35-000	Building Operating	Building repairs	1,000
		Deferred maintenance	4,151
		Electrical supplies	500
		Fire extinguisher	1,200
		HVAC	1,000
		Locksmith and keys	500
		Plumbing	500
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
		<b>Sub-total</b>	<b>26,976</b>
		<b>Cost Center Total</b>	<b>26,976</b>

## Cost Center Summary

### Disaster Preparedness # 121-781-00

The Disaster Preparedness Division develops and maintains an emergency management system and local disaster plans in order to coordinate the resources necessary to cope with local emergencies affecting San Gabriel. City leaders consider emergency preparedness by City staff, residents, and business to be critical for the community's readiness and resilience. Through adequate training and exercising, all departments and personnel will be prepared to respond and recover from any situation that may befall San Gabriel. In FY 2015-16, the community database for the emergency notification system will be expanded so that as many residents and business will be able to receive vital information during a disaster. Additionally, a city-wide full scale exercise will take place in conjunction with the Great Shakeout in October 2015.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	-	-	-	-
Services and Supplies	11,000	15,000	15,000	36%
<b>Total</b>	<b>11,000</b>	<b>15,000</b>	<b>15,000</b>	36%
<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>11,000</u>	<u>15,000</u>	<u>15,000</u>	

# Fire

## Cost Center Detail

### Disaster Preparedness # 121-781-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2015-16 <u>Adopted 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		-
		<b>Sub-total</b>	-
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Disaster plan maintenance	6,000
		Emergency Notification System	9,000
		<b>Sub-total</b>	<b>15,000</b>
		<b>Cost Center Total</b>	<b>15,000</b>

# ***Community Development***

# Community Development

## SUMMARY

### Overview

The Community Development Department seeks to improve the community's quality of life through its four key divisions: Economic Development, Planning, Building and Safety, and Neighborhood Improvement Services (NIS). It administers the City's land use policies including zoning, building, code enforcement, environmental regulations, and attraction, retention and expansion of businesses. In FY2015-16, the department will continue to enhance and preserve the physical environment through the new historic preservation ordinance; will promote a safe community by focusing on citywide aesthetics and property maintenance through code enforcement specifically on arterial streets; foster economic prosperity by helping fill vacancies and attracting new uses to the City; and provide the highest quality of professional services to the City's residents and business community.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b>Budget in Brief</b>				
Personnel	1,646,640	1,825,147	1,825,147	11%
Services and Supplies	1,210,405	1,181,784	1,181,784	-2%
<b>Total</b>	<b>2,857,045</b>	<b>3,006,931</b>	<b>3,006,931</b>	<b>5%</b>

<b>Personnel Authorized</b>	14 (FT) 3 (PT)	14 (FT) 3 (PT)	14 (FT) 3 (PT)
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### Cost Center Distribution

Administration	422,875	483,752	483,752	14%
Planning	620,655	640,955	640,955	3%
Building and Safety	1,137,071	1,172,143	1,172,143	3%
Neighborhood Services	280,548	392,438	392,438	40%
Economic Development	273,396	252,643	252,643	-8%
RDA Successor Agency	122,500	65,000	65,000	-47%
<b>Total</b>	<b>2,857,045</b>	<b>3,006,931</b>	<b>3,006,931</b>	<b>5%</b>

### Source of Funds

General Fund	2,636,218	2,830,001	2,830,001
CDBG Fund	98,327	111,930	111,930
RPTTF Fund	122,500	65,000	65,000
	<b>2,857,045</b>	<b>3,006,931</b>	<b>3,006,931</b>

# Community Development

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
Comm. Dev. Director	1.00	1.00	1.00	127,299	153,929	153,929
Planning Manager	1.00	1.00	1.00	91,596	113,004	113,004
NIS Manager	1.00	1.00	1.00	78,936	98,190	98,190
Economic Development Mgr	1.00	1.00	1.00	112,894	95,290	95,290
Senior Planner	1.00	1.00	1.00	103,416	86,718	86,718
Associate Planner	1.00	1.00	1.00	77,976	81,108	81,108
Building Official	1.00	1.00	1.00	72,198	95,286	95,286
Building Inspector	1.00	1.00	1.00	75,804	75,804	75,804
Plan Check Engineer	1.00	1.00	1.00	70,772	73,676	73,676
Permit Center Coordinator	1.00	1.00	1.00	69,168	71,964	71,964
Assistant Planner	1.00	1.00	1.00	68,412	71,160	71,160
NIS Officer	1.00	1.00	1.00	56,328	58,596	58,596
Executive Assistant	1.00	1.00	1.00	55,800	58,032	58,032
Administrative Assistant II	1.00	1.00	1.00	49,884	51,900	51,900
Bilingual Pay				6,000	6,000	6,000
Overtime				2,742	2,742	2,742
<b><u>Regular Part Time Employees</u></b>						
Administrative Intern	2.00	1.00	1.00	36,868	16,266	16,266
NIS Officer	1.00	2.00	2.00	9,069	23,038	23,038

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# Community Development

## DEPARTMENT PERFORMANCE MEASUREMENT

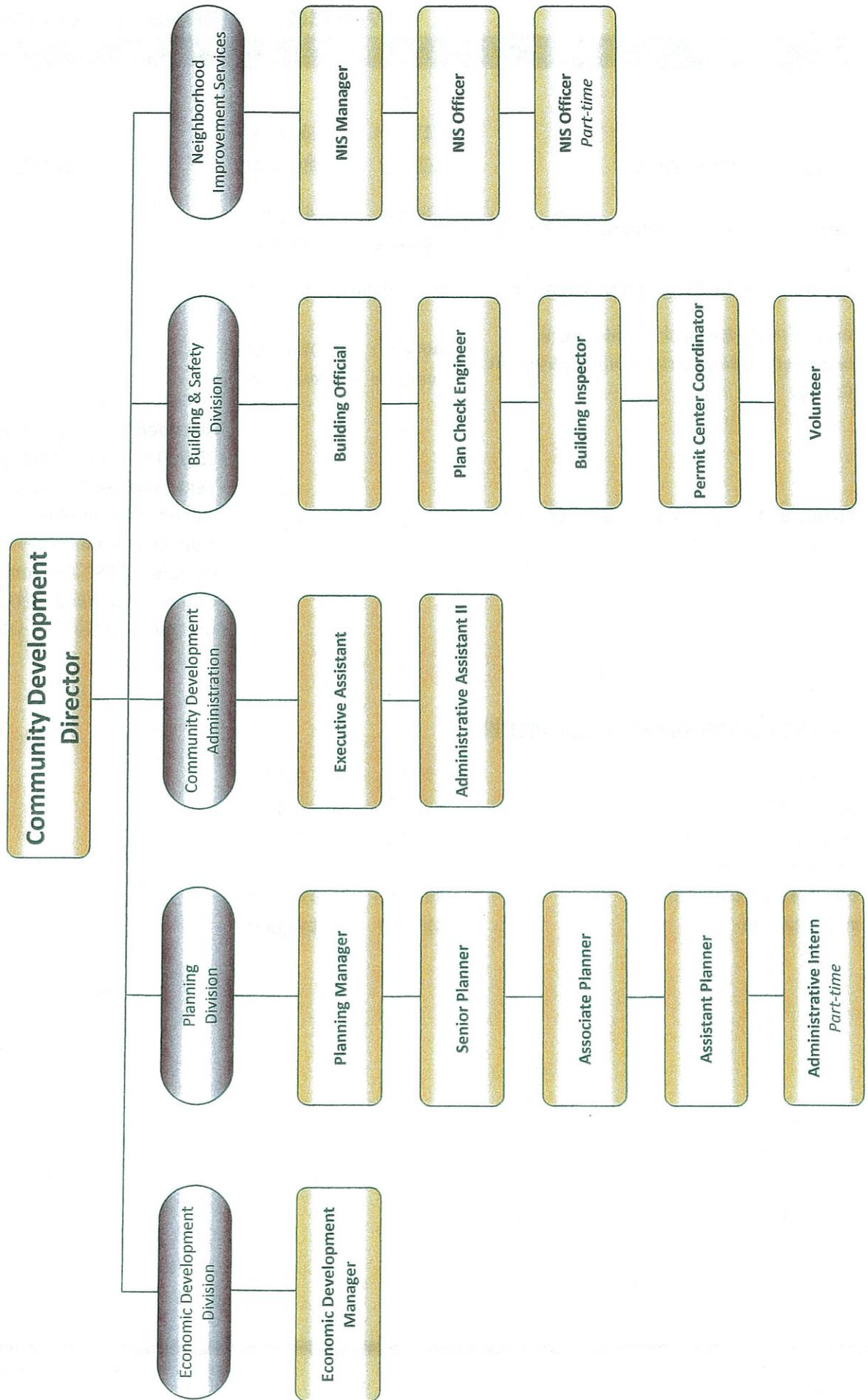
<u>Unit of Measure</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Number of planning applications	139	132	
Number of permits issued:			2014-15 estimates are from the first two quarters of the fiscal year.
building	566	325	
electrical	464	236	
mechanical	195	102	
misc. permits	243	134	
plumbing	266	140	
Number of property maintenance complaints received	342	390	
Number of economic development outreach efforts	56	40	Existing business visitations
 <b><u>Key Performance Indicators</u></b>			
Reduce planning case processing time	89-day average	46-day average	
Decrease plan check turnaround time	232 plan check submittals	157	Ensured 2-week turnaround time for each submittal; 2014-15 estimates are from the first two quarters of the fiscal year.
Number of property maintenance cases closed within 30 days	223	230	Averages reflect a 5% reduction over Actual 2013-14 and Estimated 2014-15 amounts.
Maintain a net growth in number of businesses	2,817	Data not available	Increased by 40 from FY2012-13

# Community Development

## DEPARTMENT PERFORMANCE MEASUREMENT

<u>Outcomes Measurement</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Reduce planning entitlement time by 5%	85-day average	44-day average	
Increase total building permit valuation	\$36.9 million	\$45 million	
Improve neighborhood conditions by resolving residential hotel violations within 14 days	Data not available	Data not available	
Attract and secure national and regional retailers	3	3	Attended two ICSC conferences with 33,000 attendees and exhibitors in Las Vegas and 10,000 attendees and exhibitors in San Diego; Met with half a dozen national retail tenants; completed RSG Consumer Analytics report; Developed marketing portfolios with Allegra Consulting.
<b><u>Neighborhood Improvement Services (NIS)</u></b>			
Cases opened	357	333	
Cases closed	261	201	
Inspections conducted	1200	1000	
Citations issued	82	63	
Total citations amount	\$29,800	\$21,000	
Fines collected	\$21,702	\$14,000	

# City of San Gabriel Community Development Department Organizational Chart





# Community Development

## Cost Center Detail

Administration # 121-810-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		270,911
12-000	Part Time Employees		493
13-000	Overtime		500
19-001	Health Insurance		57,221
19-002	Retirement		43,146
19-004	Medicare		3,101
		<b>Sub-total</b>	<b>375,372</b>
	<b><u>Services and Supplies</u></b>		
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
		Legal services	1,000
27-047	Comm. Engagement	Comm. engagement programs and events	28,500
31-000	Office Operating	Office supplies	8,210
		Equipment purchase and replacements	2,000
		Software programs and licenses	1,000
33-000	Vehicle Operating	Departmental vehicle operating costs	27,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	16,000
40-007	Cable	Cable television services	100
40-010	Cellular Services	Cellular phone expenses	1,720
45-000	Educational	American Planning Assoc.	2,100
		CA League of Cities	1,500
		CA Public Info. Officers Assoc.	800
		SGV Municipal Assistants Assoc.	100
		Staff workshops and training	500



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# Community Development

## Cost Center Summary

Planning # 121-810-14

The Planning Division works to help create and enhance a vibrant city by respecting the City's diverse and distinct neighborhoods, promoting a prosperous economy, and providing a forum for community engagement. Over the coming fiscal year, the Planning Division seeks to further improve customer service and satisfaction by reducing entitlement processing times by a minimum of 5%. In addition, the division will launch the historic preservation ordinance update process, seek to realize development opportunities on key sites, including the former O'Donnell Chevrolet dealership and the Mission Playhouse parking lot, and commission a citywide study of parking issues.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	508,620	553,431	553,431	9%
Services and Supplies	112,035	87,524	87,524	-22%
<b>Total</b>	<b>620,655</b>	<b>640,955</b>	<b>640,955</b>	<b>3%</b>

<b><u>Regular Full Time Positions</u></b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Planning Manager	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00

<b><u>Regular Part Time Employees</u></b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Administrative Intern	1.00	1.00	1.00

<b><u>Seasonal Part Time Budget</u></b>	<b>-</b>	<b>-</b>	<b>-</b>
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### Source of Funds

General Fund	<b>620,655</b>	<b>640,955</b>	<b>640,955</b>
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# Community Development

## Cost Center Detail

Planning # 121-810-14

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		354,390
12-000	Part Time Employees		16,641
13-000	Overtime		-
19-001	Health Insurance		76,295
19-002	Retirement		100,725
19-004	Medicare		5,380
		<b>Sub-total</b>	<b>553,431</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Area Formation Commission assessment	1,000
		Environmental postings	3,000
		Geographic Information System maint.	850
		Mileage, recognition plaques, name plates	200
		Geographic Information System licenses	2,350
22-000	Contractual	Arborist Services	3,184
		Arch-Historic Architect	9,140
		Arch-Landscape Architect	17,500
		City Architectural Services	30,303
31-000	Office Operating	Office supplies	1,000
40-010	Cellular Services	Cellular phone expenses	1,880
51-000	Advertising	Public notices	10,100
53-000	Membership and Dues	American Planning Association	1,596
54-000	Allowances	League of California Cities	130
		Mileage, meetings, trainings	1,305
		Training for staff and commissioners	3,986
		<b>Sub-total</b>	<b>87,524</b>
		<b>Cost Center Total</b>	<b>640,955</b>

