

**CITY OF SAN MARINO**  
**CITY COUNCIL AGENDA**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

*John T. Schaefer, City Manager*



[www.cityofsanmarino.org](http://www.cityofsanmarino.org)

(626) 300-0700 Phone

(626) 300-0709 Fax

City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

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**WEDNESDAY, JUNE 8, 2016**  
**5:00 P.M.**  
**CITY HALL**  
**COUNCIL CHAMBER**  
**2200 HUNTINGTON DRIVE, SAN MARINO, CA**

The City of San Marino appreciates your attendance. Citizens' interest provides the Council with valuable information regarding issues of the community.

Regular Meetings are held on the 2<sup>nd</sup> Wednesday of every month at 6:00 p.m. Adjourned Regular Meetings are held on the last Friday of every month at 8:00 a.m.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 at least 48 hours prior to the meeting.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

**POSTING OF AGENDA**

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive and the Recreation Department, 1560 Pasqualito Drive. The agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

**PUBLIC COMMENTS**

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the City Council on any item of interest to the public, before or during the Council's consideration of the item, that is within the subject matter jurisdiction of the City Council.

**MOTION TO WAIVE FURTHER READINGS**

This action permits the City Council to act on ordinances and resolutions without having to read the entire text of the ordinance or resolution. The title of an ordinance on First Reading must be read in its entirety. An ordinance on Second Reading does not require having the title read. However, the City Council may request that an ordinance or resolution be read in its entirety before taking any action.

**PRESENTATIONS**

1. **RECOGNITION OF LINDA SUN, RECIPIENT OF CONGRESSWOMAN JUDY CHU'S WOMAN OF DISTINCTION FOR THE YEAR 2016**
2. **RECOGNITION OF OUTGOING MEMBERS OF THE LIBRARY BOARD OF TRUSTEES: MARILYN PECK, ZEHRA SUN, AND DEBRA SUDUN**

**APPOINTMENTS****3. APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES**

Recommendation: "A motion to 1) appoint Liz Hollingsworth as a Regular member of the Board of Trustees for a term ending May 31, 2019; 2) appoint current Alternate Linda Mollno as a Regular member of the Board of Trustees for a term ending May 31, 2019; 3) appoint Stefan Dietrich as an Alternate member of the Board of Trustees to fill the term that will expire on May 31, 2017; and 4) appoint Eldon Swanson and as the Alternate member of the Board of Trustees for a term ending May 31, 2019."

**4. APPOINTMENTS TO THE PLANNING COMMISSION**

Recommendation: "A motion to 1) appoint three (3) Commissioners to serve on the Planning Commission for a term ending June 30, 2020; and 2) appoint one (1) alternate to serve on the Planning Commission for a term ending June 30, 2020."

**5. APPOINTMENT TO THE RECREATION COMMISSION**

Recommendation: “A motion to re-appoint Chun-Yen Chen to the Recreation Commission for a term ending June 30, 2020.”

**CONTINUED BUSINESS****6. ADOPTION OF THE FISCAL YEAR 2016-2017 MUNICIPAL SERVICES PROGRAM BUDGET**

Recommendation: “A motion to adopt Resolution No. R-16-03 establishing the Municipal Services Program Budget for Fiscal Year 2016-17.”

**CONSENT CALENDAR**

Members of the public may at this time speak on any items on the Consent Calendar. After which, the Mayor will request members of the City Council to indicate if there are any items on the Consent Calendar that should be discussed individually. These items will be pulled from the Consent Calendar and acted on separately.

**7. MAY 2016 DISBURSEMENT REPORTS**

Recommendation: “A motion to ratify and file the Disbursement Reports for the period ending May 31, 2016.”

**8. APPROVAL OF MINUTES**

Recommendation: “A motion to approve the City Council Minutes of the Adjourned Regular Meetings of April 29, 2016 and May 2, 2016, the Joint Meeting with the Library Board of Trustees of May 11, 2016, and the Regular Meeting of May 11, 2016.”

**9. ADOPTION OF THE GANN LIMIT, APPROPRIATIONS SUBJECT TO THE LIMITATION**

Recommendation: “A motion to adopt Resolution No. R-16-04.”

**10. ADOPTION OF RESOLUTION ESTABLISHING THE PUBLIC SAFETY SPECIAL TAX LEVY**

Recommendation: “A motion to adopt Resolution No. R-16-05 establishing the Public Safety Tax for Fiscal Year 2016-17.”

**11. ADOPTION OF MANAGEMENT EMPLOYEES SALARY AND BENEFITS RESOLUTION**

Recommendation: “A motion to adopt Resolution No. R-16-06 approving the Salary and Benefits Schedule for Management Employees.”

**12. ADOPTION OF SUPERVISORY/CONFIDENTIAL EMPLOYEES SALARY AND BENEFITS RESOLUTION**

Recommendation: “A motion to adopt Resolution No. R-16-07, approving the Salary and Benefit Schedule for Supervisory/Confidential Employees.”

**13. ADOPTION OF PART-TIME EMPLOYEES SALARY RESOLUTION**

Recommendation: “A motion to adopt Resolution No. R-16-08 amending the Part Time Rate Schedule for Fiscal Year 2016-17, effective January 1, 2017.”

**14. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR RESTORATION REPAIRS TO THE OLD MILL**

Recommendation: “A motion to accept the Old Mill Restoration Project as complete and authorize the City Clerk to file the Notice of Completion.”

**15. AWARD OF BID – EL MOLINO STREET REHABILITATION PROJECT (FROM HUNTINGTON DRIVE TO NORTHERLY CITY LIMIT)**

Recommendation: “A motion to award the bid for the El Molino Street Rehabilitation Project from Huntington to North City Limit, NIB #N-16-11 to E.C. Construction Co. of South El Monte, California in the amount of \$378,369.00.”

**PUBLIC HEARINGS****16. ADOPTION OF RESOLUTION R-16-09 ESTABLISHING A SCHEDULE OF FEES FOR VARIOUS CITY ACTIVITIES AND SERVICES**

Recommendation: “A motion to approve Resolution No. R-16-09 adopting changes to fines and fees effective July 1, 2016.”

**WRITTEN COMMUNICATIONS** This is an opportunity to announce any written communications pertaining to the City received by members of the City Council.

**COUNCIL REPORTS** This is an opportunity for members of the City Council to inform the public of any meetings or conferences they may have attended.

**CITY MANAGER’S REPORT** This is an opportunity for the City Manager to inform the City Council and the public of any upcoming events or matters of interest to the Community.

**CITY COUNCIL CALENDAR**

Scheduling Dates for Future Council Meetings.

**PUBLIC WRITINGS DISTRIBUTED**

All public writings distributed by the City of San Marino to at least a majority of the City Council regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California.

**PUBLIC COMMENTS**

The public may at this time speak regarding any city-related issue, provided that no action shall be taken on any item not appearing on the agenda. Any person desiring to speak should complete a Speaker’s Form located at the entrance and hand it to the City Clerk. The Mayor reserves the right to place limits on duration of comments.

**CLOSED SESSION**

- 17. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION.**  
The City Council will meet in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(1) with respect to the following matter of pending litigation: *Yee v. City of San Marino*, Los Angeles County Superior Court No. 16K06129.

**RECONVENE TO OPEN SESSION**

**CLOSED SESSION REPORT**

**ADJOURNMENT**

The San Marino City Council will adjourn to the next adjourned regular meeting to be held on **FRIDAY, JUNE 24, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

Dated: June 3, 2016

Posted: June 3, 2016

VERONICA RUIZ, CMC  
CITY CLERK

**RECOGNITION OF LINDA SUN, RECIPIENT OF  
CONGRESSWOMAN JUDY CHU'S WOMAN OF  
DISTINCTION FOR THE YEAR 2016**

**AGENDA ITEM NO. 1**

**RECOGNITION OF OUTGOING MEMBERS OF  
THE LIBRARY BOARD OF TRUSTEES: MARILYN  
PECK, ZEHRA SUN, AND DEBRA SUDUN**

**AGENDA ITEM NO. 2**

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: COUNCIL LIAISONS RICHARD WARD AND STEVE TALT

DATE: JUNE 8, 2016

SUBJECT: **APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND**

The City Council has established a number of Boards and Commissions, which assist the City Council with a variety of issues, needs, and concerns. The Library Board of Trustees consists of five (5) members and two (2) alternates. The appointments are typically recommended by the Council Liaisons with approval of the City Council. Section 02.09.02 of the San Marino City Code allows for Trustees to serve no more than two (2) consecutive three (3) year terms. Two of the Trustees (Marilyn Peck and Zehra Sun) have termed out and the third (Debra Sadun) will join the Library Foundation.

Notice for the upcoming vacancies was placed in the Tribune, Outlook, community newsletter, and on the City website.

## **FISCAL IMPACT**

No fiscal impact.

## **RECOMMENDATION**

The Council Liaisons recommend the Council appointments of Liz Hollingsworth to fill the vacancy left by Zehra Sun, Linda Mollno to fill the vacancy of Marilyn Peck, Stefan Dietrich to fill the alternate vacancy of Linda Mollno, and Eldon Swanson to fill the alternate vacancy of Debra Sadun. If Council concurs, the appropriate action would be:

“A motion to 1) appoint Liz Hollingsworth as a Regular member of the Board of Trustees for a term ending May 31, 2019; 2) appoint current Alternate Linda Mollno as a Regular member of the Board of Trustees for a term ending May 31, 2019; 3) appoint Stefan Dietrich as an Alternate member of the Board of Trustees to fill the term that will expire on May 31, 2017; and 4) appoint Eldon Swanson and as the Alternate member of the Board of Trustees for a term ending May 31, 2019.”

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: COUNCIL LIAISONS RICHARD SUN AND STEVEN HUANG

DATE: JUNE 8, 2016

SUBJECT: APPOINTMENTS TO THE PLANNING COMMISSION

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## BACKGROUND

The City Council has established a number of Boards and Commissions, which assist the City Council with a variety of issues, needs, and concerns. The Planning Commission consists of five (5) members and an alternate. The appointments are typically recommended by the Council Liaisons with approval of the City Council. Section 02.08.02 of the San Marino City Code allows for Planning Commissioners to serve no more than two (2) consecutive four (4) year terms. Currently, there are four Commissioners (namely Raymond Cheng, Se-Yao Hsu, Ben Lundgren and Alternate Susan Jakubowski) whose terms are scheduled to expire June 30, 2016. These individuals are eligible for re-appointment and three have expressed continued interest in serving the City of San Marino.

## FISCAL IMPACT

No fiscal impact.

## RECOMMENDATION

The Council Liaisons recommend the Council appointment of three (3) Commissioners and one (1) alternate to serve four year terms commencing July 1, 2016. If Council concurs, the appropriate action would be:

“A motion to 1) appoint three (3) Commissioners to serve on the Planning Commission for a term ending June 30, 2020; and 2) appoint one (1) alternate to serve on the Planning Commission for a term ending June 30, 2020.”

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: COUNCIL LIAISONS RICHARD WARD AND STEVE TALT

DATE: JUNE 8, 2016

SUBJECT: **APPOINTMENT TO THE RECREATION COMMISSION**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

## **BACKGROUND**

The City Council has established a number of Boards and Commissions, which assist the City Council with a variety of issues, needs, and concerns. The Recreation Commission consists of eight (8) members at large in addition to representatives from the City Council, School Board and youth community. The appointments of the member at large are typically recommended by the Council Liaisons with approval of the City Council. Section 02.13.02 of the San Marino City Code allows for Recreation Commissioners to serve no more than two (2) consecutive four (4) year terms. Currently, three of the Commissioners (namely Chun-Yen Chen, Yu-Wen Cheng-Taylor, and John Flynn) terms are scheduled to expire June 30, 2016. These individuals are eligible for re-appointment, and one of the current Commissioners (Chun-Yen Chen) has expressed continued interest in serving the City of San Marino.

Notice for the upcoming vacancies was placed in the Tribune, Outlook, community newsletter, and on the City website. However, no other applications were received.

## **FISCAL IMPACT**

No fiscal impact.

## **RECOMMENDATION**

The Council Liaisons recommend the Council re-appointment of Chun-Yen Chen to the Recreation Commission for a term ending June 30, 2020. If Council concurs, the appropriate action would be:

“A motion to re-appoint Chun-Yen Chen to the Recreation Commission for a term ending June 30, 2020.”

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: [LISA BAILEY, FINANCE DIRECTOR]

DATE: [JUNE 8, 2016]

SUBJECT: [**FISCAL YEAR 2016-2017 BUDGET**]

*Allan Yung, MD, Mayor*  
*Richard Sun, DDS, Vice Mayor*  
*Steven W. Huang, DDS, Council Member*  
*Steve Talt, Council Member*  
*Richard Ward, Council Member*

## BACKGROUND

Each year, the City Council is required to adopt a budget for the operation of the City. The budget serves as the City Council’s financial plan for the year and defines the Council’s priorities for the provision of programs and services to the public. 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.

The budget document includes revenue projections, proposed departmental expenditures, and the resulting fund balances. The City operates multiple “funds” as required by law. For purposes of the budget, these funds are classified as “restricted” and “unrestricted” funds.

In Millions \$				
	<b>Beginning Fund Balance</b>	<b>Estimated Revenues</b>	<b>Proposed Expenditures</b>	<b>Ending Fund Balance</b>
<b>Unrestricted Funds</b>	17.5	26.5	25.3	18.8
<b>Restricted Funds</b>	1.6	1.1	1.1	1.6
<b>All Funds</b>	19.1	27.7	26.4	20.4

This budget results in an increase in fund balance of \$1,230,350 for the *unrestricted* funds. The ending fund balance for restricted funds is \$1.6 million. There is an increase for the Public Safety tax as approved by the voters. This budget also includes paying the City’s unfunded actuarial liability with PERS over 20 years instead of the minimally required 30 years.

The proposed budget also includes the reservation of \$5 million in the Capital Equipment fund (see pg. 2 of 92). This amount represents the accumulated depreciation of all capitalized equipment owned by the

City. The purpose of reserving these funds is to show the amount of depreciated equipment the City will eventually need to replace. These funds may be “unreserved” at any time.

FISCAL IMPACT

Approval of the budget establishes Council’s financial Plan for the 2016-17 fiscal year. This budget program plans for \$27,696,919 in total revenues and \$26,398,003 in total expenditures.

RECOMMENDATION

Staff recommends that the City Council approve Resolution R-16-03 establishing the Municipal Services Program Budget for Fiscal Year 2016-17. If Council concurs, the appropriate action would be:

“A motion to approve Resolution R-16-03 establishing the Municipal Services Program Budget for Fiscal Year 2016-17.”

Attachments: Resolution R-16-03  
2016-17 Proposed Budget Document

**ATTACHMENT 1**

**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.

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DR. ALLAN YUNG, MAYOR

ATTEST:

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VERONICA RUIZ, CMC  
CITY CLERK

**ATTACHMENT 1**

CITY OF SAN MARINO RESOLUTION NO. R-16-03  
PAGE TWO

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STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

**I, HEREBY CERTIFY** that the foregoing Resolution No. R-16-03 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 8<sup>th</sup> day of June, 2016, by the following vote:

AYES:            COUNCIL MEMBERS:

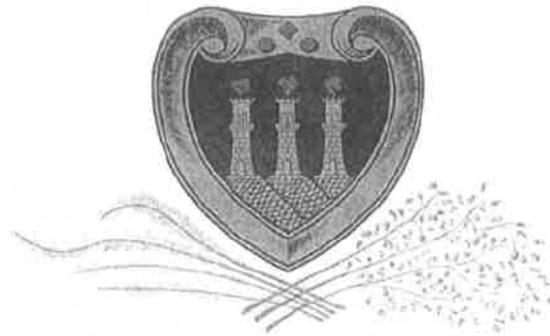
NOES:

ABSTAIN:

ABSENT:

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VERONICA RUIZ, CMC  
CITY CLERK



City of San Marino

DRAFT

#3

**Fiscal Year 2016-17 Proposed Budget**

## 2015-16 Fund Balance Summary

Fund		07/01/15 Audited Fund Balance	Estimated Revenues	Projected Transfers In	Projected Transfers Out	Estimated Expenditures/ Carryovers	Estimated 6/30/2016 Fund Balance		Estimated Increase/(Decrease) in Fund Balance
							Reserved	Unreserved	
<b>Unrestricted Funds:</b>									
101	General Fund	20,842,825	20,459,886	446,645	15,523,303	9,910,705		16,315,347	(4,527,478)
102	Payroll Fund	(912,714)	-	912,714	-	-		0	912,714
103	Public Safety Fund	155,877	4,411,676	6,210,853		10,778,406		(0)	(155,877)
104	Fourth of July Event Fund	(4,400)	57,000	29,417		82,018		(0)	4,400
105	San Marino Center Fund	(7,084)	22,000	75,798		90,714		0	7,084
281	Restricted Donations to City Fund	244,952	407,615		74,000	266,867		311,700	66,748
394	Capital Projects Fund	(117,798)	-	6,191,268		6,073,470		-	117,798
401	Debt Service Fund	51	-	736,486		736,537		-	(51)
500	Windstorm Fund	263,035	85,657	-	348,692	-		(0)	(263,035)
591	Capitalized Equipment Fund	499,922	408,600	379,805		379,805	908,522	-	408,600
595	Workers' Compensation Fund	99,203	-	604,851		704,054		-	(99,203)
596	General Liability Fund	-	-	381,964		381,964		-	-
<b>All Unrestricted Funds</b>		21,063,869	25,852,433	15,969,801	15,945,995	29,404,539	908,522	16,627,047	(3,528,300)
<b>Restricted Funds:</b>									
202	Gas Tax Fund	269,944	267,593			39,118		498,419	228,475
204	CDBG Fund	216	129,235	-		129,235		216	-
206	County Park Prop. A Fund	75	60,240			60,240		75	-
207	Prop. A Transit Fund	391,911	300,199			315,489		376,621	(15,290)
209	Drought Fund	-	24,050			3,000		21,050	21,050
212	Air Quality Fund	18,511	15,015			-		33,526	15,015
213	STPL Fund	16,360	7			-		16,367	7
214	TDA Fund	3,314	-			-		3,314	-
215	Prop. C Transit Fund	34,691	1,083,820			1,045,000		73,511	38,820
216	PEG Fees	86,785	30,140			-		116,925	30,140
217	Asset Seizure Fund	66,137	1,080			38,814		28,403	(37,734)
220	Granada Ave. Assessment II Fund	21,734	2,200		23,934	-		-	(21,734)
221	Used Oil Grant	(30,524)	36,000			11,830		(6,354)	24,170
224	Assistance to Firefighters Grant Fund	8,126	-			-		8,126	-
226	CA Recycling Grant Fund	13,488	320,300			-		333,788	320,300
233	COPS Fund	81,869	100,060			87,311		94,618	12,749
236	Windstorm Tree Grant	7	-		7	-		-	(7)
238	County Park Grant Old Mill		100,000			100,000		-	-
239	County Parks & Rec Grant		2,500			2,500		-	-
240	Homeland Security Grant Fund	1,268	(1,256)		12	-		-	(1,268)
241	Safe Routes to School Fund	(119,613)	127,165	147		7,699		-	119,613
243	LA County Measure R Fund	114,068	187,455			277,020		24,503	(89,565)
247	SCAG Grant		150,000			150,000		-	-
<b>All Restricted Funds</b>		978,367	2,935,803	147	23,953	2,267,256	-	1,623,108	644,741
<b>All Funds</b>		22,042,236	28,788,236	15,969,948	15,969,948	31,671,795	908,522	18,250,155	(2,883,559)

## 2016-17 Fund Balance Summary

Fund		07/01/16	Estimated Revenues	Projected Transfers In	Projected Transfers Out	Requested Expenditures	Estimated 6/30/2017 Fund Balance		Estimated Increase/(Decrease) in Fund Balance
		Estimated Fund Balance					Reserved	Unreserved	
<b>Unrestricted Funds:</b>									
101	General Fund	16,315,347	21,379,181	75,500	14,404,794	9,927,221	13,438,013		(2,877,335)
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	-		-
609	Agency Fund	-	-	-	1,500	-	-		-
<b>All Unrestricted Funds</b>		<b>17,535,569</b>	<b>26,552,412</b>	<b>14,480,294</b>	<b>14,480,294</b>	<b>25,323,561</b>	<b>5,327,908</b>	<b>13,438,012</b>	<b>1,230,350</b>
							<b>18,765,920</b>		
<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	-		-
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>		<b>1,623,108</b>	<b>1,144,507</b>	<b>-</b>	<b>-</b>	<b>1,074,442</b>	<b>-</b>	<b>1,650,073</b>	<b>48,015</b>
<b>All Funds</b>		<b>19,158,677</b>	<b>27,696,919</b>	<b>14,480,294</b>	<b>14,480,294</b>	<b>26,398,003</b>	<b>5,327,908</b>	<b>15,088,085</b>	<b>1,278,365</b>
							<b>20,415,993</b>		

# Revenue Summaries

## Unrestricted Fund Revenue

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Proposed
101	General Fund	20,739,525	20,550,454	20,545,542	21,379,181
103	Public Safety Fund	4,650,471	4,621,900	4,411,676	4,388,582
104	Fourth of July Event Fund	57,412	73,000	57,000	57,177
105	San Marino Center Fund	15,569	22,000	22,000	24,200
281	Restricted Donations to City Fund	106,241	309,940	407,615	202,705
591	Capitalized Equipment Fund	389,778	408,600	408,600	500,567
	<b>All Unrestricted Funds</b>	<b>25,958,995</b>	<b>25,985,894</b>	<b>25,852,433</b>	<b>26,552,412</b>

Taxes	19,788,060
Licenses & Permits	635,500
Charges for Service	3,384,250
Intergovernmental	1,451,680
Fines & Forfeitures	195,600
Use of Money & Property	260,800
Miscellaneous Revenue	133,250
Cost Allocation	500,567
Donations	202,705
	<u>26,552,412</u>

## Revenues

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Proposed
<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 Wa	357,665	407,566	246,707	230,000
101-00-3044-4620	Utility Users Taxes - Miscella	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.	156,483	97,670	150,000	153,000
101-00-3044-9022	Utility Users Taxes - T-Moblie	39,332	36,870	41,789	42,000
101-00-3044-9240	Utility Users Taxes - Time War	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
		15,939,435	16,254,934	16,053,371	16,679,028
<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
		641,003	537,500	611,130	635,500
<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
101-60-3342-0000	Class Refund Fee	-	-	-	-
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
101-66-3336-0000	Special Events Program Fees	-	-	-	-
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
101-68-3336-0000	Senior Program Fees	26,226	25,000	25,000	27,560
101-70-3336-0000	Daycare Program Fees	157,413	160,000	160,000	210,820
101-72-3336-0000	Daycamp 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

# Revenues

Account Number	Description	2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Proposed
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 NOVs	-	-	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-Rec	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>
<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

## Revenues

Account Number	Description	2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Proposed
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	Housewatch 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>
<b>Donations Fund</b>					
281-00-3501-0000	Interest 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

## Revenues

Account Number	Description	2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Proposed
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-Othe	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>
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>

## Revenues

Account Number	Description	2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Proposed
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	-	-	-
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	12,647	-	-	-
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>

## Revenues

Account Number	Description	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Proposed
244-00-3501-0000	Prop. 1B Interest Income	4	-	-	-
247-48-3203-0000	SCAG Grant	-	150,000	150,000	-
<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>

## Expenditure Summaries

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested	Budget to Budget
<b>Expenditures by Type:</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	6,345,437	-5.46%
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>26,398,003</u>	<u>-18.48%</u>

### Personnel Costs:

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%
	<u>15,354,855</u>	<u>16,878,189</u>	<u>16,582,516</u>	<u>17,257,467</u>	<u>2.25%</u>

### Expenditures by Department:

Capitalized Equipment	8,705	398,479	399,419	887,450	122.71%
City Council	9,902	11,850	14,850	16,900	42.62%
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%
	<u>25,745,739</u>	<u>32,380,831</u>	<u>31,671,795</u>	<u>26,398,003</u>	<u>-18.48%</u>

### Staffing Full Time Equivalent:

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	-	-	-	-
	<u>124.34</u>	<u>131.65</u>	<u>124.99</u>	<u>133.46</u>	<u>1.80</u>

## Expenditures by Fund

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Unrestricted Funds:</b>					
101	General Fund	8,687,648	10,134,387	9,910,705	9,927,221
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>25,323,561</u>
<b>Restricted Funds:</b>					
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
220	Granada Ave. Assessment II Fund	-	-	-	-
221	Used Oil Grant	34,407	15,233	11,830	5,000
224	Assistance to Firefighters Grant Fund	-	-	-	-
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>26,398,003</u>

## Expenditure Summaries by Dept.

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	Requested	Budget to Budget Dollars	Budget FTEs
<b>City Council</b>							
	Personnel	-	-	-	-	0%	
	Services & Supplies	9,902	11,850	14,850	16,900	43%	
	Capital Outlay	-	-	-	-	0%	
	<b>Total Expenditures</b>	<b>9,902</b>	<b>11,850</b>	<b>14,850</b>	<b>16,900</b>	<b>43%</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 Dept.

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	Requested	Budget to Budget Dollars	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	18%	-
Services & Supplies	5,824,353	6,711,622	6,724,376	6,345,437	-36%	-
Capital Outlay	4,566,530	8,790,220	8,364,103	2,794,299	145%	-
Debt Service	-	800	800	800	0%	-
<b>Total Expenditures</b>	<b>25,745,739</b>	<b>32,380,831</b>	<b>31,671,795</b>	<b>26,398,003</b>	<b>128%</b>	<b>-</b>

## Capital Equipment

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Budget Summary</b>					
<b>Expenditures 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 Expenditures</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>
<b>Budget Detail</b>					
<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>Expenditures:</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 & Buliding Capitalized Equipmen	-	-	-	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 Vehiecle		-		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 Equipme	-	7,014	7,014	56,000
	Mobile Generator		-		56,000
	Sand Bag Machine		7,014		

## Capital Equipment

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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 Expenditures</b>	<b>8,705</b>	<b>398,479</b>	<b>399,419</b>	<b>887,450</b>
	<b>Total Expenditures</b>	<b>8,705</b>	<b>398,479</b>	<b>399,419</b>	<b>887,450</b>

# City Council

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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## Budget Summary

### Sources by Type:

<b>Non-Department Generated:</b>				
Unrestricted Funds	9,902	11,850	14,850	16,900
<b>Total Sources</b>	<u>9,902</u>	<u>11,850</u>	<u>14,850</u>	<u>16,900</u>

### Uses by Type:

Personnel	-	-	-	-
Services & Supplies	9,902	11,850	14,850	16,900
Capital Outlay	-	-	-	-
<b>Total Uses</b>	<u>9,902</u>	<u>11,850</u>	<u>14,850</u>	<u>16,900</u>

<b>Cost Recovery</b>	0%	0%	0%	0%
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### Expenditures by Fund:

101

General Fund	9,902	11,850	14,850	16,900
<b>Total Expenditures</b>	<u>9,902</u>	<u>11,850</u>	<u>14,850</u>	<u>16,900</u>

Original Budget		11,100		
Amendments		750		
<b>Amended Budget</b>		<u>11,850</u>		

## Budget Detail

### Expenditures:

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	-	-	-
101-01-4420-0000	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>	<u>9,902</u>	<u>11,850</u>	<u>14,850</u>	<u>16,900</u>
	<b>Total Expenditures</b>	<u>9,902</u>	<u>11,850</u>	<u>14,850</u>	<u>16,900</u>

# Administration

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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## Budget Summary

### Sources by Type:

<b>Non-Department Generated:</b>				
Unrestricted Funds	2,146,322	2,381,996	2,341,387	2,289,277
<b>Total Sources</b>	<u>2,146,322</u>	<u>2,381,996</u>	<u>2,341,387</u>	<u>2,289,277</u>

### Uses by Type:

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>	<u>2,146,322</u>	<u>2,381,996</u>	<u>2,341,387</u>	<u>2,289,277</u>

<b>Cost Recovery</b>	0%	0%	0%	0%
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### Expenditures by Fund:

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>	<u>2,146,322</u>	<u>2,381,996</u>	<u>2,341,387</u>	<u>2,289,277</u>

Original Budget	2,319,012
Amendments	62,984
<b>Amended Budget</b>	<u>2,381,996</u>

### Staffing History:

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>	<u>5.50</u>	<u>6.21</u>	<u>5.89</u>	<u>6.58</u>

# Administration

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>
<hr/>					
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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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 Ouside 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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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 Execxutive 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-XXXX	Council Chamber Disability 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>

# SMTV

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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		-		
	Amended Budget		30,000		
<b>Budget Detail</b>					
<b>Expenditures:</b>					
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	-	-

## Planning & Building

	2014-15	2015-16	2015-16	2016-17
	Actual	Budget	Estimated	Requested
<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>	998,573	1,130,199	1,075,905	1,181,675
<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>	998,573	1,130,199	1,075,905	1,181,675
<b>Cost Recovery</b>	108%	96%	90%	84%
<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	-
	998,573	1,130,199	1,075,905	1,181,675
Original Budget		1,128,499		
Amendments		1,700		
Amended Budget		1,130,199		
<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>	6.77	8.17	8.19	8.17

# Planning & Building

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
<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
101-14-4008-6160	Retirement - PERS	53,249	87,996	87,042	97,400
	Normal Cost				50,503
	UAL 20 Year Payoff				46,897
101-14-4008-6050	PARS Retirement	551	1,893	1,907	1,931
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
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

## Planning & Building

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
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	<b>Memberships &amp; Dues</b>	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	<b>Non-capitalized Equipment</b>	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	<b>Staff Development</b>	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	<b>Travel &amp; Meetings</b>	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
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	-

## Planning & Building

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
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>

# Police

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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
		<u>5,629,042</u>	<u>5,966,467</u>	<u>5,973,451</u>	<u>6,397,964</u>
		-	-	-	-
<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
		<u>319,417</u>	<u>371,300</u>	<u>210,865</u>	<u>235,450</u>
		-	-	-	-
	<b>Total Sources</b>	<u>5,948,459</u>	<u>6,337,767</u>	<u>6,184,316</u>	<u>6,633,414</u>
<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>	<u>5,948,459</u>	<u>6,337,767</u>	<u>6,184,316</u>	<u>6,633,414</u>
		-	-	-	-
	<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 Fud	41,339	19,200	19,200	1,800
233	COPS Fund	87,311	90,530	87,311	90,000
240	State Homeland Secur Grant Fud	18	-	-	-
241	Safe Routes to Schol 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>	<u>5,948,459</u>	<u>6,337,767</u>	<u>6,184,316</u>	<u>6,633,414</u>
		-	-	-	-
	Original Budget		6,337,767		
	Amendments		(0)		
	Amended Budget		<u>6,337,767</u>		
<b>Staffing History:</b>					
	Police Chief	1.00	1.00	1.00	1.00
	Police Commanger	-	-	-	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>	<u>33.78</u>	<u>36.88</u>	<u>32.43</u>	<u>37.40</u>

# Police

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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	Housewatch 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
		<u>319,417</u>	<u>371,300</u>	<u>210,865</u>	<u>235,450</u>
<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>		<u>5,135,626</u>	<u>5,487,572</u>	<u>5,367,897</u>	<u>5,667,855</u>

# Police

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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
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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
103-30-4396-0000	<b>Memberships &amp; Dues</b>	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	<b>Mileage</b>	33	-	-	-
103-30-4399-0000	<b>Non-capitalized Equipment</b>	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	<b>Non-Capitalized Equipment</b>	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	<b>Outside Services</b>	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	<b>Postage</b>	519	-	600	750
103-30-4415-0000	<b>POST Training</b>	23,956	25,000	24,000	30,000
103-30-4420-0000	<b>Printing</b>	4,534	3,000	3,000	4,000
103-30-4436-0000	<b>Recruitment</b>	10,922	12,000	13,000	15,000
103-30-4438-0000	<b>Reserve Stipends</b>	-	12,000	-	12,000
103-30-4468-0000	<b>Staff Development</b>	8,875	7,000	8,500	10,000
240-30-4468-0014	<b>Staff Development</b>	18	-	-	-

## Police

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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-XXXX	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>

# Fire

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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
	Normal Cost				462,150
	UAL 20 Year Payoff				583,246
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
103-34-4014-0000	Unemployment Insurance	-	-	-	-
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>
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

## Fire

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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
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	-	-	-

## Fire

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
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>
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>	<b>-</b>	<b>71,000</b>	<b>71,347</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>5,570,324</b>	<b>6,106,217</b>	<b>6,204,380</b>	<b>6,115,181</b>
*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

# Emergency Services

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
<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>		41,698	72,580	61,388	61,156
<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>		41,698	72,580	61,388	61,156
<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>		41,698	72,580	61,388	61,156
		-	-	-	-
Original Budget			58,080		
Amendments			14,500		
Amended Budget			72,580		

## Emergency Services

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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 / Narrowbanding		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>

## Public Works Summary

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>
<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 Reimb	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>

## Public Works Summary

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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
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>	<b>17.21</b>	<b>19.75</b>	<b>18.85</b>	<b>19.75</b>
	-	-	-	-

## PW-Administration

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>340,142</u>	<u>442,884</u>	<u>356,914</u>	<u>474,845</u>
<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>	<u>340,142</u>	<u>442,884</u>	<u>356,914</u>	<u>474,845</u>
	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>	<u>1.50</u>	<u>2.00</u>	<u>1.50</u>	<u>2.00</u>

## PW-Administration

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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	67,000	140,000	88,000
	Traffic Engineering		38,000		38,000
	Supplemental Engineering		4,000		25,000
	General Engineering		25,000		25,000
101-40-4150-0000	Other Contract Services	20,339	57,119	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		-
	Interim PW Director		10,400		-
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

## PW-Administration

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
101-40-4396-0000	Memberships & Dues	160	1,180	1,180	1,165
	American Public Works Assoc.		400		-
	IMS/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
101-40-4480-0000	Travel & Meetings	1,241	1,550	1,550	1,550
101-40-4468-0000	Staff Development	-	3,765	3,765	3,765
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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>193,691</u>	<u>195,015</u>	<u>226,459</u>	<u>222,318</u>
<b>Expenditures by Fund:</b>					
101	General Fund	193,691	195,015	226,459	222,318
	<b>Total Expenditures</b>	<u>193,691</u>	<u>195,015</u>	<u>226,459</u>	<u>222,318</u>
		-	-	-	-
	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>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

## Garage

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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-xxxx	Gas 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 & Stormdrain

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
<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 & Stormdrain

		2014-15 Actual	2015-16 Budget	2015-16 Estimated & Carryovers	2016-17 Requested
<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>

## Street

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
<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>

# Street

	2014-15 Actual	2015-16 Budget	2015-16 Estimated & Carryovers	2016-17 Requested
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## Budget Detail

### Expenditures:

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 Sheild 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		-		-
101-48-4399-0000	Non-Capitalized Equipment	600	947	1,040	-
	Tablet		-		-
101-48-4452-0000	Small Tools	1,196	1,000	1,000	1,000

## Street

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
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
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

## Street

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
<b>All Funds</b>	<b>Huntington Dr. Westbound-San Gabriel to Winsto</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 Hunington 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-xxxx	Traffic Signal Cabinets	-	-	-	60,000
394-48-4600-xxxx	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>

## Park

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
<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>

# Park

	2014-15 Actual	2015-16 Budget	2015-16 Estimated & Carryovers	2016-17 Requested
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## Budget Detail

### Expenditures:

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		-

## Park

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
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	-
	PAPA Seminars		-		
	Landscape Committee		-		
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-xxxx	Landscape New Restroom Area	-	-	-	5,000
394-50-4600-xxxx	Park Office Sewerline 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

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
<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		
	Amended Budget		<u>981,106</u>		
<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

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
<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	-	-	-
	Pesticide Applicators Professional Association		-		-
	QAC License Renewals		-		-
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	-	-	-
	Professional Application Pesticide Association Seminars		-		-
	Misc. Meetings		-		-

## Grounds

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated & Carryovers	Requested
101-52-4500-9460	Utilities-Water	89,346	70,000	70,000	70,000
101-52-4500-9025	Utilities-Telecommunications	312	520	520	520
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 Replacment	-	-	-	
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>

## Recreation Summary

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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
		736,683	865,201	842,264	503,255
<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	-	-	-
		1,372,490	1,466,404	1,442,684	1,719,649
	<b>Total Sources</b>	2,109,173	2,331,605	2,284,948	2,222,904
<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>	2,109,173	2,331,605	2,284,948	2,222,904
	<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>	1,372,490	1,466,404	1,442,684	1,719,649
<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>	2,109,173	2,331,605	2,284,948	2,222,904
		-	-	-	-
		-	-	-	-
	<b>Total Revenues Over/(Under) Expenditures</b>	(736,683)	(865,201)	(842,264)	(503,255)
	<b>Fund 101 Revenues Over/(Under) Expenditures</b>	(505,758)	(532,147)	(521,193)	(245,182)
	<b>Fund 101 Revenues as a % of Expenditures</b>	72%	72%	72%	87%

## Recreation Summary

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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 Administration

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
<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>	<u>31,264</u>	<u>34,300</u>	<u>28,600</u>	<u>26,100</u>
<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>	<u>565,279</u>	<u>668,639</u>	<u>613,340</u>	<u>436,197</u>
<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	-	-	-
		<u>31,264</u>	<u>34,300</u>	<u>28,600</u>	<u>26,100</u>
<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>	<u>565,279</u>	<u>668,639</u>	<u>613,340</u>	<u>436,197</u>
		-	-	-	-
	Original Budget		666,139		
	Amendments		2,500		
	Amended Budget		<u>668,639</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<u>(502,154)</u>	<u>(529,302)</u>	<u>(524,703)</u>	<u>(409,883)</u>
<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>	<u>4.35</u>	<u>3.60</u>	<u>3.05</u>	<u>2.53</u>

# Recreation Administration

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
<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
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

## Recreation Administration

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
239-60-4376-0000	Materials & Supplies Needs Assessment	-	2,500 2,500	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	-	-
	Playground Equipment		-		-
	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	-
	Improvements to be determined		-		-
	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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	154,297	160,000	160,000	201,776
	<b>Total Revenues</b>	<u>154,297</u>	<u>160,000</u>	<u>160,000</u>	<u>201,776</u>
<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>	<u>193,726</u>	<u>195,197</u>	<u>194,767</u>	<u>214,081</u>
<b>Revenues by Fund:</b>					
101	General Fund	154,297	160,000	160,000	201,776
	<b>Total Revenues</b>	<u>154,297</u>	<u>160,000</u>	<u>160,000</u>	<u>201,776</u>
<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>	<u>193,726</u>	<u>195,197</u>	<u>194,767</u>	<u>214,081</u>
	Original Budget		195,197		
	Amendments		-		
	Amended Budget		<u>195,197</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<u>(39,429)</u>	<u>(35,197)</u>	<u>(34,767)</u>	<u>(8,919)</u>
<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>	<u>2.81</u>	<u>2.14</u>	<u>2.10</u>	<u>2.50</u>

# Aquatics

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>154,297</u>	<u>160,000</u>	<u>160,000</u>	<u>201,776</u>
<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>	<u>87,556</u>	<u>66,470</u>	<u>74,859</u>	<u>89,645</u>
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>	<u>106,170</u>	<u>128,727</u>	<u>119,908</u>	<u>124,436</u>
	<b>Total Expenditures</b>	<u>193,726</u>	<u>195,197</u>	<u>194,767</u>	<u>214,081</u>

## Contract Classes

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	337,346	380,000	380,000	380,480
	<b>Total Revenues</b>	<u>337,346</u>	<u>380,000</u>	<u>380,000</u>	<u>380,480</u>
<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>	<u>361,335</u>	<u>384,658</u>	<u>360,482</u>	<u>379,545</u>
<b>Revenues by Fund:</b>					
	101 General Fund	337,346	380,000	380,000	380,480
	<b>Total Revenues</b>	<u>337,346</u>	<u>380,000</u>	<u>380,000</u>	<u>380,480</u>
		-	-	-	-
<b>Expenditures by Fund:</b>					
	101 General Fund	361,335	384,658	360,482	379,545
	<b>Total Expenditures</b>	<u>361,335</u>	<u>384,658</u>	<u>360,482</u>	<u>379,545</u>
		-	-	-	-
	Original Budget		384,658		
	Amendments		-		
	Amended Budget		<u>384,658</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<u>(23,989)</u>	<u>(4,658)</u>	<u>19,518</u>	<u>935</u>
<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>	<u>1.70</u>	<u>1.67</u>	<u>1.35</u>	<u>1.47</u>

