

2016-2017
Preliminary Budget

City of San Gabriel

City Council

Chin Ho Liao Mayor

Kevin Sawkins Vice Mayor

Juli Costanzo Councilmember

John R. Harrington Councilmember

Jason Pu Councilmember

Other Elected Representatives

Eleanor K. Andrews City Clerk

John Janosik City Treasurer

Executive Team

Steven A. Preston City Manager

Marcella Marlowe Assistant City Manager

Bob Kress City Attorney

Thomas C. Marston Finance Director

David A. Lawton Police Chief

Mario Rueda Fire Chief

Arminé Chaparyan Community Development Director

Daren Grilley Public Works Director/City Engineer

Gloria Molleda Chief City Clerk

Rebecca Perez Community Services Director

Anna Cross Mission Playhouse Director



1 BUILD AND IMPROVE THE CITY'S INFRASTRUCTURE

2 GENERATE ECONOMIC DEVELOPMENT BY FOSTERING A BUSINESS-FRIENDLY ENVIRONMENT



STRATEGIC PLAN

2015-2020



3 ENGAGE THE COMMUNITY TO FOSTER CIVIC PRIDE AND OWNERSHIP

Strategic Planning serves a different purpose than other plans. It's a way to **organize and prioritize** our efforts so we can be the most efficient and accomplish our goals over a **three to five year time period.**

4 MAKE SERVICE EXCELLENCE A CORNERSTONE OF THE SAN GABRIEL EXPERIENCE



OUR VISION

San Gabriel will be a premiere city in the region. Building on its rich history, San Gabriel will stand out as a vibrant, inclusive and inviting place to live, work, shop and play. San Gabriel will set the standard for excellence and innovation.



5 DEVELOP RESOURCES BY IDENTIFYING NEW SOURCES OF FUNDING, ORGANIZATIONAL INNOVATION AND EFFICIENCY

MISSION STATEMENT

Through unwavering commitment, collaboration and optimism that inspire community pride, we:

- Promote economic vitality
- Provide exceptional services and experiences
- Implement innovative, sustainable solutions
- Celebrate our rich history and promising future.

**IMAGINE
COMMIT
ACCOMPLISH**

CITY OF SAN GABRIEL 2016-17 Budget

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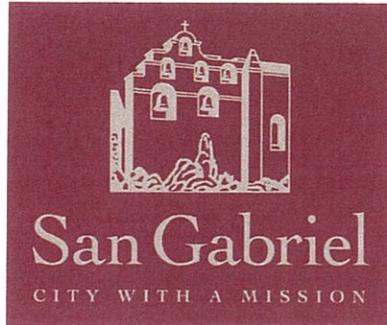
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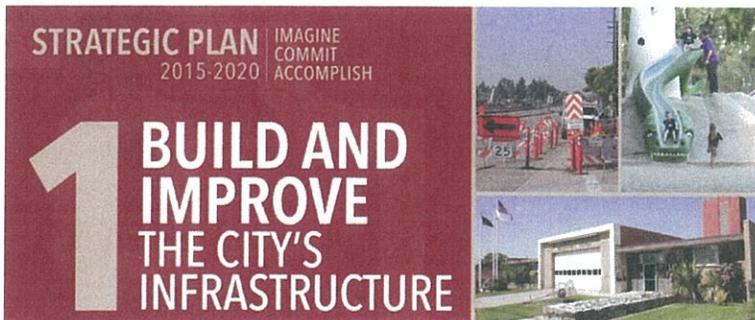


June 7, 2016

Subject: FY 2016-2017 ANNUAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM

Honorable Mayor and Council Members:

We are pleased to submit for your consideration San Gabriel’s proposed FY 2016-17 *Preliminary Budget* and the accompanying *Capital Improvement Program*.



About This Budget and the City’s Strategic Plan

As the Council’s working blueprint for the year, the budget is the most critical component to implementation of the City’s new, five-year strategic plan, adopted in 2014.

Since reinventing our budget process, the City has continued to increase its outreach and online access to data through the Finance Department’s “Budget Central”, an online budget survey and a live Twitter chat.

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

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

Capital Expenditures

The Council's first and foremost strategic initiative is to build and improve the city's infrastructure, focusing on streets.

Other initiatives include the City's new Public Works Maintenance Facility on East Grand Ave, for which construction is now underway; and sewer system repairs as part of the city's sewer master plan, designed to ensure compliance with Federal and State requirements.

CAPITAL PROJECTS	2014-15	2015-16
Special Projects	771,000	577,300
Street Improvements	5,606,192	1,587,126
Sewer System	1,432,000	1,160,000
Park Improvements	255,000	250,000
Public Facilities	566,000	1,043,638
Equipment Improvements	2,041,402	432,000
Other Improvements	-	300,000
Capital Outlay	25,000	232,000
Total Capital Projects	10,716,594	5,582,064



EXPENDITURES BY FUND	2014-15	2015-16
General Fund	33,554,188	34,452,414
AB 2029	136,419	141,051
C.D.B.G. Fund	155,837	169,400
B.R.T.T.E. Fund	122,500	65,000
Auto Shop	1,106,054	801,104
AQMD	30,000	-
Sewer Fund	824,452	726,577
PROP "A"	1,338,151	156,261
PROP "C"	610,404	543,763
Asset Forfeiture	157,000	-
Park & Rec Fund	116,000	243,845
Mission Playhouse	412,126	1,328,310
Risk Management	6,686,757	6,119,019
Total Operating Budget	45,250,788	44,739,804



Staffing

STAFFING BY DEPARTMENT	2014-15	2015-16
Administration	8	8
Human Resources	5	5
City Clerk	5	4
Finance	10	10
Police	69	69
Fire	35	35
Community Development	14	15
Public Works	30	31
Community Services	7	7
Mission Playhouse	5	5
Total Full Time Employees	189	189

CITY OF SAN GABRIEL



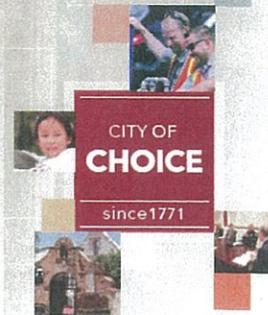
2015-2016 BUDGET IN BRIEF

City Council
 Jason Pu, Mayor
 Chin Ho Liao, Vice Mayor
 Juli Costanzo, Councilmember
 John R. Harrington, Councilmember
 Kevin Sawkins, Councilmember



The City of San Gabriel's 2015-16 Adopted Budget and Capital Improvement Program are available on the City's website at www.san gabrielcity.com, San Gabriel Library, and City Hall

San Gabriel City Hall
 425 S. Mission Drive
 San Gabriel, CA 91776



Anticipating tomorrow. Acting today.

Above: The City's FY15-16 budget summarized in a colorful tri-fold brochure, from which this image was taken.

Overview of the Budget

Your budget, captured in a diagram on page 1, includes total proposed revenues of \$55,344,694 and expenditures of \$56,466,026. Of those expenditures, \$48,411,110 is the City's operating budget, and the remaining \$8,054,916 is this year's capital improvement and special projects (streets, sewers, and other critical infrastructure that the Council has assigned as its top priority).

Both revenues and expenditures have increased slightly from the previous fiscal year budget. Revenues have increased by \$3,152,219 (6% increase) and expenditures by \$6,144,158 (12% increase), which have been allocated to directly help achieve the Council's priorities developed in the Strategic Plan.

The budget funds 190 full-time employees (up from last year's 189). As presented here, the general fund is balanced and has an estimated available reserve of \$3,555,735, achieving the 10% target that I have recommended.

While the budget maintains operations at their current level, it does not completely address forces outside our direct control such as the increasing costs of liability insurance, health care and other benefits, for which the Council must continue to monitor developments at the State and local levels, as these continue to affect our ability to fund and provide critical services.



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

Strategic Plan Initiatives

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

Build and Improve the City's Infrastructure

- **Additional funding for street and sewer infrastructure**, including street paving projects and equipment.
- **Enhanced engineering division**, including an additional engineering manager to help complete the City's funded infrastructure projects.

Generate Economic Development by fostering a business-friendly environment

- **Increased business recruitment**, including additional economic development support staff to improve business assistance.
- **Enhanced community development**, including the City's first Land Management and Geographic Information System to increase the effectiveness of the City's community development services.

Make Service Excellence a Cornerstone of the San Gabriel Experience

- **Increased customer service and translation services**, including a new full time bilingual greeter at City Hall.
- **Implementation of the third phase of the City's technology master plan**, including moderate technology upgrades needed to the City's underlying technological infrastructure.

Engage the Community to Foster Civic Pride and Ownership

- **Increased personnel for arts and community engagement initiatives**, including appropriate overtime coverage for the expanded array of community concerts, street festivals, and original programming at the Mission Playhouse.

Overview of the Capital Improvement Program

The Council's first and foremost strategic initiative is to *Build and improve the City's infrastructure*. As you review this budget, you will simultaneously consider this year's update of the five-year capital improvement program. The portion of that five-year program allocated in this year's budget is \$8,054,916.

During the coming year, the City will be constructing:

- Approximately \$2.8 million in **new street improvements**;
- Approximately \$2.7 million in **sewer improvements**;
- Approximately \$250,000 in **traffic signal improvements**, and
- More than \$1 million in **public facility and equipment improvements**.

This ambitious and challenging program includes:

- **Del Mar Avenue/Alhambra Wash Bridge**
Replacement of the Del Mar Avenue Bridge crossing the Alhambra Wash with a new bridge consisting of two travel lanes in each direction, turning lane, and 6-foot wide sidewalks;
- **Sewer System Improvements**
Sewer system repairs and maintenance, part of the City's sewer master plan, designed to ensure compliance with Federal and State requirements (and including the Del Mar Avenue project noted above);
- **Great Streets Program**
Continue City street improvements through our Great Streets Program;

- **Alameda Corridor East Repairs**
Set funds aside to repair and restore haul routes for the Alameda Corridor East project following the lowering of the railroad tracks in 2017;
- **New Fire Engine**
Acquisition of a new Fire Engine vehicle to replace an outdated vehicle and to increase the level of public safety and rescue services;
- **Technology**
A host of new technology investments, including implementation of the City's first Land Management System that can provide easy to use parcel-specific information.

Other initiatives include the City's new Police Station facility, for which this budget includes the demolition of the old Public Works yard, the new Police Station location.

This year's budget process continues to include public participation opportunities surrounding the Capital Improvement Program. The companion Capital Improvement Program book provides more detailed information about each specific capital project that the City plans to accomplish within the next five years.

The Planning Commission will review the Capital Improvement Program at its meeting on June 13, 2016.

Key Legislative Issues

The key issue affecting the City, and addressed by the League of California Cities:

- **Transportation Program and Infrastructure Funding**
We have been concerned about the funding for the City's streets and roads, as well as local transit programs. A substantial amount of additional funding is needed to make a significant improvement in transportation programs and infrastructure. If Governor Brown's January 2016 Proposed Budget is adopted, it would address only part of this issue by providing new transportation revenues in the amount of \$214,905 annually to the City. The Council will continue to make this subject a priority, and progressively use other funds to address this issue.



Special Funds

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

- The **Measure R Fund** has received proceeds from a loan in the amount of \$3.8 million. The proceeds of this debt will be used to improve the City's street infrastructure, Del Mar Avenue from Mission Road to the I-10 Freeway.
- The City's **Successor Agency Fund** and **Internal Service Funds** largely continue this year on a status quo basis. As the successor to the former redevelopment agency, the City is responsible for winding down its existing obligations and liquidating its assets. An Oversight Board is guiding the Agency's dissolution and will oversee the repayments and implementation of projects already underway. We anticipate that the final obligation that the Successor Agency will eliminate is the remaining amount due to the City for advances that it had made to the Redevelopment Agency. This last enforceable obligation may take up to four years to be liquidated.

Strategic Planning and Accountability

In 2014, the Council adopted City's first true strategic plan, which has played a vital role by integrating and spearheading this budget. This budget moves the City toward greater accountability by including improvements on its units of measure, key performance indicators, and outcomes where applicable.

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

Respectfully submitted,

Steven A. Preston
City Manager

RESOLUTION 16-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL
ADOPTING THE 2016-17 ANNUAL BUDGET

WHEREAS, the City Manager has submitted to the City Council of San Gabriel the Preliminary 2016-17 Annual Budget including all proposed expenditures, estimated revenues and estimated fund balances; and

WHEREAS, a copy of the Preliminary 2016-17 Budget is posted on the City website and on file in the City Clerk's office for inspection by the public; and

WHEREAS, the City Council has duly reviewed the Preliminary 2016-17 Budget at a meeting open to the public on June 21, 2016.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Gabriel hereby adopts the 2016-17 Annual Budget.

PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 21th day of June 2016.

ATTEST:

Chin Ho Liao, Mayor
San Gabriel City Council

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

CITY OF SAN GABRIEL

Guide to the Budget

Introduction

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

This guide provides the reader with some basic understanding of the constituent components of this budget document. In addition to the Table of Contents, additional information to which the reader should refer is the Notes to Actual and Estimated Revenues (Pages 17-26), Capital Improvement Descriptions (Pages 30-34), Glossary of Budget Terms (Pages 40-42), and the Sources and Uses Statement Notes in Appendix D.

Organization of the Budget Document

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

	Pages
▪ Budget Summaries <i>You will find the entire budget in a single pull-out page.....</i>	1
▪ Revenue Budget <i>You will find a pie graph and revenue details.....</i>	8-26
▪ Capital Improvement Budget <i>You will find the major capital projects on two pages.....</i>	28-34
▪ Operating Expenditures Budget <i>You will find a pie chart and expenditure summary information.....</i>	35-38
▪ Department Operating Budgets <i>You will find specific expenditure information organized by department.....</i>	48-200
▪ Statement of Investment Policy <i>You will find the guidelines of the City's cash management system.....</i>	202
▪ Service Fees <i>You will find the fees charged by the City for services provided.....</i>	210-229
▪ Financial Policies <i>You will find financial policies used by the City to guide decision making.....</i>	238-239

CITY OF SAN GABRIEL
Explore the Budget

Find Your Path

The Budget Document contains many new items and topics of interest to the public. Listed below are subjects and themes with references to the pages where they appear throughout the Budget Document.

Areas of Interest	Pages
Animal Control Services	84
Citation and Crime Statistics	97
Code Enforcement Program	131-132
Community Engagement Initiatives.....	125, 176, 193
Emergency Operations Center (EOC).....	114
Equipment Improvements	29, 33
Fire Engine.....	29, 33
Fire Response Statistics.....	108
Hayes House Preservation	28, 30
Land Management System	29, 33
Park Preservation	28, 30
Police Facility.....	29, 33
Police Operations.....	94-104
Sewer Collection System Maintenance and Repair	159-160
Sewer Improvements.....	28, 32-33
Special Activities and Events.....	177-178
Stormwater Program	28, 30, 32
Street Maintenance and Repair	146-147
Street Projects and Improvements.....	28, 31-32
Technology Initiatives	87-88
Transportation Services	179-180

**CITY OF SAN GABRIEL
2016-2017 BUDGET PROCESS**

Milestone Date	Action
Thursday November 19, 2015	Finance Director Meeting with City Manager Recommendation of Draft Budget Forms and Draft Budget Calendar
Wednesday December 9, 2015	Meeting with Executive Team Recommendation of Draft Budget Forms and Budget Calendar
Thursday January 7, 2016	City Departments submit requests for personnel reviews to Human Resources Review position titles, salary ranges, new or reclassified positions
Thursday January 14, 2016	Budget Central Launch on City website
Thursday January 21, 2016	Human Resources distributes list of approved personnel modifications for inclusion in the departmental budget request
Wednesday January 27, 2016	Budget Meeting with Executive Team Executive Team Agenda Item (30 Minutes)
Tuesday February 2, 2016	Council Study Session Goal Setting (Strategic Plan) Workshop <i>*Strategic Plan implementation date to be set by City Manager's Office</i>
Wednesday February 10, 2016	Finance Department delivers budget worksheets to City Departments Introduce Budget Liaison and provide Preliminary Budget numbers
February 15 - March 17, 2016	Community Outreach Online Budget Survey, Twitter Chat, and Money Matters event
Wednesday February 17, 2016	Department Key Performance Indicator Workshop Executive Team Agenda Item (30 Minutes)
February 18 - March 16, 2016	Finance Liaison assists each department with budget request
Thursday March 17, 2016	City Departments submit Draft Operating and CIP Budget to Finance
Thursday March 24, 2015	Finance Delivers Departmental Budget Requests to the City Manager

**CITY OF SAN GABRIEL
2016-2017 BUDGET PROCESS**

Milestone Date	Action
Tues. & Wed. April 12-13, 2016	City Manager reviews Departmental Budget Requests
Thursday April 19, 2016	Council Study Session Finance Presents Draft Budget & Revenue Enhancement Overview
Tuesday May 3, 2016	First Budget Study Session "Draft" Operating & Capital Improvement Program "Feedback Forum" Public Works, Administration, Human Resources, City Clerk, Finance, and Fire Presentations Including each department's proposed Capital Improvement Projects and Operating Budget
Tuesday May 10, 2016	Second Budget Study Session "Draft" Operating & Capital Improvement Program "Feedback Forum" Remaining Department Presentations Including each department's proposed Capital Improvement Projects and Operating Budget
May 11 - May 25, 2016	Finance Department Prepares Preliminary Budget Document
Thursday May 26, 2016	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Manager
Wednesday June 1, 2016	Finance Department delivers Preliminary Budget & Capital Improvement Program to the City Council
Monday June 13, 2016	Planning Department submit Capital Improvement Program To Planning Commission
Tuesday June 7, 2016	Preliminary Capital Improvement and Operating Budget Presentation to City Council
Tuesday June 21, 2016	Capital Improvement Program Adoption Public Hearing & Budget Adoption
Thursday September 1, 2016	Approved Capital Improvement Program and Budget available to the public for purchase, online and at the Library

Town Hall/Community Outreach meetings to be added as necessary

Budget Summaries

CITY OF SAN GABRIEL
Sources and Uses Statement
2016-17

	SOURCES					USES						
	Estimated	Estimated	Transfers	Advance	Total	Operating	Capital	Operating	Advances	Total		Estimated
	Fund Balance July 1, 2016	Revenue	In	From Other Funds	Sources	Budget	Improvement Budget	Transfer Out	To Other Funds	Uses		Amount June 30, 2017
121 General Fund	\$1,890,655	\$32,832,205	\$5,595,682	\$309,295	\$40,627,837	\$35,933,518	\$539,000	\$599,584	\$0	\$37,072,102	\$3,555,735	
Special Revenue Funds												
125 Retirement Fund	2,189,489	6,531,200	0	0	8,720,689	0	0	7,796,488	0	7,796,488	924,201	
136 Gas Tax Fund	(94,052)	850,000	0	0	755,948	0	860,000	0	0	860,000	(104,052)	
137 Sewer Fund	400,239	2,000,000	0	0	2,400,239	862,894	2,650,000	0	0	3,512,894	(1,112,655)	
140 Street Light Fund	145,166	1,000	0	0	146,166	0	145,000	0	0	145,000	1,166	
145 Traffic Congestion Relief	0	0	0	0	0	0	0	0	0	0	0	
147 Office of Traffic Safety Fund	0	95,000	0	0	95,000	0	0	0	0	0	95,000	
150 Waste Management Fund	174,232	485,000	0	0	659,232	0	559,540	0	0	559,540	99,692	
151 AQMD Fund	17,981	50,350	0	0	68,331	0	0	0	0	0	68,331	
152 Mission Playhouse Fund	221,758	654,820	732,564	0	1,609,142	1,520,365	0	0	0	1,520,365	88,777	
160 State Supp. Local Law Enforce. Fund	28,127	101,000	0	0	129,127	130,092	0	0	0	130,092	(965)	
161 Asset Forfeiture - Dept. of Justice	198,558	3,000	0	0	201,558	0	10,000	0	0	10,000	191,558	
162 Asset Forfeiture - Dept. of Treasury	72,147	400	0	0	72,547	0	0	0	0	0	72,547	
163 Asset Forfeiture - State Fund	10,588	100	0	0	10,688	0	0	0	0	0	10,688	
165 Parking Fund	0	0	0	0	0	0	0	0	0	0	0	
172 Development Impact Fund	2,876,632	2,125,000	0	0	5,001,632	0	500,000	0	0	500,000	4,501,632	
173 Park and Recreation Activity Fund	57,166	194,500	0	0	251,666	245,295	0	0	0	245,295	6,371	
180 Proposition A Local Return Fund	669,180	771,100	0	0	1,440,280	1,452,453	0	0	0	1,452,453	(12,173)	
181 Proposition C Local Return Fund	279,542	640,000	0	0	919,542	599,079	700,000	0	0	1,299,079	(379,537)	
183 Measure R Fund	557,002	460,000	0	0	1,017,002	0	445,000	0	0	445,000	572,002	
185 CDBG Fund	0	339,356	0	0	339,356	147,380	191,976	0	0	339,356	0	
186 Other Grants Fund	144,021	409,400	0	0	553,421	0	409,400	0	0	409,400	144,021	
Total	\$7,947,776	\$15,711,226	\$732,564	\$0	\$24,391,566	\$4,957,558	\$6,470,916	\$7,796,488	\$0	\$19,224,962	\$5,166,604	
Internal Service Funds												
128 Automotive Equipment Fund	208,310	1,555,000	0	0	1,763,310	838,208	1,045,000	35,000	0	1,918,208	(154,898)	
129 Risk Management Fund	\$985,561	4,641,000	2,102,826	0	7,729,387	6,681,826	0	0	0	6,681,826	1,047,561	
Total	\$1,193,871	\$6,196,000	\$2,102,826	\$0	\$9,492,697	\$7,520,034	\$1,045,000	\$35,000	\$0	\$8,600,034	\$892,663	
Trust Funds												
193 Successor Agency	(1,429,834)	605,263	0	0	(824,571)	0	0	0	309,925	309,925	(1,134,496)	
Total	(\$1,429,834)	\$605,263	\$0	\$0	(\$824,571)	\$0	\$0	\$0	\$309,925	\$309,925	(\$1,134,496)	
TOTAL - ALL FUNDS	\$9,602,468	\$55,344,694	\$8,431,072	\$309,295	\$73,687,529	\$48,411,110	\$8,054,916	\$8,431,072	\$309,925	\$65,207,023	\$8,480,506	

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

CITY OF SAN GABRIEL
Revenue Summaries by Fund
2012-13 Through 2016-17

Fund NO.	Fund Name	Actual Revenue 2012-13	Actual Revenue 2013-14	Actual Revenue 2014-15	Estimated Revenue 2015-16	Estimated Revenue 2016-17
121	General Fund	\$ 26,442,104	\$ 25,707,986	\$ 35,948,662	\$ 31,170,395	\$ 32,832,205
	<u>Special Revenue Fund</u>					
125	Retirement Fund	5,467,758	5,701,173	6,199,993	6,331,000	6,531,200
136	State Gas Tax	1,007,281	1,356,099	1,204,050	940,000	850,000
137	Sewer Fund	-	-	1,963,721	2,000,000	2,000,000
140	Street Light Fund	-	30,735	(24,950)	-	1,000
145	Traffic Congestion Fund	-	-	-	-	-
147	Office of Traffic Safety Grant Fund	147,096	65,438	65,676	120,184	95,000
150	Waste Management Fund	481,657	475,205	454,055	485,000	485,000
151	Air Quality Management Fund	48,307	36,962	63,313	50,350	50,350
152	Mission Playhouse Fund	56,457	49,949	572,882	630,520	654,820
160	State Supplemental Law Enforcement Fund	102,552	100,843	106,568	131,000	101,000
161	Asset Forfeiture-Department of Justice Fund	43,259	24,167	44,013	43,000	3,000
162	Asset Forfeiture-Department of Treasury Fund	852	365	22,969	400	400
163	Asset Forfeiture-State Fund	10,528	10,166	72	100	100
165	Parking Fund	-	-	-	-	-
172	Development Impact Fees Fund	287,022	225,507	558,189	2,115,000	2,125,000
173	Park & Recreation Activity Fund	163,662	184,470	144,589	204,500	194,500
180	Proposition "A" Local Return Fund	684,509	692,017	721,780	761,000	771,100
181	Proposition "C" Local Return Fund	588,092	581,847	603,201	615,000	640,000
183	Measure "R" Fund	434,461	433,133	454,261	460,000	460,000
185	Community Development Block Grant Fund	278,750	135,781	720,690	485,347	339,356
186	Other Grant Fund	1,617,345	313,529	692,806	9,733,987	409,400
	TOTAL	\$ 11,419,589	\$ 10,417,385	\$ 14,567,879	\$ 25,106,388	\$ 15,711,226
	<u>Internal Service Funds</u>					
128	Automotive Fund	1,205,444	1,261,277	1,657,240	1,318,000	1,555,000
129	Risk Management Fund	4,013,355	4,462,619	4,514,409	4,641,000	4,641,000
	TOTAL	\$ 5,218,799	\$ 5,723,896	\$ 6,171,649	\$ 5,959,000	\$ 6,196,000
	<u>Trust Funds</u>					
193	Redevelopment Obligation Retirement Fund	810,375	363,413	33,636	32,500	605,263
	TOTAL	\$ 810,375	\$ 363,413	\$ 33,636	\$ 32,500	\$ 605,263
	GRANT TOTAL ALL FUNDS	\$ 43,890,867	\$ 42,212,680	\$ 56,721,826	\$ 62,268,283	\$ 55,344,694

CITY OF SAN GABRIEL
Expenditure Summaries by Fund
2012-13 Through 2016-17

Fund NO.	Fund Name	Actual Expenditure 2012-13	Actual Expenditure 2013-14	Actual Expenditure 2014-15	Budget Expenditure 2015-16	Budget Expenditure 2016-17
121	General Fund	\$ 31,578,568	\$ 30,816,126	\$ 36,472,534	\$ 35,967,052	\$ 36,472,518
	<u>Special Revenue Fund</u>					
125	Retirement Fund	-	-	-	-	-
136	State Gas Tax	646,249	732,374	1,647,823	1,102,666	860,000
137	Sewer Fund	-	-	836,471	1,941,577	3,512,894
140	Street Light Fund	-	-	-	21,000	145,000
145	Traffic Congestion Fund	-	-	-	-	-
147	Office of Traffic Safety Grant Fund	131,126	68,029	78,408	-	-
150	Waste Management Fund	98,595	30,026	634,383	163,460	559,540
151	Air Quality Management Fund	36,293	-	50,010	62,000	-
152	Mission Playhouse Fund	15,071	18,443	1,089,101	1,320,310	1,520,365
160	State Supplemental Law Enforcement Fund	99,751	154,105	180,727	141,051	130,092
161	Asset Forfeiture-Department of Justice Fund	47,136	43,539	79,055	50,500	10,000
162	Asset Forfeiture-Department of Treasury Fund	-	-	-	-	-
163	Asset Forfeiture-State Fund	29,579	-	-	-	-
165	Parking Fund	-	-	-	-	-
172	Development Impact Fees Fund	136,428	35,698	49,897	150,000	500,000
173	Park & Recreation Activity Fund	212,579	193,515	142,429	243,845	245,295
180	Proposition "A" Local Return Fund	1,131,749	50,826	1,394,086	181,261	1,452,453
181	Proposition "C" Local Return Fund	564,342	635,146	1,315,670	543,763	1,299,079
183	Measure "R" Fund	111,185	93,109	785,921	375,000	445,000
185	Community Development Block Grant Fund	131,907	135,781	720,692	483,960	339,356
186	Other Grant Fund	651,643	541,065	870,198	391,300	409,400
	TOTAL	\$ 4,043,633	\$ 2,731,657	\$ 9,874,870	\$ 7,171,693	\$ 11,428,474
	<u>Internal Service Funds</u>					
128	Automotive Fund	942,951	797,330	938,838	999,104	1,883,208
129	Risk Management Fund	6,597,746	5,893,145	5,113,883	6,119,019	6,681,826
	TOTAL	\$ 7,540,698	\$ 6,690,475	\$ 6,052,720	\$ 7,118,123	\$ 8,565,034
	<u>Trust Funds</u>					
193	Redevelopment Obligation Retirement Fund	2,235,703	373,502	44,895	65,000	-
	TOTAL	\$ 2,235,703	\$ 373,502	\$ 44,895	\$ 65,000	\$ -
	GRANT TOTAL ALL FUNDS	\$ 45,398,601	\$ 40,611,761	\$ 52,445,020	\$ 50,321,868	\$ 56,466,026

CITY OF SAN GABRIEL
Listing of Funds by Type

<u>Fund</u>	<u>Title</u>
<u>General Fund</u>	
121	General Fund
<u>Special Revenue Funds</u>	
121	Capital and Special Projects
123	Payroll Clearing Account
125	Retirement Fund
136	State Gas Tax Fund
137	Sewer Fund
140	Street Light Fund
141	Street Light Assessment Fund
145	Traffic Congestion Relief Fund
147	Office of Traffic Safety Grant Fund
150	Waste Management Fund
151	Air Quality Management Fund
152	Mission Playhouse Fund
160	State Supplemental Law Enforcement Fund
161	Asset Forfeiture - Department of Justice Fund
162	Asset Forfeiture - Department of Treasury Fund
163	Asset Forfeiture - State Fund
165	Parking Fund
172	Development Impact Fees Fund
173	Park & Recreation Activity Fund
174	Flex Benefits Fund
180	Proposition A Local Return Fund
181	Proposition C Local Return Fund
182	General Fixed Assets Account Group Fund
183	Measure "R" Fund
185	Community Development Block Grant Fund
186	Other Grants Fund
187	Park Bond Fund
188	Earthquake Reimbursement Fund
189	General Long Term Debt Account Group Fund
<u>Internal Service Funds</u>	
128	Automotive Maintenance Fund
129	Risk Management Fund
<u>Trust Funds</u>	
171	Trust Fund
193	Redevelopment Oligation Retirement Fund

FUND DESCRIPTIONS

GENERAL FUND (121)

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

CAPITAL IMPROVEMENT FUND (122)

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

RETIREMENT FUND (125)

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

AUTOMOTIVE MAINTENANCE FUND (128)

This fund is used to account for costs of acquisition, operation and maintenance of automotive equipment used by City departments.