# Community Development

## Cost Center Summary

### Building and Safety # 121-810-16

The Building Division ensures safety and public welfare is maintained, as well as promoting energy efficiency and a "greener" environment. These are achieved by having certified reviewers and inspectors that ensure compliance with the City's adopted building requirements. In FY 2015-16, the division's goals include: completing all plan checks within specified timeframes; completing field inspections on the workday following receipt of the inspection request; and automating permit processing through a land management system.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	392,242	426,704	426,704	9%
Services and Supplies	744,829	745,439	745,439	0%
<b>Total</b>	<b><u>1,137,071</u></b>	<b><u>1,172,143</u></b>	<b><u>1,172,143</u></b>	<b>3%</b>
<b><u>Regular Full Time Positions</u></b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	
Building Official	1.00	1.00	1.00	
Plan Check Engineer	1.00	1.00	1.00	
Building Inspector	1.00	1.00	1.00	
Permit Center Coordinator	0.75	0.75	0.75	
<b><u>Regular Part Time Employees</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>Seasonal Part Time Budget</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>Source of Funds</u></b>				
General Fund	<b><u>1,137,071</u></b>	<b><u>1,172,143</u></b>	<b><u>1,172,143</u></b>	

# Community Development

## Cost Center Detail

### Building and Safety # 121-810-16

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		300,339
12-000	Part Time Employees		538
13-000	Overtime		-
19-001	Health Insurance		71,435
19-002	Retirement		50,029
19-004	Medicare		4,363
		<b>Sub-total</b>	<b>426,704</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Code books	2,688
		National Fire Protection Association	1,166
22-000	Contractual	Interim Building Manager Services	30,000
22-032	Special Plan Check	RKA Consulting Group	698,800
31-000	Office Operating	Office supplies	2,500
40-010	Cellular Services	Cellular phone expenses	1,270
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	CA Building Officials Conference	1,095
		International Code Council Expo	1,950
		<b>Sub-total</b>	<b>745,439</b>
		<b>Cost Center Total</b>	<b>1,172,143</b>

# Community Development

## Cost Center Summary

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

Neighborhood Improvement Services Division enhances the quality of life and makes a positive difference by ensuring a safe and healthy environment for all neighborhoods through education, partnerships, and enforcement. The division employs highly trained staff and the best consultants to address blight and educate the community. Through public education and strategic enforcement illegal dumping and illegal residential hotels investigations will decrease.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	234,887	346,217	346,217	47%
Services and Supplies	45,661	46,221	46,221	1%
<b>Total</b>	<b>280,548</b>	<b>392,438</b>	<b>392,438</b>	<b>40%</b>

<b><u>Regular Full Time Positions</u></b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>
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NIS Manager	0.75	0.75	0.75
NIS Officer	0.50	0.50	0.50

<b><u>Regular Part Time Employees</u></b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
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NIS Officer	1.00	1.00	1.00
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<b><u>Seasonal Part Time Budget</u></b>	-	-	-
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#### **Source of Funds**

General Fund	182,221	280,508	280,508
CDBG Fund	98,327	111,930	111,930
<b>Total</b>	<b>280,548</b>	<b>392,438</b>	<b>392,438</b>

# Community Development

## Cost Center Detail

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

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		153,551
12-000	Part Time Employees		9,991
13-000	Overtime		2,242
19-001	Health Insurance		42,788
19-002	Retirement		33,373
19-004	Medicare		2,404
		<b>Sub-total</b>	<b>244,349</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Board ups and Weed abatement	1,179
		Printing costs	2,000
		Property profile software	2,100
		Software upgrades	1,000
22-000	Contractual	Admin. citation processing and appeal	3,200
		Graffiti removal	15,399
		Property owner search program	1,500
		Shopping cart removal	2,400
31-000	Office Operating	Office supplies	2,121
40-010	Cellular Services	Cellular phone expenses	3,260
45-000	Educational	Professional development	1,700
53-000	Membership and Dues	Associations memberships and dues	300
		<b>Sub-total</b>	<b>36,159</b>
		<b>Cost Center Total</b>	<b>280,508</b>

# Community Development

## Cost Center Detail

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

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2015-16 <u>Adopted</u> <u>Budget</u>
11-000	Full Time Employees		61,501
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
		<b>Sub-total</b>	<b>101,868</b>
		<b><u>Services and Supplies</u></b>	
22-000	Contractual	Graffiti Removal	10,062
		<b>Sub-total</b>	<b>10,062</b>
		<b>Cost Center Total</b>	<b><u><u>111,930</u></u></b>

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# Community Development

## Cost Center Summary

### Economic Development # 121-810-26

The Economic Development Division is charged with creating and retaining good quality jobs, stimulating business activity, encouraging private financial investment, upgrading the physical environment, and redeveloping blighted and underutilized properties. In FY 2015-16, the division will launch a new Economic Development website; will work collaboratively with the business community to strengthen the economic vitality of the City; will work on securing new retail uses such as mainstream restaurants and grocery stores; proactively attract new businesses, industries, jobs and investment; and will continue to implement a strategic plan making the City of San Gabriel a competitive, business-friendly city in the San Gabriel Valley region. The division will also assist with completing the final year of the Redevelopment Agency wind down.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	144,176	123,423	123,423	-14%
Services and Supplies	129,220	129,220	129,220	0%
<b>Total</b>	<b>273,396</b>	<b>252,643</b>	<b>252,643</b>	<b>-8%</b>

	2014-15	2015-16	2015-16
<b><u>Regular Full Time Positions</u></b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Economic Development Mgr	1.00	1.00	1.00
<b><u>Regular Part Time Employees</u></b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Seasonal Part Time Budget</u></b>	<b>-</b>	<b>-</b>	<b>-</b>

### Source of Funds

General Fund	<b>273,396</b>	<b>252,643</b>	<b>252,643</b>
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# Community Development

## Cost Center Detail

### Economic Development # 121-810-26

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		95,290
12-000	Part Time Employees		493
13-000	Overtime		-
19-001	Health Insurance		19,095
19-002	Retirement		7,156
19-004	Medicare		1,389
		<b>Sub-total</b>	<b>123,423</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Promote affordable housing programs	500
		Promotional items	4,000
		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	2,000
		Holiday decorations program	200
		International Council of Shopping Centers	6,500
		Mileage and parking	475
		Public meeting notices and translations	1,200
61-000	Chamber of Commerce	Funding for Chamber services	31,680
		<b>Sub-total</b>	<b>129,220</b>
		<b>Cost Center Total</b>	<b>252,643</b>

# Community Development

## Cost Center Summary

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.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	15,000	-	-	-100%
Services and Supplies	107,500	65,000	65,000	-40%
Capital Outlay	-	-	-	-
<b>Total</b>	<b>122,500</b>	<b>65,000</b>	<b>65,000</b>	<b>-47%</b>
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	1.00	-	-	
Management Analyst	1.00	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
 <u>Source of Funds</u>				
RPTTF Funds	<b>122,500</b>	<b>65,000</b>	<b>65,000</b>	

# Community Development

## Cost Center Detail

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

<u>Account Number</u>	<u>Personnel</u>		2015-16 Adopted <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		-
		<b>Sub-total</b>	-
		<b><u>Services and Supplies</u></b>	
22-000	Contractual	Administration - DHA Consulting	20,000
		Finance and Accounting	25,000
		Legal Consulting	7,000
		Legal Consulting - Colantuono & Levin, PC	2,000
31-000	Office Operating	Office supplies	5,000
64-007	Auditing Services	Auditing expenses	6,000
		<b>Sub-total</b>	<b>65,000</b>
		<b>Cost Center Total</b>	<b><u><u>65,000</u></u></b>

# ***Public Works***

# Public Works

## SUMMARY

### Overview

The 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. One of the key goals for the upcoming fiscal year is completion of the Public Works Facility and relocation of staff and equipment to this new building. Other goals include establishing new or renewed contracts for environmental compliance such street sweeping, stormwater management, and sewer consent judgment mandated tasks.

<u>Budget in Brief*</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	2,942,611	3,258,942	3,258,942	11%
Services and Supplies	2,072,902	2,521,767	2,521,767	22%
<b>Total</b>	<b>5,015,513</b>	<b>5,780,709</b>	<b>5,780,709</b>	15%

<u>Personnel Authorized</u>	30 (FT) 4 (PT)	31 (FT) 4 (PT)	31 (FT) 4 (PT)

### Cost Center Distribution

Administration	777,763	834,975	834,975	7%
Street Services	1,315,404	1,524,989	1,524,989	16%
Park Maintenance	900,964	1,043,295	1,043,295	16%
Aquatics	82,089	89,852	89,852	9%
Facilities	177,008	222,893	222,893	26%
Engineering	488,775	506,047	506,047	4%
Fleet Services	793,954	801,104	801,104	1%
Sewer	449,452	726,577	726,577	62%
Local Transit Development	30,104	30,977	30,977	3%
<b>Total</b>	<b>5,015,513</b>	<b>5,780,709</b>	<b>5,780,709</b>	15%

### Source of Funds

General Fund	3,367,003	4,222,051	4,222,051
Prop C	30,104	30,977	30,977
Sewer Fund	824,452	726,577	726,577
Automotive Maintenance Fund	793,954	801,104	801,104
<b>Total</b>	<b>5,015,513</b>	<b>5,780,709</b>	<b>5,780,709</b>

# Public Works

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b>Regular Full Time Positions</b>						
Public Work Director	1.00	1.00	1.00	150,963	164,892	164,892
Senior Civil Engineer	1.00	1.00	1.00	98,496	101,400	101,400
Associate Civil Engineer	2.00	2.00	2.00	157,849	165,006	165,006
Parks & Facilities Manager	1.00	1.00	1.00	72,708	98,190	98,190
Field Operations Manager	1.00	1.00	1.00	66,564	93,516	93,516
Fleet Manager	1.00	1.00	1.00	66,464	86,064	86,064
Public Works Inspector	1.00	1.00	1.00	63,924	66,504	66,504
Auto Mechanic II	1.00	1.00	1.00	60,579	53,136	53,136
Engineering Technician	1.00	1.00	1.00	58,326	60,690	60,690
Management Analyst	1.00	1.00	1.00	57,156	72,000	72,000
Executive Assistant	1.00	1.00	1.00	55,800	51,390	51,390
Park Maintenance Leadperson	1.00	1.00	1.00	54,972	62,382	62,382
Auto Mechanic I	1.00	1.00	1.00	54,961	57,129	57,129
Maintenance Leadperson	4.00	4.00	4.00	208,392	243,726	243,726
Park Maintenance Worker II	3.00	3.00	3.00	154,044	156,108	156,108
Maintenance Worker I	6.00	7.00	7.00	286,560	347,760	347,760
Park Maintenance Worker I	1.00	1.00	1.00	47,760	47,760	47,760
Groundswoker II	2.00	2.00	2.00	77,040	77,460	77,460

# Public Works

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget

**Regular Full Time Positions Continued**

Auto Allowance				5,850	5,850	5,850
Bilingual Pay				2,400	3,600	3,600
Boot Allowance				1,700	3,300	3,300
Overtime				7,480	7,480	7,480

**Regular Part Time Employees**

Park Maintenance Worker I	3.00	3.00	3.00	108,726	113,106	113,106
Maintenance Worker I	1.00	1.00	1.00	17,518	18,220	18,220

# Public Works

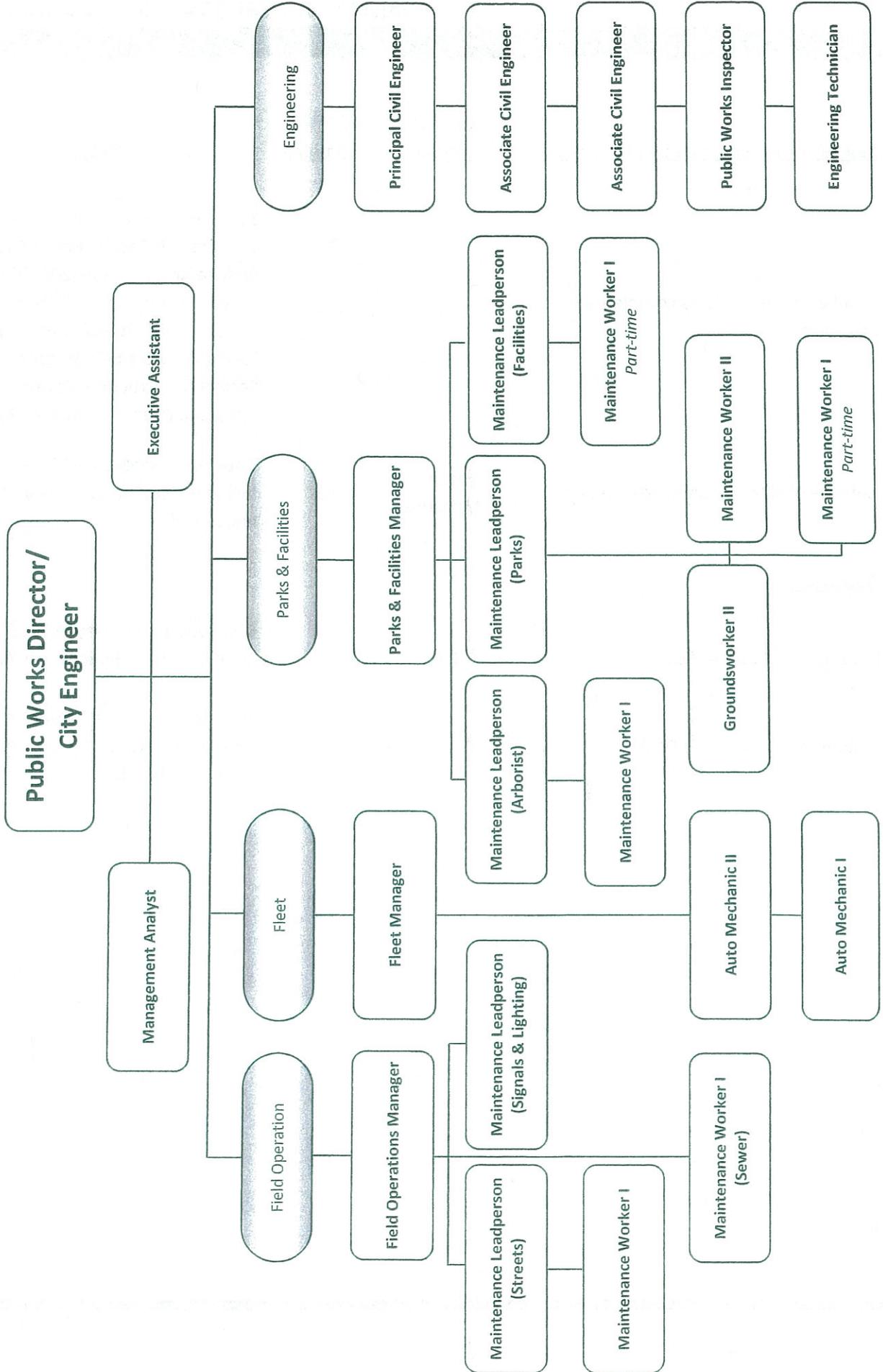
## DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2013-14 Actual</u>	<u>2014-15 Estimated</u>	<u>Notes</u>
Number of work orders processed	1138	1150	Includes Field Operations and Parks & Facilities Divisions
Feet of sewer line repaired	0	506	First ever sewer main repairs under the new Sewer User Fee were constructed on Las Tunas Drive in April 2015.
Number of sewer overflows	8	1	Target is 0. Also see Outcomes section below.
Number of street trees planted	260	14	Tree planting in 2013-14 funded in large part by grant from the County and replacement of trees from 2011 windstorm. Staff is pursuing grant for over 300 new trees in 2015-16.
Number of ADA sidewalk ramps constructed	14	63	In compliance with Federal Civil Rights law, ramps are replaced during street paving projects and through annual upgrades.
Miles of sewer pipe inspected by CCTV	2	10	This will increase to 35 miles in 2015-16 under Consent Judgment
Number of Engineering permits issued	119	330	This is an indicator of increased development activity as well as a large number of utility company repairs and upgrades.
<b><u>Key Performance Indicators</u></b>			
Lane miles of streets resurfaced	0	3.6	Includes Las Tunas Drive, 2014 Great Streets and CDBG street improvement projects.
Miles of sewer cleaned	New measure	60	Data not available for 2013-14.

