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## Fund Balance

This section presents information on the overall financial condition of the City of San Marino. A Fund Balance table for the 2011-12 Fiscal Year with *estimated* beginning fund balances, and *budgeted* revenues and expenditures is presented for each of the City's funds. The table also includes operating transfers, the estimated ending fund balance and the estimated increase/(decrease) in fund balance for each fund.

## Unrestricted Fund Descriptions

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

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

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

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

**Capital Projects and Capitalized Equipment Funds (394 & 591)** – These funds are used to track the investment of city funds for capital projects and equipment that have a cost greater than \$5,000 per unit and a useful life of two or more years.

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

**Workers' Compensation and General Liability Insurance Funds (595 & 596)** – These funds are used to track costs associated with risk management activities. They are not officially “internal service funds”, as the City Council has not designated them as such and costs are not allocated to departments. Program allocations are provided for informational purposes only.

## Restricted Fund Descriptions

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

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

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

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

**LSTA Staff Education Grant Fund (208)** - Library Services and Technology Act (LSTA)/Public Library Staff Education Program – This fund is used to record the receipt and disbursement of federal funds distributed by the California State Library. These funds are to be used exclusively to reimburse tuition costs for full or part time library staff pursuing their master's degree in library and information science at an ALA-accredited university.

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

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

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

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

**Asset Seizure Fund (217)** - This fund is used to record the receipt and disbursement of funds received from assets seized by state and federal courts and awarded to the local law enforcement agencies that lead to the seizure. San Marino has not received funds in the past several years.

## Restricted Fund Descriptions (Continued)

**Local Law Enforcement Block Grant (LLEBG) Fund (219)** – This fund is used to record the receipt and disbursement of funds received from the Federal government for specific law enforcement projects.

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

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

**California Law Enforcement Equipment Program (CLEEP) Fund (225)** - This fund is used to record the receipt and disbursement of funds received from the State of California for police equipment purchases.

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

**Energy Efficiency Block Grant Fund (227)** - This fund is used to record the receipt and disbursement of funds received from the Department of Energy through the State of California to develop, promote, implement, and manage energy efficiency and conservation projects and programs designed to reduce fossil fuel emissions, reduce energy use, improve energy efficiency and create and retain jobs.

**Traffic Congestion Relief Act Fund (229)** - This fund is used to record the receipt and disbursement of funds received from the State of California for projects that address traffic congestion.

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

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

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

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

**Prop. 1B Transit Fund (244)** - This fund is used to record the receipt and disbursement of funds from the State of California which were created by voter approved bond issues in 2006 under Proposition 1B. These funds are allocated on a formula basis.

**American Recover and Reinvestment Act Fund (245)** - This fund is used to record the receipt and disbursement of funds received from the Department of Transportation through the State of California to fund projects that will spur economic recovery and create jobs.

## Fund Balance Summary

		07/01/11	Budgeted	Budgeted	Budgeted	Budgeted 6/30/2012		Budgeted	
		Estimated	Budgeted	Transfers	Transfers	Budgeted	Fund Balance		
Fund		Balance	Revenues	In	Out	Expenditures	Reserved	Unreserved	
							Increase/(Decrease)		
							in Fund Balance		
<b>Unrestricted Funds:</b>									
101	General Fund	17,422,612	17,015,623	100,000	9,025,342	9,071,689	-	16,441,204	(981,408)
102	Payroll Fund	0	-			-		0	-
103	Public Safety Fund	0	3,637,184	5,760,572		9,397,756		0	(0)
104	Fourth of July Event Fund	0	73,140	572		73,712		0	(0)
105	San Marino Center Fund	(0)	24,550	62,315		86,864		0	1
281	Restricted Donations to City Fund	120,278	168,141		100,000	70,050		118,369	(1,909)
394	Capital Projects Fund*	(0)	-	2,110,000		2,110,000	-	(0)	-
400	Debt Service Fund			1,000		1,000		-	-
591	Capitalized Equipment Fund*	(0)	-	124,613		124,613		0	1
595	Workers' Compensation Fund	0	-	408,200		408,200		0	-
596	General Liability Fund	(0)	-	558,070		558,070		(0)	-
<b>All Unrestricted Funds</b>		<b>17,542,890</b>	<b>20,918,638</b>	<b>9,125,342</b>	<b>9,125,342</b>	<b>21,901,954</b>	<b>-</b>	<b>16,559,574</b>	<b>(983,316)</b>
		-	-						
<b>Restricted Funds:</b>									
202	Gas Tax Fund	(31,882)	316,300			-		284,418	316,300
204	CDBG Fund	-	23,162			23,162		-	-
206	County Park Prop. A Fund	0	47,497			47,497		(0)	(0)
207	Prop. A Transit Fund	406,258	182,000			212,862		375,396	(30,862)
208	LSTA Staff Education Grant	-	15,000			15,000		-	-
212	Air Quality Fund	(151)	15,000			-		14,849	15,000
213	STPL Street Fund	791	-			-		791	-
214	TDA Fund	0	-			-		0	-
215	Prop. C Transit Fund	24,635	150,600			-		175,235	150,600
217	Asset Seizure Fund	16,419	17,100			-		33,519	17,100
219	LLEBG Fund	35	-			-		35	-
220	Granada Ave. Assessment II Fund	14,863	2,200			-		17,063	2,200
224	Assistance to Firefighters Grant Fund	58	-			-		58	-
225	CLEEP Fund	875	-			-		875	-
226	CA Recycling Grant Fund	2,081	5,000			5,000		2,081	-
227	Energy Efficiency Block Grant Fund	-	-			-		-	-
229	Traffic Congestion Relief Act Fund	439	-			-		439	-
233	COPS Fund	146,718	-			87,550		59,168	(87,550)
240	Homeland Security Grant Fund	14	-			-		14	-
241	Safe Routes to School Fund	-	-			-		-	-
243	LA County Measure R Fund	54,521	113,000			158,431		9,090	(45,431)
244	Prop. 1B Street Funds	14,598	1,000			-		15,598	1,000
245	American Recovery Act Funds	-	-			-		-	-
<b>All Restricted Funds</b>		<b>650,272</b>	<b>887,859</b>	<b>-</b>	<b>-</b>	<b>549,502</b>	<b>-</b>	<b>988,629</b>	<b>338,357</b>
		-							
<b>All Funds</b>		<b>18,193,162</b>	<b>21,806,497</b>	<b>9,125,342</b>	<b>9,125,342</b>	<b>22,451,457</b>	<b>-</b>	<b>17,548,202</b>	<b>(644,960)</b>

## Revenue

This Section presents detailed information about the City of San Marino's revenue structure and projections for the 2011-12 fiscal year. The following *assumptions* have been made for the purpose of projecting revenues:

### Assumptions

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

**Economic Climate** – It is assumed that the present economic condition will continue through the 2011-12 fiscal year with modest to no growth in most revenue categories. This effects revenue sources such as sales and use taxes and user fees.

**Development Activity** – It is assumed that private development activity will remain slow through the 2011-12 fiscal year. This effects Planning & Building and public works permit fees.

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

### Types of Revenue

**Property Tax** – This is the largest source of revenue for the City and represents 65% of unrestricted revenue. A portion of this (\$2,577,719) is the Public Safety Parcel Tax, which is a flat tax. The remainder is based on the assessed value as described above, and is expected to grow by 1%. The Public Safety Tax was not increased this year.

**Utility User's Tax** – In response to the State's taking of revenue in FY 1992-03, the City Council adopted a utility user's tax of 5% on natural gas, water, electricity, telephone and cable television charges. The voter approved maximum rate is 6%, however the City Council has chosen to charge only 5%.

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

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

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

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

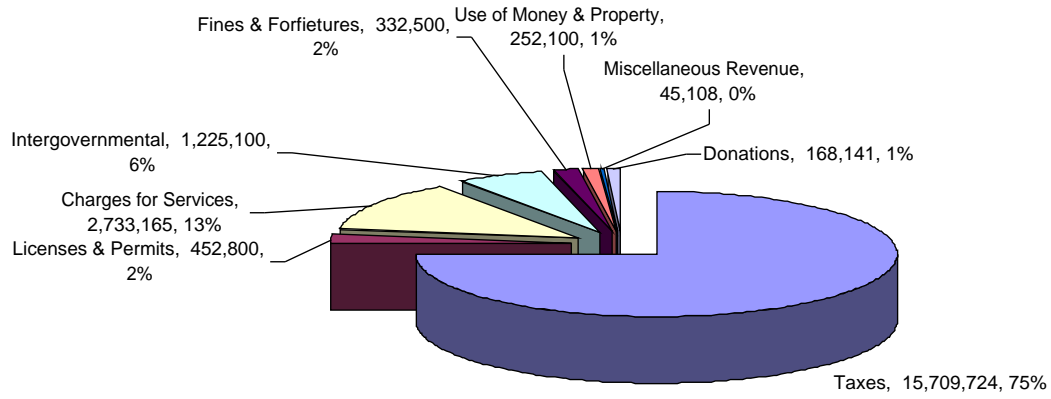
**Fines & Forfeitures** – These are revenues that are meant as a penalty for the violation of certain city ordinances.

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

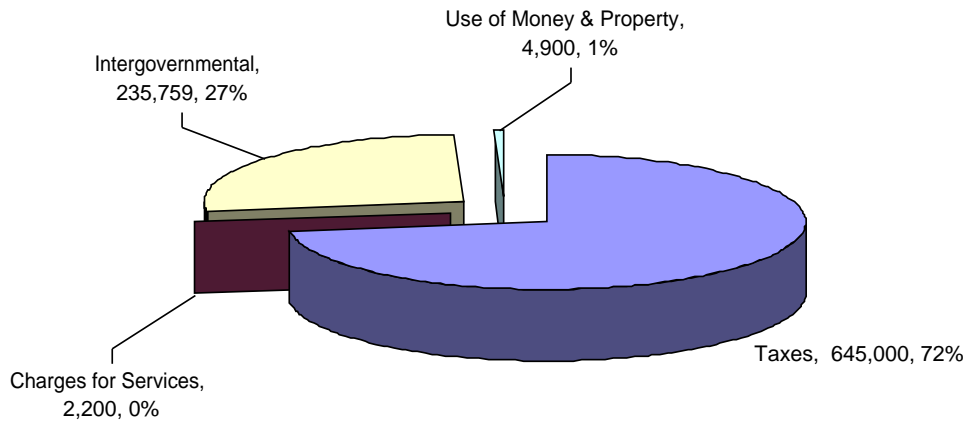
**Donations** – From time to time the City receives donations. The donor may or may not specify the use to which their donation is to be put.

# Revenue Summaries

## 2011-2012 Unrestricted Revenues



## 2011-2012 Restricted Revenues





## Revenue Detail

Account Number	Description	2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Unrestricted Funds:</b>					
<b>General Fund</b>					
<b>Taxes:</b>					
101-00-3001-0000	Secured & Unsecured Property T	9,593,726	9,708,968	9,800,000	9,898,000
101-00-3030-0000	Sales & Use Taxes	290,371	324,000	297,000	300,000
101-00-3032-0000	In-Lieu Sales Tax	96,827	97,000	105,135	105,135
101-00-3040-0000	Franchise Taxes	494,514	490,000	500,000	500,000
101-00-3042-0000	Real Property Transfer Taxes	180,985	170,000	139,000	140,000
101-00-3044-0777	Utility Users Taxes - Cingular	156,729	156,500	135,350	135,000
101-00-3044-1650	Utility Users Taxes - Edison	615,698	613,300	607,400	607,000
101-00-3044-4510	Utility Users Taxes - Metro Wa	216,489	217,000	246,322	250,000
101-00-3044-4620	Utility Users Taxes - Miscella	62,742	60,000	60,000	60,000
101-00-3044-7260	Utility Users Taxes - AT&T	164,000	164,700	162,870	162,870
101-00-3044-8470	Utility Users Taxes - So. Cal.	188,014	178,800	195,000	195,000
101-00-3044-9022	Utility Users Taxes - T-Moblle	51,848	52,000	43,250	43,000
101-00-3044-9240	Utility Users Taxes - Time War	107,795	107,700	108,000	108,000
101-00-3044-9355	Utility Users Taxes - Verizon	89,484	89,000	87,864	88,000
101-00-3046-0000	Business License Tax	429,461	410,000	425,000	430,000
		12,738,683	12,838,968	12,912,191	13,022,005
<b>Licenses &amp; Permits:</b>					
101-00-3102-0000	Dog Licenses	6,986	-	-	-
101-00-3103-0000	Bicycle Licenses	666	800	800	800
101-00-3153-0000	Film Permits	79,389	70,000	50,000	70,000
101-14-3106-0000	Tree Permits	-	12,000	12,000	12,000
101-52-3160-0000	Tree Permits	12,450	-	-	-
101-14-3151-0000	Building Permits	331,271	300,000	308,000	310,000
101-48-3152-0000	Street & Curb Permit Fees	60,880	38,000	63,000	60,000
		491,641	420,800	433,800	452,800
<b>Charges for Services:</b>					
101-00-3045-0000	PEG Fees	-	-	30,000	30,000
101-00-3304-0000	Environmental Fees	132,365	133,000	132,692	133,000
101-07-3346-0000	Sales of Maps & Pub.s - Admin	575	500	500	500
101-14-3308-0000	Plan Check Fees	170,620	170,000	175,000	175,000
101-14-3312-0000	Zoning Fees	157,671	146,250	135,000	140,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	1,493	1,000	900	1,000
101-40-3346-0000	Sales of Maps & Pub.s-PW	645	800	600	100
101-60-3340-0000	Nonresident Fees-Recreation	10,123	10,000	8,000	10,000
101-62-3336-0000	Aquatics Program Fees	140,605	118,740	140,000	182,000
101-64-3336-0000	Contract Class Program Fees	419,608	460,000	460,000	460,000
101-66-3336-0000	Special Events Program Fees	13,907	1,500	2,817	1,500
101-68-3336-0000	Senior Program Fees	12,765	12,870	19,870	18,000
101-70-3336-0000	Daycare Program Fees	133,816	125,000	105,500	105,320
101-72-3336-0000	Daycamp Program Fees	78,937	100,000	101,000	101,250
101-74-3336-0000	Preschool Program Fees	666,622	660,000	660,000	650,000
101-76-3336-0000	Teen Center Program Fees	4,018	-	-	-
101-78-3336-0000	Gym Scheduling Program Fees	56,759	47,319	47,319	-
101-80-3336-0000	Kindercare Program Fees	74,006	73,000	75,000	82,540
101-90-3344-0000	Library Fees	1,767	-	165	-
101-90-3344-6055	Passport Fees	13,329	16,000	16,000	16,000
101-90-3346-0000	Copies	7,864	6,500	9,000	9,000
101-91-3344-3963	Lost Materials Fees	2,552	2,100	2,100	2,100
101-93-3344-1200	Damaged Materials Fees	162	150	100	100
101-94-3344-0000	Overdue Materials Fees	24,140	20,000	20,000	20,000
101-94-3344-3000	Hold Fees	1,237	1,200	1,350	1,350
101-94-3344-7037	Replacement Library Card Fees	842	700	700	700
		2,126,425	2,106,629	2,143,613	2,139,460

## Revenue Detail (Continued)

Account Number	Description	2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Intergovernmental:</b>					
101-00-3202-4075	Mandated Cost Reimbursements	30,475	-	34,000	-
101-00-3202-9350	State Vehicle License Fees	44,471	32,000	26,800	28,000
101-00-3204-0000	VLF Swap	1,124,232	1,074,607	1,068,534	1,070,000
101-90-3202-6820	State Public Library Fund	4,744	4,744	4,744	1,100
101-94-3202-1435	State Library Direct Loan	27,844	20,000	25,090	14,000
101-94-3202-3305	State Interlibrary Loan	173	150	150	100
		1,231,939.98	1,131,501.00	1,159,318.00	1,113,200.00
<b>Fines &amp; Forfeitures:</b>					
101-00-3348-0000	Damage to City Property Fees	372	400	16	-
101-00-3410-0000	Fines & Fees	375	400	500	500
101-14-3410-9245	Tree Fines	14,000	15,000	10,000	15,000
		14,747	15,800	10,516	15,500
<b>Use of Money &amp; Property:</b>					
101-00-3501-0000	Interest	110,838	150,000	120,000	120,000
101-00-3550-0000	Sale of Property	-	5,000	2,000	2,000
101-50-3502-0000	Rents & Concessions-Park	48,591	48,000	48,000	61,000
101-60-3502-0000	Rents & Concessions-Rec	19,644	18,000	18,000	24,550
101-90-3502-0000	Rental Fees- Library	15,957	15,000	12,000	15,000
101-95-3502-0000	Rental Fees-Old Mill	-	-	-	5,000
		195,031	236,000	200,000	227,550
<b>Miscellaneous Revenue:</b>					
101-00-3701-0000	Miscellaneous Revenue	55,287	10,000	5,000	5,000
101-00-3702-0000	Reimbursements	65,414	-	50,000	-
101-20-3701-2013	Centennial Misc. Revenue	-	75,000	75,000	-
101-40-3348-0000	Damage to City Property Reimbs	31,765	25,000	47,000	32,000
101-48-3333-0000	Sales of Street Signs	3,905	3,800	3,800	3,800
101-60-3701-0000	Miscellaneous Revenue-Rec	(6,449)	-	(6,294)	-
101-90-3701-0000	Miscellaneous Revenue-Library	2,900	3,000	300	300
101-95-3701-0000	Reimbursements-Old Mill	3,006	4,008	4,008	4,008
		155,829	120,808	178,814	45,108
	<b>General Fund Totals</b>	16,954,296	16,870,506	17,038,252	17,015,623
<b>Public Safety Fund</b>					
<b>Taxes:</b>					
103-00-3005-0000	Public Safety Property Taxes	2,516,112	2,577,719	2,577,719	2,577,719
103-00-3006-0000	Public Safety Augmentation Fd	110,473	86,000	110,000	110,000
		2,626,585	2,663,719	2,687,719	2,687,719
<b>Charges for Service:</b>					
103-30-3201-0000	Animal Control Services	-	5,000	6,000	6,500
103-30-3316-0000	Special Police Services	18,008	20,000	22,000	20,000
103-30-3317-0000	Citation Sign off Fee	818	1,500	1,000	1,000
103-30-3318-0000	Clearance Letter Fees	415	400	300	300
103-30-3319-0000	Report Copies	237	250	250	250
103-30-3321-0000	Burglary Alarm Permits	-	26,000	12,000	10,000
103-30-3324-0000	Housewatch Fees	11,094	12,000	10,000	10,000
103-30-3325-0000	Vehicle Impound Release Fees	37,695	36,000	38,000	38,000
103-30-3331-3550	Live Scan Fees	2,191	10,000	5,000	5,000
103-30-3331-9241	Tow Fees	16,813	16,000	20,000	20,000
103-30-3701-0000	Misc. Reimbursements	-	-	2,000	-
103-34-3330-0000	Fire Fees	21,548	41,000	22,000	15,000
103-34-3332-0000	Paramedic Service Fees	324,515	313,541	313,541	324,515
103-34-3328-0000	Strike Team Reimbursements	58,224	75,000	78,506	70,000
		491,558	556,691	530,597	520,565

## Revenue Detail (Continued)

Account Number	Description	2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Intergovernmental:</b>					
103-30-3202-6600	POST Reimbursement	19,140	20,000	6,000	15,000
103-30-3335-0000	Asset Seizure-City's Share 85%	1,692	82,450	17,000	96,900
		20,832	102,450	23,000	111,900
<b>Fines &amp; Forfeitures:</b>					
103-30-3320-0000	Burglar Alarm Fines	11,158	13,250	1,000	1,000
103-30-3400-0000	Parking Citations	140,459	160,000	157,000	150,000
103-30-3401-0000	Vehicle Code Fines	117,229	120,000	130,000	130,000
103-30-3410-0440	Business License NOVs	36,890	36,000	36,000	36,000
		305,736	329,250	324,000	317,000
	<b>Public Safety Fund Totals</b>	<b>3,444,711</b>	<b>3,652,110</b>	<b>3,565,316</b>	<b>3,637,184</b>
<b>Fourth of July Fund</b>					
104-00-3336-0000	Admission Fees	34,355	40,000	73,140	73,140
<b>San Marino Center Fund</b>					
105-82-3502-0000	Rents & Concessions	22,444	16,750	21,000	24,550
<b>Restricted Donations Fund</b>					
281-00-3601-3418	Donations Received-War Memoria	300	-	1,200	-
281-20-3601-2013	Centennial Gift Donations	-	100,000	-	-
281-30-3601-0000	Police Donations Received	2,200	-	450	450
281-34-3601-0000	Fire Donations Received	3,700	1,000	3,950	1,000
281-60-3601-0000	Recreation Donations Received	-	-	1,000	-
281-66-3601-0000	Track Meet Donations	-	3,500	3,500	3,691
281-90-3601-0000	Library Donations Received	1,000,000	749,676	850,129	100,000
281-90-3601-0775	Donation for Children's Materials	33,516	-	8,454	-
281-90-3601-0776	Dntn for Chinese Mats (other)	3,220	-	3,418	-
281-90-3601-0777	Dntn for Adult Mats (other)	15,434	-	3,915	-
281-90-3601-1120	Donations-Crain Art Gallery	2,292	-	500	1,000
281-91-3601-0000	Adult Materials Donations-Other	-	5,000	5,000	5,000
281-91-3601-2575	Adult Materials Donations-Friends	-	12,000	12,000	21,000
281-91-3601-0776	Adult Chinese Language Materials Donations	-	2,000	2,000	2,000
281-92-3601-0000	Children's Materials Donations-Other	-	5,000	5,000	5,000
281-92-3601-2575	Children's Materials Donations-Friends	-	36,000	36,000	29,000
		1,060,661	914,176	936,515	168,141
<b>Capital Projects Fund</b>					
394-00-3501-0000	Interest	-	-	-	-
394-00-3702-0000	Reimbursements	-	-	-	-
394-48-3702-2635	Garfield Ave. Reimbursements	274,945	-	35,020	-
		274,945	-	35,020	-
<b>Debt Service Fund</b>					
401-00-3501-0000	Interest Income	38	-	-	-
	<b>Unrestricted Fund Totals</b>	<b>21,791,451</b>	<b>21,493,542</b>	<b>21,669,243</b>	<b>20,918,638</b>

## Revenue Detail (Continued)

Account Number	Description	2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Restricted Funds</b>					
202-00-3501-0000	Interest Income	3,583	3,500	1,300	1,300
202-48-3038-7590	Gas Taxes Section 2105	74,554	72,000	76,320	76,000
202-48-3038-7700	Gas Taxes Section 2106	48,364	47,000	50,315	50,000
202-48-3038-7810	Gas Taxes Section 2107	99,364	95,000	101,390	100,000
202-48-3038-7920	Gas Taxes Section 2107.5	3,000	3,000	3,000	3,000
202-48-3038-7930	RTAC 7360 Funds	-	136,161	86,400	86,000
		228,865	356,661	318,725	316,300
204-00-3201-0650	Federal CDBG	59,697	65,983	154,000	23,162
205-00-3201-0650	Federal CDBG-R	-	-	10,175	-
206-00-3203-3420	Local - LA Co. Pk. Bond	3,734	60,401	98,307	47,497
207-00-3032-0000	Prop. A Transit Funds	171,184	170,000	180,077	180,000
207-00-3501-0000	Interest Income	3,031	3,000	2,000	2,000
		174,215	173,000	182,077	182,000
208-90-3202-3965	LSTA Staff Education Grant	-	10,000	10,000	15,000
211-00-3050-0000	Granada Avenue Assessment #1	951	-	1,600	-
212-00-3203-0080	AQMD Grant	15,298	15,370	15,000	15,000
212-00-3501-0000	Interest	89	90	-	-
		15,387	15,460	15,000	15,000
213-00-3202-8950	MTA-STPL	-	-	-	-
213-00-3501-0000	Interest	591	390	200	-
		591	390	200	-
214-00-3036-0000	TDA Article 3 Taxes	17,615	5,414	6,982	-
215-00-3034-0000	Prop. C Transit Funds	142,004	140,000	150,107	150,000
215-00-3501-0000	Interest Income	2,235	2,400	600	600
		144,239	142,400	150,707	150,600
217-30-3335-0000	Asset Seizure 15%	299	14,550	14,550	17,100
220-00-3050-0000	Granada Avenue Assessment #2	1,686	2,200	2,200	2,200
224-34-3202-0000	Assistance to Fire Fighters Grant	-	101,262	101,262	-
226-00-3202-2860	State Recycling Grant	-	-	5,000	5,000
226-00-3501-0000	Interest	50	50	40	-
		50	50	5,040	5,000
227-00-3202-2885	Energy Efficiency Block Grant	-	71,904	71,904	-
229-00-3501-0000	Interest Income	450	300	240	-
229-48-3202-2860	State Traffic Congestion Grant	121,169	-	-	-
		121,619	300	240	-
233-00-3501-0000	Interest	794	700	275	-
233-30-3202-0000	COPS Allocation	124,275	100,000	100,000	-
		125,069	100,700	100,275	-

