



City of San Marino



# Fiscal Year 2016-17 Adopted Budget



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

*Marina Wang, City Treasurer*



June 30, 2016

Distinguished Mayor and City Council,

We are proud to present the City of San Marino fiscal year 2016-17 Annual Budget. This document provides a complete financial and policy framework for all planned City activities over the next twelve months. This transmittal letter describes the more significant elements of our budget and financial position.

## **Executive Summary**

The 2016-17 Budget includes the following:

- A 4% property tax growth assumption;
- An increase in the Public Safety Tax Assessment as approved by the voters;
- The purchase of various capitalized equipment totaling \$887,450;
- Infrastructure and Facilities Improvements of \$1,906,849;
- Continuing to pay down the unfunded pension liability over 20 years rather than the minimally required 30 years.
- The reservation of \$5 million in the Capitalized Equipment Fund to provide for the replacement of the City's depreciated capitalized equipment.

The approved budget for 2016-17 provides for a net increase in the unrestricted fund balance of \$1,227,350, which would bring the unrestricted fund balance to a total of \$18.8 million on June 30, 2017.

## Revenue Analysis

Overall, our projection for the 2016-17 revenue performance suggests moderate growth throughout the general fund. In 2016-17, we estimate that the City of San Marino will generate \$27.7 million in revenue. The Unrestricted Funds are expected to collect \$26.5 million of this amount, or 96% of the total.

### The Unrestricted Funds

Unrestricted Fund revenues for the 2016-17 fiscal year are expected to improve by 2.7%, bringing the total to \$26.5 million.

Within the Unrestricted Funds, five categories of revenue account for 80% of total Unrestricted Fund revenue receipts.

### Unrestricted Fund Revenue Ranking by Category, 2016-17

<u>Rank &amp; Category</u>	<u>Estimated Receipts</u>	<u>% of Total</u>
1 Secured & Unsecured Property Taxes	13,526,028	51%
2 Public Safety Property Taxes	2,984,032	11%
3 Utility Users Taxes	1,580,000	6%
4 Recreation Program Fees	1,674,549	6%
5 Vehicle License Fee Swap	1,400,000	5%
Total Major Categories	<u>21,164,609</u>	<u>80%</u>

## Expenditures Analysis

For FY 2016-17, proposed expenditures including operations and capital outlay, total \$26.4 million. The FY 2015-16 estimate is \$31.7 million, including amounts anticipated to be carried over into the new fiscal year. Beginning with the 2014-15 fiscal year all departments that utilize capitalized equipment are charged a cost allocation and the equipment will be purchased by an internal service fund (Capitalized Equipment Fund). In addition, all workers' compensation charges are charged directly to the departments where these employees serve.

Descriptions of significant or noteworthy program changes are as follows:

**Pension Liability** - San Marino's unfunded actuarial liability (UAL) with CalPERS at June 30, 2015 is estimated at \$17.4 million. The approved 2016-17 Budget includes \$1.4 million across all departments to pay down the City's UAL over 20 years instead of the minimally required 30 years. San Marino is estimated to save over \$10.5 million in interest costs by doing this. Additionally, this budget includes \$1.3 million for normal pension costs.

**City Council** - The City Council's budget shows an increase due to the need to purchase new recognition plaques and \$1,500 for the video recording of Council Meetings.

**Administration** - This Department shows an increase of 0.37 FTEs due to the Assistant City Manager becoming the Community Services Director and the Intern position being upgraded to a full time Analyst position. Council has requested that the Analyst position not be filled until the results of the ad-hoc Committee have been delivered. There is also \$5,000 included for accessibility upgrades.

**Planning & Building** - This Department includes \$12,700 for a GIS upgrade and \$30,000 for the revision of the General Plan Circulation Element. The General Plan Maintenance Fees will be utilized for this. A capital expenditure of \$15,000 is included for the upgrading of the business license system.

**Police Department** - This Department shows an increase of 0.52 FTEs due to the upgrade of a Records Clerk position from part time to full time. Three full time positions have also been upgraded. Also included is \$45,000 in capital expense for converting the jail into an interview room, \$307,500 for a new radio system and \$140,500 for the replacement of three patrol vehicles.

**Fire Department** - The 2016-17 fiscal year will be the third full year of the shared fire command structure with the cities of San Gabriel and South Pasadena. San Marino is estimated to invoice the two cities for \$50,000 more than it pays out to them. Also included is \$20,000 for San Marino's portion of a deployment study. The 13<sup>th</sup> Firefighter Paramedic was eliminated and overtime was increased to \$230,000. \$75,000 is included for the replacement of SCBAs and a defibrillator.

**Emergency Services** - This Department includes the addition of \$10,000 for a disaster plan and a capital equipment purchase of a generator to be shared with Public Works.

**Parks and Public Works Department** - This budget includes \$1.8 million in capital projects and an increase in services & supplies of \$90,000 for the cleaning of the Mission Debris Basin and signal shield maintenance. Also included is \$103,500 in capital equipment for the replacement of a dump truck, boom truck and utility truck.

**Recreation Department** - The approved budget provides for a cost recovery rate of approximately 77% in the General Fund. This is in accordance with the Council mandate of a 70% cost recovery rate. There is an increase of 0.39 FTEs due to the replacement of the Recreation Director with a Community Services Director and the addition of an Analyst. Also included is \$29,235 for computer server upgrades.

**Library** - This Department shows an increase of 1.53 FTEs due to the addition of one third of the Community Services Director and 0.5 of an Analyst position. Also included is \$37,200 of non-capital equipment with about half being funded by donations. Capital equipment includes \$35,000 for an automated checkout system.

**Old Mill** - The 2016-17 fiscal year will be the second year of an operating agreement with the

Old Mill Foundation. During 2015-16 \$120,000 was spent on renovating this historic structure. The Council has approved another \$32,000 in capital projects for the new year.

## **Capital Expenditures**

We propose \$2.8 million in capital expenditures in 2016-17 (\$642,349 from restricted funds), including various infrastructure projects totaling over \$1.9 million and equipment purchases totaling \$887,450.

## **Fund Balance**

The City Council brought the Equipment Fund reservation to \$5 million to account for depreciated equipment. Unreserved, Unrestricted Fund Balances at June 30, 2017 are estimated to be \$13.4 million.

## **Employee Compensation**

The City maintains memorandum of understanding (MOU) or labor agreements with three employee bargaining units and is currently negotiating with all three groups.

- San Marino City Employees' Association (SMCEA) - The Memorandum of Understanding between the City and the SMCEA expires June 25, 2016.
- San Marino Firefighters' Association (SMFA) - The Memorandum of Understanding with the Firefighters' Association expired June 30, 2015. The City Council declared impasse and has gone through the fact finding process.
- San Marino Police Officers Association (SMPOA) - The MOU with the Police Officers' Association expires on July 9, 2016.

The City's Management and Supervisory/Confidential Employees are unrepresented. Certain employees will receive salary increases which will bring their total compensation to the 55<sup>th</sup> percentile with surveyed cities.

## Conclusion

The City of San Marino remains in excellent fiscal condition. Property tax revenues are estimated to increase 4% by the end of the 2015-16 fiscal year with an additional 4% increase anticipated in 2016-17. The early repayment of the Cal PERS UAL can be absorbed into operating costs without reaching into fund balances, saving a considerable amount of interest expense to the City.

Sincerely,



John Schaefer  
City Manager



Lisa Bailey  
Finance Director

## Table of Contents

Overview .....	1
Funds .....	3
Unrestricted Fund Descriptions .....	3
Restricted Fund Descriptions .....	4
Fund Balance Summary .....	6
Revenue .....	8
Revenue Summaries .....	9
Revenue Detail .....	10
Expenditures .....	17
Expenditure Summaries .....	17
Expenditures by Fund .....	18
Expenditures by Full-Time Equivalent (FTE).....	23
Expenditure Summaries by Department .....	26
Expenditure Detail .....	29
Capital Equipment .....	31
City Council.....	35
Administration .....	38
SMTV .....	47
Planning and Building .....	49
Police .....	57
Fire.....	66
Emergency Services.....	75
Parks & Public Works .....	79
Parks & Public Works Administration Division .....	84
Garage Section .....	87
Sewer & Storm Drain Section .....	89
Streets Section.....	91
Parks Section.....	95
Grounds Section .....	98
Recreation .....	102
Recreation Administration Division .....	107
Aquatics Division.....	110
Contract Classes Division .....	112
Special Events Division.....	114
Senior Center Division .....	117
Day Care Division .....	118

Day Camp Division .....	120
Preschool Division .....	122
San Marino Center Division .....	124
Thurnher House Division .....	126
Senior Outreach Division .....	127
Crowell Public Library .....	129
Library Administration Division.....	134
Library Children’s Services Division.....	141
Library Processing Division.....	142
Library Circulation Division .....	143
El Molino Viejo .....	145
RESOLUTION NO. R-16-03 .....	148
Gann Limit Calculation.....	149
RESOLUTION NO. R-16-11 .....	151
City of San Marino Investment Policy .....	152
City of San Marino Fee Schedules FY 2015/16 and FY 2016/17 .....	159

## Overview

The City of San Marino is located in Los Angeles County, California, United States. Incorporated on April 12, 1913, the city was designed by its founders to be uniquely residential, with expansive properties surrounded by beautiful gardens, wide streets, and well maintained parkways.

Within its 3.774 square miles live 13,147 citizens, according to the 2010 United States Census. Of these, 53.5% are Asian and 41.3% are white, with 6.5% of the population identifying as Latino. 37.3% of the population is foreign born. 26.0% of San Marinans are below the age of 18 while 17.6% are age 65 or older (This is compared to the California-wide ratio of 11.4%). 52% of the population is female.

The citizens of San Marino are highly educated, with a 94.4% high school graduation rate. 69.9% of citizens have earned a bachelor's degree or higher. San Marino's median household income is \$119,300.

According to the California Department of Education, San Marino schools boast the highest ranking Academic Performance Index (API) scores in the state.

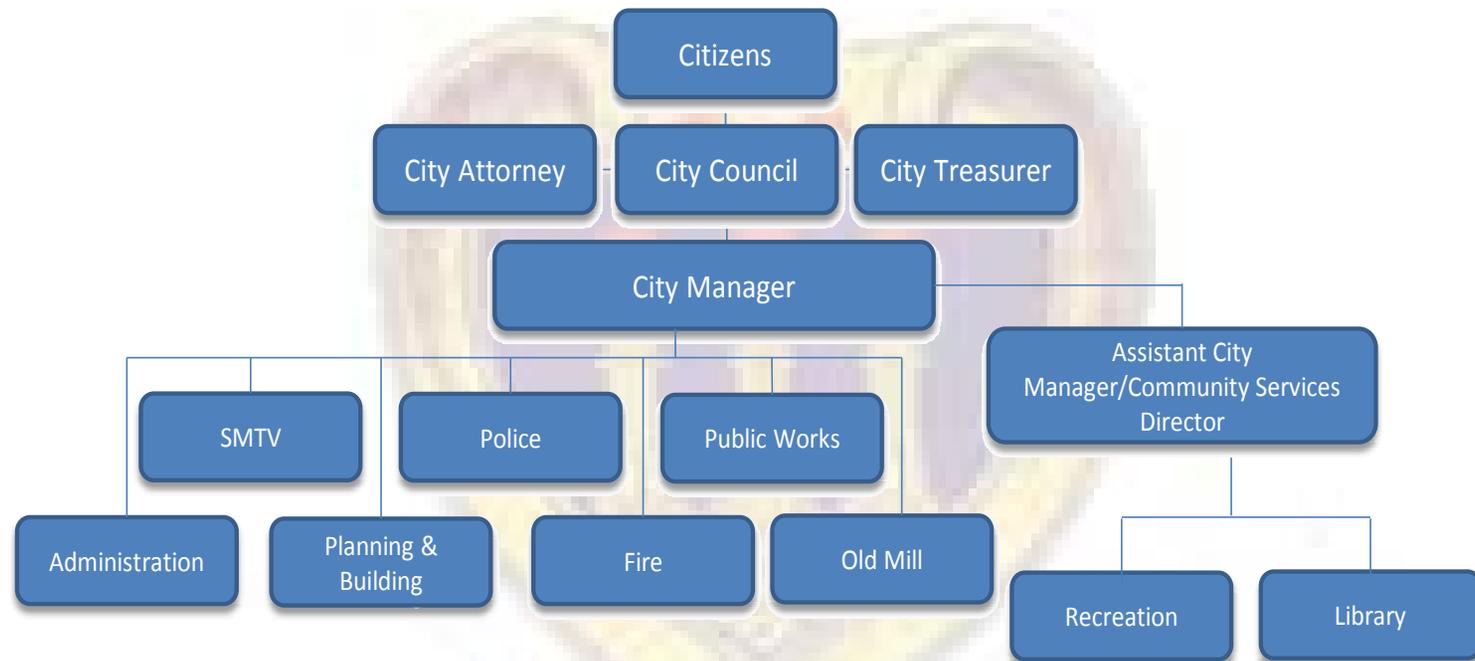
In *Library Journal's* 2015 "Star Libraries" survey, the City's Crowell Public Library ranked in the top 6% nationally for libraries in its size and budget category.

San Marino has 4,477 housing units with an 88.5% owner-occupied housing unit rate. There are 4,518 households in town with an average of 2.92 people living in each. The households are stable, with 91.1% living in the same house as the previous year. According to the real estate web site Trulia, the average listed price for a home in San Marino is \$2,725,000.

San Marino is a general law city and operates under a Council/Manager form of government. The City Council is made up of five members, elected by citizens to serve four-year terms. The City Council is supportive of City staff and serves without financial compensation. San Marino is a full service city, having its own Police, Fire, Library, Recreation, Parks, Public Works, Planning and Building, and Administration Services Departments.

The City prides itself on maintaining a high quality residential community. Although it is situated minutes from downtown Los Angeles, it steadfastly maintains its small town character with active citizen involvement.

# City of San Marino



## Funds

This section presents information on the overall financial condition of the City of San Marino. The funds used by the City are described below. A Fund Balance table for the 2016-17 Fiscal Year with *estimated* beginning fund balances, and *budgeted* revenues and expenditures is presented. This table also includes operating transfers, the estimated ending fund balance and the estimated increase/(decrease) in fund balance for each fund.

### Unrestricted Fund Descriptions

**General Fund (101)** - The General Fund is the primary cost center for many of the City's basic services, such as Administration, Planning & Building, Parks & Public Works, Recreation and the Public Library. The primary revenue sources for this fund are various taxes and fees for service. The Planning & Building Department has a goal of 100% cost recovery, and the Recreation Department has a goal of 70% cost recovery from fees.

**Public Safety Fund (103)** – This fund is the primary cost center for Police and Fire Services. The primary revenue source for this fund is the Public Safety parcel tax. This fund is included with the “unrestricted” funds because the City Council views public safety as a top priority (restricted funds being those that the City Council must spend on something other than it may desire).

**Fourth of July and San Marino Center Funds (104 & 105)** – These funds are separated for the purpose of tracking their rate of cost recovery from fees. They are not officially “enterprise funds”, as the City Council has not designated them as such.

**Restricted Donations Fund (281)** – This fund is where donations to the City intended by the donor to be used for a particular program are deposited and expended. Because the majority of the donations (except for the Library capital donations) are for the Police and Fire Departments, this is included with the “unrestricted” funds for the same reason mentioned above in the Public Safety Fund description.

**Capital Projects and Capitalized Equipment Funds (394 & 591)** – These funds are used to track the investment of city funds for capital projects and equipment that have a cost greater than \$5,000 per unit and a useful life of two or more years. Starting in FY 2014-15 the Capitalized Equipment Fund was shown in the financial statements as an Internal Services Fund. Cost allocations are charged to the operating funds based on the depreciation of the equipment that they use. These allocations are shown as an operating expense in the operating departments and revenue in the Capitalized Equipment Fund. The intention is to accumulate funds equal to the accumulated depreciation of all City owned capitalized equipment.

**Debt Service Fund (401)** – This fund is used to track the debt service activity of the City's bond and loan liabilities.

**Workers' Compensation and General Liability Insurance Funds (595 & 596)** – These funds are used to track costs associated with risk management activities. They are not officially “internal service funds”, as the City Council has not designated them as such. Workers' compensation costs are allocated to the operating departments to show the true cost of providing various services.

## Restricted Fund Descriptions

**Gas Tax Fund (202)** – This fund is used to record the receipt and disbursement of gas tax subventions from the State of California. Cities are allocated a share of the revenues derived by the State from taxes on gasoline, which may only be spent on construction, improvement and maintenance of public streets and street engineering services.

**Community Development Block Grant (CDBG) Fund (204)** – This fund is used to record the receipt and disbursement of CDBG funds from the Federal Department of Housing and Urban Development. These funds are allocated to cities on a formula basis and must be used for programs and projects that primarily benefit low and moderate income people. The City has used these funds to install handicapped access at various public facilities, to provide housing rehabilitation grants to low and moderate income households, and for senior programs.

**County Park Prop. A Fund (206)** – This fund is used to record the receipt and disbursement of funds from the County of Los Angeles which were created by voter approved bond issues under the Safe Neighborhood Parks Proposition in 1992 and 1996 for the development and refurbishment of parks. They are allocated to cities on a formula basis. These funds will be exhausted upon the completion of the 2016-17 fiscal year.

**Prop. A Transit Fund (207)** – This fund is used to record the receipt and disbursement of the ½ cent sales tax approved by the voters in 1982 and 1990. Approximately 25% of the monies generated by the tax are returned to local agencies to be used for public transportation services. This money funds the Dial-a-ride, recreation, athletic trip and merchant transportation services.

**Drought Fund (209)** – This fund is used to record the receipt and disbursement of water fines and water conservation education expenditures.

**Air Quality Fund (212)** – This fund is used to record the receipt and disbursement of funds received from the motor vehicle registration fee collected by the State of California and must be used for programs that reduce motor vehicle emissions. The City has used these funds for the purchase of alternative fuel vehicles.

**Surface Transportation Program, Local (STPL) Fund (213)** – This fund is used to record the receipt and disbursement of funds received from the State of California through the Metropolitan Transportation Authority (MTA), and must be used for street improvements on certain major streets within the City.

**Transportation Development Act (TDA) Fund (214)** – This fund is used to record the receipt and disbursement of funds received from the State of California through the Metropolitan Transportation Authority (MTA), and must be used for projects that promote pedestrian uses and bikeways.

**Prop. C Transit Fund (215)** – This fund is used to record the receipt and disbursement of a portion of the ½ cent sales tax approved by the voters in 1982 and 1990. Approximately 20% of the monies generated by the tax are returned to local agencies to be used for public transportation purposes and maintenance of streets “heavily used by public transit”.

**PEG Fees Fund (216)** – This fund is used for public education and government access charges that the City’s cable franchise collects. Monies in this fund must be used to purchase equipment related to the production of public education and government access television.

**Asset Seizure Fund (217)** – This fund is used to record the receipt and disbursement of funds received from assets seized by State and Federal courts and awarded to the local law enforcement agencies that led to the seizure.

**Granada Avenue Assessment II Fund (220)** – This fund is used to record the receipt of funds received from the 2004 voter approved special assessment for street improvements. The City paid for the improvements and the homeowners in the special district are repaying the cost over a ten year period.

## **Restricted Fund Descriptions (Continued)**

**Used Oil Grant Fund (221)** – This fund is used to record the receipt and disbursement of funds received from the State of California for programs that reduce the potential for illegal disposal of used oil. The City will use the funds to purchase catch basin screens for its storm drain system.

**Assistance to Fire Fighters Grant Fund - (224)** – This fund is used to record the receipt and disbursement of funds received from FEMA to obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards.

**California Recycling Grant Fund (226)** – This fund is used to record the receipt and disbursement of funds received from the State of California for programs that promote the recycling of Waste Materials.

**Citizens' Option for Public Safety (COPS) Fund or Supplemental Law Enforcement Services Fund (SLESF) (233)** – This fund is used to record the receipt and disbursement of funds allocated by the State of California, and must be used for front line law enforcement expenditures.

**County Tree Grant Fund (236)** – This fund is used to record the receipt and disbursement of funds allocated by the County of Los Angeles, and must be used to replace trees lost in the 2011 windstorm.

**Homeland Security Grant Fund (240)** – This fund is used to record the receipt and disbursement of funds from the State of California and the County of Los Angeles to purchase public safety and disaster preparedness equipment.

**Safe Routes to School Fund (241)** – This fund is used to record the receipt and disbursement of funds received from the Department of Transportation through the State of California to make walking and bicycling to school a safe and appealing form of transportation.

**Los Angeles County Measure R Transit Fund (243)** – This fund is used to record the receipt and disbursement of funds from the County of Los Angeles which were created by a voter approved sales tax in 2008. These funds are allocated based on the point of sale.

# Fund Balance Summary

Fund	07/01/16 Estimated Fund Balance	Adopted Revenues	Projected Transfers In	Projected Transfers Out	Adopted Expenditures	Estimated 6/30/2017 Fund Balance		Estimated Increase/(Decrease) in Fund Balance	
						Reserved	Unreserved		
<b>Unrestricted Funds:</b>									
101	General Fund	16,315,347	21,379,181	74,000	14,404,794	9,928,721	13,435,013	(2,880,335)	
102	Payroll Fund	0	-	-	-	-	0	-	
103	Public Safety Fund	(0)	4,388,582	6,917,026	-	11,305,608	(0)	(0)	
104	Fourth of July Event Fund	(0)	57,177	32,748	-	89,925	(0)	(0)	
105	San Marino Center Fund	0	24,200	66,269	-	90,469	0	-	
281	Restricted Donations to City Fund	311,700	202,705	-	74,000	112,497	327,908	16,208	
394	Capital Projects Fund	-	-	1,264,500	-	1,264,500	-	-	
401	Debt Service Fund	-	-	761,362	-	761,362	-	-	
500	Windstorm Fund	(0)	-	-	-	-	(0)	-	
591	Capitalized Equipment Fund	908,522	500,567	4,478,361	-	887,450	5,000,000	4,091,478	
595	Workers' Compensation Fund	-	-	544,866	-	544,866	(0)	(0)	
596	General Liability Fund	-	-	339,662	-	339,662	-	-	
<b>All Unrestricted Funds</b>		17,535,569	26,552,412	14,478,794	14,478,794	25,325,061	5,327,908	13,435,012	1,227,350
							18,762,920		
<b>Restricted Funds:</b>									
202	Gas Tax Fund	498,419	268,200	-	-	524,654	241,965	(256,454)	
204	CDBG Fund	216	37,708	-	-	37,708	216	-	
206	County Park Prop. A Fund	75	54,935	-	-	54,935	75	-	
207	Prop. A Transit Fund	376,621	246,175	-	-	239,650	383,146	6,525	
209	Water Use Fines	21,050	25,050	-	-	3,000	43,100	22,050	
212	Air Quality Fund	33,526	15,015	-	-	-	48,541	15,015	
213	STPL Fund	16,367	-	-	-	16,367	-	(16,367)	
214	TDA Fund	3,314	3,314	-	-	3,314	3,314	-	
215	Prop. C Transit Fund	73,511	200,100	-	-	73,511	200,100	126,589	
216	PEG Fees	116,925	30,140	-	-	-	147,065	30,140	
217	Asset Seizure Fund	28,403	550	-	-	1,800	27,153	(1,250)	
220	Granada Ave. Assessment II Fund	-	-	-	-	-	-	-	
221	Used Oil Grant	(6,354)	5,000	-	-	5,000	(6,354)	-	
224	Assistance to Firefighters Grant Fund	8,126	-	-	-	-	8,126	-	
226	CA Recycling Grant Fund	333,788	5,020	-	-	-	338,808	5,020	
233	COPS Fund	94,618	100,060	-	-	90,000	104,678	10,060	
236	Windstorm Tree Grant Fund	-	-	-	-	-	-	-	
238	County Park Grant Fund	-	-	-	-	-	-	-	
240	Homeland Security Grant Fund	-	-	-	-	-	-	-	
241	Safe Routes to School Fund	-	-	-	-	-	-	-	
243	LA County Measure R Fund	24,503	153,240	-	-	24,503	153,240	128,737	
247	SCAG Grant Fund	-	-	-	-	-	-	-	
<b>All Restricted Funds</b>		1,623,108	1,144,507	-	-	1,074,442	-	1,693,173	70,065
<b>All Funds</b>		19,158,677	27,696,919	14,478,794	14,478,794	26,399,503	5,327,908	15,128,185	1,297,415
							20,456,093		

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## Revenue

This Section presents detailed information about the City of San Marino's revenue structure and projections for the 2016-17 fiscal year. The following *assumptions* have been made for the purpose of projecting revenues:

### Assumptions

**Property Values and Change of Ownership** – The City's property valuation continues to increase. This affects property taxes, which are the City's largest revenue source. Under Proposition 13 adopted in 1978, property taxes for general purposes may not exceed 1% of market value. The Los Angeles County assessed value is only allowed to increase to market value upon transfer of title. Increases in assessed value are also made when improvements are made. Otherwise the maximum increase is 2% annually.

**Economic Climate** – It is assumed that the present economic condition will continue through the 2016-17 fiscal year with modest growth in most revenue categories. This affects revenue sources such as sales and use taxes and user fees.

**Development Activity** – It is assumed that private development activity will continue to increase through the 2016-17 fiscal year. This affects Planning & Building and public works permit fees.

The City of San Marino collects several types of revenue from various sources as summarized below.

### Types of Revenue

**Property Tax** – This is the largest source of revenue for the City and represents 62% of unrestricted revenue. A portion of this (\$2,984,032) is the Public Safety Parcel Tax, which is a flat tax. The remainder is based on the assessed value as described above, and is expected to grow by 4%. The Public Safety Tax was approved by the voters in 2015 and may be increased by 5% annually.

**Utility User's Tax** – In response to the State's taking of revenue in FY 1992-93, the City Council adopted a utility user's tax of 5% on natural gas, water, electricity, telephone and cable television charges. This tax was approved by the voters at 5% in 2015.

**Other Taxes** – Other important taxes include Motor Vehicle License, Franchise, Business License and Sales taxes.

**Licenses & Permits** – These are revenues charged for the purpose of recovering the cost of certain regulatory processes. Examples are building permits, animal licenses and film permits.

**Charges for Service** – These are revenues that are charged for the purpose of recovering the cost of certain services that people choose to participate in. The largest source in San Marino is recreation program fees.

**Intergovernmental Revenues** – These are revenues from various departments of the Federal government, the State of California, the County of Los Angeles and certain special districts. These revenues are usually allocated based on a formula, but are sometimes competitive grants. Some of these revenues are restricted for specific uses and others are not.

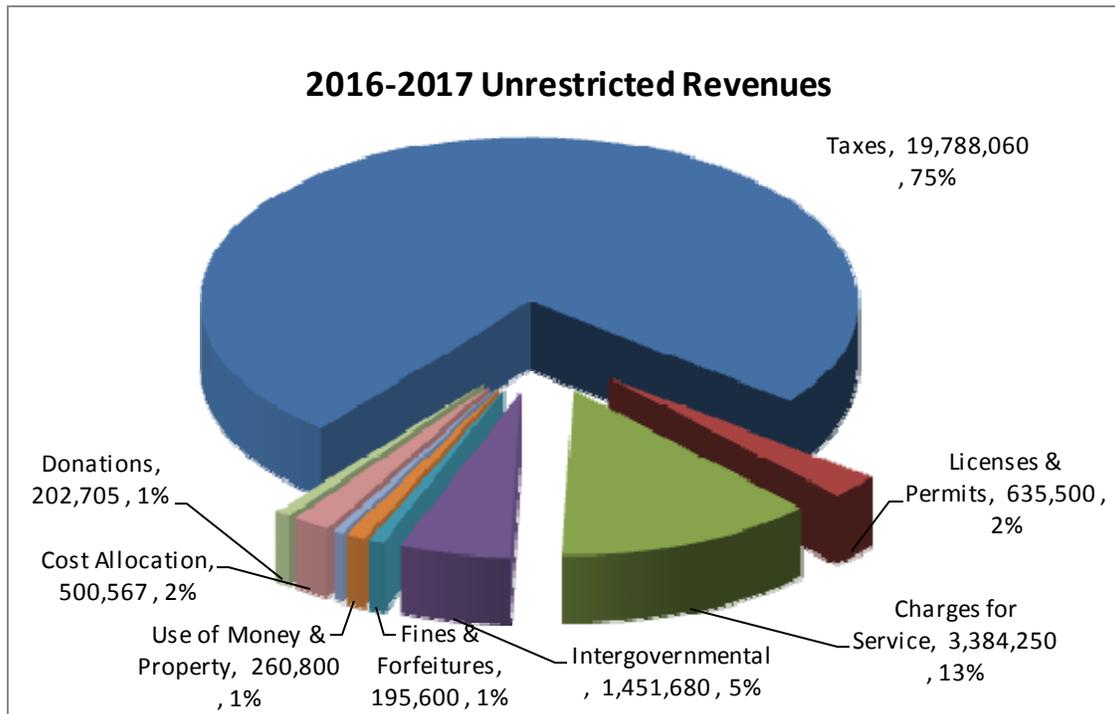
**Fines & Forfeitures** – These are revenues that are meant as a penalty for the violation of certain city ordinances.

**Use of Money & Property** – This includes interest income and rentals of city facilities. Interest income is allocated to each fund based on the cash balances at the end of each period of allocation.

**Donations** – From time to time the City receives donations. The donor may or may not specify the use to which their donation is to be put.

## Revenue Summaries

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Unrestricted Fund Revenues:</b>				
Taxes	19,024,028	19,285,534	19,083,971	19,788,060
Licenses & Permits	641,003	537,500	611,130	635,500
Charges for Service	3,346,430	3,403,682	3,110,252	3,384,250
Intergovernmental	1,718,542	1,389,638	1,569,898	1,451,680
Fines & Forfeitures	269,199	291,100	169,100	195,600
Use of Money & Property	278,030	227,800	251,600	260,800
Miscellaneous Revenue	185,745	132,100	240,268	133,250
Cost Allocation	389,778	408,600	408,600	500,567
Donations	106,241	309,940	407,615	202,705
	<b>25,958,995</b>	<b>25,985,894</b>	<b>25,852,433</b>	<b>26,552,412</b>



## Revenue Detail

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Unrestricted Funds:</b>					
<b>General Fund</b>					
<b>Taxes:</b>					
101-00-3001-0000	Secured & Unsecured Property Tax	12,464,784	12,875,000	13,005,796	13,526,028
101-00-3030-0000	Sales & Use Taxes	329,624	270,000	262,191	328,000
101-00-3032-0000	In-Lieu Sales Tax	125,071	125,071	28,000	-
101-00-3040-0000	Franchise Taxes	596,534	570,000	580,093	575,000
101-00-3042-0000	Real Property Transfer Taxes	227,474	203,700	186,712	230,000
101-00-3044-0777	Utility Users Taxes - Cingular	93,335	96,778	81,029	80,000
101-00-3044-1650	Utility Users Taxes - Edison	667,076	699,219	642,755	670,000
101-00-3044-4510	Utility Users Taxes - Metro Water	357,665	407,566	246,707	230,000
101-00-3044-4620	Utility Users Taxes - Miscellaneous	74,489	83,000	77,008	80,000
101-00-3044-7260	Utility Users Taxes - AT&T	129,081	124,854	131,029	130,000
101-00-3044-8470	Utility Users Taxes - So. Cal. Gas	156,483	97,670	150,000	153,000
101-00-3044-9022	Utility Users Taxes - T-Mobile	39,332	36,870	41,789	42,000
101-00-3044-9240	Utility Users Taxes - Time Warner	136,985	127,670	142,607	147,000
101-00-3044-9355	Utility Users Taxes - Verizon	56,828	52,536	47,655	48,000
101-00-3046-0000	Business License Tax	484,672	485,000	430,000	440,000
		<u>15,939,435</u>	<u>16,254,934</u>	<u>16,053,371</u>	<u>16,679,028</u>
<b>Licenses &amp; Permits:</b>					
101-00-3103-0000	Bicycle Licenses	420	500	500	500
101-00-3153-0000	Film Permits	23,773	20,000	20,000	22,000
101-14-3106-0000	Tree Permits	33,185	35,000	35,630	35,000
101-14-3151-0000	Building Permits	522,896	420,000	475,000	498,000
101-48-3152-0000	Street & Curb Permit Fees	60,729	62,000	80,000	80,000
		<u>641,003</u>	<u>537,500</u>	<u>611,130</u>	<u>635,500</u>
<b>Charges for Services:</b>					
101-00-3304-0000	Environmental Fees	133,828	132,500	136,251	136,251
101-00-3321-0000	Check Reissuance Fee	195	185	140	150
101-07-3346-0000	Sales of Maps & Pub.s - Admin	673	500	500	500
101-14-3150-0000	Bldg. Dept. Education Fee	4,363	12,600	6,000	7,500
101-14-3306-0000	General Plan Fee	21,121	80,000	20,000	20,600
101-14-3308-0000	Plan Check Fees	251,908	315,000	261,000	260,000
101-14-3312-0000	Zoning Fees	202,772	210,000	125,000	150,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	283	400	500	500
101-60-3340-0000	Nonresident Fees-Recreation	13,317	9,500	9,500	9,500
101-62-3336-0000	Aquatics Program Fees	154,297	160,000	160,000	201,776
101-64-3336-0000	Contract Class Program Fees	337,346	380,000	380,000	340,800
101-64-3336-0001	Bridge Program Fees	-	-	-	20,810
101-64-3336-0002	Jr. Titans Fees	-	-	-	18,870
101-66-3336-0001	Easter Program Fees	5,508	6,800	2,800	2,800

## Revenue Detail (Continued)

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
101-66-3336-0002	Track Meet Program Fees	2,646	2,500	2,500	2,500
101-66-3336-0003	Snow Day Program Fees	13,004	16,000	11,700	12,725
101-68-3336-0000	Senior Program Fees	26,226	25,000	25,000	27,560
101-70-3336-0000	Day Care Program Fees	157,413	160,000	160,000	210,820
101-72-3336-0000	Day Camp Program Fees	164,064	161,398	161,398	186,260
101-74-3336-0000	Preschool Program Fees	403,607	420,049	426,049	582,951
101-90-3344-0000	Library Fees	66	-	-	-
101-90-3344-6055	Passport Fees	70,506	30,000	90,000	90,000
101-90-3346-0000	Library Copies	6,713	8,000	6,500	6,500
101-91-3344-3963	Lost Materials Fees	3,552	3,000	3,000	3,000
101-91-3502-1496	DVD Rentals	4,444	5,000	4,500	4,500
101-93-3344-1200	Damaged Materials Fees	804	250	800	800
101-94-3344-0000	Overdue Materials Fees	19,336	15,000	19,000	19,000
101-94-3344-3000	Hold Fees	1,040	1,000	1,100	1,100
101-94-3344-7037	Replacement Library Card Fees	761	700	750	750
		<u>1,999,791</u>	<u>2,155,382</u>	<u>2,013,988</u>	<u>2,318,523</u>
<b>Intergovernmental:</b>					
101-00-3202-4075	Mandated Cost Reimbursements	120,942	-	35,629	-
101-00-3202-9350	State Vehicle License Fees	5,603	5,000	5,000	5,000
101-00-3204-0000	VLF Swap	1,310,990	1,311,000	1,400,000	1,400,000
101-90-3202-0000	Cenic Rebates	-	8,638	6,318	9,180
		<u>1,437,535</u>	<u>1,324,638</u>	<u>1,446,947</u>	<u>1,414,180</u>
<b>Fines &amp; Forfeitures:</b>					
101-00-3410-0000	Fines & Fees	125	100	100	100
101-14-3410-0000	Business License NOV's	-	-	30,000	30,000
101-14-3410-9245	Tree Fines	44,800	15,000	15,000	15,000
		<u>44,925</u>	<u>15,100</u>	<u>45,100</u>	<u>45,100</u>
<b>Use of Money &amp; Property:</b>					
101-00-3501-0000	Interest	130,329	100,000	132,000	134,000
101-00-3550-0000	Sale of Property	26,600	20,000	20,000	20,000
101-40-3502-0000	Rental Fees-Public Works	7,210	5,000	5,000	5,000
101-50-3502-0000	Rents & Concessions-Park	62,682	50,000	45,000	50,000
101-60-3502-0000	Rents & Concessions-Recreation	16,845	22,300	16,600	16,600
101-90-3502-0000	Library Rental Fees	10,140	8,500	11,000	11,000
101-95-3502-0000	Rental Fees-Old Mill	8,656	-	-	-
		<u>262,461</u>	<u>205,800</u>	<u>229,600</u>	<u>236,600</u>
<b>Miscellaneous Revenue:</b>					
101-00-3701-0000	Miscellaneous Revenue	13,269	10,000	10,000	10,000
101-00-3702-0000	City Reimbursements	40,871	10,000	10,000	10,000
101-40-3348-0000	Damage to City Property Reimbs	19,675	20,000	20,000	20,000
101-48-3333-0000	Sales of Street Signs	1,040	500	250	250
101-00-3601-0000	Miscellaneous Donations Received	73,037	-	-	-
101-60-3701-0000	Miscellaneous Revenue-Rec	503	-	-	-
101-90-3701-0000	Miscellaneous Revenue-Library	2,946	1,600	4,500	5,000
101-95-3701-0000	Old Mill Reimbursements	-	15,000	15,000	5,000
		<u>151,340</u>	<u>57,100</u>	<u>59,750</u>	<u>50,250</u>
<b>General Fund Totals</b>		<u>20,476,490</u>	<u>20,550,454</u>	<u>20,459,886</u>	<u>21,379,181</u>

## Revenue Detail (Continued)

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Public Safety Fund</b>					
<b>Taxes:</b>					
103-00-3005-0000	Public Safety Property Taxes	2,949,672	2,910,600	2,910,600	2,984,032
103-00-3006-0000	Public Safety Augmentation Fd	134,922	120,000	120,000	125,000
		<u>3,084,594</u>	<u>3,030,600</u>	<u>3,030,600</u>	<u>3,109,032</u>
<b>Charges for Services:</b>					
103-30-3201-0000	Animal Control Services	280	10,000	10,000	11,500
103-30-3316-0000	Special Police Services	10,885	10,000	2,500	2,400
103-30-3317-0000	Citation Sign off Fee	601	600	500	400
103-30-3318-0000	Clearance Letter Fees	715	500	400	400
103-30-3319-0000	Report Copies	250	200	756	750
103-30-3321-0000	Burglary Alarm Permits	16,131	18,000	11,500	11,500
103-30-3324-0000	House watch Fees	3,585	2,500	9,900	10,000
103-30-3325-0000	Vehicle Impound Release Fees	18,569	15,000	13,608	12,500
103-30-3331-3550	Live Scan Fees	1,805	1,500	6,000	7,000
103-30-3331-9241	Tow Fees	24,292	22,000	12,000	8,000
103-34-3315-0000	Shared Fire Command Revenue	691,084	600,000	506,000	500,000
103-34-3316-0000	Outside Services	-	5,000	6,100	6,100
103-34-3330-0000	Fire Fees	86,743	70,000	35,000	9,000
103-34-3332-0000	Paramedic Service Fees	434,288	420,000	425,000	429,000
		<u>1,289,227</u>	<u>1,175,300</u>	<u>1,039,264</u>	<u>1,008,550</u>
<b>Intergovernmental:</b>					
103-30-3202-6600	POST Reimbursement	13,336	15,000	7,882	12,500
103-34-3202-2725	GEMT Reimbursement	4,636	50,000	29,412	25,000
		<u>17,972</u>	<u>65,000</u>	<u>37,294</u>	<u>37,500</u>
<b>Fines &amp; Fees:</b>					
103-30-3320-0000	Burglary Alarm Fines	700	1,000	-	500
103-30-3400-0000	Parking Citations	90,766	120,000	65,000	70,000
103-30-3401-0000	Vehicle Code Fines	104,491	125,000	59,000	80,000
103-30-3410-0440	Business License NOVs	28,316	30,000	-	-
		<u>224,274</u>	<u>276,000</u>	<u>124,000</u>	<u>150,500</u>
<b>Miscellaneous Revenue:</b>					
103-30-3701-0000	Police Misc. Revenue	1,085	-	5	-
103-30-3702-0000	Police Reimbursements	3,610	-	11,814	8,000
103-34-3328-0000	Strike Team Reimbursements	29,710	75,000	168,699	75,000
		<u>34,405</u>	<u>75,000</u>	<u>180,518</u>	<u>83,000</u>
<b>Public Safety Fund Totals</b>		<u>4,650,471</u>	<u>4,621,900</u>	<u>4,411,676</u>	<u>4,388,582</u>
		-	-	-	
<b>Fourth of July Fund</b>					
104-00-3336-0000	Admission Fees	<u>57,412</u>	<u>73,000</u>	<u>57,000</u>	<u>57,177</u>
<b>San Marino Center Fund</b>					
105-82-3502-0000	Rents & Concessions	<u>15,569</u>	<u>22,000</u>	<u>22,000</u>	<u>24,200</u>

