City of San Gabriel

BUDGET WORKSHOP

Budget Overview and Departmental Presentations
Tuesday, May 3, 2016
Conference Room "A"

GOALS

- *Communicate key issues, unfulfilled needs and pending opportunities*
- *Highlight personnel changes and proposed initiatives*
- *Identify key reductions or efficiencies planned*
- *Identify projects or programs to be implemented with this budget*
- *Adjust the budget to address the City Council's Top Priorities*

OUTLINE OF PRESENTATIONS

TIME	TOPIC	PRESENTER
5:30 PM	**Call to Order**	Mayor Liao
	Roll Call	Mayor Liao
	Public Comment	Mayor Liao
5:35 PM	**Introduction and Overview**	Steve Preston, City Manager Tom Marston, Finance Director

DEPARTMENT BUDGET PRESENTATIONS

Each presentation assumes approximately 5-10 minutes of presentation time, based on size and complexity of budget, with approximately 10 minutes of discussion time.

5:40 PM	**Public Works**	Daren Grilley Public Works Director
6:00 PM	**Administration (including City Council)**	Marcella Marlowe Assistant City Manager
6:15 PM	**Human Resources**	Marcella Marlowe Assistant City Manager
6:30 PM	**City Clerk**	Gloria Molleda Chief City Clerk
6:45 PM	**Finance**	Tom Marston Finance Director
7:00 PM	**Fire**	Mario Rueda Fire Chief
7:15 PM	**Wrap Up, Feedback and Council Requests**	City Council

City of San Gabriel

BUDGET WORKSHOP

Budget Overview and Departmental Presentations
Tuesday, May 10, 2016
Conference Room "A"

GOALS

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- *Highlight personnel changes and proposed initiatives*
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DEPARTMENT BUDGET PRESENTATIONS

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5:40 PM	**Mission Playhouse**	Anna Cross Mission Playhouse Director
5:55 PM	**Police**	David Lawton Police Chief
6:10 PM	**Community Development**	Arminé Chaparyan Community Development Director
6:30 PM	**Community Services**	Rebecca Perez Community Services Director
6:50 PM	**Wrap Up, Feedback and Council Requests**	City Council

STRATEGIC PLANNING IDEAS

San Gabriel
CITY WITH A MISSION

Common Themes: Engagement, Economic Development, Aesthetics, Proactivity

- Driverless vehicles
- Participatory budgeting
- Enhance the Mission District
- National tenants and markets
- Development of Mission Playhouse parking lot site as an opportunity site for retail
- Develop Smith Hardware and Automotive site
- Identifying issues raised in the community
- Proactive outreach on development and projects
- Professional programming study for the Mission Playhouse parking lot or the whole Mission District
- Elegant neighborhoods

STRATEGIC PLANNING IDEAS (CONTINUED)

San Gabriel
CITY WITH A MISSION

Common Themes: Engagement, Economic Development, Aesthetics, Proactivity

- Streetscape, beautification, and landmark (entry) signs incorporating elegance and consistency reminiscent of city's Mission heritage
  - (i.e. street trees, freeway off-ramps, etc.)

- Public-Private Partnerships
  - Improve infrastructure, contribute to economic development, engage the community, and provide new sources of funding
    - Senior Housing
    - Local Transit System (i.e. Alhambra/Regional Transit Process)

- Be more aggressive about pushing the legislature for enabling legislation for ideas and projects
  - i.e. partnerships, tax increment, etc.

STRATEGIC PLAN IN FY2016-17

San Gabriel
CITY WITH A MISSION

- **Infrastructure**
  - An additional $600,000 per year for street paving projects and equipment
  - Engineering (manager) position to help complete the city's funded infrastructure projects
- **Service Excellence**
  - New Full-Time bilingual greeter at City Hall to increase customer and translation services
- **Community Engagement**
  - Minor increases to accommodate personnel overtime requests
  - Work with Cinco de Mayo on a specific proposal for event
- **Economic Development**
  - New Part-Time support to help with business recruitment and business assistance
- **Technology**
  - New IT applications systems, infrastructure, and support

CITY OF SAN GABRIEL AVAILABLE RESERVES ANALYSIS
FOR FISCAL YEAR 2016-17

(Using May 3rd & 10th Study Session Estimates)

	2016-17 Estimated
OPERATING	
Revenues	32,832,205
Expenditures	35,762,528
Transfers	4,796,599
OPERATING SURPLUS (DEFICIT)	**1,866,276**
CAPITAL & SPECIAL PROJECTS	486,000
TOTAL SURPLUS (DEFICIT)	**1,380,276**
CHANGES IN RESERVES:	
Advances To Other Funds	-
Advances (From) Other Funds	(309,295)
Nonspendable	-
Restricted	
Committed	-
Assigned	-
Available Reserves, June 30	**3,580,226**

2016-17 Transfers In and <Out>
Retirement Fund = $5,494,163
Gas Tax Fund = $0
Mission Playhouse Fund = <$732,564>
Automotive Maintenance Fund = $35,000

CITY OF SAN GABRIEL

Full-Time Authorized Positions by Department

2016-17

Fiscal Year	Elected Officials	Admin.	Human Resources	City Clerk	Mission Playhouse	Finance	Police	Fire	Public Works	Com. Develop.	Com. Services	Total
2006-07	7.0	5.0	0.0	0.0	4.0	9.0	71.0	36.0	19.0	15.0	18.0	184.0
2007-08	7.0	5.0	0.0	0.0	5.0	9.0	72.0	36.0	19.0	17.0	18.0	188.0
2008-09	7.0	5.0	0.0	0.0	5.0	9.0	73.0	36.0	19.0	17.0	18.0	189.0
2009-10	7.0	6.0	0.0	0.0	5.0	9.0	73.0	36.0	18.0	18.0	18.0	190.0
2010-11	7.0	6.0	0.0	0.0	5.0	9.0	73.0	36.0	17.0	19.0	18.0	190.0
2011-12	7.0	7.0	0.0	0.0	5.0	9.0	73.0	36.0	17.0	19.0	18.0	191.0
2012-13	7.0	7.0	0.0	0.0	5.0	9.0	73.0	36.0	18.0	17.0	18.0	190.0
2013-14	7.0	9.0	0.0	0.0	5.0	9.0	69.0	36.0	16.0	17.0	14.0	182.0
2014-15	7.0	11.0	0.0	0.0	5.0	9.0	69.0	35.0	30.0	14.0	7.0	187.0
2015-16	7.0	3.0	5.0	3.0	5.0	9.0	69.0	35.0	31.0	15.0	7.0	189.0
2016-17	7.0	3.0	5.0	4.0	5.0	9.0	69.0	35.0	31.0	15.0	7.0	190.0

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
Adopted and Estimated Revenues
2015-16 Through 2016-17

		2015-16 Adopted Budget	2015-16 Revised Budget	2016-17 Estimated Budget	Increase/ (Decrease)
GENERAL FUND (121)					
Taxes					
3111	Property Tax	5,250,000	5,400,000	5,650,000	250,000
3131	Utility Users Tax	4,950,000	5,050,000	5,350,000	300,000
3132	Sales Tax	4,650,000	4,200,000	4,200,000	-
3133	Franchise Tax	590,000	590,000	590,000	-
3134	Transient Occupancy Tax	1,500,000	1,600,000	1,700,000	100,000
3135	Property Transfer Tax	200,000	200,000	200,000	-
	Total Taxes	17,140,000	17,040,000	17,690,000	650,000
Revenues from Other Agencies					
3222	Motor Vehicle in Lieu	4,200,000	4,300,000	4,300,000	-
3224	Federal/State Reimbursements	150,000	250,000	250,000	-
3227	State Mandated Reimbursement	160,000	60,000	60,000	-
3231	99234 Bikeway Fund	30,000	30,000	30,000	-
3234	County Grants	20,000	20,000	20,000	-
3245	Grants-Other Agencies	-	-	77,735	77,735
	Total Revenues from Other Agencies	4,560,000	4,660,000	4,737,735	77,735
Licenses & Permits					
3311	Business Licenses	750,000	750,000	750,000	-
3312	Dog Licenses	45,000	45,000	45,000	-
3314	Tobacco Retailer Licensing	15,000	15,000	15,000	-
3321	Building Permits	1,260,000	1,450,000	1,450,000	-
3322	Occupancy Permits	176,000	176,000	180,000	4,000
3323	Plumbing Permits	127,000	127,000	130,000	3,000
3324	Electrical Permits	197,000	197,000	200,000	3,000
3325	Sign Permits	17,325	17,325	18,000	675
3326	Overnight Parking Permits	445,000	470,000	490,000	20,000
3327	CASP Program	3,000	3,000	3,000	-
	Total Licenses & Permits	3,035,325	3,250,325	3,281,000	30,675
Fines & Forfeitures					
3411	Vehicle Code Fines - Court	130,000	150,000	160,000	10,000
3412	Other Fines - Court	15,000	15,000	15,000	-
3413	Parking Fines - City	900,000	900,000	950,000	50,000
3416	Administrative Citation	60,000	60,000	60,000	-
	Total Fines & Forfeitures	1,105,000	1,125,000	1,185,000	60,000
Use of Money and Property					
3511	Interest	30,000	35,000	37,500	2,500
3512	Interest - Successor Agency	-	-	250,000	250,000
3529	Other Rental Income	125,000	125,000	125,000	-
	Total Use of Money and Property	155,000	160,000	412,500	252,500

CITY OF SAN GABRIEL
Adopted and Estimated Revenues
2015-16 Through 2016-17

		2015-16 Adopted Budget	2015-16 Revised Budget	2016-17 Estimated Budget	Increase/ (Decrease)
Community Development					
3621	Plan Checking	980,000	980,000	900,000	(80,000)
3622	Public Works Fees	316,000	330,000	330,000	-
3623	Special Project Plan Check Services	-	250,000	-	(250,000)
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	40,000	45,000	5,000
3628	Planning Fees	154,000	154,000	155,000	1,000
3630	Advertising & Posting Fees	9,000	18,000	18,500	500
	Total Community Development	1,840,500	2,137,000	1,813,500	(323,500)
Public Safety					
3631	Fire Services	1,050,000	1,100,000	1,200,000	100,000
3633	Police Services	88,000	88,000	88,000	-
3634	Facility Rental - EOC	-	-	-	-
3635	Ambulance Fees	845,000	845,000	855,000	10,000
3636	False Alarms	11,000	11,000	11,000	-
3637	Witness Fees	2,000	2,000	2,500	500
	Total Public Safety	1,996,000	2,046,000	2,156,500	110,500
Recreation					
3641	Recreation Fees	55,000	55,000	55,000	-
3642	Lighted Fields	11,000	-	-	-
3643	Concession	-	-	-	-
3644	Swimming Pool	100,000	100,000	100,000	-
3645	Adult Center	44,000	60,000	62,000	2,000
3647	Vending Machine Proceeds	-	-	-	-
	Total Recreation	210,000	215,000	217,000	2,000
Other Revenue					
3911	Sale of Records	2,000	2,000	2,000	-
3912	POST Reimbursement	20,000	25,000	26,000	1,000
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	-	100	210,000	209,900
3917	Sale of Property	10,000	16,000	17,000	1,000
3918	Proposition "C" Administration	25,000	25,000	25,000	-
3919	Proceeds from Prop "A" Exchange	-	-	780,000	780,000
3920	Donations	60,000	100,000	120,000	20,000
3921	Proceeds of Loan	-	-	-	-
3990	Miscellaneous	40,000	270,000	60,000	(210,000)
	Total Other Revenue	255,970	537,070	1,338,970	(190,000)
	TOTAL GENERAL FUND	**30,297,795**	**31,170,395**	**32,832,205**	**1,661,810**

CITY OF SAN GABRIEL
Adopted and Estimated Revenues
2015-16 Through 2016-17

		2015-16 Adopted Budget	2015-16 Revised Budget	2016-17 Estimated Budget	Increase/ (Decrease)
RETIREMENT FUND (125)					
3111	Property Tax	6,300,000	6,300,000	6,500,000	200,000
3511	Interest	30,000	31,000	31,200	200
	TOTAL RETIREMENT FUND	**6,330,000**	**6,331,000**	**6,531,200**	**200,200**
AUTOMOTIVE EQUIPMENT FUND (128)					
3511	Interest	10,000	10,000	10,000	-
3651	Vehicle Charges	1,308,000	1,308,000	1,545,000	237,000
	TOTAL AUTOMOTIVE EQUIPMENT	**1,318,000**	**1,318,000**	**1,555,000**	**237,000**
RISK MANAGEMENT FUND (129)					
3511	Interest	18,000	18,000	18,000	-
3652	Insurance Charges	4,623,000	4,623,000	4,623,000	-
	TOTAL RISK MANAGEMENT FUND	**4,641,000**	**4,641,000**	**4,641,000**	**-**
STATE GAS TAX FUND (136)					
3241	2106 Gas Tax	165,000	130,000	130,000	-
3242	2107 Gas Tax	320,000	350,000	350,000	-
3243	2107.5 Gas Tax	6,000	6,000	6,000	-
3244	2105 Gas Tax	240,000	250,000	250,000	-
3245	2103 Gas Tax	350,000	190,000	100,000	(90,000)
	Interest	20,000	14,000	14,000	-
	TOTAL STATE GAS TAX FUND	**1,101,000**	**940,000**	**850,000**	**(90,000)**
SEWER FUND (137)					
3601	Sewer User Fee	2,000,000	2,000,000	2,000,000	-
	TOTAL SEWER FUND	**2,000,000**	**2,000,000**	**2,000,000**	**-**
STREET LIGHT FUND (140)					
3661	Street Lighting	-	-	1,000	1,000
	TOTAL STREET LIGHT FUND	**-**	**-**	**1,000**	**1,000**
OFFICE OF TRAFFIC SAFETY GRANT FUND (147)					
3229	OTS Grant	-	120,184	95,000	(25,184)
	TOTAL OTS GRANT FUND	**-**	**120,184**	**95,000**	**(25,184)**
WASTE MANAGEMENT FUND (150)					
3629	Recycling Fees	20,000	35,000	35,000	-
3671	Solid Waste Surcharge	450,000	450,000	450,000	-
	TOTAL WASTE MANAGEMENT FUND	**470,000**	**485,000**	**485,000**	**-**
AIR QUALITY MANAGEMENT DISTRICT FUND (151)					
3246	AQMD	50,000	50,000	50,000	-
3511	Interest	200	350	350	-
	TOTAL AQMD FUND	**50,200**	**50,350**	**50,350**	**-**

CITY OF SAN GABRIEL
Adopted and Estimated Revenues
2015-16 Through 2016-17

		2015-16 Adopted Budget	2015-16 Revised Budget	2016-17 Estimated Budget	Increase/ (Decrease)
MISSION PLAYHOUSE FUND (152)					
3529	Other Rental Income	10,000	10,000	10,000	-
3531	Building Rentals	211,750	211,750	215,750	4,000
3532	Rental Subsidy	(44,530)	(44,530)	(44,530)	-
3533	Equipment Rental	49,500	49,500	54,500	5,000
3534	Parking	45,000	45,000	45,000	-
3536	Labor Charges	250,000	250,000	250,000	-
3537	Concessions	33,000	33,000	33,000	-
3538	Capital Improvement Surcharge	45,000	60,000	70,000	10,000
3539	Box Office	-	10,000	15,000	5,000
3540	Box Office Charges	-	700	1,000	300
3920	Donations	-	5,000	5,000	-
3990	Miscellaneous	-	100	100	-
	TOTAL MISSION PLAYHOUSE FUND	**599,720**	**630,520**	**654,820**	**15,300**
STATE SUPPLEMENTAL LAW ENFORCEMENT FUND (160)					
3228	AB 3229 Revenue	100,000	130,000	100,000	(30,000)
3511	Interest	1,000	1,000	1,000	-
	TOTAL STATE SUPP. LAW ENFORCE.	**101,000**	**131,000**	**101,000**	**(30,000)**
ASSET FORFEITURE-DEPARTMENT OF JUSTICE FUND (161)					
3415	Department of Justice	-	40,000	-	(40,000)
3511	Interest	3,000	3,000	3,000	-
	TOTAL ASSET FORFEITURE-DOJ	**3,000**	**43,000**	**3,000**	**(40,000)**
ASSET FORFEITURE-DEPARTMENT OF TREASURY FUND (162)					
3415	Department of Treasury	-	-	-	-
3511	Interest	400	400	400	-
	TOTAL ASSET FORFEITURE-DOT	**400**	**400**	**400**	**-**
ASSET FORFEITURE-STATE FUND (163)					
3415	State	-	-	-	-
3511	Interest	100	100	100	-
	TOTAL ASSET FORFEITURE-STATE	**100**	**100**	**100**	**-**
PARKING FUND (165)					
3511	Interest	-	-	-	-
3990	Miscellaneous	-	-	-	-
	TOTAL PARKING FUND	**-**	**-**	**-**	**-**
DEVELOPMENT IMPACT FEES FUND (172)					
3511	Interest	15,000	15,000	25,000	10,000
3662	Park & Recreation Facilities Impact	30,000	150,000	150,000	-
3663	Sanitary Sewer System Facilties Impact	945,000	945,000	945,000	-
3664	Police Facility Impact Fee	60,000	60,000	60,000	-

CITY OF SAN GABRIEL
Adopted and Estimated Revenues
2015-16 Through 2016-17

		2015-16 Adopted Budget	2015-16 Revised Budget	2016-17 Estimated Budget	Increase/ (Decrease)
DEVELOPMENT IMPACT FEES FUND (172) - Continued					
3665	Fire Facility Impact Fee	250,000	250,000	250,000	-
3666	Traffic Impact Fee	695,000	695,000	695,000	-
	TOTAL DEVELOPMENT IMPACT FUND	**1,995,000**	**2,115,000**	**2,125,000**	**10,000**
PARK & RECREATION ACTIVITY FUND (173)					
3681	Youth Participant Paid Program	-	20,000	22,000	2,000
3682	Off Area Trips	30,000	30,000	31,000	1,000
3683	Recreation Classes	70,000	70,000	70,000	-
3684	Dance & Baton	15,000	15,000	1,000	(14,000)
3685	Day Camp Program	25,000	30,000	30,000	-
3686	Tennis	13,000	15,000	15,000	-
3687	Special Activity Donation	15,000	16,000	17,000	1,000
3688	Senior Social Dance	2,500	2,500	2,500	-
3689	Recreation Class Insurance	4,500	4,500	4,500	-
3920	Donations	-	1,500	1,500	-
	TOTAL PARK & REC. ACTIVITY FUND	**175,000**	**204,500**	**194,500**	**(10,000)**
PROPOSITION "A" LOCAL RETURN FUND (180)					
3232	Local Return - Prop. "A"	700,000	750,000	760,000	10,000
3511	Interest	5,000	5,000	5,100	100
3529	Other Rental Income	6,000	6,000	6,000	-
	TOTAL PROP. "A" LOCAL RETURN FUND	**711,000**	**761,000**	**771,100**	**10,100**
PROPOSITION "C" LOCAL RETURN FUND (181)					
3233	Local Return - Prop. "C"	580,000	600,000	625,000	25,000
3511	Interest	15,000	15,000	15,000	-
	TOTAL PROP. "C" LOCAL RETURN FUND	**595,000**	**615,000**	**640,000**	**25,000**
MEASURE "R" FUND (183)					
3237	Local Return - Measure "R"	450,000	450,000	450,000	-
3511	Interest	10,000	10,000	10,000	-
3921	Proceeds of Loan	-	-	-	-
	TOTAL MEASURE "R" FUND	**460,000**	**460,000**	**460,000**	**-**
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND (185)					
3218	CDBG Allocation	483,960	485,347	316,501	(168,846)
	TOTAL CDBG FUND	**483,960**	**485,347**	**316,501**	**(168,846)**
OTHER GRANTS FUND (186)					
3212	FEMA Grants	-	-	-	-
3214	TEA-21	-	509,077	-	(509,077)
3215	Homeland Security Grant	-	87,608	-	(87,608)
3219	Department of Justice	-	771	-	(771)
3225	State Grants	48,300	4,468,966	-	(4,468,966)

CITY OF SAN GABRIEL
Adopted and Estimated Revenues
2015-16 Through 2016-17

		2015-16 Adopted Budget	2015-16 Revised Budget	2016-17 Estimated Budget	Increase/ (Decrease)
OTHER GRANTS FUND (186) - Continued					
3234	County Grant	250,000	250,000	63,000	(187,000)
3235	STP-L Reimbursements	-	668,383	-	(668,383)
3245	Grants - Other Agencies	93,000	3,749,182	-	(3,749,182)
	TOTAL OTHER GRANTS	**391,300**	**9,733,987**	**63,000**	**(9,670,987)**
REDEVELOPMENT OBLIGATION RETIREMENT FUND (193)					
3224	Federal/State Reimbursements	475,000	32,500	605,263	572,763
3990	Miscellaneous	-	-	-	-
	TOTAL ROPS	**475,000**	**32,500**	**605,263**	**572,763**
TOTAL REVENUES		**52,198,475**	**62,268,283**	**54,975,439**	**(7,292,844)**

Budget Changes between
FY 2015-2016 and FY 2016-2017

Department/Division	Type	2015-16 Adopted Budget	2016-17 Budget Request	Differences	% Change
General Fund (121)					
Administration					
City Council	Personnel	165,630	147,238	(18,392)	-11.10%
	Operating	101,601	101,601	-	0.00%
	Budget Savings	-	(4,691)	(4,691)	-100.00%
City Manager	Personnel	541,623	640,531	98,908	18.26%
	Operating	23,950	60,282	36,332	151.70%
	Budget Savings	-	(4,691)	(4,691)	-100.00%
City Attorney	Personnel	-	-	-	0.00%
	Operating	175,890	175,890	-	0.00%
Public Information	Personnel	77,613	93,438	15,825	20.39%
	Operating	40,997	50,750	9,753	23.79%
		1,127,304	1,260,347	133,043	11.80%
Human Resources					
Human Resources	Personnel	465,842	554,945	89,103	19.13%
	Operating	222,397	105,114	(117,283)	-52.74%
	Budget Savings	-	(4,691)	(4,691)	-100.00%
Insurance Premiums	Personnel	-	-	-	0.00%
	Operating	2,863,000	263,000	(2,600,000)	-90.81% *
		3,551,239	918,368	(2,632,871)	-74.14%
City Clerk					
City Clerk	Personnel	370,721	423,837	53,116	14.33%
	Operating	24,116	43,038	18,922	78.46%
Election	Personnel	36,514	36,218	(296)	-0.81%
	Operating	-	100,000	100,000	100.00%
		431,351	603,093	171,742	39.81%
Mission Playhouse					
Mission Playhouse	Personnel	1,018,552	1,144,990	126,438	12.41%
	Operating	301,758	357,083	55,325	18.33%
		1,320,310	1,502,073	181,763	13.77%
Finance					
City Treasurer	Personnel	168,557	179,256	10,699	6.35%
	Operating	1,400	1,300	(100)	-7.14%
Finance	Personnel	719,715	820,299	100,584	13.98%
	Operating	344,172	399,128	54,956	15.97%
	Budget Savings	-	(4,691)	(4,691)	-100.00%
Information Tech	Personnel	-	53,856	53,856	100.00%
	Operating	341,451	287,595	(53,856)	-15.77%
	Capital & Spec. Proj.	30,000	-	(30,000)	-100.00%

* Note: Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Costing, and Other Insurances (General Liability) to Operating.

Budget Changes between
FY 2015-2016 and FY 2016-2017

Department/Division	Type	2015-16 Adopted Budget	2016-17 Budget Request	Differences	% Change
General Fund (121)					
Finance (Continued)					
Purchasing	Personnel	218,974	235,625	16,651	7.60%
	Operating	1,500	1,500	-	0.00%
General Services	Personnel	24,944	27,787	2,843	11.40%
	Operating	95,610	111,710	16,100	16.84%
		1,946,323	2,113,365	167,042	8.58%
Police					
Police	Personnel	10,632,068	11,384,567	752,499	7.08%
	Operating	1,298,194	1,521,640	223,446	17.21%
		11,930,262	12,906,207	975,945	8.18%
Fire					
Fire	Personnel	5,729,651	6,726,555	996,904	17.40%
	Operating	1,441,326	1,727,374	286,048	19.85%
	Capital & Spec. Proj.	-	52,000	52,000	100.00%
Fire-EOC	Personnel	-	-	-	0.00%
	Operating	26,976	33,676	6,700	24.84%
	Capital & Spec. Proj.	-	-	-	0.00%
Disaster Preparedness	Personnel	-	-	-	0.00%
	Operating	15,000	21,000	6,000	40.00%
		7,212,953	8,560,605	1,347,652	18.68%
Public Works					
Administration	Personnel	369,353	594,753	225,400	61.03%
	Operating	465,622	873,420	407,798	87.58%
	Capital & Spec. Proj.	191,000	185,000	(6,000)	-3.14%
	Budget Savings	-	(4,691)	(4,691)	-100.00%
Engineering	Personnel	499,947	605,013	105,066	21.02%
	Operating	6,100	18,100	12,000	196.72%
Street Services	Personnel	712,290	725,407	13,117	1.84%
	Operating	812,700	831,700	19,000	2.34%
	Capital & Spec. Proj.	-	25,000	25,000	0.00%
Park Maintenance	Personnel	800,540	852,860	52,320	6.54%
	Operating	242,755	275,355	32,600	13.43%
	Capital & Spec. Proj.	29,500	17,000	(12,500)	-42.37%
Facilities	Personnel	144,003	159,456	15,453	10.73%
	Operating	78,890	78,890	-	0.00%
	Capital & Spec. Proj.	20,000	57,000	37,000	185.00%
Aquatics	Personnel	61,752	67,228	5,476	8.87%
	Operating	28,100	28,100	-	0.00%
	Capital & Spec. Proj.	-	-	-	100.00%
		4,462,552	5,389,591	927,039	20.77%

* Note: Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Costing, and Other Insurances (General Liability) to Operating.

Budget Changes between
FY 2015-2016 and FY 2016-2017

Department/Division	Type	2015-16 Adopted Budget	2016-17 Budget Request	Differences	% Change
General Fund (121)					
Community Development					
Administration	Personnel	375,372	433,018	57,646	15.36%
	Operating	108,380	155,332	46,952	43.32%
	Capital & Spec. Proj.	-	150,000	150,000	100.00%
	Budget Savings	-	(4,691)	(4,691)	-100.00%
Planning	Personnel	553,432	481,889	(71,543)	-12.93%
	Operating	87,524	78,144	(9,380)	-10.72%
Building and Safety	Personnel	426,704	433,369	6,665	1.56%
	Operating	745,439	758,119	12,680	1.70%
Neighborhood Imp Srvcs	Personnel	244,348	247,537	3,189	1.31%
	Operating	36,159	53,999	17,840	49.34%
Economic Development	Personnel	123,423	170,053	46,630	37.78%
	Operating	129,220	108,300	(20,920)	-16.19%
		2,830,001	3,065,069	235,068	8.31%
Community Services					
Administration	Personnel	640,595	729,932	89,337	13.95%
	Operating	-	50,248	50,248	100.00%
	Capital & Spec. Proj.	40,000	-	(40,000)	-100.00%
Aquatics	Personnel	105,800	107,885	2,085	1.97%
	Operating	43,060	43,430	370	0.86%
Facilities	Personnel	87,749	91,149	3,400	3.87%
	Operating	59,440	58,890	(550)	-0.93%
Recreation	Personnel	85,655	125,626	39,971	46.67%
	Operating	210,479	224,719	14,240	6.77%
		1,272,778	1,431,879	159,101	12.50%
	Total Personnel	25,401,367	28,294,317		
	Total Operating	10,373,206	8,998,427		
	Total Capital & Special Proj Changes:	310,500	486,000		
	Total Budget Savings	-	(28,148)		
		36,085,073	37,750,596		

		% over FY 15-16
Total Personnel Changes:	**2,892,950**	11.39%
Total Operating Changes:	**(1,374,779)**	-13.25%
Total General Fund Special Proj Changes:	**175,500**	56.52%
Total Budget Savings Changes	**(28,148)**	-100.00%
Total Changes:	**1,665,523**	4.62%

* Note: Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Costing, and Other Insurances (General Liability) to Operating.

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

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 the transition to the new Public Works Facility and relocation of staff and equipment to this new building. Additional goals include establishing new contracts for environmental compliance such as stormwater management, and wastewater while managing the cost of the newly installed sewer lift station.

Administration (Cost Center Summary)

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 Capital Improvement Program as well as the operating budgets for all Departmental cost centers.

The Division managed construction of the new Public Works Facility and coordinated stormwater permit compliance activities and administration of CalRecycle Grant programs.

In the coming year, the long-awaited asset management/work order system mandated by the sewer consent judgment will be acquired and implemented.

Street Services (Cost Center Summary)

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 sections of damaged sidewalk and street pavement. In addition to repairs to the city's aging lighting systems within the City.

In the coming year, the Division will begin a three-year process of proactively retrofitting the 6.6 amp series lights to provide more reliable service.

Park Maintenance (Cost Center Summary)

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 Del Mar Ave., improved tree trimming safety practices and supported several community engagement events including the Lunar New Year Festival. In the coming year, the Division will improve ballfield maintenance with new equipment to be jointly purchased with the San Gabriel Unified School District.

Aquatics (Cost Center Summary)

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, staff replaced the chlorine pump that provides balanced water chemistry. In the coming year, repairs will be made to damaged tiles and concrete decking to improve safety for users.

Facilities (Cost Center Summary)

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, renovations continued at City Hall including new paint, carpet and tile throughout the downstairs, plus door access control to improve security.

In the coming year, City Hall renovations will continue with potential modifications in Finance, City Clerk and Administration areas. Staff will also start a five-year process of upgrading obsolete heating and air conditioning units

Engineering (Cost Center Summary)

The Engineering Division provides high quality, reliable public improvements through the review, permitting, and inspection of private projects and delivery of public capital improvement projects.

The Division 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 will hire a new Principal Civil Engineer to serve as the Engineering Division Manager. The Division will also oversee the construction of street improvement projects including Mission Road & San Gabriel Blvd, CDBG street and ramp improvements, Del Mar Avenue sewer design, and reconstruction on Del Mar Avenue funded by the I-Bank.

Fleet Services (Cost Center Summary)

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 also vested countless hours in the retrofit of half of the Police Department's new front line patrol vehicles converting from Dodge Chargers to Ford Interceptors.

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.

Sewer (Cost Center Summary)

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. Crews have continued their education wastewater collection system including introduction to the functions of the City's new lift station. The Administration Division has invested hours in preparing for the upcoming mandates dictated by the Sewer Consent Judgment. Engineering reviewed sewer studies and plans for a number of development projects throughout the city.

In the coming year, Field Operations crews will also continue operator training and certification. Contracts will be issued for treating roots, performing video inspection, maintenance of the lift station and implementing an asset management system.

Prop A Local Transit Dev. (Cost Center Summary)

The Local Transit Development Division funds the maintenance of the City's Bus Shelter plus two transit Park and Ride parking lots (performed by Park Maintenance and Field Operations staff) which support and encourage commuters to choose transit to get to work or other destinations. In the year ahead, Field Operations will contract for bus shelter cleaning services to free up crews to work on street and sidewalk repairs.

Prop C Local Transit Dev. (Cost Center Summary)

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

Public Works
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimate	Notes
Number of work orders processed	1150	1800	
Feet of sewer line repaired	506	0	
Number of sewer overflows	1	0	
Number of street trees planted	14	115	
Number of ADA sidewalk ramps constructed	63	54	
Miles of sewer pipe inspected by CCTV	10	15	
Number of Engineering permits issued	330	450	
Key Performance Indicators			
Lane miles of streets resurfaced	3.6	2	
Miles of sewer cleaned	60	105	
Number of CIP projects completed or in construction	7	5	
Number of street & park trees maintained	257	680	
Outcomes			
Pavement Condition Index	**	52	
% change in sewer overflows	-7	No Change	

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
800 PUBLIC WORKS
12 ADMINISTRATION

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	254,998	257,786
11-036	Full Time Bilingual Incentive	0	1,200
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	1,206
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	7,817
15-000	Worker's Compensation	0	200,233
19-001	Health Insurance	50,592	50,600
19-002	Retirement	60,066	72,133
19-004	Medicare	3,697	3,778
	Salaries and Benefits	369,353	594,753
21-000	Special Departmental	8,600	17,600
22-000	Contractual	1,000	5,000
31-000	Office Operating	2,500	2,500
40-003	Electricity	315,700	315,700
40-004	Gas	2,700	2,700
40-005	Telephone	40,770	40,770
40-006	Water	35,000	51,700
40-007	Cable Services	2,800	2,800
40-008	Sewer Service Charge	3,602	3,602
40-010	Cellular Services	9,030	9,300
43-000	Uniforms	12,730	15,730
45-000	Educational	16,835	16,835
53-000	Membership and Dues	4,505	4,505
54-000	Allowances	9,850	9,850
60-036	Other Insurances	0	374,828
	Operating	465,622	873,420
91-000	Budget Savings	0	(4,691)
	ADMINISTRATION	834,975	1,463,482

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Administration	121-800-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Publications, Manuals, Standards, Codes	APWA, Caltrans, AASHTO	400
#2:	Community Engagement	Zumar, United Rental	17,200
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**17,600**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL

2016-17 Contractual (Account "22") Budget Detail

Payments to persons/agencies for services rendered

Public Works	Administration	121-800-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Copier & office equpiment	ARC, Xerox	5,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			5,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Office Operating (Account "31") Budget Detail
Department office supplies

Public Works	Administration	121-800-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Office Supplies	Office Depot, Staples, etc	2,500
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
TOTAL			**2,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Uniforms (Account "43") Budget Detail
Department office supplies

Public Works	Administration	121-800-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Uniforms	Red Dot	15,730
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
TOTAL			**15,730**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL

2016-17 Educational (Account "45") Budget Detail

Staff training and development

Public Works	Administration	121-800-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Seminars - All Divisions	CASQA, CWEA, APWA	3,000
#2:	Safety Training - Field Ops & Park Maint	MSA, IMSA	4,500
#3:	Vehicle Maint Training	Pierce	6,000
#4:	Aquatic Facility Training	NRPA/CPRS	400
#5:	Playground Safety Training	NRPA/CPRS	735
#6:	Arborist Training	ISA-Arbor	1,000
#7:	Pesticide Applicator Training	PAPA	1,200
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			16,835

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Public Works	Administration	121-800-12
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Director, Principal & Associate Engrs	City & County Engineers Assoc	100
#2:	Field Op Mgr, Street Lead, Mgmt Analyst	Maint Superintendent Assoc	120
#3:	Director, Principal Engr	ITE	575
#4:	Agency Membership (6 staff)	APWA	880
#5:	All Engineers	CA PE License	600
#6:	Principal Engineer	ASCE	300
#7:	Parks & Facilities Mgr, Parks Lead, TBD	QAC/PCA Licensing (Pesticide Regulation)	600
#8:	Parks & Facilities Mgr, Tree Lead	Int'l Society of Arboriculture	600
#9:	Field Op Mgr, Signal/Lighting Lead, Facil Lea	International Municipal Signal Assoc	250
#10:	Director, Parks & Facilities Mgr, Parks Lead	NRPA	480
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			4,505

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Public Works	Administration	121-800-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Public Works TAC meetings	SGVCOG	150
#2:	League of Cities PWOI	League of Cities	600
#3:	Remote Access Software Licensing	GoToMyPC	100
#4:	Meetings	CCEA/ITE	200
#5:	Travel/Lodging for conferences	Various	2,500
#6:	Registration/Workshops	American Public Works Assoc	500
#7:	Misc Conference Allowance	APWA, CASQA, CSTI	1,800
#8:	Registration/Workshops	IMSA	1,000
#9:	Registration/Workshops	Maint Supervisor Assoc	500
#10:	Public Works Day Community Engagement	Dekralite, Smart & Final, etc.	2,500
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**9,850**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Community Engagement

Account #: 121-800-12-21-000

Funding Source (Check One)	Funding Amount
☑ General Fund	9,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**9,000**

Justification

As part of the City's strategic plan to engage the community to foster civic pride and ownership funds are needed to support events such as Lunar Festival, Circle the Square, Beer & Dumplings, Farmer's market, etc. Support includes, but not limited to: traffic control, setup, equipment, street closures, and electrical.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Copier & Office Equipment Increase

Account #: 121-800-12-22-000

Funding Source (Check One)	Funding Amount
☑ General Fund	4,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**4,000**

Justification

The new Public Works facility will require us to maintain multiple copiers and purchase more office equipment to run the day-to-day department operations.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocate $3,000 from Park Maintenance Division to Administration Division

Account #: 121-800-12-43-000

Funding Source (Check One)	Funding Amount
☑ General Fund	3,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**3,000**

Justification

Public Works would like to consolidate all uniform expenses into their Administration Division. This request is to reallocate $3,000 from Park Maintenance Division (121-800-05-43-000) to Administration Division (121-800-12-43-000).

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

ACE Project Coordinator Consultant

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) ACE Reimbursement	93,000
Total Program Cost	**93,000**

Justification

ACE Project Coordinator position to be reimbursed by Alameda Corridor-east Construction Authority per agreement dated 11/2/10. Original agreement extended in 2013. Agreement with ACE will run through completion of the ACE trench project, currently anticipated in 2017.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #5

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

CalRecycle Beverage Program

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) CalRecycle Grant	12,000
Total Program Cost	**12,000**

Justification

CalRecycle administers a program to provide opportunities for beverage container recycling and grant funds for participating cities. The goals of the program is for educational outreach and provide residents with recycling opportunities.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #6

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

CalRecycle Used Oil Project

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) CalRecycle	11,300
Total Program Cost	**11,300**

Justification

CalRecycle administers a program to provide opportunities for local governments to receive payments for used oil and used oil filter collection/recycling programs. The goals of the program is for educational outreach and provide residents with used oil filter collection opportunities.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #7

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Stormwater Program Management

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) NPDES Fee	185,000
Total Program Cost	**185,000**

Justification

Mandated permit fees/monitoring programs associated with NPDES & State/Regional Water Board. To be funded by NPDES fees collected with building permits and business licensing.

* Technical consultant fees	50,000
* Gateway Cities COG Metals TMDL monitoring	8,000
* Water Resources Control Board Annual Permits	16,000
* CPR membership	10,000
* CASQA/WEF membership	1,000
* MS4 Permit Req - Staff training, education, outreach	30,000
* MS4 Permit Req - outfall monitoring	20,000
* MS4 Permit Req - TMDL implementation, dev. planning, construction, illicit connection, industrial/comm'l inspection	50,000

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #8

Public Works	Administration	121-800-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Office Supplies

Account #: 121-800-12-31-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	2,500
Total Program Cost	**2,500**

Justification

As the new Public Works facility opens, there will also be a need to increase our office supplies for the new facility.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
800 PUBLIC WORKS
02 STREET SERVICES

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	434,824	435,770
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	19,081	16,319
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	7,480	7,480
14-000	Compensated Absences	0	13,683
15-000	Worker's Compensation	0	0
19-001	Health Insurance	146,150	146,155
19-002	Retirement	98,064	99,329
19-004	Medicare	6,690	6,671
	Salaries and Benefits	712,290	725,407
21-000	Special Departmental	116,500	116,500
22-000	Contractual	151,200	151,200
33-000	Vehicle Operating	147,000	150,000
33-060	Vehicle Replacement	16,000	32,000
40-006	Water	0	0
43-000	Uniforms	0	0
55-000	Lease Payments	0	0
57-000	Interest Expense	122,000	122,000
58-000	Loan Principal Expense	260,000	260,000
60-036	Other Insurances	0	0
	Operating	812,700	831,700
91-000	Budget Savings	0	0
	STREET SERVICES	1,524,990	1,557,107

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Street Services	121-800-02
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Street Paint	Vista Paint / Dunn Edwards	7,500
#2:	Asphalt Concrete Pavement	Holliday Rock / Vulcan	29,000
#3:	Portland Cement Concrete	Spragues Ready Mix	20,000
#4:	Signs & Uni-Strut Poles	Zumar Industries	26,000
#5:	Tools	Grainger, Home Depot, General	6,000
#6:	Safety Equipment, Cones, Delineators, etc.	General, JCL	8,000
#7:	Hardware Supplies	Mission Hardware	4,000
#8:	Traffic Signal Supplies	JTB, City Wholesale, etc.	6,000
#9:	Street Lighting Supplies	City Wholesale / Mission Hardware	10,000
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**116,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Public Works Department	Street Services Division	121-800-02 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Street Sweeping	Athens	135,000
#2:	Reclaimed Emulsion	IDR Environment Services	5,000
#3:	Random Drug Testing	US Health Works	3,000
#4:	Traffic Signal Maintenance	L.A. County Dept. of Public Works	6,000
#5:	Traffic Signal Maintenance	Caltrans	1,000
#6:	Underground Service Alert	Digalert	1,200
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**151,200**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Public Works	Street Services	121-800-02
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Two Ford F-250 Utility body pick-up trucks and one Ford F-450 stakebed dump truck.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Vehicle Replacement Fund	90,000
Total Program Cost	**90,000**

Justification

Seven Public Works vehicles with compressed natural gas (CNG) tanks subject to AQMD standards are expiring this fiscal year. Currently, less than 25% of the fleet is fueled with CNG. In lieu of replacing the CNG tanks, the Public Works department is moving from CNG fueled trucks to unleaded and diesel fueled vehicles.

The trucks selected, a Ford F-450 stakebed and two Ford F-250 utility body pick-ups, will not only replace the existing trucks but will provide the department with more versatility, efficiency, and productivity.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Public Works	Street Services	121-800-02
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Street light rehab; special transformer that converts 6.6 amps to 110 volts.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) 46 Street Light Fund	65,000
Total Program Cost	**65,000**

Justification

This request is for the retrofit of one third of the City's 6.6 amp lighting system. Light bulbs for the 6.6 amp lighting system are no longer made. They have made adaptable light kits for the system that are very expensive and not reliable. Aside from completely rewiring the entire light system, it is much more cost effective to retrofit the the remaing 290 lights that are part of the 6.6 amp lighting system with a special transformer that converts the 6.6 amps to the standard 110 volts. Using the transformer would also allow for LED light to be installed.

Total project cost by FY18/19 would be $195,000.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Public Works	Street Services	121-800-02
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Wayfinding Signs

Funding Source (Check One)	Funding Amount
☑ General Fund	25,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**25,000**

Justification

Wayfinding program to access better Caltrans signage at key entrances to the city, particularly from I-10, to improve their appearance and function for the Playhouse and Mission District.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Public Works	Street Services	121-800-02
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Neon Signs Maintenance

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	9,600
Total Program Cost	**9,600**

Justification

This request is for the maintenance and upkeep of the City's six existing neon entry signs. Signs were completely refurbished through a special project in 2010 partially funded by the City and Women's Division. Additionally, this fiscal budget marks five years and a fresh coat of paint is desirable.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #5

Public Works	Street Services	121-800-02
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Neon Signs Inspections

Account #: 121-800-02-21-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	1,400
Total Program Cost	**1,400**

Justification

In order to properly maintain and upkeep of the City's six existing neon entry signs the integrity of the signs annual inspections is recommended.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #6

Public Works	Street Services	121-800-02
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Repainting of signal poles,mast arms, and control box at the intersection of Grand Ave and Ramona St.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	10,000
Total Program Cost	**10,000**

Justification

There are 37 intersections citywide that have painted traffic signal poles and equipment that require cleaning and repainting. The Public Works department proposes to hire a contractor to clean and repaint the traffic signal at Grand Ave./Ramona St. which have the highest need for repainting.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
800 PUBLIC WORKS
05 PARK MAINTENANCE

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	414,695	431,330
11-036	Full Time Bilingual Incentive	1,200	1,200
12-000	Limited Time Employees	114,534	119,958
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	17,307
15-000	Worker's Compensation	0	0
19-001	Health Insurance	148,945	148,993
19-002	Retirement	113,474	126,040
19-004	Medicare	7,692	8,032
	Salaries and Benefits	800,539	852,860
21-000	Special Departmental	50,765	50,765
22-000	Contractual	93,990	94,590
33-000	Vehicle Operating	65,000	70,000
33-060	Vehicle Replacement	30,000	60,000
43-000	Uniforms	3,000	0
60-036	Other Insurances	0	0
	Operating	242,755	275,355
91-000	Budget Savings	0	0
	PARK MAINTENANCE	1,043,294	1,128,215

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Paint/Painting Supplies	Home Depot, Mission Hardware, Vista	4,500
#2:	Playground Equipment Repair/Maintenance	Miracle, various	5,000
#3:	Equipment Repair/Maintenance	Garvey Equipment, various	5,500
#4:	Hardware Supplies	Mission Hardware, Home Depot	1,000
#5:	Janitorial Supplies	Empire	8,000
#6:	Plant material, soil, seed, amendments	Home Depot, Whittier, Sakada, etc	7,500
#7:	Office Supplies	Staples, Office Depot	500
#8:	Safety Equipment	JCL, various	3,800
#9:	Hand Tools	Home Depot, various	5,000
#10:	Tree Purchases	Sakada, various	5,000
#11:	Chain Saws / Trimming Equipment	Garvey Equipment	4,965
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**50,765**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Security Service	Security Design System	390
#2:	Tree Maintenance Services	West Coast Arborists	91,000
#3:	Backflow Device Licensing	County of LA Public Health	800
#4:	Backflow Device Testing & Repair	JD Plumbing	2,400
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**94,590**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Uniforms (Account "43") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Allotted budget moved to Admin acct		0
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**0**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Purchase of a John Deere MY16 1200A Bunker & Field Rake for baseball field maintenance

Funding Source (Check One)	Funding Amount
☑ General Fund	7,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Joint purchase w/ Pony Baseball	7000
Total Program Cost	**14,000**

Justification

Joint use purchase of a John Deere MY16 1200A Bunker & Field Rake for baseball field maintenance of Vincent Lugo Park and McKinley Elementry fields.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Purchase of (3) F-150 Ford pickup trucks.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Vehicle Replacement Fund	97,500
Total Program Cost	**97,500**

Justification

Seven Public Works vehicles with compressed natural gas (CNG) tanks subject to AQMD standards are expiring this fiscal year. Due to high replacement costs and overall depreciation of the vehicles replacement is needed of the same or equivalent.