## Contract Classes

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>		<u>337,346</u>	<u>380,000</u>	<u>380,000</u>	<u>380,480</u>
<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>		<u>132,817</u>	<u>156,178</u>	<u>132,202</u>	<u>138,545</u>
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>		<u>228,518</u>	<u>228,480</u>	<u>228,280</u>	<u>241,000</u>
<b>Total Expenditures</b>		<u>361,335</u>	<u>384,658</u>	<u>360,482</u>	<u>379,545</u>

# Special Events

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
<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>	<u>80,749</u>	<u>102,157</u>	<u>77,857</u>	<u>77,702</u>
<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>	<u>92,908</u>	<u>101,047</u>	<u>95,912</u>	<u>106,565</u>
<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>	<u>80,749</u>	<u>102,157</u>	<u>77,857</u>	<u>77,702</u>
<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>	<u>92,908</u>	<u>101,047</u>	<u>95,912</u>	<u>106,565</u>
	Original Budget		101,047		
	Amendments		-		
	Amended Budget		<u>101,047</u>		
	<b>General Fund Revenues Over/(Under) Expenditures</b>	(10,286)	(4,534)	(14,044)	(14,504)
	<b>4th of July Fund Revenues Over/(Under) Expenditures</b>	(1,728)	5,511	(4,144)	(12,459)
	<b>Donations Fund Revenues Over/(Under) Expenditures</b>	(145)	133	133	(1,900)
		<u>(12,159)</u>	<u>1,110</u>	<u>(18,055)</u>	<u>(28,863)</u>
<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>	<u>(12,159)</u>	<u>1,110</u>	<u>(18,055)</u>	<u>(28,863)</u>
<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>	<u>0.24</u>	<u>0.21</u>	<u>0.17</u>	<u>0.30</u>

## Special Events

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-66-3336-0000	Special Events Program Fees	-	-	-	-
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>
<b>Egg Hunt Services &amp; Supplies:</b>					
101-66-4150-0001	Egg Hunt Contract Servces	-	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>		<b>-</b>	<b>5,750</b>	<b>5,750</b>	<b>5,781</b>

## Special Events

		2014-15	2015-16	2015-16	2016-17
		Actual	Budget	Estimated	Requested
<b>Track Meet Services &amp; Supplies:</b>					
281-66-4150-0002	Track Meet Contract Services	-	2,100	2,100	1,900
101-66-4376-0002	Track Meet Materials & Supplies	-	200	200	300
281-66-4376-0002	Track Meet Materials & Supplies	-	1,124	1,124	2,000
<b>Track 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 Insuranc 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 Activities

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	26,226	25,000	25,000	27,560
	<b>Total Revenues</b>	<u>26,226</u>	<u>25,000</u>	<u>25,000</u>	<u>27,560</u>
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	36,674	31,350	33,690	40,240
	Capital Outlay	-	-	-	-
	<b>Total Expenditures</b>	<u>36,674</u>	<u>31,350</u>	<u>33,690</u>	<u>40,240</u>
<b>Revenues by Fund:</b>					
101	General Fund	26,226	25,000	25,000	27,560
	<b>Total Revenues</b>	<u>26,226</u>	<u>25,000</u>	<u>25,000</u>	<u>27,560</u>
<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>	<u>36,674</u>	<u>31,350</u>	<u>33,690</u>	<u>40,240</u>
	Original Budget	-	31,350	-	-
	Amendments	-	-	-	-
	Amended Budget	-	<u>31,350</u>	-	-
<b>General Fund Revenues Over/(Under) Expenditures</b>		<u>3,456</u>	<u>1,000</u>	<u>1,000</u>	<u>(1,880)</u>

### Budget Detail

<b>Revenues:</b>					
101-68-3336-0000	Senior Program Fees	26,226	25,000	25,000	27,560
	<b>Total Revenues</b>	<u>26,226</u>	<u>25,000</u>	<u>25,000</u>	<u>27,560</u>
<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>	<u>36,674</u>	<u>31,350</u>	<u>33,690</u>	<u>40,240</u>
	<b>Total Expenditures</b>	<u>36,674</u>	<u>31,350</u>	<u>33,690</u>	<u>40,240</u>

# Daycare

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	157,413	160,000	160,000	210,820
	<b>Total Revenues</b>	<u>157,413</u>	<u>160,000</u>	<u>160,000</u>	<u>210,820</u>
<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>	<u>199,277</u>	<u>207,829</u>	<u>212,437</u>	<u>231,484</u>
<b>Revenues by Fund:</b>					
101	General Fund	157,413	160,000	160,000	210,820
	<b>Total Revenues</b>	<u>157,413</u>	<u>160,000</u>	<u>160,000</u>	<u>210,820</u>
		-	-	-	-
<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>	<u>199,277</u>	<u>207,829</u>	<u>212,437</u>	<u>231,484</u>
		-	-	-	-
	Original Budget		207,829		
	Amendments		-		
	Amended Budget		<u>207,829</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<u>17,969</u>	<u>15,484</u>	<u>10,876</u>	<u>53,062</u>
<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
	Progrm Leader	0.21	0.25	0.41	0.52
	Recreation Specialist	1.38	1.51	1.15	1.44
	<b>Total FTEs</b>	<u>3.05</u>	<u>2.63</u>	<u>2.74</u>	<u>3.01</u>

# Daycare

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Revenues:</b>					
101-70-3336-0000	Daycare Program Fees	157,413	160,000	160,000	210,820
	<b>Total Revenues</b>	<u>157,413</u>	<u>160,000</u>	<u>160,000</u>	<u>210,820</u>
<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>	<u>122,991</u>	<u>128,616</u>	<u>132,511</u>	<u>140,742</u>
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>	<u>76,287</u>	<u>79,213</u>	<u>79,926</u>	<u>90,742</u>
	<b>Total Expenditures</b>	<u>199,277</u>	<u>207,829</u>	<u>212,437</u>	<u>231,484</u>

# Daycamp

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	164,064	161,398	161,398	186,260
	<b>Total Revenues</b>	<u>164,064</u>	<u>161,398</u>	<u>161,398</u>	<u>186,260</u>
<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>	<u>142,911</u>	<u>155,503</u>	<u>176,471</u>	<u>186,963</u>
<b>Revenues by Fund:</b>					
101	General Fund	164,064	161,398	161,398	186,260
	<b>Total Revenues</b>	<u>164,064</u>	<u>161,398</u>	<u>161,398</u>	<u>186,260</u>
		-	-	-	-
<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>	<u>142,911</u>	<u>155,503</u>	<u>176,471</u>	<u>186,963</u>
		-	-	-	-
	Original Budget		155,503		
	Amendments		-		
	Amended Budget		<u>155,503</u>		
<b>General Fund Revenues Over/(Under) Expenditures</b>		<u>43,963</u>	<u>45,270</u>	<u>31,522</u>	<u>28,035</u>
<b>Staffing History:</b>					
	Assistant Rec. Specialist	0.22	0.14	0.09	0.13
	Child Development Specialist	-	-	0.02	-
	Recreation Supervisor	-	-	-	0.25
	Progrm Leader	0.12	0.28	0.07	0.46
	Recreation Specialist	0.31	0.27	0.36	0.27
	<b>Total FTEs</b>	<u>0.65</u>	<u>0.68</u>	<u>0.54</u>	<u>1.11</u>

# Daycamp

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Revenues:</b>					
101-72-3336-0000	Daycamp 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>
<b>Expenditures:</b>					
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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>
<b>Revenues by Fund:</b>					
101	General Fund	403,607	420,049	426,049	582,951
281	Restricted Donations Fund	1,954	1,500	1,780	1,800
		<u>405,561</u>	<u>421,549</u>	<u>427,829</u>	<u>584,751</u>

## Preschool

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>405,561</u>	<u>421,549</u>	<u>427,829</u>	<u>584,751</u>
<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
		<u>382,123</u>	<u>421,199</u>	<u>421,784</u>	<u>458,569</u>
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>	<u>16,584</u>	<u>18,560</u>	<u>18,622</u>	<u>18,210</u>
	<b>Total Expenditures</b>	<u><u>398,707</u></u>	<u><u>439,759</u></u>	<u><u>440,406</u></u>	<u><u>476,779</u></u>

## SM Center

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Rents & Concessions	15,569	22,000	22,000	24,200
	<b>Total Revenues</b>	<u>15,569</u>	<u>22,000</u>	<u>22,000</u>	<u>24,200</u>
<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>	<u>67,450</u>	<u>76,231</u>	<u>90,714</u>	<u>90,469</u>
<b>Revenues by Fund:</b>					
105	San Marino Center Fund	15,569	22,000	22,000	24,200
	<b>Total Revenues</b>	<u>15,569</u>	<u>22,000</u>	<u>22,000</u>	<u>24,200</u>
		-	-	-	-
<b>Expenditures by Fund:</b>					
105	San Marino Center Fund	67,450	76,231	90,714	90,469
204	CDBG Fund	-	-	-	-
	<b>Total Expenditures</b>	<u>67,450</u>	<u>76,231</u>	<u>90,714</u>	<u>90,469</u>
		-	-	-	-
	Original Budget		76,231		
	Amendments		-		
	Amended Budget		<u>76,231</u>		
<b>SM Center Fund Revenues Over/(Under) Expenditures</b>		<u>(51,881)</u>	<u>(54,231)</u>	<u>(68,714)</u>	<u>(66,269)</u>
<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>	<u>0.64</u>	<u>0.88</u>	<u>1.17</u>	<u>1.06</u>

## SM Center

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>
204-82-4600-0100	SM Center ADA Improvements	-	-	-	-
<b>Total Capitalized Expenditures</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>		<u>67,450</u>	<u>76,231</u>	<u>90,714</u>	<u>90,469</u>

# Thurnher House

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>6,403</u>	<u>7,773</u>	<u>6,489</u>	<u>5,646</u>
<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>	<u>6,403</u>	<u>7,773</u>	<u>6,489</u>	<u>5,646</u>
		-	-	-	-
	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>	<u>0.05</u>	<u>0.06</u>	<u>0.04</u>	<u>0.12</u>
<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>	<u>2,398</u>	<u>5,773</u>	<u>6,489</u>	<u>5,646</u>
204-88-4150-0000	Contract Services	2,005	-	-	-
101-88-4150-0000	Contract Services	2,000	2,000	-	-
	<b>Total Services &amp; Supplies</b>	<u>4,005</u>	<u>2,000</u>	<u>-</u>	<u>-</u>
	<b>Total Expenditures</b>	<u>6,403</u>	<u>7,773</u>	<u>6,489</u>	<u>5,646</u>

## Library Summary

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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-Othe	13,198	3,000	3,038	3,000
281-91-3601-0776	Adult Chinese Language Materie	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>202,245</u>	<u>191,188</u>	<u>235,006</u>	<u>268,375</u>

# Library Summary

**Staffing History:**

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>
	-	-	-	-

# Library Administration

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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	-	<b>780,813</b>	-	-
<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

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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		-		-
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

# Library Administration

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
	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
	Upolstery/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
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		-

# Library Administration

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
	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
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>

## Adult Services

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>287,840</u>	<u>304,367</u>	<u>314,050</u>	<u>317,681</u>
<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>	<u>287,840</u>	<u>304,367</u>	<u>314,050</u>	<u>317,681</u>
	Original Budget	-	299,367	-	-
	Amendments	-	<u>5,000</u>	-	-
	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>	<u>2.74</u>	<u>2.51</u>	<u>2.73</u>	<u>2.78</u>

## Adult Services

Budget Detail		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>168,694</u>	<u>177,867</u>	<u>182,550</u>	<u>188,436</u>
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 Rsrcs	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>	<u>119,146</u>	<u>126,500</u>	<u>131,500</u>	<u>129,245</u>
	<b>Total Expenditures</b>	<u><u>287,840</u></u>	<u><u>304,367</u></u>	<u><u>314,050</u></u>	<u><u>317,681</u></u>

# Childrens' Services

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>

# Processing

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>91,014</u>	<u>110,980</u>	<u>111,541</u>	<u>112,263</u>
<b>Expenditures by Fund:</b>					
101	General Fund	91,014	110,980	111,541	112,263
	<b>Total Expenditures</b>	<u>91,014</u>	<u>110,980</u>	<u>111,541</u>	<u>112,263</u>
	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>	<u>1.46</u>	<u>1.70</u>	<u>1.45</u>	<u>1.70</u>
<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>	<u>76,112</u>	<u>90,980</u>	<u>93,541</u>	<u>90,963</u>
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>	<u>14,902</u>	<u>20,000</u>	<u>18,000</u>	<u>21,300</u>
	<b>Total Expenditures</b>	<u>91,014</u>	<u>110,980</u>	<u>111,541</u>	<u>112,263</u>

## Circulation

		2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	<u>222,251</u>	<u>226,142</u>	<u>246,419</u>	<u>260,950</u>
<b>Expenditures by Fund:</b>					
101	General Fund	222,251	226,142	246,419	260,950
	<b>Total Expenditures</b>	<u>222,251</u>	<u>226,142</u>	<u>246,419</u>	<u>260,950</u>
	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>	<u>6.99</u>	<u>6.38</u>	<u>8.02</u>	<u>7.58</u>
<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>	<u>222,251</u>	<u>226,142</u>	<u>246,419</u>	<u>260,950</u>
	<b>Total Expenditures</b>	<u>222,251</u>	<u>226,142</u>	<u>246,419</u>	<u>260,950</u>

# Old Mill

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested
<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>	56,185	183,500	184,562	87,000
 <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>	56,185	183,500	184,562	87,000
<b>Cost Recovery</b>	0%	0%	0%	0%
 <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>	56,185	183,500	184,562	87,000
Original Budget		175,000		
Amendments		8,500		
Amended Budget		183,500		
 <b>Staffing History:</b>				
Executive Director	-	-	-	-
Recreation Specialist	0.09	-	-	-
Assistant Rec. Specialist	0.01	-	-	-
<b>Total FTEs</b>	0.10	-	-	-

# Old Mill

## 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>

# City of San Marino AGENDA REPORT



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

TO: MAYOR AND CITY COUNCIL  
FROM: JOHN T. SCHAEFER, CITY MANAGER  
BY: [LISA BAILEY, FINANCE DIRECTOR]  
DATE: JUNE 8, 2016  
SUBJECT: **DISBURSEMENTS REPORTS FOR THE MONTH OF  
MAY, 2016**

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## BACKGROUND

Attached are the general account check register and wire transfer reports for the month of May, 2016. This report was prepared by the Account Clerk and has been reviewed and approved by the Finance Director. All disbursements for the month are summarized and totaled below.

## FISCAL IMPACT

### Schedule of Disbursements

<u>Date</u>	<u>Description</u>	<u>Amount In (Out)</u>
	General Account Checks 86381-86551 & EFTs	1,148,465.50
	Payroll Checks 52884-82908	15,874.64
	Workers' Compensation Checks 11008-11060	20,267.33
05/06/16	Direct Deposit	273,361.95
05/06/16	Fed Tax	60,587.35
05/06/16	State Tax	16,991.61
05/20/16	Direct Deposit	275,417.88
05/20/16	Fed Tax	59,621.39
05/20/16	State Tax	16,456.86
		<u>1,887,044.51</u>

**Schedule of Wire Transfers  
Between LAIF and City Checking Accounts**

<u>Date</u>	<u>Description</u>	<u>Amount In (Out)</u>
05/06/16	From LAIF to Main Checking	(357,000.00)
05/12/16	From LAIF to Main Checking	(360,000.00)
05/23/16	From Main Checking to LAIF	2,500,000.00
		1,783,000.00

**Schedule of Wire Transfers  
Between US Bank Safekeeping and City Checking Accounts**

None	-
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**RECOMMENDATION**

Staff recommends that the Council ratify and file the Disbursements Report for the period ending May 31, 2016. If Council concurs, the appropriate action would be:

“A motion to ratify and file the Disbursements Report for the period ending May 31, 2016.”

Attachments: Disbursements Report

# City of San Marino

## May, 2016 Disbursements Report

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Balance Sheet Accounts:</b>						
Payroll Withholdings	PERS	PR Batch 00702.05.2016 PERS Employer Share	05/27/2016	0	47,089.72	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.05.2016 Ins Prem Bene/125 Plan	05/27/2016	0	47,061.19	
Payroll Withholdings	PERS	PR Batch 00701.05.2016 PERS Employer Share	05/06/2016	0	45,825.97	
Payroll Withholdings	PERS	PR Batch 00702.05.2016 PERS Employee Paid (Full Time)	05/27/2016	0	26,062.97	
Payroll Withholdings	PERS	PR Batch 00701.05.2016 PERS Employee Paid (Full Time)	05/06/2016	0	25,561.69	
Agency Accounts	San Marino School District	School Fees 2131 S Oak Knoll Ave April 2016	05/10/2016	86447	24,299.52	
Agency Accounts	Metro Water	Domestic Water March 2016	05/10/2016	0	10,812.30	
Agency Accounts	San Marino School District	School Fees 895 San Marino April 2016	05/10/2016	86447	9,989.28	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.05.2016 Deferred Comp	05/27/2016	0	8,267.24	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.05.2016 Deferred Comp	05/06/2016	0	8,067.24	
Payroll Withholdings	PERS (Medical)	PR Batch 00701.05.2016 Ins Prem Ded/125 Plan	05/06/2016	0	6,028.59	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.05.2016 Ins Prem Ded/125 Plan	05/27/2016	0	6,028.59	
Receivables	Les Rune	Disabilty Retirements April 2016	05/04/2016	86381	5,593.50	
Receivables	Les Rune	Disabilty Retirements May 2016	05/04/2016	86381	5,593.50	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.05.2016 Deferred Comp Benefit	05/27/2016	0	4,719.86	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.05.2016 Deferred Comp Benefit	05/06/2016	0	4,512.77	
Payroll Withholdings	Delta Dental	PR Batch 00702.04.2016 Dent Ins/125 Plan/PPO	04/22/2016	86417	4,005.17	
Agency Accounts	San Marino School District	School Fees 2360 Adair St April 2016	05/10/2016	86447	3,024.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.05.2016 Retirement Health Savings Plan	05/27/2016	0	2,615.02	
Agency Accounts	San Marino School District	School Fees 1832 Saint Albans Rd April 2016	05/10/2016	86447	2,204.16	
Payroll Withholdings	PERS (Medical)	Adjustment Premium June 2016	05/25/2016	0	2,080.87	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.05.2016 Retirement Health Savings Plan	05/06/2016	0	1,885.84	
Agency Accounts	San Marino School District	School Fees 1930 Marino Terrace April 2016	05/10/2016	86447	1,706.88	
Payroll Withholdings	Lincoln National Life Insurance Co	PR Batch 00702.05.2016 Short/Long Term Disability	05/27/2016	86515	1,575.91	
Payroll Withholdings	Delta Dental	Adjustment PPO Premium 6/1/16-6/30/16	05/10/2016	86417	1,289.86	
Deposits	Shang Li Chia	Refund-Summer Camp	05/25/2016	86471	1,286.00	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Med Flex/125 Plan	05/06/2016	0	1,085.79	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Med Flex/125 Plan	05/27/2016	0	1,085.79	
Payroll Withholdings	PERS	PR Batch 00702.05.2016 PERS Employee Paid (Part-Time)	05/27/2016	0	1,079.54	
Payroll Withholdings	Humana Insurance Co	PR Batch 00702.05.2016 ER Paid Life Insurance	05/27/2016	86507	984.70	
Payroll Withholdings	PERS	PR Batch 00701.05.2016 PERS Employee Paid (Part-Time)	05/06/2016	0	970.10	
Payroll Withholdings	U.S. Bank	PR Batch 00702.05.2016 PARS Employee Portion	05/27/2016	0	946.03	
Payroll Withholdings	U.S. Bank	PR Batch 00702.05.2016 PARS Employer Portion	05/27/2016	0	946.03	
Payroll Withholdings	U.S. Bank	PR Batch 00701.05.2016 PARS Employee Portion	05/06/2016	0	889.62	

Account	Vendor	Description	Date	Check	Amount	Prior
Payroll Withholdings	U.S. Bank	PR Batch 00701.05.2016 PARS Employer Portion	05/06/2016	0	889.62	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00702.05.2016 San Marino PD Assn	05/27/2016	0	784.86	
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00701.05.2016 Firefighter Dues	05/06/2016	0	768.00	
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00702.05.2016 Firefighter Dues	05/27/2016	0	768.00	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00701.05.2016 San Marino PD Assn	05/06/2016	0	754.86	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	PR Batch 00702.05.2016 Vision Ins/125 Plan	05/27/2016	86492	597.04	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Life Insurance-After Tax	05/06/2016	0	576.78	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Life Insurance-After Tax	05/27/2016	0	576.78	
Payroll Withholdings	H. Wilson Insurancenter Inc	PR Batch 00702.05.2016 Fire Dept LTD/125 Plan	05/27/2016	0	567.00	
Payroll Withholdings	Delta Dental	PR Batch 00702.04.2016 Dent Ins/125 Plan/HMO	04/22/2016	86417	552.66	
Deposits	HASTH Foundation	Refund - Cancelled SMC Rental	05/25/2016	86460	500.00	
Deposits	Geneva Gamez	Refund- Summer Camp	05/25/2016	86463	475.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.05.2016 Retirement Health Savings Plan	05/27/2016	0	473.33	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.05.2016 Retirement Health Savings Plan	05/06/2016	0	466.62	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Disability STD-After Tax	05/06/2016	0	401.84	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Disability STD-After Tax	05/27/2016	0	401.84	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Accident Insurance-Before Tax	05/06/2016	0	374.05	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Accident Insurance-Before Tax	05/27/2016	0	374.05	
Deposits	Raymond Gallagher	Refund	05/25/2016	86472	368.00	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00702.05.2016 San Marino City Employee Assn	05/27/2016	0	340.75	
Deposits	Virginia Trakul	Refund- Summer Camp	05/25/2016	86467	325.00	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00701.05.2016 San Marino City Employee Assn	05/06/2016	0	317.25	
Agency Accounts	Friends of Crowell Public Lib	Reimbursements - March- April 2016	05/25/2016	86494	305.85	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.05.2016 Deferred Comp-Management	05/06/2016	0	292.30	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.05.2016 Deferred Comp-Management	05/27/2016	0	292.30	
Deposits	Robin Kassabian	Refund- Trail Blazer	05/10/2016	86387	279.00	
Deposits	Tien- Lung Chen	Refund- SMTC Class	05/25/2016	86464	262.00	
Payroll Withholdings	PERS	PR Batch 00701.05.2016 PERS Buy Back Pre-Tax	05/06/2016	0	249.81	
Payroll Withholdings	PERS	PR Batch 00702.05.2016 PERS Buy Back Pre-Tax	05/27/2016	0	249.81	
Inventory	Dapper Tire Co	Tires	05/10/2016	0	238.44	
Deposits	Cheryl Freiburg	Refund- Summer Camp	05/10/2016	86384	232.00	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Cancer Insurance-Before Tax	05/06/2016	0	230.12	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Cancer Insurance-Before Tax	05/27/2016	0	230.12	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Dep Care/125 Plan	05/06/2016	0	208.33	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Dep Care/125 Plan	05/27/2016	0	208.33	
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00701.05.2016 Earnings Withholding Order	05/06/2016	0	198.92	
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00702.05.2016 Earnings Withholding Order	05/27/2016	0	198.92	
Inventory	O'Reilly Auto Parts	Brake Rotors & Pads	05/10/2016	86437	189.42	
Deposits	Briana Loop	Refund - Summer Preschool	05/25/2016	86466	185.00	

Account	Vendor	Description	Date	Check	Amount	Prior
Payroll Withholdings	PERS	PR Batch 00702.05.2016 PERS Employee Paid (dont use)	05/27/2016	0	165.17	
Inventory	Advanced Battery Systems	Battery	05/25/2016	0	142.16	
Deposits	Virginia Trakul	Refund- Summer Camp	05/25/2016	86467	140.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.05.2016 Deferred Comp-Loan Payback	05/06/2016	0	134.71	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.05.2016 Deferred Comp-Loan Payback	05/27/2016	0	134.71	
Inventory	Advanced Battery Systems	Battery	05/25/2016	0	133.62	
Payroll Withholdings	LegalShield	PR Batch 00702.05.2016 Prepaid Legal Services	05/27/2016	0	127.56	
Payroll Withholdings	LegalShield	PR Batch 00701.05.2016 Prepaid Legal Services	05/06/2016	0	127.56	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Cancer Insurance-After Tax	05/06/2016	0	123.35	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Cancer Insurance-After Tax	05/27/2016	0	123.35	
Inventory	O'Reilly Auto Parts	Brake Rotors	05/25/2016	86523	115.80	
Payroll Withholdings	PERS	PR Batch 00702.05.2016 PERS Survivor Benefit	05/27/2016	0	101.37	
Payroll Withholdings	Delta Dental	Adjustment HMO Premium 6/1/16-6/30/16	05/10/2016	86417	101.33	
Deposits	Darlene McMillan	Refund- Senoir Trip	05/10/2016	86432	100.00	
Payroll Withholdings	PERS	PR Batch 00701.05.2016 PERS Survivor Benefit	05/06/2016	0	97.65	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.05.2016 Accident Insurance-After Tax	05/06/2016	0	86.74	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.05.2016 Accident Insurance-After Tax	05/27/2016	0	86.74	
Deposits	Danielle Gregg	Refund	05/25/2016	86470	80.25	
Inventory	O'Reilly Auto Parts	Coolant	05/25/2016	86523	78.41	
Deposits	Mei Wu	Refund- Summer Camp	05/25/2016	86468	72.00	
Deposits	Cybil Pucan	Refund- Afterschool Daycare	05/25/2016	86461	70.40	
Inventory	O'Reilly Auto Parts	Filters & Brake Pads	05/10/2016	86437	66.15	
Inventory	O'Reilly Auto Parts	Oil	05/25/2016	86523	65.18	
Deposits	Lindsey Miller	Refund - Swim & Transfer Camp	05/25/2016	86469	64.00	
Inventory	O'Reilly Auto Parts	Clearer & Light	05/25/2016	86523	57.28	
Deposits	Jeannette Bush	Refund - Senior Trip	05/10/2016	86393	47.00	
Inventory	Bob Wondries	Retainer & Sleeve	05/10/2016	0	45.45	
Deposits	Yuan Huang	Refund- Tot Time	05/10/2016	86392	37.00	
Inventory	O'Reilly Auto Parts	Filters	05/25/2016	86523	29.65	
Deposits	Pamela Hu	Refund- Before School Care	05/10/2016	86390	28.00	
Deposits	Jing Li	Refund - Summer Camp	05/25/2016	86462	26.00	
Deposits	Carl Fred Milkie	Refund- Transfer Senior Trip	05/10/2016	86389	26.00	
Deposits	Lindsey Miller	Refund- Summer Camp	05/25/2016	86469	26.00	
Deposits	Sherlene Loo	Refund- Fun with Phonics	05/25/2016	86459	25.00	
Deposits	Fathi Etayeb	Refund- Kinder Care	05/10/2016	86386	20.00	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	Adjustment Premium May 2016	05/25/2016	86492	17.21	
Payroll Withholdings	Humana Insurance Co	Adjustment Premium June 2016	05/25/2016	86507	13.50	
Inventory	O'Reilly Auto Parts	Coolant	05/25/2016	86523	13.04	
Payroll Withholdings	LegalShield	Adjustment Premium	05/25/2016	0	-0.02	

Account	Vendor	Description	Date	Check	Amount	Prior
Inventory	O'Reilly Auto Parts	Credit	05/10/2016	86437	-50.98	
Inventory	O'Reilly Auto Parts	Credit	05/25/2016	86523	-115.80	
Payroll Withholdings	Lincoln National Life Insurance Co	Credit	05/25/2016	86515	-167.65	
					333,494.13	326,730.39
<b>Revenue Accounts:</b>						
209-00-3410-0000	Leland Wong	Refund- Dismissed Water Violations	05/10/2016	86394	200.00	
209-00-3410-0000	Hong Kang	Refund- Water Violation - Dismissed Case	05/25/2016	86465	200.00	
101-00-3040-0000	California American Water	Franchsie Fee March- April 2016	05/10/2016	86404	9.16	
101-00-3040-0000	California American Water	Franchise Fee April- May 2016	05/25/2016	86482	1.45	
					410.61	90.42
<b>City Council Accounts:</b>						
101-01-4480-0000	U.S. Bank	Sweet & Savory - CC Meeting Diner	05/18/2016	86457	261.98	
101-01-4480-0000	U.S. Bank	League California - General Membership Meeing - Mayor Ying	05/18/2016	86457	40.00	
101-01-4480-0000	U.S. Bank	Smart n Final- Meeting Drinks	05/18/2016	86457	29.72	
101-01-4480-0000	U.S. Bank	Smart n Final- Council Meeting Snacks	05/18/2016	86457	19.16	
					350.86	510.31
<b>Administration Accounts:</b>						
101-07-4016-0000	PERS (Medical)	Retired Premiums June 2016	05/25/2016	0	14,150.00	
101-07-4150-0000	CivicPlus	Annual Hosting & Support for Website 5/1/16-4/30/17	05/10/2016	86413	7,795.70	
101-07-4106-3415	Filarsky & Watt LLP	Legal Service 3/30/16-4/29/16	05/10/2016	0	3,150.00	
101-07-4500-1980	Southern California Edison	Electrical Service March-April 2016	05/10/2016	86445	2,830.57	
595-07-4150-0000	AdminSure Inc	Workers' Compensation Claims Admin May 2016	05/10/2016	86395	1,780.00	
101-07-4500-9025	AT&T	Phone Service April- May 2016	05/25/2016	86476	1,772.05	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 3/1/16-3/31/16	05/10/2016	86440	1,400.00	
101-07-4016-0000	John Penido	Medical Retirement May 2016	05/10/2016	0	1,257.00	
101-07-4150-0000	Laurie Kajiwara	Community Newsletter May 2016	05/10/2016	0	1,250.00	
101-07-4150-0000	SLK.US Inc	IT Service May 2016	05/10/2016	0	1,165.50	
101-07-4150-0000	Sterling Codifiers Inc	Codification Service	05/25/2016	86542	1,136.00	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Legal Notice N-16-04 Publish 5/6/16 & 5/13/16	05/25/2016	0	1,084.85	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Legal Notice N-16-11 Publish 5/13/16 & 5/20/16	05/25/2016	0	1,028.64	
101-07-4150-0000	Aurora Environmental Inc	AB 939 Compliance & Disposal Report April 2016	05/10/2016	0	736.25	
101-07-4420-0000	PGI, Inc	Summer Commuinity Recreation & Library Guide	05/25/2016	86524	629.22	
101-07-4468-0000	Fair Political Practices Commission	FPPC Training - D. Hanephin	05/10/2016	86422	578.13	
101-07-4150-0000	George Wallis	Janitorial Service April 2016	05/25/2016	86490	577.88	
101-07-4420-0000	PGI, Inc	Spring Commuinity Recreation & Library Guide	05/25/2016	86524	485.71	
101-07-4436-0000	St. George's Medical Clinic	Physical - C. Alvarez	05/25/2016	86543	465.00	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Legal Notice N-16-12 Publish 5/20/16	05/25/2016	0	393.12	
101-07-4150-0000	PERS (Medical)	Adminstrative Fee June 2016	05/25/2016	0	346.22	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 3/1/16-3/31/16	05/10/2016	86440	300.00	

Account	Vendor	Description	Date	Check	Amount	Prior
101-07-4150-0000	Hinderliter deLlamas & Associa	Sales Tax 2nd Quarter	05/25/2016	86503	300.00	
101-07-4500-9025	Time Warner Cable	Cable Internet Service 5/6/16-6/5/16	05/10/2016	86449	264.99	
101-07-4316-0000	GE Capital	Copier Lease	05/10/2016	86425	247.87	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 3/1/16-3/31/16	05/10/2016	86440	231.00	
101-07-4376-0000	Office Depot	Ink & Supplies	05/25/2016	86521	223.04	
101-07-4204-0000	Castle Publications Ltd	Employee Handbooks & Personnel Polices Manuels	05/10/2016	86410	216.91	
101-07-4436-0000	St. George's Medical Clinic	Physiscal - T.Haddix	05/25/2016	86543	195.00	
101-07-4398-0000	Veronica Ruiz	Mileage- City Clerk Conference 4/26-4/29	05/10/2016	0	193.54	
101-07-4396-0000	Government Finance Officers	Annual Membership L. Bailey 6/1/16-5/31/17	05/10/2016	86426	190.00	
101-07-4206-0000	ACR Air Conditioning	AC Maintenance Service	05/10/2016	0	170.00	
101-07-4150-0000	Hinderliter deLlamas & Associa	Audit Service - Sales Tax Quater 4 2015	05/25/2016	86503	157.56	
101-07-4206-0000	SDS Security Design Systems	Alarm Service April -May 2016	05/10/2016	86444	150.00	
101-07-4316-0000	GreatAmerica Financial Services	Postage Machine Lease May 2016	05/10/2016	86427	143.91	
101-07-4376-0000	Lucy Garcia	Reimbursement for Restroom Supplies	05/25/2016	0	129.59	
101-07-4376-0000	Pacific Insurance Network Systems	Insurance Tracking Fee May 2016	05/10/2016	86438	125.00	
101-07-4480-0000	San Gabriel Valley City Managers Association	SGV City Manager Workshop- J. Schaefer & L. Garcia 6/15/16	05/25/2016	86538	120.00	
101-07-4500-9025	AT&T	Phone Service March- April 2016	05/10/2016	86399	109.25	
101-07-4376-0000	Office Depot	Ink, Paper & Office Supplies	05/10/2016	86436	101.34	
101-07-4376-0000	Office Depot	Office Supplies & Breakroom Supplies	05/10/2016	86436	100.88	
101-07-4376-0000	Office Depot	Supplies	05/10/2016	86436	88.61	
101-07-4500-4950	The Gas Company	Gas Service April- May 2016	05/25/2016	86545	81.64	
101-07-4206-0000	Total Exterminating Inc	Quarterly Extermination	05/10/2016	0	77.00	
101-07-4376-0000	Office Depot	Ink	05/10/2016	86436	76.29	
101-07-4500-9460	California American Water	Water Service March- April 2016	05/10/2016	86404	74.34	
101-07-4376-0000	Office Depot	Paper & Supplies	05/10/2016	86436	66.72	
101-07-4480-0000	Lucy Garcia	Mileage- CJPIA Training 5/10	05/25/2016	0	52.92	
101-07-4376-0000	Golden State Copier & Mailing	Sealing & Sponges for Postage Machine	05/25/2016	86499	47.69	
101-07-4480-0000	U.S. Bank	San Marino Seafood- Meeting with Athens	05/18/2016	86457	38.70	
101-07-4468-0000	U.S. Bank	Rite Aid Stores - Gift Card for Meditation Class Instructor	05/18/2016	86457	36.12	
101-07-4398-0000	Lisa Bailey	Mileage -Acella User Mtg 5/2/16	05/10/2016	0	35.21	
101-07-4480-0000	U.S. Bank	Noodle World- Lunch Meeting Treasure & Brokers	05/18/2016	86457	28.38	
101-07-4480-0000	Lucy Garcia	Mileage - Personal Training- Interactive Process 5/18	05/25/2016	0	24.89	
101-07-4480-0000	Veronica Ruiz	Parking -City Clerk Conference 4/26-4/29	05/10/2016	0	24.00	
101-07-4376-0000	U.S. Bank	Target- Ear Buds for Mayor CC Chambers	05/18/2016	86457	21.79	
101-07-4480-0000	Petty Cash	Parking at Cal PERS Meeting - L. Bailey	05/10/2016	86408	13.00	
101-07-4376-0000	Office Depot	Breakroom Supplies	05/10/2016	86436	9.69	
					48,478.71	242,314.42

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Planning &amp; Building Accounts:</b>						
101-14-4106-2755	Richards Watson & Gershon	Legal Service 3/1/16-3/31/16	05/10/2016	86440	8,207.98	
101-14-4104-6270	VCA Code Group	Plan Review 2/28/16-4/2/16	05/10/2016	0	3,942.50	
101-14-4104-6270	VCA Code Group	Fire Inspection Service 2/28/16-4/2/16	05/10/2016	0	3,710.00	
101-14-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	2,900.00	
101-14-4104-6270	VCA Code Group	Fire Inspection Service 1/31/16-2/27/16	05/10/2016	0	2,402.28	
101-14-4106-0950	Dapeer,Rosenblit & Litvak LLP	Legal Fees - 4/1/16-4/30/16	05/25/2016	86489	2,268.02	
101-14-4104-6270	VCA Code Group	Inspection Service 2/28/16-4/2/16	05/10/2016	0	1,800.00	
101-14-4104-6270	VCA Code Group	Inspection Service Erbura Gallery 2/28/16-4/2/16	05/10/2016	0	1,785.00	
101-14-4104-6270	VCA Code Group	Fire Protection Plan Review 2/28/16-4/2/16	05/10/2016	0	1,614.00	
101-14-4202-0000	ECP-SMT Aquisition, LLC	Legal Notice N-16-10 Publish 5/13/16	05/25/2016	0	926.64	
101-14-4104-6270	VCA Code Group	Over the Counter Plan Review 2/28/16-4/2/16	05/10/2016	0	807.50	
101-14-4150-0000	SLK.US Inc	IT Service May 2016	05/10/2016	0	666.00	
101-14-4420-0000	James Leonard Jr	Vehicle Stickers	05/10/2016	86420	437.53	
101-14-4396-0000	U.S. Bank	California Building - CALBO- Membership	05/18/2016	86457	215.00	
101-14-4376-0000	U.S. Bank	Office Depot- Supplies	05/18/2016	86457	175.17	
101-14-4412-0000	UPS	Postage	05/25/2016	86547	154.83	
101-14-4399-0000	GE Capital	Copier Lease	05/25/2016	86498	144.97	
101-14-4376-0000	Lasting Impressions Printing	FOG Ordinance Brochures	05/10/2016	0	122.90	
101-14-4376-0000	U.S. Bank	Ink Technologies - Ink Cartridges	05/18/2016	86457	112.00	
101-14-4376-0000	Guide Publishing Group Inc	Plans Bags	05/25/2016	86528	107.95	
101-14-3151-0000	Terri Miller	Refund- Special Inspection Fee	05/10/2016	86388	101.80	
101-14-4500-9025	Verizon Wireless	Data Plan 3/24/16-4/23/16	05/10/2016	86455	76.02	
					<u>32,678.09</u>	<u>34,679.89</u>
<b>Police Accounts:</b>						
103-30-4150-0000	SLK.US Inc	IT Service May 2016	05/10/2016	0	6,660.00	
103-30-4150-0000	All City Management Services Inc	School Crossing Guards 4/24/16-5/7/16	05/25/2016	0	6,051.20	
103-30-4150-0000	All City Management Services Inc	School Crossing Guard Service 4/10/16-4/23/16	05/10/2016	0	5,574.24	
103-30-4150-0000	City of Arcadia	Firearms Range Fee 7/1/15-6/30/16	05/10/2016	86412	5,000.00	
103-30-4150-0000	Pasadena Humane Society	Animal Control Service April 2016	05/10/2016	0	4,245.00	
103-30-4150-0000	Alhambra Police Department	Inmates Service Jan 2016	05/10/2016	0	1,204.00	
103-30-4436-0000	Arroyo Background Investigation LLC	Expedited Background Check - Dispatcher	05/25/2016	0	1,200.00	
103-30-4436-0000	Arroyo Background Investigation LLC	Expedited Background Check - Police Officer	05/25/2016	0	1,200.00	
103-30-4436-0000	Arroyo Background Investigation LLC	Expedited Background Check - Police Officer	05/25/2016	0	1,200.00	
103-30-4150-0000	Alhambra Police Department	Inmates Service Feb 2016	05/10/2016	0	1,032.00	
103-30-4492-0004	U.S. Bank	Keystone Uniforms- New Officer Uniform Yamada & Cordishi	05/18/2016	86457	1,000.00	
103-30-4150-0000	George Wallis	Janitorial Service April 2016	05/25/2016	86490	919.85	
103-30-4492-0004	U.S. Bank	Keystone Uniforms- Lieutenant Uniform & Boots	05/18/2016	86457	873.80	
103-30-4436-0000	Arroyo Background Investigation LLC	Background Check - Dispatcher	05/25/2016	0	800.00	