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Key Performance Indicators Continued</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Number of CIP projects completed or in construction	4	7	2013-14 projects include Citywide Bus Shelters, PW Facility Rough Grading, ADA Ramps, and Rule 20A. 2014-15 projects include Bus Shelters, Great Streets, CDBG Street Improvements, Las Tunas Drive Rehabilitation, PW Facility Construction, Roosevelt Park Playground, and Smith Park Pool
Number of street & park trees maintained	New Measure	257	Data not available for 2013-14. Includes work by contract and in-house staff.
<u>Outcomes</u>			
Pavement Condition Index	N/A	**	Last condition survey in 2009. Updated PCI will be available in May 2015.
% change in sewer overflows	300%	-88%	Overflows increased from 2 in 2012-13 to 8 in 2013-14. Only 1 overflow to date in 2014-15.

# City of San Gabriel Public Works Department Organizational Chart



# 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 manner. The Division is responsible for preparing the Public Works 5-Year Capital Improvement Program as well as the operating budgets for all Departmental cost centers. In the previous year, the Division successfully concluded negotiations with the State Attorney General and Regional Water Quality Control Board regarding the consent judgment for past sewer violations, oversaw the completion of the rough grading contract and began construction on the new Public Works Facility, and implemented the first year of the newly approved Sewer User Fee.

	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
<b><u>Budget in Brief</u></b>				
Personnel	338,146	369,353	369,353	9%
Services and Supplies	439,617	465,622	465,622	6%
<b>Total</b>	<b><u>777,763</u></b>	<b><u>834,975</u></b>	<b><u>834,975</u></b>	7%

<b><u>Regular Full Time Positions</u></b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>
Public Work Director	0.85	0.85	0.85
Management Analyst	0.80	0.80	0.80
Executive Assistant	1.00	1.00	1.00

<b><u>Regular Part Time Employees</u></b>	-	-	-
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<b><u>Seasonal Part Time Budget</u></b>	-	-	-
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**Source of Funds**

General Fund	<b><u>777,763</u></b>	<b><u>834,975</u></b>	<b><u>834,975</u></b>
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# Public Works

## Cost Center Detail

Administration # 121-800-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		254,998
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		50,592
19-002	Retirement		60,066
19-004	Medicare		3,697
		<b>Sub-total</b>	<b>369,353</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Geographic information system licensing	3,200
		Publications, manuals, standards, codes	400
		Community engagement	5,000
22-000	Contractual	Backflow inspections	1,000
31-000	Office Operating	Office supplies and related expenses	2,500
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	35,000
40-007	Cable	Cable television services	2,800
40-008	Sewer Service Charge	Sewer service expenses	3,602
40-010	Cellular Services	Cellular phone expenses	9,030
43-000	Uniforms	Uniform expenses	12,730

# Public Works

## Cost Center Detail

### Public Works Administration # 121-800-12

2015-16

Adopted

Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>	
45-000	Educational	
	Department seminars	2,500
	Aquatic facility training	400
	Arborist training	1,000
	Executive team retreat	500
	Pesticide applicator training	1,200
	Playground safety training	735
	Safety training	4,500
	Vehicle maintenance training	6,000
53-000	Membership and Dues	
	American Public Works Association	880
	American Society of Civil Engineers	300
	CA Registered Professional Engineers	600
	City & County Engineers Association	100
	Institute of Transportation Engineers	575
	International Municipal Signal Association	250
	International Society of Arboriculture	600
	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 workshops and conferences	4,000
	Public Works Day comm. engagement	2,500
	Remote Access Software Licensing	100
	Technical Advisory Committee Meetings	150
	Travel/Lodging for Conferences	2,500
	<b>Sub-total</b>	<b>465,622</b>
	<b>Cost Center Total</b>	<b>834,975</b>

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# Public Works

## Cost Center Summary

### Street Services # 121-800-02

Street Services is one of the two cost centers in the Field Operations Division and encompasses maintenance of street pavement, 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. In the past year, the Division repaired numerous high-priority sidewalk defects, patched damaged asphalt on several street segments, installed solar warning lights at Fire Station 52, and repainted crosswalks near all elementary schools. In the coming year, the Division has requested funds to purchase new equipment and additional materials to at least double the amount of pavement repairs performed by City crews. In addition, the Division will oversee a sidewalk repair program including repairs performed by contract and with City crews. Field Operations will also work with Park Maintenance crews to expand cross training to better prepare the Department for larger projects and emergency response.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	739,174	712,289	712,289	-4%
Services and Supplies	576,230	812,700	812,700	41%
<b>Total</b>	<b>1,315,404</b>	<b>1,524,989</b>	<b>1,524,989</b>	16%
 <u>Regular Full Time Positions</u>	 <b>6.70</b>	 <b>7.70</b>	 <b>6.70</b>	
Field Operations Manager	0.70	0.70	0.70	
Maintenance Leadperson	2.00	2.00	2.00	
Maintenance Worker I	4.00	5.00	5.00	
 <u>Regular Part Time Employees</u>	 <b>1.00</b>	 <b>1.00</b>	 <b>1.00</b>	
Maintenance Worker I	1.00	1.00	1.00	
 <u>Seasonal Part Time</u>	 -	 -	 -	
 <u>Source of Funds</u>				
General Fund	<b>1,315,404</b>	<b>1,524,989</b>	<b>1,524,989</b>	

# Public Works

## Cost Center Detail

### Street Services # 121-800-02

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		434,824
12-000	Part Time Employees		19,081
13-000	Overtime		7,480
19-001	Health Insurance		146,150
19-002	Retirement		98,064
19-004	Medicare		6,690
		<b>Sub-total</b>	<b>712,289</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Street paint	7,500
		Asphalt concrete pavement	29,000
		Hardware supplies	4,000
		Portland cement concrete	20,000
		Safety equipment	8,000
		Signs & uni-strut poles	26,000
		Street lighting supplies	10,000
		Traffic signal supplies	6,000
		Various tools	6,000
22-000	Contractual	Random drug testing	3,000
		Reclaimed emulsion	5,000
		Street sweeping	135,000
		Traffic signal maintenance	7,000
		Underground service alert	1,200
33-000	Vehicle Operating	Departmental vehicle operating costs	147,000
33-060	Vehicle Replacement	Future vehicle replacement	16,000
55-000	Lease Payments	Public Works Facility	382,000
		<b>Sub-total</b>	<b>812,700</b>
		<b>Cost Center Total</b>	<b>1,524,989</b>

# Public Works

## Cost Center Summary

### Park Maintenance # 121-800-05

The Park Maintenance cost center of the Parks and Facilities Division is responsible for the planting, trimming, and irrigation of 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. In the past year, this group completed planting street trees along Valley Boulevard, improved tree trimming safety practices, replaced obsolete playground components at Roosevelt Elementary, and supported the City's new weekly Farmer's Market as well as the Lunar New Year Festival in the Mission District. We also modified irrigation practices and changed plantings at several locations to respond to the water conservation requirements from the state. In the coming year, additional efforts will be directed toward compliance with the emergency water restrictions due to the statewide drought. Ongoing maintenance will also expand to the new Marshall Community Park and the new landscaped medians along Las Tunas Drive.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	747,709	800,540	800,540	7%
Services and Supplies	153,255	242,755	242,755	58%
<b>Total</b>	<b>900,964</b>	<b>1,043,295</b>	<b>1,043,295</b>	16%

<u>Regular Full Time Positions</u>	7.85	7.85	7.85
Parks & Facilities Manager	0.60	0.60	0.60
Park Maintenance Leadperson	0.75	0.75	0.75
Maintenance Leadperson	1.00	1.00	1.00
Park Maintenance Worker II	2.50	2.50	2.50
Park Maintenance Worker I	1.00	1.00	1.00
Groundswoker II	2.00	2.00	2.00

<u>Regular Part Time Employees</u>	2.75	2.75	2.75
Park Maintenance Worker I	2.75	2.75	2.75

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

General Fund	<b>900,964</b>	<b>1,043,295</b>	<b>1,043,294</b>
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# Public Works

## Cost Center Detail

### Park Maintenance # 121-800-05

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		415,895
12-000	Part Time Employees		114,534
13-000	Overtime		-
19-001	Health Insurance		148,945
19-002	Retirement		113,474
19-004	Medicare		7,692
		<b>Sub-total</b>	<b>800,540</b>
		<b><u>Services and Supplies</u></b>	
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	8,000
		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	2,000
		Security Services	390
		Tree Maintenance Services	91,000
33-000	Vehicle Operating	Departmental vehicle operating costs	65,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	30,000
43-000	Uniforms	Uniforms Rental	3,000
		<b>Sub-total</b>	<b>242,755</b>
		<b>Cost Center Total</b>	<b>1,043,295</b>

# Public Works

## Cost Center Summary

Aquatics # 121-800-06

The Aquatics cost center of the Parks and Facilities Division is responsible for operating and maintaining the swimming pools and associated facilities at Smith Park, including pumps, heaters, lighting, filtration and chemical treatment systems. In the past year, the surfacing of the wading pool was replaced and new signage installed to improve safety and comfort for families using this pool. Staff also replaced the chlorine pump that provides balanced water chemistry. In the year ahead, a new surface will be installed on top of the pool deck and tiles will be repaired to improve safety for all users.

Budget in Brief	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	53,989	61,752	61,752	14%
Services and Supplies	28,100	28,100	28,100	0%
<b>Total</b>	<b>82,089</b>	<b>89,852</b>	<b>89,852</b>	9%

<b>Regular Full Time Positions</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>
Parks & Facilities Manager	0.10	0.10	0.10
Park Maintenance Leadperson	0.25	0.25	0.25
Park Maintenance Worker II	0.25	0.25	0.25
<b>Regular Part Time Employees</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Seasonal Part Time Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Source of Funds

General Fund	<b>82,089</b>	<b>89,852</b>	<b>89,852</b>
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# Public Works

## Cost Center Detail

Aquatics # 121-800-06

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		38,768
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		11,404
19-002	Retirement		11,018
19-004	Medicare		562
		<b>Sub-total</b>	<b>61,752</b>
		<b><u>Services and Supplies</u></b>	
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
		<b>Sub-total</b>	<b>28,100</b>
		<b>Cost Center Total</b>	<b>89,852</b>

# Public Works

## Cost Center Summary

### Public Works Facilities # 121-800-07

The Facilities cost center of the Parks and 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. In the past year, long-awaited renovations at City Hall began bringing new paint, carpet and tile throughout the upstairs, plus front counter renovations, new carpet, and paint in the Community Development Department. New workstations were constructed for the Public Information Officer and Economic Development Manager. Kitchen remodels were completed at the Police Department, Community Services Department and City Hall. New emergency exit signs were also installed throughout City Hall. In the coming year, painting and other upgrades will be completed at the Police Department. City Hall renovations will continue with new paint, carpet and workstation modifications in Finance, City Clerk and Administration areas. Lighting throughout City Hall will be replaced with energy-efficient LED fixtures.