## Revenue Detail (Continued)

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Donations Fund</b>					
281-00-3501-0000	Intererest Income	184	-	-	-
281-00-3601-0000	General Donations Received	-	74,000	74,000	74,000
281-00-3601-3418	Donations Received-War Memoria	300	-	-	-
281-20-3708-2013	Centennial Fountain Bricks	200	-	-	-
281-30-3601-0000	Police Donations Received	1,400	-	3,000	1,000
281-34-3601-0000	Fire Donations Received	4,100	4,500	4,500	4,500
281-50-3601-0000	Lacy Park Donations Received	11,900	-	115,000	-
281-50-3601-7150	Rose Arbor Donation Received	-	117,940	117,940	-
281-52-3601-5880	City Club Parklet Donations Rec'd.	1,596	-	-	-
281-60-3601-0000	Recreation Donations Received	600	-	-	-
281-66-3601-0000	Memorial Day Donations	2,000	500	500	500
281-66-3601-0002	Track Meet Donations	-	2,000	2,000	2,000
281-66-3601-2570	4th of July Donations	1	-	1,357	1,360
281-74-3333-0000	Preschool Fundraiser	1,954	1,500	1,780	1,800
281-90-3601-0000	Library Donations Received	50	35,000	15,000	35,000
281-90-3601-1120	Donations-Crain Art Gallery	2,100	1,000	1,000	1,000
281-90-3601-9506	Library Wish List Donations	4,075	12,000	8,000	10,000
281-91-3601-0000	Adult Materials Donations-Other	13,198	3,000	3,038	3,000
281-91-3601-0776	Adult Chinese Language Materia	2,000	2,000	2,000	2,000
281-91-3601-2575	Adult Materials Donations-Frie	14,000	14,500	16,500	21,545
281-92-3601-0000	Children's Mats. Donations	10,532	6,500	6,500	6,500
281-92-3601-2575	Children's Mats. Donations-Fri	36,050	35,500	35,500	38,500
		<u>106,241</u>	<u>309,940</u>	<u>407,615</u>	<u>202,705</u>
<b>Windstorm Fund:</b>					
500-00-3702-0000	Reimbursements	263,035	-	85,657	-
<b>Capitalized Equipment Fund</b>					
591-00-3850-0000	Equipment Cost Allocation	389,778	408,600	408,600	500,567
	<b>Unrestricted Fund Totals</b>	<u>25,958,995</u>	<u>25,985,894</u>	<u>25,852,433</u>	<u>26,552,412</u>
<b>Restricted Funds:</b>					
202-00-3501-0000	Interest Income	1,218	1,300	200	200
202-48-3038-7590	Gas Taxes Section 2105	74,061	66,000	68,655	69,000
202-48-3038-7700	Gas Taxes Section 2106	48,193	56,000	42,513	43,000
202-48-3038-7810	Gas Taxes Section 2107	94,785	81,000	91,198	91,000
202-48-3038-7920	Gas Taxes Section 2107.5	3,000	3,000	3,000	3,000
202-48-3038-7930	RTAC 7360 Transit Funds	126,574	143,000	62,027	62,000
		<u>347,831</u>	<u>350,300</u>	<u>267,593</u>	<u>268,200</u>
204-00-3501-0000	Interest Income	9	-	-	-
204-00-3201-0650	Federal CDBG	32,966	138,489	129,235	37,708
		<u>32,975</u>	<u>138,489</u>	<u>129,235</u>	<u>37,708</u>

## Revenue Detail (Continued)

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
206-00-3203-3420	Local - LA Co. Pk. Bond	40,814	63,619	60,240	54,935
207-00-3032-0000	Prop. A Transit Taxes	234,259	235,000	299,799	245,775
207-00-3501-0000	Interest Income	1,127	1,200	400	400
		<u>235,386</u>	<u>236,200</u>	<u>300,199</u>	<u>246,175</u>
209-00-3410-0000	Water Use Fines	-	-	24,000	25,000
209-00-3501-0000	Interest Income	-	-	50	50
		<u>-</u>	<u>-</u>	<u>24,050</u>	<u>25,050</u>
212-00-3203-0080	AQMD Grant	16,476	15,000	15,000	15,000
212-00-3501-0000	Interest	39	15	15	15
		<u>16,515</u>	<u>15,015</u>	<u>15,015</u>	<u>15,015</u>
213-00-3202-8950	MTA-STPL	-	-	-	-
213-00-3501-0000	Interest Income	28	-	7	-
		<u>28</u>	<u>-</u>	<u>7</u>	<u>-</u>
214-00-3036-0000	TDA Article 3 Taxes	4,921	11,000	-	3,314
214-00-3501-0000	Interest Income	33	30	-	-
		<u>4,954</u>	<u>11,030</u>	<u>-</u>	<u>3,314</u>
215-00-3034-0000	Prop. C Transit Taxes	194,546	1,031,000	1,083,680	200,000
215-00-3501-0000	Interest Income	35	240	140	100
		<u>194,582</u>	<u>1,031,240</u>	<u>1,083,820</u>	<u>200,100</u>
216-00-3045-0000	PEG Fees	28,423	30,000	30,000	30,000
216-00-3501-0000	Interest Income	189	-	140	140
		<u>28,611</u>	<u>30,000</u>	<u>30,140</u>	<u>30,140</u>
217-00-3501-0000	Interest Income	155	150	80	50
217-30-3410-0000	Asset Forfeitures	6,544	2,000	1,000	500
		<u>6,699</u>	<u>2,150</u>	<u>1,080</u>	<u>550</u>
220-00-3050-0000	Granada Avenue Assessment #2	2,501	2,200	2,200	-
221-00-3501-0000	Interest Income	4	-	-	-
221-14-3203-0000	Used Oil Grant	5,000	5,000	5,000	5,000
221-44-3202-0000	Used Oil Grant	-	-	31,000	-
		<u>5,004</u>	<u>5,000</u>	<u>36,000</u>	<u>5,000</u>
224-34-3202-0000	Assistance To FFs Grant	24	-	-	-

## Revenue Detail (Continued)

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
226-00-3202-2860	State Recycling Grant	5,000	5,000	5,000	5,000
226-48-3202-7155	Rubberized Asphalt Grant	-	315,280	315,280	-
226-00-3501-0000	Interest	41	30	20	20
		<u>5,041</u>	<u>320,310</u>	<u>320,300</u>	<u>5,020</u>
233-00-3501-0000	Interest	157	60	60	60
233-30-3202-0000	COPS Allocation	106,230	100,000	100,000	100,000
		<u>106,387</u>	<u>100,060</u>	<u>100,060</u>	<u>100,060</u>
236-50-3203-8357	Windstorm Tree Grant	<u>12,647</u>	-	-	-
238-00-3203-0000	County Park Grant	-	100,000	100,000	-
239-60-3203-0000	County Parks & Rec Grant	-	2,500	2,500	-
240-00-3202-0000	Homeland Security Grant	339,917	-	(1,268)	-
240-34-3202-0018	Homeland Security Grant	4,076	-	-	-
240-00-3501-0000	Interest Income	3	-	12	-
		<u>343,996</u>	<u>-</u>	<u>(1,256)</u>	<u>-</u>
241-00-3202-3542	Safe Routes to Schools Grant	145,059	65,242	127,160	-
241-00-3501-0000	Interest	-	-	5	-
		<u>145,059</u>	<u>65,242</u>	<u>127,165</u>	<u>-</u>
243-00-3501-0000	Interest Income	199	150	240	240
243-48-3203-4200	LA County Measure R	145,767	146,000	187,215	153,000
		<u>145,966</u>	<u>146,150</u>	<u>187,455</u>	<u>153,240</u>
244-00-3501-0000	Prop. 1B Interest Income	<u>4</u>	-	-	-
247-48-3203-0000	SCAG Grant	-	150,000	150,000	-
		<u>-</u>	<u>150,000</u>	<u>150,000</u>	<u>-</u>
	<b>Restricted Fund Totals</b>	<u>1,675,025</u>	<u>2,769,505</u>	<u>2,935,803</u>	<u>1,144,507</u>
	<b>All Fund Totals</b>	<u>27,634,020</u>	<u>28,755,399</u>	<u>28,788,236</u>	<u>27,696,919</u>

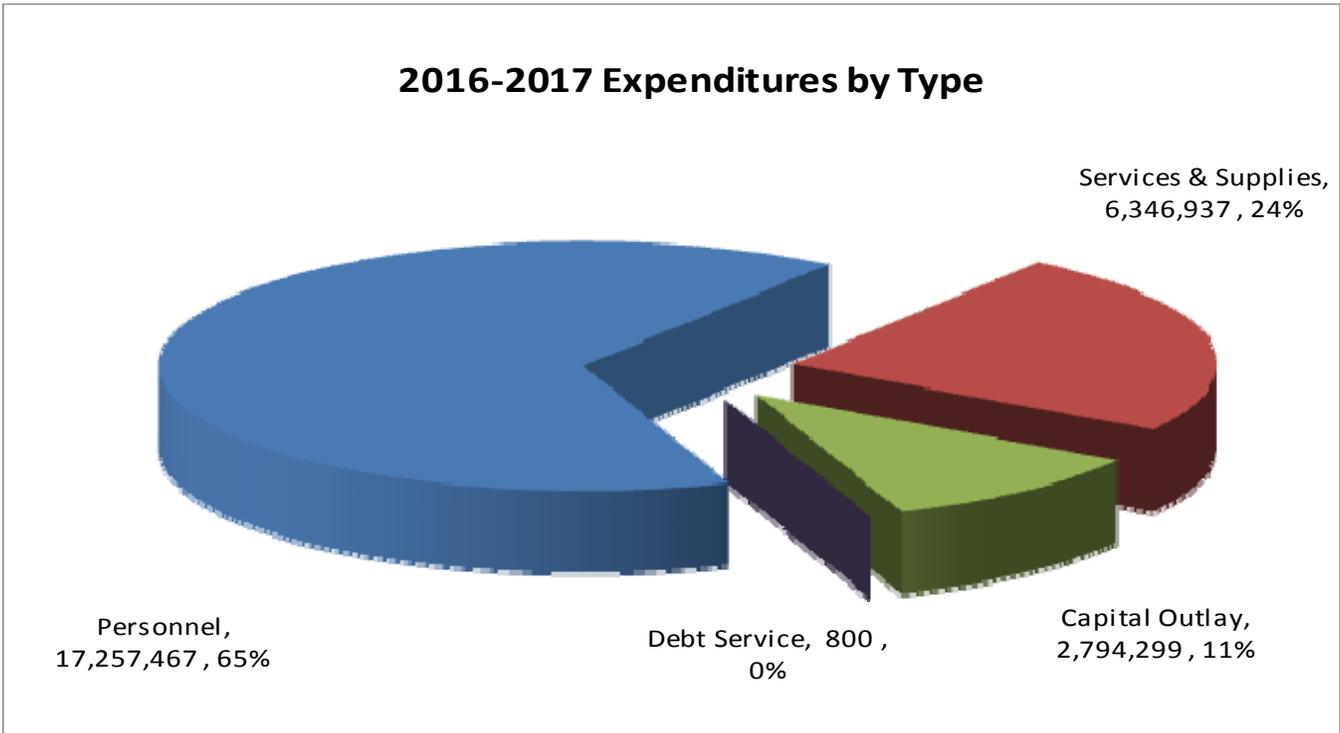
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# Expenditures

## Expenditure Summaries

Expenditures by Type:

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted	Budget to Budget
Personnel	15,354,855	16,878,189	16,582,516	17,257,467	2.25%
Services & Supplies	5,824,353	6,711,622	6,724,376	6,346,937	-5.43%
Capital Outlay	4,566,530	8,790,220	8,364,103	2,794,299	-68.21%
Debt Service	-	800	800	800	0.00%
	<u>25,745,739</u>	<u>32,380,831</u>	<u>31,671,795</u>	<u>26,399,503</u>	<u>-18.47%</u>



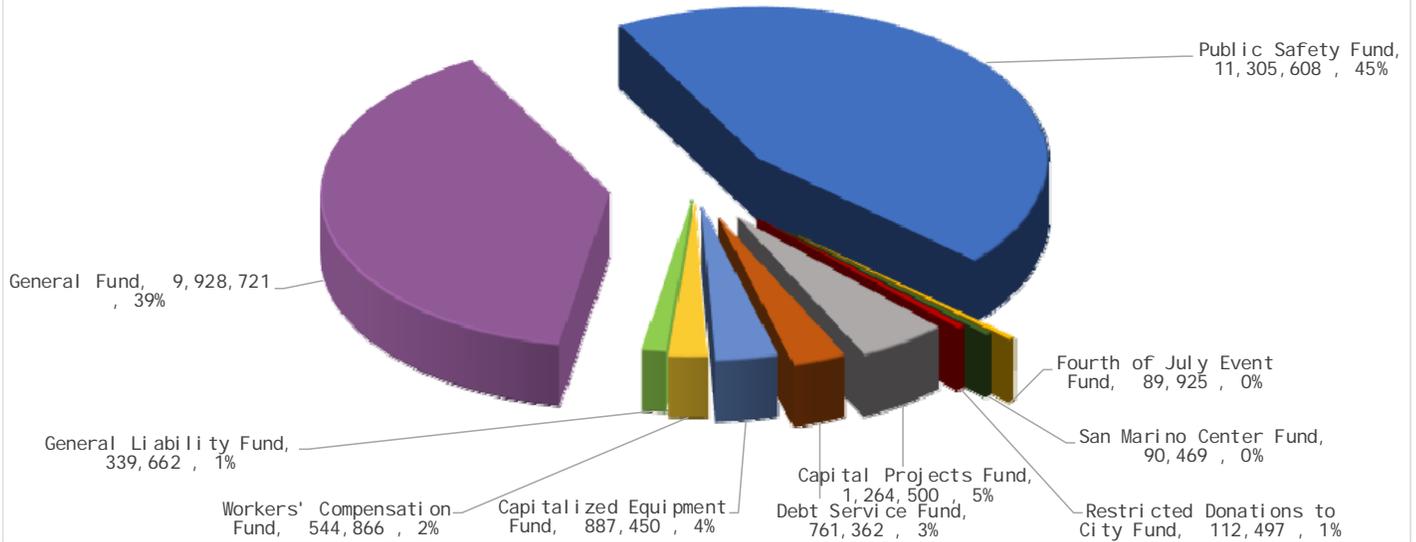
## Expenditure Summaries (Continued)

### Expenditures by Fund

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
Unrestricted Funds:					
101	General Fund	8,687,648	10,134,387	9,910,705	9,928,721
103	Public Safety Fund	10,013,169	11,007,661	10,778,406	11,305,608
104	Fourth of July Event Fund	86,180	83,099	82,018	89,925
105	San Marino Center Fund	67,450	76,231	90,714	90,469
281	Restricted Donations to City Fund	155,553	267,692	266,867	112,497
394	Capital Projects Fund	2,977,432	6,432,833	6,073,470	1,264,500
401	Debt Service Fund	702,913	736,537	736,537	761,362
591	Capitalized Equipment Fund	3,319	378,865	379,805	887,450
595	Workers' Compensation Fund	629,833	450,494	704,054	544,866
596	General Liability Fund	314,073	381,299	381,964	339,662
	All Unrestricted Funds	<u>23,637,570</u>	<u>29,949,099</u>	<u>29,404,539</u>	<u>25,325,061</u>
Restricted Funds:					
202	Gas Tax Fund	821,132	39,118	39,118	524,654
204	CDBG Fund	33,403	213,489	129,235	37,708
206	County Park Prop. A Fund	44,502	63,619	60,240	54,935
207	Prop. A Transit Fund	214,560	310,187	315,489	239,650
209	Drought Fund	-	3,000	3,000	3,000
212	Air Quality Fund	1,703	-	-	-
213	STPL Fund	52,509	-	-	16,367
214	TDA Fund	34,581	-	-	3,314
215	Prop. C Transit Fund	373,500	1,045,000	1,045,000	73,511
216	PEG Fund	-	30,000	-	-
217	Asset Seizure Fund	46,725	38,814	38,814	1,800
221	Used Oil Grant	34,407	15,233	11,830	5,000
226	CA Recycling Grant Fund	4,237	5,000	-	-
233	COPS Fund	87,311	90,530	87,311	90,000
236	County Tree Grant	4,201	-	-	-
238	County Park Grant	-	100,000	100,000	-
239	County Parks & Rec Grant	-	2,500	2,500	-
240	Homeland Security Grant Fund	4,351	-	-	-
241	Safe Routes to School Fund	53,669	65,242	7,699	-
243	LA County Measure R Fund	296,839	260,000	277,020	24,503
244	Prop. 1B Street Funds	540	-	-	-
247	SCAG Grant Fund	-	150,000	150,000	-
	All Restricted Funds	<u>2,108,168</u>	<u>2,431,732</u>	<u>2,267,256</u>	<u>1,074,442</u>
	All Funds	<u>25,745,739</u>	<u>32,380,831</u>	<u>31,671,795</u>	<u>26,399,503</u>

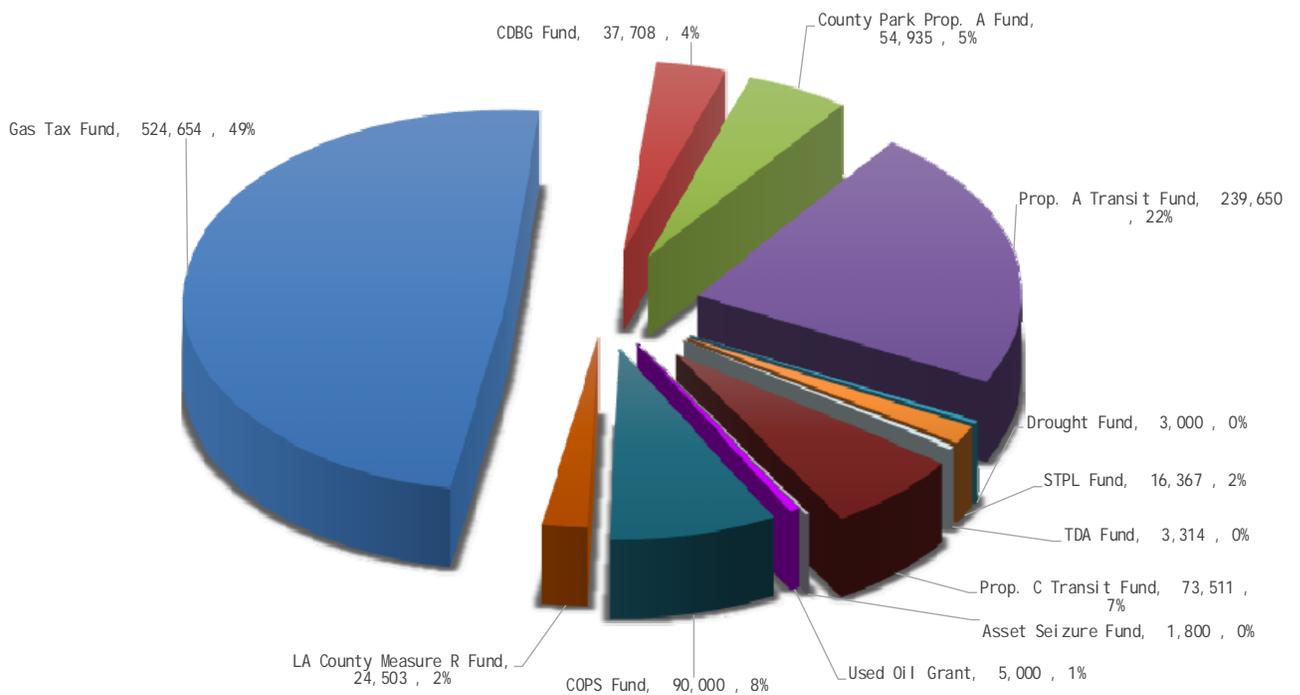
## Expenditure Summaries (Continued)

Expenditures by Fund, Unrestricted Funds



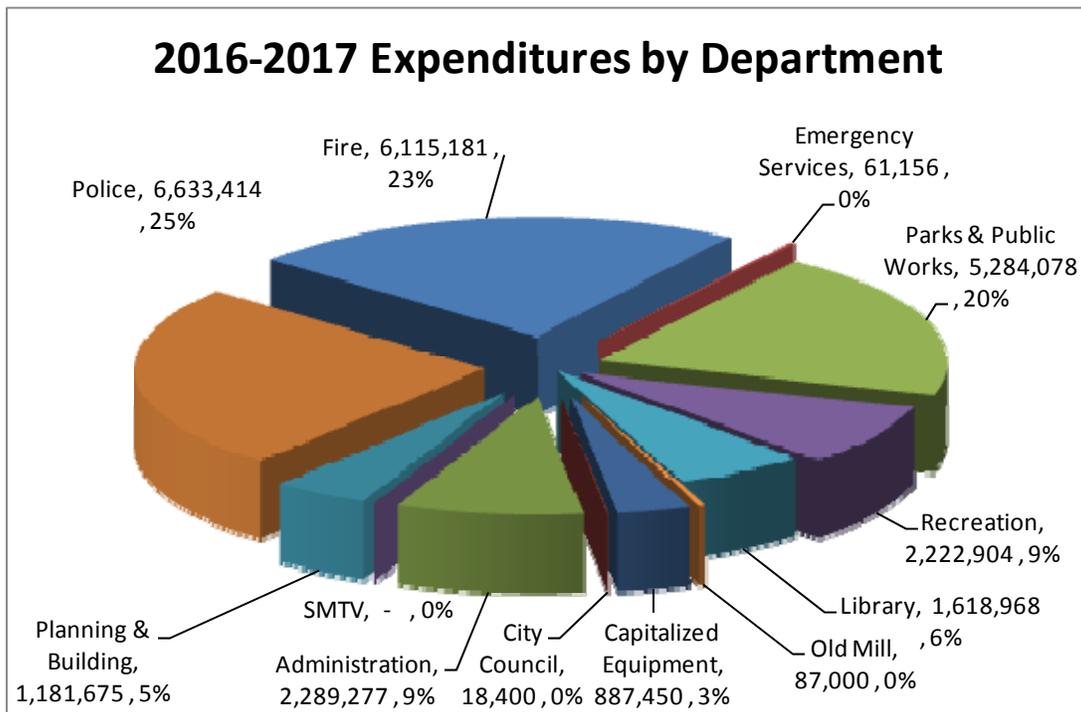
Expenditures by Fund, Restricted Funds

Excluding Funds without Expenditures



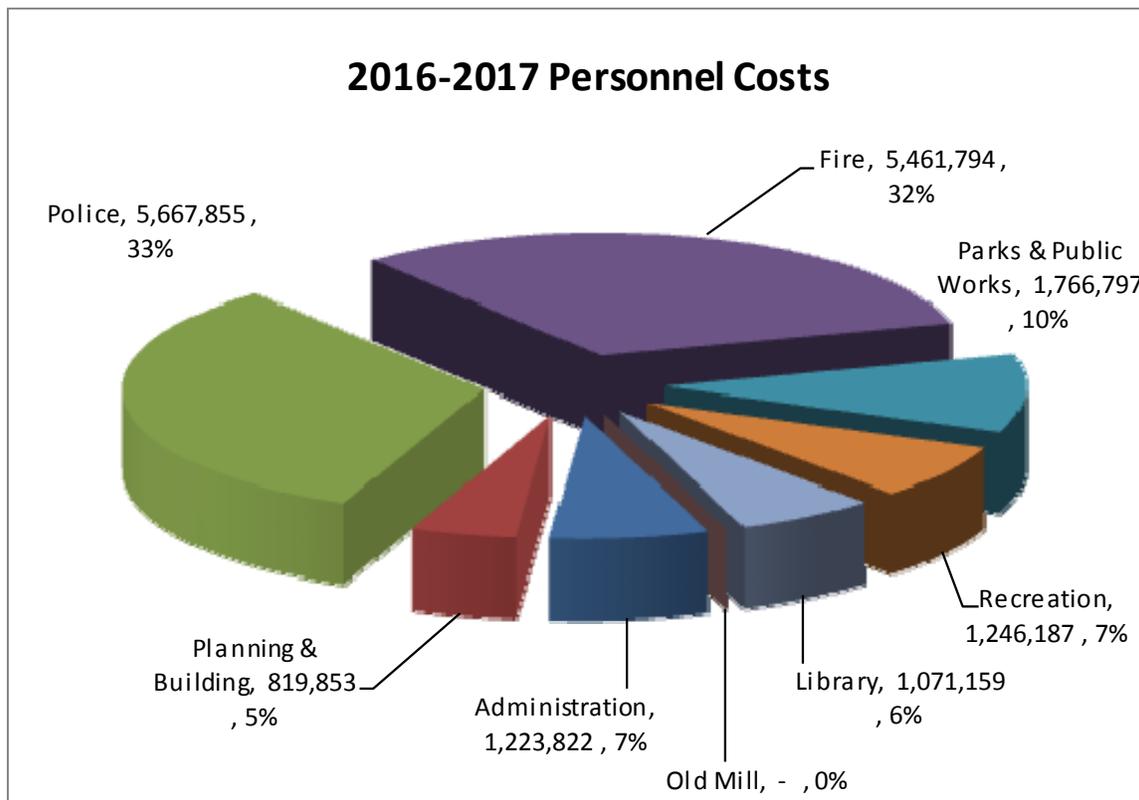
## Expenditure Summaries (Continued)

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted	Budget to Budget
Capitalized Equipment	8,705	398,479	399,419	887,450	122.71%
City Council	9,902	11,850	14,850	18,400	55.27%
Administration	2,146,322	2,381,996	2,341,387	2,289,277	-3.89%
SMTV	-	30,000	-	-	-100.00%
Planning & Building	998,573	1,130,199	1,075,905	1,181,675	4.55%
Police	5,948,459	6,337,767	6,184,316	6,633,414	4.66%
Fire	5,570,324	6,106,217	6,204,380	6,115,181	0.15%
Emergency Services	41,698	72,580	61,388	61,156	-15.74%
Parks & Public Works	7,421,269	11,773,476	11,307,792	5,284,078	-55.12%
Recreation	2,109,173	2,331,605	2,284,948	2,222,904	-4.66%
Library	1,435,129	1,623,162	1,612,849	1,618,968	-0.26%
Old Mill	56,185	183,500	184,562	87,000	-52.59%
	25,745,739	32,380,831	31,671,795	26,399,503	-18.47%



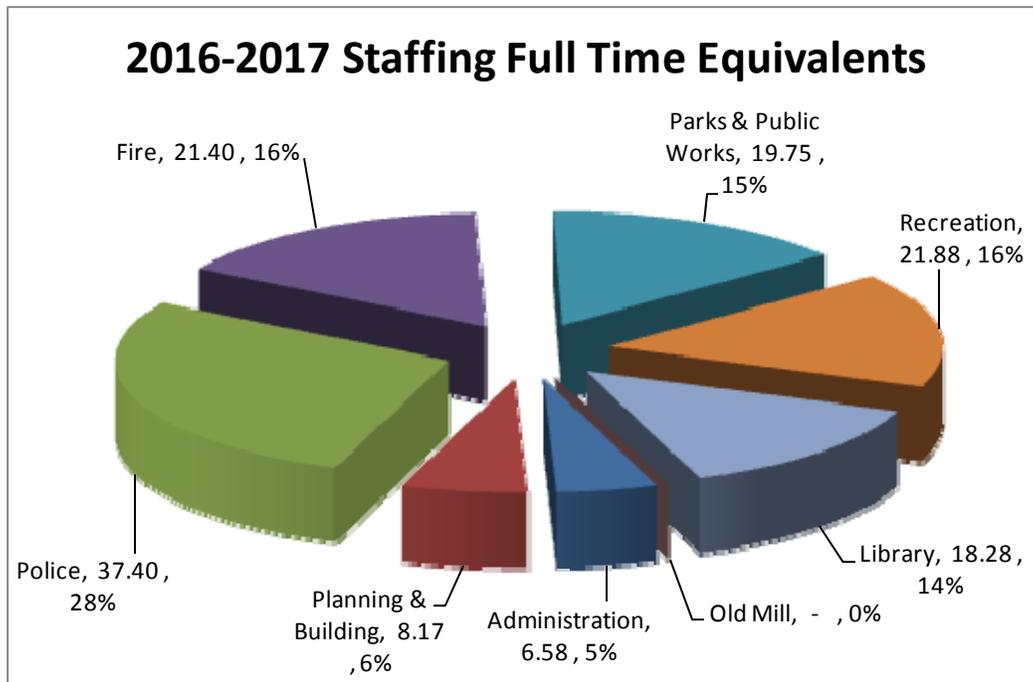
## Expenditure Summaries (Continued)

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted	Budget to Budget
<b>Personnel Costs:</b>					
Administration	1,043,498	1,143,689	1,065,351	1,223,822	7.01%
Planning & Building	625,005	783,328	785,282	819,853	4.66%
Police	5,135,626	5,487,572	5,367,897	5,667,855	3.29%
Fire	4,999,604	5,434,388	5,505,302	5,461,794	0.50%
Parks & Public Works	1,444,759	1,668,323	1,510,172	1,766,797	5.90%
Recreation	1,181,275	1,301,002	1,289,569	1,246,187	-4.21%
Library	920,825	1,059,887	1,057,882	1,071,159	1.06%
Old Mill	4,263	-	1,062	-	0.00%
	<b>15,354,855</b>	<b>16,878,189</b>	<b>16,582,516</b>	<b>17,257,467</b>	<b>2.25%</b>



## Expenditure Summaries (Continued)

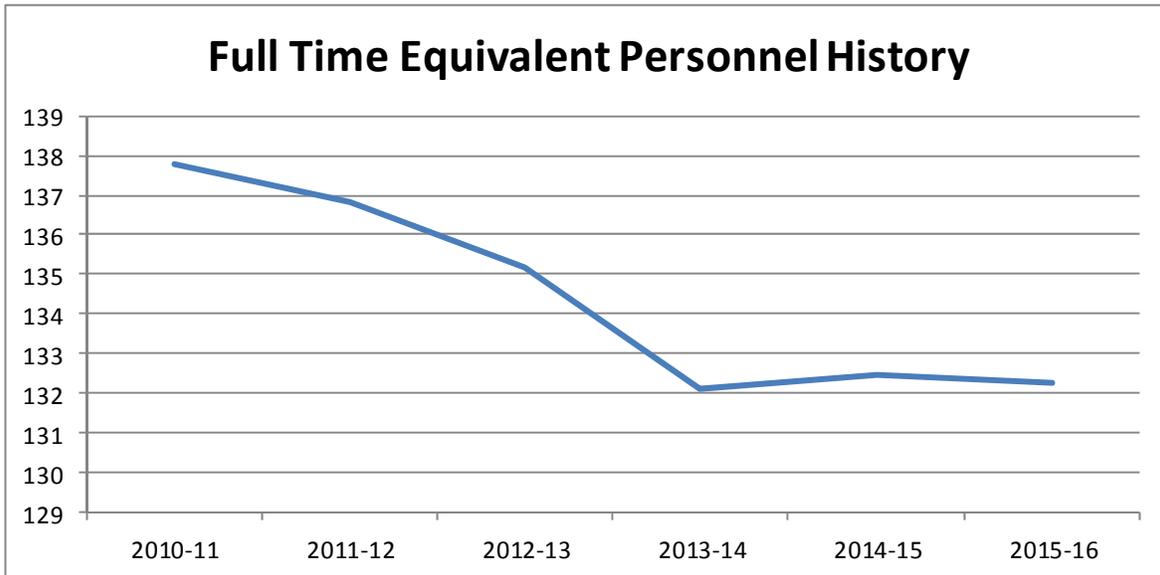
	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted	Budget to Budget
<b>Staffing Full Time Equivalents:</b>					
Administration	5.50	6.21	5.89	6.58	0.37
Planning & Building	6.77	8.17	8.19	8.17	-
Police	33.78	36.88	32.43	37.40	0.52
Fire	20.90	22.40	21.40	21.40	(1.00)
Parks & Public Works	17.21	19.75	18.85	19.75	0.00
Recreation	22.64	21.49	19.89	21.88	0.39
Library	17.44	16.75	18.34	18.28	1.53
Old Mill	0.10	-	-	-	-
	124.34	131.65	124.99	133.46	1.80



## Expenditure Summaries (Continued)

### Expenditures by Full-Time Equivalent (FTE)

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Full Time	101	98	98	99	98	101
Part Time	<u>36.8</u>	<u>38.83</u>	<u>37.15</u>	<u>33.09</u>	<u>34.47</u>	<u>31.26</u>
FTEs	137.8	136.83	135.15	132.09	132.47	132.26



<b>Classification</b>	<b>FTE</b>	<b>Total Expenditure</b>
<b>Administration</b>		
City Manager	1.00	250,389
Assistant City Manager/Community Services Director	0.33	66,937
Finance Director	1.00	196,200
City Clerk	1.00	144,123
Administrative Analysts	2.25	208,368
Account Clerk	1.00	59,262
<b>Planning and Building</b>		
Planning & Building Director	1.00	159,102
Environmental Services Manager	1.00	131,365
Building Inspector II	1.00	100,786
Associate Planner	0.75	76,161
Assistant Planner	1.00	86,922
Permit Technician I	1.00	73,864
Code Compliance Coordinator	1.00	84,359
Professional Intern	0.46	19,229
Clerk Typist II	0.92	34,935
<b>Police</b>		
Police Chief	1.00	220,334
Police Commanders	2.00	360,930
Sergeants	5.00	769,870
Corporals	5.00	649,149
Officers	15.00	1,696,481
Police Admin. Manager	1.00	110,825
Administrative Analyst	1.00	91,870
Records Clerk	1.00	73,538
Dispatcher/Clerks	4.48	317,491
Cadets	0.96	23,481
Parking Enforcement Officers	0.96	38,335
<b>Fire</b>		
Fire Chief	0.30	218,330
Fire Division Chiefs	0.60	429,082
Fire Captains	3.00	483,778
Administrative Assistant	1.00	84,212
Engineers	3.00	441,947
Firefighter/Paramedics	12.00	1,664,207

<b>Classification</b>	<b>FTE</b>	<b>Total Expenditure</b>
<b>Parks and Public Works</b>		
Public Works Director	1.00	194,385
Public Works Division Manager	1.00	145,002
Foremen	3.00	289,596
Administrative Analyst	1.00	94,901
Maintenance Worker I	3.00	187,352
Maintenance Worker II	5.00	346,975
Maintenance Worker III	4.00	320,404
Park Attendant	0.76	18,241
Maintenance Assistant	0.99	41,006
<b>Recreation</b>		
Assistant City Manager/Community Services Director	0.33	66,937
Recreation Manager	1.00	136,471
Administrative Analyst	1.00	81,362
Assistant Pool Manager	0.35	14,740
Assistant Rec. Specialist	3.39	117,464
Cashier	0.23	5,430
Child Development Specialist	1.44	78,147
Clerk Typist II	1.00	60,422
Life Guard	0.95	29,504
Maintenance Assistant	1.28	57,493
Pool Manager	0.21	10,863
Program Leader	1.00	25,242
Recreation Coordinator	0.75	49,966
Recreation Specialist	6.18	255,297
Recreation Supervisor	2.00	189,841
Water Safety Instructor	0.76	28,678
<b>Library</b>		
Assistant City Manager/Community Services Director	0.33	66,937
Administrative Analyst	0.75	72,597
City Librarian	1.00	129,124
Clerk Typist II	1.00	58,851
Librarian I	0.73	17,682
Librarian II	2.00	206,916
Librarian III	1.00	99,094
Library Assistant	3.93	150,743
Library Clerk II	5.05	148,129
Monitor	0.42	16,719
Page	1.73	39,671
Rec. Coordinator	0.25	16,655

## Expenditure Summaries by Department

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted	Budget to Budget Dollars	FTEs
<b>City Council</b>						
Personnel	-	-	-	-	0%	
Services & Supplies	9,902	11,850	14,850	18,400	55%	
Capital Outlay	-	-	-	-	0%	
<b>Total Expenditures</b>	<b>9,902</b>	<b>11,850</b>	<b>14,850</b>	<b>18,400</b>	<b>55%</b>	<b>-</b>
<b>Administration:</b>						
Personnel	1,043,498	1,143,689	1,065,351	1,223,822	7%	
Services & Supplies	1,102,823	1,237,507	1,275,236	1,059,655	-14%	
Capital Outlay	-	-	-	5,000	0%	
Debt Service	-	800	800	800	0%	
<b>Total Expenditures</b>	<b>2,146,322</b>	<b>2,381,996</b>	<b>2,341,387</b>	<b>2,289,277</b>	<b>-4%</b>	<b>0.37</b>
<b>SMTV:</b>						
Personnel	-	-	-	-	0%	
Services & Supplies	-	30,000	-	-	-100%	
Capital Outlay	-	-	-	-	0%	
<b>Total Expenditures</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-100%</b>	<b>-</b>
<b>Planning &amp; Building:</b>						
Personnel	625,005	783,328	785,282	819,853	5%	
Services & Supplies	373,568	346,871	290,623	361,822	4%	
Capital Outlay	-	-	-	-	0%	
<b>Total Expenditures</b>	<b>998,573</b>	<b>1,130,199</b>	<b>1,075,905</b>	<b>1,181,675</b>	<b>5%</b>	<b>-</b>
<b>Police:</b>						
Personnel	5,135,626	5,487,572	5,367,897	5,667,855	3%	
Services & Supplies	812,834	850,195	816,419	920,559	8%	
Capital Outlay	-	-	-	45,000	0%	
<b>Total Expenditures</b>	<b>5,948,459</b>	<b>6,337,767</b>	<b>6,184,316</b>	<b>6,633,414</b>	<b>5%</b>	<b>0.52</b>
<b>Fire:</b>						
Personnel	4,999,604	5,434,388	5,505,302	5,461,794	1%	
Services & Supplies	570,720	600,829	627,731	653,387	9%	
Capital Outlay	-	71,000	71,347	-	0%	
<b>Total Expenditures</b>	<b>5,570,324</b>	<b>6,106,217</b>	<b>6,204,380</b>	<b>6,115,181</b>	<b>0%</b>	<b>(1.00)</b>
<b>Emergency Services:</b>						
Personnel	-	-	-	-	0%	
Services & Supplies	41,698	43,580	45,388	61,156	40%	
Capital Outlay	-	29,000	16,000	-	100%	
<b>Total Expenditures</b>	<b>41,698</b>	<b>72,580</b>	<b>61,388</b>	<b>61,156</b>	<b>-16%</b>	<b>-</b>

## Expenditure Summaries by Department (Continued)

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted	Budget to Budget Dollars	Budget to Budget FTEs
<b>Parks &amp; Public Works:</b>						
Personnel	1,444,759	1,668,323	1,510,172	1,766,797	6%	
Services & Supplies	1,450,229	2,048,412	2,115,539	1,692,432	-17%	
Capital Outlay	4,526,281	8,056,741	7,682,081	1,824,849	-77%	
<b>Total Expenditures</b>	<b>7,421,269</b>	<b>11,773,476</b>	<b>11,307,792</b>	<b>5,284,078</b>	<b>-55%</b>	<b>0.00</b>
<b>Recreation:</b>						
Personnel	1,181,275	1,301,002	1,289,569	1,246,187	-4%	
Services & Supplies	902,756	930,603	935,379	976,717	5%	
Capital Outlay	25,143	100,000	60,000	-	-100%	
<b>Total Expenditures</b>	<b>2,109,173</b>	<b>2,331,605</b>	<b>2,284,948</b>	<b>2,222,904</b>	<b>-5%</b>	<b>0.39</b>
<b>Library:</b>						
Personnel	920,825	1,059,887	1,057,882	1,071,159	1%	
Services & Supplies	507,901	548,275	539,711	547,809	0%	
Capital Outlay	6,402	15,000	15,256	-	100%	
<b>Total Expenditures</b>	<b>1,435,129</b>	<b>1,623,162</b>	<b>1,612,849</b>	<b>1,618,968</b>	<b>0%</b>	<b>1.53</b>
<b>Old Mill:</b>						
Personnel	4,263	-	1,062	-	0%	
Services & Supplies	51,922	63,500	63,500	55,000	-13%	
Capital Outlay	-	120,000	120,000	32,000	0%	
<b>Total Expenditures</b>	<b>56,185</b>	<b>183,500</b>	<b>184,562</b>	<b>87,000</b>	<b>-53%</b>	<b>-</b>
<b>Capital Equipment:</b>						
Capital Outlay	8,705	398,479	399,419	887,450	123%	-
<b>Totals:</b>						
Personnel	15,354,855	16,878,189	16,582,516	17,257,467	2.25%	
Services & Supplies	5,824,353	6,711,622	6,724,376	6,346,937	-5.43%	
Capital Outlay	4,566,530	8,790,220	8,364,103	2,794,299	-68.21%	
Debt Service	-	800	800	800	0.00%	
<b>Total Expenditures</b>	<b>25,745,739</b>	<b>32,380,831</b>	<b>31,671,795</b>	<b>26,399,503</b>	<b>-18.47%</b>	<b>1.80</b>

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## **Expenditure Detail**

The following sections include a brief description of each operating department. They include summaries by fund and revenue type. They also include costs by position, detail by line item for revenues and for expenditures. The departments with multiple divisions (Parks and Public Works, Recreation, and Library) also include departmental summaries.

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## Capital Equipment

This program provides funding for the purchase of capitalized equipment for use by the operating departments. The departments are charged an equipment allocation for the annual cost to depreciate the equipment they use and plan to replace when it is fully depreciated. This allows the cost to be charged evenly throughout the equipment's useful life.