RISK MANAGEMENT FUND (129)

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

SPECIAL GAS TAX FUND (136)

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

SEWER FUND (137)

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

STREET LIGHT FUND (140)

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

TRAFFIC CONGESTION RELIEF FUND (145)

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

OFFICE OF TRAFFIC SAFETY GRANT (147)

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

WASTE MANAGEMENT (150)

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

FUND DESCRIPTIONS

AIR QUALITY MANAGEMENT DISTRICT FUND (151)

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

MISSION PLAYHOUSE FUND (152)

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

STATE SUPPLEMENTAL LAW ENFORCEMENT FUND (160)

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

ASSET FORFEITURE – DEPARTMENT OF JUSTICE (161)

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

ASSET FORFEITURE – DEPARTMENT OF TREASURY (162)

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

ASSET FORFEITURE – STATE (163)

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

PARKING IN-LIEU FUND (165)

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

DEVELOPMENT IMPACT FEES FUND (172)

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

PARKS & RECREATION ACTIVITIES FUND (173)

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

PROPOSITION "A" LOCAL RETURN FUND (180)

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

FUND DESCRIPTIONS

PROPOSITION "C" LOCAL RETURN FUND (181)

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

MEASURE "R" FUND (183)

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

COMMUNITY DEVELOPMENT BLOCK GRANT (185)

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

OTHER GRANTS FUND (186)

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

REDEVELOPMENT OBLIGATION RETIREMENT FUND (193)

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

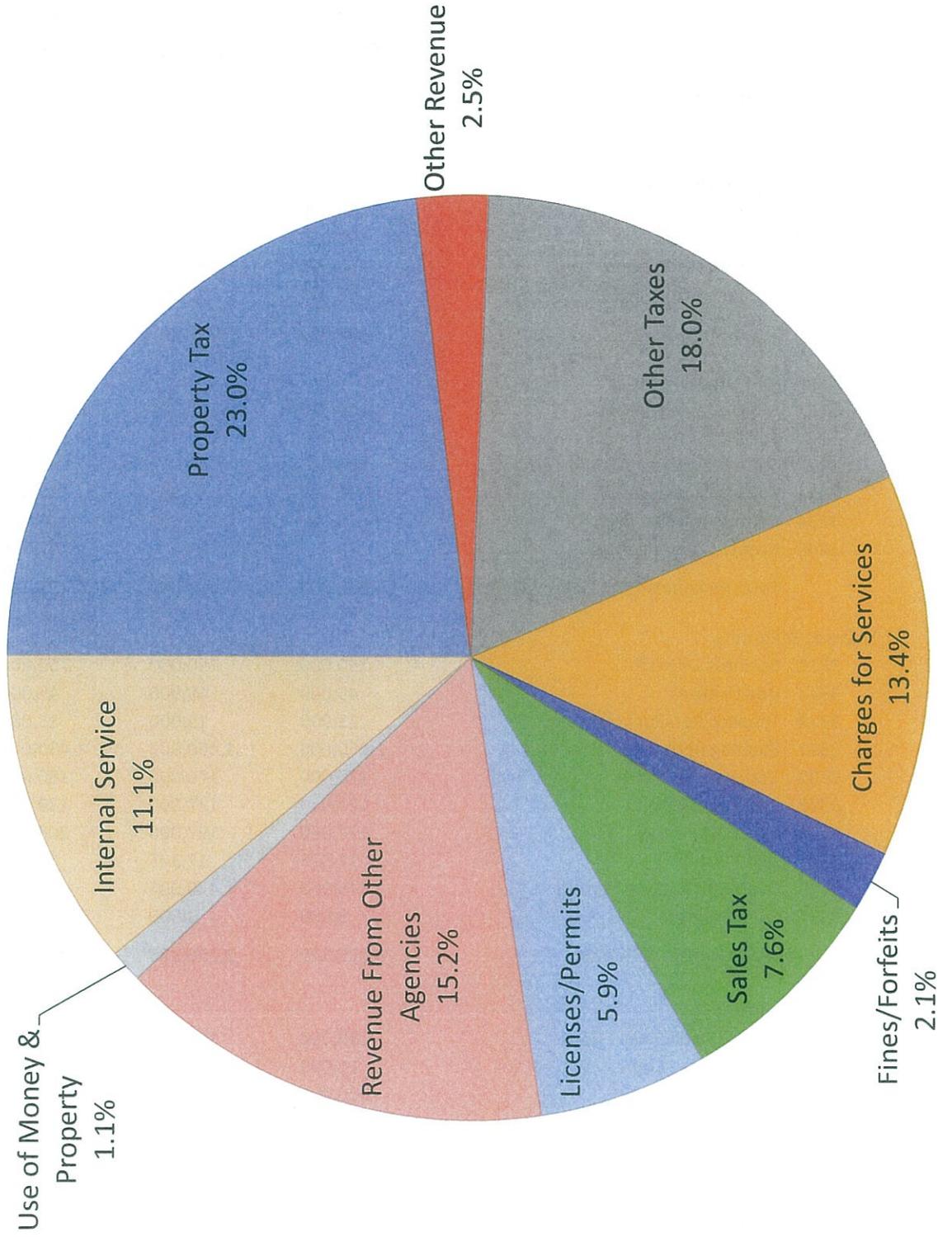
Revenues

CITY OF SAN GABRIEL

Total All Revenues

2016-17

\$55,344,694



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

	<u>2015-16 Adopted Budget</u>	<u>2015-16 Revised Budget</u>	<u>2016-17 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
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

	<u>2015-16 Adopted Budget</u>	<u>2015-16 Revised Budget</u>	<u>2016-17 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
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

	<u>2015-16 Adopted Budget</u>	<u>2015-16 Revised Budget</u>	<u>2016-17 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
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

	<u>2015-16 Adopted Budget</u>	<u>2015-16 Revised Budget</u>	<u>2016-17 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
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 Facilities 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

	<u>2015-16 Adopted Budget</u>	<u>2015-16 Revised Budget</u>	<u>2016-17 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
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	339,356	(145,991)
TOTAL CDBG FUND	483,960	485,347	339,356	(145,991)
OTHER GRANTS FUND (186)				
3212 FEMA Grants	-	-	-	-
3214 TEA-21	-	509,077	43,100	(465,977)
3215 Homeland Security Grant	-	87,608	-	(87,608)
3219 Department of Justice	-	771	-	(771)
3225 State Grants	48,300	4,468,966	23,300	(4,445,666)

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

	<u>2015-16 Adopted Budget</u>	<u>2015-16 Revised Budget</u>	<u>2016-17 Estimated Budget</u>	<u>Increase/ (Decrease)</u>
OTHER GRANTS FUND (186) - Continued				
3234 County Grant	250,000	250,000	-	(250,000)
3235 STP-L Reimbursements	-	668,383	-	(668,383)
3245 Grants - Other Agencies	93,000	3,749,182	343,000	(3,406,182)
TOTAL OTHER GRANTS	391,300	9,733,987	409,400	(9,324,587)
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	55,344,694	(6,923,589)

CITY OF SAN GABRIEL
EXPLANATION OF MAJOR GENERAL FUND REVENUE ESTIMATES

The City of San Gabriel relies on several major revenue sources to balance its General Fund budget. The most important of these revenue sources (based on percentage of the total revenue budget) are the following: Property Taxes, Utility Taxes, Sales Taxes, Motor Vehicle In-Lieu Tax, Transient and Occupancy Tax, Fire Services and Parking Fines. Together, these revenues account for \$23,350,000 or approximately 70% of the total revenue budget in fiscal year 2016-17. Listed below are the assumptions staff used for estimating the major revenue sources for fiscal year 2016-17.

Property Tax (Revenue Source Code: 3111) Revenue Total – FY 2016-17 = \$5,650,000

The County of Los Angeles levies a tax of 1% on the assessed valuation of property within the County. The City of San Gabriel receives approximately a 11% share of this 1% levy for property located within the City limits. Because of State actions during fiscal years 1992-93 through 1994-95 to balance its budget, the City will have \$12,300,000 diverted to the State's Educational Revenue Augmentation Fund. For the past several years, property values have been improving and in fiscal year 2016-17 it is anticipated that the assessed valuation will increase 5% generating \$5,650,000. In addition to this amount an additional \$6,500,000 is generated as a result of a retirement fund levy of .14 cents for every \$100 of assessed valuation. These funds are accounted separately in the Retirement Fund (Fund #125). Property tax is the General Fund's largest revenue source.

Utility Taxes (Revenue Source Code: 3131) Revenue Total – FY 2016-17 = \$5,350,000

Utility taxes of 8% are levied on consumption of electricity, gas, water and telephone within the City of San Gabriel. We are forecasting a 6% increase in total utility tax revenues for the 2016-17 fiscal year, compared to the 2015-16 revised estimate of \$5,050,000. We expect growth of the telephone tax to come predominately from the implementation of collection of the tax on Pre-paid wireless services, as well as growth in revenues in electric and gas services derived from increased rates charged by the utilities. Combined, utility user taxes are the second largest revenue source.

Sales Tax (Revenue Source Code: 3132) Revenue Total – FY 2016-17 = \$4,200,000

The City of San Gabriel receives a 1% share of all taxable sales generated within its borders. In addition to this 1% share, the City receives a portion of an additional voter-approved ½ cent sales tax amount, which is dedicated for public safety purposes. The sales tax estimate in fiscal year 2016-17 is flat when compared to the revised 2015-16 estimate. The 2016-17 \$4,200,000 sales tax estimate is not anticipated to increase in spite of improving sales in restaurants and an anticipated rise in local economic activity because there is a larger decrease in automotive and consumer sales due to the loss of several large automotive and consumer goods retailers.

CITY OF SAN GABRIEL
EXPLANATION OF MAJOR GENERAL FUND REVENUE ESTIMATES - Continued

Motor Vehicle In-Lieu Tax (Revenue Source Code: 3222) Revenue Total – FY 2016-17 = \$4,300,000

The State Revenue and Taxation code imposes an annual license fee of .65% of the market value of motor vehicles in lieu of a local motor vehicle property tax. In 2004, the legislature approved a Vehicle License Fee for property tax swap as a part of a state-local budget agreement. The legislation eliminated state General Fund payments to cities and counties, but was replaced with a like amount of property taxes, dollar-for-dollar. Property tax in lieu allocations are transfers from the school property tax shares. They are in addition to and are tracked separately from other property tax revenues. Motor vehicle in lieu taxes are expected to increase by \$100,000 over the \$4,200,000 revised 2015-16 fiscal year estimate based on an expected modest increase in valuations.

Transient Occupancy Tax (Revenue Source Code: 3134) Revenue Total – FY 2016-17 = \$1,700,000

Transient occupancy taxes are assessed on hotel and motel room rentals within the City of San Gabriel at a rate of 12%. The estimate for fiscal year 2016-17 of \$1,700,000 is 6.3% above the 2015-16 revised estimate of \$1,600,000. The City of San Gabriel has a strong demand for hotel stays as evidenced by two new 200+ room hotels under construction. While these new hotels will not be open for business in 2016-17 the current hotel and motel operators have strong pricing power which is the cause for the 6.2% increase in revenue.

Fire Services (Revenue Source Code: 3413) Revenue Total – FY 2016-17 = \$1,200,000

The City of San Gabriel participates in a joint venture with the cities of South Pasadena and San Marino for a shared fire command structure. South Pasadena fully employs a member and San Gabriel and San Marino each employ three members the Fire command staff. Quarterly, each city invoices the other two cities for reimbursement under a cost sharing plan. In addition, to invoicing for the Fire Shared Command, the City of San Gabriel invoices City of San Gabriel businesses to fund a fire prevention/inspection program. The 9.9% or \$100,000 increase in the 2016-17 revenue estimate is due to both an increase in billings for the Shared Fire Command system and an increase in businesses opening in fiscal year 2016-17.

Parking Fines (Revenue Source Code: 3413) Revenue Total – FY 2016-17 = \$950,000

The City of San Gabriel employs a third party contract for parking enforcement officers to ensure adherence to City parking regulation. These officers issue citations for various parking violations. These violations can be paid directly to the City's separate third party parking citation collection company or received as a result of a court action. In 2015-16 revenues were flat due to a stagnant amount of citations being written. The 2016-17 anticipates a more rigorous enforcement effort and consequently an improvement in the amount of citations as revenue is projected to increase 5.5% above the revised estimate of \$900,000 to \$950,000.

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

GENERAL FUND:

Taxes

Property Tax

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

Sales and Use Tax

Description: In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Sales and Use Tax Law of 1955, the State of California imposes a 9% sales and use tax on taxable sales in the City. The City's General fund receives 1% of the 9% levy.

Utility Users Tax

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

Franchise Tax

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

Transient Occupancy Tax

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

Property Transfer Tax

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

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

Revenues From Other Agencies

ARRA (Stimulus) Funding

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

Motor Vehicle in Lieu

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

Federal/State Reimbursements

Description: Reimbursements for various Federal and State programs.

State Mandated Reimbursement

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

99234 Bikeway Fund

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

County Grants

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

Grants - Other Agencies

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

Licenses & Permits

Business Licenses

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

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

Dog Licenses	Description: All dogs residing in the City must be licensed. Licenses are issued by the San Gabriel Humane Society, under contract to the City.
Tobacco Retailer Licensing	Description: City of San Gabriel Ordinance No. 858 C.S., passed in 2010, requires all businesses selling tobacco products in the City to obtain annual City Tobacco Retailers licenses. Revenue from the licenses is earmarked to be used for programs to educate youth about the dangers of smoking.
Building Permits	Description: Building permit fees are authorized by Article XI, Section 7, of the California Constitution and Sections 17951, 19130, and 19132.3 of the Health and Safety Code and are required of most construction and remodeling projects.
Occupancy Permits	Description: Occupancy permits are issued to ensure that residences and businesses are suitable for habitation or the use for which they are intended.
Plumbing Permits	Description: Plumbing permits are issued pursuant to the 2013 California Plumbing Code, Section 103.1 and are required for most plumbing projects.
Electrical Permits	Description: Electrical Permits are issued pursuant to the California 2013 California Building Code and are required for most electrical projects.
Sign Permits	Description: All signs on buildings require Planning approval and permits. Signs that are installed on structures, as opposed to painted on the structure or in windows, as well as those that have an electrical component, also require permits from the Building Division.
Overnight Parking Permits	Description: The San Gabriel Municipal Code Section 72.034 prohibits stopping, standing or parking on City streets between the hours of 2:00 a.m. to 6:00 a.m. without a permit. Permits are issued by the Finance Department.

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

CASP Program

Description: In 2012 California SB 1186 mandated that every City in the State collect \$1.00 from each new and renewed business license for the following four years, the money to be used for handicap accessibility programs, with \$.30 of each dollar to be sent to the State and \$.70 to be retained by the municipalities.

Fines and Forfeitures

Vehicle Code Fines - Court

Description: Includes parking fines and forfeitures collected pursuant to various sections of the California Vehicle Code. CVC parking fines must be deposited in a separate fund and must be used for specific traffic safety expenditures.

Other Fines - Court

Description: Includes fines and forfeitures, exclusive of parking citations, from arrests pursuant to the California Vehicle Code and distributed in accordance with Penal Code Section 1463.

Parking Fines - City

Description: Fines paid to the City for parking violations.

Administrative Citation

Description: Title I, Chapter 11 of the San Gabriel Municipal Code authorizes the imposition of administrative citations and fines for certain violations of the City Municipal Code related to public health, safety and welfare.

Use of Money and Property

Interest

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

Interest - RDA

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

Unrealized Gain/Loss

Description: Profits or losses that have occurred on paper, but the relevant transactions have not been completed. Also called a paper profit or loss, because it is recorded on paper but has not actually been realized.

Other Rental Income

Building Rentals

Rental Subsidy

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

Equipment Rental

Description: Income earned from the rental of City owned equipment

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

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

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

Police Services

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

Facility Rental - EOC

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

Ambulance Fees

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

False Alarms

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

Witness Fees

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

Recreation

Recreation Fees

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

Lighted Fields

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

Swimming Pool

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

Adult Center

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

Other Revenue

Sale of Records

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

POST Reimbursement

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

CDBG Admin./Reimbursements

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

Proposition "A" Administration

Description: Revenue obtained as the City's share of voter approved sales tax increases used to enhance public transportation, to be used to administer the program.

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

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

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

Street Light Fund

Description: Revenue derived from fees charged to any new developments in the city.

Office of Traffic Safety Grant Fund

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

Waste Management Fund

Recycling Fees

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

Solid Waste Surcharge

Description: Revenue received per contract with Waste Management.

Air Quality Management District Fund

AQMD

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

Mission Playhouse Fund

Other Rental Income

Building Rental

Rental Subsidy

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

Equipment Rental

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

Parking

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

Labor Charges

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

Capital Improvement Surcharge

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

Concessions

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

Box Office

Description: Revenue and transfer from sale of tickets at Playhouse box office.

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

State Supplemental Law Enforcement Fund
AB 3229 Revenue

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

Asset Forfeiture - Dept. of Justice Funds
Dept. of Justice, Treasury, State

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

Parking Fund
Miscellaneous and Interest

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

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

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

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

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

Proposition "A" Local Return Fund

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

Proposition "C" Local Return Fund

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

CITY SAN GABRIEL
2016-17 Actual and Estimated Revenue Notes

Measure "R" Fund

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

Community Development Block Grant (CDBG) Fund

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

Other Grants Fund

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

Redevelopment Obligation Retirement Fund

Tax Increment, Federal/State
Reimbursements, Interest,
Miscellaneous

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

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Capital Improvement Budget

**CITY OF SAN GABRIEL
CAPITAL AND SPECIAL PROJECTS BUDGET
FISCAL YEAR 2016-17**

<u>Project #</u>	<u>Account #</u>	<u>Description</u>	<u>Funding Source</u>	<u>Amount</u>
<u>Special Projects</u>				
122-800- 15 -96-513		Wayfinding Signs	General	25,000
122-800- 15 -99-924		John Deere MY16 1200A Bunker & Field Rake	General	7,000
122-800- 15 96-090		Playground Maintenance	General	10,000
122-800- 15 99-091		City Hall and McGroarty Security System	General	10,000
122-800- 15 -96-092		City Hall Exterior Renovation & Maintenance	General	25,000
122-800- 15 -96-093		Park Preservation	General	1,500
122-800- 15 -96-094		Hayes House Preservation	General	1,500
122-800- 15 -96-529		Fats, Oils and Grease (FOG) Program	General	25,000
122-800- 15 -96-526		Stormwater Program	General	185,000
122-800- 46 -96-104		Street Light Rehabilitation	Street Light Fund	65,000
122-800- 57 -96-887		ACE Project Coordinator Consultant	ACE	93,000
122-800- 57 -96-582		CalRecycle Used Oil Program	CalRecycle	11,300
122-800- 57 -96-583		CalRecycle Beverage Program	CalRecycle	12,000
Total Special Projects				471,300
<u>Capital Improvement</u>				
<u>Street Improvements</u>				
1-08-35	122-800- 41 -97-704	Great Streets Program	Gas Tax	660,000
1-08-35	122-800- 50 -97-704	Great Streets Program	Prop C	700,000
1-08-35	122-800- 55 -97-704	Great Streets Program	Waste Management	400,000
1-08-41	122-800- 15 -96-604	ADA Sidewalk & Curb Ramp Compliance	General	25,000
1-08-42	122-800- 55 -97-650	Del Mar/Alhambra Wash Bridge Replacement	Waste Management	159,540
1-11-62	122-800- 41 -97-747	Annual Street Sign Replacement	Gas Tax	20,000
1-12-64	122-800- 46 -97-748	Citywide Series Street Light Retrofit	Street Light Fund	80,000
1-12-66	122-810- 41 -96-727	Annual Pavement Marking Program	Gas Tax	50,000
1-14-01	122-800- 58 -96-700	I-Bank Loan Repayment	Measure R	445,000
1-14-02	122-800- 53 -97-732	Street Repair & Curb Ramp Project	CDBG	191,976
1-16-01	122-800- 57 -97-103	Intersection Safety Improvements (HSIP)	Other Grants	43,100
Total Street Improvements				2,774,616
<u>Traffic Signal Improvements</u>				
2-14-01	122-800- 57 -97-280	SG Blvd. at Commercial - Traffic Signal	Developer Contributions	250,000
Total Traffic Signal Improvements				250,000
<u>Storm Drain Improvements</u>				
3-08-01	122-800- 55 -96-768	Storm Water Master Plan	Waste Management	(400,000)
3-09-02	122-800- 55 -97-771	Storm Drain Catch Basin Screens	Waste Management	400,000
Total Storm Drain Improvements				-
<u>Sewer System Improvements</u>				
4-12-05	122-800- 38 -97-788	SG Blvd Sewer Upgrade - Dewey to Wells	Sewer	885,000
4-12-06	122-800- 38 -97-789	SG Blvd Sewer Upgrade - Wells to Angeleno	Sewer	1,600,000
4-16-01	122-800- 38 -99-400	Sewer Lift Station Grinders	Sewer	80,000
4-16-02	122-800- 38 -99-401	Sewer Lift Station SCADA System	Sewer	85,000
Total Sewer System Improvements				2,650,000

**CITY OF SAN GABRIEL
CAPITAL AND SPECIAL PROJECTS BUDGET
FISCAL YEAR 2016-17**

<u>Project #</u>	<u>Account #</u>	<u>Description</u>	<u>Funding Source</u>	<u>Amount</u>
<u>Capital Improvement Continued</u>				
Public Facilities Improvements				
6-08-03	122-751- 40 -96-585	New City Police Facility	Development Impact	500,000
Total Public Facilities Improvements				500,000
Equipment Improvements				
7-10-13	122-751- 37 -99-201	Police Vehicles	Auto Shop	200,000
7-15-03	122-800- 41 -99-772	Backhoe Loader	Gas Tax	120,000
7-15-05	122-800- 41 -99-735	Traffic Control Device Trailer	Gas Tax	10,000
7-16-01	122-761- 37 -99-302	New Fire Engine	Auto Shop	625,000
Total Public Facilities Improvements				955,000
Other Improvements				
8-15-05	122-810- 15 -99-800	Land Management System	General	150,000
Total Public Facilities Improvements				150,000
Total Capital Improvement				7,279,616
<u>Capital Outlay</u>				
	122-761- 15 -99-912	Sperion Breathing Apparatus	General	52,000
	122-800- 15 -99-965	AC Units at Recreation Facilities	General	22,000
	122-800- 37 -99-777	Utility Body and Stakebed Dump Trucks	Auto Shop	90,000
	122-800- 37 -99-202	Public Works Pickup Trucks	Auto Shop	97,500
	122-800- 37 -99-923	Fleet Services Vehicle	Auto Shop	32,500
	122-751- 43 -99-250	Technology Upgrades	Asset Forfeiture	10,000
Total Capital Outlay				304,000
TOTAL CAPITAL AND SPECIAL PROJECTS BUDGET				8,054,916

CITY OF SAN GABRIEL
Capital Improvements Budget Descriptions
2016-17

Project #	Project Title	Project Description
<u>Special Projects</u>		
	Wayfinding Signs	This project will provide access to better signage at key entrances to the city, particularly from I-10, to improve their appearance and function for the Playhouse and Mission District.
	John Deere MY16 1200A Bunker & Field Rake	This equipment will provide baseball field maintenance at Vincent Lugo Park and McKinley Elementary fields.
	Playground Maintenance	This request will fund repairs to play equipment and resurfacing at various locations.
	City Hall and McGroarty Security System	This project will provide City Hall and McGroarty Building with a new system, compatible with key card access system and improved user interface for remote monitoring and operation.
	City Hall Exterior Renovation & Maintenance	This project will provide City Hall with patch, sandblast and paint exterior walls of City Hall, including portico for aesthetics and preservation.
	Stormwater Program	This project will provide management of mandated permit fees and monitoring programs associated with NPDES and State/Regional Water Board.
	Park Preservation	This project will re-establish an account to fund park preservation efforts.
	Hayes House Preservation	This project will establish an account to fund Hayes House preservation efforts.
	Fats, Oils, and Grease (FOG) Program	This project will fund consultant services for the management of inspections, reporting and outreach of the City's FOG program.
	Street Light Rehabilitation	This project will retrofit one third of the City's 6.6 amp lighting system. Light bulbs for the 6.6 amp lighting system are no longer made. It is much more cost effective to retrofit the remaining 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 future LED lights to be installed.
	ACE Project Coordinator Consultant	This project will provide consultation for the ACE trench project. The coordinator will be reimbursed by Alameda Corridor-East Construction Authority.
	CalRecycle Used Oil Program	CalRecycle administers this program to provide opportunities for local governments to receive payments for used oil and used oil filter collection/recycling programs.

CITY OF SAN GABRIEL
Capital Improvements Budget Descriptions
2016-17

Project #	Project Title	Project Description
<u>Special Projects Continued</u>		
	CalRecycle Beverage Program	CalRecycle administers this program to provide opportunities for beverage container recycling and grant funds for participating cities. The goal of the program is for educational outreach and provide residents with recycling opportunities
<u>Capital Improvement</u>		
1-08-35	Great Streets Program	This annual program of projects will reconstruct streets that are identified through field investigations and the City's Pavement Management Program as having fallen below the condition where lower cost preventive maintenance methods would be effective. Work may include pavement removal and subgrade repair or in-place recycling, curb and gutter repair, installation of ADA-compliant curb ramps, and construction of new asphalt concrete roadway.
1-08-41	ADA Sidewalk & Curb Ramp Compliance	This annual project is mandated by Title II of the Americans with Disabilities Act of 1990, which requires that a public entity self-evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination requirements of the ADA.
1-08-42	Del Mar Ave./Alhambra Wash Bridge Replacement	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. 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.
1-11-62	Annual Street Sign Replacement	This ongoing annual project will routinely inspect and replace non-compliant signs. The Federal Highway Administration (FHWA) has mandated a minimum level of reflectivity for road signs to increase sign visibility. FHWA standards require state and local agencies to assess their road signs and develop a replacement plan for non-compliant signs.
1-12-64	Citywide Series Street Light Retrofit	This project will replace the existing series, high voltage street lighting systems in various locations citywide with modern, multiple circuit lighting systems. The existing systems are prone to outages, difficult to maintain, and replacement components are no longer manufactured. Work includes installation of new conduit, wires, luminaires and energy-efficient lamps.
1-12-66	Annual Pavement Marking Program	This annual program will maintain striping, crosswalks, and other pavement markings that identify travel lanes and other guidance markings for auto, pedestrian, and bicycle transportation.

CITY OF SAN GABRIEL
Capital Improvements Budget Descriptions
2016-17

Project #	Project Title	Project Description
<u>Capital Improvement Continued</u>		
1-14-01	I-Bank Loan Repayment	Fifteen-year repayment of California Infrastructure Bank loan for \$3.8 million to accelerate delivery of payment projects for years FY 2015-16 through 2017-18. Annual payments continue through 2031.
1-14-02	Street Repair & Curb Ramp Project	This project will repair damaged streets throughout the CDBG eligible areas. Concurrently, adjacent curbs will be improved to make them ADA accessible.
1-16-01	Intersection Safety Improvements (HSIP)	This project will install protected left turn phasing at the existing signalized intersections of Las Tunas Drive at Mission Drive and Las Tunas Drive at 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 at Country Club and San Gabriel Blvd at Live Oak.
2-14-01	San Gabriel Blvd. at Commercial - Traffic Signal	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.
3-08-01	Storm Water Master Plan	This project was to 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 was to identify any areas with drainage deficiencies and the need for upgrades or improvements to the existing storm drain system.
3-09-02	Storm Drain Catch Basin Screens	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.
4-12-05	San Gabriel Blvd. Sewer Upgrade - Dewey to Wells	This project will install 2,250 linear feet of parallel 12-inch sewer pipeline on San Gabriel Boulevard from Dewey Avenue to Wells Street alongside existing 12-inch pipeline that has exceeded its flow capacity. 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).
4-12-06	San Gabriel Blvd. Sewer Upgrade - Wells to Angeleno	This project will install 3,461 linear feet of parallel 12-inch sewer pipeline on San Gabriel Boulevard from Wells Street to Angeleno Avenue alongside existing 12-inch pipeline that has exceeded its flow capacity. 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).

CITY OF SAN GABRIEL
Capital Improvements Budget Descriptions
2016-17

Project #	Project Title	Project Description
<u>Capital Improvement Continued</u>		
4-16-01	Sewer Lift Station Grinders	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.
4-16-02	Sewer Lift Station SCADA System	This project will install a Supervisory Control and Data Acquisition (SCADA) system in the McGroarty Street sewer lift station. 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.
6-08-03	New City Police Facility	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.
7-10-13	Police Vehicles	This project will fund the annual acquisition of Police Vehicles to include 4 front line patrol vehicles, replacement of 1 staff vehicle and 1 police motorcycles each year.
7-15-03	Backhoe Loader	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.
7-15-05	Traffic Control Device Trailer	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.
7-16-01	New Fire Engine	This project will provide the Fire department with a new fire engine. To keep 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.
8-15-05	Land Management System	This project will fund 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.

CITY OF SAN GABRIEL
Capital Improvements Budget Descriptions
2016-17

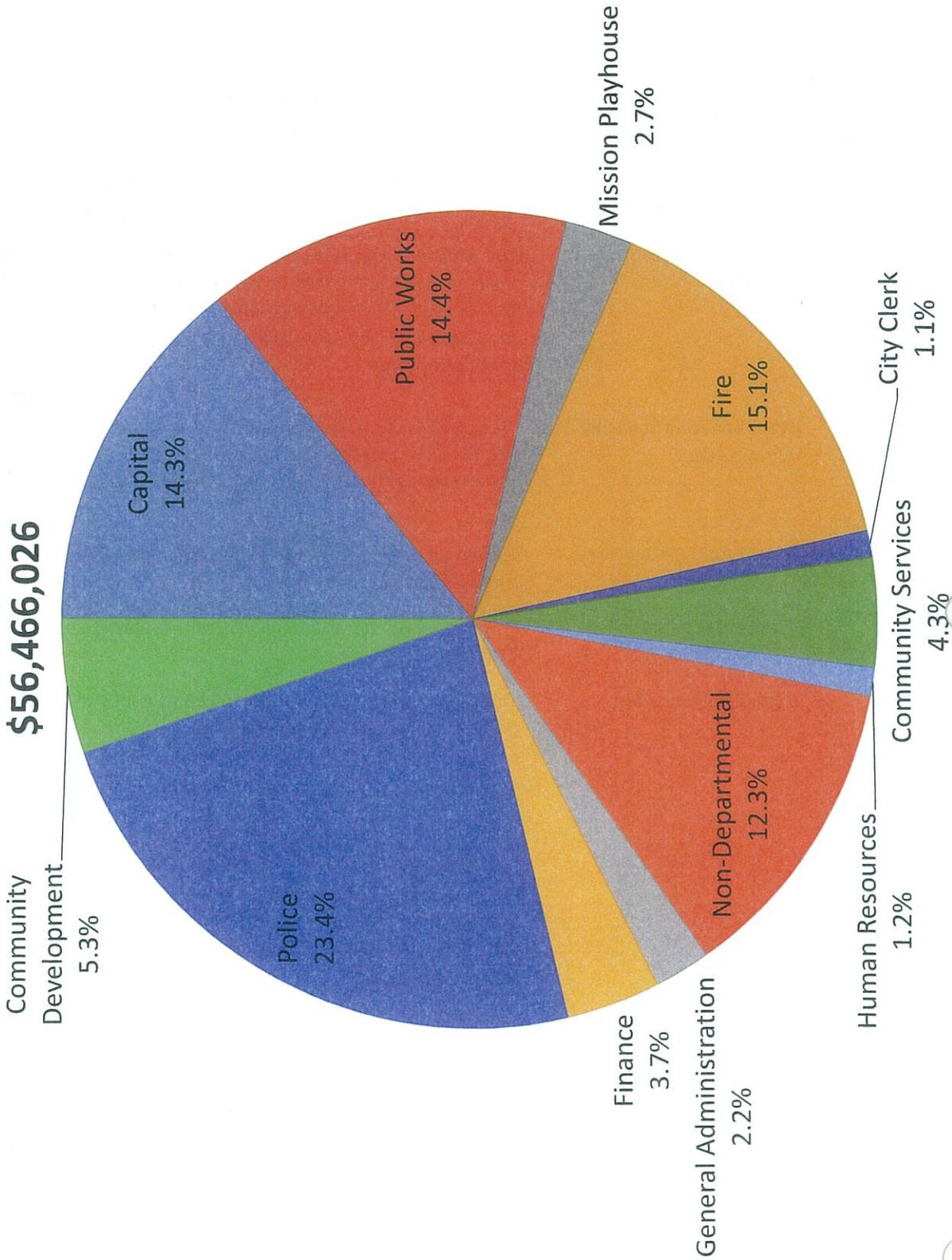
Project #	Project Title	Project Description
<u>Capital Outlay</u>		
	Sperion Breathing Apparatus	This project will replace old Sperion breathing apparatus that were purchased in 2007. In Area C alone there are 3 different types of breathing apparatus being used. The Sperion breathing apparatus have had multiple documented failures that it isn't manufacture anymore.
	AC Units at Recreation Facilities	This project will replace three of seven air conditions units at the Recreation Building. In 2015, the Environmental Protection Agency (EPA) announced its final phase out schedule regarding production and importation of HCFC-22 (R-22 refrigerant). This plan calls for replacing 3 units/year for five years to reach compliance.
	Utility Body and Stakebed Dump Trucks	This project will not only replace existing trucks with a Ford F-450 stakebed and two Ford F-250 utility body pick-ups, but will also provide the department with more versatility, efficiency, and productivity.
	Public Works Pickup Trucks	This project will replace AQMD standard expiring Public Works vehicles with three F-150 Ford pickup trucks.
	Fleet Services Vehicle	This project will replace the Public Works vehicles using soon to be expired CNG tanks.
	Technology Upgrades	This project will provide the Police Department with technology upgrades to desktops, laptops, and a video projector.