Account	Vendor	Description	Date	Check	Amount	Prior
103-30-4436-0000	Arroyo Background Investigation LLC	Background Check - Police Officer	05/25/2016	0	800.00	
103-30-4436-0000	Arroyo Background Investigation LLC	Background Check - Police Officer	05/25/2016	0	800.00	
103-30-4150-0000	Dapeer,Rosenblit & Litvak LLP	Legal Fees -4/1/16-4/30/16	05/25/2016	86489	690.50	
103-30-4436-0000	St. George's Medical Clinic	Phyiscal - O.Zhivaga	05/25/2016	86543	670.00	
103-30-4508-0000	Samayoa's Mobile Car Wash	Cars Washes April 2016	05/10/2016	0	650.00	
103-30-4500-9025	AT&T	Phone Service April- May 2016	05/25/2016	86476	618.48	
103-30-4436-0000	St. George's Medical Clinic	Phyiscal - J.Jacoy	05/25/2016	86543	595.00	
103-30-4436-0000	Arroyo Background Investigation LLC	Partial Background Check - Police Officer	05/25/2016	0	560.00	
103-30-4492-0004	U.S. Bank	Keystone- New Hire Uniform	05/18/2016	86457	500.00	
103-30-4396-0000	CA Police Chiefs Assn	Cheif Incontro Membership	05/10/2016	86405	419.00	
103-30-3331-9241	Elizabeth Louise Karr	Refund- Storage Fees for Tow Vehicle	05/10/2016	86391	411.15	
103-30-4492-0004	U.S. Bank	Keystone- New Hire Uniform	05/18/2016	86457	400.99	
103-30-4436-0000	Susan Saxe-Clifford PH.D. Inc	Psychological Evaluation for Police Officer Applicant	05/10/2016	86442	400.00	
103-30-4436-0000	Susan Saxe-Clifford PH.D. Inc	Psychological Evaluation for Dispatcher Applicant	05/10/2016	86442	400.00	
103-30-4436-0000	Susan Saxe-Clifford PH.D. Inc	Psychological Evaluation for Police Officer Applicant	05/10/2016	86442	400.00	
103-30-4500-9025	AT&T	Interstate Dedicated Private Line Service May 2016	05/10/2016	86400	398.79	
103-30-4415-0000	U.S. Bank	CSULB - Civil Liability Seminar- Lt. Blonde	05/18/2016	86457	337.02	
103-30-4492-0004	U.S. Bank	Tom Mens Wear- Lieutenant Uniforms	05/18/2016	86457	333.54	
103-30-4492-0004	U.S. Bank	Keystone Uniforms- New Officer Uniform Yamada	05/18/2016	86457	329.95	
103-30-4415-0000	U.S. Bank	Marin Consulting Assc- Training Assertive Supervision Ofc.Chan	05/18/2016	86457	300.00	
103-30-4508-0000	U.S. Bank	Pasadena Tire - Tires for Nissan Altima	05/18/2016	86457	297.80	
217-30-4613-0000	U.S. Bank	Amazon- DVD Burner for Evidence Room	05/18/2016	86457	281.17	
103-30-4316-0000	GE Capital	Copier Lease	05/25/2016	86498	259.42	
103-30-4508-0000	Bob Wondries	New Key & Program	05/25/2016	0	251.75	
103-30-4500-9025	Time Warner Cable	Cable Internet Service 5/1/16-5/31/16	05/10/2016	86450	214.99	
103-30-4500-9025	AT&T Mobility	Cell Phone Service 3/24/16-4/23/16	05/10/2016	86402	191.30	
103-30-4206-0000	Jirair Tatikain	Office Vinyls Decal for Watch Command Office	05/25/2016	86513	190.75	
103-30-4376-0000	Office Depot	Paper	05/25/2016	86521	189.59	
103-30-4376-0000	American Express	Supplies	05/10/2016	86397	151.67	
103-30-4500-9025	AT&T	Phone Service March- April 2016	05/10/2016	86399	145.30	
103-30-4150-0000	Dapeer,Rosenblit & Litvak LLP	Legal Fees - 3/1/16-3/31/16	05/25/2016	86489	136.50	
103-30-4204-0000	U.S. Bank	Matther Bender - Lexis Nexis Books	05/18/2016	86457	117.66	
103-30-4420-0000	Office Depot	Business Card for Officer	05/25/2016	86521	117.00	
103-30-4508-0000	U.S. Bank	Battery Junction - Batteries for SET Truck Equipment and PD	05/18/2016	86457	109.00	
103-30-4508-0000	U.S. Bank	Amazon- Motor Cover PD Motorcycle	05/18/2016	86457	103.67	
103-30-4492-0000	Sun Badge Co	Badges	05/25/2016	0	100.11	
103-30-4396-0000	U.S. Bank	FBI National Academy -Membership 2016	05/18/2016	86457	100.00	
103-30-4415-0000	Susana Franco	Reimbursement - Meals 5/9/16-5/13/16	05/25/2016	0	96.67	
103-30-4508-0000	Voyager Fleet Systems Inc	Gasoline 3/25/16-4/24/16	05/10/2016	86456	92.90	

Account	Vendor	Description	Date	Check	Amount	Prior
103-30-4206-0000	U.S. Bank	Home Depot- Tools & Tool Box for Watch Command Office	05/18/2016	86457	83.86	
103-30-4376-0000	Remington Water	Drinking Water May 2016	05/25/2016	86533	75.00	
103-30-4480-0000	U.S. Bank	Police Funer- Police Furnerals Class- Sgt. Garcia	05/18/2016	86457	70.00	
103-30-4500-4950	The Gas Company	Gas Service April- May 2016	05/25/2016	86545	60.36	
103-30-4150-0000	U.S. Bank	LexisNexis - Monthly Fee March 2016	05/18/2016	86457	51.00	
103-30-4150-0000	San Gabriel Valley Medical Ctr	In Custody- Draw Blood	05/25/2016	86539	48.00	
103-30-4436-0000	Rio Hondo College	Physical Fitness Test - Police Officer	05/25/2016	86535	46.00	
103-30-4420-0000	Office Depot	Vacation Slips	05/25/2016	86521	35.39	
103-30-4206-0000	U.S. Bank	Vine Engraving - Door Name Plate	05/18/2016	86457	32.70	
103-30-4480-0000	Petty Cash	Clears	05/10/2016	86409	22.00	
103-30-4436-0000	U.S. Bank	Starbuck- Interview Panal	05/18/2016	86457	18.25	
103-30-4480-0000	U.S. Bank	Einstein Bagels- Bagels Staff Meeting	05/18/2016	86457	14.99	
103-30-4480-0000	U.S. Bank	Starbuck- Coffee Staff Meeting	05/18/2016	86457	14.95	
103-30-4492-0000	U.S. Bank	Keystone- New Hire Uniform -Yamada	05/18/2016	86457	14.08	
103-30-4436-0000	Rio Hondo College	Physical Fitness Test - Police Officer	05/25/2016	86535	9.20	
103-30-4206-0000	U.S. Bank	Vons- Breakroom & Fridge Cleaning Supplies	05/18/2016	86457	4.22	
103-30-4206-0000	U.S. Bank	Good Lock & Key - Keys	05/18/2016	86457	4.18	
103-30-4206-0000	U.S. Bank	CVS Pharmacy- Breakroom Cleaning Supplies	05/18/2016	86457	4.13	
103-30-4206-0000	U.S. Bank	Good Lock & Key - Keys	05/18/2016	86457	4.00	
103-30-4436-0000	U.S. Bank	Starbuck- Interview Panal	05/18/2016	86457	3.45	
103-30-4508-0000	Voyager Fleet Systems Inc	Exempted Taxes 3/25/16-4/24/16	05/10/2016	86456	-4.73	
103-30-4508-0000	Bob Wondries	Credit	05/25/2016	0	-23.78	
103-30-4492-0004	U.S. Bank	Toms Uniforms- Credit - Return	05/18/2016	86457	-172.42	
103-30-3201-0000	Pasadena Humane Society	Impound Fees April 2016	05/10/2016	0	-216.00	
103-30-3201-0000	Pasadena Humane Society	License Credits April 2016	05/10/2016	0	-1,170.00	
					<u>49,150.59</u>	<u>52,204.31</u>
<b>Fire Accounts:</b>						
103-34-4003-0000	City of South Pasadena	Fire Command Staff Service 12/28/15-4/3/16	05/10/2016	86415	19,278.59	
103-34-4014-0000	Employment Development Dept	Uemployment Insurance 1/1/16-3/31/16 B. Drake	05/10/2016	86418	5,778.00	
103-34-4150-0000	Wittman Enterprises LLC	Billing Service April 2016	05/25/2016	0	3,788.48	
103-34-4150-0000	SLK.US Inc	IT Service May 2016	05/10/2016	0	1,998.00	
103-34-4150-0000	UC Regents	Nurse Educator	05/25/2016	86546	1,634.94	
103-34-4396-0000	Los Angeles Area Fire Chiefs' Assoc	LA Area/CAL Fire Chiefs Annual Dues	05/25/2016	86493	1,250.00	
103-34-4508-0000	Rush Truck Centers of California	Vehicle Maintenance	05/10/2016	86441	1,017.29	
103-34-4206-0000	Veritiv Operating Company	Building Supplies	05/25/2016	0	806.21	
103-34-4206-0000	San Marino Lock & Safe Co	Door Repair	05/10/2016	0	785.00	
103-34-4206-0000	Veritiv Operating Company	Building Supplies	05/25/2016	0	617.53	
103-34-4500-9025	AT&T	Phone Service April- May 2016	05/25/2016	86476	511.76	
103-34-4316-0000	Turnout Maintenance Co LLC	Safety Equipment Cleaning	05/10/2016	86453	343.00	

Account	Vendor	Description	Date	Check	Amount	Prior
103-34-4399-0000	U.S. Bank	WPSG - Salvage Cover	05/18/2016	86457	330.76	
103-34-4468-0000	Jeffrey Tsay	Reimbursement Fire Investigation 1A - 4/1/16	05/10/2016	0	225.00	
103-34-4150-0000	Canon Financial Services Inc	Copier Lease	05/25/2016	0	210.34	
103-34-4492-0003	Galls, LLC	Uniforms	05/25/2016	86496	210.27	
103-34-4468-0000	Timothy Chow	Reimbursement for S-215 Fire Operation in Wildland /Urban	05/10/2016	86411	200.00	
103-34-4468-0000	Nicholes Maza	Reimbursement- Training Class Map & Compass 5/11/16	05/25/2016	86516	200.00	
103-34-4468-0000	U.S. Bank	EMPS- Paramedic License D. Petta	05/18/2016	86457	200.00	
103-34-4376-0000	233-Praxair Distribution Inc	Oxygen	05/10/2016	0	181.75	
103-34-4508-0000	Foothill Communication LLC	Fire Engine IT Repair	05/10/2016	86421	175.00	
103-34-4206-0000	SDS Security Design Systems	Alarm Service April -May 2016	05/10/2016	86444	174.00	
103-34-4206-0000	U.S. Bank	Sears- Dishwasher Repair	05/18/2016	86457	138.33	
103-34-4508-0000	Coats Products Inc	Vehicle Maintenace	05/25/2016	86486	111.18	
281-34-4376-0000	U.S. Bank	Ralphs- Team Luncheon City	05/18/2016	86457	109.48	
103-34-4376-0000	U.S. Bank	Amazon- Prime Membership	05/18/2016	86457	107.91	
103-34-4396-0000	U.S. Bank	Havard Business Review - Memberhip	05/18/2016	86457	99.00	
103-34-4500-4950	The Gas Company	Gas Service April- May 2016	05/25/2016	86545	97.29	
103-34-4206-0000	AmeriPride Services Inc	Towels	05/10/2016	86398	92.03	
103-34-4206-0000	AmeriPride Services Inc	Towels	05/10/2016	86398	92.03	
103-34-4206-0000	AmeriPride Services Inc	Towels	05/25/2016	0	92.03	
103-34-4206-0000	AmeriPride Services Inc	Towels	05/25/2016	0	92.03	
103-34-4492-0004	U.S. Bank	Blacksmokes - Helmet	05/18/2016	86457	90.80	
103-34-4206-0000	U.S. Bank	Sears- Dishwasher Repir	05/18/2016	86457	90.00	
103-34-4204-0000	U.S. Bank	NFPA- Hydrogen Technolgies	05/18/2016	86457	81.97	
103-34-4316-0000	Turnout Maintenance Co LLC	Safety Equipment Cleaning	05/10/2016	86453	80.00	
103-34-4468-0000	Timothy Chow	Reimbursement for Fire Officer Certificate	05/10/2016	86411	65.00	
103-34-4500-9025	AT&T	Phone Service March- April 2016	05/10/2016	86399	50.30	
103-34-4452-0000	U.S. Bank	Home Depot- Push Broom for E91	05/18/2016	86457	40.79	
103-34-4150-0000	American Capital Ent Inc	Collection Commission 1/1/16-3/31/16	05/10/2016	86396	31.34	
103-34-4480-0000	U.S. Bank	Starbuck - Coffee for Officer Meeting	05/18/2016	86457	29.90	
103-34-4376-0000	U.S. Bank	Office Depot- Arson Supplies File & Report Covers	05/18/2016	86457	22.67	
103-34-4492-0004	U.S. Bank	Terry Canvas- Bag Tags Repair	05/18/2016	86457	20.50	
103-34-4376-0000	Remington Water	Drinking Water May 2016	05/25/2016	86533	15.00	
103-34-4492-0003	U.S. Bank	Terry Canvas- Fire Stickers	05/18/2016	86457	15.00	
103-34-4480-0000	U.S. Bank	Starbucks- Coffee City Management Meeting	05/18/2016	86457	14.95	
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	05/10/2016	86431	11.76	
103-34-4376-0000	U.S. Bank	Fraud - Credit	05/18/2016	86457	-8.38	
					41,598.83	88,149.17

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Emergency Services Accounts:</b>						
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	883.52	
101-36-4376-0000	Life-Assist Inc	Shelter Medical Supplies	05/10/2016	86431	572.66	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	496.58	
101-36-4376-0000	U.S. Bank	ECO Absorb- Absorbent Kits Emergency Clean up	05/18/2016	86457	481.90	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	478.55	
101-36-4500-9025	Verizon Wireless	Phone, iPads, Dfip Phones Service 3/26/16-4/25/16	05/10/2016	86455	371.82	
101-36-4500-9025	AT&T	Phone Service April- May 2016	05/25/2016	86476	227.54	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	159.92	
101-36-4316-0000	U.S. Bank	Pelican Store - Radio Case	05/18/2016	86457	157.96	
101-36-4316-0000	Priority Communications Inc	Radio & Phone Repair	05/25/2016	0	110.00	
101-36-4376-0000	Office Depot	Ink and Binders	05/10/2016	86436	109.89	
101-36-4468-0000	U.S. Bank	S.CA Fire Prevention - Code Adoption 5/3/16	05/18/2016	86457	75.00	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	67.12	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	64.95	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	64.95	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	64.95	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	64.95	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	39.95	
101-36-4376-0000	U.S. Bank	Amazon- Disaster Supplies & Cert Supplies	05/18/2016	86457	38.97	
101-36-4376-0000	Office Depot	Storage	05/10/2016	86436	21.32	
101-36-4376-0000	U.S. Bank	Smart n Final - Water	05/18/2016	86457	20.95	
					<u>4,508.50</u>	<u>1,376.30</u>
<b>Public Works Administration Accounts:</b>						
394-40-4600-5501	George De La Portilla	Painting the Public Works Building	05/10/2016	86435	5,200.00	
101-40-4150-0000	Interwest Consulting Group	Interim Parks & PW Director/City Engineer 3/1/16-3/31/16	05/10/2016	86429	5,070.00	
101-40-4014-0000	Employment Development Dept	Unemployment Insurance 1/1/16-3/31/16 C.Soltis	05/10/2016	86418	1,463.50	
101-40-4150-0000	Interwest Consulting Group	Traffic Engineer Service 3/1/16-3/31/16	05/10/2016	86429	1,235.00	
101-40-4104-0000	Interwest Consulting Group	Traffic Engineering 4/1/16-4/30/16	05/25/2016	86508	1,030.00	
101-40-4150-0000	SLK.US Inc	IT Service May 2016	05/10/2016	0	666.00	
101-40-4014-0000	Employment Development Dept	Unemployment Insurance 1/1/16-3/31/16 J.Dennis	05/10/2016	86418	497.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	435.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	435.00	
101-40-4150-0000	George Wallis	Janitorial Service April 2016	05/25/2016	86490	331.64	
101-40-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	145.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	134.16	

Account	Vendor	Description	Date	Check	Amount	Prior
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	132.64	
101-40-4468-0000	U.S. Bank	Intl-Society Arboriculture - Seminar	05/18/2016	86457	130.00	
101-40-4376-0000	U.S. Bank	Staples- Printer for Shop	05/18/2016	86457	108.99	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	101.92	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	101.92	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	101.92	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	101.91	
101-40-4468-0000	U.S. Bank	Pestice Applicators - Membership S. Estrada	05/18/2016	86457	55.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	46.77	
101-40-4500-9025	Verizon Wireless	IPAD Service 3/24/16-4/23/16	05/10/2016	86455	38.01	
101-40-4376-0000	Remington Water	Drinking Water May 2016	05/25/2016	86533	30.00	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	27.57	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	26.52	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	25.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	25.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	25.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	05/25/2016	0	24.74	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	05/25/2016	0	22.23	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	21.35	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	20.89	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	20.88	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	20.88	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	18.29	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	17.43	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	17.01	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	05/25/2016	0	11.13	
					<u>19,119.76</u>	<u>24,569.18</u>
<b>Garage Accounts:</b>						
101-42-4376-0000	U.S. Bank	NPC- Battery Acid Tray & Stickers	05/18/2016	86457	358.13	
101-42-4452-0000	U.S. Bank	Factory Outlet - Grease Gun	05/18/2016	86457	174.39	
101-42-4150-0000	JDS Tank Testing & Repair Inc	Monthly Designated Operator May 2016	05/25/2016	86509	140.00	
101-42-4452-0000	U.S. Bank	Harbor Freight - Brass Pipe Couplers	05/18/2016	86457	10.31	
101-42-4376-0000	U.S. Bank	Harbor Freight - Batteries	05/18/2016	86457	6.52	
					<u>689.35</u>	<u>956.06</u>

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Sewer Accounts:</b>						
101-44-4150-5170	County Dept of Public Works	Load Reduction Statergy Rio Hondo River & Tributaries LA River	05/10/2016	86416	27,339.56	
101-44-4104-0000	KJ Services Environmental Svcs	NPDES Consulting April 2016	05/25/2016	86510	240.00	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 3/1/16-3/31/16	05/10/2016	86440	75.69	
					<u>27,655.25</u>	<u>66,573.82</u>
<b>Street Accounts:</b>						
101-48-4500-1980	Southern California Edison	Electrcial Service 11/1/12-6/1/15	05/04/2016	86382	285,163.00	
394-48-4600-1986	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	7,930.00	
101-48-4500-1980	Southern California Edison	Electrical Service March-April 2016	05/10/2016	86445	6,947.36	
394-48-4600-9361	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	6,262.17	
215-48-4600-2882	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	4,870.00	
101-48-4150-0000	Nichols Consulting Engineers	Pavement Management	05/10/2016	86434	3,562.50	
394-48-4600-9000	RSCC Engineering	Engineering Service 4/5/16-4/30/16	05/10/2016	0	2,600.00	
101-48-4500-1980	Southern California Edison	Electrical Service April - May 2016	05/25/2016	86537	2,104.37	
101-48-4376-0000	Traffic Management Incorporated	Traffic Signs	05/25/2016	0	786.98	
101-48-4376-0000	Traffic Management Incorporated	Traffic Signs	05/25/2016	0	761.37	
101-48-4150-0000	L.A. Co. Dept of Public Works	Signal Maintenance April 2016	05/25/2016	86511	753.60	
101-48-4376-0000	Traffic Management Incorporated	Stop Signs	05/25/2016	0	752.10	
101-48-4150-0000	Siemens Industry Inc	Traffic Signal Maintenance April 2016	05/25/2016	0	742.99	
101-48-4150-0000	Siemens Industry Inc	Traffic Signal Call Outs April 2016	05/25/2016	0	675.92	
101-48-4376-0000	Sprague's Ready Mix	Concrete	05/10/2016	0	656.18	
101-48-4508-0000	Great Pacific Equipment Inc	Aerial Lifting Device Annual Inspections	05/25/2016	86502	520.00	
101-48-4376-0000	Holliday Rock Co Inc	Hot Asphalt	05/25/2016	86504	492.68	
101-48-4376-0000	U.S. Bank	ECO Absorb- Absorbent Kits	05/18/2016	86457	481.90	
101-48-4376-0000	Traffic Management Incorporated	Traffic Signs	05/25/2016	0	385.47	
101-48-4376-0000	Traffic Management Incorporated	Sign Post Hardware	05/25/2016	0	380.28	
101-48-4376-0000	Consolidated Electrical Distributors	Recycle Bulbs	05/25/2016	86488	336.10	
101-48-4376-0000	R.E. Miller Tree Service	Crane Rental to Installed Street Light Poles	05/25/2016	86534	330.00	
101-48-4376-0000	Holliday Rock Co Inc	Hot Asphalt	05/25/2016	86504	329.18	
101-48-4376-0000	Holliday Rock Co Inc	Hot Asphalt	05/25/2016	86504	329.18	
101-48-4376-0000	Traffic Management Incorporated	Traffic Signs	05/25/2016	0	325.53	
101-48-4376-0000	PR Diamond Products , Inc	Concrete Blades	05/10/2016	86439	308.00	
101-48-4376-0000	U.S. Bank	1000Bulbs- Street Light Bulbs	05/18/2016	86457	251.90	
101-48-4508-0000	Advantage Ford Inc	Warranty	05/25/2016	86474	234.57	
101-48-4376-0000	Ganahl Lumber Company	Shovels	05/25/2016	86497	215.75	
101-48-4376-0000	Grainger Inc	Safety Equipment	05/25/2016	86500	194.04	
101-48-4376-0000	Samayoa's Mobile Car Wash	Truck Washes April 2016	05/10/2016	0	150.00	
101-48-4376-0000	U.S. Bank	ECO Absorb- Absorbent Kits	05/18/2016	86457	149.48	
101-48-4376-0000	Traffic Management Incorporated	Signs	05/25/2016	0	91.21	

Account	Vendor	Description	Date	Check	Amount	Prior
101-48-4376-0000	Ganahl Lumber Company	Supplies	05/25/2016	86497	83.32	
101-48-4316-0000	Hose-Man Inc	Hose JCB	05/25/2016	86506	82.22	
101-48-4500-9025	Verizon Wireless	IPAD Service 3/24/16-4/23/16	05/10/2016	86455	76.02	
101-48-4376-0000	Consolidated Electrical Distributors	Light Bulbs	05/25/2016	86488	70.31	
101-48-4376-0000	Ganahl Lumber Company	Stock	05/10/2016	86424	70.25	
101-48-4376-0000	Underground Service Alert/SC	Dig Alerts	05/10/2016	0	66.00	
101-48-4376-0000	Ganahl Lumber Company	Supplies	05/25/2016	86497	49.02	
101-48-4376-0000	Ganahl Lumber Company	Electrical Supplies	05/25/2016	86497	34.18	
101-48-4508-0000	O'Reilly Auto Parts	Hitchball	05/25/2016	86523	26.15	
101-48-4316-0000	Garvey Equipment Company	Spark Plug & Carburetor Repair Kit	05/25/2016	0	23.96	
101-48-4316-0000	Garvey Equipment Company	Wheel Retainers & Cement Saw	05/10/2016	0	20.16	
101-48-4376-0000	Consolidated Electrical Distributors	Plastic Tape	05/25/2016	86488	17.18	
101-48-4376-0000	Ganahl Lumber Company	Bolt	05/10/2016	86424	0.80	
101-48-4508-0000	O'Reilly Auto Parts	Credit	05/25/2016	86523	-11.99	
101-48-4376-0000	Traffic Management Incorporated	Credit	05/25/2016	0	-1,247.32	
					<u>329,434.07</u>	<u>108,241.24</u>
<b>Park Accounts:</b>						
101-50-4150-0000	Mariposa Landscapes Inc	Tree Maintenance May 2016	05/25/2016	0	16,250.25	
281-50-4600-6053	E.C. Construction Inc	Changer Order #3	05/25/2016	0	3,610.00	
281-50-4399-0000	Treetop Products Inc	Donated Benches	05/04/2016	86383	1,813.85	
101-50-4150-0000	Mitchell Pest Control Inc	Tree Spraying for Shothole Borer	05/10/2016	86433	1,600.00	
101-50-4500-9460	California American Water	Water Service March- April 2016	05/10/2016	86404	1,448.38	
281-50-4206-9400	U.S. Bank	Tidmore Flags- Flags	05/18/2016	86457	547.17	
101-50-4376-0000	JHM Supply	Values/Topper	05/25/2016	0	235.45	
101-50-4376-0000	U.S. Bank	Home Depot- Poly Sheets	05/18/2016	86457	229.97	
101-50-4150-0000	Total Exterminating Inc	Quarterly Extermination	05/10/2016	0	175.00	
101-50-4376-0000	U.S. Bank	Home Depot- Supplies	05/18/2016	86457	136.09	
281-50-4399-0000	U.S. Bank	Valley Monument- Plaque for Donated Bench	05/18/2016	86457	130.80	
101-50-4150-0000	U.S. Bank	Fenn Termite & Pest Control - Pest Control	05/18/2016	86457	120.00	
101-50-4376-0000	JHM Supply	Sprinkler Heads	05/25/2016	0	87.70	
101-50-4500-9460	California American Water	Water Service April- May 2016	05/25/2016	86482	46.62	
101-50-4376-0000	U.S. Bank	Desert Industrial - Galv Plug	05/18/2016	86457	37.49	
101-50-4376-0000	U.S. Bank	Office Depot- Supplies	05/18/2016	86457	34.86	
101-50-4376-0000	Remington Water	Drinking Water May 2016	05/25/2016	86533	30.00	
101-50-4500-9025	AT&T	Phone Service April- May 2016	05/25/2016	86476	19.32	
					<u>26,552.95</u>	<u>34,209.36</u>

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Grounds Accounts:</b>						
101-52-4150-0000	Mariposa Landscapes Inc	Tree Maintenance May 2016	05/25/2016	0	53,035.00	
101-52-4150-0000	ValleyCrest Landscape Maintenance	Median Landscape Maintenance May 2016	05/25/2016	86548	2,699.00	
101-52-4500-9460	California American Water	Water Service March- April 2016	05/10/2016	86404	2,026.02	
101-52-4150-0000	ValleyCrest Landscape Maintenance	Second Mowing of Median 4/28/16	05/10/2016	86454	1,198.00	
101-52-4500-9460	California American Water	Water Service April- May 2016	05/25/2016	86482	1,055.03	
101-52-4508-0000	Great Pacific Equipment Inc	Aerial Lifting Device Annual Inspections	05/25/2016	86502	520.00	
394-52-4600-7038	JHM Supply	PVC Parts	05/10/2016	0	394.60	
101-52-4404-0000	San Gabriel Nursery & Florist	Floral	05/10/2016	86446	330.43	
394-52-4600-7038	JHM Supply	Roanoke Project	05/25/2016	0	315.12	
394-52-4600-7038	PPG Architectural Finishes	Paint for Exterior Wall	05/25/2016	86529	289.31	
101-52-4376-0000	U.S. Bank	Driveway- Dry Water Tubes & Supplies	05/18/2016	86457	276.64	
101-52-4376-0000	Garvey Equipment Company	Helmet & Chaps	05/10/2016	0	185.09	
101-52-4376-0000	U.S. Bank	Home Depot- Fertilizer & Poly Sheets	05/18/2016	86457	180.49	
394-52-4600-7038	Mission Nursery & Landscape	Trees	05/25/2016	86518	163.50	
394-52-4600-7038	JHM Supply	Roanoke Project PVC Parts	05/25/2016	0	150.47	
394-52-4600-7038	PPG Architectural Finishes	Paint Filters	05/25/2016	86529	38.64	
101-52-4500-9025	Verizon Wireless	IPAD Service 3/24/16-4/23/16	05/10/2016	86455	38.01	
394-52-4600-7038	JHM Supply	Roanoke Project	05/25/2016	0	8.97	
394-52-4600-7038	JHM Supply	Credit	05/10/2016	0	-149.24	
					62,755.08	14,227.11
<b>Recreation Administration Accounts:</b>						
101-60-4420-0000	PGI, Inc	Summer Community Recreation & Library Guide	05/25/2016	86524	4,262.36	
101-60-4420-0000	PGI, Inc	Spring Community Recreation & Library Guide	05/25/2016	86524	3,155.33	
101-60-4206-0000	George Wallis	Janitorial Service April 2016	05/25/2016	86490	1,557.75	
101-60-4150-0000	SLK.US Inc	IT Service May 2016	05/10/2016	0	1,498.50	
101-60-4014-0000	Employment Development Dept	Unemployment Insurance 1/1/16-3/31/16 C.Soltis	05/10/2016	86418	1,463.50	
101-60-4500-1980	Southern California Edison	Electrical Service March-April 2016	05/10/2016	86445	1,280.13	
101-60-4412-0000	PGI, Inc	Summer Community Recreation & Library Guide	05/25/2016	86524	771.35	
101-60-4150-0000	CivicPlus	Annual Hosting & Support for Website 5/1/16-4/30/17	05/10/2016	86413	752.46	
101-60-4412-0000	PGI, Inc	Spring Community Recreation & Library Guide	05/25/2016	86524	730.38	
101-60-4420-0000	SAP Digital Corp	Registration Forms	05/25/2016	0	501.40	
101-60-4376-0000	Office Depot	Paper, Ink & Supplies	05/25/2016	86521	468.93	
101-60-4376-0000	U.S. Bank	Staples - Ink	05/18/2016	86457	382.28	
101-60-4500-9025	Time Warner Cable	Cable Internet Service 5/1/16-5/31/16	05/10/2016	86451	354.99	
101-60-4500-9460	California American Water	Water Service April- May 2016	05/25/2016	86482	331.22	
101-60-4150-0000	Edison Samuel	Instructor Computers For Seniors	05/10/2016	0	200.00	
101-60-4500-4950	The Gas Company	Gas Service March- April 2016	05/10/2016	86448	104.72	
101-60-4508-0000	Voyager Fleet Systems Inc	Gasoline 3/25/16-4/24/16	05/10/2016	86456	70.11	

Account	Vendor	Description	Date	Check	Amount	Prior
101-60-4206-0000	U.S. Bank	Home Depot - Repair Supplies for Stoneman	05/18/2016	86457	45.32	
101-60-4500-9025	AT&T Long Distance	Long Distance Phone Service 3/9/16-4/8/16	05/10/2016	86401	34.11	
101-60-4206-0000	U.S. Bank	Home Depot- Repair Materials for Stoneman	05/18/2016	86457	33.69	
101-60-4150-0000	Remington Water	Drinking Water May 2016	05/25/2016	86533	30.00	
101-60-4420-0000	U.S. Bank	Adobe - Software Subscriptions for Recreation Guide	05/18/2016	86457	29.99	
101-60-4398-0000	Petty Cash	Mileage	05/25/2016	86483	27.54	
101-60-4376-0000	U.S. Bank	Office Depot-Office Supplies	05/18/2016	86457	17.43	
101-60-4150-0000	U.S. Bank	Plug N Pay - Billing March 2016	05/18/2016	86457	15.00	
101-60-4420-0000	U.S. Bank	WWW. IStock.com- Photo for Recreation Guide	05/18/2016	86457	12.00	
101-60-4376-0000	Capital One Commercial	Supplies	05/10/2016	86406	11.76	
101-60-4508-0000	Voyager Fleet Systems Inc	Exempted Taxes 3/25/16-4/24/16	05/10/2016	86456	-3.93	
101-60-4376-0000	U.S. Bank	Office Depot- Credit	05/18/2016	86457	-5.45	
					18,132.87	10,126.91
<b>Aquatics Accounts:</b>						
101-62-4102-0000	Heather Jo Ann Pearson	Tsunami May 2016	05/25/2016	0	7,015.75	
101-62-4102-0000	Heather Jo Ann Pearson	Tsunami Instructor April 2016	05/10/2016	0	5,260.15	
101-62-4324-0000	San Marino School District	Pool Rental May 2016	05/25/2016	86540	1,800.00	
101-62-4324-0000	Southwest Mobile Storage Inc	Pool Office Bin 5/2/16-5/29/16	05/10/2016	0	374.96	
101-62-4376-0000	Conney Safety Products	Ice Packs	05/10/2016	86414	153.64	
101-62-4376-0000	Petty Cash	Supplies	05/25/2016	86483	17.93	
					14,622.43	7,746.10
<b>Contract Classes Accounts:</b>						
101-64-4102-0000	Assist Athletics LLC	Contract Class 4/11/16-6/3/16	05/25/2016	86475	5,335.20	
101-64-4102-0000	Kaye Ogita	Contract Class 4/11/16-6/3/16	05/25/2016	86522	3,360.00	
101-64-4102-0000	Parker-Anderson Learning Centers LLC	Contract Classes-4/11/16-6/3/16	05/25/2016	86525	3,018.60	
101-64-4102-0000	Alexia Reiman	Contract Classes 4/11/16-6/3/16	05/25/2016	0	2,618.70	
101-64-4102-0000	Samuel Jie Guo	Contract Class 4/11/16-6/3/16	05/25/2016	0	2,499.00	
101-64-4102-0000	San Marino Tennis Center	Contract Class 4/11/6-6/3/16	05/25/2016	86541	1,832.80	
101-64-4102-0000	Chess Masters Inc	Contract Class 4/11/16-6/3/16	05/25/2016	0	1,729.00	
101-64-4102-0000	Reading Town	Contract Classes 4/11/16-6/3/16	05/25/2016	86532	1,310.40	
101-64-4102-0000	Bricks 4 Kidz	Contract Classes 4/11/16-6/3/16	05/25/2016	86480	1,092.00	
101-64-4102-0000	Johnny W Lee	Contract Class 4/11/16-6/3/16	05/25/2016	86514	1,064.70	
101-64-4102-0000	Nelson N Lee	Contract Class 4/11/16-6/3/16	05/25/2016	0	1,055.60	
101-64-4102-0000	Brit-West Soccer	Contract Class 4/11/16-6/3/16	05/25/2016	0	1,036.00	
101-64-4102-0000	Maria Zeledon	Contract Class 4/11/16-6/3/16	05/25/2016	0	1,008.00	
101-64-4102-0000	Charter Oak Gymnastics, Inc	Contract Class 4/11/16-6/3/16	05/25/2016	86485	936.00	
101-64-4102-0000	Rocketology	Contract Class 4/11/16-6/3/16	05/25/2016	86530	795.60	
101-64-4102-0000	Hong-Yi Hiroki Ralpho Hon	Contract Class 4/11/16-6/3/16	05/25/2016	86505	728.00	
101-64-4102-0000	Vivien Lane	Contract Class 1/1/16-3/31/16	05/10/2016	86430	656.60	

Account	Vendor	Description	Date	Check	Amount	Prior
101-64-4102-0000	Jason Stan Blair	Contract Class 4/11/16-5/31/16	05/25/2016	86479	586.30	
101-64-4102-0000	Vivien Lane	Contract Class 4/11/16-6/3/16	05/25/2016	86512	529.20	
101-64-4102-0000	Sheila Yonemoto	Contract Classes 4/11/16-6/3/16	05/25/2016	86551	459.00	
101-64-4102-0000	Kristin Fertschneider	Contact Classes 4/11/16-6/3/16	05/25/2016	0	364.00	
101-64-4150-0000	Marie Nimmrch	Bridge Coordinator - 4/4/16-4/27/16	05/10/2016	0	320.00	
101-64-4150-0000	Cathryn Martin	Bridge Coordinator 3/1/16-4/30/16	05/10/2016	0	250.00	
101-64-4102-0000	Pasadena Ice Skating Center	Contract Classes 4/11/16-6/3/16	05/25/2016	86526	240.00	
101-64-4376-0000	Office Depot	Supplies	05/25/2016	86521	208.75	
101-64-4376-0000	Conney Safety Products	Ice Packs	05/10/2016	86414	153.64	
101-64-4150-0000	Marie Nimmrch	Bridge Wednesday Games 4/4/16-4/27/16	05/10/2016	0	100.00	
101-64-4150-0000	Marie Nimmrch	Reimbursement for ACBL 4/4/16-4/27/16	05/10/2016	0	83.63	
101-64-4376-0000	Capital One Commercial	Supplies	05/10/2016	86406	53.90	
					<u>33,424.62</u>	<u>41,977.02</u>
<b>Special Events Accounts:</b>						
101-66-4150-0000	U.S. Bank	Arcadia Party Rental - Chairs for Memorial Day	05/18/2016	86457	545.00	
104-66-4150-0000	County of Los Angeles	Health Permit - 4th July at Lacy Park	05/25/2016	86487	311.00	
101-66-4376-0001	U.S. Bank	Damoor- Hay for Easter Egg Hunt	05/18/2016	86457	169.39	
101-66-4376-0001	U.S. Bank	Staples - Egg Hunt Supplies	05/18/2016	86457	125.11	
101-66-4376-0001	U.S. Bank	Micheals Stores - Egg Hunt	05/18/2016	86457	110.05	
101-66-4376-0001	U.S. Bank	Staples- Poster Supplies for Easter Egg Hunt	05/18/2016	86457	28.32	
101-66-4376-0001	U.S. Bank	Rite Aid- Safety Pins for Easter Egg Hunt	05/18/2016	86457	3.91	
					<u>1,292.78</u>	<u>2,370.62</u>
<b>Senior Trips Accounts:</b>						
207-68-4208-0000	Student Transporation of America	After School Bus April 2016	05/10/2016	0	5,265.00	
207-68-4208-0000	Student Transporation of America	PROP A Bus to Athens Recycling Center	05/10/2016	0	375.00	
101-68-4376-0000	Petty Cash	Senior Trip Driver 'sTip	05/25/2016	86483	154.00	
					<u>5,794.00</u>	<u>6,010.00</u>
<b>Daycare Accounts:</b>						
101-70-4376-0000	Capital One Commercial	Supplies	05/10/2016	86406	177.17	
101-70-4376-0000	Conney Safety Products	Ice Packs	05/10/2016	86414	153.64	
101-70-4376-0000	U.S. Bank	S& S Worldwide - Daycare Supplies	05/18/2016	86457	119.86	
101-70-4500-9025	U.S. Bank	Vesta TMobile- Staff Phone	05/18/2016	86457	54.64	
101-70-4376-0000	U.S. Bank	Amazon- Books for Kindercare	05/18/2016	86457	46.99	
101-70-4376-0000	U.S. Bank	Discount School Supplies- Daycare Supplies	05/18/2016	86457	40.29	
101-70-4376-0000	U.S. Bank	Smart n Final - Daycare Supplies	05/18/2016	86457	30.60	
101-70-4376-0000	U.S. Bank	Oriental Trading Co- Daycare Supplies	05/18/2016	86457	13.98	
101-70-4376-0000	U.S. Bank	Pavilions - Daycare Supplies	05/18/2016	86457	10.00	
					<u>647.17</u>	<u>8,440.10</u>

