

# Table of Contents

Fund Balance .....	3
Fund Balance Summary .....	6
Revenue .....	7
Revenue Summaries .....	8
Revenue Detail .....	9
Expenditures .....	14
Expenditure Summaries .....	14
Expenditure Detail .....	21
City Council .....	22
Administration .....	23
SMTV .....	28
Planning and Building .....	29
General Operations .....	33
San Marino Centennial .....	37
Police .....	38
Fire .....	42
Emergency Services .....	47
Parks & Public Works .....	50
Public Works Administration Division .....	52
Garage Division .....	54
Sewer & Storm Drain Division .....	56
Street Division .....	58
Parks Division .....	61
Grounds Division .....	64
Recreation .....	66
Recreation Administration Division .....	69
Aquatics Division .....	72
Contract Classes Division .....	74
Special Events Division .....	76
Senior Activities Division .....	78

Day Camp Division .....	80
Preschool Division .....	81
Gym Scheduling Division.....	82
Kindercare Division.....	83
San Marino Center Division.....	84
Thurnher House Division .....	86
Senior Outreach Division.....	87
Crowell Public Library.....	88
Library Administration Division .....	90
Library Adult Services Division .....	93
Library Children’s Services Division .....	95
Library Processing Division .....	96
Library Circulation Division .....	97
El Molino Viejo .....	98
Gann Limit Calculation .....	100

## Fund Balance

This section presents information on the overall financial condition of the City of San Marino. A Fund Balance table for the 2012-13 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”.

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

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

## Restricted Fund Descriptions (Continued)

**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 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.

## Fund Balance Summary

		07/01/12	Approved	Projected	Projected	Approved	Estimated 6/30/2013		Estimated
		Estimated	Revenues	Transfers	Transfers	Expenditures	Fund Balance		Increase/(Decrease)
Fund		Fund Balance		In	Out		Reserved	Unreserved	in Fund Balance
<b>Unrestricted Funds:</b>									
101	General Fund	14,025,383	17,571,337	50,000	10,309,972	8,823,144		12,513,604	(1,511,779)
102	Payroll Fund	(0)	-			-		(0)	-
103	Public Safety Fund	0	3,612,400	6,192,583		9,804,984		(0)	(1)
104	Fourth of July Event Fund	(0)	73,140	6,873		80,012		0	1
105	San Marino Center Fund	0	26,360	48,754		75,114		0	-
281	Restricted Donations to City Fund	65,854	115,750		50,000	63,350		68,254	2,400
394	Capital Projects Fund	0	-	2,969,242		2,969,242		0	-
400	Debt Service Fund	(0)	-	1,000		1,000		(0)	-
591	Capitalized Equipment Fund	-	-	222,000		222,000		-	-
595	Workers' Compensation Fund	-	-	419,599		419,599		-	-
596	General Liability Fund	-	-	449,921		449,921		-	-
<b>All Unrestricted Funds</b>		<b>14,091,237</b>	<b>21,398,987</b>	<b>10,359,972</b>	<b>10,359,972</b>	<b>22,908,366</b>	<b>-</b>	<b>12,581,859</b>	<b>(1,509,379)</b>
<b>Restricted Funds:</b>									
202	Gas Tax Fund	75,565	359,547			-		435,112	359,547
204	CDBG Fund	1	18,831			18,831		1	-
205	CDBG R Fund	-	-			-		-	-
206	County Park Prop. A Fund	34	54,222			54,222		34	-
207	Prop. A Transit Fund	339,057	197,428			210,419		326,065	(12,991)
208	LSTA Staff Education Grant	13	-			-		13	-
211	Granada Ave. Assessment I Fund	36	-			-		36	-
212	Air Quality Fund	15,386	15,000			10,000		20,386	5,000
214	TDA Fund	-	1,400			1,400		-	-
215	Prop. C Transit Fund	10,163	163,587			-		173,750	163,587
216	PEG Fees	-	30,000			30,000		-	-
217	Asset Seizure Fund	36,331	80,000			4,000		112,331	76,000
219	LLEBG Fund	35	-			-		35	-
220	Granada Ave. Assessment II Fund	15,481	2,200			-		17,681	2,200
224	Assistance to Firefighters Grant Fund	-	-			-		-	-
225	CLEEP Fund	875	-			-		875	-
226	CA Recycling Grant Fund	2,083	5,000			5,000		2,083	-
227	Energy Efficiency Block Grant Fund	-	-			-		-	-
233	COPS Fund	157,673	100,100			87,900		169,873	12,200
240	Homeland Security Grant Fund	-	-			-		-	-
241	Safe Routes to School Fund	-	79,798			79,798		-	-
243	LA County Measure R Fund	0	121,291			35,234		86,057	86,057
244	Prop. 1B Street Funds	-	-			-		-	-
<b>All Restricted Funds</b>		<b>652,733</b>	<b>1,228,404</b>	<b>-</b>	<b>-</b>	<b>536,804</b>	<b>-</b>	<b>1,344,333</b>	<b>691,600</b>
<b>All Funds</b>		<b>14,743,971</b>	<b>22,627,391</b>	<b>10,359,972</b>	<b>10,359,972</b>	<b>23,445,170</b>	<b>-</b>	<b>13,926,192</b>	<b>(817,779)</b>

## Revenue

This Section presents detailed information about the City of San Marino's revenue structure and projections for the 2012-13 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 2012-13 fiscal year with modest 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 slowly increase through the 2012-13 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.

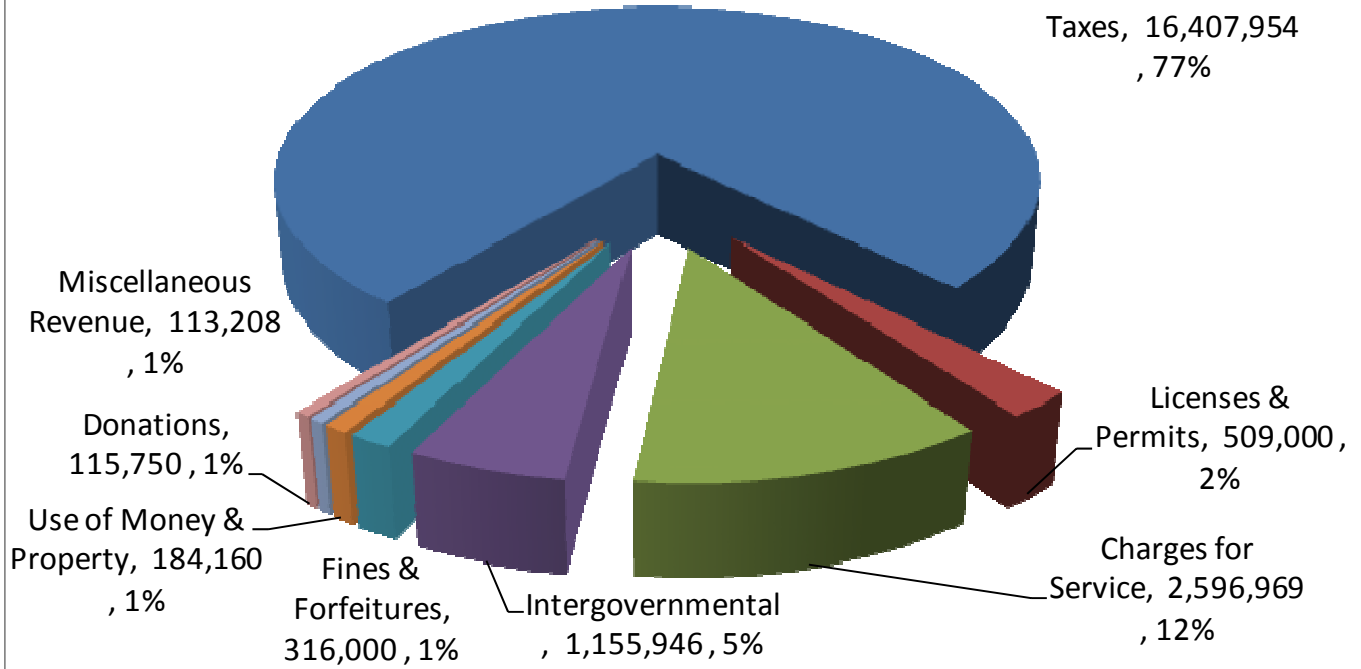
**Fines & Forfeitures** – These are revenues that are meant as a penalty for the violation of certain city ordinances.

**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.

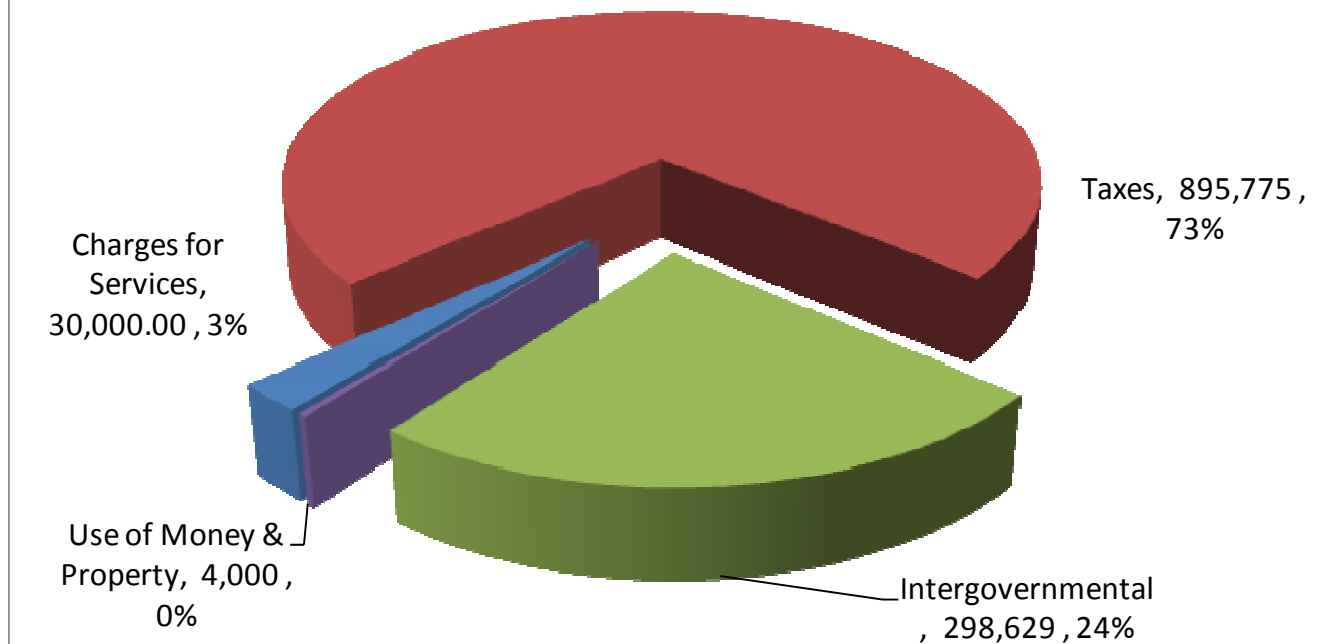
**Donations** – From time to time the City receives donations. The donor may or may not specify the use to which their donation is to be put.