CITY OF SAN GABRIEL

Total All Expenditures

2016-17

\$56,466,026



Operating Expenditures

CITY OF SAN GABRIEL
Operating Budget Comparison
2012-13 Through 2016-17

	Adopted Budget 2012-13	Adopted Budget 2013-14	Adopted Budget 2014-15	Adopted Budget 2015-16	Preliminary Budget 2016-17
Administration	\$ 2,099,514	\$ 1,866,087	\$ 1,658,382	\$ 1,127,305	\$ 1,260,348
Human Resources	-	-	-	688,239	655,368
City Clerk	-	-	516,321	431,351	603,492
Finance	1,597,211	1,527,636	1,773,609	1,915,474	2,113,365
Police	12,336,233	10,888,109	11,588,374	12,071,313	13,206,893
Fire	6,794,883	6,675,640	7,196,859	7,212,953	8,508,605
Community Development	4,852,043	4,215,195	2,857,045	3,006,931	3,002,634
Public Works	3,024,663	3,012,754	5,786,879	5,780,709	8,154,483
Park and Recreation	2,251,002	2,124,349	-	-	-
Community Services	-	-	3,244,480	2,203,200	2,440,731
Mission Playhouse	896,370	900,757	1,079,082	1,320,310	1,520,365
Non-Departmental	7,428,000	8,650,696	9,549,757	8,982,019	6,944,826
TOTAL	\$ 41,279,919	\$ 39,861,223	\$ 45,250,788	\$ 44,739,804	\$ 48,411,110

CITY OF SAN GABRIEL
Operating Budgets By Fund
2016-17

	Admin.	Human Resources	City Clerk	Finance	Police	Fire	Comm. Dev.	Public Works	Comm. Services	Mission Playhouse	Non-Dept.	Grand Total
General Fund	1,260,348	655,368	603,492	2,113,365	13,076,801	8,508,605	2,915,069	5,105,591	1,431,879		263,000	35,933,518
AB 3229					130,092							130,092
C.D.B.G. Fund							87,565		59,815			147,380
R.P.T.T.F. Fund												-
Auto Shop								838,208				838,208
Sewer Fund								862,894				862,894
PROP "A"								1,290,000	162,453			1,452,453
PROP "C"								57,790	541,289			599,079
Parks & Rec Fund									245,295			245,295
Mission Playhouse										1,520,365		1,520,365
Risk Management											6,681,826	6,681,826
TOTAL	\$1,260,348	\$655,368	\$603,492	\$2,113,365	\$13,206,893	\$8,508,605	\$3,002,634	\$8,154,483	\$2,440,731	\$1,520,365	\$6,944,826	\$48,411,110

CITY OF SAN GABRIEL
Departmental Operating Budgets By Expenditure Type
2016-17

	Elected & Full-Time Authorized Positions	Personnel Services	Services Supplies	Budget Savings	Total
Administration	8	\$ 881,207	\$ 388,523	\$ (9,382)	1,260,348
Human Resources	5	554,945	105,114	(4,691)	655,368
City Clerk	5	460,454	143,038	-	603,492
Finance	10	1,316,823	801,233	(4,691)	2,113,365
Police	69	11,685,253	1,521,640	-	13,206,893
Fire	35	6,726,555	1,782,050	-	8,508,605
Community Development	15	1,853,431	1,153,894	(4,691)	3,002,634
Public Works	31	3,724,209	4,434,965	(4,691)	8,154,483
Community Services	7	1,342,224	1,098,507	-	2,440,731
Mission Playhouse	5	1,163,282	357,083	-	1,520,365
Non-Departmental	-	-	6,944,826	-	6,944,826
TOTAL	190	\$ 29,708,383	\$ 18,730,873	\$ (28,146)	\$ 48,411,110

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Glossary of Budget Terms

GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

Encumbrance: A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. encumbrance ceases when the obligation is paid or is otherwise terminated. Technically, encumbrances lapse at fiscal year end and require Council action to re-appropriate the necessary funds.

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

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

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

Fund Balance: The amount of financial resources available for use. Similar to retained earnings, it represents the excess of all prior year's operating surpluses and deficits.

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

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

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

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

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

GLOSSARY OF BUDGET TERMS

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

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

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

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

Materials, Supplies and Services:

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

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

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

Ordinance: A formal legislative enactment by the City Council which has the full force and effect of law within City boundaries. An ordinance has a higher legal standing than a resolution.

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

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

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

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

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

Salaries, Wages and Employee Benefits: Budgeted expenditure categories which generally account for full-time and part-time employees, overtime expenses, and all employee benefits, such as medical and dental insurance and retirement benefits.

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

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

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

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

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

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

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Appropriations Limit

CITY OF SAN GABRIEL
Appropriations Limit Summary
2016-17

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

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

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

A comparison between the FY 2016-17 Appropriations Limit of \$37,259,443 and the Appropriations Subject to the Limit of \$25,953,736 indicates a positive gap between the two. The City will be \$11,305,707 below its Appropriations Limit for Fiscal Year 2016-17.

2015-16	Appropriations Limit		\$35,062,548
2016-17	Change in PCI	=	5.37%
2016-17	Change in Population	=	0.85%
2016-17	Appropriations Limit		\$37,259,443

RESOLUTION 16-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL
ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2016-17**

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

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

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

SECTION 1. Adjustment factors selected for setting the 2016-17 fiscal year limit as follows:

- A. The Revised Appropriation limit for 2015-2016 of \$35,062,548.
- B. The change in the California per capita income.
- C. The change in the Los Angeles County population.

SECTION 2. The Article XIII B Appropriations Limit for the fiscal year 2016-17 for the City of San Gabriel shall be \$37,259,443.

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

PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 21st day of June 2016.

ATTEST:

Chin Ho Liao, Mayor
San Gabriel City Council

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

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

CITY OF SAN GABRIEL
Population, Sales Tax and Assessed Valuation History
2016-17

<u>Fiscal Year</u>	<u>Population</u>	<u>Assessed Valuations</u>	<u>Taxable Sales</u>
2004-05	42,374	2,550,004,856	392,461,287
2005-06	42,320	2,615,851,001	395,155,758
2006-07	42,691	3,137,838,065	414,686,832
2007-08	42,762	3,332,115,766	405,101,051
2008-09	42,829	3,670,473,094	350,710,900
2009-10	42,984	3,718,889,581	309,053,100
2010-11	39,839	3,770,851,330	352,756,900
2011-12	39,796	3,845,890,962	386,098,931
2012-13	40,153	3,946,559,370	422,173,500
2013-14	40,313	4,089,297,310	417,736,360
2014-15	40,517	4,277,534,452	420,556,100
2015-16	40,219	4,513,139,872	420,000,000 (*)
2016-17	40,424	(*) 4,738,796,866 (*)	420,000,000 (*)

(*) Estimated

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Departmental Operating Budgets

Administration

Administration

SUMMARY

Overview

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

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	784,867	881,207	881,207	12%
Services and Supplies	342,438	388,523	388,523	13%
Budget Savings	-	(9,382)	(9,382)	-100%
Total	1,127,305	1,260,348	1,260,348	12%

<u>Personnel Authorized</u>	2015-16	2016-17	2016-17
	5 (Elected) 3 (FT)	5 (Elected) 3 (FT)	5 (Elected) 3 (FT)

Cost Center Distribution

City Council	267,231	244,148	244,148	-9%
City Manager	565,574	696,122	696,122	23%
City Attorney	175,890	175,890	175,890	0%
Public Information	118,610	144,188	144,188	22%
Total	1,127,305	1,260,348	1,260,348	

Source of Funds

General Fund	1,127,305	1,260,348	1,260,348
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Administration

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Prelimin. Budget	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Prelimin. Budget
<u>Regular Full Time Positions</u>						
City Council	5.00	5.00	5.00	53,622	53,622	53,622
City Manager	1.00	1.00	1.00	200,232	200,232	200,232
Executive Assistant to the CM	1.00	1.00	1.00	72,576	73,308	73,308
Management Assistant (PIO)	1.00	1.00	1.00	54,204	57,480	57,480
Auto Allowance				11,700	5,850	5,850
Overtime				936	936	936
<u>Regular Part Time Employees</u>						
				-	-	-
<u>Seasonal Part Time Budget</u>						
				17,839	24,690	24,690
Part Time Bilingual Pay				-	603	603

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

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 technology improvements; 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

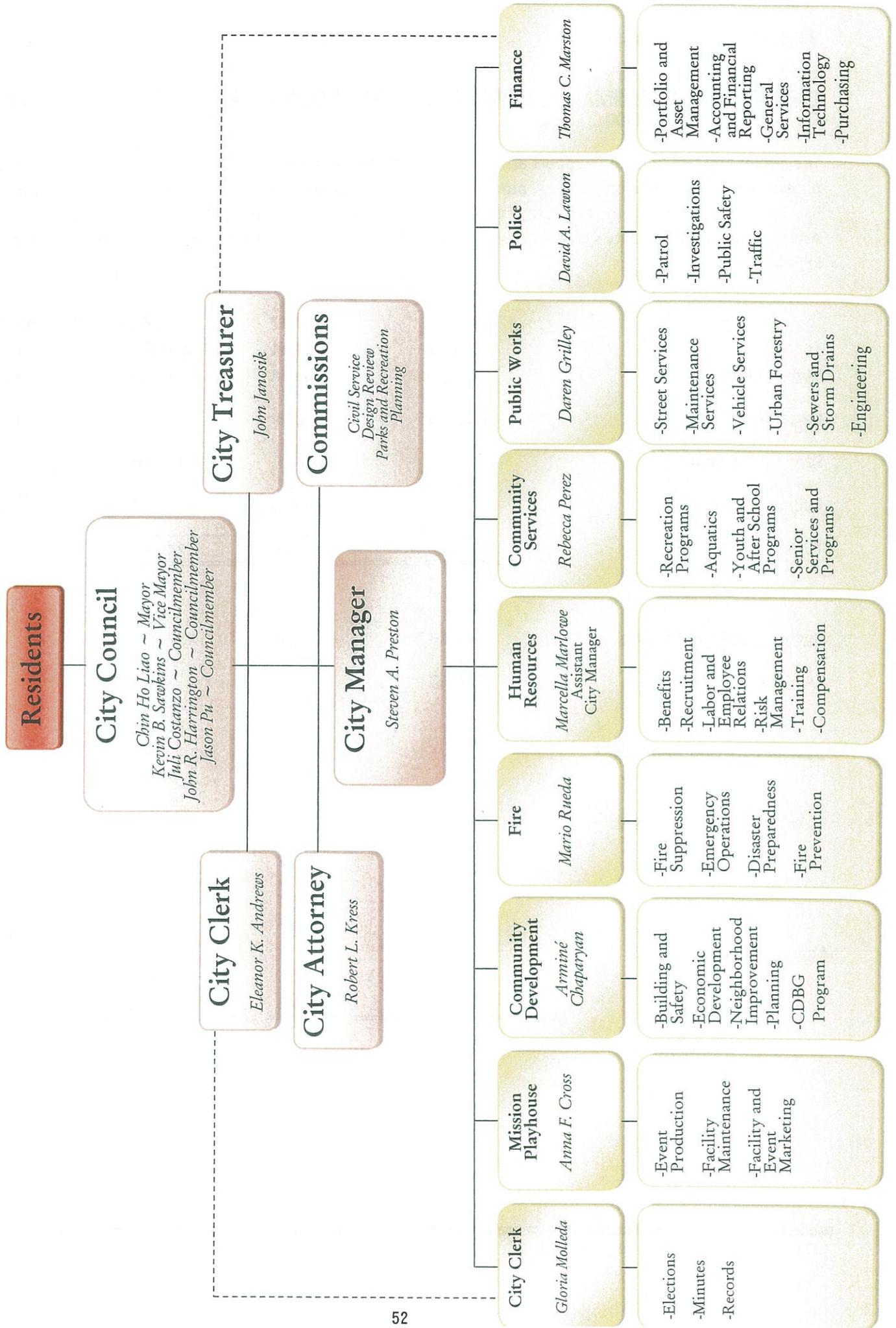
Based on proposed update of municipal code zoning standards

Administration

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Performance Measure Continued</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Outcomes</u>
<u>Public Information</u>			
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 Gabriel Organizational Chart



Administration

Cost Center Summary

City Council # 121-701-00

The Mayor and City Council Members are elected at-large to sit as the legislative body of the City, to develop public policy, promote public welfare, pursue interests of the public, establish organizational goals, authorize fiscal priorities, supervise 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	165,630	147,238	147,238	-11%
Services and Supplies	101,601	101,601	101,601	0%
Budget Savings	-	(4,691)	(4,691)	-100%
Total	267,231	244,148	244,148	-9%

<u>Regular Full Time Positions</u>	5.00	5.00	5.00
City Councilmembers	5.00	5.00	5.00
<u>Regular Part Time Employees</u>	-	-	-
<u>Seasonal Part Time Budget</u>	-	-	-

Source of Funds

General Fund	267,231	244,148	244,148
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Administration

Cost Center Detail

City Council # 121-701-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
11-000	Full Time Employees		53,622
19-001	Health Insurance		74,760
19-002	Retirement		18,078
19-004	Medicare		778
		Sub-total	147,238
	<u>Services and Supplies</u>		
31-000	Office Operating	Office supplies and related expenses	4,001
40-010	Cellular Services	Cellular phone expenses	2,300
53-000	Membership and Dues	Independent Cities Association	1,900
		League of California Cities	15,000
		National League of Cities	3,300
		San Gabriel Valley Council of Government	17,500
		Southern CA Association of Government	4,000
		US/Mexico Sister Cities Association	200
54-000	Allowances	Independent Cities Association - Summer	11,000
		Independent Cities Association - Winter	8,000
		League of California Cities Conference	5,700
		League of California Cities Legislative Conf.	3,000
		Miscellaneous Meetings	5,000
		National League of Cities Conference	3,600
		Nat'l League of Cities Congressional Conf.	3,600
56-000	Local Meetings	Various meetings/event refreshments	13,500
		Sub-total	101,601
91-000	Budget Savings	Sub-total	(4,691)
		Cost Center Total	244,148

Administration

Cost Center Summary

City Manager # 121-704-00

The City Manager is the city's chief executive officer, responsible for carrying out the City Council's policies and appointing City staff. In FY 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	541,624	640,531	640,531	18%
Services and Supplies	23,950	60,282	60,282	152%
Budget Savings	-	(4,691)	(4,691)	-100%
Total	565,574	696,122	696,122	23%

<u>Regular Full Time Positions</u>	2.55	2.55	2.55
City Manager	0.95	0.95	0.95
Assistant City Manager	0.50	0.50	0.50
Executive Assistant to the CM	0.95	0.95	0.95
Executive Assistant	0.15	0.15	0.15

<u>Regular Part Time Employees</u>	-	-	-
<u>Seasonal Part Time Budget</u>	17,839	14,833	14,833

Source of Funds

General Fund	565,574	696,122	696,122
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*Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Cost, and Other Insurances (General Liability) to Operating

Administration

Cost Center Detail

City Manager # 121-704-00

2016-17

Preliminary

Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Description</u>	
11-000	Full Time Employees		363,006
12-000	Part Time Employees		14,833
12-036	Part Time Bilingual Incentive		603
13-000	Overtime		936
14-000	Compensated Absences		10,885
15-000	Worker's Compensation		17,650
19-001	Health Insurance		49,027
19-002	Retirement		178,090
19-004	Medicare		5,501
		Sub-total	640,531
	<u>Services and Supplies</u>		
22-000	Contractual	Promotional Materials	2,500
31-000	Office Operating	Office supplies and related expenses	3,000
40-007	Cable	Cable television services	120
40-010	Cellular Services	Cellular phone expenses	2,020
53-000	Membership and Dues	American Planning Association	1,500
		International City Managers' Association	2,700
		Municipal Mgt Association of Southern CA	325
		San Gabriel Valley City Managers	75
54-000	Allowances	Independent Cities Association - Summer	3,200
		Independent Cities Association -Winter	2,400
		Int'l Council of Shopping Centers Conf.	3,600
		League of California Cities Conf.	1,600
		League of California Cities CM Meeting	1,300
		CA Joint Power Insurance Authority Conf.	1,200
		American Planning Association Conference	1,900
		CA American Planning Association Conf.	1,700
		California Planning Roundtable	2,500

Administration

Cost Center Detail

City Manager # 121-704-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>		2016-17 Preliminary Budget
54-000	Allowances Continued	International City Manager's Assoc. Conf.	2,800
		CA Assoc. of Public Information Officials	2,200
		SGV Municipal Assistants Conference	400
		National League of Cities - Congressional	1,800
		National League of Cities - Conference	1,800
		League of California Cities - Legislative	500
		*Not all conf. to be attended each year	(8,200)
56-000	Local Meetings	Various meetings/event refreshments	2,000
60-037	Other Insurances	General liability	25,342
		Sub-total	60,282
91-000	Budget Savings	Sub-total	(4,691)
		Cost Center Total	696,122

Administration

Cost Center Summary

City Attorney # 121-705-00

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

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	-	-	-	-
Services and Supplies	175,890	175,890	175,890	0%
Total	175,890	175,890	175,890	0%
 <u>Regular Full Time Positions</u>	 -	 -	 -	
 <u>Regular Part Time Employees</u>	 -	 -	 -	
 <u>Seasonal Part Time Budget</u>	 -	 -	 -	
 <u>Source of Funds</u>				
General Fund	<u>175,890</u>	<u>175,890</u>	<u>175,890</u>	

Administration

Cost Center Detail

City Attorney # 121-705-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2016-17 Preliminary Budget</u>
		Sub-total	-
		<u>Services and Supplies</u>	
22-000	Contractual	Legal Services - Basic Retainer Wallin, Kress, Reisman & Kranitz	96,000
		Additional Hourly Services Wallin, Kress, Reisman & Kranitz	74,340
		Tobacco Licensing Wallin, Kress, Reisman & Kranitz	2,200
54-000	Allowances	CA Joint Power Insurance Authority Conf.	350
		League of California Cities Conf.	500
		League of California Cities Dept. Meetings	500
64-030	Prosecution Services	Professional Services	2,000
		Sub-total	175,890
		Cost Center Total	175,890

Administration

Cost Center Summary

Public Information # 121-711-00

The City's public information function provides communications related to community outreach, public affairs, advocacy, and diversity issues. 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	77,613	93,438	93,438	20%
Services and Supplies	40,997	50,750	50,750	24%
Total	118,610	144,188	144,188	22%

<u>Regular Full Time Positions</u>	1.00	1.00	1.00
Management Assistant (PIO)	1.00	1.00	1.00

<u>Regular Part Time Employees</u>	-	-	-
<u>Seasonal Part Time Budget</u>	-	9,857	9,857

Source of Funds

General Fund	118,610	144,188	144,188
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*Personnel Budget increase due to additional part-time translation assistance

*Services and Supplies Budget increase to sustain four issues of Grapevine publication

Administration

Cost Center Detail

Public Information # 121-711-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		57,480
12-000	Part Time Employees		9,857
14-000	Compensated Absences		2,150
19-001	Health Insurance		18,984
19-002	Retirement		3,983
19-004	Medicare		984
		Sub-total	93,438
	<u>Services and Supplies</u>		
22-000	Contractual	Allegra Consulting, Etc.	7,000
		Constant Contact	250
31-000	Office Operating	Office supplies and related expenses	500
40-010	Cellular Services	Cellular phone expenses	1,100
51-000	Advertising	SG Mission, Kiwanis	775
53-000	Memberships	CA Assoc. of Public Information Officials	225
		City-County Communications & Marketing	390
		Other organizations	10
54-000	Allowances	CA Assoc. of PIO Conf.	1,200
		Government Social Media Conf.	2,000
		Training and other conferences	300
62-000	Quarterly Newsletter	Postage - U.S. Postal Service	10,000
		Quarterly newsletter "Grapevine"	25,000
		Translation services	2,000
		Sub-total	50,750
		Cost Center Total	144,188

Human Resources

Human Resources

SUMMARY

Overview

The Human Resources Department seeks to provide the highest caliber employees and a work environment designed to foster innovation and efficiency. 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	465,842	554,945	554,945	19%
Services and Supplies	222,397	105,114	105,114	-53%
Budget Savings	-	(4,691)	(4,691)	
Total	<u>688,239</u>	<u>655,368</u>	<u>655,368</u>	-5%

<u>Personnel Authorized</u>	5 (FT)	5 (FT)	5 (FT)
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Cost Center Distribution

Human Resources	688,239	655,368	655,368	-5%
Total	<u>688,239</u>	<u>655,368</u>	<u>655,368</u>	

Source of Funds

General Fund	<u>688,239</u>	<u>655,368</u>	<u>655,368</u>
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Human Resources

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
Assistant City Manager	1.00	1.00	1.00	175,248	177,000	177,000
Risk Manager	-	1.00	1.00	-	96,234	96,234
Executive Assistant	1.00	1.00	1.00	58,003	58,620	58,620
Human Resources Analyst	1.00	1.00	1.00	81,108	81,924	81,924
Human Resources Specialist	1.00	1.00	1.00	56,219	50,664	50,664
Management Assistant (HR)	1.00	-	-	46,328	-	-
Auto Allowance				-	5,850	5,850
Bilingual Pay				1,200	-	-
<u>Regular Part Time Employees</u>						
	-	-	-	-	-	-
<u>Seasonal Part Time Budget</u>						
	-	-	-	-	-	-

Human Resources

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Estimated</u>	<u>Notes</u>
Recruitments conducted	34	16	
New general liability claims received	23	11	
General liability claims closed	25	16	

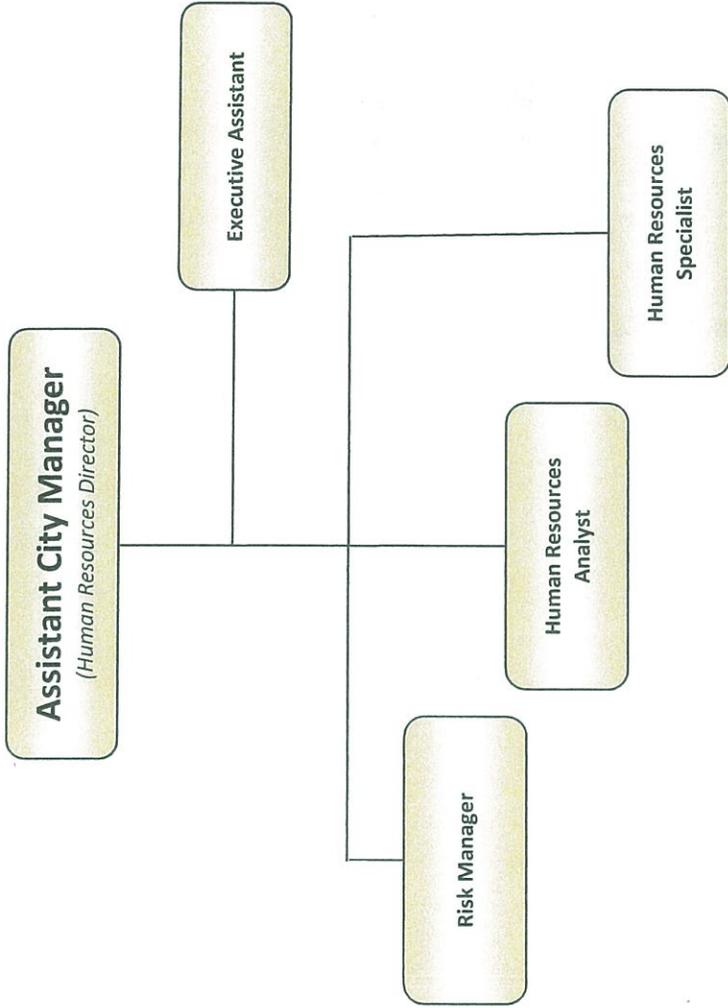
Key Performance Indicators

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 Human Resources Department Organizational Chart



Human Resources

Cost Center Summary

Human Resources # 121-710-00

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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	465,842	554,945	554,945	19%
Services and Supplies	222,397	105,114	105,114	-53%
Budget Savings	-	(4,691)	(4,691)	
Total	688,239	655,368	655,368	-5%

<u>Regular Full Time Positions</u>	4.30	4.30	4.30
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Assistant City Manager	0.45	0.45	0.45
Risk Manager	-	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00
Executive Assistant	0.85	0.85	0.85
Human Resources Specialist	1.00	1.00	1.00
Management Assistant (HR)	1.00	-	-

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

General Fund	688,239	655,368	655,368
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*New Risk Manager position, replacing previous Management Assistant position

*Sick Leave buyout budget reallocated throughout all Departments as part of Compensated Absences

Human Resources

Cost Center Detail

Human Resources # 121-710-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		364,149
14-000	Compensated Absences		9,719
15-000	Worker's Compensation		11,531
19-001	Health Insurance		81,958
19-002	Retirement		82,300
19-004	Medicare		5,288
		Sub-total	554,945
	<u>Services and Supplies</u>		
21-000	Special Departmental	Employee Development and Events	4,000
		Labor posters	250
		HR software and maintenance fees	5,000
22-000	Contractual	Employee assistance	2,000
		Employment Law Related Services	33,353
		Pre-employment physicals	6,386
		Bilingual Testing	3,000
31-000	Office Operating	Office supplies	2,797
40-010	Cellular Services	Cellular phone expenses	3,120
45-000	Educational	Training and development services	7,241
51-000	Advertising	Job recruitment ads	6,399
53-000	Membership and Dues	So Cal Public Labor Relations Council	150
		Cal Public Empl Labor Relations Assoc.	350
		Society for HR Management	185
		Int'l Public Mgmt Association for HR	390
		So Cal IPMA - HR Chapter	100
		Public Risk Management Association	385
		PRIMA - California Chapter	65

Human Resources

Cost Center Detail

Human Resources # 121-710-00

2016-17

Preliminary

Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		
54-000	Allowances	CA Joint Powers Insurance Authority Conf.	1,000
		CA Public Employers Labor Relations Assoc.	1,600
		Educational Forum - CALPERS	1,500
		So Cal Public Management Assoc. Conf.	200
		Public Risk Management Assoc. Conf.	1,200
56-000	Local Meetings	Refreshments, materials, etc.	2,000
60-037	Other Insurances	General liability insurance	7,207
69-000	Service Awards	Employee service awards	4,736
		Employee Gifts	4,000
		Employee Holiday Luncheon	5,000
		Employee Recognition Plaques	1,500
		Sub-total	105,114
91-000	Budget Savings	Sub-total	(4,691)
		Cost Center Total	655,368

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City Clerk

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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	407,235	460,454	460,454	13%
Services and Supplies	24,116	143,038	143,038	493%
Total	<u>431,351</u>	<u>603,492</u>	<u>603,492</u>	40%
<u>Personnel Authorized</u>				
	1 (Elected)	1 (Elected)	1 (Elected)	
	4 (FT)	4 (FT)	4 (FT)	
	1 (PT)	0 (PT)	0 (PT)	
<u>Cost Center Distribution</u>				
City Clerk	394,837	467,274	467,274	18%
Election	36,514	136,218	136,218	273%
Total	<u>431,351</u>	<u>603,492</u>	<u>603,492</u>	
<u>Source of Funds</u>				
General Fund	<u>431,351</u>	<u>603,492</u>	<u>603,492</u>	

City Clerk

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
City Clerk	1.00	1.00	1.00	3,000	3,000	3,000
Chief City Clerk	1.00	1.00	1.00	125,802	133,416	133,416
Assistant City Clerk	1.00	1.00	1.00	91,996	91,416	91,416
Administrative Assistant II	1.00	2.00	2.00	51,900	88,416	88,416
Auto Allowance				5,850	5,850	5,850
Bilingual Pay				1,200	2,400	1,200
<u>Regular Part Time Employees</u>						
				-	-	-
<u>Seasonal Part Time Budget</u>						
				34,106	-	-

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Notes</u>
Public Records Requests Received	75	200	

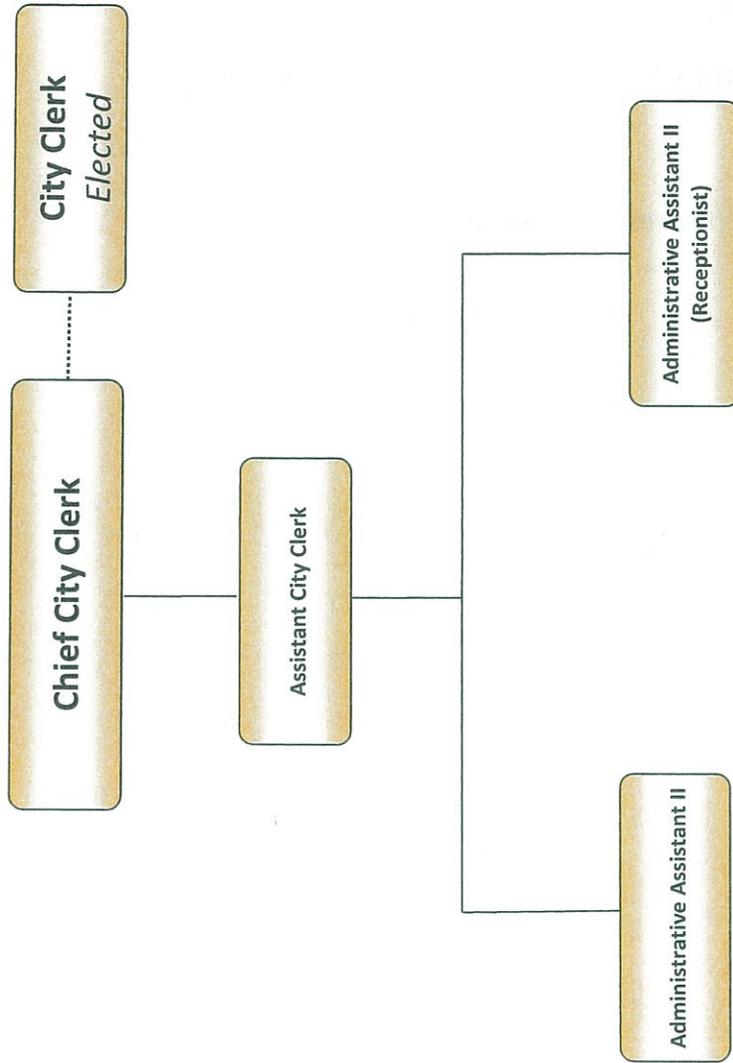
Key Performance Indicators

Days for Public Record Responses	7 days	5 days	
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Outcomes Measurement

Respond to Public Records Requests in 5 days or fewer

City of San Gabriel City Clerk Department Organizational Chart



City Clerk Cost Center Summary

City Clerk # 121-702-00

The City Clerk's Department is a dynamic information and service center within the municipal government whose services impact 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	370,721	424,236	424,236	14%
Services and Supplies	24,116	43,038	43,038	78%
Total	<u>394,837</u>	<u>467,274</u>	<u>467,274</u>	18%

<u>Regular Full Time Positions</u>	3.60	4.60	4.60
City Clerk	0.90	0.90	0.90
Chief City Clerk	0.90	0.90	0.90
Assistant City Clerk	0.90	0.90	0.90
Administrative Assistant II	0.90	1.90	1.90

<u>Regular Part Time Employees</u>	-	-	-
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<u>Seasonal Part Time Budget</u>	34,106	-	-
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Source of Funds

General Fund	<u>394,837</u>	<u>467,274</u>	<u>467,274</u>
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*Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Cost, and Other Insurances (General Liability) to Operating

City Clerk

Cost Center Detail

City Clerk # 121-702-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		294,894
11-036	Full Time Bilingual Incentive		2,400
14-000	Compensated Absences		8,969
15-000	Worker's Compensation		19,821
19-001	Health Insurance		70,466
19-002	Retirement		23,361
19-004	Medicare		4,325
		Sub-total	424,236
	<u>Services and Supplies</u>		
21-000	Special Departmental	PATH	700
		Special Events	4,647
		Youth in Government	2,050
31-000	Office Operating	Office supplies and related expenses	3,990
40-007	Cable	Cable television services	200
40-010	Cellular Services	Cell phone expenses	3,300
53-000	Membership and Dues	International Institute of Municipal Clerks	600
		City Clerks Assoc. of CA	260
		CA Association of PIO	225
		International City Management Assoc.	200
54-000	Allowances	Annual Conference City Clerks Association	1,500
		New Law & Election League of California	1,500
		Training	844
60-037	Other Insurances	General liability insurances	6,922
64-009	Municipal Code Srvc	American Legal	4,000
65-000	Publishing	Legal advertising and public notices	12,100
		Sub-total	43,038
		Cost Center Total	467,274

City Clerk

Cost Center Summary

Election # 121-708-00

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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	36,514	36,218	36,218	-1%
Services and Supplies	-	100,000	100,000	100%
Total	36,514	136,218	136,218	273%
<u>Regular Full Time Positions</u>				
City Clerk	0.10	0.10	0.10	
Chief City Clerk	0.10	0.10	0.10	
Assistant City Clerk	0.10	0.10	0.10	
Administrative Assistant II	0.10	0.10	0.10	
<u>Regular Part Time Employees</u>				
	-	-	-	
<u>Seasonal Part Time Budget</u>				
	-	-	-	
<u>Source of Funds</u>				
General Fund	36,514	136,218	136,218	

*Services and Supplies budget for City Council Election in 2017

City Clerk

Cost Center Detail

Elections # 121-708-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		27,204
14-000	Compensated Absences		773
19-001	Health Insurance		5,725
19-002	Retirement		2,122
19-004	Medicare		394
		Sub-total	36,218
	<u>Services and Supplies</u>		
21-000	Special Departmental	Election Day Personnel	14,000
22-000	Contractual	Electrion Support - Martin and Chapman	72,700
		Election Support - Los Angeles County	2,500
		Language Translations	5,000
31-000	Office Operating	Office supplies and related expenses	5,800
		Sub-total	100,000
		Cost Center Total	136,218

Finance

Finance SUMMARY

Overview

The Finance Department uses state of the art accounting and management practices to fund, account, administer and audit the City's funds in accordance with State and Federal laws. Its functions include the City Treasurer, information technology, purchasing, 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 .