## Revenue Detail (Continued)

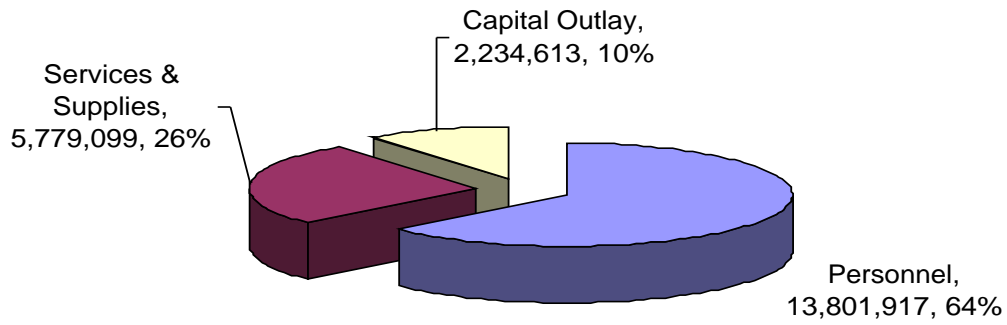
Account Number	Description	2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
240-00-3202-0000	Homeland Security Grant	56,730	31,553	64,785	-
241-00-3202-3542	Safe Routes to Schools Grant	-	214,000	214,000	-
243-48-3203-4200	LA County Measure R	85,441	77,805	113,340	113,000
244-00-3501-0000	Interest Income	2,642	1,500	1,500	1,000
244-48-3202-0000	Prop. 1B Street Fd. Allocation	-	-	-	-
		2,642	1,500	1,500	1,000
245-00-3201-0000	American Recovery Act Funds	-	500,000	500,000	-
	<b>Restricted Fund Totals</b>	1,038,830	1,945,533	2,136,869	887,859
	<b>All Funds</b>	22,830,280	23,439,075	23,806,112	21,806,497

# Expenditures

## Expenditure Summaries

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Approved
<b>Expenditures by Type:</b>					
	Personnel	13,079,081	13,195,182	13,352,891	13,801,917
	Services & Supplies	5,200,935	6,960,960	6,727,413	5,779,099
	Capital Outlay	1,530,473	7,550,221	6,310,786	2,234,613
	Debt Service	692,459	721,503	614,317	635,828
		20,502,948	28,427,866	27,005,407	22,451,457

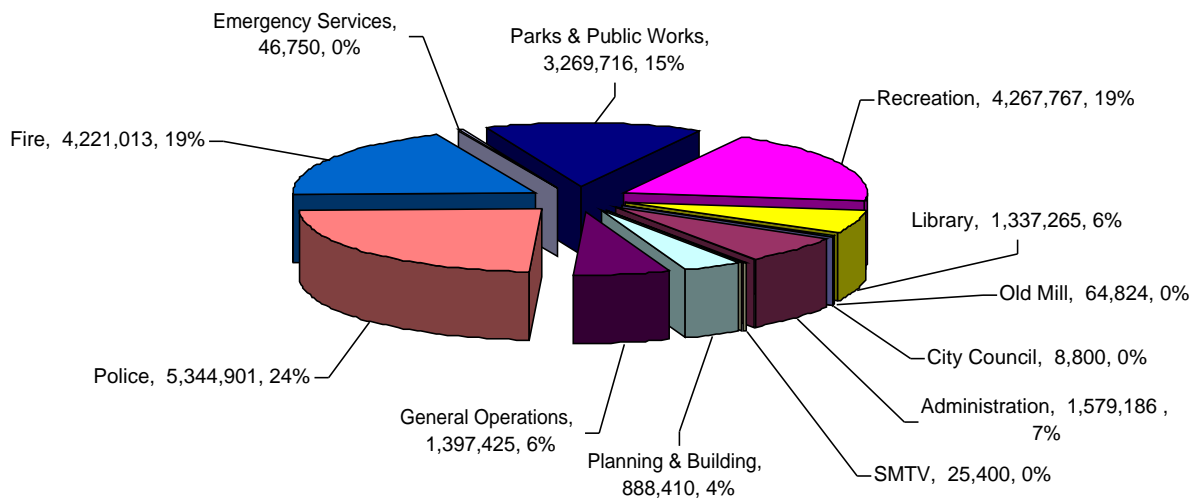
**2011-2012 Expenditures by Type**



## Expenditure Summaries (Continued)

			2009-10	2010-11		2011-12
			Actual	Budget	Estimated	Approved
<b>Expenditures by Department:</b>						
	City Council		10,511	8,800	9,300	8,800
	Administration		1,442,024	1,609,477	1,519,362	1,579,186
	SMTV		25,008	45,100	26,050	25,400
	Planning & Building		748,681	866,986	834,212	888,410
	General Operations		1,862,495	2,529,572	2,558,896	1,397,425
	Police		4,765,104	5,442,284	5,456,540	5,344,901
	Fire		3,612,254	4,120,293	4,146,869	4,221,013
	Emergency Services		35,082	50,418	50,418	46,750
	Parks & Public Works		4,272,907	8,004,581	6,638,964	3,269,716
	Recreation		2,432,483	4,280,067	4,313,712	4,267,767
	Library		1,243,693	1,410,463	1,392,994	1,337,265
	Old Mill		52,707	59,824	58,089	64,824
			20,502,948	28,427,866	27,005,407	22,451,457

## 2011-2012 Expenditures by Department



## Expenditure Summaries (Continued)

### Expenditures by Fund

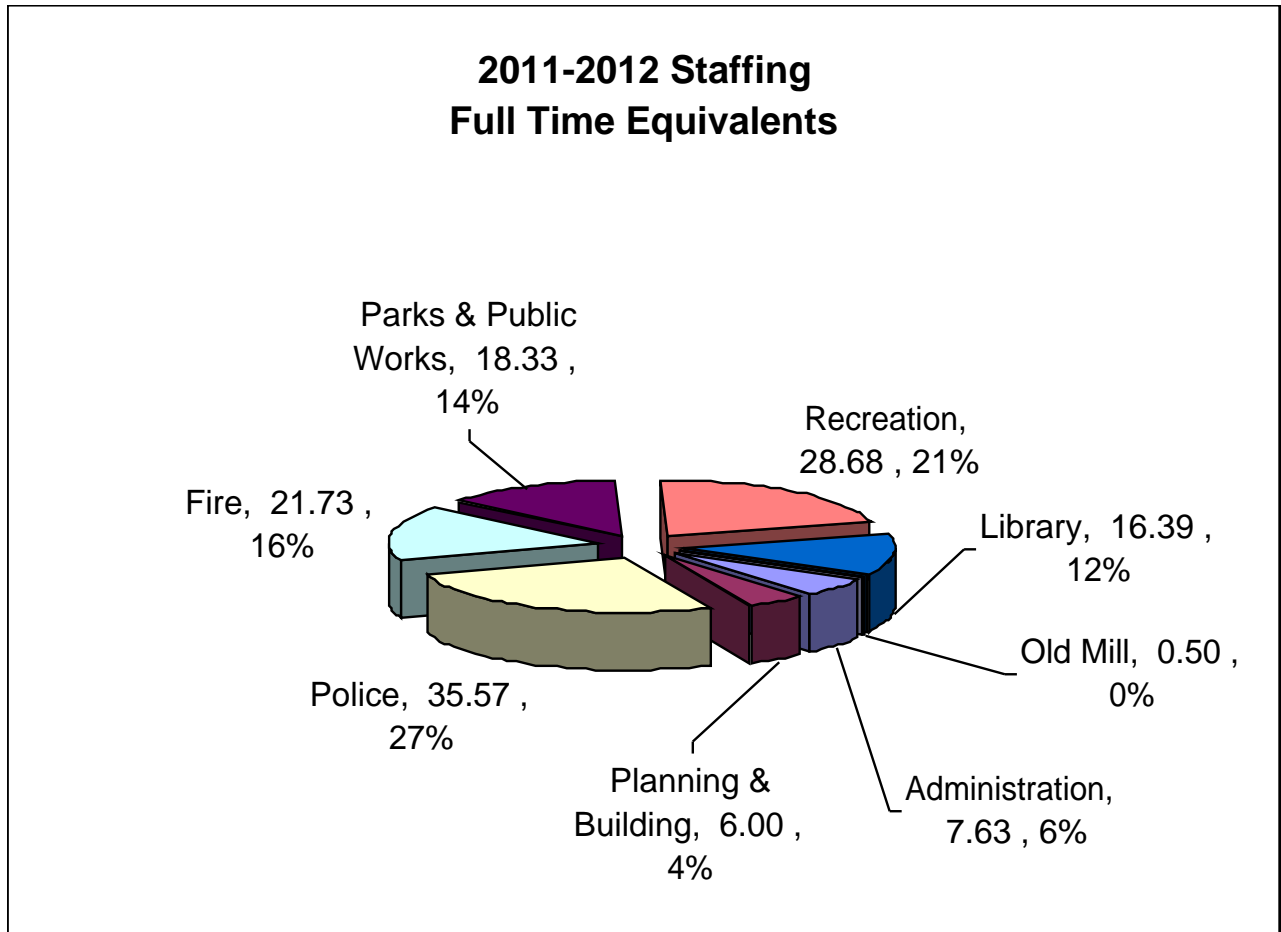
		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101	General Fund	8,768,244	9,322,612	9,041,114	9,071,689
103	Public Safety Fund	8,089,314	8,870,379	8,936,540	9,397,756
104	Fourth of July Fund	60,133	73,641	78,896	73,712
105	San Marino Center Fund	70,017	85,976	84,446	86,864
281	Restricted Donation Fund	61,883	81,050	81,050	70,050
394	Capital Projects Fund	710,816	4,216,308	3,041,307	2,110,000
401	Debt Service Fund	693,474	1,020	1,020	1,000
591	Capital Equipment Fund	262,019	380,824	345,959	124,613
595	Workers' Comp. Insurance Fund	307,180	338,200	394,152	408,200
596	General Liability Insurance Fund	520,643	1,412,084	1,409,146	558,070
	<b>Unrestricted Fund Totals</b>	<b>19,543,724</b>	<b>24,782,094</b>	<b>23,413,630</b>	<b>21,901,954</b>
202	Gas Tax Fund	179,637	933,982	933,982	-
204	CDBG Fund	59,745	166,623	154,000	23,162
205	CDBG R Fund	-	17,960	17,960	-
206	County Park Bond Fund	42,140	60,401	59,901	47,497
207	Prop. A Transit Funds	166,411	224,800	213,800	212,862
208	LSTA Staff Education Grant	-	10,000	10,000	15,000
212	Air Quality Fund	1,734	30,000	30,000	-
213	STPL Fund	-	115,760	115,760	-
214	TDA Fund	17,615	6,982	6,982	-
215	Prop. C Transit Fund	182,551	368,045	368,045	-
224	Assistance to Firefighters Grant Fund	-	101,204	101,204	-
226	CA Recycling Grant Fund	-	10,000	10,000	5,000
227	Energy Efficiency Block Grant Fund	-	71,904	71,904	-
229	Traffic Congestion Fund	103,025	105,894	105,894	-
233	COPs Fund	117,253	87,550	87,550	87,550
240	State Homeland Security Grant Fund	56,730	94,354	64,785	-
241	Safe Routes to School Fund	-	214,000	214,000	-
243	County Measure R Fund	-	144,893	144,591	158,431
244	Prop. 1B Street Fund	32,383	381,420	381,420	-
245	Recover Act Fund	-	500,000	500,000	-
	<b>Restricted Fund Totals</b>	<b>959,224</b>	<b>3,645,772</b>	<b>3,591,777</b>	<b>549,502</b>
		<b>20,502,948</b>	<b>28,427,866</b>	<b>27,005,407</b>	<b>22,451,457</b>



# Expenditure Summaries (Continued)

## Staffing Summaries

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Approved
<b>Staffing Full Time Equivalents:</b>					
	Administration	7.85	7.43	7.43	7.63
	Planning & Building	5.00	6.00	6.00	6.00
	Police	33.81	37.28	36.79	35.57
	Fire	22.32	21.46	21.46	21.73
	Parks & Public Works	20.55	18.77	17.56	18.33
	Recreation	30.05	27.78	26.75	28.68
	Library	15.69	17.51	17.66	16.39
	Old Mill	0.50	0.50	0.50	0.50
		135.77	136.73	134.15	134.83

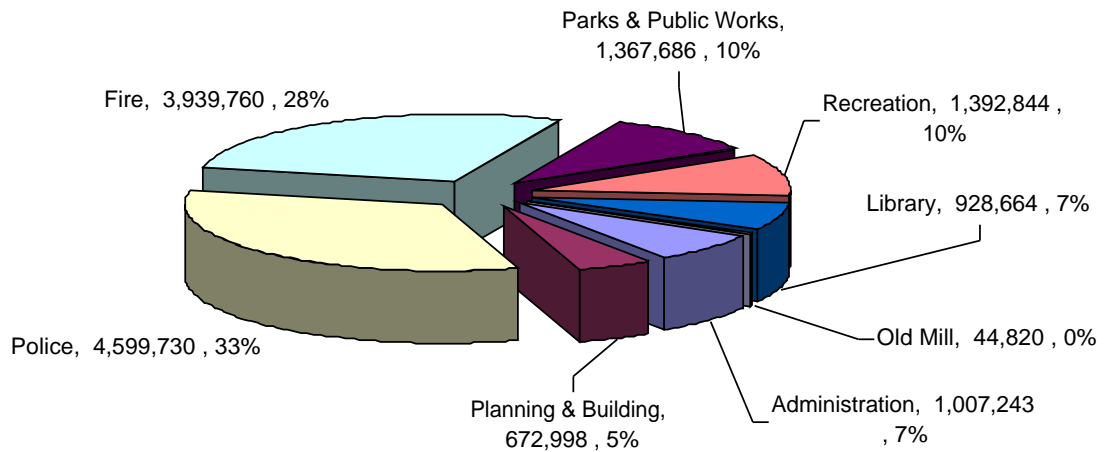


## Expenditure Summaries (Continued)

### Staffing Summaries (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Approved
<b>Personnel Costs:</b>					
	Administration	1,044,724	959,503	951,215	1,007,243
	Planning & Building	535,394	650,366	614,957	672,998
	Police	4,051,576	4,484,415	4,514,161	4,599,730
	Fire	3,291,485	3,699,211	3,761,693	3,939,760
	Parks & Public Works	1,533,300	1,470,668	1,413,745	1,367,686
	Recreation	1,392,362	1,270,741	1,302,004	1,392,844
	Library	845,063	931,961	907,342	928,664
	Old Mill	44,106	44,820	43,085	44,820
		12,738,008	13,511,685	13,508,203	13,953,745

### 2011-2012 Personnel Costs



## Expenditure Summaries (Continued)

### Capital Expenditures

<b>By Department</b>		
<b>Administration:</b>		
591-07-4613-0000	Granicus Software	5,113
<b>Police:</b>		
591-30-4613-0000	1 Automatic External Defibrillator	2,000
591-30-4613-9300	1 Black and White Patrol Car w/equip	30,000
591-30-4613-9300	1 Outfitted Police Motorcycle	22,500
		54,500
<b>Fire:</b>		
591-34-4613-0000	Radios	10,000
<b>Public Works:</b>		
394-44-4600-8020	Sewer/Storm Drain Replacement	100,000
591-52-4613-0000	Riding Mower	12,000
591-52-4613-0000	Pick up Truck	30,000
		142,000
<b>Recreation:</b>		
394-60-4690-0000	Stoneman Purchase	2,000,000
591-74-4613-0000	Playground Matting	8,000
591-82-4613-0000	Cap. Equip. - Fireproof Curtains	5,000
		2,013,000
<b>Old Mill:</b>		
394-95-4600-6987	Safety Upgrades	10,000
		2,234,613

## Expenditure Summaries (Continued)

### Capital Expenditures (Continued)

<b>By Fund</b>		
<b>Capital Projects Fund:</b>		
394-44-4600-8020	Sewer/Storm Drain Replacement	100,000
394-60-4690-0000	Stoneman Purchase for Recreation	2,000,000
394-95-4600-6987	Old Mill Safety Upgrades	10,000
		<b>2,110,000</b>
<b>Capital Equipment Fund:</b>		
591-07-4613-0000	Granicus Software for Administration	5,113
591-30-4613-0000	1 Automatic External Defibrillator for Police	2,000
591-30-4613-9300	1 Black and White Patrol Car w/equip	30,000
591-30-4613-9300	1 Outfitted Police Motorcycle	22,500
591-34-4613-0000	Radios for Fire	10,000
591-52-4613-0000	Riding Mower for Grounds	12,000
591-52-4613-0000	Pick up Truck for Grounds	30,000
591-74-4613-0000	Playground Matting	8,000
591-82-4613-0000	Fireproof Curtains for the San Marino Center	5,000
		<b>124,613</b>
		<b>2,234,613</b>

## **Expenditure Detail**

The following sections include a brief description of each operating department. They include summaries by fund and detail by line item. Two of the departments, Planning & Building and Recreation include information regarding revenues because they strive for 100% and 70% fee recovery respectively. The larger departments, Parks and Public Works, Recreation and Library also include departmental summaries.

## City Council

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

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	10,511	8,800	9,300	8,800
	Capital Outlay	-	-	-	-
		10,511	8,800	9,300	8,800
<b>Expenditures By Fund:</b>					
101	General Fund	10,511	8,800	9,300	8,800
		10,511	8,800	9,300	8,800
	Original Budget		8,800		
	Amendments		-		
	Amended Budget		8,800		
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-01-4376-0000	Materials & Supplies	1,959	1,000	1,500	1,600
101-01-4420-0000	Printing	1,065	1,000	1,000	1,000
101-01-4480-0000	Travel & Meetings	7,488	6,800	6,800	6,200
	League of CA Cities (San Francisco for 1)		2,800		2,200
	Council Meetings		2,800		2,800
	League of CA Cities Executive Forum		1,200		1,200
	<b>Total Services &amp; Supplies</b>	10,511	8,800	9,300	8,800
	<b>Total Expenditures</b>	10,511	8,800	9,300	8,800

## Administration

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

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

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

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

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

Additionally, the department is responsible for administering the City's business license program, taking park reservations, issuing bicycle licenses and answering the City's main telephone lines.

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

## Administration (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	1,044,724	959,503	951,215	1,007,243
	Services & Supplies	397,300	607,974	526,147	566,830
	Capital Outlay	-	42,000	42,000	5,113
		<u>1,442,024</u>	<u>1,609,477</u>	<u>1,519,362</u>	<u>1,579,186</u>
<b>Expenditures By Fund:</b>					
101	General Fund	1,436,729	1,560,977	1,470,862	1,569,699
204	CDBG Fund	5,295	6,500	6,500	4,374
207	Prop. A Transit Funds	-	-	-	-
212	AQMD Fund	-	-	-	-
591	Capitalized Equipment Fund	-	42,000	42,000	5,113
		<u>1,442,024</u>	<u>1,609,477</u>	<u>1,519,362</u>	<u>1,579,186</u>
	Original Budget		1,581,477		
	Amendments		28,000		
	Amended Budget		<u>1,609,477</u>		
<b>Staffing History:</b>					
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager	0.88	0.88	0.88	0.88
	Finance Director	1.00	1.00	1.00	1.00
	Police Captain	0.32	-	-	-
	Administrative Assistant	-	1.00	1.00	1.00
	Administrative Analyst	0.23	-	-	-
	Executive Secretary	1.00	-	-	-
	Accountant I	1.00	1.00	1.00	1.00
	City Clerk	-	0.63	0.59	1.00
	Deputy City Clerk	0.77	0.17	0.21	-
	Clerk/Typist	1.00	1.00	1.00	1.00
	Receptionist	0.65	0.75	0.75	0.75
	Total FTEs	<u>7.85</u>	<u>7.43</u>	<u>7.43</u>	<u>7.63</u>



## Administration (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-07-4001-0000	Full Time Salaries	621,297	491,508	486,073	578,484
101-07-4002-0000	Part Time Wages	151,202	209,863	206,410	153,842
101-07-4004-0000	Overtime	26	-	600	600
101-07-4006-0000	Medicare	10,254	10,467	10,467	10,919
101-07-4008-3080	Retirement - ICMA 401(a)	11,557	11,526	11,526	11,641
101-07-4008-6160	Retirement - PERS	176,162	166,863	166,863	180,758
101-07-4010-0000	Cafeteria Benefit	61,261	55,217	55,217	58,973
101-07-4011-0000	Cell Phone Allowance	1,943	1,800	1,800	1,800
101-07-4012-0000	Auto Allowance	7,221	7,200	7,200	7,200
204-07-4001-0000	Full Time Salaries	2,818	5,059	5,059	3,026
204-07-4006-0000	Medicare-CDBG Admin	23	-	-	-
204-07-4008-6160	PERS-CDBG Administration	654	-	-	-
204-07-4010-0000	Cafeteria Benefit-CDBG Admin	304	-	-	-
	<b>Total Personnel</b>	<b>1,044,724</b>	<b>959,503</b>	<b>951,215</b>	<b>1,007,243</b>
101-07-4106-2755	Contract Legal Svc.s-General	95,279	110,000	110,000	110,000
101-07-4106-3415	Contract Legal Svc.s-Labor	7,438	40,000	21,000	40,000
101-07-4150-0000	Other Contract Services	187,365	150,344	160,000	117,220
204-07-4150-0000	Other Contract Services*	1,496	1,441	1,441	1,348
	Audit		18,840		19,405
	Administrative Analyst (Amendment)		28,000		-
	Banking Services		9,600		13,500
	City Code Online		500		500
	Codification Services		3,000		4,840
	Credit Card Fees		8,000		8,300
	Interim City Clerk		25,200		-
	Financial Management System		12,950		11,101
	Hinderliter, De Llamas & Associates		3,700		3,700
	HdL Sales Tax Software		1,200		1,200
	Laserfiche		2,650		2,650
	Mandated Cost Filing		2,500		2,500
	Crime Insurance*		1,441		1,348
	Property Tax Auditing & Reporting Service		3,000		3,000
	Section 125 Administrator		2,584		2,584
	Computer Network/Technical Maintenance		28,500		35,000
	Vision Plan Administrative Fee		120		120
	Graicus Maintenance		-		8,820
101-07-4202-0000	Advertising	36,571	20,000	50,000	50,000
	Legal Notices		14,800		44,800
	Quarterly Newsletter Advertising		5,200		5,200