Currently, less than 25% of the fleet is fueled with CNG. In lieu of replacing the CNG tanks, the Public Works department is moving from CNG fueled trucks to unleaded and diesel fueled vehicles.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Playground Maintenance

Funding Source (Check One)	Funding Amount
☑ General Fund	10,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**10,000**

Justification

Repairs to play equipment and resurfacing at various locations.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Backflow Device Maintenance/Testing

Account #: 121-800-05-22-000

Funding Source (Check One)	Funding Amount
☑ General Fund	600
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**600**

Justification

This request is for the additional backflow devices and licensing added in various locations; i.e., Las Tunas landscape, New Public Works Yard, Marshall Park.

Backflow device testing and repair: $400
Backflow device licensing: $200

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #5

Public Works	Park Maintenance	121-800-05
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocate $3,000 from Park Maintenance Division to Administration Division

Account #: 121-800-05-43-000

Funding Source (Check One)	Funding Amount
☑ General Fund	(3,000)
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**(3,000)**

Justification

Public Works would like to consolidate all uniform expenses into their Administration Division. This request is to reallocate $3,000 from Park Maintenance Division (121-800-05-43-000) to Administration Division (121-800-12-43-000).

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
800 PUBLIC WORKS
06 AQUATICS

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	38,768	40,439
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	1,162
15-000	Worker's Compensation	0	0
19-001	Health Insurance	11,404	11,408
19-002	Retirement	11,018	13,633
19-004	Medicare	562	586
	Salaries and Benefits	61,752	67,228
21-000	Special Departmental	8,500	8,500
22-000	Contractual	19,600	19,600
60-036	Other Insurances	0	0
	Operating	28,100	28,100
91-000	Budget Savings	0	0
	AQUATICS	89,852	95,328

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Aquatics	121-800-06
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Pool Supplies	Leslie's Pool Supply, various	2,000
#2:	Pool Repairs	Commercial Aquatics, Aqua Creations	6,500
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**8,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Aquatics	121-800-06
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Chlorine/Acid Service	Commercial Aquatics	18,000
#2:	Heater & Filter maintenance	Commercial Aquatics, various	1,600
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**19,600**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #1

Public Works	Aquatics	121-800-06
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Paint Smith Park Pool Building

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	15,000
Total Program Cost	**15,000**

Justification

Prep and paint of exterior walls and locker rooms.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
800 PUBLIC WORKS
07 FACILITIES

		2015-16 Budget Request	2015-16 Budget Request
11-000	Full Time Employees	91,839	97,589
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	2,805
15-000	Worker's Compensation	0	0
19-001	Health Insurance	24,730	24,746
19-002	Retirement	26,102	32,901
19-004	Medicare	1,332	1,415
	Salaries and Benefits	144,003	159,456
21-000	Special Departmental	28,500	28,500
22-000	Contractual	41,890	41,890
35-000	Building Operating	8,500	8,500
60-036	Other Insurances	0	0
	Operating	78,890	78,890
91-000	Budget Savings	0	0
	FACILITIES	222,893	238,346

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Facilities	121-800-07
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Electrical Supplies	City Wholesale Elect, Mission, etc.	7,000
#2:	Plumbing Supplies	Mission, JD Plumbing, Home Depot	9,000
#3:	Hardware & Fixtures	Mission, Home Depot	10,000
#4:	Tools	Mission, Home Depot	2,500
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**28,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Facilities	121-800-07
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Elevator Maintenance	ThyssenKrupp	3,000
#2:	HVAC Maintenance Services-City Hall	KLM	5,000
#3:	Building Security - Lugo Park	Security Design Systems	390
#4:	Building Security - City Hall	Security Design Systems	3,000
#5:	City Hall Cleaning	Daily Maintenance	24,000
#6:	HVAC Maintenance Services-Comm Svcs	KLM	4,750
#7:	Building Security-Comm Svcs	Security Design Systems	1,500
#8:	Fire Extinguisher Service-Comm Svcs	Cobra Fire Protection	100
#9:	Fire Extinguisher Service-Park Maint	Cobra Fire Protection	150
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**41,890**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Building Operating (Account "35") Budget Detail
Maintenance and use of physical buildings

Public Works	Facilities	121-800-07
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Electrial Supplies	Mission Hardware	350
#2:	Plumbing Supplies	JD Plumbing, Mission Hardware	350
#3:	Security, Keys	Harolds Key Shop	300
#4:	Hardware & other supplies	Mission Hardware, Home Depot	3,500
#5:	Janitorial Supplies	Empire	4,000
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
TOTAL			**8,500**

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Public Work	Facilities	121-800-07
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Replace security system in City Hall and McGroarty building.

Funding Source (Check One)	Funding Amount
☑ General Fund	10,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**10,000**

Justification

Current system is outdated and not able to accommodate the necessary number of users. The new system will be compatible with key card access system and improved user interface for remote monitoring and operation.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Public Work	Facilities	121-800-07
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

City Hall exterior renovation/maintenance.

Funding Source (Check One)	Funding Amount
☑ General Fund	25,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**25,000**

Justification

Patch, sandblast and paint exterior walls of CIty Hall including portico for asthetics and preservation.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Public Work	Facilities	121-800-07
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Replacement of (1) AC Unit at the Recreation Building and (2) units at the Adult Recreation Building.

Funding Source (Check One)	Funding Amount
☑ General Fund	22,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**22,000**

Justification

Replacement of three of seven air conditions units at the Recreation Building. In 2015 the Enviromental Protection Agency (EPA) announced its final phase out schedule regarding production and importation of HCFC-22 (R-22 refrigerant). Therefore replacement parts and refrigerant will only be available in limited quantities and obsolete by 2020. Public Works is responsible for 16 units. Only one (McGroarty) meets the current standard. This plan calls for replacing 3 units/year for five years to reach compliance.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Public Work	Facilities	121-800-07
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Replacement of locking systems for three City Hall doors for heightened security.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	7,500
Total Program Cost	**7,500**

Justification

Three doors at City Hall to be upgraded to Honeywell Keyless Entry System for enhanced security features. (Elevator, PIO/ED, NIS)

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #5

Public Work	Facilities	121-800-07
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Replacement of windows on south side of Padilla room in Adult Recreation Building and painting of exterior.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	36,000
Total Program Cost	**36,000**

Justification

Seven (7) windows on the south side of the building adjacent to the courtyard are deteriorated and are begining to fall apart and out of the sill; a serious safety issue. Building will be painted to aid in preservation.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #6

Public Work	Facilities	121-800-07
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

City Hall Cleaning/Janitorial Services increase

Account #: 121-800-07-22-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	6,000
Total Program Cost	**6,000**

Justification

Due to the subpar level of janitorial services City Hall currently receives, we are recommending to go out and find a new vendor. Through our research, the average cost for cleaning City Hall will be approximately $36,000, which is $6,000 higher than what is currently budgeted.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #7

Public Work	Facilities	121-800-07
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Electrical, Plumbing, and Janitorial Supplies

Account #: 121-800-07-35-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	2,800
Total Program Cost	**2,800**

Justification

Increaed maintenance and an additional new city facility has resulted in the our need for more supplies.

Electrial Supplies: $150
Plumbing Supplies: $650
Janitorial Supplies: $2,000
$2,800

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
800 PUBLIC WORKS
13 ENGINEERING

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	347,863	388,773
11-036	Full Time Bilingual Incentive	1,200	1,200
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	10,455
15-000	Worker's Compensation	0	0
19-001	Health Insurance	84,915	84,869
19-002	Retirement	60,907	114,061
19-004	Medicare	5,062	5,655
	Salaries and Benefits	499,947	605,013
21-000	Special Departmental	600	600
22-000	Contractual	5,500	17,500
31-000	Office Operating	0	0
60-036	Other Insurances	0	0
	Operating	6,100	18,100
91-000	Budget Savings	0	0
	ENGINEERING	506,047	623,113

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Engineering	121-800-13
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Publications, Manuals, Standards, Codes	TBD	600
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**600**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Engineering	121-800-13
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	On call Engineer; General/Traffic/Civil	TBD	17,500
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**17,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Public Works	Engineering	121-800-13
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Convert current "Associate" Civil Engineer position to a "Senior" Civil Engineer.

Funding Source (Check One)	Funding Amount
[x] General Fund	26,640
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) Retirement	28,574
Total Program Cost	**55,214**

Justification

The Associate Civil Engineer position is an entry to intermediate level engineering position. The Principal Civil Engineer position is a managerial position and serves as the Engineering Division Manager and reports directly to the Public Works Director/City Engineer. The desired Senior Civil Engineer position is the journey level engineer position requiring additional experience and would be assigned more complex, high profile projects than the Associate Civil Engineer. Both the Senior and Associate Civil Engineer positions report to the Principal Civil Engineer.

The classification of Senior Civil Engineer exists in the salary matrix, but was removed from the Department organization chart during the reorganization of Public Works in 2014. This request would restore the position by elevating the vacant Associate Civil Engineer position. This change will allow for the recruitment of the Principal Civil Engineer and provide much needed capacity for project management as well as process improvements in development review, as well as allow the Public Works Director/City Engineer to allocate more time to department management functions.

City of San Gabriel
Senior Civil Engineer - "E" Step
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"E" Step	121-800-12-11-000	102,420.00	
Sub-total		102,420.00	
Benefits:			
P.E.R.S. Retirement	121-800-12-19-002	34,529.88	33.71%
Medicare	121-800-12-19-004	1,485.09	1.45%
Flex Benefits	121-800-12-19-001	18,816.00	18.37%
Life & ADD Benefits	121-800-12-19-001	299.89	0.244%
Sub-total		55,130.85	53.83%
Grand Total		157,550.85	
Covered by Retirement		34,529.88	
Net General Fund		123,020.98	

123,020.98 +
96,380.64 -
002
26,640.34 *

Note:
Salary Grade = 48

A =	7,022
B =	7,373
C =	7,742
D =	8,129
E =	8,535

PERS at Tier #1 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

34,529.88 +
5,956.32 -
002
28,573.56 *

City of San Gabriel
Associate Civil Engineer - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-800-12-11-000	(76,236.00)	
Sub-total		(76,236.00)	
Benefits:			
P.E.R.S. Retirement	121-800-12-19-002	(5,956.32)	7.81%
Medicare	121-800-12-19-004	(1,105.42)	1.45%
Flex Benefits	121-800-12-19-001	(18,816.00)	24.68%
Life & ADD Benefits	121-800-12-19-001	(223.22)	0.244%
Sub-total		(26,100.96)	34.24%
Grand Total		(102,336.96)	
Covered by Retirement		(5,956.32)	
Net General Fund		(96,380.64)	

Note:

Salary Grade = 47

A =	6,198
B =	6,508
C =	6,833
D =	7,175
E =	7,534

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Public Works	Engineering	121-800-13
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

On call Engineering Services increase

Funding Source (Check One)	Funding Amount
☑ General Fund	12,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**12,000**

Justification

This request is for an increase in contract engineering services, which includes traffic studies for schools, speed limit studies (req'd by CVC) studies for stop sign warrants and plans scanning/archival.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Public Works	Engineering	121-800-13
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

New "Counter Specialist" position.
50/50 PW and CDD

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) unfunded	36,497
Total Program Cost	**36,497**

Justification

This new position would serve Building and Engineering customers at the Community Development counter, especially with the relocation of Public Works in coming months. The position would report within the Building & Safety Division of the Community Development Department and will be equally funded 50% from the Public Works Department and 50% from the Community Development Department. The position is needed to improve the level of service to residents, businesses, developers and contractors. Development activity has steadily increased over the last several years and there is no indication of this slowing down. Engineering and Building counter customers are primarily served by one Permit Center Coordinator (75% CDD, 25% PW) and one Counter Specialist (100% PW).

The new, shared CDD/PW Counter Specialist would increase the amount of time available to perform those other tasks and ensure there is no reduction in service following the relocation of Public Works to its new facility 1.5 miles from City Hall.

City of San Gabriel
Counter Specialist 50% - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-800-12-11-000	24,126.00	
Bilingual Pay	121-800-12-11-000	600.00	
Sub-total		24,726.00	
Benefits:			
P.E.R.S. Retirement	121-800-12-19-002	1,931.84	7.81%
Medicare	121-800-12-19-004	358.53	1.45%
Flex Benefits	121-800-12-19-001	9,408.00	38.05%
Life & ADD Benefits	121-800-12-19-001	72.40	0.244%
Sub-total		11,770.77	47.60%
Grand Total		36,496.77	
Covered by Retirement		1,931.84	
Net General Fund		34,564.92	

Note:

Salary Grade = 24

A =	3,923
B =	4,119
C =	4,325
D =	4,541
E =	4,768

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

CITY OF SAN GABRIEL
EXPENDITURES

128 GENERAL FUND
800 PUBLIC WORKS
04 FLEET SERVICES

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	200,292	206,772
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	5,942
15-000	Worker's Compensation	0	0
19-001	Health Insurance	57,032	57,051
19-002	Retirement	26,776	31,345
19-004	Medicare	2,904	2,998
	Salaries and Benefits	287,004	304,108
21-000	Special Departmental	56,419	76,419
22-000	Contractual	59,181	49,181
33-057	Fuel	215,000	215,000
33-058	Auto Parts & Supplies	138,500	145,000
33-059	Auto Maintenance & Repair	45,000	48,500
43-000	Uniforms	0	0
60-036	Other Insurances	0	0
	Operating	514,100	534,100
91-000	Budget Savings	0	0
	FLEET SERVICES	801,104	838,208

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Hand Tool Allowance	Snap-On, Mac	900
#2:	Acetylene/Oxygen Supplies	Airgas	544
#3:	Service Parts Cleaners	Safety Kleen Corp.	1,285
#4:	First Aid Supplies	Zee Medical	5,600
#5:	Truck Parts	Altec Industries	4,000
#6:	Underground Storage Tank Fee	L.A. County Fire	1,390
#7:	Tool & Steel Supply	Industrial Pipe & Steel	5,000
#8:	Police Vehicle Equipment	Admanson	28,000
#9:	Hose Fabrication	Hoseman Inc.	6,000
#10:	Shop Tools	Snap-On, Mac Tools	10,000
#11:	Sewer Truck Equipment	IEQ Ind.	400
#12:	Annual Operating Fees	South Coast Air Quality Mgmt Dist	800
#13:	Shop Equipment	McMaster Carr	10,000
#14:	Annual update of scan tool	Various	500
#15:	Annual Tank Testing	JDS Tank Testing	2,000
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**76,419**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Pickup Waste Oil	Asbury Environment	1,200
#2:	Service Clarifier (Parts Washer)	Asbury Environment	1,500
#3:	Smog Checks	Various	1,100
#4:	Update Service Manuals & Diagnostics	Varies by manufacturer	2,000
#5:	Tire Disposal	Daniel's, various	600
#6:	Update Service Manuals & Diagnostics	All Data	1,500
#7:	Aerial Safety Inspection	Tilley Crane	1,000
#8:	Tank Tightness Test	JDS Tank Testing	2,681
#9:	"B" License Physical	Dreamweaver, various	300
#10:	Drug Testing	US Healthworks	300
#11:	"B" Driver License Renewal	Comm'l Transportation Svcs	300
#12:	Annual Underground Storage Tank Testing	JDS Tank Testing	5,100
#13:	CARB/AQMD Emissions	State of CA	30,000
#14:	Generator Maintenance	Affordable Generator	1,600
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**49,181**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Fuel (Account "33-057") Budget Detail
Maintenance and use of city vehicles

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Fuel	I.P.C.	20,000
#2:	Fuel	Merrimac	40,000
#3:	Fuel	S.C. Fuels	75,000
#4:	Fuel	Voyager	80,000
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**215,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Auto Parts and Supplies (Account "33-058") Budget Detail
Maintenance and use of city vehicles

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Auto Parts - Ford Vehicles	Ford	12,000
#2:	Auto Parts - GM Vehicles	General Motors	2,000
#3:	Auto Parts - Dodge Vehicles	Chrysler	31,000
#4:	Auto Parts - Assorted	O'Reilly, Temple City Auto Parts	100,000
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**145,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Auto Maintenance & Repair (Account "33-059") Budget Detail
Maintenance and use of city vehicles

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Towing	Dickson Towing	2,000
#2:	Apparatus Repair Service	Garvey Equipment & TBD	10,000
#3:	Repair Service	Peck Rd. Truck Center	6,000
#4:	Repair Service - Ford Vehicles	Wondries Ford	3,000
#5:	Tire Service	TCI, Inc.	3,000
#6:	Fire Engine Service	EVG (Emergency Vehicle Group)	11,000
#7:	Fire Engine Service	Pierce South Coast	13,500
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**48,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Purchase of a Fleet Services vehicle.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Vehicle Replacement Fund	32,500
Total Program Cost	**32,500**

Justification

Seven Public Works vehicles with compressed natural gas (CNG) tanks subject to AQMD standards are expiring this fiscal year. Due to high replacement costs and overall depreciation of the vehicles replacement is needed of the same or equivalent. Currently, less than 25% of the fleet is fueled with CNG.

In lieu of replacing the CNG tanks, the Public Works department is moving from CNG fueled trucks to unleaded and diesel fueled vehicles.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Police Department Annual Frontline Vehicle Replacements

Account #: 128-800-04-21-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Automaotice Equip.	20,000
Total Program Cost	**20,000**

Justification

This request is for the increased cost of retrofiting police vehicles. Each year the department replaces half of their front line patrol vehicles , other vehicles as needed. Currently the additional average cost per vehicle is $4,000.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Public Works	Fleet Services	128-800-04
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocation of $10,000 within this division from its Contractual account to its Auto Parts and Supplies account and its Auto Maintenance and Repair account.

Funding Source (Check One)	Funding Amount
☑ General Fund	0
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

In order to properly maintain the city's auto supplies and maintenance, we are requesting a reallocation of $10,000 from this Division's Contractual account (22-000) to its Auto Parts and Supplies account (33-058) and Auto Maintenance and Repairs account (33-059).

Auto Parts and Supplies (33-058): $6,500
Auto Maintenance and Repairs (33-059): $3,500

CITY OF SAN GABRIEL
EXPENDITURES

137 GENERAL FUND
800 PUBLIC WORKS
01 SEWER

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	229,977	236,796
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	6,805
15-000	Worker's Compensation	0	0
19-001	Health Insurance	65,587	65,607
19-002	Retirement	54,178	68,952
19-004	Medicare	3,335	3,434
	Salaries and Benefits	353,077	381,594
21-000	Special Departmental	73,500	76,500
22-000	Contractual	279,000	317,300
33-000	Vehicle Operating	16,000	16,000
33-060	Vehicle Replacement	0	60,000
40-006	Water	0	2,000
45-000	Education	5,000	5,000
53-000	Membership & Dues	0	2,000
54-000	Allowances	0	2,500
60-036	Other Insurances	0	0
	Operating	373,500	481,300
91-000	Budget Savings	0	0
	SEWER	726,577	862,894

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Public Works	Sewer	137-800-01
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Asset management software	City Works	43,000
#2:	Operations Supplies	New Pig, Grainger, General	4,000
#3:	Spill Response Supplies	New Pig, Graninger, General	8,000
#4:	Decant Facility Use	Athens	10,000
#5:	Tools & Apparatus	Haaker, Hose Man	3,000
#6:	Auto Parts	Heavy Trucks Haaker Equip	8,500
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**76,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Sewer	137-800-01
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	CCTV pipe inspection	Competitive RFP, various	200,000
#2:	Consultant services (asset mgmt sys)	Miller Spatial, various	31,000
#3:	Consultant services (SSMP update)	Various	20,000
#4:	Root Management	Duke's	32,000
#5:	Uniform Laundry Supplies	Mission, Smart & Final	300
#6:	Sewer Truck Service	Haaker Equipment	5,000
#7:	Consultant Services for Annual Parcel Update	Raftelis	12,000
#8:	Sewer Lift Station Maintenance	Pump Man	5,000
#9:	GIS Licensing	ESRI (SPLIT 50/50 WITH CDD)	12,000
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**317,300**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Water Utility (Account "40") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Sewer	137-800-01
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Vactor Truck Water Use (meter read)	San Gabriel County Water Co	2,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			2,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Education (Account "45") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Sewer	137-800-01
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Training and Certification	CWEA	5,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**5,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memebership & Dues (Account "53") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Sewer	137-800-01
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Membership & Dues	CASQA	2,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**2,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Payments to persons/agencies for services rendered

Public Works	Sewer	137-800-01
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Misc Conference Allowance	CWEA	2,500
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**2,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #1

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Routine maintenance of the newly installed sewer lift station.

Accounts #: 137-800-01-22-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Sewer User Fee	5,000
Total Program Cost	**5,000**

Justification

Routine planned maintenance is required to prevent pump system breakdowns increasing equipment life. The proposed contract is designed for our specific sewer pump application to help prevent premature pump failure and to optimize efficiency thus saving us time and money.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #2

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Water Utility

Account #: 137-800-01-40-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Sewer User Fee	2,000
Total Program Cost	**2,000**

Justification

Use of water for Vactor & Jetter trucks for sewer maintenance.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #3

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Membership & Dues

Account #: 137-800-01-53-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Sewer User Fee	2,000
Total Program Cost	**2,000**

Justification

This request is funds to be allocated for membership to professional wastewater organizations.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #4

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Allowances

Account #: 137-800-01-54-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Sewer User Fee	2,500
Total Program Cost	**2,500**

Justification

This request is for funds to support to/from travel expenses to educational workshops and training in wastewater.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #5

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Consultant services for Fats, Oils and Grease (FOG) Program

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Grease Trap Fee	25,000
Total Program Cost	**25,000**

Justification

This will fund consultant services for the management of inspections, reporting and outreach of the City's FOG program.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #6

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Asset Management Software & Field Data Hardware

Account #: 137-800-01-21-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Sewer User Fee	3,000
Total Program Cost	**3,000**

Justification

With the issue of the Sewer Consent Judgment and per its terms, the CIty is mandated to implement a Asset Management System (AMS) to prioritize repairs and/or replacements of sewer lines using a risk-based decision making approach. Additionally, we are required to submit quarterly reports to the Regional Board with the most up-to-date information on the progress the City is making on the Pipe Capacity and Structural Improvement Projects, Initial Video Analysis, Ongoing Video Analysis and any maintenance or repairs.

We are requesting an additional $3,000 to cover the software cost of $43,000.

*Subscription software cost will need to be split between divisions in future fiscal years after implementation is complete.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #7

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Assest Management Implementation - Prefessional Services

Account #: 138-800-01-22-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Sewer User Fee	21,000
Total Program Cost	**21,000**

Justification

This request is for a Professional Services Agreement; scope of work identifing tasks required for the successful implementation of geographic information systems (GIS) and Asset Management Software (AMS).

Specifically, with the Sewer Consent Judgment and per its terms the City is mandated to implement a Asset Management System (AMS). It is neccessary to bring on a consultant to assist and manage the configuration of the GIS and AMS on City servers. Scope will include migration of the City's data to Esri's local government information model for the geodatabase outline. This will allow the City to take advantage of the various Esri application templates that are configured to work with the AMS.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #8

Public Works	Sewer	137-800-01
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

GIS Licensing (ESRI)
50/50 PW and CDD

Account #: 137-800-01-22-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Sewer User Fee	12,000
Total Program Cost	**12,000**

Justification

GIS provides display of data that has geographic location as an important characteristic. It comprises a raw database of assets that would include but not limited to our City sewer system, stormwater system, streetlights, signs and markings, Urban Foresty, etc.

Total Licensing Cost; $24,000

The total cost will be split between Public Works and Community Development

CITY OF SAN GABRIEL
EXPENDITURES

180 PROP "A" LOCAL RETURN FUND
800 PUBLIC WORKS
49 LOCAL TRANSIT DEVELOPMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Blingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
22-000	Contractual	0	90,000
60-036	Other Insurances	0	0
89-000	Fund Exchange	0	1,200,000
	Operating	0	1,290,000
91-000	Budget Savings	0	0
	LOCAL TRANSIT DEVELOPMENT	0	1,290,000

CITY OF SAN GABRIEL

2016-17 Contractual (Account "22") Budget Detail

Payments to persons/agencies for services rendered

Public Works	Local Transit Development	180-800-49
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Bus shelter maintenance	Shelter Clean or competitor	90,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**90,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Public Works	Local Transit Development	180-800-49
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Bus Shelter Maintenance

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☑ Proposition "A"	90,000
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**90,000**

Justification

Using a contractor to maintain the 33 bus shelters citywide would be a significant cost savings from staff performing the same duties. It takes an average of 6 hours per week for staff to dump trash, clean the bus shelter area, and address and perform graffiti abatement.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Public Works	Local Transit Development	180-800-49
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Community Engagement for 710

	Funding Source (Check One)	Funding Amount
☐	General Fund	
☐	Mission Playhouse Imp. Fund	
☐	Parks and Rec Facility Fund	
☐	Proposition "A"	
☐	Proposition "C"	
☐	Redevelopment	
☐	AQMD Trust Fund	
☐	Asset Forfeiture Fund	
☐	State Sup. Law Enforce. Fund	
☐	Gas Tax	
☐	Waste Management Fund	
☐	Increased Fees (Please Specify)	
☑	Other (Please Specify) unfunded	10,000
	Total Program Cost	**10,000**

Justification

This request will provide funding for community outreach and advocacy for the SR 710 project including partcipation in the 710 Coalition.

CITY OF SAN GABRIEL
EXPENDITURES

181 PROP "C" LOCAL RETURN FUND
800 PUBLIC WORKS
49 LOCAL TRANSIT DEVELOPMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	22,263	23,484
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	675
15-000	Worker's Compensation	0	0
19-001	Health Insurance	4,742	4,743
19-002	Retirement	3,649	4,547
19-004	Medicare	323	341
	Salaries and Benefits	30,977	33,790
60-036	Other Insurances	0	0
85-000	Administrative Costs	0	24,000
	Operating	0	24,000
91-000	Budget Savings	0	0
	LOCAL TRANSIT DEVELOPMENT	30,977	57,790

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Valley Blvd Bridge Restoration **PROJECT #:** 1-08-03

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	TBD		

DESCRIPTION

Design and reinforce bridge over Alhambra Wash at Valley Boulevard. Project associated with Valley Boulevard Specific Plan.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						175,000	175,000
Construction						800,000	800,000
(Other)							
TOTAL						**975,000**	**975,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						975,000	975,000
(Other #1)							
(Other #2)							
Total						**975,000**	**975,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Broadway/Walnut Grove Intersection Improvement **PROJECT #:** 1-08-11

DEPT. PW - Engineering **PREPARED BY:** Algis Marciuska

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2009-10		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	2017-18		

DESCRIPTION

This project will construct new left turn lanes, sidewalks, curb ramps, and traffic signal modifications at the intersection of Broadway and Walnut Grove Avenue. Right-of-way acquisition is necessary to accommodate the intersection widening and sidewalk. The new sidewalks, ramps, and signal improvements will provide improved pedestrian safety and mobility for residents and students at the nearby schools. The project will enhance public safety by providing a safer and more efficient traffic movement pattern at this congested location.

Preliminary design started in late 2009. Final design, environmental and right of way start in 2011. Request additional $75,000 in FY13/14 for increased environmental review costs associated with Caltrans NEPA requirements and increased right-of-way and utility coordination costs. NEPA approval June 2013. Right of way acquisition and utility relocation in 2014-15 and 2015-16. Construction expected to begin in 2016-17.

Metro Project ID: LAE3308
Account #:122-800-55-97-706, 122-800-41-97-706, 122-800-50-97-706, 122-800-45-97-706, 122-800-57-97-706, and 122-800-40-97-706

Prior Year funding:
2008-09 = $250,000 2009-10 = $500,000
2010-11 = $625,000 2013-14 = $75,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	400,000						400,000
Construction	850,000						850,000
Land Acquisition	200,000						200,000
(Other)							
TOTAL	**1,450,000**						**1,450,000**
RECOMMENDED FUNDING SOURCES							
55 Waste Management	589,000						589,000
41 Gas Tax	225,000						225,000
45 STP-L	100,000						100,000
57 Rule 20A	200,000						200,000
40 Development Impact	310,000						310,000
UNFUNDED	26,000						26,000
(Other #1)							
(Other #2)							
Total	**1,450,000**						**1,450,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 1,200 Total: $ **1,200**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar Rehabilitation - Valley to I-10 **PROJECT #:** 1-08-12

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2015-16	1-08-14	
Est. Completion Date	1-08-15	
2016-17		

DESCRIPTION

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 (base repair), 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. Project will be coordinated with the Del Mar/Alhambra Wash Bridge Replacement Project (CIP 1-08-42).

Project updated in FY15-16 to reflect anticipated California Infrastructure Bank Loan revenue. $163,460 in Waste Management funds moved from CIP 1-08-33 in FY16-17.

Accounting: 122-800-58-97-100 and 122-800-55-97-100

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design		85,000					85,000
Construction		951,000					951,000
(Other)							
TOTAL		**1,036,000**					**1,036,000**

RECOMMENDED FUNDING SOURCES

58 I-Bank Loan		872,540					872,540
55 Waste Management		163,460					163,460
UNFUNDED							
(Other #1)							
(Other #2)							
Total		**1,036,000**					**1,036,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar Rehabilitation - Wells to Valley **PROJECT #:** 1-08-14

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	2015-16	1-08-12	
No Change	☑	Advanced	☐	Est. Completion Date	1-08-15	
Funding Change	☐	Delayed	☐	2016-17		

DESCRIPTION

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 (base repair), 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.

Project updated in FY15-16 to reflect anticipated California Infrastructure Bank Loan revenue.

Accounting: 122-800-58-97-101

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design		76,000					76,000
Construction		877,000					877,000
(Other)							
TOTAL		**953,000**					**953,000**

RECOMMENDED FUNDING SOURCES

58 I-Bank Loan		953,000					953,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total		**953,000**					**953,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar Ave Rehabilitation - Wells to Mission **PROJECT #:** 1-08-15

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	2015-16	1-11-63	
No Change	☑	Advanced	☐	Est. Completion Date	1-08-12	
Funding Change	☐	Delayed	☐	2015-16	1-08-14	

DESCRIPTION

This project will rehabilitate the pavement on Del Mar Avenue from Wells Street to Mission Road. This project consists of constructing a rubberized asphalt concrete pavement overlay, repairing failed pavement (base repair), 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.

Project updated in FY15-16 to reflect anticipated California Infrastructure Bank Loan revenue.

Portion of design completed in early 2011 and is "shovel ready." Construction was delayed due to lack of funding.

Account #122-800-15-97-720 and 122-800-58-97-720

2010-11 = $113,540

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	113,540	85,000					198,540
Construction		1,889,460					1,889,460
(Other)							
TOTAL	**113,540**	**1,974,460**					**2,088,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	113,540						113,540
58 I-Bank Loan		1,974,460					1,974,460
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**113,540**	**1,974,460**					**2,088,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar & Broadway Intersection Improvement **PROJECT #:** 1-08-16

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project will construct new turning lanes, curb ramps, and traffic signal modifications at the intersection of Del Mar Avenue and Broadway. The project will enhance public safety by providing a safer and more efficient traffic movement pattern at this congested location.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						90,000	90,000
Construction						830,000	830,000
(Other)							
TOTAL						**920,000**	**920,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						920,000	920,000
(Other #1)							
(Other #2)							
Total						**920,000**	**920,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar & Mission Intersection Improvement **PROJECT #:** 1-08-17

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2016-17		
No Change	☐	Advanced	☑	Est. Completion Date		
Funding Change	☑	Delayed	☐	2017-18		

DESCRIPTION

This project will close El Monte just east of Del Mar Avenue and revise this 5-leg intersection to a standard 4-leg intersection. This will improve safety and effiiciency of traffic and pedestrian movement with new left and right turning lanes, accessible curb ramps, and traffic signal modifications.

Cost estimate reduced from previous estimate ($972,000) due to reduced scope of work. No right of way needed.

Staff proposes advancing this project and reallocating funds from other project (TBD) to align with scheduled pavement rehabilitation on Del Mar (2016) and Mission Road (2017-18).

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design			50,000				50,000
Construction				300,000			300,000
(Other)							
TOTAL			**50,000**	**300,000**			**350,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED			50,000	300,000			350,000
(Other #1)							
(Other #2)							
Total			**50,000**	**300,000**			**350,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar & Las Tunas Intersection Improvement **PROJECT #:** 1-08-18

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD	1-16-xx	
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	TBD		

DESCRIPTION

This project will construct new turning lanes, curb ramps, and traffic signal modifications at the intersection of Del Mar Avenue and Las Tunas Drive. The project will enhance public safety by providing a safer and more efficient traffic movement pattern at this congested location.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2018-19	TOTAL
Planning Design						120,000	120,000
Construction						980,000	980,000
Land Acquisition						100,000	100,000
(Other)							
TOTAL						**1,200,000**	**1,200,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						1,200,000	1,200,000
(Other #1)							
(Other #2)							
Total						**1,200,000**	**1,200,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: San Gabriel & Mission Intersection Improvements **PROJECT #:** 1-08-23

DEPT. PW - Engineering **PREPARED BY:** Algis Marciuska

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2009-10		
Est. Completion Date		
2016-17		

DESCRIPTION

This project will construct new right turn lanes, ADA-compliant curb ramps, and traffic signal modifications to accommodate protected left-turn phasing at the intersection of San Gabriel Boulevard and Mission Road. Right of way acquisition will be necessary to accommodate the new turning lanes and curb ramps. The project will enhance public safety and improve mobility by providing a safer and more efficient traffic movement pattern at this congested location.

Environmental review is complete. Final design is complete and right-of-way acquisition is underway. Construction anticipated summer 2016.

Account #: 122-800-41-97-707, 122-800-50-97-707, 122-800-40-97-707, 122-800-58-97-707, 122-800-55-97-707

Prior Years = $1,556,302

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	166,302						166,302
Construction	1,020,000						1,020,000
Land Acquisition	370,000						370,000
(Other)							
TOTAL	**1,556,302**						**1,556,302**

RECOMMENDED FUNDING SOURCES

41 Gas Tax	246,302						246,302
50 Proposition "C"	765,000						765,000
40 Development Impact	155,000						155,000
58 Measure "R"	290,000						290,000
55 Waste Management	100,000						100,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**1,556,302**						**1,556,302**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Fairview Ave Improvements - Abbott to Circle **PROJECT #:** 1-08-32

DEPT. PW - Engineering **PREPARED BY:** Algis Marciuska

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	2012	8-09-15	
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☐	2014-15		

DESCRIPTION

This project will reconstruct the pavement on Fairview Avenue in the San Gabriel Village between Abbott Avenue and Circle Drive. Work also includes construction of ADA-compliant curb ramps and streetscape furniture. Project design will be consistent with the Fairview Ave Commercial District Improvements project (CIP No. 8-09-15).

Begin design in early 2013. Construction completed in FY2014-15.

***** PROJECT COMPLETED FY2014-15 - REMOVE FROM CIP *****

Accounting: 122-800-15-97-714 and 122-800-41-97-714

Prior Years = $740,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	100,000						100,000
Construction	840,000						840,000
(Other)							
TOTAL	**940,000**						**940,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax	565,000						565,000
15 General Fund	375,000						375,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**940,000**						**940,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 500 Total: $ **500**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Las Tunas Streetscape/ Pedestrian Enhancements **PROJECT #:** 1-08-33

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2017-18	1-09-45	
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☑	2018-19		

DESCRIPTION

This project will construct and install pedestrian and bicyclist safety improvements and amenities including landscape medians, benches, and trash receptacles along Las Tunas Drive. The work will be primarily focused at the City's east and west entrances. This work must be coordinated with pavement rehabilitation of Las Tunas Drive.

A grant of $641,000 was awarded to the City under the 2007 MTA Call for Projects (LAE2389). The project also includes $120,000 in federal SAFETEA-LU earmarked funds. The MTA grant was delayed, rescinded, and then restored for FY18/19 as the "Las Tunas Drive Active Transportation Corridor Improvements" project.

$120,000 earmarked funding is at risk until expended due to potential rescission by Congress. Currently programmed for FY17/18 in Federal Transportation Improvement Program.

The revised scope will include features listed above and are proposed to be focused at the west entry between the Alhambra city limits and Alanmay Avenue.

Account #: 122-800-55-97-742, 122-800-57-97-742, 122-800-15-97-742

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design				120,000			120,000
Construction					711,000		711,000
(Other)							
TOTAL				**120,000**	**711,000**		**831,000**

RECOMMENDED FUNDING SOURCES

55 Waste Management				70,000			70,000
57 SAFETEA-LU					120,000		120,000
CMAQ/MTA					641,000		641,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total				**70,000**	**761,000**		**831,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Great Streets Program **PROJECT #:** 1-08-35

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☐	Advanced	☐
Funding Change	☑	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
Ongoing	1-14-01	1-08-15
Est. Completion Date	1-08-12	
Ongoing	1-08-14	

DESCRIPTION

This annual program of projects will perform preventive maintenance, asphalt overlays or reconstruction on streets identified through field investigations and the City's Pavement Management Program. Great Streets Program includes all city streets and alleys. With the exception of planned projects on Del Mar Avenue, individual projects previously listed separately are now included in this program.

The City's average Pavement Condition Index (PCI) for the street network fell 12.5% from 56 out of 100 in 2010 to 49 in 2015. With planned projects by the City and ACE, the PCI will rise to 52 by 2018. In 2015, City Council indicated the desire to raise the PCI to 60 by 2024. This will require an average of $4 million annually. Continued funding at the current average of $1 million annually will lower the PCI to 42 in 2024; a 25% drop from 2010.

California Infrastructure Bank loan of $3.8 million in FY2014-15 was delayed due to State approval process. The loan was finalized for FY2015-16 and is directed toward rehabilitation of Del Mar Avenue. Funds are moved from this project to CIP Nos. 1-08-12, 14, and 15.

Community Development Department projected Economic Development Administration Grant in FY2014-15 did not materialize and is taken out in FY2015-16.

Account #: 122-800-41-97-704, 122-800-55-97-704, 122-800-56-97-704, 122-800-15-97-704

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	1,520,000	50,000	100,000	96,000	300,000	300,000	2,366,000
Construction	4,488,347	(3,286,834)	1,660,000	1,250,000	3,600,000	3,600,000	11,311,513
Equipment				600,000			600,000
(Other)							
TOTAL	**6,008,347**	**(3,236,834)**	**1,760,000**	**1,946,000**	**3,900,000**	**3,900,000**	**14,277,513**

RECOMMENDED FUNDING SOURCES

41 Gas Tax	651,180	563,166	660,000	1,146,000	600,000	600,000	4,220,346
55 Waste Management	956,218		400,000	450,000	500,000	500,000	2,806,218
56 Traffic Congestion	450,000						450,000
15 General Fund	150,949						150,949
58 I-Bank Loan	3,800,000	(3,800,000)					
UNFUNDED					2,800,000	2,450,000	5,250,000
Proposition C			700,000				700,000
STP-L				350,000		350,000	700,000
(Other #2)							
Total	**6,008,347**	**(3,236,834)**	**1,760,000**	**1,946,000**	**3,900,000**	**3,900,000**	**14,277,513**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Citywide Pedestrian and Traffic Safety Improvements **PROJECT #:** 1-08-36

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	Ongoing		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☑	Ongoing		

DESCRIPTION

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. Projects will be evaluated 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.

Project previously entitled School and Pedestrian Safety Facilities.

Needed improvements will be delayed due to lack of funding.

Account #: 122-800-41-97-713

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design		3,000	3,000	3,000	3,000	3,000	15,000
Construction		27,000	27,000	27,000	27,000	27,000	135,000
(Other)							
TOTAL		**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**150,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax		30,000					30,000
UNFUNDED			30,000	30,000	30,000	30,000	120,000
(Other #1)							
(Other #2)							
Total		**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**150,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 500 Total: $ **500**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: ADA Sidewalk and Curb Ramp Compliance Program **PROJECT #:** 1-08-41

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	Ongoing		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	Ongoing		

DESCRIPTION

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. The ADA requires that an ADA Transition Plan be prepared to describe any structural or physical changes required to make programs accessible. This program includes conducting the self-evaluation process and development of a prioritized list of sidewalk repair and ramp installation projects to bring the City into compliance with the ADA regulations. This program also includes the multi-year process of working on that list of projects to repair the City's sidewalk facilities for accessibility for all citizens.

Needed improvements will be delayed due to lack of funding.

Formerly titled "Sidewalk and ADA Ramp Repair."

Account #: 122-800-15-96-604 & 122-800-41-96-604

Prior Year funding:
2005-06 = $30,000
2008-09 = $30,000
2010-11 = $30,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	32,000	5,000	2,000	2,000	2,000	2,000	45,000
Construction	193,000	45,000	23,000	23,000	23,000	23,000	330,000
(Other)							
TOTAL	**225,000**	**50,000**	**25,000**	**25,000**	**25,000**	**25,000**	**375,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	165,000		25,000	25,000	25,000	25,000	265,000
41 Gas Tax		50,000					50,000
UNFUNDED	60,000						60,000
(Other #1)							
(Other #2)							
Total	**225,000**	**50,000**	**25,000**	**25,000**	**25,000**	**25,000**	**375,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar Ave/Alhambra Wash Bridge Replacement **PROJECT #:** 1-08-42

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION	
Status		**Timetable**		Project Start Date	Associated Projects
New Project	☐	No Change	☐	2010	
No Change	☑	Advanced	☐	Est. Completion Date	
Funding Change	☐	Delayed	☑	2017-18	

DESCRIPTION

This project will replace the Del Mar Avenue Bridge crossing the Alhambra Wash, including reconstructing the roadway approaches 250 feet north and 200 feet south of the bridge. The existing 44' wide, four lane bridge has been inspected and determined to be structurally deficient and functionally obsolete and does not meet current seismic design standards. It is more cost-effective to construct a replacement bridge than to retrofit the existing structure. The new bridge will be approximately 64 feet wide, with two travel lanes in each direction, turning lane, and 6-ft wide sidewalks on both sides.

The City is coordinating with LA County Department of Public Works (LACDPW) to design and construct the bridge replacement. $3,942,000 in funding for this $5M project comes from the federal Highway Bridge Program. These funds will be reimbursed to LA County directly from Caltrans and therefore this amount is not reflected in the expenditure plan below.

Cost estimate is based on the Project Design Concept Report prepared by LACDPW dated 1/13/2011. Project cost increased by $160,000 in 2013 update. Increase includes architectural bridge enhancements ($50,000) and signal installation at Bencamp ($125,000) and investigation, reporting and remediation of Aerially Deposited Lead found on site ($30,000); these increases are partially offset by an unspent balance of LA County "Aid to Cities" program funds (-$45,862). Moved $159,540 in FY2016-17 Waste Management funds from CIP No. 1-08-33 to this project for non-reimbursable construction contingency.

Account #: 122-800-50-97-650, 122-800-45-97-650 Prior Year funding: 2003-04 = $150,000; 2004-05 = $462,500; 2005-06 = $150,000 2006-07 = $150,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	937,500						937,500
Construction	208,000		159,540				367,540
(Other)							
TOTAL	**1,145,500**		**159,540**				**1,305,040**

RECOMMENDED FUNDING SOURCES

50 Proposition "C"	577,117						577,117
45 STP-L	568,383						568,383
55 Waste Management			159,540				159,540
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**1,145,500**		**159,540**				**1,305,040**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 1,000 Total: $ **1,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Las Tunas Dr Rehabilitation-San Gabriel to Muscatel **PROJECT #:** 1-09-45

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
01/01/10	1-08-24	4-14-02
Est. Completion Date	1-08-60	
2015-16	1-08-33	

DESCRIPTION

This project will construct a new asphalt concrete pavement roadway, adjusting manholes to grade, removing and replacing broken concrete curb, gutter, and sidewalk, installing ADA-compliant curb ramps, landscaped medians at east end of project, new traffic signal mast arms and detection, and replacing pavement markings. Project includes Low Impact Development strategies, consistent with the City's MS4 permit, to reduce runoff volume and improve water quality through storm water infiltration and biofiltration.

Video inspection of the sewer lines in late 2013 revealed numerous cracks in the pipes. The pavement project contract includes portion of required repairs described in CIP No. 4-14-02.

Construction began in February 2015 and will be completed by summer 2015.

*** PROJECT COMPLETED IN 2015-16 - REMOVE FROM CIP ***

Account #: 122-800-15-97-785, 122-800-45-97-785, 122-800-58-97-785, and 122-800-50-97-785, 122-800-41-97-785, 122-800-55-97-785

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	250,000						250,000
Construction	3,269,439						3,269,439
(Other)							
TOTAL	**3,519,439**						**3,519,439**

RECOMMENDED FUNDING SOURCES

48 Redevelopment Agency	59,439						59,439
41 Gas Tax	611,082						611,082
58 Measure "R"	1,322,831						1,322,831
50 Proposition "C"	780,349						780,349
15 General Fund	210,000						210,000
UNFUNDED	350,000						350,000
55 Waste Management (Other #1)	185,738						185,738
(Other #2)							
Total	**3,519,439**						**3,519,439**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Road Rule 20A Underground Phase 1 **PROJECT #:** 1-09-48

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION	
Status		**Timetable**		Project Start Date	Associated Projects
New Project	☐	No Change	☑	2009	
No Change	☑	Advanced	☐	Est. Completion Date	
Funding Change	☐	Delayed	☐	2014	

DESCRIPTION

This project will relocate above-ground utility lines to below ground conduits in Mission Road from the Union Pacific Railroad to Del Mar Avenue. In 2010, Council approved the underground district required to allow this project to proceed. The utilities to be relocated include electrical lines (Southern California Edison), telephone & communication lines (AT&T), and cable TV (Charter Communications).

This project is primarily funded by Southern California Edison Rule 20A funds paid by San Gabriel ratepayers with a minor contribution by the City for incidental costs not covered by the Rule 20A funds.

Increased funding request of $43,000 in FY13-14 for installation of nine street lights and associated underground infrastructure.
Increased funding request of $51,000 in FY 14-15 for installation of a conduit and infrastructure for a future fiber optic communications/data line to connect the Police Station with City Hall.
Project delayed due to coordination with construction of ACE Trench Project.

Account #: 122-800-15-96-743, 122-800-46-96-743, 122-800-57-97-743

***** REMOVE FROM CIP -- PROJECT COMPLETED IN FY2014-15 *****

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	20,000						20,000
Construction	2,034,000						2,034,000
(Other)							
TOTAL	**2,054,000**						**2,054,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	63,000						63,000
46 Street Light Fund	51,000						51,000
57 Rule 20A	1,940,000						1,940,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**2,054,000**						**2,054,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Road Rule 20A Underground Phase 2 **PROJECT #:** 1-09-49

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION	
Status		**Timetable**		Project Start Date	Associated Projects
New Project	☐	No Change	☑	2009	
No Change	☑	Advanced	☐	Est. Completion Date	
Funding Change	☐	Delayed	☐	2014	

DESCRIPTION

This project will relocate above-ground utility lines to below ground conduits in Mission Road from Santa Anita Street to Ramona Avenue. In 2010, Council approved the underground district required to allow this project to proceed. The utilities to be relocated include electrical lines (Southern California Edison), telephone & communication lines (AT&T), and cable TV (Charter Communications).