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Day Camp Accounts:</b>					0.00	-30.48
<b>Preschool Accounts:</b>						
281-74-4376-0000	Scholastic Book Fairs - 10	Spring Book Fair	05/10/2016	86443	1,275.14	
101-74-4324-0000	Boy Scouts of America	Reissue Check- Venture Hut 11/6, 11/13, 11/20, 12/4,12/12, 12/19	05/10/2016	86403	300.00	
101-74-4376-0000	Amanda Sawyer	Clown Summer Entertainment	05/25/2016	86544	275.00	
101-74-4376-0000	Conney Safety Products	Ice Packs	05/10/2016	86414	153.63	
101-74-4376-0000	Capital One Commercial	Supplies	05/10/2016	86406	101.42	
101-74-4376-0000	U.S. Bank	Micheals -Art Supplies	05/18/2016	86457	82.47	
101-74-4376-0000	U.S. Bank	Reptacular Animals- Animal Show for Preschool Summer Camp	05/18/2016	86457	75.00	
101-74-4376-0000	U.S. Bank	Lakeshore Learning - Spring Break Supplies	05/18/2016	86457	73.20	
101-74-4376-0000	U.S. Bank	Wal Mart- Preschool Supplies	05/18/2016	86457	46.02	
101-74-4376-0000	Office Depot	Supplies	05/25/2016	86521	45.99	
101-74-4376-0000	Petty Cash	Snacks	05/25/2016	86483	42.53	
101-74-4376-0000	U.S. Bank	Vons - Spring Break Supplies	05/18/2016	86457	33.86	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chef's Supplies	05/18/2016	86457	28.40	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chef's Supplies	05/18/2016	86457	27.84	
101-74-4376-0000	U.S. Bank	Orchard Supplies - Spring Break Supplies	05/18/2016	86457	23.46	
101-74-4376-0000	U.S. Bank	Ralphs - Spring Break Supplies	05/18/2016	86457	18.35	
101-74-4376-0000	Office Depot	Clothes Pins	05/25/2016	86521	14.15	
101-74-4376-0000	San Marino School District	Lamination March 2016	05/10/2016	86447	7.71	
					<u>2,624.17</u>	<u>628.20</u>
<b>San Marino Center Accounts:</b>						
105-82-4500-1980	Southern California Edison	Electrical Service March-April 2016	05/10/2016	86445	982.03	
105-82-4206-0000	George Wallis	Janitorial Service April 2016	05/25/2016	86490	678.38	
105-82-4206-0000	Total Exterminating Inc	Monthly Extermination	05/10/2016	0	125.00	
105-82-4206-0000	SDS Security Design Systems	Alarm Service May 2016	05/25/2016	86536	84.00	
105-82-4206-0000	Total Exterminating Inc	Quarterly Extermination	05/25/2016	0	78.00	
105-82-4206-0000	SDS Security Design Systems	Alarm Service April- May 2016	05/25/2016	86536	60.00	
105-82-4500-4950	The Gas Company	Gas Service March- April 2016	05/10/2016	86448	49.63	
105-82-4500-9460	California American Water	Water Service April- May 2016	05/25/2016	86482	35.35	
105-82-4150-0000	Remington Water	Drinking Water May 2016	05/25/2016	86533	30.00	
105-82-4206-0000	U.S. Bank	Home Depot - Repair Supplies for San Marino Center	05/18/2016	86457	21.67	
					<u>2,144.06</u>	<u>2,689.47</u>
<b>Thurnher House Accounts:</b>						
206-84-4206-0000	George Wallis	Janitorial Service April 2016	05/25/2016	86490	201.00	
206-84-4206-0000	SDS Security Design Systems	Alarm Service April- May 2016	05/25/2016	86536	84.00	
206-84-4500-4950	The Gas Company	Gas Service March- April 2016	05/10/2016	86448	28.35	
					<u>313.35</u>	<u>267.76</u>

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Library Administration Accounts:</b>						
101-90-4500-1980	Southern California Edison	Electrical Service March-April 2016	05/10/2016	86445	4,713.87	
101-90-4150-0000	Califa Group	CENIC Broadband Jan- Mar 2016	05/25/2016	86481	4,641.37	
101-90-4150-0000	SLK.US Inc	IT Service May 2016	05/10/2016	0	3,996.00	
101-90-4206-0000	George Wallis	Janitorial Service April 2016	05/25/2016	86490	2,366.78	
101-90-4206-0000	Graycon Inc	HVAC Maintenance April 2016	05/25/2016	86501	1,865.00	
101-90-4206-0000	Electronic Design Solutions, Inc	Install T- Coil Systems Barth Room	05/10/2016	86419	870.00	
101-90-4150-0000	CivicPlus	Annual Hosting & Support for Website 5/1/16-4/30/17	05/10/2016	86413	752.46	
101-90-4206-0000	Electronic Design Solutions, Inc	AV Repair Barth Room	05/10/2016	86419	585.00	
101-90-3502-0000	Evelyn Xu	Refund - Cancel Event at Barth Room 5/12/16	05/10/2016	86385	550.00	
101-90-4420-0000	PGI, Inc	Summer Commuinity Recreation & Library Guide	05/25/2016	86524	532.79	
101-90-4376-0000	Office Depot	Paper & Ink	05/25/2016	86521	475.72	
101-90-4420-0000	PGI, Inc	Spring Commuinity Recreation & Library Guide	05/25/2016	86524	394.41	
101-90-4399-0000	Xerox	Copier Lease	05/25/2016	86550	353.00	
281-90-4613-0000	U.S. Bank	Amazon- Papercutter	05/18/2016	86457	352.99	
101-90-4500-9460	California American Water	Water Service April- May 2016	05/25/2016	86482	321.86	
101-90-4206-0000	Empire Cleaning Supply	Restroom Supplies	05/25/2016	0	304.92	
101-90-4376-0000	U.S. Bank	Amazon- Paper & Ink for Passport Supplies	05/18/2016	86457	293.88	
101-90-3502-0000	Jennifer Giles	Refund- Deposit - Room Rental Barth 3/18/16	05/25/2016	86473	250.00	
101-90-4206-0000	Priority Communications Inc	Phone Repair	05/25/2016	0	209.50	
101-90-4398-0000	Petty Cash	Mileage	05/10/2016	86407	196.00	
101-90-4376-0000	Office Depot	Paper, Ink & Supplies	05/25/2016	86521	158.98	
281-90-4613-0000	U.S. Bank	LexJet- Ink for Giant Printer	05/18/2016	86457	152.59	
101-90-4500-9025	Time Warner Cable	Cable Internet Service 5/2/16-6/1/16	05/10/2016	86452	141.72	
101-90-4206-0000	Total Exterminating Inc	Monthly Extermination	05/10/2016	0	125.00	
101-90-4420-0000	U.S. Bank	Vista Print- Library Infocards	05/18/2016	86457	117.71	
101-90-4376-0000	U.S. Bank	Klai Co- Passport Supplies	05/18/2016	86457	105.90	
101-90-4412-0000	PGI, Inc	Summer Commuinity Recreation & Library Guide	05/25/2016	86524	96.42	
101-90-4412-0000	PGI, Inc	Spring Commuinity Recreation & Library Guide	05/25/2016	86524	91.30	
101-90-4150-0000	AT&T	CNIEC Service April- May 2016	05/25/2016	86476	51.85	
101-90-4376-0000	U.S. Bank	Amazon- Extension Cords	05/18/2016	86457	25.08	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	

Account	Vendor	Description	Date	Check	Amount	Prior
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	22.95	
101-90-4500-9025	AT&T	Phone Service April- May 2016	05/25/2016	86476	17.12	
101-90-4376-0000	Petty Cash	Wall Clock	05/10/2016	86407	16.34	
101-90-4480-0000	Lucy Garcia	Mileage- Library Serving	05/25/2016	0	11.77	
101-90-4376-0000	Office Depot	Pens	05/25/2016	86521	11.10	
101-90-4412-0000	Petty Cash	Passport-Postage	05/10/2016	86407	6.45	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	6.45	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	6.45	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	5.75	
101-90-4412-0000	U.S. Bank	USPS- Postage	05/18/2016	86457	5.75	
101-90-4376-0000	U.S. Bank	Harbor Freight - Batteries	05/18/2016	86457	5.44	
					<hr/>	
					25,712.57	21,163.53
<b>Adult Services Accounts:</b>						
281-91-4370-0776	Jenny Chu	Reimbursement- Chinese Books	05/25/2016	86458	1,358.88	
281-91-4370-0000	Ingram Library Services	Adult Books	05/10/2016	0	1,164.45	
101-91-4370-0335	Baker & Taylor	Adult Books	05/25/2016	86477	614.76	
101-91-4370-8585	Mergent Inc	Reference Books	05/25/2016	86517	497.04	
101-91-4370-1496	U.S. Bank	Amazon- DVD- Rental	05/18/2016	86457	371.34	
101-91-4370-0335	Ingram Library Services	Adult Books	05/25/2016	0	232.14	
101-91-4370-0335	Ingram Library Services	Adult Materials	05/25/2016	0	216.48	
101-91-4370-0335	Ingram Library Services	Adult Materials	05/25/2016	0	207.62	
101-91-4370-1985	Gale/CENGAGE Learning	GVRL Hosting Fee 4/1/16-3/31/17	05/25/2016	86495	200.00	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	05/18/2016	86457	192.86	
101-91-4370-0335	Ingram Library Services	Adult Material	05/25/2016	0	191.29	
281-91-4376-2575	Illinois Library Association	Adult Program Supplies	05/10/2016	86428	187.33	

Account	Vendor	Description	Date	Check	Amount	Prior
101-91-4370-0335	Ingram Library Services	Adult Materials	05/25/2016	0	180.94	
101-91-4370-0335	Ingram Library Services	Adult Materials	05/25/2016	0	157.22	
101-91-4370-0335	U.S. Bank	Amazon- DVD	05/18/2016	86457	134.58	
101-91-4370-0335	Ingram Library Services	Adult Books	05/25/2016	0	129.81	
101-91-4370-0335	Ingram Library Services	Adult Books	05/10/2016	0	114.17	
101-91-4370-0335	U.S. Bank	Amazon- DVD	05/18/2016	86457	105.86	
101-91-4370-0335	Baker & Taylor	Adult Books	05/25/2016	86477	87.43	
101-91-4370-0335	Ingram Library Services	Adult Book	05/25/2016	0	81.94	
281-91-4376-2575	Print Spot	Program Supplies	05/25/2016	86531	81.75	
101-91-4370-0335	Ingram Library Services	Adult Material	05/25/2016	0	75.39	
101-91-4370-8585	World Chamber of Commerce	Reference Book	05/25/2016	86549	60.00	
101-91-4370-0335	U.S. Bank	Amazon- DVD	05/18/2016	86457	54.76	
281-91-4370-0000	Ingram Library Services	Adult Books	05/25/2016	0	48.27	
101-91-4370-6805	EBSCO Information Services	New Time -National & Northeast Subscription Fee	05/25/2016	86491	47.60	
101-91-4370-0335	Ingram Library Services	Adult Book	05/25/2016	0	38.20	
101-91-4370-0335	U.S. Bank	Amazon- DVD	05/18/2016	86457	30.51	
101-91-4370-8585	Bernan Associates	Reference Book	05/25/2016	86478	30.00	
281-91-4376-2575	U.S. Bank	Starbucks - Meeting Treats	05/18/2016	86457	29.90	
281-91-4370-0000	Ingram Library Services	Adult Books	05/25/2016	0	28.46	
101-91-4370-1496	U.S. Bank	Amazon- DVD Rental	05/18/2016	86457	27.98	
281-91-4370-0000	Ingram Library Services	Adult Books	05/25/2016	0	26.16	
281-91-4376-2575	U.S. Bank	Smart n Final - Meeting Treats	05/18/2016	86457	26.04	
101-91-4370-0335	U.S. Bank	Amazon- DVD	05/18/2016	86457	24.20	
101-91-4370-1496	U.S. Bank	Amazon- DVD Rental	05/18/2016	86457	19.61	
101-91-4370-0335	U.S. Bank	Amazon- DVD	05/18/2016	86457	18.98	
101-91-4370-0335	U.S. Bank	Amazon- CD	05/18/2016	86457	17.97	
101-91-4370-0335	U.S. Bank	Amazon- DVD	05/18/2016	86457	16.98	
281-91-4370-0000	Ingram Library Services	Adult Books	05/25/2016	0	16.76	
101-91-4370-1496	U.S. Bank	Amazon- DVD- Rental	05/18/2016	86457	16.31	
101-91-4370-0335	Ingram Library Services	Adult Books	05/25/2016	0	16.09	
281-91-4370-0000	Ingram Library Services	Adult Book	05/25/2016	0	16.01	
101-91-4370-0335	Ingram Library Services	Adult Book	05/25/2016	0	11.33	
281-91-4376-2575	Petty Cash	Supplies	05/10/2016	86407	10.00	
281-91-4376-2575	U.S. Bank	Vons- Program Refreshments	05/18/2016	86457	10.00	
281-91-4376-2575	U.S. Bank	Vons- Program Refreshments	05/18/2016	86457	10.00	
281-91-4370-0000	Ingram Library Services	Adult Books	05/25/2016	0	8.91	
281-91-4370-0000	Ingram Library Services	Credit	05/25/2016	0	-19.61	
					<u>7,224.70</u>	<u>13,749.08</u>

Account	Vendor	Description	Date	Check	Amount	Prior
<b>Children's Services Accounts:</b>						
281-92-4370-0000	The Penworthy Company	Childrens Books	05/25/2016	86527	1,899.31	
281-92-4376-2575	Illinois Library Association	Childrens Program Supplies	05/10/2016	86428	655.65	
281-92-4370-2575	Read the Books LLC	Electronic Resource Subscription 5/1/16-4/30/17	05/25/2016	0	650.00	
281-92-4376-2575	Illinois Library Association	Childrens Program Supplies	05/10/2016	86428	514.03	
281-92-4150-2575	Sandra Sue Gee	Program 5/14/16	05/10/2016	86423	350.00	
281-92-4370-2575	Ingram Library Services	Childrens Books	05/25/2016	0	240.96	
281-92-4370-2575	Baker & Taylor	Childrens Books	05/25/2016	86477	223.12	
281-92-4370-2575	Ingram Library Services	Childrens Books	05/25/2016	0	219.26	
281-92-4370-2575	Cavendish Square	Childrens Books	05/25/2016	86484	209.92	
281-92-4370-2575	Ingram Library Services	Childrens Books	05/25/2016	0	175.17	
281-92-4370-2575	Baker & Taylor	Childrens Books	05/25/2016	86477	164.03	
281-92-4370-2575	Ingram Library Services	Childrens Books	05/25/2016	0	142.20	
281-92-4370-2575	Ingram Library Services	Childrens Books	05/25/2016	0	134.36	
281-92-4370-2575	Ingram Library Services	Childrens Book	05/25/2016	0	99.72	
281-92-4370-2575	U.S. Bank	Amazon- JDVD	05/18/2016	86457	93.60	
281-92-4376-2575	U.S. Bank	Amazon - Childrens Supplies	05/18/2016	86457	65.39	
281-92-4370-2575	Baker & Taylor	Childrens Books	05/25/2016	86477	45.01	
281-92-4370-2575	Ingram Library Services	Childrens Books	05/25/2016	0	36.21	
281-92-4376-2575	U.S. Bank	Amazon - Childrens Supplies	05/18/2016	86457	31.64	
281-92-4370-2575	Baker & Taylor	Childrens Books	05/25/2016	86477	25.81	
281-92-4376-2575	U.S. Bank	Ralphs - Childrens Supplies	05/18/2016	86457	23.25	
281-92-4150-2575	Petty Cash	Workshop - T.Forrest 1/21/16	05/10/2016	86407	21.00	
281-92-4376-2575	U.S. Bank	Amazon - Childrens Supplies	05/18/2016	86457	15.99	
281-92-4376-2575	U.S. Bank	Amazon - Childrens Supplies	05/18/2016	86457	14.99	
281-92-4370-2575	U.S. Bank	Amazon- JDVD	05/18/2016	86457	13.94	
281-92-4370-2575	Ingram Library Services	Childrens Book	05/25/2016	0	12.59	
281-92-4370-2575	U.S. Bank	Amazon- JDVD	05/18/2016	86457	10.89	
281-92-4370-2575	Baker & Taylor	Childrens Book	05/25/2016	86477	10.74	
					<u>6,098.78</u>	<u>2,301.25</u>
<b>Processing Accounts:</b>						
101-93-4376-0000	Vernon Library Supplies Inc	Processing Supplies	05/25/2016	0	587.41	
101-93-4150-0000	Heritage Archive Inc	San MarinoTribune Mircofilming Proect 50% of Payment	05/25/2016	86519	302.75	
101-93-4150-0000	OCLC Inc	Cataloging /Interlibrary Loan Service	05/25/2016	86520	167.06	
					<u>1,057.22</u>	<u>2,961.15</u>
<b>Old Mill Accounts:</b>						
238-95-4600-5510	Eagle Restorations Group Inc	Restoration of El Molino Viejo ( Old Mill)	05/10/2016	0	52,500.00	37,400.00
					<u>1,148,465.50</u>	<u>1,152,632.69</u>

# City of San Marino AGENDA REPORT



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

TO: MAYOR AND CITY COUNCIL  
FROM: JOHN T. SCHAEFER, CITY MANAGER  
BY: VERONICA RUIZ, CITY CLERK  
DATE: JUNE 8, 2016  
SUBJECT: **APPROVAL OF MINUTES**

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## **BACKGROUND**

Attached for Council consideration are the following City Council Minutes:

- Adjourned Regular Meeting of April 29, 2016
- Adjourned Regular Meeting of May 2, 2016
- Joint Meeting with the Library Board of Trustees of May 11, 2016
- Regular Meeting of May 11, 2016

## **FISCAL IMPACT**

No fiscal impact.

## **RECOMMENDATION**

Staff recommends the City Council approve the Minutes as presented. If Council concurs, the appropriate action would be:

“A motion to approve the City Council Minutes of the Adjourned Regular Meetings of April 29, 2016 and May 2, 2016, the Joint Meeting with the Library Board of Trustees of May 11, 2016, and the Regular Meeting of May 11, 2016.”

Attachments: Minutes of April 29, 2016 Adjourned Regular Meeting  
Minutes of May 2, 2016 Adjourned Regular Meeting  
Minutes of May 11, 2016 Joint Meeting with the Library Board of Trustees  
Minutes of May 11, 2016 Regular Meeting

**MINUTES  
ADJOURNED REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
APRIL 29, 2016 – 8:00 A.M**

**CALL TO ORDER** Mayor Allan Yung called the meeting to order at 8:03 a.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**       **PRESENT:** Councilman Huang, Councilman Talt, Councilman Ward, and Mayor Yung

**ABSENT:** Vice Mayor Sun (*excused - jury duty*)

**PUBLIC COMMENTS**

There were no public comments at this time.

**MOTION TO WAIVE FURTHER READINGS**

Councilman Steven Huang moved to waive the reading of the entire text of ordinances and resolutions; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: **AYES:** Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, and Mayor Allan Yung. **NOES:** None. **ABSENT:** Vice Mayor Richard Sun.

**STUDY SESSION**

**1.   DISCUSSION   REGARDING   REGISTRATION   OF   VACANT  
RESIDENTIAL PROPERTIES**

Interim Recreation Director Cindy Collins presented the staff report.

The following person(s) spoke:

Susan Jakubowski, San Marino  
David Lipps, San Marino  
Gene Chong, San Marino  
Mary Adel, San Marino

Councilman Richard Ward moved to direct staff to proceed with a code amendment for a Vacant Property Registration Ordinance; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: **AYES:** Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, and Mayor Allan Yung. **NOES:** None. **ABSENT:** Vice Mayor Richard Sun.

**CONSENT CALENDAR**

Councilman Steven Huang moved to adopt the Consent Calendar consisting of Items 2, 3, 4, 5, 6, and 7; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, and Mayor Allan Yung. NOES: None. ABSENT: Vice Mayor Richard Sun.

2. **BUDGET APPROPRIATION FOR THE 2<sup>ND</sup> CALRECYCLE RUBBERIZED PAVEMENT GRANT**  
Appropriation of the 2<sup>nd</sup> CalRecycle Grant for the Rubberized Pavement Program in the amount of \$105,000 to account # 226-48-3202-7155.
3. **MARCH 2016 TREASURER'S REPORT**  
Accept and file the Treasurer's Report for the period ending March 31, 2016.
4. **REVISED DISBURSEMENTS REPORTS FOR THE MONTH OF MARCH, 2016**  
Ratify and file the Disbursements Report for the period ending March 31, 2016.
5. **ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE STREET RESURFACING AND RECONSTRUCTION AT VARIOUS LOCATIONS (PROJECT NO. N-15-01)**  
Accept the Street Resurfacing Project (Project No. N-15-01) as complete and authorize the City Clerk to file the Notice of Completion.
6. **ADJUSTMENT OF COMPENSATION AND EXTENSION OF CITY MANAGER AGREEMENT**  
Renew the employment agreement with the City Manager through June 30, 2017, not to increase his base salary and to increase his annual deferred compensation by \$5,000 per year.
7. **AWARD OF BID – CARPET REPLACEMENT AT STONEMAN**  
Authorize the City Manager to execute an award of bid to Hampton Floor Covering for carpet replacement at Stoneman in an amount not to exceed of \$48,316.00.

**NEW BUSINESS**

8. **SOUTHERN CALIFORNIA EDISON OVERDUE STREETLIGHT PAYMENT**

Assistant City Manager Lucy Garcia presented the staff report.

Councilman Steven Huang moved to 1) appropriate \$285,163 from the General Fund to account 101-48-4500-1980; and 2) authorize the City Manager to issue payment to Southern California Edison in the amount of \$285,163 for streetlight back charges from November 2012 through June 2015; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, and Mayor Allan Yung. NOES: None. ABSENT: Vice Mayor Richard Sun.

### **CONTINUED BUSINESS**

#### **9. REQUEST FOR APPROVAL OF FUNDING AGREEMENT WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR INTERSECTION IMPROVEMENTS ON HUNTINGTON DRIVE AT SAN MARINO AND SAN GABRIEL**

Contract Public Works Director Chris Vogt presented the staff report.

The following person(s) spoke:

Susan Jakubowski, San Marino  
Dale Pederson, San Marino  
Michelle Lumley, San Marino

Councilman Richard Ward moved to 1) approve the Funding Agreement submitted by the LACMTA with the condition that the City will first conduct a traffic study to determine the impacts of this project and return to Council with the study results within 3 months, and if the Council is not satisfied with the results they can terminate the agreement; and 2) authorize the City Manager to sign the agreement on behalf of the City Council contingent on approval of the wording by the City Attorney; and 3) approve the increase in the City match from the \$450,000 budgeted to \$505,850; seconded by Mayor Allan Yung. Following a roll call, the motion carried 3-0-1 by the following vote: AYES: Councilman Steve Talt, Councilman Richard Ward, and Mayor Allan Yung. NOES: None. ABSTAIN: Councilman Steven Huang. ABSENT: Vice Mayor Richard Sun.

#### **10. REVIEW OF MAKING SAN MARINO BETTER LIST**

Interim Recreation Director Cindy Collins provided an update on the development of a plan for Stoneman and the San Marino Center.

The following person(s) spoke:

Gene Ruckh, San Marino  
Davis Lipps, San Marino

It was the consensus of the Council to schedule a meeting on July 13, 2016 at 5:00 p.m. to discuss the development of a plan for Stoneman and the San Marino Center.

Councilman Steve Talt requested adding an item to the “Making San Marino Better List” that staff and the City Attorney find out if the City can require that designs submitted to the Planning Commission and/or Design Review Committee shall only be submitted by licensed engineers and architects.

The following person(s) spoke:  
Susan Jakubowski, San Marino  
Gene Ruckh, San Marino

It was the consensus of the Council to add the item to the “Making San Marino Better List”.

### **PUBLIC COMMENTS**

The following person(s) spoke:  
Gene Ruckh, San Marino, commented on hiring civilian personnel in public safety, CalPers, and salaries related to the closed session items (*submitted documents*).

### **CLOSED SESSION**

The City Council recessed to Closed Session at 10:10 a.m. to:

**11. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer  
Employee Organization: San Marino Fire Fighters’ Association

**12. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer  
Employee Organization: San Marino Police Officers’ Association

**13. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer  
Employee Organization: San Marino City Employees’ Association  
representing General Employees

**RECONVENE TO OPEN SESSION**

Council reconvened to open session at 11:17 a.m.

**CLOSED SESSION REPORT**

Regarding Items 11, 12, and 13, the Council provided direction to the agency negotiator and there was no reportable action.

**ADJOURNMENT**

The San Marino City Council adjourned at 11:18 a.m.

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VERONICA RUIZ, CMC  
CITY CLERK

DRAFT

**MINUTES  
ADJOURNED REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
MAY 2, 2016 – 6:00 P.M**

**CALL TO ORDER** Mayor Allan Yung called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**       **PRESENT:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

Councilman Steven Huang arrived at 6:20 p.m.

**PUBLIC COMMENTS**

There were no public comments at this time.

**STUDY SESSION**

**1.     FISCAL YEAR 2016-17 BUDGET REVIEW**

City staff presented the attached proposed budget requests for the 2016-17 fiscal year for the following departments: Administration, Planning and Building, Parks & Public Works, Recreation, Library, and Fire.

The following person(s) spoke:  
Susan Jakubowski, San Marino  
Hal Harrigian, San Marino  
Dale Pederson, San Marino  
Gene Ruckh, San Marino

Councilman Talt left the meeting at 7:39 p.m., and returned at 7:41 p.m.

Mayor Yung called for a recess at 7:53 p.m.

Mayor Yung reconvened the meeting at 8:00 p.m.

Councilman Talt left the meeting at 9:17 p.m., and returned at 9:20 p.m.

No action was taken at this time.

**PUBLIC COMMENTS**

There were no public comments at this time.

**ADJOURNMENT**

The San Marino City Council adjourned at 10:35 p.m.

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VERONICA RUIZ, CMC  
CITY CLERK

DRAFT

## Background

- 12/9/15 Creation of Ad Hoc Committee
  - Bifurcation of Budget and Management Audit
- 1/20/16 Budget Kickoff Town Hall Meeting
  - **REVIEW OF PROPOSED CRITERIA FOR BUDGET COMPARISONS**
  - **DISCUSSION OF BUDGET DOCUMENT**
  - **GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CRITERIA**
  - **REPORT ON – STATUS OF AD HOC COMMITTEE**
  - **REVIEW OF BUDGET POLICY**
- 2/10/16 Presentation of proposed fees
- 2/26/16 Presentation to Council of 16/17 Personnel Costs - unchanged
- 3/25/16 Presentation to Council/Community of Proposed Core Budget
- 4/13/16 PD Budget

## Tonight and Next

- 5/2/16
  - Administration
  - Planning and Building
  - Public Works
  - Recreation
  - Library
  - Fire
- 5/11/16
  - City Council, SMTV, Old Mill
  - Recap
  - Questions
- 5/27/16 – Council Meeting
- 6/8/16 – Council Meeting
- 6/24/16 – Last meeting to adopt 16/17 budget

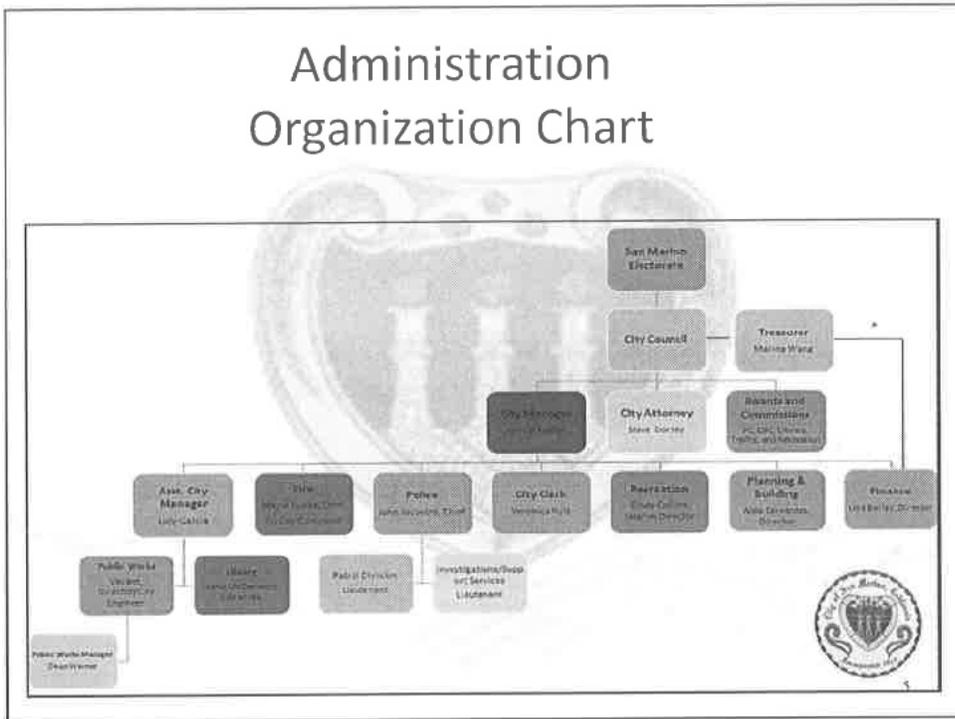


2016-2017  
Administration  
Budget  
Presentation

## City of San Marino Mission Statement

- *The City of San Marino preserves and enhances its unique residential character and provides high quality, fiscally responsible services to the community.*
- Three Year Goals Est. 2012:
  - I. Increase Fiscal Sustainability
  - II. Enhance Public Facilities
  - III. Expand/ Retain Business
  - IV. Upgrade and Enhance Infrastructure
  - V. Attract, Develop, Retain Quality Employees

## Administration Organization Chart



## City Manager Duties (per SMMC)

- SMMC 02.03.04: The City Manager shall be the administrative head of the City government under the direction of the Council, except as otherwise provided in this Chapter. He/she shall be responsible for the efficient administration of all the affairs of the City which are under his/her control, including the responsibility for actions performed under delegated authority. In addition to the general powers as administrative head, and not as a limitation thereon, it shall be the City Manager's duty and he/she shall have the power for:

Enforcement of Laws, Appointment and Removal of Employees, Control of Employees, Control Over Departments, Attendance at Council Meetings, Attendance at Commission and Board Meetings, Recommend Ordinances and Resolutions, Advise as to Finances, Preparation of Budget, Preparation of Salary Plan, Preparation of Personnel Policies and Standards, Approval of Purchases, Investigation of City Affairs, Approval of Bonds, Investigation of Complaints, Supervision of Public Property, Signatory to Contracts and Agreements, Represent the City, Leadership in Civic Movements, Devotion of Time to Duties and Performance of Delegated Duties.

- Other duties as assigned.

## City Manager

- Centennial Field at Stoneman
- Boy Scout House land swap
- Huntington Library EIR
- Investment of \$9 million of City's \$18 million reserves
- Creation of Equipment Replacement Fund
- Red Car mural
- Centennial fountain
- City Hall remodel
- Pension Reform (2% @ 55, employee paid contribution, 3 year average)
- Regionalized Fire Command
- Stand Alone Old Mill Foundation
- SRTS Infrastructure (Huntington and Kenilworth, Ridgeway and Chelsea)
- 2013 MTA Call for Projects \$1.3 mill for Huntington and San Marino
- Old Mill Center Median Clean Up
- Stoneman Monument Sign
- Reopened library on Fridays
- Street Light Conversion
- Street and Sidewalk Repairs
- First San Marino certified Housing Element
- Lacy Park Playground Equipment
- New web site
- Automated bidding process through Planet Bid
- Strong, Healthy Management Team
  - P & B Director
  - Police Chief
  - Fire Chief
  - PW Director ?
- Circle Drive Bridge
- Lacy Park Loop

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## Assistant City Manager Human Resources Division

- Effective Recruitment & Selection Techniques
  - Advertising
  - Testing, Interviews, Backgrounds, Physicals
  - On Board (Orientation and Training)
- Benefits
  - Enrollment, Renewals, Changes (Cal PERS)
- Labor & Employee Relations
  - Performance Evaluations
  - Discipline
  - Termination
- Compensation Fundamentals
  - Employee Contracts
- Health, Wellness, & Disability Management
  - Workers Compensation Administration
  - Accommodation
  - Risk Prevention
- HR Development
  - Policy
  - Rules and Regulations
  - Labor Laws
  - Staff Communications and Training

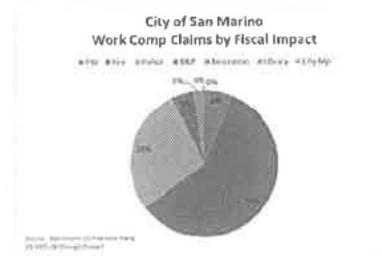
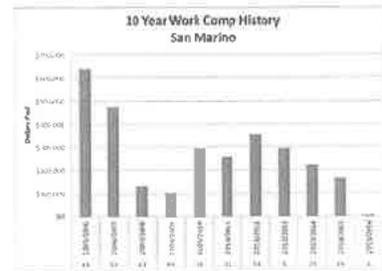
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## Assistant City Manager Human Resources Division

- Risk Management (insurances, claims administration and loss prevention)
- Human Resources (hiring, training, worker's compensation, personnel policies and procedures, benefits administration, evaluation and discipline matters, etc.)
  - \$17,000,000 of personnel costs for over 130 FTE's
- \$2,329,000 Recreation budget
- \$1,592,000 Library budget
- Obligation to the Recreation Commission and the Library Board of Trustees and two key library support groups, not to mention planning for a myriad of needs for the community.

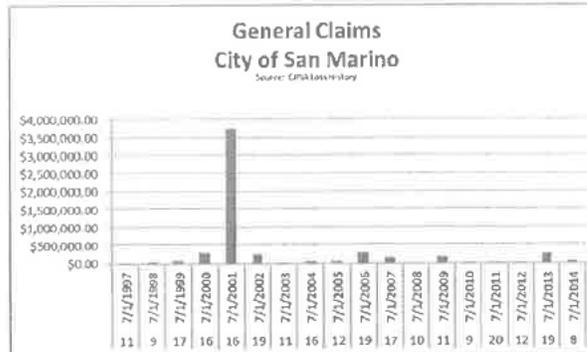
## Workers Compensation

Year	Nt. of Claims	Amount
2005/2006	10	\$642,042.29
2006/2007	11	\$472,822.68
2007/2008	13	\$130,914.75
2008/2009	14	\$105,949.22
2009/2010	14	\$298,031.63
2010/2011	15	\$256,914.18
2011/2012	14	\$357,384.63
2012/2013	9	\$294,815.43
2013/2014	27	\$223,302.02
2014/2015	16	\$164,389.48
2015/2016	5	\$4,520.54
	144	\$2,951,085.84



## General Claims

Year	Claim Count	Total Incurred
7/1/1997	11	\$10,417.18
7/1/1998	9	\$40,463.86
7/1/1999	17	\$65,907.99
7/1/2000	16	\$294,240.20
7/1/2001	16	\$3,738,811.87
7/1/2002	19	\$249,695.76
7/1/2003	11	\$8,027.15
7/1/2004	16	\$55,603.64
7/1/2005	12	\$58,697.22
7/1/2006	19	\$286,563.83
7/1/2007	17	\$144,352.66
7/1/2008	10	\$19,940.61
7/1/2009	11	\$186,706.82
7/1/2010	9	\$4,330.00
7/1/2011	20	\$25,860.93
7/1/2012	12	\$27,440.83
7/1/2013	19	\$270,235.97
7/1/2014	8	\$53,403.89
	252	\$5,540,700.41



- The City contracts with the California Joint Powers Insurance Authority for General Claims Administration. As a participant in the CJPPIA's insurance pool, the City pays an annual premium (\$380,000 next FY) for general liability coverage alone.
- San Marino's most significant losses are civil (Police) and Public Works- related.
- Trip and falls (\$643,000) and tree limb failures (\$86,000) are common in this 18-year history, however, in the last five years, there has been only one trip and fall claim paid at \$10,000 and five tree limb failure claims paid at \$14,500 total.
- Sewer back ups (\$501,000) are also common. The most significant sewer claim occurred recently in 2014 for \$244,000.