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Department Generated:</b>					
	Cost Allocations	389,778	408,600	408,600	500,567
	<b>Total Sources</b>	<b>389,778</b>	<b>408,600</b>	<b>408,600</b>	<b>500,567</b>
<b>Uses by Type:</b>					
	Capital Outlay	8,705	398,479	399,419	887,450
	<b>Total Uses</b>	<b>8,705</b>	<b>398,479</b>	<b>399,419</b>	<b>887,450</b>
<b>Expenses by Fund:</b>					
217	Asset Seizure Fund	5,386	19,614	19,614	-
591	Capitalized Equipment Fund	3,319	378,865	379,805	887,450
	<b>Total Expenses</b>	<b>8,705</b>	<b>398,479</b>	<b>399,419</b>	<b>887,450</b>
<b>Revenues by Type:</b>					
	Cost Allocations	389,778	408,600	408,600	500,567
	<b>Total Revenues</b>	<b>389,778</b>	<b>408,600</b>	<b>408,600</b>	<b>500,567</b>

## Capital Equipment (Continued)

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Revenues:</b>					
591-00-3850-0000	Equipment Cost Allocation	389,778	408,600	408,600	500,567
<b>Total Revenues</b>		<b>389,778</b>	<b>408,600</b>	<b>408,600</b>	<b>500,567</b>
<b>Expenses:</b>					
591-07-4613-0000	Administration Capitalized Equipment	-	130,000	130,000	-
	Council Meeting Streaming Equipment		-		-
	Replace Telephone System		-		-
	Server		130,000		-
591-14-4613-0000	Planning & Building Capitalized Equipment	-	-	-	15,000
	HdL Business License System Upgrade				15,000
217-30-4613-0000	Police Capitalized Equipment	5,386	4,614	4,614	-
	Property Tracking System		4,614		-
591-30-4613-0000	Police Capitalized Equipment	-	-	-	377,115
	911 CAD Upgrade		-		25,000
	CJIS Required Software		-		5,115
	IA Pro Software		-		6,000
	Software Analytics		-		5,500
	Pole Camera		-		28,000
	New Radio System		-		307,500
591-30-4613-9300	Police Capitalized Equipment-Vehicles	(830)	105,000	105,000	140,500
	3 Black and White Patrol SUVs w/equip		105,000		135,000
	Mobile Command Center for one Vehicle		-		5,500
217-30-4613-9300	Police Capitalized Equipment-Vehicles	-	15,000	15,000	-
	Equipment for 3 Black & Whites		15,000		
591-34-4613-9300	Fire Capitalized Equipment-Vehicles	-	65,198	66,138	-
	Replace Fire Chief's Vehicle		35,000		
	Replace Fire Marshal's Vehicle		30,198		
591-34-4613-0000	Fire Capitalized Equipment	4,149	13,004	13,004	75,000
	SCBAs		-		35,000
	Defibrillator/Heart Monitor		-		40,000
	Generator		-		-
	Gurney		9,000		-
	Apparatus Bay Door Motors		4,004		-
591-36-4613-0000	Emergency Services Capitalized Equipment	-	7,014	7,014	56,000
	Mobile Generator		-		56,000
	Sand Bag Machine		7,014		

## Capital Equipment (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
591-48-4613-0000	Street Capitalized Equipment	-	41,649	41,649	83,000
	Asphalt Roller		25,000		-
	Water Trailer		16,649		-
	Boom Truck				27,000
	Generator				56,000
591-50-4613-0000	Park Capitalized Equipment	-	7,000	7,000	76,500
	Leaf Vacuum		7,000		-
	Dump Truck		-		67,000
	Gater Utility Truck		-		9,500
591-52-4613-0000	Grounds Capitalized Equipment	-	10,000	10,000	-
	John D. Utility Trailer		10,000		
591-60-4613-0000	Recreation Capitalized Equipment	-	-	-	29,335
	Server Hardware Upgrade				29,335
591-90-4613-0000	Library Capitalized Equipment	-	-	-	35,000
	RFID Checkout System				35,000
<b>Total Capitalized Expenses</b>		<b>8,705</b>	<b>398,479</b>	<b>399,419</b>	<b>887,450</b>
<b>Total Expenses</b>		<b>8,705</b>	<b>398,479</b>	<b>399,419</b>	<b>887,450</b>

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# City Council

This program provides funding for the City Council to attend local and statewide meeting and training programs. This funding also provides for travel expenses for members of the City Council to meet with the City's state and federal representatives regarding legislative matters.

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>				
<b>Sources by Type:</b>				
<b>Non-Department Generated:</b>				
Unrestricted Funds	9,902	11,850	14,850	18,400
<b>Total Sources</b>	<b>9,902</b>	<b>11,850</b>	<b>14,850</b>	<b>18,400</b>
<b>Uses by Type:</b>				
Personnel	-	-	-	-
Services & Supplies	9,902	11,850	14,850	18,400
Capital Outlay	-	-	-	-
<b>Total Uses</b>	<b>9,902</b>	<b>11,850</b>	<b>14,850</b>	<b>18,400</b>
<b>Cost Recovery</b>	0%	0%	0%	0%
<b>Expenditures by Fund:</b>				
101 General Fund	9,902	11,850	14,850	18,400
<b>Total Expenditures</b>	<b>9,902</b>	<b>11,850</b>	<b>14,850</b>	<b>18,400</b>
Original Budget		11,100		
Amendments		750		
Amended Budget		<u>11,850</u>		

## City Council (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-01-4150-0000	Other Contract Services	271	-	-	-
101-01-4376-0000	Materials & Supplies	4,049	3,000	6,000	9,000
101-01-4396-0000	Memberships & Dues	570	-	-	-
101-01-4399-0000	Non-capitalized Equipment	-	-	-	1,500
	Council Chamber Video Equipment				1,500
101-01-4420-0000	Printing	507	600	600	600
101-01-4480-0000	Travel & Meetings	4,196	5,000	5,000	6,800
	Council Meetings		2,800		2,800
	League of CA Cities		1,000		1,000
	League of CA Cities Executive Forum		1,200		1,200
	US Conference of Mayors		-		1,800
101-01-4480-2872	Hospitality	309	3,250	3,250	500
	<b>Total Services &amp; Supplies</b>	<b>9,902</b>	<b>11,850</b>	<b>14,850</b>	<b>18,400</b>
	<b>Total Expenditures</b>	<b>9,902</b>	<b>11,850</b>	<b>14,850</b>	<b>18,400</b>

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## Administration

The Administration Department provides organizational support to all the City departments under the direction of the City Manager. The City Manager is the Chief Executive Officer of the City and is responsible for administration of the day-to-day affairs of the City, subject to the policy direction of the City Council. The City Manager's primary responsibility is to assist the City Council in identifying policy priorities, and to ensure that priorities established by Council are addressed in an efficient, cost-effective manner. The City Manager is appointed by and serves at the pleasure of the City Council. The City Manager, in turn, is the appointing authority for all positions of employment in the City. The City Manager serves the role of coordinating the efforts of the various City departments, and of keeping the City Council apprised of matters dealing with general operations, finance, personnel, legislation, litigation, and other items of city business.

Among the major responsibilities of the City Manager is preparation and administration of the City budget. The Manager develops long and short-range plans for implementation in a manner consistent with the programs and appropriations established by the City Council.

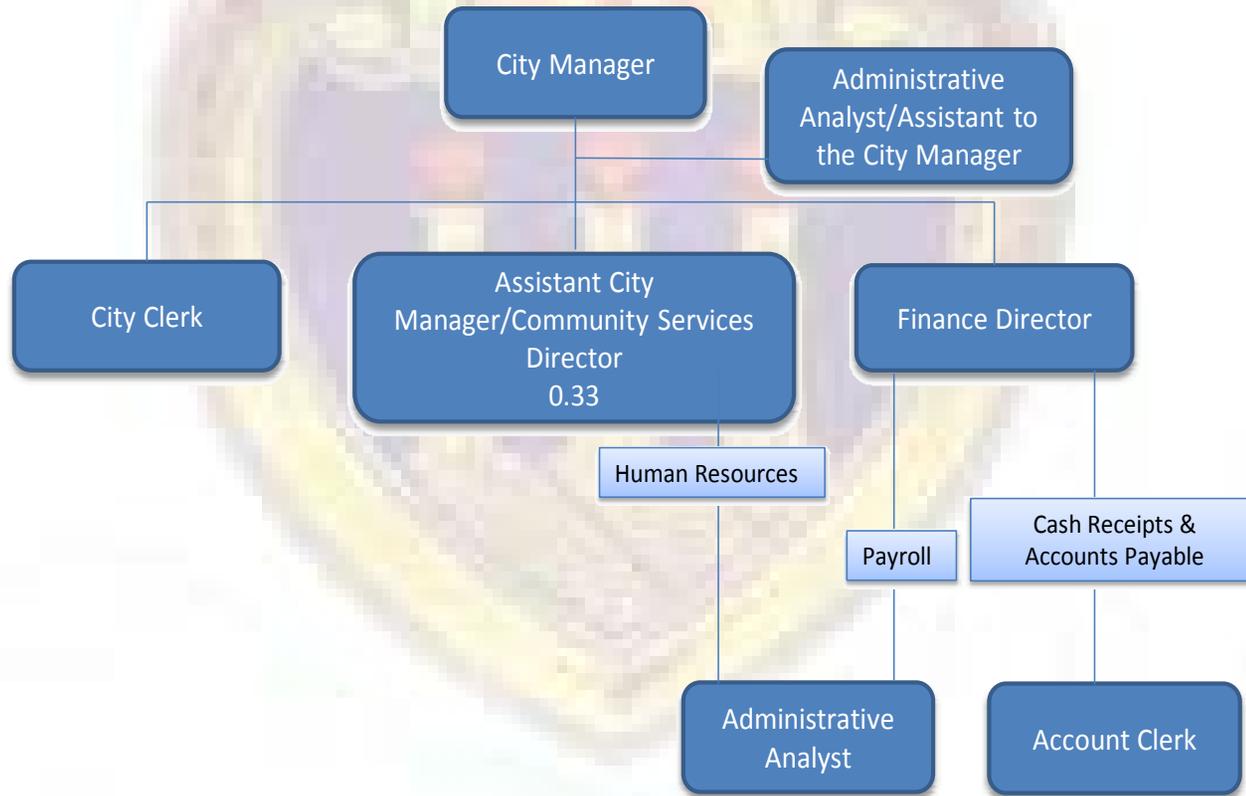
The City Manager receives staff support from the employees in the Administration Department. This department is responsible for the City's finance and payroll system; personnel management; compliance with Federal, State and regional mandates; Workers' Compensation and risk management; budget and Capital Improvement Program development; intergovernmental and legislative activities; contract administration and administrative support to all other departments.

Among the most important functions of the department is the day-to-day administration of a comprehensive personnel system and maintenance of all employee records. The major activities of this program include the responsibility for recruitment and selection of new employees and administering employee benefits. An additional responsibility is overseeing the City's risk management program. This activity has continued to expand due mainly to the growing complexity of State and Federal laws regarding employment and the importance of employee safety, Workers' Compensation, and liability programs. A related responsibility is labor relations and negotiating employment contracts with the three organized City employee unions.

Another important function of this department is conducting municipal elections, compiling City Council agendas, and maintaining all City documents. This function includes recording Council minutes; processing, indexing and filing ordinances, resolutions and official hearing notices; maintaining City codes; and ensuring compliance with financial and campaign disclosure laws.

This department is also responsible for the general accounting needs for the City including payroll, accounts payable and receivables, general ledger and cashiering. The main function of this program is to keep and maintain books, accounts and a general accounting system for the City. The City utilizes an in-house computer system and City personnel are responsible for all data input as well as preparing reports for all departments on the status of their revenues and expenditures.

# Administration



## Administration (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
	Unrestricted Funds	2,146,322	2,381,996	2,341,387	2,289,277
	<b>Total Sources</b>	<b>2,146,322</b>	<b>2,381,996</b>	<b>2,341,387</b>	<b>2,289,277</b>
<b>Uses by Type:</b>					
	Personnel	1,043,498	1,143,689	1,065,351	1,223,822
	Services & Supplies	1,102,823	1,237,507	1,275,236	1,059,655
	Capital Outlay	-	-	-	5,000
	Debt Service	-	800	800	800
	<b>Total Expenditures</b>	<b>2,146,322</b>	<b>2,381,996</b>	<b>2,341,387</b>	<b>2,289,277</b>
	<b>Cost Recovery</b>	0%	0%	0%	0%
<b>Expenditures by Fund:</b>					
101	General Fund	1,689,178	1,871,748	1,813,372	1,796,455
207	Prop A Transit Funds	118,014	125,149	120,891	123,000
209	Drought Fund	-	3,000	3,000	3,000
212	AQMD Funds	1,703	-	-	-
394	Capital Project Fund	-	-	-	5,000
401	Debt Service Fund	-	800	800	800
595	Workers' Compensation Fund	23,354	-	21,360	21,360
596	General Liability Fund	314,073	381,299	381,964	339,662
	<b>Total Expenditures</b>	<b>2,146,322</b>	<b>2,381,996</b>	<b>2,341,387</b>	<b>2,289,277</b>
		-	-	-	-
	Original Budget		2,319,012		
	Amendments		62,984		
	Amended Budget		<u>2,381,996</u>		
<b>Staffing History:</b>					
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager	0.50	0.50	0.50	0.33
	Finance Director	1.00	1.00	1.00	1.00
	City Clerk	1.00	1.00	1.00	1.00
	Assistant to the City Manager	-	-	-	1.00
	Administrative Analyst	1.00	1.25	1.25	1.25
	Account Clerk	-	1.00	1.00	1.00
	Clerk II	0.71	-	-	-
	Intern	0.29	0.46	0.14	-
	<b>Total FTEs</b>	<b>5.50</b>	<b>6.21</b>	<b>5.89</b>	<b>6.58</b>

## Administration (Continued)

<b>Performance Measure</b>	<b>2016-17 Goal</b>
Improve Timeliness of Information to Council & Community	Provide non-emergency information within 48 hours of availability
Decrease Number of Full Time Positions Vacant	Maintain full time positions (100) at 90% or higher
Audit Findings in Annual Financial Audit	No audit findings
Timeliness of Public Meeting Postings	Post recordings of meetings within 2 business days of the meeting and minutes within 2 days of approval

<b>Indicators</b>	<b>Annual Workload</b>
City Council Meeting Agendas, Audio Recordings & Minutes Prepared & Posted to Website	26
Boards & Commissions Vacancy Recruitments	
Bid Openings	15
Legal Notices Posted	33
Public Records Act Request Responses & Subpoenas	123
Proclamations & Certificates of Recognition	131
Fair Political Practices Commission Filings	73
Annual Expenditures	\$27 Million
Investment Portfolio Size	\$20 Million
Accounts Payable Disbursements (Check & EFT)	3,250
Payroll Checks & EFTs	5,200
Cash Receipts Processed	8,550
GL Journal Entries Processed	420
Number of Personnel Action Forms Processed	120
Number of Employee Recruitments	34

## Administration (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-07-4001-0000	Full Time Salaries	667,887	677,408	675,214	736,781
101-07-4002-0000	Part Time Wages	35,708	17,414	6,218	-
101-07-4004-0000	Overtime	433	596	-	733
101-07-4006-0000	Medicare	9,359	11,349	9,500	12,064
101-07-4008-3080	Retirement - ICMA 401(a)	7,662	7,600	7,600	12,800
101-07-4008-6050	Retirement-PARS	1,073	653	200	-
101-07-4008-6160	Retirement - PERS	73,871	106,469	106,469	127,100
	Normal Cost				64,571
	UAL 20 Year Payoff				62,529
101-07-4010-0000	Cafeteria Benefit	65,806	80,400	80,400	92,352
101-07-4011-0000	Technology Allowance	8,475	8,550	8,550	8,742
101-07-4012-0000	Auto Allowance	7,264	7,200	7,200	7,200
101-07-4016-0000	Retiree Benefits	165,960	226,050	164,000	226,050
	<b>Total Personnel</b>	<b>1,043,498</b>	<b>1,143,689</b>	<b>1,065,351</b>	<b>1,223,822</b>
101-07-4106-2755	Contract Legal Svc.s-General	109,339	140,000	133,000	140,000
101-07-4106-3415	Contract Legal Svc.s-Labor	2,800	15,000	25,000	15,000
101-07-4150-0000	Other Contract Services	280,182	270,120	270,120	172,483
	710 Freeway Coalition (Partial Amend.)		15,000		15,000
	AB939 compliance		5,400		5,400
	Actuarial Valuations		5,400		5,850
	Audit		26,205		28,705
	Audit Supplemental		-		6,000
	Banking Services		12,000		15,000
	City Code Online		500		500
	City Hall Janitorial Services		4,220		6,960
	Codification Services		3,000		3,000
	Computer Network/Technical Maintenance		60,000		14,400
	Credit Card Fees		16,000		18,000
	Deferred Comp. Record Keeping Fee		-		2,500
	Digital Imaging Strategy		6,210		-
	Employee Assistance Program		6,500		6,540
	Financial Management System		13,000		13,500
	Flu Shots		500		500
	HdL Business License Software Maintenance		5,000		-
	HdL Sales Tax Software Maintenance		1,200		1,200
	Insurance Certificate Management Software Maintenance		-		1,500
	Laserfiche		1,000		1,000
	Mobile Audiogram/Annual Health Checks		3,685		3,685
	Paychecks Applicant Tracking System		3,500		6,600
	Planet Bid		-		8,143
	Property Tax Auditing & Reporting Service		3,000		-
	Records Management Plan & Retention Schedule		44,000		-
	Upgrade Server		20,000		-
	US Bank Safekeeping Services		2,000		1,500
	Website Maintenance		5,000		7,000

## Administration (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
209-07-4150-0000	Other Contract Services	-	3,000	3,000	3,000
	Drought Education		3,000		3,000
595-07-4150-0000	Workers' Comp. Contract Services	20,884	-	21,360	21,360
596-07-4150-0000	General Liability First Aide	-	-	211	-
101-07-4202-0000	Advertising	28,578	27,000	46,000	30,000
	Legal Notices		27,000		
101-07-4204-0000	Books & Periodicals	54	395	60	395
	Elections Code		60		60
	Employer Handbook		140		140
	FLSA Update		95		95
	HR Employment Law		100		100
101-07-4206-0000	Building Repair & Maintenance	7,264	9,270	6,000	9,270
	Cleaning Supplies		5,000		5,000
	Exterminating		720		720
	Heating and Air Conditioning		2,200		2,200
	Security System		1,350		1,350
207-07-4208-0750	Bus Transportation-Chamber	2,300	3,000	2,891	3,000
207-07-4208-1330	Bus Transportation-Dial a Ride	5,714	12,149	8,000	10,000
207-07-4208-8140	Bus Transportation-SMUSD Youth	110,000	110,000	110,000	110,000
101-07-4290-0000	Election	-	65,684	65,684	-
101-07-4316-0000	Equipment Repair & Maintenance	5,243	5,800	5,800	5,800
	Copier		4,000		4,000
	Postage Meter		1,800		1,800
101-07-4332-0000	Fees/Permits/Taxes to Outside A	670	743	740	762
	LAFCO Assessment		743		762
595-07-4356-0000	Workers' Comp. Insurance Premiums	2,470	-	-	-
596-07-4356-3412	Ins. Premiums JPIA	314,073.20	381,299	381,753	339,662
	General Liability Insurance		353,880		309,662
	Property Insurance		22,419		25,000
	Pollution Insurance		5,000		5,000

## Administration (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
101-07-4376-0000	Materials & Supplies	21,070	26,250	26,250	24,050
	Anti-virus Software		3,000		3,000
	City logo shirts		500		500
	Office Supplies & Paper		12,000		12,000
	Employee recognition ceremony		7,000		7,000
	Employee service pins		850		850
	Flag replacement		700		700
	Time & Date Stamp for City Clerk		700		-
	Contract/Insurance Certificate Management Software		1,500		-
101-07-4396-0000	Memberships & Dues	29,893	33,069	33,069	25,087
	CA City Management Foundation		400		400
	California Municipal Treasurers Association		160		160
	California Public Employees Labor Relations Assoc.		350		350
	California Society of Municipal Finance Officers		115		115
	CB Merchant Services (Collections)		120		120
	Chamber		250		250
	City Clerk Association of California		130		130
	City Club		345		345
	Community Meetings		900		900
	Government Finance Officers Association		200		200
	International Institute of Municipal Clerks		155		155
	League - County Division Dues		1,200		1,200
	League Of California Cities		5,500		5,500
	Liebert Cassidy Employee Relations Consortium		2,530		2,530
	National Notary Association		59		52
	Public Agency Risk Management Association		75		75
	Planet Bid		8,000		-
	Rotary		1,300		1,300
	San Gabriel Valley City Manager Association		55		55
	San Gabriel Valley COG		9,300		9,300
	SCAG and SCAG Access		1,390		1,390
	Society of HR Managers		185		185
	Public Employer Labor Relations Assoc. of CA		175		-
	IPMA		-		200
	Springbrook User Group		175		175
101-07-4398-0000	Mileage	618	500	1,400	1,000
101-07-4399-0000	Non-capitalized Equipment	672	-	-	-
212-07-4399-0000	Non-capitalized Equipment	1,703	-	-	-
	Valentine School Bike Racks		-		-
101-07-4412-0000	Postage	17,892	10,000	10,000	10,000
101-07-4420-0000	Printing	18,430	16,728	16,728	19,205
	Budgets		300		1,000
	City Newsletter		9,628		11,405
	Forms		4,300		4,300
	Letterhead		1,000		1,000
	Employee Handbook		1,500		1,500

## Administration (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
101-07-4436-0000	Recruitment	18,271	7,000	7,000	7,000
101-07-4468-0000	Staff Development	2,538	6,900	6,900	6,900
	HR Certifications		5,500		5,500
	Miscellaneous		1,400		1,500
101-07-4476-0000	Surety Bonds	1,843	1,600	1,850	1,850
101-07-4480-0000	Travel & Meetings	5,790	6,440	7,000	9,690
	California Society of Municipal Finance Officers Meetings, Local		580		580
	City Clerk's New Law & Election Seminar		1,000		1,000
	City Clerk's Assoc. Annual Conference		1,000		1,000
	City Treasurer's Conference		600		1,000
	Labor Consortium Training		660		660
	League of California Cities (CM & Assistant CM)		1,200		1,200
	Notary Renewal Training Seminar & Exam		-		500
	San Gabriel Valley City Managers Annual Conference, Pomona		100		100
	San Gabriel Valley City Managers Association		100		100
	PELRAC Workshop		300		300
	CJPIA HR Academy (2)		-		600
	CJPIA Executive Academy		-		300
	CJPIA Risk Conference (2)		-		750
	PARMA (2)		-		1,000
	Misc. Personnel Trainings		300		300
	Tax Seminar		600		300
101-07-4500-1980	Utilities-Electricity	45,127	45,000	45,000	50,000
101-07-4500-4950	Utilities-Natural Gas	1,018	900	1,300	1,300
101-07-4500-9025	Utilities-Telecommunications	12,974	15,620	15,620	16,000
101-07-4500-9460	Utilities-Water	1,364	1,540	1,000	1,000
101-07-4950-0001	Equipment Cost Allocation	34,052	22,500	22,500	25,841
	<b>Total Services &amp; Supplies</b>	<b>1,102,823</b>	<b>1,237,507</b>	<b>1,275,236</b>	<b>1,059,655</b>
394-07-4600-0881	Council Chamber ADA Upgrades	-	-	-	5,000
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
401-07-4230-0000	Cost of Issuance	-	800	800	800
	<b>Total Debt Service Expenditures</b>	<b>-</b>	<b>800</b>	<b>800</b>	<b>800</b>
	<b>Total Expenditures</b>	<b>2,146,322</b>	<b>2,381,996</b>	<b>2,341,387</b>	<b>2,284,277</b>

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# SMTV

The City's Education/Government Channel provides for the education of the public via cable television. The primary function of the program is to provide an information bridge between the residents, City government and the schools.

The City's Cable Television program will strive to keep residents informed and educated via the airwaves by cable casting community events, the community calendar, and other community related information. The program will also serve as a resource in the event of a natural disaster or local emergency.

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Department Generated:</b>					
	PEG Fees	-	30,000	-	-
	<b>Total Sources</b>	-	30,000	-	-
<b>Uses by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	-	30,000	-	-
	Capital Outlay	-	-	-	-
	<b>Total Uses</b>	-	30,000	-	-
	<b>Cost Recovery</b>	0%	100%	0%	0%
<b>Expenditures by Fund:</b>					
101	General Fund	-	-	-	-
216	PEG Fund	-	30,000	-	-
	<b>Total Expenditures</b>	-	30,000	-	-
	Original Budget		30,000		
	Amendments		-		
	<b>Amended Budget</b>		<b>30,000</b>		

## Budget Detail

### Expenditures:

101-08-4150-0000	Other Contract Services	-	-	-	-
216-08-4399-0000	Non-Capitalized Equipment	-	30,000	-	-
	<b>Total Services &amp; Supplies</b>	-	30,000	-	-
	<b>Total Expenditures</b>	-	30,000	-	-

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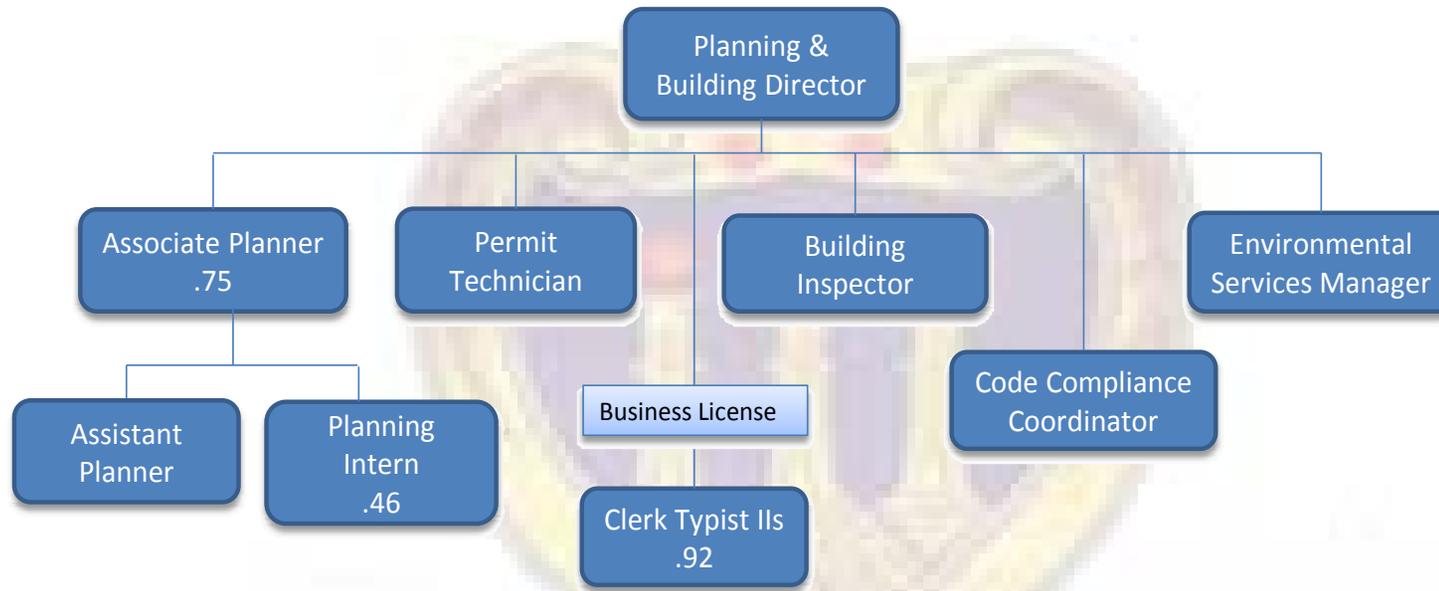
## **Planning and Building**

Maintaining the high-quality residential character of San Marino is the top priority of the Planning and Building Department. This Department consists of the Planning and Building Director, Building Inspector, Environmental Services Manager, Associate Planner, Assistant Planner, Planning Intern, Permit Technician, two part-time clerk typists and a part-time City Engineer. A contract engineering firm provides plan check engineering and building inspection on an “as needed” basis. Together these employees are primarily responsible for current and long-range planning, environmental review, building inspection, plan checking, code enforcement, urban forestry, “green” programs, administering the business license program, and engineering services.

Current planning activities include providing zoning information to the public, reviewing development plans for compliance with City zoning regulations, and processing plans through the Design Review Committee, Planning Commission and City Council. Long-range planning guides the future growth and physical development of the City by updating the General Plan and its various elements. Through its code enforcement program, the Department aims to preserve the City’s beautiful appearance. Environmental preservation is handled by the Department’s “green building” efforts. The Department also monitors commercial vacancies, and provides zoning information for prospective businesses seeking to relocate in San Marino.

This Department is responsible for administering and enforcing local and State regulations applicable to construction on private property within the City. Included in this responsibility is the review of construction plans, issuance of permits and field inspection of construction from foundation through final completion of buildings.

# Planning and Building



## Planning & Building (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
	Unrestricted Funds	(87,756)	37,199	102,775	182,175
	Intergovernmental	5,000	5,000	5,000	5,000
		(82,756)	42,199	107,775	187,175
<b>Department Generated:</b>					
	Licenses & Permits	556,081	455,000	510,630	533,000
	Charges for Services	480,164	617,600	412,000	416,000
	Fines & Forfeitures	44,800	15,000	45,000	45,000
	Miscellaneous Revenues	283	400	500	500
		1,081,329	1,088,000	968,130	994,500
	<b>Total Sources</b>	<b>998,573</b>	<b>1,130,199</b>	<b>1,075,905</b>	<b>1,181,675</b>
<b>Uses by Type:</b>					
	Personnel	625,005	783,328	785,282	819,853
	Services & Supplies	373,568	346,871	290,623	361,822
	Capital Outlay	-	-	-	-
	<b>Total Uses</b>	<b>998,573</b>	<b>1,130,199</b>	<b>1,075,905</b>	<b>1,181,675</b>
	<b>Cost Recovery</b>	<b>108%</b>	<b>96%</b>	<b>90%</b>	<b>84%</b>
<b>Expenditures by Fund:</b>					
101	General Fund	969,573	1,086,410	1,035,519	1,144,613
204	CDBG Fund	29,000	32,716	32,716	32,062
221	Used Oil Grant	-	8,879	5,476	5,000
595	Workers' Comp. Fund	-	2,194	2,194	-
	<b>Total Expenditures</b>	<b>998,573</b>	<b>1,130,199</b>	<b>1,075,905</b>	<b>1,181,675</b>
	Original Budget		1,128,499		
	Amendments		1,700		
	Amended Budget		<u>1,130,199</u>		
<b>Staffing History:</b>					
	Planning & Building Director	1.00	1.00	1.00	1.00
	Environmental Services Manager	1.00	1.00	1.00	1.00
	Associate Planner	0.75	0.75	0.75	0.75
	Assistant Planner	1.00	1.00	1.00	1.00
	Permit Technician I	1.00	1.00	1.00	1.00
	Code Compliance Coordinator	-	1.00	1.00	1.00
	Clerk II	0.68	0.92	0.95	0.92
	Intern	0.34	0.50	0.49	0.50
	Building Inspector II	1.00	1.00	1.00	1.00
	<b>Total FTEs</b>	<b>6.77</b>	<b>8.17</b>	<b>8.19</b>	<b>8.17</b>

## Planning & Building (Continued)

<b>Performance Measure</b>	<b>Goal</b>
Plan Checks Timeliness	Return first time comments on minor commercial & residential plans within 10-14 business days from submittal; Return corrected plans within 10-14 business days from submittal
Building Inspection Timeliness	Make 95% of inspections on the next business day following the request
Inspection Service Level	Maintain inspection service levels to 12 inspections or less per inspector per day
Zoning Code Compliance	Have all plan checks certified for zoning code compliance
Continuing Education for Building Inspector	Minimum of 32 hours annually

<b>Indicators</b>	<b>Annual Workload</b>
Business Licenses Issued (including renewals)	2,909
Building Permits Issued	900
Building Inspections Performed	3,251
Administrative Plan Checks Approved	716
Total Plan Checks Made	366
Planning Commission Applications Processed	30
Design Review Applications Processed	100

## Planning & Building (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-14-3106-0000	Tree Permits	33,185	35,000	35,630	35,000
101-14-3150-0000	Bldg. Dept. Education Fee	4,363	12,600	6,000	6,000
101-14-3151-0000	Building Permits	522,896	420,000	475,000	498,000
101-14-3306-0000	General Plan Fee	21,121	80,000	20,000	20,000
101-14-3308-0000	Plan Check Fees	251,908	315,000	261,000	260,000
101-14-3312-0000	Zoning Fees	202,772	210,000	125,000	130,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	283	400	500	500
101-14-3410-0000	Business License NOVs	-	-	30,000	30,000
101-14-3410-9245	Tree Fines	44,800	15,000	15,000	15,000
221-14-3203-0000	Used Oil Grant	5,000	5,000	5,000	5,000
<b>Total Revenues</b>		<b>1,086,329</b>	<b>1,093,000</b>	<b>973,130</b>	<b>999,500</b>
<b>Expenditures:</b>					
101-14-4001-0000	Full Time Salaries	482,981	528,070	540,267	559,960
101-14-4002-0000	Part Time Wages	14,697	57,822	50,849	51,487
101-14-4004-0000	Overtime	1,784	1,327	-	2,417
101-14-4006-0000	Medicare	5,443	7,720	6,717	8,158
101-14-4008-6050	PARS Retirement	551	1,893	1,907	1,931
101-14-4008-6160	Retirement - PERS	53,249	87,996	87,042	97,400
	Normal Cost				50,503
	UAL 20 Year Payoff				46,897
101-14-4010-0000	Cafeteria Benefit	60,845	92,400	92,400	92,400
101-14-4011-0000	Technology Allowance	5,454	6,000	6,000	6,000
101-14-4013-0000	Uniform Allowance	1	100	100	100
<b>Total Personnel</b>		<b>625,005</b>	<b>783,328</b>	<b>785,282</b>	<b>819,853</b>
101-14-4104-0000	Contract Engineering Services	41,556	30,000	41,580	35,000
101-14-4104-6270	Contract Building & Safety Svc	119,930	158,000	100,000	130,000
101-14-4106-0950	Contract Legal Svc.s-Code Enf.	18,624	15,000	15,000	15,000
101-14-4106-2755	Contract Legal Svc.s-General	52,005	35,000	30,000	35,000
101-14-4150-0000	Other Contract Services	45,183	26,400	25,000	72,218
	Permit Software Maintenance		11,900		11,900
	Hearing Officer		3,000		3,000
	Computer Network/Technical Maintenance		6,000		8,118
	General Plan Circulation Element		-		30,000
	GIS		-		12,700
	Laserfiche Permit Scanning		4,000		-
	Permit/Plan Check/Code Enforcement Software		1,500		-
	HdL Business License System Maintenance		-		6,500

## Planning & Building (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
101-14-4202-0000	Advertising	11,554	7,000	10,500	7,000
101-14-4204-0000	Reference Materials	130	200	-	1,000
101-14-4316-0000	Equipment Repair & Maintenance	-	-	-	2,600
101-14-4332-0000	Fees/Permits/Taxes to Outside	-	375	75	375
101-14-4376-0000	Materials & Supplies	3,783	2,800	6,000	4,500
101-14-4396-0000	Memberships & Dues	1,880	3,034	2,709	2,834
	American Planning Association/AICP		1,400		1,200
	California Building Officials-City		265		265
	City Club		105		105
	Int'l Assn. of Electrical Inspectors-City		204		204
	Int'l Assn. Of Plumbing & Mechanical Officials-City		150		150
	International Code Council-Building Inspector		105		105
	International Code Council-City		445		445
	Pesticide Applicators Professional Association		45		45
	I.S.A Certified Arborist/Municipal Specialist		255		255
	Qualified Applicator's Certification		60		60
101-14-4398-0000	Mileage	836	1,300	100	500
101-14-4399-0000	Non-capitalized Equipment	7,086	7,768	7,159	3,000
	ADA Evaluation Software		-		1,500
	Copier (Lease for 5 years)		2,600		-
	Computer(s)		3,000		1,500
	Council Chambers Assisted Listening Devices		1,768		-
	Sound Level Meter		150		-
	Airprinter for Vehicles		250		-
101-14-4412-0000	Postage	1,723	1,600	1,600	1,600
101-14-4420-0000	Printing	3,417	3,700	1,500	2,000
101-14-4468-0000	Staff Development	2,228	3,605	2,814	3,575
	CTI Education Week		1,040		1,040
	Bldg. Inspector-2010 Codes Update ICC		300		300
	Bldg. Inspector -2010 Codes Update IAPMO		500		500
	Planning & Building Director Required Continuing Education		550		550
	California Association of Code Enforcement Officers		300		300
	Pesticide Certification		160		160
	I.S.A Certified Arborist/Municipal Specialist		300		300
	Planner Training		455		425
101-14-4480-0000	Travel & Meetings	1,547	4,300	1,600	3,100
	American Planning Association Conference		3,000		2,000
	League of CA Cities		1,200		1,000
	Community Meetings		100		100

## Planning & Building (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
101-14-4500-9025	Utilities-Telecommunications	171	-	900	920
101-14-4508-0000	Vehicle Repair & Maintenance	1,383	1,000	1,700	1,000
101-14-4352-0000	Housing Rehabilitation	28,995	-	-	-
204-14-4352-0000	Housing Rehabilitation	29,000	32,716	32,716	32,062
221-14-4376-0000	Used Oil Grant - Supplies	-	8,879	5,476	5,000
595-14-4356-0000	Workers' Comp Premium	-	2,194	2,194	-
101-14-4950-0001	Equipment Cost Allocation	2,538	2,000	2,000	3,538
	<b>Total Services &amp; Supplies</b>	<u>373,568</u>	<u>346,871</u>	<u>290,623</u>	<u>361,822</u>
	<b>Total Expenditures</b>	<u>998,573</u>	<u>1,130,199</u>	<u>1,075,905</u>	<u>1,181,675</u>

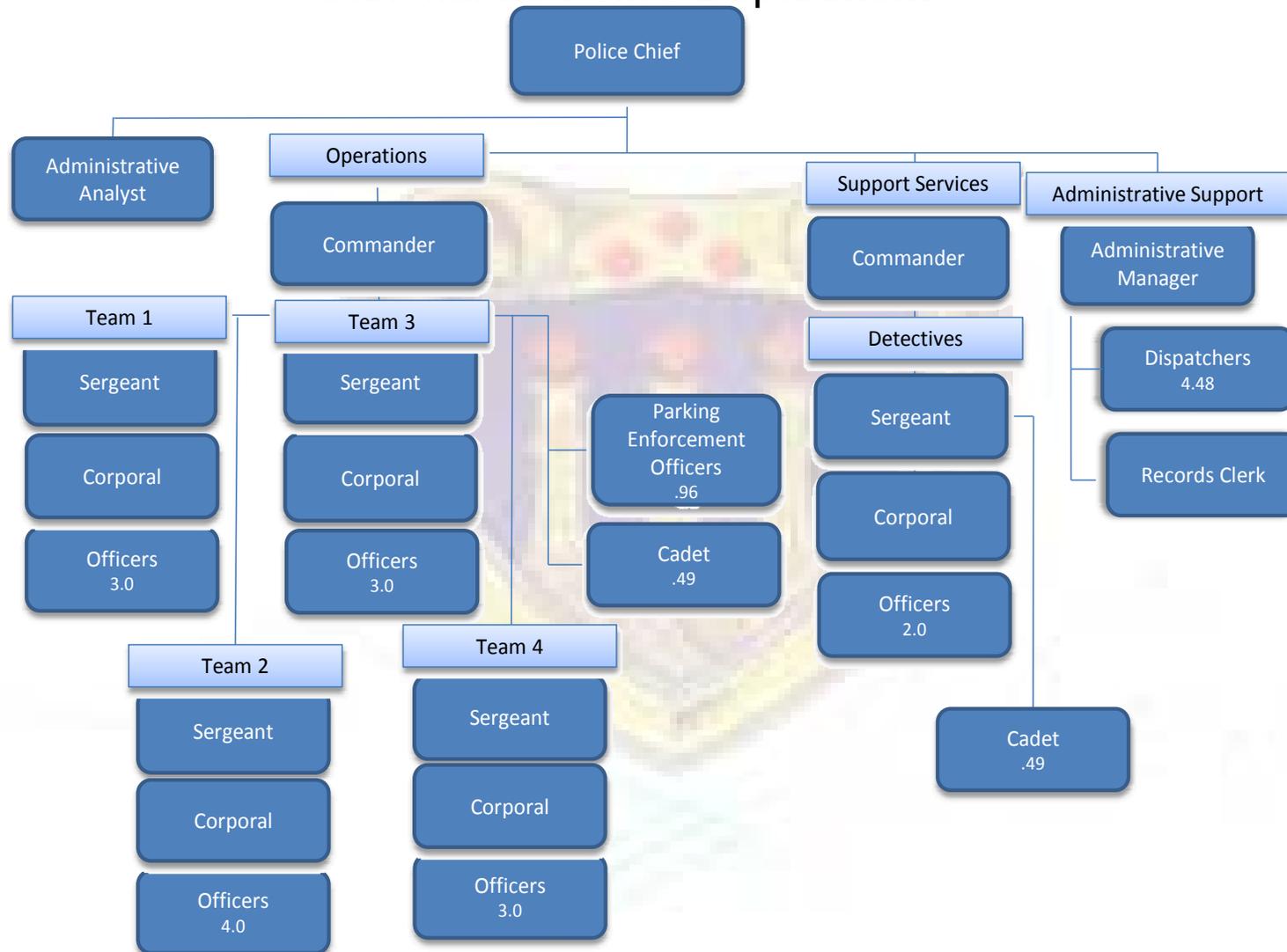
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## **Police**

The San Marino Police Department is an organization that is service oriented and like our Motto, "Pride in Service"; it is an integral part of our values. Working with the Community and City Staff, the Department provides a full range of services to the Community. The services include response to calls for service, traffic enforcement and investigative responsibilities. Additionally, the Department has a strong community oriented approach to the reduction of crime and ensuring the Community has a feeling of safety as they go about their lives in this special Town.

Our Department is comprised of 38 full and part time personnel. Of the 38, the Department has 28 sworn officers and 10 civilian personnel. San Marino Police Department is led by a Chief of Police and two Bureau Commanders. The officers are assigned to patrol, motorcycle detail and detective functions along with administrative duties as needed. The civilian employees consist of a Administrative Services Manager, an Analyst, four full-time and one part-time dispatchers. Additionally the Department has two part-time Parking Control Officers and two part-time Cadets.