## Administration (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-07-4204-0000	Books & Periodicals	2,888	3,355	3,355	500
	City Code Updates		2,800		-
	Elections Code		115		60
	Governmental Accounting Standards Board		100		100
	ICMA		90		90
	Miscellaneous Periodicals		250		250
101-07-4206-0000	Building Repair & Maintenance	-	1,000	1,000	1,000
101-07-4290-0000	Election	-	100,000	5,500	61,000
101-07-4309-0000	Amin. Cash Over/Short	(100)	-	-	-
101-07-4316-0000	Equipment Repair & Maintenance	6,934	5,860	6,500	7,382
	Copier		2,540		4,062
	Heating and Air Conditioning		1,200		1,200
	Postage Meter		820		820
	Security System		1,300		1,300
101-07-4332-0000	Fees/Permits/Taxes to Outside A	645	650	650	675
	LAFCO Assessment		650		675
101-07-4376-0000	Materials & Supplies	10,119	8,000	8,000	8,000
101-07-4396-0000	Memberships & Dues	20,044	23,168	23,452	23,249
	CA City Management Foundation		400		400
	California Municipal Treasurers Association		155		155
	California Society of Municipal Finance Officers		110		110
	CB Merchant Services (Collections)		100		100
	Chamber		250		250
	City Clerk Association of California		145		120
	City Club		315		315
	Community Meetings		900		900
	Government Finance Officers Association		190		190
	International Institute of Municipal Clerks		140		140
	League - County Division Dues		1,095		1,095
	League Of California Cities		5,550		5,507
	Liebert Cassidy Employee Relations Consortium		2,400		2,407
	Municipal Management Association of So. Cal.		65		65
	National Notary Association		36		36
	Rotary		908		968
	San Gabriel Valley City Manager Association		55		55
	San Gabriel Valley COG		9,018		9,100
	SCAG and SCAG Access		1,286		1,286
	Springbrook User Group		50		50
101-07-4398-0000	Mileage	350	300	350	350
101-07-4399-0000	Non-capitalized Equipment	3,746	3,200	3,200	4,550
	Computers		3,000		3,000
	Digital Camera		200		-
	Scanner for Document Imaging		-		1,000
	Time & Date Stamp		-		550

## Administration (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-07-4420-0000	Printing	4,699	9,000	9,000	9,000
	Forms		6,000		6,000
	Letterhead		1,000		1,000
	Miscellaneous		2,000		2,000
101-07-4436-0000	Recruitment	6,686	16,000	7,000	7,000
101-07-4468-0000	Staff Development	-	400	400	400
101-07-4476-0000	Surety Bonds	1,784	1,800	1,843	1,843
101-07-4480-0000	Travel & Meetings	3,532	4,270	4,270	8,490
	California Society of Municipal Finance Officers Meetings, Local		120		120
	City Clerk's New Law & Election Seminar		900		500
	City Clerk's Technical Training for CMC		-		1,420
	City Treasurer's Conference		1,050		1,050
	Labor Consortium Training		100		100
	League of California Cities (San Francisco for 2)		1,300		4,500
	Misc. Council and Staff		600		600
	San Gabriel Valley City Managers Annual Conference, Cal Poly Pomona		100		100
	San Gabriel Valley City Managers Association		100		100
101-07-4500-4950	Utilities-Natural Gas	1,960	2,000	2,000	2,000
101-07-4999-0000	Debt Service	5,864	107,186	107,186	112,823
	<b>Total Services &amp; Supplies</b>	<b>397,300</b>	<b>607,974</b>	<b>526,147</b>	<b>566,830</b>
<b>591-07-4613-0000</b>	<b>Capitalized Equipment</b>	<b>-</b>	<b>42,000</b>	<b>42,000</b>	<b>5,113</b>
	Financial System Software Upgrade		42,000		-
	Granicus Software				5,113
	<b>Total Capitlized Expenditures</b>	<b>-</b>	<b>42,000</b>	<b>42,000</b>	<b>5,113</b>
	<b>Total Expenditures</b>	<b>1,442,024</b>	<b>1,609,477</b>	<b>1,519,362</b>	<b>1,579,186</b>

## SMTV

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

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

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	25,008	25,400	26,050	25,400
	Capital Outlay	-	19,700	-	-
		25,008	45,100	26,050	25,400
<b>Expenditures By Fund:</b>					
101	General Fund	25,008	25,400	26,050	25,400
591	Capitalized Equipment Fund	-	19,700	-	-
		25,008	45,100	26,050	25,400
	Original Budget		45,100		
	Amendments		-		
	Amended Budget		45,100		
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-08-4150-0000	Other Contract Services	24,928	25,400	25,400	25,000
	Cable Production		20,000		20,000
	Production Support		5,400		5,000
101-08-4376-0000	Materials & Supplies	-	-	650	400
101-08-4500-9025	Utilities-Telephone	81	-	-	-
	Total Services & Supplies	25,008	25,400	26,050	25,400
591-08-4613-0000	Capital Equipment	-	19,700	-	-
	Broadcasting Server & Equipment (CO)		13,700		-
	2 Video Cameras (CO)		6,000		-
	Total Capitalized Expenditures	-	19,700	-	-
	Total Expenditures	25,008	45,100	26,050	25,400

## **Planning and Building**

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

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

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

## Planning & Building (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	659,562	628,250	630,000	637,000
	Fines & Forfeitures	14,000	15,000	10,000	15,000
	Miscellaneous Revenues	1,493	1,000	900	1,000
		<u>675,055</u>	<u>644,250</u>	<u>640,900</u>	<u>653,000</u>
<b>Expenditures by Type:</b>					
	Personnel	535,394	650,366	614,957	672,998
	Services & Supplies	213,287	216,620	219,255	215,412
	Capital Outlay	-	-	-	-
		<u>748,681</u>	<u>866,986</u>	<u>834,212</u>	<u>888,410</u>
<b>Expenditures By Fund:</b>					
101	General Fund	745,117	859,486	826,712	888,410
207	Prop. A Transit Funds	3,564	7,500	7,500	0
		<u>748,681</u>	<u>866,986</u>	<u>834,212</u>	<u>888,410</u>
	Original Budget		866,986		
	Amendments		-		
	Amended Budget		<u>866,986</u>		
<b>Staffing History:</b>					
	Planning & Building Director	1.00	1.00	1.00	1.00
	Environmental Services	-	1.00	1.00	1.00
	Senior Planner	1.00	1.00	1.00	1.00
	P & B Assistant	1.00	1.00	1.00	1.00
	Permit Technician II	1.00	1.00	1.00	1.00
	Building Inspector II	1.00	1.00	1.00	1.00
	Total FTEs	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

## Planning & Building (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-14-3151-0000	Building Permits	331,271	300,000	308,000	310,000
101-14-3308-0000	Plan Check Fees	170,620	170,000	175,000	175,000
101-14-3312-0000	Zoning Fees	157,671	146,250	135,000	140,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	1,493	1,000	900	1,000
101-14-3410-9245	Tree Fines	14,000	15,000	10,000	15,000
101-14-3106-0000	Tree Permits	-	12,000	12,000	12,000
		675,055	644,250	640,900	653,000
<b>Expenditures:</b>					
101-14-4001-0000	Full Time Salaries	381,891	483,656	454,308	498,601
101-14-4002-0000	Part Time Wages	21,777	-	-	-
101-14-4006-0000	Medicare	5,625	5,607	6,587	5,784
101-14-4008-6160	Retirement - PERS	89,084	115,067	108,125	122,578
101-14-4010-0000	Cafeteria Benefit	35,814	44,136	44,136	44,136
101-14-4011-0000	Cell Phone Allowance	1,204	1,800	1,800	1,800
101-14-4013-0000	Uniform Allowance	-	100	-	100
	<b>Total Personnel</b>	535,394	650,366	614,957	672,998
101-14-4104-0000	Contract Engineering Services	25,470	26,382	26,000	26,382
101-14-4104-6270	Contract Building & Safety Svc	115,822	116,000	116,000	116,000
101-14-4106-0950	Contract Legal Svc.s-Code Enf.	13,794	8,000	11,000	9,600
101-14-4106-2755	Contract Legal Svc.s-General	29,137	23,430	26,000	26,000
101-14-4150-0000	Other Contract Services	4,667	10,504	10,000	10,580
	HDL Permit Software Maintenance		3,754		3,830
	Hearing Officer		3,000		3,000
	Computer Network/Technical Maintenance		3,750		3,750
207-14-4150-3300	Other Contract Svcs.-Imaging P	3,000	7,500	7,500	-
101-14-4202-0000	Advertising	6,964	6,500	6,500	6,500
101-14-4204-0000	Books & Periodicals	132	1,225	1,225	600
207-14-4208-0000	Bus Transportation	564	-	-	-
101-14-4316-0000	Equipment Repair & Maintenance	-	450	375	1,450
101-14-4332-0000	Fees/Permits/Taxes to Outside	150	150	150	375
101-14-4376-0000	Materials & Supplies	2,832	3,000	2,200	2,800

## Planning & Building (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-14-4396-0000	Memberships & Dues	1,979	2,574	2,500	3,609
	American Planning Association/AICP		1,450		1,760
	California Building Officials-City		265		265
	Int'l Assn. of Electrical Inspectors-City		204		204
	Int'l Assn. Of Plumbing & Mechanical Officials-City		150		150
	International Code Council-Building Inspector		60		60
	International Code Council-City		445		445
	Pesticide Certification		-		260
	I.S.A Certified Arborist/Municipal Specialist		-		465
101-14-4398-0000	Mileage	261	280	255	280
101-14-4399-0000	Non-capitalized Equipment	631	-	2,350	1,560
	Computer				1,500
	Memory Upgrade				60
101-14-4412-0000	Postage	1,723	1,650	1,500	1,736
101-14-4420-0000	Printing	2,417	1,800	2,200	2,000
101-14-4468-0000	Staff Development	1,899	5,375	2,000	2,440
	CTI Education Week		875		875
	Bldg. Inspector-2010 Codes Update ICC		300		300
	Bldg. Inspector -2010 Codes Update IAPMO		500		500
	Planning & Building Director Required Continuing Education		550		550
	Building Inspector-CASP Training (AB1608)		2,200		-
	Fire Inspector I Training and Exam		950		-
	California Association of Code Enforcement Officers		-		215
101-14-4480-0000	Travel & Meetings	1,517	1,500	1,500	3,000
	American Planning Association - National Conference		1,400		1,400
	American Planning Association - State Conference		-		1,500
	Community Meetings		100		100
101-14-4508-0000	Vehicle Repair & Maintenance	327	300	-	500
	<b>Total Services &amp; Supplies</b>	213,287	216,620	219,255	215,412
	<b>Total Expenditures</b>	748,681	866,986	834,212	888,410



## General Operations

General Operations includes expenses that are non-departmental in nature, i.e., those functions and activities that have not be allocated to any particular department such as retiree medical benefits, liability insurance activities, workers' compensation activities, and compliance with state waste management requirements.

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	341,072	405,000	459,005	480,000
	Services & Supplies	827,183	2,009,397	1,984,716	917,425
	Capital Outlay	1,781	115,175	115,175	-
	Debt Service	692,459	-	-	-
		<b>1,862,495</b>	<b>2,529,572</b>	<b>2,558,896</b>	<b>1,397,425</b>
<b>Expenditures By Fund:</b>					
101	General Fund	264,172	542,793	519,103	308,293
207	Prop. A Transit Funds	75,244	120,300	120,300	121,862
227	Energy Efficiency Block Grant Fund	-	71,904	71,904	-
394	Capital Projects Fund	-	4,000	4,000	-
401	Debt Service Fund	693,474	1,020	1,020	1,000
591	Capital Equipment Fund	1,781	39,271	39,271	-
595	Workers' Comp. Insurance Fund	307,180	338,200	394,152	408,200
596	General Liability Insurance Fund	520,643	1,412,084	1,409,146	558,070
		<b>1,862,495</b>	<b>2,529,572</b>	<b>2,558,896</b>	<b>1,397,425</b>
	Original Budget		1,340,217		
	Amendments		1,189,355		
	Amended Budget		<b>2,529,572</b>		
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-20-4016-0000	Retiree Benefits	131,877	175,000	159,005	175,000
595-20-4015-0000	Workers' Compensation Benefits	209,195	230,000	300,000	305,000
	<b>Total Personnel</b>	<b>341,072</b>	<b>405,000</b>	<b>459,005</b>	<b>480,000</b>
596-20-4015-0000	Liability Insurance Claims	11,925	-	6,000	-
101-20-4150-0000	Other Contract Services	29,273	82,685	82,685	32,685
	710 Freeway Coalition		2,500		2,500
	AB939 compliance		6,000		6,000
	City GIS - Property ownership and geographic info services		5,885		5,885
	City Newsletter/City Brochures		9,200		9,200
	City Hall Janitorial Services		6,600		6,600
	Termite and insect control		1,000		1,000
	Website Maintenance		1,500		1,500
	Centennial Book (amendment)		50,000		
101-20-4150-2013	Other Contract Services-Centennial (amnd)	-	100,000	100,000	-
595-20-4150-0000	Other Contract Services	19,630	23,200	21,360	23,200
101-20-4206-0000	Building Repair & Maintenance	4,146	5,200	4,000	6,600

## General Operations (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
207-20-4208-0750	Bus Transportation-Chamber	2,300	2,300	2,300	2,300
207-20-4208-1330	Bus Transportation-Dial a Ride (partial amendment)	3,066	8,000 8,000	8,000	9,562
207-20-4208-8140	Bus Transportation-SMUSD Youth	69,878	110,000	110,000	110,000
101-20-4215-0000	Community Group Support	-	5,000	-	-
401-20-4230-0000	Cost of Issuance	1,016	1,020	940	1,000
101-20-4316-0000	Equipment Repair & Maintenance	3,225	4,600	1,500	2,000
101-20-4332-0000	Fees/Permits/Taxes	-	200	185	200
595-20-4356-0000	Workers' Comp. Insurance Premiums	78,356	85,000	72,792	80,000
596-20-4356-3412	Liability Ins. Premiums JPIA	508,718	1,412,084	1,403,146	558,070
	General Liability Insurance (partial amendment)				522,070
	Property Insurance				20,000
	Pollution Insurance				16,000
101-20-4376-0000	Materials & Supplies	14,305	15,050	15,050	15,050
	City logo shirts		500		500
	City meeting supplies		1,000		1,000
	Copy Paper		5,000		5,000
	Employee recognition ceremony		7,000		7,000
	Employee service pins		850		850
	Flag replacement		700		700
101-20-4376-2013	Material & Supplies-Centennial (amnd)	-	78,000	78,000	-
101-20-4399-0000	Non-capitalized Equipment	3,064	-	-	-
101-20-4412-0000	Postage	15,984	14,758	14,758	14,758
	Newsletter		5,308		5,308
	General		9,450		9,450
101-20-4420-0000	Printing	9,403	5,300	6,000	6,000
	Newsletter		5,300		6,000
101-20-4480-2013	Travel & Meetings-Centennial (amnd)	-	2,000	2,000	-
101-20-4500-1980	Utilities-Electricity	40,023	43,000	43,000	43,000
101-20-4500-9025	Utilities-Telephone	11,992	11,000	12,000	12,000
101-20-4500-9460	Utilities-Water	879	1,000	1,000	1,000
	<b>Total Services &amp; Supplies</b>	<b>827,183</b>	<b>2,009,397</b>	<b>1,984,716</b>	<b>917,425</b>

## General Operations (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
227-20-4600-2885	Construction-HVAC Systems City Hall, Police, Fire & Public Works Systems Upgrades/Replacements	-	71,904	71,904	-
394-20-4600-2885	Construction-HVAC Systems (amendment)	-	4,000 4,000	4,000	-
591-20-4613-0000	Capitalized Equipment Replace Server (Carryover)	1,781	39,271 39,271	39,271	-
<b>Total Capitalized Expenditures</b>		1,781	115,175	115,175	-
401-00-4360-0000	Interest Expense	415,828	-	-	-
401-00-4402-0000	Principal Repayment	276,630	-	-	-
<b>Debt Service Totals</b>		692,459	-	-	-
<b>Total Expenditures</b>		1,862,495	2,529,572	2,558,896	1,397,425

## General Operations (Continued)

<b>Cost Allocations</b>					
		<b>5-year Losses</b>	<b>Weighted</b>	<b>Weighted</b>	
		<b>FY 05-06</b>	<b>Losses</b>	<b>Exposure</b>	<b>Department</b>
	<b>Estimated Payroll/100</b>	<b>to FY 09-10</b>	<b>(W x i/L)</b>	<b>((1-W) x e/E)</b>	<b>Contribution</b>
<b>General Liability FY 10-11 Budget</b>					
	<b>558,070</b>				
Administration	7,656	18,505	0.5%	0.8%	\$ 6,977
Fire	26,037	-	0.0%	2.6%	\$ 14,384
Library	740,988	-	0.0%	73.4%	\$ 409,366
Parks and Public Works	9,809	603,887	16.1%	1.0%	\$ 95,070
Planning & Building	4,986	-	0.0%	0.5%	\$ 2,755
Police	30,928	43,736	1.2%	3.1%	\$ 23,579
Recreation	10,749	-	0.0%	1.1%	\$ 5,938
Total	831,153	666,128	17.7%	82.3%	\$ 558,070
<b>Workers' Compensation FY 10-11 Budget</b>					
	<b>408,200</b>				
Administration	7,656	-	0.0%	0.8%	\$ 3,094
Fire	26,037	767,403	9.3%	2.6%	\$ 48,562
Library	740,988	446	0.0%	73.4%	\$ 299,453
Parks and Public Works	9,809	132,239	1.6%	1.0%	\$ 10,519
Planning & Building	4,986	172,885	2.1%	0.5%	\$ 10,585
Police	30,928	284,364	3.5%	3.1%	\$ 26,594
Recreation	10,749	101,880	1.2%	1.1%	\$ 9,394
Total	831,153	1,459,216	17.7%	82.3%	\$ 408,200
<b>Cost Allocation Formula</b>					
$C = T \times [ (W \times I/L) + ((1-W) \times e/E) ]$					
<b>Weight Calculation</b>					
$W = \text{Square Root of } ( \text{Maximum Payroll} - \text{Minimum Payroll} ) / ( \text{Total Payroll} - \text{Minimum Payroll} )$					
C = Contribution of department					
T = Total cost of risk allocated					
W = Weight placed on department loss experience					
I = Losses of the department					
L = Total losses of all departments					
e = Exposure of the department (payroll)					
E = Total exposure of all departments					

## Police

The San Marino Police Department consists of 28 full time sworn positions, 6 full time civilians, 2 Reserve Police Officer positions, 1 part-time secretary, 1 part-time Records Clerk, 2 part-time Community Service Officers as well as part-time Cadets and part-time Dispatchers.

The sworn personnel consists of 1 Chief, 1 Captain, 2 Lieutenants, 4 Patrol Sergeants, 1 Detective Sergeant, 2 Detectives 2 Motor Officers and 15 Patrol Officers. The full-time civilian employees consist of 1 Records Supervisor, 4 Dispatchers and 1 Code Compliance Officer.

Collectively, these personnel, working in partnership with the Community and other City Staff provide a full range of municipal law enforcement services 24 hours a day, 7 days a week. These services include responding to routine and emergency calls for service, traffic enforcement, follow up investigations, parking enforcement, Neighborhood Watch, Women's Self Defense and House Watch.

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	4,051,576	4,484,415	4,514,161	4,599,730
	Services & Supplies	646,334	687,764	672,275	690,671
	Capital Outlay	67,194	270,105	270,104	54,500
		4,765,104	5,442,284	5,456,540	5,344,901
<b>Expenditures By Fund:</b>					
103	Public Safety Fund	4,575,014	4,947,465	4,957,920	5,193,301
104	Fourth of July Fund	9,887	10,164	13,966	8,550
212	Air Quality Fund	-	30,000	30,000	-
233	COPs Fund	117,253	87,550	87,550	87,550
240	State Homeland Security Grant Fund	-	23,985	23,985	-
241	Safe Routes to School Fund	-	214,000	214,000	-
281	Restricted Donation Fund	949	3,000	3,000	1,000
394	Capital Projects Fund	10,541	-	-	-
591	Capital Equipment Fund	51,460	126,120	126,119	54,500
		4,765,104	5,442,284	5,456,540	5,344,901
	Original Budget		5,397,179		
	Amendments		45,105		
	Amended Budget		5,442,284		
<b>Staffing History:</b>					
	Chief of Police	0.46	0.46	0.46	0.23
	Captain	0.68	1.00	1.00	1.00
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	5.00	5.00	5.00	5.00
	Corporal	-	-	1.50	3.00
	Police Officer	15.96	19.00	16.91	16.00
	Dispatcher/Clerk	4.02	4.48	4.47	3.48
	Police Records Supervising Clerk	1.00	1.00	1.00	1.00
	Executive Secretary	1.00	0.46	0.46	0.46
	Code Compliance Coordinator	1.00	1.00	1.00	1.00
	Police Cadets	1.27	1.44	1.49	1.15
	Records Clerk	0.47	0.48	0.49	0.48
	Community Services Officers	0.95	0.96	1.01	0.77
	<b>Total FTEs</b>	33.81	37.28	36.79	35.57

**Police (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
103-30-4001-0000	Full Time Salaries	2,643,199	2,594,193	2,604,544	2,698,295
103-30-4002-0000	Part Time Wages	75,837	211,316	211,316	157,516
104-30-4002-0000	Part Time Wages	-	-	530	530
103-30-4004-0000	Overtime	6,128	-	-	-
103-30-4004-0001	Overtime - Patrol	138,645	153,000	184,102	209,000
103-30-4004-0002	Overtime - Support	22,958	26,000	23,000	20,000
104-30-4004-0000	Police Overtime	7,529	7,750	9,436	8,000
241-30-4004-0000	Police Overtime	-	100,000	100,000	-
103-30-4006-0000	Medicare	41,494	37,417	40,769	37,816
104-30-4006-0000	Medicare	104	112	146	-
103-30-4008-6050	PARS Retirement	2,839	3,204	3,204	2,309
104-30-4008-6050	Retirement-PARS	20	-	20	20
103-30-4008-6160	Retirement - PERS	765,194	765,128	776,154	907,000
104-30-4008-6160	Retirement-PERS	1,973	2,032	2,385	-
103-30-4010-0000	Cafeteria Benefit	288,417	299,052	299,052	306,096
104-30-4010-0000	Cafeteria Benefits	262	270	1,450	-
103-30-4011-0000	Cell Phone Allowance	2,404	6,300	6,300	5,850
103-30-4013-0000	Uniform Allowance	17,393	18,900	18,900	18,400
103-30-4015-0000	Workers' Compensation Benefits	37,182	-	11,700	-
103-30-4999-0000	Debt Service	-	259,741	221,154	228,898
<b>Total Personnel</b>		<b>4,051,576</b>	<b>4,484,415</b>	<b>4,514,161</b>	<b>4,599,730</b>
103-30-4150-0000	Other Contract Services	257,981	320,689	310,000	333,596
233-30-4150-9470	Other Contract Services-W. Covina	95,510	87,550	87,550	87,550
241-30-4150-0000	Contract Services-Safe School Rt.	-	14,000	14,000	-
	City of West Covina (Partial Carryover)		87,550		87,550
	All Cities Management		102,435		102,435
	Animal control		48,000		48,000
	Arcadia-City Range Fees		7,000		7,500
	Blood Withdrawal at Hospital		2,400		2,400
	Burro Canyon Bills		-		300
	California I.D. State Fingerprint Network		1,000		1,000
	County Tax on Parking Citations		40,000		51,343
	Parking Citation Processing		7,000		7,000
	Computer Network/Technical Maintenance		40,000		40,000
	Emergency Exams, Treatment of Suspects & Victims		2,500		2,500
	CSI/DNA Services		6,000		6,500
	Jail Facilities Booking Fees		20,000		20,000
	Janitorial Services		8,800		8,800
	L.A. County Justice Data Interface Controller		7,750		7,750
	Pasadena Police Department Helicopter		10,414		10,414
	Photograph Processing		250		250
	Reserve Stipends		12,000		12,000
	Surveillance Security		4,000		4,000
	Proximity Card Security Maintenance		1,140		1,140
	Constant Contact - CLEARs		-		264