This project will also install underground service connections to the businesses along this segment of Mission Road.

This project is primarily funded by Southern California Edison Rule 20A funds paid by San Gabriel ratepayers with a minor contribution by the City for incidental costs not covered by the Rule 20A funds.

Increased funding request of $42,000 in FY13-14 for installation of eight street lights and associated underground infrastructure.

Project delayed due to coordination with construction of ACE Trench Project.

Account #: 122-800-15-96-744, 122-800-41-96-744, 122-800-57-97-744

***** REMOVE FROM CIP -- PROJECT COMPLETED IN FY2014-15 *****

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	10,000						10,000
Construction	1,292,000						1,292,000
(Other)							
TOTAL	**1,302,000**						**1,302,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	33,000						33,000
41 Gas Tax	19,000						19,000
57 Rule 20A	1,250,000						1,250,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**1,302,000**						**1,302,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar Ave Rehabilitation - Agostino to Broadway **PROJECT #:** 1-09-53

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD	1-11-63	
No Change	☑	Advanced	☑	Est. Completion Date		
Funding Change	☐	Delayed	☐	TBD		

DESCRIPTION

This project will rehabilitate the pavement on Del Mar Avenue from Agostino Road to Broadway. This project consists of constructing an asphalt concrete pavement overlay, repairing failed pavement (base repair), 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.

Project advanced from 2018-19 to coincide with ACE Haul Route restoration. Funding is unidentified.

Account #: 122-800-41-97-718

Prior Year funding:
2008-2009 = $100,000
2010-2011 = $-95,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	5,000						5,000
Construction				280,000			280,000
(Other)							
TOTAL	**5,000**			**280,000**			**285,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax	5,000						5,000
UNFUNDED				280,000			280,000
(Other #1)							
(Other #2)							
Total	**5,000**			**280,000**			**285,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Valley Boulevard Streetscape Improvements **PROJECT #:** 1-09-54

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD	1-08-02	6-08-01
Est. Completion Date	1-08-03	8-08-01
TBD	5-08-04	8-08-02

DESCRIPTION

This project will implement Council-adopted policies in accordance with the Valley Boulevard Specific Plan for improving the Valley Boulevard streetscape. Project consolidates several Valley Boulevard improvements previously listed separately including the design and construction of landscaped medians, curb extensions, and lighting improvements.

Project 1-08-05 "Valley Boulevard Intersection Realignment" has been deleted from the CIP and the overall cost estimate for this project has been reduced by approximately $9.5M. In addition, the project is related to the following current separate projects: 1-08-02 Valley Boulevard Street Trees, 1-08-03 Valley Blvd/Alhambra Wash Bridge, 5-08-04 Valley Boulevard Pocket Parks/Plazas, 6-08-01 Public Parking Structure, 8-08-01 Pedestrian Paths, and 8-08-02 Valley Boulevard Bicycle Lanes.

Staff submitted grant applications through Caltrans Sustainable Transportation Planning Grant program and Metro 2015 Call For Projects in November 2014 and January 2015 respectively.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design					125,000	200,000	325,000
Construction						2,700,000	2,700,000
Land Acquisition							
(Other)							
TOTAL					**125,000**	**2,900,000**	**3,025,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED					125,000	2,900,000	3,025,000
(Other #1)							
(Other #2)							
Total					**125,000**	**2,900,000**	**3,025,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: New Avenue Streetlight Project **PROJECT #:** 1-09-55

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project will implement Council-adopted streetscape lighting standards for 0.76 miles of the public right-of-way along one side of New Avenue between Interstate 10 and the New Avenue/Ramona "split". Scope includes arterial street lights and pedestrian level street lights. This project will require significant assistance from the Planning Division. Project called for in the Valley Boulevard Specific Plan.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						38,000	38,000
Construction						378,000	378,000
(Other)							
TOTAL						**416,000**	**416,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						416,000	416,000
(Other #1)							
(Other #2)							
Total						**416,000**	**416,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar Ave & San Gabriel Blvd Streetlights **PROJECT #:** 1-09-56

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project will implement Council-adopted streetscape lighting standards for over one half mile of the public right-of-way along Del Mar Avenue and one half mile miles along San Gabriel Boulevard, including arterial street lights and pedestrian level street lights. This project will require significant assistance from the Planning Division. Project called for in the Valley Boulevard Specific Plan.

This project is delayed due to lack of funding.

Project previously titled "Del Mar & San Gabriel Streetscape Improvements"

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						59,000	59,000
Construction						594,000	594,000
(Other)							
TOTAL						**653,000**	**653,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						653,000	653,000
(Other #1)							
(Other #2)							
Total						**653,000**	**653,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: San Gabriel Streetscape Improvements **PROJECT #:** 1-09-58

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2009	1-14-02	
Est. Completion Date		
TBD		

DESCRIPTION

This project will construct streetscape improvements along San Gabriel Boulevard making it safe and inviting for pedestrian and bicyclist transportation as well as automobiles, and strengthen the business district by creating a distinct identity to attract customers. A Streetscape Master Plan was approved by the Council in 2011. Construction plans are complete for the full 1.2 miles between Elm Avenue and Central Avenue.

The project will be implemented in several phases as funding becomes available. The first pilot project, between El Monte and Grand was completed in early 2012. Streetscape enhancements will be included in the new bridge over the railroad to be constructed with the ACE San Gabriel Trench Project through a funding agreement between the Redevelopment Agency (RDA) and ACE. The $455,000 obligation will be made by the RDA Successor Agency when the trench project is constructed. An additional $400,000 in improvements will be constructed in 2013-14 using CDBG funds.

On May 6, 2014, the City Council approved reallocation of CDBG funds from this project to a new CIP project to complete street repairs and sidewalk curb ramps in CDBG areas.

Unfunded amount is an estimate to complete improvements along corridor within former RDA boundaries.

Account #: 122-800-53-97-725 and 122-800-54-97-725

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2018-19	TOTAL
Planning Design	810,088					750,000	1,560,088
Construction	1,211,447					5,000,000	6,211,447
(Other)							
TOTAL	**2,021,535**					**5,750,000**	**7,771,535**

RECOMMENDED FUNDING SOURCES

53 CDBG	1,775,048						1,775,048
48 Redevelopment Agency	106,507						106,507
CDBG-R	139,980						139,980
(Other #1)							
Unfunded						5,750,000	5,750,000
(Other #2)							
Total	**2,021,535**					**5,750,000**	**7,771,535**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ 25,000 Operating: $ 25,000 Total: $ **50,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission District Light Improvement **PROJECT #:** 1-11-61

DEPT. PW - Field Operations **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

The project will replace all the 150 watt and 200 watt High Pressure Sodium (HPS) light bulbs throughout the Mission District with new energy efficient lights. The project will also replace the old lamp fixtures with new polycarbonate fade resistant fixtures consistent with the Mission District Specific Plan design guidelines. The project will save the City on maintenance cost associated with the replacement of the HPS lights and reduce energy consumption.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction						100,000	100,000
(Other)							
TOTAL						**100,000**	**100,000**

RECOMMENDED FUNDING SOURCES

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
UNFUNDED						100,000	100,000
(Other #1)							
(Other #2)							
Total						**100,000**	**100,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ Operating: $ Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Annual Street Sign Replacement **PROJECT #:** 1-11-62

DEPT. PW - Field Operations **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	2012-13		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☐	Ongoing		

DESCRIPTION

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.

Account #: 122-800-41-97-747

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	5,000						5,000
Construction	5,000	20,000	20,000	20,000	20,000	20,000	105,000
(Other)							
TOTAL	**10,000**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**110,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax	10,000	20,000	20,000	20,000	20,000	20,000	110,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**10,000**	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**110,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ 10,000 Operating: $ 10,000 Total: $ **20,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: ACE Trench - Haul Route Restoration **PROJECT #:** 1-11-63

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2015-16	1-08-19	1-08-28
Est. Completion Date	1-08-20	
2017-18	1-08-25	

DESCRIPTION

This project will rehabilitate approximately 3.3 miles of streets that are designated as haul routes for construction of the ACE San Gabriel Trench project. Due to existing deficiencies, the ACE Construction Authority will pay only its fair share of the rehabilitation; the remaining cost will be the City's responsibility. The work will be performed by the contractor selected by the ACE project. The payback period must begin in 2012 and be paid in full by April 1, 2014. The total City share of the cost is estimated at $2.5M. A portion of these streets are within the Redevelopment Project Area and will be paid for with RDA funds (secured with contract executed prior to February 2012 state-ordered dissolution of RDA). The Successor Agency share is $264,612, leaving $2,241,402 to be funded with other local revenues.

ACE City betterment agreement also includes architectural design treatments for the new San Gabriel Boulevard bridge crossing the railroad trench. See CIP 1-09-58. $230,000 in Measure R funds moved from CIP No. 1-08-15 Del Mar Ave Rehabilitation-Wells to Mission.

2016 Update: Staff negotiating with ACE to include additional streets affected by Trench Project. Pending.

Account #: 122-800-15-97-543, 122-800-41-97-543, 122-800-55-97-543, 122-800-58-97-543, 122-810-58-97-543, 122-946-48-97-543

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction	2,506,014						2,506,014
(Other)							
TOTAL	**2,506,014**						**2,506,014**

RECOMMENDED FUNDING SOURCES

48 Redevelopment Agency	264,612						264,612
58 Measure "R"	250,158						250,158
41 Gas Tax	375,000						375,000
55 Waste Management	1,087,904						1,087,904
15 General Fund	528,340						528,340
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**2,506,014**						**2,506,014**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Citywide Series Street Light Retrofit **PROJECT #:** 1-12-64

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☑	TBD		

DESCRIPTION

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, are difficult to maintain, and replacement components are no longer manufactured. Work includes installation of new conduit, wires, luminaires and energy-efficient lamps.

Full retrofit of the approximately 310 lights will cost an estimated $3.3 million dollars. Project estimate updated based on 2014 bids in City of San Marino.

2016 Update: Request funding for Citywide Street Lighting Audit including field data gather for detailed system inventory, mapping of circuits to aid in replacement of series wiring, audit of Edison accounts and invoices, and analysis of potential energy savings for conversion to LED.

*** Special Project Request in PW -02 budget to accelerate retrofits; This project will be updated following revenue analysis ***

Account #: 122-800-41-97-748

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design			80,000			300,000	380,000
Construction	16,000	21,000				3,000,000	3,037,000
(Other)							
TOTAL	**16,000**	**21,000**	**80,000**			**3,300,000**	**3,417,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax	8,000						8,000
46 Street Light Fund		21,000	80,000			3,300,000	3,401,000
UNFUNDED	8,000						8,000
(Other #1)							
(Other #2)							
Total	**16,000**	**21,000**	**80,000**			**3,300,000**	**3,417,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Roosevelt Elementary Safe Routes to School **PROJECT #:** 1-12-65

DEPT. PW - Engineering **PREPARED BY:** Angela Cheng

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2013		
Est. Completion Date		
2015-16		

DESCRIPTION

This project will construct pedestrian safety improvements along Walnut Grove Avenue between Frandsen Street and Broadway to benefit students of Roosevelt Elementary School. Work includes relocating existing mid-block crosswalk to intersection of Walnut Grove Ave and Frandsen St, construction of missing segments of sidewalk and walkway, and installation of radar speed feedback signs on Walnut Grove Ave.

Funding for this project comes from the 2011 Cycle 3 Federal Safe Routes to School grant program administered by Caltrans. The City prepared and submitted the grant application with significant support from the San Gabriel Unified School District and the Los Angeles County Department of Public Works (LACDPW).

LACDPW is the lead agency for design and construction management. Construction is anticipated in summer 2015.

*** PROJECT COMPLETED IN 2015-16 - REMOVE FROM CIP ***

Account #: 122-810-57-97-757

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	95,000						95,000
Construction	247,000						247,000
(Other)							
TOTAL	**342,000**						**342,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED							
57 SRTS Federal Grant (Other #1)	342,000						342,000
(Other #2)							
Total	**342,000**						**342,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 500 Total: $ **500**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Annual Pavement Marking Program **PROJECT #:** 1-12-66

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	2013	1-11-62	
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	Ongoing		

DESCRIPTION

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.

The program will ensure that the City's 24 miles of arterial and collector streets throughout the City meet mandated levels of visibility and retroreflectivity. Administration and Engineering Division will manage program and contracts for maintainance. Some portions of work program may be performed by Field Operations Division.

2016 Update: Staff proposes to paint bicycle lanes on Del Mar Ave north of Las Tunas consistent with the Bicycle Master Plan if funds allow.

Account #: 122-810-41-96-727

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	6,000	2,000	2,000	2,000	2,000	2,000	16,000
Construction	39,000	48,000	48,000	48,000	48,000	48,000	279,000
(Other)							
TOTAL	**45,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**295,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax	45,000	50,000	50,000	50,000	50,000	50,000	295,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**45,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**295,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ Operating: $ Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: I-Bank Loan Repayment **PROJECT #:** 1-14-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2015-16	1-08-12	
Est. Completion Date	1-08-14	
2030-31	1-08-15	

DESCRIPTION

Fifteen-year repayment of California Infrastructure Bank loan for $3.8 million to accelerate delivery of payment projects for years FY 2015-16through 2017-18. Annual payments continue through 2031.

Account #: 122-800-15-96-700 and 122-800-58-96-700

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Debt Service	465,000	375,000	445,000	345,000	345,000	345,000	2,320,000
(Other)							
TOTAL	**465,000**	**375,000**	**445,000**	**345,000**	**345,000**	**345,000**	**2,320,000**

RECOMMENDED FUNDING SOURCES

58 Measure "R"	375,000	375,000	445,000	345,000	345,000	345,000	2,230,000
15 General Fund	90,000						90,000
UNFUNDED							
Total	**465,000**	**375,000**	**445,000**	**345,000**	**345,000**	**345,000**	**2,320,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Street Repair and Curb Ramp Project (CDBG) **PROJECT #:** 1-14-02

DEPT. PW - Engineering **PREPARED BY:** Algis Marciuska

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2014-15		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☐	2016-17		

DESCRIPTION

This project will repair damaged streets throughout the CDBG eligible areas. Concurrently, adjacent curbs will be improved to make them ADA accessible. The source of funding for this program is federal Community Development Block Grant program administered by LA County Community Development Commission.

Additional funding allocated for FY2016-17 construction.

Account #: 122-800-41-97-732 and 122-800-53-97-732

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design		65,000					65,000
Construction	403,008	249,500	191,976				844,484
(Other)							
TOTAL	**403,008**	**314,500**	**191,976**				**909,484**

RECOMMENDED FUNDING SOURCES

53 CDBG	311,008	314,500	191,976				817,484
41 Gas Tax	92,000						92,000
UNFUNDED							
Total	**403,008**	**314,500**	**191,976**				**909,484**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Curb Construction - Various Locations Citywide **PROJECT #:** 1-15-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2018-19	1-08-35	
Est. Completion Date		
TBD		

DESCRIPTION

This project would install concrete curbs and gutters and associated drainage, driveway, and landscape improvements along streets which currently have unimproved edges. There are approximately two miles of street edge currently without curbs. Costs are estimated at an average of $175 per linear foot (2015) and will vary by location depending on topography, drainage and roadway conditions. Minimum project size is expected to be 500 feet. Projects may be coordinated with pavement resurfacing projects through the Great Streets Program.

Project delayed due to lack of funding.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						15,000	15,000
Construction						72,500	72,500
(Other)							
TOTAL						**87,500**	**87,500**

RECOMMENDED FUNDING SOURCES

UNFUNDED						87,500	87,500
(Other #1)							
(Other #2)							
Total						**87,500**	**87,500**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Intersection Safety Improvements (HSIP Cycle 7) **PROJECT #:** 1-16-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☑	No Change	☐	2016-17		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	2018-19		

DESCRIPTION

This project will install protected left turn phasing at the existing signalized intersections of Las Tunas Drive @ Mission Drive and Las Tunas Drive @ Del Mar Avenue. This project will also install crosswalk enhancements, including Rapid Rectangular Flashing Beacons (RRFB) units, at the uncontrolled intersections of Las Tunas Drive @ Country Club and San Gabriel Blvd @ Live Oak.

Funding was awarded by Caltrans in 2015 through Cycle 7 of the Federal Highway Safety Improvement Program (HSIP).

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design			43,100				43,100
Construction				526,700			526,700
(Other)							
TOTAL			**43,100**	**526,700**			**569,800**

RECOMMENDED FUNDING SOURCES

UNFUNDED							
Federal Grant (Other #1)			43,100	526,700			569,800
(Other #2)							
Total			**43,100**	**526,700**			**569,800**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Annual Traffic Signal Upgrade Program **PROJECT #:** 2-08-01

DEPT. PW - Field Operations **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	Ongoing		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	Ongoing		

DESCRIPTION

This annual, ongoing program will relieve traffic congestion and improve safety at the City's 37 signalized intersections. The City's existing traffic signal controller equipment inventory is aging with much of it in need of various forms of upgrades or replacement in order to maintain efficient operation of the signal system.

Potential upgrades include poles, mast arms, controllers, cabinets, pedestrian push buttons, and video vehicle detection cameras, as well as backup power supplies for major intersections. This program will also establish annual replacement schedules for LED signal heads which have an expected life span of 10 years and replacing damaged vehicle detection loops.

Previously titled "Traffic Video Detection Cameras"

Needed improvements will be delayed due to lack of funding.

Account #: 122-800-15-99-762

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction	63,000	50,000	50,000	50,000	50,000	50,000	313,000
(Other)							
TOTAL	**63,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**313,000**

RECOMMENDED FUNDING SOURCES

40 Development Impact	18,000						18,000
15 General Fund	45,000						45,000
UNFUNDED		50,000	50,000	50,000	50,000	50,000	250,000
(Other #1)							
(Other #2)							
Total	**63,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**313,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: San Gabriel Boulevard at Live Oak Traffic Signal **PROJECT #:** 2-10-03

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	TBD		

DESCRIPTION

This project will construct a new traffic signal at the intersection of San Gabriel Boulevard and Live Oak Street.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						57,500	57,500
Construction						300,000	300,000
(Other)							
TOTAL						**357,500**	**357,500**

RECOMMENDED FUNDING SOURCES

UNFUNDED						357,500	357,500
(Other #1)							
(Other #2)							
Total						**357,500**	**357,500**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 1,000 Total: $ **1,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Las Tunas Drive at Walnut Grove Traffic Signal **PROJECT #:** 2-10-05

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	TBD		

DESCRIPTION

This project will install a new traffic signal at the intersection of Las Tunas Drive and Walnut Grove Avenue.

This project is delayed due to lack of funds following the February 2012 state-ordered dissolution of redevelopment agencies.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						57,500	57,500
Construction						300,000	300,000
(Other)							
TOTAL						**357,500**	**357,500**

RECOMMENDED FUNDING SOURCES

UNFUNDED						357,500	357,500
(Other #1)							
(Other #2)							
Total						**357,500**	**357,500**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 1,000 Total: $ **1,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Junipero Serra at Broadway Traffic Signal **PROJECT #:** 2-10-06

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project will install a new traffic signal at the intersection of Junipero Serra Drive and Broadway.

Project is delayed due to lack of funding.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						57,500	57,500
Construction						300,000	300,000
(Other)							
TOTAL						**357,500**	**357,500**

RECOMMENDED FUNDING SOURCES

UNFUNDED						357,500	357,500
(Other #1)							
(Other #2)							
Total						**357,500**	**357,500**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 1,000 Total: $ **1,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: San Gabriel Blvd Signal Improvements **PROJECT #:** 2-13-68

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
10/01/13		
Est. Completion Date		
2017		

DESCRIPTION

This project has will install video detection cameras, push buttons and supporting hardware to improve vehicle and pedestrian detection and operational efficiency at the intersections of San Gabriel Blvd & Las Tunas Drive and San Gabriel Blvd & Broadway.

Funding is through SAFETEA-LU High Priority Projects grant. (HPP #1579)

Account #: 122-800-57-97-760

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction	130,000						130,000
Land Acquisition							
(Other)							
TOTAL	**130,000**						**130,000**

RECOMMENDED FUNDING SOURCES

57 SAFETEA-LU	130,000						130,000
UNFUNDED							
Total	**130,000**						**130,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: San Gabriel Blvd. at Commercial Traffic Signal **PROJECT #:** 2-14-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

Project Start Date: 2016

Est. Completion Date: 2017

Associated Projects

DESCRIPTION

This project will construct a new traffic signal at the intersection of San Gabriel Boulevard and Commercial.

Traffic signal design and construction was a condition of approval for the mixed-use project at 402/404 South San Gabriel Boulevard. The design is complete. Due to conflicts with construction of the ACE San Gabriel Trench project, construction of the traffic signal is delayed until approximately 2016. The developer has placed a deposit with the City for the estimated construction cost. This deposit is refundable if City cancels the project or does not make findings per Government Code 66001.

Deposit Account: 171-318

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction			250,000				250,000
(Other)							
TOTAL			**250,000**				**250,000**

RECOMMENDED FUNDING SOURCES

Developer Contributions			250,000				250,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total			**250,000**				**250,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 1,000 Total: $ **1,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Storm Water Master Plan **PROJECT #:** 3-08-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD	4-08-03	
No Change	☐	Advanced	☐	Est. Completion Date	3-09-02	
Funding Change	☑	Delayed	☑	TBD		

DESCRIPTION

This project will prepare a citywide storm water master plan as well as perform video camera reviews of some existing drains to assess pipe conditions and locate illegal connections and discharges. This project will identify any areas with drainage deficiencies and the need for upgrades or improvements to the existing storm drain system.

This project will support compliance efforts for NPDES and State storm water regulations, as well as properly document inlet and pipe locations throughout the city. This project will also provide for better coordination in the event of a sanitary sewer overflow and for better coordination with the Los Angeles County Department of Public Works/Los Angeles County Flood Control District regional flood control system.

Project start was delayed until Los Angeles Regional Water Quality Control Board adopted the new Municipal Separate Storm Sewer System (MS4) Permit in December 2012.

Account #: 122-800-55-96-768

For 2012-13, transfer $100,000 in Waste Management funds to CIP #1-08-35 .
For 2016-17, transfer remaining balance to CIP 3-09-02 Catch Basin Screens to meet mandated deadline of October 2016. Moved project to future/unfunded.

Prior Year Funding:
2010-11 = $500,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	400,000		(400,000)			400,000	400,000
Construction							
(Other)							
TOTAL	**400,000**		**(400,000)**			**400,000**	**400,000**

RECOMMENDED FUNDING SOURCES

55 Waste Management	400,000		(400,000)				
UNFUNDED						400,000	400,000
(Other #1)							
(Other #2)							
Total	**400,000**		**(400,000)**			**400,000**	**400,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Street Sweeping Signs **PROJECT #:** 3-08-03

DEPT. PW - Field Operations **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date: TBD

Est. Completion Date: TBD

Associated Projects	
1-08-10	$102,000

DESCRIPTION

This project will install street sweeping signs at locations where permitted parking is heavy and prevents sweeping of streets. Street sweeping help the City meet the challenge of complying with the Regional Water Quality Board mandated trash total maximum daily load (TMDL) requirement. Signs would indicate no parking on designated days/times.

Project previously listed as CIP No. 1-08-10 under Street Improvements. Moved to Storm Drain Improvements to better reflect the nature of the project. Cost estimate reduced because signs needed only in certain areas. Future funding may come from potential countywide storm water quality fee program.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction						40,000	40,000
(Other)							
TOTAL						**40,000**	**40,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						40,000	40,000
(Other #1)							
(Other #2)							
Total						**40,000**	**40,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Storm Drain Catch Basin Screens **PROJECT #:** 3-09-02

DEPT. PW - Field Operations **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION	
Status		**Timetable**		Project Start Date	Associated Projects
New Project	☐	No Change	☐	2010-11	
No Change	☐	Advanced	☐	Est. Completion Date	
Funding Change	☑	Delayed	☑	TBD	

DESCRIPTION

This project will install trash full capture devices (catch basin inserts & pipe screens) as mandated by the Los Angeles River Trash Total Maximum Daily Load (TMDL) requirements adopted in 2007 and included in the City's municipal storm water permit. The objective of this water quality regulation is to eliminate all trash from the municipal storm system by the year 2016. The TMDL allows for phased compliance beginning in 2008. All catch basins must have full capture devices on the pipes by October 2016 to avoid financial penalties.

In addition, the LA County Flood Control District (FCD) owns over 400 basins within the city limits. The FCD has taken a position that it is not their responsibility to prevent trash from entering their storm system and it is up to the cities to install screens within their jurisdictions. The added capital cost to San Gabriel could be in excess of $800,000. This is partially unfunded.

Funding transfered from Storm Water Master Plan in order to achieve compliance on City-owned basins and begin design/install on FCD basins.

These inserts will require a significant ongoing commitment to maintenance, both in removal of accumulated trash to prevent flooding and trash overflow, and also to repair and replace the inserts as they become worn or damaged.

Account #: 122-800-55-97-771

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design			50,000			100,000	150,000
Construction	135,000		350,000			300,000	785,000
(Other)							
TOTAL	**135,000**		**400,000**			**400,000**	**935,000**

RECOMMENDED FUNDING SOURCES

55 Waste Management	135,000		400,000				535,000
UNFUNDED						400,000	400,000
(Other #1)							
(Other #2)							
Total	**135,000**		**400,000**			**400,000**	**935,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ 20,000 Operating: $ 10,000 Total: $ **30,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Drive/Carmelita Street Drain **PROJECT #:** 3-12-04

DEPT. PW - Field Operations **PREPARED BY:** Algis Marciuska

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	TBD		

DESCRIPTION

This project will install new catch basins and storm drain pipes at Mission Drive and Carmelita Street to eliminate local flooding that occurs during heavy rainfalls. This project was identified as a high-priority need during initial storm drain system evaluation performed by the Cal Poly civil engineering student senior project in 2011.

This project is delayed due to lack of funding.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						40,000	40,000
Construction						150,000	150,000
(Other)							
TOTAL						**190,000**	**190,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						190,000	190,000
(Other #1)							
(Other #2)							
Total						**190,000**	**190,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Dewey Ave/Brighton St Sewer Upgrade & Rehabilitation **PROJECT #:** 4-12-04

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
08/01/14	4-08-01	
Est. Completion Date		
2016-17		

DESCRIPTION

This project will replace 2,245 linear feet of 18-inch sewer pipeline on Dewey Avenue with new 21-inch pipe to improve capacity. This project will also rehabilitate 300 linear feet of damaged 8-inch sewer pipeline on Brighton Street with cured-in-place liner. (Reference Sewer Master Plan Table 5-13)

Account No.: 122-800-40-97-784 and 122-800-38-97-784

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	112,000						112,000
Construction			1,388,000				1,388,000
(Other)							
TOTAL	**112,000**		**1,388,000**				**1,500,000**

RECOMMENDED FUNDING SOURCES

40 Development Impact	112,000						112,000
38 Sewer			1,388,000				1,388,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**112,000**		**1,388,000**				**1,500,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: San Gabriel Blvd Sewer Upgrade - Dewey to Wells **PROJECT #:** 4-12-05

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
01/01/15	4-08-01	
Est. Completion Date		
2016-17		

DESCRIPTION

This project will install 2,250 linear feet of parallel 12-inch sewer pipeline on San Gabriel Boulevard from Dewey Avenue to Wells Street alongside existing 12-inch pipeline that has exceeded its flow capacity. Design will evaluate alternative of replacing existing pipe with larger diameter pipe. This project is a high priority capacity upgrade (Reference Sewer Master Plan Table 5-8).

Account No.: 122-800-40-97-788 & 122-800-38-97-788

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	115,000						115,000
Construction			885,000				885,000
(Other)							
TOTAL	**115,000**		**885,000**				**1,000,000**

RECOMMENDED FUNDING SOURCES

40 Development Impact	115,000						115,000
38 Sewer			885,000				885,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**115,000**		**885,000**				**1,000,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: San Gabriel Blvd Sewer Upgrade - Wells to Angeleno **PROJECT #:** 4-12-06

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
01/01/15	4-08-01	
Est. Completion Date		
06/30/16		

DESCRIPTION

This project will install 3,461 linear feet of parallel 12-inch sewer pipeline on San Gabriel Boulevard from Wells Street to Angeleno Avenue alongside existing 12-inch pipeline that has exceeded its flow capacity. Design will evaluate alternative of replacing existing pipe with larger diameter pipe. This project is a high priority capacity upgrade (Reference Sewer Master Plan Table 5-8).

Account No.: 122-800-40-97-789 and 122-800-38-97-789

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	175,000						175,000
Construction			1,600,000				1,600,000
(Other)							
TOTAL	**175,000**		**1,600,000**				**1,775,000**

RECOMMENDED FUNDING SOURCES

40 Development Impact	175,000						175,000
38 Sewer			1,600,000				1,600,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**175,000**		**1,600,000**				**1,775,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Sewer Manhole Rehabilitation Program **PROJECT #:** 4-12-07

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	2017-18		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	Ongoing		

DESCRIPTION

This ongoing program will inspect and rehabilitate the City's 1,300 sewer manholes to ensure continued operation of the City's sewer system.

The manhole rehabilitation program schedule was adjusted in early 2015 in conjunction with negotiations with the Regional Board and the Attorney General.

Per the Consent Judgment, the budget for this program shall be the following: $40,000 in FY17-18, $120,000 in FY21-22, $100,000 in FY22-23, $200,000 in FY24-25. The manhole rehabilitation program will thereafter continue as an ongoing maintenance program indefinitely.

Account No.: 122-800-38-97-791

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	2,500	(2,500)		2,500			2,500
Construction	37,500	(37,500)		37,500			37,500
(Other)							
TOTAL	**40,000**	**(40,000)**		**40,000**			**40,000**

RECOMMENDED FUNDING SOURCES

38 Sewer	40,000	(40,000)		40,000			40,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**40,000**	**(40,000)**		**40,000**			**40,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Walnut St/Lafayette Ave Sewer Upgrade & Rehabilitation **PROJECT #:** 4-12-09

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2017-18	4-08-01	
Est. Completion Date		
2018-19		

DESCRIPTION

This project will replace 1,920 linear feet of 8-inch sewer pipeline on Lafayette Avenue and Walnut Street with new 10-inch pipe to improve capacity. This project will also rehabilitate 1,300 linear feet of damaged 8-inch sewer pipeline on Valley Boulevard between Lafayette Avenue and Walnut Street with cured-in-place liner.

Note: Construction funding shown in FY 2017-18 is actually anticipated for FY 2018-19.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design				150,000			150,000
Construction				550,000			550,000
(Other)							
TOTAL				**700,000**			**700,000**

RECOMMENDED FUNDING SOURCES

38 Sewer				700,000			700,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total				**700,000**			**700,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Del Mar Ave Sewer Upgrade - Bencamp to Chestnut **PROJECT #:** 4-14-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	08/01/14	1-08-14	
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	2016-17		

DESCRIPTION

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. This project is a high-priority capacity upgrade project (Reference Sewer Master Plan Table 5-13).

Account #: 122-800-40-97-728 and 122-800-38-97-9728

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	140,000						140,000
Construction		1,200,000					1,200,000
(Other)							
TOTAL	**140,000**	**1,200,000**					**1,340,000**

RECOMMENDED FUNDING SOURCES

40 Development Impact	140,000						140,000
38 Sewer		1,200,000					1,200,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**140,000**	**1,200,000**					**1,340,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Las Tunas Drive Sewer Rehabilitation **PROJECT #:** 4-14-02

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☑	No Change	☐	2014-15	1-09-45	
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	2016-17		

DESCRIPTION

This project will replace 650 linear feet of 8- and 12-inch sewer pipeline on Las Tunas Drive between Willard Avenue and Vista Street with new 15-inch pipe to correct capacity deficiency. This project will also rehabilitate 5,600 linear feet of damaged 8-inch sewer pipeline on Las Tunas Drive with cured-in-place liner.

This project is partially complete. Pipe replacement was completed prior to rehabilitation of pavement on Las Tunas Drive (CIP No. 1-09-45) in 2015. Cured-in-place liner can be installed without excavation of roadway and will be performed in 2016-17.

Account #: 122-800-38-97-787

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	100,000						100,000
Construction	450,000						450,000
(Other)							
TOTAL	**550,000**						**550,000**

RECOMMENDED FUNDING SOURCES

38 Sewer	550,000						550,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**550,000**						**550,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Sewer Lift Station Grinders **PROJECT #:** 4-16-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☑	No Change	☐	2016-17		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	2016-17		

DESCRIPTION

This project will install grinders in the inlet manholes to the McGroarty Street sewer lift station. The grinders are necessary to prevent large objects or debris from damaging or clogging the pumps which could lead to a full or partial failure of the lift station and produce a significant sewer overflow.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design			5,000				5,000
Construction			75,000				75,000
(Other)							
TOTAL			**80,000**				**80,000**
RECOMMENDED FUNDING SOURCES							
38 Sewer			80,000				80,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total			**80,000**				**80,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Sewer Lift Station SCADA System **PROJECT #:** 4-16-02

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☑	No Change	☐	2016-17		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	2016-17		

DESCRIPTION

This project will install a Supervisory Control and Data Acquisition (SCADA) system in the McGroarty Street sewer lift station. The proposed lift station SCADA would provide for remote monitoring of the pumps and other critical equipment. Early notification of system warnings and ability to respond remotely will reduce staff costs needed to respond to alarms. Data from the lift station SCADA system, such as pump run times and wet well levels, would be used to monitor performance of the system, identify potential problems with the system and reduce the likelihood of sewer overflows.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design			10,000				10,000
Construction			75,000				75,000
(Other)							
TOTAL			**85,000**				**85,000**

RECOMMENDED FUNDING SOURCES

38 Sewer			85,000				85,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total			**85,000**				**85,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Marshall Community Park **PROJECT #:** 5-11-06

DEPT. PW - Parks & Facilities **PREPARED BY:** Rebecca Perez/Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2011-12		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	06/30/17		

DESCRIPTION

The project includes the development of a neighborhood park on the existing campus of John Marshall Elementary School. The project will be 2.24 acres and will be located on the portion of the campus currently occupied by the school playground. Planned park features, which will benefit both the school and the community, include: multi-purpose areas (hard surface and artificial turf), a walking/jogging trail, open space for school/public gatherings; restrooms; parking areas; security features; and sustainability elements.

2016 Update: Project design is complete and awaiting Division of the State Architect approval. Construction anticipated in 2016-17.

Prior Year Funding:
$4,686,127

Account No.: 122-850-57-97-964

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	350,335						350,335
Construction	4,335,792						4,335,792
(Other)							
TOTAL	**4,686,127**						**4,686,127**

RECOMMENDED FUNDING SOURCES

UNFUNDED							
57 Prop 84 Statewide Park Dev. (Other #1)	4,686,127						4,686,127
(Other #2)							
Total	**4,686,127**						**4,686,127**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Smith Park Pool Facility **PROJECT #:** 5-11-07

DEPT. PW - Parks & Facilities **PREPARED BY:** John Gonzalez

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project proposes to provide necessary improvements to the Smith Park pool and aquatics facility, including: demolition of the existing pool facility and construction of a new building (locker rooms/restrooms to comply with ADA standards, concession/office area, equipment and pump rooms, etc.) and pool improvements such as pool deck concrete replacement, coping and perimeter tile replacement, lane line tile replacement, pool resurfacing and repair of the expansion joint.

An initial phase of the project, to be completed in 2014-15 includes pool resurfacing, repair of the expansion joint, tile repair to take care of immediate needs and installation of honeycomb rubber matting on the pool deck surface to provide a more even surface until the deck concrete replacement can be completed.

The remainder of the project will be completed as funding is available.

Account No.: 122-850-40-97-806

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						350,000	350,000
Construction	95,000					4,105,000	4,200,000
(Other)							
TOTAL	**95,000**					**4,455,000**	**4,550,000**

RECOMMENDED FUNDING SOURCES

40 Development Impact	95,000						95,000
UNFUNDED						4,455,000	4,455,000
(Other #1)							
(Other #2)							
Total	**95,000**					**4,455,000**	**4,550,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Smith Park Restroom Renovation **PROJECT #:** 5-11-08

DEPT. PW - Parks & Facilities **PREPARED BY:** John Gonzalez

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

The Smith Park restroom building was built when the park was developed and has not been updated since, other than a recent roof replacement. There is only one restroom facility to serve the entire park (other than the pool restrooms that are available for pool users only). The current building is outdated, undersized and difficult to maintain in an acceptable state of repair. Project costs were updated in 2015 based on recent estimates.

This project includes demolition of the existing restroom building, site preparations and installation of a pre-fabricated restroom/storage building.

Project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						25,000	25,000
Construction						420,000	420,000
(Other)							
TOTAL						**445,000**	**445,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						445,000	445,000
(Other #1)							
(Other #2)							
Total						**445,000**	**445,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Roosevelt and Smith Park Playground Renovations **PROJECT #:** 5-14-01

DEPT. PW - Parks & Facilities **PREPARED BY:** John Gonzalez

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2014-15		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	TBD		

DESCRIPTION

This project includes revisions to the playground areas at Smith Park (2) and Roosevelt Park. Plans include the replacement of sand and rubber surfacing with Fibar engineered wood fiber and necessary drains, ramps, etc. Plans also includes the replacement of several playground components at Roosevelt Park to bring the playground up to compliance with safety standards.

Funding was budgeted for replacement playground components at Roosevelt Park and work was completed in April 2015. Additional funding sources (grants or future development impact funds) would then be put toward the replacement of the sand and rubber surfacing with engineered wood fiber for both parks.

Account No.: 122-850-40-97-807

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction	10,000					66,800	76,800
(Other)							
TOTAL	**10,000**					**66,800**	**76,800**

RECOMMENDED FUNDING SOURCES

40 Development Impact	10,000						10,000
UNFUNDED						66,800	66,800
(Other #1)							
(Other #2)							
Total	**10,000**					**66,800**	**76,800**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Public Parking Structure **PROJECT #:** 6-08-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	TBD		

DESCRIPTION

This project includes the design and construction of a 200 space parking structure to address the needs of the Valley Boulevard area in accordance with the Valley Boulevard Specific Plan. This project will identify potential sites, prepare preliminary concept and refined estimate, and identify public funding mechanism.

A consultant was retained in FY2011-12 to study possible funding through creation of Business Improvement District. The consultant's report was completed in FY2012-13.

The project delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						800,000	800,000
Construction						4,000,000	4,000,000
Land Acquisition						3,000,000	3,000,000
(Other)							
TOTAL						**7,800,000**	**7,800,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						7,800,000	7,800,000
(Other #1)							
(Other #2)							
Total						**7,800,000**	**7,800,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 20,000 Total: $ **20,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: New City Public Works Yard **PROJECT #:** 6-08-02

EPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2007	6-08-03	
Est. Completion Date		
2016-17		

DESCRIPTION

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. Significant site grading and improvements are necessary to prepare the site for the new Public Works Facility. The new facility will allow Public Works to operate more efficiently by providing adequate office space, modern service facilities and site improvements for a full-service Department

Rough grading was completed in January 2015. Facility construction started in February 2015 and is expected to be complete in summer 2016.

Per the Staff Report to City Council on December 16, 2014, additional funds of approximately $1 million are needed in FY15-16 for finishes, fixtures, furniture, IT equipment, security system and construction contingency.

Account #: 122-800-15-97-751 Prior Year funding: 2008-09 = $657,900. 2009-10 = $4,342,100

$7,800,000 = Debt Proceeds in General Fund

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	1,781,900						1,781,900
Construction	8,418,100	1,042,638					9,460,738
(Other)							
TOTAL	**10,200,000**	**1,042,638**					**11,242,638**

RECOMMENDED FUNDING SOURCES

15 General Fund	2,400,000	1,042,638					3,442,638
15 General Fund	7,800,000						7,800,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**10,200,000**	**1,042,638**					**11,242,638**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: City Hall, McGroarty, & Santa Anita Building Remodel **PROJECT #:** 6-09-08

DEPT. PW - Parks & Facilities **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
Phase 1: 2012-13		
Est. Completion Date		
TBD		

DESCRIPTION

The first phase of this project will implement flooring and finish upgrades, space planning improvements focusing on customer service areas and staff work spaces to better utilize the limited space in City Hall. First floor work includes new carpet and tile, reconstructing Finance and Community Development reception area and counters, removing and replacing the vault. Second floor work includes new carpet and tile as well as improvements to the employee break room. New chairs in all conference rooms are also included in this phase.

The second phase of the project could commence in FY2016-17, following relocation of Public Works Administration and Engineering to their new facility and would consolidate Community Development Department in the McGroarty Building, relocate several departments within City Hall and construct a reception desk in the lobby.

The third phase of the project would create a "one-stop shop" for customer services provided by the Community Development and Finance Departments as well as expand the work area for the Human Resources, City Clerk and City Manager's operations.

Phases 2 and 3 are conceptual estimates only and are currently unfunded.

Account No.: 122-800-15-97-753 and 122-946-48+97-753

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	89,310						89,310
Construction	138,050					1,080,000	1,218,050
Purchase							
(Other)							
TOTAL	**227,360**					**1,080,000**	**1,307,360**

RECOMMENDED FUNDING SOURCES

15 General Fund	222,000						222,000
UNFUNDED						1,080,000	1,080,000
48 Successor Agency	5,360						5,360
(Other #1)							
(Other #2)							
Total	**227,360**					**1,080,000**	**1,307,360**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Adult Recreation Center Structural Repairs **PROJECT #:** 6-10-13

DEPT. PW - Parks & Facilities **PREPARED BY:** John Gonzalez

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project would make structural repairs and enhancements at the Adult Recreation Center. Items needed include repair of crack damage to exterior support of the Padillo Room; structural enhancements for decorative bell tower on exterior corner of the Grapevine Arbor gate; repair of perimeter adobe walls of the Grapevine Arbor; and interior repairs to plaster of the Padillo Room entrance. Cost also includes replacement windows for the Padillo Room; the current wood-framed windows are in very poor condition due to age, weather damage and/or rot.

The project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						40,000	40,000
Construction						400,000	400,000
(Other)							
TOTAL						**440,000**	**440,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						440,000	440,000
(Other #1)							
(Other #2)							
Total						**440,000**	**440,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Property Maintenance Program **PROJECT #:** 6-11-16

DEPT. PW - Parks & Facilities **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	TBD		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☑	Ongoing		

DESCRIPTION

This program consists of (1) Performing assessments of each of our city owned buildings to evaluate safety, structural issues, neglected maintenance, and Americans with Disabilities Act (ADA) compliance issues, (2) Establishing a program and assigning priorities to property maintenance repairs rather than reacting in response to incidents, and, (3) As funds become available, performing repairs, either by public works staff or by contract services.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction		100,000	100,000	100,000	100,000	100,000	500,000
(Other)							
TOTAL		**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED		100,000	100,000	100,000	100,000	100,000	500,000
(Other #1)							
(Other #2)							
Total		**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Heavy Duty Dump Truck **PROJECT #:** 7-09-08

DEPT. PW - Fleet Mgmt. **PREPARED BY:** Victor Razo

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project would replace the Public Works 1991 F600 diesel dump truck with a new heavy duty gasoline dump truck in compliance with AQMD requirements. This vehicle is also becoming costly to maintain and has now exceeded the typical life cycle of this type of vehicle in years, mileage and hours.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Purchase					70,000		70,000
(Other)							
TOTAL					**70,000**		**70,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED					70,000		70,000
(Other #1)							
(Other #2)							
Total					**70,000**		**70,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Changeable Message Sign Trailers **PROJECT #:** 7-12-20

DEPT. PW - Field Operations **PREPARED BY:** Gerard Batista

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date: TBD

Est. Completion Date: TBD

Associated Projects

DESCRIPTION

This project will purchase two solar-powered variable message sign trailers. Trailers will have 3 to 5 line message displays to assist with communicating emergency information, construction traffic control, special event announcements and public outreach messages.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Equipment Purchase				80,000			80,000
(Other)							
TOTAL				**80,000**			**80,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED				80,000			80,000
(Other #1)							
(Other #2)							
Total				**80,000**			**80,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Sewer Video Inspection and Test Equipment **PROJECT #:** 7-12-21

DEPT. PW - Field Operations **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2017-18	4-16-xx	
No Change	☑	Advanced	☐	Est. Completion Date	4-16-xx	
Funding Change	☐	Delayed	☑	2017-18		

DESCRIPTION

This project will provide a CCTV system, test equipment, and van for inspection of sewer system.

Project delayed from 2016-17 due to unanticipated needs for McGroarty lift station (grinders, SCADA)

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Equipment Purchase				200,000			200,000
(Other)							
TOTAL				**200,000**			**200,000**

RECOMMENDED FUNDING SOURCES

38 Sewer				200,000			200,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total				**200,000**			**200,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Skid Steer Loader **PROJECT #:** 7-13-24

DEPT. PW - Field Operations **PREPARED BY:** Gerard Batista

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☐	Advanced	☑
Funding Change	☑	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2015-16	7-15-04	
Est. Completion Date		
2015-16		

DESCRIPTION

This project will purchase a skid steer loader with trailer, hydraulic hammer attachment, fork attachment, and grapple bucket. This vehicle would improve crew efficiency and expand the scope of repairs that can be performed. It will be used for a wide variety of maintenance needs such as breaking up concrete for sidewalk repairs, grinding, excavating, loading and spreading materials, and forklift.