# Revenue Summaries

## 2012-2013 Unrestricted Revenues



## 2012-2013 Restricted Revenues





## Revenue Detail

Account Number	Description	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Unrestricted Funds</b>					
<b>General Fund</b>					
<b>Taxes:</b>					
101-00-3001-0000	Secured & Unsecured Property T	9,951,823	9,898,000	10,250,377	10,455,385
101-00-3030-0000	Sales & Use Taxes	332,292	300,000	300,000	300,000
101-00-3032-0000	In-Lieu Sales Tax	105,177	105,135	105,135	105,000
101-00-3040-0000	Franchise Taxes	506,458	500,000	506,458	506,000
101-00-3042-0000	Real Property Transfer Taxes	138,281	140,000	140,000	150,000
101-00-3044-0777	Utility Users Taxes - Cingular	135,735	135,000	112,660	116,732
101-00-3044-1650	Utility Users Taxes - Edison	612,150	607,000	612,150	612,150
101-00-3044-4510	Utility Users Taxes - Metro Water	254,091	250,000	279,500	279,500
101-00-3044-4620	Utility Users Taxes - Misc.	75,428	60,000	65,622	65,000
101-00-3044-7260	Utility Users Taxes - AT&T	140,664	162,870	158,950	158,950
101-00-3044-8470	Utility Users Taxes - So. Cal.Gas	199,981	195,000	209,980	209,980
101-00-3044-9022	Utility Users Taxes - T-Mobile	43,114	43,000	44,407	44,407
101-00-3044-9240	Utility Users Taxes - Time War	108,138	108,000	109,220	109,220
101-00-3044-9355	Utility Users Taxes - Verizon	86,256	88,000	77,630	77,630
101-00-3046-0000	Business License Tax	453,185	430,000	458,000	458,000
		13,142,772	13,022,005	13,430,090	13,647,954
<b>Licenses &amp; Permits:</b>					
101-00-3103-0000	Bicycle Licenses	594	800	1,000	1,000
101-00-3153-0000	Film Permits	43,098	70,000	70,000	70,000
101-14-3106-0000	Tree Permits	13,950	12,000	7,600	8,000
101-14-3151-0000	Building Permits	383,306	310,000	380,000	360,000
101-48-3152-0000	Street & Curb Permit Fees	72,712	60,000	70,000	70,000
		513,660	452,800	528,600	509,000
<b>Charges for Service:</b>					
101-00-3045-0000	PEG Fees	28,062	30,000	-	-
101-00-3304-0000	Environmental Fees	132,710	133,000	133,000	133,000
101-07-3346-0000	Sales of Maps & Pub.s - Admin	612	500	1,200	1,000
101-14-3150-0000	Bldg. Dept. Education Fee	7,486	-	11,400	10,800
101-14-3308-0000	Plan Check Fees	221,181	175,000	175,000	175,000
101-14-3312-0000	Zoning Fees	157,290	140,000	150,000	150,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	845	1,000	900	900
101-40-3346-0000	Sales of Maps & Pub.s-PW	695	100	100	100
101-60-3340-0000	Nonresident Fees-Recreation	10,870	10,000	10,000	10,000
101-62-3336-0000	Aquatics Program Fees	160,335	182,000	182,000	182,000
101-64-3336-0000	Contract Class Program Fees	434,421	460,000	460,000	435,000
101-66-3336-0000	Track Meet Program Fees	3,461	1,500	2,500	2,500
101-68-3336-0000	Senior Program Fees	21,057	18,000	15,000	15,000
101-70-3336-0000	Daycare Program Fees	112,204	105,320	115,000	115,000
101-72-3336-0000	Day camp Program Fees	84,995	101,250	90,000	90,000
101-74-3336-0000	Preschool Program Fees	630,492	650,000	650,000	642,259
101-78-3336-0000	Gym Scheduling Program Fees	59,243	-	-	-
101-80-3336-0000	Kindercare Program Fees	91,921	82,540	74,000	36,470
101-90-3344-0000	Library Fees	(165)	-	-	-
101-90-3344-6055	Passport Fees	20,110	16,000	16,000	15,000
101-90-3346-0000	Copies	10,564	9,000	8,000	13,000
101-91-3344-3963	Lost Materials Fees	2,426	2,100	2,100	2,400
101-91-3502-1496	DVD Rentals	-	-	-	4,000
101-93-3344-1200	Damaged Materials Fees	79	100	306	250
101-94-3344-0000	Overdue Materials Fees	23,640	20,000	19,000	19,000
101-94-3344-3000	Hold Fees	1,656	1,350	1,350	1,350
101-94-3344-7037	Replacement Library Card Fees	783	700	900	900
		2,216,972	2,139,460	2,117,756	2,054,929

## Revenue Detail (Continued)

Account Number	Description	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Intergovernmental:</b>					
101-00-3202-4075	Mandated Cost Reimbursements	33,899	-	-	-
101-00-3202-9350	State Vehicle License Fees	55,819	28,000	28,000	28,000
101-00-3204-0000	VLF Swap	1,068,533	1,070,000	1,112,946	1,112,946
101-90-3202-6820	State Public Library Fund	4,589	1,100	-	-
101-94-3202-1435	State Library Direct Loan	30,053	14,000	19,544	-
101-94-3202-3305	State Interlibrary Loan	179	100	130	-
		1,193,073	1,113,200	1,160,620	1,140,946
<b>Fines &amp; Forfeitures:</b>					
101-00-3348-0000	Damage to City Property Fees	4,404	-	-	-
101-00-3410-0000	Fines & Fees	450	500	500	500
101-14-3410-9245	Tree Fines	9,250	15,000	6,000	7,000
		14,104	15,500	6,500	7,500
<b>Use of Money &amp; Property:</b>					
101-00-3501-0000	Interest	72,494	120,000	70,000	70,000
101-00-3550-0000	Sale of Property	9,018	2,000	2,000	2,000
101-50-3502-0000	Rents & Concessions-Park	43,348	61,000	38,000	44,000
101-60-3502-0000	Rents & Concessions-Rec	21,228	24,550	18,000	22,800
101-90-3502-0000	Library Rental Fees	13,454	15,000	14,000	14,000
101-95-3502-0000	Old Mill Rental Fees	-	5,000	-	5,000
		159,540	227,550	142,000	157,800
<b>Miscellaneous Revenue:</b>					
101-00-3701-0000	Miscellaneous Revenue	9,724	5,000	6,000	6,000
101-00-3702-0000	Reimbursements	20,570	-	20,000	6,600
101-40-3348-0000	Damage to City Property Reimbs	45,658	32,000	10,000	32,000
101-48-3333-0000	Sales of Street Signs	3,515	3,800	2,000	2,000
101-60-3701-0000	Miscellaneous Revenue-Rec	(4,618)	-	(632)	-
101-90-3701-0000	Miscellaneous Revenue-Library	186	300	2,600	2,600
101-95-3701-0000	Reimbursements	4,008	4,008	4,008	4,008
		79,042	45,108	43,976	53,208
	<b>General Fund Totals</b>	17,319,164	17,015,623	17,429,542	17,571,337
<b>Public Safety Fund</b>					
<b>Taxes:</b>					
103-00-3005-0000	Public Safety Property Taxes	2,640,001	2,577,719	2,640,000	2,640,000
103-00-3006-0000	Public Safety Augmentation Fd	115,494	110,000	115,500	120,000
		2,755,495	2,687,719	2,755,500	2,760,000
<b>Charges for Service:</b>					
103-30-3201-0000	Animal Control Services/Licensing	8,036	6,500	8,100	24,200
103-30-3316-0000	Special Police Services	28,380	20,000	20,000	13,000
103-30-3317-0000	Citation Sign off Fee	598	1,000	600	600
103-30-3318-0000	Clearance Letter Fees	340	300	400	400
103-30-3319-0000	Report Copies	108	250	200	200
103-30-3321-0000	Burglary Alarm Permits	22,605	10,000	8,000	8,000
103-30-3324-0000	Housewatch Fees	8,840	10,000	9,000	9,000
103-30-3325-0000	Vehicle Impound Release Fees	39,065	38,000	28,000	35,000
103-30-3331-3550	Live Scan Fees	4,986	5,000	6,000	7,000
103-30-3331-9241	Tow Fees	20,318	20,000	16,200	16,500
103-34-3330-0000	Fire Fees	26,398	15,000	25,000	25,000
103-34-3332-0000	Paramedic Service Fees	351,514	324,515	330,000	330,000
		511,187	450,565	451,500	468,900