**Police (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
103-30-4204-0000	Books & Periodicals	385	800	800	800
103-30-4206-0000	Building Repair & Maintenance	7,330	6,500	6,500	8,800
103-30-4316-0000	Equipment Repair & Maintenance	5,137	7,000	7,000	7,000
	Copier		1,000		1,000
	Magnasync / Genesis		2,150		2,150
	Unitrols		750		750
	Caller ID (Carryover)		600		600
	In Car Video		2,500		2,500
103-30-4316-6985	Radio Repair & Maintenance	2,026	2,000	2,000	2,000
103-30-4376-0000	Materials & Supplies	25,808	27,000	27,000	27,000
	Duty Ammo, weapons, accessories		15,000		15,000
	Other		12,000		12,000
233-30-4376-0000	Materials & Supplies	12,707	-	-	-
241-30-4376-0000	Materials & Supplies	-	10,000	10,000	-
281-30-4376-0000	Materials & Supplies	949	3,000	3,000	1,000
103-30-4396-0000	Memberships & Dues	4,074	3,600	3,600	3,850
103-30-4398-0000	Mileage	-	100	100	100
103-30-4399-0000	Non-capitalized Equipment	12,250	2,850	2,850	13,100
212-30-4399-0000	Non-Capitalized Equipment	-	-	-	-
233-30-4399-0000	Non-capitalized Equipment	172	-	-	-
	Chairs (2 @ \$500)		1,000		1,000
	Computer Hardware/Software		750		750
	One Computer		1,100		1,100
	Mobile Command Organizer for Unit 1				3,500
	4 Surfire Shotgun Lights @ \$290				1,200
	AR 15 racks for Patrol Cars				2,000
	Operators Tactical Vest				2,500
	Helmets and goggles				300
	FSET Uniforms				600
	Software				150
103-30-4401-0000	Outside Services	28,683	26,000	26,000	24,000
	Huntington Library		4,000		4,000
	School District		4,000		4,000
	Other		18,000		16,000
103-30-4415-0000	POST Training	20,345	20,000	18,000	15,000
103-30-4420-0000	Printing	2,139	2,500	2,200	2,200
103-30-4436-0000	Recruitment	16,594	15,000	10,000	10,000

**Police (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
103-30-4468-0000	Staff Development	5,935	8,500	7,000	7,000
103-30-4480-0000	Travel & Meetings	1,639	3,075	3,075	4,075
	CA Police Chief's Conference		425		425
	Command Officers Association		250		250
	Judicial Council Breakfast		500		500
	Liebert, Cassidy, Whitmore Employment Law Conference		400		400
	Local Meetings		500		500
	San Marino Day Out		1,000		1,000
	Ca. Tactical Officers Training		-		1,000
103-30-4492-0000	Uniforms	13	-	-	-
103-30-4492-0003	Uniforms-PERSable	5,393	5,000	5,000	5,000
103-30-4492-0004	Uniforms Non-PERSable	8,776	8,000	8,000	8,000
103-30-4500-4950	Utilities-Natural Gas	582	600	600	600
103-30-4500-9025	Utilities-Telephone	27,320	18,000	17,000	17,000
103-30-4508-0000	Vehicle Repair & Maintenance	100,913	96,000	101,000	113,000
233-30-4508-0000	Vehicle Repair & Maintenance	3,671	-	-	-
	Fuel		55,000		72,000
	Maintenance		30,000		30,000
	Motorcycle Maintenance		6,000		6,000
	Parts		5,000		5,000
	<b>Total Services &amp; Supplies</b>	646,334	687,764	672,275	690,671



**Police (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Capitalized Expenditures:</b>					
241-30-4613-0000	Capitalized Equipment	-	90,000	90,000	-
	Mobile Speed Awareness Signs (4)		90,000		
394-30-4600-3414	Construction	10,541	-	-	-
591-30-4613-0000	Capitalized Equipment	19,181	64,120	64,119	2,000
	Replacement Server (Carryover)		21,120		-
	7 Mobile Data Computers / Tough Books @ \$5,500 ea.		43,000		-
	1 AED		-		2,000
240-30-4613-0000	Capitalized Equipment	-	23,985	23,985	-
	Automated License Plate Reader (Amend)		23,985		-
233-30-4613-0000	Capitalized Equipment	5,193	-	-	-
591-30-4613-9300	Cap Equip-Vehicles	32,279	62,000	62,000	52,500
212-30-4613-9300	Capitalized Equipment-Vehicles	-	30,000	30,000	-
	2 Plain Cars		60,000		-
	1 Tahoe w/equipment		32,000		-
	1 Black and White Patrol Car w/equip		-		30,000
	1 Outfitted Police Motorcycle		-		22,500
	<b>Total Capitalized Expenditures</b>	67,194	270,105	270,104	54,500
	<b>Total Expenditures</b>	4,765,104	5,442,284	5,456,540	5,344,901

## Fire

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

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

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

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

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

Public education efforts in the schools, neighborhoods, community groups and service clubs stress fire safety, first aid, cardiopulmonary resuscitation and emergency preparedness. Firefighters conduct Stop-Drop-Roll programs for first and second grade students. The Fire Department has developed an extensive emergency preparedness campaign for Neighborhood Watch groups. The N.E.A.T. (Neighborhood Emergency Action Team) program teaches neighbors to be prepared, organized and self-reliant when a major emergency strikes. A similar program (B.E.A.T.) teaches skills relevant to the local business community.

The Fire Department exists to prepare the community to prevent or manage the most likely emergencies, to mitigate those that cannot be prevented, and to protect those they serve from the adverse effects of all hazards.

## Fire (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	3,291,485	3,699,211	3,761,693	3,939,760
	Services & Supplies	232,803	286,222	279,885	271,253
	Capital Outlay	87,966	134,860	105,291	10,000
		<b>3,612,254</b>	<b>4,120,293</b>	<b>4,146,869</b>	<b>4,221,013</b>
<b>Expenditures By Fund:</b>					
103	Public Safety Fund	3,514,300	3,922,914	3,978,620	4,204,455
104	Fourth of July Fund	503	1,015	1,455	1,558
212	Air Quality Fund	1,734	-	-	-
224	Assistance to Firefighters Grant Fund	-	101,204	101,204	-
240	State Homeland Security Grant Fund	56,730	70,369	40,800	-
281	Restricted Donation Fund	7,451	5,000	5,000	5,000
394	Capital Projects Fund	-	5,327	5,327	-
591	Capital Equipment Fund	31,536	14,464	14,464	10,000
		<b>3,612,254</b>	<b>4,120,293</b>	<b>4,146,869</b>	<b>4,221,013</b>
			-		
	Original Budget		4,051,937		
	Amendments		68,356		
	Amended Budget		<b>4,120,293</b>		
<b>Staffing History:</b>					
	Fire Chief	1.00	0.46	0.46	0.73
	Fire Marshal	0.45	-	-	-
	Fire Division Chief	2.00	2.00	2.00	2.00
	Captain	3.00	3.00	3.00	3.00
	Engineer	4.00	4.00	3.50	4.00
	Firefighter/Paramedics	10.87	11.00	11.50	11.00
	Executive Secretary	1.00	1.00	1.00	1.00
	Total FTEs	<b>22.32</b>	<b>21.46</b>	<b>21.46</b>	<b>21.73</b>

## Fire (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
103-34-4001-0000	Full Time Salaries	2,080,874	2,001,529	2,017,387	2,146,919
103-34-4002-0000	Part Time Wages	62,584	81,600	81,600	42,250
240-34-4002-0000	Part Time Wages (Amend)	-	21,000	21,000	-
103-34-4004-0000	Overtime	267,921	260,000	387,123	353,000
103-34-4004-0003	Overtime-Strike Teams	36,247	65,000	25,000	60,000
104-34-4004-0000	4th of July Overtime	499	1,000	1,441	1,536
224-34-4004-0000	Assistance to Fire Fighters Grant OT	-	4,500	4,500	-
240-34-4004-0000	Homeland Security Grant OT (Amend)	268	7,701	7,701	-
103-34-4006-0000	Medicare	31,453	25,944	35,324	29,921
104-34-4006-0000	4th of July Medicare	3	15	14	22
224-34-4006-0000	ATF Grant Medicare	-	65	65	-
240-34-4006-0000	Medicare	4	-	-	-
103-34-4008-6160	Retirement - PERS	601,823	583,179	602,795	704,955
103-34-4010-0000	Cafeteria Benefit	192,535	180,216	180,216	189,276
240-34-4010-0000	Cafeteria Benefit	27	-	-	-
103-34-4011-0000	Cell Phone Allowance	4,513	4,500	3,365	4,950
103-34-4013-0000	Uniform Allowance	1,000	1,200	1,000	-
103-34-4015-0000	Worker's Comp.	11,733	-	-	-
103-34-4999-0000	Debt Service	-	461,762	393,163	406,930
	<b>Total Personnel</b>	<b>3,291,485</b>	<b>3,699,211</b>	<b>3,761,693</b>	<b>3,939,760</b>
103-34-4150-0000	Other Contract Services	88,257	102,969	102,969	113,788
	Ambulance Billing		23,000		24,338
	OSHA & DMV Required Physical Examinations		5,000		5,000
	Policy Manuals		3,500		1,000
	Computer Network/Technical Maintenance		12,000		12,000
	Verdugo Fire Communications Center		50,196		53,000
	Nurse Educator		9,000		18,450
103-34-4204-0000	Books & Periodicals	521	400	400	400
103-34-4206-0000	Building Repair & Maintenance	16,563	22,500	22,500	22,500
103-34-4308-0000	Equipment Rental	-	500	500	500
103-34-4316-0000	Equipment Repair & Maintenance	7,875	8,000	8,000	8,000
	Defibrillators		2,850		2,850
	Ground Ladder Testing		1,500		1,500
	Miscellaneous Equipment		3,650		3,650

## Fire (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
103-34-4376-0000	Materials & Supplies	24,624	26,000	26,000	26,000
281-34-4376-0000	Materials & Supplies	-	5,000	5,000	5,000
	Housewares		5,000		5,000
	Absorbal		500		500
	Audio/Video/Photo Supplies		250		250
	Auxiliary Program Supplies		1,500		1,500
	Class A Foam		2,000		2,000
	Emergency Response Medical Supplies for Ambulance		13,250		13,250
	Office Supplies		3,000		3,000
	Oxygen		2,000		2,000
	Public Education Supplies		1,000		1,000
	Technical Support & Upgrade Records Software		1,000		1,000
	Medications (Amendment)		1,000		1,000
	Vaccines		500		500
103-34-4396-0000	Memberships & Dues	440	1,915	1,915	1,965
	California Fire Chiefs' Association (CFCA)		250		250
	CFCA Fire Prevention Officers' Association		125		125
	Community Meetings		1,215		1,215
	LA Area Fire Chiefs' Association		325		325
	So Cal Training Officers		-		50
103-34-4398-0000	Mileage	48	400	100	400
103-34-4399-0000	Non-capitalized Equipment	5,824	10,000	10,000	7,500
	Fire Hose		6,000		6,000
	Computers		4,000		1,500
212-34-4399-0000	Non-capitlized Equipment	1,734	-	-	-
224-34-4399-0000	Non-capitlized Equipment	-	6,189	6,189	-
240-34-4399-0000	Non-capitlized Equipment	-	2,796	2,796	-
	Radio Narrowbanding (Amend.)		2,796		
281-34-4399-0000	Non-capitlized Equipment	7,451	-	-	-
103-34-4401-0000	Outside Services	4,735	5,000	2,000	5,000
103-34-4420-0000	Printing	391	500	400	500
103-34-4436-0000	Recruitment	10,010	10,000	8,000	10,000
103-34-4452-0000	Small Tools	-	500	500	500

## Fire (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
103-34-4468-0000	Staff Development	4,657	8,000	8,000	8,000
	CFSTES - Leadership Training		3,800		3,450
	Continuing Education		2,000		2,000
	Paramedic License Fees		2,200		2,550
224-34-4468-0000	Staff Development	-	1,950	1,950	-
240-34-4468-0000	Staff Development (Amend)	-	9,303	9,303	-
103-34-4480-0000	Travel & Meetings	732	800	863	1,500
	League of Cities for new DC				1,500
224-34-4480-0000	Travel & Meetings	-	3,000	3,000	-
103-34-4492-0003	Uniforms-PERSable	6,113	7,200	7,200	7,200
103-34-4492-0004	Uniforms-Non-PERSable	19,052	17,500	17,500	17,500
103-34-4500-4950	Utilities-Natural Gas	2,563	3,800	2,800	3,000
103-34-4500-9025	Utilities-Telephone	1,983	2,000	2,000	2,000
103-34-4508-0000	Vehicle Repair & Maintenance	29,230	30,000	30,000	30,000
	Fuel				15,000
	Vehicle Repairs				15,000
	<b>Total Services &amp; Supplies</b>	<b>232,803</b>	<b>286,222</b>	<b>279,885</b>	<b>271,253</b>
	Fire Station Sprinklers	-	90,827	90,827	-
224-34-4600-2420	Fire Station Sprinklers	-	85,500	85,500	-
394-34-4600-2420	Fire Station Sprinklers	-	5,327	5,327	-
240-34-4613-0000	Capitalized Equipment (Amend)	56,431	29,569	-	-
	SCBAs (carryover)				
591-34-4613-0000	Capitalized Equipment (Amend)	31,536	14,464	14,464	10,000
	Radio Upgrades (carryover)		4,464		-
	Radios		10,000		10,000
	<b>Total Capitlized Expenditures</b>	<b>87,966</b>	<b>134,860</b>	<b>105,291</b>	<b>10,000</b>
	<b>Total Expenditures</b>	<b>3,612,254</b>	<b>4,120,293</b>	<b>4,146,869</b>	<b>4,221,013</b>

## Emergency Services

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

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

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

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

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

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

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

**Emergency Services (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	4,000
	Services & Supplies	35,082	50,418	50,418	42,750
	Capital Outlay	-	-	-	-
		35,082	50,418	50,418	46,750
<b>Expenditures By Fund:</b>					
101	General Fund	35,082	50,418	50,418	46,750
		35,082	50,418	50,418	46,750
	Original Budget		45,418		
	Amendments		5,000		
	Amended Budget		50,418		
<b>Staffing History:</b>					
	Administrative Analyst	-	-	-	0.11
	Total FTEs	-	-	-	0.11



## Emergency Services (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-36-4002-0000	Part Time Wages	-	-	-	4,000
101-36-4006-0000	Medicare	-	-	-	-
101-36-4008-6050	Retirement PARS	-	-	-	-
	<b>Total Personnel</b>	-	-	-	4,000
101-36-4150-0000	Other Contract Services	11,568	14,168	14,168	9,000
	Area "D" OES - Membership and training		1,000		-
	Emergency Notification Contract		10,668		9,000
	Local Hazard Mitigation Plan (carryover)		2,500		-
101-36-4316-0000	Equipment Repair & Maintenance	10,955	13,500	13,500	13,500
	Emergency Generator		2,000		2,000
	Radio repair / Narrowbanding		10,000		10,000
	Fire Extinguisher Service		1,500		1,500
101-36-4376-0000	Materials & Supplies	7,671	7,500	7,500	7,500
	Replace emergency supply cache (food, water, batteries)		3,000		3,000
	Misc. Supplies		2,500		1,500
	CERT		2,000		3,000
101-36-4396-0000	Memberships & Dues	150	150	150	150
	CALNET SOUTH Radio Repeater Network		150		150
101-36-4399-0000	Non-capitalized Equipment	-	10,500	10,500	8,000
	Radios		5,000		5,000
	EOC Upgrades		3,000		3,000
	Radio Upgrades (carryover)		2,500		-
101-36-4468-0000	Staff Development	639	500	500	500
101-36-4480-0000	Travel & Meetings	20	-	-	-
101-36-4500-9025	Utilities-Telephone	4,078	4,100	4,100	4,100
	Satellite Phone Service		500		500
	EOC Phone Service		2,600		2,600
	Cell Phone Service		500		500
	Repairs		500		500
	<b>Total Services &amp; Supplies</b>	35,082	50,418	50,418	42,750
	<b>Total Expenditures</b>	35,082	50,418	50,418	46,750

## **Parks & Public Works**

The Parks and Public Works Department is responsible for the maintenance, repair, design, and construction of the City's infrastructure with the exception of water. The Department has three divisions; Administration, Parks Division and Public Works Division. The Department's overall objective is to provide consistent, uninterrupted service and to respond to any malfunction or event immediately to restore service in the least amount of time possible.

The Administration Division provides administrative support for the Department and administers capital projects. The Division consists of an Administrative Analyst.

The Public Works Division consists of a Streets Section, Garage Section, Paint and Traffic Sign Section and Sewer Section. The Division staff includes one-half of the salary for a Public Works Manager, Street Foreman, Shop Foreman, a three-person cement crew, one person paint crew, and a mechanic. The Division continues to develop systematic preventative maintenance programs for city streets, curb, gutter, sidewalk and driveways, sewer lines, street lights and traffic signals, traffic painting, traffic sign posting, and inspect and oversee all capital improvement projects.

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

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

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

The Park division has a Park Section and a Public Grounds Section. The Park Division staff includes one-half of the salary for a Public Works Manager, a Park Foreman and seven (7) Maintenance Workers. The Park Maintenance Division is responsible for maintaining 25 acres of median strip, trimming or replacing more than 7,300 street trees, and maintaining the beauty of the 35-acres of Lacy Park. This department is also responsible for all public landscape areas including the Rose Arbor, the Library grounds, and the landscaping at City Hall.

The Park Section maintains the beauty of Lacy Park, park and recreation buildings, administers park permits, collections entry fees and manages events in the Park.

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

## Public Works Summary

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel Totals	1,533,300	1,470,668	1,413,745	1,367,686
	Services & Supplies Totals	1,427,869	1,622,302	1,503,772	1,760,030
	<b>Operating Expenditures</b>	<b>2,961,170</b>	<b>3,092,970</b>	<b>2,917,517</b>	<b>3,127,716</b>
	Capital Outlay Totals	1,311,737	4,911,611	3,721,447	142,000
	<b>Total Expenditures</b>	<b>4,272,907</b>	<b>8,004,581</b>	<b>6,638,964</b>	<b>3,269,716</b>
<b>Expenditures by Fund:</b>					
101	General Fund	2,939,547	3,009,565	2,833,609	2,963,410
104	Fourth of July Fund	2,426	4,550	5,355	4,825
202	Gas Tax Fund	179,637	933,982	933,982	-
204	CDBG Fund	-	125,000	125,000	-
205	CDBG -R Fund	-	17,960	17,960	-
213	STPL Fund	-	115,760	115,760	-
214	TDA Transit Fund	17,615	6,982	6,982	-
215	Prop. C Transit Fund	182,551	368,045	368,045	-
229	Traffic Congestion Relief Act Fund	103,025	105,894	105,894	-
243	LA County Measure R Fund	-	144,893	144,591	158,431
244	Prop. 1B Street Funds	32,383	381,420	381,420	-
245	Recover Act Fund	-	500,000	500,000	-
281	Restricted Donations Fund	-	1,050	1,050	1,050
394	Capital Projects Fund	696,546	2,162,481	987,480	100,000
591	Capitalized Equipment Fund	119,176	127,000	111,836	42,000
		4,272,907	8,004,581	6,638,964	3,269,716
		-	-	-	-
<b>Staffing History:</b>					
	Supervisor	1.00	1.00	-	-
	Administrative Analyst	-	-	1.00	-
	Division Manager	3.00	1.00	1.00	1.00
	Street Foreman	1.00	1.00	1.00	1.00
	Park Foreman	1.00	1.00	1.00	1.00
	Shop Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	3.00	3.00	3.00	3.00
	Maintenance Worker II	9.00	9.00	8.23	8.00
	Maintenance Assistant	0.44	1.06	0.51	1.95
	Weekend Maintenance Aide	0.58	-	0.03	0.62
	Park Attendants	0.53	0.71	0.79	0.76
	<b>Total FTEs</b>	<b>20.55</b>	<b>18.77</b>	<b>17.56</b>	<b>18.33</b>

## Public Works Administration Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	82,515	92,211	83,062	4,825
	Services & Supplies	143,463	146,830	151,395	240,731
	Capital Outlay	-	70,000	-	-
		225,978	309,041	234,457	245,556
<b>Expenditures By Fund:</b>					
101	General Fund	223,552	234,491	229,102	240,731
104	Fourth of July Fund	2,426	4,550	5,355	4,825
394	Capital Projects Fund	-	70,000	-	-
		225,978	309,041	234,457	245,556
	Original Budget		296,141		
	Amendments		12,900		
	Amended Budget		309,041		
<b>Staffing History:</b>					
	Supervisor	1.00	1.00		-
	Administrative Analyst	-	-	1.00	-
	Total FTEs	1.00	1.00	1.00	-
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-40-4001-0000	Full Time Salaries	46,817	63,000	51,866	-
101-40-4002-0000	Part Time Wages	1,855	-	-	-
104-40-4004-0000	Public Works Overtime	2,337	4,500	4,825	4,825
101-40-4006-0000	Medicare	688	914	752	-
104-40-4006-0000	Medicare	23	50	54	-
101-40-4008-6160	Retirement - PERS	15,092	15,131	12,344	-
101-40-4010-0000	Cafeteria Benefit	5,894	8,016	7,200	-
104-40-4010-0000	Cafeteria Benefits	66	-	476	-
101-40-4011-0000	Cell Phone Allowance	-	600	-	-
101-40-4014-0000	Unemployment Payments	9,742	-	5,545	-
	<b>Total Personnel</b>	82,515	92,211	83,062	4,825

## Public Works Administration Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-40-4104-0000	Contract Engineering Services	74,565	91,290	91,290	82,480
	Traffic Engineering		35,360		35,360
	Traffic Survey (carryover)		4,450		-
	Supplemental Engineering		9,360		5,000
	General Engineering		42,120		42,120
101-40-4150-0000	Other Contract Services	19,668	10,490	10,490	102,701
	Christmas Light Installation		3,000		3,000
	Janitorial services		1,890		1,890
	Computer Network/Technical Maintenance		3,000		3,000
	Laundry (Towels & Mats)		2,600		2,600
	Administrative Analyst		-		92,211
101-40-4206-0000	Building Repair & Maint (Amnd)	4,298	13,450	13,450	13,450
101-40-4260-0000	Damage to City Property Repair	30,735	20,000	25,000	31,000
101-40-4309-0000	Cash Over/Short-Public Works	54	-	-	-
101-40-4316-0000	Equipment Repair & Maintenance	2,220	1,200	1,200	1,200
101-40-4376-0000	Materials & Supplies	5,107	3,600	3,600	3,600
101-40-4480-0000	Travel & Meetings	67	200	265	200
101-40-4492-0003	Uniforms-PERSable	2,033	1,600	1,600	1,600
101-40-4492-0004	Uniforms-Non-PERSable	4,716	5,000	4,500	4,500
	<b>Total Services &amp; Supplies</b>	<b>143,463</b>	<b>146,830</b>	<b>151,395</b>	<b>240,731</b>
394-40-4600-0880	Construction-City Hall Renovation	-	70,000	-	-
	City Hall Renovation/Painting		70,000		-
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>225,978</b>	<b>309,041</b>	<b>234,457</b>	<b>245,556</b>

## Garage Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	165,755	170,219	165,051	175,437
	Services & Supplies	39,461	24,000	24,100	24,100
	Capital Outlay	-	20,000	15,000	-
		205,217	214,219	204,151	199,537
<b>Expenditures By Fund:</b>					
101	General Fund	205,217	194,219	189,151	199,537
591	Capitalized Equipment Fund	-	20,000	15,000	-
		205,217	214,219	204,151	199,537
	Original Budget		214,219		
	Amendments		-		
	Amended Budget		214,219		
<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
	Total FTEs	2.00	2.00	2.00	2.00
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-42-4001-0000	Full Time Salaries	124,208	128,172	123,466	131,063
101-42-4004-0000	Overtime	129	-	-	-
101-42-4008-6160	Retirement - PERS	29,270	29,847	29,385	32,174
101-42-4010-0000	Cafeteria Benefit	11,949	12,000	12,000	12,000
101-42-4013-0000	Uniform Allowance	200	200	200	200
	<b>Total Personnel</b>	165,755	170,219	165,051	175,437
101-42-4150-0000	Other Contract Services	3,429	8,500	8,500	8,500
	Clarifier Cleaning		2,000		2,000
	Disposal of Oil Filters		1,500		1,500
	Gas Tank Monitoring & Testing		5,000		5,000
101-42-4204-0000	Books & Periodicals	1,995	2,000	2,000	2,000
101-42-4316-0000	Equipment Repair & Maintenance	28,615	7,000	7,000	7,000
	Misc. Repairs & Maintenance		3,000		3,000
	AQMD/County Requirements		2,000		2,000
	Annual Monitor Cert.		2,000		2,000
101-42-4376-0000	Materials & Supplies	3,991	4,200	4,200	4,200
	Misc. Items (soaps, paints, hoses, fittings, etc.)		2,000		2,000
	Oil and Grease Absorbent		700		700
	Welding Supplies		1,500		1,500