<u>Budget in Brief</u>	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
Personnel	110,508	144,003	144,003	30%
Services and Supplies	66,500	78,890	78,890	19%
<b>Total</b>	<b>177,008</b>	<b>222,893</b>	<b>222,893</b>	<b>26%</b>
 <u>Regular Full Time Positions</u>	 <b>1.30</b>	 <b>1.30</b>	 <b>1.30</b>	
Parks & Facilities Manager	0.30	0.30	0.30	
Maintenance Leadperson	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>177,008</u>	<u>222,893</u>	<u>222,893</u>	

# Public Works

## Cost Center Detail

### Public Works Facilities # 121-800-07

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		91,839
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		24,730
19-002	Retirement		26,102
19-004	Medicare		1,332
		<b>Sub-total</b>	<b>144,003</b>
		<b><u>Services and Supplies</u></b>	
21-000	Special Departmental	Electrical supplies	7,000
		Hardware and fixtures	10,000
		Plumbing supplies	9,000
		Tools	2,500
22-000	Contractual	Building Security	4,890
		City Hall Cleaning	24,000
		Elevator Maintenance	3,000
		Fire Extinguisher Service	250
		Heating, Ventilation, and Air Conditioning	9,750
35-000	Building Operating	Electrical supplies	350
		Hardware and other supplies	3,500
		Janitorial supplies	4,000
		Plumbing supplies	350
		Security, keys	300
		<b>Sub-total</b>	<b>78,890</b>
		<b>Cost Center Total</b>	<b><u><u>222,893</u></u></b>

# 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. In the previous year, the Division delivered over \$4 million worth of pavement resurfacing projects consisting of 3.6 miles along portions of Las Tunas Drive, Fairview Avenue, Mission Drive, Norwood Place and others. Staff also reviewed and permitted over 300 development and utility projects. In the coming year, Engineering is expected to permit public improvements associated with several large development projects. The Division will also oversee the design and construction of projects such as CDBG street and ramp improvements, Del Mar Avenue sewer design, and the design of pavement reconstruction on Del Mar Avenue if the funding is approved by the California Infrastructure Bank.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	482,175	499,947	499,947	4%
Services and Supplies	6,600	6,100	6,100	-8%
<b>Total</b>	<b>488,775</b>	<b>506,047</b>	<b>506,047</b>	<b>4%</b>

<b><u>Regular Full Time Positions</u></b>	4.45	4.55	4.55
Senior Civil Engineer	0.85	0.85	0.85
Associate Civil Engineer	1.75	1.85	1.85
Public Works Inspector	0.80	0.80	0.80
Engineering Technician	0.80	0.80	0.80
Permit Center Coordinator	0.25	0.25	0.25

<b><u>Regular Part Time Employees</u></b>	-	-	-
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<b><u>Seasonal Part Time Budget</u></b>	-	-	-
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**Source of Funds**

General Fund	<b>488,775</b>	<b>506,047</b>	<b>506,047</b>
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# Public Works

## Cost Center Detail

Engineering # 121-800-13

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2015-16 <u>Adopted</u> <u>Budget</u>
11-000	Full Time Employees		349,063
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		84,915
19-002	Retirement		60,907
19-004	Medicare		5,062
		<b>Sub-total</b>	<b>499,947</b>
	<b><u>Services and Supplies</u></b>		
21-000	Special Departmental	Publications, Manuals, Standards, Codes	600
22-000	Contractual	Plan Check/Review/Engineering Services	5,500
		<b>Sub-total</b>	<b>6,100</b>
		<b>Cost Center Total</b>	<b>506,047</b>

# Public Works

## Cost Center Summary

### Fleet Services # 128-800-04

The Fleet Services Division manages the City's fleet of patrol cars, fire engines, ambulances, passenger vehicles, heavy-duty trucks, power equipment and power generators for maximum safety, efficiency and compliance with air quality and greenhouse gas emission regulations. In the past year, the Division performed preventive maintenance on a scheduled basis on all vehicles, as well as numerous emergency or unplanned repairs to many of the police patrol cars and the fire engines. Staff participated in selecting new vehicles including the new Explorer Interceptors, a new Pierce Fire Engine, and a Kenworth Vactor truck. In the year ahead, Fleet Services will continue to provide preventive maintenance and repairs on the entire fleet, as well as prepare new vehicles for service, including installation of radios, lightbars, computers and other specialized equipment.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	277,354	287,004	287,004	3%
Services and Supplies	516,600	514,100	514,100	0%
<b>Total</b>	<b>793,954</b>	<b>801,104</b>	<b>801,104</b>	1%
 <u>Regular Full Time Positions</u>	 3.00	 3.00	 3.00	
Fleet Manager	1.00	1.00	1.00	
Auto Mechanic II	1.00	1.00	1.00	
Auto 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	<u>793,954</u>	<u>801,104</u>	<u>801,104</u>	

# Public Works

## Cost Center Detail

### Fleet Services # 128-800-04

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		200,292
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		57,032
19-002	Retirement		26,776
19-004	Medicare		2,904
		<b>Sub-total</b>	<b>287,004</b>
	<b><u>Services and Supplies</u></b>		
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
		CA Resource Board/AQMD Emissions	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

# Public Works

## Cost Center Detail

Fleet Services # 128-800-04

2015-16  
Adopted  
Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		
22-000	Contractual	Tire Disposal	600
		Update Service Manuals & Diagnostics	3,500
33-057	Fuel	Fuel expenses	215,000
33-058	Parts & Supplies	Auto parts	138,500
33-059	Maintenance & Repair	Apparatus repair services	10,000
		Fire engine services	21,000
		Repair services	9,000
		Tire services	3,000
		Towing	2,000
		<b>Sub-total</b>	<b>514,100</b>
		<b>Cost Center Total</b>	<b>801,104</b>

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# Public Works

## Cost Center Summary

Sewer # 137-800-01

The Sewer cost center includes portions of the Field Operations, Engineering and Administration Divisions. The cost center is funded by the Sewer User Fee approved by Council in 2014 and is responsible for ensuring public health and safety through effective maintenance and repair of the sewer collection system. In the past year, Field Operations sewer maintenance crews cleaned over 60 miles of sewer mains. Three crews successfully completed pre-certification for wastewater collection system training. The Administration Division completed negotiations toward the Consent Judgment for past violations. Engineering reviewed sewer studies and plans for a number of development projects throughout the city. In the coming year, the new Vector truck will allow Field Operations crews to more thoroughly clean the mains of debris and reduce the risk of blockages and overflows. Crews will also continue operator training and certification. Contracts will be issued for treating roots, performing video inspection, and implementing an asset management system.

<u>Budget in Brief</u>	<b>2014-15 Adopted Budget</b>	<b>2015-16 Budget Request</b>	<b>2015-16 Adopted Budget</b>	<b>% Change from Prior Year Budget</b>
Personnel	163,452	353,077	353,077	116%
Services and Supplies	286,000	373,500	373,500	31%
<b>Total</b>	<b>449,452</b>	<b>726,577</b>	<b>726,577</b>	<b>62%</b>

<u>Regular Full Time Positions</u>	<b>3.45</b>	<b>3.35</b>	<b>3.35</b>
Director of Public Works	0.15	0.15	0.15
Senior Civil Engineer	0.15	0.15	0.15
Associate Civil Engineer	0.25	0.15	0.15
Field Operations Manager	0.30	0.30	0.30
Public Works Inspector	0.20	0.20	0.20
Engineering Technician	0.20	0.20	0.20
Management Analyst	0.20	0.20	0.20
Maintenance Worker I	2.00	2.00	2.00
<u>Regular Part Time Employees</u>	-	-	-
<u>Seasonal Part Time Budget</u>	-	-	-

### Source of Funds

Sewer Fund	<b>449,452</b>	<b>726,577</b>	<b>726,577</b>
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# Public Works

## Cost Center Detail

Sewer # 137-800-01

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2015-16 Adopted Budget
11-000	Full Time Employees		229,977
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		65,587
19-002	Retirement		54,178
19-004	Medicare		3,335
		<b>Sub-total</b>	<b>353,077</b>
		<b><u>Services and Supplies</u></b>	
21-000	Special Departmental	Asset management software	40,000
		Auto parts	8,500
		Decant facility use	10,000
		Operations supplies	4,000
		Spill response supplies	8,000
		Tools & apparatus	3,000
22-000	Contractual	Closed circuit television pipe inspection	200,000
		Consultant services (Asset Mgmt System)	10,000
		Consultant services (parcel update)	12,000
		Consultant services (Sanitary Sewer Mgmt)	20,000
		Root management	32,000
		Sewer truck service	5,000
33-000	Vehicle Operating	Departmental vehicle operating costs	16,000
45-000	Education	Training and certification	5,000
		<b>Sub-total</b>	<b>373,500</b>
		<b>Cost Center Total</b>	<b><u><u>726,577</u></u></b>

# Public Works

## Cost Center Summary

### Proposition C Local Transit Development # 181-800-49

The Local Transit Development cost center 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. This maintenance work is performed by Parks & Facilities Division staff.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	30,104	30,977	30,977	-
Services and Supplies	-	-	-	-
<b>Total</b>	<b>30,104</b>	<b>30,977</b>	<b>30,977</b>	-

<u>Regular Full Time Positions</u>	0.25	0.25	0.25
Park Maintenance Worker II	0.25	0.25	0.25
<u>Regular Part Time Employees</u>	0.25	0.25	0.25
Park Maintenance Worker I	0.25	0.25	0.25
<u>Seasonal Part Time Budget</u>	-	-	-

Source of Funds

Prop C	<u>30,104</u>	<u>30,977</u>	<u>30,977</u>
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# Public Works

## Cost Center Detail

### Proposition C Local Transit Development # 181-800-49

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		22,263
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		4,742
19-002	Retirement		3,649
19-004	Medicare		323
		<b>Sub-total</b>	<b>30,977</b>
	<b><u>Services and Supplies</u></b>		
	None	None	-
		<b>Cost Center Total</b>	<b><u><u>30,977</u></u></b>

# ***Community Services***

# Community Services

## SUMMARY

### Overview

The Community Services Department's mission is to enrich the lives of every person in San Gabriel through exceptional programs and services, inviting spaces and community connection. Among other areas, the Department provides programs including recreational, special events, aquatics, and an arts and leisure magazine; services such as transportation, facility rentals, and passports; and park planning. In FY 2015-16, the department will continue development of the new organizational structure, begin implementation of the department strategic plan, and implement park planning strategies including a park master plan and updated impact fee program.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief *</u></b>				
Personnel	1,079,068	1,193,001	1,193,001	11%
Services and Supplies	2,135,412	1,010,199	1,010,199	-53%
<b>Total</b>	<b><u>3,214,480</u></b>	<b><u>2,203,200</u></b>	<b><u>2,203,200</u></b>	-31%

<b><u>Personnel Authorized</u></b>	7 (FT)	7 (FT)	7 (FT)
	3 (PT)	3 (PT)	3 (PT)

### Cost Center Distribution

Administration	530,867	640,595	640,595	21%
Aquatics	134,650	148,860	148,860	11%
Facilities	129,500	147,189	147,189	14%
Recreation	207,651	296,134	296,134	43%
Special Activities	235,852	243,845	243,845	3%
Local Transit Development	1,918,451	669,047	669,047	-65%
Youth Program	36,697	36,900	36,900	1%
After School Program	20,812	20,630	20,630	-1%
<b>Total</b>	<b><u>3,214,480</u></b>	<b><u>2,203,200</u></b>	<b><u>2,203,200</u></b>	

### Source of Funds

General Fund	1,002,667	1,232,778	1,232,778
Parks & Recreation Activity Fund	235,852	243,845	243,845
CDBG Fund	57,510	57,530	57,530
Prop A Fund	1,338,151	156,261	156,261
Prop C Fund	580,300	512,786	512,786
<b>Total</b>	<b><u>3,214,480</u></b>	<b><u>2,203,200</u></b>	<b><u>2,203,200</u></b>

# Community Services

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
Community Services Director	1.00	1.00	1.00	143,409	149,184	149,184
Community Services Manager	1.00	1.00	1.00	66,564	93,516	93,516
Recreation Supervisor	2.00	2.00	2.00	140,640	149,508	149,508
Recreation Coordinator	1.00	1.00	1.00	46,380	51,384	51,384
Administrative Assistant I	2.00	2.00	2.00	99,768	95,664	95,664
Auto Allowance				5,850	5,850	5,850
Overtime				2,500	2,500	2,500
Bilingual Pay				2,400	2,400	2,400
<b><u>Regular Part Time Employees</u></b>						
Administrative Assistant I	1.00	1.00	1.00	28,727	29,892	29,892
Custodian	2.00	2.00	2.00	54,018	56,172	56,172
<b><u>Seasonal Part Time Budget</u></b>						
Pool Manager				12,352	12,484	12,484
Assistant Pool Manager				12,352	12,383	12,383
Specialist I				7,174	14,102	14,102
Lifeguard Instructor				43,842	45,611	45,611
Recreation Leader				152,140	158,940	158,940
Pool Attendant				15,556	16,170	16,170

# Community Services

## DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2013-14 Actual</u>	<u>2014-15 Estimated</u>	<u>Notes</u>
Youth Program Participants	*	12,556	After school/summer prgms.; Data not available for 2013-14
Older Adult Program Participants	*	19,898	Nutrition, Dial A Ride, clubs, etc.; Data not available for 2013-14
Recreation Class/Trip Participants	3,063	4,164	Registered participants
Passports Processed	506	534	
Number of Events	6	14	Recreation/comm. engagement events
Number of Volunteers	*	163	Senior/youth special events volunteers; Data not available for 2013-14

### Key Performance Indicators

Events offered to promote community engagement	6	14	Several of the community engagement events are offered in conjunction with Mission Playhouse and Community Development
Revenue generated by Community Services Department	\$333,000	\$335,000	
New recreation programs offered	*	13	Data not available for 2013-14
Number of facility reservations	730	803	

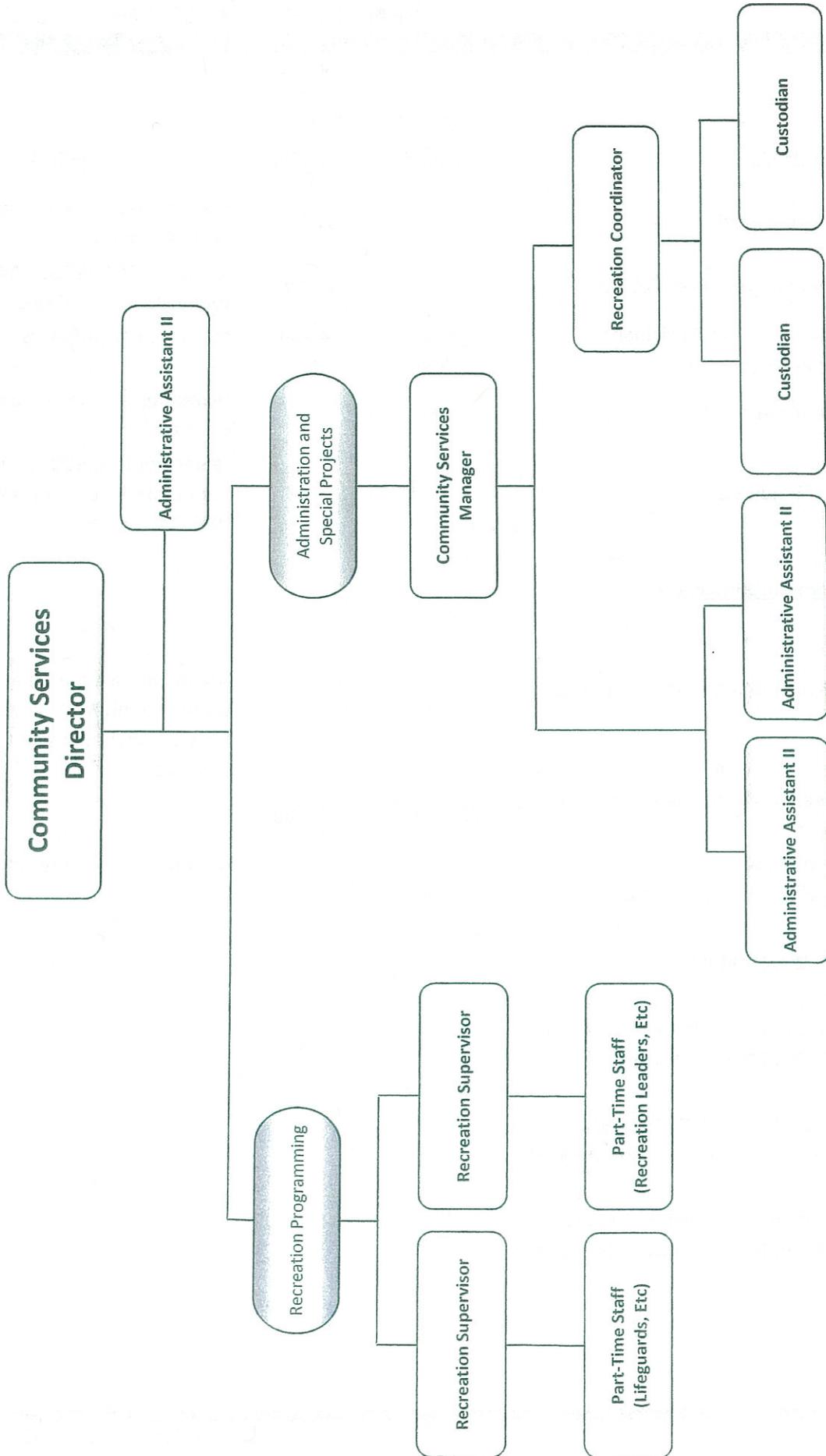
### Outcomes Measurement

Park, open space and community facility projects developed or improved	1	1	
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Improved quality of life through arts, culture and community engagement events