## Revenue Detail (Continued)

Account Number	Description	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Intergovernmental:</b>					
103-30-3202-6600	POST Reimbursement	8,264	15,000	15,000	15,000
103-30-3335-0000	Asset Seizure-City's Share 85%	11,610	96,900	11,291	-
		19,874	111,900	26,291	15,000
<b>Fines &amp; Fees:</b>					
103-30-3320-0000	Burglary Alarm Fines	200	1,000	800	1,000
103-30-3400-0000	Parking Citations	156,498	150,000	110,000	150,000
103-30-3401-0000	Vehicle Code Fines	126,049	130,000	110,000	127,500
103-30-3410-0440	Business License NOV's	36,750	36,000	30,000	30,000
		319,497	317,000	250,800	308,500
<b>Miscellaneous Revenues:</b>					
103-30-3701-0000	Police Miscellaneous Revenue	(541)	-	24,315	-
103-30-3702-0000	Police Reimbursements	17,829	-	6,450	-
103-34-3328-0000	Strike Team Reimbursements	78,506	70,000	-	60,000
103-34-3701-0000	Fire Miscellaneous Revenue		14,000	14,500	-
		95,794	84,000	45,265	60,000
	<b>Public Safety Fund Totals</b>	3,701,847	3,651,184	3,529,356	3,612,400
<b>Fourth of July Fund</b>					
104-00-3336-0000	Admission Fees	36,220	73,140	73,140	73,140
<b>San Marino Center Fund</b>					
105-82-3502-0000	Rents & Concessions	24,985	24,550	24,550	26,360
<b>Restricted Donations Fund</b>					
281-00-3601-3418	Donations Received-War Memorial	1,200	-	-	-
281-30-3601-0000	Police Donations Received	1,050	450	450	450
281-34-3601-0000	Fire Donations Received	4,050	1,000	3,000	3,000
281-60-3601-0000	Recreation Donations Received	1,115	-	508	500
281-66-3601-0000	Track Meet Donations	3,500	3,691	3,691	4,000
281-90-3601-0000	Library Donations Received	800,129	100,000	50,510	50,500
281-90-3601-0775	Donation for Children's Books	8,454	-	-	-
281-90-3601-0776	Dntn for Chinese Language Mats	3,418	-	-	-
281-90-3601-0777	Donations-Adult Materials	3,915	-	-	-
281-90-3601-1120	Donations-Crain Art Gallery	606	1,000	4,000	1,000
281-91-3601-0000	Adult Materials Donations-Other	5,499	5,000	2,500	1,800
281-91-3601-0776	Adult Chinese Language Materials	2,000	2,000	2,000	2,000
281-91-3601-2575	Adult Materials Donations-Friends	10,256	21,000	21,000	12,000
281-92-3601-0000	Children's Mats. Donations	7,091	5,000	8,150	6,500
281-92-3601-2575	Children's Mats. Donations-Fri	18,341	29,000	29,000	34,000
		870,623	168,141	124,809	115,750
<b>Capital Projects Fund</b>					
394-48-3702-2635	Garfield Ave. Reimbursements	35,020	-	-	-
	<b>Unrestricted Fund Totals</b>	21,987,858	20,932,638	21,181,397	21,398,987

## Revenue Detail (Continued)

Account Number	Description	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Restricted Funds</b>					
202-00-3501-0000	Interest Income	1,955	1,300	1,300	1,300
202-48-3038-7590	Gas Taxes Section 2105	70,148	76,000	64,220	66,800
202-48-3038-7700	Gas Taxes Section 2106	45,873	50,000	45,800	49,492
202-48-3038-7810	Gas Taxes Section 2107	93,687	100,000	98,800	94,770
202-48-3038-7920	Gas Taxes Section 2107.5	3,000	3,000	3,000	3,000
202-48-3038-7930	RTAC 7360 Transit Funds	129,454	86,000	142,000	144,185
202-48-3501-0000	Interest	99	-	-	-
		344,215	316,300	355,120	359,547
204-00-3201-0650	Federal CDBG	121,985	66,000	60,136	18,831
205-00-3201-0650	CDBG-R Funds	10,175	-	-	-
206-00-3203-3420	Local - LA Co. Pk. Bond	91,079	49,537	47,998	54,222
207-00-3032-0000	Prop. A Transit Taxes	181,137	180,000	195,628	195,628
207-00-3501-0000	Interest Income	1,662	2,000	1,800	1,800
		182,799	182,000	197,428	197,428
208-00-3501-0000	Interest Earned	13	-	-	-
208-90-3202-3965	LSTA Staff Education Grant	10,000	15,000	-	-
		10,013	15,000	-	-
211-00-3050-0000	Granada Avenue Assessment I	1,905	-	36	-
212-00-3203-0080	AQMD Grant	15,584	15,000	15,000	15,000
212-00-3501-0000	Interest	(23)	-	-	-
		15,560	15,000	15,000	15,000
214-00-3036-0000	TDA Article 3 Taxes	6,959	-	-	1,400
214-00-3501-0000	Interest Income	23	-	-	-
		6,982	-	-	1,400
215-00-3034-0000	Prop. C Transit Taxes	150,729	150,000	162,787	162,787
215-00-3501-0000	Interest Income	418	600	800	800
		151,147	150,600	163,587	163,587
216-00-3045-0000	PEG Fees	-	-	30,000	30,000
217-00-3410-0000	Asset Seizure Forfeitures	-	17,100	30,000	80,000
217-30-3335-0000	Asset Seizure	2,469	-	1,993	-
		2,469	17,100	31,993	80,000
220-00-3050-0000	Granada Avenue Assessment II	618	2,200	2,200	2,200
224-34-3202-0000	Assistance To FFs Grant	8,754	-	91,776	-

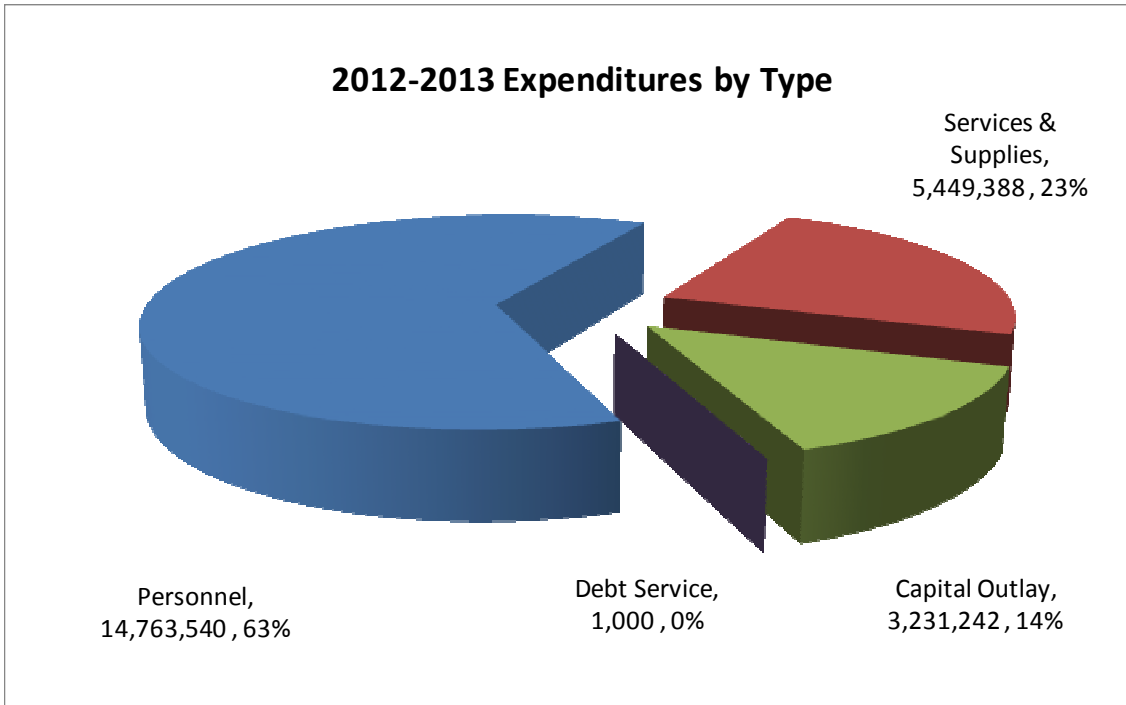
## Revenue Detail (Continued)

Account Number	Description	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
226-00-3202-2860	State Recycling Grant	5,000	5,000	5,000	5,000
226-00-3501-0000	Interest	42	-	-	-
		5,042	5,000	5,000	5,000
227-00-3202-2885	Energy Efficiency Block Grant	64,890	-	7,014	-
233-00-3501-0000	Interest	335	-	200	100
233-30-3202-0000	COPS Allocation	100,000	-	100,000	100,000
		100,335	-	100,200	100,100
240-00-3202-0000	Homeland Security Grant	25,452	33,774	73,131	-
240-00-3202-0012	Homeland Security Grant 2010	-	28,773	28,773	-
240-00-3501-0000	Interest Income	(5)	-	-	-
240-34-3202-0013	2013 Homeland Security Grant		220,000	220,000	-
		25,447	282,547	321,904	-
241-00-3202-3542	Safe Routes to School Grant	-	-	169,000	79,798
243-00-3501-0000	Interest Income	595	-	-	
243-48-3203-4200	LA County Measure R	112,306	113,000	121,291	121,291
		112,902	113,000	121,291	121,291
244-00-3501-0000	Interest Income	1,396	1,000	1,000	-
245-00-3201-0000	American Recovery Act Funds	500,000	-	-	-
	<b>Restricted Fund Totals</b>	1,757,712	1,215,284	1,720,683	1,228,404
	<b>All Funds</b>	23,745,571	22,147,922	22,902,080	22,627,391