2016 Update: Staff will request Council approve acquisition of Skid Steer Loader in 2015-16 with funds previously budgeted for Crack Seal Equipment (CIP No. 7-15-04); that purchase would be delayed to 2019-20.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Equipment Purchase		70,000					70,000
(Other)							
TOTAL		**70,000**					**70,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax		65,000					65,000
UNFUNDED							
Street Operating Budget		5,000					5,000
(Other #1)							
(Other #2)							
Total		**70,000**					**70,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 1,000 Total: $ **1,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Aerial Bucket Truck **PROJECT #:** 7-15-01

DEPT. PW - Field Operations **PREPARED BY:** Gerard Batista

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2017-18		
Est. Completion Date		
2017-18		

DESCRIPTION

This project will purchase a Ford F550 truck with an articulated, telescoping bucket that provides approximately 40 foot working height. This truck will be assigned to the signal and street light maintenance crew and replace the current aerial boom truck that has a limited reach and does not allow access to many of the lights in the city. The current aerial boom truck will be reassigned from Field Operations to the Parks and Facilities Division for use in facility maintenance, banner and decoration installation, and backup to the Altec tree trimming truck.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Equipment Purchase				120,000			120,000
(Other)							
TOTAL				**120,000**			**120,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED				120,000			120,000
(Other #1)							
(Other #2)							
Total				**120,000**			**120,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Asphalt Patch Truck **PROJECT #:** 7-15-02

DEPT. PW - Field Operations **PREPARED BY:** Gerard Batista

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☑	No Change	☑	2015-16		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	2015-16		

DESCRIPTION

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.

Account Number: 122-800-41-99-766

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Equipment Purchase		170,000					170,000
(Other)							
TOTAL		**170,000**					**170,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax		170,000					170,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total		**170,000**					**170,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Backhoe Loader **PROJECT #:** 7-15-03

DEPT. PW - Field Operations **PREPARED BY:** Gerard Batista

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2016-17		
No Change	☐	Advanced	☑	Est. Completion Date		
Funding Change	☑	Delayed	☐	2016-17		

DESCRIPTION

This project will purchase a new backhoe loader with cab to replace the City's one aging backhoe that is becoming increasingly costly to operate and maintain.

2016 Update: Staff is requesting to advance this purchase due to repeated failures of the 2000 New Holland backhoe that has been out of service for most of 2015 and 2016. This is a high priority purchase and is needed to perform excavation, load materials, and pick up debris.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Equipment Purchase			120,000				120,000
(Other)							
TOTAL			**120,000**				**120,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax			120,000				120,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total			**120,000**				**120,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Pavement Crack Seal Equipment **PROJECT #:** 7-15-04

DEPT. PW - Field Operations **PREPARED BY:** Gerard Batista

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☑	No Change	☐
No Change	☐	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2015-16	7-13-24	
Est. Completion Date		
2015-16		

DESCRIPTION

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.

2016 Update: Staff will be requesting Council approval to delay this purchase and reallocate funds in FY15-16 to purchase Skid Steer Loader (CIP No. 7-13-24).

Account #: 122-800-41-99-783

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2018-19	TOTAL
Planning Design							
Construction							
Equipment Purchase						65,000	65,000
(Other)							
TOTAL						**65,000**	**65,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						65,000	65,000
(Other #1)							
(Other #2)							
Total						**65,000**	**65,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Traffic Control Device Trailer **PROJECT #:** 7-15-05

DEPT. PW - Field Operations **PREPARED BY:** Gerard Batista

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐	2016-17		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☑	2016-17		

DESCRIPTION

This project will purchase a 16-ft tandem-axle trailer and custom fabricated storage racks to store as well as deploy traffic control devices including signs, barricades and traffic cones for construction projects, special events and emergency response.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Equipment Purchase			10,000				10,000
(Other)							
TOTAL			**10,000**				**10,000**

RECOMMENDED FUNDING SOURCES

41 Gas Tax			10,000				10,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total			**10,000**				**10,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Valley Boulevard Bicycle Lanes **PROJECT #:** 8-08-02

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project will install approximately 1.5 miles of on-street bicycle lanes or shared roadway bicycle markings and signal activation on Valley Boulevard in accordance with the Valley Boulevard Specific Plan. This project will improve the safety and mobility for bicycle transportation. This work should be incorporated into future street resurfacing projects. Construction cost estimate is based on $100,000 per mile for restriping and signal modifications.

This project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						50,000	50,000
Construction						150,000	150,000
(Other)							
TOTAL						**200,000**	**200,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						200,000	200,000
(Other #1)							
(Other #2)							
Total						**200,000**	**200,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ 5,000 Total: $ **5,000**

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse Parking Lot Reconstruction **PROJECT #:** 8-09-16

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project would reconstruct the Mission Playhouse Parking Lot. The pavement of the existing parking lot has deteriorated beyond its service life and requires full reconstruction. Proposed improvements include landscaping, lighting, drainage and water quality treatment, and accessible stalls. Low Impact Development techniques such as bioswales and infiltration will be considered.

Project title was changed from Mission Playhouse Parking Lot Repaving. This project also merges former CIP #8-08-09 (Playhouse Parking Lot Improvement Plan) and #8-09-17 (Playhouse Parking Lot Landscaping).

The project was transferred from Mission Playhouse to Public Works-Engineering. Mission Playhouse staff will work with Engineering to identify potential funding sources.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						50,000	50,000
Construction						450,000	450,000
(Other)							
TOTAL						**500,000**	**500,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						500,000	500,000
(Other #1)							
(Other #2)							
Total						**500,000**	**500,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2014-15 to 2018-19 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Citywide Pedestrian and Vehicular Wayfinding **PROJECT #:** 8-09-20

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
TBD		
Est. Completion Date		
TBD		

DESCRIPTION

This project will install new pedestrian and automobile wayfinding signs throughout the City to improve access and visibility for key City attractions and facilities, improve vehicular circulation, parking availability and pedestrian access. The wayfinding program will reinforce the values of the City's general plan, particularly with respect to the history of San Gabriel and reinforce a common imagery for the City in its visual aids.

Staff will include wayfinding elements in other relevant CIP projects in order whenever possible, using the funds from that particular project.

Project is delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
Planning Design							
Construction						500,000	500,000
(Other)							
TOTAL						**500,000**	**500,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						500,000	500,000
(Other #1)							
(Other #2)							
Total						**500,000**	**500,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Bridge Repair Program **PROJECT #:** 8-09-31

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☐	Advanced	☐
Funding Change	☑	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
Ongoing		
Est. Completion Date		
Ongoing		

DESCRIPTION

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 17 bridges (including the four new bridges over the San Gabriel RR Trench) that carry vehicular traffic as well as one pedestrian bridge over Interstate 10 at Jackson Avenue. By agreement, County Public Works inspects the vehicular bridges biennially. Caltrans inspects the pedestrian overcrossing. As the owner, the City is responsible for operation, maintenance, repair and replacement of these bridges as necessary.

Project has previously been delayed due to lack of funding.

Account No.: 122-800-15-96-754, 122-800-41-96-754, 122-800-50-96-754

Prior Years funding:
2009-10 = $125,000
2010-11 = $75,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	105,000	30,000		30,000		20,000	185,000
Construction	225,000	120,000		120,000		100,000	565,000
(Other)							
TOTAL	**330,000**	**150,000**		**150,000**		**120,000**	**750,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	40,000						40,000
41 Gas Tax	285,000	150,000		150,000		120,000	705,000
50 Proposition "C"	5,000						5,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**330,000**	**150,000**		**150,000**		**120,000**	**750,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: ACE Trench Facility Maintenance & Insurance **PROJECT #:** 8-10-41

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	2015-16		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	Ongoing		

DESCRIPTION

This project will perform inspection and preventive maintenance on the Alameda Corridor-East (ACE) San Gabriel Trench facilities. Work, which will be performed by contract, includes periodic inspection of the bridges, walls, lighting, fencing, drainage and surface improvements. This project also includes insurance premiums, fees, and capital reserve set-aside to meet risk management requirements of City-ACE-Union Pacific Railroad Construction, Operations and Maintenance agreement.

ACE Trench Project construction started in 2012. This project is delayed from previous CIP due to anticipated completion date of the trench. The City will assume maintenance responsibility following completion of construction. These costs and fees will be ongoing for the life of the railroad trench.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Maintenance				75,000	75,000	75,000	225,000
Ins. Prem/Assump Fee				175,000	175,000	175,000	525,000
Capital Reserve				80,000	80,000	80,000	240,000
Broker Fees				10,000	10,000	10,000	30,000
(Other)							
TOTAL				**340,000**	**340,000**	**340,000**	**1,020,000**

RECOMMENDED FUNDING SOURCES

15 General Fund				340,000	340,000	340,000	1,020,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total				**340,000**	**340,000**	**340,000**	**1,020,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Transit Study **PROJECT #:** 8-15-01

DEPT. PW - Engineering **PREPARED BY:** Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2018-19		
Est. Completion Date		
2018-19		

DESCRIPTION

This project would retain a consultant to conduct a transit system feasibility study and identify options for possible fixed-route transit service in the City. Study would consider operating a stand-alone system, partnering with existing neighboring jurisdictions to expand their service into San Gabriel, options for providing buses and drivers, maintenance and fueling, routes, schedules, fares, and long-term funding considerations.

Project identified during 2015 City Council goal setting Study Session.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design					100,000		100,000
Construction							
(Other)							
TOTAL					**100,000**		**100,000**

RECOMMENDED FUNDING SOURCES

47 Prop. A					100,000		100,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total					**100,000**		**100,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ Total: $ -

DEPARTMENT' DIVISION DESCRIPTIONS

Please follow the direction below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

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

City Council (Cost Center Summary)

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.

City Manager (Cost Center Summary)

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 2016-17, 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.

City Attorney (Cost Center Summary)

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

Public Information (Cost Center Summary)

The City's public information function provides communications related to community outreach, public affairs, advocacy, and diversity issues. Its goals for FY 2016-17 include implementation of an emergency communications strategy; assisting in the development of a new City website with greater news and communication capabilities; conversion of the Council Weekly to a digital format tied to the City's website; exploration of a revised publications portfolio; continued expansion of social media outlets to better reach the city's diverse audiences; expanded translation capabilities; and partnering with City departments for more effective outreach.

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.

Performance Measure	2014-15	2015-16	Outcomes *Consult specific department budgets for relevant backup data.*
City Manager			
Completed key projects to build and improve the City's infrastructure			E. Las Tunas Drive rehabilitation completed; Del Mar Avenue rehabilitation underway spring 2016; sewer master plan implementation; ACE construction on pace.
Increased economic development			Sheraton Hotel now under construction, completion 2017; Hyatt Place Hotel under construction, completion 2017; Economic Development Manager appointed; More than 50 contacts pursued through ICSC and direct staff contacts. Increases in building permits and valuations.
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			Implemented phase two of Business Friendly Master Plan; box office and concessionaire at Playhouse; expanding passport services; Launching next phase technologyimprovements; GIS (Land management) and automated permitting; increased online records; online public records requests; RFP for live streaming Council meetings issued. Improved lobby design, seating, refreshments for public. New, bilingual information desk and greeter proposed in new budget.

Develop resources by identifying new sources of funding, innovation and efficiency	Completed implementation of share fire command, reorganized Public Works, developing revenue enhancement plan (cost allocation study in draft form).

City Council

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; RFP issued April 2016. Increased online records and created online portal for records requests.
More effective, more business friendly codes	Based on proposed update of municipal code zoning standards

Public Information	Actual	Estimated	Notes
Council weekly subscribers	463	500	50 issues per year
Website hits	313,979	337,024	New economic development pages; streamlining and update of website
Social Media followers (Facebook, Twitter, Instagram, Weibo)	3,096	7,800	Added Instagram; Launch Weibo; increase Facebook metrics
Improved emergency communication with residents	TBD	135	Implementation of emergency callback capability; about 135 SG Alert subscribers, completed/launched Emergency Communications Plan
Increased penetration of traditional and digital media	40	40	Media releases captured in local media

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
701 CITY COUNCIL
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	53,622	53,622
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	95,990	74,760
19-002	Retirement	15,240	18,078
19-004	Medicare	778	778
	Salaries and Benefits	165,630	147,238
31-000	Office Operating	4,001	4,001
40-010	Cellular Services	2,300	2,300
53-000	Membership and Dues	41,900	41,900
54-000	Allowances	39,900	39,900
56-000	Local Meetings/Expenses	13,500	13,500
60-036	Other Insurances	0	0
	Operating	101,601	101,601
91-000	Budget Savings	0	(4,691)
	CITY COUNCIL	267,231	244,148

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail

Administration	City Council	121-701-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	City of San Gabriel	League of California Cities	15,000
#2:	City of San Gabriel	National League of Cities	3,300
#3:	City of San Gabriel	U.S./Mexico Sister Cities Assoc.	200
#4:	City of San Gabriel	San Gabriel Valley Council of Gov't	17,500
#5:	City of San Gabriel	Independent Cities Association	1,900
#6:	City of San Gabriel	So. Cal. Association of Governments	4,000
#7:	City of San Gabriel	U.S. Conference Mayors	0
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			41,900

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail

Administration	City Council	121-701-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Annual Conference (3 Members)	League of Californina Cities	5,700
#2:	Annual Conference (5 Members)	Independent Cities Association	11,000
#3:	Annual Conference (5 Members)	Independent Cities Association	8,000
#4:	Annual Conference	U.S. Conference of Mayors	0
#5:	Annual Conference (2 Members)	National League of Cities	3,600
#6:	Congressional City Conference (2 Members)	National League of Cities	3,600
#7:	Legislative Conference (5 Members)	League of Californina Cities	3,000
#8:	Mayor's Winter Meeting	U.S. Conference of Mayors	0
#9:	Misc Meetings ($1000 per Member)	League of California Cities	5,000
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			39,900

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL

2016-17 Local Meetings/Expenses (Account "56") Budget Detail

Administration	City Council	121-701-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Annual Expense Voucher x 5 @ 2,400/yr	TBD	12,000
#2:	Meeting/Event Refreshments	TBD	1,500
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			13,500

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
704 CITY MANAGER
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	367,192	363,006
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	17,839	14,833
12-036	Limited Time Bilingual Incentive	0	603
13-000	Overtime Employees	936	936
14-000	Compensated Absences	0	10,885
15-000	Worker's Compensation	0	17,650
19-001	Health Insurance	49,022	49,027
19-002	Retirement	101,038	178,090
19-004	Medicare	5,597	5,501
	Salaries and Benefits	541,623	640,531
21-000	Special Departmental	0	0
22-000	Contractual	0	2,500
31-000	Office Operating	3,000	3,000
40-007	Cable	100	120
40-010	Cellular Services	1,550	2,020
53-000	Membership and Dues	4,600	4,600
54-000	Allowances	12,700	20,700
56-000	Local Meetings/Expenses	2,000	2,000
60-036	Other Insurances	0	25,342
	Operating	23,950	60,282
91-000	Budget Savings	0	(4,691)
	CITY MANAGER	565,573	696,122

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Administration	City Manager	121-704-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Technology (cellular, tablet, etc.)	Verizon, Apple, Microsoft	0
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			0

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Administration	City Manager	121-704-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Strategic Planning	Don St. Clair/Janet McIntyre	0
#2:	Grant Assistance	TBD	0
#3:	Advocacy Services	Tony Rice and Others	0
#4:	Promotional Materials	Allegra Consulting, Inc	2,500
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			2,500

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Administration	City Manager	121-704-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	2 Staff Members	Int'l City/County Management Association	2,700
#2:	Agency Membership	San Gabriel Valley City Managers	75
#3:	City Manager	American Planning Association, Etc.	1,500
#4:	Assistant City Manager	Municipal Mgmt Assoc of So Calif, Etc.	325
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**4,600**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account:

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Administration	City Manager	121-704-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Summer Seminar (CM & ACM)	Independent Cities Association	3,200
#2:	Winter Seminar (CM & ACM)	Independent Cities Association	2,400
#3:	Annual Conference (CM & ACM)	ICSC	3,600
#4:	Annual Conference (CM or ACM)	League of California Cities	1,600
#5:	City Manager's Meeting (CM or ACM)	League of California Cities	1,300
#6:	Educational Forum (CM or ACM)	CJPIA	1,200
#7:	National Annual Conference (CM)	American Planning Assoc.	1,900
#8:	State Annual Conference	California APA	1,700
#9:	Seminars & Workshops	CA Planning Roundtable	2,500
#10:	Annual Conference (ACM)	ICMA	2,800
#11:	Annual Conference (CM Exec Asst)	CAPIO	2,200
#12:	Annual Conference (CM Exec Asst)	SGV Municipal Assistants	400
#13:	**Congressional Cities Conf. (1 Attendee)*	*National League of Cities*	*1,800*
#14:	**Legislative Conference (1 Attendee)*	*League of California Cities*	*500*
#15:	**Annual Conference (1 Attendee)*	*National League of Cities*	*1,800*
#16:			
#17:	**To not attend unless Council desires*		*(4,100)*
#18:	*Not all conferences will be attended each year, for a projected cost savings*		(4,100)
#19:			
#20:			
TOTAL			**20,700**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Local Meeting Expenses (Account "56") Budget Detail
Expenses to attend local meetings

Administration	City Manager	121-704-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Refreshments, Materials, Supplies	TBD	2,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			2,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Administration	City Manager	121-704-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 704-54 by $8,000 to fund actual and projected conference attendance.

Funding Source (Check One)	Funding Amount
☑ General Fund	8,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**8,000**

Justification

As the City has grown more active in staying current on management trends, staff is participating in a greater number of conferences, to build skills and networks. This funding will permit current attendance levels and also provide for increased cross training in the areas of economic development and public information without having to encroach on funding for other critical priorities .

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Administration	City Manager	121-704-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 704-22 by $2,500 to fund promotional items.

Funding Source (Check One)	Funding Amount
☑ General Fund	2,500
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**2,500**

Justification

The city has recently launched a comprehensive modernization effort for all communication platforms. To maintain this level of sophistication, extra monies are necessary to aid in the design and production of city promotional materials.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
705 CITY ATTORNEY
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
22-000	Contractual	172,540	172,540
54-000	Allowances	1,350	1,350
60-036	Other Insurances	0	0
64-030	Prosecution Services	2,000	2,000
	Operating	175,890	175,890
91-000	Budget Savings	0	0
	CITY ATTORNEY	175,890	175,890

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Administration	City Attorney	121-705-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Legal Services - Basic Retainer	Wallin, Kress, Reisman, & Kranitz	96,000
#2:	Legal Services - Additional Hourly Svs.	Wallin, Kress, Reisman, & Kranitz	74,340
#3:	Legal Services - Tobacco Licensing	Wallin, Kress, Reisman, & Kranitz	2,200
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			172,540

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Administration	City Attorney	121-705-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	*Annual Conference	League of California Cities	500
#2:	*City Attorney's Department meeting	League of California Cities	500
#3:	*CJPIA Educational Forum	California Joint Powers Ins. Authority	350
#4:			
#5:	* = Shared expense with City of La Verne. Only San Gabriel portion budgeted.		
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			1,350

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Prosecution Services (Account "64") Budget Detail
Contracted professional services

Administration	City Attorney	121-705-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Prosecution Services	Wallin, Kress, Reisman, & Kranitz	2,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			2,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
711 PUBLIC INFORMATION
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	54,204	57,480
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	9,857
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	2,150
15-000	Worker's Compensation	0	0
19-001	Health Insurance	18,975	18,984
19-002	Retirement	3,648	3,983
19-004	Medicare	786	984
	Salaries and Benefits	77,613	93,438
21-000	Special Departmental	0	0
22-000	Contractual	6,000	7,250
31-000	Office Operating	500	500
40-010	Cellular Services	1,310	1,100
51-000	Advertising	775	775
53-000	Memberships	625	625
54-000	Allowances	1,500	3,500
60-036	Other Insurances	0	0
62-000	Quarterly Newletter	30,287	37,000
	Operating	40,997	50,750
91-000	Budget Savings	0	0
	PUBLIC INFORMATION	118,610	144,188

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Administration	Public Information	121-711-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Public Information Services	Allegra Consulting, Etc.	0
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**0**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Administration	Public Information	121-711-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Public Information Services	Allegra Consulting, Etc.	7,000
#2:	Maintenance Fees	Constant Contact	250
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**7,250**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Advertising (Account "51") Budget Detail
City expenditures for advertising events

Administration	Public Information	121-711-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Advertising (Mission Fiesta, Kiwanis Breakfast)	SG Mission, Kiwanis	775
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**775**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships (Account "53") Budget Detail
Amounts paid for membership in various organizations

Administration	Public Information	121-711-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	1 Staff Member	CAPIO	225
#2:	1 Staff Member	3CMA	390
#3:	Misc	TBD	10
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**625**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Administration	Public Information	121-711-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Annual Conference (1 Staff Member)	CAPIO	1,200
#2:	Annual Conference (1 Staff Member)	3CMA or Gov't Social Media	2,000
#3:	Misc Training	TBD (ONA, Etc.)	300
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**3,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Quarterly Newsletter (Account "62") Budget Detail
Quarterly Grapevine newsletter

Administration	Public Information	121-711-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Quarterly Newsletter "Grapevine"	Simpson Advertising	25,000
#2:	Translation Services	TBD	2,000
#3:	Postage	U.S. Postal Service	10,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**37,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Administration	Public Information	121-711-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Increase 711-12 to enable part-time and translation assistance.

Funding Source (Check One)	Funding Amount
[x] General Fund	10,000
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify)	
Total Program Cost	**10,000**

Justification

As the communication mediums increase in variety and language, additional assistance is needed to support these efforts.

City of San Gabriel
Administrative Assistant II Part Time - "A" and "B" Steps
2016-17 Fiscal Year

		Acct #	Annual Cost	% of Base
BUDGET				
Base Salary:				
	"A" & "B" Step	121-711-00-12-000	9,857.08	
	Sub-total		9,857.08	
Benefits:				
	P.E.R.S. Retirement	121-711-00-19-002	-	0.00%
	Medicare	121-711-00-19-004	142.93	1.45%
	Flex Benefits	121-711-00-19-001	-	0.00%
	Life & ADD Benefits	121-711-00-19-001	-	0.00%
	Sub-total		142.93	1.45%
	Grand Total		10,000.00	
	Covered by Retirement		-	
	Net General Fund		10,000.00	

Note:
Salary Grade = 21c

A =	20.73
B =	21.77
C =	22.86
D =	24.01
E =	25.21

9 hours per week

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Administration	Public Information	121-711-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 711-22 to allow for additional needs.

Funding Source (Check One)	Funding Amount
☑ General Fund	1,250
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**1,250**

Justification

As our communication efforts increase, we are incurring additional costs, such as the constant contact annual fee subscription for the Council Weekly publication, the preparation of awards submissions, and the development of more promotional materials.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Administration	Public Information	121-711-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 711-54 by $2,000 for enhanced conference attendance.

Funding Source (Check One)	Funding Amount
☑ General Fund	2,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**2,000**

Justification

It is critical for the PIO to maintain her skills and development opportunities, as well as to stay abreast of emerging trends in public sector public information. This increase will permit her to attend two conferences per year.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Administration	Public Information	121-711-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 711-62 by $6,713.

Funding Source (Check One)	Funding Amount
☑ General Fund	6,713
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**6,713**

Justification

The current amount budgeted for the Grapevine only allows for three issues per year, but we are producing four. In previous years, we were able to successfully absorb the overage by other cost savings within the public information budget, but our increased efforts in this area mean that there is little by way of cost savings. This allocation will permit us to comfortably produce our quarterly newsletter appropriately.

HUMAN RESOURCES DEPARTMENT

Please follow the direction below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

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. It is a full-service, centralized support to all operating departments. In FY 2016-17, its major objectives are full implementation of an online employment application module, successful coordination of the meet-and-confer process with employees, and the hiring of the city's first Risk Manager.

Human Resources (Cost Center)

The Human Resources Department 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; diversity initiatives; employee and organizational morale; and personnel records management.

Insurance Premiums (Cost Center)

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

Risk Management (Cost Center)

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.

HUMAN RESOURCES
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Recruitments conducted	34	16	
New general liability claims received	23	11	
General liability claims closed	25	16	
Key Performance Indicators			
Percentage of filled positions	84%	85%	
Number of bilingual certified employees	40	40	

Outcome Measurement

Maintain percentage of filled positions at 90% or higher

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
710 HUMAN RESOURCES
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	313,019	364,149
11-036	Full Time Bilingual Incentive	0	0
12-000	Part Time Employees	0	0
11-036	Part Time Bilingual Incentive	0	0
13-000	Overtime	0	0
14-000	Compensated Absences	0	9,719
15-000	Worker's Compensation	0	11,531
19-001	Health Insurance	81,822	81,958
19-002	Retirement	66,462	82,300
19-004	Medicare	4,539	5,288
	Salaries and Benefits	465,842	554,945
21-000	Special Departmental	4,250	9,250
22-000	Contractual	26,739	44,739
31-000	Office Operating	2,797	2,797
40-010	Cellular Services	3,110	3,120
45-000	Educational	7,241	7,241
51-000	Advertising	6,399	6,399
53-000	Membership and Dues	1,625	1,625
54-000	Allowances	5,500	5,500
56-000	Local Meetings/Expenses	2,000	2,000
60-036	Other Insurances	0	7,207
68-000	Sick Leave	150,000	0
69-000	Employee Service Awards	12,736	15,236
	Operating	222,397	105,114
91-000	Budget Savings	0	(4,691)
	HUMAN RESOURCES	688,239	655,368

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Employee Development and Events	Autunno, Smart & Final, Etc.	4,000
#2:	Labor Poster	Cal Chamber of Commerce	250
#3:	HR Software & Maintenance Fees	Tyler Tech, Civic Plus, Intranet, Etc.	5,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**9,250**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Pre-employment Physicals	Dreamweaver, Etc.	6,386
#2:	Employee Assistance	Horizon Health	2,000
#3:	Employment Law Related Services	Filarsky, Wallin, Kress, LCW, etc.	33,353
#4:	Bilingual Testing	LA Unified School District	3,000
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**44,739**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Educational (Account "45") Budget Detail
Staff training and development

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Training & Development Services	Liebert Cassidy Whitmore (LCW), etc.	7,241
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			7,241

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Advertising (Account "51") Budget Detail
City expenditures for advertising events

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Job recruitment ads	TBD	6,399
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**6,399**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	1 Staff Member (SCPLRC)	So Cal Public Labor Relations Council	150
#2:	1 Staff Member (CalPELRA)	Cal Public Empl Labor Relations Assoc	350
#3:	1 Staff Member (SHRM)	Society for HR Management	185
#4:	Agency Membership (IPMA-HR)	Int'l Public Mgmt Assoc for HR	390
#5:	4 Staff Members (SCPMA-HR)	So Cal IPMA-HR Chapter	100
#6:	1 Staff Member (PRIMA)	Public Risk Management Association	385
#7:	1 Staff Member (Calif PRIMA)	PRIMA - California Chapter	65
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,625**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Educational Forum (1 Attendee)	CalPERS*	1,500
#2:	Annual Conference (1 Attendee)	CJPIA**	1,000
#3:	Annual Conference (1 Attendee)	CALPELRA***	1,600
#4:	Annual Conference (1 Attendee)	PRIMA****	1,200
#5:	Annual Conference (2 Attendees)	SCPMA-HR*****	200
#6:	Western Region Annual Conference	IPMA-HR******	0
#7:			
#8:			
#9:		*Cal Public Empl Retirement System	
#10:		**Cal Joint Powers Insurance Authority	
#11:		***Cal Public Empl Labor Relations Assoc.	
#12:		****Public Risk Mgmt Association	
#13:		*****So Cal Public Mgmt Assoc for HR	
#14:		******Int'l Public Mgmt Assoc for HR	
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**$5,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Local Meeting Expenses (Account "56") Budget Detail
Expenses to attend local meetings

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Refreshments, Materials, Etc.	Autunno, Smart & Final, Etc.	2,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**2,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Employee Recognition Program (Account "69") Budget Detail
Employee recognition program

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Employee Recognition Plaques	Custom Glass Etching	1,500
#2:	Employee Gifts	4Imprint, Lands End, etc.	4,000
#3:	Employee Holiday Luncheon	TBD	5,000
#4:	Employee Service Awards	Entenmann Rovin	4,736
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**15,236**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Increase 710-11 (and associated cost centers) by $48,307.54.

Funding Source (Check One)	Funding Amount
[x] General Fund	44,862.48
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) Retirement Fund	3,445.06
Total Program Cost	**48,307.54**

Justification

Our HR Analyst position is currently responsible for administering all aspects of our risk management program, including significant decision-making, independence, and autonomy that is atypical and largely inappropriate for an Analyst level classification. That position is also expected to be the highest level subject matter expert in the city, which is typically only reserved for someone at a manager or director level. Although the position does not supervise employees, it is responsible for extensive short and long term project management and significant dollar impacts, both in terms of direct cost to the City and in terms of indirect premium and benefit payments. Therefore, this additional funding would reallocate our vacant Management Assistant position to a Risk Manager position.

City of San Gabriel
Risk Manager - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-710-00-11-000	96,234.00	
Sub-total		96,234.00	
Benefits:			
P.E.R.S. Retirement	121-710-00-19-002	7,518.76	7.81%
Medicare	121-710-00-19-004	1,395.39	1.45%
Flex Benefits	121-710-00-19-001	18,816.00	19.55%
Life & ADD Benefits	121-710-00-19-001	281.77	0.244%
Sub-total		28,011.93	29.11%
Grand Total		124,245.93	
Covered by Retirement		7,518.76	
Net General Fund		116,727.17	

Note:

Salary Grade = 47

A =	7,824
B =	8,215
C =	8,626
D =	9,057
E =	9,510

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

City of San Gabriel
Management Assistant - "A" and "B" Steps
2016-17 Fiscal Year

		Acct #	Annual Cost	% of Base
BUDGET				
Base Salary:				
	"A" & "B" Step	121-710-00-11-000	(52,140.00)	
	Sub-total		(52,140.00)	
Benefits:				
	P.E.R.S. Retirement	121-710-00-19-002	(4,073.70)	7.81%
	Medicare	121-710-00-19-004	(756.03)	1.45%
	Flex Benefits	121-710-00-19-001	(18,816.00)	36.09%
	Life & ADD Benefits	121-710-00-19-001	(152.67)	0.244%
	Sub-total		(23,798.39)	45.64%
	Grand Total		(75,938.39)	
	Covered by Retirement		(4,073.70)	
	Net General Fund		(71,864.70)	

Note:

Salary Grade = 150a

A =	4,239
B =	4,451
C =	4,673
D =	4,907
E =	5,153

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 710-21 by $5,000 for technology expenses.

Funding Source (Check One)	Funding Amount
☑ General Fund	5,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**5,000**

Justification

With the launch of our Online Employment Application Module, funded completely from approximately $14,000 in cost savings in the HR Department, there will be annual fees for monthly maintenance of the module and cloud server space. The additional monies will fund the module on an ongoing basis.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 710-22 by $15,000 for enhanced legal consultation services.

Funding Source (Check One)	Funding Amount
☑ General Fund	15,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**15,000**

Justification

As the organization's employment, labor, and workers compensation legal needs grow increasingly complex, we are relying more and more heavily on our contract attorneys to help us navigate. In addition, the meet and confer process is often spanning far more than the one year budgeted for. The increase in funding will ensure that we are able to meet departmental and organizational needs. (Please note that this does not address legal expenses that are allocated to each department. Consolidating those would require a signficantly greater allocation of additional funds - but we are open to this approach.)

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Human Resources	Human Resources	121-710-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase 710-69 by $2,500 for improved employee appreciation efforts.

Funding Source (Check One)	Funding Amount
☑ General Fund	2,500
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**2,500**

Justification

The city's original budget for employee appreciation efforts is no longer sufficient for the level of morale activities and efforts we are engaging in. The HR budget is the "home" of all centralized employee efforts and must be increased in order to continue the endeavors we have launched in previous years, such as an annual summer employee appreciation picnic, quality city holiday gifts, etc.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
721 INSURANCE PREMIUMS
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
23-025	First Aid	5,000	5,000
60-013	Worker's Compensation	1,600,000	0
60-014	Unemployment Insurance	15,000	15,000
60-022	Liability Insurance	1,000,000	0
60-023	Property Insurance	50,000	50,000
60-024	Bonds	3,000	3,000
60-025	Life Insurance	30,000	30,000
60-026	Pollution Insurance	25,000	25,000
60-027	Long Term Disability Insurance	70,000	70,000
60-029	Vision Insurance	65,000	65,000
60-036	Other Insurances	0	0
	Operating	2,863,000	263,000
91-000	Budget Savings	0	0
	INSURANCE PREMIUMS	2,863,000	263,000

CITY OF SAN GABRIEL
EXPENDITURES

129 RISK MANAGEMENT FUND
826 RISK MANAGEMENT
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
60-019	Health Insurance	1,700,000	1,700,000
60-020	Worker's Compensation	1,750,000	1,750,000
60-021	Unemployment Insurance	30,000	30,000
60-022	Liability Insurance	900,000	900,000
60-023	Property Insurance	26,000	26,000
60-024	Bonds	3,000	3,000
60-025	Life Insurance	40,000	40,000
60-026	Pollution Insurance	10,000	10,000
60-027	Long Term Disability Insurance	60,000	60,000
60-028	Retiree Heath Insurance	1,540,019	2,102,826
60-029	Vision Insurance	60,000	60,000
60-036	Other Insurances	0	0
	Operating	6,119,019	6,681,826
91-000	Budget Savings	0	0
	RISK MANAGEMENT	6,119,019	6,681,826

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

City Clerk (Summary/Overview)

The City Clerk's Department administers democratic process such as elections, access to city records, and all legislation actions, ensuring transparency to the public. The Department ensures compliance with federal, state, and local statutes and regulations including Political Reform Act, the Brown Act, Voting Rights Act, and Public Records Act and ensures that all actions are properly executed, recorded and archived. The Department is excited to continue to provide public education programs in collaboration with San Gabriel schools, such as PATH and Youth in Government.

City Clerk (Cost Center Summary)

The City Clerk's Department is a dynamic information and service center within the municipal government whose services impact 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 launch a citywide records management program and implement a recording system to stream live public meetings.

Election (Cost Center Summary)

As allowed by California Elections Code Section 1301, the San Gabriel Elections are held on the first Tuesday after the first Monday in March of odd-numbered years. The City Clerk's Department provides for the management of the Election process from Election pre-planning to certification of election results and filing of final campaign disclosure documents; assists candidates in meeting their legal responsibilities before, during, and after an election; and manages the process which forms the foundation of our democratic system of government. The Chief City Clerk will administer the election in accordance with Federal, State, and local procedures, in a manner that assures public confidence in the accuracy, efficiency, fairness and transparency of the election process.

CITY CLERK
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Public Records Requests Received (#)	75	200	

Key Performance Indicators

Days for Public Records Responses	7 days	7 days	

Outcome Measurement

Respond to Public Records Requests in 7 days of fewer.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
702 CITY CLERK
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	251,278	294,894
11-036	Full Time Bilingual Incentive	1,200	1,200
12-000	Limited Time Employees	34,106	0
12-036	Limited Time Bilingual Incentive	0	1,206
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	8,969
15-000	Worker's Compensation	0	19,821
19-001	Health Insurance	51,522	70,466
19-002	Retirement	28,459	22,956
19-004	Medicare	4,156	4,325
	Salaries and Benefits	370,721	423,837
21-000	Special Departmental	7,397	7,397
22-000	Contractual	0	0
31-000	Office Operating	3,990	3,990
40-007	Cable	300	200
40-010	Cellular Services	2,000	3,300
53-000	Membership and Dues	585	1,285
54-000	Allowances	3,844	3,844
60-036	Other Insurances	0	6,922
64-009	Municipal Code Services	4,000	4,000
65-000	Publishing	2,000	12,100
	Operating	24,116	43,038
91-000	Budget Savings	0	0
	CITY CLERK	394,837	466,875

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

City Clerk	City Clerk	121-702-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Youth In Government	TBD	2,050
#2:	PATH	TBD	700
#3:	Special Events (Commisioners Dinner, City Hall Tours, etc.)	TBD	4,647
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**7,397**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

City Clerk	City Clerk	121-702-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Laser Fiche	Intranet	0
#2:	Records Retention Schedule	David "Cal" Jackson	0
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**0**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

City Clerk	City Clerk	121-702-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	2 Staff Members	Int'l Institutute of Municipal Clerks	600
#2:	2 Staff Members	City Clerks Assoc of CA/SCCCA	260
#3:	1 Staff Member	CA Association of PIO	225
#4:	1 Staff Member	Int'l City Management Association	200
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,285**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

City Clerk	City Clerk	121-702-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Annual Conference (1 Staff)	CA City Clerks Association	1,500
#2:	New Law & Election (1 Staff)	League of CA Cities	1,500
#3:	Training (FPPC, CPRA, Brown Act)	TBD	844
#4:	Annual Conference (1 Staff)	International Municipal Clerks	0
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**3,844**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Municipal Code Srvcs (Account "64-009") Budget Detail
Contracted professional services

City Clerk	City Clerk	121-702-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Municipal Code Services	American Legal	4,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**4,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #1

City Clerk	City Clerk	121-702-00-53
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Memberships and Dues

Funding Source (Check One)	Funding Amount
☑ General Fund	700
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**700**

Justification

Membership amounts were not budgeted correctly last year for the International Institute of Municipal Clerks and the California City Clerk Association. The description stated membership amounts were for two staff members; however the budgeted amounts were only for one staff member.

I would also like to add and continue to be part of the California Association of Public Information Officials and International City/County Management Association.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #2

City Clerk	City Clerk	121-702-00-65
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Publishing

Funding Source (Check One)	Funding Amount
☑ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

Although it seems account number "65" has significantly increased by ***$10,100***, we are not requesting additional funds. We are moving publishing funds from Community Development Department (account number 121-810-14-51-000) to centralize the processing of all legal notices in the City Clerk Department.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #3

City Clerk	City Clerk	121-702-00
Department	Division	Account Number

Activity Type (Check One)

- ☑ Personnel
- ☐ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Transfer money from Account No. 121-702-12 to 121-702-11 to partially fund the creation of a new Administrative Assistant II position.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

The City Clerk's Department is requesting a new full time Administrative Assistant II. This position's main responsibility will be to answer city hall's phone calls and serve as a "greeter". Various departments have agreed to split the funding for the position.

Specifically, the City Clerk's limited service account (121-702-12) has been reduced by $36,867, and that money has been transferred to the full-time salary cost center (121-702-11) to fund the majority of the position. The additional $28,148.37 funding will be equally divided and reduced from the budgets of City Manager, City Council, Human Resources, Finance, Community Development and Public Works. The specific amount contributed by each of these six departments is $4,691.40.

City of San Gabriel
Administrative Assistant II - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-702-00-11-000	44,208.00	
Bilingual Pay	121-702-00-11-000	1,200.00	
Sub-total		45,408.00	
Benefits:			
P.E.R.S. Retirement	121-702-00-19-002	3,547.73	7.81%
Medicare	121-702-00-19-004	658.42	1.45%
Flex Benefits	121-702-00-19-001	18,816.00	41.44%
Life & ADD Benefits	121-702-00-19-001	132.95	0.244%
Sub-total		23,155.10	50.99%
Grand Total		68,563.10	
Covered by Retirement		3,547.73	
Net General Fund		65,015.37	

Note:

Salary Grade = 21b

A =	3,594
B =	3,774
C =	3,962
D =	4,161
E =	4,369

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
708 ELECTION
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	27,270	27,204
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	773
15-000	Worker's Compensation	0	0
19-001	Health Insurance	5,725	5,725
19-002	Retirement	3,124	2,122
19-004	Medicare	395	394
	Salaries and Benefits	36,514	36,218
21-000	Special Departmental	0	14,000
22-000	Contractual	0	80,200
31-000	Office Operating	0	5,800
60-036	Other Insurances	0	0
64-000	Professional Services	0	0
	Operating	0	100,000
91-000	Budget Savings	0	0
	ELECTION	36,514	136,218

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

City Clerk	Election	121-708-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Election Day Personnel	TBD	14,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**14,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

City Clerk	Election	121-708-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Election Support/Services	Martin & Chapman	72,700
#2:	Election Support/Services	Los Angeles County	2,500
#3:	Language Translations	Bilingual Services International	5,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**80,200**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Professional Services (Account "64") Budget Detail
Contracted professional services

City Clerk	Election	121-708-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Consulting Services	TBD	-
#2:	Precinct Maps	TBD	-
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			-

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #1

City Clerk	Election	121-708-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Transfer funds from account number 121-708-00-64 to account number 121-708-00-22.

Funding Source (Check One)	Funding Amount
☑ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

No consulting fees are anticipated for the March 2017 election. Funds were transferred to account number 121-708-00-22 to cover Martin & Chapman Co. annual's "inflation" increase.

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

Finance (Summary/Overview)

The Finance Department uses state of the art accounting and management practices to fund, account, administer and audit the City's funds in accordance with State and Federal laws. Its functions include the City Treasurer, information technology, purchasing, and general services. In FY 2016-17 the Department will continue to improve the budget, implement the third phase of a Citywide technology plan, grow a prudent reserve, and implement a new process with the State Department of Finance in the closure of the City's former redevelopment agency .

Finance (Cost Center Summary)

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 2016-17, this cost center plans to enhance the budget process to provide greater opportunity for community input and transparency and submit the printed document to the California State Municipal Finance Officers Associating in effort to obtain their budget award.

Treasurer (Cost Center Summary)

Provides centralized cashiering and collections; performs investment functions under direction of the Director of Finance; raises capital through debt issuance; administers the City's business license program; generates billings for various receivables; and prepares the monthly Investment Report. In FY 2016-17 this cost center will focus on raising capital for the construction of the new Police Facility and street repairs.

Information Technology (Cost Center Summary)

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 2016-17 this cost center will help implement a new land management software program, install a new VoIP Phone System, begin Phase 1 to build a new computer room, and enhance the depth of talent in the department by adding a part-time Information Systems Specialist.

Purchasing (Cost Center Summary)

Procures services, supplies, and equipment for City departments; coordinates bidding procedures; maintains warehouse inventory, tags and conducts inventory of fixed assets; and coordinates sale of surplus items no longer needed by the City. In FY 2016-17 this cost center will revise the City's purchasing policy and will use Smart Procure software to reduce purchasing costs and make more efficient purchasing decisions.

General Services (Cost Center Summary)

General Services division of Finance is a support function for all departments. General Services maintain the city's office supplies, break room supplies, copiers supplies and operate the mailroom. In FY 2016-17 this cost center will evaluate the existing mailroom equipment and make recommendations for the acquisition of new weighing and metering equipment.

FINANCE
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Business Licenses Processed	3,874	3,900	
Number of Invoices Paid	9,140	9,300	
Overnight Parking Applications Processed	1,635	1,650	
Register Transactions	25,094	26,000	
Number of City Website Visitors	277,736	300,000	
Key Performance Indicators			
Audit Opinion	Unmodified	Unmodified	
GFOA Awards for Financial Reporting	25th	26th	
Number of Audit Findings	0	1	
Average Days from Month-End to Closing	30	25	
Outcome Measurement			
Available Reserve	10%	10%	
Launch Mobile App	8/5/2014	N/A	

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
703 CITY TREASURER
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	112,412	116,310
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	3,291
15-000	Worker's Compensation	0	0
19-001	Health Insurance	34,568	34,525
19-002	Retirement	19,947	23,444
19-004	Medicare	1,630	1,686
	Salaries and Benefits	168,557	179,256
33-000	Vehicle Operating	1,100	1,000
53-000	Membership and Dues	300	300
60-036	Other Insurances	0	0
	Operating	1,400	1,300
91-000	Budget Savings	0	0
	CITY TREASURER	169,957	180,556

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Finance	City Treasurer	121-703-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	City Treasurer	California Municipal Treas. Assn	125
#2:	City Treasurer	Assoc. Public Treas. U.S. & Canada	175
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**300**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
706 FINANCE
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	488,707	511,477
11-036	Full Time Bilingual Incentive	7,200	4,800
12-000	Limited Time Employees	13,420	13,558
12-036	Limited Time Bilingual Incentive	0	603
13-000	Overtime Employees	764	764
14-000	Compensated Absences	0	15,249
15-000	Worker's Compensation	0	47,564
19-001	Health Insurance	114,891	114,958
19-002	Retirement	87,336	103,624
19-004	Medicare	7,397	7,702
	Salaries and Benefits	719,715	820,299
21-000	Special Departmental	11,500	11,500
22-000	Contractual	63,335	83,335
31-000	Office Operating	13,243	13,243
33-000	Vehicle Operating	5,000	5,000
33-060	Vehicle Replacement	16,000	32,000
40-010	Cellular Services	1,100	1,300
45-000	Educational	9,000	9,000
53-000	Membership and Dues	940	940
54-000	Allowances	9,685	9,685
60-036	Other Insurances	0	18,756
64-007	Auditing Services	29,149	30,024
64-011	Sales Tax Auditing	8,200	7,325
64-012	Animal Control	177,020	177,020
	Operating	344,172	399,128
91-000	Budget Savings	0	(4,691)
	FINANCE	1,063,887	1,214,736

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Finance	Finance	121-706-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Check Stock	Tyler Business Forms	500
#2:	Business License Form Stock	Quality Printing & Graphics	500
#3:	Cash Receipt Forms	J. Richard Tawes Company	500
#4:	Parking Decals	Rydin Decal	750
#5:	W-2 and 1099 Forms	Tyler Business Forms	250
#6:	Design/Printing/Communication Services	The Workshop	9,000
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**11,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Finance	Finance	121-706-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Financial Software Suite Maintenance	Eden Systems	30,000
#2:	Business Software Maintenance	Hdl	5,000
#3:	Cash Receipting Software Maintenance	Quadrant	2,500
#4:	Street Report	Ca. State Controller's Office	2,000
#5:	Coin Sorter/Counter Maint. Agreement	Alpha Electronics	300
#6:	Third Party Custodial Services	Citizens Business Bank	3,000
#7:	State Mandated Costs Reimb. Services	Cost Recovery Specialists	9,500
#8:	CAFR Reporting Package	Hdl Companies	600
#9:	Copier	Ricoh	500
#10:	Financial/Actuarial Consulting (OPEB)	Martha Lasser & Epler Company	9,935
#11:	Successor Agency Adminstration	DHA/Colantuono & Highsmith/WKRK	20,000
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**83,335**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Finance	Finance	121-706-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Finance Director	Gov. Finance Officers Association	125
#2:	Finance Director	CA Society of Municipal Finance Off.	110
#3:	Finance Director	CA Municipal Treasurers Association	125
#4:	Finance Director	A.P.T.-U.S. & Canada	75
#5:	Financial Services Manager	Gov. Finance Officers Association	125
#6:	Financial Services Manager	CA Society of Municipal Finance Off.	110
#7:	Financial Services Manager	CA Municipal Treasurers Association	125
#8:	Management Analyst	Municipal Manag. Assoc. of S. CA	60
#9:	Revenue Collection Administrator	CA Municipal Revenue & Tax Assoc.	85
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**940**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Finance	Finance	121-706-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Annual Conference	EDEN Financial Systems	2,500
#2:	Annual Conference	Ca. Society Municipal Finance Officer	2,500
#3:	Annual Conference	Ca. Municipal Treasurer's Assn	2,500
#4:	Annual Conference	Government Finance Officers Assn	1,500
#5:	Annual Conference	Assoc. of Public Treasurer's	0
#6:	Local Meetings	CA Municipal Treasurers Association	200
#7:	Local Meetings	CA Society of Municipal Finance Off.	200
#8:	Local Meetings	TBD	185
#9:	Local Meetings	CA Municipal Revenue & Tax Assoc.	100
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**9,685**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Professional Services (Account "64") Budget Detail
Contracted professional services

Finance	Finance	121-706-00
Department	Division	Account Number

	Activity Type	Vendor	Amount
#1:	Annual Financial Audit (64-007)	White Nelson Diehl Evans	30,024
#2:	Sales Tax Auditing (64-011)	Hdl Companies	7,325
#3:	Animal Control (64-012)	S.G.V. Humane Society	177,020
#4:	Animal Control (64-012)	Animal Pest Management	-
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**214,369**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Department	Division	Account Number
Finance	Finance	121-706-00

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Successor Agency Adminisration

Funding Source (Check One)	Funding Amount
☑ General Fund	20,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**20,000**

Justification

Redevelopment Dissolution Law changed with SB107 which is effective with 2016-17 Fiscal year. Prior to SB107 the administrative costs associated with the closure of the former redevelopment agency were paid by the State of California using the former tax increment now referred to as RPTTF. Under the new requirements of SB107, the amount of RPTTF using the new formula it's anticipated the Successor Agency will not receive any RPTTF for Administrative Costs.