## Garage Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-42-4452-0000	Small Tools	1,006	2,000	2,000	2,000
101-42-4508-0000	Vehicle Repair & Maintenance	425	300	400	400
<b>Total Services &amp; Supplies</b>		39,461	24,000	24,100	24,100
591-42-4613-0000	Capitalized Equipment	-	20,000	15,000	-
	Gas Pump Computer System		20,000		-
<b>Total Capitlized Expenditures</b>		-	20,000	15,000	-
<b>Total Expenditures</b>		205,217	214,219	204,151	199,537

## Sewer & Storm Drain Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	278,302	437,257	356,680	357,345
	Capital Outlay	225,203	200,000	95,000	100,000
		503,505	637,257	451,680	457,345
<b>Expenditures By Fund:</b>					
101	General Fund	278,302	437,257	356,680	357,345
394	Capital Projects Fund	225,203	200,000	95,000	100,000
591	Capital Equipment Fund	-	-	-	-
		503,505	637,257	451,680	457,345
	Original Budget		628,490		
	Amendments		8,767		
	Amended Budget		637,257		



## Sewer & Storm Drain Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-44-4104-0000	Contracted Engineering NPDES	7,798	18,000	13,000	10,000
101-44-4106-5170	Contract Legal Svc.s-NPDES	1,340	2,000	2,000	2,000
101-44-4150-0000	Other Contract Services	135,244	143,080	143,080	143,080
	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		4,400
	Sewer Cleaning and Maintenance/Trouble Spot Cleaning		122,680		122,680
101-44-4150-5170	Other Contract Services-NPDES	4,018	34,267	25,500	9,253
	Public Education		1,500		1,500
	TMDL Study (Trash)		12,000		-
	COG Study		8,767		
	TMDL Study (Minerals)		12,000		7,753
101-44-4150-9020	Contracted Street Sweeping	122,960	212,810	166,000	165,912
101-44-4399-0000	Non-capitalized Equipment	-	20,000	-	20,000
	Catch Basin Grates (8)				20,000
101-44-4460-5170	Special Expenses-NPDES	6,943	7,100	7,100	7,100
	County Storm Water Fees		5,800		5,800
	Annual Waste Discharge Fee		1,300		1,300
	<b>Total Services &amp; Supplies</b>	<b>278,302</b>	<b>437,257</b>	<b>356,680</b>	<b>357,345</b>
394-44-4600-8020	Sewer/Storm Drain Replacement	225,203	200,000	95,000	100,000
	<b>Total Capitalized Expenditures</b>	<b>225,203</b>	<b>200,000</b>	<b>95,000</b>	<b>100,000</b>
	<b>Total Expenditures</b>	<b>503,505</b>	<b>637,257</b>	<b>451,680</b>	<b>457,345</b>

## Street Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	580,287	522,138	481,223	550,939
	Services & Supplies	412,537	515,212	473,912	585,712
	Capital Outlay	1,067,455	4,579,611	3,570,291	-
		<u>2,060,279</u>	<u>5,616,961</u>	<u>4,525,426</u>	<u>1,136,651</u>
<b>Expenditures By Fund:</b>					
101	General Fund	973,627	959,545	877,633	978,220
202	Gas Tax Fund	179,637	933,982	933,982	-
204	CDBG Fund	-	125,000	125,000	-
205	CDBG -R Fund	-	17,960	17,960	-
213	STPL Fund	-	115,760	115,760	-
214	TDA Fund	17,615	6,982	6,982	-
215	Prop. C Transit Fund	182,551	368,045	368,045	-
229	Traffic Congestion Fund	103,025	105,894	105,894	-
243	County Measure R Fund	-	144,893	144,591	158,431
244	Prop. 1B Street Fund	32,383	381,420	381,420	-
245	Recovery Act Fund	-	500,000	500,000	-
394	Capital Projects Fund	470,783	1,892,481	892,480	-
591	Capital Equipment Fund	100,657	65,000	55,680	-
		<u>2,060,279</u>	<u>5,616,961</u>	<u>4,525,426</u>	<u>1,136,651</u>
	Original Budget		2,430,454		
	Amendments		3,186,507		
	Amended Budget		<u>5,616,961</u>		
<b>Staffing History:</b>					
	Division Manager	1.00	0.50	0.50	0.50
	Street Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	1.00	1.00	1.00	1.00
	Maintenance Worker II	3.00	3.00	3.00	2.00
	Maintenance Aide	0.58	-	0.03	0.62
	Maintenance Assistant	0.04	0.50	0.02	1.40
	Total FTEs	<u>6.62</u>	<u>6.00</u>	<u>5.55</u>	<u>6.52</u>

## Street Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-48-4001-0000	Full Time Salaries	400,188	327,048	296,805	349,675
101-48-4002-0000	Part Time Wages	12,294	16,702	16,702	16,044
243-48-4002-0000	Part Time Wages	-	49,858	39,500	41,779
244-48-4002-0000	Part Time Wages	15,765	-	-	-
101-48-4004-0000	Overtime	5,449	9,000	7,000	7,000
101-48-4006-0000	Medicare	6,114	4,997	4,304	5,314
243-48-4006-0000	Medicare	-	-	576	606
244-48-4006-0000	Medicare	229	-	-	-
101-48-4008-6050	Retirement-PARS	461	626	187	602
243-48-4008-6050	Retirement-PARS	-	-	-	408
244-48-4008-6050	Retirement-PARS	352	-	-	-
101-48-4008-6160	Retirement - PERS	93,443	77,927	70,640	85,839
243-48-4008-6160	Retirement - PERS	-	-	9,480	7,691
244-48-4008-6160	Retirement - PERS	1,483	-	-	-
101-48-4010-0000	Cafeteria Benefit	42,605	34,530	34,530	34,530
101-48-4011-0000	Cell Phone Allowance	1,204	900	900	900
101-48-4013-0000	Uniform Allowance	700	550	600	550
	<b>Total Personnel</b>	<b>580,287</b>	<b>522,138</b>	<b>481,223</b>	<b>550,939</b>
243-48-4104-0000	Contract Engineering Services	-	27,947	27,947	-
101-48-4150-0000	Other Contract Services	41,464	65,000	50,000	65,000
215-48-4150-0000	Other Contract Services	1,368	-	-	-
	Signal Maintenance with City of Alhambra & LA County		5,000		5,000
	Traffic Signal Maintenance (Partial Carryover)		60,000		60,000
243-48-4150-0000	Other Contract Services	-	-	-	9,000
101-48-4204-0000	Books & Periodicals	-	200	200	-
101-48-4316-0000	Equipment Repair & Maintenance	1,180	2,000	2,000	2,000
101-48-4376-0000	Materials & Supplies	106,435	146,300	124,000	146,300
	Asphalt Materials (Hot and Cold Mix)		10,000		10,000
	Cement Materials, Forms and Miscellaneous Items		60,000		60,000
	L.A. County Sanitation District		1,000		1,000
	Street and Traffic Signs, Posts and Hardware		21,000		21,000
	Street Light Switches, Poles, Bulbs, Ballasts and Misc. Items		44,800		44,800
	Street Paints, Glass Beads and Pavement Markers		9,500		9,500

## Street Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
243-48-4376-0000	Materials & Supplies	-	-	-	98,947
101-48-4396-0000	Memberships & Dues	390	265	265	265
	Maintenance Supts. Assoc.		215		215
	Traffic Control Supervisors Association		50		50
101-48-4399-0000	Non-Capitalized Equipment	5,989	-	-	1,500
	Computer				1,500
101-48-4452-0000	Small Tools	308	1,500	1,500	1,500
101-48-4500-1980	Utilities-Electricity	229,511	252,000	244,500	240,000
101-48-4508-0000	Vehicle Repair & Maintenance	25,892	20,000	23,500	21,200
	Fluids		3,000		3,200
	Fuel		10,000		12,000
	Lubricants		2,000		2,000
	Maintenance		3,000		2,000
	Misc. Parts		2,000		2,000
	<b>Total Services &amp; Supplies</b>	<b>412,537</b>	<b>515,212</b>	<b>473,912</b>	<b>585,712</b>
	<b>Garfield Avenue Improvements Total</b>	<b>479,184</b>	<b>-</b>	<b>-</b>	<b>-</b>
202-48-4600-2635	Garfield Avenue Improvements (CO)	105,140	-	-	-
214-48-4600-2635	Garfield Avenue Improvements (CO)	3,846	-	-	-
215-48-4600-2635	Garfield Avenue Improvements (CO)	103,192	-	-	-
394-48-4600-2635	Garfield Avenue Improvements (CO)	267,006	-	-	-
	<b>Huntington Drive Street Imp.s Total</b>	<b>100,677</b>	<b>799,323</b>	<b>799,323</b>	
202-48-4600-2877	Huntington Drive Street Improvements	48,622	1,378	1,378	-
213-48-4600-2877	Huntington Drive Street Improvements	-	115,760	115,760	-
215-48-4600-2877	Huntington Drive Street Improvements	-	148,488	148,488	-
229-48-4600-2877	Huntington Drive Street Improvements	-	32,977	32,977	-
245-48-4600-2877	Huntington Drive Street Improvements	-	500,000	500,000	-
394-48-4600-2877	Huntington Drive Street Improvements	52,055	720	720	-
	<b>2007-08 Street Overlay Total</b>	<b>40,430</b>	<b>631,303</b>	<b>631,303</b>	
202-48-4600-5533	2007-08 Street Overlay (CO)	25,875	182,795	182,795	-
243-48-4600-5533	2007-08 Street Overlay (CO)	-	67,088	67,088	-
244-48-4600-5533	2007-08 Street Overlay	14,555	381,420	381,420	-
	<b>2008-09 Overlay Total</b>	<b>47,528</b>	<b>-</b>	<b>-</b>	
215-48-4600-5536	2008-09 Overlay	17,007	-	-	-
229-48-4600-5536	2008-09 Overlay	30,521	-	-	-
	<b>2009-10 Overlay &amp; Median Irrigation Total</b>	<b>133,487</b>	<b>427,766</b>	<b>427,766</b>	
202-48-4600-5538	2009-10 Overlay & Median Irrigation	-	135,292	135,292	-
215-48-4600-5538	2009-10 Overlay & Median Irrigation	60,983	219,557	219,557	-
229-48-4600-5538	2009-10 Overlay & Median Irrigation	72,504	72,917	72,917	-

## Street Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
204-48-4600-5540	ADA Sidewalk Imvprovements 2009-10	-	125,000	125,000	-
205-48-4600-5540	ADA Sidewalk Imvprvmts. 2009-10 (CO)	-	17,960	17,960	-
214-48-4600-6153	Huntington Drive Pedestrian Safety (CO)	13,769	-	-	-
394-48-4600-5541	Mission Street Alley Repair	25,270	-	-	-
394-48-4600-5542	Circle Drive Bridge Lights	18,212	-	-	-
394-48-4600-9000	Street Light Conversion	108,240	1,891,760	891,760	-
202-48-4600-5543	2010-11 Street Rehab. - Four Streets	-	614,517	614,517	-
214-48-4600-5543	2010-11 Street Rehab. - Four Streets	-	6,982	6,982	-
591-48-4613-0000	Capitalized Equipment	100,657	65,000	55,680	-
	Striper		10,000		-
	Dump Truck - Flatbed only (1 1/2 Ton)		55,000		-
	<b>Total Capitlized Expenditures</b>	1,067,455	4,579,611	3,570,291	-
	<b>Total Expenditures</b>	2,060,279	5,616,961	4,525,426	1,136,651

**Parks Division**

		<b>2009-10</b>	<b>2010-11</b>		<b>2011-12</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	348,084	402,664	397,533	380,910
	Services & Supplies	85,817	104,340	104,560	111,690
	Capital Outlay	560	-	-	-
		<u>434,461</u>	<u>507,004</u>	<u>502,093</u>	<u>492,600</u>
<b>Expenditures By Fund:</b>					
101	General Fund	433,901	505,954	501,043	491,550
281	Restricted Donations Fund	-	1,050	1,050	1,050
394	Capital Projects Fund	560	-	-	-
591	Capital Equipment Fund	-	-	-	-
		<u>434,461</u>	<u>507,004</u>	<u>502,093</u>	<u>492,600</u>
	Original Budget		507,004		
	Amendments		-		
	Amended Budget		<u>507,004</u>		
<b>Staffing History:</b>					
	Division Manager	1.00	0.50	0.50	0.25
	Park Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	1.00	1.00	1.00	-
	Maintenance Worker II	2.00	2.00	2.00	3.00
	Maintenance Assistant	0.40	0.56	0.49	0.55
	Park Attendants	0.53	0.71	0.79	0.76
	Total FTEs	<u>5.93</u>	<u>5.77</u>	<u>5.78</u>	<u>5.56</u>

**Parks Division (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-50-4001-0000	Full Time Salaries	236,214	270,806	267,017	252,748
101-50-4002-0000	Part Time Wages	22,161	30,720	30,720	31,762
101-50-4004-0000	Overtime	1,757	1,200	1,200	1,200
101-50-4006-0000	Medicare	3,712	4,191	3,872	4,133
101-50-4008-6050	Retirement PARS	540	1,152	1,152	1,191
101-50-4008-6160	Retirement - PERS	56,387	64,523	63,550	62,436
101-50-4010-0000	Cafeteria Benefit	26,312	28,722	28,722	26,265
101-50-4011-0000	Cell Phone Allowance	602	900	900	750
101-50-4013-0000	Uniform Allowance	400	450	400	425
	<b>Total Personnel</b>	<b>348,084</b>	<b>402,664</b>	<b>397,533</b>	<b>380,910</b>
101-50-4150-0000	Other Contract Services	22,262	21,700	21,700	21,700
	Backflow Testing		500		500
	Electrical Repairs		500		500
	Pest Control		700		700
	Tree Pruning		20,000		20,000
101-50-4206-0000	Building Repair & Maintenance	6,326	11,000	11,000	11,000
	Routine Building Repairs		1,000		1,000
	Public Restroom Supplies		10,000		10,000
281-50-4206-9400	Bldg Rep & Maint-War Memorial	-	1,050	1,050	1,050
	Misc.		300		-
	Flags				1,050
101-50-4316-0000	Equipment Repair & Maintenance	897	1,500	1,500	1,500
101-50-4376-0000	Materials & Supplies	16,361	18,250	18,250	18,250
	Irrigation Supplies		5,000		5,000
	Lumber, Fencing, concrete, asphalt & paint		5,000		5,000
	Misc. grounds maintenance supplies		5,750		5,750
	Equipment Rental		500		500
	Pesticides		1,000		1,000
	Fertilizer		1,000		1,000
101-50-4396-0000	Memberships & Dues	60	80	300	80
	Professional Application Pesticide Assoc.		80		80

**Parks Division (Continued)**

		<b>2009-10</b>	<b>2010-11</b>		<b>2011-12</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
101-50-4399-0000	Non-Capitalized Equipment	-	800	800	1,500
	Chainsaw		800		800
	hedge trimmer		-		700
101-50-4404-0000	Plants	776	7,350	7,350	10,000
	Floral Displays		1,350		4,000
	Shrubs & Groundcover		4,000		4,000
	Trees		2,000		2,000
101-50-4452-0000	Small Tools	987	1,000	1,000	1,000
101-50-4480-0000	Travel & Meetings	140	950	950	950
	PAPA Seminars		350		350
	Landscape Committee		600		600
101-50-4500-4950	Utilities-Natural Gas	668	960	960	960
101-50-4500-9025	Utilities-Telephone	1,513	1,200	1,200	1,200
101-50-4500-9460	Utilities-Water	34,033	32,000	32,000	35,000
101-50-4508-0000	Vehicle Repair & Maintenance	1,793	6,500	6,500	7,500
	Fuel		4,000		5,000
	Maintenance		1,000		1,000
	Repairs		1,500		1,500
	<b>Total Services &amp; Supplies</b>	<b>85,817</b>	<b>104,340</b>	<b>104,560</b>	<b>111,690</b>
394-50-4600-9400	Construction-War Memorial	560	-	-	-
	<b>Total Capitlized Expenditures</b>	<b>560</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>434,461</b>	<b>507,004</b>	<b>502,093</b>	<b>492,600</b>



## Grounds Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	356,660	283,436	286,876	255,575
	Services & Supplies	468,290	394,663	393,125	440,452
	Capital Outlay	18,519	42,000	41,156	42,000
		<b>843,469</b>	<b>720,099</b>	<b>721,157</b>	<b>738,027</b>
<b>Expenditures By Fund:</b>					
101	General Fund	824,949	678,099	680,001	696,027
591	Capital Equipment Fund	18,519	42,000	41,156	42,000
		<b>843,469</b>	<b>720,099</b>	<b>721,157</b>	<b>738,027</b>
	Original Budget		720,099		
	Amendments		-		
	Amended Budget		<b>720,099</b>		
<b>Staffing History:</b>					
	Park Division Manager	1.00	-	-	0.25
	Maintenance Worker II	4.00	4.00	3.23	3.00
	Maintenance Worker III	-	-	-	1.00
	<b>Total FTEs</b>	<b>5.00</b>	<b>4.00</b>	<b>3.23</b>	<b>4.25</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-52-4001-0000	Full Time Salaries	262,773	205,152	210,096	184,602
101-52-4004-0000	Overtime	604	2,000	2,000	2,000
101-52-4006-0000	Medicare	2,535	2,981	3,075	2,683
101-52-4008-6160	Retirement - PERS	61,200	48,903	50,003	45,549
101-52-4010-0000	Cafeteria Benefit	28,546	24,000	21,196	20,265
101-52-4011-0000	Cell Phone Allowance	602	-	5	150
101-52-4013-0000	Uniform Allowance	400	400	500	325
	<b>Total Personnel</b>	<b>356,660</b>	<b>283,436</b>	<b>286,876</b>	<b>255,575</b>

## Grounds Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-52-4150-0000	Other Contract Services	345,119	269,613	269,613	307,012
	Backflow Testing/Repairs		1,600		1,600
	Median Maintenance		90,000		90,000
	Tree Pruning		178,013		215,412
101-52-4316-0000	Equipment Repair & Maintenance	6,800	3,000	3,000	3,000
101-52-4376-0000	Materials & Supplies	10,408	10,500	10,500	10,500
	Mulch, irrigation supplies & misc. grounds maintenance supplies		3,500		3,500
	Forestry Supplies		1,000		1,000
	Seed, Fertilizer, Pesticides & Misc. Supplies		2,800		2,800
	Mulch for Oak Tree Preservation		3,200		3,200
101-52-4396-0000	Memberships & Dues	385	400	400	240
	International Society of Arboriculture Membership		145		-
	Pesticide Applicators Professional Association		120		120
	QAC License Renewals (Greg)		60		120
	Society of Municipal Arborists		75		-
101-52-4399-0000	Non-capitalized Equipment	8,963	3,000	2,662	-
	Trencher (Ditch Witch)		3,000		
101-52-4404-0000	Plants	11,593	13,200	10,000	13,200
	Floral Displays		3,400		3,400
	Shrubs & Groundcover		4,000		4,000
	Trees		5,800		5,800
101-52-4452-0000	Small Tools	398	750	750	750
101-52-4480-0000	Travel & Meetings	775	1,200	1,200	950
	Professional Application Pesticide Association Seminars		350		700
	WCISA		600		-
	Misc. Meetings		250		250
101-52-4500-9460	Utilities-Water	70,159	75,000	78,000	85,000
101-52-4508-0000	Vehicle Repair & Maintenance	13,689	18,000	17,000	19,800
	Fuel		9,000		10,800
	General Repairs/Inspections/Smog Checks		3,000		3,000
	General Maintenance/Tun-ups/Parts		4,000		4,000
	Misc. Parts		2,000		2,000
	<b>Total Services &amp; Supplies</b>	<b>468,290</b>	<b>394,663</b>	<b>393,125</b>	<b>440,452</b>
591-52-4613-0000	Capitalized Equipment	18,519	42,000	41,156	42,000
	Stumper		42,000		-
	Riding mower		-		12,000
	Pick up truck		-		30,000
	<b>Total Capitlized Expenditures</b>	<b>18,519</b>	<b>42,000</b>	<b>41,156</b>	<b>42,000</b>
	<b>Total Expenditures</b>	<b>843,469</b>	<b>720,099</b>	<b>721,157</b>	<b>738,027</b>

## Recreation

The San Marino Recreation Department offers multiple services for people of all ages. Under the guidance and support of the Recreation Commission, the Department focuses on providing passive and active programs designed to meet the growing and specific leisure needs of the community. Some of the Department's activities include child care, preschool, senior services, sports, teen and adult programming, and classes in a safe, caring and learning environment.

The Recreation Department oversees the operations of the San Marino Center and the Thurnher House. Both facilities offer valuable space for the City to conduct classes, community meetings, and rentals. Funding for the maintenance of these sites is provided by the General Fund and the Los Angeles County Park Bond Fund.

Staff works in cooperation with the San Marino Unified School District and other community group organizations for the availability of athletic facilities and classroom spaces to conduct recreation programming. Much of the City's recreation services are conducted at Stoneman, a vacant school site property located on the west side of San Marino. In FY 2010-11, the City Council secured a 99-year lease agreement from the San Marino Unified School District to convert the Stoneman property into a permanent Recreation home.

Some of the Recreation Department's most popular programs include Aquatics, Day Camp, and the Fourth of July. These activities and others are advertised through the City's Recreation Guide, the City's Newsletter, and the City's website. Staff produces both the Recreation Guide and the quarterly newsletter. In addition, they produce an electronic newsletter to alert the community of upcoming events. The electronic newsletter is available to households registering for it through the San Marino Recreation Department.

A 70% cost recovery of Recreation services is currently mandated by the City Council. To this end, staff carefully monitor expenditures and revenues and plan for the highest priority services.

The Recreation budget is designed to reflect the Department's mission of offering community services which enhance the quality of life and sense of neighborhood in San Marino. Many of the Department's efforts are dedicated to activities that identify the most urgent needs. The Department seeks to provide sustainable and quality programming for all ages. In addition, it seeks unique and engaging opportunities for its citizens, including spaces that will make the recreation experience much more enjoyable. Public comments regarding specific recreation needs are critical to the Department's operations and are highly encouraged as part of the Department's success.