# San Marino Police Department



# Police (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
	Unrestricted Funds	4,345,537	4,707,478	4,775,225	5,186,912
	Public Safety Taxes	1,061,882	1,047,816	1,047,816	1,074,252
	Intergovernmental Funds	221,623	211,172	150,410	136,800
	<b>Total</b>	<b>5,629,042</b>	<b>5,966,467</b>	<b>5,973,451</b>	<b>6,397,964</b>
<b>Department Generated Funds:</b>					
	Charges For Service	77,113	80,300	67,164	64,450
	Fines & Forfeitures	224,274	276,000	124,000	150,500
	Miscellaneous Revenue	18,031	15,000	19,701	20,500
	<b>Total</b>	<b>319,417</b>	<b>371,300</b>	<b>210,865</b>	<b>235,450</b>
	<b>Total Sources</b>	<b>5,948,459</b>	<b>6,337,767</b>	<b>6,184,316</b>	<b>6,633,414</b>
<b>Uses by Type:</b>					
	Personnel	5,135,626	5,487,572	5,367,897	5,667,855
	Services & Supplies	812,834	850,195	816,419	920,559
	Capital Outlay	-	-	-	45,000
	<b>Total Uses</b>	<b>5,948,459</b>	<b>6,337,767</b>	<b>6,184,316</b>	<b>6,633,414</b>
	<b>Cost Recovery</b>	5%	6%	3%	4%
<b>Expenditures by Fund:</b>					
		-	-	-	-
103	Public Safety Fund	5,275,472	5,685,099	5,543,019	6,008,772
104	4th of July Fund	18,691	6,594	13,895	13,696
217	Asset Forfeiture Fund	41,339	19,200	19,200	1,800
233	COPS Fund	87,311	90,530	87,311	90,000
240	State Homeland Security Grant Fund	18	-	-	-
241	Safe Routes to School Grant Fund	44,383	58,242	699	-
281	Donations Fund	3,440	3,000	4,590	2,000
394	Capital Project Fund	-	-	-	45,000
401	Debt Service Fund	253,049	264,865	264,865	273,802
595	Workers' Compensation Fund	224,757	210,236	250,736	198,344
	<b>Total Expenditures</b>	<b>5,948,459</b>	<b>6,337,767</b>	<b>6,184,316</b>	<b>6,633,414</b>
	Original Budget	-	6,337,767	-	-
	Amendments	-	(0)	-	-
	Amended Budget	-	<b>6,337,767</b>	-	-
<b>Staffing History:</b>					
	Police Chief	1.00	1.00	1.00	1.00
	Police Commander	-	-	-	2.00
	Police Lieutenant	2.00	2.00	2.00	-
	Police Administrative Manager	-	-	-	1.00
	Police Records & Communications Supervisor	1.00	1.00	1.00	-
	Administrative Analyst	1.00	1.00	1.00	1.00
	Dispatcher/Clerk	4.06	4.48	3.65	4.48
	Officer	14.00	15.00	11.50	15.00
	Corporal	4.00	5.00	5.00	5.00
	Sergeant	5.00	5.00	5.00	5.00
	Cadet	0.73	0.96	0.93	0.96
	Records Clerk	0.29	0.48	0.41	1.00
	Parking Enforcement Officers	0.70	0.96	0.94	0.96
	<b>Total FTEs</b>	<b>33.78</b>	<b>36.88</b>	<b>32.43</b>	<b>37.40</b>

## Police (Continued)

Performance Measure	Goal
Increase Communication with the Community	Community Meetings, Coffee with a Cop, Neighborhood Watch Meetings
Part One Crimes	Reduce by 10%
Priority 1 Response Time	Respond in less than 2 Minutes
Traffic Safety	Two Traffic Details per Day Reduce Traffic Collisions by 5% Increase Traffic Enforcement Based on Current Data

Indicators	Annual Workload
Homicide	0
Rape	1
Robbery	4
Aggravated Assault	22
Residential Burglary	68
Commercial Burglary	14
Larceny	136
Auto Theft	14
Arson	1
Total Part I Crimes	260
Calls for Service	4820
Priority 1 Calls	156
Priority 1 Response Time	2:33
Total Contacts	12,571

## Police (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
103-30-3201-0000	Animal Control Services	280	10,000	10,000	11,500
103-30-3316-0000	Special Police Services	10,885	10,000	2,500	2,400
103-30-3317-0000	Citation Sign off Fee	601	600	500	400
103-30-3318-0000	Clearance Letter Fees	715	500	400	400
103-30-3319-0000	Report Copies	250	200	756	750
103-30-3321-0000	Burglary Alarm Permits	16,131	18,000	11,500	11,500
103-30-3324-0000	House watch Fees	3,585	2,500	9,900	10,000
103-30-3325-0000	Vehicle Impound Release Fees	18,569	15,000	13,608	12,500
103-30-3331-3550	Live Scan Fees	1,805	1,500	6,000	7,000
103-30-3331-9241	Tow Fees	24,292	22,000	12,000	8,000
103-30-3202-6600	POST Reimbursement	13,336	15,000	7,882	12,500
103-30-3320-0000	Burglary Alarm Fines	700	1,000	-	500
103-30-3400-0000	Parking Citations	90,766	120,000	65,000	70,000
103-30-3401-0000	Vehicle Code Fines	104,491	125,000	59,000	80,000
103-30-3410-0440	Business License NOVs	28,316	30,000	-	-
103-30-3701-0000	Police Misc. Revenue	1,085	-	5	-
103-30-3702-0000	Police Reimbursements	3,610	-	11,814	8,000
		<b>319,417</b>	<b>371,300</b>	<b>210,865</b>	<b>235,450</b>
<b>Expenditures:</b>					
103-30-4001-0000	Full Time Salaries	3,063,954	3,113,224	2,911,857	3,205,470
103-30-4002-0000	Part Time Wages	80,568	92,980	109,495	95,670
103-30-4004-0000	Overtime	270,604	199,294	290,000	214,100
103-30-4006-0000	Medicare	45,538	47,445	44,186	48,837
103-30-4008-6050	PARS Retirement	2,121	3,017	2,437	3,096
103-30-4008-6160	Retirement - PERS	759,845	1,026,610	996,729	1,102,754
	Normal Cost				546,507
	UAL 20 Year Payoff				556,247
103-30-4010-0000	Cafeteria Benefit	373,627	480,000	400,000	492,000
103-30-4011-0000	Technology Allowance	11,648	10,800	10,800	10,800
103-30-4013-0000	Uniform Allowance	18,476	19,500	19,500	19,500
103-30-4014-0000	Unemployment Payments	176	-	-	-
103-30-4015-0000	Workers' Compensation Benefits	-	-	98,632	27,135
401-30-4999-0000	Debt Service	253,049	264,865	264,865	273,802
104-30-4004-0000	Police Overtime	15,769	6,500	13,198	13,500
104-30-4006-0000	Medicare	108	94	32	196
104-30-4008-6160	Retirement-PERS	1,682	-	282	-
104-30-4010-0000	Cafeteria Benefits	1,132	-	382	-
241-30-4002-0000	Part Time Wages	570	1,000	-	-
241-30-4004-0000	Overtime	41,240	57,118	-	-
241-30-4006-0000	Medicare	265	87	-	-
241-30-4008-6050	Retirement-PARS	21	38	-	-
241-30-4010-0000	Cafeteria Benefits	785	-	-	-
595-30-4015-0001	Workers' Comp Current Employee	144,308	125,000	129,500	125,058
595-30-4015-0002	Workers' Comp Past Employees	50,141	40,000	76,000	35,937
<b>Total Personnel</b>		<b>5,135,626</b>	<b>5,487,572</b>	<b>5,367,897</b>	<b>5,667,855</b>

## Police (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
103-30-4150-0000	Other Contract Services	313,033	321,879	321,717	345,932
	All Cities Management		111,000		114,830
	Pasadena Humane Society Animal control		51,050		50,940
	Pasadena Humane Society Animal Licensing		11,500		11,500
	Arcadia-City Range Fees		5,000		5,000
	Blood Withdrawal at Hospital		2,400		2,400
	Burro Canyon Bills		500		-
	California I.D. State Fingerprint Network		1,000		1,000
	County Tax on Parking Citations		36,000		21,600
	Parking Citation Processing		5,500		4,000
	Computer Network/Technical Maintenance		52,000		81,183
	Emergency Exams, Treatment of Suspects & Victims		-		2,500
	CSI/DNA Services		6,500		12,000
	Pasadena Services		-		9,600
	Jail Facilities Booking Fees		15,000		15,000
	Janitorial Services		8,800		-
	Pasadena Police Department Helicopter		13,019		13,019
	Photograph Processing		250		-
	Proximity Card Security Maintenance		1,000		-
	Constant Contact - CLEARs		360		360
	Mapping System		1,000		1,000
233-30-4150-9470	Other Contract Services-West C	87,311	90,530	87,311	90,000
103-30-4204-0000	Books & Periodicals	606	800	755	800
103-30-4206-0000	Building Repair & Maintenance	12,424	8,100	9,000	20,650
	Janitorial Services				11,100
	Other				9,550
103-30-4308-0000	Equipment Rental	474	-	-	-
103-30-4316-0000	Equipment Repair & Maintenance	6,870	7,450	7,450	5,550
	AED Repair (Amend)		1,000		500
	Armory Cleaning		350		350
	Copier		4,200		-
	Magnasync / Genesis (Amend)		1,150		1,150
	Radio Maintenance				300
	PAS Device Maintenance				2,000
	Taser Repair (Amend)		-		500
	Unitrols		750		750
103-30-4376-0000	Materials & Supplies	13,570	10,000	10,000	13,000
241-30-4376-0000	Materials & Supplies	1,502	-	699	-
281-30-4376-0000	Materials & Supplies	3,440	3,000	4,590	2,000
103-30-4376-0175	M & S-Ammo & Weapons	13,954	17,000	17,000	13,000

## Police (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
103-30-4396-0000	Memberships & Dues	3,888	4,000	4,000	3,229
	International Association of Chiefs of Police (IACP)				150
	Police Executive Research Foundation (PERF)				475
	California Police Chiefs Association (CPCA)				399
	Los Angeles County Police Chiefs Association (LACPCA)				500
	San Gabriel Valley Police Chiefs Association (SGVPCA)				250
	California Association of Tactical Officers (CATO)				100
	Peace Officers Association of Los Angeles County (POALAC)				50
	CLEARs				50
	California CLETS User Group (CCUG)				75
	Costco				160
	San Marino Rotary				900
	San Marino City Club				120
103-30-4398-0000	Mileage	33	-	-	-
103-30-4399-0000	Non-capitalized Equipment	10,497	14,500	14,000	3,000
	Chairs (\$500 each)		1,000		3,000
	Computer Hardware/Software		500		-
	Computers (6)		9,000		-
	Parking Citation Writers		4,000		-
217-30-4399-0000	Non-Capitalized Equipment	41,339	19,200	19,200	1,800
	FSET Uniforms		1,000		-
	DOJ Approved Shredder		3,200		-
	Glock Magazines		2,000		-
	Tablet & Printer for Watch Commander Vehicle		-		1,800
	Tactical Shield		2,500		-
	Tactical Vest		2,500		-
	FSET Headset		1,000		-
	2 Lidors		7,000		-
103-30-4401-0000	Outside Services	9,891	12,000	13,832	13,910
	Huntington Library and Other		8,000		2,410
	School District		4,000		11,500
103-30-4412-0000	Postage	519	-	600	750
103-30-4415-0000	POST Training	23,956	25,000	24,000	30,000
103-30-4420-0000	Printing	4,534	3,000	3,000	4,000
103-30-4436-0000	Recruitment	10,922	12,000	13,000	15,000
103-30-4438-0000	Reserve Stipends	-	12,000	-	12,000
103-30-4468-0000	Staff Development	8,875	7,000	8,500	10,000
240-30-4468-0014	Staff Development	18	-	-	-

## Police (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
103-30-4480-0000	Travel & Meetings	4,307	6,150	4,000	6,958
	CA Police Chief's Conference		1,500		1,225
	Ca. Tactical Officers Training		500		-
	Command Officers Association		250		-
	CPCA Legislation Day		-		550
	IACP Conference		-		3,000
	Judicial Council Breakfast		500		-
	LACPCA Conference		-		633
	Liebert, Cassidy, Whitmore Employment Law Conference		400		550
	Local Meetings		500		350
	San Marino Day Out		2,500		-
	SGVPCA Conference		-		650
103-30-4492-0000	Uniforms	314	-	-	-
103-30-4492-0003	Uniforms-PERSable	3,906	5,000	4,000	4,000
103-30-4492-0004	Uniforms Safety	5,805	10,000	10,000	10,000
103-30-4500-4950	Utilities-Natural Gas	419	350	700	500
103-30-4500-9025	Utilities-Telecommunications	18,814	16,000	15,329	16,000
103-30-4508-0000	Vehicle Repair & Maintenance	91,227	105,000	83,500	95,000
	Fuel		75,000		65,000
	Maintenance		20,000		20,000
	Motorcycle Maintenance		5,000		5,000
	Parts		5,000		5,000
595-30-4356-0000	Workers' Comp Premium	30,308	45,236	45,236	37,349
103-30-4950-0001	Equipment Cost Allocation	90,077	95,000	95,000	166,131
	<b>Total Services &amp; Supplies</b>	<b>812,834</b>	<b>850,195</b>	<b>816,419</b>	<b>920,559</b>
394-30-4600-3414	Remove & Remodel Holding Cells				45,000
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>
	<b>Total Expenditures</b>	<b>5,948,459</b>	<b>6,337,767</b>	<b>6,184,316</b>	<b>6,633,414</b>

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## Fire

The Fire Department is best known for its traditional roles in fire suppression and emergency medical services. Equally important, however, are its responsibilities in the areas of fire prevention, life safety inspections, community education and emergency preparedness. Fire Department personnel also provide light and medium maintenance for their vehicles, equipment, buildings and computers.

The delivery of paramedic services is an integral part of the Fire Department mission. While all San Marino firefighters are certified Emergency Medical Technicians, most are also licensed Paramedics, which requires significant additional skill and education. The paramedics provide ambulance service and Advanced Life Support using Standing Field Treatment Protocols (SFTP's). Only about ten percent of the cities in Los Angeles County employ paramedics with the extensive training and experience required to use SFTP's.

In keeping with the Fire Department's values of "Safety, Quality and Integrity," all personnel are committed to an aggressive in-service training program. Every day they train for at least two hours (5,840 man-hours annually) on topics and tasks essential to the safe and effective delivery of emergency services in our community. Some of the topics include special firefighting situations, fire investigations, fire code enforcement, basic and advanced life support, hazardous materials incidents, urban search and rescue, pre-fire planning and scene management.

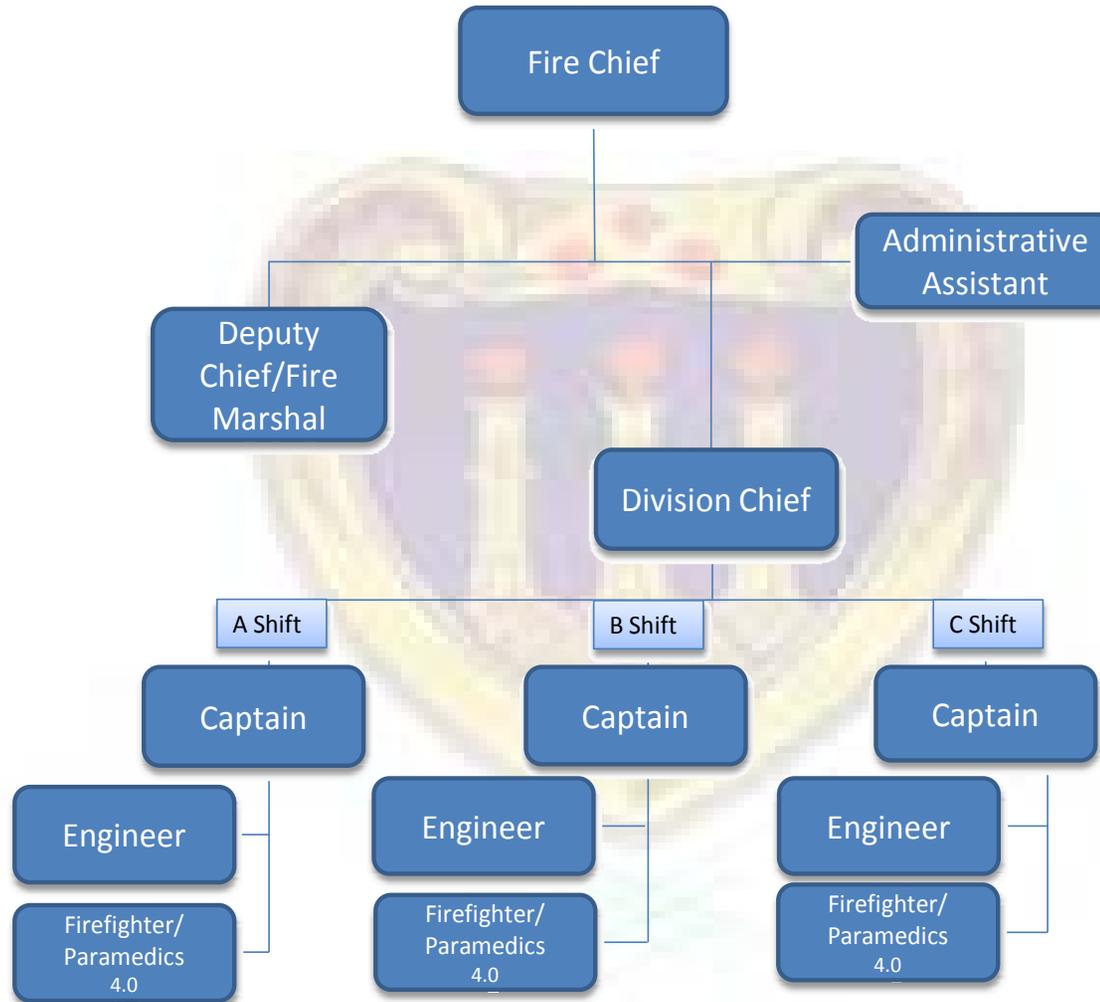
As an integral part of its training program, the Fire Department conducts multi-agency exercises related to high-risk or high-value areas of the City, such as the Enhanced Fire Protection Zone and the Huntington Library, Art Collections and Botanical Gardens. These exercises enhance their ability to respond swiftly to infrequent but critical incidents by emphasizing pre-fire planning, terrain, routes, water systems, evacuation procedures and medical care.

Another effective measure for reducing the risk of loss of life and property to fires is an aggressive fire code enforcement program. Firefighters inspect every commercial occupancy and school at least once each year. In addition, they review all commercial and large residential building plans for adequacy of fire detection and suppression systems. Special attention is focused on the homes located in the Enhanced Fire Protection Zone northwest of Lacy Park. Firefighters inspect each property and counsel homeowners on proper vegetation control and fire safety practices. Firefighters also provide home safety surveys to help residents identify fire and life safety hazards in their homes.

The Fire Department participates in public education efforts in the schools, neighborhoods, community groups and service clubs to stress fire safety, first aid, cardiopulmonary resuscitation and emergency preparedness. Firefighters take part in many diverse programs throughout the local schools to enhance relations and awareness. The Fire Department has developed an extensive emergency preparedness campaign for Neighborhood groups. The Community Disaster Preparation courses are popular for citizen's and business owner's personal readiness. One of the most prominent programs is the Community Emergency Response Team (C.E.R.T.) which teaches local citizens how to assist the Fire Department during major emergencies.

In 2014, the San Marino, San Gabriel, and South Pasadena Fire Departments entered into a Shared Fire Command Agreement where the administration and management of the three fire departments is shared by a unified Command Team. By eliminating redundancies and streamlining processes, the fire departments can provide an enhanced service at a significantly reduced cost. This is a revolutionary model for the three cities as well as the Los Angeles County fire service; one that has been long overdue.

# Fire Department



# Fire (Continued)

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>				
<b>Sources by Type:</b>				
<b>Non-Department Generated:</b>				
Unrestricted Funds	2,345,391	2,946,633	3,094,585	3,081,301
Public Safety Taxes	1,887,790	1,862,784	1,862,784	1,909,780
Intergovernmental Funds	90,682	76,800	76,800	80,000
	<u>4,323,864</u>	<u>4,886,217</u>	<u>5,034,169</u>	<u>5,071,081</u>
	-	-	-	-
<b>Department Generated Funds:</b>				
Charges For Service	1,212,115	1,095,000	972,100	944,100
Intergovernmental Funds	34,346	125,000	198,111	100,000
	<u>1,246,460</u>	<u>1,220,000</u>	<u>1,170,211</u>	<u>1,044,100</u>
<b>Total Sources</b>	<u>5,570,324</u>	<u>6,106,217</u>	<u>6,204,380</u>	<u>6,115,181</u>
<b>Uses by Type:</b>				
Personnel	4,999,604	5,434,388	5,505,302	5,461,794
Services & Supplies	570,720	600,829	627,731	653,387
Capital Outlay	-	71,000	71,347	-
<b>Total Uses</b>	<u>5,570,324</u>	<u>6,106,217</u>	<u>6,204,380</u>	<u>6,115,181</u>
<b>Cost Recovery</b>	22%	20%	19%	17%
<b>Expenditures by Fund:</b>				
	-	-	-	-
103 Public Safety Fund	4,737,698	5,322,562	5,235,386	5,296,836
104 4th of July Fund	1,704	2,550	2,991	3,044
224 Assistance to Firefighters Grant Fund	-	-	-	-
240 State Homeland Security Grant Fund	4,332	-	-	-
281 Donations Fund	4,909	7,500	7,350	4,500
394 Capital Project Fund	-	71,000	71,347	-
401 Debt Service Fund	449,864	470,872	470,872	486,760
595 Workers' Compensation Fund	371,818	231,733	416,433	324,042
<b>Total Expenditures</b>	<u>5,570,324</u>	<u>6,106,217</u>	<u>6,204,380</u>	<u>6,115,181</u>
	-	-	-	-
Original Budget		6,112,716		
Amendments		(6,499)		
Amended Budget		<u>6,106,217</u>		
<b>Staffing History:</b>				
San Marino Fire Chief	0.30	0.30	0.30	0.30
San Gabriel Fire Chief	0.30	0.30	0.30	0.30
San Marino Fire Division Chiefs	0.60	0.60	0.60	0.60
San Gabriel Deputy Chief	0.30	0.30	0.30	0.30
South Pasadena Deputy Chief	0.30	0.30	0.30	0.30
San Gabriel Division Chief	0.60	0.60	0.60	0.60
Fire Captains	3.00	3.00	3.00	3.00
Administrative Assistant	1.00	1.00	1.00	1.00
Firefighter/Paramedic	11.50	13.00	12.00	12.00
Engineer	3.00	3.00	3.00	3.00
<b>Total FTEs</b>	<u>20.90</u>	<u>22.40</u>	<u>21.40</u>	<u>21.40</u>

## Fire (Continued)

<b>Performance Measure</b>	<b>Goal</b>
Response Time	Maintain Less Than 5 Minutes
Community Relations	Participate in 75 Public Events
Fire Prevention	Completet 100% of 231 Commercial Inspections Annually
Revenues	Maintain Effective Cost Recovery

<b>Indicators</b>	<b>Annual Workload</b>
Fires	49
Overpressure Ruptures, Explosions, Overheats (no fire)	2
Rescue & Emergency Medical Response	965
Hazardous Conditions Response (no fire)	32
Service Calls	122
Good Intent Calls	412
False Alarm & False Calls	63
Severe Weather & Natural Disaster	1
Special Incident Type	6
Total Incidents	1,652
Incident Response Time	3:07
Fire Inspections Performed	231
Public Events Attended	75
CERT/Disaster Courses Conducted	4

## Fire (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
103-34-3315-0000	Shared Fire Command Revenue	691,084	600,000	506,000	500,000
103-34-3316-0000	Outside Services	-	5,000	6,100	6,100
103-34-3330-0000	Fire Fees	86,743	70,000	35,000	9,000
103-34-3332-0000	Paramedic Service Fees	434,288	420,000	425,000	429,000
103-34-3202-2725	GEMT Reimbursement	4,636	50,000	29,412	25,000
103-34-3328-0000	Strike Team Reimbursements	29,710	75,000	168,699	75,000
		<u>1,246,460</u>	<u>1,220,000</u>	<u>1,170,211</u>	<u>1,044,100</u>
<b>Expenditures:</b>					
103-34-4001-0000	Full Time Salaries	2,298,541	2,646,731	2,296,932	2,503,703
103-34-4002-0000	Part Time Wages	36,871	-	-	-
103-34-4003-0000	Shared Fire Command	461,828	350,000	400,000	450,000
103-34-4004-0000	Overtime	390,137	232,890	438,890	230,000
103-34-4004-0003	Overtime-Strike Teams	-	75,000	126,769	75,000
103-34-4006-0000	Medicare	37,084	44,521	35,976	44,111
103-34-4008-6050	PARS Retirement	1,017	-	-	-
103-34-4008-6160	Retirement - PERS	635,280	1,076,924	909,499	1,045,396
					462,150
					583,246
					280,800
103-34-4010-0000	Cafeteria Benefit	251,535	331,200	319,200	280,800
103-34-4011-0000	Technology Allowance	13,714	14,400	14,400	14,400
103-34-4013-0000	Uniform Allowance	1,027	1,000	1,000	1,000
103-34-4015-0000	Worker's Comp. 4850 Pay	96,327	-	115,772	65,069
401-34-4999-0000	Debt Service	449,864	470,872	470,872	486,760
104-34-4004-0000	Fire Overtime (4th of July)	1,523	2,500	2,722	3,000
104-34-4006-0000	Medicare	21	50	36	44
104-34-4010-0000	Cafeteria Benefits	160	-	233	-
240-34-4004-0000	Overtime-SHSG	4,332	-	-	-
595-34-4015-0001	Workers' Comp Current Employees	155,493	150,000	358,000	186,862
595-34-4015-0002	Workers' Comp Past Employees	164,849	38,300	15,000	75,649
<b>Total Personnel</b>		<u>4,999,604</u>	<u>5,434,388</u>	<u>5,505,302</u>	<u>5,461,794</u>

## Fire (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
103-34-4150-0000	Other Contract Services	151,503	152,691	152,691	198,471
	ePCR		3,700		4,100
	Alhambra Training Facility		4,900		4,998
	Computer Network/Technical Maintenance		14,000		24,355
	Copy Machine		2,500		2,550
	Deployment Study		-		20,000
	Nurse Educator		21,950		22,389
	OSHA & DMV Required Physical Examinations		5,000		5,000
	Santa Ana Fitness		2,900		2,958
	Software Programs (Filemaker, Edge, SCBA, Westnet)		3,500		8,500
	Verdugo Fire Communications Center		62,890		71,446
	Whitman Ambulance Billing		31,351		32,175
103-34-4204-0000	Books & Periodicals	109	400	400	400
103-34-4206-0000	Building Repair & Maintenance	33,899	34,500	36,500	24,500
	Station Maintenance		22,500		24,500
	Carpet Replacement		8,000		-
	Sub-Floor Replacement		4,000		-
103-34-4308-0000	Equipment Rental	315	500	500	500
103-34-4316-0000	Equipment Repair & Maintenance	7,082	8,900	8,611	8,900
	Ground Ladder Testing		1,500		1,500
	Bathroom Repair		-		13,020
	Interior Paint		-		2,240
	Miscellaneous Equipment		4,400		4,400
	Safety Equipment Cleaning & Repairs		3,000		3,000
595-34-4356-0000	Workers' Comp Premium	51,476	43,433	43,433	61,530
103-34-4376-0000	Materials & Supplies	30,113	35,250	39,750	35,455
	Absorbal		500		500
	Audio/Video/Photo Supplies		250		250
	Mt. San Antonio College Student Co-Op		500		-
	Class A Foam		3,000		3,000
	Emergency Response Medical Supplies for Ambulance		23,000		23,705
	Office Supplies		3,000		3,000
	Oxygen		2,000		2,000
	Public Education Supplies		1,000		1,000
	Emergency Reporting Service		2,000		2,000
281-34-4376-0000	Materials & Supplies	2,909	7,500	7,350	4,500
	CERT Supplies		2,500		-
	Housewares		5,000		4,500
103-34-4396-0000	Memberships & Dues	2,684	3,255	2,705	3,255
	California Fire Chiefs' Association (CFCA)		250		250
	CFCA Fire Prevention Officers' Association		150		150
	Community Meetings		1,305		1,305
	LA Area Fire Chiefs' Association		1,225		1,225
	So Cal Training Officers		50		50
	International Association Of Fire Chiefs		275		275

## Fire (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
103-34-4398-0000	Mileage	(97)	100	100	100
103-34-4399-0000	Non-capitalized Equipment	4,960	6,000	5,900	22,920
	Thermal Imaging Cameras (2)		-		8,720
	Fire Investigation Equipment		-		3,800
	Computer Equip(desktop, IPADS,Hot Spots)		-		4,400
	Fire Hose & Equipment		6,000		6,000
281-34-4399-0000	Non-Capitalized Equipment	2,000	-	-	-
103-34-4401-0000	Outside Services	6,073	5,000	6,090	6,100
103-34-4420-0000	Printing	201	500	480	500
103-34-4436-0000	Recruitment	8,116	7,000	12,860	8,100
103-34-4452-0000	Small Tools	568	500	500	500
103-34-4468-0000	Staff Development	10,849	14,000	13,890	14,000
	CFSTES - Leadership Training		9,000		9,000
	Target Solutions		2,000		2,000
	Paramedic License Fees		3,000		3,000
103-34-4480-0000	Travel & Meetings	2,096	2,700	2,500	2,700
	Fire Chief Meetings		1,200		1,200
	State Fire Symposium		1,500		1,500
103-34-4492-0000	Uniforms	4,757	-	-	-
103-34-4492-0003	Uniforms-PERSable	6,935	7,400	7,750	7,400
103-34-4492-0004	Uniforms-Safety	16,552	17,500	17,500	17,500
103-34-4500-4950	Utilities-Natural Gas	1,427	2,000	1,600	1,500
103-34-4500-9025	Utilities-Telecommunications	4,382	2,800	5,600	5,600
103-34-4508-0000	Vehicle Repair & Maintenance	55,919	48,900	61,021	55,900
	Fuel		25,400		25,000
	Vehicle Repairs		22,500		29,900
	Old #1 Repairs		1,000		1,000
103-34-4950-0001	Equipment Cost Allocation	165,893	200,000	200,000	173,056
	<b>Total Services &amp; Supplies</b>	<b>570,720</b>	<b>600,829</b>	<b>627,731</b>	<b>653,387</b>

## Fire (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
224-34-4600-2420	Construction-Fire Station Sprinklers	-	-	-	-
394-34-4600-2420	Construction-Fire Sprinklers	-	-	-	-
394-34-4600-2885	Construction-Plimo Vent System	-	71,000	71,347	-
	<b>Total Capitalized Expenditures</b>	<u>-</u>	<u>71,000</u>	<u>71,347</u>	<u>-</u>
	<b>Total Expenditures</b>	<u>5,570,324</u>	<u>6,106,217</u>	<u>6,204,380</u>	<u>6,115,181</u>
*Revenue 103-34-3315-0000	Shared Fire Command	691,084	600,000	506,000	500,000
	*Net Shared Fire Command	229,257	250,000	106,000	50,000

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## Emergency Services

The Office of Emergency Services develops and maintains an emergency management system and disaster plan to coordinate the resources necessary to cope with local emergencies affecting San Marino. City leaders consider emergency preparedness by City staff, residents and businesses to be a key component of the community's readiness for a major emergency. Consequently, Fire Department personnel spend considerable time training City staff and the entire community to cope with large-scale incidents.

Training provided by the Fire Department includes the popular Neighborhood Emergency Action Team (NEAT) program and its business counterpart BEAT (Business Emergency Action Team). The focus of these programs is self-sufficiency through preparedness. It may take five to seven days to receive outside assistance after a major disaster, so it is essential that every person in the community is self-sufficient during that period. NEAT/BEAT training teaches residents and businesspeople the skills necessary to provide for their own safety, rescue and medical care until emergency personnel arrive.

In addition to the popular NEAT/BEAT program, the Fire Department has initiated the next level of community-based disaster preparedness. It is the nationally recognized Community Emergency Response Team (CERT) program. CERT members receive special training in disaster first aid, urban search and rescue, and the incident command system. Regular disaster preparedness training and exercise opportunities are offered to CERT members who become an important part of the City's Emergency Operations Plan.

City employees are trained in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as required by state and federal law. Additional training includes first aid and cardiopulmonary resuscitation. Selected Public Works staff are also trained in light search and rescue techniques. Managers attend the State's earthquake response course, where they learn to appreciate the scope of their significant responsibilities in the recovery from such a disaster.

City Council members and key staff participate in at least one county-wide disaster exercise each year, in order to test the City's and County's ability to manage and respond to a large-scale event. The City's Emergency Operations Center (EOC) also participates in periodic communications exercises intended to test the capabilities of the County's emergency management information systems.

The City of San Marino uses its Community Alert Message System (CAMS) to notify residents and businesses about urgent information related to the safety of our community. By visiting the City web page at [www.SanMarinoCA.gov](http://www.SanMarinoCA.gov) and clicking on "Community Alert Message System-Sign Up Now," you can have vital information sent to your telephones and to your email account.

Comprehensive training, state-of-the-art equipment, frequent exercises and prompt notification are the backbone of this community's preparedness for any emergency. San Marino is among the best-prepared cities in America.

## Emergency Services (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
	Unrestricted Funds	41,698	72,580	61,388	61,156
	<b>Total Sources</b>	<b>41,698</b>	<b>72,580</b>	<b>61,388</b>	<b>61,156</b>
<b>Uses by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	41,698	43,580	45,388	61,156
	Capital Outlay	-	29,000	16,000	-
	<b>Total Uses</b>	<b>41,698</b>	<b>72,580</b>	<b>61,388</b>	<b>61,156</b>
	<b>Cost Recovery</b>	0%	0%	0%	0%
<b>Expenditures by Fund:</b>					
101	General Fund	41,698	43,580	45,388	61,156
394	Capital Projects Fund	-	29,000	16,000	-
	<b>Total Expenditures</b>	<b>41,698</b>	<b>72,580</b>	<b>61,388</b>	<b>61,156</b>
	Original Budget		58,080		
	Amendments		14,500		
	Amended Budget		<u>72,580</u>		

## Emergency Services (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-36-4150-0000	Other Contract Services	9,620	9,620	9,620	19,620
	Disaster Plan		-		10,000
	Emergency Notification Contract		9,620		9,620
101-36-4316-0000	Equipment Repair & Maintenance	11,317	12,000	11,932	12,000
	Emergency Generator		2,500		2,500
	Radio repair / Narrow banding		7,500		7,500
	Fire Extinguisher Service		2,000		2,000
101-36-4376-0000	Materials & Supplies	7,845	9,900	9,750	9,900
	Replace emergency supply cache (food, water, batteries)		4,000		4,000
	Misc. Supplies		1,500		1,500
	CERT		4,400		4,400
101-36-4396-0000	Memberships & Dues	260	260	260	260
	CA Emergency Services Assoc.		75		75
	International Assoc. of Emergency Mgrs.		185		185
101-36-4399-0000	Non-capitalized Equipment	4,814	5,000	4,850	9,000
	Radios		5,000		9,000
101-36-4468-0000	Staff Development	2,335	2,000	1,976	2,000
101-36-4500-9025	Utilities-Telecommunications	5,507	4,800	7,000	5,900
	Satellite Phone Service		750		750
	EOC Phone Service		2,950		3,450
	Cell Phone Service		600		600
	Repairs		500		1,100
101-36-4950-0001	Equipment Cost Allocation	-	-	-	2,476
<b>Total Services &amp; Supplies</b>		<b>41,698</b>	<b>43,580</b>	<b>45,388</b>	<b>61,156</b>
394-36-4600-0000	Capital Projects Fund	-	29,000	16,000	-
	Generator Hookup to Library (Alternative EOC)		29,000		
<b>Total Capitalized Expenditures</b>		<b>-</b>	<b>29,000</b>	<b>16,000</b>	<b>-</b>
<b>Total Expenditures</b>		<b>41,698</b>	<b>72,580</b>	<b>61,388</b>	<b>61,156</b>

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## **Parks & Public Works**

The Parks and Public Works Department is responsible for the maintenance, repair, design, and construction of the City's infrastructure, except water. The Department has three divisions; Administration, Public Works, and Parks. The Department's overall objective is to provide consistent, uninterrupted service, including providing the highest quality service possible with professionalism and dedication.

The Administration Division provides administrative support for the Department and administers capital projects. The Administration Division consists of contracted civil and traffic engineering, supported by the Parks and Public Works Director/City Engineer, the Parks and Public Works Manager, and the Administrative Analyst. Capital projects planned for the 2016-17 fiscal year include carry over projects (streetlight conversion, Circle Drive Bridge reconstruction, and park improvements), street rehabilitation at various locations including Huntington Drive and Del Mar, sidewalk improvements, and slurry seal.

The Public Works Division consists of a Streets Section, Sewer and Storm Drain Section, and Garage Section. The Division staff includes a Street Foreman, Garage Foreman, a three-person cement crew, one-person paint crew, and a mechanic. Division staff provides systematic preventative maintenance programs for city streets, curb, gutter, sidewalk and driveways, sewer lines, street lights and traffic signals, traffic painting, traffic sign posting; and, they inspect and oversee all capital improvement projects.

The Streets Section is responsible for ensuring all City streets are well maintained and repaired, including addressing potholes, and reconstructing curbs, gutters, sidewalks, and driveways. The Streets Section changes street light bulbs and ballasts, repairs street light circuits, repaints traffic markings, replaces damaged and worn traffic signs, responds to interdepartmental service requests and inspects all private work performed within the public right-of-way. These activities facilitate the safe and efficient movement of traffic through the city. The City contracts for street sweeping and traffic signal maintenance and repair. Overall, this Division is responsible for 65 miles of street, 14 blocks of alleys, 100 miles of sidewalk, 7 City parking lots, all traffic markings such as lane lines, red curbs and crosswalks, more than 3,000 traffic signs 14 signalized intersections, over 1,949 City-owned street lights, and the City's equipment and fleet.

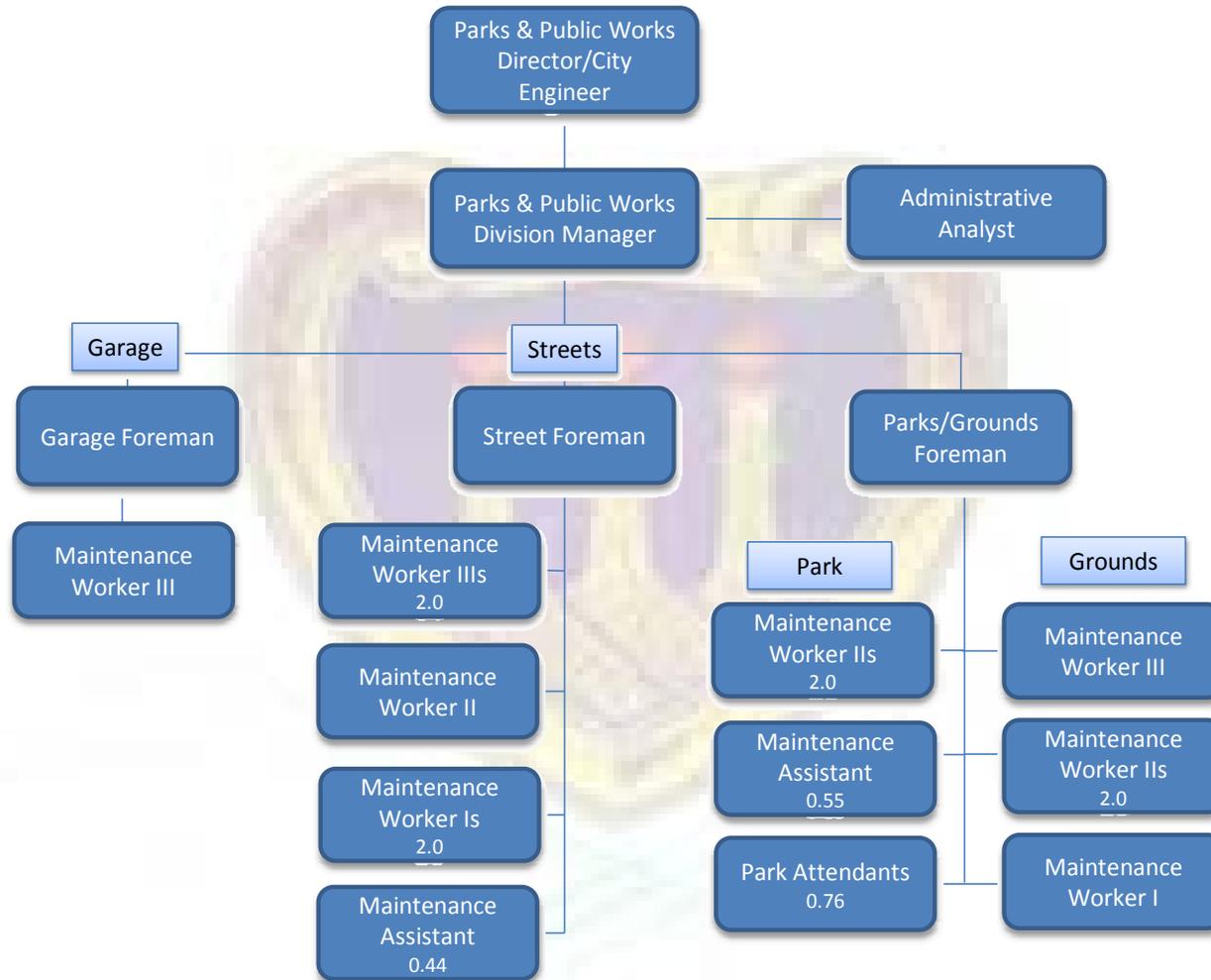
The Sewer Section administers the contract for sewer cleaning and responds to blockages. All sewer mains are cleaned and videoed via closed circuit television (CCTV) every other year.

The Garage Section maintains the City's fleet, other City equipment, and performs building maintenance. This Section is responsible for the general maintenance, mechanical repair, and sound operating condition of forty eight (48) vehicles and four (4) motorcycles used by City departments as well as numerous pieces of small equipment. These vehicles range in complexity from heavy construction equipment to passenger cars and light trucks. Routine preventative maintenance is performed on a scheduled basis based on the mileage of the vehicle that is recorded as vehicles are fueled.

The Parks Division has a Park Section and a Public Grounds Section. The Park Division includes a Park Foreman and Maintenance Workers. The Park Maintenance Division is responsible for maintaining 25 acres of median strip, trimming or replacing more than 7,300 street trees, and maintaining the 35-acres of Lacy Park. This department is also responsible for all public landscape areas including the Rose Arbor, the Library grounds, and landscaping at City Hall and Stoneman Recreation Center.

The Public Grounds Section helps administers the tree preservation ordinance, and maintains the urban forest (trees on public property including street trees) and grounds around public buildings. This includes 25 acres of median strip, pruning or replacing street trees. In addition, this division oversees the contract for the median maintenance and tree trimming service.