## City Clerk

- Maintains custody of official records;
- Council agenda preparation and follow-up;
- Maintains a current Municipal Code;
- Maintains custody of City seal;
- Administers and files oaths of office;
- Administers general and special elections; receives petitions relating to an initiative, referendum or recall;
- Accepts service of subpoenas and summons;
- Receives and opens public construction bids;
- Submits notices of public hearings and ordinances to newspaper for publication;
- Serves as filing official or filing officer for the Fair Political Practices Commission regulations (campaign disclosure forms and statements of economic interest);
- Posts list annually as required under Maddy Appointive List Act (upcoming vacancies on boards and commissions); advertises public vacancies, receives applications and agendizes for City Council action; maintains current list of City Councilmembers representing San Marino on regional boards and commissions;
- Receives and processes claims against the City

## Finance Division

**Major Reports Produced:**

- Budget
- Mid-Year Review & 5 Year Projection
- Financial Statements
- Street Report
- State Controller's Report
- PSAF Maintenance of Effort Report
- Asset Forfeiture Report
- MTA Reports – Prop. A, Prop. C, Measure R, TDA
- AQMD Report
- Bond Reports
- 1099s
- Insurance Payroll Census
- W-2s & W-3
- Property Tax Report
- SB 1186 Annual Report

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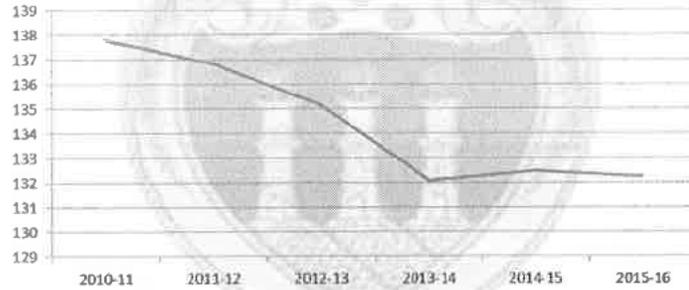
## Finance Division

Performance Measures	
Annual Expenditures in Millions	\$ 27
Largest Investment Portfolio Size in Millions	\$ 20
Annual No. of Accounts Payable Disbursements (Check and EFT)	3,250
Annual No. of Payroll Checks/EFTs	5,192
Annual No. of Cash Receipts	8,550
Annual No. of GL Journal Entries	419

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# City of San Marino

## Full Time Equivalent Personnel



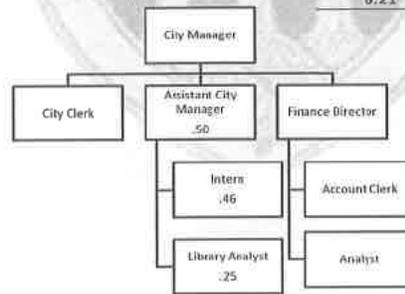
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Full Time	101	98	98	99	98	101
Part Time	36.7	38.83	37.15	33.09	34.47	31.25
FTEs	137.7	136.83	135.15	132.07	132.47	132.25

## Administration Overview

	2014-15	2015-16	% 2015-16	2016-17	Budget
	Actual	Budget	Estimated	Requested	Change
<b>Sources by Type:</b>					
Non-Department Generated:					
Unrestricted Funds	2,146,322	2,381,999	2,354,983	2,311,661	-3.0%
<b>Total Sources</b>	<b>2,146,322</b>	<b>2,381,999</b>	<b>2,354,983</b>	<b>2,311,661</b>	
<b>Uses by Type:</b>					
Personnel	1,043,498	1,143,689	1,074,633	1,264,921	10.6%
Services & Supplies	1,102,823	1,237,507	1,279,350	1,045,940	-15.5%
Capital Outlay	-	-	-	-	-
Debt Service	-	800	800	800	0.0%
<b>Total Expenditures</b>	<b>2,146,322</b>	<b>2,381,999</b>	<b>2,354,983</b>	<b>2,311,661</b>	
Cost Recovery	0%	0%	0%	0%	

## Staffing History

Full-Time Positions Part-Time Positions	2015-16 Budget	2016-17 Proposed
City Manager	1.00	1.00
Assistant City Manager	.50	1.00
Finance Director	1.00	1.00
City Clerk	1.00	1.00
Administrative Analyst	1.25	1.25
Account Clerk	1.00	1.00
Intern	.46	.46
<b>Sub-Total</b>	<b>6.21</b>	<b>6.71</b>



## Administration Budget Notable Changes

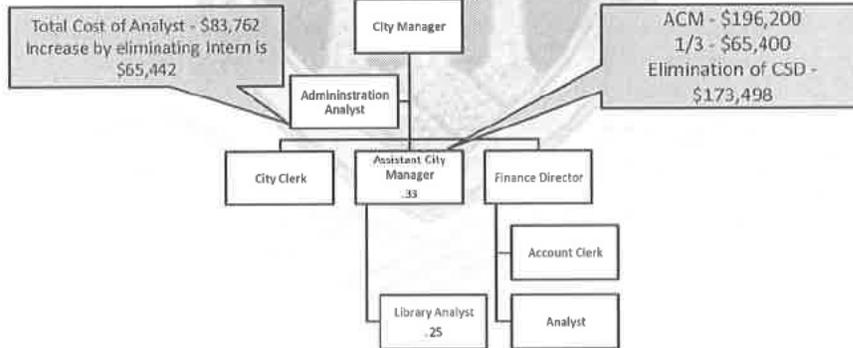
Personnel	1,043,498	1,143,689	1,074,833	1,264,921
Services & Supplies	1,102,823	1,237,507	1,270,350	1,045,940
Capital Outlay	-	-	-	-
Debt Service	-	800	800	800
<b>Total Expenditures</b>	<b>2,146,322</b>	<b>2,381,996</b>	<b>2,354,983</b>	<b>2,311,661</b>

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- Assistant City Manager from .50 to 1.00
- \$20,000 increase in PERS
- Half year increase in ACM Cafeteria Benefits
- Change in IT Allocation
- HdL Sales Tax moved to Planning and Building
- No \$44K for Records Management
- \$30K for advertising
- No \$48K for election
- \$22,000 Equipment Allocation not yet included

## Proposed Personnel Changes

Full-Time Positions Part-Time Positions	2015-16 Budget	2016-17 Original Proposed	2016-2017 New Proposal
City Manager	1.00	1.00	1.00
Assistant City Manager	.50	1.00	.33
Finance Director	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Administrative Analyst	1.25	1.25	2.25
Account Clerk	1.00	1.00	1.00
Intern	.46	.46	0
<b>Sub-Total</b>	<b>6.21</b>	<b>6.71</b>	<b>6.58</b>



## Additional Proposed Changes

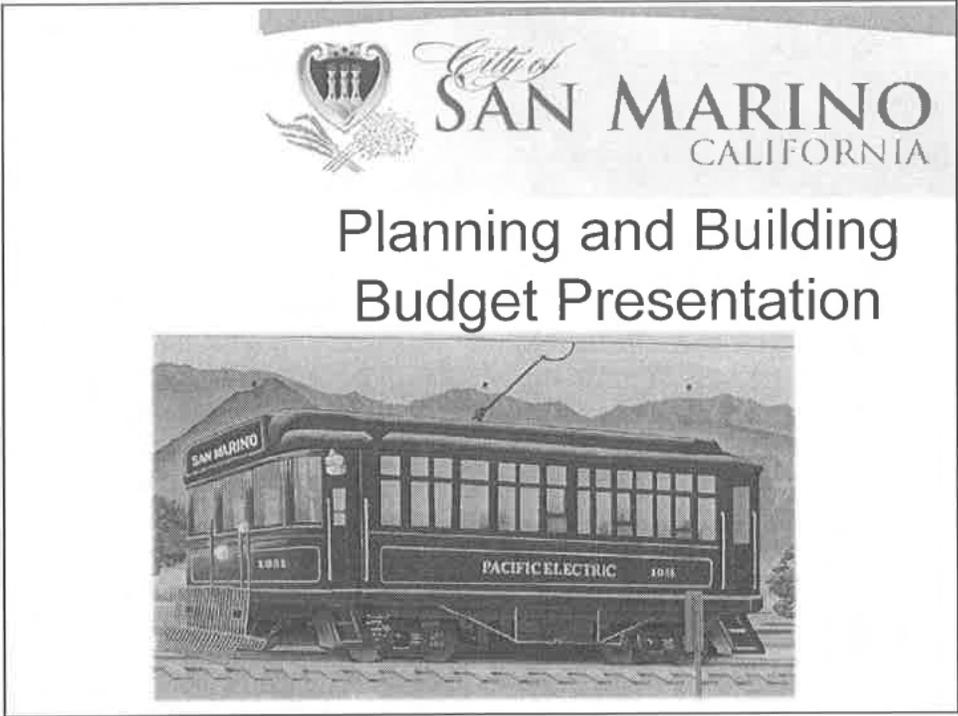
- Upgrade Admin Intern to Analyst  
- **\$65,442**
- Council Chamber Video Streaming Equipment and Service  
- **\$19,850**
- Disability Upgrades to Council Chambers  
- **\$5,000**
- Upgrade/Replace telephone system  
- **\$84,698**

## Administration Key Performance Measurement

Department	Performance Measure	Unit of Measure	Goal
City Manager	Improved Communication	Timeliness of information to Council and Community	To provide Council and Community important (not emergency) information within 48 hours of when it becomes available
Human Resources	Vacant Positions	% of vacant positions	Maintain percentage of full time positions (99) at 90% or higher
Finance	Audit Findings	Number of findings reported by Auditors in annual Financial Audit	To have no findings reported in the annual audit
City Clerk / Department Heads	Posting of Public Information	Timely posting of public meetings	To post all meeting recordings within 2 business days of the meetings and all minutes within 2 days of when approved

## Finance Comparable Cities

2014-15 Fiscal Year Data	San Marino	Rosemead	San Dimas	San Fernando
Annual Expenditures in Millions (Excluding Water Utility)	27	28	27	28
Largest Investment Portfolio Size in Millions	20	16	13	10
Annual No. of Accounts Payable Disbursements (Check and EFT)	3,250	4,052	3,600	6,850
Annual No. of Payroll Checks/EFTs	5,192	3,200	3,146	3,900
Annual No. of Cash Receipts	8,550	2,616	8,000	22,875
Annual No. of GL Journal Entries	419	600	300	322
# of Finance Staff Processing Above Tasks	2.5	4.5	4.0	5.0



### Planning & Building Department Overview

	2014-15	2015-16	2015-16	2016-17	Budget
	Actual	Budget	Estimated	Requested	Change
<b>Budget Summary</b>					
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
Unrestricted Funds	(87,756)	37,199	91,475	172,816	364.6%
Intergovernmental	5,000	5,000	5,000	5,000	0.0%
	(82,756)	42,199	96,475	177,816	321.4%
<b>Department Generated:</b>					
Licenses & Permits	556,061	455,000	510,630	533,000	17.1%
Charges for Services	480,164	617,500	412,000	416,000	-32.6%
Fines & Forfeitures	44,800	15,000	45,000	45,000	200.0%
Miscellaneous Revenues	283	400	500	500	25.0%
	1,081,325	1,088,000	968,130	994,500	-8.6%
<b>Total Sources</b>	<b>998,573</b>	<b>1,130,199</b>	<b>1,064,605</b>	<b>1,172,316</b>	<b>3.7%</b>

## Planning & Building Department Overview

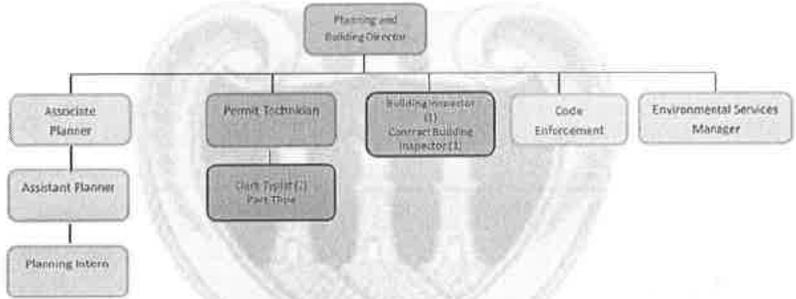
Uses by Type:

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested	Budget Change
Personnel	625,005	783,328	785,282	617,650	4.4%
Services & Supplies	373,566	346,871	279,323	354,666	2.2%
Capital Outlay	-	-	-	-	0.0%
<b>Total Uses</b>	<b>998,573</b>	<b>1,130,199</b>	<b>1,064,605</b>	<b>1,172,316</b>	<b>3.7%</b>
<b>Cost Recovery</b>	<b>108%</b>	<b>96%</b>	<b>91%</b>	<b>85%</b>	

## Significant Changes

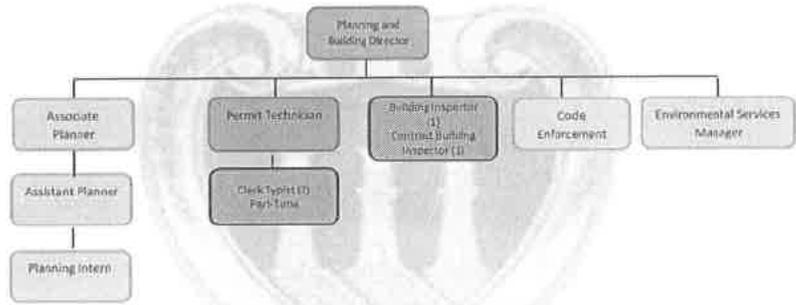
- Upgrade to the Business License software program - \$15,000. New program includes on-line renewal, electronic notification for renewal notices and mobile capabilities for on-site field verification of license.
- CalPERS increased by \$10,000 for FY16-17.
- Add the Geographic Information System (GIS) software annual contract renewal to Planning and Building (\$13,000).
- General Plan, Circulation Element Update (1995) \$30,000. The cost for the update will be 100% recovered and paid for through the funds collected under General Plan Maintenance.

# Organizational Chart FY 15/16



In 2015, the Planning and Building Department absorbed the clerk typist position and the Code Enforcement Officer in to the Department.

# Organizational Chart FY 16/17



## Staffing History

Full-Time Positions	2015-16	2016-17	Part-Time Positions (FTE)	2015-16	2016-17
	Budget	Proposed		Budget	Proposed
Planning and Building Director	1.00	1.00	Clerk Typist II (2)	0.92	0.92
Associate Planner	0.75	0.75	Planning Intern	0.50	0.50
Assistant Planner	1.00	1.00	<b>Sub-Total</b>	<b>1.42</b>	<b>1.42</b>
Permit Technician	1.00	1.00			
Building Inspector	1.00	1.00			
Env. Services Manager	1.00	1.00	<b>Total Staffing</b>	<b>2015-16</b>	<b>2016-17</b>
Code Compliance Officer	1.00	1.00	Total Staffing	<b>Budget</b>	<b>Proposed</b>
<b>Sub-Total</b>	<b>6.75</b>	<b>6.75</b>		<b>8.17</b>	<b>8.17</b>

## Performance Measures - Programs

**Program**

To provide minimum standards to safeguard life and limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction and certain equipment specifically regulated herein.

**Program Objectives**

To return first time comments on minor commercial and residential plans check within 10-14 working days from the date of submittal; to return corrected plans to customer within 10-14 working days from date of submittal.

To make 95 % of building inspections within 24 hours of request.

To maintain inspection service levels less than or equal to 12 inspections per inspector per day

To have all plan checks, including city facilities certified for code compliance

Minimum of 32 hours continuing education for the building inspector

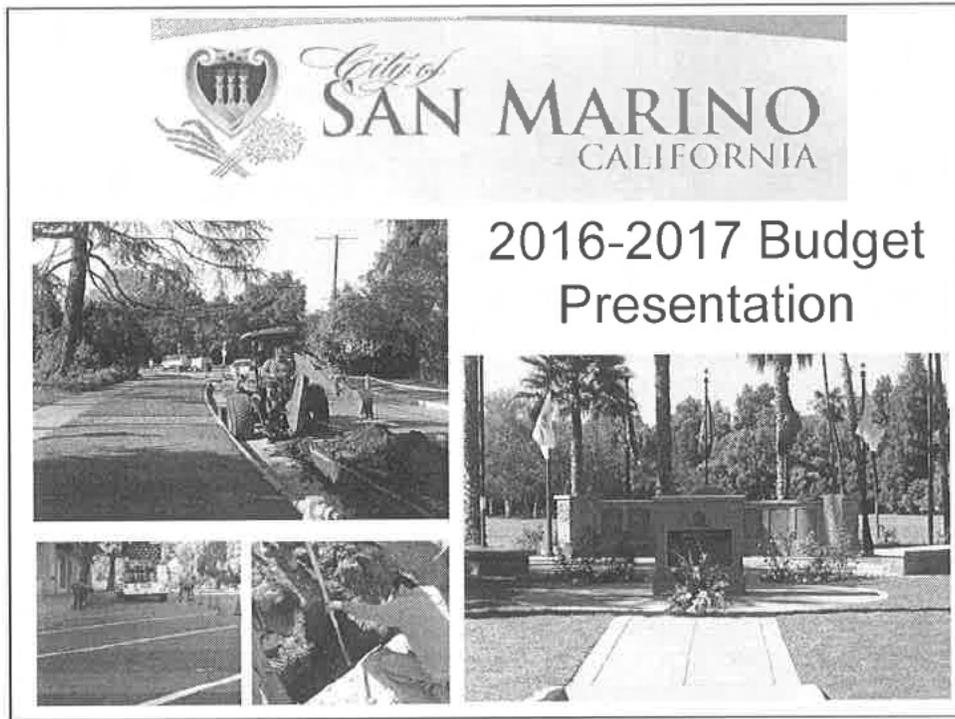
## Performance Indicators from Prior Years

Performance Measures	2013-14 Actual	2014-15 Target	2014-15 Dept. Est.	2015-16 Budget July to March
<b>Work Volume:</b>				
Business license issued (including renewals)	1510	2000	2197	2500
total building permits issued		243	860	880
SD permits issued	7	18	15	15
visitation requests	2620	2850	2656	3251
Administrative plan check and approvals		958	800	716
total plan checks		150	130	366
Average inspections per day	12	12	12	12
Average Days from submittal to permit issuance: 129 days for new residential and 21 days for minor alterations. Average days to first comments is 26 day for new residential projects and 3 days for minor projects.				
City Council Meetings	24	24	24	20
Planning Commission Meetings	11	11	11	11
Design Review Meetings	24	24	24	20
Planning Commission applications	N/A	30	30	30
Design Review Committee applications	N/A	100	95	100

## Comparable Cities

Department's Comparable City Criteria

City	City Size		Housing		Departments				No. of Staff	Budget
	Population	Sq. Miles	No. of Units	HH Income	Business Lic.	Planning	Building	Code Enforcement		
San Marino	13,423	3.77	4,415	\$131,758	✓	✓	✓	✓	11.17	\$1,128,499
Sausalito	7,135	1.77	4,536	\$134,867	✓	✓	✓	✓	7	\$1,138,472
Sierra Madre	11,165	2.95	4,550	\$88,837	✓	✓	✓	✓	4.46 FTE	\$1,052,069



### Park & Public Works Department Overview

	2014-15	2015-16	2015-16	2016-17	Budget
	Actual	Budget	Estimated	Requested	Change
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
Unrestricted Funds	5,677,346	7,072,465	7,676,568	3,013,575	-62.2%
Intergovernmental	9,287	1,757,472	1,655,557	-	-100.0%
	5,686,632	8,829,937	9,332,125	3,013,575	-69.0%
<b>Department Generated:</b>					
Licenses & Permits	0,729	62,000	80,000	80,000	29.0%
Rents & Concessions	69,892	55,000	30,000	55,000	0.0%
Intergovernmental	1,563,301	1,344,118	1,334,903	-	-
Miscellaneous Revenues	20,715	21,500	20,250	20,250	-1.2%
	1,734,637	1,481,618	1,485,153	155,250	-89.5%
<b>Total Sources</b>	<b>7,421,269</b>	<b>11,211,555</b>	<b>10,817,278</b>	<b>3,168,825</b>	<b>-71.7%</b>
<b>Uses by Type:</b>					
Personnel	1,444,759	1,681,323	1,506,071	1,708,837	1.6%
Services & Supplies	1,450,229	1,754,571	1,820,593	1,459,968	-16.8%
Capital Outlay	4,526,281	7,775,661	7,490,614	-	-100.0%
<b>Total Uses</b>	<b>7,421,269</b>	<b>11,211,555</b>	<b>10,817,278</b>	<b>3,168,825</b>	<b>-71.7%</b>
Cost Recovery	23.4%	13.2%	13.7%	-	-

## Parks and Public Works REVENUE FUNDS SUMMARY

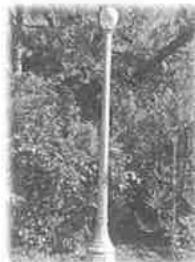
Category	Description	FY 2015-2016	FY 2016-2017
Restricted	Gas Tax Fund	\$39,118	\$524,654
Restricted	CDBG	\$175,000	-
Restricted	Prop. A Transit Fund	\$75,000	-
Restricted	STPL	-	\$16,367
Restricted	TDA Fund	-	\$3,314
Restricted	Prop. C Transit Fund	\$1,045,000	\$73,511
Restricted	Used Oil Grant	\$6,354	-
Restricted	Safe Routes to School	\$7,000	-
Restricted	LA County Measure R Fund	\$260,000	\$24,503
Restricted	Prop. 1B	-	-
Grant*	CA Recycling Grant	\$210,000	\$105,000
Grant	SCAG Grant Fund	\$150,000	Carryover (grant is for 2 years)
Donation**	Various	\$2,800	-
Revenue	Street & Curb Permit Fees	\$62,000	\$80,000
Revenue	Damage to City Properties	\$20,000	\$20,000
Revenue	Rental Fees (Portable Stage)	\$5,000	\$5,000
Revenue	Rents & Concessions - Park	\$50,000	\$50,000
Revenue	Sale of Street Signs	\$500	\$250
	<b>TOTAL</b>	<b>\$2,107,772</b>	<b>\$902,599</b>

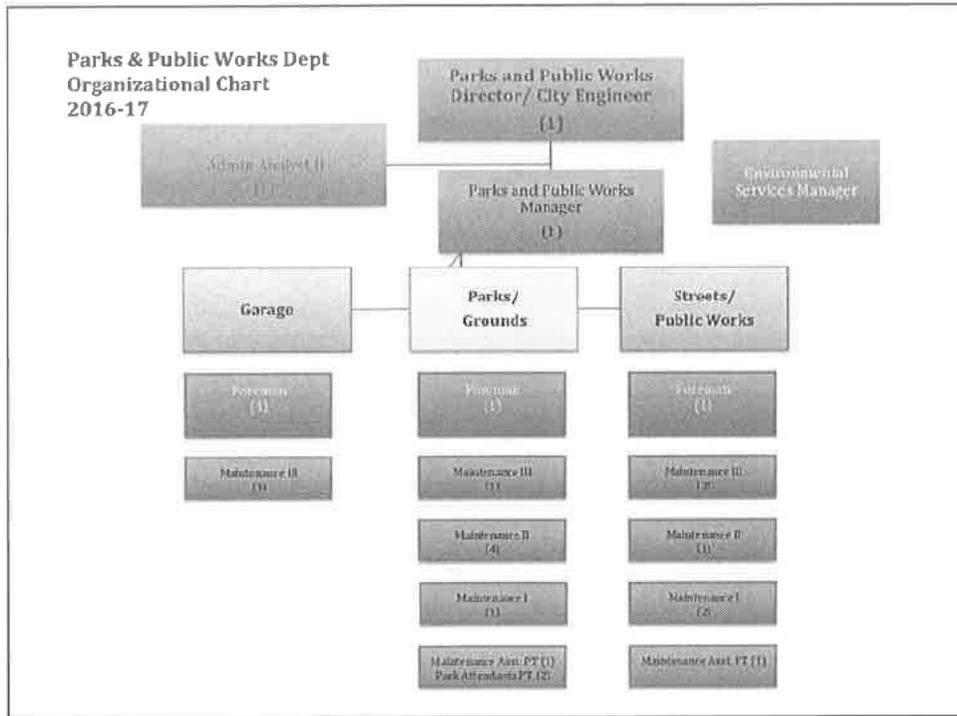
\* Grant - Two funding approvals; however, the revenues are on a reimbursement basis.  
 \*\* Donations - Patrick's Tree (\$113,000) and Rose Arbor (\$117,940).

### Parks and Public Works Department Division Summaries Operating Only\*

Program Area	Expenditures FY 15-16	Expenditures FY 16-17	Difference	Increase/ Decrease %	Notables
ADPW Administration	\$ 545,634	\$ 428,588	\$ -117,046	-21%	Director Vacation Engineering Contract Svc
Garage	\$ 195,035	\$ 215,240	\$ 20,205	10%	FT Underbudgeted in FY 15-16 (\$21K)
Sewer	\$ 462,224	\$ 375,650	\$ -86,574	-19%	Debris/ Mission Clearing \$55,000, NPDES
Street	\$ 371,493	\$ 211,597	\$ -159,896	-43%	LED Signs (\$22K)
Park	\$ 524,664	\$ 479,118	\$ -45,546	-9%	Waterless \$20K
Grounds	\$ 612,659	\$ 745,622	\$ 132,963	22%	Waterless \$20K, Median Maintenance Less \$40K
<b>Subtotal</b>	<b>\$ 3,435,893</b>	<b>\$ 3,168,825</b>	<b>\$ -267,068</b>	<b>-8%</b>	

\*FY 16-17 Operating Costs do not include equipment cost allocation pending CC approval of capital equipment. Department cost allocation in FY 15-16 was \$79,20





### Staffing History

POSITIONS	2014-2015 Budgeted	2015-2016 Budgeted	2016-2017 Proposed
Public Works Director/City Engineer	0.25	1.00	1.00
Assistant City Manager	0.25	-	-
Administrative Analyst	1.00	1.00	1.00
Public Works Division Manager	1.00	1.00	1.00
Foreman	2.25	3.00	3.00
Maintenance Worker III	4.00	4.00	4.00
Maintenance Worker II	5.50	5.00	5.00
Maintenance Worker I	2.50	3.00	3.00
Maintenance Assistant (Part-Time)	0.96	0.99	0.99
Park Attendants (Part-Time)	0.53	0.76	0.76
<b>Total FTEs</b>	<b>18.24</b>	<b>19.75</b>	<b>19.75</b>

## Significant Highlights

- Personnel Related
  - Parks and Public Works Director/City Engineer
  - Reclassification of Administrative Analyst II (\$3,131)
  - Labor Contracts (Pending)
  - PERS Unfunded Liability (\$95,845)
- Grants
  - CalRecycle (2<sup>nd</sup> Grant)
  - Southern California Association of Governments (SCAG)
- Capital Improvement Program
  - Pavement Management Plan
  - Streetlight Conversion
  - Equipment

## CAPITAL PROJECTS FY 2015- 2016

	Division	Description	Budget	Estimated	Notes
1	Administration	Pavement Management Program	\$51,755	\$51,755	Underway
2	Administration	P&PW Painting	\$6,250	\$6,250	Complete
3	Street	Winston, Stratford, Virginia Overlay	\$595,000	\$745,000	Bid Opening May 18/ Carryover (Grant)
4	Street	ADA Sidewalk	\$100,000	\$88,654	Complete
5	Street	Restriping Citywide	\$211,128	\$111,814*	Complete
6	Street	Rehab Various Streets (Slurry Seal Area No. 4; Windsor and Warwick Overlay; Loop Transfer)	\$741,244	\$658,081*	Complete
7	Street	Allen Overlay	\$421,221	\$294,187	Complete
8	Street	Sidewalk Repair	\$150,000	\$150,000	Rebid/ Carryover
9	Street	Street Light Conversion	\$1,166,743	\$1,166,743	Near Completion
10	Street	Slurry Seal Area No. 2	\$200,000	\$200,000	Bids Rejected/ Carry over
11	Street	Santa Anita Overlay	\$342,937	\$342,937	Complete
12	Street	El Molino Overlay	\$700,000	\$700,000	Bid Opening May 25/ Carryover
13	Street	Huntington Drive Overlay WB (Winston to Virginia)	\$810,000	\$810,000	In Design/ Carryover
14	Street	Huntington Drive Left Turn Lanes	\$1,445,285	\$1,445,285	In Design/ Carryover
15	Street	Bus Benches	\$75,000	\$75,000	Carryover
16	Parks and Grounds	Huntington Drive Irrigation Medians	\$99,942	\$55,590*	Complete
17	Parks and Grounds	Lacy Park Loop (Original Budget \$235,000) Offset \$5k by grant	\$318,163*	\$318,163*	Complete (Park, NPDES, TRF, Grant)
18	Parks and Grounds	Patrick's Tree	\$113,000	\$113,000	Near Completion
19	Parks and Grounds	Roanoke Parkway Improvements	\$6,500	\$6,500	May Completion
20	Parks and Grounds	Lacy Park Restrooms	\$169,617*	\$250,000	Bid Opening June 15 Carryover
21	Parks and Grounds	St. Albans Parking	\$50,000	\$50,000	In Design/ Carryover
22	Parks and Grounds	Lacy Park Office Improvements	\$6,250	\$6,250	Complete
23	Parks and Grounds	Rose Arbor	\$134,940*		Underway

## PROPOSED CAPITAL PROJECTS FY 2016- 2017

	Division	Description	Amount	Notes
1	Administration	Sewer Rate Study	\$45,000	
2	Garage	Gas Tank Upgrades (LA County Requirements)	\$25,000	
3	Street	Street Light Conversion	\$690,000	
4	Street	Multiple Streets (Per Pavement Management Program)	\$1,500,000	\$647,349 offset by restricted funds
5	Street	Annual Sidewalk Repair	\$150,000	
6	Street	Traffic Signal Cabinets	\$60,000	
7	Street	Traffic Signal Renovation at Los Robles/Mission	\$9,000	
8	Street	Boom Truck	\$167,000	\$140K offset by selling Parks Tree King Truck with an est. revenue of \$140,000
9	Street	Generator (shared cost with Fire Dept.)	\$56,000	
10	Street	GIS Street Maintenance	\$7,500	
11	Street	Signal Shield Replacement	\$40,000	
12	Park and Grounds	Rose Arbor (additional)	\$150,000	
13	Park and Grounds	F550 Dump Truck	\$67,000	
14	Park and Grounds	Gator Utility Truck (replaces electrical golf carts)	\$9,500	
15	Park and Grounds	Park Office Sewer Line Replacement	\$8,500	
16	Park and Grounds	Lawnmower	\$20,000	
17	Park and Grounds	Landscape New Restroom Area	\$5,000	
		<b>TOTAL</b>	<b>\$3,009,500</b>	

## Performance Measurements

### ADMINISTRATION

- CIP Projects Completed (12-15)
- Contracts Administered (20)
- Grants Administered (2-4)
- Work Orders (1300)
- Traffic Commission/ Landscape Committee (12)

### PUBLIC WORKS

- Dump Loads (20)
- Pot Holes (65)
- Graffiti Removal (10)
- Street Painting (25 Days)
- Sewer Pump Stations (155 Days)
- Sewer Maintenance (50-60 Days)
  - Call Outs/ Overflows; Cleaning; Repairs; Inspections by CCTV; Manhole Repairs
- Signs (60)
- Streetlights (280)
- Sidewalk Repairs (30)
- Inspections/ CIP and Residential (500)
- Street Permits

### PARKS/ GROUND

- Park Visitors (150,000)
- Park Reservations (125)
- City Events Supported (15)
- Trees: (3000)
  - Pruned/ Trimmed, Removed, and Planted
- Irrigation
- Landscape Maintenance (Major Maintenance)
  - Facility Landscape (9)
  - Grounds 25 acres of median strip
  - Park 35 acres including Rose Arbor
- Portable Stage Rentals
- Bus Shelter Maintenance
- Washes/ Basins

### FLEET

- New Vehicles Purchased
- Vehicles Maintained by Dept. (52)
- Equipment Maintained by Dept.
- Facilities Maintained by Dept.  
(Old Mill, City Hall, Stoneman, Library, SM Center, Thurnher, Police, Fire, Park Yard)

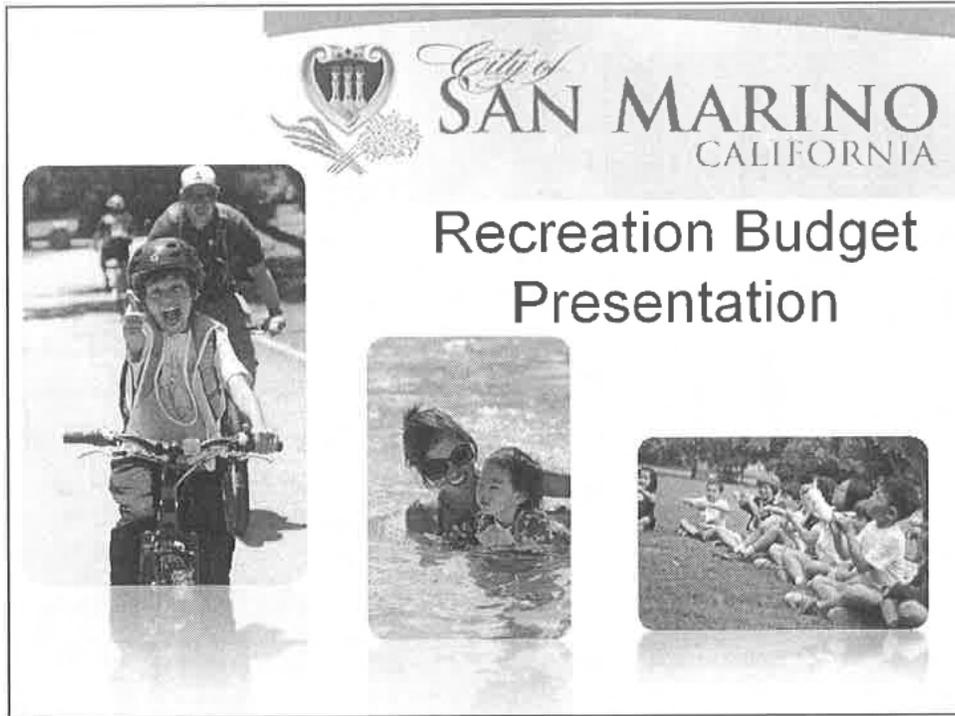
## Parks and Public Works Objectives

- Fill the Parks and Public Works Director/City Engineer Position
- Find ways to use City Engineer to reduce Contract Engineering costs and improve efficiencies
- Complete Lacy Park Rose Arbor Restoration
- Complete Lacy Park Restroom Renovation Project
- Implement Pavement Management Plan
- Continue sidewalk inspection and remediation strategy, including repairs at 5,000 sidewalk locations
- Obtain Council approval for an urban forest restoration plan

## Parks & Public Works Department COMPARISON DATA

County	City	Age	Residents	Sq. Mi.	PW Budget	Per Capita	Parks Maint.	Fleet	Water	In-House Engineering
Los Angeles	Palos Verdes Estates	1939	13,438	4.77	\$2.2M	\$164	Yes	No	No	Yes
Los Angeles	Rolling Hills Estates	1957	8,000	3.57	\$877K	\$109	No*	No	No	No
Los Angeles	San Gabriel	1913	39,700	4.14	\$5.8M	\$146	Yes	Yes	No	Yes
Los Angeles	San Marino	1913	13,147	3.77	\$3.4M	\$256	Yes	Yes	No	NO
Los Angeles	Sierra Madre	1907	10,900	2.95	\$6.14M	\$747	No*	Yes	Yes	No
Los Angeles	South El Monte	1958	20,100	2.85	\$2.7M	\$134	No*	No	No	Yes
Los Angeles	South Pasadena	1888	25,600	3.41	\$8.95M	\$350	Yes	No	Yes	Yes
Los Angeles	Temple City	1960	35,500	4.01	\$1.45M	\$41	No*	No	No	No

\*Parks Maint. Separate



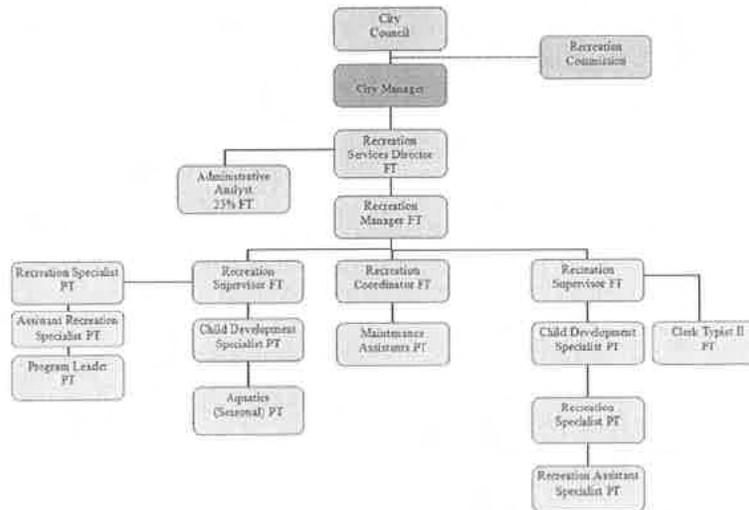
## Recreation Department Overview

	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Requested	Budget Change
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
Unrestricted Funds	580,995	680,771	646,734	321,045	-52.6%
Intergovernmental Funds	149,524	184,430	178,558	191,289	3.7%
	736,663	605,201	823,292	512,934	-40.7%
<b>Department Generated Funds:</b>					
Charges for Services	1,335,020	1,414,247	1,395,947	1,674,549	18.4%
Rents & Concessions	32,414	44,300	38,600	40,800	-7.9%
Intergovernmental	-	2,500	2,500	-	-100.0%
Donations	4,554	5,357	5,837	4,300	-19.7%
Miscellaneous Revenues	503	-	-	-	-
	1,372,490	1,466,404	1,442,684	1,719,649	
<b>Total Sources</b>	<b>2,109,173</b>	<b>2,331,605</b>	<b>2,265,976</b>	<b>2,232,583</b>	<b>-4.2%</b>
<b>Uses by Type:</b>					
Personnel	1,181,275	1,304,337	1,287,621	1,261,181	-3.3%
Services & Supplies	902,756	927,268	918,355	971,402	4.8%
Capital Outlay	25,143	100,000	60,000	-	-
<b>Total Uses</b>	<b>2,109,173</b>	<b>2,331,605</b>	<b>2,265,976</b>	<b>2,232,583</b>	
<b>Net Revenue/Expense</b>	<b>0.65</b>	<b>0.63</b>	<b>0.64</b>	<b>0.77</b>	

### Cost Recovery by Program

Program Area	Expenses	Program Generated Revenue	Other Funding Sources	Net Expense/ (Revenue)	% Cost Recovery	Additional Revenue
Administration	\$451,551	\$26,100	\$13,000	\$412,451	8.7%	Beverage Container Grant
Aquatics	\$212,795	\$201,776	\$3,200	\$7,819	96.3%	Prop A
Contract Classes	\$377,313	\$389,480		(\$3,167)	100.8%	
Free RecMemorial	\$4,143	\$500		\$3,643	12.1%	
Egg Hunt	\$6,905	\$2,800		\$4,105	40.6%	
Track Meet	\$5,563	\$4,500		\$1,063	81.8%	
Snow Day	\$20,378	\$12,725		\$7,653	62.4%	
Senior Activities	\$40,240	\$27,560	\$10,800	\$1,880	95.3%	Prop A
Day Care	\$219,954	\$219,820	\$63,313	(\$54,179)	124.6%	Prop A
Day Camp	\$197,600	\$186,260	\$39,375	(\$28,035)	114.2%	Prop A
Pre-School	\$474,496	\$584,751		(\$110,255)	123.2%	
<b>Subtotal</b>	<b>\$2,010,878</b>	<b>\$1,638,272</b>	<b>\$129,688</b>	<b>\$242,918</b>	<b>87.9%</b>	
4th of July	\$69,636	\$57,177		\$12,459		
San Marino Center	\$90,469	\$24,200		\$66,269		
Senior Outreach (CDBG)	\$5,646		\$5,646	\$0		CDBG
Thurner House	\$55,955		\$55,955	\$0		LA County Park Bond Fund
<b>Subtotal</b>	<b>\$221,706</b>	<b>\$81,377</b>	<b>\$61,601</b>	<b>\$78,728</b>		
<b>Total</b>	<b>\$2,232,584</b>	<b>\$1,719,649</b>	<b>\$191,289</b>	<b>\$321,646</b>		

### Organizational Chart FY 15/16





## Significant Changes

- Combines Recreation and Library under one Director
- Fills vacant Supervisor position with Administrative Analyst
- Eliminates 32 hr/wk Child Development Specialist

## Significant Impacts

- Minimum wage increased by 11%
- CalPERS unfunded liability of \$33,000
- Potential liability for part-time sick leave - \$11,950
- Program fee increased approximately 16%

## Program Participation

Program Participation	2015-16 Mid-Year	2016-17 Target
<b>Program Participant Data:</b>		
Day Care	774	1,200
Pre-School Program	1,645	2,400
Summer Day Camps	838	950
Aquatics	704	700
Tsunami's	683	1,275
Tot, Youth & Teen Contract Classes	1,364	1,925
Adult & Senior Contract Classes	731	1,200
Senior Trips	299	500
<b>Special Event Participant Data:</b>		
4th of July	8,500	8,500
Free Recreation Day	113	175
Snow Day	1,375	1,500
Track Meet	516	500
Egg Hunt	2,045	1,500
Memorial Day	TBD	350

## Recreation Department Comparable Cities

City	Population	Square Miles	Family Income	Legal Income Budget	Department Revenue	Mandate Cost Recovery	Facilities	Service Areas
Salt Lake City	12,423	3.77	\$154,110	\$1,212,884	\$1,910,938	Yes - 70%	"Retired" School Building Budget Priority Joint Agreements for gym & pool use	Classes for all ages Daycare and day camps Pre-school Aquatics Senior services Special events
Herriman Beach	19,422	1.41	\$102,769	\$1,190,469	Total: \$3,045,540 Facility Rental: \$306,600 Net: \$2,738,940	No	Community Center Equestrian Center Senior Center Gymnasium Skiatook Park Tennis Center	Classes Sports leagues & programs Beach activities Special events Theatrical program Senior services
Palmer Verdez Estates	13,412	4.74	\$159,838	None	None	No	None	All services provided through non-profit organizations
Milpitas	12,746	19.8	\$132,724	\$1,709,200	\$491,000	No	Community Center Senior Center Equestrian Center Joint agreements for gym & pool use	Classes Sports leagues Senior services Special events Beach activities
Solana Beach	12,867	9.1	\$85,317	\$117,400	\$300,000	No	Community Center	Special events Day camps Jr. Lifeguard program All other recreation programs provided through non-profit organizations
Redmond	10,640	1.7	\$199,304	\$3,991,105	Total: \$3,740,900 Facility Rental: \$339,500 Net: \$3,401,400	No Mandate but expectation of substantial cost recovery	Community Center Pool, Community Hall, Historic Center, Sports Fields	Classes Special events Preschool, Aquatics Senior services Daycare Day camps

### Additional Requests

- Non-Capital Equipment: \$1,500 to replace computer and printer for Recreation Administration
- Capital Equipment: \$29,335 for critical upgrade to the Recreation server hardware and software system that supports all Recreation enrollment activities



*City of*  
**SAN MARINO**  
CALIFORNIA

### 2016-2017 Budget Presentation



## Library Department Overview

	2014-15	2015-16	2015-16	2016-17	
	Actual	Budget	Estimated	Requested	
<b>Sources by Type:</b>					
<b>Non-Department Generated:</b>					
Unrestricted Funds	1,232,884	1,431,974	1,370,655	1,327,301	-7.3%
	1,232,884	1,431,974	1,370,655	1,327,301	-7.3%
<b>Department Generated Funds:</b>					
Charges for Services	107,194	62,950	125,650	125,650	99.8%
Rents & Concessions	10,140	8,500	11,000	11,000	29.4%
Donations	82,006	109,500	87,538	129,500	18.3%
Miscellaneous Revenues	2,945	10,238	10,618	14,180	
	202,245	191,188	235,006	280,330	
<b>Total Sources</b>	<b>1,435,129</b>	<b>1,623,162</b>	<b>1,605,661</b>	<b>1,607,631</b>	<b>-1.0%</b>
<b>Uses by Type:</b>					
Personnel	920,825	1,050,887	1,057,882	1,088,135	2.7%
Services & Supplies	507,601	548,275	532,779	519,498	-5.2%
Capital Outlay	6,102	15,000	15,000	-	-100.0%
<b>Total Uses</b>	<b>1,435,129</b>	<b>1,623,162</b>	<b>1,605,661</b>	<b>1,607,631</b>	<b>-1.0%</b>
<b>Cost Recovery</b>	<b>14%</b>	<b>12%</b>	<b>15%</b>	<b>17%</b>	