## Recreation Summary

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Revenues by Type:</b>					
	Program Fees	1,645,520	1,648,429	1,692,646	1,683,750
	Rents & Concessions	42,089	34,750	39,000	49,100
	Donations	-	3,500.00	4,500.00	3,691.00
	Miscellaneous Revenue	(6,449)	-	(6,294)	-
		1,681,160	1,686,679	1,729,852	1,736,541
<b>Revenues by Fund:</b>					
101	General Fund	1,624,361	1,626,429	1,631,212	1,635,160
104	Fourth of July Fund	34,355	40,000	73,140	73,140
105	San Marino Center Fund	22,444	16,750	21,000	24,550
281	Restricted Donations Fund	-	3,500	4,500	3,691
		1,681,160	1,686,679	1,729,852	1,736,541
		-	-	-	-
<b>Expenditures by Type:</b>					
	Personnel	1,392,362	1,270,741	1,302,004	1,392,844
	Services & Supplies	979,416	993,557	995,939	861,923
	Capital Outlay	60,706	2,015,769	2,015,769	2,013,000
		2,432,483	4,280,067	4,313,712	4,267,767
<b>Expenditures by Fund:</b>					
101	General Fund	2,070,250	1,917,886	1,976,977	1,946,839
104	Fourth of July Fund	47,318	57,912	58,120	58,779
105	San Marino Center Fund	70,017	85,976	84,446	86,864
204	CDBG	54,450	35,123	22,500	18,788
206	County Park Prop. A Fund	42,140	60,401	59,901	47,497
207	Prop . A Transit Fund	87,603	97,000	86,000	91,000
226	CA Recycling Grant Fund	-	10,000	10,000	5,000
281	Donations Fund	-	-	-	-
394	Capital Projects Fund	2,640	2,003,500	2,003,500	2,000,000
591	Capitalized Equipment Fund	58,066	12,269	12,269	13,000
		2,432,483	4,280,067	4,313,712	4,267,767
		-	-	-	-
Total Revenues Under Expenditures		751,323	2,593,388	2,583,860	2,531,226
Fund 101 Revenues Under Expenditures		445,889	291,457	345,765	311,679
Fund 101 Revenues as a % of Expenditures		78%	85%	83%	84%

## Recreation Summary (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Staffing History:</b>					
	Administrative Analyst	-	0.50	0.50	0.50
	Assistant Recreation Specialist	5.57	6.51	4.43	5.48
	Assistant Supervisors	0.25	-	0.03	-
	Cashiers	0.11	0.12	0.06	0.12
	Child Development Specialist	3.24	2.98	2.44	1.23
	Clerk Typist II	1.00	1.00	1.00	1.00
	Community Services Director	0.50	0.50	0.50	0.50
	Counselors	0.82	0.39	0.26	-
	Lifeguards	2.27	1.48	1.75	1.48
	Pool Manager	-	-	-	0.39
	Private Swim Instructors	0.05	0.11	0.03	0.08
	Program Leaders	1.75	1.65	2.41	2.13
	Recreation Coordinator	-	-	-	0.73
	Recreation Manager	0.98	0.80	0.98	0.80
	Recreation Specialist	11.69	9.42	9.68	10.91
	Recreation Supervisor	1.50	2.00	2.50	3.00
	Water Safety Instructors	0.32	0.33	0.18	0.33
	<b>Total FTEs</b>	<b>30.05</b>	<b>27.78</b>	<b>26.75</b>	<b>28.68</b>

## Recreation Administration Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	10,123	10,000	8,000	10,000
	Rents & Concessions	19,644	18,000	18,000	24,550
	Miscellaneous Revenues	(6,449)	-	(6,294)	-
	Donations	-	-	1,000	-
		23,319	28,000	20,706	34,550
<b>Expenditures by Type:</b>					
	Personnel	317,369	234,820	274,747	380,395
	Services & Supplies	118,980	145,244	158,318	159,945
	Capital Outlay	50,325	2,015,769	2,015,769	2,000,000
		486,674	2,395,833	2,448,834	2,540,340
<b>Expenditures By Fund:</b>					
101	General Fund	436,195	370,064	422,862	535,340
104	Fourth of July Fund	154	-	203	-
226	Beverage Container Grant	-	10,000	10,000	5,000
394	Capital Projects Fund	-	2,003,500	2,003,500	2,000,000
591	Capital Equipment Fund	50,325	12,269	12,269	-
		486,674	2,395,833	2,448,834	2,540,340
	Original Budget		375,064.0		
	Amendments		2,020,769		
	Amended Budget		2,395,833		
<b>Staffing History:</b>					
	Administrative Analyst	-	0.50	0.50	0.50
	Assistant Supervisors	0.05	-	-	-
	Child Development Specialist	0.37	0.28	0.42	0.45
	Clerk Typist II	1.00	1.00	1.00	1.00
	Community Services Director	0.50	0.50	0.50	0.50
	Recreation Specialist	0.07	0.06	0.22	0.75
	Recreation Supervisor	-	0.50	1.00	1.50
	Total FTEs	1.99	2.84	3.64	4.70

## Recreation Administration Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-60-3340-0000	Nonresident Fees-Recreation	10,123	10,000	8,000	10,000
101-60-3502-0000	Rents & Concessions-Rec	19,644	18,000	18,000	24,550
101-60-3701-0000	Miscellaneous Revenue-Rec	(6,449)	-	(6,294)	-
281-60-3601-0000	Recreation Donations Received	-	-	1,000	-
	<b>Revenue Totals</b>	<b>23,319</b>	<b>28,000</b>	<b>20,706</b>	<b>34,550</b>
<b>Expenditures:</b>					
101-60-4001-0000	Full Time Salaries	211,245	159,026	167,809	242,567
101-60-4002-0000	Part Time Wages	18,855	13,121	16,321	21,798
101-60-4004-0000	Overtime	89	-	-	-
104-60-4004-0000	Recreation Overtime	152	-	200	-
101-60-4006-0000	Medicare	3,469	2,500	2,670	3,837
104-60-4006-0000	Medicare	2	-	3	-
101-60-4008-6050	Retirement PARS	2	-	10	-
101-60-4008-6160	Retirement - PERS	52,844	41,027	45,962	64,432
101-60-4010-0000	Cafeteria Benefit	23,938	18,546	20,872	26,562
101-60-4011-0000	Cell Phone Allowance	1,332	600	900	1,200
101-60-4014-0000	Unemployment Payments	5,440	-	20,000	20,000
	<b>Total Personnel</b>	<b>317,369</b>	<b>234,820</b>	<b>274,747</b>	<b>380,395</b>
101-60-4150-0000	Other Contract Services	31,987	29,646	29,646	33,744
	Commission Clerical Support		1,110		1,332
	Copy machine maint.		1,780		-
	Credit Card Fees		13,000		12,000
	Customer E-Mail Support		294		420
	Filtered Water Service		360		360
	Vermont Annual Fee		3,102		3,102
	Computer Network/Technical Maintenance		10,000		16,000
	Job Ads		-		225
	ASCAP		-		305
101-60-4206-0000	Building Repair & Maintenance	20,286	22,808	28,508	28,700
	Janitorial Contract		17,808		24,600
	Miscellaneous Cleaning Supplies		5,000		4,000
	Keys		-		100
101-60-4209-0000	Cash Short/Over	34	-	-	-
101-60-4316-0000	Equipment Repair & Maintenance	-	300	300	1,600
	Copy Machine				1,300
	Miscellaneous				300
101-60-4324-0000	Facility Rental	326	19,375	19,375	1,572
101-60-4376-0000	Materials & Supplies	14,708	20,000	18,000	18,000
	Shirts		6,000		6,000
	Other		14,000		12,000

## Recreation Administration Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-60-4396-0000	Memberships & Dues	910	1,000	1,175	940
	CPRS		510		450
	Southern Municipal Athletic Conference Federation		490		490
101-60-4398-0000	Mileage	474	500	500	500
101-60-4399-0000	Non-capitalized Equipment	-	1,500	1,500	1,500
	Computer		1,500		1,500
226-60-4399-0000	Non-capitalized Equipment	-	10,000	10,000	5,000
	Play Equipment (Amendment)		10,000		5,000
101-60-4412-0000	Postage	3,692	3,600	3,600	4,000
	Quarterly Recreation Brochure		3,600		3,600
	Misc.		-		400
101-60-4420-0000	Printing	32,563	28,500	28,500	20,804
	Quarterly Recreation Brochure		26,000		17,804
	Marketing, Misc. Printing		2,500		3,000
101-60-4468-0000	Staff Development	146	100	100	300
101-60-4480-0000	Travel & Meetings	535	315	686	315
101-60-4492-0000	Uniforms	4,655	-	-	-
101-60-4500-9025	Utilities-Telephone	4,258	4,600	5,500	8,200
	Telephone		4,600		5,500
	Cable		-		2,700
101-60-4500-1980	Utilities-Electricity	-	-	6,300	25,000
101-60-4500-4950	Utilities-Natural Gas	-	-	945	3,780
101-60-4500-9460	Utilities-Water	-	-	683	2,730
101-60-4508-0000	Vehicle Repair & Maintenance	4,406	3,000	3,000	3,260
	<b>Total Services &amp; Supplies</b>	118,980	145,244	158,318	159,945
394-60-4690-0000	Stoneman Purchase	-	2,003,500	2,003,500	2,000,000
591-60-4613-0000	Capitalized Equipment	50,325	12,269	12,269	-
	Modular Classroom (amendment)		12,269		-
	<b>Total Capitalized Expenditures</b>	50,325	2,015,769	2,015,769	2,000,000
	<b>Total Expenditures</b>	486,674	2,395,833	2,448,834	2,540,340



## Aquatics Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	140,605	118,740	140,000	182,000
		140,605	118,740	140,000	182,000
<b>Expenditures by Type:</b>					
	Personnel	76,373	67,188	70,490	74,984
	Services & Supplies	109,640	88,068	109,005	120,350
	Capital Outlay	-	-	-	-
		186,013	155,256	179,495	195,334
<b>Expenditures By Fund:</b>					
101	General Fund	186,013	155,256	179,495	195,334
		186,013	155,256	179,495	195,334
	Original Budget		155,256		
	Amendments		-		
	Amended Budget		155,256		
<b>Staffing History:</b>					
	Cashiers	0.11	0.12	0.06	0.12
	Child Development Specialist	0.30	0.39	0.20	-
	Counselors	0.01	-	-	-
	Lifeguards	2.24	1.48	1.73	1.48
	Pool Manager	-	-	-	0.39
	Private Swim Instructors	0.05	0.11	0.03	0.08
	Water Safety Instructors	0.32	0.33	0.18	0.33
	Total FTEs	3.03	2.43	2.20	2.40

## Aquatics Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-62-3336-0000	Aquatics Program Fees	140,605	118,740	140,000	182,000
<b>Expenditures:</b>					
101-62-4002-0000	Part Time Wages	69,147	60,068	63,068	67,374
101-62-4004-0000	Overtime	829	-	500	500
101-62-4006-0000	Medicare	1,015	871	922	977
101-62-4008-6050	Retirement PARS	2,058	1,505	3,000	1,887
101-62-4008-6160	Retirement - PERS	3,324	4,744	3,000	4,247
	<b>Total Personnel</b>	<b>76,373</b>	<b>67,188</b>	<b>70,490</b>	<b>74,984</b>
101-62-4102-0000	Contracted Teacher Services	61,534	60,000	80,000	91,000
101-62-4206-8360	SMUSD Swimming Pool	13,990	-	-	-
101-62-4324-0000	Facility Rental	22,534	22,248	23,100	23,100
	Mini Mobile		1,500		1,500
	SMUSD Pool		21,600		21,600
101-62-4376-0000	Materials & Supplies	10,055	3,020	3,020	3,000
101-62-4486-0000	Trips & Events	1,200	-	-	-
101-62-4492-0004	Uniforms-Safety	-	2,500	2,500	2,900
101-62-4500-9025	Utilities-Telephone	327	300	385	350
	<b>Total Services &amp; Supplies</b>	<b>109,640</b>	<b>88,068</b>	<b>109,005</b>	<b>120,350</b>
	<b>Total Expenditures</b>	<b>186,013</b>	<b>155,256</b>	<b>179,495</b>	<b>195,334</b>

## Contract Classes Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	419,608	460,000	460,000	460,000
		419,608	460,000	460,000	460,000
<b>Expenditures by Type:</b>					
	Personnel	106,303	122,972	120,439	131,050
	Services & Supplies	266,709	318,352	316,592	305,430
	Capital Outlay	-	-	-	-
		373,012	441,324	437,031	436,480
<b>Expenditures By Fund:</b>					
101	General Fund	373,012	441,324	437,031	436,480
		373,012	441,324	437,031	436,480
	Original Budget		447,682		
	Amendments		6,358		
	Amended Budget		454,040		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	-	0.09	-	0.19
	Assistant Supervisor	0.20	-	0.03	-
	Child Development Specialist	0.53	0.75	0.58	0.66
	Counselor	0.02	-	-	-
	Program Leader	0.11	-	0.10	0.01
	Recreation Manager	0.45	0.36	0.45	0.40
	Recreation Specialist	0.24	0.10	0.10	0.07
	Recreation Supervisor	0.25	0.38	0.38	0.50
	Total FTEs	1.80	1.68	1.64	1.83

## Contract Classes Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-64-3336-0000	Contract Class Program Fees	419,608	460,000	460,000	460,000
<b>Expenditures:</b>					
101-64-4001-0000	Full Time Salaries	15,051	23,940	23,296	34,244
101-64-4002-0000	Part Time Wages	67,683	69,749	69,749	69,895
101-64-4004-0000	Overtime	371	-	100	-
101-64-4006-0000	Medicare	1,250	1,361	1,364	1,507
101-64-4008-6050	Retirement PARS	535	117	450	1,085
101-64-4008-6160	Retirement - PERS	15,733	21,424	22,134	18,604
101-64-4010-0000	Cafeteria Benefits	5,229	6,081	3,046	5,266
101-64-4011-0000	Cell Phone Allowance	451	300	300	450
	<b>Total Personnel</b>	<b>106,303</b>	<b>122,972</b>	<b>120,439</b>	<b>131,050</b>
<b>101-64-4102-0000</b>	<b>Contracted Teacher Services</b>	<b>228,704</b>	<b>269,280</b>	<b>269,280</b>	<b>269,150</b>
<b>101-64-4150-0000</b>	<b>Other Contract Services</b>	<b>11,810</b>	<b>8,000</b>	<b>8,000</b>	<b>8,680</b>
	Insurance		1,440		-
	Bridge Table Fees		600		840
	Bridge Manager		6,240		6,240
	Reimbursed Supplies		400		400
	Piano Tuning		-		1,200
101-64-4206-0000	Building Repair & Maint.	-	-	240	500
	Carpet Cleaning				500
101-64-4324-0000	Facility Rental	21,995	32,162	32,162	20,440
	Stoneman		13,843		-
	Boy Scout House		4,860		-
	SMHS Pool		700		-
	Hill Harbison House		5,600		8,700
	District Facilities		-		11,500
	Cargo Rental		-		240
101-64-4376-0000	Materials & Supplies	4,200	8,660	6,660	6,660
101-64-4420-0000	Printing	-	250	250	-
	<b>Total Services &amp; Supplies</b>	<b>266,709</b>	<b>318,352</b>	<b>316,592</b>	<b>305,430</b>
	<b>Total Expenditures</b>	<b>373,012</b>	<b>441,324</b>	<b>437,031</b>	<b>436,480</b>

## Special Events Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	48,262	41,500	75,957	74,640
	Donations	-	3,500	3,500	3,691
		48,262	45,000	79,457	78,331
<b>Expenditures by Type:</b>					
	Personnel	17,993	7,787	7,832	10,026
	Services & Supplies	82,206	56,275	55,453	55,688
	Capital Outlay	-	-	-	-
		100,199	64,062	63,285	65,714
<b>Expenditures By Fund:</b>					
101	General Fund	53,036	6,150	5,369	6,935
104	4th of July Fund	47,163	57,912	57,917	58,779
281	Donations Fund				
		100,199	64,062	63,285	65,714
	Original Budget		59,262		
	Amendments		4,800		
	Amended Budget		64,062		
<b>Staffing History:</b>					
	Assistant Recreation Specialists	0.16	0.20	0.02	-
	Child Development Specialist	0.03	-	0.03	-
	Counselors	0.09	-	0.03	-
	Lifeguard	0.03	-	0.02	-
	Program Leaders	0.07	-	0.03	-
	Recreation Specilaist	0.19	-	0.07	0.25
	Recreation Coordinator	-	-	-	0.01
	Total FTEs	0.57	0.20	0.20	0.26
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-66-3336-0000	Special Events Program Fees	13,907	1,500	2,817	1,500
104-66-3336-0000	4th of July Program Fees	34,355	40,000	73,140	73,140
281-66-3601-0000	Track Meet Donations	-	3,500	3,500	3,691
		48,262	41,500	75,957	74,640

## Special Events Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Expenditures:</b>					
101-66-4002-0000	Part Time Wages (Amend)	9,684	1,400	650	1,601
104-66-4002-0000	Part Time Wages	4,012	5,100	5,100	6,335
101-66-4004-0000	Overtime	983	-	10	-
104-66-4004-0000	Recreation Overtime	835	-	1,161	-
101-66-4006-0000	Medicare	155	-	10	23
104-66-4006-0000	Medicare	70	74	91	92
101-66-4008-6050	Retirement PARS	104	-	14	-
104-66-4008-6050	Retirement-PARS	74	-	90	-
101-66-4008-6160	Retirement - PERS	1,605	-	57	398
104-66-4008-6160	Retirement-PERS	471	1,213	650	1,577
<b>Total Personnel</b>		<b>17,993</b>	<b>7,787</b>	<b>7,832</b>	<b>10,026</b>
101-66-4150-0000	Other Contract Services (Amend)	22,945	1,250	1,000	2,563
	Miscellaneous		500		650
	Track Meet (amendment)		750		1,913
104-66-4150-0000	Other Contract Services	20,022	25,800	25,800	27,250
	Fireworks		21,000		22,000
	First Aide		100		150
	Clean Up Crew, Entertainment		3,700		4,100
	Game Booths		1,000		1,000
104-66-4308-0000	Equipment Rental	8,455	8,225	8,225	8,225
	Fencing		500		500
	Generators		1,500		1,500
	Light Towers		2,000		2,000
	Portable Restrooms		4,225		4,225
104-66-4356-0000	Liability Insurance Premium	2,746	3,500	2,800	2,800
101-66-4376-0000	Materials & Supplies (Amend)	16,861	3,000	3,128	1,850
	Miscellaneous		350		350
	Track Meet (amendment)		2,650		1,500
104-66-4376-0000	Materials & Supplies	5,746	9,500	9,500	8,000
101-66-4412-0000	Postage	88	-	-	-
101-66-4420-0000	Printing	611	500	500	500
104-66-4420-0000	Printing	4,732	4,500	4,500	4,500
	Programs		2,000		2,000
	Wristbands		2,500		2,500
<b>Total Services &amp; Supplies</b>		<b>82,206</b>	<b>56,275</b>	<b>55,453</b>	<b>55,688</b>
<b>Total Expenditures</b>		<b>100,199</b>	<b>64,062</b>	<b>63,285</b>	<b>65,714</b>

## Senior Activities Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	12,765	12,870	19,870	18,000
		12,765	12,870	19,870	18,000
<b>Expenditures by Type:</b>					
	Personnel	1,537	1,843	1,549	1,860
	Services & Supplies	20,408	17,890	22,760	23,400
	Capital Outlay	-	-	-	-
		21,945	19,733	24,309	25,260
<b>Expenditures By Fund:</b>					
101	General Fund	15,519	12,733	17,309	18,260
207	Prop. A Transit Fund	6,426	7,000	7,000	7,000
		21,945	19,733	24,309	25,260
	Original Budget		19,733		
	Amendments		-		
	Amended Budget		19,733		
<b>Staffing History:</b>					
	Rec. Specialist	0.05	0.05	0.08	0.05
	Total FTEs	0.05	0.05	0.08	0.05
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-68-3336-0000	Senior Program Fees	12,765	12,870	19,870	18,000
<b>Expenditures:</b>					
101-68-4002-0000	Part Time Wages	1,461	1,472	1,472	1,472
101-68-4006-0000	Medicare	21	21	21	21
101-68-4008-6050	Retirement PARS	55	-	55	-
101-68-4008-6160	Retirement - PERS	-	350	-	366
	<b>Total Personnel</b>	1,537	1,843	1,549	1,860
207-68-4208-0000	Bus Transportation	6,426	7,000	7,000	7,000
101-68-4376-0000	Materials & Supplies	670	-	700	1,000
101-68-4486-0000	Trips & Events	13,312	10,890	15,060	15,400
	<b>Total Services &amp; Supplies</b>	20,408	17,890	22,760	23,400
	<b>Total Expenditures</b>	21,945	19,733	24,309	25,260

## Day Care Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	133,816	125,000	105,500	105,320
		133,816	125,000	105,500	105,320
<b>Expenditures by Type:</b>					
	Personnel	58,881	49,663	60,616	60,629
	Services & Supplies	62,201	62,500	62,300	37,100
	Capital Outlay	-	-	-	-
		121,082	112,163	122,916	97,729
<b>Expenditures By Fund:</b>					
101	General Fund	88,813	82,163	92,916	67,729
207	Prop. A Transit Fund	32,270	30,000	30,000	30,000
		121,082	112,163	122,916	97,729
	Original Budget		112,163		
	Amendments		-		
	Amended Budget		112,163		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.21	0.39	0.10	-
	Child Development Specialist	0.13	-	0.01	-
	Counselors	0.04	-	0.03	-
	Program Leaders	0.20	0.58	0.54	0.62
	Recreation Specialist	1.15	0.58	0.01	1.14
	Total FTEs	1.73	1.55	0.69	1.76



**Day Care Division (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-70-3336-0000	Daycare Program Fees	133,816	125,000	105,500	105,320
<b>Expenditures:</b>					
101-70-4002-0000	Part Time Wages	48,124	39,654	48,000	47,989
101-70-4004-0000	Overtime	-	-	-	-
101-70-4006-0000	Medicare	698	575	696	696
101-70-4008-6050	Retirement PARS	214	-	400	-
101-70-4008-6160	Retirement - PERS	9,845	9,434	11,520	11,944
	<b>Total Personnel</b>	<b>58,881</b>	<b>49,663</b>	<b>60,616</b>	<b>60,629</b>
207-70-4208-0000	Bus Transportation	32,270	30,000	30,000	30,000
101-70-4324-0000	Facility Rental	26,243	25,800	25,800	-
101-70-4376-0000	Materials & Supplies	3,562	6,500	5,500	6,500
101-70-4500-9025	Telephone	126	200	1,000	600
	<b>Total Services &amp; Supplies</b>	<b>62,201</b>	<b>62,500</b>	<b>62,300</b>	<b>37,100</b>
	<b>Total Expenditures</b>	<b>121,082</b>	<b>112,163</b>	<b>122,916</b>	<b>97,729</b>

## Day Camp Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	78,937	100,000	101,000	101,250
		78,937	100,000	101,000	101,250
<b>Expenditures by Type:</b>					
	Personnel	67,588	67,951	68,047	65,479
	Services & Supplies	39,088	60,570	43,810	48,710
	Capital Outlay	-	-	-	-
		106,676	128,521	111,857	114,189
<b>Expenditures By Fund:</b>					
101	General Fund	87,422	97,521	91,857	89,189
207	Prop. A Transit Fund	19,254	31,000	20,000	25,000
		106,676	128,521	111,857	114,189
	Original Budget		128,521		
	Amendments		-		
	Amended Budget		128,521		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.30	0.57	0.17	0.78
	Child Development Specialist	0.10	-	-	-
	Counselors	0.60	0.39	0.18	-
	Program Leaders	0.42	0.43	0.42	0.45
	Recreation Specialist	0.83	0.76	0.66	0.73
	Total FTEs	2.25	2.15	1.43	1.96

## Day Camp Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-72-3336-0000	Daycamp Program Fees	78,937	100,000	101,000	101,250
<b>Expenditures:</b>					
101-72-4002-0000	Part Time Wages	57,687	54,256	54,256	51,827
101-72-4004-0000	Overtime	449	-	300	-
101-72-4006-0000	Medicare	839	787	791	752
101-72-4008-6050	Retirement PARS	913	-	700	-
101-72-4008-6160	Retirement - PERS	7,700	12,908	12,000	12,900
	<b>Total Personnel</b>	<b>67,588</b>	<b>67,951</b>	<b>68,047</b>	<b>65,479</b>
101-72-4102-0000	Contract Teacher Services	809	-	3,700	3,700
101-72-4150-0000	Other Contract Services	425	-	-	-
207-72-4208-0000	Bus Transportation	19,254	31,000	20,000	25,000
101-72-4324-0000	Facility Rental	258	510	510	510
101-72-4376-0000	Materials & Supplies	9,768	14,600	10,000	10,000
101-72-4486-0000	Trips & Events	8,321	13,860	9,000	9,000
101-72-4500-9025	Utilities-Telephone	254	600	600	500
	<b>Total Services &amp; Supplies</b>	<b>39,088</b>	<b>60,570</b>	<b>43,810</b>	<b>48,710</b>
	<b>Total Expenditures</b>	<b>106,676</b>	<b>128,521</b>	<b>111,857</b>	<b>114,189</b>