# Parks and Public Works



## Parks & Public Works Summary

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted	
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
Unrestricted Funds	5,677,346	8,534,386	8,106,882	3,844,130	
Intergovernmental	9,287	1,757,472	1,689,522	642,349	
	<u>5,686,632</u>	<u>10,291,858</u>	<u>9,796,404</u>	<u>4,486,479</u>	
	-	-	-	-	
<b>Department Generated:</b>					
Licenses & Permits	60,729	62,000	80,000	80,000	
Rents & Concessions	69,892	55,000	50,000	55,000	
Intergovernmental	1,583,301	1,344,118	1,361,138	642,349	
Miscellaneous Revenues	20,715	20,500	20,250	20,250	
	<u>1,734,637</u>	<u>1,481,618</u>	<u>1,511,388</u>	<u>797,599</u>	
<b>Total Sources</b>	<u>7,421,269</u>	<u>11,773,476</u>	<u>11,307,792</u>	<u>5,284,078</u>	
<b>Uses by Type:</b>					
Personnel	1,444,759	1,668,323	1,510,172	1,766,797	
Services & Supplies	1,450,229	2,048,412	2,115,539	1,692,432	
Capital Outlay	4,526,281	8,056,741	7,682,081	1,824,849	
<b>Total Uses</b>	<u>7,421,269</u>	<u>11,773,476</u>	<u>11,307,792</u>	<u>5,284,078</u>	
<b>Cost Recovery</b>	23.4%	12.6%	13.4%	15.1%	
<b>Expenditures by Fund:</b>					
101	General Fund	2,827,649	3,686,642	3,591,098	3,453,722
104	4th of July Fund	6,466	6,466	3,987	3,550
202	Gas Tax Fund	821,132	39,118	39,118	524,654
204	CDBG Fund	-	175,000	90,030	-
207	Prop. A Transit Fund	-	75,000	75,000	-
213	STPL Fund	52,509	-	-	16,367
214	TDA Fund	34,581	-	-	3,314
215	Prop. C Transit Fund	373,500	1,045,000	1,045,000	73,511
221	Used Oil Grant	34,407	6,354	6,354	-
236	Windstorm Tree Grant Fund	4,201	-	-	-
241	Safe Routes to School Fund	9,287	7,000	7,000	-
243	Measure R Fund	296,839	260,000	277,020	24,503
244	Prop. 1B	540	-	-	-
247	SCAG Grant Fund	-	150,000	150,000	-
281	Donations Fund	1,047	118,768	118,768	1,050
394	Capital Projects Fund	2,952,290	6,197,833	5,891,123	1,182,500
595	Workers' Compensation Fund	6,823	6,294	13,294	907
	<b>Total Expenditures</b>	<u>7,421,269</u>	<u>11,773,476</u>	<u>11,307,792</u>	<u>5,284,078</u>
		-	-	-	-

## Parks & Public Works Summary (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Revenues:</b>					
101-48-3152-0000	Street & Curb Permit Fees	60,729	62,000	80,000	80,000
101-40-3502-0000	Rental Fees-Public Works	7,210	5,000	5,000	5,000
101-50-3502-0000	Rents & Concessions-Park	62,682	50,000	45,000	50,000
101-40-3348-0000	Damage to City Property Reimbs	19,675	20,000	20,000	20,000
101-48-3333-0000	Sales of Street Signs	1,040	500	250	250
		<u>151,336</u>	<u>137,500</u>	<u>150,250</u>	<u>155,250</u>

### Staffing History:

Public Works Director	-	1.00	-	1.00
Assistant City Manager	0.50	-	0.50	-
Administrative Analyst	1.00	1.00	1.00	1.00
Public Works Division Manager	1.00	1.00	1.00	1.00
Foreman	3.00	3.00	3.00	3.00
Maintenance Worker III	4.25	4.00	3.33	4.00
Maintenance Worker II	5.00	5.00	4.75	5.00
Maintenance Worker I	1.50	3.00	4.16	3.00
Maintenance Assistant	0.41	0.99	0.78	0.99
Park Attendants	0.55	0.76	0.33	0.76
<b>Total FTEs</b>	<u>17.21</u>	<u>19.75</u>	<u>18.85</u>	<u>19.75</u>
	-	-	-	-

## Parks & Public Works Summary (Continued)

Performance Measure	Goal
Engineering Cost	Find ways to use City Engineer to Reduce Contract Engineering Costs and Improve Efficiencies
Implementation of Capital Projects	Complete Lacy Park Rose Arbor Restoration
	Complete Lacy Park Restroom Renovation
	Implement Pavement Management Plan
	Continue Sidewalk Remediation Strategy, Including Repairs at 5,000 Sidewalk Locations
Obtain Council Approval for an Urban Forrest Restoration Plan	
Indicators	Annual Workload
Contracts Administered	20
Grants Administered	4
Work Orders Performed	1,300
Traffic Advisory & Landscape Committee Meetings	12
Loads to Dump	20
Pot Holes Repaired	65
Graffiti Removed	10
Street Painting Performed	25 Days
Sewer Pump Stations Operated	155 Days
Sewer Maintenance Calls Performed	50-60 Days
Sidewalk Repairs Performed	30
Inspections Performed	500
Street Permits Issued	
Park Visitors Served	150,000
Park Reservations Taken	125
City Events Supported	15
Trees Pruned/Trimmed	3,000
	9 Facilities
Major Landscape Maintenance	25 Acres of Medians
	35 Park Acres
Vehicles Maintained	52
Facilities Maintained	Old Mill, City Hall, Stoneman School, Library, SM Center, Thurnher House, Police Fire Park Yard, City Hall

## Parks & Public Works Administration Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	199,121	261,716	123,185	294,411
	Services & Supplies	141,022	174,918	227,479	180,434
	Capital Outlay	-	6,250	6,250	-
	<b>Total Expenditures</b>	<b>340,142</b>	<b>442,884</b>	<b>356,914</b>	<b>474,845</b>
<b>Expenditures by Fund:</b>					
101	General Fund	326,853	423,874	333,383	470,388
104	4th of July Fund	6,466	6,466	3,987	3,550
394	Capital Projects Fund	-	6,250	6,250	-
595	Workers' Compensation Fund	6,823	6,294	13,294	907
	<b>Total Expenditures</b>	<b>340,142</b>	<b>442,884</b>	<b>356,914</b>	<b>474,845</b>
		-	-	-	-
	Original Budget		442,884		
	Amendments		-		
	Amended Budget		<u>442,884</u>		
<b>Staffing History:</b>					
	Public Works Director	-	1.00	-	1.00
	Assistant City Manager	0.50	-	0.50	-
	Administrative Analyst	1.00	1.00	1.00	1.00
	<b>Total FTEs</b>	<b>1.50</b>	<b>2.00</b>	<b>1.50</b>	<b>2.00</b>

## Parks & Public Works Administration Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-40-4001-0000	Full Time Salaries	150,207	198,408	82,000	237,353
101-40-4004-0000	Overtime	110	-	-	-
101-40-4006-0000	Medicare	2,035	3,669	1,000	3,894
101-40-4008-6160	Retirement - PERS	16,096	16,973	8,798	18,414
	Normal Cost				18,414
	UAL 20 Year Payoff				-
101-40-4010-0000	Cafeteria Benefit	18,285	28,800	14,400	28,800
101-40-4011-0000	Technology Allowance	1,200	2,400	-	2,400
101-40-4014-0000	Unemployment Insurance	-	-	1,000	-
104-40-4004-0000	Public Works Overtime	5,967	5,967	3,350	3,500
104-40-4006-0000	Medicare	22	22	45	50
104-40-4010-0000	Cafeteria Benefits	477	477	592	-
595-40-4015-0001	Workers' Comp Current Employee	3,621	5,000	-	-
595-40-4015-0002	Workers' Comp Past Employees	1,102	-	12,000	-
<b>Total Personnel</b>		<b>199,121</b>	<b>261,716</b>	<b>123,185</b>	<b>294,411</b>
101-40-4104-0000	Contract Engineering Services	70,602	77,400	140,000	88,000
	Traffic Engineering		38,000		38,000
	Supplemental Engineering		4,000		25,000
	General Engineering		25,000		25,000
	Interim PW Director		10,400		-
101-40-4150-0000	Other Contract Services	20,339	46,719	36,180	38,302
	Christmas Light Installation		3,000		3,000
	Janitorial services		1,519		3,984
	Computer Network/Technical Maintenance		6,000		8,118
	GIS		15,000		15,000
	Laundry (Towels & Mats)		8,200		8,200
	PW Director Recruitment		13,000		-
101-40-4206-0000	Building Repair & Maintenance	16,678	10,290	10,290	10,290
101-40-4260-0000	Damage to City Property Repair	17,834	20,000	20,000	20,000
101-40-4316-0000	Equipment Repair & Maintenance	530	1,000	1,000	1,000
595-40-4356-0000	Workers' Comp Premiums	2,100	1,294	1,294	907
101-40-4376-0000	Materials & Supplies	2,366	2,000	2,500	2,000

## Parks & Public Works Administration Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
101-40-4396-0000	Memberships & Dues	160	1,180	1,180	1,165
	American Public Works Assoc.		400		-
	IMSA/TCSA		680		680
	MSA		-		400
	Municipal Management Assoc. of So. Cal.		100		85
101-40-4398-0000	Mileage	-	200	200	200
101-40-4399-0000	Non-Capital Equipment	2,489	1,500	1,500	5,000
	Computer Upgrades		1,500		5,000
101-40-4468-0000	Staff Development	-	3,765	3,765	3,765
101-40-4480-0000	Travel & Meetings	1,241	1,550	1,550	1,550
101-40-4492-0003	Uniforms-PERSable	2,367	3,000	3,000	3,100
101-40-4492-0004	Uniforms-Safety	3,974	4,500	4,500	4,635
101-40-4500-9025	Utilities-Telecommunications	342	520	520	520
	<b>Total Services &amp; Supplies</b>	<b>141,022</b>	<b>174,918</b>	<b>227,479</b>	<b>180,434</b>
394-40-4600-5501	Office Improvements	-	6,250	6,250	-
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>6,250</b>	<b>6,250</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>340,142</b>	<b>442,884</b>	<b>356,914</b>	<b>474,845</b>

## Garage Section

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	167,248	161,640	183,199	193,310
	Services & Supplies	26,443	33,375	43,260	29,008
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>193,691</b>	<b>195,015</b>	<b>226,459</b>	<b>222,318</b>
<b>Expenditures by Fund:</b>					
101	General Fund	193,691	195,015	226,459	222,318
	<b>Total Expenditures</b>	<b>193,691</b>	<b>195,015</b>	<b>226,459</b>	<b>222,318</b>
	Original Budget	-	195,015	-	-
	Amendments	-	-	-	-
	Amended Budget	-	<u>195,015</u>	-	-
<b>Staffing History:</b>					
	Shop Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	1.00	1.00	1.00	1.00
	<b>Total FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## Garage Section (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-42-4001-0000	Full Time Salaries	130,824	115,129	130,084	137,940
101-42-4004-0000	Overtime	1,152	128	2,000	3,460
101-42-4006-0000	Medicare	235	-	1,019	898
101-42-4008-6160	Retirement - PERS	13,708	22,183	25,896	26,812
	Normal Cost				13,206
	UAL 20 Year Payoff				13,606
101-42-4010-0000	Cafeteria Benefit	21,129	24,000	24,000	24,000
101-42-4013-0000	Uniform Allowance	201	200	200	200
	<b>Total Personnel</b>	<b>167,248</b>	<b>161,640</b>	<b>183,199</b>	<b>193,310</b>
101-42-4150-0000	Other Contract Services	6,213	7,000	6,000	6,500
	Clarifier Cleaning		2,000		2,000
	Disposal of Oil Filters		1,500		1,000
	Gas Tank Monitoring & Testing		3,500		3,500
101-42-4204-0000	Books & Periodicals	1,635	1,650	1,635	1,635
101-42-4316-0000	Equipment Repair & Maintenance	6,188	7,500	18,400	7,906
	Misc. Repairs & Maintenance		3,000		2,700
	AQMD/County Requirements		2,000		4,411
	Annual Monitor Cert.		2,500		795
101-42-4376-0000	Materials & Supplies	3,181	3,700	3,700	3,700
	Misc. Items (soaps, paints, hoses, fittings, etc.)		2,000		2,000
	Oil and Grease Absorbent		700		700
	Welding Supplies		1,000		1,000
101-42-4399-0000	Non-Capitalized Equipment	-	4,225	4,225	-
	Parts Washer		2,180		-
	Diagnostic Scanner		2,045		-
101-42-4452-0000	Small Tools	1,978	2,000	2,000	2,000
101-42-4508-0000	Vehicle Repair & Maintenance	281	300	300	300
101-42-4950-0001	Equipment Cost Allocation	6,967	7,000	7,000	6,967
	<b>Total Services &amp; Supplies</b>	<b>26,443</b>	<b>33,375</b>	<b>43,260</b>	<b>29,008</b>
394-42-4600-2605	Fuel Tank Upgrades	-	-	-	25,000
	<b>Total Expenditures</b>	<b>193,691</b>	<b>195,015</b>	<b>226,459</b>	<b>222,318</b>

## Sewer & Storm Drain Section

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	352,045	462,221	442,791	440,008
	Capital Outlay	74,671	75,000	75,000	100,000
	<b>Total Expenditures</b>	<u>426,716</u>	<u>537,221</u>	<u>517,791</u>	<u>540,008</u>
<b>Expenditures by Fund:</b>					
101	General Fund	317,638	455,867	436,437	440,008
221	Used Oil Grant	34,407	6,354	6,354	-
394	Capital Projects Fund	74,671	75,000	75,000	100,000
	<b>Total Expenditures</b>	<u>426,716</u>	<u>537,221</u>	<u>517,791</u>	<u>540,008</u>
		-	-	-	-
	Original Budget		479,437		
	Amendments		<u>57,784</u>		
	Amended Budget		<u>537,221</u>		

## Sewer & Storm Drain Section (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-44-4104-0000	Contracted Engineering NPDES	15,434	18,000	16,000	16,000
101-44-4106-5170	Contract Legal Svc.s-NPDES	13,097	6,000	5,000	15,000
101-44-4150-0000	Other Contract Services	138,227	143,080	143,080	192,360
	Debris Basin Cleaning		6,000		6,000
	Pest Control		4,000		4,000
	Pump station repair & maintenance		6,000		6,000
	Mission Wash Debris Removal & Inspection (Amendment)		4,400		50,000
	Sewer Cleaning and Maintenance/Trouble Spot Cleaning		122,680		126,360
101-44-4150-5170	Other Contract Services-NPDES	11,433	66,787	50,357	29,935
	CIMP		16,430		-
	Public Education		1,500		1,500
	TMDL Study (Bacteria) (Partial Amend.)		1,688		-
	TMDL Coordinated Monitoring Plan(Amend.)		24,525		-
	Rio Hondo Channel LOAD Reduction Bacteria Study		19,547		-
	Harbor Toxic Poll		-		1,300
	ULAR CIMP		-		17,393
	LA River Watershed		-		5,600
	Gateway Water Management Authority		992		992
	Metals TMDL Gateway COG		2,105		2,150
101-44-4150-9020	Contracted Street Sweeping	127,950	135,000	135,000	135,000
101-44-4399-0000	Non-Capitalized Equipment	-	40,000	40,000	40,000
	NPDES Remediation Measures		40,000		40,000
101-44-4399-3350	Non-Capitalized Equipment	-	35,000	35,000	-
	NPDES Remediation Measures (Park Loop)		35,000		-
221-44-4399-0000	Non-Capitalized Equipment	34,407	6,354	6,354	-
101-44-4460-5170	Special Expenses-NPDES	10,828	11,300	11,300	11,045
	County Storm Water Fees		9,000		8,957
	Annual Waste Discharge Fee		2,300		2,088
101-44-4950-0001	Equipment Cost Allocation	668	700	700	668
	<b>Total Services &amp; Supplies</b>	<b>352,045</b>	<b>462,221</b>	<b>442,791</b>	<b>440,008</b>
394-44-4600-8020	Sewer/Storm Drain Replacement	74,671	75,000	75,000	100,000
	<b>Total Capitalized Expenditures</b>	<b>74,671</b>	<b>75,000</b>	<b>75,000</b>	<b>100,000</b>
	<b>Total Expenditures</b>	<b>426,716</b>	<b>537,221</b>	<b>517,791</b>	<b>540,008</b>

# Streets Section

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	481,164	572,230	524,977	584,846
	Services & Supplies	320,814	684,424	713,853	456,635
	Capital Outlay	4,366,338	7,105,358	6,811,060	1,711,349
	<b>Total Expenditures</b>	<b>5,168,317</b>	<b>8,362,011</b>	<b>8,049,890</b>	<b>2,752,830</b>
<b>Expenditures by Fund:</b>					
101	General Fund	783,382	1,249,654	1,231,830	1,041,481
202	Gas Tax Fund	821,132	39,118	39,118	524,654
204	CDBG Fund	-	175,000	90,030	-
207	Prop. A Transit Fund	-	75,000	75,000	-
213	STPL Fund	52,509	-	-	16,367
214	TDA Fund	34,581	-	-	3,314
215	Prop. C Transit Fund	373,500	1,045,000	1,045,000	73,511
241	Safe Routes to School Fund	9,287	7,000	7,000	-
243	Measure R Fund	296,839	260,000	277,020	24,503
244	Prop. 1B	540	-	-	-
247	SCAG Grant Fund	-	150,000	150,000	-
394	Capital Projects Fund	2,796,548	5,361,240	5,134,892	1,069,000
	<b>Total Expenditures</b>	<b>5,168,317</b>	<b>8,362,011</b>	<b>8,049,890</b>	<b>2,752,830</b>
	Original Budget	-	4,991,750	-	-
	Amendments	-	3,370,261	-	-
	Amended Budget	-	<u>8,362,011</u>	-	-
<b>Staffing History:</b>					
	Public Works Division Manager	0.50	0.50	0.50	0.50
	Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	1.25	2.00	1.33	2.00
	Maintenance Worker II	1.00	1.00	1.00	1.00
	Maintenance Worker I	1.25	2.00	3.00	2.00
	Maintenance Assistant	-	0.44	0.33	0.44
	<b>Total FTEs</b>	<b>5.00</b>	<b>6.94</b>	<b>7.16</b>	<b>6.94</b>

## Streets Section (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-48-4001-0000	Full Time Salaries	334,886	391,949	341,358	397,046
101-48-4002-0000	Part Time Wages	741	16,296	22,823	16,296
101-48-4004-0000	Overtime	14,600	6,875	6,875	10,622
101-48-4006-0000	Medicare	5,368	6,019	5,337	6,269
101-48-4008-6050	Retirement-PARS	28	611	856	611
101-48-4008-6160	Retirement - PERS	42,973	68,830	66,078	72,352
	Normal Cost				33,958
	UAL 20 Year Payoff				38,394
101-48-4010-0000	Cafeteria Benefit	68,004	79,200	79,200	79,200
101-48-4011-0000	Technology Allowance	1,498	1,800	1,800	1,800
101-48-4013-0000	Uniform Allowance	652	650	650	650
243-48-4002-0000	Part Time Wages	11,800	-	-	-
243-48-4006-0000	Medicare	171	-	-	-
243-48-4008-6050	Retirement-PARS	443	-	-	-
243-48-4008-6160	Retirement-PERS	-	-	-	-
	<b>Total Personnel</b>	<b>481,164</b>	<b>572,230</b>	<b>524,977</b>	<b>584,846</b>
101-48-4150-0000	Other Contract Services	68,245	126,906.86	115,000	95,000
	Address Repainting Citywide		-		5,500
	Adobe Monument Repair		5,152		-
	GIS Street Maintenance		-		7,500
	Pavement Management Plan		51,755		-
	Signal Maintenance		70,000		75,000
	Speed Awareness Sign Programming		-		7,000
241-48-4150-0000	Other Contract Services	6,183	7,000	7,000	-
	Speed Awareness Sign Programming		7,000		-
101-48-4316-0000	Equipment Repair & Maintenance	1,333	3,000	3,000	43,000
	Miscellaneous				3,000
	Signal Shield Maintenance				40,000
101-48-4376-0000	Materials & Supplies	91,021	126,887	140,000	140,200
	Asphalt Materials (Hot and Cold Mix)		9,053		10,000
	Cement Materials, Forms and Miscellaneous Items		52,986		53,000
	L.A. County Sanitation District		1,000		1,000
	LED Lights		-		22,200
	Sand Bags		-		5,000
	Street and Traffic Signs, Posts and Hardware		41,000		21,000
	Street Light Switches, Poles, Bulbs, Ballasts and Misc. Items		18,500		18,500
	Street Paints, Glass Beads and Pavement Markers		9,500		9,500
101-48-4376-9242	Traffic Commission Enhancements	-	10,000	10,000	5,000
101-48-4396-0000	Memberships & Dues	275	-	-	-
	Maintenance Supts. Assoc.		-		-
	Traffic Control Supervisors Association		-		-

## Streets Section(Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
101-48-4399-0000	Non-Capitalized Equipment Tablet	600	947	1,040	-
101-48-4452-0000	Small Tools	1,196	1,000	1,000	1,000
101-48-4480-0000	Travel & Meetings Maintenance Superintendent Assoc. Conference	1,850	-	-	-
101-48-4500-1980	Utilities-Electricity	84,304	345,163	373,163	84,000
101-48-4500-9025	Utilities-Telecommunications	781	520	650	912
101-48-4508-0000	Vehicle Repair & Maintenance	22,314	25,000	25,000	25,000
	Fluids		3,200		3,200
	Fuel		15,800		15,800
	Lubricants		2,000		2,000
	Maintenance		2,000		2,000
	Misc. Parts		2,000		2,000
101-48-4950-0001	Equipment Cost Allocation	42,714	38,000	38,000	62,523
<b>Total Services &amp; Supplies</b>		<b>320,814</b>	<b>684,424</b>	<b>713,853</b>	<b>456,635</b>
202-48-4600-0778	Construction-Circle Dr. Bridge	765	26,235	26,235	-
202-48-4600-3852	Lorain St. Rehab.	266,273	-	-	-
202-48-4600-4185	Monterey St. Rehab.	10,009	-	-	-
202-48-4600-9507	Winston Street Rehab.	191,694	-	-	-
394-48-4600-9507	Winston Street Rehab. Homet to Robles	-	350,000	350,000	-
204-48-4600-0100	ADA Sidewalk Improvements	-	175,000	90,030	-
213-48-4600-5060	Oak Knoll/Monterey Intersection	52,509	-	-	-
215-48-4600-2877	Huntington Drive Street Rehab.	200,561	-	-	-
243-48-4600-2877	Huntington Dr. Rehab SM Ave/DM	-	-	17,020	-
241-48-4600-6153	Construction-SR@S	3,104	-	-	-
243-48-4600-5060	NW Traffic Calming	40,425	-	-	-
394-48-4600-9270	Street Re-Striping	13,872	211,128	111,814	-
<b>All Funds</b>	<b>Rehabilitation-Various Streets</b>	<b>1,007,034</b>	<b>741,244</b>	<b>741,244</b>	<b>1,142,349</b>
202-48-4600-9271	Rehabilitation-Various Streets	-	-	-	524,654
213-48-4600-9271	Rehabilitation-Various Streets	-	-	-	16,367
214-48-4600-9271	Rehabilitation-Various Streets	-	-	-	3,314
215-48-4600-9271	Rehabilitation-Various Streets	-	-	-	73,511
243-48-4600-9271	Rehabilitation-Various Streets	-	-	-	24,503
394-48-4600-9271	Rehabilitation-Various Streets	1,007,034	741,244	741,244	500,000

## Streets Section (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
394-48-4600-9272	Sidewalk Repair	141,007	150,000	150,000	-
394-48-4600-0130	Allen/Orlando Street Imprvmts.	14,300	421,221	294,187	-
394-48-4600-9000	St. Lt. Conversn	1,620,335	1,166,743	1,166,743	500,000
<b>All Funds</b>	<b>Huntington Dr. Westbound-San Gabriel to Winstc</b>	<b>517,357</b>	-	-	-
202-48-4600-2881	Huntington Dr. Westbound-San Gabriel to Winston	65,297	-	-	-
213-48-4600-2881	Huntington Dr. Westbound-San Gabriel to Winston	-	-	-	-
214-48-4600-2881	Huntington Dr. Westbound-San Gabriel to Winston	34,581	-	-	-
215-48-4600-2881	Huntington Dr. Westbound-San Gabriel to Winston	172,938	-	-	-
243-48-4600-2881	Huntington Dr. Westbound-San Gabriel to Winston	244,000	-	-	-
244-48-4600-2881	Huntington Dr. Westbound-San Gabriel to Winston	540	-	-	-
394-48-4600-2016	Slurry Seal Various Streets	-	200,000	200,000	-
202-48-4600-7225	Santa Anita from Robles Northbound to City Limit	287,093	12,883	12,883	-
394-48-4600-7225	Santa Anita from Robles Northbound to City Limit	-	283,931	283,931	-
394-48-4600-1986	El Molino From Huntington to Old Mill	-	700,000	700,000	-
<b>All Funds</b>	<b>Huntington Dr. WB Winston to Virginia</b>	-	<b>810,000</b>	<b>810,000</b>	-
394-48-4600-2882	Huntington Dr. WB Winston to Virginia	-	340,000	340,000	-
215-48-4600-2882	Huntington Dr. WB Winston to Virginia	-	210,000	210,000	-
243-48-4600-2882	Huntington Dr. WB Winston to Virginia	-	260,000	260,000	-
394-48-4600-7921	Stratford Road from Oxford to SM Ave.	-	70,000	70,000	-
394-48-4600-9361	Virginia from Circle to Oak Grove Overlay	-	221,123	221,123	-
207-48-4600-0000	Bus Benches	-	75,000	75,000	-
<b>All Funds</b>	<b>Huntington Dr./SM Ave. Intersection</b>	-	<b>1,490,850</b>	<b>1,490,850</b>	-
215-48-4600-2883	Huntington Dr./SM Ave. Intersection	-	835,000	835,000	-
394-48-4600-2883	Huntington Dr./SM Ave. Intersection	-	505,850	505,850	-
247-48-4600-2883	Huntington Dr./SM Ave. Intersection	-	150,000	150,000	-
394-48-4600-9243	Traffic Signal Cabinets	-	-	-	60,000
394-48-4600-4205	Los Robles/Mission Traffic Signal Renovation	-	-	-	9,000
	<b>Total Capitalized Expenditures</b>	<b>4,366,338</b>	<b>7,105,358</b>	<b>6,811,060</b>	<b>1,711,349</b>
	<b>Total Expenditures</b>	<b>5,168,317</b>	<b>8,362,011</b>	<b>8,049,890</b>	<b>2,752,830</b>

# Parks Section

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	343,147	324,788	337,328	340,998
	Services & Supplies	121,569	208,554	203,186	166,380
	Capital Outlay	75,678	721,897	721,681	13,500
	<b>Total Expenditures</b>	<b>540,394</b>	<b>1,255,238</b>	<b>1,262,195</b>	<b>520,878</b>
<b>Expenditures by Fund:</b>					
101	General Fund	463,669	529,364	536,536	506,328
281	Donations Fund	1,047	118,768	118,768	1,050
394	Capital Projects Fund	75,678	607,107	606,891	13,500
	<b>Total Expenditures</b>	<b>540,394</b>	<b>1,255,238</b>	<b>1,262,195</b>	<b>520,878</b>
	Original Budget	-	559,188	-	-
	Amendments	-	696,050	-	-
	Amended Budget	-	<u>1,255,238</u>	-	-
<b>Staffing History:</b>					
	Public Works Division Manager	0.25	0.25	0.25	0.25
	Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	-	-	-	-
	Maintenance Worker II	2.00	2.00	1.75	2.00
	Maintenance Worker I	-	-	0.16	-
	Park Attendants	0.55	0.76	0.33	0.76
	Maintenance Assistant	0.41	0.55	0.45	0.55
	<b>Total FTEs</b>	<b>4.21</b>	<b>4.56</b>	<b>3.94</b>	<b>4.56</b>

## Parks Section (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-50-4001-0000	Full Time Salaries	226,486	199,680	202,368	211,954
101-50-4002-0000	Part Time Wages	27,495	38,017	38,017	40,022
101-50-4004-0000	Overtime	2,001	2,618	2,618	1,930
101-50-4006-0000	Medicare	3,914	3,545	3,412	3,743
101-50-4008-6050	Retirement PARS	1,003	1,426	144	1,501
101-50-4008-6160	Retirement - PERS	28,333	38,377	44,244	40,723
	Normal Cost				20,254
	UAL 20 Year Payoff				20,469
101-50-4010-0000	Cafeteria Benefit	52,490	39,600	45,000	39,600
101-50-4011-0000	Technology Allowance	1,002	1,200	1,200	1,200
101-50-4013-0000	Uniform Allowance	425	325	325	325
	<b>Total Personnel</b>	<b>343,147</b>	<b>324,788</b>	<b>337,328</b>	<b>340,998</b>
101-50-4150-0000	Other Contract Services	18,114	32,250	24,750	24,750
	Backflow Testing		1,050		1,050
	Electrical Repairs		500		500
	Pest Control		1,400		1,400
	Tree Pruning		20,000		20,000
	Tree Removal		7,500		-
	Playground Inspection/Repairs		1,800		1,800
101-50-4206-0000	Building Repair & Maintenance	9,956	10,000	10,000	10,000
	Routine Building Repairs		2,000		2,000
	Public Restroom Supplies		8,000		8,000
281-50-4206-9400	Bldg Rep & Maint-War Memorial	1,047	1,050	1,050	1,050
101-50-4316-0000	Equipment Repair & Maintenance	349	1,000	1,000	1,000
101-50-4376-0000	Materials & Supplies	13,202	25,700	25,700	25,700
	Irrigation Supplies		5,000		5,000
	Lumber, Fencing, concrete, asphalt & paint		5,000		5,000
	Misc. grounds maintenance supplies		2,000		2,000
	Equipment Rental		700		700
	Pesticides		1,000		1,000
	Fertilizer		1,000		1,000
	Shed Roof Repair		1,000		1,000
	Wood Chips		10,000		10,000
101-50-4399-0000	Non-Capitalized Equipment	1,424	25,076	25,076	1,400
	Aerator		1,500		-
	Auger		1,200		-
	Chain Saws & Hedge Trimmers		1,400		1,400
	Picnic Tables		19,976		-
	Tool Box		1,000		-
281-50-4399-0000	Non-Capitalized Equipment	-	2,928	2,928	-
	Benches		1,178		
	Drinking Fountain		1,750		

## Parks Section (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
101-50-4404-0000	Plants	4,410	13,500	13,500	15,500
	Landscape New Restroom Area				3,000
	Floral Displays		3,000		2,000
	Shrubs & Groundcover		3,000		3,000
	Trees		7,500		7,500
101-50-4420-0000	Printing	-	2,500	2,500	2,500
101-50-4452-0000	Small Tools	465	750	750	750
101-50-4480-0000	Travel & Meetings	529	-	132	-
101-50-4500-4950	Utilities-Natural Gas	395	500	500	500
101-50-4500-9025	Utilities-Telecommunications	1,201	1,300	1,300	1,300
101-50-4500-9460	Utilities-Water	51,812	75,000	75,000	55,000
101-50-4508-0000	Vehicle Repair & Maintenance	4,854	3,000	5,000	5,000
101-50-4950-0001	Equipment Cost Allocation	13,811	14,000	14,000	21,930
	<b>Total Services &amp; Supplies</b>	<b>121,569</b>	<b>208,554</b>	<b>203,186</b>	<b>166,380</b>
281-50-4600-6053	Patrick's Tree	-	114,790	114,790	-
394-50-4600-0000	Playground Rehabilitation	2,607	-	-	-
394-50-4600-3350	Lacy Park Inner Loop Rehabilitation	29,972	246,290	246,074	-
394-50-4600-5875	Parking Lot Improvements	-	100,000	-	-
394-50-4600-7027	Restroom Upgrades	39,403	69,617	169,617	-
394-50-4600-7150	Rose Arbor Repair	2,990	134,950	134,950	-
394-50-4600-5501	Office Improvements	-	6,250	6,250	-
394-50-4600-8251	St. Albans Parking Lot	-	50,000	50,000	-
394-50-4600-9400	Construction-War Memorial	706	-	-	-
394-50-4600-7028	Landscape New Restroom Area	-	-	-	5,000
394-50-4600-5502	Park Office Sewer line Replacement	-	-	-	8,500
	<b>Total Capitalized Expenditures</b>	<b>75,678</b>	<b>721,897</b>	<b>721,681</b>	<b>13,500</b>
	<b>Total Expenditures</b>	<b>540,394</b>	<b>1,255,238</b>	<b>1,262,195</b>	<b>520,878</b>

# Grounds Section

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	254,079	347,949	341,483	353,232
	Services & Supplies	488,336	484,920	484,970	419,967
	Capital Outlay	9,594	148,237	68,090	-
	<b>Total Expenditures</b>	<b>752,009</b>	<b>981,106</b>	<b>894,543</b>	<b>773,199</b>
<b>Expenditures by Fund:</b>					
101	General Fund	742,415	832,869	826,453	773,199
236	Windstorm Tree Grant Fund	4,201	-	-	-
394	Capital Projects Fund	5,393	148,237	68,090	-
	<b>Total Expenditures</b>	<b>752,009</b>	<b>981,106</b>	<b>894,543</b>	<b>773,199</b>
	Original Budget	-	914,369	-	-
	Amendments	-	66,737	-	-
	<b>Amended Budget</b>	-	<b>981,106</b>	-	-
<b>Staffing History:</b>					
	Public Works Division Manager	0.25	0.25	0.25	0.25
	Maintenance Worker III	2.00	1.00	1.00	1.00
	Maintenance Worker II	2.00	2.00	2.00	2.00
	Maintenance Worker I	0.25	1.00	1.00	1.00
	<b>Total FTEs</b>	<b>4.50</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>

## Grounds Section (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-52-4001-0000	Full Time Salaries	188,314	242,948	241,898	244,516
101-52-4004-0000	Overtime	5,026	8,407	8,407	6,882
101-52-4006-0000	Medicare	2,932	3,706	3,609	3,700
101-52-4008-6160	Retirement - PERS	22,862	40,263	34,944	45,509
	Normal Cost				22,133
	UAL 20 Year Payoff				23,376
101-52-4010-0000	Cafeteria Benefit	34,223	51,600	51,600	51,600
101-52-4011-0000	Technology Allowance	396	600	600	600
101-52-4013-0000	Uniform Allowance	326	425	425	425
	<b>Total Personnel</b>	<b>254,079</b>	<b>347,949</b>	<b>341,483</b>	<b>353,232</b>
101-52-4150-0000	Other Contract Services	339,630	352,950	352,950	287,600
	Backflow Testing/Repairs		5,000		5,000
	Median Maintenance		96,000		43,000
	Tree Pruning		200,750		200,750
	Tree Removal/Replacement		31,850		31,850
	Median Design		6,000		-
	Digital Maps/Digital Migration		5,000		2,000
	Service Request System (Trees)		3,350		5,000
	Oak Tree Preservation Program		5,000		-
101-52-4204-0000	Books & Periodicals	-	200	200	-
101-52-4316-0000	Equipment Repair & Maintenance	2,854	4,000	4,000	4,000
101-52-4376-0000	Materials & Supplies	12,693	11,500	11,500	11,500
	Mulch, irrigation supplies & misc. grounds maintenance supplies		6,000		6,000
	Forestry Supplies		1,000		1,000
	Seed, Fertilizer, Pesticides & Misc. Supplies		2,500		2,500
	Mulch for Oak Tree Preservation		2,000		2,000
101-52-4396-0000	Memberships & Dues	385	-	-	-
101-52-4399-0000	Non-capitalized Equipment	3,298	2,100	2,100	2,100
	(3) Chain saws		2,100		2,100
101-52-4404-0000	Plants	8,115	10,400	10,400	10,400
	Floral Displays		3,400		3,400
	Shrubs & Groundcover		3,000		3,000
	Trees		4,000		4,000
101-52-4452-0000	Small Tools	836	750	800	750
101-52-4480-0000	Travel & Meetings	488	-	-	-
101-52-4500-9025	Utilities-Telecommunications	312	520	520	520
101-52-4500-9460	Utilities-Water	89,346	70,000	70,000	70,000

## Grounds Section (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Adopted
101-52-4508-0000	Vehicle Repair & Maintenance	10,282	13,000	13,000	13,000
	Fuel		7,000		7,000
	General Repairs/Inspections/Smog Checks		2,000		2,000
	General Maintenance/Tune-ups/Parts		3,000		3,000
	Misc. Parts		1,000		1,000
101-52-4950-0001	Equipment Cost Allocation	20,097	19,500	19,500	20,097
	<b>Total Services &amp; Supplies</b>	<b>488,336</b>	<b>484,920</b>	<b>484,970</b>	<b>419,967</b>
236-50-4600-8357	Windstorm Tree Replacement	4,201	-	-	
394-52-4600-0000	Huntington Dr. Tree Replacement	-	-	-	
394-52-4600-4186	Center Median Landscaping	-	38,688	-	
394-52-4600-5880	Parklet	5,393	4,607	-	
394-52-4600-7038	Roanoake Parkway Improvements	-	12,500	12,500	-
394-52-4600-9245	Huntington Median Irrigation	-	92,442	55,590	
	<b>Total Capitalized Expenditures</b>	<b>9,594</b>	<b>148,237</b>	<b>68,090</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>752,009</b>	<b>981,106</b>	<b>894,543</b>	<b>773,199</b>

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## Recreation

The San Marino Recreation Department offers a wide variety of services for people of all ages. Under the guidance and support of the Recreation Commission, the Department focuses on providing active and passive programs designed to meet the needs and interests of the community. Some of the Department's activities include senior workshops/classes, senior day trips, after school day care, preschool programming, youth sports, art and dance classes and yoga. Popular seasonal programming such as Aquatics and Summer Camp are also provided. Program participation numbers exceed 10,000 in a given 4 quarter year.

The majority of the City's recreation services are conducted at Stoneman School, a former school site located on the west side of San Marino. Architect refurbishment estimates as well as historical and ADA assessments have been conducted on this facility. Additionally, the Recreation Department oversees the operation and rental of the San Marino Center as well as the Thurnher House. All facilities offer valuable space for the City to conduct classes, community meetings, and/or rentals. Funding for the maintenance of these sites is provided by the General Fund and/or the Los Angeles County Park Bond Fund. Many classes are also offered at the Crowell Public Library, in conjunction with library services, creating a community services approach.

In fiscal year 2016-17, a comprehensive review of the department's historical development, current service offerings, and future programming will be conducted by the City Council and Community Services Commission. In addition to focusing on the services being provided, this review will include an assessment of the primary service facilities (Stoneman School and San Marino Center) to determine strengths, weaknesses and consideration for future improvements as needed to enhance and/or expand services.

Another major area of service provided by the Department is Special Events, which include: Snow Day, Free Recreation Day, Easter Egg Hunt, Track Meet, Memorial Day and the Fourth of July. These events are unique opportunities for members of the community to gather together to celebrate and participate in special activities as well as taking time out to honor traditions and service. Collectively, these events draw approximately 12,000 participants annually.

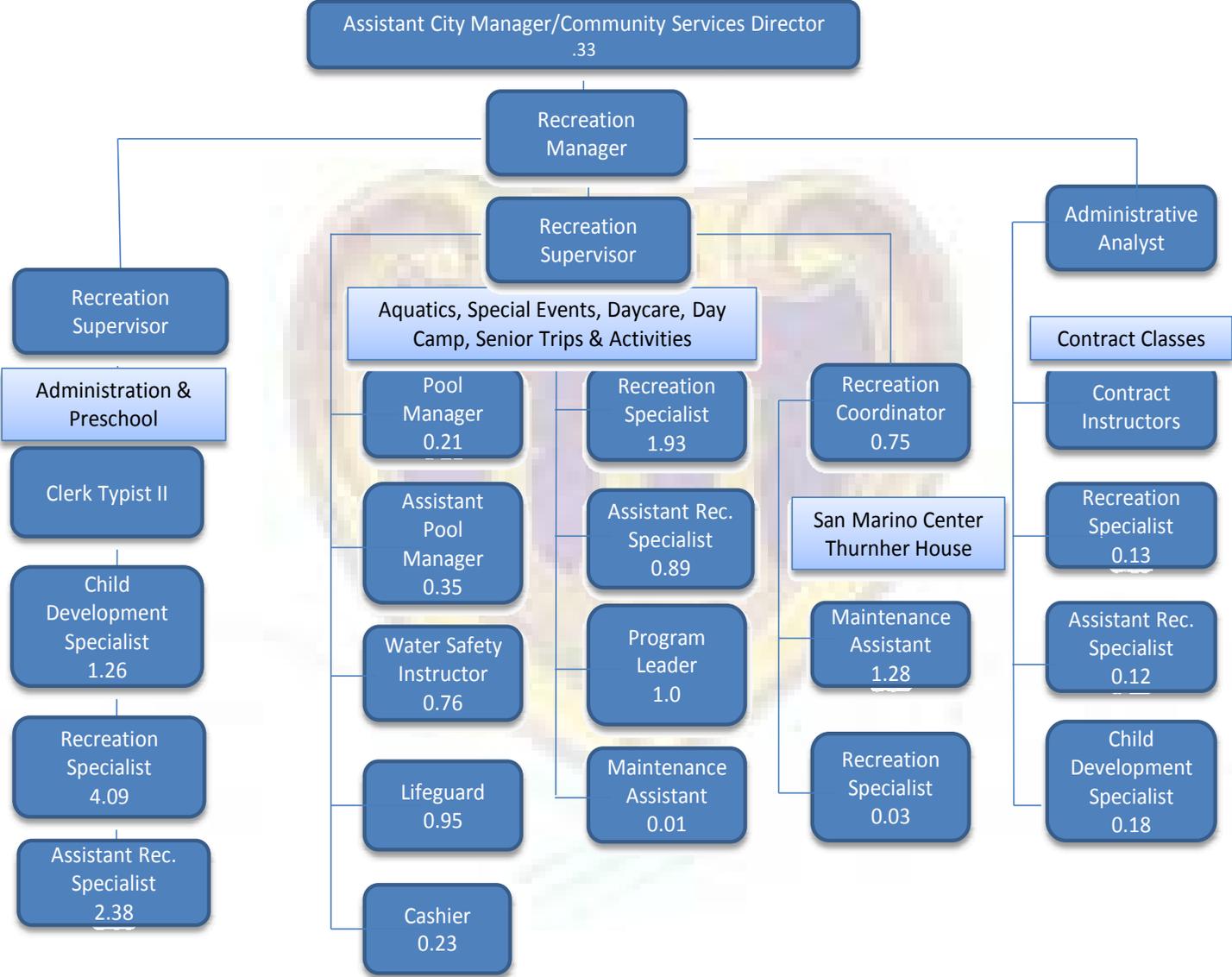
All Department activities are advertised through the City's Recreation/ Library Guide, the City's Newsletter, the Department's monthly E-newsletter, and the City's website. Staff produces and manages these marketing tools.