# Expenditures

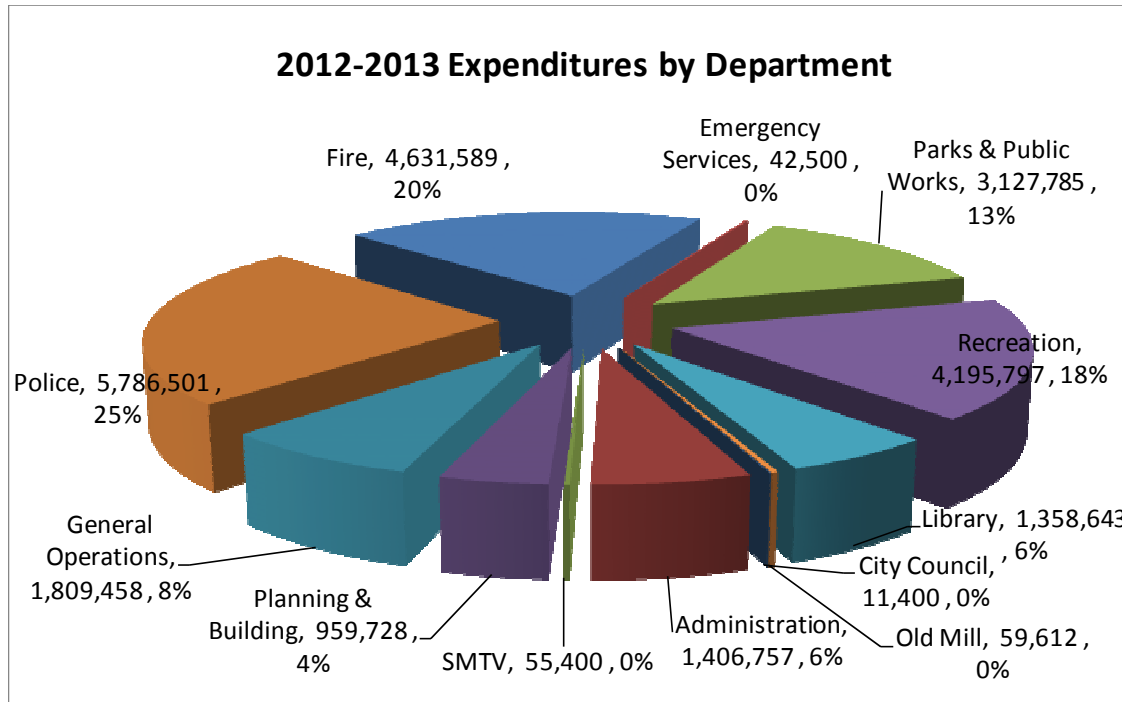
## Expenditure Summaries

Expenditures by Type:	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Budget	Budget to Budget
Personnel	13,976,693	14,674,295	14,008,892	14,763,540	0.61%
Services & Supplies	6,043,705	6,352,576	6,055,542	5,449,388	-14.22%
Capital Outlay	3,430,275	6,008,755	5,728,965	3,231,242	-46.22%
Debt Service	716,719	1,000	1,913,282	1,000	0.00%
	<u>24,167,391</u>	<u>27,036,626</u>	<u>27,706,681</u>	<u>23,445,170</u>	<u>-13.28%</u>



## Expenditure Summaries (Continued)

Expenditures by Department:	2010-11	2011-12		2012-13
	Actual	Budget	Estimated	Budget
City Council	8,465	8,800	8,800	11,400
Administration	1,474,370	1,593,650	1,421,388	1,406,757
SMTV	40,245	55,400	55,400	55,400
Planning & Building	897,693	898,410	912,311	959,728
General Operations	3,062,018	1,656,906	3,567,421	1,809,458
Police	5,257,862	5,607,421	5,154,215	5,786,501
Fire	3,812,798	4,669,134	4,533,437	4,631,589
Emergency Services	40,897	419,530	416,368	42,500
Parks & Public Works	3,808,667	6,358,920	5,957,682	3,127,785
Recreation	4,293,254	4,363,867	4,280,336	4,195,797
Library	1,413,231	1,339,765	1,329,914	1,358,643
Old Mill	57,890	64,824	69,408	59,612
	<b>24,167,391</b>	<b>27,036,626</b>	<b>27,706,681</b>	<b>23,445,170</b>



## Expenditure Summaries (Continued)

### Expenditures by Fund

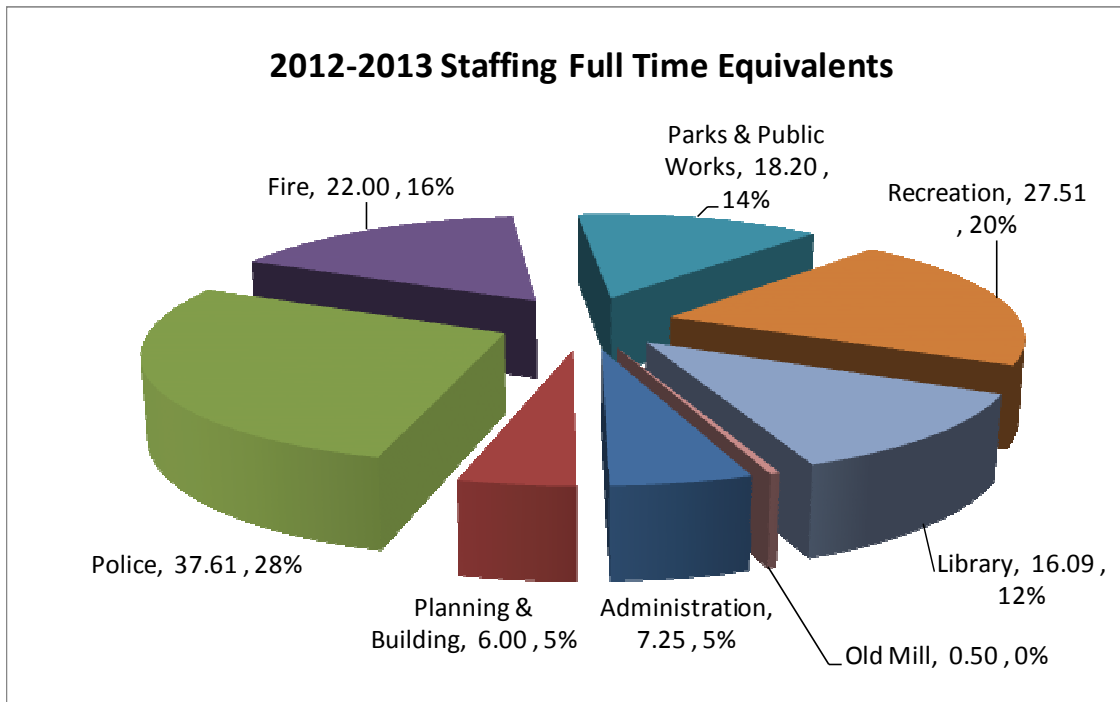
	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
101 General Fund	8,781,549	9,273,443	8,936,553	8,823,144
103 Public Safety Fund	8,801,985	9,401,256	8,864,102	9,804,984
104 Fourth of July Fund	76,187	73,712	72,595	80,012
105 San Marino Center Fund	82,262	86,864	87,213	75,114
281 Restricted Donation Fund	74,753	70,050	69,637	63,350
394 Capital Projects Fund	2,955,962	3,362,199	3,092,991	2,969,242
401 Debt Service Fund	716,719	1,000	1,913,282	1,000
500 2011 Windstorm Fund	-	372,780	370,468	-
591 Capital Equipment Fund	242,651	190,746	180,114	222,000
595 Workers' Comp. Insurance Fund	445,006	408,200	406,360	419,599
596 General Liability Insurance Fund	1,385,351	558,070	560,199	449,921
<b>Unrestricted Fund Totals</b>	<b>23,562,425</b>	<b>23,798,321</b>	<b>24,553,514</b>	<b>22,908,366</b>
202 Gas Tax Fund	77,504	991,547	991,597	-
204 CDBG Fund	22,515	63,162	60,136	18,831
206 County Park Bond Fund	52,639	47,497	47,998	54,222
207 Prop. A Transit Funds	154,275	319,448	319,448	210,419
208 LSTA Staff Education Grant	10,000	15,000	-	-
212 Air Quality Fund	30,023	-	-	10,000
214 TDA Fund	-	-	-	1,400
215 Prop. C Transit Fund	-	364,477	364,477	-
216 PEG Fund	-	30,000	30,000	30,000
217 Asset Forfeiture Fund	-	-	-	4,000
224 Assistance to Firefighters Grant Fund	8,754	91,776	91,776	-
226 CA Recycling Grant Fund	-	15,000	15,000	5,000
227 Energy Efficiency Block Grant Fund	64,890	7,014	7,014	-
233 COPs Fund	83,520	95,550	93,334	87,900
240 State Homeland Security Grant Fund	25,452	321,904	321,904	-
241 Safe Routes to School Fund	-	214,000	169,000	79,798
243 County Measure R Fund	40,135	300,275	279,829	35,234
244 Prop. 1B Street Fund	35,260	361,654	361,654	-
<b>Restricted Fund Totals</b>	<b>604,966</b>	<b>3,238,305</b>	<b>3,153,167</b>	<b>536,804</b>
<b>All Funds</b>	<b>24,167,391</b>	<b>27,036,626</b>	<b>27,706,681</b>	<b>23,445,170</b>