**Preschool Division**

		<b>2009-10</b>	<b>2010-11</b>		<b>2011-12</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	666,622	660,000	660,000	650,000
		666,622	660,000	660,000	650,000
<b>Expenditures by Type:</b>					
	Personnel	561,069	515,382	500,170	517,594
	Services & Supplies	134,555	114,115	110,115	16,000
	Capital Outlay	-	-	-	8,000
		695,624	629,497	610,285	541,594
<b>Expenditures By Fund:</b>					
101	General Fund	695,624	629,497	610,285	533,594
591	Capital Equipment Fund	-	-	-	8,000
		695,624	629,497	610,285	541,594
	Original Budget		629,497		
	Amendments		-		
	Amended Budget		629,497		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	3.96	4.52	3.73	4.51
	Child Development Specialist	0.80	0.58	0.25	0.12
	Counselor	0.06	-	-	-
	Recreation Manager	0.45	0.36	0.45	0.40
	Recreation Specialist	7.20	5.54	6.21	6.02
	Recreation Supervisor	1.25	1.00	1.00	1.00
	Total FTEs	13.72	12.00	11.64	12.05

**Preschool Division (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-74-3336-0000	Preschool Program Fees	666,622	660,000	660,000	650,000
<b>Expenditures:</b>					
101-74-4001-0000	Full Time Salaries	76,627	63,000	62,549	68,488
101-74-4002-0000	Part Time Wages	378,336	344,070	330,000	340,793
101-74-4004-0000	Overtime	11	-	250	-
101-74-4006-0000	Medicare	6,686	5,905	4,964	5,941
101-74-4008-6050	Retirement PARS	4,022	1,360	1,360	2,141
101-74-4008-6160	Retirement-PERS	81,178	88,204	88,204	88,204
101-74-4010-0000	Cafeteria Benefit	13,156	12,093	12,093	11,278
101-74-4011-0000	Cell Phone Allowance	1,053	750	750	750
	<b>Total Personnel</b>	561,069	515,382	500,170	517,594
101-74-4102-0000	Contracted Teaching Services	329	-	-	-
101-74-4324-0000	Facility Rental	119,696	96,115	96,115	-
101-74-4376-0000	Materials & Supplies	14,530	18,000	14,000	16,000
	<b>Total Services &amp; Supplies</b>	134,555	114,115	110,115	16,000
591-74-4613-0000	Capitalized Equipment	-	-	-	8,000
	Playground Matting				8,000
	<b>Total Capitalized Expenditures</b>	-	-	-	8,000
	<b>Total Expenditures</b>	695,624	629,497	610,285	533,594

## Teen Center Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	4,018	-	-	-
		4,018	-	-	-
<b>Expenditures by Type:</b>					
	Personnel	24,766	-	-	-
	Services & Supplies	13,482	-	-	-
	Capital Outlay	-	-	-	-
		38,248	-	-	-
<b>Expenditures By Fund:</b>					
101	General Fund	38,248	-	-	-
		38,248	-	-	-
	Original Budget		-		
	Amendments		-		
	Amended Budget		-		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.26	-	-	-
	Program Leaders	0.23	-	-	-
	Recreation Specialist	0.33	-	-	-
	Total FTEs	0.82	-	-	-
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-76-3336-0000	Teen Center Program Fees	4,018	-	-	-
<b>Expenditures:</b>					
101-76-4002-0000	Part Time Wages	20,567	-	-	-
101-76-4004-0000	Overtime	-	-	-	-
101-76-4006-0000	Medicare	298	-	-	-
101-76-4008-6050	Retirement PARS	168	-	-	-
101-76-4008-6160	Retirement - PERS	3,733	-	-	-
	<b>Total Personnel</b>	24,766	-	-	-
101-76-4324-0000	Facility Rental	7,182	-	-	-
101-76-4376-0000	Materials & Supplies	5,403	-	-	-
101-76-4500-9025	Utilities-Telephone	897	-	-	-
	<b>Total Services &amp; Supplies</b>	13,482	-	-	-
	<b>Total Expenditures</b>	38,248	-	-	-

## Gym Scheduling Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	56,759	47,319	47,319	-
		56,759	47,319	47,319	-
<b>Expenditures by Type:</b>					
	Personnel	21,625	45,385	37,313	-
	Services & Supplies	-	-	-	-
	Capital Outlay	-	-	-	-
		21,625	45,385	37,313	-
<b>Expenditures By Fund:</b>					
101	General Fund	21,625	45,385	37,313	-
		21,625	45,385	37,313	-
	Original Budget		45,385		
	Amendments		-		
	Amended Budget		45,385		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.40	0.74	0.30	-
	Program Leader	0.27	0.26	0.39	-
	Recreation Specialist	-	0.12	-	-
	Recreation Supervisor	-	0.12	0.12	-
	Child Development Specialist	-	-	0.04	-
	Total FTEs	0.67	1.24	0.85	-
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-78-3336-0000	Gym Scheduling Program Fees	56,759	47,319	47,319	-
<b>Expenditures:</b>					
101-78-4001-0000	Full Time Salaries	-	7,560	7,571	-
101-78-4002-0000	Part Time Wages	18,967	26,930	21,000	-
101-78-4006-0000	Medicare	275	500	414	-
101-78-4008-6050	Retirement PARS	390	-	300	-
101-78-4008-6160	Retirement-PERS	1,993	8,241	7,000	-
101-78-4010-0000	Cafeteria Benefit	-	2,004	962	-
101-78-4011-0000	Cell Phone Allowance	-	150	66	-
	<b>Total Personnel</b>	21,625	45,385	37,313	-
	<b>Total Expenditures</b>	21,625	45,385	37,313	-

## Kindercare Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	74,006	73,000	75,000	82,540
		74,006	73,000	75,000	82,540
<b>Expenditures by Type:</b>					
	Personnel	58,057	60,533	64,481	59,876
	Services & Supplies	46,340	46,260	47,060	33,100
	Capital Outlay	-	-	-	-
		104,397	106,793	111,541	92,976
<b>Expenditures By Fund:</b>					
101	General Fund	74,744	77,793	82,541	63,976
207	Prop. A Transit Fund	29,654	29,000	29,000	29,000
		104,397	106,793	111,541	92,976
	Original Budget		106,793		
	Amendments		-		
	Amended Budget		106,793		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.04	-	0.02	-
	Child Development Specialist	0.13	-	0.02	-
	Counselors	-	-	0.02	-
	Program Leaders	0.45	0.38	0.93	1.05
	Recreation Specialist	1.09	1.31	1.30	0.95
	Total FTEs	1.71	1.69	2.29	2.00



## Kindercare Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-80-3336-0000	Kindercare Program Fees	74,006	73,000	75,000	82,540
<b>Expenditures:</b>					
101-80-4002-0000	Part Time Wages	47,605	48,333	51,000	51,004
101-80-4004-0000	Overtime	-	-	100	-
101-80-4006-0000	Medicare	690	701	741	740
101-80-4008-6050	Retirement PARS	248	-	400	809
101-80-4008-6160	Retirement - PERS	9,513	11,499	12,240	7,324
	<b>Total Personnel</b>	<b>58,057</b>	<b>60,533</b>	<b>64,481</b>	<b>59,876</b>
207-80-4208-0000	Bus Transportation	29,654	29,000	29,000	29,000
101-80-4324-0000	Facility Rental	14,130	13,760	13,760	-
101-80-4376-0000	Materials & Supplies	2,431	3,500	3,500	3,500
101-80-4500-9025	Utilities-Telephone	126	-	800	600
	<b>Total Services &amp; Supplies</b>	<b>46,340</b>	<b>46,260</b>	<b>47,060</b>	<b>33,100</b>
	<b>Total Expenditures</b>	<b>104,397</b>	<b>106,793</b>	<b>111,541</b>	<b>92,976</b>

## San Marino Center Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Rents & Concessions	22,444	16,750	21,000	24,550
		22,444	16,750	21,000	24,550
<b>Expenditures by Type:</b>					
	Personnel	35,216	40,276	39,380	42,784
	Services & Supplies	34,802	45,700	45,066	44,080
	Capital Outlay	10,381	-	-	5,000
		80,398	85,976	84,446	91,864
<b>Expenditures By Fund:</b>					
105	San Marino Center Fund	70,017	85,976	84,446	86,864
394	Capital Projects Fund	2,640	-	-	-
591	Capital Equipment Fund	7,741	-	-	5,000
		80,398	85,976	84,446	91,864
	Original Budget		85,976		
	Amendments		-		
	Amended Budget		85,976		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.16	-	0.09	-
	Child Development Specialist	0.43	0.48	0.41	-
	Recreation Coordinator	-	-	-	0.50
	Recreation Specialist	0.23	0.38	0.43	0.30
	Total FTEs	0.82	0.85	0.93	0.80

## San Marino Center Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
105-82-3502-0000	Rents & Concessions	22,444	16,750	21,000	24,550
<b>Expenditures:</b>					
105-82-4002-0000	Part Time Wages	28,133	32,159	31,159	33,864
105-82-4004-0000	Overtime	140	-	100	-
105-82-4006-0000	Medicare	410	466	470	491
105-82-4008-6050	Retirement-PARS	1	-	-	-
105-82-4008-6160	Retirement-PERS	6,532	7,651	7,651	8,429
	<b>Total Personnel</b>	<b>35,216</b>	<b>40,276</b>	<b>39,380</b>	<b>42,784</b>
105-82-4150-0000	Other Contract Services	5,333	7,530	5,030	6,240
	Building Attendant		2,160		1,440
	Security		2,250		1,800
	Special Event Insurance		3,120		3,000
105-82-4206-0000	Building Repair & Maintenance	9,986	17,310	15,000	12,380
	Custodial		6,000		6,000
	Security System		1,010		1,380
	Other		10,300		5,000
105-82-4316-0000	Equipment Repair & Maintenance	-	200	200	-
105-82-4376-0000	Materials & Supplies	2,352	360	1,456	1,360
105-82-4399-0000	Non-capitalized Equipment	-	3,200	3,200	1,500
	Tables		2,500		-
	Projector		700		-
	Chairs		-		1,500
105-82-4500-1980	Utilities-Electricity	13,813	14,000	16,380	18,000
105-82-4500-4950	Utilities-Gas	1,817	1,700	1,700	1,700
105-82-4500-9025	Utilities-Telephone	38	-	700	900
105-82-4500-9460	Utilities-Water	1,462	1,400	1,400	2,000
	<b>Total Services &amp; Supplies</b>	<b>34,802</b>	<b>45,700</b>	<b>45,066</b>	<b>44,080</b>
394-82-4600-5555	Paint (Carryover)	2,640	-	-	-
591-82-4613-0000	Cap. Equip. - Fireproof Curtains	-	-	-	5,000
591-82-4613-8280	Cap Equip.-Tables & Chairs	7,741	-	-	-
	<b>Total Capitalized Expenditures</b>	<b>10,381</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
	<b>Total Expenditures</b>	<b>80,398</b>	<b>85,976</b>	<b>84,446</b>	<b>91,864</b>

## Thurnher House Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	35,494	47,441	47,441	39,377
	Services & Supplies	6,646	12,960	12,460	8,120
	Capital Outlay	-	-	-	-
		42,140	60,401	59,901	47,497
<b>Expenditures By Fund:</b>					
206	LA County Park Bond Fund	42,140	60,401	59,901	47,497
		42,140	60,401	59,901	47,497
	Original Budget		60,401		
	Amendments		-		
	Amended Budget		60,401		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.08	-	-	-
	Child Development Specialist	0.42	0.50	0.48	-
	Recreation Coordinator	-	-	-	0.22
	Recreation Specialist	0.31	0.53	0.60	0.65
	Total FTEs	0.81	1.03	1.08	0.87

## Thurnher House Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
206-84-4002-0000	Part Time Wages	29,183	37,880	37,880	31,168
206-84-4006-0000	Medicare	423	549	549	452
206-84-4008-6050	Retirement-PARS	81	-	-	-
206-84-4008-6160	Retirement-PERS	5,807	9,012	9,012	7,758
	<b>Total Personnel</b>	<b>35,494</b>	<b>47,441</b>	<b>47,441</b>	<b>39,377</b>
206-84-4150-0000	Other Contract Services	42	-	-	-
206-84-4206-0000	Building Repair & Maintenance	5,440	9,940	9,940	5,600
	Security System Svcs		540		540
	Janitorial		4,200		2,160
	Landscape Maintenance		900		900
	Replace Counter Tops		3,000		-
	Misc.		500		2,000
	Heater Maint.		800		-
206-84-4376-0000	Materials & Supplies	695	2,500	2,000	2,000
206-84-4500-4950	Utilities-Natural Gas	284	300	300	300
206-84-4500-9025	Utilities-Telephone	185	220	220	220
	<b>Total Services &amp; Supplies</b>	<b>6,646</b>	<b>12,960</b>	<b>12,460</b>	<b>8,120</b>
	<b>Total Expenditures</b>	<b>42,140</b>	<b>60,401</b>	<b>59,901</b>	<b>47,497</b>

## Housing Rehabilitation Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	193	-	-	-
	Services & Supplies	44,360	25,623	13,000	10,000
	Capital Outlay	-	-	-	-
		44,553	25,623	13,000	10,000
<b>Expenditures By Fund:</b>					
204	CDBG Fund	44,553	25,623	13,000	10,000
		44,553	25,623	13,000	10,000
	Original Budget		9,983		
	Amendments		15,640		
	Amended Budget		25,623		
<b>Staffing History:</b>					
	Administrative Analyst	-	-	-	-
	Total FTEs	-	-	-	-
<b>Budget Detail</b>					
<b>Expenditures:</b>					
204-86-4001-0000	Full Time Salaries	142	-	-	-
204-86-4008-6160	Retirement-PERS	33	-	-	-
204-86-4010-0000	Cafeteria Benefits	19	-	-	-
	<b>Total Personnel</b>	193	-	-	-
204-86-4352-0000	Housing Rehab Grants (Amend)	44,360	25,623	13,000	10,000
	<b>Total Services &amp; Supplies</b>	44,360	25,623	13,000	10,000
	<b>Total Expenditures</b>	44,553	25,623	13,000	10,000

## Senior Outreach Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	9,897	9,500	9,500	8,788
	Services & Supplies	-	-	-	-
	Capital Outlay	-	-	-	-
		<b>9,897</b>	<b>9,500</b>	<b>9,500</b>	<b>8,788</b>
<b>Expenditures By Fund:</b>					
204	CDBG Fund	9,897	9,500	9,500	8,788
		<b>9,897</b>	<b>9,500</b>	<b>9,500</b>	<b>8,788</b>
	Original Budget		9,500		
	Amendments		-		
	Amended Budget		<b>9,500</b>		
<b>Staffing History:</b>					
	Recreation Manager	0.08	0.08	0.08	-
	Total FTEs	0.08	0.08	0.08	-
<b>Budget Detail</b>					
<b>Expenditures:</b>					
204-88-4002-0000	Part Time Wages	7,465	9,500	9,500	6,066
204-88-4006-0000	Medicare	108	-	-	110
204-88-4008-6160	Retirement-PERS	1,592	-	-	1,887
204-88-4010-0000	Cafeteria Benefits	731	-	-	725
	<b>Total Personnel</b>	<b>9,897</b>	<b>9,500</b>	<b>9,500</b>	<b>8,788</b>
	<b>Total Expenditures</b>	<b>9,897</b>	<b>9,500</b>	<b>9,500</b>	<b>8,788</b>

## **Crowell Public Library**

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

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

The Crowell Public Library receives funding primarily from the General Fund. Other sources of funding include donations, gifts, grants, fines and fees, library interexchange loans, and rentals. In FY 2011-12, the Friends of the Crowell Public Library, will continue to play a vital role in library services through a \$50,000 donation for programming and materials. In addition, the Friends will support the One City/One Book Program, which attracts hundreds of patrons to the various programs, discussions, and field trips.

Other sources of support for the Crowell Public Library include the San Marino Public Library Foundation. The San Marino Public Library Foundation, who was instrumental to the construction of the Crowell Public Library, is in the process of transitioning into an endowment program to assist the library with capital projects in the future. Key to the Foundation's success will be ongoing donations from the community as well as new fundraising activities and sponsorships. In November 2011, the Foundation will conduct its first annual gala, to solicit ongoing financial support for the Library.

The Library continues to work in concert with the Recreation Department to enhance services to the public. Specifically, the Library coordinates with Recreation to identify potential course offerings that stem from popular workshops held at the library. The Library and Recreation Departments work in unison to cross promote the rental spaces of the Barth Community Room, Thornton Room, and recreation facilities. The Library also offers additional programming support for youth and seniors.

The majority of the library's budget (70%) is allocated to personnel to facilitate the overall functions and activities of the library. One Director, one City Librarian, five Librarians, and approximately 25 part time staff help support the Library's operations. Staff time is carefully scheduled and monitored to ensure not only quality of service, but also efficient operations.

Other budget allocations include the purchase of new materials, books, and items. There are many factors determine the Library's collection priorities, including usage statistics (circulation, in-library use, database use, etc.), demand, demographics, grants, library trends, changes in technology, rising costs, and capacity. The 2010 Crowell Public Library Strategic Plan and the Library's Collection Development Plan summarize how and what collection objectives need to be met.



## Crowell Public Library Summary

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	845,063	931,961	907,342	928,664
	Services & Supplies	397,542	442,502	449,652	408,601
	Capital Outlay	1,089	36,000	36,000	-
		<b>1,243,693</b>	<b>1,410,463</b>	<b>1,392,994</b>	<b>1,337,265</b>
		-	-	-	-
<b>Expenditures By Fund:</b>					
101	General Fund	1,189,121	1,292,463	1,274,994	1,259,265
208	LSTA Staff Education Grant	-	10,000	10,000	15,000
281	Restricted Donations Fund	53,483	72,000	72,000	63,000
394	Capital Projects Fund	1,089	36,000	36,000	-
		<b>1,243,693</b>	<b>1,410,463</b>	<b>1,392,994</b>	<b>1,337,265</b>
<b>Staffing History:</b>					
	Community Services Director	0.50	0.50	0.50	0.50
	City Librarian	1.00	1.00	1.00	1.00
	Clerk Typist II	1.00	1.00	1.00	1.00
	Librarian III	2.00	2.00	2.00	2.00
	Librarian I	2.55	2.68	2.56	2.40
	Library Assistant	2.76	3.61	4.18	3.68
	Library Monitor	0.21	0.58	0.37	0.42
	Administrative Analyst	0.50	0.50	0.50	0.50
	Library Clerk I	0.04	-	0.01	-
	Library Clerk II	3.43	3.91	3.58	2.98
	Page	1.70	1.73	1.96	1.53
	Facility Coordinator	-	-	-	0.25
	Facility Set Up	-	-	-	0.13
	Total FTEs	<b>15.69</b>	<b>17.51</b>	<b>17.66</b>	<b>16.39</b>

## Library Administration Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	316,007	323,085	330,378	371,617
	Services & Supplies	228,611	251,517	258,667	226,601
	Capital Outlay	1,089	36,000	36,000	-
		545,707	610,602	625,045	598,218
<b>Expenditures By Fund:</b>					
101	General Fund	543,445	562,602	577,045	582,218
208	LSTA Staff Education Grant	-	10,000	10,000	15,000
281	Restricted Donations Fund	1,173	2,000	2,000	1,000
394	Capital Projects Fund	1,089	36,000	36,000	-
		545,707	610,602	625,045	598,218
	Original Budget		574,734		
	Amendments		35,868		
	Amended Budget		610,602		
<b>Staffing History:</b>					
	Community Services Director	0.50	0.50	0.50	0.50
	City Librarian	0.90	0.90	0.90	0.80
	Clerk Typist II	1.00	1.00	1.00	1.00
	Librarian III	0.30	0.25	0.25	0.40
	Library Assistant	-	0.48	-	0.88
	Administrative Analyst	0.50	0.50	0.50	0.50
	Facility Coordinator	-	-	-	0.25
	Facility Set Up	-	-	-	0.13
	Total FTEs	3.20	3.63	3.15	4.46

## Library Administration Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-90-4001-0000	Full Time Salaries	223,270	226,759	230,516	241,510
101-90-4002-0000	Part Time Wages	12,583	13,457	13,457	40,480
101-90-4006-0000	Medicare	3,580	3,464	3,605	4,101
101-90-4008-6050	Retirement PARS	469	425	425	1,518
101-90-4008-6160	Retirement - PERS	51,689	53,948	55,512	59,042
101-90-4010-0000	Cafeteria Benefit	24,001	24,192	25,723	24,186
101-90-4011-0000	Cell Phone Allowance	415	840	1,140	780
	<b>Total Personnel</b>	<b>316,007</b>	<b>323,085</b>	<b>330,378</b>	<b>371,617</b>
101-90-4150-0000	Other Contract Services	27,317	29,440	29,440	28,935
	Anti-Virus Software		1,300		1,300
	Computer Network/Tech (SLK)		25,000		20,000
	Envisionware		-		3,950
	MH Software		700		700
	Domain Names		-		100
	Go Daddy		-		85
	Shutterstock		-		50
	Flicker		-		50
	Credit Card Fees		960		1,700
	Unpaid Sales Tax		1,100		1,000
	Veriphone		130		-
	Constant Contact		150		-
101-90-4206-0000	Building Repair & Maintenance	33,673	33,250	33,250	55,586
	Custodial Services		27,750		25,000
	Miscellaneous		3,000		4,400
	Carpet Cleaning		2,500		2,000
	Upolstery/Chairs		-		1,000
	HVAC Contract		-		10,964
	HVAC Repairs		-		6,000
	Elevator Permit		-		225
	Elevator Contract		-		3,147
	Security System		-		2,100
	Sprinkler System		-		750
101-90-4316-0000	Equipment Repair & Maintenance	84,236	92,943	92,943	36,560
	Cash Register		200		200
	Elevator		2,998		-
	Integrated Library System		63,833		33,000
	HVAC (partial carryover)		19,476		-
	Photocopy Machine		2,400		2,400
	Security System		2,530		-
	Microfilm		300		300
	Content Watch (Formerly Net Nanny)		456		660
	Sprinkler System		750		-

**Library Administration Division (Continued)**

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
101-90-4370-0335	Library Materials/Books	132	-	-	-
101-90-4370-4955	Library Mat.s-Non-book	(193)	-	-	-
101-90-4370-8585	Library Mat.s-Standing Orders	103	-	-	-
101-90-4376-0000	Materials & Supplies	3,414	9,680	9,680	11,200
	Circulation Supplies		2,500		2,500
	Volunteer Recognition		500		500
	Joint meetings		200		200
	Presidents meetings (lunch)		240		250
	Passport supplies paper/ink		240		250
	Light Bulbs (Public Works)		-		2,500
	Misc		6,000		5,000
101-90-4376-3483	Supplies-Library Board of Trus	1,557	-	-	-
101-90-4396-0000	Memberships & Dues	2,862	2,729	2,729	2,720
	SIRSI User Group		209		200
	CALTAC		400		400
	CALIFA		120		120
	SCLC		2,000		2,000
101-90-4398-0000	Mileage	214	700	700	300
101-90-4399-0000	Non-capitalized Equipment	925	-	-	2,500
	Electronic Sign Board				2,500
281-90-4399-1120	Non-Cap Equipment	1,173	2,000	2,000	1,000
	Crain Art Gallery		-		1,000
	Laptop Computer (Amendment)		1,170		-
101-90-4412-0000	Postage	2,187	2,400	2,000	2,000
101-90-4420-0000	Printing	2,933	2,500	2,500	2,000
101-90-4468-0000	Staff Development	74	400	950	400
	CPR		200		100
	Customer Service		200		100
	ILS training		-		200

## Library Administration Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
208-90-4468-3965	LSTA Staff Education Grant	-	10,000	10,000	15,000
101-90-4480-0000	Travel & Meetings	1,104	475	475	500
101-90-4500-1980	Utilities-Electricity	58,394	57,000	64,000	60,000
101-90-4500-4950	Utilities-Natural Gas	5,105	4,500	4,500	4,400
101-90-4500-9025	Utilities-Telephone	3,401	3,500	3,500	3,500
	<b>Total Services &amp; Supplies</b>	228,611	251,517	258,667	226,601
394-90-4600-1120	Crain Art Gallery	1,089	-	-	-
394-90-4600-2885	Library HVAC System	-	36,000	36,000	-
	<b>Capital Expenditure Total</b>	1,089	36,000	36,000	-
	<b>Total Expenditures</b>	545,707	610,602	625,045	598,218