## Revenue Funds Summary

Category	Description	FY 2015-2016	FY 2016-2017
Donation	Foundation	\$35,000	\$35,000
Donation	Crain Art Gallery	\$1,000	\$1,000
Donation	Library Wish List	\$12,000	\$10,000
Donation	Adult Materials (Others)	\$3,000	\$3,000
Donation	Adult Chinese Language Materials	\$2,000	\$2,000
Donation	Adult Materials Friends	\$14,500	\$11,545
Donation	Children's Materials (Others)	\$6,500	\$6,500
Donation	Children's Materials Friends	\$35,500	\$18,500
Revenue	Passports Fees	\$30,000	\$30,000
Revenue	Library Copies	\$8,000	\$6,500
Revenue	Lost Materials Fees	\$3,000	\$3,000
Revenue	DVD Rentals	\$5,000	\$4,500
Revenue	Damaged Materials Fees	\$250	\$800
Revenue	Overdue Materials Fees	\$15,000	\$19,000
Revenue	Hold Fees	\$1,000	\$1,100
Revenue	Miscellaneous Revenue (Test Proofing)	\$1,600	\$5,000
Revenue	Library Rental Fees	\$8,500	\$11,000
Rebate	Cenic	\$8,638	\$9,180
	<b>Total Donations</b>	<b>\$109,500</b>	<b>\$117,545</b>
	<b>Total Revenues/Rebate</b>	<b>\$80,986</b>	<b>\$150,030</b>
	<b>Grand Total</b>	<b>\$190,486</b>	<b>\$267,625*</b>

\*Adjusted Up  
After Change Log Corrections

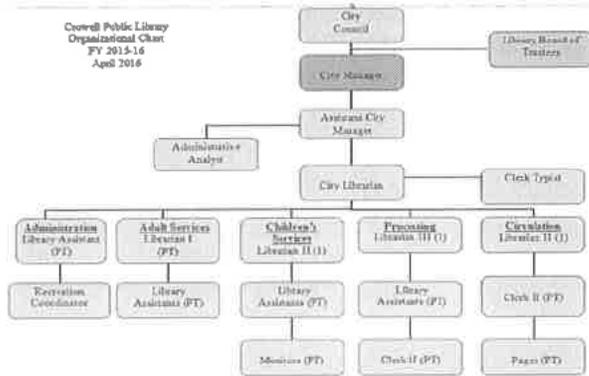
### Crowell Public Library Division Summaries Operating Only\*

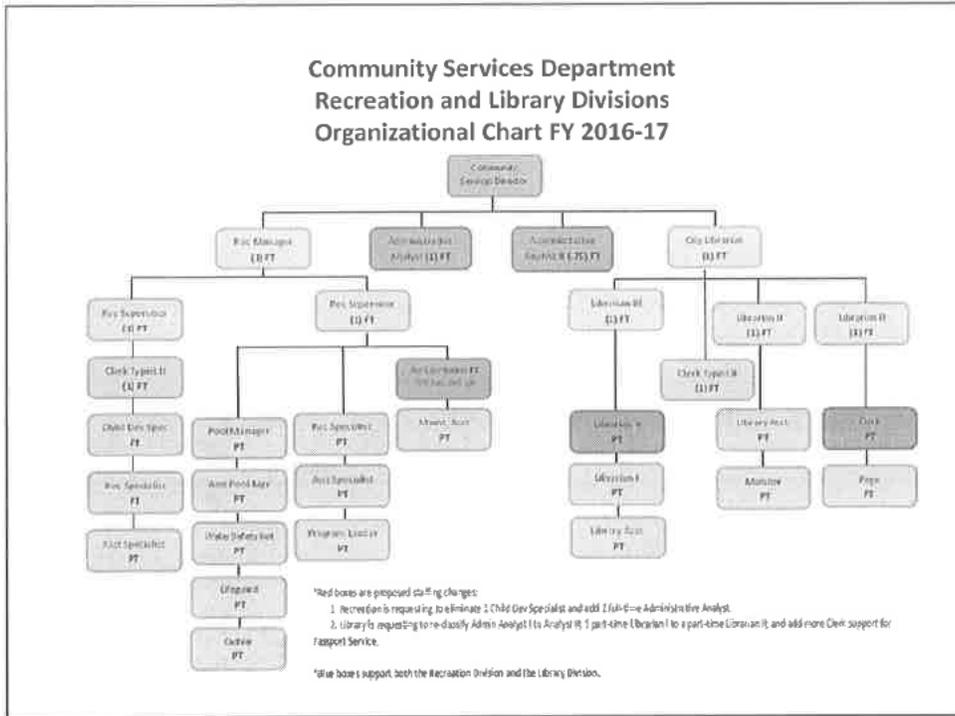
Program Area	Expenditures FY 15-16	Expenditures FY 16-17	Difference	Increase/ Decrease %	Notables
Library Administration	\$755,813	\$721,454	-\$44,359	-6%	Bakim (\$3,410) (Change Log); Painting (\$3,500); Roof (\$2000); Window Cleaning & Patio (\$3,300); Patron Cards (\$3,000); Education(\$2,050)
Adult Services	\$304,367	\$315,404	\$11,037	4%	Reference hours reallocated; Small increase in books
Children Services	\$200,860	\$201,418	\$558	0%	
Processing	\$110,980	\$108,405	-\$2,575	-2%	
Circulation	\$226,142	\$260,950	\$34,808	15%	Clerk hours for passport service (offset by revenues).
<b>Subtotal</b>	<b>\$1,608,162</b>	<b>\$1,607,631</b>	<b>-\$531</b>	<b>0%</b>	

\*FY 16-17 Operating Costs do not include equipment cost allocation. Department cost allocation in FY 15-16 was \$3,200

Note: Chinese Cataloger and OCLC (Processing)  
(Change Log from \$9000 to \$12,300)

## Organizational Chart FY 15/16





### Staffing History

Full-Time Positions	2015-16	2016-17	Part-Time Positions (FTE)	2015-16	2016-17
	Budget	Proposed		Budget	Proposed
Assistant City Manager	0.50	0.0	Librarian I	0.65	0.73
Community Services Director	0.0	0.50	Librarian Assistant	3.75	3.93
City Librarian	1.00	1.00	Clerks	3.85	5.05
Administrative Analyst	0.50	0.75	Pages	1.83	1.82
Librarian III	1.00	1.00	Monitor	0.42	0.42
Librarian II	2.00	2.00	Recreation Coordinator	0.25	0.25
Clerk Typist II	1.00	1.00	<b>Sub-Total</b>	<b>10.75</b>	<b>12.20</b>
<b>Sub-Total</b>	<b>6.00</b>	<b>6.25</b>			

Total Staffing	2015-16	2016-17
	Budget	Proposed
Total Staffing	16.75	18.45

## Significant Highlights

- Community Services Director
- Administrative Analyst II (\$3,131)
- Librarian II Part-Time (\$2,051)
- Labor Contracts (Pending)
- CalPERS Unfunded Liability (\$42,408)
- Minimum Wage Increases
- Passport Program (Self Sustaining)
- Community Donations and Volunteers
- 2016-2021 Strategic Plan



## Capital and Non-Capitalized Requests

- **Capital Enhancements**
  - Radio Frequency Identification (RFID) \$50,000– Foundation Donation
    - \$35,000 Year One
    - \$15,000 Year Two
  - Security Cameras (\$2,500)
- **Non-Capital Enhancements**
  - Chairs (\$3,000)
  - Copier (\$3,600)
  - Copier (\$600)
  - Lobby Matts (\$1,000)
  - Passport Picture Printer (\$1,500)
  - Bath Room Tables (\$8,000)
  - Poster Display (\$3,000)– Donation funded
  - Replace Chairs (\$1,500)– Donation funded
  - Staff Computers (\$11,000)– Donation funded
  - Crain Art Gallery (\$1,500)– Donation funded



**Crowell**  
PUBLIC LIBRARY  
CITY OF SAN MARINO

### Library Performance Measurements

Hours Open	3,089
Volunteer Hours	2,000
Donations Received	\$117,545
Room Rentals	500 (100 Paid)
Passports Applications Accepted	2,500
Number of Visitors	225,000
Number/Attendance Programs	11,000
Reference	14,000
Collection/Materials	101,000
Circulated	250,000
Library Cards Issued	2,900
Fines/Fees Issued	23,000
Computers (log-in)	40,000
Website Visitors	144,000
Art Gallery Installations	8

**Crowell**  
PUBLIC LIBRARY  
CITY OF SAN MARINO

### Crowell Public Library Comparable Cities (Source: CA Library Statistics, 2014 Data)

City	Budget	Population	Costs Per Capita	No of Libs	Hours Per Week	FTE	Visits Per Capita	Circulation Per Capita	Prgram Attend Per Capita	Comp Use Per Capita	Materials	Expenditures Materials
San Marino	\$1,297,724	13246	\$ 98	1	62	16.2	17.16	19.74	0.653	3.39	83089	\$152,789
Compton*	\$2,717,902	12935	\$ 212	4	48 x 4	39.7	24.84	17.4	2.195	4.53	98720	\$239,100
El Segundo	\$2,263,160	16804	\$ 135	1	62	21	15.19	12.73	0.0268	1.19	14983	\$164,608
Hill Valley	\$2,055,765	14147	\$ 145	1	61	19.3	17.35	22.72	2.12	1.02	101818	\$159,166
Bancho												
Mirada	\$2,812,644	17638	\$ 159	1	56	21.5	18.83	33.82	1.8	2.04	76061	\$207,605
Santa Fe Springs	\$1,303,902	16816	\$ 78	2	49 x 2	12.3	11.68	6.16	1.824	1.68	60638	\$133,607
Sierra Madre	\$966,842	11023	\$ 88	1	47	9.2	7.52	7.88	0.381	0.92	55571	\$101,594
South Pasadena	\$1,233,982	25587	\$ 48	1	57	19.1	11.65	16.02	1.083	0.84	145000	\$166,981

\*LJ Star Library



# San Marino Fire Department

## 2016 - 2017 Budget Presentation



## Services and Programs Provided

### SERVICES

- Fire Suppression
- Rescue Services
- Paramedic Services
- Fire Prevention
- Fire Safety Education
- Community Relations
- Community Education
- Emergency Management

### PROGRAMS

- Community CPR Training
- Community Emergency Response Team
- Operation Fire Safe
- Disaster Courses
- School Reading
- Neighborhood Watch Participation



## Department Operations and Response

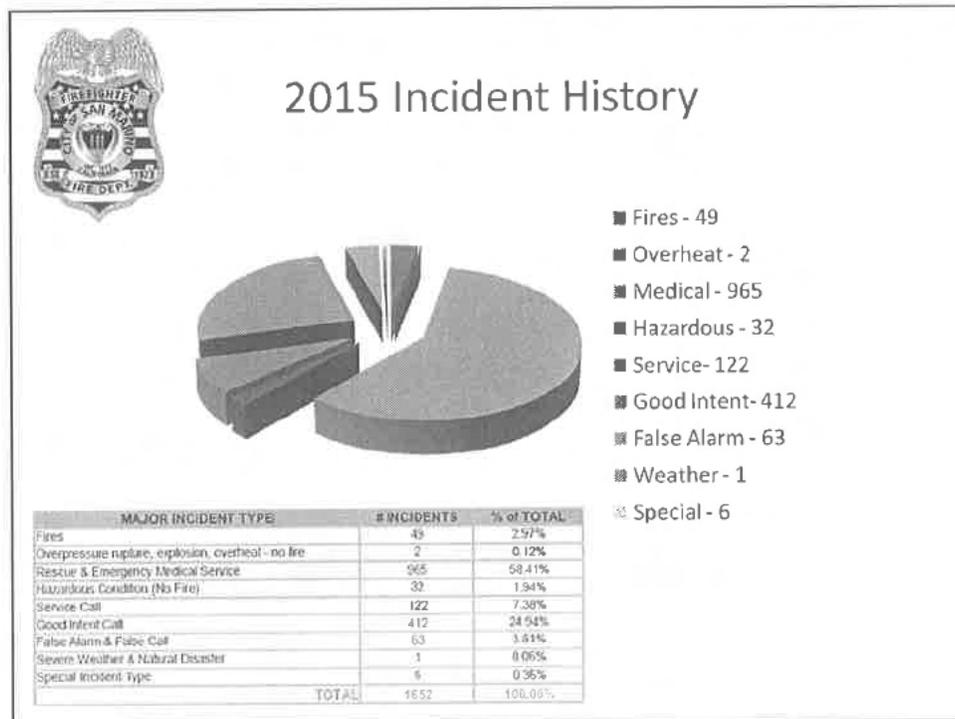
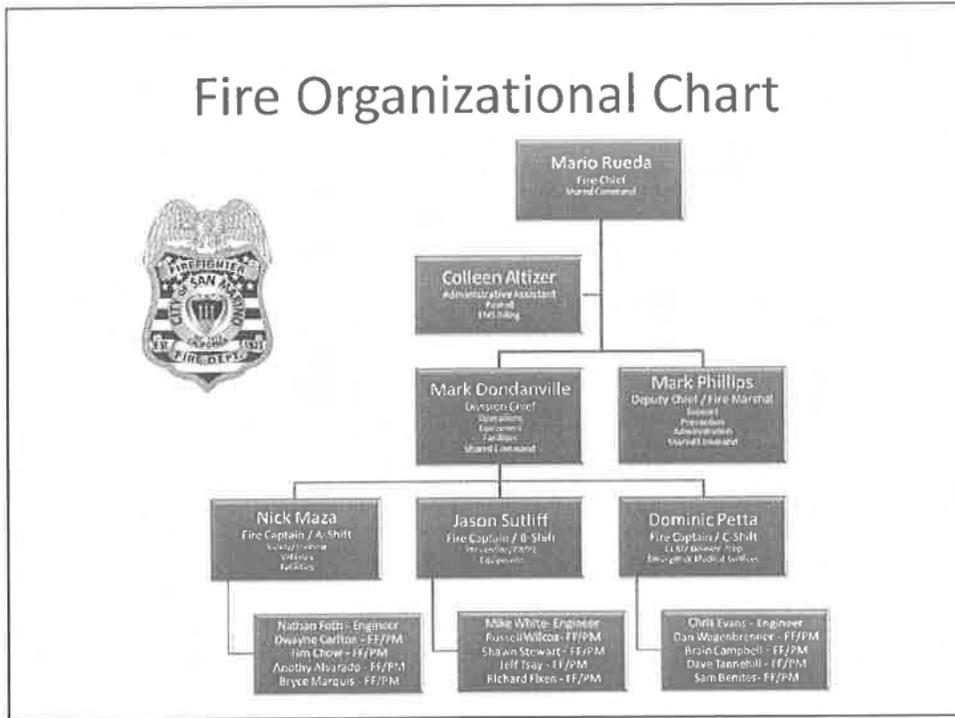
- Fire Chief – shared cost
- Fire Deputy Chief/Fire Marshal – shared cost
- Fire Battalion Chiefs – shared cost
  
- Fire Engine Company
- Rescue Ambulance



## Staffing History

<u>Full-time Positions</u>	<u>Past</u>	<u>2013</u>	<u>Present</u>
Fire Chief	1	1	Shared
Fire Deputy Chief	0	1	Shared
Fire Battalion Chief	3	1	Shared
Fire Captain	3	3	3
Fire Engineer	6	3	3
Firefighter/Paramedic	12	12	12
<u>Administrative</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total</b>	<b>26</b>	<b>22</b>	<b>21.1</b>

\*\*\*\* Shared cost





### Fire Department Budget Overview

	2014-15	2015-16	2015-16	2016-17	Budget
	Actual	Budget	Estimated	Requested	Change
<b>Non-Department Generated:</b>					
Unrestricted Funds	2,345,391	2,951,133	3,094,097	2,955,567	0.2%
Public Safety Taxes	1,887,790	1,862,784	1,862,784	1,909,780	2.5%
Intergovernmental Funds	90,682	76,800	76,800	80,000	4.2%
	4,323,864	4,890,717	5,033,681	4,945,347	1.1%
<b>Department Generated Funds:</b>					
Charges For Service	1,212,115	1,095,000	972,100	1,019,100	-6.9%
Intergovernmental Funds	34,346	125,000	198,111	100,000	-20.0%
	1,246,460	1,220,000	1,170,211	1,119,100	-8.3%
<b>Total Sources</b>	<b>5,570,324</b>	<b>6,110,717</b>	<b>6,203,892</b>	<b>6,064,447</b>	<b>-0.8%</b>
<b>Uses:</b>					
Personnel	4,999,604	5,434,388	5,505,302	5,644,690	3.9%
Services & Supplies	570,720	605,329	628,771	419,757	-30.7%
Capital Outlay	-	71,000	69,819	-	-
<b>Total Uses</b>	<b>5,570,324</b>	<b>6,110,717</b>	<b>6,203,892</b>	<b>6,064,447</b>	
<b>Cost Recovery</b>	<b>22%</b>	<b>20%</b>	<b>19%</b>	<b>18%</b>	



### Existing Program Changes

- Personnel Increases = \$ 210,302
  - Shared Command
  - Worker Compensation
  
- Supplies and Services Increases = \$ 33,594
  - Utilities, Contract Services
  - Vehicle Maintenance, Facility Maintenance



## New Program Changes

- Capital Equipment
  - Self Contained Breathing Apparatus -\$35,000
  - Paramedic Defibrillator/Heart Monitor -\$40,000
  - Deployment Study -\$30,000
  
- Non-Capital Equipment
  - 2 Thermal Imaging Cameras -\$8,720
  - Fire Investigation Equipment -\$3,800
  - Computer Equipment -\$4,400
  - Fire Hose and Equipment -\$6,000



## PERS, Pension Debt Service, and Capital Savings Program

- PERS Costs Total = \$ 1,066,054
  - Normal = \$ 482,808
  - UAL 20 year = \$ 583,246
  
- Debt Services = \$ 486,760
  - PERS Bond
  
- Capital Equipment Purchasing Fund = \$ 200,000
  - Annual Equipment Savings Plan



## Fire Department Budget Totals

• Personnel	=	\$5,644,690
• Services and Supplies	=	\$ 419,757
• <b>Total Uses</b>	=	<b>\$ 6,064,447</b>
• Equipment Allocation	=	\$ 200,000
• Non- Capital Equipment	=	\$ 22,920
• Capital Outlay	=	<u>\$ 105,000</u>
• <b>Total Uses with Capital and Equipment</b>	=	<b>\$ 6,392,367</b>



## Fire Department Budget Net Totals

• Total Uses with Capital and Equipment	=	<b>\$ 6,392,367</b>
• Revenues		
– Ambulance	=	\$429,000
– GEMT (Medicare)	=	\$ 25,000
– Strike Team	=	\$ 75,000
– Shared Command	=	\$500,000
– Fire Fees	=	\$ 15,100
<u>Total Revenue</u>		<u>\$ 1,044,100</u>
<b>Net Budget</b>		<b>\$ 5,348,267</b>



## Today's Shared Command

	Total	
• San Marino Fire Chief	1.00	
• San Marino Fire Division Chief	2.00	
• San Gabriel Deputy Chief	1.00	
• South Pasadena Deputy Chiefs	1.00	
• San Gabriel Division Chief	2.00	
• <b>Total Chiefs</b>	<b>7.00</b>	
• <b>Total Chiefs Paid by San Marino</b>	<b>2.1</b>	
• <b>Three Cities Shared Command Total Net Costs</b>		<b>\$ 1,577,718</b>
• <b>San Marino's Total Net Costs (30%)</b>		<b>\$ 473,315</b>



## Performance Metrics

- Response Times
  - Maintain less than 5 minutes
- Community Relations
  - Involved in 75 Public Events
- Fire Prevention
  - Complete 100% of 231 commercial inspections annually
- Revenues
  - Maintain effective cost recovery





### Performance Metrics

<u>Key Measures</u>	<u>2014</u>	<u>2015</u>	<u>Targets</u>
Incident Responses	1682	1652	1650
Response Times			< 5 min.
• San Marino	3.40 min.	3.07 min.	< 5 min.
• Total Average	4.40 min.	4.12 min.	< 5 min.
Fire Inspections	461	385	231
Public Events	96	78	75
CERT/ Disaster Courses	4	4	4
Department Revenues	\$1,246,460	\$1,170,211	\$1,044,100



### Comparable Cities 2015-2016

- San Marino
- Hermosa Beach
- San Gabriel
- South Pasadena
- Beverly Hills



**Fire Department Comparable Cities 2015-2016**

City	Population	Square Miles	Sworn Staffing	Fire Stations	Net Operating Costs	SFTP Advanced Paramedics	Staffing and Resources	Service Areas
San Marino	13,423	3.77	21.1	1	\$4,940,506	Yes	1 Fire Chief 1 Deputy Chief 1 Battalion Chief 1 Paramedic 1 Engine 1 Ambulance	Fire Services Fire Prevention Emergency Medical Service Emergency Operations Disaster Preparations Public Education Public Relations
Hermosa Beach	19,422	1.43	16	1	\$4,551,525	No	1 Fire Chief 1 Fire Engine 1 Ambulance	Fire Services Fire Prevention Emergency Medical Service Disaster Preparations Public Education
San Gabriel	39,798	4.14	34.4	2	\$5,710,889	No	1 Deputy Chief 1 Fire Marshal 2 Fire Engines 1 Ambulance	Fire Services Fire Prevention Emergency Medical Service Emergency Operations Disaster Preparations Public Education Public Relations
South Pasadena	25,601	3.41	21.1	1	\$4,055,747	No	1 Deputy Chief 1 Fire Engine 1 Ambulance	Fire Services Fire Prevention Emergency Medical Service Disaster Preparations Public Education Public Relations
Beverly Hills	34,111	5.71	81	3	\$29,915,764	Yes	1 Fire Chief 1 Deputy Chief 1 Battalion Chief 1 Ladder Truck 4 Fire Engines 3 Ambulances	Fire Services Fire Prevention Emergency Medical Service Emergency Operations Disaster Preparations Public Education



## Emergency Management Overview

	2014-15	2015-16	2015-16	2016-17	Budget
	Actual	Budget	Estimated	Requested	Change
<b>Non-Department Generated:</b>					
General Funds	41,698	72,580	60,288	39,680	-45.3%
<b>Total Sources</b>	<b>41,698</b>	<b>72,580</b>	<b>60,288</b>	<b>39,680</b>	<b>-45.3%</b>
Personnel	-	-	-	-	-
Services & Supplies	41,698	43,580	44,288	39,680	-8.9%
Capital Outlay	-	29,000	16,000	-	0.0%
<b>Total Uses</b>	<b>41,698</b>	<b>72,580</b>	<b>60,288</b>	<b>39,680</b>	<b>-45.3%</b>
Cost Recovery	0%	0%	0%	0%	





## Emergency Management Services and Programs Provided

### SERVICES

Emergency Operations Center  
Communications  
Disaster Supply Caches  
City Disaster Sheltering  
Disaster Courses  
Emergency Notification  
Fire Extinguisher Training  
Emergency Generator

### PROGRAMS

Emergency Operation Training  
Community Emergency Response Team  
Red Cross Sheltering



## Program Changes

- Supplies and Services Increases = \$ 1,100
  - Utilities
- Non- Capital Equipment = \$ 9,000
  - Computers, Radios





## Program Changes

- Capital = \$ 56,000
  - Mobile Generator (50% public works)
  
- Contract Increase = \$ 10,000
  - Contract Emergency Analyst



## Emergency Services Totals

- |                                  |   |    |                |
|----------------------------------|---|----|----------------|
| • Services and Supplies          | = | \$ | 39,680         |
| • <b>Total Uses</b>              | = | \$ | <b>39,680</b>  |
| • Contract                       | = | \$ | 10,000         |
| • Non-Capital                    | = | \$ | 9,000          |
| • Capital Outlay                 | = | \$ | <u>56,000</u>  |
| • <b>Total Uses with Capital</b> | = | \$ | <b>114,680</b> |



**MINUTES  
JOINT MEETING OF THE SAN MARINO CITY COUNCIL AND  
CROWELL PUBLIC LIBRARY BOARD OF TRUSTEES  
MAY 11, 2016 – 5:00 P.M.**

**CALL TO ORDER** Mayor Allan Yung called the meeting to order at 5:04 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**      **PRESENT:**      Councilman      Huang,  
Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor  
Yung; Trustee Peck, Trustee Sun, Alternate Sadun, Vice President  
Mollno, and President Boegh

**ABSENT:** Trustee Chien, Trustee Hsu

Councilman Steven Huang arrived at 5:10 p.m.

**PUBLIC COMMENTS**

There were no public comments at this time.

**PRESENTATION**

**1.      PRESENTATION FROM VIVIAN CHAN, BECKY LEI, IVY SUN, AND  
         ROSA ZEE TO THE LIBRARY**

Vivian Chan, Becky Lei, Ivy Sun, and Rosa Zee presented a check for \$2,520 to the Crowell Public Library.

**OPEN SESSION**

The City Council and the Library Board of Trustees discussed the following issues:

**2.      WELCOME, ROLE OF TRUSTEES**

President Boegh provided a brief summary of the Library Board of Trustees and their role in serving the Library.

**3.      COOPERATION BETWEEN CPL BOARD OF TRUSTEES, FRIENDS  
         AND LIBRARY FOUNDATION**

Trustee Peck provided a brief summary of statistics pertaining to library resources and patron use. Trustee Peck also presented a report on the Board of Trustees, Friends and Library Foundation, and how the three groups have made an ongoing effort to represent and support one another at various meetings and events.

**4. ISSUES, ACCOMPLISHMENTS RELATED TO THE CRAIN ART GALLERY**

Trustee Sadun presented a report on the Crain Art Gallery and reviewed the selection process for exhibits.

**5. PROGRAM BREADTH, COMMUNITY PARTICIPATION IN CHILDREN'S LIBRARY PROGRAMS**

Trustee Sun presented a report on the variety of children and youth programming and services the Library offers including children's storytime, special craft activities and events, PSAT and SAT prep, and computer classes.

**6. PROGRAM BREADTH, COMMUNITY PARTICIPATION IN ADULT LIBRARY PROGRAMS**

President Boegh presented a report on the variety of adult programming and services the Library offers including computer literacy, senior classes, Opera Talk, Meet the Authors, and passport services.

**7. STRATEGIC MASTER PLAN PROCESS – UPDATE**

Vice President Mollno presented a report on the update of the Library's 5-year strategic plan, and distributed a summary of the 2016-2021 strategic plan. The Library's strategic plan includes goals and strategies to meet the changing needs of the community.

Thereafter followed discussion between the City Council and the Library Board regarding general Library issues including usage, funding, and programming.

**PUBLIC WRITINGS DISTRIBUTED**

There were no public writings at this time.

**PUBLIC COMMENTS**

There were no public comments at this time.

**ADJOURNMENT**

The meeting was adjourned at 5:59 p.m. to the **REGULAR MEETING** of the City Council held on **WEDNESDAY, MAY 11, 2016, at 6:00 P.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

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VERONICA RUIZ, CMC  
CITY CLERK

**MINUTES  
REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
MAY 11, 2016 - 6:00 P.M.**

**CALL TO ORDER** Mayor Allan Yung called the meeting to order at 6:03 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**       **PRESENT:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

**PRESENTATIONS**

**1.     **PRESENTATION OF CERTIFICATE TO STUDENT MAYOR FOR THE DAY – CHELSEA CHIU****

Mayor Allan Yung presented a certificate of recognition to Mayor for the Day Chelsea Chiu.

**PUBLIC COMMENTS**

The following person(s) spoke on cell towers located on San Marino Unified School District property:

Luyi Khasi, San Marino  
Valerie Jinnette, San Marino

City Manager John Schaefer provided an update of the City's efforts to relocate the cell towers.

**MOTION TO WAIVE FURTHER READINGS**

Vice Mayor Richard Sun moved to waive the reading of the entire text of ordinances and resolutions; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: **AYES:** Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. **NOES:** None.

**OATH OF OFFICE**

**2.     **INTRODUCTION AND OATH OF OFFICE FOR NEW POLICE OFFICERS - OLEG ZHIVAGA AND KEVYN YAMADA****

Police Chief John Incontro introduced new Police Officers Oleg Zhivaga and Kevyn Yamada and new Police Dispatcher Therisa Haddix, who were administered their oaths of office by the City Clerk.

The following study session item was pulled by staff and it was the consensus of the council that this item be continued to the September 14th meeting.

**3. DISCUSSION REGARDING CITY OF SAN MARINO'S WATER WISE CENTER MEDIAN PROJECT**

Recommendation: "A motion to direct staff on how to proceed with the City of San Marino's Water Wise Center Median Project."

**STUDY SESSION**

**4. FISCAL YEAR 2016-2017 BUDGET REVIEW**

City Manager John Schaefer presented the proposed fiscal year 2016-17 budget requests for City Council and The Old Mill, as well as the proposed fiscal year 2016-17 Fund Balance Sheet, Revenues Summary, Expenditures Summary, and Capitalized Equipment. City manager John Schaefer also distributed a second draft of the proposed fiscal year 2016-17 budget.

Councilman Steven Huang distributed a letter to the City Council entitled "Issue 2B, Eliminate Three Firefighter/Paramedic Positions." Council discussion followed.

No action was taken at this time.

Councilman Huang left the meeting at 8:20 p.m.

**CONSENT CALENDAR**

Councilman Richard Ward moved to adopt the Consent Calendar consisting of Items 5, 6, 8, 9, and 10; seconded by Councilman Steve Talt. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Steven Huang.

**5. APRIL 2016 DISBURSEMENT REPORTS**

Ratify and file the Disbursement Reports for the period ending April 30, 2016.

**6. APPROVAL OF MINUTES**

Approve the City Council Minutes of the Adjourned Regular Meeting of March 25, 2016, the Special Meeting of April 13, 2016, and the Regular Meeting of April 13, 2016.

**8. CONTRACT EXTENSION WITH RSCC ENGINEERING FOR CIVIL ENGINEERING SERVICES**

Authorize the City Manager to extend the Agreement with RSCC Engineering of Irwindale, California on a month-to-month term through June 30, 2017 for Civil Engineering Services.

**9. CONTRACT EXTENSION WITH INTERWEST CONSULTING GROUP FOR TRAFFIC ENGINEERING SERVICES**

Authorize the City Manager to extend the Agreement with Interwest Consulting Group of Huntington Beach, California through June 30, 2017 for Traffic Engineering Services.

**10. AWARD OF BID - TRANSPORTATION SERVICES TO STUDENT TRANSPORTATION OF AMERICA**

Authorizing the City Manager to execute a one (1) year agreement with Student Transportation of America for scheduled transportation services in an amount of \$102,050 utilizing Proposition A funds.

**CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION**

**7. APPROVAL OF REIMBURSEMENT AGREEMENT BETWEEN CALIFORNIA-AMERICAN WATER COMPANY AND CITY OF SAN MARINO FOR WATER PURCHASED FROM METROPOLITAN WATER DISTRICT**

City Manager John Schaefer presented the staff report.

The following person(s) spoke:

Laurie Barlow, San Marino

Vice Mayor Richard Sun moved to authorize the City Manager to sign the attached Reimbursement Agreement Between California-American Water Company and the City of San Marino for Water Purchased from the Metropolitan Water District; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: AYES: Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Steven Huang.

**NEW BUSINESS**

**11. HUNTINGTON DRIVE SAFE STREETS AND SAFE ROUTES TO SCHOOL CORRIDOR IMPROVEMENT PLAN - AD HOC ADVISORY GROUP**

Interim Public Works Director Chris Vogt presented the staff report.

Councilman Huang returned to the meeting at 8:31 p.m.

Councilman Talt left the meeting at 8:31 p.m., and returned at 8:33 p.m.

Mayor Yung left the meeting at 8:41 p.m., and returned at 8:44 p.m.

Councilman Richard Ward moved to proceed with the SCAG grant and direct staff to assemble the Ad Hoc Advisory Group for the Huntington Drive Safe Streets and Safe Routes to School Corridor Improvement Plan; seconded by Vice Mayor Richard Sun. Following a roll call, the motion carried 3-2 by the following vote: AYES: Councilman Steven Huang, Councilman Richard Ward, and Vice Mayor Richard Sun. NOES: Councilman Steve Talt and Mayor Allan Yung.

### **PUBLIC COMMENTS**

The following person(s) spoke:

Shirley Jagels, San Marino, commented on National Historic Preservation Month.

At 8:53 p.m., Vice Mayor Richard Sun recused himself from the public hearing item and left the meeting.

City Attorney Steve Dorsey stated that Vice Mayor Richard Sun lives within 500 feet of the subject property and is not allowed to participate in the discussion.

Councilman Steve Talt stated that a request was made by the property owner that he recuse himself from the public hearing item because he spoke on this issue during the August 2015 Planning Commission Meeting. However, research by the City Attorney indicated that Councilman Talt made general comments at that meeting and was not elected to office at that time and therefore, would be allowed to participate in the discussion.

City Attorney Steve Dorsey confirmed that there is no legal basis to prevent Councilman Talt from participating in the public hearing discussion.

### **PUBLIC HEARING**

#### **12. APPEAL FOR THE REQUEST TO EXTEND THE EXPIRATION DATE OF BUILDING PERMITS AND PROJECT COMPLETION DATE FOR 1001 ROSALIND ROAD, (ZHONG)**

Planning and Building Director Aldo Cervantes presented the staff report and outlined the City Council's options pertaining to this appeal.

Mayor Allan Yung opened the hearing for public comment.

Attorney Christopher Norgaard, representing appellants the Jones and Lam families whose properties adjoin 1001 Rosalind Road, stated he had previously submitted written communications to the City Council. Mr. Norgaard spoke in support of the appeal of the decision of the Planning Commission and urged the City Council to uphold the appeal.

Peter Zhong, representing Peter and Carrie Zhong, spoke on behalf of his family in support of the project and requested that the Council deny the appeal.

Property owner Carrie Zhong commented in support of the project.

The Project Manager for the 1001 Rosalind Road project commented in support of the project.

Kate Harvey, Landscape Architect for the 1001 Rosalind Road project, commented on the landscape plan.

Jonathan Flarnoy, Assistant Arborist for the 1001 Rosalind Road project, commented on the tree plan.

Appellant Jeff Jones commented in opposition to the project and asked the City Council to uphold the appeal.

Appellant Tiffany Lam commented in opposition to the project and requested the City Council to uphold the appeal.

Resident Kevin Brogan spoke in support of the appeal of the decision of the Planning Commission and urged the City Council to uphold the appeal.

Resident Ronny Lam spoke in support of the appeal.

Appellant Louise Jones spoke in support of the appeal.

Resident Wendy Doo commented on the tree removals and the landscape plan for this property.

Environmental Services Manager/City Arborist Ron Serven spoke on the background of the trees on the subject property.

Attorney Christopher Norgaard provided a rebuttal to the public comments.

Property owner Raymond Zhong requested that the Council deny the appeal.

Hearing no further public comment, the Mayor closed the public hearing.

Following discussion by Council, Councilman Steve Talt moved to uphold the appeal of the decision of the Planning Commission; seconded by Councilman Steven Huang. Following a roll call, the motion failed 2-2 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt. NOES: Councilman Richard Ward and Mayor Allan Yung. ABENT: Vice Mayor Richard Sun.

Councilman Steve Talt moved to continue this item to the May 27, 2016 Council Meeting and directed staff to develop more stringent conditions of approval, and directed the applicant and the landscape architect to submit a 3-D model of the site showing new and existing landscaping on the property; seconded by Councilman Richard Ward. Following a roll call, the motion passed 4-0 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, and Mayor Allan Yung. NOES: None. ABENT: Vice Mayor Richard Sun.

At 11:50 p.m., Vice Mayor Richard Sun returned to the meeting.

### **WRITTEN COMMUNICATIONS**

There were no written communications at this time.

### **COUNCIL REPORTS**

Councilman Steve Talt reported attending the 626 Golden Streets planning meeting for the upcoming Golden Streets event.

### **CITY MANAGER'S REPORT**

The City Manager had nothing to report at this time.

### **PUBLIC WRITINGS DISTRIBUTED**

There were no public writings at this time.

### **PUBLIC COMMENTS**

The following person(s) spoke:

Sam Benites, San Marino Fire Fighter/Paramedic, commented on staffing in the Fire Department and the proposal to eliminate three fire fighter positions.

Councilman Steven Huang stated that he would withdraw his proposal to eliminate three fire fighter positions.

Gene Ruckh, San Marino, commented on fines and forfeitures, zero-based budgeting, and overtime (*submitted documents*).

### **CLOSED SESSION**

The City Council recessed to Closed Session at 12:08 a.m. to:

### **13. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino Fire Fighters' Association

**14. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino Police Officers' Association

**15. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: Attorney, Steve Filarsky  
City Manager, John Schaefer

Employee Organization: San Marino City Employees' Association  
representing General Employees

**16. CONFERENCE WITH LEGAL COUNCIL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9: (2 CASES)**

- 1) Natural Resources Defense Council, Inc., et al. v. State Water Resources Control Board, et al., Case No. BS156962;
- 2) City of Gardena v. Regional Water Quality Control Board, et al., Case No. 30-2016-00833722-CU-WM-CJC.

**RECONVENE TO OPEN SESSION**

Council reconvened to open session at 12:55 a.m.

**CLOSED SESSION REPORT**

There was no reportable action.

**ADJOURNMENT**

The San Marino City Council adjourned at 12:56 a.m. to an adjourned regular meeting to be held on **FRIDAY, MAY 27, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

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VERONICA RUIZ, CMC  
CITY CLERK

# City of San Marino AGENDA REPORT



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: [LISA BAILEY, FINANCE DIRECTOR]

DATE: [JUNE 8, 2016]

SUBJECT: **RESOLUTION NO. R-16-04 – APPROPRIATIONS SUBJECT TO LIMITATION**

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## BACKGROUND

In 1979 and 1990, the voters of the State of California approved Proposition 4 (commonly known as the Gann Initiative) and Proposition 111 respectively. Proposition 4 placed limits on the amount of taxes which can be raised by governments. Proposition 111 provided an adjustment formula to allow for local growth issues. Each year, the City Council must adopt a resolution establishing the revenue appropriations subject to limitation.

When calculating the appropriations limit, an agency is allowed to use the City's population growth or the County's, whichever is greater. The County rate of 0.85% was used for the 2016-17 calculation.

The City is also allowed to choose the cost of living factor used to calculate the appropriations limit. The City may use the California per capita personal income limit or the growth in the non-residential assessed valuation due to new construction within the City. Staff proposes that the California per capita personal income limit be used. This rate was 5.37% for the 2016-17 fiscal year.

The appropriations limit according to the State guidelines are \$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. |

## FISCAL IMPACT

None.

## RECOMMENDATION

Staff recommends that the City Council approve Resolution R-16-04 establishing the appropriations subject to limitation for fiscal year 2016-17. If Council concurs, the appropriate action would be:

“A motion to adopt Resolution No. R-16-04.” |

Attachments: [Resolution R-16-04  
Exhibit A, Appropriations Limit Calculation]

**RESOLUTION NO. R-16-04**

**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 \$24,606,905 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 8<sup>th</sup> day of June, 2016.

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DR ALLAN YUNG, MAYOR

ATTEST:

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VERONICA RUIZ, CMC  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

**I, HEREBY CERTIFY** that the foregoing Resolution No. R-16-04 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 8<sup>th</sup> day of June, 2016, by the following vote:

AYES:            COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

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VERONICA RUIZ, CMC  
CITY CLERK

EXHIBIT A

City of San Marino  
2016-17  
Appropriations Limit Calculation

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%

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LISA BAILEY, FINANCE DIRECTOR

DATE: JUNE 8, 2016

SUBJECT: **RESOLUTION NO. R-16-05 - ESTABLISHMENT OF PUBLIC SAFETY SPECIAL TAX LEVY**

*Allan Yung, MD,  
Mayor*

*Richard Sun, DDS,  
Vice Mayor*

*Steven W. Huang,  
DDS, Council Member*

*Steve Talt, Council  
Member*

*Richard Ward, Council  
Member*

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## BACKGROUND

Each year, the Council must establish the levy for the Public Safety Special Tax. The last increase was in fiscal year 2014-15. The voters since renewed the tax with an increase of 5% bringing the proposed total levy for FY 2016-17 of \$3,178,909. Anticipated credits and uncollected amounts bring the revenue estimate down to \$2,984,032. The Public Safety Tax accounts for 24% of the operating costs for police and fire.

## FISCAL IMPACT

The total revenue from the public safety tax is estimated at \$2,984,032.

## RECOMMENDATION

Staff recommends that the City Council approve a public safety tax revenue (Acct. No. 103-00-3005-0000) levy of \$2,984,032. If Council concurs, the appropriate action would be:

“A motion to approve Resolution R-16-05 establishing the Public Safety Tax for Fiscal Year 2016-17.”