## Expenditure Summaries (Continued)

### Staffing Summaries

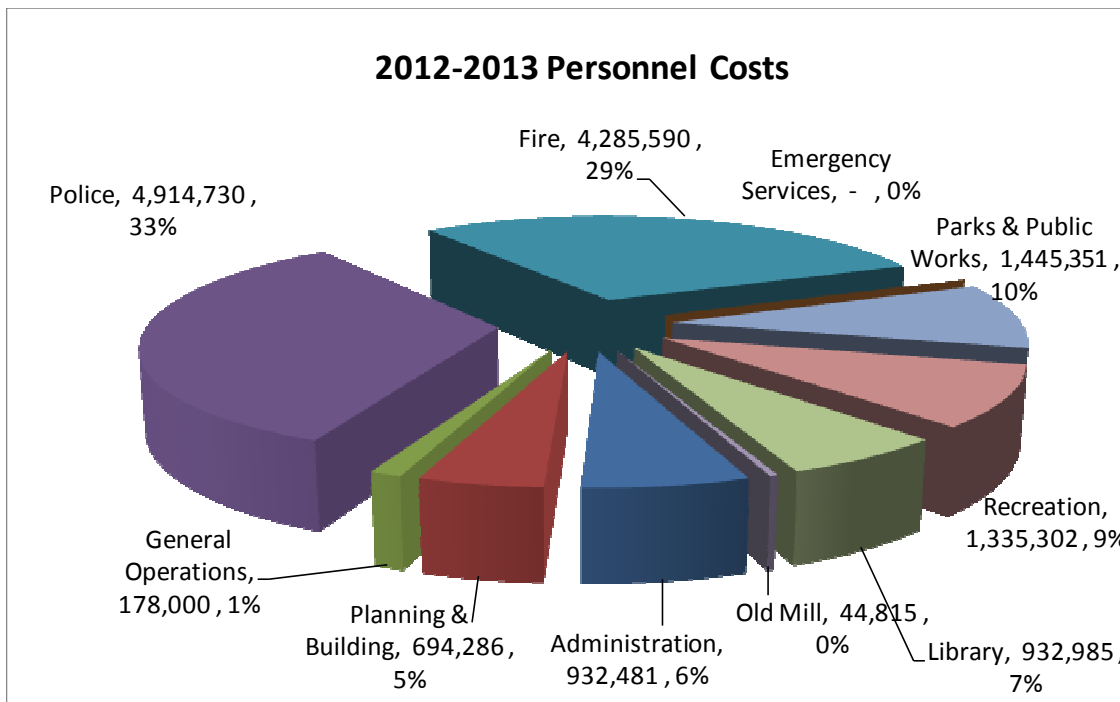
	2010-11 Actual	2011-12 Budget	2011-12 Estimated	2012-13 Budget
<b>Staffing Full Time Equivalents:</b>				
Administration	7.49	8.09	8.09	7.25
Planning & Building	6.00	6.00	5.26	6.00
Police	36.70	36.57	35.06	37.61
Fire	21.26	21.73	21.19	22.00
Parks & Public Works	16.33	18.79	17.28	18.20
Recreation	30.24	28.76	27.37	27.51
Library	17.55	16.39	16.25	16.09
Old Mill	0.50	0.50	0.77	0.50
	<u>136.07</u>	<u>136.83</u>	<u>131.27</u>	<u>135.15</u>



## Expenditure Summaries (Continued)

### Staffing Summaries (Continued)

Personnel Costs:	2010-11	2011-12		2012-13
	Actual	Budget	Estimated	Budget
Administration	990,216	1,007,243	1,004,217	932,481
Planning & Building	662,507	672,998	639,691	694,286
General Operations	513,972	480,000	480,000	178,000
Police	4,467,833	4,699,730	4,270,385	4,914,730
Fire	3,542,884	4,000,357	3,870,625	4,285,590
Emergency Services	-	12,185	12,185	-
Parks & Public Works	1,452,381	1,435,454	1,364,581	1,445,351
Recreation	1,353,141	1,392,844	1,384,042	1,335,302
Library	948,739	928,664	927,861	932,985
Old Mill	45,020	44,820	55,304	44,815
	<b>13,976,693</b>	<b>14,674,295</b>	<b>14,008,892</b>	<b>14,763,540</b>



## Expenditure Summaries (Continued)

### Capital Expenditures

#### By Department

**SMTV:**

216-08-4613-0000 Capitalized Equipment	<u>30,000</u>
--	---------------

**General Operations:**

394-20-4600-0880 City Hall Remodel	<u>853,242</u>
------------------------------------	----------------

**Police:**

591-30-4613-0000 7 In Car Video Systems	55,000
591-30-4613-9300 2 Patrol Cars w/Equipment	70,000
	<u>125,000</u>

**Fire:**

591-34-4613-0000 Kitchen Stove / Hood	8,000
591-34-4613-0000 Bathroom Counters / Cabinets / Sinks / Faucets	7,500
591-34-4613-0000 Apparatus Bay Doors	8,000
	<u>23,500</u>

**Public Works:**

212-50-4613-0000 Golf Cart	10,000
394-44-4600-8020 Sewer/Storm Drain Replacement	100,000
591-42-4613-0000 Veeter Root system (Gas Pumps)	15,000
591-48-4613-0000 Pick up truck	22,000
591-52-4613-0000 Grappler Bucket for Bobcat	4,500
	<u>151,500</u>

**Recreation:**

394-60-4690-0000 Stoneman School Payment	2,000,000
591-82-4613-0000 Sliding Partition at SM Center	10,000
	<u>2,010,000</u>

**Library:**

394-90-4600-5555 Library Patio Painting	11,000
591-90-4613-0000 Library Server	22,000
	<u>33,000</u>

**Old Mill:**

394-95-4600-0000 Construction-Safety Improvements	<u>5,000</u>
---	--------------

	<u>3,231,242</u>
--	------------------

## Expenditure Summaries (Continued)

### Capital Expenditures (Continued)

#### By Fund

**AQMD Fund:**

212-50-4613-0000 Golf Cart	<u>10,000</u>
----------------------------	---------------

**PEG Fee Fund:**

216-08-4613-0000 Capitalized Equipment	<u>30,000</u>
--	---------------

**Capital Projects Fund:**

394-20-4600-0880 City Hall Remodel	853,242
394-44-4600-8020 Sewer/Storm Drain Replacement	100,000
394-60-4690-0000 Stoneman School Payment	2,000,000
394-90-4600-5555 Library Patio Painting	11,000
394-95-4600-0000 Construction-Safety Improvements	5,000
	<u>2,969,242</u>

**Capital Equipment Fund:**

591-30-4613-0000 7 In Car Video Systems	55,000
591-30-4613-9300 2 Patrol Cars w/Equipment	70,000
591-34-4613-0000 Kitchen Stove / Hood	8,000
591-34-4613-0000 Bathroom Counters / Cabinets / Sinks / Faucets	7,500
591-34-4613-0000 Apparatus Bay Doors	8,000
591-42-4613-0000 Veeter Root system (Gas Pumps)	15,000
591-48-4613-0000 Pick up truck	22,000
591-52-4613-0000 Grappler Bucket for Bobcat	4,500
591-82-4613-0000 Sliding Partition at SM Center	10,000
591-90-4613-0000 Library Server	22,000
	<u>222,000</u>
	<u>3,231,242</u>

## **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.

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	8,465	8,800	8,800	11,400
	Capital Outlay	-	-	-	-
		8,465	8,800	8,800	11,400
<b>Expenditures by Fund:</b>					
101	General Fund	8,465	8,800	8,800	11,400
		8,465	8,800	8,800	11,400
	Original Budget		8,800		
	Amendments		-		
	Amended Budget		8,800		
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-01-4376-0000	Materials & Supplies	1,337	1,600	1,600	2,000
101-01-4420-0000	Printing	514	1,000	1,000	1,000
101-01-4480-0000	Travel & Meetings	6,615	6,200	6,200	8,400
	League of CA Cities		2,200		4,400
	Council Meetings		2,800		2,800
	League of CA Cities Executive Forum		1,200		1,200
	<b>Total Services &amp; Supplies</b>	8,465	8,800	8,800	11,400
	<b>Total Expenditures</b>	8,465	8,800	8,800	11,400

## **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 revenues and expenditures.

**Administration (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	990,216	1,007,243	1,004,217	932,481
	Services & Supplies	449,370	581,294	417,171	474,276
	Capital Outlay	34,784	5,113	-	-
		<u>1,474,370</u>	<u>1,593,650</u>	<u>1,421,388</u>	<u>1,406,757</u>
<b>Expenditures by Fund:</b>					
101	General Fund	1,438,027	1,584,163	1,420,040	1,392,798
204	CDBG Fund	1,535	4,374	1,348	1,350
212	AQMD Fund	24	-	-	-
591	Capitalized Equipment Fund	34,784	5,113	-	-
595	Workers' Compensation Fund	-	-	-	12,609
		<u>1,474,370</u>	<u>1,593,650</u>	<u>1,421,388</u>	<u>1,406,757</u>
	Original Budget		1,579,186		
	Amendments		(14,464)		
	Amended Budget		<u>1,564,722</u>		
<b>Staffing History:</b>					
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager	0.88	1.34	1.34	0.50
	Finance Director	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Accountant I	1.00	1.00	1.00	1.00
	City Clerk	1.00	1.00	1.00	1.00
	Clerk/Typist	1.00	1.00	1.00	1.00
	Receptionist	0.61	0.75	0.75	0.75
	Total FTEs	<u>7.49</u>	<u>8.09</u>	<u>8.09</u>	<u>7.25</u>