While the City Council has mandated a 70% cost recovery for Recreation services, the 2016-17 budget exceeds this mandate and reflects an 77% cost recovery. This fiscal year an increase of approximately 16% to program fees was necessary to offset expenditure increases such as the increase in minimum wage.

The Recreation Commission plays an important role in department budget monitoring, program planning, community marketing, activity/event evaluation as well as volunteer hours at our events. The Commission is appointed by Council for four year terms, and meets quarterly.

The Recreation budget is designed to reflect the Department's mission of offering community services which enhance the quality of life and sense of neighborhood in San Marino. The Department seeks to provide sustainable and quality programming for all ages, which are unique and encourage community involvement and positive experiences. Community comments and evaluations regarding specific recreation needs are critical to the Department's operations and are highly encouraged as part of the Department's success.

# Recreation



# Recreation Summary

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Sources by Type:</b>				
<b>Non-Department Generated:</b>				
Unrestricted Funds	586,995	680,771	646,734	326,024
Intergovernmental Funds	149,688	184,430	186,327	177,231
	<u>736,683</u>	<u>865,201</u>	<u>842,264</u>	<u>503,255</u>
<b>Department Generated Funds:</b>				
Charges for Services	1,335,020	1,414,247	1,395,947	1,674,549
Rents & Concessions	32,414	44,300	38,600	40,800
Intergovernmental	-	2,500	2,500	-
Donations	4,554	5,357	5,637	4,300
Miscellaneous Revenues	503	-	-	-
	<u>1,372,490</u>	<u>1,466,404</u>	<u>1,442,684</u>	<u>1,719,649</u>
<b>Total Sources</b>	<b>2,109,173</b>	<b>2,331,605</b>	<b>2,284,948</b>	<b>2,222,904</b>
<b>Uses by Type:</b>				
Personnel	1,181,275	1,301,002	1,289,569	1,246,187
Services & Supplies	902,756	930,603	935,379	976,717
Capital Outlay	25,143	100,000	60,000	-
<b>Total Uses</b>	<b>2,109,173</b>	<b>2,331,605</b>	<b>2,284,948</b>	<b>2,222,904</b>
<b>Cost Recovery</b>	65%	63%	63%	77%
<b>Revenues by Fund:</b>				
101 General Fund	1,294,776	1,363,547	1,355,547	1,633,972
104 4th of July Fund	57,591	73,000	57,000	57,177
105 San Marino Center Fund	15,569	22,000	22,000	24,200
239 County Parks & Rec Grant	-	2,500	2,500	-
281 Restricted Donations Fund	4,554	5,357	5,637	4,300
<b>Total Revenues</b>	<b>1,372,490</b>	<b>1,466,404</b>	<b>1,442,684</b>	<b>1,719,649</b>
<b>Expenditures by Fund:</b>				
101 General Fund	1,800,534	1,895,694	1,876,740	1,879,154
104 4th of July Fund	59,319	67,489	61,144	69,636
105 San Marino Center Fund	67,450	76,231	90,714	90,469
204 CDBG Fund	4,403	5,773	6,489	5,646
206 LA County Park Bond Fund	44,502	63,619	60,240	54,935
207 Prop. A Transit Fund	96,546	110,038	119,598	116,650
226 Beverage Container Grant	4,237	5,000	-	-
239 County Parks & Rec Grant	-	2,500	2,500	-
281 Restricted Donations Fund	3,957	5,224	7,486	6,200
394 Capital Projects Fund	25,143	100,000	60,000	-
595 Workers' Compensation Fund	3,082	37	37	214
<b>Total Expenditures</b>	<b>2,109,173</b>	<b>2,331,605</b>	<b>2,284,948</b>	<b>2,222,904</b>
	-	-	-	-
	-	-	-	-
<b>Total Revenues Over/(Under) Expenditures</b>	<b>(736,683)</b>	<b>(865,201)</b>	<b>(842,264)</b>	<b>(503,255)</b>
<b>Fund 101 Revenues Over/(Under) Expenditures</b>	<b>(505,758)</b>	<b>(532,147)</b>	<b>(521,193)</b>	<b>(245,182)</b>
<b>Fund 101 Revenues as a % of Expenditures</b>	<b>72%</b>	<b>72%</b>	<b>72%</b>	<b>87%</b>

## Recreation Summary (Continued)

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Staffing History:</b>				
Community Services Director	-	-	0.50	0.33
Recreation Director	1.00	1.00	-	-
Recreation Manager	1.00	1.00	1.00	1.00
Administrative Analyst	0.50	0.25	0.25	1.00
Clerk Typist II	1.00	1.00	1.00	1.00
Assistant Pool Manager	0.15	0.18	0.11	0.35
Assistant Recreation Specialist	3.47	3.32	2.69	3.39
Cashiers	0.11	0.12	0.09	0.23
Child Development Specialist	1.71	1.96	1.69	1.44
Library Page	-	-	0.04	-
Lifeguards	1.67	1.25	1.10	0.95
Maintenance Assistant	0.51	0.28	1.32	1.28
Pool Manager	0.18	0.18	0.19	0.21
Program Leader	0.39	0.98	0.73	1.00
Recreation Coordinator	0.75	0.75	0.75	0.75
Recreation Specialist	6.99	6.81	5.82	6.18
Recreation Supervisor	2.50	2.00	2.00	2.00
Water Safety Instructors	0.71	0.42	0.61	0.76
<b>Total FTEs</b>	<b>22.64</b>	<b>21.49</b>	<b>19.89</b>	<b>21.88</b>

## Recreation Summary (Continued)

Performance Measure	Goal
Cost Recovery	Exceed the Council's 70% cost recovery policy directive
Community Needs	Analyze current and past program participation data to assist in future program planning and to ensure community needs are being met
Stoneman School Usage Plan	Work with City Council and Recreation Commission to establish a development usage plan for Stoneman School facility, and a timeline to move forward
Facility Evaluation	Inventory and evaluate recreation facilities in order to assess adequacy of existing facilities to meet current and future programming needs, and facility improvement needs

Indicators	Annual Workload
Daycare Participants Served	1,200
Preschool Participants Served	2,400
Summer Day Camp Participants Served	950
Aquatics Participants Served	700
Tsunami Participants Served	1,275
Tot, Youth & Teen Contract Class Participants Served	1,925
Adult & Senior Contract Class Participants Served	1,200
Senior Trip Participants Served	500
4th of July Event Participants	8,500
Free Recreation Day Participants	175
Snow Day Participants	1,500
Track Meet Participants	500
Egg Hunt Participants	1,500
Memorial Day Participants	350

## Recreation Administration Division

	2014-15	2015-16	2015-16	2016-17
	Actual	Budget	Estimated	Adopted
<b>Budget Summary</b>				
<b>Revenues by Type:</b>				
Charges for Services	13,317	9,500	9,500	9,500
Rents & Concessions	16,845	22,300	16,600	16,600
Intergovernmental	-	2,500	2,500	-
Donations	600	-	-	-
Miscellaneous Revenues	503	-	-	-
<b>Total Revenues</b>	<b>31,264</b>	<b>34,300</b>	<b>28,600</b>	<b>26,100</b>
<b>Expenditures by Type:</b>				
Personnel	349,799	386,448	376,623	247,693
Services & Supplies	190,337	182,191	176,717	188,504
Capital Outlay	25,143	100,000	60,000	-
<b>Total Expenditures</b>	<b>565,279</b>	<b>668,639</b>	<b>613,340</b>	<b>436,197</b>
<b>Revenues by Fund:</b>				
101 General Fund	30,664	31,800	26,100	26,100
239 County Parks & Rec Grant	-	2,500	2,500	-
281 Restricted Donations Fund	600	-	-	-
	<b>31,264</b>	<b>34,300</b>	<b>28,600</b>	<b>26,100</b>
<b>Expenditures by Fund:</b>				
101 General Fund	532,818	561,102	550,803	435,983
226 Beverage Container Grant Fund	4,237	5,000	-	-
239 County Parks & Rec Grant	-	2,500	2,500	-
394 Capital Projects Fund	25,143	100,000	60,000	-
595 Workers' Compensation Fund	3,082	37	37	214
<b>Total Expenditures</b>	<b>565,279</b>	<b>668,639</b>	<b>613,340</b>	<b>436,197</b>
	-	-	-	-
Original Budget		666,139		
Amendments		2,500		
Amended Budget		<b>668,639</b>		
<b>General Fund Revenues Over/(Under) Expenditures</b>	<b>(502,154)</b>	<b>(529,302)</b>	<b>(524,703)</b>	<b>(409,883)</b>
<b>Staffing History:</b>				
Community Services Director	-	-	0.50	0.33
Recreation Director	1.00	1.00	-	-
Administrative Analyst	0.50	0.25	0.25	0.70
Clerk Typist II	1.00	1.00	1.00	0.42
Assistant Rec. Specialist	0.01	-	-	-
Child Development Specialist	0.59	0.65	0.53	0.38
Recreation Coordinator	0.05	0.05	0.05	-
Recreation Specialist	0.05	-	0.07	0.06
Recreation Supervisor	1.15	0.65	0.65	0.65
<b>Total FTEs</b>	<b>4.35</b>	<b>3.60</b>	<b>3.05</b>	<b>2.53</b>

## Recreation Administration Division (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-60-3340-0000	Nonresident Fees-Recreation	13,317	9,500	9,500	9,500
101-60-3502-0000	Rents & Concessions-Rec	16,845	22,300	16,600	16,600
101-60-3701-0000	Miscellaneous Revenue-Rec	503	-	-	-
239-60-3202-0000	County P&R Needs Assessment	-	2,500	2,500	-
281-60-3601-0000	Recreation Donations Received	600	-	-	-
	<b>Total Revenues</b>	<b>31,264</b>	<b>34,300</b>	<b>28,600</b>	<b>26,100</b>
<b>Expenditures:</b>					
101-60-4001-0000	Full Time Salaries	240,906	182,955	182,955	166,709
101-60-4002-0000	Part Time Wages	28,817	99,943	100,000	20,381
101-60-4004-0000	Overtime	2,037	1,394	1,300	1,961
101-60-4006-0000	Medicare	3,965	4,607	3,915	3,115
101-60-4008-6050	Retirement - PARS	11	-	-	81
101-60-4008-6160	Retirement - PERS	32,796	54,649	45,524	24,612
	Normal Cost				16,684
	UAL 20 Year Payoff				7,928
101-60-4010-0000	Cafeteria Benefit	37,938	39,960	39,960	29,232
101-60-4011-0000	Technology Allowance	2,173	2,940	2,932	1,602
101-60-4014-0000	Unemployment Payments	44	-	37	-
595-60-4015-0001	Workers' Comp Current Employee	1,112	-	-	-
	<b>Total Personnel</b>	<b>349,799</b>	<b>386,448</b>	<b>376,623</b>	<b>247,693</b>
101-60-4150-0000	Other Contract Services	50,169	48,532	45,197	49,256
	Commission Clerical Support		-		1,675
	Credit Card Fees		15,800		15,800
	Customer E-Mail Support		420		420
	Filtered Water Service		360		360
	Vermont Annual Fee		5,500		5,500
	Computer Network/Technical Maintenance		15,882		18,266
	ASCAP		335		335
	Plug N' Pay		250		250
	SCMAF		6,000		6,000
	Senior Outreach Amendment		3,335		-
	Website		650		650
101-60-4206-0000	Building Repair & Maintenance	33,645	34,477	34,477	34,833
	Boiler		2,000		2,000
	Janitorial Contract		28,833		28,833
	Miscellaneous Cleaning Supplies		3,644		4,000
101-60-4316-0000	Equipment Repair & Maintenance	1,450	1,665	1,365	1,665
	Copy Machine		1,365		1,365
	Miscellaneous		300		300
101-60-4324-0000	Facility Rental	1,058	1,920	2,300	2,150
595-60-4356-0000	Workers' Comp Premium	1,970	37	37	214

## Recreation Administration Division (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
101-60-4376-0000	Materials & Supplies	11,465	8,500	12,500	15,400
	Shirts		1,500		3,400
	Office Supplies		7,000		12,000
239-60-4376-0000	Materials & Supplies	-	2,500	2,500	-
	Needs Assessment		2,500		
101-60-4396-0000	Memberships & Dues	1,155	800	1,065	915
	CPRS		500		480
	City Club		-		125
	Southern Municipal Athletic Conference Federation		300		310
101-60-4398-0000	Mileage	731	500	500	756
101-60-4399-0000	Non-capitalized Equipment	3,566	1,500	1,500	1,500
	Computers (Amend.=\$1,500)		1,300		1,300
	Laptop and Printer		200		200
226-60-4399-0000	Non-capitalized Equipment	4,237	5,000	-	-
	Picnic Tables, Benches @ Stoneman		5,000		
101-60-4412-0000	Postage	1,374	3,280	3,100	3,124
	Quarterly Recreation Brochure		2,880		2,724
	Misc.		400		400
101-60-4420-0000	Printing	26,059	21,480	17,784	17,784
	Quarterly Recreation Brochure		18,480		14,784
	Marketing, Misc. Printing		3,000		3,000
101-60-4468-0000	Staff Development	1,975	3,000	3,192	1,870
	CPR		3,000		1,350
	Other Training		-		520
101-60-4480-0000	Travel & Meetings	938	400	400	600
101-60-4500-1980	Utilities-Electricity	24,084	22,500	24,750	25,000
101-60-4500-4950	Utilities-Natural Gas	2,248	1,200	2,200	2,400
101-60-4500-9025	Utilities-Telecommunications	4,850	6,900	6,900	6,900
101-60-4500-9460	Water	5,479	6,000	5,750	6,000
101-60-4508-0000	Vehicle Repair & Maintenance	4,026	5,300	4,500	5,300
101-60-4950-0001	Equipment Cost Allocation	9,858	6,700	6,700	12,837
	<b>Total Services &amp; Supplies</b>	<b>190,337</b>	<b>182,191</b>	<b>176,717</b>	<b>188,504</b>
394-60-4600-8940	Stoneman School Rehabilitation	25,143	100,000	60,000	-
	Doors/Windows/Locks/Flooring/Countertops		100,000		
	<b>Total Capitalized Expenditures</b>	<b>25,143</b>	<b>100,000</b>	<b>60,000</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>565,279</b>	<b>668,639</b>	<b>613,340</b>	<b>436,197</b>

## Aquatics Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	154,297	160,000	160,000	201,776
	<b>Total Revenues</b>	<b>154,297</b>	<b>160,000</b>	<b>160,000</b>	<b>201,776</b>
<b>Expenditures by Type:</b>					
	Personnel	87,556	66,470	74,859	89,645
	Services & Supplies	106,170	128,727	119,908	124,436
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>193,726</b>	<b>195,197</b>	<b>194,767</b>	<b>214,081</b>
<b>Revenues by Fund:</b>					
101	General Fund	154,297	160,000	160,000	201,776
	<b>Total Revenues</b>	<b>154,297</b>	<b>160,000</b>	<b>160,000</b>	<b>201,776</b>
		-	-	-	-
<b>Expenditures by Fund:</b>					
101	General Fund	193,726	195,197	194,767	210,695
207	Prop. A Transit Fund	-	-	-	3,386
	<b>Total Expenditures</b>	<b>193,726</b>	<b>195,197</b>	<b>194,767</b>	<b>214,081</b>
		-	-	-	-
	Original Budget		195,197		
	Amendments		-		
	Amended Budget		<u>195,197</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<b>(39,429)</b>	<b>(35,197)</b>	<b>(34,767)</b>	<b>(8,919)</b>
<b>Staffing History:</b>					
	Assistant Pool Manager	0.15	0.18	0.11	0.35
	Cashiers	0.11	0.12	0.09	0.23
	Life Guard	1.66	1.25	1.10	0.95
	Pool Manager	0.18	0.18	0.19	0.21
	Water Safety Instructor	0.71	0.42	0.61	0.76
	<b>Total FTEs</b>	<b>2.81</b>	<b>2.14</b>	<b>2.10</b>	<b>2.50</b>

## Aquatics Division (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-62-3336-0000	Aquatics Program Fees	154,297	160,000	160,000	201,776
<b>Revenue Totals</b>		<b>154,297</b>	<b>160,000</b>	<b>160,000</b>	<b>201,776</b>
<b>Expenditures:</b>					
101-62-4002-0000	Part Time Wages	82,741	61,159	71,159	84,265
101-62-4004-0000	Overtime	505	-	-	-
101-62-4006-0000	Medicare	1,207	887	1,032	1,222
101-62-4008-6050	Retirement PARS	3,103	1,777	2,668	2,793
101-62-4008-6160	Retirement - PERS	-	2,647	-	1,365
	Normal Cost				936
	UAL 20 Year Payoff				429
<b>Total Personnel</b>		<b>87,556</b>	<b>66,470</b>	<b>74,859</b>	<b>89,645</b>
101-62-4102-0000	Contracted Teacher Services	70,225	88,000	84,000	84,000
207-62-4208-0000	Bus Transportation	-	-	-	3,386
101-62-4324-0000	Facility Rental	31,640	34,377	29,558	30,600
	Mini Mobile		552		800
	SMUSD Pool		21,600		22,000
	Boys and Girls Club Pool		12,225		7,800
101-62-4376-0000	Materials & Supplies	597	3,000	3,000	3,000
101-62-4492-0000	Uniforms	182	-	-	-
101-62-4492-0004	Uniforms-Safety	3,166	3,000	3,000	3,100
101-62-4500-9025	Utilities-Telecommunications	359	350	350	350
<b>Total Services &amp; Supplies</b>		<b>106,170</b>	<b>128,727</b>	<b>119,908</b>	<b>124,436</b>
<b>Total Expenditures</b>		<b>193,726</b>	<b>195,197</b>	<b>194,767</b>	<b>214,081</b>

## Contract Classes Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	337,346	380,000	380,000	380,480
	<b>Total Revenues</b>	<b>337,346</b>	<b>380,000</b>	<b>380,000</b>	<b>380,480</b>
<b>Expenditures by Type:</b>					
	Personnel	132,817	156,178	132,202	138,545
	Services & Supplies	228,518	228,480	228,280	241,000
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>361,335</b>	<b>384,658</b>	<b>360,482</b>	<b>379,545</b>
<b>Revenues by Fund:</b>					
101	General Fund	337,346	380,000	380,000	380,480
	<b>Total Revenues</b>	<b>337,346</b>	<b>380,000</b>	<b>380,000</b>	<b>380,480</b>
		-	-	-	-
<b>Expenditures by Fund:</b>					
101	General Fund	361,335	384,658	360,482	379,545
	<b>Total Expenditures</b>	<b>361,335</b>	<b>384,658</b>	<b>360,482</b>	<b>379,545</b>
		-	-	-	-
	Original Budget		384,658		
	Amendments		-		
	Amended Budget		<u>384,658</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<b>(23,989)</b>	<b>(4,658)</b>	<b>19,518</b>	<b>935</b>
<b>Staffing History:</b>					
	Recreation Manager	0.50	0.50	0.50	0.50
	Assistant Rec. Specialist	0.11	0.01	-	0.12
	Administrative Analyst	-	-	-	0.30
	Child Development Specialist	0.40	0.51	0.30	0.18
	Program Leader	0.02	-	0.01	-
	Recreation Coordinator	-	-	-	-
	Recreation Specialist	0.17	0.15	0.04	0.13
	Recreation Supervisor	0.50	0.50	0.50	0.25
	<b>Total FTEs</b>	<b>1.70</b>	<b>1.67</b>	<b>1.35</b>	<b>1.47</b>

## Contract Classes Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-64-3336-0000	Contract Class Program Fees	337,346	380,000	380,000	340,800
101-64-3336-0001	Bridge Fees	-	-	-	20,810
101-64-3336-0002	Jr. Titan Fees	-	-	-	18,870
<b>Total Revenues</b>		<b>337,346</b>	<b>380,000</b>	<b>380,000</b>	<b>380,480</b>
<b>Expenditures:</b>					
101-64-4001-0000	Full Time Salaries	79,252	87,835	80,051	90,500
101-64-4002-0000	Part Time Wages	27,712	28,388	19,385	16,347
101-64-4006-0000	Medicare	1,462	1,916	1,413	1,791
101-64-4008-6050	Retirement PARS	217	12	-	287
101-64-4008-6160	Retirement - PERS	11,963	22,127	15,453	12,970
	Normal Cost				9,091
	UAL 20 Year Payoff				3,879
101-64-4010-0000	Cafeteria Benefits	10,732	14,400	14,400	15,120
101-64-4011-0000	Technology Allowance	1,478	1,500	1,500	1,530
<b>Total Personnel</b>		<b>132,817</b>	<b>156,178</b>	<b>132,202</b>	<b>138,545</b>
101-64-4102-0000	Contracted Teacher Services	211,187	206,000	206,000	221,520
101-64-4150-0000	Other Contract Services	11,197	10,480	10,480	10,480
	Bridge Table Fees		840		840
	Bridge Manager		8,640		8,640
	Supplies		400		400
	Piano Tuning		600		600
101-64-4324-0000	Facility Rental	2,037	8,000	8,000	5,000
	District Facilities		8,000		5,000
101-64-4376-0000	Materials & Supplies	4,097	4,000	3,800	4,000
<b>Total Services &amp; Supplies</b>		<b>228,518</b>	<b>228,480</b>	<b>228,280</b>	<b>241,000</b>
<b>Total Expenditures</b>		<b>361,335</b>	<b>384,658</b>	<b>360,482</b>	<b>379,545</b>

# Special Events Division

	2014-15	2015-16	2015-16	2016-17
	Actual	Budget	Estimated	Adopted
<b>Budget Summary</b>				
<b>Revenues by Type:</b>				
Charges for Services	78,749	98,300	74,000	75,202
Donations	2,000	3,857	3,857	2,500
<b>Total Revenues</b>	<b>80,749</b>	<b>102,157</b>	<b>77,857</b>	<b>77,702</b>
<b>Expenditures by Type:</b>				
Personnel	11,100	20,403	13,017	12,613
Services & Supplies	81,808	80,644	82,895	93,952
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>92,908</b>	<b>101,047</b>	<b>95,912</b>	<b>106,565</b>
<b>Revenues by Fund:</b>				
101 General Fund	21,158	25,300	17,000	18,025
104 4th of July Fund	57,591	73,000	57,000	57,177
281 Donations	2,000	3,857	3,857	2,500
<b>Total Revenues</b>	<b>80,749</b>	<b>102,157</b>	<b>77,857</b>	<b>77,702</b>
<b>Expenditures by Fund:</b>				
101 General Fund	31,444	29,834	31,044	32,529
104 4th of July Fund	59,319	67,489	61,144	69,636
281 Donations Fund	2,145	3,724	3,724	4,400
<b>Total Expenditures</b>	<b>92,908</b>	<b>101,047</b>	<b>95,912</b>	<b>106,565</b>
		Original Budget	101,047	
		Amendments	-	
		Amended Budget	<u>101,047</u>	
<b>General Fund Revenues Over/(Under) Expenditures</b>	<b>(10,286)</b>	<b>(4,534)</b>	<b>(14,044)</b>	<b>(14,504)</b>
<b>4th of July Fund Revenues Over/(Under) Expenditures</b>	<b>(1,728)</b>	<b>5,511</b>	<b>(4,144)</b>	<b>(12,459)</b>
<b>Donations Fund Revenues Over/(Under) Expenditures</b>	<b>(145)</b>	<b>133</b>	<b>133</b>	<b>(1,900)</b>
	<b>(12,159)</b>	<b>1,110</b>	<b>(18,055)</b>	<b>(28,863)</b>
<b>By Program:</b>				
Miscellaneous Programs	(31,589)	(9,164)	(8,678)	(7,667)
Easter Program	5,508	1,050	(2,950)	(2,981)
Track Meet Program	2,646	1,076	1,076	300
Snow Day Program	13,004	1,280	(4,716)	(6,056)
4th of July Program	(1,728)	6,868	(2,787)	(12,459)
<b>Revenues Over/(Under) Expenditures</b>	<b>(12,159)</b>	<b>1,110</b>	<b>(18,055)</b>	<b>(28,863)</b>
<b>Staffing History:</b>				
Assistant Rec. Specialist	0.06	0.10	0.06	0.11
Lifeguard	0.01	-	-	-
Program Leaders	0.02	-	0.02	0.02
Child Development Specialist	0.01	-	0.02	-
Maintenance Assistance	0.01	-	0.02	0.01
Library Page	-	-	0.04	-
Recreation Specialist	0.13	0.11	0.01	0.15
<b>Total FTEs</b>	<b>0.24</b>	<b>0.21</b>	<b>0.17</b>	<b>0.30</b>

## Special Events Division (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-66-3336-0001	Easter Program Fees	5,508	6,800	2,800	2,800
101-66-3336-0002	Track Meet Program Fees	2,646	2,500	2,500	2,500
101-66-3336-0003	Snow Day Program Fees	13,004	16,000	11,700	12,725
104-66-3336-0000	4th of July Entry Fees	57,591	73,000	57,000	57,177
281-66-3601-0000	Memorial Day Donations	2,000	500	500	500
281-66-3601-0002	Track Meet Donations	-	2,000	2,000	2,000
281-66-3601-2570	4th of July Donations	-	1,357	1,357	-
<b>Total Revenues</b>		<b>80,749</b>	<b>102,157</b>	<b>77,857</b>	<b>77,702</b>
<b>Expenditures:</b>					
101-66-4002-0000	Part Time Wages	3,286	6,143	6,143	4,539
101-66-4006-0000	Medicare	46	89	65	66
101-66-4008-6050	Retirement PARS	42	-	70	13
101-66-4008-6160	Retirement - PERS	248	1,182	350	599
	Normal Cost				400
	UAL 20 Year Payoff				199
104-66-4002-0000	Part Time Wages	6,021	10,763	4,163	5,599
104-66-4004-0000	Recreation Overtime	736	-	-	1,000
104-66-4006-0000	Medicare	95	156	156	96
104-66-4008-6050	Retirement-PARS	123	-	-	52
104-66-4008-6160	Retirement-PERS	308	2,070	2,070	649
	Normal Cost				403
	UAL 20 Year Payoff				246
104-66-4010-0000	Cafeteria Benefits	196	-	-	-
<b>Total Personnel</b>		<b>11,100</b>	<b>20,403</b>	<b>13,017</b>	<b>12,613</b>
<b>Other Services &amp; Supplies:</b>					
101-66-4150-0000	Other Contract Services	19,194	1,150	1,150	1,700
281-66-4150-0000	Other Contract Services	622	-	-	500
101-66-4308-0000	Equipment Rental	446	-	-	-
101-66-4376-0000	Materials & Supplies	8,040	600	900	750
281-66-4376-0000	Materials & Supplies	1,523	500	500	-
101-66-4412-0000	Postage	141	-	-	-
<b>Other - Subtotal S &amp; S</b>		<b>29,967</b>	<b>2,250</b>	<b>2,550</b>	<b>2,950</b>

## Special Events Division (Continued)

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Adopted
<b>Egg Hunt Services &amp; Supplies:</b>					
101-66-4150-0001	Egg Hunt Contract Services	-	1,862	1,862	2,311
101-66-4376-0001	Egg Hunt Materials & Supplies	-	3,888	3,888	3,470
<b>Egg Hunt S &amp; S Total</b>		-	5,750	5,750	5,781
<b>Tract Meet Services &amp; Supplies:</b>					
281-66-4150-0002	Tract Meet Contract Services	-	2,100	2,100	1,900
101-66-4376-0002	Tract Meet Materials & Supplies	-	200	200	300
281-66-4376-0002	Tract Meet Materials & Supplies	-	1,124	1,124	2,000
<b>Tract Meet S &amp; S Subtotal</b>		-	3,424	3,424	4,200
<b>Snow Day Services &amp; Supplies:</b>					
101-66-4150-0003	Snow Day Contract Services	-	14,260	16,270	17,811
101-66-4376-0003	Snow Day Materials & Supplies	-	460	146	970
<b>Snow Day S &amp; S Subtotal</b>		-	14,720	16,416	18,781
<b>4th of July Services &amp; Supplies:</b>					
104-66-4150-0000	Other Contract Services	31,987	33,975	33,975	34,675
	Fireworks		27,300		28,000
	First Aid		150		150
	Clean Up Crew, Entertainment		5,525		5,525
	Game Booths		1,000		1,000
104-66-4308-0000	Equipment Rental	10,285	8,225	7,759	15,125
	Fencing		500		500
	Generators		1,500		2,400
	Light Towers		2,000		2,300
	Misc.		-		1,925
	Portable Restrooms		4,225		8,000
104-66-4356-0000	Liability Insurance Premium	-	2,800	3,521	3,500
104-66-4376-0000	Materials & Supplies	5,478	5,000	5,000	4,440
104-66-4420-0000	Printing	4,091	4,500	4,500	4,500
<b>4th of July S &amp; S Subtotal</b>		51,841	54,500	54,755	62,240
<b>Total Services &amp; Supplies</b>		81,808	80,644	82,895	93,952
<b>Total Expenditures</b>		92,908	101,047	95,912	106,565

# Senior Center Division

		Actual	Budget	Estimated	Adopted
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	26,226	25,000	25,000	27,560
	<b>Total Revenues</b>	<b>26,226</b>	<b>25,000</b>	<b>25,000</b>	<b>27,560</b>
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	36,674	31,350	33,690	40,240
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>36,674</b>	<b>31,350</b>	<b>33,690</b>	<b>40,240</b>
<b>Revenues by Fund:</b>					
101	General Fund	26,226	25,000	25,000	27,560
	<b>Total Revenues</b>	<b>26,226</b>	<b>25,000</b>	<b>25,000</b>	<b>27,560</b>
<b>Expenditures by Fund:</b>					
101	General Fund	22,770	24,000	24,000	29,440
207	Prop. A Transit Fund	13,904	7,350	9,690	10,800
	<b>Total Expenditures</b>	<b>36,674</b>	<b>31,350</b>	<b>33,690</b>	<b>40,240</b>
	Original Budget	-	31,350	-	-
	Amendments	-	-	-	-
	Amended Budget	-	<u>31,350</u>	-	-
<b>General Fund Revenues Over/(Under) Expenditures</b>		<b>3,456</b>	<b>1,000</b>	<b>1,000</b>	<b>(1,880)</b>
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-68-3336-0000	Senior Program Fees	26,226	25,000	25,000	27,560
	<b>Total Revenues</b>	<b>26,226</b>	<b>25,000</b>	<b>25,000</b>	<b>27,560</b>
<b>Expenditures:</b>					
101-68-4102-0000	Contracted Teacher Services	-	-	-	6,600
101-68-4376-0000	Materials & Supplies	964	1,000	1,000	1,000
101-68-4486-0000	Trips & Events	21,806	23,000	23,000	21,840
207-68-4208-0000	Bus Transportation	13,904	7,350	9,690	10,800
	<b>Total Services &amp; Supplies</b>	<b>36,674</b>	<b>31,350</b>	<b>33,690</b>	<b>40,240</b>
	<b>Total Expenditures</b>	<b>36,674</b>	<b>31,350</b>	<b>33,690</b>	<b>40,240</b>

## Day Care Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	157,413	160,000	160,000	210,820
	<b>Total Revenues</b>	<b>157,413</b>	<b>160,000</b>	<b>160,000</b>	<b>210,820</b>
<b>Expenditures by Type:</b>					
	Personnel	122,991	128,616	132,511	140,742
	Services & Supplies	76,287	79,213	79,926	90,742
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>199,277</b>	<b>207,829</b>	<b>212,437</b>	<b>231,484</b>
<b>Revenues by Fund:</b>					
101	General Fund	157,413	160,000	160,000	210,820
	<b>Total Revenues</b>	<b>157,413</b>	<b>160,000</b>	<b>160,000</b>	<b>210,820</b>
<b>Expenditures by Fund:</b>					
101	General Fund	139,445	144,516	149,124	157,758
207	Prop. A Transit Fund	59,833	63,313	63,313	73,726
	<b>Total Expenditures</b>	<b>199,277</b>	<b>207,829</b>	<b>212,437</b>	<b>231,484</b>
	Original Budget	-	207,829	-	-
	Amendments	-	-	-	-
	Amended Budget	-	<u>207,829</u>	-	-
<b>General Fund Revenues Over/(Under) Expenditures</b>		<b>17,969</b>	<b>15,484</b>	<b>10,876</b>	<b>53,062</b>
<b>Staffing History:</b>					
	Recreation Manager	0.25	0.25	0.25	0.25
	Recreation Coordinator	-	-	-	0.15
	Assistant Rec. Specialist	1.21	0.62	0.93	0.65
	Program Leader	0.21	0.25	0.41	0.52
	Recreation Specialist	1.38	1.51	1.15	1.44
	<b>Total FTEs</b>	<b>3.05</b>	<b>2.63</b>	<b>2.74</b>	<b>3.01</b>

## Day Care Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-70-3336-0000	Daycare Program Fees	157,413	160,000	160,000	210,820
	<b>Total Revenues</b>	<b>157,413</b>	<b>160,000</b>	<b>160,000</b>	<b>210,820</b>
<b>Expenditures:</b>					
101-70-4001-0000	Full Time Salaries	24,362	25,768	24,219	34,661
101-70-4002-0000	Part Time Wages	83,722	78,103	86,106	86,644
101-70-4006-0000	Medicare	1,496	1,567	1,502	1,820
101-70-4008-6050	Retirement PARS	1,348	223	1,307	762
101-70-4008-6160	Retirement - PERS	8,395	18,755	15,177	10,765
	Normal Cost				9,610
	UAL 20 Year Payoff				1,155
101-70-4010-0000	Cafeteria Benefit	3,063	3,600	3,600	5,400
101-70-4011-0000	Technology Allowance	605	600	600	690
	<b>Total Personnel</b>	<b>122,991</b>	<b>128,616</b>	<b>132,511</b>	<b>140,742</b>
101-70-4206-0000	Building Repair & Maintenance	49	-	-	-
207-70-4208-0000	Bus Transportation	59,833	63,313	63,313	73,726
101-70-4324-0000	Facility Rental	9,708	9,300	10,113	10,416
101-70-4376-0000	Materials & Supplies	6,488	6,000	6,000	6,000
101-70-4500-9025	Telephone	209	600	500	600
	<b>Total Services &amp; Supplies</b>	<b>76,287</b>	<b>79,213</b>	<b>79,926</b>	<b>90,742</b>
	<b>Total Expenditures</b>	<b>199,277</b>	<b>207,829</b>	<b>212,437</b>	<b>231,484</b>

## Day Camp Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	164,064	161,398	161,398	186,260
	<b>Total Revenues</b>	<b>164,064</b>	<b>161,398</b>	<b>161,398</b>	<b>186,260</b>
<b>Expenditures by Type:</b>					
	Personnel	21,662	20,831	24,846	50,836
	Services & Supplies	121,249	134,672	151,625	136,127
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>142,911</b>	<b>155,503</b>	<b>176,471</b>	<b>186,963</b>
<b>Revenues by Fund:</b>					
101	General Fund	164,064	161,398	161,398	186,260
	<b>Total Revenues</b>	<b>164,064</b>	<b>161,398</b>	<b>161,398</b>	<b>186,260</b>
		-	-	-	-
<b>Expenditures by Fund:</b>					
101	General Fund	120,101	116,128	129,876	158,225
207	Prop. A Transit Fund	22,810	39,375	46,595	28,738
	<b>Total Expenditures</b>	<b>142,911</b>	<b>155,503</b>	<b>176,471</b>	<b>186,963</b>
		-	-	-	-
	Original Budget		155,503		
	Amendments		-		
	Amended Budget		<u>155,503</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<b>43,963</b>	<b>45,270</b>	<b>31,522</b>	<b>28,035</b>
<b>Staffing History:</b>					
	Assistant Rec. Specialist	0.22	0.14	0.09	0.13
	Child Development Specialist	-	-	0.02	-
	Recreation Supervisor	-	-	-	0.25
	Program Leader	0.12	0.28	0.07	0.46
	Recreation Specialist	0.31	0.27	0.36	0.27
	<b>Total FTEs</b>	<b>0.65</b>	<b>0.68</b>	<b>0.54</b>	<b>1.11</b>

## Day Camp Division (Continued)

### Budget Detail

#### Revenues:

101-72-3336-0000	Day Camp Program Fees	164,064	161,398	161,398	186,260
		<u>164,064</u>	<u>161,398</u>	<u>161,398</u>	<u>186,260</u>

#### Expenditures:

101-72-4001-0000	Full Time Salaries	-	-	-	17,253
101-72-4002-0000	Part Time Wages	19,697	17,985	22,000	25,277
101-72-4004-0000	Overtime	-	-	-	-
101-72-4006-0000	Medicare	271	261	261	671
101-72-4008-6050	Retirement PARS	166	212	212	410
101-72-4008-6160	Retirement - PERS	1,528	2,373	2,373	3,475
	Normal Cost				2,718
	UAL 20 Year Payoff				757
101-72-4010-0000	Cafeteria Benefit	-	-	-	3,600
101-72-4011-0000	Technology Allowance	-	-	-	150
	<b>Total Personnel</b>	<u>21,662</u>	<u>20,831</u>	<u>24,846</u>	<u>50,836</u>
101-72-4102-0000	Contracted Teacher Services	88,457	88,500	97,270	96,689
101-72-4150-0000	Other Contract Services	(6)	-	-	-
207-72-4208-0000	Bus Transportation	22,810	39,375	46,595	28,738
101-72-4324-0000	Facility Rental	481	510	510	-
101-72-4376-0000	Materials & Supplies	5,248	2,650	2,650	7,450
101-72-4486-0000	Trips & Events	4,259	3,237	4,500	3,150
101-72-4500-9025	Utilities-Telephone	-	400	100	100
	<b>Total Services &amp; Supplies</b>	<u>121,249</u>	<u>134,672</u>	<u>151,625</u>	<u>136,127</u>
	<b>Total Expenditures</b>	<u>142,911</u>	<u>155,503</u>	<u>176,471</u>	<u>186,963</u>

## Preschool Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	403,607	420,049	426,049	582,951
	Donations	1,954	1,500	1,780	1,800
	<b>Total Revenues</b>	<b>405,561</b>	<b>421,549</b>	<b>427,829</b>	<b>584,751</b>
<b>Expenditures by Type:</b>					
	Personnel	382,123	421,199	421,784	458,569
	Services & Supplies	16,584	18,560	18,622	18,210
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>398,707</b>	<b>439,759</b>	<b>440,406</b>	<b>476,779</b>
<b>Revenues by Fund:</b>					
101	General Fund	403,607	420,049	426,049	582,951
281	Donations Fund	1,954	1,500	1,780	1,800
	<b>Total Revenues</b>	<b>405,561</b>	<b>421,549</b>	<b>427,829</b>	<b>584,751</b>
		-	-	-	-
<b>Expenditures by Fund:</b>					
101	General Fund	396,896	438,259	436,644	474,979
281	Donations Fund	1,812	1,500	3,762	1,800
	<b>Total Expenditures</b>	<b>398,707</b>	<b>439,759</b>	<b>440,406</b>	<b>476,779</b>
		-	-	-	-
	Original Budget		439,759		
	Amendments		-		
	Amended Budget		<u>439,759</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<b>6,712</b>	<b>(18,210)</b>	<b>(10,595)</b>	<b>107,972</b>
<b>Staffing History:</b>					
	Recreation Manager	0.25	0.25	0.25	0.25
	Clerk Typist II	-	-	-	0.50
	Assistant Rec. Specialist	1.76	2.45	1.61	2.38
	Child Development Specialist	0.71	0.79	0.82	0.88
	Program Leader	0.01	-	0.22	-
	Recreation Specialist	4.78	4.34	4.12	4.03
	Recreation Supervisor	0.85	0.85	0.85	0.85
		<u>8.36</u>	<u>8.68</u>	<u>7.87</u>	<u>8.89</u>

## Preschool Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-74-3336-0000	Preschool Program Fees	403,607	420,049	426,049	582,951
281-74-3333-0000	Preschool Fundraiser	1,954	1,500	1,780	1,800
<b>Total Personnel</b>		<b>405,561</b>	<b>421,549</b>	<b>427,829</b>	<b>584,751</b>
<b>Expenditures:</b>					
101-74-4001-0000	Full Time Salaries	87,129	89,039	80,991	113,493
101-74-4002-0000	Part Time Wages	240,757	260,043	269,543	268,009
101-74-4006-0000	Medicare	4,430	5,307	5,083	5,778
101-74-4008-6050	Retirement PARS	2,288	4,166	4,166	3,111
101-74-4008-6160	Retirement-PERS	32,917	45,694	45,051	45,228
	Normal Cost				28,495
	UAL 20 Year Payoff				16,733
101-74-4010-0000	Cafeteria Benefit	13,482	15,840	15,840	21,840
101-74-4011-0000	Technology Allowance	1,120	1,110	1,110	1,110
		<b>382,123</b>	<b>421,199</b>	<b>421,784</b>	<b>458,569</b>
101-74-4324-0000	Facility Rental	2,400	4,700	2,500	4,410
101-74-4376-0000	Materials & Supplies	12,372	12,360	12,360	12,000
281-74-4376-0000	M&S - Fundraiser	1,812	1,500	3,762	1,800
<b>Total Services &amp; Supplies</b>		<b>16,584</b>	<b>18,560</b>	<b>18,622</b>	<b>18,210</b>
<b>Total Expenditures</b>		<b>398,707</b>	<b>439,759</b>	<b>440,406</b>	<b>476,779</b>

# San Marino Center Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Rents & Concessions	15,569	22,000	22,000	24,200
	<b>Total Revenues</b>	<b>15,569</b>	<b>22,000</b>	<b>22,000</b>	<b>24,200</b>
<b>Expenditures by Type:</b>					
	Personnel	31,046	39,704	54,737	54,514
	Services & Supplies	36,404	36,527	35,977	35,955
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>67,450</b>	<b>76,231</b>	<b>90,714</b>	<b>90,469</b>
<b>Revenues by Fund:</b>					
105	San Marino Center Fund	15,569	22,000	22,000	24,200
	<b>Total Revenues</b>	<b>15,569</b>	<b>22,000</b>	<b>22,000</b>	<b>24,200</b>
<b>Expenditures by Fund:</b>					
105	San Marino Center Fund	67,450	76,231	90,714	90,469
	<b>Total Expenditures</b>	<b>67,450</b>	<b>76,231</b>	<b>90,714</b>	<b>90,469</b>
	Original Budget	-	76,231	-	-
	Amendments	-	-	-	-
	Amended Budget	-	<u>76,231</u>	-	-
<b>SM Center Fund Revenues Over/(Under) Expenditures</b>		<b>(51,881)</b>	<b>(54,231)</b>	<b>(68,714)</b>	<b>(66,269)</b>
<b>Staffing History:</b>					
	Clerk Typist II	-	-	-	0.03
	Assistant Rec. Specialist	0.10	-	-	-
	Child Development Specialist	-	-	-	-
	Maintenance Assistant	0.23	-	0.87	0.73
	Program Leader	0.01	0.45	-	-
	Recreation Coordinator	0.30	0.30	0.30	0.30
	Recreation Specialist	-	0.13	-	-
	<b>Total FTEs</b>	<b>0.64</b>	<b>0.88</b>	<b>1.17</b>	<b>1.06</b>