Attachments: Resolution R-16-05

**RESOLUTION NO. R-15-05**

**RESOLUTION OF THE CITY OF SAN MARINO, CALIFORNIA  
ESTABLISHING THE PUBLIC SAFETY SPECIAL TAX LEVIES FOR  
FISCAL YEAR 2016-17**

**WHEREAS**, the voters adopted Ordinance No. O-15-1293, establishing a public safety special tax in November 2015; and

**WHEREAS**, the levy must be established each year and cannot exceed maximum levies established in Ordinance No. O-15-1293; and

**WHEREAS**, the Council has completed their budget discussions and have proposed a levy that is at the approved maximum levy for 2016-17, and

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

**SPECIAL PUBLIC SAFETY TAX LEVY  
AND ASSESSMENT AMOUNTS  
FOR FISCAL YEAR 2016-17**

<b>ZONES</b>	<b>POLICE/FIRE COMPONENT</b>	<b>PARAMEDIC COMPONENT</b>
RES I	1,174	66
RES II	1,030	66
RES III	858	66
RES IV	740	66
RES V	564	66
RES VI	451	66
RES VII	391	66
COM I	940	66
COM II	1,468	66
COM III	2,545	66
UNIMPR	215	66
SPLIT	157	66
UNASSESS	0	66

PASSED, APPROVED, AND ADOPTED **this 8th day of June, 2016.**

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DR. ALLAN YUNG, MAYOR

ATTEST:

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VERONICA RUIZ, CMC  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

**I, HEREBY CERTIFY** that the foregoing Resolution No. R-16-05 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 8<sup>th</sup> day of June, 2016, by the following vote:

AYES:            COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

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VERONICA RUIZ, CMC  
CITY CLERK

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER

DATE: JUNE 8, 2016

SUBJECT: **RESOLUTION NO. 16-06 APPROVING A SALARY  
AND BENEFITS SCHEDULE FOR  
MANAGEMENT EMPLOYEES**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND**

On June 10, 2015, the City Council adopted the Salary and Benefits Schedule for the Management Employees, which allowed for no salary increases over the 2015-16 Fiscal Year; however, a \$200 (non-PERSable) per month increase to the fringe benefit plan was approved. The prior year, a 3% cost of living increase was granted. The resolution currently covering the salary and benefits for the Management employees expires on June 25, 2016. As a result, to enable salaries for the new fiscal year and the two fiscal years thereafter, a new resolution is required. Specifically, the new Salary and Benefits Schedule for Management commences on June 26, 2016 and concludes on June 22, 2019.

The Management group is a non-represented employee group consisting of 16 members.

Staff is recommending adjusting Management salaries to the 55<sup>th</sup> percentile of the City's recent market survey. The compensation adjustments (based on total compensation) would be consistent with compensation arrangements applied to other labor groups in the past. Although Management members are unrepresented employees of the City, it is important to align this group with similar opportunities as the represented members.

The proposed Management Salary and Benefits Schedule establishes salary increases of varying amounts to the following specific positions in Fiscal Year 2016-17 to bring the classifications to the 55<sup>th</sup> percentile.

- Assistant City Manager
- Chief of Police
- Public Works Director/City Engineer
- City Clerk
- Public Division Manager
- City Librarian
- Recreation Manager

Other positions within this group (i.e., Fire Chief, Finance Director, Planning and Building Director, Environmental Services Manager, Police Lieutenant, Fire Division Chief) are not eligible for increases in

the 2016-17 fiscal year, because the total compensation for the positions are already at or above the 55<sup>th</sup> percentile.

As discussed in recent Budget presentations, the schedule includes consideration/approval of a Police Records Manager. The salary range for this position has been surveyed independently and job specifications have been developed, pursuant to Records Manager classifications located in other Southern California agencies.

In Fiscal Years 2017-18 and 2018-19, a 2% cost of living adjustment for each year is recommended. The cost of living adjustments ensure the newly established compensations stay within the 55<sup>th</sup> percentile. Further, competitive market wages ensure the City is able to attract and retain high quality employees.

The Management Salary and Benefits Schedule establishes for non-public safety managers a third tier retirement plan at 2% at 62 based on final three year average compensation if hired on or after January 1, 2013, pursuant to requirements under the Pension Reform Act. The other two tiers consist of Classic employees at 2% at 55 at single highest year if hired prior to July 1, 2012 and 2% at 60 based on final three year average compensation if hired on or after July 1, 2012. Employees in any tier pay the employees' PERS share (7%).

For public safety managers, the Management Salary and Benefits Schedule requires public safety managers pay the full employees' PERS share. Fire Captains are no longer included on this schedule, as a result of a side letter negotiated with the Fire Association earlier this year to include them in the Fire Association Memorandum of Understanding. The retirement rates for public safety in the Management Schedule are subject to the established PERS retirement benefit.

### **FISCAL IMPACT**

The fiscal impact to the City from the 55<sup>th</sup> percentile adjustments to specified Management positions has an impact of \$65,937 in FY 2016-17. For the subsequent Fiscal Years, the 2% cost of living adjustment each year has an impact of \$53,115 and \$54,178 respectively. The increases described herein have been incorporated into the 2016-17 Fiscal Year Budget documents being approved by the Council tonight.

### **RECOMMENDATION**

If Council concurs, the appropriate action would be:

“A motion to adopt Resolution No. R-16-06 approving the Salary and Benefit Schedule for Management Employees.

Attachments: Resolution No. R-16-06  
Management Employees Salary and Benefits Schedule

**RESOLUTION NO. R-16-06**

**RESOLUTION OF THE CITY OF SAN MARINO, CALIFORNIA APPROVING A SALARY AND BENEFIT SCHEDULE FOR MANAGEMENT EMPLOYEES**

**WHEREAS**, Section 02.05.01(A) of the City Code provides that salary and benefits plans for employees are a part of the City’s personnel rules and regulations when approved by resolution of the City Council; and

**WHEREAS**, Section 02.05.01(D) provides that the City Manager shall prepare salary and benefit schedules for presentation to the City Council.

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

**SECTION 1.** That the “Management Employees Salary and Benefit Schedule” dated June 26, 2016 to June 22, 2019, as attached hereto, and made a part hereof shall be adopted as the salary and benefit schedule for Management employees in the City of San Marino.

**SECTION 2.** That the “Management Employees Salary and Benefit Schedule” shall become a part of the City’s personnel rules and regulations.

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

\_\_\_\_\_  
DR. ALLAN YUNG, MAYOR

ATTEST:

\_\_\_\_\_  
VERONICA RUIZ, CMC  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF SAN MARINO            )

**I HEREBY CERTIFY** that the foregoing Resolution No. R-16-06 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 8th day of June 2016, by the following vote:

AYES:            COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
VERONICA RUIZ, CMC  
CITY CLERK

**MANAGEMENT EMPLOYEES**  
**SALARY AND BENEFITS SCHEDULE**  
**PERIOD COVERING**  
**JUNE 26, 2016 THROUGH JUNE 22, 2019**

**SECTION 1. INTRODUCTION**

This salary and benefit schedule shall represent the compensation program provided to management employees of the City of San Marino for the period June 26, 2016 through June 22, 2019.

**SECTION 2. SALARY**

The following shall be the salary ranges for management employees:

<b><u>Effective June 26, 2016</u></b>		
<b><u>CLASSIFICATION</u></b>	<b><u>RANGE</u></b>	
<b><i>EXECUTIVE MANAGERS:</i></b>		
Finance Director	\$10,588- \$13,449	
Assistant City Manager	<del>\$10,588- \$13,449</del>	\$10,980- \$13,947
Chief of Police	<del>\$11,579- \$15,009</del>	\$11,786- \$15,277
Fire Chief*	\$10,884- \$14,210*	
Planning and Building Director	\$9,437- \$11,933	
Community Services Director	\$9,437- \$11,933	
Parks and Public Works Director/City Engineer	<del>\$9,898- \$12,565</del>	\$10,726- \$13,616
<b><i>GENERAL MANAGERS:</i></b>		
Fire Division Chief	\$9,898- \$12,565	
<del>Fire Captain</del>	<del>\$7,054- \$8,834</del>	
Public Works Division Manager	<del>\$7,183- \$8,975</del>	\$7,494- \$9,363
Environmental Services Manager	\$6,973- \$8,714	
Police Captain	\$9,898- \$12,565	
Police Lieutenant	\$8,759- \$11,187	
Police Records Manager		\$6,052- \$8,193
City Clerk	<del>\$7,082- \$8,640</del>	\$7,820- \$9,540
Recreation Manager	<del>\$6,922- \$8,630</del>	\$7,501- \$9,352
City Librarian	<del>\$6,922- \$8,630</del>	\$7,501- \$9,352

<b><u>Effective June 25, 2017 (2%)</u></b>		
<b><u>CLASSIFICATION</u></b>	<b><u>RANGE</u></b>	
<b><i>EXECUTIVE MANAGERS:</i></b>		
Finance Director	<del>\$10,588- \$13,449</del>	\$10,800- \$13,718
Assistant City Manager	<del>\$10,980- \$13,947</del>	\$11,200- \$14,226
Chief of Police	<del>\$11,786- \$15,277</del>	\$12,022- \$15,583
Fire Chief*	<del>\$10,884- \$14,210*</del>	\$11,102- \$14,494*
Planning and Building Director	<del>\$9,437- \$11,933</del>	\$9,626- \$12,172
Community Services Director	<del>\$9,437- \$11,933</del>	\$9,626- \$12,172
Parks and Public Works Director/City Engineer	<del>\$10,726- \$13,616</del>	\$10,941- \$13,888

<b>GENERAL MANAGERS:</b>		
Fire Division Chief	<del>\$9,898 - \$12,565</del>	\$10,096- \$12,816
<del>Fire Captain</del>	<del>\$7,054 - \$8,834</del>	
Public Works Division Manager	<del>\$7,494 - \$9,363</del>	\$7,644- \$9,550
Environmental Services Manager	<del>\$6,973 - \$8,714</del>	\$7,112- \$8,888
Police Captain	<del>\$9,898 - \$12,565</del>	\$10,096- \$12,816
Police Lieutenant	<del>\$8,759 - \$11,187</del>	\$8,934- \$11,411
Police Records Manager	<del>\$6,052 - \$8,193</del>	\$6,173- \$8,357
City Clerk	<del>\$7,820 - \$9,540</del>	\$7,976- \$9,731
Recreation Manager	<del>\$7,501 - \$9,352</del>	\$7,651- \$9,539
City Librarian	<del>\$7,501 - \$9,352</del>	\$7,651- \$9,539

<b>Effective June 24, 2018 (2%)</b>		
<u>CLASSIFICATION</u>	<u>RANGE</u>	
<b>EXECUTIVE MANAGERS:</b>		
Finance Director	<del>\$10,800 - \$13,718</del>	\$11,016- \$13,992
Assistant City Manager	<del>\$11,200 - \$14,226</del>	\$11,424- \$14,511
Chief of Police	<del>\$12,021 - \$15,583</del>	\$12,261- \$15,895
Fire Chief*	<del>\$11,102 - \$14,494*</del>	\$11,324- \$14,784
Planning and Building Director	<del>\$9,626 - \$12,172</del>	\$9,819- \$12,415
Community Services Director	<del>\$9,626 - \$12,172</del>	\$9,819- \$12,415
Parks and Public Works Director/City Engineer	<del>\$10,940 - \$13,888</del>	\$11,159- \$14,166
<b>GENERAL MANAGERS:</b>		
Fire Division Chief	<del>\$10,096 - \$12,816</del>	\$10,298- \$13,073
<del>Fire Captain</del>	<del>\$7,054 - \$8,834</del>	
Public Works Division Manager	<del>\$7,643 - \$9,550</del>	\$7,797- \$9,741
Environmental Services Manager	<del>\$7,112 - \$8,888</del>	\$7,254- \$9,066
Police Captain	<del>\$10,096 - \$12,816</del>	\$10,298- \$13,072
Police Lieutenant	<del>\$8,934 - \$11,411</del>	\$9,113- \$11,639
Police Records Manager	<del>\$6,173 - \$8,357</del>	\$6,296- \$8,524
City Clerk	<del>\$7,976 - \$9,731</del>	\$8,136- \$9,926
Recreation Manager	<del>\$7,651 - \$9,539</del>	\$7,804- \$9,730
City Librarian	<del>\$7,651 - \$9,539</del>	\$7,804- \$9,730

\*NOTE: The Fire Chief shall be eligible for Special Assignment Pay as a result of the Tri City Fire Command Agreement. Special Assignment Pay is at the City Manager's discretion and subject to Council approval.

Management employees promoted to their position from within City employment shall receive at least a five percent (5%) salary increase. Management employees appointed from outside City employment shall receive a salary at the level approved by the City Manager.

Management employees shall be eligible for a merit increase within their appropriate salary range following their initial probationary period, and each twelve (12) months thereafter, following an evaluation of the employee by the City Manager.

Employees with unsatisfactory performance shall not receive a merit increase or any other salary increase granted by the City Council, including cost of living adjustments.

Management employees appointed to a position from outside the City may be paid at a salary range higher than those indicated in this Section upon recommendation of the City Manager and minute approval

of the City Council.

The technology allowance for management employees may be up to \$200 per month, at the City Manager's discretion.

### **SECTION 3. VEHICLE USE**

Management employees required to use their own vehicles for City business may be reimbursed for mileage at the rate established by the Internal Revenue Service.

The following positions will be assigned City vehicles for their use due to the unique nature of these positions and their responsibility at any and all times to be called upon to respond to emergency situations:

Police Chief  
Police Captain  
Police Lieutenant  
Fire Chief  
Fire Division Chief  
Parks and Public Works Manager

The City will provide all maintenance upkeep, fuels, and insurance on the assigned City vehicle. Personal use of the assigned City vehicle beyond commuting from home to work and work to home is prohibited, except during those times when the employee is on call during which time the employees personal use is limited to the local area. Any employee issued a City vehicle agrees to hold the City harmless to waive all rights to seek damages for injury to him/herself for personal use of the vehicle. The waiver shall be prepared by the City.

Assignment of a City vehicle may be revoked or modified by the City Council or City Manager or respective department manager without recourse by the employee.

### **SECTION 4. RETIREMENT**

The Employee shall pay the full amount of the employee's seven percent (7%) contribution for non-public safety managers and nine percent (9%) for public safety managers to the California Public Employees Retirement System. The contribution shall be reported as being those of the affected employee so they will be credited to the particular employee's account with P.E.R.S. The retirement program shall be the same as for general or public safety employees of the City, as applicable.

Classic Management employees (hired prior to July 1, 2012) (not public safety) shall be eligible to retire 2% at 55 upon the single highest compensation for the retiring employee. Management employees (except for public safety employees which are subject to their established P.E.R.S. retirement benefit ) hired on or after July 1, 2012, shall be eligible to retire under the 2% at 60 formula based on highest average annual pensionable compensation earned during the last three years. Pursuant to Pension Reform Act, non-public safety employees hired on or after January 1, 2013 shall be eligible to retire 2% at 62 based on highest average pensionable compensation earned during the last three years.

### **SECTION 5. MEDICAL AND OTHER HEALTH BENEFITS**

(a) **FLEXIBLE MEDICAL BENEFITS.** Effective February 1, 2009 the City of San Marino commenced participation in the Public Employees' Medical and Hospital Care Act, Government Code Sections 22750 et. seq. The employer contribution for annuitants shall at all times equal employer contribution paid for active employees. Medical benefits shall be under the P.E.R.S. medical program.

(b) **OTHER HEALTH BENEFITS.** The City shall make available to current employees group dental, vision and life insurance and long term disability insurance programs, for as long as employee participation permits such programs to be provided. Employees may join or remove themselves or their dependents from participation in any program once annually. The City shall notify employees of the join/remove period by providing a notice with payroll at least three (3) weeks prior to the time period.

(c) **EMPLOYEE PARTICIPATION.** All employees shall be covered under the P.E.R.S. medical program, except as provided for herein. The employee may select from the P.E.R.S. plans which health program is best for the employee's family once annually. Employees may modify their dependent medical coverage under the P.E.R.S. health plan as permitted by the insurance company. Should the program cost more than the City's contribution provided in this Article, the City shall deduct the additional funds from the employee's paycheck to pay the difference.

(d) **CITY CONTRIBUTION.** The City's contribution is established at two-hundred seventy-five dollars (\$275.00) per month per annuitant and active employee, except for Fire Department personnel, who shall receive two-hundred dollars (\$200.00). This monthly contribution shall only increase as required by the Board of Administration of the Public Employees' Retirement System or the State Legislature, as set forth in Government Code Section 22892.

The City of San Marino will establish a flexible floating fringe benefit pool ("FFBP") for currently active employees. This "FFBP" shall not be used by any current annuitants or future annuitants. The purpose of the "FFBP" is to provide current active employees with additional health insurance, life insurance, vision insurance and dental insurance. The City of San Marino shall contribute a flat rate of nine hundred and twenty five dollars (\$925.00) per month on behalf of each currently active employee to the "FFBP", except for Fire Department personnel, who shall receive a flat rate of one thousand (\$1000.00) dollars.

Should the employee select a program which is less than the City's current contribution, employees hired prior to July 1, 2012, the difference may be placed in a deferred compensation plan provided by the City for each dollar remaining or receive the entire "FFBP" allotment of \$1,200.00 in cash, less applicable taxes. Said cash out, shall not be compensable to CalPERS as salary pursuant to California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571).

For employees hired after July 1, 2012, should the employee select a program which is less than the City's current contribution, only fifty percent (50%) of the difference may be placed in a deferred compensation plan provided by the City for each dollar remaining or receive fifty percent (50%) of the FFBP allotment in cash, less applicable taxes. Said cash out shall not be compensable to CALPERS as salary pursuant to the California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571).

In the event that the "FFBP" fails to cover the actual costs of the additional health insurance, life insurance, vision insurance, and dental insurance, the individual employee shall pay the difference.

If an employee is able to provide proof of coverage under a spouse's or other health insurance plan, the employee need not obtain health insurance under the City's provided P.E.R.S. medical program. All employees electing not to participate in the City's P.E.R.S. medical program shall be required to:

1. Submit adequate written proof of medical coverage;
2. Provide the City with no less than thirty (30) days written notice before any such medical coverage is canceled; and
3. Execute a liability and hold harmless release form removing the City from all liability resulting from medical coverage or the lack thereof.

(e) **RETIREE PARTICIPATION.** Retirees, who have retired under a P.E.R.S. retirement program after a minimum of five (5) years of full-time employment with the City or who have been authorized by the City Manager, shall be eligible to participate in the P.E.R.S. medical program, the dental program and the vision plan provided by the City for current employees as provided in this Article.

Retirees and their dependents shall be eligible to remain in the P.E.R.S. medical program for as long as they shall meet the requirements of said program. Retirees shall be eligible to participate in the other health programs provided for herein until they reach the age of sixty-five (65). Retirees may carry dependent coverage under the health programs (other than P.E.R.S. medical) provided for herein until the dependent reaches the age of sixty-five (65).

Retirees shall be provided \$275 per month except Fire Department Personnel who shall receive \$200.00 per month, to be used for payment toward the medical and health benefits contained herein. If a retiree selects a program(s) in excess of the amount provided by the City, the Retiree shall be responsible for paying the balance due. Should the retiree select a program(s) costing less than the amount provided by the City or elect not to have any coverage, the employee shall have no rights to the balance available.

Each August 1st thereafter, the City shall increase the contribution available to retirees by the amount required by the P.E.R.S. medical program.

## **SECTION 7. HOLIDAYS**

All management employees, ~~except Fire Captains,~~ shall be entitled to the following eleven (11) holidays as days off with pay:

New Year's Day  
 President's Day  
 Memorial Day  
 Fourth of July  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Friday after Thanksgiving  
 Christmas Eve  
 Christmas Day  
 New Year's Eve

~~Fire Captains shall have the following legal holidays, or one hundred forty four (144) hours (six [6] shifts) in accordance with this Article:~~

~~New Year's Day  
 President's Day~~

Memorial Day  
Fourth of July  
Thanksgiving Day  
Christmas Day

~~Fire Captains working on holidays shall receive holiday pay, or time off, plus the Fire Captain's regular straight time hourly pay for all hours worked, at the Fire Captain's discretion, equivalent to the number of hours worked on the holiday. Fire Captain shall receive no other compensation for working on a holiday.~~

~~Should one of the holidays listed above fall during a Fire Captains vacation period, or while a Fire Captain is lawfully absent with pay, the Fire Captain shall be credited for the holiday and no charge shall be made against the Fire Captain's accumulated vacation.~~

## **SECTION 8. SICK LEAVE**

~~Sick leave shall be utilized solely for illness or medical appointment of an affected employee or his/her immediate family, meaning spouse, natural or adopted child, step child, brother, sister, parent, step parent, step brother or step sister. Sick leave shall be used solely for:~~

- ~~• Diagnosis, care or treatment of an existing health condition or preventative care for an employee or an employee's family member(s). Family member includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.~~
- ~~• To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking as described in Labor Code Section 230(c) and 230.1(a).~~

In the event an employee experiences a catastrophic illness, the employee may be credited donated sick leave hours from other employees' sick leave accruals upon prior approval of the City Manager. The employee must first exhaust all their sick and vacation leave prior to receiving any sick leave donation.

Each employee shall accrue five (5) hours of sick leave time at the end of each pay period not to exceed ten (10) hours per month, up to a maximum of two-hundred and forty (240) hours. ~~Fire Captains shall accrue six (6) hours of sick leave time at the end of each pay period, not to exceed 12 hours per month, up to a maximum of two hundred and forty (240) hours.~~ Upon reaching the maximum accrual allowed, accrued hours received above the maximum shall be placed in a "bank," only to be used in the event of a catastrophic illness with the approval of the City Manager.

An employee shall submit a "Leave Request" form to the City Manager no less than twenty-four (24) hours prior to taking sick leave for pre-scheduled medical appointments. An employee who has been absent from work due to illness shall complete a "Leave Request" form on the day he/she returns to work indicating the date, times and nature of illness.

Newly hired employees, ~~other than Fire Captains,~~ shall receive sixty (60) hours of sick leave time on the date of initial hire as an advance for accruals, and shall be eligible to begin the monthly accrual provided for herein beginning the first day of the month following completion of six (6) months of employment. ~~Newly hired employees in the position of Fire Captains, shall receive seventy two (72) hours of sick leave time on the date of initial hire as an advance for accruals, and shall be eligible to begin the monthly accrual provided for herein beginning the first day of the monthly following completion of six (6) months of employment.~~

Employees leaving employment with the City for any reason within the first six (6) months of employment, having received an advance for accruals of sick leave time and having used said sick leave time at a rate greater than ten (10) or twelve (12) hours as applicable of sick leave time off for each month of actual employment during the six (6) month period of the advance, shall have the amount of sick leave time off in excess of ten (10) or twelve (12) hours per month deducted from the employee's final payroll on an hour for hour basis at the employee's hourly salary rate at the time of separation.

No portion of this Section shall be deemed to prevent an employee from utilizing other accrued leave time for the purpose of medical or sick leave.

Management employees may elect to cash out sick leave balances in excess of 160 hours at a rate of .50 on the dollar at their regular hourly rate of pay. Employees must maintain a minimum of 160 hours of sick leave in order to be compensated. Accruals will be based on balances during the last pay period of each fiscal year covered by the contract. Employees shall have no vested rights in the accrued sick leave time upon termination with the City.

#### **SECTION 9. BEREAVEMENT LEAVE**

On the death of a member of an employee's immediate family; meaning spouse, natural or adopted child, step-child, grandchild, brother, sister, parent, grandparent, parent-in-law, brother-in-law or sister-in-law, step-parent, step-brother, step-sister, or other relative living in the same household, the employee shall be granted bereavement leave as follows:

- (a) If the death occurred within a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to three (3) days bereavement leave.
- (b) If the death occurred outside a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to five (5) days bereavement leave.

Upon request, the City Manager may grant paid bereavement leave in excess of the leave provided herein.

#### **SECTION 10. VACATION LEAVE**

All management employees, except Fire Captains, shall accrue vacation leave in accordance with the following formula:

- (a) 7.5 hours for each month during the first (1<sup>st</sup>) through fifth (5<sup>th</sup>) year of employment (90.0 hours annually).
- (b) 8.0 hours for each month during the sixth (6<sup>th</sup>) year of employment (96.0 hours annually).
- (c) 9.0 hours for each month during the seventh (7<sup>th</sup>) year of employment (108.0 hours annually).
- (d) 9.5 hours for each month during the eighth (8<sup>th</sup>) year of employment (114.0 hours annually).
- (e) 10.0 hours for each month during the ninth (9<sup>th</sup>) through the nineteenth (14<sup>th</sup>) year of

employment (120.0 hours annually).

- (f) 11.5 hours for each month during the fifteenth (15<sup>th</sup>) through the nineteenth (19<sup>th</sup>) year of employment (138 hours annually).
- (g) 13.5 hours for each month during the twentieth (20<sup>th</sup>) through the twenty-fifth (25<sup>th</sup>) year of employment (162.0 hours annually).
- (h) 15.0 hours for each month beginning with the twenty-sixth (26<sup>th</sup>) year of employment (180.0 hours annually).

~~Fire Captains shall accrue vacation leave in accordance with the following formula:~~

- ~~(a) 14.0 hours for each month during the first (1<sup>st</sup>) through fifth (5<sup>th</sup>) year of employment (168.0 hours annually).~~
- ~~(b) 16.0 hours for each month during the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) years of employment (192.0 hours annually).~~
- ~~(c) 18.0 hours for each month during the eighth (8<sup>th</sup>) and ninth (9<sup>th</sup>) years of employment (216.0 hours annually).~~
- ~~(d) 20.0 hours for each month during the tenth (10<sup>th</sup>) through the fifteenth (15<sup>th</sup>) year of employment (240.0 hours annually).~~
- ~~(e) 22.0 hours for each month during the sixteenth (16<sup>th</sup>) through the nineteenth (19<sup>th</sup>) year of employment (264.0 hours annually).~~
- ~~(f) 24.0 hours for each month during the twentieth (20<sup>th</sup>) through the twenty fifth (25<sup>th</sup>) year of employment (288.0 hours annually).~~
- ~~(g) 26.0 hours for each month beginning with the twenty sixth (26<sup>th</sup>) year of employment (312.0 hours annually).~~

Vacation leave shall be deemed as having been accrued by the employee only at the end of the pay period in which the employee was in the service of the City. If employment begins prior to the fifteenth (15<sup>th</sup>) of the month, vacation leave shall be accrued for that month. If employment begins after the fifteenth (15<sup>th</sup>) of the month vacation leave shall be accrued beginning with the first (1<sup>st</sup>) day of the following month. If termination occurs prior to the sixteenth (16<sup>th</sup>) day of the month no vacation leave shall be accrued for that month.

Accrual at the next highest incremental rate shall begin at the end of the first pay period ending after the employee's anniversary date of original employment with the City, regardless of any promotions or demotions. If the anniversary date is the first (1<sup>st</sup>) of the month the higher rate shall be credited for that month. If the anniversary date is the sixteenth (16<sup>th</sup>) of the month the higher rate shall begin with the first (1<sup>st</sup>) day of the following month.

Management employees shall be eligible to accrue a maximum of two (2) times the annual vacation leave for which the employee is eligible pursuant to this Section. Vacation leave in excess of the maximum

accrual shall be compensated on the regular payroll following the month in which the maximum accrual was attained at the hourly rate pay in effect in the month of accrual. Accrual in excess of the maximum permitted herein may be granted by the City manager if special circumstances so warrant.

#### **SECTION 11. ADMINISTRATIVE LEAVE**

Management employees shall be eligible for administrative leave in recognition of the additional hours required in performance of their duties. Administrative leave shall be taken only upon the approval of the City Manager. Administrative leave shall be accrued at the end of the first pay period beginning after July 1<sup>st</sup> of each year and shall not be carried beyond the fiscal year in which it is accrued, and remaining administrative leave time shall not be compensated.

Management employees, ~~except Fire Captains,~~ may accrue up to eighty 80 hours of administrative leave annually at the discretion of the department head or City Manager.

#### **SECTION 12. OTHER LEAVES OF ABSENCE**

Management employees may be eligible for absence without pay for periods of up to thirty (30) days upon approval of the City Manager.

Management employees may be eligible for absence with or without pay for a period of not more than one (1) year upon approval of the City Manager and the City Council.

#### **SECTION 13. PROBATION UPON APPOINTMENT**

All management employees shall be subject to a six (6) month probationary period following their appointment to a management position, ~~except for Fire Captains who shall be subject to a twelve (12) month probationary period,~~ unless extended further by the City Manager.

#### **SECTION 14. UNIFORMS**

Management employees required to wear a uniform regularly as part of their duties for the City shall have the uniforms provided by the City. Fire Division Chiefs ~~and Fire Captains~~ shall be provided the sum of \$200 each year for maintenance of regular fire wear.

Parks & Public Works Division Managers shall be provided the sum of \$100 each year for replacement of work boots.

#### **SECTION 15. COORDINATOR PAY**

~~Fire Captains responsible for the administration of a major program area may be eligible for coordinator pay of up to \$280 per month, at the discretion of the Fire Chief and with the approval of the City Manager.~~

#### **SECTION 15. RETIREMENT HEALTH SAVINGS PLAN**

The City agrees to sponsor a Retirement Health Savings Plan (RHS), pursuant to the employee group agreeing on contributions and meeting the RHS plan criteria.

At this time, mid-managers (non-public safety) have not elected to form a RHS group.

The Executive Managers portion of this group (non-public safety) has elected to consolidate for the purposes of forming a Retirement Health Savings Plan, which requires the Executive members to deposit one hundred percent (100%) of excess vacation as accrued by paycheck and one hundred percent (100%) of sick leave cash out of time above the required balance of 160 hours at the end of the fiscal year.

Fire Managers have elected to participate in RHS, requiring 100% of excess sick leave payout on annual basis (above 160 hours); 100% of excess vacation payout as accrued (by paycheck); 100% of vacation payout upon separation of service; and 100% of holiday pay on annual basis.

Police Managers have elected to participate in RHS, requiring 3% of earning for the plan (effective July 1, 2011) and 100% of sick leave cash out at the end of the fiscal year (above 160 hours).

# City of San Marino AGENDA REPORT



*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER

DATE: JUNE 8, 2016

SUBJECT: **RESOLUTION NO. 16-07 APPROVING A SALARY AND BENEFITS SCHEDULE FOR SUPERVISORY/CONFIDENTIAL EMPLOYEES**

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## **BACKGROUND**

On June 10, 2015, the City Council adopted the Salary and Benefits Schedule for Supervisory/Confidential Employees, which allowed for no salary increases over the 2015-16 Fiscal Year; however, a \$200 (non-PERSable) per month increase to the fringe benefit plan was approved. The prior year, a 3% cost of living increase was granted. The resolution currently covering the salary and benefits for the Supervisory/Confidential employees expires on June 25, 2016. As a result, to enable salaries for the new fiscal year and the two fiscal years thereafter, a new resolution is required. Specifically, the new Salary and Benefits Schedule for Supervisory/Confidential commences on June 26, 2016 and concludes on June 22, 2019.

Staff is recommending adjusting Supervisory/Confidential salaries to the 55<sup>th</sup> percentile of the City's recent market survey. The compensation adjustments (based on total compensation) would be consistent with compensation arrangements applied to other labor groups in the past. Although Supervisory/Confidential members (11) are unrepresented employees of the City (either exempt or non-exempt), it is important to align this group with similar opportunities as the represented members.

The proposed Supervisory/Confidential Salary and Benefits Schedule establishes salary increases of varying amounts to the following specific positions in Fiscal Year 2016-17 to bring these positions to the 55<sup>th</sup> percentile.

- Senior Planner
- Recreation Supervisor
- Associate Planner
- Assistant Planner

Other positions within this group (ie, Administrative Analyst, Administrative Assistant, Code Compliance Coordinator, and Police Records Clerk) are not eligible for increases in the 2016-17 fiscal year, because the total compensation for the positions are already at or above the 55<sup>th</sup> percentile.

In Fiscal Years 2017-18 and 2018-19, 2% cost of living adjustments for each year are recommended. The cost of living adjustments ensure the newly established compensations stay within the 55<sup>th</sup> percentile. Further, competitive market wages ensure the City is able to attract and retain high quality employees.

The Supervisory/Confidential Salary and Benefits Schedule includes a third tier retirement plan at 2% at 62 based on final three year average compensation if hired on or after January 1, 2013, pursuant to requirements under the Pension Reform Act. The other two retirement tiers within the schedule consist of Classic employees at 2% at 55 at single highest year if hired prior to July 1, 2012 and 2% at 60 based on final three-year average compensation if hired on or after July 1, 2012.

### **FISCAL IMPACT**

The fiscal impact to the City from the 55<sup>th</sup> percentile adjustments to specified Supervisory/Confidential positions has an impact of \$50,907 in FY 2016-17. For the subsequent Fiscal Years, the 2% cost of living adjustment each year has an impact of \$24,771 and \$25,267 respectively. The increases described herein have been incorporated into the 2016-17 Fiscal Year Budget documents being approved by the Council tonight.

### **RECOMMENDATION**

If Council concurs, the appropriate action would be:

“A motion to adopt Resolution No. R-16-07 approving the Salary and Benefit Schedule for Supervisory/Confidential Employees.”

Attachments: Resolution No. R-16-07  
Supervisory/Confidential Employees Salary and Benefits Schedule

**RESOLUTION NO. R-16-07**

**RESOLUTION OF THE CITY OF SAN MARINO, CALIFORNIA APPROVING A SALARY AND BENEFIT SCHEDULE FOR SUPERVISORY/CONFIDENTIAL EMPLOYEES**

**WHEREAS**, Section 02.05.01(A) of the City Code provides that salary and benefits plans for employees are a part of the City's personnel rules and regulations when approved by resolution of the City Council; and

**WHEREAS**, Section 02.05.01(D) provides that the City Manager shall prepare salary and benefit schedules for presentation to the City Council.

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

**SECTION 1.** That the "Supervisory/Confidential Employees Salary and Benefit Schedule" dated June 26, 2016 through June 22, 2019 is attached hereto, and made a part hereof shall be adopted as the salary and benefits schedule for Supervisory/Confidential employees in the City of San Marino.

**SECTION 2.** That the "Supervisory/Confidential Employees Salary and Benefit Schedule" shall become a part of the City's personnel rules and regulations.

**PASSED, APPROVED, AND ADOPTED** this 8th day of June, 2016.

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DR. ALLAN YUNG, MAYOR

ATTEST:

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VERONICA RUIZ, CMC  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

**I HEREBY CERTIFY** that the foregoing Resolution No. R-16-07 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 8<sup>th</sup> day of June 2016, by the following vote:

AYES            :

NOES            :

ABSENT         :

ABSTAIN        :

---

VERONICA RUIZ, CMC  
CITY CLERK

**SUPERVISORY/CONFIDENTIAL EMPLOYEES  
SALARY AND BENEFITS SCHEDULE  
PERIOD COVERING  
JUNE 26, 2016 THROUGH JUNE 22, 2019**

**SECTION 08.01 INTRODUCTION**

This salary and benefit schedule shall represent the compensation program provided to Supervisory/Confidential employees of the City of San Marino for the period June 26, 2016 through June 22, 2019.

**SECTION 08.02 SALARY**

The following shall be the salary ranges for Supervisory/Confidential employees:

<b><u>EFFECTIVE JUNE 26, 2016</u></b>		
<u>CLASSIFICATION</u>	<u>RANGE</u>	
<u>Exempt</u>		
Senior Planner	<del>\$5,269 - \$6,534</del>	\$6,343- \$7,866
<del>Police Records Communications Supervisor</del>	<del>\$5,019 - \$6,203</del>	
Recreation Supervisor	<del>\$5,008 - \$6,203</del>	\$5,735- \$7,103
<u>Non-Exempt</u>		
Administrative Analyst	\$5,020-- \$6,124	
Administrative Assistant	\$4,275-- \$5,225	
Associate Planner	<del>\$5,166 - \$6,306</del>	\$5,346- \$6,526
Assistant Planner	<del>\$4,921 - \$6,004</del>	\$4,924- \$6,008
Code Compliance Coordinator	\$4,874-- \$6,022	
Executive Secretary	\$4,070-- \$4,965	
Police Records Clerk	\$3,952-- \$4,820	
Accountant I	\$4,369-- \$5,352	

<b><u>EFFECTIVE JUNE 25, 2017 (2%)</u></b>		
<u>CLASSIFICATION</u>	<u>RANGE</u>	
<u>Exempt</u>		
Senior Planner	<del>\$6,343 - \$7,866</del>	\$6,470- \$8,023
<del>Police Records Communications Supervisor</del>	<del>\$5,019 - \$6,203</del>	
Recreation Supervisor	<del>\$5,735 - \$7,103</del>	\$5,848- \$7,245
<u>Non-Exempt</u>		
Administrative Analyst	<del>\$5,020 - \$6,124</del>	\$5,120- \$6246
Administrative Assistant	<del>\$4,275 - \$5,225</del>	\$4,361- \$5,330
Associate Planner	<del>\$5,346 - \$6,526</del>	\$5,453- \$6,657
Assistant Planner	<del>\$4,924 - \$6,008</del>	\$5,022- \$6,128
Code Compliance Coordinator	<del>\$4,874 - \$6,022</del>	\$4,971- \$6,142
Executive Secretary	<del>\$4,070 - \$4,965</del>	\$4,151- \$5,064
Police Records Clerk	<del>\$3,952 - \$4,820</del>	\$4,031- \$4,916
Accountant I	<del>\$4,369 - \$5,352</del>	\$4,456- \$5,459

SUPERVISORY/CONFIDENTIAL EMPLOYEES – SALARY AND BENEFITS SCHEDULE  
 Page 2 of 8

**EFFECTIVE JUNE 24, 2018 (2%)**

<u>CLASSIFICATION</u>	<u>RANGE</u>	
<u>Exempt</u>		
Senior Planner	<del>\$6,470 - \$8,023</del>	\$6,599- \$8,183
<del>Police Records Communications Supervisor</del>	<del>\$5,019 - \$6,203</del>	
Recreation Supervisor	<del>\$5,848 - \$7,245</del>	\$5,965- \$7,390
<u>Non-Exempt</u>		
Administrative Analyst	<del>\$5,120 - \$6,246</del>	\$5,222- \$6,371
Administrative Assistant	<del>\$4,361 - \$5,330</del>	\$4,448- \$5,437
Associate Planner	<del>\$5,453 - \$6,657</del>	\$5,562- \$6,790
Assistant Planner	<del>\$5,022 - \$6,128</del>	\$5,122- \$6,251
Code Compliance Coordinator	<del>\$4,971 - \$6,142</del>	\$5,070- \$6,265
Executive Secretary	<del>\$4,151 - \$5,064</del>	\$4,234- \$5,165
Police Records Clerk	<del>\$4,031 - \$4,916</del>	\$4,112- \$5,014
Accountant I	<del>\$4,456 - \$5,459</del>	\$4,545- \$5,568

Supervisory/Confidential employees promoted to their position from within City employment shall receive a salary at the step within the appropriate range, which shall provide at least a five percent (5%) salary increase. Supervisory/Confidential employees appointed from outside City employment shall receive a salary at the step approved by the City Manager.

Supervisory/Confidential employees shall be eligible for a merit increase within their appropriate salary range following their initial probationary period, and each twelve (12) months thereafter, following an evaluation of the employee by the immediate supervisor and approval by the Department Head.

Employees with unsatisfactory performance shall not receive a merit increase or any other salary increase granted by the City Council, including cost of living adjustments.

**SECTION 08.03 TUITION REIMBURSEMENT**

With the approval of the Department Head and City Manager, Supervisory/Confidential employees may receive reimbursement of tuition, books, and other fees incurred in the completion of college course work relating to their city employment. The amount to be reimbursed is to be determined by the Department Head, and is subject to City Manager approval, pending availability of funds.

**SECTION 08.04 RETIREMENT**

The Employee shall pay the seven percent (7%) of the employee's contribution to the California Public Employees Retirement System. The contribution shall be reported as those of the affected employees so they will be credited to the particular employee's account with P.E.R.S. The retirement program shall be the same as for general or public safety employees of the City, as applicable.

Classic employees (hired prior to July 1, 2012) shall be eligible to retire 2% at 55 upon the single highest year compensation for the retiring employee. Employees hired on or after July 1, 2012 shall be eligible to retire under the 2% at 60 formula based on highest average annual pensionable compensation earned during the last three years. Pursuant to the Pension Reform Act, employees hired on or after January 1, 2013 shall be eligible to retire at 2% at 62 based on highest average annual pensionable compensation earned during the last three years. Employees in any of these tiers shall pay the seven percent (7%) employee P.E.R.S. share.