**Administration (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-07-4001-0000	Full Time Salaries	571,860	578,484	578,484	659,900
204-07-4001-0000	Full Time Wages	69	3,026	-	-
101-07-4002-0000	Part Time Wages	152,125	153,842	153,842	24,336
101-07-4004-0000	Overtime	1,453	600	600	600
101-07-4006-0000	Medicare	10,456	10,919	10,919	10,803
101-07-4008-3080	Retirement - ICMA 401(a)	11,621	11,641	11,641	11,641
101-07-4008-6160	Retirement - PERS	176,806	180,758	180,758	124,140
204-07-4008-6160	PERS-CDBG Administration	16	-	-	-
101-07-4010-0000	Cafeteria Benefit	56,720	58,973	58,973	78,000
204-07-4010-0000	Cafeteria Benefit-CDBG Admin	8	-	-	-
101-07-4011-0000	Technology Allowance	1,819	1,800	1,800	6,000
101-07-4012-0000	Auto Allowance	7,264	7,200	7,200	7,200
595-14-4015-0001	Workers' Comp Current Employees	-	-	-	-
595-14-4015-0002	Workers' Comp Past Employees	-	-	-	9,861
	<b>Total Personnel</b>	<b>990,216</b>	<b>1,007,243</b>	<b>1,004,217</b>	<b>932,481</b>
101-07-4106-2755	Contract Legal Svc.s-General	128,544	110,000	75,000	110,000
101-07-4106-3415	Contract Legal Svc.s-Labor	21,788	40,000	40,000	40,000
101-07-4150-0000	Other Contract Services	183,146	126,570	126,570	201,241
204-07-4150-0000	Other Contract Services*	1,441	1,348	1,348	1,350
	Audit		19,405		19,987
	Banking Services		13,500		11,000
	City Code Online		500		500
	Codification Services		4,840		3,000
	COG Regional Homeless Strategy (Amendment)		2,500		-
	Computer Network/Technical Maintenance		35,000		35,000
	Personnel Consultant		-		67,200
	Credit Card Fees		8,300		10,753
	Crime Insurance*		1,348		1,350
	Fee Study		-		25,000
	Financial Management System		11,101		11,201
	Graicus Maintenance		8,820		-
	HdL Sales Tax Software Maintenance		1,200		1,200
	HdL Business License Software Maintenance		3,700		4,500
	HdL Business License Software New License		-		800
	Laserfiche		2,650		1,600
	Mandated Cost Filing		2,500		2,500
	OPEB Actuarial Study		1,500		-
	PERS Medical Administrative Fee		-		4,000
	Property Tax Auditing & Reporting Service		3,000		3,000
	Section 125 Administrator		2,584		-
	Strategic Planning Facilitator (Amendment)		5,350		-
	Vision Plan Administrative Fee		120		-

**Administration (Continued)**

		<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Estimate</b>	<b>2012-13 Budget</b>
101-07-4202-0000	Advertising	42,625	50,000	40,000	45,000
	Legal Notices		44,800		45,000
	Quarterly Newsletter Advertising		5,200		-
101-07-4204-0000	Books & Periodicals	53	500	260	260
	Elections Code		60		60
	Governmental Accounting Standards Board		100		-
	ICMA		90		-
	Miscellaneous Periodicals		250		200
101-07-4206-0000	Building Repair & Maintenance	212	1,000	1,000	1,000
101-07-4290-0000	Election	4,436	61,000	52,000	-
101-07-4316-0000	Equipment Repair & Maintenance	6,412	7,382	7,382	7,562
	Copier		4,062		4,062
	Heating and Air Conditioning		1,200		1,200
	Postage Meter		820		1,000
	Security System		1,300		1,300
101-07-4332-0000	Fees/Permits/Taxes to Outside A	373	675	525	525
	LAFCO Assessment		675		
595-07-4356-0000	Workers' Comp Premium	-	-	-	2,748
101-07-4376-0000	Materials & Supplies	8,356	8,000	8,000	8,000
101-07-4396-0000	Memberships & Dues	23,506	23,249	23,249	23,267
212-07-4396-0000	Memberships & Dues	24	-	-	-
	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		120		120
	City Club		315		210
	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		5,507		5,507
	Liebert Cassidy Employee Relations Consortium		2,407		2,530
	Municipal Management Association of So. Cal.		65		65
	National Notary Association		36		36
	Rotary		968		968
	San Gabriel Valley City Manager Association		55		55
	San Gabriel Valley COG		9,100		9,100
	SCAG and SCAG Access		1,286		1,286
	Springbrook User Group		50		50

## Administration (Continued)

		<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Estimate</b>	<b>2012-13 Budget</b>
101-07-4398-0000	Mileage	322	350	350	350
101-07-4399-0000	Non-capitalized Equipment	1,586	9,664	9,664	4,160
	Computers		3,000		3,000
	Scanner for Document Imaging		1,000		-
	Time & Date Stamp		550		-
	I Pads (amendment)		3,500		-
	Printer (Carryover)		1,614		-
	Chairs (4)		-		800
	Folding Machine				360
101-07-4420-0000	Printing	5,252	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	8,640	7,000	7,000	7,000
101-07-4468-0000	Staff Development	25	400	400	400
101-07-4476-0000	Surety Bonds	1,992	1,843	1,843	1,843
101-07-4480-0000	Travel & Meetings	3,248	8,490	6,000	8,570
	California Society of Municipal Finance Officers Meetings, Local		120		120
	City Clerk's New Law & Election Seminar		500		-
	City Clerk's Technical Training for CMC		1,420		1,500
	City Treasurer's Conference		1,050		1,200
	Labor Consortium Training		100		100
	League of California Cities (San Diego for 2)		4,500		4,400
	Misc. Council and Staff		600		-
	Notary Training and Exam		-		500
	San Gabriel Valley City Managers Annual Conference, Pomona		100		100
	San Gabriel Valley City Managers Association		100		100
	Tax Seminar (2)		-		550
101-07-4500-4950	Utilities-Natural Gas	1,666	2,000	2,000	2,000
101-07-4999-0000	Debt Service	5,724	112,823	5,580	-
	<b>Total Services &amp; Supplies</b>	<b>449,370</b>	<b>581,294</b>	<b>417,171</b>	<b>474,276</b>
591-07-4613-0000	Capitalized Equipment	34,784	5,113	-	-
	Granicus Software		5,113		
	<b>Total Capitalized Expenditures</b>	<b>34,784</b>	<b>5,113</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>1,474,370</b>	<b>1,593,650</b>	<b>1,421,388</b>	<b>1,406,757</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.

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	22,592	35,400	35,400	25,400
	Capital Outlay	17,653	20,000	20,000	30,000
		40,245	55,400	55,400	55,400
<b>Expenditures by Fund:</b>					
101	General Fund	22,592	25,400	25,400	25,400
216	PEG Fund	-	30,000	30,000	30,000
591	Capitalized Equipment Fund	17,653	-	-	-
		40,245	55,400	55,400	55,400
	Original Budget		25,400		
	Amendments		30,000		
	Amended Budget		55,400		
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-08-4150-0000	Other Contract Services	21,960	25,000	25,000	25,000
	Cable Production		20,000		18,000
	Production Support		5,000		7,000
101-08-4376-0000	Materials & Supplies	632	400	400	400
216-08-4399-0000	Non-Capitalized Equipment	-	10,000	10,000	-
	<b>Total Services &amp; Supplies</b>	22,592	35,400	35,400	25,400
216-08-4613-0000	Capitalized Equipment	-	20,000	20,000	30,000
	Various Equipment (Amendment)		20,000		30,000
591-08-4613-0000	Capitalized Equipment	17,653	-	-	-
	<b>Total Capitalized Expenditures</b>	17,653	20,000	20,000	30,000
	<b>Total Expenditures</b>	40,245	55,400	55,400	55,400

## **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 contracted 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)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	783,213	637,000	724,000	703,800
	Fines & Forfeitures	9,250	15,000	6,000	7,000
	Miscellaneous Revenues	845	1,000	900	900
		<b>793,308</b>	<b>653,000</b>	<b>730,900</b>	<b>711,700</b>
<b>Expenditures by Type:</b>					
	Personnel	662,507	672,998	639,691	694,286
	Services & Supplies	235,186	225,412	272,620	265,442
	Capital Outlay	-	-	-	-
		<b>897,693</b>	<b>898,410</b>	<b>912,311</b>	<b>959,728</b>
<b>Expenditures by Fund:</b>					
101	General Fund	886,213	888,410	902,311	916,874
204	CDBG Fund	11,480	10,000	10,000	10,000
595	Workers' Compensation Fund	-	-	-	32,854
		<b>897,693</b>	<b>898,410</b>	<b>912,311</b>	<b>959,728</b>
	Original Budget		888,410		
	Amendments		-		
	Amended Budget		<b>888,410</b>		
<b>Staffing History:</b>					
	Planning & Building Director	1.00	1.00	1.00	1.00
	Environmental Services	1.00	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	0.26	1.00
	Total FTEs	<b>6.00</b>	<b>6.00</b>	<b>5.26</b>	<b>6.00</b>

**Planning & Building (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-14-3106-0000	Tree Permits	13,950	12,000	7,600	8,000
101-14-3150-0000	Bldg. Dept. Education Fee	7,486	-	11,400	10,800
101-14-3151-0000	Building Permits	383,306	310,000	380,000	360,000
101-14-3308-0000	Plan Check Fees	221,181	175,000	175,000	175,000
101-14-3312-0000	Zoning Fees	157,290	140,000	150,000	150,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	845	1,000	900	900
101-14-3410-9245	Tree Fines	9,250	15,000	6,000	7,000
		<b>793,308</b>	<b>653,000</b>	<b>730,900</b>	<b>711,700</b>
101-14-4001-0000	Full Time Salaries	491,299	498,601	469,484	494,512
101-14-4004-0000	Overtime	531	-	-	-
101-14-4006-0000	Medicare	5,238	5,784	5,362	6,096
101-14-4008-6160	Retirement - PERS	120,637	122,578	115,299	90,585
101-14-4010-0000	Cafeteria Benefit	42,981	44,136	42,136	72,000
101-14-4011-0000	Technology Allowance	1,821	1,800	1,600	5,400
101-14-4013-0000	Uniform Allowance	-	100	-	-
101-14-4014-0000	Unemployment Payments	-	-	5,810	-
595-14-4015-0001	Workers' Comp Current Employees	-	-	-	-
595-14-4015-0002	Workers' Comp Past Employees	-	-	-	25,693
	<b>Total Personnel</b>	<b>662,507</b>	<b>672,998</b>	<b>639,691</b>	<b>694,286</b>
101-14-4104-0000	Contract Engineering Services	30,995	26,382	30,000	30,000
101-14-4104-6270	Contract Building & Safety Svc	115,447	116,000	172,000	116,000
101-14-4106-0950	Contract Legal Svc.s-Code Enf.	15,020	9,600	11,000	11,000
101-14-4106-2755	Contract Legal Svc.s-General	28,070	26,000	18,000	27,000
101-14-4150-0000	Other Contract Services	10,856	10,580	10,580	37,682
	HDL Permit Software Maintenance		3,830		3,932
	Hearing Officer		3,000		3,000
	Computer Network/Technical Maintenance		3,750		3,750
	Digitize sewer maps		-		2,000
	Housing Element Update		-		25,000
101-14-4202-0000	Advertising	8,501	6,500	6,500	6,500
101-14-4204-0000	Books & Periodicals	1,138	600	685	350
101-14-4316-0000	Equipment Repair & Maintenance	125	1,450	600	450
101-14-4332-0000	Fees/Permits/Taxes to Outside	300	375	375	375