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	1,132,190	1,316,823	1,316,823	16%
Services and Supplies	783,284	801,233	801,233	2%
Budget Savings	-	(4,691)	(4,691)	
Total	1,915,474	2,113,365	2,113,365	10%

<u>Personnel Authorized</u>	2015-16	2016-17	2016-17
	1 (Elected)	1 (Elected)	1 (Elected)
	9 (FT)	9 (FT)	9 (FT)
	2 (PT)	2 (PT)	2 (PT)

Cost Center Distribution

Finance	1,063,038	1,214,736	1,214,736	14%
City Treasurer	169,957	180,556	180,556	6%
Information Technology	341,451	341,451	341,451	0%
Purchasing	220,474	237,125	237,125	8%
General Services	120,554	139,497	139,497	16%
Total	1,915,474	2,113,365	2,113,365	

Source of Funds

General Fund	1,915,474	2,113,365	2,113,365
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Finance

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
City Treasurer	1.00	1.00	1.00	1,800	1,800	1,800
Finance Director	1.00	1.00	1.00	164,892	166,548	166,548
Financial Services Manager	2.00	2.00	2.00	200,340	212,448	212,448
Revenue Collection Admin.	1.00	1.00	1.00	79,182	81,924	81,924
Management Analyst	1.00	1.00	1.00	68,122	73,726	73,726
Accountant	1.00	1.00	1.00	62,988	68,156	68,156
Payroll Specialist	1.00	1.00	1.00	53,738	56,989	56,989
Finance Clerk II	2.00	2.00	2.00	100,152	103,608	103,608
Bilingual Pay				7,200	4,800	4,800
Overtime				764	764	764
<u>Regular Part Time Employees</u>						
Finance Clerk II	2.00	2.00	2.00	37,463	39,634	39,634
Information Systems Specialist	-	1.00	1.00	-	53,086	53,086
Part Time Bilingual Pay				-	603	603

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Notes</u>
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	

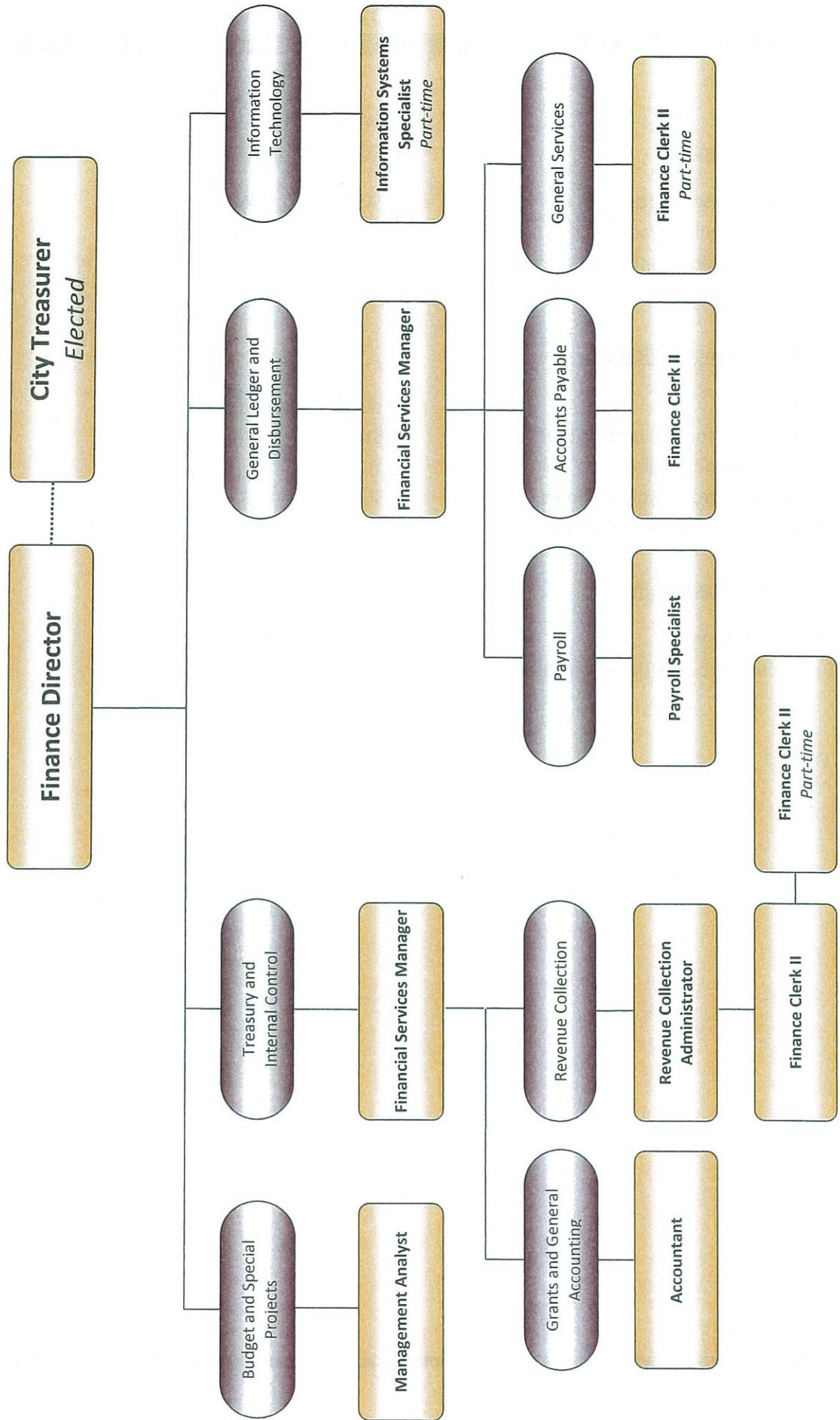
Key Performance Indicators

	Unmodified	Unmodified
Audit Opinion	25th	26th
GFOA Awards for Financial Reporting	25th	26th
Number of Audit Findings	0	1
Average Days from Month-End to Closing	30	25
IT Master Plan Initiatives Completed	22%	38%

Outcome Measurement

Available Reserve	10%	10%
IT Help Desk Trouble Tickets Resolved	N/A	245

City of San Gabriel Finance Department Organizational Chart



Finance

Cost Center Summary

Finance # 121-706-00

Maintain the City's fiscal health and provide adequate resources to fund City Services to the Community. Perform financial responsibilities in accordance with statutory regulations and standards promulgated by professional regulatory agencies. During FY 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 Association in effort to obtain their budget award.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	719,715	820,299	820,299	14%
Services and Supplies	343,323	399,128	399,128	16%
Budget Savings	-	(4,691)	(4,691)	-100%
Total	<u>1,063,038</u>	<u>1,214,736</u>	<u>1,214,736</u>	14%
<u>Regular Full Time Positions</u>	6.03	6.03	6.03	
Finance Director	0.67	0.67	0.67	
Financial Services Manager	0.67	0.67	0.67	
Financial Services Manager	0.67	0.67	0.67	
Management Analyst	0.67	0.67	0.67	
Revenue Collection Admin.	0.67	0.67	0.67	
Accountant	0.67	0.67	0.67	
Payroll Specialist	0.67	0.67	0.67	
Finance Clerk II	0.67	0.67	0.67	
Finance Clerk II	0.67	0.67	0.67	
<u>Regular Part Time Employees</u>	1.00	1.00	1.00	
Finance Clerk II	1.00	1.00	1.00	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	<u>1,063,038</u>	<u>1,214,736</u>	<u>1,214,736</u>	

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

Finance

Cost Center Detail

Finance # 121-706-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		511,477
11-036	Full Time Bilingual Incentive		4,800
12-000	Part Time Employees		13,558
12-036	Part Time Bilingual Incentive		603
13-000	Overtime		764
14-000	Compensated Absences		15,249
15-000	Worker's Compensation		47,564
19-001	Health Insurance		114,958
19-002	Retirement		103,624
19-004	Medicare		7,702
		Sub-total	820,299
	<u>Services and Supplies</u>		
21-000	Special Departmental	Business License form stock	500
		Cash Receipt forms	500
		Check stock	500
		Design/Printing/Communication Services	9,000
		Parking decals	750
		W-2 and 1099 forms	250
22-000	Contractual	Annual Financial Reporting data package	600
		Business License software maintenance	5,000
		Cash Receipting Software maintenance	2,500
		Coin sorter services	300
		Copier maintenance	500
		Financial software suite maintenance	30,000
		Financial/actuarial consulting	9,935
		Mandated costs reimbursement services	9,500
		Street Report - CA State Controller's Office	2,000
		Third party custodial services	3,000
		Successor Agency Administration	20,000
31-000	Office Operating	Office supplies and related expenses	13,243

Finance

Cost Center Detail

Finance # 121-706-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>Budget</u>
33-000	Vehicle Operating	Departmental vehicle operating costs	5,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	32,000
40-010	Cellular Services	Cellular phone expenses	1,300
45-000	Educational	After hours education and training	9,000
53-000	Membership and Dues	Assn of Public Treasurers - US & Canada	75
		CA Municipal Revenue Tax Association	85
		CA Society of Municipal Finance Officers	220
		California Municipal Treasurer Association	250
		Government Financial Officers Association	250
		Municipal Manag. Assoc. of Southern CA	60
54-000	Allowances	CA Society of Municipal Finance Officers	2,500
		California Municipal Treasurer Association	2,500
		EDEN Financial Systems Conference	2,500
		Government Financial Officers Association	1,500
		Various associations local meetings	685
60-037	Other Insurances	General liability insurance	18,756
64-007	Professional Services	Annual financial audit	30,024
64-011	Professional Services	Sales tax auditing	7,325
64-012	Professional Services	Animal control services	177,020
		Sub-total	399,128
91-000	Budget Savings	Sub-total	(4,691)
		Cost Center Total	1,214,736

City of San Gabriel Budget, FY 2016-17

Finance

Cost Center Detail

Treasurer # 121-703-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
11-000	Full Time Employees		116,310
14-000	Compensated Absences		3,291
19-001	Health Insurance		34,525
19-002	Retirement		23,444
19-004	Medicare		1,686
		Sub-total	179,256
	<u>Services and Supplies</u>		
33-000	Vehicle Operating	Departmental vehicle operating costs	1,000
53-000	Membership and Dues	Assoc. of Public Treasurers - US & Canada	175
		California Municipal Treasurer Association	125
		Sub-total	1,300
		Cost Center Total	<u><u>180,556</u></u>

Finance

Cost Center Summary

Information Technology # 121-707-00

The Information Technology division provides support designed to accommodate the City's non-safety department computer hardware, software, email, Local Area Network (LAN), Wide Area Network (WAN), wireless, cable, telecommunications, voice/video technology, GIS, and internet service requirements. In FY 2016-17 this cost center will help implement a new land management software program, install a new VoIP Phone System, build phase one of a new computer room, and enhance the depth of talent in the department by adding a part-time Information Systems Specialist.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	53,856	53,856	100%
Services and Supplies	341,451	287,595	287,595	-16%
Total	341,451	341,451	341,451	0%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	1.00	1.00	
Information Systems Specialist	-	1.00	1.00	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	341,451	341,451	341,451	

*Reallocated funding from Operating to Personnel to fund a part time Information Systems Specialist

Finance

Cost Center Detail

Information Technology # 121-707-00

2016-17

Preliminary

Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
12-000	Part Time Employees		53,086
19-004	Medicare		770
		Sub-total	53,856
	<u>Services and Supplies</u>		
21-000	Special Departmental	Backups	5,000
		Barracuda spam filter license	1,100
		Computer monitor replacements	16,000
		Disaster recovery planning	20,000
		Disk space expansion	10,000
		Eden improvements	25,000
		I.T. automation	2,500
		I.T. Governance	634
		I.T. User Training and Support	5,000
		Microsoft server software	2,500
		Municipal area network	36,000
		NAS/SAN Storage Server	12,500
		New computer room - phase 1	42,110
		Palo Alto maintenance subscription	10,300
		Palo Alto Panorama	4,800
		Sophos antivirus software license	1,600
		Sustainability planning	2,400
		VoIP phone system	20,000
		Web filter maintenance	2,000
22-000	Contractual	Information technology consultant	55,000
		Mobile "APP" annual maintenance	1,200
		Phone maintenance	3,880
		Records scanning	1,000
		Web site annual maintenance	4,020
31-000	Office Operating	Office supplies and related expenses	1,551
40-007	Cable	Cable television expenses	1,500
		Sub-total	287,595
		Cost Center Total	341,451

City of San Gabriel Budget, FY 2016-17

Finance

Cost Center Summary

Purchasing # 121-709-00

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

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	218,974	235,625	235,625	8%
Services and Supplies	1,500	1,500	1,500	0%
Total	220,474	237,125	237,125	8%
<u>Regular Full Time Positions</u>	1.72	1.72	1.72	
City Manager	0.05	0.05	0.05	
Assistant City Manager	0.05	0.05	0.05	
Finance Director	0.18	0.18	0.18	
Financial Services Manager	0.18	0.18	0.18	
Financial Services Manager	0.18	0.18	0.18	
Management Analyst	0.18	0.18	0.18	
Revenue Collection Admin.	0.18	0.18	0.18	
Accountant	0.18	0.18	0.18	
Payroll Specialist	0.18	0.18	0.18	
Finance Clerk II	0.18	0.18	0.18	
Finance Clerk II	0.18	0.18	0.18	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	220,474	237,125	237,125	

Finance

Cost Center Detail

Purchasing # 121-709-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		159,939
14-000	Compensated Absences		4,596
19-001	Health Insurance		33,772
19-002	Retirement		34,999
19-004	Medicare		2,319
		Sub-total	235,625
	<u>Services and Supplies</u>		
33-000	Vehicle Operating	Departmental vehicle operating costs	1,500
		Sub-total	1,500
	<u>Capital Outlay</u>		
	None	None	-
		Cost Center Total	237,125

Finance

Cost Center Summary

General Services # 121-717-00

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

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	24,944	27,787	27,787	11%
Services and Supplies	95,610	111,710	111,710	17%
Total	120,554	139,497	139,497	16%
<u>Regular Full Time Positions</u>				
	-	-	-	
<u>Regular Part Time Employees</u>				
	1.00	1.00	1.00	
Finance Clerk II	1.00	1.00	1.00	
<u>Seasonal Part Time Budget</u>				
	-	-	-	
<u>Source of Funds</u>				
General Fund	120,554	139,497	139,497	

Finance

Cost Center Detail

General Services # 121-717-00

**2016-17
Preliminary
Budget**

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
12-000	Part Time Employees		26,076
14-000	Compensated Absences		1,325
19-004	Medicare		386
		Sub-total	27,787
	<u>Services and Supplies</u>		
22-000	Contractual	Fax machine maintenance	500
		IM9220 copier maintenance	2,318
		Mail machine maintenance	2,000
		XC560 copier maintenance	11,700
31-000	Office Operating	Office supplies and related expenses	55,692
33-000	Vehicle Operating	Departmental vehicle operating costs	7,500
33-060	Vehicle Replacement	Contribution for future vehicle replacement	32,000
		Sub-total	111,710
		Cost Center Total	139,497

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Police Department

Police SUMMARY

Overview

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

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	10,773,119	11,685,253	11,685,253	8%
Services and Supplies	1,298,194	1,521,640	1,521,640	17%
Total	12,071,313	13,206,893	13,206,893	9%

<u>Personnel Authorized</u>	69 (FT) 7 (PT)	69 (FT) 8 (PT)	69 (FT) 8 (PT)
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Cost Center Distribution

Police	11,930,262	13,076,801	13,076,801	10%
State Suppl. Law Enforcement	141,051	130,092	130,092	-8%
Total	12,071,313	13,206,893	13,206,893	

Source of Funds

General Fund	11,930,262	13,076,801	13,076,801
State Suppl. Law Enforcement	141,051	130,092	130,092
Total	12,071,313	13,206,893	13,206,893

Police

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
Police Chief	1.00	1.00	1.00	188,988	190,884	190,884
Police Captain	1.00	1.00	1.00	153,396	154,932	154,932
Police Lieutenant	6.00	6.00	6.00	736,134	740,298	740,298
Police Sergeant	7.00	7.00	7.00	724,050	695,390	695,390
Information System Specialist	1.00	1.00	1.00	89,028	89,928	89,928
Police Officer	39.00	39.00	39.00	3,137,266	3,056,044	3,056,044
Police Records Supervisor	1.00	1.00	1.00	81,108	81,924	81,924
Crime Prevention Officer	1.00	1.00	1.00	68,810	72,970	72,970
Property & Evidence Tech.	1.00	1.00	1.00	59,040	59,628	59,628
Executive Assistant	1.00	1.00	1.00	58,032	58,620	58,620
Community Service Officer	1.00	1.00	1.00	51,144	51,648	51,648
Police Records Specialist	4.00	4.00	4.00	207,600	209,712	209,712
Dispatcher	5.00	5.00	5.00	280,572	290,958	290,958
Bilingual Pay (26)				29,961	31,200	31,200
Detective Pay (8)				15,827	16,056	16,056
Education Incentive Pay (30)				202,063	189,662	189,662
Field Officer Training Pay (13)				17,115	25,995	25,995

Police

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget

Regular Full Time Positions Continued

Motorcycle Officer Pay (3)				5,400	3,600	3,600
Senior Officers Pay (24)				114,753	96,144	96,144
Uniform Pay (14)				10,400	11,200	11,200
Uniform Pay Safety (48)				64,800	57,600	57,600
Various Overtime				280,169	375,904	375,904

Regular Part Time Employees

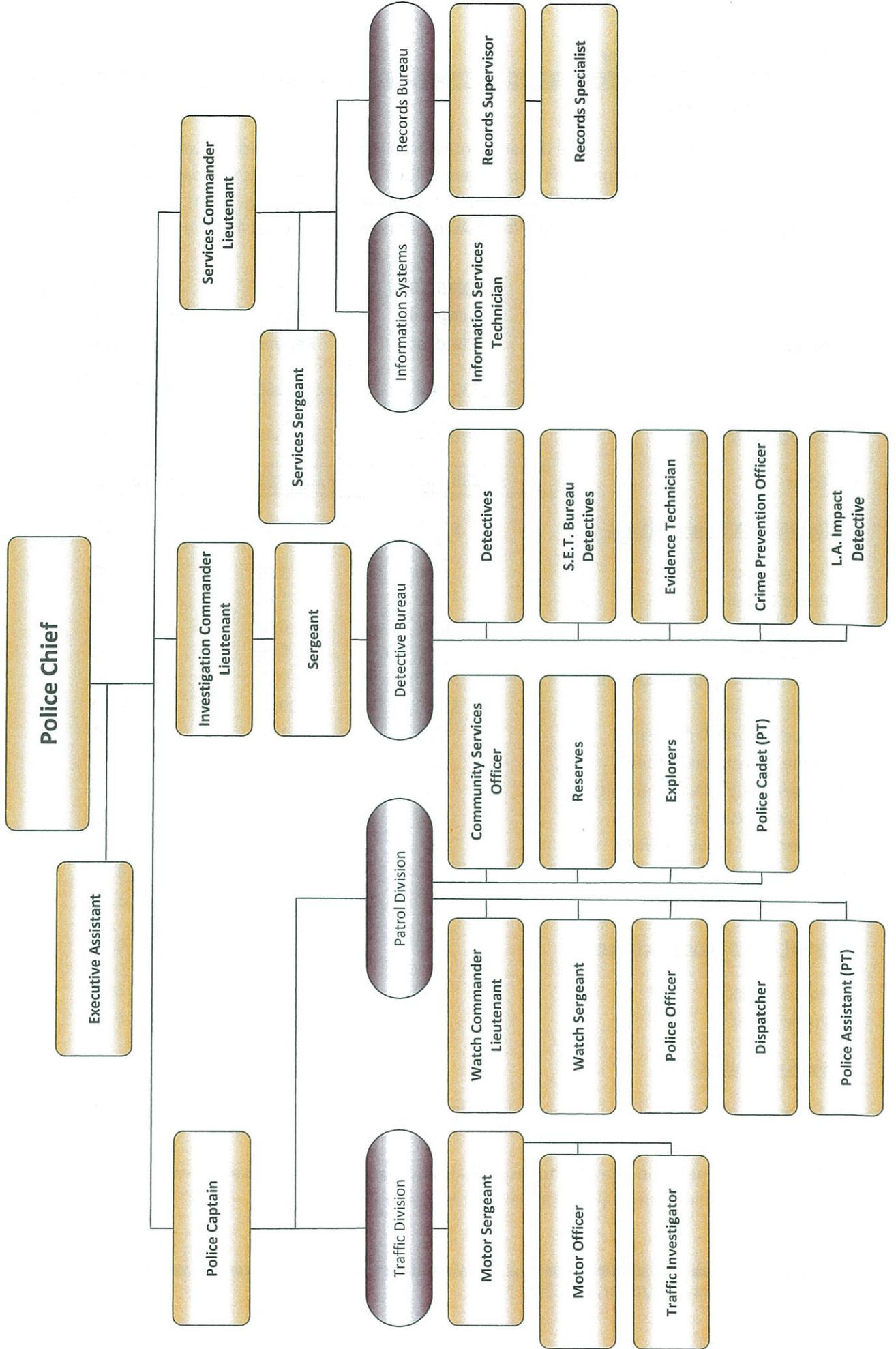
Police Assistant	7.00	4.00	4.00	160,758	92,004	92,004
Police Cadets	-	4.00	4.00	-	79,092	79,092
Part Time Bilingual Pay				-	603	603

Police

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Notes</u>
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
 <u>Key Performance Indicators</u>			
Change in Part One Crime Incidence	-0.44%	*	
Response Times for Serious Incidents	4:32	*	Dispatch to Arrival
 <u>Outcome Measurement</u>			
Calls for Service	24255	*	
Adult Arrests	572	*	
Juvenile Arrests	13	*	
 <u>Measures of Customer Satisfaction</u>			
Citizen Complaints	3	*	
Citizen Complaints Sustained	0	*	
Field Service Audits	100	240	

City of San Gabriel Police Department Organizational Chart



Police

Cost Center Summary

Police # 121-751-00

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 funding to cover costs for community engagement events, increased crossing guard costs, the purchase of miscellaneous technology items to increase efficiency and personnel cost to eliminate 3 unfilled Police Assistant positions and add 4 Police Cadet positions.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	10,632,068	11,555,161	11,555,161	9%
Services and Supplies	1,298,194	1,521,640	1,521,640	17%
Total	11,930,262	13,076,801	13,076,801	10%
<u>Regular Full Time Positions</u>	67.50	67.50	67.50	
Police Chief	1.00	1.00	1.00	
Police Captain	1.00	1.00	1.00	
Police Lieutenant	6.00	6.00	6.00	
Police Sergeant	7.00	7.00	7.00	
Information Systems Specialist	1.00	1.00	1.00	
Police Officer	39.00	39.00	39.00	
Police Records Supervisor	1.00	1.00	1.00	
Crime Prevention Officer	1.00	1.00	1.00	
Property & Evidence Technician	1.00	1.00	1.00	
Executive Assistant	1.00	1.00	1.00	
Community Service Officer	1.00	1.00	1.00	
Police Records Specialist	4.00	4.00	4.00	
Dispatcher	3.50	3.50	3.50	
<u>Regular Part Time Employees</u>	7.00	8.00	8.00	
Police Assistant	7.00	4.00	4.00	
Police Cadet	-	4.00	4.00	

Source of Funds

General Fund	11,930,262	13,076,801	13,076,801
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*Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Cost, and Other Insurances (General Liability) to Operating

Police

Cost Center Detail

Police # 121-751-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		6,070,681
11-036	Full Time Bilingual Incentive		30,000
12-000	Part Time Employees		171,096
12-036	Part Time Bilingual Incentive		603
13-000	Overtime		375,904
14-000	Compensated Absences		190,139
15-000	Worker's Compensation		593,048
19-001	Health Insurance		1,286,683
19-002	Retirement		2,750,030
19-004	Medicare		86,977
		Sub-total	11,555,161
		<u>Services and Supplies</u>	
21-000	Special Departmental	Ammunition and range	8,000
		Batteries	4,300
		Citations and forms	7,500
		Crime prevention supplies	4,000
		First-aid supplies	1,200
		Flares	1,000
		Supplies	4,000
22-000	Contractual	Backgrounds and hiring process	16,000
		Contract crossing guard services	100,000
		Copier and maintenance	19,500
		Document shredding	2,000
		Fingerprinting/CA identification system	5,000
		Generator	1,000
		Hearing Officer	3,000
		Janitorial services	19,500
		Legal services	5,000
		Parking enforcement and permit machines	135,000
		Pest control	1,000
		Phone and recorder maintenance	9,600
		Video surveillance maintenance	3,000

Police

Cost Center Detail

Police # 121-751-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>2016-17 Preliminary Budget</u>
22-000	Contractual Continued	
	Prisoner booking, meals, medical	50,400
	Radio contracts	20,000
	Records Mgmt: Computer Aided Dispatch	74,000
	Software maintenance and contracts	15,000
31-000	Office Operating	
	Office supplies	21,000
33-000	Vehicle Operating	
	Departmental vehicle operating costs	285,000
33-060	Vehicle Replacement	
	Contribution for future vehicle replacement	200,000
35-000	Building Operating	
	Building maintenance	29,710
	Building repairs	1,000
	Fire extinguisher	1,200
	Heating ventilation and air conditioning	12,000
	Locksmith and keys	500
	Electrical supplies	500
	Plumbing	500
40-003	Electricity	
	Electricity expenses	50,000
40-004	Gas	
	Gas expenses	2,100
40-005	Telephone	
	Telephone expenses	40,000
40-006	Water	
	Water expenses	2,000
40-007	Cable	
	Cable television expenses	1,130
40-008	Sewer Service Charge	
	Sewer service expenses	1,494
40-010	Cellular Services	
	Cellular phone expenses	15,200
43-000	Uniforms	
	Uniform allowance and safety equipment	74,400
45-000	Educational	
	Staff training	75,000

Police

Cost Center Detail

Police # 121-751-00

**2016-17
Preliminary
Budget**

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>Budget</u>
53-000	Membership and Dues	
	CA Association for Property and Evidence	45
	CA Association of Police Training Officers and North East Training Officers Assn	80
	CA Assn of Public Information Officers	600
	CA Background Investigators Association	15
	CA Law Enforcement Association of Record Supervisors	100
	California Metal Investigators Association	5
	California Narcotics Officers' Association	150
	California Police Chief's Association	600
	California Police Officers' Association	250
	CA Reserve Police Officers Association	720
	CA Sexual Assault Investigators Association	110
	Int'l Assn of Chiefs of Police	120
	Int'l Assn of Financial Crimes Investigators	75
	LA County Police Chiefs' Association	500
	National Emergency Number Association	90
	Peace Officers' Association of LA County	50
	San Gabriel Valley Police Chief's Association	250
	Southern California Crime Prevention Assn	30
54-000	Allowances	
	California Police Chiefs Association	1,200
	Independent Cities Association	1,600
	International Association Chiefs of Police	2,800
	League of California Cities	1,000
	Local Meetings	400
60-037	Other Insurances	
	General liability insurance	189116
	Sub-total	1,521,640
	Cost Center Total	<u><u>13,076,801</u></u>

Police

Cost Center Summary

State Supplemental Law Enforcement # 160-751-00

The State Supplemental Law Enforcement funding is used to provide funding for Police Dispatch personnel.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	141,051	130,092	130,092	-8%
Services and Supplies	-	-	-	-
Total	141,051	130,092	130,092	-8%
<u>Regular Full Time Positions</u>	1.50	1.50	1.50	
Dispatcher	1.50	1.50	1.50	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
State Supp. Law Enforcement	141,051	130,092	130,092	

Police

Cost Center Detail

State Supplemental Law Enforcement # 160-751-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		83,712
14-000	Compensated Absences		2,602
19-001	Health Insurance		28,466
19-002	Retirement		14,098
19-004	Medicare		1,214
		Sub-total	130,092
	<u>Services and Supplies</u>		
	None	None	-
		Cost Center Total	130,092

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Fire Department

Fire SUMMARY

Overview

The San Gabriel Fire Department 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 through outreach programs.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	5,729,651	6,726,555	6,726,555	17%
Services and Supplies	1,483,302	1,782,050	1,782,050	20%
Total	<u>7,212,953</u>	<u>8,508,605</u>	<u>8,508,605</u>	18%

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

Fire	7,170,977	8,453,929	8,453,929	18%
Emergency Operations Center	26,976	33,676	33,676	25%
Disaster Preparedness	15,000	21,000	21,000	40%
Total	<u>7,212,953</u>	<u>8,508,605</u>	<u>8,508,605</u>	

Source of Funds

General Fund	<u>7,212,953</u>	<u>8,508,605</u>	<u>8,508,605</u>
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Fire