#### **SECTION 08.05 MEDICAL AND OTHER HEALTH BENEFITS**

(a) **FLEXIBLE MEDICAL BENEFITS.** Effective February 1, 2009 the City of San Marino commenced participation in the Public Employees' Medical and Hospital Care Act, Government Code Sections 22750 et. Seq. The employer contribution for annuitants shall at all times equal employer contribution paid for active employees. Medical benefits shall be under the P.E.R.S. medical program.

(b) **OTHER HEALTH BENEFITS.** The City shall make available to current employees group dental, vision and life insurance and long term disability insurance programs, for as long as employee participation permits such programs to be provided. Employees may join or remove themselves or their dependents from participation in any program once annually. The City shall notify employees of the join/remove period by providing a notice with payroll at least three (3) weeks prior to the time period.

(c) **EMPLOYEE PARTICIPATION.** All employees shall be covered under the P.E.R.S. medical program, except as provided for herein. The employee may select from the P.E.R.S. plans which health program is best for the employee's family once annually. Employees may modify their dependent medical coverage under the P.E.R.S. health plan as permitted by the insurance company. Should the program cost more than the City's contribution provided in this Article, the City shall deduct the additional funds from the employee's paycheck to pay the difference.

(d) **CITY CONTRIBUTION.** The City's contribution is established at one hundred seventy five (\$175.00) per month per annuitant and active employee. This monthly contribution shall only increase as required by the Board of Administration of the Public Employees' Retirement System or the State Legislature, as set forth in Government Code Section 22892.

The City of San Marino will establish a flexible floating fringe benefit pool ("FFBP") for currently active employees. This "FFBP" shall not be used by any current annuitants or future annuitants. The purpose of the "FFBP" is to provide currently active employees with additional health insurance, life insurance, vision insurance and dental insurance. The City of San Marino shall contribute a flat rate of one thousand and twenty five dollars (\$1,025.00) per month on behalf of each currently active employee to the "FFBP".

Should the employee select a program which is less than the City's current contribution, employees hired prior to February 26, 2012 are eligible to place the difference in a deferred compensation plan provided by the City for each dollar remaining or receive the entire "FFBP"

allotment of \$1,200 in cash, less applicable taxes. Said cash out, shall not be compensable to CalPERS as salary pursuant to California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571).

For employees hired on or after February 26, 2012, should the employee select a program which is less than the City's current contribution, only fifty percent (50%) of the difference may be placed in a deferred compensation plan provided by the City for each dollar remaining or receive fifty percent (50%) of the FFBP allotment in cash, less applicable taxes. Said cash out shall not be compensable to CALPERS as salary pursuant to the California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571).

In the event the FFBP fails to cover the actual costs of the additional health insurance, life insurance, vision insurance, and dental insurance, the individual employee shall pay the difference.

If an employee is able to provide proof of coverage under a spouse's or other health insurance plan, the employee need not obtain health insurance under the City's provided P.E.R.S. medical program. All employees electing not to participate in the City's P.E.R.S. medical program shall be required to:

1. Submit adequate written proof of medical coverage;
2. Provide the City with no less than thirty (30) days written notice before any such medical coverage is canceled; and
3. Execute a liability and hold harmless release form removing the City from all liability resulting from medical coverage or the lack thereof.

#### **Section 8.06. RETIREE PARTICIPATION**

Retirees shall be provided \$175 per month to be used for payment toward the medical and health benefits contained herein. If a retiree selects a program(s) in excess of the amount provided by the City, the Retiree shall be responsible for paying the balance due. Should the retiree select a program(s) costing less than the amount provided by the City, the employee shall have no rights to the balance available.

Each August 1st thereafter, the City shall increase the contribution available to retirees by the amount required by the P.E.R.S. medical program.

#### **SECTION 08.07 HOLIDAYS**

All Supervisory/Confidential employees shall be entitled to the following holidays as days off with pay:

New Year's Day  
President's Day  
Memorial Day  
Fourth of July  
Labor Day  
Veteran's Day  
Thanksgiving Day

Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

## **SECTION 08.08 SICK LEAVE**

Sick leave shall be utilized solely for illness or medical appointment of an affected employee or his/her immediate family, meaning spouse, natural or adopted child, step child, brother, sister, parent, step parent, step brother or step sister. Sick leave shall be used solely for:

- Diagnosis, care or treatment of an existing health condition or preventative care for an employee or an employee's family member(s). Family member includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.
- To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking as described in Labor Code Section 230(c) and 230.1(a).

In the event an employee experiences a catastrophic illness, the employee may be credited donated sick leave hours from other employees' sick leave accruals upon prior approval of the City Manager. The employee must first exhaust all their sick and vacation leave prior to receiving any sick leave donation on use of catastrophic leave.

Each employee shall accrue five (5) hours of sick leave time at the end of each pay period, not to exceed 10 hours per month, up to a maximum of two-hundred and forty (240) hours. Upon reaching the maximum accrual allowed, accrued hours received above the maximum shall be placed in a "bank," only to be used in the event of a catastrophic illness with the approval of the City Manager. In addition, this catastrophic leave cannot be converted to PERS service credit upon retirement.

An employee shall submit a "Leave Request" form to the Department Head no less than twenty-four (24) hours prior to taking sick leave for pre-scheduled medical appointments. An employee who has been absent from work due to illness shall complete a "Leave Request" form on the day he/she returns to work indicating the date, times and nature of illness.

Newly hired employees shall receive sixty (60) hours of sick leave time on the date of initial hire as an advance for accruals, and shall be eligible to begin the monthly accrual provided for herein beginning the first day of the month following completion of six (6) months of employment.

Employees leaving employment with the City for any reason within the first six (6) months of employment, having received an advance for accruals of sick leave time and having used said sick leave time at a rate greater than ten (10) or twelve (12) hours as applicable, of sick leave time off for each month of actual employment during the six (6) month period of the advance, shall have the amount of sick leave time off in excess of ten (10) or twelve (12) hours as applicable, hours per month deducted from the employee's final payroll on an hour for hour basis at the employee's hourly salary rate at the time of separation.

No portion of this Section shall be deemed to prevent an employee from utilizing other accrued leave time for the purpose of medical or sick leave.

Supervisory/Confidential employees may elect to cash out sick leave balances in excess of 160 hours at a rate of .50 on the dollar at their regular hourly rate of pay. Employees must maintain a minimum of 160 hours of sick leave in order to be compensated. Accruals will be based on balances during the last pay period of each fiscal year covered by the contract. Employee shall have no vested rights in the accrued sick leave time upon termination with the City.

#### **SECTION 08.09 BEREAVEMENT LEAVE**

On the death of a member of an employee's immediate family; meaning spouse, natural or adopted child, step-child, grandchild, brother, sister, parent, grandparent, parent-in-law, brother-in-law or sister-in-law, step-parent, step-brother, step-sister, or other relative living in the same household, the employee shall be granted bereavement leave as follows:

- (a) If the death occurred within a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to three (3) days bereavement leave.
- (b) If the death occurred outside a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to five (5) days bereavement leave.

Upon request, the City Manager may grant paid bereavement leave in excess of the leave provided herein.

#### **SECTION 08.10 VACATION LEAVE**

All Supervisory/Confidential employees shall accrue vacation leave in accordance with the following formula:

- (a) 7.5 hours for each month during the first (1<sup>st</sup>) through fifth (5<sup>th</sup>) year of employment (90.0 hours annually).
- (b) 8.0 hours for each month during the sixth (6<sup>th</sup>) year of employment (96.0 hours annually).
- (c) 9.0 hours for each month during the seventh (7<sup>th</sup>) year of employment (108.0 hours annually).
- (d) 9.5 hours for each month during the eighth (8<sup>th</sup>) year of employment (114.0 hours annually).
- (e) 10.0 hours for each month during the ninth (9<sup>th</sup>) through the nineteenth (19<sup>th</sup>) year of employment (120.0 hours annually).

- (f) 11.5 hours for each month during the fifteenth (15<sup>th</sup>) through the nineteenth (19<sup>th</sup>) year of employment (138 hours annually).
- (g) 13.5 hours for each month during the twentieth (20<sup>th</sup>) through the twenty-fifth (25<sup>th</sup>) year of employment (162.0 hours annually).
- (h) 15.0 hours for each month beginning with the twenty-sixth (26<sup>th</sup>) year of employment (180.0 hours annually).

Vacation leave shall be deemed as having been accrued by the employee only at the end of the pay period in which the employee was in the service of the City. If employment begins prior to the fifteenth (15<sup>th</sup>) of the month, vacation leave shall be accrued for that month. If employment begins after the fifteenth (15<sup>th</sup>) of the month vacation leave shall be accrued beginning with the first (1<sup>st</sup>) day of the following month. If termination occurs prior to the sixteenth (16<sup>th</sup>) day of the month no vacation leave shall be accrued for that month.

Accrual at the next highest incremental rate shall begin at the end of the first pay period beginning after the employee's anniversary date of original employment with the City, regardless of any promotions or demotions. If the anniversary date is the first (1<sup>st</sup>) of the month the higher rate shall be credited for that month. If the anniversary date is the sixteenth (16<sup>th</sup>) of the month the higher rate shall begin with the first (1<sup>st</sup>) day of the following month.

Supervisory/Confidential employees shall be eligible to accrue a maximum of two (2) times the annual vacation leave for which the employee is eligible pursuant to this section. Vacation leave in excess of the maximum accrual shall be compensated on the regular payroll following the month in which the maximum accrual was attained at the hourly rate pay in effect in the month of accrual. Accrual in excess of the maximum permitted herein may be granted by the City Manager if special circumstances so warrant.

#### **SECTION 08.11 ADMINISTRATIVE LEAVE**

Supervisory/Confidential exempt employees shall be eligible for administrative leave in recognition of the additional hours required in performance of their duties. Administrative leave shall be taken only upon the approval of the Department Head. Administrative leave shall be accrued at the end of the first pay period beginning after July 1<sup>st</sup> of each year and shall not be carried beyond the fiscal year in which it is accrued, and remaining administrative leave time shall not be compensated for.

Supervisory/Confidential exempt employees may accrue up to sixty (60) hours of administrative leave time annually at the discretion of their supervisor.

#### **SECTION 08.12 OTHER LEAVES OF ABSENCE**

Supervisory/Confidential employees may be eligible for absence without pay for periods of

up to thirty (30) days upon approval of the City Manager.

Supervisory/Confidential employees may be eligible for absence with or without pay for a period of not more than one (1) year upon approval of the City Manager and the City Council.

### **SECTION 08.13 PROBATION UPON APPOINTMENT**

All Supervisory/Confidential employees shall be subject to a six (6) month probationary period following their appointment to a Supervisory/Confidential position unless extended further by the City Manager.

### **SECTION 08.14 UNIFORMS**

Supervisory/Confidential employees required to wear a uniform as part of their duties for the City shall have the uniforms provided by the City.

Code Compliance Coordinator shall be provided the sum of \$100 each year for replacement of work boots.

### **SECTION 08.15 MILEAGE**

Supervisory/Confidential employees required to use their own vehicles for City business, and who do not receive a monthly vehicle allowance or are not provided a City vehicle, may be reimbursed for mileage at the rate established by the Internal Revenue Service.

### **SECTION 08.16 RETIREMENT HEALTH SAVINGS**

The City agrees to sponsor a Retirement Health Savings (RHS) Plan, pursuant to the employee group agreeing on contributions and meeting the RHS plan criteria. At this time, there has been no RHS group designated under this schedule.

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL  
FROM: JOHN T. SCHAEFER, CITY MANAGER  
BY: LUCY GARCIA, ASSISTANT CITY MANAGER  
DATE: JUNE 8, 2016  
SUBJECT: **RESOLUTION NO 16-08, AMENDING  
THE PART TIME RATE SCHEDULE FOR FY 16-17**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council  
Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND**

In December 2015, the City Council approved Resolution 15-34, amending the part time rate schedule for Fiscal Year 2015-16. At that time, adjustments to the schedule were primarily for the purposes of raising the minimum wage, effective January 1, 2016 from \$9 to \$10 per hour, as specified under California Minimum Wage Order 2014. Pursuant to the adjustments, staff determined that beyond the seven positions paid less than \$10 per hour, adjustments to pay (at 11%) were necessary for most part time positions to avoid compaction, excluding the highest part time earners (a total of six), because there was enough compensation separation to enable the City to preserve the existing rates for these earners. Further, increasing the part time hourly rate for these earners would result in skewing/ impacting the salary range for their full time counterparts.

## **ANALYSIS**

California Governor Jerry Brown recently signed Senate Bill 3 into law, which will gradually increase California's minimum wage from \$10 to \$15 by January 1, 2022. For employers with 26 or more employees, the minimum wage will increase pursuant to the following schedule:

Date	New Rate
January 1, 2017	\$10.50
January 1, 2018	\$11.00
January 1, 2019	\$12.00
January 1, 2020	\$13.00
January 1, 2021	\$14.00
January 1, 2022	\$15.00

The new law includes a provision which allows the Governor to suspend the increases if it is determined, based on certain economic factors, that the State is in recession.

There are currently five positions within the City's current Part Time Schedule that would be subject to adjustment to the new \$10.50 rate in January 2017—Library Page, Library Clerk I, Park Attendant, Cashier, and Counselor. Although the City has previously accommodated such minimum wage arrangements via a

comprehensive realignment of the part time rates to sustain the City's hierarchy and three step structure, the Governor's economic exception/provision suggests the City ought to move slowly and carefully towards compliance of the mandate. Certainly, for all five part time positions affected, the City already has B and C steps, which are in full conformance with the minimum wage requirements. As a result, staff recommends reducing the five positions to two step positions (as opposed to the traditional three) to minimize the early fiscal impacts of the adjustments and to enable more time for staff to fully assess its compliance obligations in January 2022 of \$15 per hour, including possibly redesigning the City's part time structure.

Other adjustments to the schedule include the Recreation Manager position, which based on the proposed Management Schedule for FY 2016-17, requires merely updating its hourly equivalency.

### **FISCAL IMPACT**

There is no fiscal impact from the minimum wage adjustments described herein. The budget document already assumes the costs for any positions under \$10.50 per hour, after January 1, 2017.

There is also no impact from the proposed Recreation Manager hourly adjustments. The position is currently filled by a full time Recreation Manager.

### **RECOMMENDATION**

Staff recommends that the City Council approve the proposed rate schedule for part time staff, effective January 1, 2017. If the Council concurs, the appropriate action would be:

“A motion to adopt Resolution No. R-16-08 amending the Part Time Rate Schedule for Fiscal Year 2016-17, effective January 1, 2017.”

Attachments: Resolution No. R-16-08  
Part Time Rate Schedule, Effective January 1, 2017

**RESOLUTION NO. R-16-08**

**RESOLUTION OF THE CITY OF SAN MARINO, CALIFORNIA APPROVING A RATE SCHEDULE FOR PART TIME EMPLOYEES**

**WHEREAS**, Section 02.05.01(A) of the City Code provides that salary and benefits plans for employees are a part of the City's personnel rules and regulations when approved by resolution of the City Council; and

**WHEREAS**, Section 02.05.01(D) provides that the City Manager shall prepare salary and benefit schedules for presentation to the City Council.

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

**SECTION 1.** That the "Part Time Rate Schedule" dated January 1, 2017 as attached hereto, and made a part hereof shall be adopted as the salary and benefit schedule for part time employees in the City of San Marino.

**SECTION 2.** That the "Part Time Rate Schedule" shall become a part of the City's personnel rules and regulations.

**PASSED, APPROVED, AND ADOPTED** this 8th day of June, 2016.

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DR. ALLAN YUNG, MAYOR

ATTEST:

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VERONICA RUIZ, CMC  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

**I HEREBY CERTIFY** that the foregoing Resolution No. R-16-08 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 8th day of June 2016, by the following vote:

AYES            :

NOES            :

ABSENT          :

ABSTAIN        :

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VERONICA RUIZ, CMC  
CITY CLERK

**City of San Marino  
Part Time Schedule  
Effective January 1, 2017**

<b>SALARY RANGE</b>	<b>LIBRARY:</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>
\$10.00 - \$11.03	PAGE		10.51	11.03
\$10.44 - \$11.51	LIBRARY CLERK I		10.96	11.51
\$12.53 - \$13.81	LIBRARY CLERK II	12.53	13.16	13.81
\$16.23 - \$17.90	SUPERVISOR	16.23	17.05	17.90
\$16.23 - \$17.90	LIBRARY MONITOR	16.23	17.05	17.90
\$16.70 - \$18.41	LIBRARY ASSISTANT I	16.70	17.53	18.41
\$24.65 - \$27.18	LIBRARIAN I	24.65	25.87	27.18
<b>SALARY RANGE</b>	<b>PUBLIC WORKS:</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>
\$10.00 - \$11.03	PARK ATTENDANT		10.51	11.03
\$12.14 - \$13.39	MAINTENANCE AIDE	12.14	12.75	13.39
\$17.86 - \$19.69	MAINTENANCE ASSISTANT	17.86	18.75	19.69
<b>SALARY RANGE</b>	<b>PLANNING &amp; BUILDING:</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>
\$23.39 - \$25.79	CODE COMPLIANCE OFFICER	23.39	24.56	25.79
<b>SALARY RANGE</b>	<b>POLICE:</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>
\$10.62 - \$11.71	CADET	10.62	11.16	11.71
\$21.35 - \$26.22	DISPATCHER*	21.35	23.80	26.22
\$16.52 - \$18.22	PARKING ENFORCEMENT	16.52	17.35	18.22
\$17.65 - \$19.45	COMMUNITY SERVICES OFFICER	17.65	18.53	19.45
\$17.81 - \$19.64	RECORDS CLERK	17.81	18.70	19.64
<b>SALARY RANGE</b>	<b>FIRE:</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>
\$28.32 - \$34.03	FIREFIGHTER*	28.32	31.18	34.03
<b>SALARY RANGE</b>	<b>RECREATION:</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>
\$10.00 - \$11.03	CASHIER		10.51	11.03
\$10.00 - \$11.03	COUNSELOR		10.51	11.03
\$16.52 - \$18.21	CLERK TYPIST II	16.52	17.35	18.21
\$10.94 - \$12.06	PROGRAM LEADER	10.94	11.49	12.06
\$13.48 - \$14.86	LIFEGUARD	13.48	14.15	14.86
\$13.48 - \$14.86	ASSISTANT REC SPECIALIST	13.48	14.15	14.86
\$16.39 - \$18.07	WATER SAFETY INSTRUCTOR	16.39	17.21	18.07
\$16.39 - \$18.07	RECREATION SPECIALIST	16.39	17.21	18.07
\$18.54 - \$20.44	ASSISTANT POOL MANAGER	18.54	19.46	20.44
\$18.54 - \$20.44	PRIVATE SWIM LESSONS	18.54	19.46	20.44
\$21.18 - \$23.35	POOL MANAGER	21.18	22.24	23.35
\$21.18 - \$23.35	CHILD DEVELOPMENT SPECIALIST	21.18	22.24	23.35
\$23.64 - \$26.06	RECREATION COORDINATOR	23.64	24.82	26.06
\$33.62 - \$37.07	RECREATION MANAGER	43.28	45.44	47.72
<b>SALARY RANGE</b>	<b>ADMINISTRATION:</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>
\$18.59 - \$20.50	ACCOUNT CLERK	18.59	19.52	20.50
\$17.36 - \$19.14	RECEPTIONIST I	17.36	18.23	19.14
\$19.10 - \$21.06	PROFESSIONAL INTERN	19.10	20.06	21.06

\* Firefighter and Dispatcher position are subject to the hourly rate equivalency of a full time position (pro-rated)

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER  
PADDY TABER, ADMINISTRATIVE ANALYST

DATE: JUNE 8, 2016

SUBJECT: **ACCEPTANCE AND AUTHORIZATION TO FILE**  
**THE NOTICE OF COMPLETION FOR OLD MILL PROJECT**

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

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## **BACKGROUND**

On January 13, 2016, the City Council awarded to Eagle Restoration of Arcadia, California a contract in the amount of \$110,000.00 for restoration improvements, including repair of damaged interior and exterior walls (damage caused by water), electrical upgrades to the office, refinishing gallery flooring, repairing broken and uneven pavers, roof repair (main structure), and the cornice repair. (The cornice is decorative roof molding that is located around the parameter of the roof.)

There were no change orders authorized by the City. All punch list items were addressed and the project is complete.

## **FISCAL IMPACT**

The City was awarded \$100,000 from the County towards restoration improvements at the Old Mill. A matching amount of 25% or \$25,000 was required as part of the grant application. The breakdown of the matching amount is \$10,000 from the City, \$10,000 from the Old Mill Foundation and the remaining \$5,000 designated as administration time (in-kind) provided by City staff. The total funds available for the Old Mill grant project were \$120,000 (not including in-kind). The restoration portion of the contract was \$110,000 to Eagle Restoration. The remaining funds were designated for an alarm system, minor plumbing work and roof repair to the office portion of the building.

## **RECOMMENDATION**

Staff recommends that the City Council accept and authorize the city clerk to file the Notice of Completion for the Old Mill Restoration Project. If Council concurs, the appropriate action would be:

“A motion to accept the Old Mill Restoration Project as complete and authorize the City Clerk to file the Notice of Completion.”

Attachment: Notice of Completion

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO

Name: CITY OF SAN MARINO  
Street: 2200 Huntington Dr.  
Address: San Marino, CA 91108-2591  
City &  
State

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Free recording requested pursuant to Government Code §6103 & 27383

**NOTICE OF COMPLETION**

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property herein described:
2. The full name of the owner is CITY OF SAN MARINO
3. The full address of the owner is 2200 Huntington Dr., San Marino, CA 91108-2591

4. The nature of the interest or estate of the owner is: In fee.

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  

NAMES	ADDRESSES
<u>None</u>	

The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:  

NAMES	ADDRESSES
<u>None</u>	

6. Work of improvement on the roadway hereinafter described was completed on June 1, 2016. The work done was: Restoration Work at the Old Mill.

7. The name of the contractor, if any, for such work of improvement was Eagle Restoration of Arcadia, California  
February 17, 2016  
(If no contractor for work of improvement as a whole, insert "none".) (Date of Contract)

8. The property on which said work of improvement was completed is in the City of San Marino  
County of Los Angeles, State of California, and is described as follows: Restore wood flooring, reset uneven pavers in the patio, clean roof, restore cornice roof molding, restore damaged walls on the exterior and interior of the building.

9. The street address of said property is 1120 Old Mill Road  
(If no street address has been officially assigned insert "none.")

Date: June 8, 2016

\_\_\_\_\_  
Signature of owner or corporate officer of owner named in paragraph 2 or his agent  
John Schaefer, City Manager, City of San Marino

**VERIFICATION**

I, the undersigned say: I am the City Manager of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.  
("President of," "Manager of," "A partner of," "Owner of," etc.)

I declare under penalty of perjury that the foregoing is true and correct.

Executed on June 8, 2016, at San Marino, California.  
(Date of signature) (City where signed)

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER  
JASMIN ELEPANO, ADMINISTRATIVE ANALYST

*Allan Yung, MD, Mayor*

*Richard Sun, DDS, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Steve Talt, Council Member*

*Richard Ward, Council Member*

DATE: JUNE 8, 2016

SUBJECT: **AWARD OF CONTRACT FOR THE EL MOLINO STREET REHABILITATION PROJECT (HUNTINGTON TO NORTH CITY LIMIT), NIB # N-16-11**

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## **BACKGROUND**

The El Molino Street Rehabilitation Project from Huntington Drive to North City Limit, NIB #16-11 includes cold mill, asphalt concrete (AC) overlay, sidewalk replacement, curb and gutter replacement and other related work as described in the specifications and contract documents.

This project was included in the second CalRecycle Grant for the Rubberized Asphalt Concrete (RAC), so for every ton of RAC that the City uses for this project, the City will be reimbursed \$10. Staff has received Council approval of an appropriation for \$105,000 in account #226-48-3202-7155 for this grant.

This project was posted on Planet Bid, the City's website for bid opportunities, on May 16, 2016. 252 vendors were notified through Planet Bid. Seventeen (17) prospective bidders downloaded the bid documents.

The City of San Marino also published a Notice Inviting Bids on May 13th and 20th in the local paper.

On May 25, 2016 at 11:00 A.M., sealed bids were opened and read. A total of four (4) bids were received. The submitted bids ranged from \$378,369.00 to \$508,150.00.

The apparent low bid was submitted by E. C. Construction Co. of South El Monte, California. The company has performed many projects for San Marino in the past and their work is satisfactory. Licenses for the contractor were checked with the State of California, Department of Industrial Relations, the California Department of Consumer Affairs and the Contractors State License Board. All licenses were verified to be valid and current.

The project is estimated to be completed within sixty (60) calendar days from the start date.

**FISCAL IMPACT**

The engineer’s estimate for the project was \$550,000. The lowest bid was for \$378,369.00.

The El Molino Street Rehabilitation Project from Huntington to North City Limit, NIB #16-11 is budgeted under the following account numbers:

<b>ACCOUNT</b>	<b>BUDGET</b>
226-48-3202-7155	\$16,000
394-48-4600-1986	<u>\$700,000</u>
<b>TOTAL BUDGET</b>	<b>\$716,000</b>

The anticipated costs are as follows:

<b>DESCRIPTION</b>	<b>AMOUNT</b>
Engineering @ 15%	\$82,500
Construction	\$378,369
Contingency @ 15%	<u>\$56,755</u>
<b>TOTAL Anticipated costs</b>	<b>\$517,624</b>

There are more than sufficient funds in this account to cover the engineering and construction costs, including a contingency for any change orders due to unforeseen conditions or other issues that may arise.

Additionally, it is estimated that the City will recover approximately \$16,000 of this total cost because of the RAC Grant Program.

**RECOMMENDATION**

Staff recommends that the City Council accept the bid submitted by E. C. Construction Co. of South El Monte, California for the El Molino Street Rehabilitation Project from Huntington to North City Limit. If Council concurs, the appropriate action would be:

“A motion to award the bid for the El Molino Street Rehabilitation Project from Huntington to North City Limit, NIB #N-16-11 to E.C. Construction Co. of South El Monte, California in the amount of \$378,369.00.”

Attachments: Bid Summary  
Bid Analysis

**CITY OF SAN MARINO**

**BIDS RECEIVED**



NOTICE INVITING BIDS NO. N-16-11

DATE AUTHORIZED 5/3/2016

BID OPENING DATE & TIME 5/25/2016 11:00 A.M.

FILE NO. FISCAL YEAR 15-16

FOR EL MOLINO STREET REHABILITATION PROJECT (HUNTINGTON TO NORTH CITY LIMIT)

DEPARTMENT PUBLIC WORKS DEPARTMENT – STREET DIVISION

NAME & ADDRESS OF BIDDER	DATE RECEIVED	TIME RECEIVED	AMOUNT OF BID	CASHIER'S CHECK OR BID BOND
E.C. CONSTRUCTION 2213 Chico Avenue South El Monte, CA 91733	5/25/16	9:24 AM	① 378,369.00 <del>\$378,409.00</del>	Addendum Bid Bond
SULLY MILLER CONTRACTING 135 State College Blvd, Suite 400 Brea, CA 92821	5/25/16	10:53 AM	③ 441,126.00 <del>\$441,100.00</del>	Addendum Bid Bond
ALL AMERICAN ASPHALT P.O. Box 2229 Corona, CA 92878-2229	5/25/16	10:53 AM	② 440,585.00	Addendum Bid Bond
VIDO SAMARZICH, INC. 4972 Crestview Place Alta Loma, CA 91701	5/25/16	10:53 AM	④ 508,150.00	Addendum Bid Bond

BID AWARDED TO \_\_\_\_\_

DATE BID AWARDED \_\_\_\_\_

CONTRACT NO. \_\_\_\_\_ DATE CONTRACT APPROVED \_\_\_\_\_

City of San Marino  
 Bid Results for El Molino Avenue Street Rehabilitation Project (N-16-11)

				1		2		3		4	
				EC Construction Co. 2213 Chico Ave. South El Monte, CA 91733		All American Asphalt P.O. Box 2229 Corona, CA 92878-2229		Sully-Miller Contracting Company 135 State College Blvd., Ste. 400 Brea, CA 92821		Vido Samarzich, Inc. 4972 Crestview Pl. Alta Loma, CA 91701	
Item No	Description	Unit of Measure	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Clearing and grubbing. See TP-2, TP-3, and TP-4 of the Technical Provisions per detail.	LS	1	\$26,000.00	\$26,000.00	\$35,236.50	\$35,236.50	\$40,559.75	\$40,559.75	\$30,000.00	\$30,000.00
2	Construct compacted selected fill per Technical Provisions.	CY	100	\$1.00	\$100.00	\$20.00	\$2,000.00	\$75.00	\$7,500.00	\$80.00	\$8,000.00
3	Earthwork, roadway, excavation, and fill.	CY	100	\$1.00	\$100.00	\$30.00	\$3,000.00	\$120.00	\$12,000.00	\$100.00	\$10,000.00
4	Cold mill 2-inches of existing pavement as indicated on the plans.	SF	108,600	\$0.20	\$21,720.00	\$0.16	\$17,376.00	\$0.30	\$32,580.00	\$0.25	\$27,150.00
5	Construct 2-inches overlay pavement ARHM (GG-C PG 64-16) as indicated on the plans.	Tons	1,425	\$77.50	\$110,437.50	\$77.50	\$110,437.50	\$77.00	\$109,725.00	\$88.00	\$125,400.00
6	Remove 6-inches deep existing AC pavement and replace with a 4-inches thick base course (B PG 64-10) over compacted drive.	SF	5,200	\$3.25	\$16,900.00	\$3.00	\$15,600.00	\$3.00	\$15,600.00	\$6.00	\$31,200.00
7	Remove existing and construct 4-inch thick PCC sidewalk per SPPWC Std. Plan 113-2.	SF	4,155	\$6.50	\$27,007.50	\$6.00	\$24,930.00	\$8.75	\$36,356.25	\$10.00	\$41,550.00
8	Remove existing and construct 6-inch thick PCC sidewalk per SPPWC Std. Plan 113-2.	SF	1,565	\$7.00	\$10,955.00	\$9.00	\$14,085.00	\$10.00	\$15,650.00	\$12.00	\$18,780.00
9	Remove existing and construct PCC curb ramp per SPPWC Std. Plan 111-4.	EA	20	\$2,320.00	\$46,400.00	\$4,100.00	\$82,000.00	\$2,500.00	\$50,000.00	\$4,000.00	\$80,000.00
10	Install detectable warning panel only (dark grey) as indicated on the plans.	EA	20	\$416.00	\$8,320.00	\$1,000.00	\$20,000.00	\$500.00	\$10,000.00	\$600.00	\$12,000.00
11	Remove existing and construct 8-inch PCC curb and 24-inch gutter per SPPWC Std. Plan 120-2. Construction staking shall be included as part of this unit price.	LF	125	\$60.00	\$7,500.00	\$50.00	\$6,250.00	\$55.00	\$6,875.00	\$80.00	\$10,000.00
12	Remove existing and construct PCC driveway approach per SPPWC Std. Plan 110-2.	SF	2,740	\$10.50	\$28,770.00	\$9.00	\$24,660.00	\$10.00	\$27,400.00	\$12.00	\$32,880.00
13	Remove existing and construct PCC cross longitudinal gutter per SPPWC Std. Plan 122-2. Construction staking shall be included as part of this unit price.	SF	2,630	\$15.00	\$39,450.00	\$18.50	\$48,655.00	\$15.00	\$39,450.00	\$14.00	\$36,820.00
14	Remove existing and construct PCC alley per SPWC Std. Plan 130-2. Construction staking shall be included as part of this unit price.	SF	830	\$9.50	\$7,885.00	\$11.00	\$9,130.00	\$11.00	\$9,130.00	\$14.00	\$11,620.00
15	Adjust sewer manhole frame and cover to grade	EA	13	\$420.00	\$5,460.00	\$450.00	\$5,850.00	\$500.00	\$6,500.00	\$500.00	\$6,500.00

City of San Marino  
 Bid Results for El Molino Avenue Street Rehabilitation Project (N-16-11)

16	Adjust water and gas valve to finish grade.	EA	20	\$50.00	\$1,000.00	\$200.00	\$4,000.00	\$175.00	\$3,500.00	\$300.00	\$6,000.00
17	Install traffic striping, markers, red curb, and appurtenances per plans and specifications complete.	LS	1	\$17,354.00	\$17,354.00	\$15,000.00	\$15,000.00	\$15,750.00	\$15,750.00	\$17,000.00	\$17,000.00
18	Replace existing centerline ties/property ties damaged during construction	EA	5	\$600.00	\$3,000.00	\$375.00	\$1,875.00	\$380.00	\$1,900.00	\$500.00	\$2,500.00
19	Paint house number on curb. Approximately 25.	LS	1	\$10.00	\$10.00	\$500.00	\$500.00	\$650.00	\$650.00	\$750.00	\$750.00
<b>Total</b>					<b>\$378,369.00</b>		<b>\$440,585.00</b>		<b>\$441,126.00</b>		<b>\$508,150.00</b>

% Contracting out

10.33%

3.52%

# City of San Marino AGENDA REPORT



*Allan Yung, MD,  
Mayor*

*Richard Sun, DDS,  
Vice Mayor*

*Steven W. Huang,  
DDS, Council Member*

*Steve Talt, Council  
Member*

*Richard Ward, Council  
Member*

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LISA BAILEY, FINANCE DIRECTOR

DATE: JUNE 8, 2016

SUBJECT: **RESOLUTION R-16-09 ESTABLISHING A SCHEDULE OF FEES FOR VARIOUS CITY ACTIVITIES & SERVICES**

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## BACKGROUND

On October 10, 2007, the City Council approved amendments to the San Marino City Code to create a master fee schedule by resolution that can be annually updated. The first fee schedule became effective November 10, 2007 and is reviewed annually. Staff has reviewed the fees as part of the budget process and recommends some minor changes. The City Council reviewed these changes at their meeting of February 10, 2016 and asked that the Building & Planning Department revise the fees for Minor Design Review. These fees have been reviewed and revised. In addition, the fee for a special event permit that was originally proposed to be eliminated however is remaining unchanged. The attached fee schedule includes all existing and proposed fees. Proposed changes are highlighted.

## FISCAL IMPACT

The fiscal impact of the proposed changes will produce moderate increases in revenue to recover costs.

## RECOMMENDATION

Staff recommends the Council open the hearing to accept public comment on the proposed revisions of fines and fees then approve the attached Resolution. If Council concurs, the appropriate action would be:

“A motion to approve the attached Resolution adopting changes to fines and fees effective July 1, 2016.”

Attachments: Resolution R-16-09

**RESOLUTION R-16-09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO ESTABLISHING A SCHEDULE OF FEES FOR VARIOUS CITY ACTIVITIES AND SERVICES**

**WHEREAS**, Chapter II, Section 2.11.03 of the City Code empowers the City Council of the City Of San Marino to impose certain fees for the provision of services of the use of public property; and

**WHEREAS**, it is the intention of the City Council that the fees established herein shall cover, but not exceed, the estimated reasonable cost of providing the service for which the fee is charged, except for fees that may legally generate revenue; and

**WHEREAS**, based upon evidence presented, the City Council hereby determines that the fees established herein reasonably cover, but do not exceed the reasonable cost for providing the service for which the fee is charged.

**WHEREAS**, this resolution does **not** repeal Resolution R-01-35 granting the Recreation Director authority to set Recreation Department activity fees and implement recreation activities as deemed appropriate and necessary to meet the Recreation Department budgetary directive on the percentage of overall expenses to be recouped or the amount of funds allocated to support the Recreation Department.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Marino, California, that the following fee schedule for various services be established:

\_\_\_\_\_  
DR. ALLAN YUNG, MAYOR

ATTEST:

\_\_\_\_\_  
VERONICA RUIZ  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

**I, HEREBY CERTIFY** that the foregoing Resolution No. R-16-09 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 8<sup>th</sup> day of June, 2016, by the following vote:

AYES:            COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

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VERONICA RUIZ, CMC  
CITY CLERK

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed 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	Proposed 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	Proposed 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	Proposed 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
<b>Police:</b>			

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed Fees Effective 7/1/16
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
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

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed Fees Effective 7/1/16
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

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed Fees Effective 7/1/16
S-154	OLD MILL PHOTO PERMIT	\$250 for 2 hours	\$250 for 2 hours
<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
<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)

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed Fees Effective 7/1/16
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 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
S-124	SPECIAL EVENTS	Fourth of July wristbands: Resident presale - \$5; Non-resident presale - \$15; day of event - \$20; 2 & under - no charge Track Meet entry fee - \$5 Snow Day entry fee - \$7. Day of event - \$9. Easter Egg Hunt Wristbands: Presale - \$3, Day of Event - \$5, 2 & Under - No Charge.	Fourth of July wristbands: Resident presale - \$5; Non-resident presale - \$15; day of event - \$20; 2 & under - no charge Track Meet entry fee - \$5 Snow Day entry fee - \$7. Day of event - \$9. Easter Egg Hunt Wristbands: Presale - \$3, Day of Event - \$5, 2 & Under - No Charge.
S-125	TRIPS AND EXCURSIONS	Cost varies per participant per trip	Cost varies per participant per trip

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed Fees Effective 7/1/16
		<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: 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: 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>
S-126	RECREATION FACILITY RESERVATIONS		
S-127	RECREATION REFUND PROCESSING	<p>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.</p> <p>Preschool &amp; 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 rediness.</p> <p>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.</p> <p>Exceptions will be made if a transfer is necessary based on a child's skill level. Lab fees may not be refundable.</p>	<p>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.</p> <p>Preschool &amp; 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 rediness.</p> <p>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.</p> <p>Exceptions will be made if a transfer is necessary based on a child's skill level. Lab fees may not be refundable.</p>
<b>Library:</b>			
S-128	INTER-LIBRARY LOAN PROCESSING	\$5 per item	\$5 per item

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed Fees Effective 7/1/16
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
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

CITY OF SAN MARINO FEE SCHEDULE		Approved Fees Effective 7/1/15	Proposed Fees Effective 7/1/16
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
<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

<b>CITY OF SAN MARINO FEE SCHEDULE</b>		<b>Approved Fees Effective 7/1/15</b>	<b>Proposed Fees Effective 7/1/16</b>
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

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION:**

The City Council will meet in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(1) with respect to the following matter of pending litigation: *Yee v. City of San Marino*, Los Angeles County Superior Court No. 16K06129.

# City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: |VERONICA RUIZ, CITY CLERK|

DATE: |JUNE 8, 2016|

SUBJECT: 2016 CITY COUNCIL MEETING CALENDAR

*Allan Yung, MD, Mayor*  
*Richard Sun, DDS, Vice Mayor*  
*Steven W. Huang, DDS, Council Member*  
*Steve Talt, Council Member*  
*Richard Ward, Council Member*

DATE	DESCRIPTION	LOCATION *	TIME
January 13, 2016	Joint Meeting with DRC	City Hall EOC	5:00 P.M.
January 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
January 20, 2016	Meeting with the Community on the Budget Process	San Marino Center – Fireside Room	7:00 P.M.
January 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
February 10, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
February 26, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
March 9, 2016	Joint Meeting with Traffic Commission	City Hall EOC	5:00 P.M.
March 9, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
March 25, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
April 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
April 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
May 2, 2016	Adjourned Regular Meeting (Budget)	Crowell Library - Barth Room	6:00 P.M.
May 11, 2016	Joint Meeting with Library Board	City Hall EOC	5:00 P.M.
May 11, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
May 27, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
June 8, 2016	Regular Meeting	City Hall Council Chamber	5:00 P.M.
June 24, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
July 13, 2016	Stoneman/San Marino Center Discussion	City Hall Council Chamber	5:00 P.M.
July 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
July 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
September 14, 2016	Joint Meeting with Planning Commission	City Hall EOC	5:00 P.M.
September 14, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
September 30, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
October 12, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
October 28, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
November 9, 2016	Joint Meeting with School Board	City Hall EOC	5:00 P.M.
November 9, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
December 14, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.

\* Unless otherwise notified, all City Council Meetings will take place in the City Hall Council Chamber, located at 2200 Huntington Drive, San Marino, CA 91108.

\*\* If deemed necessary, the Council may schedule additional meetings.