**Planning & Building (Continued)**

		<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Estimate</b>	<b>2012-13 Budget</b>
204-14-4352-0000	Housing Rehabilitation Grants	-	-	-	10,000
204-86-4352-0000	Housing Rehabilitation Grants	11,480	10,000	10,000	-
595-14-4356-0000	Workers' Comp Premium	-	-	-	7,161
101-14-4376-0000	Materials & Supplies	2,276	2,800	2,000	2,600
101-14-4396-0000	Memberships & Dues	2,024	3,609	2,600	3,269
	American Planning Association/AICP		1,760		1,760
	California Building Officials-City		265		265
	City Club		-		105
	Int'l Assn. of Electrical Inspectors-City		204		204
	Int'l Assn. Of Plumbing & Mechanical Officials-City		150		150
	International Code Council-Building Inspector		60		60
	International Code Council-City		445		445
	Pesticide Applicators Professional Association		260		40
	I.S.A Certified Arborist/Municipal Specialist		465		240
101-14-4398-0000	Mileage	284	280	280	280
101-14-4399-0000	Non-capitalized Equipment	1,956	1,560		3,450
	Computer		1,500		-
	Memory Upgrade		60		-
	Scanner		-		550
	Copier (Lease for 5 years)		-		2,600
	Color Printer		-		300
101-14-4412-0000	Postage	1,512	1,736	1,900	1,900
101-14-4420-0000	Printing	2,056	2,000	2,500	2,500
101-14-4468-0000	Staff Development	710	2,440	1,600	2,825
	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
	California Association of Code Enforcement Officers		215		215
	Pesticide Certification		-		160
	I.S.A Certified Arborist/Municipal Specialist		-		225
101-14-4480-0000	Travel & Meetings	1,418	3,000	1,500	1,600
	American Planning Association - National Conference		1,400		-
	American Planning Association - State Conference		1,500		1,500
	Community Meetings		100		100
101-14-4508-0000	Vehicle Repair & Maintenance	1,018	500	500	500
	<b>Total Services &amp; Supplies</b>	<b>235,186</b>	<b>225,412</b>	<b>272,620</b>	<b>265,442</b>
	<b>Total Expenditures</b>	<b>897,693</b>	<b>898,410</b>	<b>912,311</b>	<b>959,728</b>



## 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 administration, and compliance with state waste management requirements.

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	513,972	480,000	480,000	178,000
	Services & Supplies	1,727,166	1,110,892	1,109,125	777,216
	Capital Outlay	104,161	65,014	65,014	853,242
	Debt Service	716,719	1,000	1,913,282	1,000
		<b>3,062,018</b>	<b>1,656,906</b>	<b>3,567,421</b>	<b>1,809,458</b>
<b>Expenditures by Fund:</b>					
101	General Fund	345,680	496,174	494,118	357,646
207	Prop. A Transit Funds	65,101	128,448	128,448	124,449
227	Energy Efficiency Block Grant Fund	64,890	7,014	7,014	-
394	Capital Projects Fund	-	58,000	58,000	853,242
401	Debt Service Fund	716,719	1,000	1,913,282	1,000
591	Capital Equipment Fund	39,271	-	-	-
595	Workers' Comp. Insurance Fund	445,006	408,200	406,360	23,200
596	General Liability Insurance Fund	1,385,351	558,070	560,199	449,921
		<b>3,062,018</b>	<b>1,656,906</b>	<b>3,567,421</b>	<b>1,809,458</b>
	Original Budget		1,397,425		
	Amendments		259,481		
	Amended Budget		<b>1,656,906</b>		

**General Operations (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-20-4016-0000	Retiree Benefits	159,280	175,000	175,000	178,000
595-20-4015-0000	Workers' Compensation Benefits	354,692	305,000	305,000	-
	<b>Total Personnel</b>	<b>513,972</b>	<b>480,000</b>	<b>480,000</b>	<b>178,000</b>
596-20-4015-0000	Liability Insurance Claims	6,000	-	2,129	-
101-20-4150-0000	Contract Services	79,431	32,685	32,685	66,221
	710 Freeway Coalition		2,500		2,500
	AB939 compliance		6,000		6,720
	City GIS - Property ownership and geographic info services		5,885		5,885
	City Newsletter/City Brochures		9,200		7,500
	City Hall Janitorial Services		6,600		6,916
	Termite and insect control		1,000		1,000
	Website Re-Design		-		30,000
	Website Maintenance		1,500		5,700
595-20-4150-0000	Contract Services-Workers' Comp.	16,020	23,200	21,360	23,200
101-20-4150-2013	Contract Svc.s Centennial	-	100,000	100,000	-
101-20-4206-0000	Building Repair & Maintenance	4,044	16,698	6,600	6,600
	Misc.		6,600		6,600
	Fumigation (amendment)		10,098		-
207-20-4208-0750	Bus Transportation-Chamber	2,300	2,300	2,300	2,300
207-20-4208-1330	Bus Transportation-Dial-a-Ride		16,148	16,148	12,149
207-20-4208-8140	Bus Transportation-SMUSD Youth	62,801	110,000	110,000	110,000
101-20-4316-0000	Equipment Repair & Maintenance	2,017	2,000	2,500	2,500
101-20-4332-0000	Fees/Permits/Taxes	185	200	200	200
595-20-4356-0000	Insurance Premiums-Workers" Comp.	74,294	80,000	80,000	-
596-20-4356-3412	Ins. Premiums JPIA	1,379,351	558,070	558,070	449,921
	General Liability Insurance (partial amendment)		522,070		425,005
	Property Insurance		20,000		20,000
	Pollution Insurance		16,000		4,916
101-20-4376-0000	Materials & Supplies	15,286	15,050	15,050	10,850
	City logo shirts		500		500
	City meeting supplies		1,000		1,000
	Copy Paper		5,000		800
	Employee recognition ceremony		7,000		7,000
	Employee service pins		850		850
	Flag replacement		700		700

**General Operations (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
101-20-4376-2013	Centennial Merchandise	1,984	76,016	76,016	-
101-20-4412-0000	Postage	18,733	14,758	16,000	17,000
101-20-4420-0000	Printing	6,475	6,000	9,500	14,100
	Newsletter		6,000		14,100
101-20-4480-2013	Meeting-Centennial	233	1,767	1,767	-
101-20-4500-1980	Utilities-Electricity	43,555	43,000	45,000	48,375
101-20-4500-9025	Utilities-Telephone	13,280	12,000	12,400	12,400
101-20-4500-9460	Utilities-Water	1,177	1,000	1,400	1,400
	<b>Total Services &amp; Supplies</b>	<b>1,727,166</b>	<b>1,110,892</b>	<b>1,109,125</b>	<b>777,216</b>
227-20-4600-2885	Construction-Civic Center HVAC	64,890	7,014	7,014	-
394-20-4600-0880	City Hall Remodel (2011-12 Amendment)		58,000	58,000	853,242
591-20-4613-0000	Capitalized Equipment	39,271	-	-	-
	<b>Total Capitalized Expenditures</b>	<b>104,161</b>	<b>65,014</b>	<b>65,014</b>	<b>853,242</b>
401-20-4230-0000	Cost of Issuance	940	1,000	941	1,000
401-00-4360-0000	Interest Expense	402,824	-	52,269	-
401-00-4402-0000	Principal Repayment	312,955	-	1,860,072	-
	<b>Total Debt Service</b>	<b>716,719</b>	<b>1,000</b>	<b>1,913,282</b>	<b>1,000</b>
	<b>Total Expenditures</b>	<b>3,062,018</b>	<b>1,656,906</b>	<b>3,567,421</b>	<b>1,809,458</b>

## General Operations (Continued)

<b>Cost Allocations</b>					
		<b>5-year Losses</b>	<b>Weighted</b>	<b>Weighted</b>	
		<b>FY 06-07</b>	<b>Losses</b>	<b>Exposure</b>	<b>Department</b>
	<b>Estimated Payroll/100</b>	<b>to FY 10-11</b>	<b>(W x i/L)</b>	<b>((1-W) x e/E)</b>	<b>Contribution</b>
<b>General Liability FY 12-13 Budget</b>					
	<b>449,921</b>				
Administration	6,848	17,534	1.6%	3.2%	\$ 21,533
Fire	27,237	-	0.0%	12.7%	\$ 57,185
Library	7,180	-	0.0%	3.4%	\$ 15,075
Public Works	10,352	570,591	51.7%	4.8%	\$ 254,562
Planning & Building	4,945	-	0.0%	2.3%	\$ 10,382
Police	32,159	4,776	0.4%	15.0%	\$ 69,468
Recreation	10,343		0.0%	4.8%	\$ 21,716
Total	99,066	592,901	53.8%	46.2%	\$ 449,921
<b>Workers' Compensation FY 12-13 Budget for Premium</b>					
	<b>86,400</b>				
Administration	6,848	-	0.0%	3.2%	\$ 2,761
Fire	27,237	849,768	29.6%	12.7%	\$ 36,593
Library	7,180	446	0.0%	3.4%	\$ 2,908
Public Works	10,352	81,463	2.8%	4.8%	\$ 6,629
Planning & Building	4,945	171,622	6.0%	2.3%	\$ 7,166
Police	32,159	330,077	11.5%	15.0%	\$ 22,914
Recreation	10,343	108,065	3.8%	4.8%	\$ 7,427
Total	99,066	1,541,441	53.8%	46.2%	\$ 86,400
<b>Workers' Compensation FY 12-13 Budget for Benefits</b>					
	<b>310,000</b>				
Administration	6,848	-	0.0%	3.2%	\$ 9,907
Fire	27,237	849,768	29.6%	12.7%	\$ 131,296
Library	7,180	446	0.0%	3.4%	\$ 10,435
Public Works	10,352	81,463	2.8%	4.8%	\$ 23,785
Planning & Building	4,945	171,622	6.0%	2.3%	\$ 25,713
Police	32,159	330,077	11.5%	15.0%	\$ 82,216
Recreation	10,343	108,065	3.8%	4.8%	\$ 26,649
Total	99,066	1,541,441	53.8%	46.2%	\$ 310,000
<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					