Enhanced programs through increased connectivity with community organizations

# City of San Gabriel Community Services Department Organizational Chart



# Community Services

## Cost Center Summary

Administration # 121-850-12

The Community Services Department enriches the lives of our residents through exceptional programs and services, inviting spaces and community connection. The Administration division includes budget for all full-time and some part-time personnel who carry out the mission of the department. In FY 2015-16, the department will continue development of the new organizational structure.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	530,867	640,595	640,595	-
Services and Supplies	-	-	-	-
<b>Total</b>	<b>530,867</b>	<b>640,595</b>	<b>640,595</b>	-
<b><u>Regular Full Time Positions</u></b>	<b>4.45</b>	<b>4.79</b>	<b>4.79</b>	
Community Services Director	0.90	0.90	0.90	
Community Services Manager	0.90	0.84	0.84	
Recreation Supervisor	1.40	1.65	1.65	
Recreation Coordinator	0.75	0.50	0.50	
Administrative Assistant II	0.50	0.90	0.90	
<b><u>Regular Part Time Employees</u></b>	<b>0.90</b>	<b>1.00</b>	<b>1.00</b>	
Administrative Assistant II	0.90	1.00	1.00	
<b><u>Seasonal Part Time Budget</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>Source of Funds</u></b>				
General Fund	<b>530,867</b>	<b>640,595</b>	<b>640,595</b>	

# Community Services

## Cost Center Detail

Administration # 121-850-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		415,378
12-000	Part Time Employees		29,892
13-000	Overtime		-
19-001	Health Insurance		91,262
19-002	Retirement		97,607
19-004	Medicare		6,456
		<b>Sub-total</b>	<b>640,595</b>
		<b><u>Services and Supplies</u></b>	
	None	None	-
		<b>Cost Center Total</b>	<b><u>640,595</u></b>

# Community Services

## Cost Center Summary

Aquatics # 121-850-06

The Community Services Department aims to provide exceptional programs and services. The Department operates Smith Park Pool and offers a variety of aquatics programs, including: swim lessons, recreational swim, lap swim, water fitness classes and year-round swim team. In FY 2015-16, the Department will continue to provide high quality and expanded aquatics programs for the community.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	94,083	105,800	105,800	12%
Services and Supplies	40,567	43,060	43,060	6%
<b>Total</b>	<b>134,650</b>	<b>148,860</b>	<b>148,860</b>	<b>11%</b>
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	94,083	93,866	93,866	
<u>Source of Funds</u>				
General Fund	<u>134,650</u>	<u>148,860</u>	<u>148,860</u>	

# Community Services

## Cost Center Detail

Aquatics # 121-850-06

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		-
12-000	Part Time Employees		101,788
13-000	Overtime		2,500
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		1,512
		<b>Sub-total</b>	<b>105,800</b>
	<b><u>Services and Supplies</u></b>		
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	15,000
40-004	Gas	Gas expenses	10,000
40-006	Water	Water expenses	10,000
40-010	Cellular Services	Cellular phone expenses	630
45-000	Educational	Training for aquatics staff	400
53-000	Membership and Dues	Southern CA Public Pool Operator Assoc.	30
		<b>Sub-total</b>	<b>43,060</b>
	None	None	-
		<b>Cost Center Total</b>	<b>148,860</b>

# Community Services

## Cost Center Summary

Facilities # 121-850-07

The Community Services Department provides inviting spaces to promote community connection. The Department oversees the operation of two facilities—the Community Recreation Center and the Adult Recreation Center, which is home to Grapevine Park. The facilities are used for recreation classes, department programs, community meetings and special events such as weddings and receptions. In FY 2015-16, the Department will implement enhanced marketing of the Adult Recreation Center and continue to provide well-maintained facilities and the highest level of service to our customers.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	71,394	87,749	87,749	23%
Services and Supplies	58,106	59,440	59,440	2%
<b>Total</b>	<b>129,500</b>	<b>147,189</b>	<b>147,189</b>	<b>14%</b>

**Regular Full Time Positions**

- - -

**Regular Part Time Employees**

2.00 2.00 2.00

Custodian

2.00 2.00 2.00

**Seasonal Part Time Budget**

16,356 17,016 17,016

**Source of Funds**

General Fund

129,500 147,189 147,189

# Community Services

## Cost Center Detail

Facilities # 121-850-07

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		-
12-000	Part Time Employees		86,688
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		1,061
		<b>Sub-total</b>	<b>87,749</b>
		<b><u>Services and Supplies</u></b>	
21-000	Special Departmental	Facility equipment	6,000
22-000	Contractual	Ice machine maintenance	1,000
35-000	Building Operating	Cleaning supplies	4,000
		Light maintenance supplies	2,500
40-003	Electricity	Electricity expenses	40,500
40-004	Gas	Gas expenses	1,000
40-006	Water	Water expenses	2,500
40-008	Sewer Service Charge	Sewer service expenses	890
40-010	Cellular Services	Cellular phone expenses	550
43-000	Uniforms	Uniform expenses	500
		<b>Sub-total</b>	<b>59,440</b>
		<b>Cost Center Total</b>	<b>147,189</b>

# Community Services

## Cost Center Summary

Recreation # 121-850-10

The Community Services Department aims to enrich the lives of San Gabriel residents and promote community connection through exceptional programs and services. The Recreation division provides youth programs, older adult programs, community engagement events, various services and The Guide publication. In FY 2015-16, the Department will begin implementation of its strategic plan; continue the rebranding effort; provide expanded programs for youth and older adults; collaborate with community organizations to provide expanded opportunities; and enhance community connection through added special events.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	72,412	85,655	85,655	18%
Services and Supplies	135,239	210,479	210,479	56%
<b>Total</b>	<b>207,651</b>	<b>296,134</b>	<b>296,134</b>	<b>43%</b>

**Regular Full Time Positions**

- - -

**Regular Part Time Employees**

- - -

**Seasonal Part Time Budget**

72,411 75,183 75,183

**Source of Funds**

General Fund	207,651	296,134	296,134
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# Community Services

## Cost Center Detail

Recreation # 121-850-10

			2015-16
			Preliminary
<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
11-000	Full Time Employees		-
12-000	Part Time Employees		84,431
13-000	Overtime		-
19-001	Health Insurance		-
19-002	Retirement		-
19-004	Medicare		1,224
		<b>Sub-total</b>	<b>85,655</b>
 <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	34,200
		Printer/Copier maintenance contract	4,450
		Recreation Guide postage	10,000
		Registration software maintenance	4,000
23-039	Youth School Year	Awards	500
		Equipment	3,415
		Officials	3,500
		Staff training	400
		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	Egg Hunt	1,350
		Farmers Market	5,350
		Holiday Craft Workshop	500
		Kid's Day and 4th of July	5,000
		Pentathlon	1,000

# Community Services

## Cost Center Detail

Recreation # 121-850-10

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>2015-16 Adopted Budget</u>
23-047	Special Events	Supplies/marketing Tree lighting	2,000 2,400
23-048	Older Adults	Nutrition program supplies Older adult event supplies	500 500
23-051	Passport Services	Passport supplies	1,312
27-047	Comm. Engagement	Community engagement events	70,500
31-000	Office Operating	Office supplies, equipment expenses	7,500
33-000	Vehicle Operating	Departmental vehicle operating costs	18,000
33-060	Vehicle Replacement	Annual contribution for future vehicle	4,000
40-004	Gas	Gas expenses	1,500
40-005	Telephone	Telephone expenses	8,500
40-007	Cable	Cable television Services	2,500
40-010	Cellular Services	Cellular phone expenses	1,260
53-000	Membership and Dues	California Park & Recreation Society So. California Municipal Athletic Federation	850 75
54-000	Allowances	Educational Allowance	3,320
		<b>Sub-total</b>	<b>210,479</b>
		<b>Cost Center Total</b>	<b>296,134</b>

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# Community Services

## Cost Center Summary

### Special Activities # 173-850-18

The Community Services Department promotes community connection and provides exceptional programs. The Special Activities accounts are for revenue-neutral programs including day camp, older adult trips, recreation classes and more. In FY 2015-16, the Department will provide expanded recreation class opportunities and enhanced programs for youth and older adults.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	43,352	45,625	45,625	5%
Services and Supplies	192,500	198,220	198,220	3%
<b>Total</b>	<b>235,852</b>	<b>243,845</b>	<b>243,845</b>	<b>3%</b>

<b><u>Regular Full Time Positions</u></b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
Recreation Coordinator	0.25	0.25	0.25
<b><u>Regular Part Time Employees</u></b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Seasonal Part Time Budget</u></b>	<b>25,843</b>	<b>26,501</b>	<b>26,501</b>

#### Source of Funds

Parks & Recreation Activity Fund	<b>235,852</b>	<b>243,845</b>	<b>243,845</b>
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# Community Services

## Cost Center Detail

### Special Activities # 173-850-18

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		12,845
12-000	Part Time Employees		26,502
13-000	Overtime		-
19-001	Health Insurance		4,742
19-002	Retirement		965
19-004	Medicare		571
		<b>Sub-total</b>	<b>45,625</b>
	<b><u>Services and Supplies</u></b>		
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 and supplies	1,500
23-049	Recreation Classes Ins.	Recreation classes insurance	4,500
23-050	Share A Dream	Share A Dream scholarship	800
23-052	Facility Insurance	Facility insurance	5,720
		<b>Sub-total</b>	<b>198,220</b>
		<b>Cost Center Total</b>	<b>243,845</b>

# Community Services

## Cost Center Summary

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

In an effort to provide high quality programs and services for our residents, the Community Services Department offers 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 2015-16, the Department will provide expanded travel opportunities while continuing to provide a high level of service for our customers.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	209,451	170,047	170,047	-19%
Services and Supplies	1,709,000	499,000	499,000	-71%
<b>Total</b>	<b>1,918,451</b>	<b>669,047</b>	<b>669,047</b>	<b>-65%</b>

<u>Regular Full Time Positions</u>	2.20	1.86	1.86
Community Services Director	0.10	0.10	0.10
Community Services Manager	0.10	0.16	0.16
Recreation Supervisor	0.50	0.25	0.25
Recreation Coordinator	-	0.25	0.25
Administrative Assistant II	1.50	1.10	1.10

<u>Regular Part Time Employees</u>	0.10	-	-
Administrative Assistant I	0.10	-	-

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

Prop A Fund	1,338,151	156,261	156,261
Prop C Fund	580,300	512,786	512,786
<b>Total</b>	<b>1,918,451</b>	<b>669,047</b>	<b>669,047</b>

# Community Services

## Cost Center Detail

### Proposition A Local Transit Development # 180-850-49

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		68,802
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		21,458
19-002	Retirement		11,004
19-004	Medicare		997
		<b>Sub-total</b>	<b>102,261</b>
	<b><u>Services and Supplies</u></b>		
82-000	Recreation Transit Srvc	Older adults trips and tours	19,500
		Youth trips	10,500
85-000	Administrative Costs	Finance and Accounting Staff	24,000
		<b>Sub-total</b>	<b>54,000</b>
		<b>Cost Center Total</b>	<b>156,261</b>

# Community Services

## Cost Center Detail

### Proposition C Local Transit Development # 181-850-49

<u>Account Number</u>	<u>Personnel</u>	<u>Description</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		43,639
12-000	Part Time Employees		-
13-000	Overtime		-
19-001	Health Insurance		13,858
19-002	Retirement		9,657
19-004	Medicare		632
		<b>Sub-total</b>	<b>67,786</b>
	<b><u>Services and Supplies</u></b>		
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
		<b>Sub-total</b>	<b>445,000</b>
		<b>Cost Center Total</b>	<b><u><u>512,786</u></u></b>

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# Community Services

## Cost Center Summary

### Youth Program # 185-850-20

The Community Services Department offers 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 2015-16, the Department will continue to provide high quality youth programs for our community.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	36,697	36,900	36,900	1%
Services and Supplies	-	-	-	-
<b>Total</b>	<b>36,697</b>	<b>36,900</b>	<b>36,900</b>	<b>1%</b>
<b><u>Regular Full Time Positions</u></b>	<b>0.07</b>	<b>0.07</b>	<b>0.07</b>	
Recreation Supervisor	0.07	0.07	0.07	
<b><u>Regular Part Time Employees</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>Seasonal Part Time Budget</u></b>	<b>29,184</b>	<b>29,918</b>	<b>29,918</b>	
<b><u>Source of Funds</u></b>				
CDBG	<b>36,697</b>	<b>36,900</b>	<b>36,900</b>	

# Community Services

## Cost Center Detail

Youth Program # 185-850-20

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2015-16 <u>Adopted</u> <u>Budget</u>
11-000	Full Time Employees		4,788
12-000	Part Time Employees		29,918
13-000	Overtime		-
19-001	Health Insurance		1,331
19-002	Retirement		360
19-004	Medicare		503
		<b>Sub-total</b>	<b>36,900</b>
		<b><u>Services and Supplies</u></b>	
	None	None	-
		<b>Cost Center Total</b>	<b><u><u>36,900</u></u></b>