## Library Adult Services Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	217,574	234,825	224,183	217,233
	Services & Supplies	121,212	129,000	129,000	119,000
	Capital Outlay	-	-	-	-
		<u>338,786</u>	<u>363,825</u>	<u>353,183</u>	<u>336,233</u>
<b>Expenditures By Fund:</b>					
101	General Fund	323,007	334,825	324,183	315,233
281	Restricted Donations Fund	15,779	29,000	29,000	21,000
		<u>338,786</u>	<u>363,825</u>	<u>353,183</u>	<u>336,233</u>
	Original Budget		334,843		
	Amendments		28,982		
	Amended Budget		<u>363,825</u>		
<b>Staffing History:</b>					
	City Librarian	0.10	0.10	0.10	0.20
	Librarian III	1.50	1.40	1.40	1.20
	Librarian I	0.83	1.08	0.96	0.80
	Library Assistant	0.65	0.86	1.96	0.80
	Library Clerk I	0.04	-	0.01	-
	Total FTEs	<u>3.12</u>	<u>3.44</u>	<u>4.43</u>	<u>3.00</u>

Library Adult Services Division (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditure Detail:</b>					
101-91-4001-0000	Full Time Salaries	123,253	123,002	123,034	123,416
101-91-4002-0000	Part Time Wages	47,913	64,371	55,000	47,316
101-91-4006-0000	Medicare	2,431	2,452	2,650	2,477
101-91-4008-6050	Retirement-PARS	1,615	2,091	2,063	1,774
101-91-4008-6160	Retirement-PERS	29,757	31,143	29,671	30,718
101-91-4010-0000	Cafeteria Benefit	12,578	11,706	11,706	11,412
101-91-4011-0000	Cell Phone Allowance	27	60	60	120
<b>Total Personnel</b>		<b>217,574</b>	<b>234,825</b>	<b>224,183</b>	<b>217,233</b>
101-91-4150-0000	Other Contract Services	3,623	-	-	-
281-91-4150-0000	Other Contract Services	656	-	-	-
281-91-4150-2575	Other Contract Services (Friends)	-	1,200	1,200	1,800
101-91-4370-0335	Library Materials/Books	47,692	46,180	46,180	52,406
101-91-4370-1985	Library Mats-Electronic Rsrcls	33,144	31,568	31,568	25,466
101-91-4370-6805	Library Mats-Print Subs	8,720	9,625	9,625	7,662
101-91-4370-8585	Library Mats-Standing Orders	11,287	12,627	12,627	12,466
101-91-4376-0000	Materials & Supplies	968	-	-	-
281-91-4376-0000	Materials & Supplies	1,952	-	-	-
281-91-4370-0000	Library Mat. (others)	-	15,000	15,000	5,000
281-91-4370-2575	Lib. Mat.s (Friends)	-	9,000	9,000	11,000
281-91-4370-0776	Chinese Materials (others)	8,001	2,000	2,000	2,000
281-91-4370-0777	Adult Materials (Amendment)	2,223	-	-	-
281-91-4370-4955	Library Mat. - Non Book	2,947	-	-	-
281-91-4376-2575	Supplies (Friends)	-	1,800	1,800	1,200
<b>Total Services &amp; Supplies</b>		<b>121,212</b>	<b>129,000</b>	<b>129,000</b>	<b>119,000</b>
<b>Total Expenditures</b>		<b>338,786</b>	<b>363,825</b>	<b>353,183</b>	<b>336,233</b>

## Library Children's Services Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	109,047	119,644	110,703	103,442
	Services & Supplies	36,530	41,000	41,000	43,000
	Capital Outlay	-	-	-	-
		145,577	160,644	151,703	146,442
<b>Expenditures By Fund:</b>					
101	General Fund	109,047	119,644	110,703	105,442
281	Restricted Donations Fund	36,530	41,000	41,000	41,000
		145,577	160,644	151,703	146,442
	Original Budget		147,193		
	Amendments		13,451		
	Amended Budget		160,644		
<b>Staffing History:</b>					
	Librarian I	1.12	0.90	0.90	0.85
	Library Assistant	1.06	1.07	1.09	0.80
	Library Monitor	0.21	0.58	0.37	0.42
	Total FTEs	2.39	2.55	2.36	2.07
<b>Budget Detail</b>					
<b>Expenditure Detail:</b>					
101-92-4001-0000	Full Time Wages	45,981	49,466	46,187	46,997
101-92-4002-0000	Part Time Wages	43,138	50,019	45,000	37,040
101-92-4006-0000	Medicare	1,284	1,351	1,370	1,219
101-92-4008-6050	Retirement-PARS	1,563	1,640	1,688	1,389
101-92-4008-6160	Retirement-PERS	11,018	11,768	11,059	11,698
101-92-4010-0000	Cafeteria Benefits	6,063	5,400	5,400	5,100
	<b>Total Personnel</b>	<b>109,047</b>	<b>119,644</b>	<b>110,703</b>	<b>103,442</b>
281-92-4150-0000	Other Contract Services (Friends)	2,045	-	-	-
281-92-4150-2575	Other Contract Services (Friends)	-	4,000	4,000	4,000
101-92-4370-0000	Lib. Mat.s/Books/Media	-	-	-	2,000
281-92-4370-2575	Lib. Mat.s/Books/Media (Friends)	-	27,000	27,000	27,000
281-92-4376-0000	Supplies	5,349	-	-	-
281-92-4370-0335	Lib. Mat.s/Books/Media	29,008	-	-	-
281-92-4370-0775	Lib. Mat.s/Books/Media	128	-	-	-
281-92-4370-0000	Children's Material (others)	-	5,000	5,000	5,000
281-92-4376-2575	Supplies (Friends)	-	5,000	5,000	5,000
	<b>Total Services &amp; Supplies</b>	<b>36,530</b>	<b>41,000</b>	<b>41,000</b>	<b>43,000</b>
	<b>Total Expenditures</b>	<b>145,577</b>	<b>160,644</b>	<b>151,703</b>	<b>146,442</b>



## Library Processing Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	57,421	64,763	64,771	75,715
	Services & Supplies	5,985	18,000	18,000	20,000
	Capital Outlay	-	-	-	-
		63,406	82,763	82,771	95,715
<b>Expenditures By Fund:</b>					
101	General Fund	63,406	82,763	82,771	95,715
		63,406	82,763	82,771	95,715
	Original Budget		82,579		
	Amendments		184		
	Amended Budget		82,763		
<b>Staffing History:</b>					
	Librarian III	0.20	0.20	0.20	0.40
	Library Assistant	1.05	1.20	1.13	1.20
	Library Clerk II	0.28	0.40	0.33	-
	Total FTEs	1.53	1.80	1.66	1.60
<b>Budget Detail</b>					
<b>Expenditure Detail:</b>					
101-93-4001-0000	Full Time Salaries	12,768	13,279	13,279	27,360
101-93-4002-0000	Part Time Wages	38,237	44,613	44,613	36,833
101-93-4006-0000	Medicare	740	839	847	931
101-93-4008-6050	Retirement-PARS	1,419	1,673	1,673	1,381
101-93-4008-6160	Retirement-PERS	3,059	3,159	3,159	6,810
101-93-4010-0000	Cafeteria Benefits	1,198	1,200	1,200	2,400
	<b>Total Personnel</b>	<b>57,421</b>	<b>64,763</b>	<b>64,771</b>	<b>75,715</b>
101-93-4150-0000	<b>Other Contract Services</b>	<b>1,315</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
	Chinese Cataloger		5,000		5,000
	OCLC Cataloging, ILL, Connect		3,000		3,000
101-93-4376-0000	Materials & Supplies	4,669	10,000	10,000	12,000
	<b>Total Services &amp; Supplies</b>	<b>5,985</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>
	<b>Total Expenditures</b>	<b>63,406</b>	<b>82,763</b>	<b>82,771</b>	<b>95,715</b>

## Library Circulation Division

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	145,013	189,644	177,307	160,657
	Services & Supplies	5,203	2,985	2,985	-
	Capital Outlay	-	-	-	-
		150,217	192,629	180,292	160,657
<b>Expenditures By Fund:</b>					
101	General Fund	150,217	192,629	180,292	160,657
		150,217	192,629	180,292	160,657
	Original Budget		156,206		
	Amendments		-		
	Amended Budget		156,206		
<b>Staffing History:</b>					
	Librarian III	-	0.15	0.15	-
	Librarian I	0.60	0.70	0.70	0.75
	Library Clerk II	3.15	3.51	3.25	2.98
	Page	1.70	1.73	1.96	1.53
	Total FTEs	5.45	6.09	6.06	5.26
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-94-4001-0000	Full Time Salaries	28,210	46,027	44,571	41,811
101-94-4002-0000	Part Time Wages	99,283	121,183	111,183	98,225
101-94-4006-0000	Medicare	1,844	2,261	2,284	2,031
101-94-4008-6050	Retirement-PARS	3,386	4,123	4,169	3,683
101-94-4008-6160	Retirement-PERS	8,642	10,950	10,000	10,407
101-94-4010-0000	Cafeteria Benefit	3,649	5,100	5,100	4,500
	<b>Total Personnel</b>	<b>145,013</b>	<b>189,644</b>	<b>177,307</b>	<b>160,657</b>
101-94-4376-0000	Materials & Supplies	5,203	2,985	2,985	-
	<b>Total Services &amp; Supplies</b>	<b>5,203</b>	<b>2,985</b>	<b>2,985</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>150,217</b>	<b>192,629</b>	<b>180,292</b>	<b>160,657</b>

## El Molino Viejo

El Molino Viejo (The Old Mill) is owned by the City and is a California State Historical Landmark. The City funds the utilities and provides building and grounds maintenance as needed. Beginning in 1995, the California State Historical Society withdrew its financial support of Old Mill operations. The Old Mill Foundation, a non-profit, charitable organization, was founded to raise funds and operate the Old Mill Facility.

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	44,106	44,820	43,085	44,820
	Services & Supplies	8,601	10,004	10,004	10,004
	Capital Outlay	-	5,000	5,000	10,000
		52,707	59,824	58,089	64,824
<b>Expenditures By Fund:</b>					
101	General Fund	52,707	54,824	53,089	54,824
394	Capital Projects Fund	-	5,000	5,000	10,000
		52,707	59,824	58,089	64,824
	Original Budget		59,824		
	Amendments		-		
	Amended Budget		59,824		
<b>Staffing History:</b>					
	Executive Director	0.50	0.50	0.50	0.50
	Total FTEs	0.50	0.50	0.50	0.50

## El Molino Viejo (Continued)

		2009-10	2010-11		2011-12
		Actual	Budget	Estimated	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-95-4002-0000	Part Time Wages	32,104	32,659	31,048	32,659
101-95-4006-0000	Medicare	524	572	529	572
101-95-4008-6160	Retirement-PERS	7,458	7,581	7,500	7,581
101-95-4010-0000	Cafeteria Benefit	4,020	4,008	4,008	4,008
<b>Total Personnel</b>		<b>44,106</b>	<b>44,820</b>	<b>43,085</b>	<b>44,820</b>
101-95-4150-0000	Other Contract Services	2,244	3,204	3,204	3,204
	Caretaker Stipend		1,200		1,200
	Fire Alarm Service Maintenance		1,704		1,704
	Pest/Rodent Control		300		300
101-95-4206-0000	Building Repair & Maintenance	-	300	300	300
101-95-4500-1980	Utilities-Electricity	3,814	3,900	3,900	3,900
101-95-4500-4950	Utilities-Natural Gas	451	475	475	475
101-95-4500-9025	Utilities-Telephone	366	375	375	375
101-95-4500-9460	Utilities-Water	1,726	1,750	1,750	1,750
<b>Total Services &amp; Supplies</b>		<b>8,601</b>	<b>10,004</b>	<b>10,004</b>	<b>10,004</b>
394-95-4600-6987	Construction	-	5,000	5,000	10,000
	Railings		5,000		-
	Safety Upgrades				10,000
<b>Total Capitlized Expenditures</b>		<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>
<b>Total Expenditures</b>		<b>52,707</b>	<b>59,824</b>	<b>58,089</b>	<b>64,824</b>

**General Information**

**Administrative Personnel**

City Manager	Matthew Ballantyne
Assistant City Manager	Cindy Collins
Finance Director	Lisa Bailey, CPA
City Clerk	Veronica Ruiz
City Attorney	Steve Dorsey
City Treasurer	Marina Wang
Public Safety Director	John Schaefer
Planning & Building Director	David Saldaña, AICP
Community Services Director	Lucy Garcia

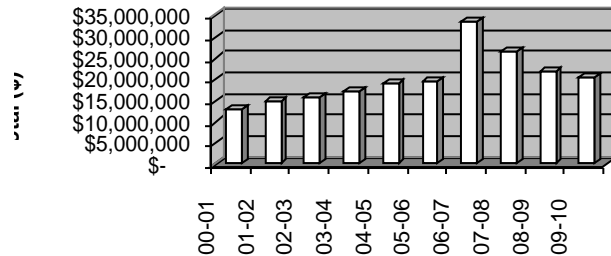
# City of San Marino Organizational Chart

# Statistics

## General Governmental Expenditures by Function for the Last Ten Fiscal Years

<i>Fiscal Year</i>	<i>General Government</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Library &amp; Recreation</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Total</i>
00-01	\$ 3,315,639	\$ 5,004,380	\$ 1,930,773	\$ 1,046,262	\$ 1,308,444	\$ -	\$12,605,498
01-02	\$ 2,912,866	\$ 5,541,650	\$ 3,104,091	\$ 2,256,848	\$ 674,382	\$ -	\$14,489,837
02-03	\$ 3,212,669	\$ 5,656,376	\$ 3,000,707	\$ 1,935,584	\$ 1,669,391	\$ -	\$15,474,727
03-04	\$ 3,149,626	\$ 6,438,199	\$ 2,626,641	\$ 2,491,289	\$ 2,177,838	\$ -	\$16,883,593
04-05	\$ 3,467,028	\$ 7,155,108	\$ 2,821,781	\$ 2,719,012	\$ 2,714,339	\$ -	\$18,877,268
05-06	\$ 3,206,677	\$ 7,415,755	\$ 2,739,305	\$ 3,269,883	\$ 2,740,271	\$ -	\$19,371,891
06-07	\$ 3,477,779	\$ 7,686,181	\$ 2,785,460	\$ 4,226,845	\$ 7,947,243	\$ 7,095,000	\$33,218,508
07-08	\$ 3,605,105	\$ 7,373,621	\$ 2,694,849	\$ 3,380,630	\$ 8,740,769	\$ 571,835	\$26,366,809
08-09	\$ 3,938,056	\$ 8,273,263	\$ 2,964,966	\$ 3,541,119	\$ 2,382,455	\$ 658,062	\$21,757,921
09-10	\$ 3,503,160	\$ 8,311,974	\$ 2,960,073	\$ 3,559,961	\$ 1,474,607	\$ 693,474	\$20,503,249

Total Expenditures by Fiscal Year



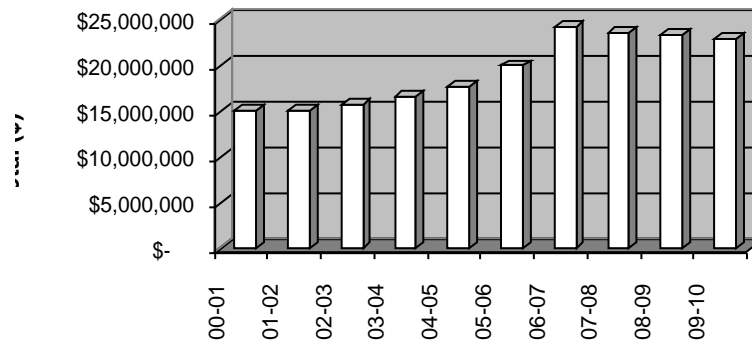
**Note:**

1. Planning and Building Department expenditures are included in the General Government column. Debt Service is the refinancing of the Public Safety PERS Side Funds to secure a lower interest rate.  
 Source: Audited Financial Statements

## General Governmental Revenues by Source for the Last Ten Fiscal Years

<i>Fiscal Year</i>	<i>Taxes</i>	<i>Licenses/ Permits</i>	<i>Fines/ Forfeits</i>	<i>Use of Money &amp; Property</i>	<i>Inter- Govern- mental</i>	<i>Charge for Services</i>	<i>Other</i>	<i>Total</i>
00-01	\$ 9,035,131	\$ 456,964	\$ 215,212	\$ 1,149,013	\$ 1,339,389	\$ 2,701,084	\$ 166,475	\$ 15,063,268
01-02	\$ 9,161,339	\$ 547,702	\$ 246,656	\$ 768,655	\$ 1,356,392	\$ 2,830,018	\$ 106,005	\$ 15,016,767
02-03	\$ 11,752,257	\$ 530,549	\$ 162,309	\$ 469,844	\$ 856,988	\$ 1,728,115	\$ 126,305	\$ 15,626,367
03-04	\$ 12,711,552	\$ 158,325	\$ 196,825	\$ 283,301	\$ 1,098,279	\$ 1,829,753	\$ 303,288	\$ 16,581,323
04-05	\$ 13,691,222	\$ 140,817	\$ 187,641	\$ 508,722	\$ 806,320	\$ 2,223,613	\$ 89,887	\$ 17,648,222
05-06	\$ 14,349,657	\$ 321,585	\$ 126,653	\$ 865,097	\$ 964,145	\$ 2,583,952	\$ 653,645	\$ 19,864,734
06-07	\$ 15,159,365	\$ 58,742	\$ 147,473	\$ 1,053,489	\$ 1,305,916	\$ 2,858,122	\$ 3,616,885	\$ 24,199,992
07-08	\$ 15,529,462	\$ 72,205	\$ 154,536	\$ 768,574	\$ 1,343,328	\$ 3,093,934	\$ 2,462,022	\$ 23,424,061
08-09	\$ 16,545,534	\$ 517,284	\$ 311,111	\$ 469,391	\$ 991,337	\$ 2,704,841	\$ 1,650,646	\$ 23,190,144
09-10	\$ 16,779,276	\$ 491,641	\$ 308,953	\$ 215,365	\$ 1,138,845	\$ 2,701,470	\$ 1,194,848	\$ 22,830,398

### Total Revenue by Fiscal Year

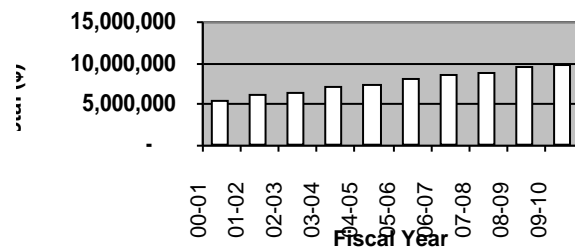




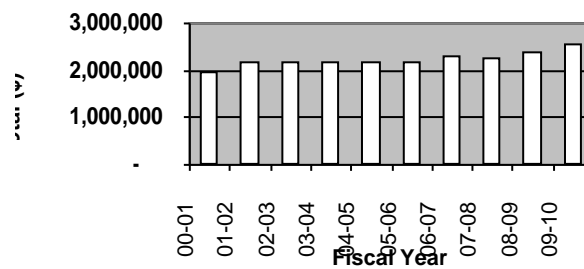
## Property & Public Safety Special Tax Collections for the Last Ten Fiscal Years

<i>Fiscal Year</i>	<i>Property Collections</i>	<i>Public Safety Special Tax Collections</i>
00-01	5,217,074	1,934,114
01-02	5,970,519	2,152,360
02-03	6,398,914	2,152,559
03-04	6,934,554	2,154,739
04-05	7,256,382	2,144,146
05-06	8,078,618	2,150,771
06-07	8,527,146	2,279,976
07-08	8,666,640	2,252,073
08-09	9,517,664	2,369,451
09-10	9,593,726	2,516,112

**Property Tax Collections**



**Public Safety Tax Collections**



## Demographic Information for the Last Ten Fiscal Years

<i>Year</i>	<i>Number of Housing Units</i>	<i>Population</i>	<i>Annual Population Change</i>	<i>Public School Enrollment</i>	<i>Annual Enrollment Change</i>
00-01	4,437	12,945	-7.58%	3,085	-0.87%
01-02	4,437	12,945	0.00%	3,100	0.48%
02-03	4,437	12,945	0.00%	3,266	5.00%
03-04	4,436	12,943	-0.02%	3,284	0.55%
04-05	4,436	12,943	0.00%	3,272	-0.37%
05-06	4,435	12,942	-0.01%	3,188	-2.92%
06-07	4,453	13,507	4.36%	3,270	-0.06%
07-08	4,453	13,507	4.36%	3,214	-1.77%
08-09	4,453	12,945	-4.16%	3,216	0.06%
08-09	4,453	13,157	1.64%	3,230	0.44%

**Source:** Planning and Building Department and San Marino School District.

## Principal Employers

Principal Employers	No. of Employees	Products/Services
San Marino School District	454	Education
Huntington Library, Art Collections and Botanical	349	Museum/Gardens/Stationary & Book Store
City of San Marino	135	Government
Coldwell Banker	46	Real Estate Office
The Gates	31	Salon
Julienne	31	Restaurant
Noodle World	25	Restaurant

## Geographic Location

Located in the West San Gabriel Valley, 10 miles northeast of Los Angeles and 25 miles north of the nearest seaport of Los Angeles-Long Beach. Adjacent to the cities of Pasadena, San Gabriel, Alhambra and South Pasadena in Los Angeles County. Elevation at City Hall is 557 above sea level.

## Climate

The climate of San Marino is mild and dry, with the average temperatures ranging from 40 degrees to 65 degrees in the winter and 60 degrees to 90 degrees in the summer. The 10 year average rain fall for the area is 12 inches.

## Miscellaneous Statistics

*Type of City* - General Law, Incorporated April 25, 1913

*Form of Government* – Council/City Manager

*Population* – 12,945

*Land Area* – 3.75 Square Miles

*Average Age* - 42.7

*Number of Housing Units* – 4,453

*Owner Occupied Housing Units* – 91.6%

*Renter Occupied Housing Units* – 8.4%

*Average Household Size, Owner Occupied* – 3.03

*Average Household Size, Renter Occupied* – 3.29

*Parks* – Lacy Park (30 Acres)

*Commercial Properties* – The City has four commercial districts. Three are along Huntington Drive on both north and south sides with residential areas in between. The Mission District is a small commercial area along both sides of Mission Street from El Molino on the east to the city limit on the west.

## Gann Limit Calculation

Each year, the City Council must adopt a resolution establishing the appropriations subject to limitation. The appropriations limit according to the State guidelines is \$16,839,321; actual appropriations in the 2011-2012 budget that are subject to the limit total \$14,666,781 or 87% of the maximum allowed.

2010-11	Base Limit:					\$ 13,548,511
2011-12	Change in CPI:			2.51%		
2011-12	Change in Population:			0.485%		
2011-12	Factor					1.0300732
2011-12	Limit Before Voter Approved Override					13,955,957
2011-12	Voter Approved Override					2,883,364
2011-12	Appropriations Limit					<b>16,839,321</b>
2011-12	Amount Subject to Appropriations Limit					14,666,781
2011-12	Percentage					87%

**RESOLUTION NO. R-11-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ESTABLISHING THE APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2011-2012**

**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-06-1187.

**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 2011-12 calculation for the City Of San Marino are the County population growth rate of .485% and the County per capita personal income limit of 2.51%.

**SECTION 2.** The Appropriations Subject to Limitation for the City of San Marino for the Fiscal Year 2011-2012 is hereby determined to be \$16,839,321 in accordance with calculations contained in Attachment No. 1 hereto.

**SECTION 3.** The actual appropriations designated in the 2011-2012 budget that are subject to the limit total \$14,666,781 or 87% of the limitation.

**PASSED, APPROVED AND ADOPTED** this 24<sup>th</sup> day of June, 2011.