This request will cover the anticpated costs as approved by the Oversight Board in January.

It is anticipated the City's General Fund will receive approximately $600,000 through the 2016-17 ROPS period.

San Gabriel
CITY WITH A MISSION

City of San Gabriel

STAFF REPORT

DATE: January 25, 2016

Agenda Item No. 4A

TO: Members of the San Gabriel Successor Agency Oversight Board

FROM: Armine Chaparyan, Community Development Director

BY: Diane Hadland, Successor Agency Staff Member

SUBJECT: **Adoption of Resolution OB No. 16-01 Approving the 2016-17 Recognized Obligation Payment Schedule for the fiscal period from July, 1 2016 to June 30, 2017 and Adoption of Resolution OB No. 16-02 Approving the Administrative Budget for the fiscal period from July 1, 2016 to June 30, 2017**

SUMMARY

Assembly Bill x1 26 (Redevelopment Agency Dissolution) requires each successor agency to prepare a ROPS using a form provided by Department of Finance ("DOF"), which sets forth the minimum payment amounts and due dates for all enforceable obligations of the former redevelopment agencies for each six-month fiscal period.

SB 107, adopted in September 2015 and effective immediately as a budget trailer provision, made additional changes to the dissolution process, including changing ROPS deadlines and requirements and changing the way certain loans between former redevelopment agencies and cities are repaid. Starting with the current cycle, the ROPS is changed to an annual ROPS and includes two six month fiscal periods: "A" covers the period of July 1 to December 31, 2016 and "B" covers January 1, 2017 through June 30, 2017.

I. RECOMMENDATION

Staff recommends that the Oversight Board adopt Resolution No. OB 16-01 and Resolution No. OB 16-02 approving the 2016-17 Recognized Obligation Payment Schedule, or ROPS, (Exhibit A) for the fiscal period from July, 1 2016 to June 30, 2017 (Attachment No. 1) and the Administrative Budget (Attachment 2) for the same time period.

II. BACKGROUND

Assembly Bill x1 26 (Redevelopment Agency Dissolution) requires each successor agency to prepare a ROPS using a form provided by Department of Finance ("DOF"), which sets forth the minimum payment amounts and due dates for all enforceable obligations of the former redevelopment agencies for each six-month fiscal period. AB 1484, the redevelopment dissolution/unwind trailer bill passed by the Legislature and signed by the Governor on June 29, 2012 made technical and substantive amendments to AB x1 26 including actions related to the ROPS.

SB 107, adopted in September 2015 and effective immediately as a budget trailer provision, made additional changes to the dissolution process, including changing ROPS deadlines and requirements and changing the way certain loans between former redevelopment agencies and cities are repaid. Starting with the current cycle, the ROPS is changed to an annual ROPS and includes two six month fiscal periods: "A" covers the period of July 1 to December 31, 2016 and "B" covers January 1, 2017 through June 30, 2017. The changes to the City loan repayment requirements are discussed below.

Under Section 34191.4, as amended by SB 107, loans between a city and a former redevelopment agency can be repaid, provided the repayment follows a complex formula tied to the amount of revenue not used for successor agency expenses in the prior year and provided that interest is recalculated at 3 percent simple interest. Any repayments must be applied first to principal and then to accumulated unpaid interest. These provisions serve to limit the amount of revenue that accrues on unpaid loans even though the rate of 3 percent is much higher than the previous rate which was LAIF, or about 0.25 percent.

STATUS ON ROPS 2015-16B

The expenditure items included on ROPS 2015-16B, which was approved by the Oversight Board and submitted to DOF last fall, were minimal as the Agency held off on requesting repayment of the City Loan. That ROPS was approved by the County and DOF with a minor change made by DOF. Specifically, DOF included the Prior Period Adjustment amount of $29,300 from 2015-16A that it did not include previously. When added to the 2015-16B Prior Period Adjustment Amount of $27,054 reported by the Successor Agency, the result was that the combined Prior Period Adjustment exceeded the amount requested resulting in a credit balance of $23,354 which will offset funding for expenditures for 2016-17. A challenge to DOF's determination on ROPS 2015-16B was not put forth by the Successor Agency through the Meet and Confer process. A copy of the letter, that was received from DOF on ROPS 2015-16B, which was previously forwarded to the Oversight Board, is included as Attachment 3 for your reference.

III. ADMINISTRATIVE BUDGET

The Administrative Budget is to include all of the following: (i) estimated amounts of the Successor Agency's administrative costs for the up-coming six month fiscal period; (ii) the

proposed sources of payment for the costs identified in (i); and (iii) proposals for arrangements for administrative and operation services for the six month fiscal period. For the last several ROPS, the Successor Agency has prepared a separate administrative budget to be considered by the Oversight Board and has included only the total on the ROPS.

Effective for ROPS 2016-17, the Successor Agency is asking the Oversight Board to approve the Administrative Budget through the adoption of a separate resolution. This is to keep the approval of the ROPS separate and apart from approval of the Administrative Budget. Under the new requirements of SB 107, the amount of allowable administrative costs funded from former tax increment, now referred to as RPTTF, is uncertain. It appears to limit the administrative allowance to an amount that cannot exceed 50 percent of the prior year RPTTF distributed for certain types of enforceable obligations, but the language is not entirely clear. The historical amounts requested for an administrative budget by the Successor Agency have been substantially below the minimum allowance of $125,000 over the last several years and the Agency is requested similar amounts for 2016-17 "A" and "B".

IV. SUMMARY OF ROPS 2016-17

The projects that the Redevelopment Agency had underway when dissolution occurred have been largely completed with no or little expenditures expected in the upcoming ROPS cycle. The major remaining expenditures for future ROPS is the repayment of the City loan, plus a amounts for the continued monitoring of the Lucky Center Agreement and administrative costs.

For 2016-17, the Agency is requesting repayment of the City loan. The calculation of the amount due is included as Table 4.1 and the allowable repayment for 2016-17 has been calculated and is included as Table 4.2 in Attachment 4. Repayment of City loans under Section 34191.4 of the Health and Safety Code is subject to a complex formula, although SB 107, discussed above, simplified some of those provisions.

As shown in Table 4.1, the amount of the City loan outstanding has been recalculated back to the date when the sums were advanced in 2009-10 at 3.0 percent simple interest. The estimated payments are shown as deductions, including the payment calculated for 2016-17. As specified in SB 107, interest has been calculated quarterly, although with simple interest the difference between annual amounts and quarterly amounts is negligible. The total outstanding principal and unpaid accrued interest is computed to equal $1,477,687. This calculation is subject to review and approval by DOF.

Table 4.2 shows the calculation of the allowable payment under Section 34191.4. Basically, the maximum payment is calculated based on the revenue that went to the base year taxing entities (the "Residual Payments") in the prior year. These are monies that were not spent by the Successor Agency on ROPS items, either because they were not included on the approved ROPS or they were included on the ROPS but were not spent as estimated. The loan repayment formula includes the amount by which the Residual Payment in the preceding fiscal year, or 2015-16A and B for the 2016-17 ROPS, exceed the Residual Payments in the 2012-13 base year.

(Fiscal year 2012-13 is the first full year that payments were distributed to taxing entities under redevelopment dissolution.) The allowable payment can equal half (50 percent) of the increase in the Residual Payments. As shown in Table 4.2, that amount equals $562,263. This amount must also be reviewed and approved by DOF.

V. UPCOMING SUCCESSOR AGENCY ISSUES

SB 107 is legislation that was enacted as part of the Governor's 2015-16 budget process and provides for a number of changes to the dissolution process. In addition to the changes discussed above, SB 107 delays implementation of Countywide Oversight Boards from July 2016 to July 2017. In addition, in Los Angeles and other large counties, the number of Countywide Oversight Boards will be expanded from 1 to 5, with one Oversight Board covering the jurisdiction of each County Supervisor. This means that the San Gabriel Oversight Board will likely need to meet again in January 2017 to approve the 2017-18 ROPS. Successor Agency staff members do not anticipate the need for a meeting on items other than the ROPS, but will of course contact the members should the situation change.

ATTACHMENTS

Attachment: No. 1: Resolution OB No. 16-01 approving ROPS 2016-17 for the period from July, 1 2016 to June 30, 2017

Exhibit A: ROPS 2016-17

Attachment: No. 1: Resolution OB No. 16-02 approving the Administrative Budget for the period from July, 1 2016 to June 30, 2017

Exhibit A: Administrative Budget 2016-17A and B

Attachment No. 3: Letter from DOF approving ROPS 2015-16BA

Attachment No. 4: City loan repayment Tables 4.1 and 4.2

DH: San Gabriel/Agendas/1.25.16 Agenda/Staff Report - 2016-17

Recognized Obligation Payment Schedule (ROPS 16-17) - Summary

Filed for the July 1, 2016 through June 30, 2017 Period

Successor Agency: San Gabriel

County: Los Angeles

	Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	16-17A Total	16-17B Total	ROPS 16-17 Total
A	**Enforceable Obligations Funded with Non-Redevelopment Property Tax Trust Fund (RPTTF) Funding Sources (B+C+D):**	**$ 23,354**	**$ -**	**$ 23,354**
B	Bond Proceeds Funding	-	-	-
C	Reserve Balance Funding	23,354	-	23,354
D	Other Funding	-	-	-
E	**Enforceable Obligations Funded with RPTTF Funding (F+G):**	**$ 568,909**	**$ 13,000**	**$ 581,909**
F	Non-Administrative Costs	538,909	3,000	541,909
G	Administrative Costs	30,000	10,000	40,000
H	**Current Period Enforceable Obligations (A+E):**	**$ 592,263**	**$ 13,000**	**$ 605,263**

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Hamid Behdad
Name

Title

/s/
Signature

1/25/2016
Date

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Finance	Finance	121-706-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Wildlife Education/Management Program

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Unfunded	3,000
Total Program Cost	**3,000**

Justification

City staff do not have the in-house expertise to educate and manage urban pests such as coyotes, raccoons, skunks and opossums. While the Humane Society is willing to assist to some degree, they too don't have the in-house expertise in this area.

This funding would provide staff with a modest amount of resources to engage a qualified company to provide City staff with professional assistance to address nuisance coyotes, raccoons, etc.

Animal Pest Management Services, Inc.
Urban Wildlife Professionals

Call Us: (800) 344-6567

About

Animal Pest Management Services, Inc., Since 1982

APM is the largest company in California working exclusively to solve animal and insect problems. APM has been serving our communities for over 30 years, integrating precision pest management and scientific methods for controlling animal and insect pests in the urban environment.

Experienced and Professional, Your APM Team of Experts Include:

- State Qualified Applicator License
- State Licensed QAL (Qualified Applicator License) #96258
- State Licensed PCA (Pest Control Advisor) #70969
- State Licensed OPR (Operator License) #9436 and #6328
- On-Staff Biologists
- Over 20 State Licensed QAC (Qualified Applicator Certificate) technicians
- Over 10 State Licensed Structural Field Representatives Branch II & III
- Over 20 State Licensed Trappers
- Insect Specialists (Ants, Spiders, Crickets, Silverfish, etc.)
- Rodent Specialists (Gophers, Ground Squirrels, Rats, Mice)
- Bird Specialists (Pigeons, Sparrows)
- Bird Exclusion (Swallows and other protected birds)
- Capture Specialists
- Friendly & Courteous Customer Support Staff available by phone **1-800-344-6567** Monday thru Friday 7:30am to 5:00pm
- **Emergency Service** after hours or weekends, please call **909-762-4998**

Celebrating Over 30 Years

Qualified and Certified

All of our technicians are state certified Pesticide Applicators, state licensed in trapping and extensively trained in pest I.D., damage recognition, management methods, and safety. We are also leading authorities on Animal Damage Management with three Urban Wildlife Biologists on staff to oversee training, safety, quality control, environmental assessment, and special animal problems. In addition, we develop state of the art precision programs to ensure that the most humane and ecologically sound methods are used.

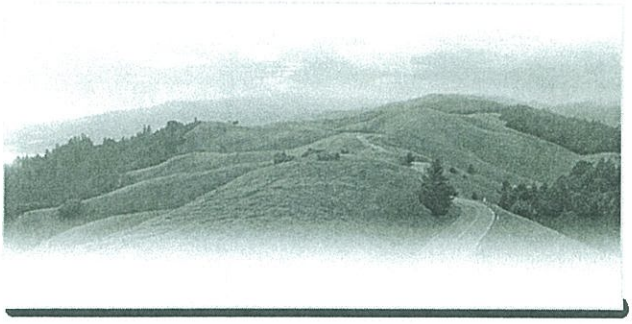
BIOLOGISTS FOR A GREEN

Animal Pest Management Services, Inc. has been dedicated to providing Green Solutions to pest problems for over 30 years. Our unique pest control programs are designed to offer effective pest

Animal Pest Management Services, Inc.
Urban Wildlife Professionals

Call Us: (800) 344-6567

Services



Precision Pest Management with Guaranteed Results

Our Urban Wildlife Biologists have developed effective methods for controlling the following potential animal and insect pests:

- Insects
- Rodents
- Trapping
- Specialty

Insects

- Bees
- Wasps
- Spiders
- Ants
- Termites

Rodents

- Ground Squirrels
- Gophers
- Field Mice
- Rats
- Moles

Trapping

- Raccoons
- Coyotes
- Skunks
- Opossums

Specialty

- Rabbits
- Birds

Animal & Insect Damage Prevention Services

- Site Inspections
- Site Evaluations
- Pest Management
- Program Development

Pest Management

- Baiting and Spraying
- Animal Removal
- Animal Proofing
- Animal Repelling

Animal Pest Management Services, Inc has been dedicated to providing Green Solutions to pest problems for over 30 years. Our unique pest control programs are designed to offer effective pest control with the least impact on the environment, using Integrated Pest Management (IPM) methods.

Our programs focus on targeting problem coyotes. Removing a small number of coyotes, in conjunction with educating communities on how to avoid attracting coyotes and other wildlife around their properties, will help instill more natural behaviors in the remaining coyote population. This will not only reduce the number of incidents (damage to property and injury to pets), but will also result in fewer coyotes needing to be trapped which will avoid any disturbance to the ecological balance in that area.

Solutions for Areas with Recurring Problems

In areas that have recurring issues with coyote problems, we recommend routine coyote trapping services twice per year, instead of waiting until there is an incident with people or pets. Optimally, trapping should be done in late February/early March (before the coyotes have their young) and then again in October/November (prior to mating season at the beginning of the year). Because total eradication is not a feasible solution, scheduling a trapping twice per year will be the most efficient way to maintain the coyote population at an acceptable level and will help reduce the possibility of injury to pets.

Behavior - Keeping Coyotes Wild

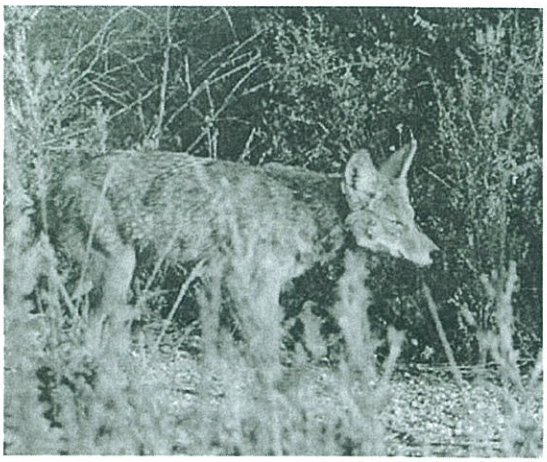
Coyotes can be found in most suburban areas and are very adaptable to different environments. Urban neighborhoods in particular contain numerous areas that provide food, water, and harborage areas for the coyotes to live.

Coyotes are opportunistic animals and will quickly determine available food sources in an area. In an urban setting, instead of hunting rabbits and rodents, coyotes will scavenge through garbage, eat pet food, and even prey on domestic pets. Once this type of behavior is established, it is difficult to change.

The typical breeding time in Southern California for coyotes is February through March. The coyote pups are then born in the spring. Coyote activity can increase greatly in the spring/summer months as the young coyotes are being reared because their food requirements are increased. Activity can also be high in early winter when the juveniles split from their mother coyotes.

Education

Education is key and an important part of our coyote management program. It is important to provide information to clients so they know what precautions to take and how they can contribute to helping reduce issues with wildlife by modifying their own practices in and around their homes.



Helpful Tips for Homeowners

In addition to routine trapping services, there are some precautions that homeowners can take to decrease the chance of conflict with coyotes in their neighborhood.

- Never feed coyotes
- Never leave small children unsupervised outdoors if there are coyotes in the area
- Remove food and water sources such as bird feeders/baths, pet food, etc.
- Pick up fallen fruit and cover compost piles
- Use garbage containers with tight fitting lids
- Feed pets indoors when possible. If they are fed outside, remove pet food immediately after.
- Store pet food where it is inaccessible to wildlife
- Do not leave small pets unattended outdoors.
- Trim shrubs up off the ground and thin dense landscaping to remove areas where coyotes and/or prey can hide.
- Install motion-sensitive lighting around homes
- If you see coyotes around your home, shout and/or make loud noises, throw rocks, etc. to discourage them from approaching.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
707 INFORMATION TECHNOLOGY
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	53,086
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	770
	Salaries and Benefits	0	53,856
21-000	Special Departmental	273,300	219,444
22-000	Contractual	65,100	65,100
31-000	Office Operating	1,551	1,551
40-007	Cable	1,500	1,500
60-036	Other Insurances	0	0
	Operating	341,451	287,595
91-000	Budget Savings	0	0
	INFORMATION TECHNOLOGY	341,451	341,451

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Finance	Information Technology	121-707-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Computer/Monitor Replacements	HP, Dell	16,000
#2:	NAS/SAN Storage Server	TBD - to be bid	12,500
#3:	Palo Alto Maintenance Subcription	TBD	10,300
#4:	Palo Alto Panorama	TBD	4,800
#5:	Web Filter Maintenance	Barracuda	2,000
#6:	Microsoft Server Software	Microsoft	2,500
#7:	Sophos Anivirus Software License	Sophos	1,600
#8:	Barracuda Spam Filter License	Barracuda	1,100
#9:	I.T. Governance (ITMP #2)	ClientFirst	634
#10:	IT User Training and Support (ITMP #6)	TBD	5,000
#11:	Sustainability Planning (ITMP #7)	ClientFirst	2,400
#12:	Eden Improvements (ITMP #10)	Tyler Technologies	25,000
#13:	Municipal Area Network/Internet (ITMP #35)	AT&T	36,000
#14:	Backups (ITMP #43)	Datto	5,000
#15:	Disk Space Expansion (ITMP #44)	CDW-G	10,000
#16:	I.T. Automation (ITMP #48)	TBD	2,500
#17:	Disaster Recovery Planning (ITMP #53)	ClientFirst	20,000
#18:	VoIP Phone System (ITMP #54)	Intellicom	20,000
#19:	New Computer Room - Phase 1 (ITMP #36)	TBD - to be bid	42,110
#20:			
TOTAL			**219,444**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

San Gabriel
CITY WITH A MISSION

City of San Gabriel

STAFF REPORT

DATE: March 17, 2016

TO: Steven A. Preston, FAICP, City Manager

FROM: Thomas C. Marston, Finance Director

SUBJECT: **Technology Improvements Report**

The City of San Gabriel continues to efficiently and effectively serve the needs of the citizens, businesses, and community. The use of technology is a crucial element in being able to provide this service, so the City endeavors to use it appropriately wherever and whenever it is the most cost effective means to provide convenient, timely and accurate information and service. The use of technology should be designed to improve the productivity of staff and provide the most efficient means to communicate with every citizen and business in the community. It should also be designed to enhance clear communication among the various departments and services of the City so citizens and businesses can easily report problems or concerns and be confident appropriate action will be taken.

In 2014, City staff worked with ClientFirst Technology Consulting, an independent third party with extensive background and experience in technology, to develop the City of San Gabriel's first ever Information Technology Master Plan. This Plan's intention is to help guide the City's technology development over a five year horizon. The Master Plan included a comprehensive outreach to departments to gain an assessment of the existing technologies and staffing, and representatives from all departments worked collaboratively to identify the City's current and future needs. The Information Technology Master Plan was developed for the 2014-15 through 2018-19 fiscal years. The 2016-17 fiscal year Information Technology Report represents no change in allocation from the previous fiscal year, but continues to honor the mandate that the funds be prioritized in a way that will best improve technology from a citywide or base infrastructure standpoint. The identified projects as presented are recommendations for discussion purposes with the intent that they may be refined in the 2016-17 budgeting process.

Attachments:

1. Information Technology Action & Master Plan

City of San Gabriel

Finance Dept | Information Tech | 121-707-00

Activity Type	Vendor	Amount Budgeted
Computer Replacement	TBD	16,000
NAS/SAN Storage Server	TBD	12,500
Palo Alto Maintenance Subcription	TBD	10,300
Palo Alto Panorama	TBD	4,800
Web Filter Maintenance	TBD	2,000
Microsoft Server Software	TBD	2,500
Sophos AntiVirus License	TBD	1,600
Barracuda Spam Filter license	TBD	1,100
		$50,800

Budgeted Initiatives

IT Governance	634
User Training and Support	5,000
Sustainability Planning	2,400
Eden Improvements	25,000
Municipal Area Network	36,000
Backups	5,000
Disk Space Expansion	10,000
IT Automation	2,500
Disaster Recovery Planning (DRP)	20,000
VoIP Phone Systems Selection & Implementation	20,000
Computer/Server Room - Phase 1	42,110
IT Staffing (Non-Safety)	53,856
	$222,500

IT Initiative Descriptions

Initiative #	IT Initiative	Dept(s)	2016 / 2017	Description
2	IT Governance	All	$ 634	Recommendations and consultations for IT prioritization
6	User Training and Support	All	$ 5,000	Ongoing training for existing software and equipment
7	Sustainability Planning	All	$ 2,400	Investigate annual maintenance, support, and upgrade costs for sustainability
10	Eden Improvements	Fin, All	$ 25,000	Expand Eden module for automated timekeeping
12	Citywide GIS Master Plan & Implementation	CD,PW	$ 20,000	Develop a 5-Year Citywide GIS Plan
14	Parks and Recreation System	CS	$ 20,000	Conduct a feature/function needs assessment to determine overall parks and recreation system needs
15	Work Order/Maintenance Management System	PW,CS	$ 40,000	Needs assessment to select new software for automated maintenance and asset management
16	Fire RMS Improvements	Fire	$ 15,000	Select new software to help integrate or replace existing systems; automate manual processes
18	Land Management System	CD	$ 161,000	Implement City's Land Management System
19	Theater Management System	Thtr	$ 40,000	Select new software for project management, facility rentals, booking/tracking/billing audience attendance.
34	Construction - IT Planning Needs	PD	$ 25,000	Select and maintain City's consistent in-building IT infrastructure for upcoming new Police Station
35	Municipal Area Network/Internet	IT, All	$ 36,000	Continuous service for City's Municipal Area Network
36	New Computer Room	IT, All	$ 90,000	Significantly improve and rebuild the City's current sub-standard computer room
43	Backups	IT	$ 5,000	Backup to cloud and offsite infrastructure maintenance
44	Disk Space Expansion	IT	$ 10,000	Expand City's storage area network; consider upgrading units to solid state drive
48	IT Automation	IT	$ 2,500	Patch management software for desktop parch updates and software push
53	Disaster Recovery Planning (DRP)	IT, All	$ 20,000	Disaster recovery design and budgeting
54	VoIP Phone Systems Selection & Implementation	All	$ 20,000	Purchase and install new VoIP phone system for City hall
56	IT Staffing (Non-Safety)	IT	$ 150,966	Consultant and full-time technician to support the City's IT Infrastructure

Project Expenditures **$ 688,500**

Funded Initiatives **$ 438,500**

Unfunded Initiatives **$ 250,000**

City of S[illegible]abriel

IT Strategic Master Plan

Project Initiative Preliminary Suggested Budget Requests

Initiative #	IT Initiative	Dept(s)	2015 / 2016	2016 / 2017	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024
est Practices											
1	Return-on-Investment Considerations	All									
2	IT Governance	All	$ 6,600	$ 6,600	$ 6,600	$ 6,600	$ 6,600	$ 6,600	$ 6,600	$ 6,600	$ 6,600
3	Software Selection	All									
4	IT Procurement	IT									
[illegible]	[illegible]pplication Management	All									
6	User Training and Support	All	$ 10,000	$ 5,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
7	Sustainability Planning	All	$ 2,400	$ 2,400	$ 2,400	$ 2,400	$ 2,400	$ 2,400	$ 2,400	$ 2,400	$ 2,400
8	Maintaining Software Updates	IT,All									
9	Social Media Policy	All									
pplications / Systems											
0	Eden Improvements	Fin, All		$ 25,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
1	EDMS (Electronic Document Management System	All	$ 25,000		$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
2	Citywide GIS Master Plan & Implementation	CD,PW		$ 20,000	$ 100,000	$ 100,000	$ 100,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
3	Mobile Computing	CD,PW									
4	Parks and Recreation System	CS		$ 20,000	$ 50,000	$ 10,000			$ 50,000	$ 10,000	
5	Work Order/Maintenance Management System	PW,CS		$ 40,000	$ 150,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
6	Fire RMS Improvements	Fire		$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
7	Fleet Management	PW				$ 10,000					
8	Land Management System	CD	$ 150,000	$ 161,000	$ 27,000	$ 28,350	$ 29,768	$ 31,256	$ 32,819	$ 34,460	$ 36,183
[illegible]	[illegible]heater Management System	Thtr		$ 40,000	$ 5,000	$ 5,000				$ 15,000	$ 5,000
0	[illegible]ool Filtration System	CS						$ 25,000	$ 25,000	$ 25,000	
1	Expanded Centralized Irrigation System	PW,CS			$ 20,000	$ 20,000	$ 20,000	$ 20,000		$ 20,000	$ 20,000
2	City Intranet	All									
3	Musco Lighting	PR							$ 30,000	$ 20,000	
4	VisionAire CAD/RMS Improvements	PD			$ 500,000	$ 500,000					$ 100,000
5	Reverse 911	Fire,PD	$ 50,000								
6	Police Field Reporting	PD					$ 50,000	$ 50,000			
7	Pavement Management	PW				$ 25,000					
8	Sewer & Storm Drain Management System	PW					$ 35,000				
9	Traffic Management System	PW						$ 25,000			
[illegible]V 2.0 (E-GOVERNMENT)											
1	Citizen Request Management (CRM)	Admin,All	$ 5,000								
2	Mass Communication	All						$ 25,000			
3	Website Improvements	All	$ 15,000								

Initiative #	IT Initiative	Dept(s)	2015 / 2016	2016 / 2017	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024
	Infrastructure										
34	Construction - IT Planning Needs	PD		$ 25,000					$ 25,000		
35	Municipal Area Network/Internet	IT, All	$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 36,000
36	New Computer Room	IT, All		$ 90,000							
37	Remote Access	All	$ 5,000								
38	Local Area Network (LAN) Upgrade	IT, All	$ 35,000		$ 20,000	$ 10,000					
39	Security Camera Surveillance	PD,CS				$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000
40	Theater IT Infrastructure	MP	$ 5,000								
41	Wi-Fi Improvements	IT, All	$ 6,600		$ 5,000				$ 10,000		
[illegible]	erver Virtualization	IT	$ 30,000								
43	Backups	IT	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
44	Disk Space Expansion	IT	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 20,000		$ 10,000
45	IT Infrastructure Consolidation	All			$ 10,000					$ 10,000	
46	Emergency Operations Center (EOC)	Fire,PD				$ 15,000	$ 15,000	$ 15,000			$ 15,000
47	City Pool Computers	CS	$ 2,400			$ 2,400			$ 2,400		
	Operations										
48	IT Automation	IT	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500
49	Help Desk System	IT, All									
50	Mobile Technology Management	IT, All				$ 25,000	$ 25,000	$ 25,000			$ 25,000
	Security										
51	IT Security	IT			$ 10,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
52	IT Security Review	IT			$ 7,500				$ 7,500		
53	Disaster Recovery Planning (DRP)	IT, All	$ 10,000	$ 20,000	$ 25,000	$ 25,000	$ 50,000	$ 25,000	$ 50,000	$ 25,000	
	elecommunications										
[illegible]	oIP Phone Systems Selection & Implementatin	All		$ 20,000	$ 75,000	$ 50,000				$ 75,000	
55	Telecommunications Costs Review	IT, All	$ 10,000								
	Staffing										
56	IT Staffing (Non-Safety)	IT	$ 138,095	$ 145,000	$ 152,250	$ 159,862	$ 167,855	$ 176,248	$ 185,061	$ 194,314	$ 204,029
57	GIS Staffing	All			$ 78,000	$ 78,000	$ 78,000	$ 78,000	$ 78,000	$ 78,000	$ 78,000
58	Managed Services	IT	$ 4,800		$ 4,800		$ 4,800		$ 4,800		$ 4,800
	Project Expenditures		**$ 574,395**	**$ 688,500**	**$ 1,357,050**	**$ 1,208,112**	**$ 719,923**	**$ 690,004**	**$ 705,079**	**$ 691,273**	**$ 682,512**

otes:

Preliminary budget estimates include consultants experience from peer projects and estimates and information provided by City staff.

Cost/Benefit analysis and detailed needs assessment is still needed for some future year initiatives.

BEST PRACTICES

A best practice is a method that consistently provides results greater than those achieved with other approaches. *CLIENTFIRST* believes the following best practices will enhance the City's ability to select, procure, and maintain more effective technology solutions in the future, as well as, improve the overall productivity of staff.

The IT Initiatives addressed within this category, which are explained in greater depth in the *Appendix*, include:

IT Initiative	Description
Return-on-Investment Considerations	Overview showing how to understand ROI opportunities in the City through various technology investments
IT Governance	Utilizing an ongoing IT Steering committee to drive technology education, policies and the implementation of the IT Master Plan over the next five years
Software Selection	Follow best practices needs assessments, evaluation, and procurement when considering new or replacement software solutions
IT Procurement	Using objective best practice procedures for procuring IT investments to ensure independent specifications and best cost/value is obtained for the City
Application Management	Establish roles and responsibilities for IT, departments, and users to improve overall utilization of software assets maintained by the City
User Training and Support	Improve ongoing user training to maximize system utilization and gain productivity and efficiencies
Sustainability Planning	Expand replacement/refreshment policies and related budgeting for all IT assets including departmental applications
Maintaining Software Updates	Maintaining software updates for all applications and operating systems for all users in a timely manner
Social Media Policy	Establish rules of conduct for employees that post content on the internet

APPLICATIONS / DEPARTMENTAL SYSTEMS

The Applications/Systems category includes initiatives primarily related to department business applications identified during the needs assessment process. Many of these initiatives and recommendations can have a significant impact on overall productivity, enhanced communications, information sharing, improved constituent service, transparency, and in some cases, cost efficiencies.

The IT Initiatives addressed within this category, which are explained in greater depth in the *Appendix*, include:

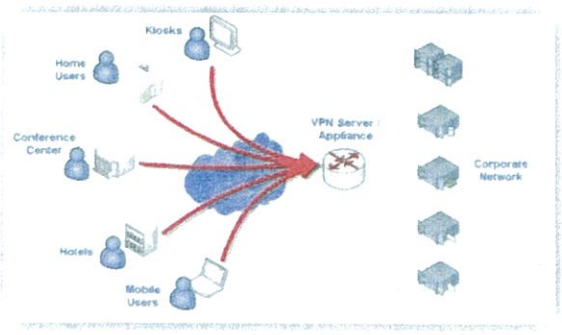
IT Initiative	Description
Eden Improvements	Adding functionality to the existing financial/accounting system
EDMS (Electronic Document Management System) LaserFiche	Implementation of advanced document and content management technology to: manage records, document capture, storage and retrieval; provide workflow automation; manage FOIA requests; and provide electronic forms and application capabilities with routing and approvals
Citywide GIS Master Plan	Developing master plan and business case for GIS implementation and investment
Mobile Computing	Increasing productivity by adding remote computing capabilities for staff in various departments
Parks and Recreation System	Replacement of under-performing software system to improve customer service and streamline department processes
Work Order / Maintenance Management System	System for maintenance and asset management functionalities
Fire RMS	Consolidating and improving functionality of various systems used by Fire Department
Fleet Management	Improving Fleet Management software system
Land Management System	Software suite that manages the following: •Project Planning / Zoning •Permits •Inspections •Code Enforcement •Business Licensing •Land / Parcel / Address Management
Theater Management System	System to management theater booking, tracking, billing, and attendance

IT INFRASTRUCTURE

CLIENTFIRST conducted a detailed IT infrastructure assessment, including the network, servers, equipment, inside/outside cable plant, and other communication infrastructures.

The IT Initiatives addressed for this category, which are explained in greater depth in the *Appendix*, include:

IT Initiative	Description
Construction – IT Planning Needs	Design and specify IT infrastructure within buildings during design phase
Municipal Area Network (MAN)	Design and implement a Municipal Area Network to significantly improve the City network functionality, reliability, performance and reduce redundant hardware and systems. A MAN is also required to implement a single VoIP (networked) telephone system.
New Computer Room	Improve security and physical infrastructure of the computer room
Remote Access	Provide remote access to computer systems for selected staff use in the field and/or during off hours
Local Area Network (LAN) Upgrade	Upgrades needed to network
Security Camera Surveillance	Improve city security and monitoring systems
Theater IT Infrastructure	Implement wireless network versus traditional network cables throughout building as cost effective measure
Wi-Fi	Allow users to connect wirelessly to City internet in conference rooms and key public locations
Server Virtualization	Consolidation of many physical servers to improve application resources and user needs
Backups	Improved maintenance and security for routine back up procedures
Disk Space Expansion	Increase disk storage capabilities which are currently at capacity
IT Infrastructure Consolidation	Centralize customarily citywide systems across departments that are currently independent of one another
Emergency Operations Center (EOC) Improvements	Replace outdated equipment and retrieval of electronic information

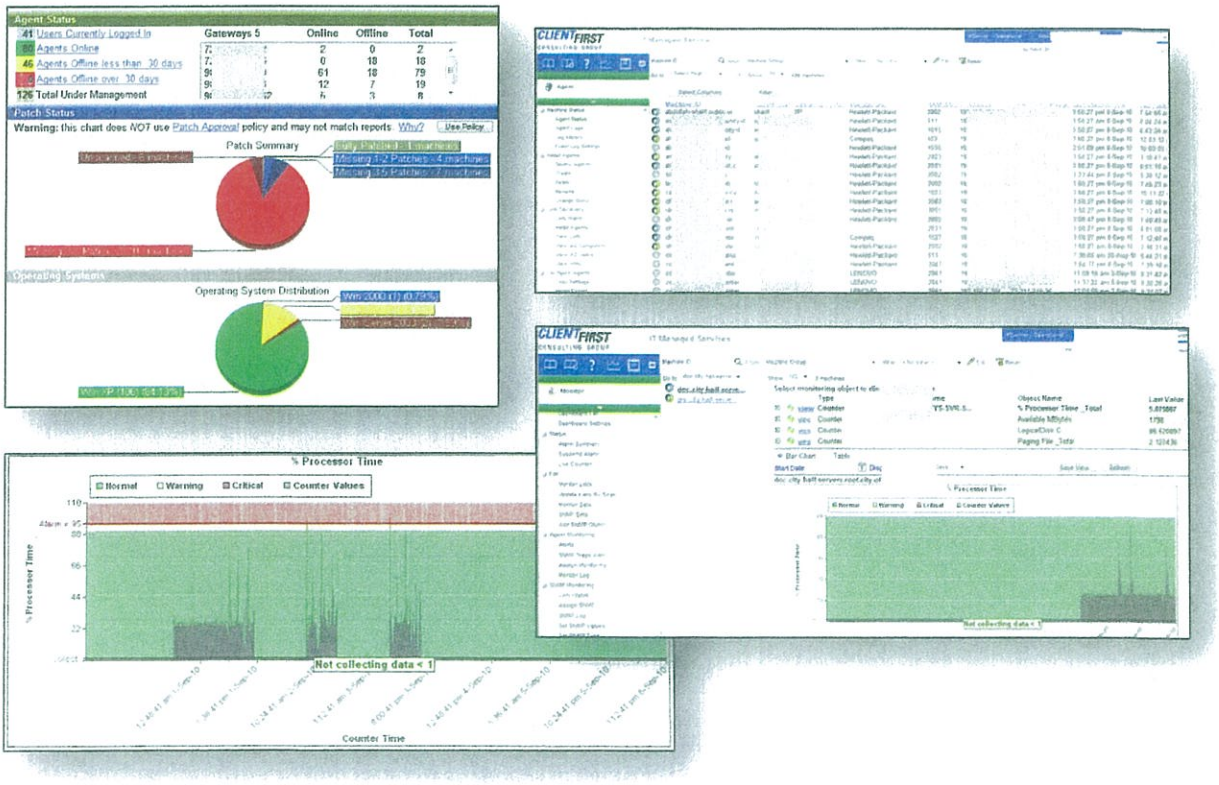


IT OPERATIONS

IT operations are the daily support and maintenance of all IT infrastructure and user support. IT operations include the processes and procedures used by IT staff to maintain the network, applications, and workstations. Initiatives related to IT operations are often focused on productivity improvements and implementing IT best practices.

The IT Initiatives addressed for this category, which are explained in greater depth in the *Appendix*, include:

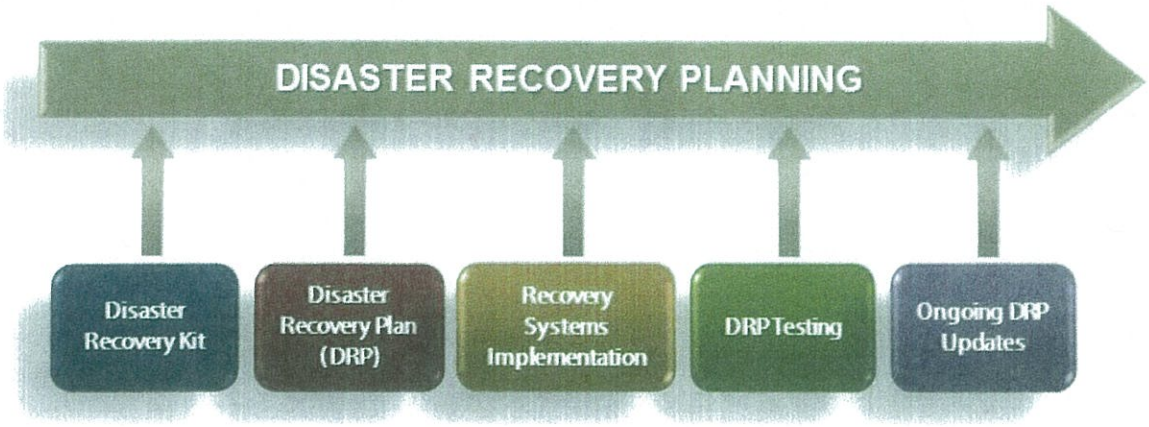
IT Initiative	Description
IT Automation	Automation of application and security patching as well as PC imaging tools
Help Desk System	A central Help Desk ticketing system would simplify management of ongoing problem resolution
Mobile Technology Management	Mobile Device Management Software to improve IT staff productivity and improve device security



IT SECURITY

IT Security refers to all security systems and practices, including disaster recovery to project City systems and data.

IT Initiative	Description
IT Security	Replace firewall, create DMZ and create additional IT security policies and procedures
IT Security Review	Evaluation of present security controls and future requirements
Disaster Recovery Planning (DRP)	Develop and implement a City IT Disaster Recovery Plan per the City's financial audit Management Letter



TELECOMMUNICATIONS

Telecommunications initiatives can include technologies and services, such as telephone systems, communications methods, communication services (e.g., telephony, data transmission, etc.), and service costs.

The City implemented a new Mitel VoIP phone system in 2006. The system is being replaced with a NEC SV8100 32 IP package with CPU and power supply at both fire stations.

The IT Initiatives addressed within this category, which are explained in greater depth in the *Appendix*, include:

IT Initiative	Description
VoIP Phone System Assessment	Implement new citywide telephone system after design and implementation of a Municipal Area Network (MAN)
Telecommunications Costs Review	Evaluation of present telecommunication services (voice and data) to determine possible cost reduction and improved performance

IT STAFFING

This category addresses short-term issues facing overall IT staffing resources for the City.

IT Initiative	Description
IT Staffing	Assess current staff size, additional staffing needs, and potential solutions
GIS Staffing	Staff needed to administer geographical coordination efforts
Managed Services	Automation of many routine basic tasks

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Finance	Information Technology	121-707-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Phone Maintenance	ATT	3,880
#2:	Web Site Annual Maintenance	Civic Plus	4,020
#3:	Information Technology Consultant	Intranet	55,000
#4:	Records Scanning	Laserfiche	1,000
#5:	Mobile "App" Annual Maintenance	Civic Plus	1,200
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**65,100**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Finance	Information Technology	121-707-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Improve IT support and internal customer service with an Part-Time Information Systems Specialist.

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) Reallocation of Existing Budget	0
Total Program Cost	**0**

Justification

Non-safety information technology has traditionally only included a contracted part-time (26 hours per week) IT support resource, which is insufficient as determined in the I.T. Master Plan, especially given the nature of the current IT infrastructure and significant improvements that have been and need to be made. Police has its own full-time IT staff and the Fire Department currently contracts for its IT support using a contract service provider.

In order to improve the insufficient non-safety IT support, the city needs to create its own IT support staff. The IT Master Plan recommendation is to have full-time city employed IT staff to provide sufficient support to the city's non-safety departments. Our initial phase to reach this goal in FY16-17 is to create a Part-Time Information Systems Specialist to assist the city's current contracted IT support. In FY17-18, we will recommend reaching the IT Master Plan goal of having a full-time Information Systems Specialist.

City of San Gabriel
Information Systems Specialist Part Time - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-710-00-12-000	53,085.76	
Sub-total		53,085.76	
Benefits:			
P.E.R.S. Retirement	121-710-00-19-002	-	0.00%
Medicare	121-710-00-19-004	769.74	1.45%
Flex Benefits	121-710-00-19-001	-	0.00%
Life & ADD Benefits	121-710-00-19-001	-	0.00%
Sub-total		769.74	1.45%
Grand Total		53,855.50	
Covered by Retirement		-	
Net General Fund		53,855.50	

Note:
Salary Grade = 49a

A =	35.57
B =	37.35
C =	39.21
D =	41.10
E =	42.23

28 hours per week

IT STAFFING

56. IT STAFFING

Findings and Observations

City Hall and Fire have traditionally only contracted a part-time IT support resource, which is insufficient, especially given the nature of the current IT infrastructure and significant improvements that need to be made. Police has its own full-time IT staff. All departments feel that only part-time IT support is not sufficient for the City's needs, and Fire is a mission-critical function for the City. Note: Fire has recently contracted its own IT support resource on a part-time basis.

Recommendations

It is highly recommended that the City increase IT support services for City Hall and Fire. Options to consider include:

- Initially, increase to a 1.0 FTE equivalent
- Consider part-time contracted IT Directorship during implementation of the IT Master Plan. This will provide the City with the project, strategy and budgeting oversight without the six-figure salary that comes with it.
- Include consulting, project management and engineering with most new IT infrastructure projects to ensure quality of design and implementation, while IT Support staff focuses on support and maintenance, users, and application systems.
- Consider developing an RFP for IT Support Services to include:
  - Independent service provider (no hardware or software reselling)
  - A company that can provide a mix of expertise (e.g., IT Directorship, network engineering, server and systems administration, IT security, and help desk support)
- In the long-term consider consolidating City administration and public safety IT operations to eliminate redundancies and unnecessary expenditures. This could then be staffed all in-house or remain a mixed staffing model with external supplemental IT support for functions that do not require full time expertise.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Finance	Information Technology	121-707-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☑ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Phase 1 of 2 for new City Hall Computer Room. IT Master Plan #36

Account #: 121-707-00-21-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Reallocation of Existing Budget	0
Total Program Cost	**0**

Justification

The main computer room is significantly sub-standard, and physical security is poor. For example, the presense of a window increases environmental risks. Lack of labeling and organization will increease repair times for anyone not familiar with the environment. In other cases, facilities' limitations cause computer equipment environments to be sub-standard.

The I.T. Masterplan encourages the development and documentation for computer racks prior to implementation of new equipment and hiring an "independent" third-party infrastructure design-consulting firm to design a new computer room. This project will consist of 2 phases, with the total cost of $90,000 over the course of two years. In FY16-17, we are budgeting $42,110 in the IT Division's 21-000 account to complete phase 1 of the new computer room.