# 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 the Roosevelt Elementary and Jefferson Middle School. In FY 2015-16, the Department will provide enhanced after school and summer programs for our community.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	20,812	20,630	20,630	-1%
Services and Supplies	-	-	-	-
<b>Total</b>	<b>20,812</b>	<b>20,630</b>	<b>20,630</b>	<b>-1%</b>
<b><u>Regular Full Time Positions</u></b>	<b>0.03</b>	<b>0.03</b>	<b>0.03</b>	
Recreation Supervisor	0.03	0.03	0.03	
<b><u>Regular Part Time Employees</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>Seasonal Part Time Budget</u></b>	<b>17,592</b>	<b>17,569</b>	<b>17,569</b>	
<b><u>Source of Funds</u></b>				
CDBG	20,812	20,630	20,630	

# Community Services

## Cost Center Detail

After School Program # 185-850-21

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted Budget</u>
11-000	Full Time Employees		2,052
12-000	Part Time Employees		17,569
13-000	Overtime		-
19-001	Health Insurance		570
19-002	Retirement		154
19-004	Medicare		285
		<b>Sub-total</b>	<b>20,630</b>
		<b><u>Services and Supplies</u></b>	
	None	None	-
		<b>Cost Center Total</b>	<b><u><u>20,630</u></u></b>

***Mission Playhouse***

# Mission Playhouse

## SUMMARY

### Overview

The San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by encouraging access to artists, producers and audiences. The major components of our budget are staff, building operating, community engagement programming, marketing, fundraising, and event support costs.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	817,125	1,018,552	1,018,552	25%
Services and Supplies	246,957	301,758	301,758	22%
<b>Total</b>	<b>1,064,082</b>	<b>1,320,310</b>	<b>1,320,310</b>	<b>24%</b>
<b><u>Personnel Authorized</u></b>				
	5 (FT)	5 (FT)	5 (FT)	
	10 (PT)	9 (PT)	9 (PT)	
<b><u>Cost Center Distribution</u></b>				
Mission Playhouse	1,064,082	1,320,310	1,320,310	24%
<b><u>Source of Funds</u></b>				
General Fund	666,956	720,590	720,590	
Mission Playhouse Fund	397,126	599,720	599,720	
<b>Total</b>	<b>1,064,082</b>	<b>1,320,310</b>	<b>1,320,310</b>	

# Mission Playhouse

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
Mission Playhouse Director	1.00	1.00	1.00	100,260	130,479	130,479
Mission Playhouse Manager	-	1.00	1.00	-	91,236	91,236
Facility Manager	1.00	-	-	68,472	-	-
Stage Manager	2.00	2.00	2.00	112,416	141,736	141,736
Maintenance Leadperson	-	1.00	1.00	-	57,966	57,966
Maintenance Worker II	1.00	-	-	51,348	-	-
Administrative Assistant I	0.40	-	-	19,954	-	-
Overtime				7,142	7,142	7,142
Auto and Boot Allowances				6,150	6,450	6,450
<b><u>Regular Part Time Employees</u></b>						
Custodian	2.00	2.00	2.00	35,245	36,651	36,651
Specialist II	1.00	1.00	1.00	14,810	17,239	17,239
Specialist III	1.00	1.00	1.00	2,346	6,941	6,941
Box Office Manager	1.00	1.00	1.00	17,959	19,586	19,586
Box Office Staffer	2.00	2.00	2.00	18,372	19,126	19,126
Office Assistant (Admin Asst)	1.00	1.00	1.00	11,756	12,821	12,821
Office Assistant (Marketing)	1.00	1.00	1.00	3,794	5,020	5,020

# Mission Playhouse

## SUMMARY

### Overview

The San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by encouraging access to artists, producers and audiences. The major components of our budget are staff, building operating, community engagement programming, marketing, fundraising, and event support costs.

	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
<b><u>Budget in Brief</u></b>				
Personnel	817,125	1,018,552	1,018,552	25%
Services and Supplies	246,957	301,758	301,758	22%
<b>Total</b>	<b>1,064,082</b>	<b>1,320,310</b>	<b>1,320,310</b>	<b>24%</b>
<b><u>Personnel Authorized</u></b>				
	5 (FT)	5 (FT)	5 (FT)	
	10 (PT)	9 (PT)	9 (PT)	
<b><u>Cost Center Distribution</u></b>				
Mission Playhouse	1,064,082	1,320,310	1,320,310	24%
<b><u>Source of Funds</u></b>				
General Fund	666,956	720,650	720,650	
Mission Playhouse Fund	397,126	599,720	599,720	
<b>Total</b>	<b>1,064,082</b>	<b>1,320,370</b>	<b>1,320,370</b>	

# Mission Playhouse

## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget
<b><u>Regular Full Time Positions</u></b>						
Mission Playhouse Director	1.00	1.00	1.00	100,260	130,479	130,479
Mission Playhouse Manager	-	1.00	1.00	-	91,236	91,236
Facility Manager	1.00	-	-	68,472	-	-
Stage Manager	2.00	2.00	2.00	112,416	141,736	141,736
Maintenance Leadperson	-	1.00	1.00	-	57,966	57,966
Maintenance Worker II	1.00	-	-	51,348	-	-
Administrative Assistant I	0.40	-	-	19,954	-	-
Overtime				7,142	7,142	7,142
Auto and Boot Allowances				6,150	6,450	6,450
<b><u>Regular Part Time Employees</u></b>						
Custodian	2.00	2.00	2.00	35,245	36,651	36,651
Specialist II	1.00	1.00	1.00	14,810	17,239	17,239
Specialist III	1.00	1.00	1.00	2,346	6,941	6,941
Box Office Manager	1.00	1.00	1.00	17,959	19,586	19,586
Box Office Staffer	2.00	2.00	2.00	18,372	19,126	19,126
Office Assistant (Admin Asst)	1.00	1.00	1.00	11,756	12,821	12,821
Office Assistant (Marketing)	1.00	1.00	1.00	3,794	5,020	5,020

# Mission Playhouse

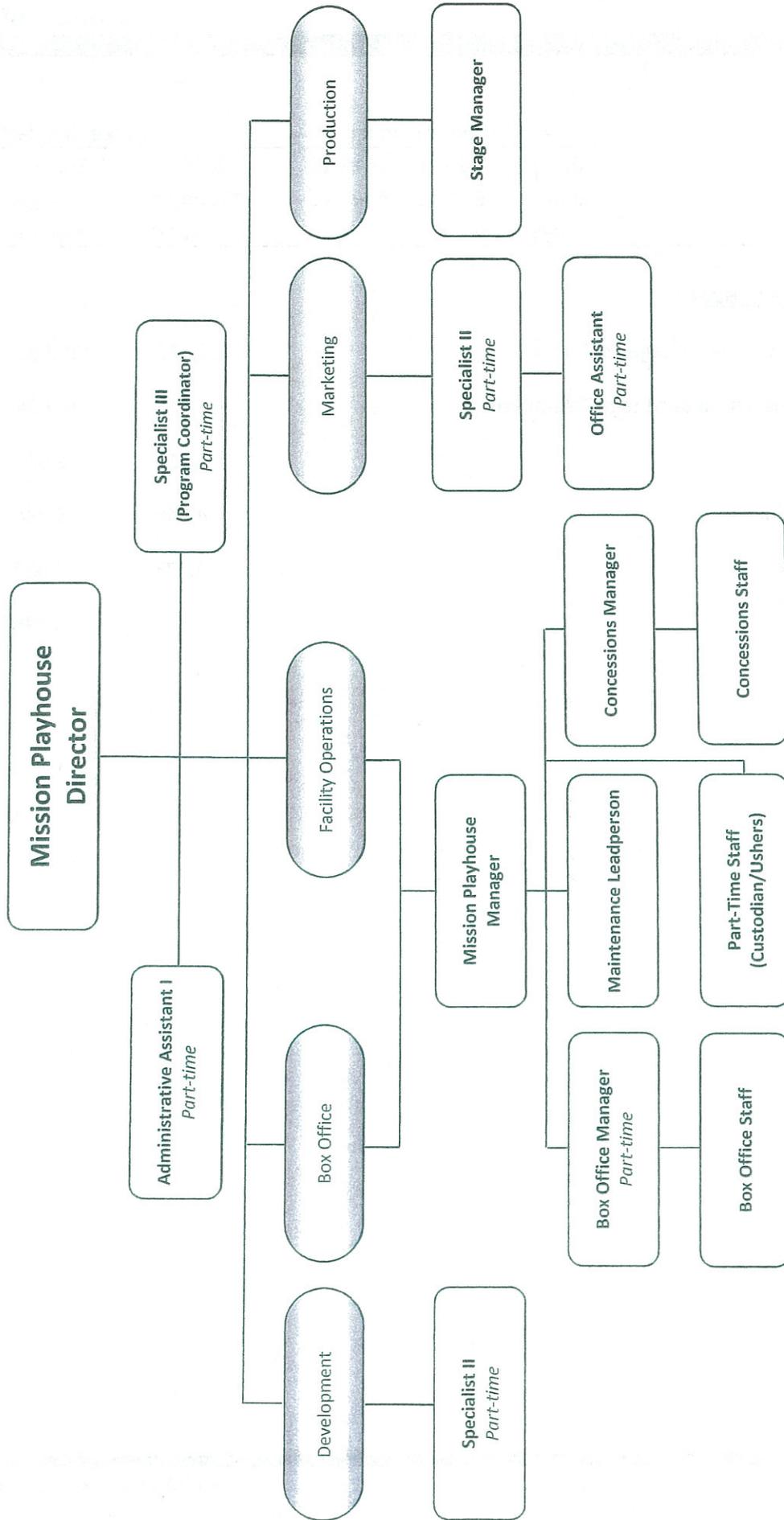
## SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted Budget	Budget Request	Adopted Budget	Adopted Budget	Budget Request	Adopted Budget

**Seasonal Part Time Budget**

Usher/Parking Attendant/Stage Technician	115,425	119,985	119,985
Sr. Usher/Parking Attendant/Stage Technician	17,719	18,434	18,434
Stage Manager	6,416	8,510	8,510
Concessions Manager	4,946	5,394	5,394
Server	4,473	5,658	5,658
Specialist	2,928	3,046	3,046

# City of San Gabriel Mission Playhouse Department Organizational Chart



# Mission Playhouse

## DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
Number of Events	89	100	
Number of Website Visits	35,089	36,250	
Number of Facebook Likes	1,219	1,513	
Number of Twitter Followers	1,030	1,100	

### Key Performance Indicators

Number of prospective event contacts	New Measure	105	
Number of patrons	59,884	88,193	
Number of events offered to promote Community Engagement	6	16	Engagement events are offered in conjunction with CS and CD departments

### Outcome Measurement

Improve access to tickets	Implement Box Office Services
Provide consistent and quality concessions	Implement Concessions Services
Improve facility safety	Repair Fire Curtain
Improve marketing of upcoming events	Install new Marquee
Increase access to arts events & arts education	Complete MP Strategic Plan and increase community engagement programs
Improve quality of life through arts, culture and community engagement	Increase Community Engagement programs

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# Mission Playhouse

## Cost Center Detail

Mission Playhouse # 152-712-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<b>2015-16 Adopted Budget</b>
11-000	Full Time Employees		427,864
12-000	Part Time Employees		358,109
13-000	Overtime		7,142
19-001	Health Insurance		95,314
19-002	Retirement		119,946
19-004	Medicare		10,177
		<b>Sub-total</b>	<b>1,018,552</b>
	<b><u>Services and Supplies</u></b>		
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
27-047	Comm. Engagement	Comm. engagment programs and events	41,000
31-000	Office Operating	Office supplies and related expenses	9,850
33-060	Vehicle Replacement	Contribution for future vehicle replacement	16,000

# Mission Playhouse

## Cost Center Detail

Mission Playhouse # 152-712-00

2015-16

Adopted

Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>Budget</u>
35-000	Building Operating	Box Office Equipment	10,000
		Building repairs, batteries, supplies	1,000
		Carpeting cleaning	1,000
		Cleaning supplies	9,000
		Concessions equipment	8,625
		Electrical/lighting supplies	5,609
		Fire sprinkler system testing	500
		Hardware and first aid supplies	10,021
		Holiday decorating supplies	350
		Plumbing supplies	1,350
		Sound equipment service	3,000
		Stage supplies	1,650
		Uniform cleaning/ushers	100
		Various tapes	400
40-003	Electricity	Electricity expenses	60,000
40-004	Gas	Gas expenses	1,500
40-005	Telephone	Telephone expenses	5,000
40-006	Water	Water expenses	3,000
40-007	Cable	Cable television services	1,500
40-008	Sewer Service Charge	Sewer service expenses	6301
40-010	Cellular Services	Cellular phone expenses	2,600
43-000	Uniforms	Uniform purchase for staff	1,100
45-000	Educational	Staff training	1,700

# Mission Playhouse

## Cost Center Detail

Mission Playhouse # 152-712-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>2015-16 Adopted Budget</u>
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	
	Advertising for Mission Playhouse rentals	19,317
	<b>Sub-total</b>	<b>301,758</b>
	<b>Cost Center Total</b>	<b>1,320,310</b>

***Non-Departmental***

# Non-Departmental SUMMARY

## Overview

The Non-Departmental portion of the City of San Gabriel's budget represents the insurance premium and risk management funds. In FY 2015-16 the City's Administration Department, with the assistance of Finance personnel, will implement the first phase of a Workers' Compensation Retrospective Deposit Payment, evaluate and monitor the City's risk of loss, and procure the City's liability and environmental insurance programs.