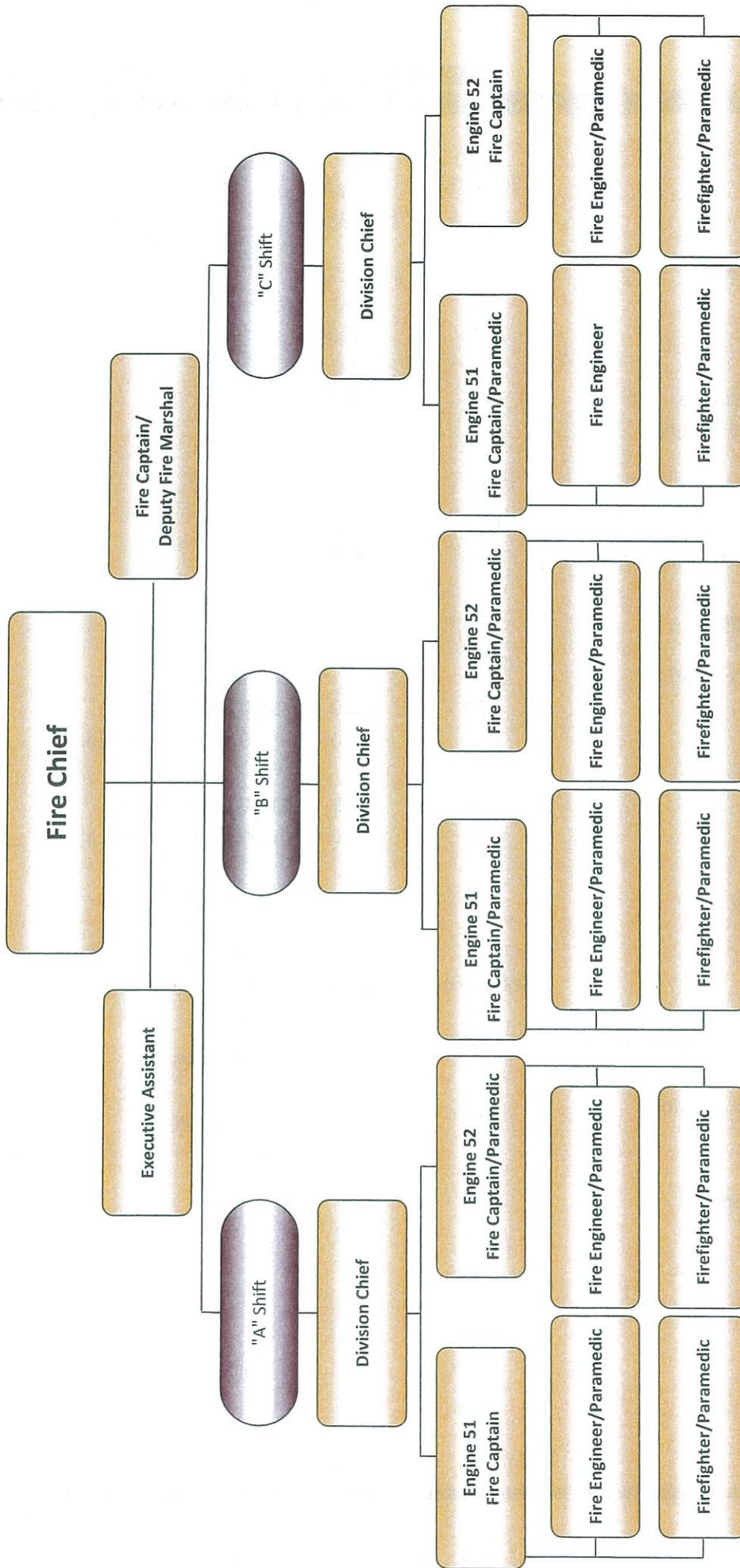
SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
Fire Division Chief	3.00	3.00	3.00	407,358	439,176	439,176
Fire Captain	7.00	7.00	7.00	698,526	744,138	744,138
Fire Engineer	6.00	6.00	6.00	506,370	539,292	539,292
Firefighter	18.00	18.00	18.00	1,253,926	1,313,256	1,313,256
Executive Assistant	1.00	1.00	1.00	58,032	58,620	58,620
Ambulance Pay (4)				7,670	7,747	7,747
Bilingual Pay (3)				3,600	3,600	3,600
Education Incentive Pay (17)				61,863	59,556	59,556
FLSA-Premium Pay (35)				42,526	44,860	44,860
Holiday Pay (27)				135,418	130,247	130,247
Longevity Pay (25)				22,000	22,000	22,000
Paramedic Coordinator Pay				3,137	2,324	2,324
Paramedic Premium Pay (17)				132,702	128,072	128,072
Uniform Pay (28)				28,080	21,860	21,860
Urban Search and Rescue Pay (18)				10,800	10,800	10,800
Overtime				247,013	247,013	247,013

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	<u>2014-15 Actual</u>	<u>2015-16 Estimated</u>	<u>Notes</u>
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	
<u>Key Performance Indicators</u>			
Total Response Times (average)			
Fire	4:20	4:29	5:20 goal for Fire
Medical	3:55	3:50	5:00 goal for Medical
Turnout Times (average)			
Fire	0:58	0:53	1:20 goal for Fire
Medical	0:47	0:50	1:00 goal for Medical
<u>Outcomes Measurement</u>			
Response Time	See above	See Above	Maintain below 5:00 for Medical and below 5:20 for Fire/Special Ops (NFPA 1710)
Percentage of Residential Inspections Completed	91	100	Goal is 95%
Percentage of Business Inspections Completed	95	100	Goal is 95%
Citizen Complaints	3	0	
Citizen Complaints Sustained	0	0	
Field Service Audits	100	100	

City of San Gabriel Fire Department Organizational Chart



Fire Cost Center Summary

Fire # 121-761-00

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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	5,729,651	6,726,555	6,726,555	17%
Services and Supplies	1,441,326	1,727,374	1,727,374	20%
Total	<u>7,170,977</u>	<u>8,453,929</u>	<u>8,453,929</u>	18%

<u>Regular Full Time Positions</u>	35.00	35.00	35.00
Fire Chief	-	-	-
Fire Division Chief	3.00	3.00	3.00
Fire Captain	7.00	7.00	7.00
Fire Engineer	6.00	6.00	6.00
Firefighter	18.00	18.00	18.00
Administrative Assistant II	1.00	1.00	1.00

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

General Fund	<u>7,170,977</u>	<u>8,453,929</u>	<u>8,453,929</u>
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*Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Cost, and Other Insurances (General Liability) to Operating

Fire

Cost Center Detail

Fire # 121-761-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 <u>Preliminary</u> <u>Budget</u>
11-000	Full Time Employees		3,521,948
11-036	Full Time Bilingual Incentive		3,600
13-000	Overtime		247,013
14-000	Compensated Absences		108,418
15-000	Worker's Compensation		530,797
19-001	Health Insurance		667,621
19-002	Retirement		1,596,161
19-004	Medicare		50,997
		Sub-total	6,726,555
		<u>Services and Supplies</u>	
21-000	Special Departmental	Antique fire engine mechanical	1,000
		Equipment maintenance	1,000
		Fire hose replacement	11,000
		Fitness equipment	2,000
		Hardware supplies	4,500
		Mandatory fire training	14,000
		Medical Equipment	1,800
		Medical oxygen	2,000
		Miscellaneous purchases	6,623
		Paramedic supplies	81,000
		Paramedic training	4,000
		Petty cash	4,000
		Public education materials	8,022
		Radio equipment	19,509
		Safety Equipment	4,800
		Self contained breathing apparatus	6,400
		Turnouts	28,800
		Turnouts cleaning and repair	3,500
		Urban Search and Rescue's equipment	7,000
		Wellness program	1,000
22-000	Contractual	Air conditioner maintenance	1,135
		Annual fire hydrant rental	4,000

Fire

Cost Center Detail

Fire # 121-761-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>Budget</u>
22-000	Contractual	
	Annual termite inspection	300
	Background investigations	7,000
	Copier service	3,000
	Electronic patient care records software	6,000
	Employee physicals/medical	1,000
	Fire extinguisher service	400
	Information Technology Services	24,000
	Medical education	19,550
	Monthly pest control	560
	Phone system maintenance	4,500
	Telephone service	1,688
	Verdugo Dispatch Services - City of Glendale	149,924
31-000	Office Operating	
	Office supplies	5,000
33-000	Vehicle Operating	
	Departmental vehicle operating costs	275,000
33-060	Vehicle Replacement	
	Contribution for future vehicle replacement	187,000
35-000	Building Operating	
	Maintain and repair apparatus doors	4,000
	Minor facilities repairs	3,040
	Plumbing repairs	8,867
40-003	Electricity	
	Electricity expenses	22,000
40-004	Gas	
	Gas expenses	2,500
40-005	Telephone	
	Telephone expenses	30,000
40-006	Water	
	Water expenses	5,000
40-007	Cable	
	Cable television services	3,500
40-008	Sewer Service Charge	
	Sewer service expenses	598

Fire

Cost Center Detail

Fire # 121-761-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>2016-17 Preliminary Budget</u>
40-010	Cellular Services Cell phone expenses	15,300
43-000	Uniforms Uniform expenses	27,270
45-000	Educational Staff training	14,328
53-000	Membership and Dues California Fire Chief Association	150
	Fire Engineering, Firehouse	80
	Foothill and LA Area Fire Prevention	125
	Foothill Training Officers	50
	International Association of Chiefs	1,000
	LA Arson, LA Area Training Officers	595
54-000	Allowances Classes/Certifications	2,100
	Firehouse World Conference	1,200
	Independent Cities Association Conference	1,100
	International Association of Fire Chiefs	1,450
	Los Angeles Area Fire Chief Conferences	1,000
	Training/Certifications	3,500
	Urban Search and Rescue classes	2,000
60-037	Other Insurances General liability insurance	264,548
64-000	Professional Services Shared Command Staff - San Marino	325,078
	Shared Command Staff - South Pasadena	84,984
	Sub-total	1,727,374
	Cost Center Total	8,453,929

Emergency Operations Center # 121-761-11

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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	26,976	33,676	33,676	25%
Total	<u>26,976</u>	<u>33,676</u>	<u>33,676</u>	25%

Regular Full Time Positions - - -

Regular Part Time Employees - - -

Seasonal Part Time Budget - - -

Source of Funds

General Fund	<u>26,976</u>	<u>33,676</u>	<u>33,676</u>
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*Services and Supplies budget increase due to telephone cost increases

Fire

Cost Center Detail

Emergency Operations Center # 121-761-11

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>2016-17 Preliminary Budget</u>
		Sub-total	-
	<u>Services and Supplies</u>		
21-000	Special Departmental	Computer supplies	2,000
		Miscellaneous supplies	2,000
35-000	Building Operating	Building repairs	1,000
		Deferred maintenance	4,151
		Electrical supplies	500
		Fire extinguisher	1,200
		HVAC	1,000
		Locksmith and keys	500
		Plumbing	500
40-003	Electricity	Electricity expenses	5,000
40-005	Telephone	Telephone expenses	10,300
40-007	Cable	Cable television expenses	5,500
40-010	Cellular Services	Cellular phone expenses	25
		Sub-total	33,676
		Cost Center Total	33,676

Fire

Cost Center Summary

Disaster Preparedness # 121-781-00

The Disaster Preparedness Division develops and maintains an emergency management system and local disaster plans in order to coordinate the resources necessary to cope with local emergencies affecting San Gabriel. City leaders consider emergency preparedness by City staff, residents, and business to be critical for the community's readiness and resilience. FY 2016-2017 is set to update and enhance the Emergency Operations plan which will meet the most recent FEMA compliance standards.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	15,000	21,000	21,000	40%
Total	15,000	21,000	21,000	40%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	15,000	21,000	21,000	

*New Virtual EOC Management System for off-site disaster preparedness management capabilities

Fire

Cost Center Detail

Disaster Preparedness # 121-781-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
		Sub-total	-
		<u>Services and Supplies</u>	
21-000	Special Departmental	Disaster plan maintenance	6,000
		Emergency Notification System	9,000
		Virtual EOC Management System	6,000
		Sub-total	21,000
		Cost Center Total	<u>21,000</u>

Community Development

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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	1,825,147	1,853,431	1,853,431	2%
Services and Supplies	1,116,784	1,153,894	1,153,894	3%
Budget Savings	-	(4,691)	(4,691)	
Total	2,941,931	3,002,634	3,002,634	2%

<u>Personnel Authorized</u>	15 (FT) 3 (PT)	15 (FT) 4 (PT)	15 (FT) 4 (PT)
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Cost Center Distribution

Administration	483,752	583,659	583,659	21%
Planning	640,955	560,033	560,033	-13%
Building and Safety	1,172,143	1,191,488	1,191,488	2%
Neighborhood Services	392,438	389,101	389,101	-1%
Economic Development	252,643	278,353	278,353	10%
Total	2,941,931	3,002,634	3,002,634	

Source of Funds

General Fund	2,830,001	2,915,069	2,915,069
CDBG Fund	111,930	87,565	87,565
	2,941,931	3,002,634	3,002,634

Community Development

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
Regular Full Time Positions						
Comm. Dev. Director	1.00	1.00	1.00	153,929	158,628	158,628
Planning Manager	1.00	1.00	1.00	113,004	96,234	96,234
NIS Manager	1.00	1.00	1.00	98,190	104,130	104,130
Economic Development Mgr	1.00	1.00	1.00	95,290	103,914	103,914
Senior Planner	1.00	1.00	1.00	86,718	87,944	87,944
Associate Planner	1.00	1.00	1.00	81,108	81,108	81,108
Building Official	1.00	1.00	1.00	95,286	98,991	98,991
Building Inspector	1.00	1.00	1.00	75,804	79,656	79,656
Plan Check Engineer	1.00	1.00	1.00	73,676	75,852	75,852
Permit Center Coordinator	1.00	1.00	1.00	71,964	64,356	64,356
Assistant Planner	1.00	1.00	1.00	71,160	60,612	60,612
NIS Officer	2.00	2.00	2.00	108,006	99,804	99,804
Executive Assistant	1.00	1.00	1.00	58,032	58,620	58,620
Administrative Assistant II	1.00	1.00	1.00	51,900	52,428	52,428
Auto Allowance				-	5,850	5,850
Bilingual Pay				6,000	3,600	3,600
Boots Pay				-	400	400
Overtime				2,742	2,742	2,742

Community Development

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget

Regular Part Time Employees

Management Assistant	-	1.00	1.00	-	32,591	32,591
Administrative Intern	1.00	1.00	1.00	16,266	15,283	15,283
NIS Officer	2.00	2.00	2.00	23,038	18,480	18,480
Part Time Bilingual Pay				-	603	603

Community Development

DEPARTMENT PERFORMANCE MEASUREMENT

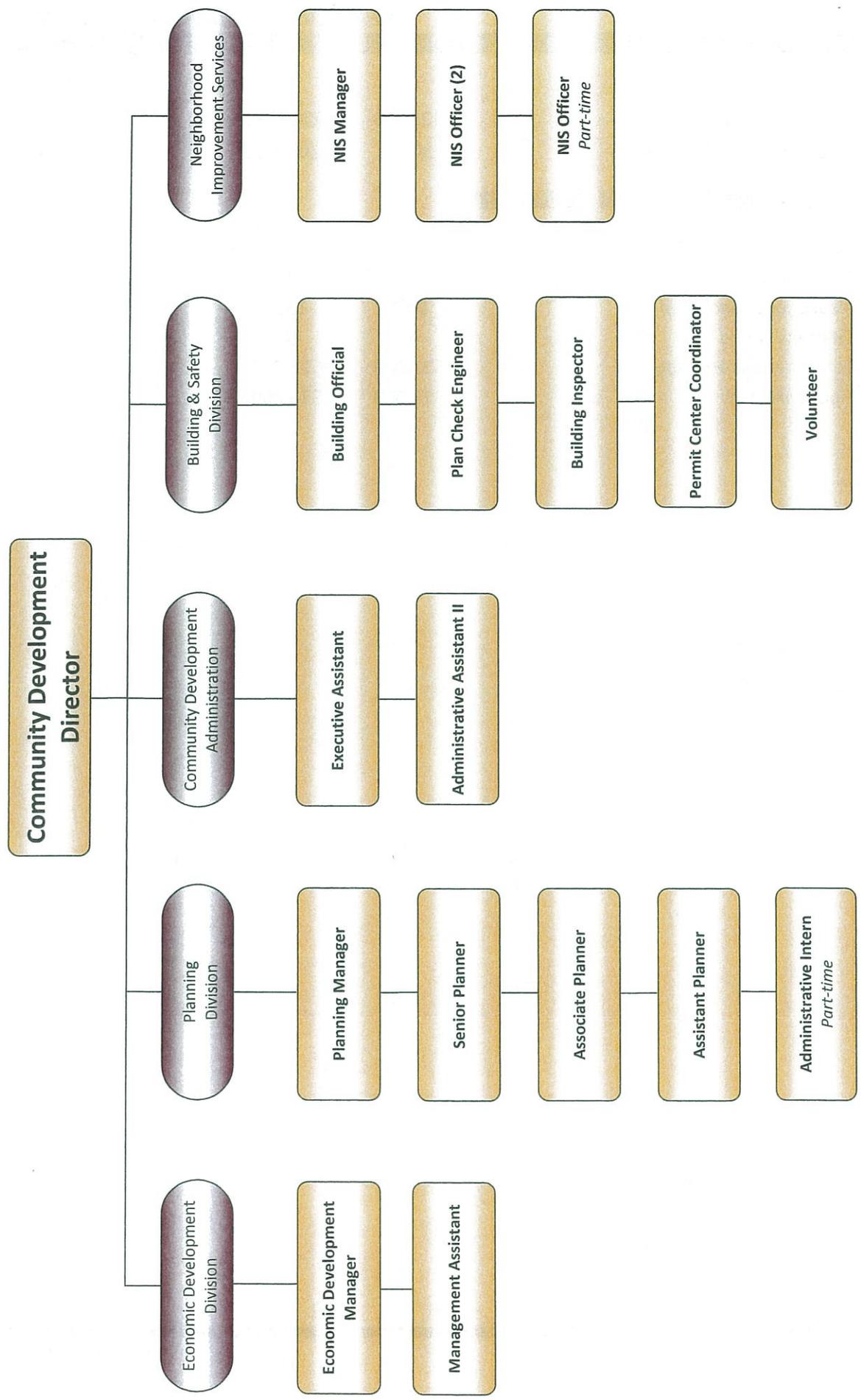
<u>Unit of Measure</u>	<u>2014-15 Actual</u>	<u>2015-16 Estimated</u>	<u>Notes</u>
Number of planning applications	132		
Number of permits issued:			
building	325	600	
electrical	236	600	
mechanical	102	350	
misc. permits	134	110	
plumbing	140	380	
Number of property maintenance complaints received	390	480	
Number of economic development outreach efforts	40	95	Outreach efforts may include business visitations and business recruitment contacts
<u>Key Performance Indicators</u>			
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	
Number of new business licenses	251	240	Includes change of ownership but does not include independent contractors for massage
<u>Outcomes Measurement</u>			
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 & secure national & regional retailers	3	3	

Community Development

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Outcomes Measurement</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Notes</u>
<u>Neighborhood Improvement Services (NIS)</u>			
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 Community Development Department Organizational Chart



Community Development

Cost Center Summary

Administration # 121-810-12

The Administration Division provides comprehensive land use services and is responsible for guiding, monitoring and 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	375,372	433,018	433,018	15%
Services and Supplies	108,380	155,332	155,332	43%
Budget Savings	-	(4,691)	(4,691)	-100%
Total	483,752	583,659	583,659	21%
<u>Regular Full Time Positions</u>	3.00	3.00	3.00	
Comm. Dev. Director	1.00	1.00	1.00	
Executive Assistant	1.00	1.00	1.00	
Administrative Assistant II	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	483,752	583,659	583,659	

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

Community Development

Cost Center Detail

Administration # 121-810-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		281,376
12-000	Part Time Bilingual Incentive		603
13-000	Overtime		500
14-000	Compensated Absences		8,101
15-000	Worker's Compensation		46,167
19-001	Health Insurance		57,238
19-002	Retirement		35,787
19-004	Medicare		3,246
		Sub-total	433,018
 <u>Services and Supplies</u>			
21-000	Special Departmental	Conference calls/meeting setup	150
		Mileage reimbursements, parking	550
		Other purchases, business cards	1,000
		Staff business cards	500
22-000	Contractual	San Gabriel Community Foundation	2,500
		Staffing/front office reception as needed	6,500
		Legal services	1,000
27-047	Comm. Engagement	Comm. engagement programs and events	28,500
31-000	Office Operating	Office supplies	5,210
		Equipment purchase and replacements	1,500
		Software programs and licenses	1,000
33-000	Vehicle Operating	Departmental vehicle operating costs	30,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	32,000
40-007	Cable	Cable television services	120
40-010	Cellular Services	Cellular phone expenses	1,100

Community Development

Cost Center Detail

Administration # 121-810-12

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		
45-000	Educational	American Planning Assoc. National Conf.	2,000
		American Planning Assoc. CA Conf.	1,500
		CA League of Cities	1,500
		CA Public Info. Officers Assoc.	1,500
		Int'l Conference of Shopping Centers	2,000
		Other workshops and training	1,500
53-000	Membership and Dues	Organization memberships	1,500
54-000	Allowances	Dept. staff training and development	3,650
60-037	Other Insurances	General liability insurance	28,552
		Sub-total	155,332
91-000	Budget Savings	Sub-total	(4,691)
		Cost Center Total	583,659

Community Development

Cost Center Summary

Planning # 121-810-14

The Planning Division works to help create and enhance a vibrant city by respecting the City's diverse and distinct neighborhoods, promoting a prosperous economy, and 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	553,431	481,889	481,889	-13%
Services and Supplies	87,524	78,144	78,144	-11%
Total	640,955	560,033	560,033	-13%
<u>Regular Full Time Positions</u>	4.00	4.00	4.00	
Planning Manager	1.00	1.00	1.00	
Senior Planner	1.00	1.00	1.00	
Associate Planner	1.00	1.00	1.00	
Assistant Planner	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	1.00	1.00	1.00	
Administrative Intern	1.00	1.00	1.00	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	640,955	560,033	560,033	

*Reallocated planning commission and legal postings costs to City Clerk's Department

Community Development

Cost Center Detail

Planning # 121-810-14

2016-17

Preliminary

Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		325,898
11-036	Full Time Bilingual Incentive		1,200
12-000	Part Time Employees		15,283
14-000	Compensated Absences		10,213
19-001	Health Insurance		76,218
19-002	Retirement		48,107
19-004	Medicare		4,970
		Sub-total	481,889
	<u>Services and Supplies</u>		
21-000	Special Departmental	Area Formation Commission assessment	1,000
		Environmental postings	3,000
		Electronic devices	3,200
		Mileage, recognition plaques, name plates	200
22-000	Contractual	Arborist Services	1,500
		Arch-Historic Architect	11,640
		Arch-Landscape Architect	12,500
		City Architectural Services	34,487
31-000	Office Operating	Office supplies	650
40-010	Cellular Services	Cellular phone expenses	2,600
53-000	Membership and Dues	American Planning Association	1,946
54-000	Allowances	League of California Cities	130
		Mileage, meetings, trainings	1,305
		Training for staff and commissioners	3,986
		Sub-total	78,144
		Cost Center Total	560,033

City of San Gabriel Budget, FY 2016-17

Community Development

Cost Center Summary

Building and Safety # 121-810-16

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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	426,704	433,369	433,369	2%
Services and Supplies	745,439	758,119	758,119	2%
Total	<u>1,172,143</u>	<u>1,191,488</u>	<u>1,191,488</u>	2%

<u>Regular Full Time Positions</u>	3.75	3.75	3.75
Building Official	1.00	1.00	1.00
Plan Check Engineer	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Permit Center Coordinator	0.75	0.75	0.75

Regular Part Time Employees - - -

Seasonal Part Time Budget - - -

Source of Funds

General Fund	<u>1,172,143</u>	<u>1,191,488</u>	<u>1,191,488</u>
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Community Development

Cost Center Detail

Building and Safety # 121-810-16

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 <u>Preliminary Budget</u>
11-000	Full Time Employees		303,166
11-036	Full Time Bilingual Incentive		1,200
14-000	Compensated Absences		8,747
19-001	Health Insurance		71,446
19-002	Retirement		44,397
19-004	Medicare		4,413
		Sub-total	433,369
	<u>Services and Supplies</u>		
21-000	Special Departmental	Code books	3,854
		GIS Licensing	12,000
22-000	Contractual	Inspection and technical services	30,000
22-032	Special Plan Check	RKA Consulting Group	697,800
31-000	Office Operating	Office supplies	2,500
40-010	Cellular Services	Cellular phone expenses	1,950
45-000	Educational	California Building Officials training	1,980
		International Code Council Certification	250
		Los Angeles Basin Chapter Education	600
		International Code Council Classes	1,500
		Casp Certification	2,000
53-000	Membership and Dues	Associations memberships and dues	640
54-000	Allowances	CA Building Officials Conference	1,095
		International Code Council Expo	1,950
		Sub-total	758,119
		Cost Center Total	<u><u>1,191,488</u></u>

City of San Gabriel Budget, FY 2016-17

Community Development

Cost Center Summary

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

Neighborhood Improvement Services Division enhances the quality of life and makes a positive difference by ensuring a safe and healthy environment for all neighborhoods through education, partnerships, and enforcement. 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	346,217	335,102	335,102	-3%
Services and Supplies	46,221	53,999	53,999	17%
Total	392,438	389,101	389,101	-1%
<u>Regular Full Time Positions</u>				
	3.00	3.00	3.00	
NIS Manager	1.00	1.00	1.00	
NIS Officer	2.00	2.00	2.00	
<u>Regular Part Time Employees</u>				
	2.00	2.00	2.00	
NIS Officer	2.00	2.00	2.00	
<u>Seasonal Part Time Budget</u>				
	-	-	-	
<u>Source of Funds</u>				
General Fund	280,508	301,536	301,536	
CDBG Fund	111,930	87,565	87,565	
Total	392,438	389,101	389,101	

*Graffiti removal services reallocation from CDBG Fund to General Fund

Community Development

Cost Center Detail

Neighborhood Improvement Services # 121-810-19

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		152,950
12-000	Part Time Employees		9,742
13-000	Overtime		2,242
14-000	Compensated Absences		5,238
19-001	Health Insurance		42,789
19-002	Retirement		32,177
19-004	Medicare		2,399
		Sub-total	247,537
	<u>Services and Supplies</u>		
21-000	Special Departmental	Board ups	1,179
		Printing costs	2,000
		Property profile software	2,100
		Software upgrades	1,000
22-000	Contractual	Admin. citation processing and appeal	3,200
		Graffiti removal	33,399
		Property owner search program	1,500
		Shopping cart removal	2,400
31-000	Office Operating	Office supplies	2,121
40-010	Cellular Services	Cellular phone expenses	3,100
45-000	Educational	Professional development	1,700
53-000	Membership and Dues	Associations memberships and dues	300
		Sub-total	53,999
		Cost Center Total	301,536

Community Development

Cost Center Detail

Neighborhood Improvement Services # 185-810-19

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		50,984
12-000	Part Time Employees		8,737
14-000	Compensated Absences		1,991
19-001	Health Insurance		14,261
19-002	Retirement		10,726
19-004	Medicare		866
		Sub-total	87,565
		 <u>Services and Supplies</u>	
		Sub-total	-
		 Cost Center Total	 87,565

Community Development

Cost Center Summary

Economic Development # 121-810-26

The Economic Development Division is charged with creating and retaining good quality jobs, stimulating business activity, encouraging private financial investment, upgrading the physical environment, and redeveloping blighted and underutilized properties. In 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	123,423	170,053	170,053	38%
Services and Supplies	129,220	108,300	108,300	-16%
Total	252,643	278,353	278,353	10%
 <u>Regular Full Time Positions</u>	1.00	1.00	1.00	
Economic Development Mgr	1.00	1.00	1.00	
 <u>Regular Part Time Employees</u>	-	-	-	
 <u>Seasonal Part Time Budget</u>	-	-	-	
 <u>Source of Funds</u>				
General Fund	252,643	278,353	278,353	

*Operating funds reallocated to partially fund new part time Management Assistant position

Community Development

Cost Center Detail

Economic Development # 121-810-26

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		103,914
11-036	Full Time Bilingual Incentive		1,200
12-000	Part Time Employees		32,591
14-000	Compensated Absences		3,021
19-001	Health Insurance		19,120
19-002	Retirement		8,210
19-004	Medicare		1,997
		Sub-total	170,053
		<u>Services and Supplies</u>	
21-000	Special Departmental	Advertising prints and social media	3,000
		Brochures and flyers	3,000
		City holiday decorations program	200
		LAEDC innovation week event	300
		Ongoing support	5,950
		Promotional items	2,000
		Various reports	200
22-000	Contractual	Animated demographics site	500
		Available space audits	3,350
		Consulting services	25,000
		Programs referral site	1,620
		Economic Dev. Website	1,580
		Legal Services	1,500
		"Things to Do" phone application	4,000
35-000	Building Operating	Maintenance for city owned buildings	4,000
40-010	Cellular Services	Cellular phone expenses	1,130
53-000	Membership and Dues	CA Assn for Local Economic Development	625
		Crittenden Retail	970
		International Council of Shopping Centers	500
		International Economic Dev. Council	405
		Los Angeles Business Journal	150

Community Development

Cost Center Detail

Economic Development # 121-810-26

2016-17

Preliminary

Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		
53-000	Membership and Dues	Main Street America	350
		Retail Lease Trac	750
		San Gabriel Valley Economic Partnership	5,250
54-000	Allowances	CA Assn for Local Economic Development	1,500
		LAEDC Economic Forecast	330
		International Council of Shopping Centers	6,785
		Mileage and parking	475
		Public meeting notices and translations	1,200
61-000	Chamber of Commerce	Funding for Chamber services	31,680
		Sub-total	108,300
		Cost Center Total	278,353

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Public Works

Public Works

SUMMARY

Overview

The Public Works Department is responsible for providing reliable infrastructure, welcoming public spaces, and environmental compliance programs. Public Works ensures private construction projects meet City standards for public infrastructure, traffic safety and mobility. One of the key goals for the upcoming fiscal year is 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	3,258,942	3,724,209	3,724,209	14%
Services and Supplies	2,521,767	4,434,965	4,434,965	76%
Budget Savings	-	(4,691)	(4,691)	-100%
Total	5,780,709	8,154,483	8,154,483	41%
<u>Personnel Authorized</u>	31 (FT) 4 (PT)	31 (FT) 4 (PT)	31 (FT) 4 (PT)	

Cost Center Distribution

Administration	834,975	1,463,482	1,463,482	75%
Street Services	1,524,989	1,557,107	1,557,107	2%
Park Maintenance	1,043,295	1,128,215	1,128,215	8%
Aquatics	89,852	95,328	95,328	6%
Facilities	222,893	238,346	238,346	7%
Engineering	506,047	623,113	623,113	23%
Fleet Services	801,104	838,208	838,208	5%
Sewer	726,577	862,894	862,894	19%
Local Transit Development	30,977	1,347,790	1,347,790	4251%
Total	5,780,709	8,154,483	8,154,483	

Source of Funds

General Fund	4,222,051	5,105,591	5,105,591
Prop A	-	1,290,000	1,290,000
Prop C	30,977	57,790	57,790
Sewer Fund	726,577	862,894	862,894
Automotive Maintenance Fund	801,104	838,208	838,208
Total	5,780,709	8,154,483	8,154,483

Public Works

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
Public Work Director	1.00	1.00	1.00	164,892	166,548	166,548
Principal Civil Engineer	1.00	1.00	1.00	101,400	114,120	114,120
Senior Civil Engineer	-	1.00	1.00	-	102,420	102,420
Associate Civil Engineer	2.00	1.00	1.00	165,006	90,408	90,408
Parks & Facilities Manager	1.00	1.00	1.00	98,190	104,130	104,130
Field Operations Manager	1.00	1.00	1.00	93,516	99,174	99,174
Fleet Manager	1.00	1.00	1.00	86,064	94,452	94,452
Public Works Inspector	1.00	1.00	1.00	66,504	70,530	70,530
Auto Mechanic II	1.00	1.00	1.00	53,136	53,664	53,664
Engineering Technician	1.00	1.00	1.00	60,690	61,290	61,290
Management Analyst	1.00	1.00	1.00	72,000	76,170	76,170
Executive Assistant	1.00	1.00	1.00	51,390	49,434	49,434
Park Maintenance Leadperson	1.00	1.00	1.00	62,382	66,150	66,150
Auto Mechanic I	1.00	1.00	1.00	57,129	57,756	57,756
Maintenance Leadperson	4.00	4.00	4.00	243,726	246,588	246,588
Park Maintenance Worker II	3.00	3.00	3.00	156,108	153,402	153,402
Maintenance Worker I	7.00	7.00	7.00	347,760	351,204	351,204
Park Maintenance Worker I	1.00	1.00	1.00	47,760	50,172	50,172