36. New City Hall Computer Room

Findings and Observations

- The city hall computer room is significantly sub-standard; Physical security is poor
- The presence of a window increases environmental risks
- Lack of labeling and lack of organization will increase repair times for anyone not familiar with the environment
- In other cases, facilities' limitations cause computer equipment environments to be sub-standard

Recommendations

- Options for the main computer room
  - Move servers to a collocation facility
  - Develop and document a design for computer racks prior to implementation of new equipment
- For remote facilities, a survey of existing conditions and necessary improvements should be completed
- Computer rooms in all new facilities should be designed by a third-party infrastructure design consulting firm
- Consider a single data center/computer room for the entire city in the new Police building

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
709 PURCHASING
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	153,707	159,939
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	4,596
15-000	Worker's Compensation	0	0
19-001	Health Insurance	33,754	33,772
19-002	Retirement	29,284	34,999
19-004	Medicare	2,229	2,319
	Salaries and Benefits	218,974	235,625
33-000	Vehicle Operating	1500	1500
60-036	Other Insurances	0	0
	Operating	1,500	1,500
91-000	Budget Savings	0	0
	PURCHASING	220,474	237,125

SmartProcure Launches New Solution to Lower Government Purchasing Costs

February 07, 2013 10:38 AM Eastern Standard Time

DEERFIELD BEACH, Fla.--(BUSINESS WIRE)--SmartProcure, LLC, announces the launch of an online information service that provides access to local, state, and federal government procurement data, enabling government agencies to make more efficient procurement decisions and save taxpayer dollars.

Local, state, and federal government agencies in the U.S. spend over $20 billion each day – which totals over $7 trillion dollars of goods and services annually. Combined these agencies represent the largest purchaser in the world. Yet only a very small percentage of procurement information is ever shared between these agencies and, as a result, government organizations rarely benefit from their enormous collective purchasing power.

SmartProcure enables government agencies to save time and money through unparalleled access and sharing of data. The proprietary system provides access to data from over 27 million purchase orders issued by 1500 government agencies. Access to the purchase order information combined with the system's analytical and reporting functionalities provides agencies with the opportunity to save an estimated 10-25% on purchases of all goods and services. SmartProcure is a software-as-a-service (SaaS) solution (requiring no hardware or installation of software) that is provided free to government agencies.

"SmartProcure is a revolutionary service providing agencies the information they need to analyze and award procurements faster and more efficiently," said Jeff Rubenstein, founder and CEO of SmartProcure. "Our solution transforms government purchase order data into useful information that assists agencies in making better acquisition decisions."

SmartProcure enables agencies to identify prospective vendors, evaluate pricing parameters, confirm vendor performance, leverage existing contracts, and share lessons learned. Additionally, the system provides government agencies the ability to conduct in-depth analysis on procurement trends related to specific goods and services, regional and state acquisitions, vendor contract awards, and overall government spending.

"SmartProcure is the only solution that provides us with aggregated spend analysis across all levels of government (national, state, and local). It provides immediate information about what our vendors are charging us compared to other government agencies. SmartProcure has dramatically helped us leverage our negotiation power with our vendors, ultimately resulting in cost savings for the products and services we buy. Best of all, there is no cost or obligation to us for using the software. Conducting this type of in-depth research on our own would simply be cost and time prohibitive," said David Santucci, Purchasing Manager for the City of Deerfield Beach (FL).

About SmartProcure, LLC.

SmartProcure, LLC, provides, unprecedented access to government procurement data history using proprietary software enabling local, state, and federal agencies in the U.S. to significantly reduce their costs and make more efficient procurement decisions, which save taxpayer dollars. Government agencies use the system to identify prospective vendors, evaluate pricing parameters, confirm vendor performance, and share lessons learned. SmartProcure is located at 450 Fairway Drive, Suite #104, Deerfield Beach, Florida 33441. For more information, including a demo of the service, please visit: www.smartprocure.us/government.

Contacts

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CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
717 GENERAL SERVICES
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	24,587	26,076
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	1,325
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	357	386
	Salaries and Benefits	24,944	27,787
22-000	Contractual	16,518	16,518
31-000	Office Operating	55,692	55,692
33-000	Vehicle Operating	7,400	7,500
33-060	Vehicle Replacement	16,000	32,000
60-036	Other Insurances	0	0
	Operating	95,610	111,710
91-000	Budget Savings	0	0
	GENERAL SERVICES	120,554	139,497

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Finance	General Services	121-717-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	IM9220 Copier Maintenance Agreement	OCE/Imagistics	2,318
#2:	XC560 Copier Maintnance Agreement	Xerox	11,700
#3:	Fax Machine Maintenance Agreement	Panasonic	500
#4:	Mail Machine Maintenance Agreement	Pitney Bowes	2,000
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**16,518**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

Fire (Summary/Overview)

The San Gabriel Fire Department s is responsible for saving lives and property through by providing unparalleled 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. Focus this year will be placed on improving response times on all emergency calls, a strong focus on paramedic continuing education, improved planning and fire prevention to our business community and continuing to help educate the community though outreach programs.

Fire (Cost Center Summary)

In FY 2016-2017, the Fire Department will continue to improve its operational effectiveness through greater collaboration and training with neighboring fire departments. In collaboration with other Area C fire departments and Verdugo Communication Center the fire department will be implementing a new Operations Manual and standardizing radio communications to provide a safer working environment through improved communications, updated procedures and common goals. 2016-2017 will bring increased training with several new probationary firefighters, continued US&R training to more department members , increased medical knowledge and scope of practice provided by UCLA Center for Prehospital Care and facility rehabilitation projects.

Emergency Operations Center (Cost Center Summary)

The Emergency Operations Center (EOC) provides a facility for specialty trained departmental staff to manage and reduce the adverse effects of emergency situations that threaten human life, property and the environment. Recently remodeled and outfitted with the most up to date radio, satellite and digital technology to insure continued communications with local, state and federal agencies during any emergency situation. FY 2016-2017 goal is to fully transition the management of the EOC into a virtual environment thus negating the need for a physical presence.

Disaster Preparedness (Cost Center Summary)

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. FY 2016-2017 is set to update and enhance the Emergency Operations plan which will meet the most recent FEMA compliance standards.

FIRE
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Number of Emergency Calls			
Fire	305	490	
Medical	2016	2520	
Service	130	250	
Number of Medical Transports	1425	2200	
Number of Mutual/Automatic Aid Responses			
Given	466	536	
Received	615	588	
Number of Fire Prevention Inspections	2485	2515	

Key Performance Indicators

Total Response Times (average)		
Fire	4:20	4:29
Medical	3:55	3:50
Turnout Times (average)		
Fire	0:58	0:53
Medical	0:47	0:50

Outcomes Measurement

Response Time	See above	See Above
Percentage of Residential Inspections Completed	91	100
Percentage of Business Inspections Completed	95	100
Citizen Complaints	3	0
Citizen Complaints Sustained	0	0
Field Service Audits	100	100

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
761 FIRE
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	3,368,407	3,521,948
11-036	Full Time Bilingual Incentive	3,600	3,600
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	247,013	247,013
14-000	Compensated Absences	0	108,418
15-000	Worker's Compensation	0	530,797
19-001	Health Insurance	667,122	667,621
19-002	Retirement	1,394,553	1,596,161
19-004	Medicare	48,956	50,997
	Salaries and Benefits	5,729,651	6,726,555
21-000	Special Departmental	202,954	211,954
22-000	Contractual	223,057	223,057
31-000	Office Operating	5,000	5,000
33-000	Vehicle Operating	272,000	275,000
33-060	Vehicle Replacement	187,000	187,000
35-000	Building Operating	15,907	15,907
40-003	Electricity	22,000	22,000
40-004	Gas	2,500	2,500
40-005	Telephone	30,000	30,000
40-006	Water	5,000	5,000
40-007	Cable	3,500	3,500
40-008	Sewer Service Charge	598	598
40-010	Cellular Services	5,800	15,300
43-000	Uniforms	27,270	27,270
45-000	Educational	14,328	14,328
53-000	Membership and Dues	2,000	2,000
54-000	Allowances	12,350	12,350
60-036	Other Insurances	0	264,548
64-000	Professional Services	410,062	410,062
	Operating	1,441,326	1,727,374
91-000	Budget Savings	0	0
	FIRE	7,170,977	8,453,929

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Fire	Fire	121-761-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Paramedic Supplies	Life Assist	81,000
#2:	Safety Equipment	L.N. Curtis Fire Equipment	4,800
#3:	Turnouts, Cleaning and Repair	Turnout Maintenance Company	3,500
#4:	Petty Cash Reimbursements	Receipts	4,000
#5:	Hardware Supplies	Mission/Smith/Home Depot	4,500
#6:	Medical Oxygen	Cal Ox	2,000
#7:	Radio Equipment	CommLine	19,509
#8:	Miscellaneous Purchases	Various	6,623
#9:	Medical Equipment Service	EMSAR Equipment Repair	1,800
#10:	Equipment Maintenance	Garvey Equipment Company	1,000
#11:	Turnouts	Globe Manufacturing	28,800
#12:	Paramedic Training	CE Solutions	4,000
#13:	Mandatory Fire Training	City of Alhambra	14,000
#14:	Fitness Equipment	Busy Body	2,000
#15:	USAR Equipment and Maintenance	Allied Safety	7,000
#16:	SCBA's and related equipment	L.N. Curtis Fire Equipment	6,400
#17:	Public Education Materials	Fire Safety Education	8,022
#18:	Antique Fire Engine Mechanical	Formula One	1,000
#19:	Wellness Program	Santa Ana College	1,000
#20:	Fire Hose Replacement	All Star Fire Equipment	11,000
TOTAL			**211,954**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Fire	Fire	121-761-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Verdugo Dispatch Services	City of Glendale	149,924
#2:	Annual Termite Inspection and Control	Termite Control Service	300
#3:	Copier Service	OCE North American	3,000
#4:	Phone System Maintenance	IT / VOIP Technologies	4,500
#5:	Medical Education	UCLA Center for Prehospital Care	19,550
#6:	Air Conditioner Maintenance	KLM	1,135
#7:	Background Investigations	Arroyo Investigations	7,000
#8:	Fire Extinguisher Service	Cobra Fire Protection	400
#9:	Annual Fire Hydrant Rental	San Gabriel County Water	4,000
#10:	Employee Physicals/Medicals	Dreamweaver	1,000
#11:	Monthly Pest Control	Terminix International	560
#12:	Telephone Service	ATT	1,688
#13:	IT Services	Robert Moriarty	24,000
#14:	Electronic Patient Care Records	Digital EMS	6,000
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			223,057

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Building Operating (Account "35") Budget Detail
Maintenance and use of physical buildings

Fire	Fire	121-761-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Repair & Maintain Apparatus Doors	Lock-up Gate and Door Secuirty	4,000
#2:	Plumbing Repairs	Various	8,867
#3:	Minor Facilities Repairs	Various	3,040
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**15,907**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Fire	Fire	121-761-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Paramedic Coordinator	CFCA - EMS Section	150
#2:	Department	Fire Engineering, Firehouse	80
#3:	Fire Prevention	Foothill and LA Area Fire Prevention	125
#4:	Deputy Chief	Foothill Training Officers	50
#5:	Deputy Chief	International Assoc of Chiefs	1,000
#6:	Division Chiefs	LA Arson, LA Training Officers, etc.	595
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			2,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Fire	Fire	121-761-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Annual Conference - Deputy Chief	Int. Assc. Of Fire Chiefs	1,450
#2:	Spring Conference - Division Chiefs	L.A. Area Fire Chiefs	500
#3:	Fall Conference - Division Chiefs	L.A. Area Fire Chiefs	500
#4:	ICA Annual Conference - Fire Chief	Independent Cities Association	1,100
#5:	Firehouse World Conference - Fire Chief	Firehouse	1,200
#6:	USAR Classes	North Net	2,000
#7:	Training/Certifications - Various	CICCS	3,500
#8:	Classes/Certifications - Various	State Fire Marshal Approved	2,100
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			12,350

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Professional Services (Account "64") Budget Detail
Payments share command staff

Fire	Fire	121-761-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Shared Command Staff	San Marino	325,078
#2:	Shared Command Staff	South Pasadena	84,984
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			410,062

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Fire	Fire	121-761-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Replace Sperion Breathing Apparatus.

Funding Source (Check One)	Funding Amount
☑ General Fund	52,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**52,000**

Justification

The Sperion breathing apparatus were purchased in 2007 with grant money. The concept was to get all the fire departments in Los Angeles County to use the same breathing apparatus. This never came to fruition. In Area C alone there are 3 different types of breathing apparatus being used. The Sperion breathing apparatus have had multiple documented failures. It is such a flawed product that they don't manufacture this model anymore.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Fire	Fire	121-761-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Purchase of a new fire engine.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Vehicle Replacement Fund	625,000
Total Program Cost	**625,000**

Justification

In 2002, the Fire Department, with assistance from the Finance Department, established a Depreciation Expense Account in order to replace emergency vehicles. Fire department apparatus is setup for 12 years front-line and 6 years in reserve. Our oldest reserve unit is a 2002 (there is a 1995 E-One engine in our inventory but has been removed from reserve status and will go to auction in mid 2016.) The vehicle replacement account shows a replacement engine due in 2019-20. To keep us on a 12/6 plan the Vehicle Replacement Fund needs to be modified by moving up the purchase of the next engine to the 2016-17 budget year. In 2001 the schedule was adjusted by purchasing the 2002 Pierce 2 years early due to the complete engine failure of the 1995 E-One. Purchase of an engine in 2017 will keep us on schedule and our fleet up to date.

City of San Gabriel
Fire Engines, Ambulances and Urban Search and Rescue
Funding Analysis
(Revised 10/2/15)

	Actual 2001-02	Actual 2002-03	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014
Fund Balance Beginning	0	188,603	258,603	259,570	111,420	5,256	-22,470	82,530	187,530	232,530	399,035	508,035	462,845
Revenues													
Establish Account	100,000	0	0	0	0	0	0	0	0	0	0	0	0
Annual Contribution	88,603	70,000	90,000	90,000	140,000	140,000	140,000	140,000	80,000	201,505	144,000	148,000	164,000
General Fund Loan	200,249	217,232	0	0	0	0	0	0	0	0	0	0	0
Sub-total	388,852	287,232	90,000	90,000	140,000	140,000	140,000	140,000	80,000	201,505	144,000	148,000	164,000
Expenditures													
General Fund Loan Repayment	0	0	0	0	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
2002 Pierce Engine	178,294	180,699	0	0	0	0	0	0	0	0	0	0	0
Fire Rescue Tools	21,955	0	0	0	0	0	0	0	0	0	0	0	0
Additional Equipment	0	25,101	0	0	0	0	0	0	0	0	0	0	0
Breathing Apparatus	0	11,431	0	0	0	0	0	0	0	0	0	0	0
Mobile Data Equipment	0	0	89,033	0	0	0	0	0	0	0	0	0	0
2005 Pierce Quantum	0	0	0	238,150	211,164	0	0	0	0	0	0	0	0
Rescue Ambulance	0	0	0	0	0	132,726	0	0	0	0	0	158,190	3,465
2014 Pierce Quantum	0	0	0	0	0	0	0	0	0	0		0	586,955
Future Pierce Fire Engines	0	0	0	0	0	0	0	0	0	0		0	0
Future Pierce USAR	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Command Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-total	200,249	217,232	89,033	238,150	246,164	167,726	35,000	35,000	35,000	35,000	35,000	193,190	625,420
Fund Balance Ending	188,603	258,603	259,570	111,420	5,256	(22,470)	82,530	187,530	232,530	399,035	508,035	462,845	1,425

Notes:

2003-05 Mid-Term Budget Review eliminated an appropriation for an Ambualance ($125,000) and provided an appropriation of a new Fire Engine ($350,000).

LAIF Annual Yields:

2001-02 = 3.445%, 2002-03 = 2.152%, 2003-04 = 1.532%, 2004-05 = 2.256%, 2005-06 = 3.873%, 2006-07 = 5.121%, 2007-08 = 4.325%, 2008-09 = 2.224%, 2009-10 = 0.651%, 2010-11 = 0.495%, 2011-12 = .382%, 2012-13 = .307%, 2013-14 = .0249%, 2014-15 = .0269

Fire Engine Life Expenctancy = 12 years (Front Line), 6 Years (Reserve)

Ambulance Life Expectancy = 5 years (Front Line), 5 Years (Reserve)

Command Vehicle Life Expectancy = 6 years

Urban Search and Rescue (Pierce Arrow XT) has no replacement funding plan in place. Original purchase funded by Homeland Security Grant of $397,509.

City of San Gabriel
Fire Engines, Ambulances and Urban Search and Rescue
Funding Analysis
(Revised 10/2/15)

	Actual 2014-2015	Budgeted 2015-2016	Forecasted 2016-2017	Forecasted 2017-2018	Forecasted 2018-2019	Forecasted 2019-2020	Forecasted 2020-2021	Forecasted 2021-2022	Forecasted 2022-2023	Forecasted 2023-2024	Forecasted 2024-2025	Forecasted 2025-2026	Forecasted 2026-2027
Fund Balance Beginning	1,425	45,094	197,094	351,613	338,613	525,613	62,613	124,613	311,613	273,613	460,613	647,613	84,613
Revenues													
Establish Account	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Contribution	164,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000
General Fund Loan	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-total	164,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000	187,000
Expenditures													
General Fund Loan Repayment	35,000	35,000	32,481	0	0	0	0	0	0	0	0	0	0
2002 Pierce Engine	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Resue Tools	0	0	0	0	0	0	0	0	0	0	0	0	0
Additional Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Breathing Apparatus	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobile Data Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
2005 Pierce Quantum	0	0	0	0	0	0	0	0	0	0	0	0	0
Rescue Ambulance	0	0	0	200,000	0	0	0	0	225,000	0	0	0	0
Future Pierce Fire Engines	0	0	0	0	0	0	0	0	0	0	0	0	0
Future Pierce Fire Engines	0	0	0	0	0	650,000	0	0	0	0	0	750,000	0
Future Pierce USAR	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Command Vehicle	85,331	0	0	0	0	0	125,000	0	0	0	0	0	130,000
Sub-total	120,331	35,000	32,481	200,000	0	650,000	125,000	0	225,000	0	0	750,000	130,000
Fund Balance Ending	45,094	197,094	351,613	338,613	525,613	62,613	124,613	311,613	273,613	460,613	647,613	84,613	141,613

Notes:

2003-05 Mid-Term Budget Review eliminated an appropriation for an Ambualance ($125,000) and provided an appropriation of a new Fire Engine ($350,000).

LAIF Annual Yields:

2001-02 = 3.445%, 2002-03 = 2.152%, 2003-04 = 1.532%, 2004-05 = 2.256%, 2005-06 = 3.873%, 2006-07 = 5.121%, 2007-08 = 4.325%, 2008-09 = 2.224%, 2009-10 = 0.651%, 2010-11 = 0.495%, 2011-12 = .382%, 2012-13 = .0307%, 2013-14 = .0249%, 2014-15 = .0269

Fire Engine Life Expenctancy = 12 years (Front Line), 6 Years (Reserve)

Ambulance Life Expectancy = 5 years (Front Line), 5 Years (Reserve)

Command Vehicle Life Expectancy = 6 years

Urban Search and Rescue (Pierce Arrow XT) has no replacement funding plan in place. Original purchase funded by Homeland Security Grant of $397,509.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Department	Division	Account Number
Fire	Fire	121-761-00

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase the line item for safety gear by $9,000.

Funding Source (Check One)	Funding Amount
☑ General Fund	9,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**9,000**

Justification

Currently the department receives $19,800 to replace firefighting pants and jackets (turnouts). This amount is not keeping up with current wear and tear of the two sets of turnouts for each member of the department. each set of turnouts costs approximatly $5,000. This increase will also allow us to provide two sets of turnouts for the recent new hires.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
761 FIRE
11 EMERG. OPERATIONS CENTER

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
21-000	Special Departmental	4,000	4,000
35-000	Building Operating	8,851	8,851
40-003	Electricity	5,000	5,000
40-005	Telephone	3,600	10,300
40-007	Cable	5,500	5,500
40-010	Cellular Services	25	25
60-036	Other Insurances	0	0
	Operating	26,976	33,676
91-000	Budget Savings	0	0
	EMERG. OPERATIONS CENTER	26,976	33,676

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Fire	E.O.C.	121-761-11
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Computer Supplies	Alice Computers	2,000
#2:	EOC Supplies	Office Depot	2,000
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			4,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Building Operating (Account "35") Budget Detail
Maintenance and use of physical buildings

Fire	E.O.C.	121-761-11
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Plumbing	TBD	500
#2:	Electrical Supplies	TBD	500
#3:	Fire Extinguisher	TBD	1,200
#4:	Building Repairs	TBD	1,000
#5:	Locksmith and Keys	Harold's	500
#6:	HVAC	KLM	1,000
#7:	Issues related to deferred maintenance	TBD	4,151
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			8,851

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Fire	E.O.C.	121-761-11
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

EOC Furniture

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Unfunded	4,500
Total Program Cost	**4,500**

Justification

The seating and tables needs to be replaced to accommodate personnel assigned to the EOC.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Fire	E.O.C.	121-761-11
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Replace current 20+ year old Heating and Air Conditioning system.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Unfunded	9,500
Total Program Cost	**9,500**

Justification

HVAC System has reached its useful life, 20+ years, and needs to be replaced with a more efficient system.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
781 DISASTER PREPAREDNESS
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
21-000	Special Departmental	15,000	21,000
60-036	Other Insurances	0	0
	Operating	15,000	21,000
91-000	Budget Savings	0	0
	DISASTER PREPAREDNESS	15,000	21,000

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Fire	Disaster Prepardness	121-781-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Disaster Plan Maintenance	Disaster Management Area	6,000
#2:	Emergency Notification System	CivicPlus	9,000
#3:	VEOCI Virtual EOC Management System	TBD	6,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			21,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Fire	Disaster Preparedness	121-781-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

VEOCI virtual EOC management system.

Funding Source (Check One)	Funding Amount
☑ General Fund	6,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**6,000**

Justification

VEOCI was implemented in 2015 to allow for critical city functions to be managed, tracked, and assigned without the need of a physical presence in the EOC. The cost of the system was encumbered by the Area C Disaster Committee using grant funds. The system is being used by all of the Area C cities, and provides consistency and continuity for disaster operations.

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Station 52 Upgrade **PROJECT #:** 6-09-07

DEPT. Fire **PREPARED BY:** D. Doehler

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☐	Advanced	☐
Funding Change	☑	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date

Est. Completion Date

Associated Projects

DESCRIPTION

Ths project will expand and upgrade Station 52 facility at 115 N. Del Mar Avenue to accommodate up to five personnel. The project includes replacing all exterior concrete, adding 1,232 square feet of living space to expand training/day room, kitchen, provide workout room, turnout closet and computer equipment room. Also, will add a security gate, replace roof and upgrade HVAC, generator and all substandard electrical. A fire sprinkler system will be provided.

Account No.: 122-761-15-97-315 & 122-761-40-97-315

2016-17 Budget update:

Approximately $40,000 will be used to do a deployment survey to determine the actual station and personnel needs of the fire department so the money used to upgrade station 52 won't be wasted on unnecessary remodeling costs.

$150,000 will be used to add gender neutral bathrooms at both station 51 and station 52 to meet current laws.

$8,500 will be used to replace a failed HVAC system that has been kept running by monthly maintance for the past 2 years.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	50,000						50,000
Construction	566,000						566,000
(Other)							
TOTAL	**616,000**						**616,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	566,000						566,000
40 Development Impact	50,000						50,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**616,000**						**616,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Rescue Ambulance **PROJECT #:** 7-14-02

DEPT. Fire **PREPARED BY:** D. Doehler

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION	
Status		**Timetable**		Project Start Date	Associated Projects
New Project	☑	No Change	☐		
No Change	☐	Advanced	☐	Est. Completion Date	
Funding Change	☐	Delayed	☐		

DESCRIPTION

In 2002, the Fire Department, with assistance from the Finance Department, established a Depreciation Expense Account in order to replace emergency vehicles. In FY 2017-18, we will need to specify and order a new rescue ambulance. The account is fully funded for this purpose. The rescue ambulance is staffed by 2 fire paramedics and is used to transport ill or injured patients from the field to a hospital emergency room.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Purch. Rescue Ambulance				200,000			200,000
(Other)							
TOTAL				**200,000**			**200,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED							
37 Vehicle Equip Repl.				200,000			200,000
(Other #1)							
(Other #2)							
Total				**200,000**			**200,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

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 Playhouse budget supports the preservation of, and improvements to, the historic building, the production of rental events and in-house Community Engagement programs, marketing of the theater and programs, fundraising and volunteer programs, box office and concessions programs.

Mission Playhouse (Cost Center Summary)

During FY 16-17, the Playhouse aims to sustain the expanded Community Engagement program, which has increased the number of Engage! event offerings to over 35 events this year. In addition, the Playhouse will continue to make facility and organizational improvements to support safe access to arts for the community by completing the installation of a new marquee sign, and purchasing a wheelchair lift for stage access.

MISSION PLAYHOUSE
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Number of Events	100	72	
Number of Website Visits	36,250	TBD	
Number of Facebook Likes	1,513	1745	
Number of Twitter Followers	1,100	1147	
Key Performance Indicators			
Number of prospective event contacts	105	105	
Number of patrons	88,193	90,000	
Number of events offered to promote Community Engagement	16	38	8 of these events are offered in conjunction with CS & CD Departments

Outcome Measurement

Improve access to tickets	Completed. Box office opened Fall 2015.
Provide consistent and quality concessions	Ongoing
Improve facility safety	Completed repair of fire curtain.
Improve marketing of upcoming events	New marquee construction in progress, will be completed by Fall 2016.
Increase access to arts events & arts education	Ongoing by offering Engage! events.
Improve quality of life through arts, culture and community engagement	Ongoing by offering Engage! events.

CITY OF SAN GABRIEL
EXPENDITURES

152 MISSION PLAYHOUSE FACILITY FUND
712 MISSION PLAYHOUSE
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	427,864	447,377
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	358,109	337,142
12-036	Limited Time Bilingual Incentive	0	7,842
13-000	Overtime Employees	7,142	7,142
14-000	Compensated Absences	0	53,830
15-000	Worker's Compensated	0	70,981
19-001	Health Insurance	95,314	95,371
19-002	Retirement	119,946	132,980
19-004	Medicare	10,177	10,617
	Salaries and Benefits	1,018,552	1,163,282
21-000	Special Departmental	24,241	23,241
22-000	Contractual	54,500	54,500
27-047	Community Engagement	41,000	41,000
31-000	Office Operating	9,850	9,850
33-060	Vehicle Replacement	16,000	32,000
35-000	Building Operating	52,605	52,605
40-003	Electricity	60,000	81,000
40-004	Gas	1,500	2,100
40-005	Telephone	5,000	5,000
40-006	Water	3,000	3,000
40-007	Cable	1,500	1,500
40-008	Sewer Service Charge	6,301	6,301
40-010	Cellular Services	2,600	3,100
43-000	Uniforms	1,100	1,100
45-000	Educational	1,700	1,700
51-000	Advertising	19,317	19,317
53-000	Membership and Dues	1,544	1,544
54-000	Allowances	0	1,000
60-036	Other Insurances	0	17,225
	Operating	301,758	357,083
91-000	Budget Savings	0	0
	MISSION PLAYHOUSE	1,320,310	1,520,365

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Marketing Program - events	TBD	1,000
#2:	Development Program - events, consulting	TBD	10,741
#3:	Outreach Program - networking functions	TBD	1,000
#4:	Concessions food and beverage product	TBD	10,500
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			23,241

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Heating / AC Service	KLM	12,600
#2:	Fire Extinguisher Service	Cobra Fire Extinguisher Service	300
#3:	Stage Curtain Repair	Triangle Scenery / Black Sheep	200
#4:	Piano Tuning	A and Z Piano Company	300
#5:	Security System Service	Security Design Systems	3,000
#6:	Computer Lighting Board Service	Polaris Lighting Inc.	900
#7:	Mission Patio Courtyard Annual Painting	Evan Wilson	800
#8:	Sound Equipment Service	Nelson Sound	900
#9:	Phone Line Maintenance	AT&T	500
#10:	Box Office Ticketing Software	TBD	35,000
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**54,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Building Operating (Account "35") Budget Detail
Maintenance and use of physical buildings

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Cleaning supplies / paper products	Empire Cleaning Supply	9,000
#2:	Electrical/lighting supplies (stage, projector)	Visions In Color, Olesen, Courtesy	5,609
#3:	Sound equipment/assisted listening repair	Location Sound, Full Compass	3,000
#4:	Stage supplies (rigging, repairs, paint)	Ver Sales, Black Sheep, ICI	1,650
#5:	Plumbing supplies, repair, backflow testing	PWO, Speedy Stones, J&D	1350
#6:	Fire sprinkler system testing (every 5 years)	F&H Fire Protection	500
#7:	Duct, masking, spike, blk cloth tape	Southwestern Bag Company	400
#8:	Hardware, Fountain, & First Aid Supplies	Mission Hardware, Leslie's, Zee	10,021
#9:	Uniform cleaning/ushers	Wonder Cleaners	100
#10:	Carpeting repair	Dan Mikolasko Construction	1,000
#11:	Holiday decorating supplies	Target, Oriental Trading Company	350
#12:	Concessions equipment	GSW, Central Restaurant Products	8,625
#13:	Box office equipment	Boca Systems	10,000
#14:	Misc building repairs, batteries, supplies	Rescue Rooter, Radio Shack, Harold's	1000
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
#21:			
TOTAL			52,605

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	License Fee	ASCAP	325
#2:	License Fee	BMI	305
#3:	Anna Cross	IAVM	500
#4:	Membership Dues	League of Historic American Theatres	414
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			1,544

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Meetings/Trainings (Mileage, Lodging)	TBD	1,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			1,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Professional Services (Account "64") Budget Detail
Contracted professional services

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:			
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			-

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

The Mission Playhouse has two Full Time Stage Manager positions. One is currently vacant. This budget request proposes changing the titles for these two positions and reallocating the funds to create two different positions, one with the title "Production Supervisor" and one with the title "Event Coordinator". We propose eliminating the FT Stage Manager title from the City's Salary Matrix. This request is for the Production Supervisor position.

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[x] Mission Playhouse Facility Fund	9,950
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) Retirement	3,297
Total Program Cost	**13,248**

Justification

Successful management of the Mission Playhouse production and technical areas requires a proper staff structure and needs a clear chain of command with a Supervisory position (Production Supervisor) overseeing a Technical position (Event Coordinator). Changing one of our existing Stage Manager positions to a Production Supervisor position will bring our staff structure in line with other City departments and more accurately represent the work performed. This request is for the Production Supervisor position.

City of San Gabriel
Production Supervisor - "D" Step
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"D" Step	152-712-00-11-000	81,924.00	
Sub-total		81,924.00	
Benefits:			
P.E.R.S. Retirement	152-712-00-19-002	27,619.86	33.71%
Medicare	152-712-00-19-004	1,187.90	1.45%
Flex Benefits	152-712-00-19-001	18,816.00	22.97%
Life & ADD Benefits	152-712-00-19-001	239.87	0.244%
Sub-total		47,863.63	58.42%
Grand Total		129,787.63	
Covered by Retirement		27,619.86	
Net Mission Playhouse Facility Fund		102,167.77	

Note:

Salary Grade = 28

A =	5,617
B =	5,898
C =	6,193
D =	6,502
E =	6,827

PERS at Tier #1 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

002

102,167.77 +
92,217.33 -
9,950.44 *

002

27,619.86 +
24,322.63 -
3,297.23 *

City of San Gabriel
Stage Manager - "D" Step
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"D" Step	152-712-00-11-000	(72,144.00)	
Sub-total		(72,144.00)	
Benefits:			
P.E.R.S. Retirement	152-712-00-19-002	(24,322.63)	33.71%
Medicare	152-712-00-19-004	(1,046.09)	1.45%
Flex Benefits	152-712-00-19-001	(18,816.00)	26.08%
Life & ADD Benefits	152-712-00-19-001	(211.24)	0.244%
Sub-total		(44,395.95)	61.54%
Grand Total		(116,539.95)	
Covered by Retirement		(24,322.63)	
Net Mission Playhouse Facility Fund		(92,217.33)	

Note:

Salary Grade = 27d

A =	5,193
B =	5,453
C =	5,725
D =	6,012
E =	6,312

PERS at Tier #1 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

The Mission Playhouse has two Full Time Stage Manager positions. One is currently vacant. This budget request proposes changing the titles for these two positions and reallocating the funds to create two different positions, one with the title "Production Supervisor" and one with the title "Event Coordinator". We propose eliminating the FT Stage Manager title from the City's Salary Matrix. This request is for the Event Coordinator position.

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[x] Mission Playhouse Facility Fund	(2,631)
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) Retirement	(202)
Total Program Cost	**(2,833)**

Justification

Successful management of the Mission Playhouse production and technical areas requires a proper staff structure and needs a clear chain of command with a Supervisory position (Production Supervisor) overseeing a Technical position (Event Coordinator). Changing one of our existing Stage Manager positions to a Production Supervisor position will bring our staff structure in line with other City departments and more accurately represent the work performed. This request is for the Event Coordinator position.

City of San Gabriel
Stage Manager - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	152-712-00-11-000	(63,876.00)	
Sub-total		(63,876.00)	
Benefits:			
P.E.R.S. Retirement	152-712-00-19-002	(4,990.63)	7.81%
Medicare	152-712-00-19-004	(926.20)	1.45%
Flex Benefits	152-712-00-19-001	(18,816.00)	29.46%
Life & ADD Benefits	152-712-00-19-001	(187.03)	0.244%
Sub-total		(24,919.86)	39.01%
Grand Total		(88,795.86)	
Covered by Retirement		(4,990.63)	
Net Mission Playhouse Facility Fund		(83,805.23)	

83,805.23-+
81,174.16 +
002
2,631.07-*

Note:
Salary Grade = 27d

A =	5,193
B =	5,453
C =	5,725
D =	6,012
E =	6,312

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

4,990.63-+
4,788.59 +
002
202.04-*

City of San Gabriel
Event Coordinator - "A" and "B" Steps
2016-17 Fiscal Year

		Acct #	Annual Cost	% of Base
BUDGET				
Base Salary:				
	"A" & "B" Step	152-712-00-11-000	61,290.00	
	Sub-total		61,290.00	
Benefits:				
	P.E.R.S. Retirement	152-712-00-19-002	4,788.59	7.81%
	Medicare	152-712-00-19-004	888.71	1.45%
	Flex Benefits	152-712-00-19-001	18,816.00	30.70%
	Life & ADD Benefits	152-712-00-19-001	179.46	0.244%
	Sub-total		24,672.75	40.26%
	Grand Total		85,962.75	
	Covered by Retirement		4,788.59	
	Net Mission Playhouse Facility Fund		81,174.16	

Note:

Salary Grade = 36

A =	4,983
B =	5,232
C =	5,494
D =	5,768
E =	6,057

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Additional 164 hours for the Part-Time Specialist III (Program Coordinator).

Community Engagement Programming Support.

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[x] Mission Playhouse Facility Fund	5,000
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify)	
Total Program Cost	**5,000**

Justification

The Community Engagement program that began in 14-15 was expanded during 15-16 and saw over 10,000 community members in attendance at our new City events. In FY 16-17, we would like to continue the level of Community Engagement programs offered during FY 15-16 as the program has been hugely successful. However, the expanded program has placed increased demands on an already limited PT staff. In order to sustain the level of activity, the Playhouse is in need of additional PT staff hours. The amount requested represents an additional 164 hours per year for the Program Coordinator.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocation of $1,000 from Special Departmental (21-000) to Allowances accounts (54-000).

Funding Source (Check One)	Funding Amount
☐ General Fund	
☑ Mission Playhouse Facility Fund	0
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

Mission Playhouse has historically charged allowance expenses to its Special Department account (21-000) and never had any funds in its Allowances accounts (54-000). To properly show fund charges for allowances, we are requesting to reallocate $1,000 to our Allowances account (54-000).

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #5

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Reclassification of PT positions at the collaboration of HR and Mission Playhouse.

Account #:
152-712-00-12-000
152-712-00-19-004

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[x] Mission Playhouse Facility Fund	18,556
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify)	
Total Program Cost	**18,556**

Justification

HR and Mission Playhouse have collaborated to make changes to a number of PT staff payroll titles to bring the department into compliance with the law. These changes will bring the department in line with other City departments to ensure Playhouse PT staff are using titles that more accurately reflect the work duties they are performing.

Part-Time Cost (12-000): $18,290.67
Medicare (19-004): $ 265.22
$18,555.89

	Name		Current Classification	Hourly Rate	Proposed Classification	Proposed Rate	2014 Hours	2015 Hours	Average Hours	Current Annual	Proposed Annual	Diff
1	Abilo	Geraldine	Usher	$10.40	Maint. Worker I	$19.65	102.00	58.76	80.38	$835.93	$1,579.42	$743.49
2	Allen	Leigh	Specialist II	$22.85	Maint. Worker II	$23.29	85.25	40.25	62.75	$1,433.84	$1,461.45	$27.61
3	Baker	John	Specialist II	$22.85	Maint. Worker II	$23.29	13.50	80.25	46.88	$1,071.09	$1,091.72	$20.63
4	Bourjeiji	Elias	Specialist II	$22.85	Main. Worker II	$23.29	28.75	40.50	34.63	$791.18	$806.42	$15.23
5	Chaputa	Morgan	Stage Tech	$10.40	Maint. Worker I	$19.65	212.00	163.50	187.75	$1,952.60	$3,689.29	$1,736.69
6	Clark	Darrell	Specialist II	$22.85	Maint. Worker II	$23.29	71.75	96.00	83.88	$1,916.54	$1,953.45	$36.91
7	De Fusco	Natalina	Specialist II	$21.76	Maint. Worker II	$22.18	-	121.25	121.25	$2,638.40	$2,689.33	$50.92
8	Dougherty	Mark	Specialist I	$19.74	Maint. Worker II	$22.18	13.00	4.00	8.50	$167.79	$188.53	$20.74
9	Dove	Chad	Specialist II	$19.74	Maint. Worker II	$22.18	-	8.50	8.50	$167.79	$188.53	$20.74
10	Duree	Darryl	Specialist II	$22.85	Maint. Worker II	$23.29	892.50	1,088.00	990.25	$22,627.21	$23,062.92	$435.71
11	Eskandani	Yasamin	Usher	$10.40	Maint. Worker I	$19.65	4.50	-	4.50	$46.80	$88.43	$41.63
12	Fisher	Dylan	Specialist I	$14.51	Maint. Worker I	$19.65	84.75	379.25	232.00	$3,366.32	$4,558.80	$1,192.48
13	Flores	Nathaniel	Specialist II	$19.74	Maint. Worker II	$22.18	-	49.00	49.00	$967.26	$1,086.82	$119.56
14	Floyd	Jason	Specialist II	$22.85	Maint. Worker II	$23.29	209.50	96.00	152.75	$3,490.34	$3,557.55	$67.21
15	Floyd	Stafford	Specialist II	$22.85	Stage Manager	$29.67	401.75	320.25	361.00	$8,248.85	$10,710.87	$2,462.02
16	Gunderson	Michael	Specialist II	$21.76	Maint. Worker II	$23.29	-	49.50	49.50	$1,077.12	$1,152.86	$75.73
17	Hartley	Leihua	Specialist II	$19.74	Maint. Worker II	$22.18	32.50	77.75	55.13	$1,088.17	$1,222.67	$134.51
18	Hernandez	Jason	Specialist I	$14.51	Maint. Worker II	$21.13	23.25	8.00	15.63	$226.72	$330.16	$103.44
19	Hernandez	Johnny	Specalist I	$15.23	Maint. Worker I	$19.65	-	7.00	7.00	$106.61	$137.55	$30.94
20	Jaroensuk	Pornpan	Usher	$10.40	Recreation Leader	$11.67	-	245.00	245.00	$2,548.00	$2,859.15	$311.15
21	Kane	Hilda	Specalist II	$21.76	Maint. Worker II	$23.29	17.50	106.75	62.13	$1,351.84	$1,446.89	$95.05
23	Montesione	Marlena	Admin. Asst. I	$17.84	Admin Asst. II	$20.53	1270.50	1285.50	1278.00	$22,799.52	$26,237.34	$3,437.82
24	Munich	Christina	Specialist II	$22.85	Maint. Worker II	$23.29	187.50	102.75	145.13	$3,316.11	$3,379.96	$63.85
25	Nuñez	Audrey	Specialist I	$14.51	Maint. Worker I	$19.65	260.50	230.41	245.46	$3,561.55	$4,823.19	$1,261.64
26	Ramos	Julio	Specialist II	$21.76	Maint. Worker II	$23.29	126.50	186.50	156.50	$3,405.44	$3,644.89	$239.45
27	Reed	Chelsea	Usher	$10.40	Recreation Leader	$11.67	-	870.00	870.00	$9,048.00	$10,152.90	$1,104.90
28	Rodriguez	Vanessa	Specialist I	$15.23	Maint. Worker I	$19.65	218.50	192.50	205.50	$3,129.77	$4,038.08	$908.31
29	Rozendal	Damien	Specialist II	$22.85	Maint. Worker II	$23.29	302.25	-	302.25	$6,906.41	$7,039.40	$132.99
30	Saakian	Azatoui	Specialist II	$19.74	Maint. Worker I	$19.65	-	12.00	12.00	$236.88	$235.80	-$1.08
31	Salisbury	Jonathan	Specialist III	$26.93	Management Asst.	$26.97	1,019.00	1,043.50	1031.25	$27,771.56	$27,812.81	$41.25
32	Salloum	Kelly	Specialist II	$20.72	Executive Asst.	$22.96	115.00	1,076.50	595.75	$12,343.94	$13,678.42	$1,334.48
33	Schwartz	Susan	Admin. Asst. I	$15.41	Pool Manager	$17.03	-	618.50	618.50	$9,531.09	$10,533.06	$1,001.97
34	Sheffield	Nathan	Specialist II	$22.85	Maint. Worker II	$23.29	264.75	29.50	147.13	$3,361.81	$3,426.54	$64.73
35	Shugart	Janette	Specialist II	$19.74	Maint. Worker II	$22.18	-	33.75	33.75	$666.23	$748.58	$82.35
36	Snodgrass	Eric	Specialist II	$21.76	Maint. Worker II	$22.18	-	35.25	35.25	$767.04	$781.85	$14.80
37	Torres	Vanessa	Specialist II	$19.74	Maint. Worker II	$21.13	312.00	250.50	281.25	$5,551.88	$5,942.81	$390.94

	Name		Current Classification	Hourly Rate	Proposed Classification	Proposed Rate	2014 Hours	2015 Hours	Average Hours	Current Annual	Proposed Annual	Diff
38	Valderrama	Charles	Usher	$10.40	Recreation Leader	$11.67	-	104.16	104.16	$1,083.26	$1,215.55	$132.28
39	Vu	Bryant	Usher	$10.40	Recreation Leader	$11.67	-	124.65	124.65	$1,296.36	$1,454.67	$158.31
40	William	Ember	Specialist II	$21.76	Maint. Worker II	$23.29	10.00	128.25	69.13	$1,504.16	$1,609.92	$105.76
41	Wood	Hillary	Specialist I	$15.23	Maint. Worker I	$19.65	-	11.00	11.00	$167.53	$216.15	$48.62
42	Zimmerman	Eric	Specialist II	$22.85	Maint. Worker II	$23.29	34.00	79.25	56.63	$1,293.88	$1,318.80	$24.91
										$173,862.80	**$192,153.48**	**$18,290.67**

** She is listed as a Specialist I, Step A, but has the salary of an Admin Asst. I, Step A, so actual amounts are listed

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #6

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Purchase of wheelchair lift for Playhouse stage access.

CIP Project #: 6-13-20

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Facility Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	10,000
Total Program Cost	**10,000**

Justification

Accessibility and safety are of great importance to the Playhouse. As a historic building we are presented with challenges at times when it comes to ensuring various areas of our building are accessible. One such area is our stage. There are stairs from the dressing rooms onto stage, stairs from the backstage offices and green room onto stage, and a very steep, non-ADA compliant backstage equipment loading ramp which requires assistance to access the stage from the outside loading dock. As the Playhouse utilizes our space in various ways for our Community Engagement events now, including our "traditional" set up of artists on stage and audience in the theater house seats, as well as alternative set ups like artists AND audiences on stage, it is becoming more and more important that we provide safe and compliant access to both artists and audiences. Over 25 years ago accessible seating areas in the main theater were added, and restrooms were made ADA compliant. The stage access was not addressed at that time, and over the years there have been a number of inquiries about stage accessibility. The puchase of a wheelchair lift for stage access will reduce our risk and liability as well as move our community engagement goals forward.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #7

Mission Playhouse	Mission Playhouse	152-712-00
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Black Box Theater / Community Engagement Event Space.
The Playhouse is proposing a new weekly rental rate for the sound system which is detailed on the 16-17 Revenue Worksheet #1. This additional revenue will fund 50% of the proposed equipment purchases for a Black Box Theater.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Facility Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify) unfunded	10,000
Total Program Cost	**10,000**

Justification

To meet our Community Engagement goals we would like to develop a Black Box Theater at the Mission Playhouse. This request will fund the purchase of LED energy efficient lights, lighting cables, a lighting control board, acoustic curtains, and the painting of the existing Playhouse rehearsal room to enable it to be used as an small alternate venue to the main theater. This space used to be a 99 seat equity waiver theater, however for the last 30 years it has been under-utilized as only a rehearsal room and is in need of painting and equipment to be turned back into a performance space. As the Playhouse expands its Community Engagement programs this space will be used more regularly and will be able to accomodate those clients who have expressed to us the interest in holding their event at the theater but who don't need a 1,387 seat venue.
The Playhouse is proposing a new weekly rental rate for the sound system which is detailed on the 16-17 Revenue Worksheet #1. This additional revenue will fund 50% of the proposed equipment purchases for a Black Box Theater.

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse Fire Curtain Repair **PROJECT #:** 6-12-17

DEPT. Mission Playhouse **PREPARED BY:** Anna Cross

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑	07/01/14		
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	12/31/15		

DESCRIPTION

The existing Playhouse Fire Curtain is the original asbestos curtain that was hung in the theater in 1927. The curtain has become brittle with age and has developed a 17 foot vertical rip with use. Playhouse staff has researched repairs but has not found a company willing to repair and certify the existing curtain as an operable fire curtain. It is time to remove and replace the fire curtain.

Original estimates for this project have proven to be lower than recent more accurately projected costs. Staff has hired RFM Architects to create a design for the new fire curtain and project costs are now estimated at $350,000, including abatement of old asbestos curtain, design and construction of new curtain and necessary support systems.