<u>Budget in Brief</u>	2014-15 Adopted Budget	2015-16 Budget Request	2015-16 Adopted Budget	% Change from Prior Year Budget
Personnel	-	-	-	-
Services and Supplies	9,549,757	8,982,019	8,982,019	-6%
<b>Total</b>	<b>9,549,757</b>	<b>8,982,019</b>	<b>8,982,019</b>	-6%

<u>Personnel Authorized</u>	0 (FT)	0 (FT)	0 (FT)
	0 (PT)	0 (PT)	0 (PT)

## Cost Center Distribution

Insurance Premiums	2,863,000	2,863,000	2,863,000	0%
Risk Management	6,686,757	6,119,019	6,119,019	-8%
<b>Total</b>	<b>9,549,757</b>	<b>8,982,019</b>	<b>8,982,019</b>	-6%

## Source of Funds

General Fund	2,863,000	2,863,000	2,863,000
Risk Management	6,686,757	6,119,019	6,119,019
<b>Total</b>	<b>9,549,757</b>	<b>8,982,019</b>	<b>8,982,019</b>

# Non-Departmental SALARIES AND WAGES



Classification	Authorized Personnel			Budget Request		
	2014-15	2015-16	2015-16	2014-15	2015-16	2015-16
	Adopted	Budget	Adopted	Adopted	Budget	Adopted
	Budget	Request	Budget	Budget	Request	Budget

**Regular Full Time Positions**

None	-	-	-	-	-	-
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**Regular Part Time Employees**

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

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<u>Unit of Measure</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimated</u>	<u>Notes</u>
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None

## Key Performance Indicators

None

## Outcome Measurement

None

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# Non-Departmental Cost Center Detail

## Insurance Premiums # 121-721-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted 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		-
		<b>Sub-total</b>	-
	<b><u>Services and Supplies</u></b>		
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
		<b>Sub-total</b>	<b>2,863,000</b>
		<b>Cost Center Total</b>	<b>2,863,000</b>



# Non-Departmental Cost Center Detail

Risk Management # 129-826-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2015-16 Adopted 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		-
		<b>Sub-total</b>	-
	<b><u>Services and Supplies</u></b>		
60-019	Insurance	Health insurance	1,700,000
60-020	Insurance	Worker's compensation insurance	1,750,000
60-021	Insurance	Unemployment insurance	30,000
60-022	Insurance	Liability insurance	900,000
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	1,540,019
60-029	Insurance	Vision insurance	60,000
		<b>Sub-total</b>	<b>6,119,019</b>
		<b>Cost Center Total</b>	<b>6,119,019</b>

***Appendix A:***  
***Statement of Investment Policy***

# CITY OF SAN GABRIEL

## STATEMENT OF INVESTMENT POLICY

2015-2016

### 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.

### 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.

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 (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.

**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. An exception to the dollar and time limit shall be the certificate of deposit placed at Citizens Business Bank providing collateral for the Public Works Yard Loan. This certificate of deposit is allowed to be for a maximum \$7,800,000 with a 10 year maturity. 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.

#### 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.

#### 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.

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***Appendix B:  
Service Fees***

RESOLUTION 15-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL  
ADOPTING THE SCHEDULE OF SERVICE FEES CONTAINED IN APPENDIX "B" OF  
THE 2015-16 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 2015-16 Annual Budget.

\*\*\*\*\*

PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 16<sup>th</sup> day of June 2015.

ATTEST:

\_\_\_\_\_  
Jason Pu, Mayor  
San Gabriel City Council

\_\_\_\_\_  
Eleanor Andrews, City Clerk  
City of San Gabriel

**CITY OF SAN GABRIEL  
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 <sup>1</sup>	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
 <sup>1</sup> FEES RESTRUCTURED TO BETTER MEET RESIDENT'S NEEDS, BUT FULL DAY INCLUDED \$10 INCREASE		
 <u>POOL</u>		
Pool Rental <sup>2</sup>	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 <sup>4</sup>	Same
GABRIELINO HIGH	Cost <sup>3</sup>	Same
INSTRUCTION	\$32	Same

<sup>2</sup> HOURLY RATE WITH 2 HOUR MINIMUM

<sup>3</sup> COST INCLUDES UTILITIES, SUPPLIES AND STAFFING

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

**CITY OF SAN GABRIEL  
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
<u>CIVIC ORGANIZATION/CLUBS</u>		
Weekly Meetings	\$15 per hour staffing fee	Same
Monthly Meetings	First meeting no charge, additional meetings \$15 per hour staffing fee	Same
<u>NON-PROFIT - GENERAL</u>		
<u>DEPOSIT</u>		
Refundable Security Deposit - Indoor	\$100	Same
Refundable Security Deposit - Outdoor	\$100	Same
Refundable Security Deposit - In & Outdoor	\$200	Same
<u>STANDARD</u>		
Indoor - 5 hrs	\$350	Same
Outdoor - 5 hrs	\$350	Same
Indoor & Outdoor - 5 hrs	\$500	Same
Supervision Fee	\$15 per hour	Same
<u>ADDITIONAL HOURLY</u>		
Indoor	\$35	Same
Outdoor	\$35	Same
Indoor & Outdoor	\$50	Same
Supervision Fee	\$15	Same
<u>NON-PROFIT - SAN GABRIEL</u>		
<u>DEPOSIT</u>		
Refundable Security Deposit - Indoor	\$100	Same
Refundable Security Deposit - Outdoor	\$100	Same
Refundable Security Deposit - In & Outdoor	\$200	Same

**CITY OF SAN GABRIEL  
COMMUNITY SERVICES FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<b>STANDARD</b>		
Indoor - 5 hrs	\$250	Same
Outdoor - 5 hrs	\$250	Same
Indoor & Outdoor - 5 hrs	\$400	Same
Supervision Fee	\$15 per hour	Same
<b>ADDITIONAL HOURLY</b>		
Indoor	\$35	Same
Outdoor	\$35	Same
Indoor & Outdoor	\$40	Same
Supervision Fee	\$15	Same
<b>PRIVATE EVENTS</b>		
<b>DEPOSIT</b>		
Application	\$350	Same
Refundable Security Deposit	\$350	Same
<b>STANDARD RATES</b>		
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
<b>ADDITIONAL HOURLY</b>		
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

**CITY OF SAN GABRIEL  
COMMUNITY SERVICES FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<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

**CITY OF SAN GABRIEL  
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
<b>GRADING / DRAINAGE &amp; SHORING PLAN</b>		
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)		
<b>IMPACT FEES</b>		
Police Facility		
-Residential	777 / unit	Same
-Non-residential	0.21 / sq ft	Same
Fire Facility		
-Residential	235 / unit	Same
-Non-residential	1.01 / sq ft	Same
Open Space	2,243 / unit	Same
Traffic	238 / trip	Same
Sewer		
Residential (R-1)	4,097 / unit	Same
Residential (R-2)	2,049 / unit	Same
Residential (R-3)	1,365 / unit	Same
Residential (2nd Unit)	1,025 / unit	Same
Residential (Senior Unit)	684 / unit	Same

**CITY OF SAN GABRIEL  
PUBLIC WORKS AND ENGINEERING FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<b>IMPACT FEES (CONT'D)</b>		
Sewer		
Residential (Room Add > 800 S.F.)	2,049 / unit	Same
Commercial	3.81 / sq ft	Same
Industrial	7.73 / sq ft	Same
<b>MAPS</b>		
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
<b>NPDES/SUSMP</b>		
Conformance Construction Inspection	310	Same
Commercial/Industrial Inspection	200	Same
Restaurant/Retail Inspection	120	Same
<b>PUBLIC WORKS FEES</b>		
Street Improvement	870	Same
Street Cuts	530	Same
Curb Cut (Drain hole)	235	Same
<b>PUBLIC UTILITY FEES</b>		
Work by District Forces or by Contractor	440	Same
Public Utility Fee: Emergency Work (follow-	235	Same
<b>PUBLIC IMPROVEMENT</b>		
Plan check (Street, lighting, signals)	660/Sheet	Same
Plan Check (Misc-fencing, walls, etc)	130	Same
Inspection (Street, lighting, signals)	1,055/Sheet	Same

**CITY OF SAN GABRIEL  
PUBLIC WORKS AND ENGINEERING FEES**

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

**CITY OF SAN GABRIEL  
PUBLIC WORKS AND ENGINEERING FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
SHOPPING CART RECOVERY	0	Same
SPECIAL INSPECTION	120/hour	Same
<b>STREET CLOSURE &amp; ENCROACHMENT</b>		
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
<b>STUDY/REPORT REVIEW</b>		
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
<b>TRANSPORTATION</b>		
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		
<b>WASTE MANAGEMENT/ CITY SERVICES FEE</b>		
Residential St & Sewer Cleaning & Maintenance	3.59/mo per residential household/unit	Same
<b>WASTE MANAGEMENT/ CITY SERVICES FEE</b>		
Commercial St. & Sewer Cleaning, Maintenance, and Graffiti	12.47/mo per bin	Same

**CITY OF SAN GABRIEL  
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 Commission 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 Agreement	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
GENERAL PLAN AMENDMENT	2,940	Same

**CITY OF SAN GABRIEL  
PLANNING AND ZONING FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
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% administrative cost	
ON-CALL DEV.PROCESSING SERVICES		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

**CITY OF SAN GABRIEL  
PLANNING AND ZONING FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<b>SIGN PERMIT (INDIVIDUAL)</b>		
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
<b>MASTER SIGN PERMIT</b>		
Staff Review	270	Same
DRC Review	960	Same
<b>SIDEWALK DINING PERMIT (ANNUAL)</b>		
3 or less tables	170	Same
4 or more tables	475	Same
<b>SITE PLAN REVIEW</b>		
Small Project (<800 s.f.)	170	Same
Large Project (>800 s.f.)	335	Same
<b>STREET ENTERTAINMENT PERMIT</b>		
	170	Same
<b>TEMPORARY USE PERMIT</b>		
	530	Same
<b>TENANT IMPROVEMENT</b>		
	70	Same
<b>UNDERGROUND ELECTRICAL UTILITIES</b>		
In-lieu Fee	465	Same
Application for Appeal	70	Same
<b>USE &amp; OCCUPANCY PERMITS</b>		
	\$45 - \$3,300	Same
Home Business	\$45	Same
Floor Area of Business:		
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

**CITY OF SAN GABRIEL  
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.

**CITY OF SAN GABRIEL  
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
<b>INSPECTIONS</b>		
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

**CITY OF SAN GABRIEL  
FINANCE DEPARTMENT FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<b>DOG LICENSE</b>		
Regular	\$50/YR	Same
Spayed/Neutered	\$30/YR	Same
Lifetime	\$0	Same
<b>CAT LICENSE (Voluntary)</b>		
Regular	\$40/YR	Same
Lifetime	\$0	Same
<b>ANIMAL LICENSING</b>		
COPY	10 cents per page	Same
<b>RETURNED CHECKS</b>		
Non-Sufficient Funds	\$25	Same
<b>COPY OF ANNUAL</b>		
Budget	\$35	Same
<b>COPY OF FINANCIAL STATEMENTS</b>		
Statements	\$35	Same
<b>BUSINESS LICENSE</b>		
Automation Surcharge	17% of License Tax	Same
Investigation Fee	\$100	Same
<b>TOBACCO RETAILER LICENSE</b>		
	\$300	Same
<b>OVERNIGHT PARKING PERMIT</b>		
Annual Permit	\$120	Same
Six Month Permit	\$100	Same
Nightly Permit	\$4 each night	Same
<b>FILMING</b>		
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

**CITY OF SAN GABRIEL  
MISSION PLAYHOUSE FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
BOOKING DEPOSIT	\$1,000	Same
BOX OFFICE FEE	\$500	Same
BOX OFFICE STAFF		
Box Office Manager	\$15.26	Same
Box Office Staff	\$10.29	Same
PER TICKET FACILITY FEE	\$2	Same
PLAYHOUSE LOBBY	\$550	Same
REHEARSAL ROOM	\$55/hour	Same
MISSION PLAYHOUSE GLASSROOM		
To San Gabriel Fine Arts Assn.	\$825	Same
MCGROARTY COURTYARD	\$435	Same
With Glass Room	\$1,020	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

**CITY OF SAN GABRIEL  
MISSION PLAYHOUSE FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<b>BUILDING RENTALS</b>		
PARKING	\$10	Same
<b>EVENT PRODUCTION LABOR:</b>		
Production Specialist	\$35 to \$74/hour	Same
Production Technician	\$33 to \$68/hour	Same
<b>EVENT HOUSE LABOR:</b>		
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
<b>EQUIPMENT RENTAL</b>		
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

**CITY OF SAN GABRIEL  
MISSION PLAYHOUSE FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<b>EQUIPMENT RENTAL</b>		
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

**CITY OF SAN GABRIEL  
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	\$390/\$210	Same
FIRE INVESTIGATION	\$175/HR	Same
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	\$175/HR	Same
FIRE CODE PERMITS	\$170	Same
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	Same Same

\$175/hr for projects over 25,000 sq ft

**CITY OF SAN GABRIEL  
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

***Appendix C:  
Salary Schedules***

CITY OF SAN GABRIEL SALARY MATRIX  
Effective January 10, 2015

	STEP A		STEP B		STEP C		STEP D		STEP E					
	Monthly	80 Hour	75 Hour	80 Hour	75 Hour	80 Hour	75 Hour	80 Hour	75 Hour	80 Hour	75 Hour			
<b>EXECUTIVE TEAM</b>														
Police Chief	\$12,829	\$74.01	\$78.95	\$13,470	\$77.71	\$82.90	\$14,144	\$81.60	\$87.04	\$14,851	\$85.68	\$15,594	\$89.96	\$95.96
Fire Chief	\$11,929	\$68.82	\$73.41	\$12,525	\$72.26	\$77.08	\$13,152	\$75.88	\$80.93	\$13,809	\$79.67	\$14,500	\$83.65	\$89.23
Assistant City Manager	\$11,896	\$68.63	\$73.21	\$12,491	\$72.06	\$76.87	\$13,115	\$75.67	\$80.71	\$13,771	\$79.45	\$14,460	\$83.42	\$88.98
Finance Director	\$11,193	\$64.58	\$68.88	\$11,753	\$67.80	\$72.32	\$12,340	\$71.19	\$75.94	\$12,957	\$74.75	\$13,605	\$78.49	\$83.72
Public Works Director/City Engineer	\$11,193	\$64.58	\$68.88	\$11,753	\$67.80	\$72.32	\$12,340	\$71.19	\$75.94	\$12,957	\$74.75	\$13,605	\$78.49	\$83.72
Community Development Director	\$10,660	\$61.50	\$65.60	\$11,193	\$64.58	\$68.88	\$11,753	\$67.80	\$72.32	\$12,340	\$71.19	\$12,957	\$74.75	\$79.74
Chief City Clerk	\$10,127	\$58.43	\$62.32	\$10,633	\$61.35	\$65.44	\$11,165	\$64.41	\$68.71	\$11,723	\$67.63	\$12,309	\$71.02	\$75.75
Community Services Director	\$10,127	\$58.43	\$62.32	\$10,633	\$61.35	\$65.44	\$11,165	\$64.41	\$68.71	\$11,723	\$67.63	\$12,309	\$71.02	\$75.75
Mission Playhouse Director	\$10,127	\$58.43	\$62.32	\$10,633	\$61.35	\$65.44	\$11,165	\$64.41	\$68.71	\$11,723	\$67.63	\$12,309	\$71.02	\$75.75