Public Works

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget

Regular Full Time Positions Continued

Groundworker II	2.00	2.00	2.00	77,460	84,888	84,888
Auto Allowance				5,850	5,850	5,850
Bilingual Pay				3,600	3,600	3,600
Boot Allowance				3,300	3,400	3,400
Tool Allowance				900	900	900
Overtime				7,480	7,480	7,480

Regular Part Time Employees

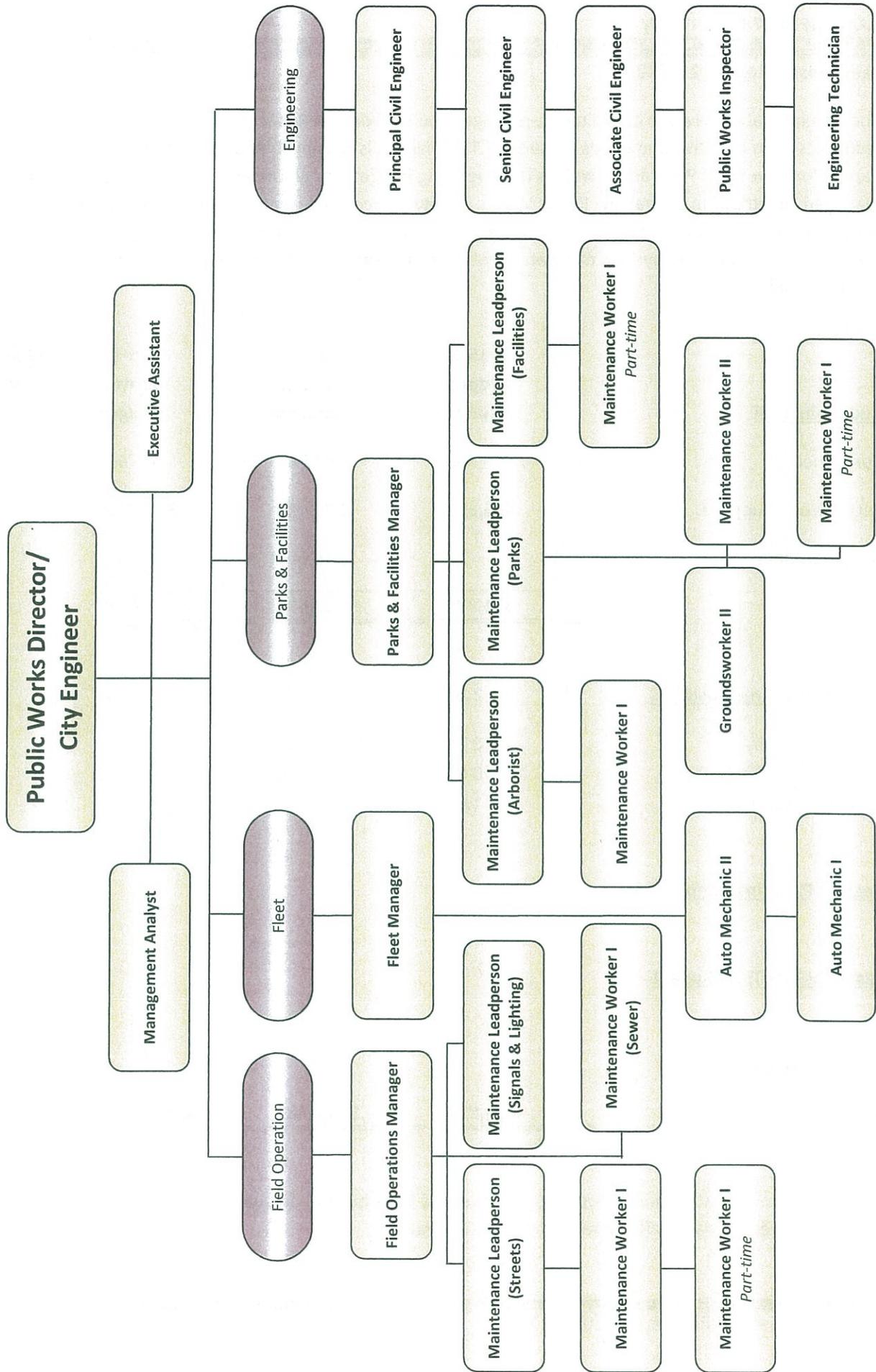
Park Maintenance Worker I	3.00	3.00	3.00	113,106	119,958	199,958
Maintenance Worker I	1.00	1.00	1.00	18,220	16,319	16,319
Part Time Bilingual Pay				-	1,206	1,206

Public Works

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Notes</u>
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	
 <u>Key Performance Indicators</u>			
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	
 <u>Outcomes</u>			
Pavement Condition Index	**	52	
% change in sewer overflows	-7	No Change	

City of San Gabriel Public Works Department Organizational Charts



Public Works

Cost Center Summary

Administration # 121-800-12

The Administration Division coordinates, manages and supports all Public Works Department activities and resources in an effective and efficient manner. The Division is responsible for preparing the Public Works 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	369,353	594,753	594,753	61%
Services and Supplies	465,622	873,420	873,420	88%
Budget Savings	-	(4,691)	(4,691)	
Total	834,975	1,463,482	1,463,482	75%
<u>Regular Full Time Positions</u>	2.65	2.65	2.65	
Public Work Director	0.85	0.85	0.85	
Management Analyst	0.80	0.80	0.80	
Executive Assistant	1.00	1.00	1.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	834,975	1,463,482	1,463,482	

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

Public Works

Cost Center Detail

Administration # 121-800-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 <u>Preliminary</u> <u>Budget</u>
11-000	Full Time Employees		257,786
11-036	Full Time Bilingual Incentive		1,200
12-036	Part Time Bilingual Incentive		1,206
14-000	Compensated Absences		7,817
15-000	Worker's Compensation		200,233
19-001	Health Insurance		50,600
19-002	Retirement		72,133
19-004	Medicare		3,778
		Sub-total	594,753
		<u>Services and Supplies</u>	
21-000	Special Departmental	Publications, manuals, standards, codes	400
		Community engagement	17,200
22-000	Contractual	Copier and office equipment	5,000
31-000	Office Operating	Office supplies and related expenses	2,500
40-003	Electricity	Electricity expenses	315,700
40-004	Gas	Gas expenses	2,700
40-005	Telephone	Telephone expenses	40,770
40-006	Water	Water expenses	51,700
40-007	Cable	Cable television services	2,800
40-008	Sewer Service Charge	Sewer service expenses	3,602
40-010	Cellular Services	Cellular phone expenses	9,300
43-000	Uniforms	Uniform expenses	15,730

City of San Gabriel Budget, FY 2016-17

Public Works

Cost Center Detail

Public Works Administration # 121-800-12

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>2016-17 Preliminary Budget</u>
45-000	Educational	
	Department seminars	3,000
	Aquatic facility training	400
	Arborist training	1,000
	Pesticide applicator training	1,200
	Playground safety training	735
	Safety training	4,500
	Vehicle maintenance training	6,000
53-000	Membership and Dues	
	American Public Works Association	880
	American Society of Civil Engineers	300
	CA Registered Professional Engineers	600
	City & County Engineers Association	100
	Institute of Transportation Engineers	575
	International Municipal Signal Association	250
	International Society of Arboriculture	600
	Maintenance Supervisor Association	120
	National Recreation and Park Association	480
	Qualified/Private Applicator Certificate	600
54-000	Allowances	
	League of Cities Public Works Officers	600
	Various workshops and conferences	4,000
	Public Works Day comm. engagement	2,500
	Remote Access Software Licensing	100
	Technical Advisory Committee Meetings	150
	Travel/Lodging for Conferences	2,500
60-037	Other Insurances	
	General liability insurance	374,828
	Sub-total	873,420
91-000	Budget Savings	
	Sub-total	(4,691)
	Cost Center Total	1,463,482

Public Works

Cost Center Summary

Street Services # 121-800-02

Street Services is one of the two cost centers in the Field Operations Division and encompasses maintenance of street pavement, sidewalks, traffic signal and street lighting systems, signs and markings to provide for the safe and efficient movement of people using all modes of travel: auto, pedestrian, bicycle and transit. In the past year, the Division repaired numerous 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	712,289	725,407	725,407	2%
Services and Supplies	812,700	831,700	831,700	2%
Total	<u>1,524,989</u>	<u>1,557,107</u>	<u>1,557,107</u>	2%

<u>Regular Full Time Positions</u>	7.70	7.70	7.70
Field Operations Manager	0.70	0.70	0.70
Maintenance Leadperson	2.00	2.00	2.00
Maintenance Worker I	5.00	5.00	5.00

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

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

<u>Source of Funds</u>			
General Fund	<u>1,524,989</u>	<u>1,557,107</u>	<u>1,557,107</u>

Public Works

Cost Center Detail

Street Services # 121-800-02

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		435,770
12-000	Part Time Employees		16,319
13-000	Overtime		7,480
14-000	Compensated Absences		13,683
19-001	Health Insurance		146,155
19-002	Retirement		99,329
19-004	Medicare		6,671
		Sub-total	725,407
		<u>Services and Supplies</u>	
21-000	Special Departmental	Street paint	7,500
		Asphalt concrete pavement	29,000
		Hardware supplies	4,000
		Portland cement concrete	20,000
		Safety equipment	8,000
		Signs & uni-strut poles	26,000
		Street lighting supplies	10,000
		Traffic signal supplies	6,000
		Various tools	6,000
22-000	Contractual	Random drug testing	3,000
		Reclaimed emulsion	5,000
		Street sweeping	135,000
		Traffic signal maintenance	7,000
		Underground service alert	1,200
33-000	Vehicle Operating	Departmental vehicle operating costs	150,000
33-060	Vehicle Replacement	Future vehicle replacement	32,000
57-000	Interest Expense	Public Works Facility	122,000
58-000	Loan Principal Expense	Public Works Facility	260,000
		Sub-total	831,700
		Cost Center Total	1,557,107

Public Works

Cost Center Summary

Park Maintenance # 121-800-05

The Park Maintenance cost center of the Parks and Facilities Division is responsible for the planting, trimming, and irrigation of all City parks, street trees, median islands, parkways, and landscaping at city facilities to provide an inviting, well-groomed, and aesthetically pleasing appearance and preserve a healthy urban forest. In the past year, this group completed planting street trees along 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	800,540	852,860	852,860	7%
Services and Supplies	242,755	275,355	275,355	13%
Total	1,043,295	1,128,215	1,128,215	8%
<u>Regular Full Time Positions</u>	7.85	7.85	7.85	
Parks & Facilities Manager	0.60	0.60	0.60	
Park Maintenance Leadperson	0.75	0.75	0.75	
Maintenance Leadperson	1.00	1.00	1.00	
Park Maintenance Worker II	2.50	2.50	2.50	
Park Maintenance Worker I	1.00	1.00	1.00	
Groundswoker II	2.00	2.00	2.00	
<u>Regular Part Time Employees</u>	2.75	2.75	2.75	
Park Maintenance Worker I	2.75	2.75	2.75	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	1,043,294	1,128,215	1,128,215	

Public Works

Cost Center Detail

Park Maintenance # 121-800-05

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 <u>Preliminary</u> <u>Budget</u>
11-000	Full Time Employees		431,330
11-036	Full Time Bilingual Incentive		1,200
12-000	Part Time Employees		119,958
14-000	Compensated Absences		17,307
19-001	Health Insurance		148,993
19-002	Retirement		126,040
19-004	Medicare		8,032
		Sub-total	852,860
		<u>Services and Supplies</u>	
21-000	Special Departmental	Chain saws and trimming equipment	4,965
		Equipment repair/maintenance	5,500
		Hand tools	5,000
		Hardware supplies	1,000
		Janitorial supplies	8,000
		Office supplies	500
		Painting supplies	4,500
		Plant material, soil, seed, and amendments	7,500
		Playground equipment repair/maintenance	5,000
		Safety equipment	3,800
		Tree purchases	5,000
22-000	Contractual	Backflow Device Licensing	800
		Backflow Device Testing & Repair	2,400
		Security Services	390
		Tree Maintenance Services	91,000
33-000	Vehicle Operating	Departmental vehicle operating costs	70,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	60,000
		Sub-total	275,355
		Cost Center Total	1,128,215

Public Works

Cost Center Summary

Aquatics # 121-800-06

The Aquatics cost center of the Parks and Facilities Division is responsible for operating and maintaining the swimming pools and associated facilities at Smith Park, including pumps, heaters, lighting, filtration and chemical treatment systems. In the past year, 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.

Budget in Brief	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	61,752	67,228	67,228	9%
Services and Supplies	28,100	28,100	28,100	0%
Total	89,852	95,328	95,328	6%
Regular Full Time Positions	0.60	0.60	0.60	
Parks & Facilities Manager	0.10	0.10	0.10	
Park Maintenance Leadperson	0.25	0.25	0.25	
Park Maintenance Worker II	0.25	0.25	0.25	
Regular Part Time Employees	-	-	-	
Seasonal Part Time Budget	-	-	-	
<u>Source of Funds</u>				
General Fund	89,852	95,328	95,328	

Public Works

Cost Center Detail

Aquatics # 121-800-06

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		40,439
14-000	Compensated Absences		1,162
19-001	Health Insurance		11,408
19-002	Retirement		13,633
19-004	Medicare		586
		Sub-total	67,228
		<u>Services and Supplies</u>	
21-000	Special Departmental	Pool repairs	6,500
		Pool supplies	2,000
22-000	Contractual	Chlorine/Acid Service	18,000
		Heater and Filter Maintenance	1,600
		Sub-total	28,100
		Cost Center Total	95,328

Public Works

Cost Center Summary

Public Works Facilities # 121-800-07

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

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	144,003	159,456	159,456	11%
Services and Supplies	78,890	78,890	78,890	0%
Total	<u>222,893</u>	<u>238,346</u>	<u>238,346</u>	7%

<u>Regular Full Time Positions</u>	1.30	1.30	1.30
Parks & Facilities Manager	0.30	0.30	0.30
Maintenance Leadperson	1.00	1.00	1.00

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

General Fund	<u>222,893</u>	<u>238,346</u>	<u>238,346</u>
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Public Works

Cost Center Detail

Public Works Facilities # 121-800-07

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		97,589
14-000	Compensated Absences		2,805
19-001	Health Insurance		24,746
19-002	Retirement		32,901
19-004	Medicare		1,415
		Sub-total	159,456
		<u>Services and Supplies</u>	
21-000	Special Departmental	Electrical supplies	7,000
		Hardware and fixtures	10,000
		Plumbing supplies	9,000
		Tools	2,500
22-000	Contractual	Building Security	4,890
		City Hall Cleaning	24,000
		Elevator Maintenance	3,000
		Fire Extinguisher Service	250
		Heating, Ventilation, and Air Conditioning	9,750
35-000	Building Operating	Electrical supplies	350
		Hardware and other supplies	3,500
		Janitorial supplies	4,000
		Plumbing supplies	350
		Security, keys	300
		Sub-total	78,890
		Cost Center Total	238,346

Public Works

Cost Center Detail

Engineering # 121-800-13

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		388,773
11-036	Full Time Bilingual Incentive		1,200
14-000	Compensated Absences		10,455
19-001	Health Insurance		84,869
19-002	Retirement		114,061
19-004	Medicare		5,655
		Sub-total	605,013
		<u>Services and Supplies</u>	
21-000	Special Departmental	Publications, Manuals, Standards, Codes	600
22-000	Contractual	Plan Check/Review/Engineering Services	17,500
		Sub-total	18,100
		Cost Center Total	623,113

Public Works

Cost Center Summary

Fleet Services # 128-800-04

The Fleet Services Division manages the City's fleet of patrol cars, fire engines, ambulances, passenger vehicles, heavy-duty trucks, power equipment and power generators for maximum safety, efficiency and compliance with air quality and greenhouse gas emission regulations. In the past year, the Division performed preventive maintenance on a scheduled basis on all vehicles, as well as numerous emergency or unplanned repairs to many of the police patrol cars and the fire engines. Staff 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	287,004	304,108	304,108	6%
Services and Supplies	514,100	534,100	534,100	4%
Total	801,104	838,208	838,208	5%

<u>Regular Full Time Positions</u>	3.00	3.00	3.00
Fleet Manager	1.00	1.00	1.00
Auto Mechanic II	1.00	1.00	1.00
Auto Mechanic I	1.00	1.00	1.00

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

Automotive Maintenance Fund	801,104	838,208	838,208
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Public Works

Cost Center Detail

Fleet Services # 128-800-04

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		206,772
14-000	Compensated Absences		5,942
19-001	Health Insurance		57,051
19-002	Retirement		31,345
19-004	Medicare		2,998
		Sub-total	304,108
		<u>Services and Supplies</u>	
21-000	Special Departmental	Acetylene/oxygen supplies	544
		Annual operating fees	800
		Annual tank testing	2,000
		Annual update of scan tool	500
		First aid supplies	5,600
		Hand tool allowance	900
		Hose fabrication	6,000
		Police Vehicle equipment	28,000
		Service parts cleaners	1,285
		Sewer truck equipment	400
		Shop equipment	10,000
		Shop tools	10,000
		Tool and steel supply	5,000
		Truck parts	4,000
		Underground storage tank fee	1,390
22-000	Contractual	"B" Drivers License Renewal	300
		"B" License Physical	300
		Aerial Safety Inspection	1,000
		Annual Underground Storage Tank Testing	5,100
		CA Resource Board/AQMD Emissions	30,000
		Drug Testing	300
		Generator Maintenance	1,600
		Pickup Waste Oil	1,200
		Service Clarifier (Parts Washer)	1,500
		Smog Checks	1,100

Public Works

Cost Center Detail

Fleet Services # 128-800-04

2016-17

Preliminary

Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		
22-000	Contractual	Tank Tightness Test	2,681
		Tire Disposal	600
		Update Service Manuals & Diagnostics	3,500
33-057	Fuel	Fuel expenses	215,000
33-058	Parts & Supplies	Auto parts	145,000
33-059	Maintenance & Repair	Apparatus repair services	10,000
		Fire engine services	24,500
		Repair services	9,000
		Tire services	3,000
		Towing	2,000
		Sub-total	534,100
		Cost Center Total	838,208

Public Works

Cost Center Summary

Sewer # 137-800-01

The Sewer cost center includes portions of the Field Operations, Engineering and Administration Divisions. The cost center is funded by the Sewer User Fee approved by Council in 2014 and is responsible for ensuring public health and safety through effective maintenance and repair of the sewer collection system. In the past year, Field Operations sewer maintenance crews cleaned over 60 miles of sewer mains. 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	353,077	381,594	381,594	8%
Services and Supplies	373,500	481,300	481,300	29%
Total	726,577	862,894	862,894	19%
<u>Regular Full Time Positions</u>	3.35	3.35	3.35	
Director of Public Works	0.15	0.15	0.15	
Principal Civil Engineer	0.15	0.15	0.15	
Associate Civil Engineer	0.15	0.15	0.15	
Field Operations Manager	0.30	0.30	0.30	
Public Works Inspector	0.20	0.20	0.20	
Engineering Technician	0.20	0.20	0.20	
Management Analyst	0.20	0.20	0.20	
Maintenance Worker I	2.00	2.00	2.00	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
Sewer Fund	726,577	862,894	862,894	

*New Asset Management and Geographical Information System implementation

Public Works

Cost Center Detail

Sewer # 137-800-01

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
11-000	Full Time Employees		236,796
14-000	Compensated Abences		6,805
19-001	Health Insurance		65,607
19-002	Retirement		68,952
19-004	Medicare		3,434
		Sub-total	381,594
	<u>Services and Supplies</u>		
21-000	Special Departmental	Asset management software	43,000
		Auto parts	8,500
		Decant facility use	10,000
		Operations supplies	4,000
		Spill response supplies	8,000
		Tools & apparatus	3,000
22-000	Contractual	Closed circuit television pipe inspection	200,000
		Consultant services (Asset Mgmt System)	31,000
		Consultant services (parcel update)	12,000
		Consultant services (Sanitary Sewer Mgmt)	20,000
		GIS Licensing	12,000
		Root management	32,000
		Sewer lift station maintenance	5,000
		Sewer truck service	5,000
		Uniform laundry supplies	300
33-000	Vehicle Operating	Departmental vehicle operating costs	16,000
33-060	Vehicle Replacement	Contribution for future vehicle replacement	60,000
40-006	Water	Water expenses	2,000
45-000	Education	Training and certification	5,000
53-000	Membership and Dues	CA Stormwater Quality Association	2,000
54-000	Allowances	CA Water Environment Assoc. Conf.	2,500
		Sub-total	481,300
		Cost Center Total	862,894

City of San Gabriel Budget, FY 2016-17

Public Works

Cost Center Summary

Local Transit Development # 180-850-49 & 181-800-49

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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	30,977	33,790	33,790	9%
Services and Supplies	-	1,314,000	1,314,000	100%
Total	30,977	1,347,790	1,347,790	4251%

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

Prop A	-	1,290,000	1,290,000
Prop C	30,977	57,790	57,790
Total	30,977	1,347,790	1,347,790

*Services and Supplies budget increases due to Prop A fund exchange and Prop C administrative costs

Public Works

Cost Center Detail

Proposition A Local Transit Development # 180-800-49

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	
	None	None	-
<u>Services and Supplies</u>			
22-000	Contractual	Bus shelter maintenance	90,000
89-000	Fund Exchange	Prop A fund exchange	1,200,000
Sub-total			1,290,000
Cost Center Total			<u><u>1,290,000</u></u>

Public Works

Cost Center Detail

Proposition C Local Transit Development # 181-800-49

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		23,484
14-000	Compensated Absences		675
19-001	Health Insurance		4,743
19-002	Retirement		4,547
19-004	Medicare		341
		Sub-total	33,790
		<u>Services and Supplies</u>	
85-000	Administrative Costs	Prop C administrative costs	24,000
		Sub-total	24,000
		Cost Center Total	<u>57,790</u>

Community Services

Community Services

SUMMARY

Overview

The Community Services Department's mission is to enrich the lives of every person in San Gabriel through exceptional programs and services, inviting spaces and community connection. Among other areas, the Department provides programs including recreational, special events, aquatics, and an arts and leisure magazine; services such as transportation, facility rentals, and passports; and park planning. In FY 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.

<u>Budget in Brief *</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	1,193,001	1,342,224	1,342,224	13%
Services and Supplies	1,010,199	1,098,507	1,098,507	9%
Total	2,203,200	2,440,731	2,440,731	11%

<u>Personnel Authorized</u>	7 (FT) 3 (PT)	7 (FT) 3 (PT)	7 (FT) 3 (PT)
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Cost Center Distribution

Administration	640,595	780,180	780,180	22%
Aquatics	148,860	151,315	151,315	2%
Facilities	147,189	150,039	150,039	2%
Recreation	296,134	350,345	350,345	18%
Special Activities	243,845	245,295	245,295	1%
Local Transit Development	669,047	703,742	703,742	5%
Youth Program	36,900	38,294	38,294	4%
After School Program	20,630	21,521	21,521	4%
Total	2,203,200	2,440,731	2,440,731	

Source of Funds

General Fund	1,232,778	1,431,879	1,431,879
Parks & Recreation Activity Fund	243,845	245,295	245,295
CDBG Fund	57,530	59,815	59,815
Prop A Fund	156,261	162,453	162,453
Prop C Fund	512,786	541,289	541,289
Total	2,203,200	2,440,731	2,440,731

Community Services

SALARIES AND WAGES

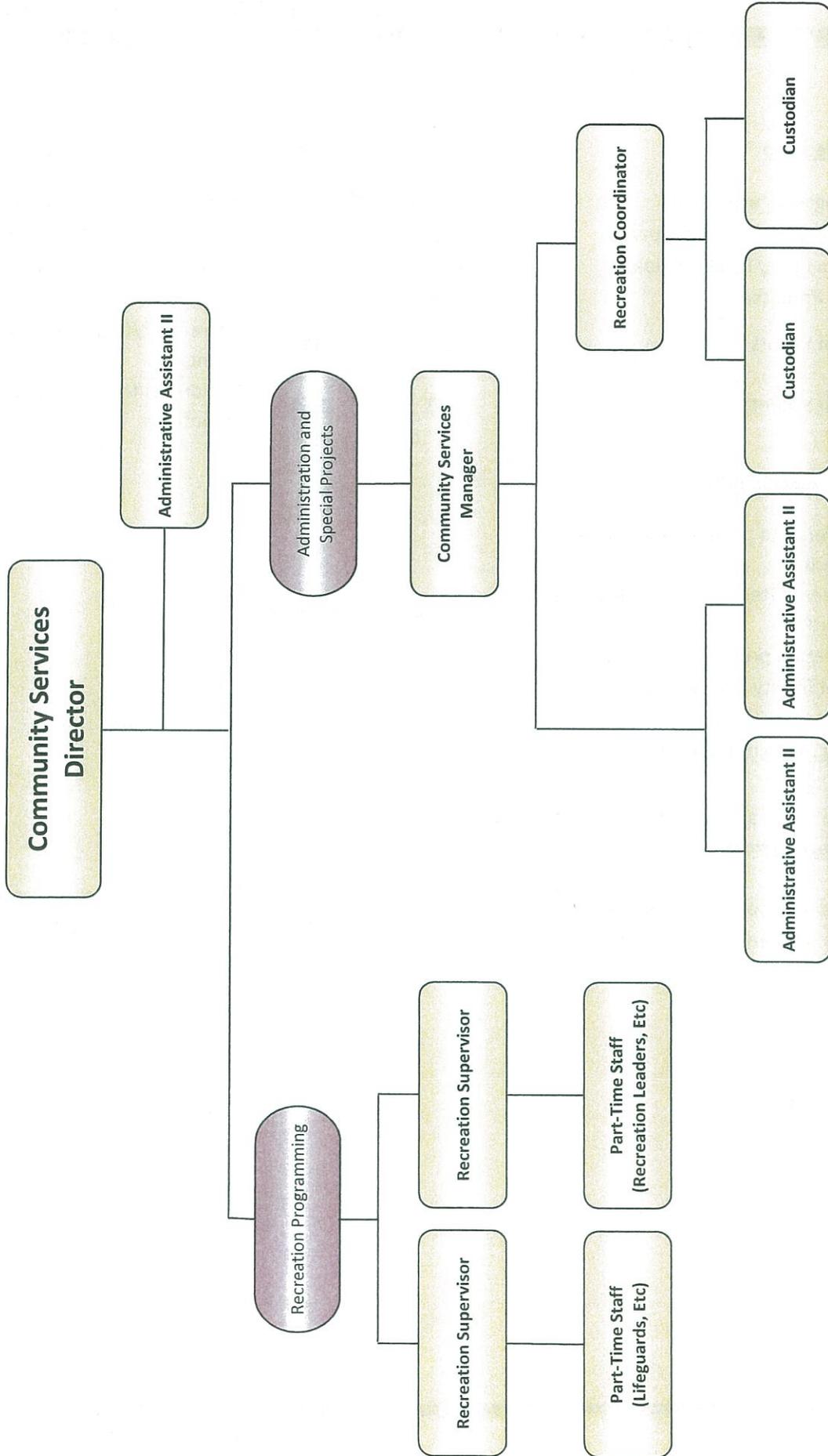
Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
Community Services Director	1.00	1.00	1.00	149,184	150,672	150,672
Community Services Manager	1.00	1.00	1.00	93,516	99,174	99,174
Recreation Supervisor	2.00	2.00	2.00	149,508	154,470	154,470
Recreation Coordinator	1.00	1.00	1.00	51,384	51,384	51,384
Administrative Assistant II	2.00	2.00	2.00	95,664	98,468	98,468
Auto Allowance				5,850	5,850	5,850
Overtime				2,500	2,500	2,500
Bilingual Pay				2,400	3,600	3,600
<u>Regular Part Time Employees</u>						
Administrative Assistant II	1.00	1.00	1.00	29,892	31,697	31,697
Custodian	2.00	2.00	2.00	56,172	56,755	56,755
Senior Recreation Leader	-	1.00	1.00	-	-	-
Part Time Bilingual Pay				-	7,238	7,238
<u>Seasonal Part Time Budget</u>						
Pool Manager				12,484	12,979	12,979
Assistant Pool Manager				12,383	12,502	12,502
Specialist I				14,102	14,252	14,252
Lifeguard Instructor				45,611	46,053	46,053
Recreation Leader				158,940	209,655	209,655
Pool Attendant				16,170	16,307	16,307

Community Services

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Notes</u>
Youth Program Participants	12,556	39,423	After school/summer programs
Older Adult Program Participants	19,898	17,000	Nutrition, Dial A Ride, clubs, etc.
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
<u>Key Performance Indicators</u>			
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	
<u>Outcomes Measurement</u>			
Park, open space and community facility projects developed or improved	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

City of San Gabriel Community Services Department Organizational Chart



Community Services

Cost Center Summary

Administration # 121-850-12

The Community Services Department enriches the lives of our residents through exceptional programs and services, inviting spaces and community connection. The Administration division includes budget for all full-time and some part-time personnel who carry out the mission of the department. In FY 2016-17, the department will continue development of the new organizational structure.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	640,595	729,932	729,932	14%
Services and Supplies	-	50,248	50,248	100%
Total	640,595	780,180	780,180	22%

<u>Regular Full Time Positions</u>	4.79	4.79	4.79
Community Services Director	0.90	0.90	0.90
Community Services Manager	0.84	0.84	0.84
Recreation Supervisor	1.65	1.65	1.65
Recreation Coordinator	0.50	0.50	0.50
Administrative Assistant II	0.90	0.90	0.90

<u>Regular Part Time Employees</u>	1.00	2.00	2.00
Administrative Assistant II	1.00	1.00	1.00
Senior Recreation Leader	-	1.00	1.00

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

General Fund	640,595	780,180	780,180
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*Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Cost, and Other Insurances (General Liability) to Operating

Community Services

Cost Center Detail

Administration # 121-850-12

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		423,843
11-036	Full Time Bilingual Incentive		3,600
12-000	Part Time Employees		31,697
12-036	Part Time Bilingual Incentive		7,238
14-000	Compensated Absences		13,195
15-000	Worker's Compensation		34,601
19-001	Health Insurance		91,279
19-002	Retirement		117,717
19-004	Medicare		6,762
		Sub-total	729,932
		<u>Services and Supplies</u>	
60-037	Other Insurances	General liability insurance	50,248
		Sub-total	50,248
		Cost Center Total	780,180

Community Services

Cost Center Summary

Aquatics # 121-850-06

The Community Services Department aims to provide exceptional programs and services. The Department operates Smith Park Pool and offers a variety of aquatics programs, including: swim lessons, recreational swim, lap swim, water fitness classes and year-round swim team. In FY 2016-17, the Department will continue to provide high quality and expanded aquatics programs for the community including lifeguarding classes and water aerobics.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Adopted Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	105,800	107,885	107,885	2%
Services and Supplies	43,060	43,430	43,430	1%
Total	148,860	151,315	151,315	2%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	93,866	94,767	94,767	
<u>Source of Funds</u>				
General Fund	148,860	151,315	151,315	

Community Services

Cost Center Detail

Aquatics # 121-850-06

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
12-000	Part Time Employees		94,767
13-000	Overtime		2,500
14-000	Compensated Absences		9,116
19-004	Medicare		1,502
		Sub-total	107,885
		<u>Services and Supplies</u>	
21-000	Special Departmental	Expendable supplies	1,500
		Janitorial/light maintenance supplies	1,000
23-000	Programs	Facility fee	360
		Program supplies	2,040
		Public health license	900
		Uniforms	1,200
40-003	Electricity	Electricity expenses	16,000
40-004	Gas	Gas expenses	10,000
40-006	Water	Water expenses	10,000
45-000	Educational	Training for aquatics staff	400
53-000	Membership and Dues	Southern CA Public Pool Operator Assoc.	30
		Sub-total	43,430
		Cost Center Total	151,315