Staff has met with CJPIA and has been assured the project can be submitted as a claim and shall be reimbursed. Council will need to approve funding the project in full up front, from the General Fund, and collecting CJPIA reimbursement once the project is completed.

Installation of this curtain is complete and awaiting reimbursement from CJPIA.

Account No.: 122-712-15-97-802 and 122-712-35-97-802

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction	100,000						100,000
(Other)							
TOTAL	**100,000**						**100,000**

RECOMMENDED FUNDING SOURCES

35 Mission Playhouse Facility	65,097						65,097
15 General Fund	14,000						14,000
UNFUNDED	20,903						20,903
(Other #1)							
(Other #2)							
Total	**100,000**						**100,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse Exterior Building Painting **PROJECT #:** 6-13-19

DEPT. Mission Playhouse **PREPARED BY:** Anna Cross

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑			
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐			

DESCRIPTION

The Mission Playhouse exterior is in need of plaster repair and painting. The exterior of the building was last painted approximately 15 years ago and has suffered significant water damage due to the roof leaking. When the roof leaked, water got into the walls and caused the plaster and paint to bubble and peel. The Playhouse roof was repaired recently and therefore it is now time to fix the plaster and repaint the exterior. The painting should include historical architectural painting on the front of the building as well as general painting for the sides and back of the building. The estimate for this work is $150,000 and includes historic architectural painting, general painting, environmental testing for lead paint and remediation for peeling paint, and a roofer who will supply scaffolding and removal and replacement of a small section of tile roof which needs to be used as a surface to scaffold on for access to painting upper portions of the front of the building.

The Mission Playhouse will begin a mini-capital campaign in FY 16-17 to rasie funds for this project.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction			150,000				150,000
(Other)							
TOTAL			**150,000**				**150,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED			150,000				150,000
(Other #1)							
(Other #2)							
Total			**150,000**				**150,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse Stage Equipment Improvements **PROJECT #:** 6-13-20

DEPT. Mission Playhouse **PREPARED BY:** Anna Cross

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☐			
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☑			

DESCRIPTION

There are several pieces of stage equipment that are in need of replacing or updating at the Mission Playhouse. These items include:

1) Additional Stage Lighting Improvements: This would be Phase 3 of the Lighting System upgrades. Electrical and lighting equipment improvements can be made by replacing the Far Cycs and Washes with energy efficiency lighting instruments which are also lightweight and therefore safer for hanging overhead on stage. In addition, the multiple run lighting electrical cables can be replaced with single run socapex cables which are lighter and will replace the heavier multiple run cables, making it safer with less weight hung overhead on stage. The energy efficient lighting would save on annual electrical costs. The estimated cost for these lighting equipment upgrades is $45,000.

2) Replacement of Risers: The existing riser platforms are between 15 - 20 years old and are used not only on the Mission Playhouse stage, but also throughout the City at outdoor events such as National Night Out, 4th of July Celebration, and other special events. The risers are not very sturdy and the existing ones are foldable which over the years has lead to bent riser legs creating an uneven platform surface. These riser platforms are in need of replacing with stronger and safer ones which will also have better handrails than the current ones. The estimated cost for new risers is $25,000.

3) Wheelchair Lift for Stage Access: Currently access to the stage from the dressing rooms for people in wheelchairs is cumbersome. The existing route is to go from the dressing rooms backstage, along the side hallway past the audience seating area to the front of the theater and then outside through the parking lot all the way to the back of the building and then down the ramp on to stage through the stage well door, which is a huge opening and loud to operate - impractical to open during a performance. Installation of a lift along side the existing stairwell from the stage to the dressing rooms would make access for wheelchairs much more convenient. The estimated cost for a wheelchair lift on stage is $10,000.

The combined total for Stage Equipment Improvements listed here is $80,000.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Purchase				70,000			70,000
(Other)							
TOTAL				**70,000**			**70,000**

RECOMMENDED FUNDING SOURCES

35 Mission Playhouse Facilit				70,000			70,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total				**70,000**			**70,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse Stage Pit Lift **PROJECT #:** 6-13-21

DEPT. Mission Playhouse **PREPARED BY:** Anna Cross

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date

Est. Completion Date

Associated Projects

DESCRIPTION

The Mission Playhouse has an orchestra pit located in front of the stage. This pit is used when live orchestras accompany performances on stage and is also the location where the Wurlitzer organ is housed. When the Wurlitzer was installed in 1974 an organ elevator was also installed but this only raises and lowers a small section of the pit for the organ to be brought to stage level. Most orchestra pits are designed with the full pit on a lift system that can be raised and lowered as needed. The lift could be lowered all the way to a storage space under the stage, or halfway to floor level, or all the way up level with the stage.

If lowered all the way, the lift could be filled with equipment from underneath the stage and then raised and unloaded safely on stage - this would replace our current system of hand carrying heavy loads up the stairs from the storage area under the stage.

The pit could also be raised so it would be level with the floor of the audience seats to accommodate an additional seating area, giving us an increased capacity when needed, which is appealing to some producers who may feel that the capacity of this theater is too small for their needs.

If the pit were to be raised all the way up, level with the stage, it could be used as part of the stage to give more stage area for larger shows. This could be helpful in securing bigger shows that need larger stage spaces.

Having a lift set up this way gives the theater much more flexibility and ability to adapt to different events that occur in the theater. It allows many different setups, each one specific to certain types of productions. In order to provide more options for stage extensions and safer operations the Playhouse could benefit by installing a full orchestra pit lift. The estimated cost for a full orchestra pit lift system is $300,000.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction					300,000		300,000
(Other)							
TOTAL					**300,000**		**300,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED					300,000		300,000
(Other #1)							
(Other #2)							
Total					**300,000**		**300,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse New Doors and Windows **PROJECT #:** 6-13-22

DEPT. Mission Playhouse **PREPARED BY:** Anna Cross

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date

Est. Completion Date

Associated Projects

DESCRIPTION

The Mission Playhouse is in need of new windows and doors to replace the rotted wood and cracked single paned glass. The rotted wood is becoming a safety concern when opening and closing windows. The single paned glass should be replaced with double paned to create a more energy efficient building. In the dressing rooms and backstage bathrooms the clear glass should be replaced with frosted glass to allow light in but provide privacy at the same time. Many of the existing windows don't lock properly due to the age of the window frames and rotted wood which causes a security concern. Many of the doors around the building don't latch correctly and this also causes a security issue. The front wooden doors are rotting and need to be restored or replicated in a historically accurate style.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design					50,000		50,000
Construction					75,000		75,000
(Other)							
TOTAL					**125,000**		**125,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED					125,000		125,000
(Other #1)							
(Other #2)							
Total					**125,000**		**125,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse Marquee **PROJECT #:** 7-10-14

DEPT. Mission Playhouse **PREPARED BY:** Anna Cross

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑			
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☐	12/31/15		

DESCRIPTION

Replace the old marquee with a new unit.

Account #: 122-712-35-97-801

Prior Year Funding:
2010-11 = $90,720

Moved funds from Fire Curtain Replacement Fund (122-712-35-97-802) in the amount of $47,552 to Marquee Replacement Fund (122-712-35-97-801). Fire Curtain Replacement to be funded by insurance claim to CJPIA.

Current Marquee Replacement Account Balance: $109,448

Marquee design plans are completed and have already received Planning Commission approval.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	39,000						39,000
Construction							
Purchase	100,000	93,652					193,652
(Other)							
TOTAL	**139,000**	**93,652**					**232,652**

RECOMMENDED FUNDING SOURCES

35 Mission Playhouse Facilit	139,000	93,652					232,652
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**139,000**	**93,652**					**232,652**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Mission Playhouse Seat Replacement **PROJECT #:** 8-11-40

DEPT. Mission Playhouse **PREPARED BY:** Steve Wilkinson

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date

Est. Completion Date

Associated Projects

DESCRIPTION

Replace existing seats on main floor and balcony with new seats.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design				500,000			500,000
Construction							
(Other)							
TOTAL				**500,000**			**500,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED				500,000			500,000
(Other #1)							
(Other #2)							
Total				**500,000**			**500,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ Operating: $ Total: $ -

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

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.

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Police (Cost Center Summary)

For Fiscal Year 2016/17 the Police Department will replace 4 patrol vehicles, 1 staff vehicle, 1 motorcycle and one covert vehicle. Additionally the department is requesting funding to cover costs for community engagement events ($40,000), increased crossing guard costs ($20,000), increased janitorial services costs ($20,500), the purchase of miscellaneous technology items to increase efficiency ($10,000 asset seizure funds) and personnel cost to eliminate 4 unfilled Police Assistant positions and add 4 Police Cadet positions ($8,760)

Office of Traffic Safety (Cost Center Summary)

The Department has applied for an Office of Traffic Safety grant to cover various traffic safety enforcement activities. All of the activities are conducted on an overtime basis and do not impact regular work assignments.

State Supplemental Law Enforcement (Cost Center Summary)

The State Supplemental Law Enforcement funding is used to provide funding for Police Dispatch personnel.

POLICE
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Driving Under the Influence Arrests	108	*	
Injury/Fatal Traffic Collisions	163/1	*	
Moving Citations	4,444	*	
Parking Citations	14,947	*	
Part One Crime	902	*	
Violent Crimes	273	*	Homicide, Robbery, Rape, Assault
Property Crimes	629	*	Burglary, Larceny, Vehicle Theft, Arson
Key Performance Indicators			
Change in Part One Crime Incidence	-0.44%	*	
Response Times for Serious Incidents	4:32	*	Dispatch to Arrival
Outcome Measurement			
Calls for Service	24255	*	
Adult Arrests	572	*	
Juvenile Arrests	13	*	
Measures of Customer Satisfaction			
Citizen Complaints	3	*	
Citizen Complaints Sustained	0	*	
Field Service Audits	100	240	

Note: Items that have a * are not able to be estimated.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
751 POLICE
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	6,181,655	5,967,715
11-036	Full Time Bilingual Incentive	28,800	30,000
12-000	Limited Time Employees	162,326	171,096
12-036	Part Time Bilingual Incentive	0	603
13-000	Overtime Employees	280,169	375,904
14-000	Compensated Absences	0	190,140
15-000	Worker's Compensation	0	593,048
19-001	Health Insurance	1,285,873	1,286,663
19-002	Retirement	2,606,098	2,683,914
19-004	Medicare	87,148	85,484
	Salaries and Benefits	10,632,069	11,384,567
21-000	Special Departmental	30,000	30,000
22-000	Contractual	459,000	479,000
31-000	Office Operating	21,000	21,000
33-000	Vehicle Operating	281,000	285,000
33-060	Vehicle Replacement	198,000	200,000
35-000	Building Operating	45,410	45,410
40-003	Electricity	45,000	50,000
40-004	Gas	2,000	2,100
40-005	Telephone	40,000	40,000
40-006	Water	2,000	2,000
40-007	Cable	800	1,130
40-008	Sewer Service Charge	1,494	1,494
40-010	Cellular Services	12,300	15,200
43-000	Uniforms	74,400	74,400
45-000	Educational	75,000	75,000
53-000	Membership and Dues	3,790	3,790
54-000	Allowances	7,000	7,000
60-036	Other Insurances	0	189,116
	Operating	1,298,194	1,521,640
91-000	Budget Savings	0	0
	POLICE	11,930,263	12,906,207

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Police	Police	121-751-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Citations & Forms	Various	7,500
#2:	Ammunition & Range	Various	8,000
#3:	Flares	Various	1,000
#4:	Supplies	Various	4,000
#5:	First-Aid Supplies	Zee Medical	1,200
#6:	Crime Prevention Supplies	Various	4,000
#7:	Batteries	Various	4,300
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**30,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Police Department	Police Division	121-751-00 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Janitorial Services	Daily Maintenance	19,500
#2:	Radio Contracts	Motorola & Consultant	20,000
#3:	RMS CAD & Hardware Maintenance	Tritech and Misc	74,000
#4:	Copiers	OCE	19,500
#5:	Prisoner Booking	Alhambra, Mpk, LASD, Tri-County	45,000
#6:	Hearing Officer	Litwin	3,000
#7:	Backgrounds & Hiring Process	Youngblood, Saxe, TransUnion, ABI	16,000
#8:	Legal	LADA, Pitchess Motions	5,000
#9:	Maintenance, Phone and Recorder	Nexteria, Plantronics,Voice Print	9,600
#10:	Pest Control	Terminex	1,000
#11:	Prisoner Meals	SGVMC	400
#12:	Prisoner Medical	SGVMC, Bloodwork and Others	5,000
#13:	Software Maintenance & Contracts	TBD	15,000
#14:	Video Surveillance Maintenance	Spying Eye	3,000
#15:	Parking Enforcement & Permit Vending	Intercon & Permit Vending	135,000
#16:	Fingerprinting Services & CAL ID	California DOJ & JAC	5,000
#17:	Document Shredding	Recall (BINS)	2,000
#18:	Generator	Duthie	1,000
#19:	Contract Crossing Guard Services	All City Services	100,000
#20:			
	TOTAL		**479,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Building Operating (Account "35") Budget Detail
Maintenance and use of physical buildings

Police	Police	121-751-00
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Plumbing	Various	500
#2:	Electrical Supplies	Various	500
#3:	Fire Extinguisher	Various	1,200
#4:	Building Repairs	Various	1,000
#5:	Locksmith and Keys	Harold's	500
#6:	HVAC	KLM	12,000
#7:	Issues related to deferred maintenance	Various	29,710
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**45,410**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Police Department	Police Division	121-751-00 Account Number

	Member Name	Organization	Amount
#1:	Training Sergeant	CAPTO and NEATOA	80
#2:	Capt and Chief	CPOA (2)	250
#3:	Evidence Custodian	CAPE	45
#4:	Investigator	IAFCI	75
#5:	All Reserve Officers	CRPOA (10)	720
#6:	Investigator	CMIA	5
#7:	Chief	LACPCA	500
#8:	Chief	CPCA	600
#9:	Personnel Sergeant	CBIA	15
#10:	Capt and Chief	POALAC (2)	50
#11:	Records Supervisor	CLEARS	100
#12:	Chief	IACP	120
#13:	Chief	SGVPCA	250
#14:	Investigators	CSAIA (2) & IAFCI (2)	110
#15:	Telecommunicators	NENA	90
#16:	Investigators	CNOA (3)	150
#17:	Crime Prevention	SCCPPA	30
#18:	PIO	CAPIO	600
#19:			
#20:			
TOTAL			**3,790**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Police	Police	121-751-00
Department	Division	Account Number

	Activity Type	Organization	Amount
#1:	Conference	League of CA Cities	1,000
#2:	Conference	Independent Cities	1,600
#3:	Conference	Int'l Assoc Chiefs of Police	2,800
#4:	Conference	Calif Police Chiefs Assoc	1,200
#5:	Conference	Calif Leg Day	0
#6:	Local Meetings	TBD	400
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**7,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Department	Division	Account Number
Police	Police	121-751-00

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Police Cadet

Eliminate 3 PT Police Assistant postions.

Add 4 PT Police Cadets

Net change in PT costs = +$8,760

Funding Source (Check One)	Funding Amount
[x] General Fund	8,760
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify)	
Total Program Cost	**8,760**

Justification

In the one and one half years that the department has had the PT Police Assistant position it has been very difficult to fill the positions and retain the personnel. Police Cadet is a more common and versatle position. Persons interested in the Police Cadet postion are often interested in becoming Police Officers so the position should assist in recruitment efforts.

Elimination of 3 PT Police Assistants = $70,335.00
Addition of 4 PT Police Cadets = $79,095.00

City of San Gabriel
Police Assistant Part time - "E" Step
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"E" Step	121-751-00-12-000	(23,445.00)	
Sub-total		(23,445.00)	
Benefits:			
P.E.R.S. Retirement	121-751-00-19-002	-	0.00%
Medicare	121-751-00-19-004	-	0.00%
Flex Benefits	121-751-00-19-001	-	0.00%
Life & ADD Benefits	121-751-00-19-001	-	0.00%
Sub-total		-	0.00%
Grand Total		(23,445.00)	
Covered by Retirement		-	
Net General Fund		(23,445.00)	

Note:
Salary Grade = 123b

A =	14.84
B =	15.58
C =	16.36
D =	16.36
E =	18.03

25 hours per week or 1,300 hours total per year

23,445.00 -
23,445.00 -
23,445.00 -

003

70,335.00-*

City of San Gabriel
Police Cadet Part time - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-751-00-12-000	19,773.75	
Sub-total		19,773.75	
Benefits:			
P.E.R.S. Retirement	121-751-00-19-002	-	0.00%
Medicare	121-751-00-19-004	-	0.00%
Flex Benefits	121-751-00-19-001	-	0.00%
Life & ADD Benefits	121-751-00-19-001	-	0.00%
Sub-total		-	0.00%
Grand Total		19,773.75	
Covered by Retirement		-	
Net General Fund		19,773.75	

Note:
Salary Grade = 123b

A =	14.84
B =	15.58
C =	16.36
D =	16.36
E =	18.03

25 hours per week or 1,300 hours total per year

19,773.75 +
19,773.75 +
19,773.75 +
19,773.75 +
004
79,095.00 *

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Department	Division	Account Number
Police	Police	121-751-00

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Police Vehicle Replacements

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Vehicle Replacement Fund	200,000
Total Program Cost	**200,000**

Justification

Item # 7-10-13 in Capital Improvement Plan

Annual Replacement of Police Vehicles
4 Front-line Patrol Vehicles, 1 staff Vehicle, 1 Police Motorcycle, 1 Covert Vehicle

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Police	Police	121-751-00
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Overtime costs to provide officers at Community Engagement Events

Account 121-751-00-13-000

Funding Source (Check One)	Funding Amount
[x] General Fund	25000
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify)	
Total Program Cost	**25,000**

Justification

The City Council has directed the Community Services Department, Mission Playhouse and Community Development Departments with the task of staging several community engagement events throughout the year. These events include the Summer Series, Dumplings and Beer, Lunar New Year and Independence Day celebrations.

The Police Department assigns officers to these events on an overtime basis. Depending on the event it can cost from $1,000 to over $20,000 to provide police services. Based on 9 summer series events, Dumplings and Beer, Lunar New Year and Independence Day celebrations it is estimated that it will cost the Police Department at least $25,000 in overtime costs.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Department	Division	Account Number
Police	Police	121-751-00

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Technology Upgrades

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☑ Asset Forfeiture Fund	10,000
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**10,000**

Justification

Purchase 10 Tablet Computers and accessories for various uses in the Department.

Purchase 1 Lap Top Computer for Crime Prevention Officer for use in presentations.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #5

Police Department	Police Division	121-751-00 Account Number

Activity Type (Check One)

- [ ] Personnel
- [x] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Account 121-751-00-22-000

Added costs to Contractual Account

	Funding Source (Check One)	Funding Amount
[x]	General Fund	20,000
[ ]	Mission Playhouse Imp. Fund	
[ ]	Parks and Rec Facility Fund	
[ ]	Proposition "A"	
[ ]	Proposition "C"	
[ ]	Redevelopment	
[ ]	AQMD Trust Fund	
[ ]	Asset Forfeiture Fund	
[ ]	State Sup. Law Enforce. Fund	
[ ]	Gas Tax	
[ ]	Waste Management Fund	
[ ]	Increased Fees (Please Specify)	
[ ]	Other (Please Specify)	
	Total Program Cost	**20,000**

Justification

One crossing guard has been added to the contract with All City Management Services = +$20,000

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #6

Police Department	Police Division	121-751-00 Account Number

Activity Type (Check One)

- [ ] Personnel
- [ ] Operating
- [ ] Special Projects
- [✓] Capital Outlay

Program or Item Description:

CIP Project 6-08-03

Police Facility

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[✓] Other (Please Specify) Development Impact	500000
Total Program Cost	**500,000**

Justification

Continuation of Police Facility Project. During FY 2016/2017 the former Public Works site will be remediated and demolished in preparation to begin construction of the new Police Facility in FY 2017/2018. Existing building will be remediated of hazardous conditions and removed.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #7

Department	Division	Account Number
Police	Police	121-751-00

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Overtime and back-fill overtime to send all sworn employees to 16 hours of training in how to deal with the mentally ill.

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify) L.A. Local Agency Funding	70735.08
Total Program Cost	**70,735**

Justification

AB 29 adds requirements for law enforcement agencies to train officers in how to deal with the mentally ill. This 16 hour training course will fulfill that mandate and provide officers with additional skills in dealing with the mentally ill which is an increasing problem that officers must deal with on a regular basis.

Sending officers on an overtime basis or back-filling with overtime officers will allow the Department to maintain daily staffing without impacting service levels.

The requested funding source is already on deposit with the City.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #8

Police Department	Police Division	121-751-00 Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Additional Overtime Costs to fund Risk Management Training for all personal

Account 121-751-00-13-000

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[✓] Other (Please Specify) Unfunded	10,000
Total Program Cost	**10,000**

Justification

In the "Year of Risk Management " several training classes are being mandated to enhance the City's risk managemant profile. This funding will assist in assignment of personnel to attend on overtime when they are not alble to attend during thier regualr tour of duty.

CITY OF SAN GABRIEL
EXPENDITURES

147 OTS GRANT FUND
751 POLICE
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
21-000	Special Departmental	0	0
54-000	Allowances	0	0
60-036	Other Insurances	0	0
	Operating	0	0
91-000	Budget Savings	0	0
	POLICE	0	0

CITY OF SAN GABRIEL
EXPENDITURES

160 STATE SUPPL. LAW ENF. FUND
751 POLICE
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	86,232	90,534
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	2,602
15-000	Worker's Compensation	0	0
19-001	Health Insurance	29,516	28,486
19-002	Retirement	24,053	30,523
19-004	Medicare	1,250	1,313
	Salaries and Benefits	141,051	153,458
60-036	Other Insurances	0	0
	Operating	0	0
91-000	Budget Savings	0	0
	POLICE	141,051	153,458

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: New City Police Facility **PROJECT #:** 6-08-03

DEPT. Police **PREPARED BY:** Chief David Lawton

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☐	Advanced	☐
Funding Change	☑	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date: 07/01/00

Est. Completion Date: 11/15/18

Associated Projects

DESCRIPTION

In July of 2000, the professional Needs Assessment (NA) for the San Gabriel Police facility determined it was in a state of disrepair and extremely undersized. The current 50-year old police facility (11,880 sq. ft.) was constructed in 1961 and designed to support 37-40 personnel. It was not designed to meet current building codes, ADA codes, and technology changes and cannot be remodeled due to these code changes. This project will replace the existing police building with a new 32,500 sq. ft. facility and a new 5,500 square.foot above ground firing range to support the current 95 personnel (and future growth) and meet requirements of the Essential Services Act of 1986. In addition it will provide a modern public safety dispatch center, Type-I Jail facility and Community Room.

The project was estimated to cost $26.3 million dollars based on construction beginning in October of 2014. Costs are estimated to increase by 3.5% per year if delayed. The 2016-17 Expenditure plans are included for the demoliton of the former Public Works Facility buildings and site.

Account #: 122-751-15-96-585 Prior Year funding: FY2009-10 = $2,000,000; FY 2013-14 $625,000

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction				22,650,975			22,650,975
Other	2,625,000		500,000	1,790,000			4,915,000
(Other)							
TOTAL	**2,625,000**		**500,000**	**24,440,975**			**27,565,975**

RECOMMENDED FUNDING SOURCES

15 General Fund	2,625,000						2,625,000
57 Debt Proceeds				24,440,975			24,440,975
40 Development Impact			500,000				500,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**2,625,000**		**500,000**	**24,440,975**			**27,565,975**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Police Mobile Command Post **PROJECT #:** 7-08-04

DEPT. Police **PREPARED BY:** Chief David Lawton

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑			
No Change	☑	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐			

DESCRIPTION

Thiis project would purchase a Mobile Command Post for use in disasters, extended investigations, DUI check point operations, and various community events. The Mobile Command Post will be a visible base of operations.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Purchase	500,000					500,000	1,000,000
(Other)							
TOTAL	**500,000**					**500,000**	**1,000,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED	500,000					500,000	1,000,000
(Other #1)							
(Other #2)							
Total	**500,000**					**500,000**	**1,000,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Police Vehicles **PROJECT #:** 7-10-13

DEPT. Police **PREPARED BY:** David Lawton

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☑
No Change	☐	Advanced	☐
Funding Change	☑	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date

Est. Completion Date

Associated Projects

DESCRIPTION

This project serves to fund the annual acquisition of Police Vehicles, including 4 front line patrol vehicles, replacement of 1 staff vehicle and 1 police motorcycle each year.

Also included are all related emergency equipment for each vehicle.

Account No.: 122-751-37-99-201

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design							
Construction							
Purchase	807,000	198,000	200,000	200,000	220,000	240,000	1,865,000
(Other)							
TOTAL	**807,000**	**198,000**	**200,000**	**200,000**	**220,000**	**240,000**	**1,865,000**

RECOMMENDED FUNDING SOURCES

37 Vehicle Replacement	807,000	198,000	200,000	200,000	220,000	240,000	1,865,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**807,000**	**198,000**	**200,000**	**200,000**	**220,000**	**240,000**	**1,865,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

Community Development (Summary/Overview)

The Community Development Department oversees four key divisions: Planning, Building and Safety, Neighborhood Improvement Services, and Economic Development. The department administers the City's land use policies including zoning, building, code enforcement, environmental regulations, and attraction, retention and expansion of businesses. In FY2016-17, the department will continue focusing on returning staffing to full levels to better serve our external and internal customers.

Administration (Cost Center Summary)

The Administration Division provides comprehensive land use services and is responsible for guiding, monitoring and facilitation development. The Community Development Director oversees operations of the department, sets the strategic vision for its divisions, and ensures the orderly physical growth of the community. In FY2016-17, the division will continue to: provide excellent customer service to the City's constituents and customers; offer support for all divisions; critically examine work processes and strive for excellence.

Planning (Cost Center Summary)

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 increasing 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 complete and implement the historic preservation ordinance update, seek to realize development opportunities on key sites, including the former O'Donnell Chevrolet dealership, the San Gabriel Nursery, and the Mission Playhouse parking lot.

Building and Safety (Cost Center Summary)

The Building Division ensures the safety and welfare of the public, as well as promoting energy efficiency and a "greener" environment. These goals are achieved by having certified reviewers and inspectors that ensure compliance with the City's adopted building requirements. In FY2016-17, the division's goals include: completing all plan checks within specified timeframes; completing field inspections on the workday following receipt of the inspection request; adding technical assistance to provide a full service building counter; digitize and index archived permit documents; and the implementation of an automated permit process through a land management system.

Neighborhood Improvement Services (Cost Center Summary)

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. In FY 2016-17, the division will work to empower and encourage communities to enhance their quality of life. The division will plan two neighborhood clean- up events in the more blighted communities, reduce response times from 72 hours to 24-48 hours, process tree removal permits digitally within 5 business days, reduce illegal dumping by 25%, conduct quarterly massage inspections, and conduct enhanced banner enforcement.

Economic Development (Cost Center Summary)

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 FY2016-17, the division will work collaboratively with the business community to strengthen the economic vitality of the City, proactively attract new mainstream national or regional businesses and restaurants, as well as industry, jobs and investment. The key goals for the coming year are: 1) to continue to implement the second priority of the City's Strategic Plan--to generate economic development by fostering a business-friendly environment; 2) to continue the momentum currently being experienced in economic development by working closely with property/business owners and the commercial real estate community; 3) to continue to encourage tourism in San Gabriel; and 4) to stimulate the Mission District by incorporating arts and entertainment in the economic development efforts.

Community Development
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Number of planning applications	132		
Number of permits issued:			
building	325	600	
electrical	236	600	
mechanical	102	350	
misc. permits	134	110	
plumbing	140	380	
Number of property maintenance complaints received	390	480	
Number of economic development outreach efforts	40	95	

Key Performance Indicators

Reduce planning case processing time	46-day average	43	
Decrease Building & Safety plan check turnaround time	157	10	
Number of property maintenance cases closed within 30 days	230	250	
Maintain a net growth in number of businessess	2337	TBD	

Outcomes Measurement

Reduce planning entitlement time by 5%	44-day average	40 day average	
Increase total building permit valuation	$45 million	80 million	
Improve neighborhood conditions by resolving residential hotel violations within 14 days	45	58	
Attract and secure national and regional retailers	3	3	

Neighborhood Improvement Services (NIS)

Cases opened	333	480	

Cases closed	201	250
Inspections conducted	1000	1558
Citations issued	63	50
Total citations amount	$21,000	$25,000
Fines collected	$14,000	$20,000

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
810 COMMUNITY DEVELOPMENT
12 ADMINISTRATION

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	269,711	281,376
11-036	Full Time Bilingual Incentive	1,200	0
12-000	Limited Time Employees	493	0
12-036	Limited Time Bilingual Incentive	0	603
13-000	Overtime Employees	500	500
14-000	Compensated Absences	0	8,101
15-000	Worker's Compensation	0	46,167
19-001	Health Insurance	57,221	57,238
19-002	Retirement	43,146	35,787
19-004	Medicare	3,101	3,246
	Salaries and Benefits	375,372	433,018
21-000	Special Departmental	2,850	2,200
22-000	Contractual	10,000	10,000
27-047	Community Engagement	28,500	28,500
31-000	Office Operating	11,210	7,710
33-000	Vehicle Operating	27,000	30,000
33-060	Vehicle Replacement	16,000	32,000
40-007	Cable	100	120
40-010	Cellular Services	1,720	1,100
45-000	Educational	5,000	10,000
51-000	Advertising	500	0
53-000	Membership and Dues	2,000	1,500
54-000	Allowances	3,500	3,650
60-036	Other Insurances	0	28,552
	Operating	108,380	155,332
91-000	Budget Savings	0	(4,691)
	ADMINISTRATION	483,752	583,659

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Development	Administration	121-810-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Conference calls/meeting setup	TBD	150
#2:	CD Staff business cards	TBD	500
#3:	Mileage reimbursements, parking, , etc	TBD	550
#4:	Other departmental special purchases	TBD	1000
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**2,200**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-167 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Administration	121-810-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	SG Community Foundation	San Gabriel Community Foundation	2,500
#2:	Staffing for admin work	TBD	6,500
#3:	legal services	TBD	1,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**10,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "27") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Administration	121-810-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Community Engagement	various	28,500
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			28,500

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "31") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Administration	121-810-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	office supplies	various	5,210
#2:	equipment purchase, replacements, etc.	various	1,500
#3:	software programs,upgrades, licensing etc	various	1,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**7,710**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Educational (Account "45") Budget Detail
Staff training and development

Community Development Department	Administration Division	121-810-12 Account Number

	Activity Type	Potential Vendor	Amount
#1:	American Plng Assn Natl Conf	APA	2,000
#2:	American Plng Assn CA Conf	APA	1,500
#3:	CA Leagues of Cities Conference	CA League of Cities	1,500
#4:	CA Assn Public Info Ofcrs Conf	CAPIO	1,500
#5:	Intl Conf of Shopping Centers	ICSC	2,000
#6:	other workshops,training	i.e. MMASC, CALED, Fred Pryor	1,500
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			10,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Advertising (Account "51") Budget Detail
City expenditures for advertising events

Community Development	Administration	121-810-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Advertising/Public Notices	TBD	-
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			-

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Community Development	Administration	121-810-12
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Organization memberships	ULI, APA, ICSC, MMASC, CAPIO etc	1,500
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			1,500

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Community Development	Administration	121-810-12
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Department staff training and development workshops, meetings	TBD	3,650
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			3,650

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2015-16 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Community Development	Administration	121-810-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocated budget in account 121-810-12-45-000 (Educational) from $5,000 to $10,000 for additional professional staff training. No additional funding required.

Funding Source (Check One)	Funding Amount
☑ General Fund	0
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

The $5,000 amount increase is being reallocated from the following accounts:

$650 from 121-810-12-21-000
$3,500 from 121-810-12-31-000
$500 from 121-810-12-51-000
$350 from 121-810-12-53-000

CITY OF SAN GABRIEL
2015-16 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Community Development	Administration	121-810-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocated budget in account 121-810-12-54-000 (Allowances) from $3,500 to $3,650 for additional departmental staff leadership workshops. No additional funding required.

Funding Source (Check One)	Funding Amount
☑ General Fund	0
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

The $150 amount increase is being reallocated from account 121-810-12-53-000.

CITY OF SAN GABRIEL
2015-16 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Community Development	Administration	121-810-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☐ Operating
- ☐ Special Projects
- ☑ Capital Outlay

Program or Item Description:

Land Management System remaining initial purchase

CIP #: 8-15-05

Funding Source (Check One)	Funding Amount
☑ General Fund	150,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**150,000**

Justification

We are nearing the final phases of purchasing the city's first Land Management System. It is currently planned to launch the new system in FY16-17, resulting in the need for the remaining funding for this project.

CITY OF SAN GABRIEL
2015-16 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Community Development	Administration	121-810-12
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

FY2016-2017 Community Engagement Budget.
ACCOUNT #: 121-810-12-27-047
In FY 2015-16, CD received $28,500 for the Surf's Up event, Dumplings & Beer Festival, marketing and staffing for the events. Additional funding is being requested to develop arts/entertainment and economic development programming.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) Unfunded	12,000
Total Program Cost	**12,000**

Justification

For FY 2016-17, staff is proposing to continue to develop and enhance the events initiated in FY 2014-15. Community Development Community Engagement funds will be used to continue the Summer Nights kick off event--Surf's Up as well as the Dumpling and Beer Fest in the fall, marketing for community events and staffing to assist with the events/programs. This request for an additional $12,000 will cover the cost of new programming for arts/entertainment and economic development. Staff in Economic Development will be responsible for executing these events/programs in conjuntion with support from other Departments.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
810 COMMUNITY DEVELOPMENT
14 PLANNING

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	354,390	325,898
11-036	Full Time Bilingual Incentive	2,400	1,200
12-000	Limited Time Employees	16,641	15,283
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	10,213
15-000	Worker's Compensation	0	0
19-001	Health Insurance	76,295	76,218
19-002	Retirement	100,725	48,107
19-004	Medicare	5,380	4,970
	Salaries and Benefits	555,832	481,889
21-000	Special Departmental	7,400	7,400
22-000	Contractual	60,127	60,127
31-000	Office Operating	1,000	650
40-010	Cellular Services	1,880	2,600
51-000	Advertising	10,100	0
53-000	Membership and Dues	1,596	1,946
54-000	Allowances	5,421	5,421
60-036	Other Insurances	0	0
	Operating	87,524	78,144
91-000	Budget Savings	0	0
	PLANNING	643,356	560,033

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Development Department	Planning Division	121-810-14 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Environmental postings	TBD	3,000
#2:	LAFCO Assessment -- state mandated	Local Area Formation Commission.	1,000
#3:	Electronic Devices (Staff and Planning Commission)	TBD	3,200
#4:	Mileage, Recognition Plaques, Supplies	TBD	200
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			7,400

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Planning	121-810-14
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	City Architectural Services	Onyx	34,487
#2:	Arch-Historic Architect	Onyx	11,640
#3:	Arch-Landscape Architect	Mia Lehrer + Associates	12,500
#4:	Arborist Services	Craig Crotty	1,500
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**60,127**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Office Operating (Account "31") Budget Detail
Payments to persons/agencies for services rendered

Community Development Department	Planning Division	121-810-14 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Office Operating	TBD	650
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**650**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Advertising (Account "51") Budget Detail
City expenditures for advertising events

Community Development	Planning	121-810-14
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Allocated publishing funding to City Clerk		0
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**0**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Community Development	Planning	121-810-14
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Planning Staff (4)	APA Membership	1,596
#2:	Planning Commissions	APA Memebership	350
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,946**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Community Development	Planning Division	121-810-14
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Mileage, Meetings, Training etc	TBD	1,305
#2:	Commission training material	League of California Cities	130
#3:	Training for staff and Commissioners	National and State APA	3,986
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			5,421

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #1

Community Development Department	Planning Division	121-810-14 Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase the City Architect budget to reflect the increased cost of services.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	2,500
Total Program Cost	**2,500**

The City has contracted with Onyx Architects to provide consulting for architectural services since 2009. During that time, Onyx has billed the City hourly rates on average 19% below its standard hourly rates. Effective January 1, 2014, Onyx raised its standard hourly rates an average of 6%, while holding the rates charged the City constant. Beginning in 2015, Onyx has increased their hourly rates to the City an average of 11.9%. For its first three years , Onyx's contract was structured as a "not to exceed" annual amount, which called for payment upon receipt of a detailed invoice, including the address for each project and the total number of hours, by employee, for whom services are being charged. This method often resulted in a significant amount of the firm's time being spent on invoice preparation and review. In September 2012, the City Council approved an amendment to the contract which changed the method of payment to a "retainer" system, whereby the firm bills the City in twelve installments, each not to exceed one-twelfth of the contract amount, thereby reducing invoice preparation time and allowing the firm to focus on its core mission of providing design consultation. Services not covered by the retainer are paid for from developer deposits and charged based on an "a la carte" menu of architectural services. The a la carte menu is increasing an average of 10.9%. The level of application reviews is expected to increase due to the outcome of the moratorium on demolition of single family residences and the requirement for an added review process. To account for the increase in hourly rates and a la carte services, the amounts budgeted for Landscape and City Arborist services were reduced, and a 6.75% increase in the City Architect budget, equal to $2,500 is requested.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #2

Community Development	Planning	121-810-14
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase the City Historic Preservation Architect budget to reflect the increased cost of services.

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	2,500
Total Program Cost	**2,500**

The City has contracted with Onyx Architects to provide consulting historic preservation architectural services since 2009. During that time, Onyx has billed the City hourly rates on average 19% below its standard hourly rates. Effective January 1, 2014, Onyx raised its standard hourly rates an average of 6%, while holding the rates charged the City constant. Beginning in 2016, Onyx is proposing to raise its hourly rates to the City an average of 10.9%. Onyx's contract for historic preservation architectural services is structured as a "not to exceed" annual amount, in services are charged based on an "a la carte" menu of architectural services. The a la carte menu is increasing an average of 10.9%. The level of application reviews is expected to increase due to the outcome of the moratorium on demolition of single family residences, along with the update to the Historic Preservation Ordinance and the requirement for an added review process. To account for the increase in hourly rates and a la carte services, the amounts budgeted for Landscape and City Arborist services were reduced, and a 17.6% increase in the City Historic Preservation Architect budget, equal to $2,500 is requested.

CITY OF SAN GABRIEL
2016-17 Supplemental and Additional Budget Allocation Request
(Please complete one form for each item)

Request Number #3

Community Development Department	Planning Division	121-810-14 Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocate planning publishing/advertising funding to City Clerk

Funding Source (Check One)	Funding Amount
☑ General Fund	(10,100)
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**(10,100)**

Reallocating planning commission and legal postings to City Clerk, as the City Clerk department is centralizing all postings and notices.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
810 COMMUNITY DEVELOPMENT
16 BUILDING AND SAFETY

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	300,339	303,166
11-036	Full Time Bilingual Incentive	1,200	1,200
12-000	Limited Time Employees	538	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	8,747
15-000	Worker's Compensation	0	0
19-001	Health Insurance	71,435	71,446
19-002	Retirement	50,029	44,397
19-004	Medicare	4,363	4,413
	Salaries and Benefits	427,904	433,369
21-000	Special Departmental	3,854	15,854
22-000	Contractual	30,000	30,000
22-032	Special Plan Check Services	698,800	697,800
31-000	Office Operating	2,500	2,500
40-010	Cellular Services	1,270	1,950
45-000	Educational	5,130	6,330
53-000	Membership and Dues	840	640
54-000	Allowances	3,045	3,045
60-036	Other Insurances	0	0
	Operating	745,439	758,119
91-000	Budget Savings	0	0
	BUILDING AND SAFETY	1,173,343	1,191,488

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Development Department	Building and Safety Division	121-810-16 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Code Books: ACI 318-16	International Code Council	193
#2:	Code Books: ASCE 5-16	International Code Council	110
#3:	Code Books: NDS 2016	International Code Council	150
#4:	Code Books: ASTM Standards	International Code Council	682
#5:	Code Books: IBC Commentary	International Code Council	587
#6:	Code Books: CalDAG 2016	International Code Council	80
#7:	Code Books: CBC 2016 Series Full Sets	International Code Council	2,053
#8:	GIS Licensing	ESRI (Split 50/505 with PW)	12,000
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**15,854**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Building and Safety	121-810-16
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Inspection and technical services	RKA Consulting Group	30,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**30,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL

2016-17 Contractual - Off-Site Plan Review Services (Account "22-032") Budget Detail

Payments to persons/agencies for services rendered

Community Development Department	Building and Safety Division	121-810-16 Account Number

	Activity Type	Potential Vendors	Amount
#1:	Plan Check Services	RKA Consulting Group	697,800
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**697,800**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Educational (Account "45") Budget Detail
Staff training and development

Community Development	Building and Safety	121-810-16
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	CALBO Training ($165/class for 4 employees 3 x)	CALBO	1,980
#2:	ICC Certification Renewals	International Code Council	250
#3:	LA Basin Chapter Education	ICC LA Basin	600
#4:	ICC Classes	International Code Council	1,500
#5:	Casp Certification	State of California	2,000
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**6,330**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Community Development Department	Building and Safety Division	121-810-16 Account Number

	Member Name	Organization	Amount
#1:	ICC Membership	ICC	125
#2:	CALBO Membership	CALBO	215
#3:	LA Basin ICC Membership	LA Basin ICC	100
#4:	LA Basin Meetings (x10)	LA Basin ICC	200
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**640**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Community Development	Building and Safety	121-810-16
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	CALBO Conference	CALBO ABM - San Diego, CA	1,095
#2:	ICC Annual Conference	ICC Expo - Kansas, Missouri	1,950
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**3,045**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Community Development	Building and Safety	121-810-16
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Revising account description from Interim Building Manager Service to inspection and techincal assistance. The amount to remain the same.

From contractual acct #
121-810-16-22-000

Funding Source (Check One)	Funding Amount
☑ General Fund	0
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

Since the hiring of the full time Building Official, the Interim Building Manager Services is no longer needed. Rather the $30,000 amount should remain allocated for inspection coverage and technical assistance as needed.The other account for consultant services, Acct# 121-810-16-22-032 was soley budgeted for plan review services.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Community Development	Building and Safety	121-810-16
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Purchase ArcGIS software and user license. Shared cost with Public Works, 50% each.

Special Departmental Acct#:

121-810-16-21-000

Funding Source (Check One)	Funding Amount
☑ General Fund	12,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**12,000**

Justification

GIS is a component with the cost idenfified in the IT Masterplan. This initial purchase will enhance the anticipated acquisition of the Land Management System which Buidling and Safety Division is managing. This request of GIS capability can be utilized by other departments. Public Works is looking to aquire their asset management software in the 2016/17 fiscal budget which GIS is an essential addition. Therefore, this aquisition is to be share between Public Works and Community Development Department - Building and Safety Division. The total combined cost of this initial phase is $24,000 which is to be shared between Public Works and Building and Safety Division at 50%, $12,000 each.

In the 2017/18 fiscal budget, the amount will increase in accordance to the IT Master Plan. This is to further enhance the GIS capabilities in order to maximize the Land Management System functions.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Community Development Department	Building and Safety Division	121-810-16 Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

New "Counter Specialist" position.
50/50 PW and CDD

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) unfunded	36,497
Total Program Cost	**36,497**

Justification

This new position would serve Building and Engineering customers at the Community Development counter, especially with the relocation of Public Works in coming months. The position would report within the Building & Safety Division of the Community Development Department and will be equally funded 50% from the Public Works Department and 50% from the Community Development Department. The position is needed to improve the level of service to residents, businesses, developers and contractors. Development activity has steadily increased over the last several years and there is no indication of this slowing down. Engineering and Building counter customers are primarily served by one Permit Center Coordinator (75% CDD, 25% PW) and one Counter Specialist (100% PW).

The new, shared CDD/PW Counter Specialist would increase the amount of time available to perform those other tasks and ensure there is no reduction in service following the relocation of Public Works to its new facility 1.5 miles from City Hall.