	STEP A		STEP B		STEP C		STEP D		STEP E					
	Monthly	80 Hour	75 Hour	80 Hour	75 Hour	80 Hour	75 Hour	80 Hour	75 Hour	80 Hour	75 Hour			
<b>MANAGEMENT</b>														
Police Captain	\$10,413	\$60.08	\$64.08	\$10,934	\$63.08	\$67.28	\$11,480	\$66.23	\$70.65	\$12,054	\$69.54	\$12,657	\$73.02	\$77.89
Fire Division Chief (Shift)*	\$8,820			\$9,261			\$9,724			\$10,210		\$10,721		
Police Lieutenant	\$8,725	\$50.34	\$53.69	\$9,161	\$52.85	\$56.38	\$9,619	\$55.50	\$59.20	\$10,100	\$58.27	\$10,605	\$61.18	\$65.26
Building Official	\$7,670	\$44.25	\$47.20	\$8,054	\$46.46	\$49.56	\$8,456	\$48.79	\$52.04	\$8,879	\$51.22	\$9,323	\$53.79	\$57.37
Economic Development Manager	\$7,670	\$44.25	\$47.20	\$8,054	\$46.46	\$49.56	\$8,456	\$48.79	\$52.04	\$8,879	\$51.22	\$9,323	\$53.79	\$57.37
Financial Services Manager	\$7,670	\$44.25	\$47.20	\$8,054	\$46.46	\$49.56	\$8,456	\$48.79	\$52.04	\$8,879	\$51.22	\$9,323	\$53.79	\$57.37
Planning Manager	\$7,670	\$44.25	\$47.20	\$8,054	\$46.46	\$49.56	\$8,456	\$48.79	\$52.04	\$8,879	\$51.22	\$9,323	\$53.79	\$57.37
Principal Civil Engineer	\$7,670	\$44.25	\$47.20	\$8,054	\$46.46	\$49.56	\$8,456	\$48.79	\$52.04	\$8,879	\$51.22	\$9,323	\$53.79	\$57.37
Assistant City Clerk	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62
Community Services Manager	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62
Field Operations Manager	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62
Fire Captain (Shift)	\$7,169			\$7,527			\$7,904			\$8,299		\$8,714		
Fire Captain * Deputy Fire Marshal	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62
Fleet Manager	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62
Mission Playhouse Manager	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62
NIS Manager	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62
Parks & Facilities Manager	\$7,169	\$41.36	\$44.12	\$7,527	\$43.43	\$46.32	\$7,904	\$45.60	\$48.64	\$8,299	\$47.88	\$8,714	\$50.27	\$53.62

	STEP A		STEP B		STEP C		STEP D		STEP E					
	Monthly	80 Hour	75 Hour											
<b>SUPERVISORY/PROFESSIONAL</b>														
Police Sergeant	\$6,958	\$40.14	\$42.82	\$7,305	\$42.14	\$44.95	\$7,670	\$44.25	\$47.20	\$8,054	\$46.47	\$8,457	\$48.79	\$52.04
Senior Civil Engineer	\$6,883	\$39.71	\$42.36	\$7,227	\$41.70	\$44.47	\$7,589	\$43.78	\$46.70	\$7,968	\$45.97	\$8,366	\$48.27	\$51.49
Senior Planner	\$6,332	\$36.53	\$38.97	\$6,649	\$38.36	\$40.91	\$6,981	\$40.28	\$42.96	\$7,330	\$42.29	\$7,697	\$44.40	\$47.36
Plan Check Engineer	\$6,046	\$34.88	\$37.21	\$6,348	\$36.62	\$39.07	\$6,666	\$38.46	\$41.02	\$6,999	\$40.38	\$7,349	\$42.40	\$45.22
Information Systems Specialist	\$6,044	\$34.87	\$37.19	\$6,346	\$36.61	\$39.05	\$6,664	\$38.44	\$41.01	\$6,997	\$40.37	\$7,347	\$42.38	\$45.21
Recreation Supervisor	\$5,506	\$31.77	\$33.88	\$5,781	\$33.35	\$35.58	\$6,070	\$35.02	\$37.36	\$6,374	\$36.77	\$6,693	\$38.61	\$41.19
Human Resources Analyst	\$5,506	\$31.77	\$33.88	\$5,781	\$33.35	\$35.58	\$6,070	\$35.02	\$37.36	\$6,374	\$36.77	\$6,693	\$38.61	\$41.19



CITY OF SAN GABRIEL SALARY MATRIX

Effective January 10, 2015

GENERAL	STEP A		STEP B		STEP C		STEP D		STEP E						
	Monthly	80 Hour	75 Hour												
Specialist III	\$4,621	\$26.66	\$28.44	\$4,852	\$27.99	\$29.86	\$5,095	\$29.39	\$31.35	\$5,349	\$30.86	\$32.92	\$5,617	\$32.40	\$34.57
Property & Evidence Technician	\$4,008	\$23.12	\$24.66	\$4,208	\$24.28	\$25.90	\$4,419	\$25.49	\$27.19	\$4,640	\$26.77	\$28.55	\$4,872	\$28.11	\$29.98
Community Service Officer	\$3,471	\$20.03	\$21.36	\$3,645	\$21.03	\$22.43	\$3,827	\$22.08	\$23.55	\$4,018	\$23.18	\$24.73	\$4,219	\$24.34	\$25.96
Specialist II	\$3,387	\$19.54	\$20.84	\$3,556	\$20.52	\$21.89	\$3,734	\$21.54	\$22.98	\$3,921	\$22.62	\$24.13	\$4,117	\$23.75	\$25.33
Pool Manager	\$2,922	\$16.86	\$17.98	\$3,068	\$17.70	\$18.88	\$3,222	\$18.59	\$19.82	\$3,383	\$19.51	\$20.82	\$3,552	\$20.49	\$21.86
Custodian	\$2,724	\$15.72	\$16.76	\$2,860	\$16.50	\$17.60	\$3,003	\$17.33	\$18.48	\$3,153	\$18.19	\$19.41	\$3,311	\$19.10	\$20.38
Police Assistant	\$2,522	\$14.55	\$15.52	\$2,648	\$15.28	\$16.30	\$2,781	\$16.04	\$17.11	\$2,920	\$16.84	\$17.97	\$3,066	\$17.69	\$18.86
Assistant Pool Manager	\$2,497	\$14.41	\$15.37	\$2,622	\$15.13	\$16.13	\$2,753	\$15.88	\$16.94	\$2,891	\$16.68	\$17.79	\$3,035	\$17.51	\$18.68
Administrative Intern	\$2,436	\$14.05	\$14.99	\$2,558	\$14.76	\$15.74	\$2,686	\$15.49	\$16.53	\$2,820	\$16.27	\$17.35	\$2,961	\$17.08	\$18.22
Senior Recreation Leader	\$2,402	\$13.86	\$14.78	\$2,522	\$14.55	\$15.52	\$2,648	\$15.28	\$16.30	\$2,781	\$16.04	\$17.11	\$2,920	\$16.84	\$17.97
Specialist I	\$2,150	\$12.40	\$13.23	\$2,258	\$13.02	\$13.89	\$2,370	\$13.68	\$14.59	\$2,489	\$14.36	\$15.32	\$2,613	\$15.08	\$16.08
Lifeguard Instructor	\$2,002	\$11.55	\$12.32	\$2,102	\$12.13	\$12.94	\$2,207	\$12.73	\$13.58	\$2,318	\$13.37	\$14.26	\$2,433	\$14.04	\$14.98
Recreation Leader	\$2,002	\$11.55	\$12.32	\$2,102	\$12.13	\$12.94	\$2,207	\$12.73	\$13.58	\$2,318	\$13.37	\$14.26	\$2,433	\$14.04	\$14.98
Senior Parking Attendant	\$2,002	\$11.55	\$12.32	\$2,102	\$12.13	\$12.94	\$2,207	\$12.73	\$13.58	\$2,318	\$13.37	\$14.26	\$2,433	\$14.04	\$14.98
Senior Stage Technician	\$2,002	\$11.55	\$12.32	\$2,102	\$12.13	\$12.94	\$2,207	\$12.73	\$13.58	\$2,318	\$13.37	\$14.26	\$2,433	\$14.04	\$14.98
Senior Usher	\$2,002	\$11.55	\$12.32	\$2,102	\$12.13	\$12.94	\$2,207	\$12.73	\$13.58	\$2,318	\$13.37	\$14.26	\$2,433	\$14.04	\$14.98
Park Maintenance Helper	\$1,784	\$10.29	\$10.98	\$1,873	\$10.81	\$11.53	\$1,967	\$11.35	\$12.10	\$2,065	\$11.91	\$12.71	\$2,168	\$12.51	\$13.34
Parking Lot Attendant	\$1,784	\$10.29	\$10.98	\$1,873	\$10.81	\$11.53	\$1,967	\$11.35	\$12.10	\$2,065	\$11.91	\$12.71	\$2,168	\$12.51	\$13.34
Pool & Concession Attendant	\$1,784	\$10.29	\$10.98	\$1,873	\$10.81	\$11.53	\$1,967	\$11.35	\$12.10	\$2,065	\$11.91	\$12.71	\$2,168	\$12.51	\$13.34
Stage Technician	\$1,784	\$10.29	\$10.98	\$1,873	\$10.81	\$11.53	\$1,967	\$11.35	\$12.10	\$2,065	\$11.91	\$12.71	\$2,168	\$12.51	\$13.34
Usher	\$1,784	\$10.29	\$10.98	\$1,873	\$10.81	\$11.53	\$1,967	\$11.35	\$12.10	\$2,065	\$11.91	\$12.71	\$2,168	\$12.51	\$13.34
Pool Cashier	\$1,782	\$10.28	\$10.97	\$1,871	\$10.79	\$11.51	\$1,965	\$11.33	\$12.09	\$2,063	\$11.90	\$12.69	\$2,166	\$12.50	\$13.33

ADMINISTRATIVE	STEP A		STEP B		STEP C		STEP D		STEP E						
	Monthly	80 Hour	75 Hour												
Executive Assistant to the City Manager	\$4,927	\$28.43	\$30.32	\$5,173	\$29.85	\$31.84	\$5,432	\$31.34	\$33.43	\$5,704	\$32.91	\$35.10	\$5,989	\$34.55	\$36.85
Executive Assistant	\$3,940	\$22.73	\$24.25	\$4,137	\$23.87	\$25.46	\$4,344	\$25.06	\$26.73	\$4,561	\$26.31	\$28.07	\$4,789	\$27.63	\$29.47
Administrative Assistant II	\$3,523	\$20.33	\$21.68	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.71	\$26.35
Finance Clerk II	\$3,523	\$20.33	\$21.68	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.71	\$26.35
Police Records Specialist	\$3,523	\$20.33	\$21.68	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.71	\$26.35
Finance Clerk I	\$3,133	\$18.08	\$19.28	\$3,290	\$18.98	\$20.24	\$3,454	\$19.93	\$21.26	\$3,627	\$20.92	\$22.32	\$3,808	\$21.97	\$23.43
Administrative Assistant I	\$2,645	\$15.26	\$16.28	\$2,777	\$16.02	\$17.09	\$2,916	\$16.82	\$17.95	\$3,062	\$17.66	\$18.84	\$3,215	\$18.55	\$19.78

\*Meet and confer negotiations for these classifications are currently ongoing

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***Appendix D:  
Miscellaneous Information***

**CITY OF SAN GABRIEL**  
**Full-Time Authorized Positions by Department**  
**2015-16**

Fiscal Year	Elected Officials	Admin.	Human Resources	City Clerk	Finance	Police	Fire	Public Works	Com. Develop.	Com. Services	Mission Playhouse	Total
2005-06	7.0	5.0	0.0	0.0	9.0	71.0	36.0	19.0	15.0	18.0	4.0	184.0
2006-07	7.0	5.0	0.0	0.0	9.0	71.0	36.0	19.0	15.0	18.0	4.0	184.0
2007-08	7.0	5.0	0.0	0.0	9.0	72.0	36.0	19.0	17.0	18.0	5.0	188.0
2008-09	7.0	5.0	0.0	0.0	9.0	73.0	36.0	19.0	17.0	18.0	5.0	189.0
2009-10	7.0	6.0	0.0	0.0	9.0	73.0	36.0	18.0	18.0	18.0	5.0	190.0
2010-11	7.0	6.0	0.0	0.0	9.0	73.0	36.0	17.0	19.0	18.0	5.0	190.0
2011-12	7.0	7.0	0.0	0.0	9.0	73.0	36.0	17.0	19.0	18.0	5.0	191.0
2012-13	7.0	7.0	0.0	0.0	9.0	73.0	36.0	18.0	17.0	18.0	5.0	190.0
2013-14	7.0	9.0	0.0	0.0	9.0	69.0	36.0	16.0	17.0	14.0	5.0	182.0
2014-15	7.0	11.0	0.0	0.0	10.0	69.0	35.0	30.0	14.0	7.0	5.0	188.0
2015-16	7.0	3.0	5.0	3.0	10.0	69.0	35.0	30.0	15.0	7.0	5.0	189.0

Note:  
Human Resources and City Clerk were included in Administration in Fiscal 2014-15 and prior  
Community Development total included Housing and Redevelopment Agency staff in Fiscal 2011-12 and prior

**CITY OF SAN GABRIEL**  
**Sources and Uses Statement Notes**  
**2015-16**

- #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	\$720,590	Reimbursement for operating expenditures.
Retirement Fund	General Fund	\$5,056,856	Reimbursement for CalPERS retirement expenditures.
Retirement Fund	Risk Management Fund	\$1,540,019	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.

**CITY OF SAN GABRIEL**  
**Sources and Uses Statement Notes**  
**2015-16**

- #6: Advances from other funds represent a provision of cash from one City fund to another as approved by the City Council Policy. Also included in this is the 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.

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***Appendix: E***  
***Financial Policies***

## CITY OF SAN GABRIEL 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.

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