## San Marino Center Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Revenues:</b>					
105-82-3502-0000	Rents & Concessions	15,569	22,000	22,000	24,200
		<u>15,569</u>	<u>22,000</u>	<u>22,000</u>	<u>24,200</u>
<b>Expenditures:</b>					
105-82-4001-0000	Full Time Wages	14,004.04	14,659	13,856	15,908
105-82-4002-0000	Part Time Wages	11,588	15,257	30,000	29,301
105-82-4004-0000	Overtime	-	-	46	-
105-82-4006-0000	Medicare	365	434	636	656
105-82-4008-6050	Retirement-PARS	361	-	800	293
105-82-4008-6160	Retirement-PERS	1,776	5,754	5,604	4,216
	Normal Cost				3,576
	UAL 20 Year Payoff				640
105-82-4010-0000	Cafeteria Benefit	2,951.16	3,600	3,600	3,960
105-82-4011-0000	Technology Allowance	-	-	195	180
	<b>Total Personnel</b>	<u>31,046</u>	<u>39,704</u>	<u>54,737</u>	<u>54,514</u>
105-82-4150-0000	Other Contract Services	2,265	3,510	3,510	3,588
105-82-4206-0000	Building Repair & Maintenance	14,772	12,667	12,667	12,667
	Custodial		6,287		6,287
	Security System		1,380		1,380
	HVAC Boiler		5,000		5,000
105-82-4316-0000	Equipment Repair & Maintenance	700	-	-	-
105-82-4376-0000	Materials & Supplies	930	1,200	1,200	1,200
105-82-4500-1980	Utilities-Electricity	13,622	15,500	15,500	15,500
105-82-4500-4950	Utilities-Gas	835	1,100	1,100	1,100
105-82-4500-9025	Utilities-Telephone	1,301	900	1,000	900
105-82-4500-9460	Utilities-Water	1,980	1,650	1,000	1,000
	<b>Total Services &amp; Supplies</b>	<u>36,404</u>	<u>36,527</u>	<u>35,977</u>	<u>35,955</u>
	<b>Total Expenditures</b>	<u>67,450</u>	<u>76,231</u>	<u>90,714</u>	<u>90,469</u>

# Thurnher House Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	39,783	55,380	52,501	47,384
	Services & Supplies	4,719	8,239	7,739	7,551
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>44,502</b>	<b>63,619</b>	<b>60,240</b>	<b>54,935</b>
<b>Expenditures by Fund:</b>					
206	LA County Park Bond Fund	44,502	63,619	60,240	54,935
	<b>Total Expenditures</b>	<b>44,502</b>	<b>63,619</b>	<b>60,240</b>	<b>54,935</b>
		-	-	-	-
	Original Budget		63,619		
	Amendments		-		
	Amended Budget		<u>63,619</u>		
<b>Staffing History:</b>					
	Maintenance Assistant	0.27	0.28	0.43	0.55
	Recreation Coordinator	0.40	0.40	0.40	0.30
	Recreation Specialist	0.12	0.25	0.03	0.03
	<b>Total FTEs</b>	<b>0.79</b>	<b>0.93</b>	<b>0.86</b>	<b>0.88</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
206-84-4001-0000	Full Time Salaries	18,415	19,545	18,474	14,599
206-84-4002-0000	Part Time Wages	14,070	19,620	20,484	23,826
206-84-4004-0000	Overtime	257	-	-	-
206-84-4006-0000	Medicare	467	590	565	1,113
206-84-4008-6050	Retirement-PARS	261	-	701	422
206-84-4008-6160	Retirement-PERS	2,378	7,825	5,318	3,644
	Normal Cost				2,683
	UAL 20 Year Payoff				961
206-84-4010-0000	Cafeteria Benefit	3,883	7,800	6,699	3,600
206-84-4011-0000	Technology Allowance	52	-	260	180
	<b>Total Personnel</b>	<b>39,783</b>	<b>55,380</b>	<b>52,501</b>	<b>47,384</b>
206-84-4206-0000	Building Repair & Maintenance	3,710	6,701	6,701	6,701
	Janitorial Service		4,401		4,401
	Other		2,300		2,300
206-84-4376-0000	Materials & Supplies	432	1,000	500	500
206-84-4500-4950	Utilities-Natural Gas	353	350	350	350
206-84-4500-9025	Utilities-Telephone	224	188	188	-
	<b>Total Services &amp; Supplies</b>	<b>4,719</b>	<b>8,239</b>	<b>7,739</b>	<b>7,551</b>
	<b>Total Expenditures</b>	<b>44,502</b>	<b>63,619</b>	<b>60,240</b>	<b>54,935</b>

## Senior Outreach Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	2,398	5,773	6,489	5,646
	Services & Supplies	4,005	2,000	-	-
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>6,403</b>	<b>7,773</b>	<b>6,489</b>	<b>5,646</b>
<b>Expenditures by Fund:</b>					
101	General Fund	2,000	2,000	-	-
204	CDBG Fund	4,403	5,773	6,489	5,646
	<b>Total Expenditures</b>	<b>6,403</b>	<b>7,773</b>	<b>6,489</b>	<b>5,646</b>
		-	-	-	-
	Original Budget		7,773		
	Amendments		-		
	Amended Budget		<u>7,773</u>		
<b>Staffing History:</b>					
	Clerk Typist II	-	-	-	0.05
	Recreation Specialist	0.05	0.06	0.04	0.07
	<b>Total FTEs</b>	<b>0.05</b>	<b>0.06</b>	<b>0.04</b>	<b>0.12</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
204-88-4001-0000	Full Time Salaries	388	3,335	3,510	2,181
204-88-4002-0000	Part Time Wages	1,865	2,317	1,746	2,494
204-88-4006-0000	Medicare	32	34	69	68
204-88-4008-6050	Retirement-PARS	70	87	65	94
204-88-4008-6160	Retirement-PERS	43	-	479	209
204-88-4010-0000	Cafeteria Benefit	-	-	620	600
	<b>Total Personnel</b>	<b>2,398</b>	<b>5,773</b>	<b>6,489</b>	<b>5,646</b>
204-88-4150-0000	Contract Services	2,005	-	-	-
101-88-4150-0000	Contract Services	2,000	2,000	-	-
	<b>Total Services &amp; Supplies</b>	<b>4,005</b>	<b>2,000</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>6,403</b>	<b>7,773</b>	<b>6,489</b>	<b>5,646</b>

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## Crowell Public Library

The Crowell Public Library in the City of San Marino enriches and advances the intellectual, cultural, and creative vitality of San Marino by providing access to information that supports the interests of the community. Pursuant to its mission, “The 21<sup>st</sup> Century Crowell Public Library provides: a gathering place, an information center, a technology hub, and a book and media collection to serve the educational, cultural and recreational interests of people of all ages.”

The Library Board of Trustees, appointed by the City Council for three year terms, provides guidance on the needs, policy, and budget considerations of the library. The Trustees meet monthly to review the goals established for the library; identify new opportunities; and give feedback on ongoing services and programs.

The Crowell Public Library receives funding primarily from the General Fund. Other sources of funding include donations, gifts, grants, fines and fees, DVD rentals, examination proctoring services, passport fees, and room rentals. In FY 2016-17, the Friends of the Crowell Public Library will continue to play a vital role in library services through a more than \$60,000 donation for programming and materials. In addition, they give about \$2,000 to support the Summer Reading Program, which annually draws in over 1,000 participants. In addition, the Friends support the Meet the Author Program, which brings in local authors to share their work.

Another source of support for the Crowell Public Library is the San Marino Public Library Foundation. The Foundation, which was instrumental to the construction of the Crowell Public Library, is transitioning into an endowment program to assist the library with capital projects. Key to the Foundation’s success will be ongoing donations from the community as well as new fundraising activities and sponsorships. In October 2016, the Foundation will conduct its sixth gala (Delicious Destinations), to continue to solicit ongoing financial support for the Library.

The Library maintains an active community schedule, offering weekly story times (including one in Mandarin), downloadable books (print and audio), Summer Reading Program for all ages, and adult, senior and youth programs of cultural, educational and recreational interest. The Crain Art Gallery features works by local area artists.

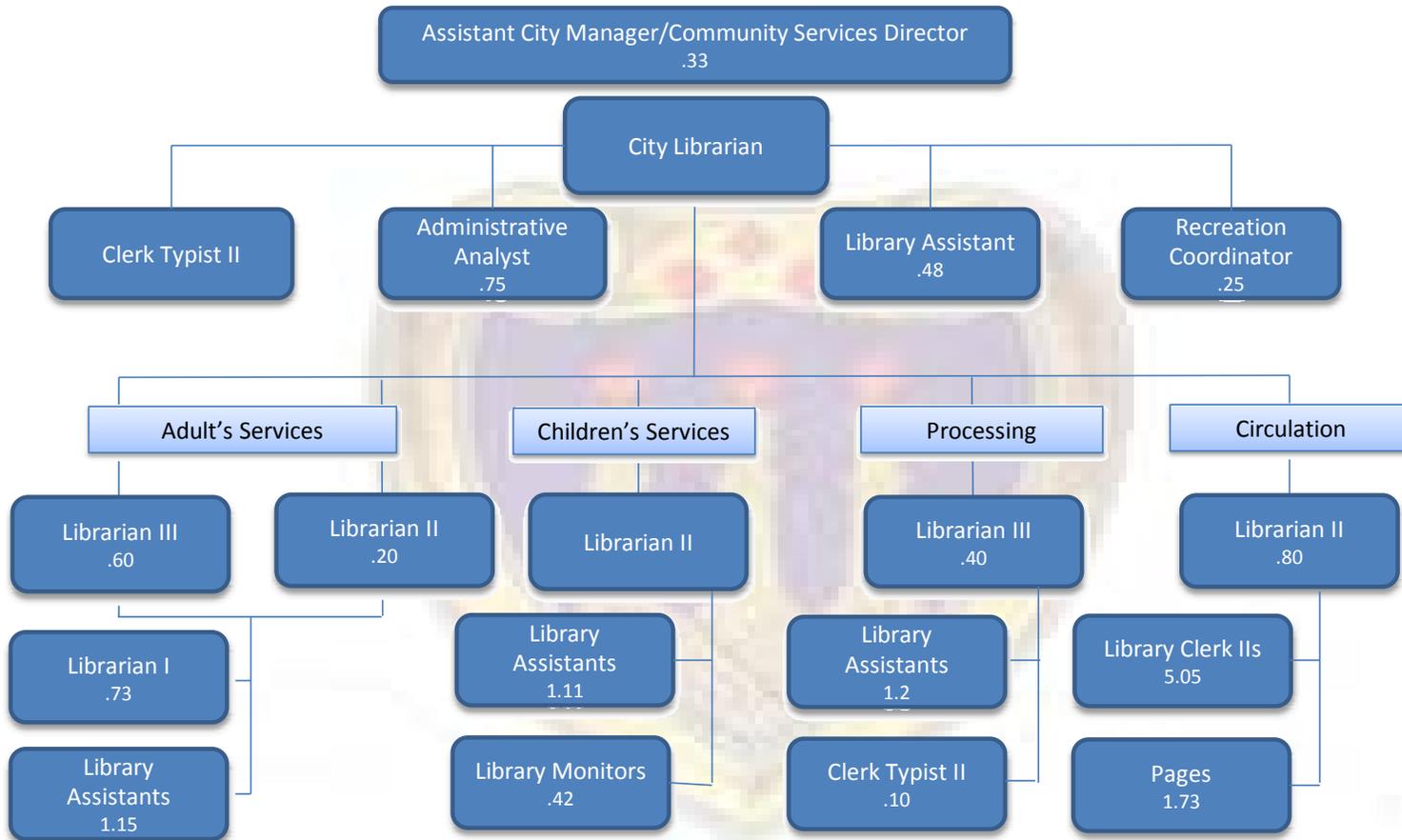
The Library is also part of Cenic, the Corporation for Education Network Initiatives in California. CENIC operates CalREN, the California Research and Education Network, a non-commercial, high-bandwidth, high-capacity internet network specially designed to meet the network-intensive requirements of universities. This increased Crowell’s internet access speed from 15 Mbps to 1 Gbps, or 67 times faster than its previous service.

The Library continues to work in concert with the Recreation Department to enhance services to the public. Specifically, the Library coordinates with Recreation to identify potential course offerings that stem from popular workshops held at the Library. The Library and Recreation Departments work in unison to cross promote the rental spaces of the Barth Community Room, Thornton Room and recreational facilities, as well as promote classes and workshops available at the Library.

The majority of the library’s budget (70%) is allocated to personnel to facilitate the overall functions and activities of the library. The Assistant City Manager, one City Librarian, three full-time Librarians, and approximately 36 part-time staff help support the Library’s operations. Staff time is carefully scheduled and monitored to ensure not only quality of service, but also efficient operations.

Other budget allocations include the purchase of new materials, books, and items. There are many factors that determine the Library’s collection priorities, including usage statistics (circulation, in-library use, database use, etc.), demand, demographics, grants, library trends, changes in technology, rising costs, and capacity. Department Librarians work diligently to create collections that interest, inspire and educate all ages of the community.

# Crowell Library



# Crowell Public Library Summary

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
	Unrestricted Funds	1,232,884	1,431,974	1,377,843	1,350,593
		<u>1,232,884</u>	<u>1,431,974</u>	<u>1,377,843</u>	<u>1,350,593</u>
<b>Department Generated Funds:</b>					
	Charges for Services	107,154	62,950	125,650	125,650
	Rents & Concessions	10,140	8,500	11,000	11,000
	Donations	82,006	109,500	87,538	117,545
	Miscellaneous Revenues	2,946	10,238	10,818	14,180
		<u>202,245</u>	<u>191,188</u>	<u>235,006</u>	<u>268,375</u>
	<b>Total Sources</b>	<u>1,435,129</u>	<u>1,623,162</u>	<u>1,612,849</u>	<u>1,618,968</u>
<b>Uses by Type:</b>					
	Personnel	920,825	1,059,887	1,057,882	1,071,159
	Services & Supplies	507,901	548,275	539,711	547,809
	Capital Outlay	6,402	15,000	15,256	-
	<b>Total Uses</b>	<u>1,435,129</u>	<u>1,623,162</u>	<u>1,612,849</u>	<u>1,618,968</u>
	<b>Cost Recovery</b>	14%	12%	15%	17%
<b>Expenditures by Fund:</b>					
101	General Fund	1,292,929	1,474,962	1,469,176	1,520,221
281	Restricted Donations Fund	142,200	133,200	128,673	98,747
394	Capital Projects Fund	-	15,000	15,000	-
		<u>1,435,129</u>	<u>1,623,162</u>	<u>1,612,849</u>	<u>1,618,968</u>
		-	-	-	-
<b>Revenues:</b>					
101-90-3202-0000	Cenic Rebates	-	8,638	6,318	9,180
101-90-3344-6055	Passport Fees	70,506	30,000	90,000	90,000
101-90-3346-0000	Library Copies	6,713	8,000	6,500	6,500
101-90-3502-0000	Library Rental Fees	10,140	8,500	11,000	11,000
101-90-3701-0000	Miscellaneous Revenue-Library	2,946	1,600	4,500	5,000
101-91-3344-3963	Lost Materials Fees	3,552	3,000	3,000	3,000
101-91-3502-1496	DVD Rentals	4,444	5,000	4,500	4,500
101-93-3344-1200	Damaged Materials Fees	804	250	800	800
101-94-3344-0000	Overdue Materials Fees	19,336	15,000	19,000	19,000
101-94-3344-3000	Hold Fees	1,040	1,000	1,100	1,100
101-94-3344-7037	Replacement Library Card Fees	761	700	750	750
281-90-3601-0000	Library Donations Received	50	35,000	15,000	35,000
281-90-3601-1120	Donations-Crain Art Gallery	2,100	1,000	1,000	1,000
281-90-3601-9506	Library Wish List Donations	4,075	12,000	8,000	10,000
281-91-3601-0000	Adult Materials Donations-Other	13,198	3,000	3,038	3,000
281-91-3601-0776	Adult Chinese Language Materia	2,000	2,000	2,000	2,000
281-91-3601-2575	Adult Materials Donations-Friends	14,000	14,500	16,500	21,545
281-92-3601-0000	Children's Mats. Donations	10,532	6,500	6,500	6,500
281-92-3601-2575	Children's Mats. Donations-Frnds	36,050	35,500	35,500	38,500
		<u>202,245</u>	<u>191,188</u>	<u>235,006</u>	<u>268,375</u>

## Crowell Public Library Summary (Continued)

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Staffing History:</b>				
Assistant City Manager	0.50	0.50	0.50	-
Community Services Director	-	-	-	0.33
City Librarian	1.00	1.00	1.00	1.00
Administrative Analyst	0.50	0.50	0.50	0.75
Librarian III	1.00	1.00	1.00	1.00
Librarian II	2.00	2.00	2.00	2.00
Librarian I	0.64	0.65	0.69	0.73
Clerk Typist II	1.00	1.00	1.00	1.10
Library Assistant	3.85	3.75	3.66	3.93
Library Clerk II	4.00	3.85	4.57	5.05
Library Monitor	0.51	0.42	0.52	0.42
Page	2.19	1.83	2.65	1.73
Recreation Coordinator	0.25	0.25	0.25	0.25
<b>Total FTEs</b>	<b>17.44</b>	<b>16.75</b>	<b>18.34</b>	<b>18.28</b>

## Crowell Public Library Summary (Continued)

Performance Measure	Goal
Implement the 2016-2021 Library Strategic Plan	<ol style="list-style-type: none"> <li>1. Provide services consistent with the needs and expectations of the community.</li> <li>2. Develop and deliver outstanding services.</li> <li>3. Implement efficient operations and secure financial support.</li> </ol>

Indicators	Annual Workload
Hours Open	3,224
Volunteer Hours	2,000
Donations Received	\$117,545
Room Rentals	500 (100 paid)
Passport Applications Accepted	2,500
Number of Visitors Served	220,196
Program Attendance	10,807
Reference Services Provided	22,316
Collection Size	101,000
Materials Circulated	254,565
Library Cards Issued	2,900
Fines/Fees Issued	23,000
Computer Log-Ins	91,663
Website Visitors	142,284
Art Gallery Installations	8

## Library Administration Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	306,961	409,038	377,145	377,392
	Services & Supplies	320,773	356,775	345,197	349,264
	Capital Outlay	6,402	15,000	15,256	-
	<b>Total Expenditures</b>	<b>634,136</b>	<b>780,813</b>	<b>737,598</b>	<b>726,656</b>
<b>Expenditures by Fund:</b>					
101	General Fund	563,838	702,913	669,225	703,254
281	Donations Fund	70,298	62,900	53,373	23,402
394	Capital Projects Fund	-	15,000	15,000	-
	<b>Total Expenditures</b>	<b>634,136</b>	<b>780,813</b>	<b>737,598</b>	<b>726,656</b>
	Original Budget	-	754,813	-	-
	Amendments	-	26,000	-	-
	Amended Budget	-	<u>780,813</u>	-	-
<b>Staffing History:</b>					
	Assistant City Manager	0.50	0.50	0.50	-
	Community Services Director	-	-	-	0.33
	City Librarian	0.90	0.90	0.90	0.90
	Administrative Analyst	0.50	0.50	0.50	0.75
	Clerk Typist II	1.00	1.00	1.00	1.00
	Recreation Coordinator	0.25	0.25	0.25	0.25
	Library Assistant	0.44	0.48	0.36	0.48
	<b>Total FTEs</b>	<b>3.59</b>	<b>3.63</b>	<b>3.51</b>	<b>3.71</b>

## Library Administration Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-90-4001-0000	Full Time Salaries	221,032	281,834	260,977	258,688
101-90-4002-0000	Part Time Wages	13,864	17,270	17,270	17,320
101-90-4004-0000	Overtime	1,106	1,051	645	945
101-90-4006-0000	Medicare	3,419	4,814	3,848	4,434
101-90-4008-6050	Retirement PARS	1	648	-	649
101-90-4008-6160	Retirement - PERS	28,409	53,651	44,635	48,292
	Normal Cost				24,434
	UAL				23,858
101-90-4010-0000	Cafeteria Benefit	36,089	45,960	45,960	43,512
101-90-4011-0000	Technology Allowance	3,042	3,810	3,810	3,552
	<b>Total Personnel</b>	<b>306,961</b>	<b>409,038</b>	<b>377,145</b>	<b>377,392</b>
101-90-4150-0000	Other Contract Services	65,953	103,748	103,748	99,985
	Anti-Virus Software		2,500		5,000
	Barth Room Acoustics Study		5,000		-
	CalREN Connection		18,523		14,820
	Collection HQ		5,000		5,000
	Comp. Refresh		-		240
	Computer Network/Tech (SLK)		50,000		50,000
	Credit Card Fees		1,700		3,000
	Dakim		-		3,410
	Domain Names		100		100
	Envisionware		2,500		3,535
	EZ Proxy (OCLC)		1,285		1,400
	Flicker		50		-
	Go Daddy		100		100
	Livestream		-		2,400
	MH Software		800		-
	Movie Licensing		800		400
	Open DNS		740		740
	PTFS/Liblime		13,150		8,240
	Sonic Wall Security		-		100
	Syndetics		1,000		1,000
	Unpaid Sales Tax		500		500
281-90-4150-0000	Other Contract Services	740	-	-	-
	Collection HQ Software Subscription		-		-

## Library Administration Division (Continued)

		<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Estimated</b>	<b>2016-17 Adopted</b>
101-90-4206-0000	Building Repair & Maintenance	78,714	71,382	70,882	81,049
	Carpet Cleaning		2,000		2,000
	Custodial Services		29,107		30,000
	Cabinetry Repairs		-		5,000
	Donor Wall Upkeep		500		1,500
	Elevator Contract		3,400		3,734
	Elevator Permit		225		225
	Exterminators		2,400		2,400
	HVAC Contract		15,000		7,640
	Miscellaneous		5,000		5,000
	Outside Vendor Repairs		3,000		3,000
	Paint Study Room/Lifelong		-		3,500
	Paper Towels		5,000		5,000
	Roof Repair/Cleaning		-		2,000
	Security System		2,500		2,500
	Sprinkler System		750		750
	Teak Refurnishing		1,500		1,500
	Umbrellas (4)		-		800
	Upholstery/Chairs		1,000		2,000
	Window Cleaning		-		2,500
281-90-4206-0000	Building Repair & Maintenance	-	15,000	5,717	-
	Roof Repairs		15,000		-
101-90-4316-0000	Equipment Repair & Maintenance	1,099	1,000	1,000	1,500
	Cash Register		200		200
	Copier Repairs		-		500
	Passport Printer		500		500
	Photocopy Machine		300		300
281-90-4316-0000	Equipment Repair & Maintenance	-	-	-	6,402
	Large Printer Supplies				6,402
101-90-4376-0000	Materials & Supplies	11,810	10,600	11,100	16,900
	Carts		-		700
	Circulation Supplies		2,500		3,000
	Light Bulbs (Public Works)		1,000		1,000
	Misc.		4,500		5,000
	Passport supplies paper/ink		1,000		2,000
	Patron Cards		-		3,000
	Photo Lights		-		150
	Presidents meetings (lunch)		600		600
	Shirts		-		450
	Volunteer Recognition		1,000		1,000

## Library Administration Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
101-90-4396-0000	Memberships & Dues	2,496	2,775	2,775	3,650
	ALA (Agency Membership)		150		600
	CALIFA		400		400
	CPLA		225		400
	City Club (2)		-		250
	SCLC		2,000		2,000
101-90-4398-0000	Mileage	628	360	375	300
101-90-4399-0000	Non-capitalized Equipment	3,512	7,000	5,500	20,200
	Cameras		-		2,500
	Cash Register		400		-
	Chairs		-		3,000
	Copier (5 Year Lease)		3,000		3,600
	Copier for Downstairs		-		600
	Currency Counter/Coin Sorter		500		-
	Lobby Mats		1,000		1,000
	Passport Picture Printer		1,500		1,500
	Tables for Barth Room		-		8,000
	Cabinet for Children's Supplies		400		-
	Refrigerator for Barth Room		200		-
281-90-4399-0000	Non-Capitalized Equipment	63,005	41,900	45,900	15,500
	Media Equipment		11,000		-
	Outside Poster Display Case		-		3,000
	Replace Chairs		-		1,500
	Replace Staff Computers		30,900		11,000
281-90-4399-1120	Non-Cap. Equipment-Crain Art G	150	6,000	1,500	1,500
101-90-4412-0000	Postage	5,288	4,400	5,200	5,200
101-90-4420-0000	Printing	138	2,810	2,200	2,500
101-90-4468-0000	Staff Development	1,089	600	100	525
	CPR		150		150
	CJPIA Academy Supervisor Training		-		375
	ILS training		450		-
101-90-4480-0000	Travel & Meetings	315	800	800	2,050
	PLA Conference		-		925
	CLA Conference		-		775
	Misc. Conferences		800		350

## Library Administration Division (Continued)

101-90-4500-1980	Utilities-Electricity	70,723	75,000	73,000	75,000
101-90-4500-4950	Utilities-Natural Gas	3,027	4,600	3,200	3,500
101-90-4500-9025	Utilities-Telecommunications	4,309	600	4,000	4,000
101-90-4500-9460	Utilities-Water	4,673	5,000	5,000	5,000
101-90-4950-0001	Equipment Cost Allocation	3,103	3,200	3,200	4,503
<b>Total Services &amp; Supplies</b>		<b>320,773</b>	<b>356,775</b>	<b>345,197</b>	<b>349,264</b>
281-90-4613-0000	Equipment	6,402	-	256	-
394-90-4600-7925	Construction	-	15,000	15,000	-
	Patio Shade Structure		15,000		
<b>Total Capitalized Expenditures</b>		<b>6,402</b>	<b>15,000</b>	<b>15,256</b>	<b>-</b>
<b>Total Expenditures</b>		<b>634,136</b>	<b>780,813</b>	<b>737,598</b>	<b>726,656</b>

## Library Adult Services Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	168,694	177,867	182,550	188,436
	Services & Supplies	119,146	126,500	131,500	129,245
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>287,840</b>	<b>304,367</b>	<b>314,050</b>	<b>317,681</b>
<b>Expenditures by Fund:</b>					
101	General Fund	266,018	276,067	280,750	287,336
281	Donations Fund	21,822	28,300	33,300	30,345
	<b>Total Expenditures</b>	<b>287,840</b>	<b>304,367</b>	<b>314,050</b>	<b>317,681</b>
	Original Budget	-	299,367	-	-
	Amendments		5,000		
	Amended Budget		<u>304,367</u>		
<b>Staffing History:</b>					
	City Librarian	0.10	0.10	0.10	0.10
	Librarian III	0.60	0.60	0.60	0.60
	Librarian II	0.20	0.20	0.20	0.20
	Librarian I	0.64	0.65	0.69	0.73
	Library Assistant	1.20	0.96	1.14	1.15
	<b>Total FTEs</b>	<b>2.74</b>	<b>2.51</b>	<b>2.73</b>	<b>2.78</b>

## Library Adult Services Division (Continued)

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-91-4001-0000	Full Time Salaries	65,709	70,495	68,072	71,589
101-91-4002-0000	Part Time Wages	76,514	72,071	79,325	84,970
101-91-4006-0000	Medicare	2,028	2,079	2,087	2,285
101-91-4008-6050	Retirement-PARS	1,827	1,286	1,698	1,572
101-91-4008-6160	Retirement-PERS	11,415	20,656	20,088	16,740
	Normal Cost				10,896
	UAL 20 Year Payoff				5,844
101-91-4010-0000	Cafeteria Benefit	10,959	11,040	11,040	11,040
101-91-4011-0000	Technology Allowance	242	240	240	240
	<b>Total Personnel</b>	<b>168,694</b>	<b>177,867</b>	<b>182,550</b>	<b>188,436</b>
281-91-4150-2575	Other Contract Services	1,438	2,000	2,000	2,000
101-91-4370-0335	Library Materials/Books	46,019	42,400	42,400	42,400
101-91-4370-1496	Library Materials-DVDs	3,911	4,000	4,000	4,000
101-91-4370-1985	Library Mats-Electronic Rsrcls	32,456	36,000	36,000	36,000
101-91-4370-6805	Library Mats-Print Subs	8,698	9,500	9,500	8,500
101-91-4370-8585	Library Mats-Standing Orders	6,240	6,300	6,300	8,000
281-91-4370-0000	Adult Materials-Other	3,334	1,800	6,800	1,800
281-91-4370-0776	Adult Chinese Language Mats.	3,000	2,000	2,000	2,000
281-91-4370-2575	Adult Materials-Friends	12,576	16,000	16,000	18,045
281-91-4376-0000	Supplies	-	5,000	5,000	5,000
281-91-4376-2575	Materials & Supplies-Friends	1,475	1,500	1,500	1,500
	<b>Total Services &amp; Supplies</b>	<b>119,146</b>	<b>126,500</b>	<b>131,500</b>	<b>129,245</b>
	<b>Total Expenditures</b>	<b>287,840</b>	<b>304,367</b>	<b>314,050</b>	<b>317,681</b>

# Library Children's Services Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	146,809	155,860	158,227	153,418
	Services & Supplies	53,080	45,000	45,014	48,000
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>199,889</b>	<b>200,860</b>	<b>203,241</b>	<b>201,418</b>
<b>Expenditures by Fund:</b>					
101	General Fund	149,809	158,860	161,241	156,418
281	Donations Fund	50,080	42,000	42,000	45,000
	<b>Total Expenditures</b>	<b>199,889</b>	<b>200,860</b>	<b>203,241</b>	<b>201,418</b>
		-	-	-	-
	Original Budget		200,860		
	Amendments		-		
	Amended Budget		<u>200,860</u>		
<b>Staffing History:</b>					
	Librarian II	1.00	1.00	1.00	1.00
	Library Assistant	1.15	1.11	1.11	1.11
	Monitor	0.51	0.42	0.52	0.42
	<b>Total FTEs</b>	<b>2.66</b>	<b>2.53</b>	<b>2.63</b>	<b>2.52</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-92-4001-0000	Full Time Wages	64,311	68,832	66,284	68,832
101-92-4002-0000	Part Time Wages	56,351	54,794	59,600	55,287
101-92-4006-0000	Medicare	1,728	1,787	1,811	1,800
101-92-4008-6050	Retirement-PARS	1,200	1,273	1,432	1,290
101-92-4008-6160	Retirement-PERS	11,029	17,174	17,100	14,209
	Normal Cost				8,576
	UAL 20 Year Payoff				5,633
101-92-4010-0000	Cafeteria Benefits	12,189	12,000	12,000	12,000
	<b>Total Personnel</b>	<b>146,809</b>	<b>155,860</b>	<b>158,227</b>	<b>153,418</b>
281-92-4150-2575	Other Contract Services-Friend	5,971	3,500	3,500	3,500
101-92-4370-0000	Materials/Books/Media	3,000	3,000	3,014	3,000
281-92-4370-0000	Children's Mat.s-Other	12,899	6,500	6,500	6,500
281-92-4370-2575	Children's Mats.-Friends	26,033	26,000	26,000	29,000
281-92-4376-2575	Materials & Supplies-Friends	5,178	6,000	6,000	6,000
	<b>Total Services &amp; Supplies</b>	<b>53,080</b>	<b>45,000</b>	<b>45,014</b>	<b>48,000</b>
	<b>Total Expenditures</b>	<b>199,889</b>	<b>200,860</b>	<b>203,241</b>	<b>201,418</b>

## Library Processing Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	76,112	90,980	93,541	90,963
	Services & Supplies	14,902	20,000	18,000	21,300
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>91,014</b>	<b>110,980</b>	<b>111,541</b>	<b>112,263</b>
<b>Expenditures by Fund:</b>					
101	General Fund	91,014	110,980	111,541	112,263
	<b>Total Expenditures</b>	<b>91,014</b>	<b>110,980</b>	<b>111,541</b>	<b>112,263</b>
		-	-	-	-
	Original Budget		110,980		
	Amendments		-		
	Amended Budget		<u>110,980</u>		
<b>Staffing History:</b>					
	Librarian III	0.40	0.40	0.40	0.40
	Library Assistant	1.06	1.20	1.05	1.20
	Clerk II	-	-	-	0.10
	Page	-	0.10	-	-
	<b>Total FTEs</b>	<b>1.46</b>	<b>1.70</b>	<b>1.45</b>	<b>1.70</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-93-4001-0000	Full Time Salaries	29,099	31,382	31,376	31,592
101-93-4002-0000	Part Time Wages	36,218	45,943	45,943	46,125
101-93-4006-0000	Medicare	951	1,114	992	1,124
101-93-4008-6050	Retirement-PARS	1,358	1,705	1,396	1,730
101-93-4008-6160	Retirement-PERS	3,612	6,036	9,034	5,592
	Normal Cost				3,000
	UAL 20 Year Payoff				2,592
101-93-4010-0000	Cafeteria Benefits	4,874	4,800	4,800	4,800
	<b>Total Personnel</b>	<b>76,112</b>	<b>90,980</b>	<b>93,541</b>	<b>90,963</b>
101-93-4150-0000	Other Contract Services	8,124	9,000	9,000	12,300
	Chinese Cataloging				9,000
	Microfiche				300
	Online Computer Library Center				3,000
101-93-4376-0000	Materials & Supplies	6,778	11,000	9,000	9,000
	<b>Total Services &amp; Supplies</b>	<b>14,902</b>	<b>20,000</b>	<b>18,000</b>	<b>21,300</b>
	<b>Total Expenditures</b>	<b>91,014</b>	<b>110,980</b>	<b>111,541</b>	<b>112,263</b>

# Library Circulation Division

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	222,251	226,142	246,419	260,950
	Services & Supplies	-	-	-	-
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<b>222,251</b>	<b>226,142</b>	<b>246,419</b>	<b>260,950</b>
<b>Expenditures by Fund:</b>					
101	General Fund	222,251	226,142	246,419	260,950
	<b>Total Expenditures</b>	<b>222,251</b>	<b>226,142</b>	<b>246,419</b>	<b>260,950</b>
		-	-	-	-
	Original Budget		226,142		
	Amendments		-		
	Amended Budget		<u>226,142</u>		
<b>Staffing History:</b>					
	Librarian II	0.80	0.80	0.80	0.80
	Clerk II	4.00	3.85	4.57	5.05
	Page	2.19	1.73	2.65	1.73
	<b>Total FTEs</b>	<b>6.99</b>	<b>6.38</b>	<b>8.02</b>	<b>7.58</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-94-4001-0000	Full Time Salaries	52,086	55,066	54,923	55,714
101-94-4002-0000	Part Time Wages	144,902	142,667	162,148	175,943
101-94-4006-0000	Medicare	2,840	2,867	3,148	3,350
101-94-4008-6050	Retirement-PARS	4,852	5,350	6,081	6,598
101-94-4008-6160	Retirement-PERS	7,881	10,592	10,520	9,745
	Normal Cost				5,264
	UAL 20 Year Payoff				4,481
101-94-4010-0000	Cafeteria Benefit	9,689	9,600	9,600	9,600
	<b>Total Personnel</b>	<b>222,251</b>	<b>226,142</b>	<b>246,419</b>	<b>260,950</b>
	<b>Total Expenditures</b>	<b>222,251</b>	<b>226,142</b>	<b>246,419</b>	<b>260,950</b>

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## El Molino Viejo

El Molino Viejo (The Old Mill) is owned by the City and is a California State Historical Landmark. Beginning in 1995, the California State Historical Society withdrew its financial support of Old Mill operations. The Old Mill Foundation, a non-profit, charitable organization, was founded to raise funds and operate the Old Mill Facility. The City provides \$50,000 annually to support the operations of the Old Mill. The City also provides part time staff to facilitate rental of the property to private parties for a fee.

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Adopted
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
	Unrestricted Funds	56,185	83,500	84,562	87,000
	Intergovernmental Funds	-	100,000	100,000	-
	<b>Total Sources</b>	<b>56,185</b>	<b>183,500</b>	<b>184,562</b>	<b>87,000</b>
<b>Uses by Type:</b>					
	Personnel	4,263	-	1,062	-
	Services & Supplies	51,922	63,500	63,500	55,000
	Capital Outlay	-	120,000	120,000	32,000
	<b>Total Uses</b>	<b>56,185</b>	<b>183,500</b>	<b>184,562</b>	<b>87,000</b>
	<b>Cost Recovery</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Expenditures by Fund:</b>					
101	General Fund	56,185	63,500	64,562	55,000
238	County Park Grant	-	100,000	100,000	-
394	Capital Projects Fund	-	20,000	20,000	32,000
	<b>Total Expenditures</b>	<b>56,185</b>	<b>183,500</b>	<b>184,562</b>	<b>87,000</b>
					-
	Original Budget		175,000		
	Amendments		8,500		
	Amended Budget		<u>183,500</u>		
<b>Staffing History:</b>					
	Executive Director	-	-	-	-
	Recreation Specialist	0.09	-	-	-
	Assistant Rec. Specialist	0.01	-	-	-
	<b>Total FTEs</b>	<b>0.10</b>	<b>-</b>	<b>-</b>	<b>-</b>

## El Molino Viejo (Continued)

### Budget Detail

#### Expenditures:

101-95-4002-0000	Part Time Wages	3,880	-	978	-
101-95-4006-0000	Medicare	54	-	11	-
101-95-4008-6050	Retirement - PARS	62	-	3	-
101-95-4008-6160	Retirement - PERS	267	-	70	-
101-95-4010-0000	Cafeteria Benefits	-	-	-	-
	<b>Total Personnel</b>	<b>4,263</b>	<b>-</b>	<b>1,062</b>	<b>-</b>
101-95-4150-0000	Other Contract Services	51,922	55,000	55,000	55,000
101-95-4206-0000	Building Repair & Maintenance	-	8,500	8,500	-
	<b>Total Services &amp; Supplies</b>	<b>51,922</b>	<b>63,500</b>	<b>63,500</b>	<b>55,000</b>
394-95-4600-5510	Restoration	-	20,000	20,000	32,000
238-95-4600-5510	Restoration	-	100,000	100,000	-
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>120,000</b>	<b>120,000</b>	<b>32,000</b>
	<b>Total Expenditures</b>	<b>56,185</b>	<b>183,500</b>	<b>184,562</b>	<b>87,000</b>

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**RESOLUTION NO. R-16-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ADOPTING THE OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2016-17 APPROPRIATING THE AMOUNTS SPECIFIED THEREIN FROM THE FUNDS AND FOR THE PURPOSES INDICATED**

**WHEREAS**, the City Council has received the City Manager's recommended Operating and Capital Budget for the Fiscal Year 2016-17 beginning on July 1, 2016; and

**WHEREAS**, a copy of the recommended budget was on file in the Office of the City Clerk and at the Public Library for public review; and

**WHEREAS**, the City Council conducted study sessions on the proposed Budget on January 20<sup>th</sup>, February 10<sup>th</sup>, February 26<sup>th</sup>, March 25<sup>th</sup>, April 13<sup>th</sup> and May 2<sup>nd</sup>, May 11<sup>th</sup> and May 27<sup>th</sup>, 2016.

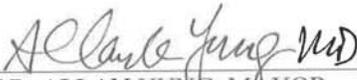
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Marino, California as follows:

**SECTION 1.** That the Operating Budget and Capital Budget for the Fiscal Year 2016-2017, on file in the Office of the City Clerk of the City of San Marino, incorporated herein by reference, are herewith adopted as the official Operating and Capital Budget for the City of San Marino for the Fiscal Year 2016-2017 beginning July 1, 2016 and the respective amounts specified therein are appropriated for their designated purpose in the total amount of \$26,398,003.

**SECTION 2.** The City Manager, for the purpose of administrative necessity in implementing the budget, shall have the authority to transfer monies to the appropriate item, account, program, or fund to cover expenses which have been approved by the City Council, except where such transfer is expressly prohibited in a resolution or ordinance approved by the City Council.

**SECTION 3.** That the City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 8<sup>th</sup> day of June, 2016.

  
DR. ALLAN YUNG, MAYOR

ATTEST:

  
VERONICA RUIZ, CMC  
CITY CLERK

## Gann Limit Calculation

Each year, the City Council must adopt a resolution establishing the appropriations subject to limitation. The appropriations limit according to the State guidelines is \$24,913,649; actual appropriations in the 2016-2017 budget that are subject to the limit total \$19,606,905 or 79% of the maximum allowed.

2015-16	Base Limit:	\$	20,453,322
2016-17	Change in CPI:		5.37%
2016-17	Change in Population:		0.849%
2016-17	Factor		1.0626508
2016-17	Limit Before Voter Approved Override		21,734,740
2016-17	Voter Approved Override		3,178,909
2016-17	Appropriations Limit		<b>24,913,649</b>
2016-17	Amount Subject to Appropriations Limit		19,606,905
2016-17	Percentage		79%

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**RESOLUTION NO. R-16-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ESTABLISHING THE APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2016-17**

**WHEREAS**, Article XIII-B of the California State Constitution requires that each entity of government determine and adopt an Appropriations Subject to Limitation for each fiscal year; and

**WHEREAS**, Proposition 111 requires a recorded vote of the council regarding which of the annual adjustment factors have been selected each year, and

**WHEREAS**, the citizens of San Marino have approved an increase in the spending limitations by adoption of Ordinance No. O-11-1253.

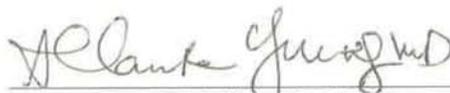
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Marino, California as follows:

**SECTION 1.** The annual adjustment factors used in the Fiscal Year 2016-17 calculation for the City Of San Marino are the County population growth rate of .849% and the change in CPI for California per Capita Personal Income of 5.37%.