City of San Gabriel
Counter Specialist 50% - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-810-16-11-000	24,126.00	
Bilingual Pay	121-810-16-11-000	600.00	
Sub-total		24,726.00	
Benefits:			
P.E.R.S. Retirement	121-810-16-19-002	1,931.84	7.81%
Medicare	121-810-16-19-004	358.53	1.45%
Flex Benefits	121-810-16-19-001	9,408.00	38.05%
Life & ADD Benefits	121-810-16-19-001	72.40	0.244%
Sub-total		11,770.77	47.60%
Grand Total		36,496.77	
Covered by Retirement		1,931.84	
Net General Fund		34,564.92	

Note:

Salary Grade = 24

A =	3,923
B =	4,119
C =	4,325
D =	4,541
E =	4,768

PERS at Tier #2 Rate
Flex Benefit is based on calendar year 2016
Life Benefit Rate: 0.21/$1,000
AD&D Benefit Rate: 0.034/$1,000

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
810 COMMUNITY DEVELOPMENT
19 NEIGHBORHOOD IMP. SERVICES

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	152,351	152,950
11-036	Full Time Bilingual Incentive	1,200	0
12-000	Limited Time Employees	9,991	9,742
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	2,242	2,242
14-000	Compensated Absences	0	5,238
15-000	Worker's Compensation	0	0
19-001	Health Insurance	42,788	42,789
19-002	Retirement	33,373	32,177
19-004	Medicare	2,404	2,399
	Salaries and Benefits	244,348	247,537
21-000	Special Departmental	6,279	6,279
22-000	Contractual	22,499	40,499
31-000	Office Operating	2,121	2,121
40-010	Cellular Services	3,260	3,100
45-000	Educational	1,700	1,700
53-000	Membership and Dues	300	300
60-036	Other Insurances	0	0
	Operating	36,159	53,999
91-000	Budget Savings	0	0
	NEIGHBORHOOD IMP. SERVICES	280,507	301,536

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Development	Neighborhood Imp. Services	121-810-19
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Property owner information	Corelogic/ Realquest	2,100
#2:	NPDES and Fats Oils and Grease (FOG)	Jand Q Printing, Lasting Impressions	2,000
#3:	Software upgrades	Samsung, Apple, Microsoft, Go Pro	1,000
#4:	Board ups	Mission Hardware	1,179
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			6,279

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Neighborhood Imp. Services	121-810-19
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Admin Citation Processing, Appeal Cost	Revenue Experts/Data Ticket	3,200
#2:	Graffiti Removal	Woods Maint./DBS Graffiti Control	33,399
#3:	Shopping Cart Removal	WestCoast Shoping Carts	2,400
#4:	Property owner search program	Clear/ Thompson Reuters	1,500
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			40,499

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "31") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Development	Neighborhood Imp. Services	121-810-19
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Office supplies	Office Depot, Staples,	2,121
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
OTAL			2,121

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Educational (Account "45") Budget Detail
Staff training and development

Community Development	Neighborhood Imp. Services	121-810-19
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Continuing Education/Development	CACEO, Fred Pryor, Franklin Covey	1,700
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,700**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Community Development Department	Neighborhood Imp. Services Division	121-810-19 Account Number

	Member Name	Organization	Amount
#1:	Clayton Anderson	CACEO, FOG Association	150
#2:	Full Time staff	CACEO	75
#3:	Full Time staff	CACEO	75
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**300**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Community Development	NIS	121-810-19
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Graffiti removal

Account #: 121-810-19-22-000

Funding Source (Check One)	Funding Amount
☑ General Fund	18,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**18,000**

Justification

Our graffiti removal program was funded with general fund account # 121-810-19-22 for $15,399 and CDBG funds for $10,062, total of $25,461.
IN 2012, the City awarded the graffiti contract to the lowest bidder with a flat rate of $2,000 per month ($24,000 annually).
The CDBG procurement guidelines require that the City issue an RFP every three years for graffiti removal services. The NIS division solicited RFP's in May 2015 but did not meet the procurement guidelines of the CDC and decided to fund graffiti removal entirely from the general fund.
Currently our contractor is billing the city $2,750 per month or $33,000 per year for graffiti removal 5 days per week. We have $15,399 in general fund money and will need an additional $18,000 totaling of $33,399 for the 2016-17 fiscal year.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
810 COMMUNITY DEVELOPMENT
26 ECONOMIC DEVELOPMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	95,290	103,914
11-036	Full Time Bilingual Incentive	0	1,200
12-000	Limited Time Employees	493	32,591
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	3,021
15-000	Worker's Compensation	0	0
19-001	Health Insurance	19,095	19,120
19-002	Retirement	7,156	8,210
19-004	Medicare	1,389	1,997
	Salaries and Benefits	123,423	170,053
21-000	Special Departmental	9,500	14,650
22-000	Contractual	60,000	37,550
35-000	Building Operating	10,000	4,000
40-010	Cellular Services	1,100	1,130
53-000	Membership and Dues	6,565	9,000
54-000	Allowances	10,375	10,290
60-036	Other Insurances	0	0
61-000	Chamber of Commerce	31,680	31,680
	Operating	129,220	108,300
91-000	Budget Savings	0	0
	ECONOMIC DEVELOPMENT	252,643	278,353

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Development	Economic Development	121-810-26
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Ongoing support for new & existing businesses workshops, marketing, etc.	TBD	5,950
#2	Promotional items (give-aways)	TBD	2,000
#3	Demographic, Psychographic, Consumer Spending & Traffic reports	ESRI/Claritas	200
#4	City Holiday Decorations Program	TBD	200
#5	LAEDC Innovation Week Event 2016	TBD	300
#6	Advertising (print & social media)	Pasadena Star News, Facebook	3,000
#7	ED brochures, flyers (printing & production)	TBD	3,000
#8			
#9			
#10			
#11			
#12			
#13			
#14			
#15			
#16			
#17			
#18			
#19			
TOTAL			14,650

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Economic Development	121-810-26
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Legal Services	Wallin, Kress, Kranitz and Reisman	1,500
#2:	Consulting Services	Allegra, KMA	25,000
#3:	ED Website	CivicPlus	1,580
#4:	ED Programs Referral site	Tools for Business Success	1,620
#5:	Animated Demographics site	GCR Marketing	500
#6:	Available Space Audits	GCR Marketing	3,350
#7:	"Things to Do" phone application *Free app to help users find things to do in San Gabriel	TBD	4,000
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**37,550**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Building Operating (Account "35") Budget Detail
Maintenance and use of physical buildings

Community Development	Economic Development	121-810-26
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Property Maintenance - City Owned 630 W. Santa Anita St. 410-416 McGroarty St. 343 S. Mission Dr.	TBD	4,000
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			
#10			
#11			
#12			
#13			
#14			
#15			
#16			
#17			
#18			
#19			
TOTAL			**4,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail

Community Development Department	Economic Development Division	121-810-26 Account Number

	Member Name	Organization	Amount
#1:	City of San Gabriel $100 for 1st Public Member $50 for Affiliate Memberships (8)	ICSC	500
#2:	City of San Gabriel $465 for 1st Member $80 for Affiliate Memberships (2)	CALED	625
#3:	City of San Gabriel	SGV Economic Partnership	5,250
#4:	City of San Gabriel	Los Angeles Business Journal	150
#5:	Economic Development Division	Crittenden Retail	970
#6	Economic Development Division	Retail Lease Trac	750
#7	Economic Development Division	Main Street America	350
#8	Economic Development Division	International Economic Dev't Council	405
#9			
#10			
#11			
#12			
#13			
#14			
#15			
#16			
#17			
#18			
#19			
TOTAL			9,000

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Community Development	Economic Development	121-810-26
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	ICSC conference - San Diego	ICSC	1,500
#2:	ICSC conference - Las Vegas	ICSC	3,200
#3:	ICSC conference - Monterey	ICSC	1,800
#4:	ICSC Idea Exchange	ICSC	185
#5:	ICSC Next Generation/Special Industry Group workshops	ICSC	100
#6:	CALED Conference	CALED	1,500
#7:	LAEDC Economic Forecast	LAEDC	330
#8:	Mileage and parking allowance		475
#9:	Public meeting notices and translations		1,200
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			10,290

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Chamber Donation (Account "61") Budget Detail
Primarily for attendance of conferences and meetings

Community Development	Economic Development	121-810-26
Department	Division	Account Number

	Member Name	Organization	Amount Budgeted
#1:	Chamber of Commerce Donation		31,680
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#120:			
TOTAL			**31,680**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Community Development	Economic Development	121-810-26
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

A part-time Management Assistant position is being requested to work 20-24 hours a week (1,500 maximum/year). The position would assist the ED Manager in daily operational tasks, outreach efforts; research, ensure the ED web site is up to date; seek grants related to art/culture, tourism, and economic development; and help plan special events in the Mission District.

Funding Source (Check One)	Funding Amount
[x] General Fund	12,114
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify)	
Total Program Cost	**12,114**

Justification

Economic Development in the City of San Gabriel is a City Council priority. An additional staff person will help the ED Manager continue the momentum that is being experienced in Economic Development as evidenced by the many development projects throughout the City. Moreover, there are some new initiatives that are being explored for the Economic Development Division such as repositioning San Gabriel in order to attract national tenants, incorporating art in economic development, initiating a study on property based improvement districts, a business incubator, and encouraging tourism; having an additional staff member will help accomplish these new initiatives. Finally, in past years, the Economic Development Division has had two to three staff: a manager, an analyst/assistant, and an intern. Currently, the division has a staff of one, the Economic Development Manager.
Total Cost: $33,063.57. Budget breakdown: $20,950 from existing funds under121-810-26-22-000. The remaining $12,113.57 would be coming from the General Fund.

City of San Gabriel
Management Assistant Part Time - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-711-00-12-000	32,591.00	
Sub-total		32,591.00	
Benefits:			
P.E.R.S. Retirement	121-711-00-19-002	-	0.00%
Medicare	121-711-00-19-004	472.57	1.45%
Flex Benefits	121-711-00-19-001	-	0.00%
Life & ADD Benefits	121-711-00-19-001	-	0.00%
Sub-total		472.57	1.45%
Grand Total		33,063.57	
Covered by Retirement		-	
Net General Fund		33,063.57	

Note:
Salary Grade = 150a

A =	24.46
B =	25.68
C =	26.96
D =	28.31
E =	29.73

25 hours per week

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Community Development	Economic Development	121-810-26
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Additional funding is being requested for the Special Departmental budget item to cover costs for additional workshops throughout the year to help businesses, as well as the LAEDC Innovation Week workshop including logistical items like venue and food costs. Additionally, the additional funds will be used for advertising and printing to help promote workshops.

Funding Source (Check One)	Funding Amount
☑ General Fund	0
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**0**

Justification

The Special Departmental budget line item is being increased to cover the costs of additional workshops throughout the year to help businesses, including the LAEDC Innovation Week workshop as well as advertising and printing.

$5,150 are being requested to be reallocated from the Building Operating fund (121-810-26-35-000) to Special Departmental (121-810-26-21-000). Staff looked at the history detail of Building Operating which has had between $10,000 and $11,000 allocated for the past several years. On average only about $2,000 was being used out of this account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #3

Community Development Department	Economic Development Division	121-810-26 Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Reallocated funding will be used for Crittended Retail and Retail Lease Trac. Both provide necessary information on expanding retailers in Southern California including leasing representatives contact information. Crittended also sends out a bi-monthly newsletter with shopping centers industry information. Further, additional funding will also go towards memberhsip in Main Street America & IEDC to stay informed on new ED prgs.

Funding Source (Check One)	Funding Amount
☑ General Fund	0
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	0
Total Program Cost	**0**

Justification

FY 2015-16 had $6,565 allocated. During FY 2016-17 an additional $2,435 is being requested for ED retail recruitment tools. Following is detail on how funds were moved from other ED budget line items:

Reallocate funds from:
Building Operating (121-810-26-35-000) : $850
Contractual (121-810-26-22-000): $1,500
Allowances (121-810-26-54-000): $85

To:
Membership and Dues (121-810-26-53-000): $2,435 (total)

CITY OF SAN GABRIEL
EXPENDITURES

185 C.D.B.G. FUND
810 COMMUNITY DEVELOPMENT
19 NEIGHBORHOOD IMP. SERVICES

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	53,846	50,984
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	17,416	8,737
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees		0
14-000	Compensated Absences	0	1,991
15-000	Worker's Compensation	0	0
19-001	Health Insurance	14,270	14,261
19-002	Retirement	15,304	10,726
19-004	Medicare	1,033	866
	Salaries and Benefits	101,869	87,565
22-000	Contractual / Graffiti Removal	10,062	0
60-036	Other Insurances	0	0
	Operating	10,062	0
91-000	Budget Savings	0	0
	NEIGHBORHOOD IMP. SERVICES	111,931	87,565

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Development	Neighborhood Imp. Services	185-810-19
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Graffiti Removal * Funds to be used for staffing needs	TBD	-
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			-

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

193 REDEVELOPMENT OBLIGATION RETIREMENT FUND
946 R.D.A. SUCCESSOR AGENCY
00 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	0
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	0	0
	Salaries and Benefits	0	0
21-000	Special Departmental	0	0
22-000	Contractual	54,000	0
31-000	Office Operating	5,000	0
40-003	Electricity	0	0
40-004	Gas	0	0
40-005	Telephone	0	0
40-006	Water	0	0
40-010	Cellular Services	0	0
51-000	Advertising	0	0
55-000	Lease Payments	0	0
60-036	Other Insurances	0	0
64-007	Auditing Services	6,000	0
	Operating	65,000	0
91-000	Budget Savings	0	0
	R.D.A. SUCCESSOR AGENCY	65,000	-

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Zoning Ordinance and General Plan Updates **PROJECT #:** 8-09-14

DEPT. Community Dev. - Planning **PREPARED BY:** Arminé Chaparyan

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☐	Advanced	☐
Funding Change	☑	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date

Est. Completion Date

Associated Projects

DESCRIPTION

This project will update the City's Zoning Ordinance, related development regulations and General Plan. The Zoning Code is significantly outdated and in need of update. The General Plan was adopted in 2004 and should be updated every ten years to address changes in the City's policies and state law. New state requirements for a Greenhouse Gas Analysis and Climate Action chapter and consideration of Complete Streets will require substantially more work than the previous update for *Ingredients for Success*.

Staff estimates that a comprehensive update of the development code would cost $600,000 and a general plan update $900,000, including the associated environmental review required. For over ten years, a surcharge has been collected on each building permit for the express purpose of updating the City's general plan and development code (Account No. 122-800-15-96-763). This fund presently stands at approximately $595,000. By allocating for the full costs of both updates, the City Council can prioritize which to do first and establish a phased schedule for achieving them.

Beginning in the 2015-16 fiscal year, funding for this this project has been split and refunded into two new CIP items, Zoning Code Update (8-15-03) and General Plan Update (8-15-04).

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Zoning Ordinance							
General Plan Update							
(Other)							
TOTAL							

RECOMMENDED FUNDING SOURCES

UNFUNDED							
(Other #1)							
(Other #2)							
Total							

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Fairview Avenue Commercial District Improvements **PROJECT #:** 8-09-15

DEPT. Community Dev. - Planning **PREPARED BY:** Monika Koos

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2009		
Est. Completion Date		
2015		

DESCRIPTION

This project will provide partial funding for at least five façade improvement projects on Fairview Avenue as the implementation of the Council-adopted Fairview Design Strategy. These projects will enhance the quality of the pedestrian environment and help to create a more vibrant commercial area. Some of the construction costs will be funded by business or property owners.

In FY2011-12, the City Architect developed design alternatives that were reviewed with the community. A market feasibility report was prepared on the business types requested by the neighborhood and the likely impact of creating live/work zoning for the Fairview Commercial District. The funded budget for construction was reduced from $100,000 to $68,405 to cover those consultant costs.

Before the end of FY2013-14, the program will be organized, marketed, and implemented. The program will continue over two fiscal years. If the unfunded portion is funded, additional businesses can be helped.

This project was previously delayed due to lack of funding.

Account #: 122-800-15-96-518

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design	56,595						56,595
Construction	68,405		125,000				193,405
(Other)							
TOTAL	**125,000**		**125,000**				**250,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	125,000						125,000
UNFUNDED			125,000				125,000
(Other #1)							
(Other #2)							
Total	**125,000**		**125,000**				**250,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Comprehensive Citywide Parking Study **PROJECT #:** 8-15-02

DEPT. Community Dev. - Planning **PREPARED BY:** Arminé Chaparyan

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☑	No Change	☐	09/01/15		
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐	03/01/16		

DESCRIPTION

In the recently adopted Strategic Plan, the City Council has ranked a comprehensive citywide parking study as one of its top priorities. It is anticipated that such a study would include parking counts and utilization studies, parking duration studies (to help determine time limits and pricing structures), public participation (workshops, walkabouts, study sessions with Council and committees), identification of potential public parking structure sites, financial analysis of pricing and enforcement activity, organizational analysis (who should do what), writing ordinance revisions, and preparing a plan. Based on initial consultations with recognized parking experts in the Los Angeles region, staff is requesting that $200,000 be allocated to fund the study and develop a citywide parking strategy.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Procure and retain consultant		200,000					200,000
(Other)							
TOTAL		**200,000**					**200,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED		200,000					200,000
(Other #1)							
(Other #2)							
Total		**200,000**					**200,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Development Code Update **PROJECT #:** 8-15-03

DEPT. Community Dev. - Planning **PREPARED BY:** Arminé Chaparyan

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☑	No Change	☐			
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☐	Delayed	☐			

DESCRIPTION

This project will update the City's Development Code and related development regulations, such as the Historic Preservation Ordinance update, which is currently underway and for which $30,000 was allocated in FY 2015-16.

The Development Code is significantly outdated and in need of update. Staff estimates that a comprehensive update of the development code would cost $600,000 including the associated environmental review required. For over ten years, a surcharge has been collected on each building permit for the express purpose of updating the City's general plan and development code (Account No. 122-800-15-96-763).This fund presently stands at approximately $475,000.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Development Code	475,000	100,000	275,000	250,000	200,000		1,300,000
(Other)							
TOTAL	**475,000**	**100,000**	**275,000**	**250,000**	**200,000**		**1,300,000**
RECOMMENDED FUNDING SOURCES							
15 General Fund	475,000						475,000
UNFUNDED		100,000	275,000	250,000	200,000		825,000
(Other #1)							
(Other #2)							
Total	**475,000**	**100,000**	**275,000**	**250,000**	**200,000**		**1,300,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: General Plan Update **PROJECT #:** 8-15-04

DEPT. Community Dev. - Planning **PREPARED BY:** Arminé Chaparyan

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☑	No Change	☐
No Change	☐	Advanced	☐
Funding Change	☐	Delayed	☐

QUICK REFERENCE INFORMATION

Project Start Date

Est. Completion Date

Associated Projects

DESCRIPTION

This project will update the City's General Plan. The General Plan was adopted in 2004 and should be updated every ten years to address changes in the City's policies and state law. New state requirements for a Greenhouse Gas Analysis and Climate Action chapter and consideration of Complete Streets will require substantially more work than the previous update for *Ingredients for Success.*

Staff estimates that a comprehensive update of the general plan would cost $900,000, including the associated environmental review required. For over ten years, a surcharge has been collected on each building permit for the express purpose of updating the City's general plan and development code (Account No. 122-800-15-96-763). This fund presently stands at approximately $120,000.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
General Plan Update	120,000						120,000
(Other)							
TOTAL	**120,000**						**120,000**

RECOMMENDED FUNDING SOURCES

15 General Fund	120,000						120,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total	**120,000**						**120,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Land Management System **PROJECT #:** 8-15-05

DEPT. Community Dev. - Admin. **PREPARED BY:** Arminé Chaparyan

CHANGES FROM PRIOR YEAR CIP:				QUICK REFERENCE INFORMATION		
Status		**Timetable**		Project Start Date	Associated Projects	
New Project	☐	No Change	☑			
No Change	☐	Advanced	☐	Est. Completion Date		
Funding Change	☑	Delayed	☐			

DESCRIPTION

The Community Development Department has been working with Client First Technology Consulting to release 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.

The Community Development Department is requesting $150,000 for FY2015-16 to pay for this system and anticipates submitting a budget request for $150,000 for FY2016-17, $25,000 in FY2017-18, and $25,000 in 2018-19 to finalize implementation.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
System Acquisition		50,000					50,000
Program Development		100,000	150,000	25,000	25,000		300,000
(Other)							
TOTAL		**150,000**	**150,000**	**25,000**	**25,000**		**350,000**

RECOMMENDED FUNDING SOURCES

15 General Fund		150,000	150,000	25,000	25,000		350,000
UNFUNDED							
(Other #1)							
(Other #2)							
Total		**150,000**	**150,000**	**25,000**	**25,000**		**350,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ Operating: $ Total: $ -

Department Division Descriptions

Please follow the directions below:

The overview statement shall consist of no more than three sentences, not to exceed 150 words total. The first sentence should be a general description of what the department does that is aspirational in tone. The second sentence should capsulize what the major components of that department's budget are. The third sentence should summarize the department's key goals for the next fiscal year.

Community Services

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 2016-17, the department will develop the Parks and Open Space Master Plan, continue implementation of the department strategic plan which was created in 2014, and continue to grow the community engagement events.

Administration (Cost Center Summary)

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 2016-17, the department will continue development of the new organizational structure.

Aquatics (Cost Center Summary)

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 2016-17, the Department will continue to provide high quality and expanded aquatics programs for the community including lifeguarding classes and water aerobics.

Facilities (Cost Center Summary)

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 2016-17, 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.

Recreation (Cost Center Summary)

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 2016-17, the Department will continue implementation of its strategic plan; continue the rebranding effort; continue to provide expanded programs for youth and older adults; collaborate with community organizations to provide expanded opportunities; and enhance community connection through added special events.

Special Activities (Cost Center Summary)

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 2016-17, the Department will provide expanded recreation class opportunities and enhanced programs for youth and older adults.

Local Transit Development (Cost Center Summary)

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 2016-17, the Department will provide expanded travel opportunities while continuing to provide a high level of service for our customers.

Youth Program (Cost Center Summary)

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 2016-17, the Department will continue to provide high quality youth programs for our community.

After School Program (Cost Center Summary)

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 2016-17, the Department will provide enhanced after school and summer programs for our community.

Community Services
DEPARTMENT PERFORMANCE MEASUREMENT

Unit of Measure	2014-15 Actual	2015-16 Estimated	Notes
Youth Program Participants	12,556	39,423	After school/summer programs
Older Adult Program Participants	19,898	17,000	Nutrition, Dial A Ride, clubs, ect.
Recreation Class/Trip Participants	4,164	3,300	Registered participants
Passports Processed	534	825	
Number of Events	14	19	Recreation/Comm. Engagement events
Number of Volunteers	163	303	Senior/Youth special events volunteers
Key Performance Indicators			
Events offered to promote community engagement	14	19	
Revenue generated by Community Services Department	$335,000	$335,000	
New recreation programs offered	13	24	
Number of facility reservations	803	715	
Outcomes Measurement			
Park, open space and community facility projects developed or improved	1 [1]	1	
Improved quality of life through arts, culture and community engagement events	*	40%	Percent of participants satisfied with Community Engagement and Dept. special events

[1] Smith Park Pool Improvements (new pump and heater)

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
850 COMMUNITY SERVICES
12 ADMINISTRATION

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	412,978	423,843
11-036	Full Time Bilingual Incentive	2,400	3,600
12-000	Limited Time Employees	29,892	31,697
12-036	Limited Time Bilingual Incentive	0	7,238
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	13,195
15-000	Worker's Compensation	0	34,601
19-001	Health Insurance	91,262	91,279
19-002	Retirement	97,607	117,717
19-004	Medicare	6,456	6,762
	Salaries and Benefits	640,595	729,932
21-000	Special Departmental	0	0
22-000	Contractual	0	0
40-003	Electricity	0	0
40-004	Gas	0	0
40-010	Cellular Services	0	0
60-036	Other Insurances	0	50,248
	Operating	0	50,248
91-000	Budget Savings	0	0
	ADMINISTRATION	640,595	780,180

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Community Services	Administration	121-850-12
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Increase to the Administration Limited Time Employees account: 121-850-12-12-000

Funding Source (Check One)	Funding Amount
[ ] General Fund	
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[x] Other (Please Specify) unfunded	21,937
Total Program Cost	**21,937**

Justification

This position was funded in November of 2015 with salary savings due to vacant full time positions. Staff is requesting funds to keep this position for FY 2016-2017. The Senior Recreation Leader provides key assistance with the newly-updated after school programs and added special events. Under the supervision of the Recreation Supervisor, this position assists with the planning, developing, conducting and supervising of the after-school programs at all San Gabriel Elementary Schools and Jefferson Middle School. The position of Senior Recreation Leader has played a vital role in helping with the daily supervision and development of these program.

The department has increased the number of special events that are offered to the community as part of the Community Engagement component of the Strategic Plan. The department has doubled the number of special events over the past two years with full time staffing remaining the same. The position will assist with development and organization of these events.

City of San Gabriel
Senior Recreation Leader Part time - "A" and "B" Steps
2016-17 Fiscal Year

	Acct #	Annual Cost	% of Base
BUDGET			
Base Salary:			
"A" & "B" Step	121-850-12-12-000	21,096.60	
Bilingual Pay	121-850-12-12-000	840.00	
Sub-total		21,936.60	
Benefits:			
P.E.R.S. Retirement	121-850-12-19-002	-	0.00%
Medicare	121-850-12-19-004	-	0.00%
Flex Benefits	121-850-12-19-001	-	0.00%
Life & ADD Benefits	121-850-12-19-001	-	0.00%
Sub-total		-	0.00%
Grand Total		21,936.60	
Covered by Retirement		-	
Net General Fund		21,936.60	

Note:
Salary Grade = 100

A =	14.13
B =	14.84
C =	15.58
D =	16.36
E =	17.18

28 hours per week or 1,456 hours total per year

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
850 COMMUNITY SERVICES
06 AQUATICS

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	101,788	94,767
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	2,500	2,500
14-000	Compensated Absences	0	9,116
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	1,512	1,502
	Salaries and Benefits	105,799	107,885
21-000	Special Departmental	2,500	2,500
23-000	Programs	4,500	4,500
40-003	Electricity	15,000	16,000
40-004	Gas	10,000	10,000
40-006	Water	10,000	10,000
40-010	Cellular Services	630	0
45-000	Educational	400	400
53-000	Membership and Dues	30	30
60-036	Other Insurances	0	0
	Operating	43,060	43,430
91-000	Budget Savings	0	0
	AQUATICS	148,859	151,315

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Services	Aquatics	121-850-06
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Supplies - Janitorial/Light Maintenance	Empire, Mission Hardware	1,000
#2:	Expendable Supplies	Empire, Office Depot	1,500
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**2,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Programs (Account "23") Budget Detail
Payments to persons/agencies for services rendered

Community Services	Aquatics	121-850-06
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Uniforms	TBD - To Be Bid	1,200
#2:	Program Supplies	TBD - To Be Bid	2,040
#3:	Facility Fee	American Red Cross	360
#4:	Public Health License	LA County	900
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**4,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Educational (Account "45") Budget Detail
Staff trainings and development

Community Services	Aquatics	121-850-06
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Aquatics Staff	TBD - To Be Bid	400
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**400**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Community Services	Aquatics	121-850-06
Department	Division	Account Number

	Member Name	Organization	Amount
#1:	Membership	SCPPOA - Pool Operator Association	30
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**30**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Community Services	Aquatics	121-850-06
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase to Aquatics Program Account:
121-850-06-23-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	1000
Total Program Cost	**1000**

Justification

This proposes to add promotional and concession items for sale during the summer at Smith Pool. Revenues from sales will be used to offset the general fund. Revenue will be deposited into account 121-3643.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
850 COMMUNITY SERVICES
07 FACILITIES

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	86,495	87,371
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	2,511
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	1,254	1,267
	Salaries and Benefits	87,749	91,149
21-000	Special Departmental	6,000	6,000
22-000	Contractual	1,000	1,000
35-000	Building Operating	6,500	6,500
40-003	Electricity	40,500	40,500
40-004	Gas	1,000	1,000
40-006	Water	2,500	2,500
40-008	Sewer Service Charge	890	890
40-010	Cellular Services	550	0
43-000	Uniforms	500	500
60-036	Other Insurances	0	0
	Operating	59,440	58,890
91-000	Budget Savings	0	0
	FACILITIES	147,189	150,039

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Services	Facilities	121-850-07
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Facility Equipment	Costco, Palmer Snyder	6,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**6,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Services	Facilities	121-850-07
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Ice Machine Maintenance	Downey Refrigeration	1,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Building Operating (Account "35") Budget Detail
Maintenance and use of physical buildings

Community Services	Facilities	121-850-07
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Light Maintenance Supplies	Mission Hardware, Home Depot	2,500
#2:	Cleaning/Expendable Supplies	Empire	4,000
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**6,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

121 GENERAL FUND
850 COMMUNITY SERVICES
10 RECREATION

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	0	0
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	84,431	111,880
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	11,982
15-000	Worker's Compensation	0	0
19-001	Health Insurance	0	0
19-002	Retirement	0	0
19-004	Medicare	1,224	1,764
	Salaries and Benefits	85,655	125,626
21-000	Special Departmental	5,520	5,520
22-000	Contractual	53,650	58,650
23-039	Youth School Year	8,815	8,815
23-040	Youth Summer	4,577	4,577
23-047	Special Events	17,600	17,600
23-048	Older Adults	1,000	1,000
23-051	Passport Services	1,312	1,312
27-047	Community Engagement Events	70,500	70,500
31-000	Office Operating	7,500	7,500
33-000	Vehicle Operating	18,000	20,000
33-060	Vehicle Replacement	4,000	8,000
40-004	Gas	1,500	1,500
40-005	Telephone	8,500	8,500
40-007	Cable	2,500	2,900
40-010	Wireless Services	1,260	3,100
53-000	Membership and Dues	925	925
54-000	Allowances	3,320	4,320
60-036	Other Insurances	0	0
	Operating	210,479	224,719
91-000	Budget Savings	0	0
	RECREATION	296,134	350,345

CITY OF SAN GABRIEL
2016-17 Special Departmental (Account "21") Budget Detail
Department line items for miscellaneous expenditures and purchases

Community Services	Recreation	121-850-10
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Supplies - Recreation	Smart & Final, Costco	3,520
#2:	First Aid Supplies	Office Depot, Conney	1,000
#3:	Marketing/Translation	TBD - To Be Bid	1,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**5,520**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Contractual (Account "22") Budget Detail
Payments to persons/agencies for services rendered

Community Services	Recreation	121-850-10
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Fingerprint/Livescan Forms & Processing	Dept. of Justice and Vina Engraving	1,000
#2:	Recreation Guide Postage	San Gabriel Postmaster	10,000
#3:	Grapevine Guide	Simpson Advertising & Advantage	39,200
#4:	Printer/Copier Maintenance Contract	Copy Free	4,450
#5:	Registration Software Maintenance	RecPro	4,000
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**58,650**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Programs (Account "23-039") Budget Detail
Various Parks and Recreation Programs

Community Services	Recreation	121-850-10
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Equipment	BSN Sports	3,415
#2:	Officials	TBD - To Be Bid	3,500
#3:	Staff Uniforms	The Sauce	600
#4:	Tournament Fees	So Cal Municipal Athletic Federation	400
#5:	Awards	The Sauce	500
#6:	Staff Training	TBD - To Be Bid	400
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**8,815**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Programs-Youth Summer (Account "23-040") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Recreation Division	121-850-10 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Craft Supplies	Oriental Trading, Discount	2,200
#2:	Staff Trainings	TBD - To Be Bid	500
#3:	Staff Uniforms	The Sauce	500
#4:	Equipment	BSN Sports, Oriental Trading	1,377
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**4,577**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Programs-Special Events (Account "23-047") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Recreation Division	121-850-10 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Kid's Day and 4th of July	TBD - To Be Bid	5,000
#2:	Holiday Craft Workshop	TBD - To Be Bid	500
#3:	Egg Hunt	TBD - To Be Bid	1,350
#4:	Farmers' Market	TBD - To Be Bid	5,350
#5:	Pentathlon	TBD - To Be Bid	1,000
#6:	Tree Lighting	TBD - To Be Bid	2,400
#7:	Supplies/Marketing	TBD - To Be Bid	2,000
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**17,600**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Programs-Older Adults (Account "23-048") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Recreation Division	121-850-10 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Nutrition Program Supplies	Smart & Final	500
#2:	Older Adult Event Supplies	Smart & Final, Oriental Trading	500
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Programs-Passports (Account "23-051") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Recreation Division	121-850-10 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Passport Supplies	TBD - To Be Bid	1,312
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,312**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Community Engagement Events (Account "27-047") Budget Detail
Various Community Services Programs

Community Services Department	Recreation Division	121-850-10 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Summer Nights - Concerts (4)	TBD - To Be Bid	12,000
#2:	Summer Nights - Movies (2)	TBD - To Be Bid	10,000
#3:	Halloween Event	TBD - To Be Bid	10,000
#4:	Lunar New Year	TBD - To Be Bid	30,000
#5:	San Gabriel Play Day	TBD - To Be Bid	3,500
#6:	Staffing	TBD - To Be Bid	5,000
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
	TOTAL		**70,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Memberships and Dues (Account "53") Budget Detail
Amounts paid for membership in various organizations

Community Services Department	Recreation Division	121-850-10 Account Number

	Member Name	Organization	Amount
#1:	CPRS Membership - 5 Members	CA Park & Recreation Society	850
#2:	SCMAF Membership - 2 Member	SoCal Municipal Athletic Federation	75
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**925**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Allowances (Account "54") Budget Detail
Primarily for attendance of conferences and meetings

Community Services Department	Recreation Division	121-850-10 Account Number

	Activity Type	Organization	Amount
#1:	Educational Allowance	CPRS, Local seminars	4,320
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**4,320**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #1

Community Services Department	Recreation Division	121-850-10 Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase to the Recreation Contractual Account: 121-850-10-22-000

Funding Source (Check One)	Funding Amount
☑ General Fund	5,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**5,000**

Justification

This proposes to cover the increased cost of design, layout and printing of the quarterly Guide for San Gabriel residents.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #2

Community Services	Recreation	121-850-10
Department	Division	Account Number

Activity Type (Check One)

- [x] Personnel
- [ ] Operating
- [ ] Special Projects
- [ ] Capital Outlay

Program or Item Description:

Increase to the Recreation Limited Time Employees Account: 121-850-10-12-000

Funding Source (Check One)	Funding Amount
[x] General Fund	36,475
[ ] Mission Playhouse Imp. Fund	
[ ] Parks and Rec Facility Fund	
[ ] Proposition "A"	
[ ] Proposition "C"	
[ ] Redevelopment	
[ ] AQMD Trust Fund	
[ ] Asset Forfeiture Fund	
[ ] State Sup. Law Enforce. Fund	
[ ] Gas Tax	
[ ] Waste Management Fund	
[ ] Increased Fees (Please Specify)	
[ ] Other (Please Specify)	
Total Program Cost	**36,475**

Justification

In FY 2015-2016 the department revamped the After-School Recreation program at each Elementary School Site. Hours were extended as well as the ages of the participants in the program. With this change there was a great increase in participation. In FY 2014-2015 there was an average of 155 participants per site per month. In FY 2015-2016 there has been an average of 588 participants per site per month. There has been an average increase of 433 participants per month.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number # 3

Community Services	Recreation	121-850-10
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase to the Recreation Allowances
Account: 121-850-10-54-000

Funding Source (Check One)	Funding Amount
☑ General Fund	1,000
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☐ Other (Please Specify)	
Total Program Cost	**1,000**

Justification

Additional request of $1000 to cover the cost of trainings and conferences in FY 2016-2017. This increase will allow staff to attend a variety of trainings and conferences that are need for professional growth which will directly benefit the residents we serve.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #4

Community Services	Recreation	121-850-10
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase to the Recreation Community Engagement Events Account: 121-850-10-27-047

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	12,000
Total Program Cost	**12,000**

Justification

For FY 2016-2017, staff propopes to to continues to develop and enhance the Community Engagement Events by co-sponsoring a Cinco de Mayo event. This event will be supplemented by sponsorship dollars raised by local business in an amount of $15,000.

CITY OF SAN GABRIEL
2016-17 Additional Budget Request
(Please complete one form for each item)

Request Number #5

Community Services	Recreation	121-850-10
Department	Division	Account Number

Activity Type (Check One)

- ☐ Personnel
- ☑ Operating
- ☐ Special Projects
- ☐ Capital Outlay

Program or Item Description:

Increase to the Recreation Membership and Dues account:

121-850-10-53-000

Funding Source (Check One)	Funding Amount
☐ General Fund	
☐ Mission Playhouse Imp. Fund	
☐ Parks and Rec Facility Fund	
☐ Proposition "A"	
☐ Proposition "C"	
☐ Redevelopment	
☐ AQMD Trust Fund	
☐ Asset Forfeiture Fund	
☐ State Sup. Law Enforce. Fund	
☐ Gas Tax	
☐ Waste Management Fund	
☐ Increased Fees (Please Specify)	
☑ Other (Please Specify) unfunded	75
Total Program Cost	**75**

Justification

In FY 2015-2016 staff budgeted one staff membership for the Southern California Municipal Athletic Federation (SCMAF). Staff is proposing to fun two memberships to the organization, one membership for the Recreation Supervisor incharge of the athletic programs and one membership for the Director of the department.

CITY OF SAN GABRIEL
EXPENDITURES

173 PARKS & REC ACTIVITY FUND
850 COMMUNITY SERVICES
18 SPECIAL ACTIVITIES

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	12,845	12,846
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	26,502	26,771
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	1,139
15-000	Worker's Compensation	0	0
19-001	Health Insurance	4,742	4,742
19-002	Retirement	965	1,003
19-004	Medicare	571	574
	Salaries and Benefits	45,625	47,075
23-038	Youth Paid Program	25,000	25,000
23-042	Older Adult Trips	40,000	40,000
23-043	Recreation Classes	80,000	80,000
23-044	Dance & Baton	1,000	1,000
23-045	Day Camp	25,000	25,000
23-046	Tennis	8,700	8,700
23-047	Special Events	5,000	5,000
23-048	Older Adults	2,500	2,500
23-049	Recreation Class Insurance	4,500	4,500
23-050	Share A Dream	800	800
23-052	Facility Insurance	5,720	5,720
60-036	Other Insurances	0	0
	Operating	198,220	198,220
91-000	Budget Savings	0	0
	SPECIAL ACTIVITIES	243,845	245,295

CITY OF SAN GABRIEL
2016-17 Youth Participant Paid Programs (Account "23-038") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Special Activities Division	173-850-18 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Jerseys/Uniforms	Sport Locker, Score	15,000
#2:	Trips - Youth	Knott's Berry Farm, Raging Waters LA Zoo, Beach Trip	10,000
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**25,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Older Adult Trips (Account "23-042") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Special Activities Division	173-850-18 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Trips - Older Adults	Travel Time, Inland Empire	40,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**40,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Recreation Classes (Account "23-043") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Special Activities Division	173-850-18 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Recreation Classes/Instructor Payments	Contract Instructors - Varies	80,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**80,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Dance and Baton (Account "23-044") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Special Activities Division	173-850-18 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Dance and Baton Classes/Biennial Show	TBD - To be bid	1,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**1,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Day Camp (Account "23-045") Budget Detail
Various Parks and Recreation Programs

Community Services	Special Activities	173-850-18
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount Budgeted
#1:	Part-time Staff Costs	Recreation Leaders	18,000
#2:	Day Camp Supplies	Smart N Final, Oriental	2,000
#3:	Day Camp Weekly Trips	Knott's Berry Farm, LA Zoo, Raging Waters	5,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**25,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Tennis (Account "23-046") Budget Detail
Various Parks and Recreation Programs

Community Services	Special Activities	173-850-18
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Tennis Classes/Instructor Payments	Tennis Instructor	8,700
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**8,700**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Special Events (Account "23-047") Budget Detail
Various Parks and Recreation Programs

Community Services	Special Activities	173-850-18
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Turkey Trot	TBD - To be bid	5,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**5,000**

Note Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Older Adults (Account "23-048") Budget Detail
Various Parks and Recreation Programs

Community Services	Special Activities	173-850-18
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Annual Health and Wellness Fair	TBD - to be bid	1,000
#2:	Supplies - Older Adult Community Activities	Smart N Final	500
#3:	Older Adult Programs	TBD - to be bid	1,000
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**2,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL

2016-17 Rec Class Software Maintenance (Account "23-049") Budget Detail

Various Parks and Recreation Programs

Community Services	Special Activities	173-850-18
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Recreation Class Insurance	TBD - to be bid	4,500
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**4,500**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Share A Dream (Account "23-050") Budget Detail
Various Parks and Recreation Programs

Community Services Department	Special Activities Division	173-850-18 Account Number

	Activity Type	Potential Vendor	Amount
#1:	Share A Dream Scholarship	TBD	800
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**800**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Facility Insurance (Account "23-052") Budget Detail
Various Parks and Recreation Programs

Community Services	Special Activities	173-850-18
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Facility Insurance	TBD - to be bid	5,720
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**5,720**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

180 PROP "A" LOCAL RETURN FUND
850 LOCAL TRANSIT DEVELOPMENT
49 DEPARTMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	68,802	71,067
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	2,042
15-000	Worker's Compensation	0	0
19-001	Health Insurance	21,458	21,463
19-002	Retirement	11,004	12,851
19-004	Medicare	997	1,030
	Salaries and Benefits	102,261	108,453
53-000	Membership and Dues	0	0
60-036	Other Insurances	0	0
82-000	Rec. Transit Service	30,000	30,000
85-000	Administrative Costs	24,000	24,000
89-000	Prop A Fund Exchange	0	0
	Operating	54,000	54,000
	Budget Savings	0	0
91-000	LOCAL TRANSIT DEVELOPMENT	156,261	162,453

CITY OF SAN GABRIEL
2016-17 Recreation Transit (Account "82") Budget Detail
Expenses related to recreation transit services

Propostion A Local Return	Local Transit Development	180-850-49
Department	Division	Account Number

	Activity Type	Potential Vendor	Amount
#1:	Older Adults Trips and Tours	Inland Empire and Travel Time	19,500
#2:	Youth Trips	Student Transportation	10,500
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**30,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

181 PROP "C" LOCAL RETURN FUND
850 COMMUNITY SERVICES
49 LOCAL TRANSIT DEVELOPMENT

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	43,639	45,008
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	0	0
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	1,293
15-000	Worker's Compensation	0	0
19-001	Health Insurance	13,858	13,860
19-002	Retirement	9,657	11,475
19-004	Medicare	632	653
	Salaries and Benefits	67,786	72,289
60-036	Other Insurances	0	0
81-000	Senior Dial a Ride	320,000	320,000
82-000	Rec. Transit Service	0	0
85-000	Administrative Costs	24,000	24,000
86-000	Bus Fare Subsidy	125,000	125,000
88-000	Transportation Planning	0	0
89-000	Prop A Fund Exchange	0	0
	Operating	469,000	469,000
91-000	Budget Savings	0	0
	COMMUNITY SERVICES	536,786	541,289

CITY OF SAN GABRIEL
2016-17 Senior Dial a Ride (Account "81") Budget Detail
Expenses related to recreation transit services

Community Services	Local Transit Development	181-850-49
Department	Division	Account Number

	Activity Type	Vendor	Amount Budgeted
#1:	Senior Dial A Ride	First Transit	320,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**320,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
2016-17 Bus Fare Subsidy (Account "86") Budget Detail
Expenses related to recreation transit services

Community Services Department	Local Transit Development Division	181-850-49 Account Number

	Activity Type	Vendor	Amount Budgeted
#1:	Bus Fare Subsidy	MTA	125,000
#2:			
#3:			
#4:			
#5:			
#6:			
#7:			
#8:			
#9:			
#10:			
#11:			
#12:			
#13:			
#14:			
#15:			
#16:			
#17:			
#18:			
#19:			
#20:			
TOTAL			**125,000**

Note: Detailed amounts when totaled must equal amount requested on Department/Division Account.

CITY OF SAN GABRIEL
EXPENDITURES

185 C.D.B.G. FUND
850 COMMUNITY SERVICES
20 YOUTH PROGRAM

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	4,788	5,078
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	29,918	29,972
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	1,007
15-000	Worker's Compensation	0	0
19-001	Health Insurance	1,331	1,332
19-002	Retirement	360	397
19-004	Medicare	503	508
	Salaries and Benefits	36,900	38,294
60-036	Other Insurances	0	0
	Operating	0	0
91-000	Budget Savings	0	0
	YOUTH PROGRAM	36,900	38,294

CITY OF SAN GABRIEL
EXPENDITURES

185 C.D.B.G. FUND
850 COMMUNITY SERVICES
21 AFTER SCHOOL PROGRAM

		2015-16 Adopted Budget	2016-17 Budget Request
11-000	Full Time Employees	2,052	2,177
11-036	Full Time Bilingual Incentive	0	0
12-000	Limited Time Employees	17,569	17,742
12-036	Limited Time Bilingual Incentive	0	0
13-000	Overtime Employees	0	0
14-000	Compensated Absences	0	572
15-000	Worker's Compensation	0	0
19-001	Health Insurance	570	571
19-002	Retirement	154	170
19-004	Medicare	285	289
	Salaries and Benefits	20,630	21,521
60-036	Other Insurances	0	0
	Operating	0	0
	Services and Supplies	0	0
91-000	Budget Savings	0	0
	AFTER SCHOOL PROGRAM	20,630	21,521

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Vincent Lugo Park Renovation - Phase 2 **PROJECT #:** 5-08-02

DEPT. PW - Parks & Facilities **PREPARED BY:** Rebecca Perez/Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date	Associated Projects	
2015-16		
Est. Completion Date		
TBD		

DESCRIPTION

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.

The scope of work for the picnic shelters includes: grading of areas; removal of sod and installation of decomposed granite; and installation of the shelters. This work is estimated to cost $325,000. A Los Angeles County grant will cover $250,000 of the picnic shelter project. Construction to be completed by late summer 2016.

Scope of work for the playground includes removal of sod; retrofit of irrigation system; construction of accessible pathways; installation of play equipment (for ages 2-5 and 5-12) and natural play elements; and planting of native or drought tolerant landscaping. Design costs are $17,500 and construction costs are $282,500. Construction of the playground is partially unfunded; additional funding will be sought through grants and/or future development impact fees.

The water play area from the prior Phase 2 project (estimated $400,500 for construction) has been moved to Vincent Lugo Park Phase 3 Renovation.

Account No.: 122-850-40-97-907

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design		15,000		17,500			32,500
Construction		310,000		282,500			592,500
(Other)							
TOTAL		**325,000**		**300,000**			**625,000**

RECOMMENDED FUNDING SOURCES

40 Development Impact	310,000						310,000
UNFUNDED				65,000			65,000
LA County Grant (Other #1)		250,000					250,000
(Other #2)							
Total	**310,000**	**250,000**		**65,000**			**625,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -

CITY OF SAN GABRIEL 2015-16 to 2019-20 CAPITAL IMPROVEMENT PROGRAM

INDIVIDUAL PROJECT DATA

PROJECT TITLE: Vincent Lugo Park Renovation - Phase 3 **PROJECT #:** 5-08-03

DEPT. PW - Parks & Facilities **PREPARED BY:** Rebecca Perez/Daren Grilley

CHANGES FROM PRIOR YEAR CIP:

Status		Timetable	
New Project	☐	No Change	☐
No Change	☑	Advanced	☐
Funding Change	☐	Delayed	☑

QUICK REFERENCE INFORMATION

Project Start Date: TBD

Est. Completion Date: TBD

Associated Projects

DESCRIPTION

This project proposes the following elements as part of Vincent Lugo Park Phase 3 Renovation: street parking improvements; parking lot renovations including lighting; restroom renovations, renovation of the maintenance yard; bandstand structure; hardscape items (tables, benches, trash cans, etc.); renovation of the baseball field concession stand; upper dry bed collection channel with planting; and interpretive signs. This phase also includes the addition of a water play area (previously included as part of Phase 2).

Project delayed due to lack of funding.

No accounting has been assigned to this project.

EXPENDITURE PLAN

	Prior Years	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
Planning Design						270,000	270,000
Construction						3,600,000	3,600,000
Documents/Admin.							
(Other)							
TOTAL						**3,870,000**	**3,870,000**

RECOMMENDED FUNDING SOURCES

UNFUNDED						3,870,000	3,870,000
(Other #1)							
(Other #2)							
Total						**3,870,000**	**3,870,000**

IMPACT ON ANNUAL OPERATIONAL COSTS WHEN PROJECT IS COMPLETE:

Salaries and Benefits: $ - Operating: $ - Total: $ -