Community Services

Cost Center Summary

Facilities # 121-850-07

The Community Services Department provides inviting spaces to promote community connection. The Department oversees the operation of two facilities—the Community Recreation Center and the Adult Recreation Center, which is home to Grapevine Park. The facilities are used for recreation classes, department programs, community meetings and special events such as weddings and receptions. In FY 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.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	87,749	91,149	91,149	4%
Services and Supplies	59,440	58,890	58,890	-1%
Total	147,189	150,039	150,039	2%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	2.00	2.00	2.00	
Custodian	2.00	2.00	2.00	
<u>Seasonal Part Time Budget</u>	30,323	30,616	30,616	
<u>Source of Funds</u>				
General Fund	147,189	150,039	150,039	

Community Services

Cost Center Detail

Facilities # 121-850-07

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
12-000	Part Time Employees		87,371
14-000	Compensated Absences		2,511
19-004	Medicare		1,267
		Sub-total	91,149
	<u>Services and Supplies</u>		
21-000	Special Departmental	Facility equipment	6,000
22-000	Contractual	Ice machine maintenance	1,000
35-000	Building Operating	Cleaning supplies	4,000
		Light maintenance supplies	2,500
40-003	Electricity	Electricity expenses	40,500
40-004	Gas	Gas expenses	1,000
40-006	Water	Water expenses	2,500
40-008	Sewer Service Charge	Sewer service expenses	890
43-000	Uniforms	Uniform expenses	500
		Sub-total	58,890
		Cost Center Total	150,039

Community Services

Cost Center Summary

Recreation # 121-850-10

The Community Services Department aims to enrich the lives of San Gabriel residents and promote community connection through exceptional programs and services. The Recreation division provides youth programs, older adult programs, community engagement events, various services and The Guide publication. In FY 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 special events.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	85,655	125,626	125,626	47%
Services and Supplies	210,479	224,719	224,719	7%
Total	296,134	350,345	350,345	18%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	75,183	111,880	111,880	
<u>Source of Funds</u>				
General Fund	296,134	350,345	350,345	

*Additional part time Recreation Leader hours for revamped After-School Recreation program

Community Services

Cost Center Detail

Recreation # 121-850-10

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
12-000	Part Time Employees		111,880
14-000	Compensated Absences		11,982
19-004	Medicare		1,764
		Sub-total	125,626
		<u>Services and Supplies</u>	
21-000	Special Departmental	First aid supplies	1,000
		Marketing/translation	1,000
		Recreation supplies	3,520
22-000	Contractual	Fingerprint/livescan forms and processing	1,000
		Grapevine Guide	39,200
		Printer/Copier maintenance contract	4,450
		Recreation Guide postage	10,000
		Registration software maintenance	4,000
23-039	Youth School Year	Awards	500
		Equipment	3,415
		Officials	3,500
		Staff training	400
		Staff uniforms	600
		Tournament fees	400
23-040	Youth Summer	Craft supplies	2,200
		Equipment	1,377
		Staff trainings	500
		Staff uniforms	500
23-047	Special Events	Egg Hunt	1,350
		Farmers Market	5,350
		Holiday Craft Workshop	500
		Kid's Day and 4th of July	5,000
		Pentathlon	1,000
		Supplies/marketing	2,000
		Tree lighting	2,400

Community Services

Cost Center Detail

Recreation # 121-850-10

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Services and Supplies Continued</u>		<u>Budget</u>
23-048	Older Adults	Nutrition program supplies	500
		Older adult event supplies	500
23-051	Passport Services	Passport supplies	1,312
27-047	Comm. Engagement	Summer Nights - Concerts	12,000
		Summer Nights - Movies	10,000
		Halloween Event	10,000
		Lunar New Year	30,000
		San Gabriel Play Day	3,500
		Staffing	5,000
31-000	Office Operating	Office supplies, equipment expenses	7,500
33-000	Vehicle Operating	Departmental vehicle operating costs	20,000
33-060	Vehicle Replacement	Annual contribution for future vehicle	8,000
40-004	Gas	Gas expenses	1,500
40-005	Telephone	Telephone expenses	8,500
40-007	Cable	Cable television Services	2,900
40-010	Cellular Services	Cellular phone expenses	3,100
53-000	Membership and Dues	California Park & Recreation Society	850
		So. California Municipal Athletic Federation	75
54-000	Allowances	Educational Allowance	4,320
		Sub-total	224,719
		Cost Center Total	350,345

Community Services

Cost Center Summary

Special Activities # 173-850-18

The Community Services Department promotes community connection and provides exceptional programs. The Special Activities accounts are for revenue-neutral programs including day camp, older adult trips, recreation classes and more. In FY 2016-17, the Department will provide expanded recreation class opportunities and enhanced programs for youth and older adults.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	45,625	47,075	47,075	3%
Services and Supplies	198,220	198,220	198,220	0%
Total	243,845	245,295	245,295	1%
<u>Regular Full Time Positions</u>	0.25	0.25	0.25	
Recreation Coordinator	0.25	0.25	0.25	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	26,501	26,771	26,771	
<u>Source of Funds</u>				
Parks & Recreation Activity Fund	243,845	245,295	245,295	

Community Services

Cost Center Detail

Special Activities # 173-850-18

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		12,846
12-000	Part Time Employees		26,771
14-000	Compensated Absences		1,139
19-001	Health Insurance		4,742
19-002	Retirement		1,003
19-004	Medicare		574
		Sub-total	47,075
	<u>Services and Supplies</u>		
23-038	Youth Paid Program	Jerseys/uniforms	15,000
		Trips - Youth	10,000
23-042	Older Adult Trips	Trips - Older Adults	40,000
23-043	Recreation Classes	Instructor payments	80,000
23-044	Dance & Baton	Dance and Baton classes/biennial Show	1,000
23-045	Day Camp	Day Camp supplies	2,000
		Day Camp weekly trips	5,000
		Part-time staff costs	18,000
23-046	Tennis	Tennis classes instructor payments	8,700
23-047	Special Events	Turkey Trot	5,000
23-048	Older Adults	Annual Health and Wellness Fair	1,000
		Older adult programs and supplies	1,500
23-049	Recreation Classes Ins.	Recreation classes insurance	4,500
23-050	Share A Dream	Share A Dream scholarship	800
23-052	Facility Insurance	Facility insurance	5,720
		Sub-total	198,220
		Cost Center Total	245,295

City of San Gabriel Budget, FY 2016-17

Community Services

Cost Center Summary

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

In an effort to provide high quality programs and services for our residents, the Community Services Department offers older adult and youth trips, recreational transit service, transportation services including Dial-A-Ride and Metro reduced-fare monthly passes for seniors and the disabled. In FY 2016-17, the Department will provide expanded travel opportunities while continuing to provide a high level of service for our customers.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Adopted Budget	% Change from Prior Year Budget
Personnel	170,047	180,742	180,742	6%
Services and Supplies	499,000	523,000	523,000	5%
Total	669,047	703,742	703,742	5%
<u>Regular Full Time Positions</u>	1.86	1.86	1.86	
Community Services Director	0.10	0.10	0.10	
Community Services Manager	0.16	0.16	0.16	
Recreation Supervisor	0.25	0.25	0.25	
Recreation Coordinator	0.25	0.25	0.25	
Administrative Assistant II	1.10	1.10	1.10	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
Prop A Fund	156,261	162,453	162,453	
Prop C Fund	512,786	541,289	541,289	
Total	669,047	703,742	703,742	

Community Services

Cost Center Detail

Proposition A Local Transit Development # 180-850-49

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 <u>Preliminary</u> <u>Budget</u>
11-000	Full Time Employees		71,067
14-000	Compensated Absences		2,042
19-001	Health Insurance		21,463
19-002	Retirement		12,851
19-004	Medicare		1,030
		Sub-total	108,453
	<u>Services and Supplies</u>		
82-000	Recreation Transit Srvc	Older adults trips and tours	19,500
		Youth trips	10,500
85-000	Administrative Costs	Finance and Accounting Staff	24,000
		Sub-total	54,000
		Cost Center Total	162,453

Community Services

Cost Center Detail

Proposition C Local Transit Development # 181-850-49

<u>Account Number</u>	<u>Personnel</u>	<u>Description</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		45,008
14-000	Compensated Absences		1,293
19-001	Health Insurance		13,860
19-002	Retirement		11,475
19-004	Medicare		653
		Sub-total	72,289
		<u>Services and Supplies</u>	
81-000	Senior Dial-a-Ride	Senior Dial-a-Ride program	320,000
85-000	Administrative Costs	Prop C administrative costs	24,000
86-000	Bus Fare Subsidy	Fare subsidy for seniors & disabled	125,000
		Sub-total	469,000
		Cost Center Total	541,289

Community Services

Cost Center Summary

Youth Program # 185-850-20

The Community Services Department offers free after school programs and summer programs that are subsidized by the Community Development Block Grant Youth Program funds. This budget partially funds programs at McKinley Elementary, Smith Park, and Vincent Lugo Park. In FY 2016-17, the Department will continue to provide high quality youth programs for our community.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	36,900	38,294	38,294	4%
Services and Supplies	-	-	-	-
Total	<u>36,900</u>	<u>38,294</u>	<u>38,294</u>	4%
<u>Regular Full Time Positions</u>				
Recreation Supervisor	0.07	0.07	0.07	
<u>Regular Part Time Employees</u>				
	-	-	-	
<u>Seasonal Part Time Budget</u>				
	29,918	29,972	29,972	
<u>Source of Funds</u>				
CDBG	<u>36,900</u>	<u>38,294</u>	<u>38,294</u>	

Community Services

Cost Center Detail

Youth Program # 185-850-20

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		5,078
12-000	Part Time Employees		29,972
14-000	Compensated Absences		1,007
19-001	Health Insurance		1,332
19-002	Retirement		397
19-004	Medicare		508
		Sub-total	38,294
	<u>Services and Supplies</u>		
	None	None	-
		Cost Center Total	38,294

Community Services

Cost Center Summary

After School Program # 185-850-21

The Community Services Department provides free after school programs and summer programs that are subsidized by the Community Development Block Grant After-School Program funds. This budget partially funds programs at the Roosevelt Elementary and Jefferson Middle School. In FY 2016-17, the Department will provide enhanced after school and summer programs for our community.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	20,630	21,521	21,521	4%
Services and Supplies	-	-	-	-
Total	<u>20,630</u>	<u>21,521</u>	<u>21,521</u>	4%
<u>Regular Full Time Positions</u>	0.03	0.03	0.03	
Recreation Supervisor	0.03	0.03	0.03	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	17,569	17,742	17,742	
<u>Source of Funds</u>				
CDBG	<u>20,630</u>	<u>21,521</u>	<u>21,521</u>	

Community Services

Cost Center Detail

After School Program # 185-850-21

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary <u>Budget</u>
11-000	Full Time Employees		2,177
12-000	Part Time Employees		17,742
14-000	Compensated Absences		572
19-001	Health Insurance		571
19-002	Retirement		170
19-004	Medicare		289
		Sub-total	21,521
	<u>Services and Supplies</u>		
	None	None	-
		Cost Center Total	21,521

Mission Playhouse

Mission Playhouse

SUMMARY

Overview

The San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by encouraging access to artists, producers and audiences. The 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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	1,018,552	1,163,282	1,163,282	14%
Services and Supplies	301,758	357,083	357,083	18%
Total	<u>1,320,310</u>	<u>1,520,365</u>	<u>1,520,365</u>	15%
 <u>Personnel Authorized</u>	 5 (FT) 11 (PT)	 5 (FT) 11 (PT)	 5 (FT) 11 (PT)	
 <u>Cost Center Distribution</u>				
Mission Playhouse	1,320,310	1,520,365	1,520,365	15%
 <u>Source of Funds</u>				
Mission Playhouse Fund	<u>1,320,310</u>	<u>1,520,365</u>	<u>1,520,365</u>	

Mission Playhouse

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget
<u>Regular Full Time Positions</u>						
Mission Playhouse Director	1.00	1.00	1.00	130,479	138,375	138,375
Mission Playhouse Manager	1.00	1.00	1.00	91,236	99,174	99,174
Production Supervisor	-	1.00	1.00	-	80,624	80,624
Event Coordinator	-	1.00	1.00	-	61,290	61,290
Stage Manager	2.00	-	-	141,736	-	-
Maintenance Leadperson	1.00	1.00	1.00	57,966	61,464	31,464
Overtime				7,142	7,142	7,142
Auto and Boot Allowances				6,450	6,450	6,450
<u>Regular Part Time Employees</u>						
Custodian	2.00	2.00	2.00	36,651	33,744	33,744
Executive Assist. (Dev Coord)	-	1.00	1.00	-	13,815	13,815
Specialist II (Dev Coord)	1.00	-	-	17,239	-	-
Mgmt Assist. (Program Coord)	-	1.00	1.00	-	27,803	27,803
Specialist III (Program Coord)	1.00	-	-	9,768	-	-
Pool Manager (Box Office Mgr)	-	1.00	1.00	-	10,647	10,647
Box Office Manager	1.00	-	-	19,586	-	-
Asst Pool Mgr (Asst House Mgr)	-	1.00	1.00	-	11,546	11,546
Specialist I (Asst House Mgr)	1.00	-	-	9,857		

Mission Playhouse

SALARIES AND WAGES

Classification	Authorized Personnel			Budget Request		
	2015-16	2016-17	2016-17	2015-16	2016-17	2016-17
	Adopted Budget	Budget Request	Prelimin. Budget	Adopted Budget	Budget Request	Prelimin. Budget

Regular Part Time Employees Continued

Rec Leader (Box Office Staff)	-	2.00	2.00	-	15,832	15,832
Box Office Staff	2.00	-	-	19,126	-	-
Admin Asst II (Marketing Assoc)	-	1.00	1.00	-	26,493	26,493
Admin Asst I (Marketing Assoc)	1.00	-	-	6,705	-	-
Admin Asst I (Admin Asst)	1.00	1.00	1.00	23,115	24,510	24,510
Stage Manager	1.00	1.00	1.00	8,872	7,370	7,370
Part Time Bilingual Pay				-	7,842	7,842

Seasonal Part Time Budget

Maintenance Worker II				-	63,337	63,337
Maintenance Worker I				-	19,572	19,572
Usher/Parking Attendant/Stage Technician				119,985	54,811	54,811
Sr. Usher/Parking Attendant/Stage Technician				18,434	4,496	4,496
Stage Manager				8,510	10,816	10,816
Pool Manager (Concessions Mgr)				-	6,636	6,636
Concessions Manager				5,394	-	-
Recreation Leaders (Concessions Staff)				-	5,714	5,714
Concessions Staff				5,658	-	-

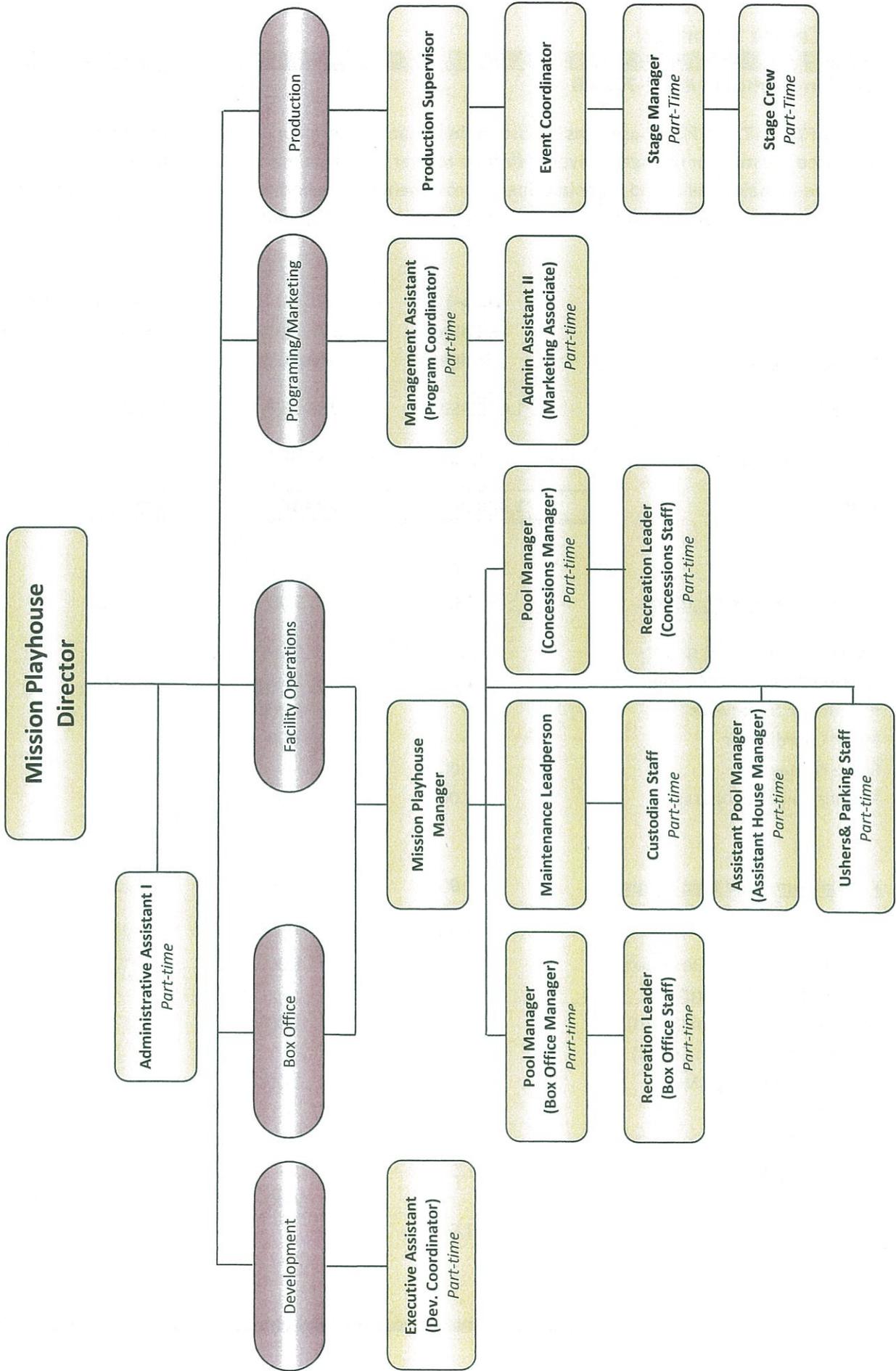
Mission Playhouse

DEPARTMENT PERFORMANCE MEASUREMENT

<u>Unit of Measure</u>	2014-15 <u>Actual</u>	2015-16 <u>Estimated</u>	<u>Notes</u>
Number of Events	100	101	
Number of Website Visits	36,250	TBD	
Number of Facebook Likes	1,513	1745	
Number of Twitter Followers	1,100	1147	
<u>Key Performance Indicators</u>			
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
<u>Outcome Measurement</u>			
Provide consistent and quality concessions			Ongoing
Improve access to tickets			Completed. Box office opened Fall 2015.
Improve facility safety			Completed repair of fire curtain. New marquee construction in progress, will be completed by Fall 2016.
Improve marketing of upcoming events			
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

Mission Playhouse Department Organizational Chart



Mission Playhouse

Cost Center Summary

Mission Playhouse # 152-712-00

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.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	1,018,552	1,163,282	1,163,282	14%
Services and Supplies	301,758	357,083	357,083	18%
Total	1,320,310	1,520,365	1,520,365	15%

<u>Regular Full Time Positions</u>	5.00	5.00	5.00
Mission Playhouse Director	1.00	1.00	1.00
Mission Playhouse Manager	1.00	1.00	1.00
Production Supervisor	-	1.00	1.00
Event Coordinator	-	1.00	1.00
Stage Manager	2.00	-	-
Maintenance Leadperson	1.00	1.00	1.00
 <u>Regular Part Time Employees</u>	 11.00	 11.00	 11.00
Custodian	2.00	2.00	2.00
Executive Assistant (Dev Coord)	-	1.00	1.00
Specialist II (Dev Coord)	1.00	-	-
Mgmt Assist (Program Coord)	-	1.00	1.00
Specialist III (Program Coord)	1.00	-	-
Pool Mgr (Box Office Mgr)	-	1.00	1.00
Box Office Manager	1.00	-	-
Asst Pool Mgr (Asst House Mgr)	-	1.00	1.00
Specialist I (Asst House Mgr)	1.00	-	-
Rec Leader (Box Office Staff)	-	2.00	2.00
Box Office Staff	2.00	-	-

Mission Playhouse

Cost Center Summary

Mission Playhouse # 152-712-00

Regular Part Time Employees Continued

Admin Asst II (Marketing Assoc)	-	1.00	1.00
Admin Asst I (Marketing Assoc)	1.00	-	-
Admin Asst (Admin Asst)	1.00	1.00	1.00
Stage Manager	1.00	1.00	1.00

<u>Seasonal Part Time Budget</u>	161,026	165,382	165,382
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Source of Funds

General Fund	<u>1,320,310</u>	<u>1,520,365</u>	<u>1,520,365</u>
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*Worker's Compensation and Compensated Absences have been allocated to each Department's Personnel Cost, and Other Insurances (General Liability) to Operating

Mission Playhouse

Cost Center Detail

Mission Playhouse # 152-712-00

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	2016-17 Preliminary Budget
11-000	Full Time Employees		447,377
12-000	Part Time Employees		337,142
12-036	Part Time Bilingual Incentive		7,842
13-000	Overtime		7,142
14-000	Compensated Absences		53,830
15-000	Worker's Compensation		70,981
19-001	Health Insurance		95,371
19-002	Retirement		132,980
19-004	Medicare		10,617
		Sub-total	1,163,282
	<u>Services and Supplies</u>		
21-000	Special Departmental	Concessions food and beverage products	10,500
		Development Program - events, consulting	10,741
		Marketing Program - events	1,000
		Outreach Program - networking functions	1,000
22-000	Contractual	Box Office ticketing software	35,000
		Computer lighting board service	900
		Fire extinguisher service	300
		Heating/air conditioning service	12,600
		Mission Patio Courtyard annual painting	800
		Phone maintenance	500
		Piano tuning	300
		Security system	3,000
		Sound equipment service	900
		Stage curtain repair	200
27-047	Comm. Engagement	Comm. engagment programs and events	41,000
31-000	Office Operating	Office supplies and related expenses	9,850
33-060	Vehicle Replacement	Contribution for future vehicle replacement	32,000
35-000	Building Operating	Box Office Equipment	10,000
		Building repairs, batteries, supplies	1,000

Mission Playhouse

Cost Center Detail

Mission Playhouse # 152-712-00

<u>Account Number</u>	<u>Services and Supplies Continued</u>	<u>2016-17 Preliminary Budget</u>
35-000	Building Operating	
	Carpet cleaning	1,000
	Cleaning supplies	9,000
	Concessions equipment	8,625
	Electrical/lighting supplies	5,609
	Fire sprinkler system testing	500
	Hardware and first aid supplies	10,021
	Holiday decorating supplies	350
	Plumbing supplies	1,350
	Sound equipment service	3,000
	Stage supplies	1,650
	Uniform cleaning/ushers	100
	Various tape	400
40-003	Electricity	Electricity expenses 81,000
40-004	Gas	Gas expenses 2,100
40-005	Telephone	Telephone expenses 5,000
40-006	Water	Water expenses 3,000
40-007	Cable	Cable television services 1,500
40-008	Sewer Service Charge	Sewer service expenses 6,301
40-010	Cellular Services	Cellular phone expenses 3,100
43-000	Uniforms	Uniform purchase for staff 1,100
45-000	Educational	Staff training 1,700
51-000	Advertising	Advertising for Mission Playhouse events 19,317
53-000	Membership and Dues	License fees and league membership 1,544
54-000	Allowances	Meeting and training expenses 1,000
60-037	Other Insurances	General liability insurance 17,225
	Sub-total	357,083
	Cost Center Total	1,520,365

City of San Gabriel Budget, FY 2016-17

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Non-Departmental

Non-Departmental SUMMARY

Overview

The Non-Departmental portion of the City of San Gabriel's budget represents the insurance premium and risk management funds. In FY 2016-17 the City's Human Resources Department, with the assistance of Finance personnel, will implement the first phase of a Workers' Compensation Retrospective Deposit Payment, evaluate and monitor the City's risk of loss, and procure the City's liability and environmental insurance programs.

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	-	-	-	-
Services and Supplies	8,982,019	6,944,826	6,944,826	-23%
Total	8,982,019	6,944,826	6,944,826	-23%

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

Cost Center Distribution

Insurance Premiums	2,863,000	263,000	263,000	-91%
Risk Management	6,119,019	6,681,826	6,681,826	9%
Total	8,982,019	6,944,826	6,944,826	

Source of Funds

General Fund	2,863,000	263,000	263,000
Risk Management	6,119,019	6,681,826	6,681,826
Total	8,982,019	6,944,826	6,944,826

Non-Departmental Cost Center Summary

Insurance Premiums # 121-721-00

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

<u>Budget in Brief</u>	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
Personnel	-	-	-	-
Services and Supplies	2,863,000	263,000	263,000	-91%
Total	2,863,000	263,000	263,000	-91%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
General Fund	2,863,000	263,000	263,000	

*Worker's Compensation and Liability Insurance costs reallocated directly to respective Departments

Non-Departmental Cost Center Detail

Insurance Premiums # 121-721-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
		Sub-total	-
		<u>Services and Supplies</u>	
23-025	First Aid	First aid supplies	5,000
60-014	Insurance	Unemployment insurance	15,000
60-023	Insurance	Property insurance	50,000
60-024	Insurance	Bonds insurance	3,000
60-025	Insurance	Life insurance	30,000
60-026	Insurance	Pollution insurance	25,000
60-027	Insurance	Disability insurance	70,000
60-029	Insurance	Vision insurance	65,000
		Sub-total	263,000
		Cost Center Total	263,000

Non-Departmental Cost Center Summary

Risk Management # 129-826-00

Administers group health, welfare and retirement benefit 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; and procures and administers the City's liability and environmental insurance programs. This cost center also contains the retrospective deposit balances owed to the City's liability and environmental insurance programs from previous years.

	2015-16 Adopted Budget	2016-17 Budget Request	2016-17 Preliminary Budget	% Change from Prior Year Budget
<u>Budget in Brief</u>				
Personnel	-	-	-	-
Services and Supplies	6,119,019	6,681,826	6,681,826	9%
Total	<u>6,119,019</u>	<u>6,681,826</u>	<u>6,681,826</u>	9%
<u>Regular Full Time Positions</u>	-	-	-	
<u>Regular Part Time Employees</u>	-	-	-	
<u>Seasonal Part Time Budget</u>	-	-	-	
<u>Source of Funds</u>				
Self Insurance Fund	<u>6,119,019</u>	<u>6,681,826</u>	<u>6,681,826</u>	

Non-Departmental Cost Center Detail

Risk Management # 129-826-00

2016-17
Preliminary
Budget

<u>Account Number</u>	<u>Personnel</u>	<u>Descriptions</u>	<u>Budget</u>
		Sub-total	-
	<u>Services and Supplies</u>		
60-019	Insurance	Health insurance	1,700,000
60-020	Insurance	Worker's compensation insurance	1,750,000
60-021	Insurance	Unemployment insurance	30,000
60-022	Insurance	Liability insurance	900,000
60-023	Insurance	Property insurance	26,000
60-024	Insurance	Bonds insurance	3,000
60-025	Insurance	Life insurance	40,000
60-026	Insurance	Pollution insurance	10,000
60-027	Insurance	Long term disability insurance	60,000
60-028	Insurance	Retiree health insurance	2,102,826
60-029	Insurance	Vision insurance	60,000
		Sub-total	6,681,826
		Cost Center Total	<u><u>6,681,826</u></u>

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

CITY OF SAN GABRIEL

STATEMENT OF INVESTMENT POLICY

2016-2017

I. PURPOSE

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

II. OBJECTIVE

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

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

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

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

Criteria for selecting investments and the order of priority are:

1. Safety: The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The City only operates in those investments that are considered very safe.

2. Liquidity: This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest.
3. Yield: Yield is the potential dollar earnings an investment can provide and sometimes is referred to as the rate of return.
4. Safekeeping: Securities purchased shall be held in third party safekeeping pursuant to Government Code Section 53608, in the City's name and control.

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

III. DELEGATION OF INVESTMENT AUTHORITY

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

IV. AUTHORIZED INVESTMENTS

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

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

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

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

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

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

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

- * FICBs (Federal Intermediate Credit Bank Debentures) - Loans to lending institutions used to finance the short-term and intermediate needs of farmers, such as seasonal production. They are usually issued monthly in minimum denominations of \$3,000 with a nine-month maturity. Interest is payable at maturity and as calculated on a 60-day, 30-day month basis.
- * FFCBs (Federal Farm Credit Bank) - Debt instruments used to finance the short and intermediate term needs of farmers and the national agricultural industry. They are issued monthly with three- and six-month maturities. The FFCB issues larger issues (one to ten year) on a periodic basis. These issues are highly liquid.
- * FHLBs (Federal Land Bank Bonds) - Long-term mortgage credit provided to farmers by Federal Land Banks. These bonds are issued at irregular times for various maturities ranging from a few months to ten years. The minimum denomination is \$1,000. They carry semi-annual coupons. Interest is calculated on a 360-day, 30-day month basis.
- * FHLBs (Federal Home Loan Bank Notes and Bonds) - Issued by the Federal Home Loan Bank System to help finance the housing industry. The notes and bonds provide liquidity and home mortgage credit to savings and loan associations, mutual savings bank, cooperative banks, insurance companies, and mortgage-lending institutions. They are issued irregularly for various maturities. The minimum denomination is \$5,000. The notes are issued with maturities of less than one year and interest is paid at maturity. The bonds are issued with various maturities and carry semi-annual coupons. Interest is calculated on a 360-day, 30-day month basis.
- * FNMAs (Federal National Mortgage Association) - Used to assist the home mortgage market by purchasing mortgages insured by the Federal Housing Administration and the Farmers Home Administration, as well as those guaranteed by the Veterans Administration. They are issued about four times a year for maturities ranging from a few months to eight years. They are issued in

minimum denominations of \$10,000. They carry semi-annual coupons. Interest is computed on a 360-day, 30-day month basis.

- * FHLMC's (Federal Home Loan Mortgage Corporation) - Government-sponsored corporation established to develop the secondary market for conventional home mortgages. Mortgages are purchased solely from the Federal Home Loan Bank System member lending institutions whose deposits are insured by agencies of the United States Government. They are issued for various maturities and in minimum denominations of \$10,000. Interest is paid semi-annually and is calculated on a 360-day, 30-day month basis.

- * Other federal agency issues are Small Business administration notes (SBAs), Government National Mortgage Association notes (GNMAs), Tennessee Valley Authority notes (TVAs), and Student Loan Association notes (SALLIE-MAEs).

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

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

Certificates of Deposit - time deposits of a bank or savings and loan. They are purchased in various denominations with maturities ranging from 30 days to five years. The City shall not invest more than \$250,000 in any one institution unless the public deposit is properly collateralized as set forth in this policy. An exception to the dollar and time limit shall be the certificate of deposit placed at Citizens Business Bank providing collateral for the Public Works Yard Loan. This certificate of deposit is allowed to be for a maximum \$7,800,000 with a 10 year maturity. Certificate of Deposits directly placed with a state bank or savings and loan shall not be limited.

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

Repurchase Agreements - a repurchase agreement is a short-term investment transaction. Banks buy temporarily idle funds from a customer by selling U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date. Repurchase

agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal funds and the maturity of the repo. Some banks will execute repurchase agreements of a minimum of \$100,000 to \$500,000, but most banks have a minimum of \$1,000,000. Repurchase Agreements can only be executed with financial institutions or broker/dealers that have a Master Repurchase Agreement with the City.

LAIF (Local Agency Investment Fund) - a special fund in the State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum balance of 65,000,000 for any agency. The City is restricted to a maximum of ten transactions per month. It offers high liquidity because deposits can be converted to cash in 24 hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share basis determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly. The State retains an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings.