**SECTION 2.** The Appropriations Subject to Limitation for the City of San Marino for the Fiscal Year 2016-17 is hereby determined to be \$24,914,655 in accordance with calculations contained in Exhibit A hereto.

**SECTION 3.** The actual appropriations designated in the 2016-17 budget that are subject to the limit total \$19,606,905 or 79% of the limitation.

**PASSED, APPROVED AND ADOPTED** this 29<sup>th</sup> day of July, 2016.

  
DR. ALLAN YUNG, MAYOR

ATTEST:

  
VERONICA RUIZ, CMC  
CITY CLERK

# **City of San Marino Investment Policy**

## **June, 2014**

### **1.0 Policy**

It is the policy of the City of San Marino to invest public funds in a manner which will provide safety of principal, liquidity adequate to meet the daily cash flow demands of the City and return on investment to the highest extent possible while conforming to all state and local statutes governing the investment of public funds. It is the City's intent at the time of purchase to hold to maturity all investments to ensure the return of all invested principal dollars.

### **2.0 Scope**

This investment policy applies to all financial assets of the City with the exception of any future bond funds, which will be invested according to the applicable bond documents. San Marino's funds are accounted for in the City's Financial Statements and include:

- 2.1 General Fund
- 2.2 Special Revenue Funds
- 2.3 Internal Service Funds
- 2.4 Capital Projects Funds
- 2.5 Trust & Agency Funds

### **3.0 Prudence**

Investment officials are acting as trustee in a fiduciary capacity. The standard of prudence to be used by investment officials shall be the "prudent person" and "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The prudent investor standard as set forth in Section 53600.3 of the Government Code is as follows. "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, 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."

### **4.0 Objective**

The primary objectives, in priority order, of the City of San Marino's investment activities shall be:

#### **4.1 Safety**

Safety of principal is the foremost objective of the investment program. Investments of the City of San Marino shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

## 4.2 Liquidity

The City of San Marino's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements which might be reasonably anticipated.

## 4.3 Return on Investment

The City of San Marino's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

## 5.0 Delegation of Authority

Authority to manage the City's investment program is derived from the San Marino Municipal Code Section 02.06.05 and the California Government Code Sections 16429.1 et seq. (Article 11 of Chapter 2 of Part 2 of Division 4 of Title 2), 41001 et seq. (Chapter 3 of Part 3 of Division 3 of Title 4), 53600 et seq. (Article 1.0 of Chapter 4 of Part 1 of Division 2 of Title 5), and 53630 et seq. (Article 2.0 of Chapter 4 of Part 1 of Division 2 of Title 5) including without limitation Section 53646. The Treasurer, with the assistance of the City Manager and Finance Director shall be responsible for assuring that all investments are made in conformance with this policy and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Treasurer.

### 5.1 Investment Procedures

The Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The Procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. 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 Treasurer.

## 6.0 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Additionally, the Treasurer and Finance Director are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission.

## 7.0 Authorized Financial Dealers and Institutions

The Treasurer shall investigate dealers who wish to do business with the City to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to the City's needs. The Treasurer will maintain a list of financial institutions authorized to provide investment services. No public funds shall be deposited except in a qualified public depository as established by state laws.

## 8.0 Authorized & Suitable Investments

The City of San Marino is empowered by statute, and further limited herein to invest in the following types of securities:

8.1 United States Treasury Bills, Bonds and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest.

8.2 *Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). California Government Code Section 53601 (o) limits total portfolio investments in mortgage backed securities to 20%.*

8.3 Certificates of Deposit placed through a private placement service in compliance with California Government Code Sections 53601.8 and 53635.8. The statute limits total portfolio investments in CDs to 30% of combined negotiable CDs.

#### 8.4 Investment Pools/Money Market Funds

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives
- A description of interest calculations and how it is distributed, and how gains and losses are treated
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed
- A schedule for receiving statements and portfolio listings
- A statement of how/if reserves and retained earnings are utilized by the pool/fund
- A fee schedule, including when and how it is assessed
- A statement of the eligibility of the pool/fund for bond proceeds and whether or not bond proceeds will be accepted

The State of California Local Agency Investment Fund (LAIF) is an authorized investment pool for surplus funds.

Per Government Code Section 53601, investments of surplus funds in money market funds are authorized if the money market funds are diversified management companies registered with the Securities and Exchange Commission under the Investment Company Act of 1940. Minimum criteria for money market funds, as set forth in Section 53601 of the Government Code are as follows:

“[T]he company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).”

## **9.0 Safekeeping and Custody**

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the City shall be held in safekeeping by a third party bank trust department which is located in California, acting as agent for the City under the terms of a custody agreement. All trades executed by a dealer will settle *delivery-vs-payment* through the City's safe keeping agent. Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings. No public deposit shall be made except in a qualified public depository as established by state laws.

## **10.0 Maximum Maturities**

To the extent possible the City will attempt to match its investments with anticipated cash flow requirements. The city will not purchase investments with maturities exceeding five years. *An exception to this rule is investments with maturities greater than five years that may be sold within five years without a penalty that brings the yield below market at the time of purchase.*

## **11.0 Internal Control**

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

## **12.0 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

### **12.1 Market Yield**

The City of San Marino's investment strategy is passive. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be to identify a comparable benchmark to the City's portfolio investment duration once it is established.

## **13.0 Reporting**

The Treasurer shall review and render monthly reports to the City Council which shall include the date of maturity par and the dollar amount invested on all securities, the face amount of all cash and investments, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, the current market value, the source of the valuation and accrued interest due for all securities and moneys held by the local agency. The report shall also include the weighted average maturity of all investments combined. The above information may be submitted in the form of copies of statements received by the custodial institution. The report must also include a statement of compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance. The report must also include a statement denoting the ability of the local agency to meet its pool's expenditure of requirements for the next six months, or an explanation as to why sufficient money shall or may not be available.

Reports shall be rendered to the City Council and City Manager within 30 days following the end of the month of the period covered by the report. The City shall also submit copies of its reports to the California Debt and Investment Advisory Commission (CDIAC) as required by Section 53646 of the Government Code.

## **14.0 Investment Policy Adoption**

The City of San Marino's investment policy shall be adopted by a resolution of the City Council and shall be reviewed annually in January. Any modifications made thereto must be approved by the City Council.

## 15.0 Glossary of Terms

*Accrued Interest* – Interest earned but not yet received.

*Agencies* – Federal agency securities and/or Government-sponsored enterprises.

*Amortization* – An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

*Basis Point* – One basis point is one hundredth of one percent (.01).

*Benchmark* – A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

*Bond* – A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

*Broker* – A broker brings buyers and sellers together for a commission.

*Book Value* – The value at which an investment is shown on the holder's balance sheet. For Debt securities, book value is acquisition cost less amortization of premium or accretion of discount.

*Coupon* – The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

*Custody* – A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

*Delivery vs. Payment* – Delivery of securities with a simultaneous exchange of money for the securities.

*Discount* – The difference between the cost of a security and its value at maturity when quoted at lower than face value.

*Diversification* – Dividing investment funds among a variety of securities offering independent returns and risk profiles.

*Duration* – The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent. The fulcrum of a bond's present value cash flow time line.

*Federal Reserve System* – The central bank of the United States which consists of a seven member Board of Governors, 12 regional banks and several thousand member commercial banks.

*Interest Rate* – The annual yield earned on an investment, expressed as a percentage.

*Liquidity* – Refers to the ability to rapidly convert an investment into cash without substantial loss of value.

*Market Value* – The price at which a security is trading and could presumably be purchased or sold.

*Maturity* – The date upon which the principal or stated value of an investment becomes due and payable.

*New Issue* – Term used when a security is originally brought to market by its issuer.

*Primary Dealer* – A brokerage firm designated as a primary government dealer by the Federal Reserve Bank. These firms submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

*Prudent Person Rule* – When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, 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.

*Rate of Return* – The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

*Safekeeping* – A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

*Secondary Market* – A market made for the purchase and sale of outstanding issues following their original offering as a "new issue".

*Yield* – The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

*Yield to Maturity* – The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

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## City of San Marino Fee Schedules FY 2015/16 and FY 2016/17

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
<b>Planning &amp; Building:</b>			
S-001	MAJOR CONDITIONAL USE PERMIT	\$3,165 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater	\$3,165 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-002	MINOR CONDITIONAL USE PERMIT	\$1,420 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater	\$1,420 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-003	MAJOR VARIANCE REVIEW	\$2,450 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater	\$2,450 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-004	MINOR VARIANCE REVIEW	\$1,260 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater	\$1,260 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-005	MINOR EXCEPTION REVIEW	\$145 per application	\$145 per application
S-006	MAJOR DESIGN REVIEW	\$715 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater	\$865 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-007	MINOR DESIGN REVIEW	\$575 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater	\$285 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-008	ADMINISTRATIVE DESIGN REVIEW	\$295 per application	\$295 per application
S-009	MAJOR PLOT PLAN	\$240 per application	\$240 per application
S-010	MINOR PLOT PLAN	\$100 per application	\$100 per application
S-011	ENVIRONMENTAL NEGATIVE DECLARATION	\$830 per application	\$830 per application
S-012	ENVIRONMENTAL IMPACT REPORT REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-013	TENTATIVE MAP REVIEW	3-4 lots - \$2,715 per map plus \$2,000 deposit with charges to recover actual costs for City Engineer 5+ lots - \$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs Plus surety bond equal to the work to be done	3-4 lots - \$2,715 per map plus \$2,000 deposit with charges to recover actual costs for City Engineer 5+ lots - \$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs Plus surety bond equal to the work to be done
S-014	LOT SPLIT REVIEW	\$2,715 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer Plus surety bond equal to the cost of work to be done	\$2,715 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer Plus surety bond equal to the cost of work to be done

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
S-015	LOT LINE ADJUSTMENT/LOT MERGER	\$295 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer	\$295 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer
S-016	REVERSION TO ACREAGE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-017	AMENDED MAP REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-018	CITY BOUNDARY CHANGE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-019	ANNEXATION REQUEST REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-020	SPHERE OF INFLUENCE AMENDMENT REV.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-021	SPECIFIC PLAN REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-022	SPECIFIC PLAN AMENDMENT REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-023	GENERAL PLAN AMENDMENT REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-024	CHANGE OF ZONE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-025	MODIFICATION TO COND. USE PERMIT	\$955 per application	\$955 per application
S-026	MODIFICATION TO VARIANCE	\$955 per application	\$955 per application
S-027	MODIFICATION TO PC/DRC DESIGN REV.	\$185 per application	\$185 per application
S-028	MODIFICATION TO ADMIN DESIGN REVIEW	\$115 per application	\$115 per application
S-029	PARKING REVIEW	\$535 per application	\$535 per application
S-030	PAVING PERMIT	\$605 per application	\$605 per application
S-031	PERMANENT ENCROACHMENT REVIEW	\$1,080 per application plus \$1,000 deposit with charges to recover actual costs for City Attorney	\$1,080 per application plus \$1,000 deposit with charges to recover actual costs for City Attorney
S-032	TEMPORARY USE PERMIT	\$145 per application	\$145 per application
S-033	SIDEWALK DINING PERMIT	\$295 per application	\$295 per application
S-034	NEWSRACK PERMIT	New - \$320 per news rack Annual Renewal - \$160 per news rack	New - \$320 per news rack Annual Renewal - \$160 per news rack
S-035	DUMPSTER ENCROACHMENT PERMIT	\$92 per application	\$92 per application

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
S-036	TREE REMOVAL PERMIT - PRIVATE	\$245 per application Penalties: Class I - \$5,000 Class II - \$10,000 Class III - \$25,000	\$245 per application Penalties: Class I - \$5,000 Class II - \$10,000 Class III - \$25,000
S-037	TREE REMOVAL PERMIT - PUBLIC R-O-W	\$245 per application	\$245 per application
S-038	BUILDING RELOCATION REVIEW	\$2,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	\$2,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-039	RESIDENTIAL CERT. OF COMPLIANCE	\$65 per application	\$65 per application
S-040	TITLE COMPANY ZONING LETTER	\$40 per letter	\$40 per letter
S-041	LEAF BLOWER PERMIT	\$20 per permit	\$20 per permit
S-042	BLOCK PARTY PERMIT	\$210 per permit	\$210 per permit
S-043	STUDY REVIEW	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-044	PLANNING EXTENSION OF TIME	\$130 per application	\$130 per application
S-045	PUBLIC NOTICE MAILING	\$65 per mailing	\$65 per mailing
S-046	APPEAL TO THE CITY COUNCIL	\$805 per appeal	\$805 per appeal
S-047	APPEAL TO THE PLANNING COMMISSION	\$805 per appeal	\$805 per appeal
S-048	APPEAL TO THE DESIGN REVIEW COMM.	\$620 per appeal	\$620 per appeal
S-049	APPEAL OF TREE REMOVAL PERMIT	\$255 per appeal	\$255 per appeal
S-050	WINDOW/ROOF MAT'L CHANGE ADMIN REV	\$120 per application	\$120 per application
S-051	WINDOW CHANGE ADMIN REVIEW	\$120 per application	\$120 per application
S-052	PARKWAY LANDSCAPE PLAN ADMIN REVIEW	\$0 per application	\$0 per application
S-053	WIRELESS COMMUNICATION ADMIN REV	\$40 per application	\$40 per application
S-054	COPY OF CITY MAP	\$15 plus actual copy costs	\$15 plus actual copy costs
S-055	ENGINEERING PLAN CHECK/INSPECTION	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-056	GENERAL PLAN MAINTENANCE	7% of all Building/Plumbing/Mechanical/Electrical permit fees	7% of all Building/Plumbing/Mechanical/Electrical permit fees
S-057	BUILDING PLAN CHECK/INSPECTION	Various fees based on valuation (as adopted by LA County) and fixture counts.	Various fees based on valuation (as adopted by LA County) and fixture counts.
S-058	CERTIFICATE OF OCCUPANCY	Building - \$95 per application Fire - \$145 per application	Building - \$95 per application Fire - \$145 per application
S-059	SPECIAL PERMIT INVESTIGATION	\$160 per investigation	\$160 per investigation

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
S-060	DRIVEWAY APPROACH ENCROACH PERMIT	\$185 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.	\$185 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.
S-061	SIDEWALK ENCROACHMENT PERMIT	\$185 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.	\$185 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.
S-062	CURB/GUTTER ENCROACHMENT PERMIT	\$185 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.	\$185 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.
S-063	CURB CORE ENCROACHMENT PERMIT	\$70 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.	\$70 per permit If this permit is in conjunction with other concrete encroachment permits, then the permit with the highest fee is charged at 100% of the fee and the remaining permits are charged at 50% of the fee.
S-064	ONE-DAY ASPHALT ENCROACH PERMIT	\$125 per permit up to a 5' x 5' cut. Patch or trench failures are considered a new asphalt permit with new fees.	\$125 per permit up to a 5' x 5' cut. Patch or trench failures are considered a new asphalt permit with new fees.
S-065	MULTI-DAY ASPHALT ENCROACH PERMIT	\$125 per permit plus \$170 per day after the first day. Daily fee is not charged if a lane or street closure is needed. Patch or trench failures are considered a new asphalt permit with new fees.	\$125 per permit plus \$170 per day after the first day. Daily fee is not charged if a lane or street closure is needed. Patch or trench failures are considered a new asphalt permit with new fees.
S-066	SEWER LATERAL INSTALLATION PERMIT	\$155 per permit	\$155 per permit
S-067	LANE CLOSURE PERMIT - CONSTRUCTION	\$125 per permit plus \$170 per day after the first day plus 12%-15% of the above fee for recovery of City Engineer costs.	\$125 per permit plus \$170 per day after the first day plus 12%-15% of the above fee for recovery of City Engineer costs.
S-068	STREET CLOSURE PERMIT-CONSTRUCTION	\$185 per permit plus \$170 per day after the first day plus 12%-15% of the above fee for recovery of City Engineer costs.	\$185 per permit plus \$170 per day after the first day plus 12%-15% of the above fee for recovery of City Engineer costs.
S-100	FIRE PLAN REVIEW	Residential - \$215 per plan Commercial - \$270 per plan Each type of fire protection plan is charged separately.	Residential - \$215 per plan Commercial - \$270 per plan Each type of fire protection plan is charged separately.
S-145	NEW BUSINESS REGULATION PROCESS.	Processing Fee - None Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10	Processing Fee - None Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10
S-146	RENEW BUSINESS REGULATION PROCESS	Processing Fee - None Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10	Processing Fee - None Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10
S-147	BUSINESS LICENSE CHANGE OF ADDRESS	\$5 per application	\$5 per application
S-150	GARAGE SALE PERMIT	\$5 per permit	\$5 per permit

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
<b>Police:</b>			
S-069	POLICE FALSE ALARM RESPONSE	Burglary Alarm: First three responses in a calendar year - No Charge Fourth response - \$100 Fifth response - \$250 Sixth and subsequent responses - \$500 Robbery Alarm: First three responses in a calendar year - No Charge Fourth response - \$200 Fifth Response - \$500 Sixth and subsequent responses - \$1,000	Burglary Alarm: First three responses in a calendar year - No Charge Fourth response - \$100 Fifth response - \$250 Sixth and subsequent responses - \$500 Robbery Alarm: First three responses in a calendar year - No Charge Fourth response - \$200 Fifth Response - \$500 Sixth and subsequent responses - \$1,000
S-070	POLICE ALARM PERMIT - NEW	\$15 per permit Submitted after January 31 - additional \$100 penalty	\$15 per permit Submitted after January 31 - additional \$100 penalty
S-071	POLICE ALARM PERMIT - RENEWAL	\$15 per permit Second Year with no False Alarms in previous year - No Charge More than 60 days late - additional \$100 penalty	\$15 per permit Second Year with no False Alarms in previous year - No Charge More than 60 days late - additional \$100 penalty
S-072	OVERNIGHT PARKING PERMIT	One Night - \$5; Long Term \$50	One Night - \$5; Long Term \$50
S-073	BUS/VAN/VALET PARKING PERMIT	\$190 per permit	\$190 per permit
S-074	VEHICLE IMPOUND/RELEASE	DUI/Arrestable Offense - \$250 per vehicle Other - \$130 per vehicle	DUI/Arrestable Offense - \$250 per vehicle Other - \$130 per vehicle
S-075	VEHICLE VERIFICATION SERVICE	\$30 per vehicle	\$30 per vehicle
S-076	CITATION SIGN-OFF SERVICE	Resident or SMPD issued citation - No Charge Non-Resident or non-SMPD issued citation - \$30 per citation	Resident or SMPD issued citation - No Charge Non-Resident or non-SMPD issued citation - \$40 per citation
S-077	AUTO REPOSSESSION PROCESSING	\$15 per vehicle as set by State law.	\$15 per vehicle as set by State law.
S-078	POLICE HOUSE WATCH	\$5 per day.	\$5 per day.
S-079	CONCEALED WEAPON PERMIT	Fee is set by State Law: New Application - \$100 Renewal Application - \$25 Amended Application - \$10 Psychological testing costs are to be added to the above fee up to \$150 20% of the license fee is collected upon filing of the initial application is non-refundable. The balance of the fee is collected on issuance of the license.	Fees set by State Law: New Application - \$100; Renewal Application - \$25; Amended Application - \$10 City Administrative Fee - \$150. Any additional costs borne by the City will be charged to the applicant. 20% of the license fee is collected upon filing of the initial application is non-refundable. The balance of the fee is collected on issuance of the license.
S-080	DUI EMERGENCY RESPONSE	Actual costs incurred for all responding personnel up to \$12,000.	Actual costs incurred for all responding personnel up to \$12,000.
S-081	POLICE CLEARANCE LETTER	\$25 per application	\$50 per application
S-082	TAXICAB STAND OPERATION APPLICATION	\$285 per application plus any Department of Justice fees	Delete Fee
S-083	TAXICAB DRIVER APPLICATION	\$145 per application plus any Department of Justice fees	Delete Fee
S-084	FIREARMS DEALER PERMIT	Annual Fee - \$255 per application plus any Department of Justice fees	Annual Fee - \$255 per application plus any Department of Justice fees

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
S-085	FORTUNETELLER PERMIT	Annual Fee - \$255 per application plus any Department of Justice fees	Annual Fee - \$255 per application plus any Department of Justice fees
S-086	MASSAGE THERAPIST PERMIT	\$145 per application plus any Department of Justice fees	\$145 per application plus any Department of Justice fees
S-087	MISCELLANEOUS POLICE PERMIT	\$190 per application plus any Department of Justice fees	\$190 per application plus any Department of Justice fees
S-088	REMOVAL OF ILLEGAL SIGN	\$30 per sign	\$30 per sign
S-089	SPECIAL EVENT/PARADE PERMIT	\$25 per event	\$25 per event
S-090	SPECIAL EVENT STANDBY SERVICE	Actual cost of the employee, minimum 4 hours	Actual cost of the employee, minimum 4 hours
S-091	SPECIAL POLICE RESP-UNLAWFUL GATHER	Charge the fully allocated hourly rate for all responding personnel plus any outside costs.	Charge the fully allocated hourly rate for all responding personnel plus any outside costs.
S-092	BOOKING SERVICE	\$740 per booking	\$139.49 per routine booking, \$242.98 per DUI booking .
S-093	ANIMAL REGULATION	One Year Dog License: Spayed/Neutered - \$25 Non-spayed/Neutered - \$60 Dog License Late Payment Penalty - \$25 Lost Dog License Tag - \$25 First Impound - \$38 Second Impound - \$88 Third & Subsequent Impounds - \$193 Cats - \$14	One Year Dog License: Spayed/Neutered - \$25 Non-spayed/Neutered - \$60 Dog License Late Payment Penalty - \$25 Lost Dog License Tag - \$25 First Impound - \$38 Second Impound - \$88 Third & Subsequent Impounds - \$193 Cats - \$14
S-094	FINGERPRINTING ON REQUEST	\$20 per person; Groups of 10 or more - \$15 per person.	\$20 per person.
S-095	POLICE REPORT COPY	As this service is covered by the Public Records Act, the City copy fee is: First five pages - \$3 Each additional page - \$0.10 per page	Police Reports: \$20 Public Records Act requests: \$0.10 per page.
S-096	POLICE PHOTOGRAPH/DISK COPY	\$5.00 per photo/disk	\$5.00 per photo/disk
S-097	DOCUMENT SUBPEONA	Fees are set by the courts. \$6 per 15 minutes plus \$0.10 per page.	Fees are set by the courts. \$6 per 15 minutes plus \$0.10 per page.
S-098	CIVIL SUBPEONA	Per Government Code, section 68096.1(b):\$275	Per Government Code, section 68096.1(b):\$275
S-099	CRIME ANALYSIS RESEARCH	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
S-152	MOTION PICTURE PERMIT	\$270 per day processing fee plus: Private Property - \$500 per day Public Streets - \$2,500 per day Public Parks & Buildings - \$2,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees	\$270 per day processing fee plus: Private Property - \$500 per day Public Streets - \$2,500 per day Public Parks & Buildings - \$2,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees
S-153	STILL PHOTO PERMIT	\$135 per day processing fee plus: Public Streets - \$1,000 per day Public Parks & Buildings - \$1,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees	\$135 per day processing fee plus: Public Streets - \$1,000 per day Public Parks & Buildings - \$1,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees
S-154	OLD MILL PHOTO PERMIT	\$250 for 2 hours	\$250 for 2 hours

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
<b>Fire:</b>			
S-101	FIRE INSPECTION	Residential - \$540 per permit Commercial - \$650 per permit Each type of fire protection permit is charged separately.	Residential - \$540 per permit Commercial - \$650 per permit Each type of fire protection permit is charged separately.
S-102	FIRE RE-INSPECTION	\$215 per inspection	\$215 per inspection
S-103	FIRE FLOW TEST WITNESS	\$215 per test	\$215 per test
S-104	TENT FIRE INSPECTION	\$210 per permit	\$210 per permit
S-105	MOTOR VEH FUEL DISP STA FIRE REV	\$1,080 per application	\$1,080 per application
S-106	SPECIAL FIRE EQUIPMENT INSP/APPROVE	\$445 per application	\$445 per application
S-107	ENGINE COMPANY 3RD BUSINESS INSPECT	\$160 per third and subsequent inspections	\$160 per third and subsequent inspections
S-108	FIRE FALSE ALARM RESPONSE	First Response - \$50; Second Response - \$100; Third Response - \$150.	First Response - \$50; Second Response - \$100; Third Response - \$150.
S-109	NEGLIGENT INCIDENT FIRE RESPONSE	Actual costs incurred for all responding personnel	Actual costs incurred for all responding personnel
S-110	HAZARD/WEED ABATEMENT	Charge the actual cost of clearing the lot plus \$215 per hour for re-inspections due to non-compliance.	Charge the actual cost of clearing the lot plus \$215 per hour for re-inspections due to non-compliance.
S-111	FIRE INVESTIGATION	If the cause of the fire is determined to be arson and the responsible person can be identified, then charge the full costs of the response and the investigation.	If the cause of the fire is determined to be arson and the responsible person can be identified, then charge the full costs of the response and the investigation.
S-112	EMERGENCY MEDICAL TRANSPORT	The City uses the LA County Rates. In addition, the city charges the following fees: No Transport Service at Scene - \$100; Non Resident Surcharge - \$200.	The City uses the LA County Rates. In addition, the city charges the following fees: No Transport Service at Scene - \$100; Non Resident Surcharge - \$200.
S-113	EMERGENCY INCIDENT REPORT COPY	As this service is covered by the Public Records Act, the City copy fee is: First five pages - No Charge Each additional page - \$0.20 per page	As this service is covered by the Public Records Act, the City copy fee is: First five pages - No Charge Each additional page - \$0.20 per page
S-114	BICYCLE REGISTRATION	Per State Vehicle Code, Section 39004: New - \$4 Transfer - \$2 Replacement - \$2 Renewal - \$2	Per State Vehicle Code, Section 39004: New - \$4 Transfer - \$2 Replacement - \$2 Renewal - \$2

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
<b>Recreation:</b>			
S-115	RECREATION/LAP SWIM	Swim Cards - \$30 per participant (20 days); Drop in - \$2 per person per day.	Swim Cards - range from \$31 per participant (20 days); Drop in - range from \$2 to \$3 per person per day.
S-116	PRIVATE SWIM LESSONS	\$100 per participant (includes 4 lessons)	Range of \$104 to \$128 per participant (includes 4 lessons)
S-117	GROUP SWIM LESSONS	\$65 per participant (includes 10 lessons)	Range of \$67 - \$83 per participant (includes 10 lessons)
S-118	JUNIOR LIFEGUARD PROGRAM	\$120 per participant (includes 20 lessons)	Range of \$270 - \$330 per participant (includes 20 lessons)
S-119	TSUNAMI SWIM TEAM	Monthly rate vary from \$96 to \$118. Please refer to current Recreation Guide. Non-Resident Fee an additional \$5 per class/month.	Monthly rate vary from \$86 to \$113. Please refer to current Recreation Guide. Non-Resident Fee an additional \$5 per class/month.
S-120	CONTRACT RECREATION CLASSES	A 65%/35% split of fees with instructors on average. Non-Resident Fee - additional \$5 per class Class Insurance Fee - \$1 per class	A 65%/35% split of fees with instructors on average. Non-Resident Fee - additional \$5 per class Class Insurance Fee - \$2 per class
S-121	DAYCARE/KINDERCARE	Before school care - \$100 per month or \$7 per child per day Limited after school care - \$100 per month or \$7 per child per day Minimum day care - \$20 per day or \$150 for all minimum days Kindergarten day care or elementary day care - Various fees from \$79 to \$304 per month depending on the number of days per week, or \$20 per day. Late pickups - \$1 per minute; Late payment fee - \$25.	Before School Care Range - \$104 to \$128 per month or \$7 to \$9 per child per day Limited After School Care Range - \$104 to \$128 per month or \$7 to \$9 per child per day Minimum Day Care Range - \$21 to \$25 per day or \$157 to \$191 for all minimum days After School Care (Kinder - Elementary)- Monthly rate/range varies from \$82 to \$387 per month depending on the number of days per week, or \$19-\$25 per day. Late pickups - \$1 per minute; Late payment fee - \$25.
S-122	SUMMER CAMP	Freewheelers - \$142 per week Lunch Ride - \$15 per week Trail Blazers/Adventurers -Rate Varies and ranges from \$145 to \$284; please call 626-403-2200 or refer to the current recreation guide. Late pickups - \$1 per minute Non-Resident Fee - Additional \$5 per week	Freewheelers Range - \$149 to \$182 per week Lunch Ride Range - \$13 to \$17 per week Trail Blazers/Jr. Adventurers -Rate/range varies from \$131-\$312 per week; refer to the current recreation guide. Late pickups - \$1 per minute Non-Resident Fee - Additional \$5 per week
S-123	PRESCHOOL	Tot Time - \$52 per month Lil' Playmates - \$116 per month Independent Classes - Varies by age/days of week. Please refer to current Recreation Guide. Late pickups - \$25 fee for first 15 minutes plus \$1 per minute past the first 15 minutes. Late Payment Fee - \$25 Non-Resident Fee - Additional \$5 per month	Tot Time Range - \$43 to \$53 per month Lil' Playmates Range - \$108 to \$132 per month Independent Classes - Varies by age/days of week; refer to current Recreation Guide. Late pickups - \$25 fee for first 15 minutes plus \$1 per minute past the first 15 minutes. Late Payment Fee - \$25 Non-Resident Fee - Additional \$5 per month

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
S-124	SPECIAL EVENTS	<p>Fourth of July wristbands: Resident presale - \$5; Non-resident presale - \$15; day of event - \$20; 2 &amp; under - no charge Track Meet entry fee - \$5 Snow Day entry fee - \$7. Day of event - \$9.</p> <p>Easter Egg Hunt Wristbands: Presale - \$3, Day of Event - \$5, 2 &amp; Under - No Charge.</p>	<p>Fourth of July wristbands: Resident presale - \$5; Non-resident presale - \$15; day of event - \$20; 2 &amp; under - no charge Track Meet entry fee - \$5 Snow Day entry fee - \$7. Day of event - \$9.</p> <p>Easter Egg Hunt Wristbands: Presale - \$3, Day of Event - \$5, 2 &amp; Under - No Charge.</p>
S-125	TRIPS AND EXCURSIONS	Cost varies per participant per trip	Cost varies per participant per trip
S-126	RECREATION FACILITY RESERVATIONS	<p>San Marino Center: Community Group - 50% of the Private Party rates Private Party - \$50-\$250 per hour depending on the rooms rented</p> <p>Stoneman School: Community Group - 50% of the Private Party rates Private Party - \$50-\$75 per hour depending on the room Set Up/Tear Down Fee - \$25 per hour Security Deposit - \$500</p> <p>Centennial Field - \$50 per hour</p> <p>Stoneman Parking Lot - \$50 per hour</p> <p>Portable Stage Rental: 0-5 mi. from SM border \$515 6-10 mi. from SM border \$615 11-15 mi. from SM border \$715</p> <p>Old Mill:</p> <p>Pomegranate Patio - \$150 per hour (two hour minimum); San Marino Resident/Non-Profit Organization Rate \$125 per hour (two hour minimum) Weddings - Flat fee for one day use of patio is \$3,000 and must not take place during public hours of 1-4 PM. Insurance - Events with 100 people or more - \$116.15 without beer/wine, \$176.15 with beer/wine. Set up/Tear down - \$25 per hour Security - \$78 per hour may be required. Cleaning/Damage Deposit - \$500</p> <p>City recognized local community based organizations may rent the Old Mill at a discounted rate upon approval by the City Manager.</p>	<p>San Marino Center: Community Group - 50% of the Private Party rates Private Party - \$50-\$250 per hour depending on the rooms rented</p> <p>Stoneman School: Community Group - 50% of the Private Party rates Private Party - \$50-\$75 per hour depending on the room Set Up/Tear Down Fee - \$25 per hour Security Deposit - \$500</p> <p>Centennial Field - \$50 per hour</p> <p>Stoneman Parking Lot - \$50 per hour</p> <p>Portable Stage Rental: 0-5 mi. from SM border \$515 6-10 mi. from SM border \$615 11-15 mi. from SM border \$715</p> <p>Old Mill:</p> <p>Pomegranate Patio - \$150 per hour (two hour minimum); San Marino Resident/Non-Profit Organization Rate \$125 per hour (two hour minimum) Weddings - Flat fee for one day use of patio is \$3,000 and must not take place during public hours of 1-4 PM. Insurance - Events with 100 people or more - \$116.15 without beer/wine, \$176.15 with beer/wine. Set up/Tear down - \$25 per hour Security - \$78 per hour may be required. Cleaning/Damage Deposit - \$500</p> <p>City recognized local community based organizations may rent the Old Mill at a discounted rate upon approval by the City Manager.</p>

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
S-127	RECREATION REFUND PROCESSING	A \$10 refund fee will be applied for cancellations made on or before the first day of class. A refund fee of 20% will be applied for cancellations that occur after the first class but before the second class meeting (minimum \$10). No refunds are given after the second class meeting.	A \$10 refund fee will be applied for cancellations made on or before the first day of class. A refund fee of 20% will be applied for cancellations that occur after the first class but before the second class meeting (minimum \$10). No refunds are given after the second class meeting.
		Preschool & Summer Camp refunds must be submitted before the first camp/class day and will be subject to a refund fee. Exceptions will be made if a transfer is necessary based on the child's readiness.	Preschool & Summer Camp refunds must be submitted before the first camp/class day and will be subject to a refund fee. Exceptions will be made if a transfer is necessary based on the child's readiness.
		Aquatics refunds must be submitted at least one week prior to the first class meeting, approved by the pool manager, and are subject to a refund fee.	Aquatics refunds must be submitted at least one week prior to the first class meeting, approved by the pool manager, and are subject to a refund fee.
		Exceptions will be made if a transfer is necessary based on a child's skill level. Lab fees may not be refundable.	Exceptions will be made if a transfer is necessary based on a child's skill level. Lab fees may not be refundable.
<b>Library:</b>			
S-128	INTER-LIBRARY LOAN PROCESSING	\$5 per item	\$5 per item
S-129	LIBRARY ITEM RESERVATION	\$0.50 per item	\$0.50 per item
S-130	REPLACEMENT OF LOST LIBRARY CARD	\$3 per card	\$3 per card
S-131	REPLACE LOST/DAMAGED LIBRARY MAT.	\$15 processing fee per item plus: Magazine - \$5 per issue plus \$5 overdue fee Inter-Library Loan - cost to lender Books, General Collection - cost of item Reference Books - cost of item Media - cost of item Misc. Piece Replacement - \$1-\$10	\$16 processing fee per item plus: Magazine - \$5 per issue plus \$5 overdue fee Inter-Library Loan - cost to lender Books, General Collection - cost of item Reference Books - cost of item Media - cost of item Misc. Piece Replacement - \$1-\$10
S-132	LIBRARY OVERDUE ITEM PROCESSING	Book and Materials - \$0.25 per day, \$5 maximum Reference Books - \$1.50 per day, \$10 maximum Feature Film DVD - \$2.00 per day, Overdue \$1.50 per day, \$10 maximum Inter-Library Loan Items - \$2 per day, charged by lender	Book and Materials - \$0.25 per day, \$5 maximum Reference Books - \$1.50 per day, \$10 maximum Feature Film DVD - \$2.00 per day, Overdue \$1.50 per day, \$10 maximum Inter-Library Loan Items - \$2 per day, charged by lender
S-133	PASSPORT APPLICATION PROCESSING	Fee is set by the federal government: \$25 per application plus actual cost for Priority Express Mail	Fee is set by the federal government: \$25 per application plus actual cost for Priority Express Mail
S-134	PASSPORT PHOTOGRAPH PROCESSING	\$15 per photo set	\$15 per photo set
S-136	TEST/EXAM PROCTORING	\$30 per test	\$30 per test
S-137	LIBRARY FACILITY RESERVATION	Thornton: Comm Group - \$25/hour General - \$50/hour 2 hour minimum Barth: Comm Group - \$30/hour General - \$100/hour 2 hour minimum Patio Rental: Comm Group - \$25/hour General - \$50/hour Food/Beverage Cleaning Fee: Thornton - \$25 Barth - \$50 Set Up: \$25 - \$40 per hour Security Deposit - \$250 Staff Monitoring outside of Library hours - \$25 per hour Insurance for Unique Conditions - Actual Cost	Thornton: Comm Group - \$25/hour General - \$50/hour 2 hour minimum Barth: Comm Group - \$30/hour General - \$100/hour 2 hour minimum Patio Rental: Comm Group - \$25/hour General - \$50/hour Food/Beverage Cleaning Fee: Thornton - \$25 Barth - \$50 Set Up: \$25 - \$40 per hour Security Deposit - \$250 Staff Monitoring outside of Library hours - \$25 per hour Insurance for Unique Conditions - Actual Cost

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
S-138	COMPUTER LAB SUPPORT	\$50 per hour, 4 hour minimum Computer Configuration/IT Support - \$100 per hour Security Deposit - \$500	\$50 per hour, 4 hour minimum Computer Configuration/IT Support - \$100 per hour Security Deposit - \$500
S-139	LIBRARY PHOTOCOPY SERVICE	Public Copier - \$0.15 per page Computer Printout - \$0.15 per page Color Copy - \$1 per page Oversize Paper - \$0.25 per page Large Format Printer: Small 11x11 \$10; Medium 16x16 \$13; Large 24x24 \$20; Xlarge 36x36 \$35; Lamination \$0.50 per square foot. No Longer Available	Public Copier - \$0.15 per page Computer Printout - \$0.15 per page Color Copy - \$1 per page Oversize Paper - \$0.25 per page Large Format Printer: Small 11x11 \$10; Medium 16x16 \$13; Large 24x24 \$20; Xlarge 36x36 \$35; Lamination \$0.50 per square foot. No Longer Available
<b>San Marino Tennis Foundation:</b>			
New	Resident Membership (Residents of San Marino Unified School District and City of San Marino Employees)	\$550: One time membership fee ; \$225: Annual dues	\$550: One time membership fee ; \$225: Annual dues
New	Associate Membership	\$700: One time membership fee ; \$300: Annual dues	\$700: One time membership fee ; \$300: Annual dues
New	Court Usage - Non-Members	\$10 daily per person	\$10 daily per person
New	Instruction-Head Pro 1 Hour Private Lesson	\$75 Member; \$80 Non-Member	\$75 Member; \$80 Non-Member
New	Instruction-Assistant Pro 1 Hour Private Lesson	\$70 Member; \$75 Non-Member	\$70 Member; \$75 Non-Member
New	Pee-Wee Tennis Clinics (1 day/week for 8 weeks, 45 min classes.)	\$140 Member; \$160 Non-Member	\$140 Member; \$160 Non-Member
New	Junior Clinics (1 day/week for 8 weeks, 1.5 hour classes.)	\$280 Member; \$304 Non-Member	\$280 Member; \$304 Non-Member
New	Men's Clinics (cost per time)	\$25 Member; \$30 Non-Member	\$25 Member; \$30 Non-Member
New	Women's Clinics (cost per time)	\$25 Member; \$30 Non-Member	\$25 Member; \$30 Non-Member
New	Coed Clinics (cost per time)	\$20 Member; \$25 Non-Member	\$20 Member; \$25 Non-Member
<b>Public Works:</b>			
S-141	SEWER SERVICES	None	None
S-142	NPDES BUSINESS INSPECTION PROCESS	Backflow Device Review - \$40 per year (business has inspection performed and submits results to the City for review) Fats, Oils, and Grease (FOG) Inspection - No Change	Backflow Device Review - \$40 per year (business has inspection performed and submits results to the City for review) Fats, Oils, and Grease (FOG) Inspection - No Change
S-143	CITY PROPERTY DAMAGE REPAIR	Charge the actual cost of repair, including City staff at the fully allocated hourly rates.	Charge the actual cost of repair, including City staff at the fully allocated hourly rates.
S-144	RIGHT OF WAY SPILL RESPONSE	Charge the actual cost of clean up, including City staff at the fully allocated hourly rates.	Charge the actual cost of clean up, including City staff at the fully allocated hourly rates.
S-151	LACY PARK RESERVATION PROCESSING	Park Weekend Admission Fee - Non-Resident - \$4 Park Group Activity Permit: Resident - \$145 Non-Resident - \$290 Sports Activity Permit -\$85 Park Group Activity Permit Late Fee - \$25 Park Closure Fee - \$1,400 per day plus any staff costs and loss of revenue	Park Weekend Admission Fee - Non-Resident - \$4 Park Group Activity Permit: Resident - \$145 Non-Resident - \$290 Sports Activity Permit -\$85 Park Group Activity Permit Late Fee - \$25 Park Closure Fee - \$1,400 per day plus any staff costs and loss of revenue

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Approved Fees Effective 7/1/16
<b>Administration:</b>			
S-148	INSUFFICIENT FUNDS CHECK PROCESSING	\$25 per returned check	\$25 per returned check
S-149	CHECK REISSUANCE	\$35 per check Payroll Check - No Charge	\$35 per check Payroll Check - No Charge
S-155	DOCUMENT REPRODUCTION	As this service is covered by the Public Records Act, the City copy fee is: First five pages - No Charge Each additional page - \$0.20 per page Copies by a third party vendor - Actual Cost FPPC Copies - four years old or less - \$0.10 per copy FPPC Copies - five years old or greater - \$5 per request	As this service is covered by the Public Records Act, the City copy fee is: First five pages - No Charge Each additional page - \$0.20 per page Copies by a third party vendor - Actual Cost FPPC Copies - four years old or less - \$0.10 per copy FPPC Copies - five years old or greater - \$5 per request
S-156	DOCUMENT CERTIFICATION	\$15 per document	\$15 per document
S-157	DISK REPRODUCTION	\$2.50 per media device	\$2.50 per media device
S-158	CANDIDATE FILING PROCESSING	Fee is limited by State law: \$25 per candidate	Fee is limited by State law: \$25 per candidate
S-159	INITIATIVE FILING PROCESSING	Fee is limited by State law: \$200 per initiative, refunded if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.	Fee is limited by State law: \$200 per initiative, refunded if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.
New	COPY OF W-2 OR PAYSTUB	\$15 per document	\$15 per document