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

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

V. INVESTMENT OF BOND PROCEEDS

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

VI. CITY CONSTRAINTS

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

prior City Council approval. Additionally, a minimum of 15% of the outstanding investments must mature within a one-year time period.

VII. SAFEKEEPING AND COLLATERALIZATION

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

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

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

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

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

VIII. REPORTING

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

IX. QUALIFIED DEALERS

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

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved broker/dealers who are authorized to provide investment services in the State of California. These may include "primary" and "regional" broker/dealers with offices located in the State of California. All financial institutions

and broker/dealers who desire to become qualified bidders for investment transaction must be approved by the Finance Director. The broker/dealer will acknowledge that he or she has read and understands the City's investment policy.

X. POLICY REVIEW

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

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***Appendix B:
Service Fees***

RESOLUTION 16-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL
ADOPTING THE SCHEDULE OF SERVICE FEES CONTAINED IN APPENDIX "B" OF
THE 2016-17 ANNUAL BUDGET**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Gabriel does hereby adopt the Schedule of Service Fees contained in Appendix "B" of the 2016-17 Annual Budget.

* * * * *

PASSED, APPROVED and ADOPTED by the San Gabriel City Council this 21st day of June 2016.

ATTEST:

Chin Ho Liao, Mayor
San Gabriel City Council

Eleanor Andrews, City Clerk
City of San Gabriel

**CITY OF SAN GABRIEL
COMMUNITY SERVICES FEES**

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

² HOURLY RATE WITH 2 HOUR MINIMUM

³ COST INCLUDES UTILITIES, SUPPLIES AND STAFFING

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

**CITY OF SAN GABRIEL
COMMUNITY SERVICES FEES**

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

**CITY OF SAN GABRIEL
COMMUNITY SERVICES FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
STANDARD		
Indoor - 5 hrs	\$250	Same
Outdoor - 5 hrs	\$250	Same
Indoor & Outdoor - 5 hrs	\$400	Same
Supervision Fee	\$15 per hour	Same
ADDITIONAL HOURLY		
Indoor	\$35	Same
Outdoor	\$35	Same
Indoor & Outdoor	\$40	Same
Supervision Fee	\$15	Same
PRIVATE EVENTS		
DEPOSIT		
Application	\$350	Same
Refundable Security Deposit	\$350	Same
STANDARD RATES		
Indoor - Resident - 5 hrs	\$900	Same
Indoor - Non-Resident - 5 hrs	\$1,200	Same
Outdoor - Resident - 5 hrs	\$900	Same
Outdoor - Non-Resident - 5 hrs	\$1,200	Same
Indoor & Outdoor - Resident - 5 hrs	\$1,400	Same
Indoor & Outdoor - Non-Resident - 5 hrs	\$1,700	Same
Kitchen	\$100	Same
Wedding Ceremony Fee	\$500	Same
Supervision Fee	\$25 per hour	Same
ADDITIONAL HOURLY		
Indoor - Resident	\$200	Same
Indoor - Non-Resident	\$250	Same
Outdoor - Resident	\$200	Same
Outdoor - Non-Resident	\$250	Same
Indoor & Outdoor - Resident	\$250	Same
Indoor & Outdoor - Non-Resident	\$300	Same
Pre-Event/Post Event	\$90	Same
Wedding Rehearsal Fee	\$90	Same

CITY OF SAN GABRIEL
COMMUNITY SERVICES FEES

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
<u>PARK</u>		
SMITH PARK		
Gabrielino Area	\$100	Same
VINCENT LUGO PARK		
Shelter A - Oak Area	\$50	Same
Shelter B - Sage Area	\$50	Same
Palms Area - La Laguna Area	\$75	Same
Baseball Field Lights	\$10 per hour	Same

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

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

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

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

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

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

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

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

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

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
ADULT ORIENTED BUSINESS PERMIT	2,275	Same
ADVERTISEMENT FEE -- For all applications requiring a public hearing before the Planning Commisison or the City Council	\$400	Same
AGREEMENTS, CC&R'S & COVENANTS		
Attorney	Hourly Basis	Same
APPEALS		
Staff Decision	565	Same
Modification Decision	565	Same
DRC Decision	565	Same
PC Decision	565	Same
Ad Hoc Sign Comm	565	Same
Ad Hoc Mission District	565	Same
Street Tree Decision	Same	Same
Adult Oriented Use Permit Revocation	565	Same
Non-Conforming Use Appeal	565	Same
Undergrounding Determination	0	Same
ARBORIST SERVICES		
Single Family Residential	990	Same
Multi Family Residential/Commercial	1,975	Same
Site Inspection & Progress Reports	170 / hr	Same
CONDITIONAL USE PERMIT	1,750	Same
CLASSIFICATION OF USE		
Planning Commission	1,750	Same
DENSITY BONUS		
Density Bonus Application	615	Same
Land Transfer & Condo Conversion	185	Same
Monitoring Fee for Affordable Hsg Agreeemer	60/Hr	Same
ENVIRONMENT REVIEW		
Neg Declaration	265	Same
Staff Review of EIR	50% of cost	Same
Exemption	35	Same
Mitigation Monitoring	Full Cost on an hourly basis (\$110/hour)	Same
GENERAL PLAN AMENDMENT	2,940	Same

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

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

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

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

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

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

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

Fees shall be waived for property owners:

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

**CITY OF SAN GABRIEL
BUILDING FEES**

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

**CITY OF SAN GABRIEL
FINANCE DEPARTMENT FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
DOG LICENSE		
Regular	\$50/YR	Same
Spayed/Neutered	\$30/YR	Same
Lifetime	\$0	Same
CAT LICENSE (Voluntary)		
Regular	\$40/YR	Same
Lifetime	\$0	Same
COPY	10 cents per page	Same
RETURNED CHECKS		
Non-Sufficient Funds	\$25	Same
COPY OF ANNUAL Budget		
	\$35	Same
COPY OF FINANCIAL STATEMENTS		
Statements	\$35	Same
BUSINESS LICENSE		
Automation Surcharge	17% of License Tax	Same
Investigation Fee	\$100	Same
TOBACCO RETAILER LICENSE	\$300	Same
OVERNIGHT PARKING PERMIT		
Annual Permit	\$120	Same
Six Month Permit	\$100	Same
Nightly Permit	\$4 each night	Same
FILMING		
Application Fee	\$130	Same
Filming Fee Per Day	\$580	Same
Police Personnel	\$123/Hr	Same
Fire Personnel	\$123/Hr	Same
Other City Personnel	\$93/Hr	Same

**CITY OF SAN GABRIEL
MISSION PLAYHOUSE FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
BOOKING DEPOSIT	\$1,000	Same
BOX OFFICE FEE	\$500	Same
BOX OFFICE STAFF		
Box Office Manager	\$15.26	Same
Box Office Staff	\$10.29	Same
PER TICKET FACILITY FEE	\$2	Same
PLAYHOUSE LOBBY	\$550	Same
REHEARSAL ROOM	\$55/hour	Same
MISSION PLAYHOUSE GLASSROOM		
To San Gabriel Fine Arts Assn.	\$825	Same
MCGROARTY COURTYARD	\$435	Same
With Glass Room	\$1,020	Same
FILMING		
Interior Rate	\$6,500	Same
Exterior Rate	\$3,200	Same
AUDITORIUM RENTAL - Performance		
Standard Rate- Weekday	\$1,595	Same
Standard Rate- Weekend	\$2,200	Same
K-12 School Rate- Weekday	\$1,045	Same
K-12 School Rate- Weekend	\$1,320	Same
Select Rate- Weekday	\$1,320	Same
Select Rate- Weekend	\$1,595	Same
L.A.T.O.S. Rate- 50% of Select Rate		
AUDITORIUM ADDITIONAL HOURS		
Up to Midnight	\$170	Same
Midnight to 2:00a.m.	\$365	Same
Past 2:00a.m.	\$475	Same
AUDITORIUM RENTAL - Non-Performance		
4 Hour minimum, 8 hour maximum	\$115/hour	Same
Each Hour over the 8 up until Midnight	\$150/hour	Same
Each Hour past Midnight	\$365/hour	Same

**CITY OF SAN GABRIEL
MISSION PLAYHOUSE FEES**

<u>FEE TYPE</u>	<u>CURRENT FEE</u>	<u>APPROVED FEE</u>
BUILDING RENTALS		
PARKING	\$10	Same
EVENT PRODUCTION LABOR:		
Production Specialist	\$35 to \$74/hour	Same
Production Technician	\$33 to \$68/hour	Same
EVENT HOUSE LABOR:		
House Manager	\$73/hour	Same
Senior Usher	\$21/hour	Same
House Staff- Reserved Ticket Event	\$1,214/Event	Same
House Staff- Festival Seating Event	\$1,047/Event	Same
House Staff- Overtime 5 to 8 hours/day	\$30/hour	Same
House Staff- Overtime 8 to 12 hours/day	\$47/hour	Same
EQUIPMENT RENTAL		
Additional lighting instrument (plus labor charges to hang, focus, and restore)	\$19 per week	Same
Xenon follow spotlight (plus labor operator fees)	\$99/day or \$395/week	Same
Black light unit	\$19/day or \$74/week	Same
Strobe Lights (Pair)	\$14/day or \$50/week	Same
Mirror Ball	\$55 per week	Same
Falling Snow	\$123 per week	Same
Marley Floor (plus labor fees)	\$246 per week	Same
Full Risers (plus labor fees)	\$308 per event	Same
Single Riser (plus labor fees)	\$19 per event	Same
Grand Piano	\$123 per event	Same
Electronic Piano	\$94 per event	Same
Wurlitzer Pipe Organ		
-Concert Performance	\$616 per event	Same
-Recording Session	\$616 per session	Same
-Limited Performance	\$123 per event	Same
-Pay and play practice session	\$24 per hour	Same
Piano tuning	Prevailing Rate + 10%	Same
Basic Sound System	\$440 per day	\$440/day or \$1,000/week

**CITY OF SAN GABRIEL
MISSION PLAYHOUSE FEES**

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

**CITY OF SAN GABRIEL
FIRE DEPARTMENT FEES**

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

**CITY OF SAN GABRIEL
POLICE DEPARTMENT FEES**

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

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

***Appendix C:
Salary Schedules***

CITY OF SAN GABRIEL SALARY MATRIX

Effective June 25, 2016

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CITY OFFICIALS	Monthly		80 hour		75 hour	
	Monthly	75 Hour	80 Hour	75 Hour	80 Hour	75 Hour
City Manager	\$16,686		\$96.27		\$102.68	
City Council	\$893.70					
City Clerk	\$250					
City Treasurer	\$150					

EXECUTIVE TEAM	STEP A		STEP B		STEP C		STEP D		STEP E	
	Monthly	80 Hour	80 Hour	75 Hour						
Police Chief	\$13,087	\$75.50	\$13,741	\$79.28	\$14,428	\$83.24	\$15,150	\$87.40	\$15,907	\$91.77
Fire Chief	\$12,168	\$70.20	\$12,776	\$73.71	\$13,415	\$77.40	\$14,086	\$81.27	\$14,790	\$85.33
Assistant City Manager	\$12,135	\$70.01	\$12,742	\$73.51	\$13,379	\$77.19	\$14,048	\$81.04	\$14,750	\$85.10
Finance Director	\$11,418	\$65.87	\$11,989	\$69.17	\$12,588	\$72.63	\$13,218	\$76.26	\$13,879	\$80.07
Public Works Director/City Engineer	\$11,418	\$65.87	\$11,989	\$69.17	\$12,588	\$72.63	\$13,218	\$76.26	\$13,879	\$80.07
Community Development Director	\$10,875	\$62.74	\$11,419	\$65.88	\$11,990	\$69.17	\$12,589	\$72.63	\$13,219	\$76.26
Community Services Director	\$10,330	\$59.60	\$10,847	\$62.58	\$11,389	\$65.70	\$11,958	\$68.99	\$12,556	\$72.44
Mission Playhouse Director	\$10,330	\$59.60	\$10,847	\$62.58	\$11,389	\$65.70	\$11,958	\$68.99	\$12,556	\$72.44
Chief City Clerk	\$10,330	\$59.60	\$10,847	\$62.58	\$11,389	\$65.70	\$11,958	\$68.99	\$12,556	\$72.44

MANAGEMENT	STEP A		STEP B		STEP C		STEP D		STEP E	
	Monthly	80 Hour	80 Hour	75 Hour						
Police Captain	\$10,622	\$61.28	\$11,153	\$64.34	\$11,711	\$67.56	\$12,296	\$70.94	\$12,911	\$74.49
Fire Division Chief * Deputy Chief	\$10,366	\$59.80	\$10,884	\$62.79	\$11,429	\$65.93	\$12,000	\$69.23	\$12,600	\$72.69
Fire Division Chief * Shared Services (Shift)	\$9,872	\$56.95	\$10,366	\$59.80	\$10,884	\$62.79	\$11,428	\$65.93	\$11,999	\$69.23
Fire Division Chief (Shift)	\$9,402	\$54.24	\$9,872	\$56.95	\$10,366	\$59.80	\$10,884	\$62.79	\$11,428	\$65.93
Police Lieutenant	\$8,900	\$51.35	\$9,345	\$53.91	\$9,812	\$56.61	\$10,303	\$59.44	\$10,818	\$62.41
Building Official	\$7,824	\$45.14	\$8,215	\$47.40	\$8,626	\$49.77	\$9,057	\$52.25	\$9,510	\$54.87
Economic Development Manager	\$7,824	\$45.14	\$8,215	\$47.40	\$8,626	\$49.77	\$9,057	\$52.25	\$9,510	\$54.87
Financial Services Manager	\$7,824	\$45.14	\$8,215	\$47.40	\$8,626	\$49.77	\$9,057	\$52.25	\$9,510	\$54.87
Planning Manager	\$7,824	\$45.14	\$8,215	\$47.40	\$8,626	\$49.77	\$9,057	\$52.25	\$9,510	\$54.87
Principal Civil Engineer	\$7,824	\$45.14	\$8,215	\$47.40	\$8,626	\$49.77	\$9,057	\$52.25	\$9,510	\$54.87
Assistant City Clerk	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
Community Services Manager	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
Field Operations Manager	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
Fleet Manager	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
Mission Playhouse Manager	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
NIS Manager	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
Parks & Facilities Manager	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
Police Sergeant	\$7,097	\$40.94	\$7,452	\$42.99	\$7,824	\$45.14	\$8,216	\$47.40	\$8,626	\$49.77

SUPERVISORY/PROFESSIONAL	STEP A		STEP B		STEP C		STEP D		STEP E	
	Monthly	80 Hour	80 Hour	75 Hour						
Fire Captain (Shift)	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28
Fire Captain * Deputy Fire Marshal	\$7,313	\$42.19	\$7,679	\$44.30	\$8,063	\$46.51	\$8,466	\$48.84	\$8,889	\$51.28

CITY OF SAN GABRIEL SALARY MATRIX

Effective June 25, 2016

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Senior Civil Engineer	\$7,022	\$40.51	\$43.21	\$7,373	\$42.54	\$45.37	\$7,742	\$44.66	\$47.64	\$8,129	\$46.90	\$50.02	\$8,535	\$49.24	\$52.52
Senior Planner	\$6,459	\$37.26	\$39.75	\$6,782	\$39.13	\$41.74	\$7,121	\$41.08	\$43.82	\$7,477	\$43.14	\$46.01	\$7,851	\$45.29	\$48.31
Plan Check Engineer	\$6,167	\$35.58	\$37.95	\$6,475	\$37.36	\$39.85	\$6,799	\$39.23	\$41.84	\$7,139	\$41.19	\$43.93	\$7,496	\$43.25	\$46.13
Information Systems Specialist	\$6,165	\$35.57	\$37.94	\$6,473	\$37.35	\$39.84	\$6,797	\$39.21	\$41.83	\$7,137	\$41.17	\$43.92	\$7,494	\$43.23	\$46.11
Recreation Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Human Resources Analyst	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Management Analyst	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Police Records Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Revenue Collection Administrator	\$5,193	\$29.96	\$31.96	\$5,453	\$31.46	\$33.55	\$5,725	\$33.03	\$35.23	\$6,012	\$34.68	\$36.99	\$6,312	\$36.42	\$38.84
Accountant	\$5,193	\$29.96	\$31.96	\$5,453	\$31.46	\$33.55	\$5,725	\$33.03	\$35.23	\$6,012	\$34.68	\$36.99	\$6,312	\$36.42	\$38.84
Stage Manager	\$4,646	\$26.80	\$28.59	\$4,878	\$28.14	\$30.02	\$5,122	\$29.55	\$31.52	\$5,378	\$31.03	\$33.10	\$5,647	\$32.58	\$34.75
Maintenance Leadperson	\$4,646	\$26.80	\$28.59	\$4,878	\$28.14	\$30.02	\$5,122	\$29.55	\$31.52	\$5,378	\$31.03	\$33.10	\$5,647	\$32.58	\$34.75
Park Maintenance Leadperson	\$4,646	\$26.80	\$28.59	\$4,878	\$28.14	\$30.02	\$5,122	\$29.55	\$31.52	\$5,378	\$31.03	\$33.10	\$5,647	\$32.58	\$34.75

TECHNICAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Associate Civil Engineer	\$6,198	\$35.76	\$38.14	\$6,508	\$37.55	\$40.05	\$6,833	\$39.42	\$42.05	\$7,175	\$41.39	\$44.15	\$7,534	\$43.46	\$46.36
Fire Engineer (Shift)	\$6,187	\$35.69	\$38.07	\$6,496	\$37.48	\$39.98	\$6,821	\$39.35	\$41.98	\$7,162	\$41.32	\$44.08	\$7,520	\$43.39	\$46.28
Associate Planner	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Building Inspector	\$5,461	\$31.51	\$33.61	\$5,734	\$33.08	\$35.29	\$6,021	\$34.74	\$37.05	\$6,322	\$36.47	\$38.90	\$6,638	\$38.30	\$40.85
Public Works Inspector	\$5,461	\$31.51	\$33.61	\$5,734	\$33.08	\$35.29	\$6,021	\$34.74	\$37.05	\$6,322	\$36.47	\$38.90	\$6,638	\$38.30	\$40.85
Assistant Civil Engineer	\$5,389	\$31.09	\$33.16	\$5,658	\$32.64	\$34.82	\$5,941	\$34.28	\$36.56	\$6,238	\$35.99	\$38.39	\$6,550	\$37.79	\$40.31
Firefighter (Shift)	\$5,364	\$30.95	\$33.01	\$5,632	\$32.49	\$34.66	\$5,914	\$34.12	\$36.39	\$6,210	\$35.82	\$38.21	\$6,520	\$37.62	\$40.12
Police Officer	\$5,560	\$32.08	\$34.22	\$5,838	\$33.68	\$35.93	\$6,130	\$35.36	\$37.72	\$6,436	\$37.13	\$39.61	\$6,758	\$38.99	\$41.59
Crime Prevention Officer	\$5,023	\$28.98	\$30.91	\$5,274	\$30.43	\$32.46	\$5,538	\$31.95	\$34.08	\$5,815	\$33.55	\$35.78	\$6,105	\$35.22	\$37.57
Engineering Technician	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Permit Center Coordinator	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Assistant Planner	\$4,928	\$28.43	\$30.33	\$5,174	\$29.85	\$31.84	\$5,433	\$31.34	\$33.43	\$5,705	\$32.91	\$35.11	\$5,990	\$34.56	\$36.86
Auto Mechanic II	\$4,363	\$25.17	\$26.85	\$4,581	\$26.43	\$28.19	\$4,810	\$27.75	\$29.60	\$5,051	\$29.14	\$31.08	\$5,303	\$30.60	\$32.64
Police Recruit	\$4,349	\$25.09	\$26.76	\$4,566	\$26.34	\$28.10	\$4,795	\$27.66	\$29.51	\$5,035	\$29.05	\$30.98	\$5,286	\$30.50	\$32.53
Management Assistant	\$4,239	\$24.46	\$26.09	\$4,451	\$25.68	\$27.39	\$4,673	\$26.96	\$28.76	\$4,907	\$28.31	\$30.20	\$5,153	\$29.73	\$31.71
Dispatcher	\$4,083	\$23.56	\$25.13	\$4,287	\$24.73	\$26.38	\$4,502	\$25.97	\$27.70	\$4,727	\$27.27	\$29.09	\$4,963	\$28.63	\$30.54
NIS Officer	\$4,057	\$23.41	\$24.97	\$4,260	\$24.58	\$26.21	\$4,473	\$25.80	\$27.53	\$4,696	\$27.10	\$28.90	\$4,931	\$28.45	\$30.35
Deputy City Clerk	\$4,019	\$23.19	\$24.73	\$4,220	\$24.35	\$25.97	\$4,431	\$25.56	\$27.27	\$4,652	\$26.84	\$28.63	\$4,885	\$28.18	\$30.06
Auto Mechanic I	\$3,960	\$22.85	\$24.37	\$4,158	\$23.99	\$25.59	\$4,366	\$25.19	\$26.87	\$4,584	\$26.45	\$28.21	\$4,813	\$27.77	\$29.62
Maintenance Specialist	\$3,960	\$22.85	\$24.37	\$4,158	\$23.99	\$25.59	\$4,366	\$25.19	\$26.87	\$4,584	\$26.45	\$28.21	\$4,813	\$27.77	\$29.62
Human Resources Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Payroll Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Counter Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Recreation Coordinator	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Maintenance Worker II	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.70	\$26.35	\$4,496	\$25.94	\$27.67
Park Maintenance Worker II	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.70	\$26.35	\$4,496	\$25.94	\$27.67
Maintenance Worker I	\$3,440	\$19.85	\$21.17	\$3,612	\$20.84	\$22.23	\$3,793	\$21.88	\$23.34	\$3,982	\$22.97	\$24.51	\$4,181	\$24.12	\$25.73

CITY OF SAN GABRIEL SALARY MATRIX

Effective June 25, 2016

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Park Maintenance Worker I	\$3,440	\$19.85	\$21.17	\$3,612	\$20.84	\$22.23	\$3,793	\$21.88	\$23.34	\$3,982	\$22.97	\$24.51	\$4,181	\$24.12	\$25.73
Groundsworker II	\$2,910	\$16.79	\$17.91	\$3,056	\$17.63	\$18.80	\$3,208	\$18.51	\$19.74	\$3,369	\$19.43	\$20.73	\$3,537	\$20.41	\$21.77
Groundsworker I	\$2,109	\$12.17	\$12.98	\$2,214	\$12.78	\$13.63	\$2,325	\$13.41	\$14.31	\$2,441	\$14.09	\$15.02	\$2,564	\$14.79	\$15.78
Police Reserve Officer	\$29.19														

GENERAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Specialist III	\$4,714	\$27.20	\$29.01	\$4,950	\$28.56	\$30.46	\$5,197	\$29.98	\$31.98	\$5,457	\$31.48	\$33.58	\$5,730	\$33.06	\$35.26
Property & Evidence Technician	\$4,088	\$23.58	\$25.16	\$4,292	\$24.76	\$26.41	\$4,507	\$26.00	\$27.74	\$4,732	\$27.30	\$29.12	\$4,969	\$28.67	\$30.58
Community Service Officer	\$3,541	\$20.43	\$21.79	\$3,718	\$21.45	\$22.88	\$3,904	\$22.52	\$24.02	\$4,099	\$23.65	\$25.23	\$4,304	\$24.83	\$26.49
Specialist II	\$3,455	\$19.93	\$21.26	\$3,628	\$20.93	\$22.32	\$3,809	\$21.98	\$23.44	\$4,000	\$23.07	\$24.61	\$4,200	\$24.23	\$25.84
Pool Manager	\$2,981	\$17.20	\$18.34	\$3,130	\$18.06	\$19.26	\$3,287	\$18.96	\$20.22	\$3,451	\$19.91	\$21.24	\$3,623	\$20.90	\$22.30
Custodian	\$2,779	\$16.03	\$17.10	\$2,918	\$16.83	\$17.96	\$3,064	\$17.68	\$18.85	\$3,217	\$18.56	\$19.80	\$3,378	\$19.49	\$20.79
Police Assistant	\$2,572	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,977	\$17.18	\$18.32	\$3,126	\$18.04	\$19.24
Assistant Pool Manager	\$2,547	\$14.69	\$15.67	\$2,674	\$15.43	\$16.46	\$2,808	\$16.20	\$17.28	\$2,948	\$17.01	\$18.14	\$3,096	\$17.86	\$19.05
Administrative Intern	\$2,485	\$14.34	\$15.29	\$2,609	\$15.05	\$16.06	\$2,740	\$15.81	\$16.86	\$2,877	\$16.60	\$17.70	\$3,021	\$17.43	\$18.59
Senior Recreation Leader	\$2,450	\$14.13	\$15.08	\$2,573	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,978	\$17.18	\$18.33
Specialist I	\$2,194	\$12.66	\$13.50	\$2,304	\$13.29	\$14.18	\$2,419	\$13.96	\$14.89	\$2,540	\$14.65	\$15.63	\$2,667	\$15.39	\$16.41
Lifeguard Instructor	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Recreation Leader	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Parking Attendant	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Stage Technician	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Usher	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Park Maintenance Helper	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Parking Lot Attendant	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Pool & Concession Attendant	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Stage Technician	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Usher	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Pool Cashier	\$1,818	\$10.49	\$11.19	\$1,909	\$11.01	\$11.75	\$2,004	\$11.56	\$12.33	\$2,105	\$12.14	\$12.95	\$2,210	\$12.75	\$13.60

ADMINISTRATIVE	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Executive Assistant to the City Manager	\$5,026	\$29.00	\$30.93	\$5,277	\$30.45	\$32.48	\$5,541	\$31.97	\$34.10	\$5,818	\$33.57	\$35.80	\$6,109	\$35.25	\$37.59
Executive Assistant	\$4,019	\$23.19	\$24.73	\$4,220	\$24.35	\$25.97	\$4,431	\$25.56	\$27.27	\$4,652	\$26.84	\$28.63	\$4,885	\$28.18	\$30.06
Administrative Assistant II	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Finance Clerk II	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Police Records Specialist	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Finance Clerk I	\$3,196	\$18.44	\$19.67	\$3,356	\$19.36	\$20.65	\$3,524	\$20.33	\$21.68	\$3,700	\$21.34	\$22.77	\$3,885	\$22.41	\$23.91
Administrative Assistant I	\$2,698	\$15.57	\$16.60	\$2,833	\$16.34	\$17.43	\$2,975	\$17.16	\$18.30	\$3,123	\$18.02	\$19.22	\$3,279	\$18.92	\$20.18

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***Appendix D:
Miscellaneous Information***

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
Sources and Uses Statement Notes
2016-17

- #1: Estimated Amount represents net assets which are available for appropriation as of the balance sheet date. The only significant "Reserved" fund balance accounts used by the City are for loans to the former redevelopment agency, amounts previously committed or encumbered for purchase orders and projects costs.
- #2: Estimated Revenues represent the City's analysis of revenue trends, both historically and anticipating any changes due to legislative, policy or economics. Revenue estimates are by necessity point estimates and do not inherently have either a conservative or liberal underlying policy, but rather represent staff analysis of each revenue.

#3: Transfers-in/Transfers-out:

<u>Transfers From</u>	<u>Transfers To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Mission Playhouse Facility Fund	\$599,584	Reimbursement for operating expenditures.
Retirement Fund	General Fund	\$5,560,682	Reimbursement for CalPERS retirement expenditures.
Retirement Fund	Mission Playhouse Facility Fund	\$132,980	Reimbursement for CalPERS retirement expenditures.
Retirement Fund	Risk Management Fund	\$2,102,826	Reimbursement for CalPERS retirement expenditures.
Automotive Fund	General Fund	\$35,000	Reimbursement for funds provided to purchase 2002 Pierce fire engine.

- #4: Operating Budget represent the City's analysis of personnel, services and supply costs as presented in the Department and Division sections of the budget. The City's largest costs are for personnel and these costs are arrived by reviewing each position's anticipated costs for the coming year and applying known or reasonably known benefit costs to each position.
- #5: Capital Improvement Budget represent specific project budgets as presented in the City's Capital Improvement Program document. Capital improvement project budgets are carried forward from year-to-year until the project is complete or until the City Council takes action to cancel or modify the project budget. Prior year carryovers are not shown on this schedule in order to preclude "double budgeting". Consequently only "original" or "new" funding is presented.

CITY OF SAN GABRIEL
Sources and Uses Statement Notes
2016-17

- #6: Advances from other funds represent a provision of cash from one City fund to another as approved by the City Council Policy. Also included in this is the Successor Agency Loan Principal Repayments represent amounts expected to be received from a loan balance previously provided to the City's former redevelopment agency. This loan currently totaling \$1,284,945 has been approved by the State Department of Finance, the Successor Agency's Oversight Board and on a Recognized Obligations Payment Schedule (ROPS). This loan repayment, to begin in 2016-17 may take approximately four years to repay.
- #7: Advances to other funds represent a provision of cash from one City fund to another City fund as approved by City Council policy.

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Appendix: E
Financial Policies

Basis of Accounting

Basis of accounting and budget refers to the concept of recognizing the time a transaction has occurred for the purpose of recording that transaction. This is key because the budget determines the accounting system. For example, if the budget system anticipates revenues on a cash basis, the accounting system must record only cash revenues as receipts. If the budget uses an accrual basis, accounting must do likewise. Like many cities, San Gabriel uses a modified approach to the cash and accrual basis.

The City's Governmental Fund Types recognize revenues when they are accrued, i.e. when they become measurable and available to pay for current expenditures. Accrued revenues include sales taxes, property taxes, and other taxes received within sixty days after the fiscal year ends, and earning on investments. Grant funds earned but not received are recorded as receivables, and grant funds received that have not met recognition criteria are reported as deferred revenues. Expenditures are recorded when the liability is incurred, except that unmatured principle and interest on general long-term debt are recorded when due.

CITY OF SAN GABRIEL FINANCIAL POLICIES

1. The City will ensure that it adopts a General Fund Budget where operating expenditures do not exceed revenues and recurring transfers-in.
2. All transfers into the Capital Improvement Fund will be determined during the Budget Process and supported by individual Capital Projects as detailed in the Capital Improvement Program.
3. We will continue to fund all City governmental capital improvements on a "pay-as-you-go" or cash basis, but recognize that there may be times when an alternate financing strategy may be appropriate. Each strategy (facility loan, etc.) needs to be considered in light of the specific project and the consequences of each financing strategy.
4. We will continue to pre-fund post-employment retiree medical liabilities (OPEB), and in FY 2016-17 add a pre-funding plan for vacation and sick leave liabilities (Compensated Absences).
5. Modifications after the City Council adopts the Budget, between funds or categories of expenditure, will require Council approval whenever the amount exceeds \$15,000.
6. We will maintain a "raining day fund" which shall be used to supplement operating revenue in years of revenue shortfall and be equal to not less than 10% of the operating budget. This "rainy day fund" shall be referred to as the General Fund Available Reserves.
7. We will maintain a reserve in the Risk Management internal service fund equal to not less than 10% of the operating budget.
8. The City will not leverage borrowed money for purposes of increased investment return nor to increase our borrowing capacity.
9. We will continue to pay competitive market level compensation to our employees.
10. We will continue to comply with all the requirements of Generally Accepted Accounting Principles.
11. We will continue to recognize the deterioration of equipment by placing money into the Automotive Maintenance Fund for replacement of vehicles on an annual ongoing basis. In addition, the City will evaluate the future implementation of similar funding mechanisms to properly set funding aside on an annual ongoing basis for: 1) The replacement of deteriorating City government facilities; and 2) major automation project capital expenditures.
12. We will pursue cost recovery for services funded by governmental funds incorporating defined budgets, specific goals, and measurable milestones.
13. We will pursue collection activities that will yield the highest amount of revenue that is due to the City, while minimizing the costs incurred to do so. Sales Tax and Transient Occupancy Tax misallocation/verification are examples of areas that the City will prudently pursue.
14. We will establish and maintain an Audit Committee with the primary purpose of serving in an advisory role. The Audit Committee will function under their own prescribed procedures.