## San Marino Centennial

The City of San Marino will be celebrating it's 100 year anniversary throughout the 2012-13 fiscal year. The City has been setting aside funds for the purpose of providing activities, commemorative merchandise and a City gift to mark the event. Expenditures began in the 2010-11 fiscal year with a kick-off meeting. During the 2011-12 fiscal year, merchandise was purchased and the centennial banners were ordered and installed. These funds were accounted for in general operations with accounts ending in "2013". The 2012-13 fiscal year will see the majority of revenues and expenditures relating to the centennial. A new department has therefore been created to enable easier tracking of the expenditures. After the closing of the 2011-12 fiscal year, all funds remaining will be carried over into this new department. No new appropriations have been made. This is why the budget appears as blank.

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	-	-	-	-
	Capital Outlay	-	-	-	-
		-	-	-	-
<b>Expenditures by Fund:</b>					
101	General Fund	-	-	-	-
		-	-	-	-
	Original Budget		-		
	Amendments		-		
	Amended Budget		-		
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-21-4150-2013	Contract Svc.s Centennial	-	-	-	-
101-21-4376-2013	Centennial Merchandise	-	-	-	-
101-21-4480-2013	Meeting-Centennial	-	-	-	-
101-21-4485-2013	Centennial Gift	-	-	-	-
101-21-4486-2013	4th of July VIP Party	-	-	-	-
101-21-4487-2013	Centennial Gala	-	-	-	-
	<b>Total Services &amp; Supplies</b>	-	-	-	-
	<b>Total Expenditures</b>	-	-	-	-

## 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 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, 2 Commanders, 4 Patrol Sergeants, 5 Corporals, 1 Detective Sergeant, 2 Detectives, 2 Motor Officers and 12 Patrol Officers. This configuration represents the replacement of 1 Commander/Lieutenant with an Officer. The full-time civilian employees consist of 1 Police Records Supervising Clerk, 4 Dispatchers, 1 Code Compliance Officer and an Analyst. The Analyst replaces the Secretary position that was previously in the Police Department.

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, facilitating State and Federal grants, parking enforcement, Neighborhood Watch, Women's Self Defense and House Watch.

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	4,467,833	4,699,730	4,270,385	4,914,730
	Services & Supplies	650,038	722,671	701,330	746,771
	Capital Outlay	139,991	185,020	182,500	125,000
		5,257,862	5,607,421	5,154,215	5,786,501
<b>Expenditures by Fund:</b>					
103	Public Safety Fund	5,019,887	5,193,301	4,791,398	5,372,082
104	Fourth of July Fund	14,114	8,550	6,983	10,145
212	Air Quality Fund	29,999	-	-	-
214	TDA Fund	-	-	-	1,400
217	Asset Forfeiture Fund	-	-	-	4,000
233	COPs Fund	83,520	95,550	93,334	87,900
240	State Homeland Security Grant Fund	24,010	-	-	-
241	Safe Routes to School Fund	-	214,000	169,000	79,798
281	Restricted Donation Fund	350	1,000	1,000	1,000
591	Capital Equipment Fund	85,982	95,020	92,500	125,000
595	Workers' Compensation Fund	-	-	-	105,176
		5,257,862	5,607,421	5,154,215	5,786,501
	Original Budget		5,344,901		
	Amendments		262,520		
	Amended Budget		5,607,421		
<b>Staffing History:</b>					
	Chief of Police	0.46	0.23	0.66	1.00
	Captain	1.00	1.00	1.00	1.00
	Lieutenant	2.00	2.00	1.20	1.00
	Sergeant	5.00	5.00	5.00	5.00
	Corporal	3.00	3.00	3.00	5.00
	Police Officer	16.00	16.00	14.86	15.00
	Dispatcher/Clerk	3.83	4.48	4.38	4.48
	Police Records Supervising Clerk	1.00	1.00	1.00	1.00
	Executive Secretary	0.46	0.46	0.46	0.23
	Analyst	-	-	-	0.50
	Code Compliance Coordinator	1.00	1.00	1.00	1.00
	Police Cadets	1.48	1.15	1.26	0.96
	Records Clerk	0.47	0.48	0.31	0.48
	Community Services Officers	1.00	0.77	0.93	0.96
	<b>Total FTEs</b>	<b>36.70</b>	<b>36.57</b>	<b>35.06</b>	<b>37.61</b>

**Police (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
103-30-4001-0000	Full Time Salaries	2,762,984	2,698,295	2,428,295	2,924,534
103-30-4002-0000	Part Time Wages	212,295	157,516	250,000	106,395
104-30-4002-0000	Part Time Wages	530	530	-	-
103-30-4004-0000	Overtime	-	-	4,334	-
103-30-4004-0001	Overtime - Patrol	248,545	209,000	100,000	100,000
103-30-4004-0002	Overtime - Support	16,256	20,000	36,000	20,000
104-30-4004-0000	Police Overtime	9,436	8,000	4,592	10,000
241-30-4002-0000	Part Time Wages	-	20,000	15,000	15,000
241-30-4004-0000	Overtime	-	80,000	40,000	40,000
103-30-4006-0000	Medicare	44,036	37,816	37,816	45,312
104-30-4006-0000	Medicare	146	-	68	145
241-30-4006-0000	Medicare	-	-	-	798
103-30-4008-6050	PARS Retirement	3,142	2,309	2,309	3,008
104-30-4008-6050	Retirement-PARS	20	20	-	-
103-30-4008-6160	Retirement - PERS	835,184	907,000	812,000	944,988
104-30-4008-6160	Retirement-PERS	2,532	-	1,559	-
103-30-4010-0000	Cafeteria Benefit	296,592	306,096	284,000	355,500
104-30-4010-0000	Cafeteria Benefits	1,450	-	764	-
103-30-4011-0000	Technology Allowance	6,337	5,850	5,850	9,300
103-30-4013-0000	Uniform Allowance	18,900	18,400	18,900	19,600
103-30-4014-0000	Unemployment Payments	9,450	-	-	-
595-30-4015-0001	Workers' Comp Current Employees	-	-	-	-
595-30-4015-0002	Workers' Comp Past Employees	-	-	-	82,252
103-30-4999-0000	Debt Service	-	228,898	228,898	237,898
	<b>Total Personnel</b>	<b>4,467,833</b>	<b>4,699,730</b>	<b>4,270,385</b>	<b>4,914,730</b>
103-30-4015-0000	Workers' Compensation Benefits	24,629	-	-	-
103-30-4150-0000	Other Contract Services	314,595	333,596	333,596	340,372
233-30-4150-9470	Other Contract Services-West C	82,849	87,550	85,334	87,900
241-30-4150-0000	Other Contract Services	-	14,000	14,000	14,000
	City of West Covina (Partial Carryover)		87,550		87,900
	All Cities Management		102,435		105,500
	Animal control		48,000		48,000
	Animal Licensing		-		16,500
	Arcadia-City Range Fees		7,500		7,500
	Blood Withdrawal at Hospital		2,400		2,400
	Burro Canyon Bills		300		500
	California I.D. State Fingerprint Network		1,000		1,000
	County Tax on Parking Citations		51,343		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		6,500		6,500
	Jail Facilities Booking Fees		20,000		21,000
	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		275

**Police (Continued)**

		<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Estimate</b>	<b>2012-13 Budget</b>
103-30-4204-0000	Books & Periodicals	-	800	800	800
103-30-4206-0000	Building Repair & Maintenance	4,617	8,800	8,800	8,800
103-30-4316-0000	Equipment Repair & Maintenance	1,231	7,000	5,000	7,400
	Copier		1,000		1,500
	Magnasync / Genesis		2,150		2,150
	Unitrols		750		750
	Caller ID (Carryover)		600		-
	In Car Video		2,500		-
	Taser Repair		-		2,000
	AED Repair		-		1,000
103-30-4316-6985	Radio Repair & Maintenance	1,455	2,000	2,000	2,000
595-30-4356-0000	Workers' Comp Premium	-	-	-	22,924
103-30-4376-0000	Materials & Supplies	27,711	27,000	27,000	13,000
	Duty Ammo, weapons, accessories		15,000		-
	Other		12,000		13,000
103-30-4376-1075	M & S - Ammo and Weapons	-	-	-	16,500
281-30-4376-0000	Materials & Supplies	350	1,000	1,000	1,000
241-30-4376-0000	Materials & Supplies	-	10,000	10,000	10,000
103-30-4396-0000	Memberships & Dues	3,822	3,850	3,850	3,850
103-30-4398-0000	Mileage	-	100	50	50
103-30-4399-0000	Non-capitalized Equipment	1,034	13,100	13,100	6,200
214-30-4399-0001	Non-capitalized Equipment	-	-	-	1,400
217-30-4399-0000	Non-capitalized Equipment*	-	-	-	4,000
233-30-4399-0000	Non-capitalized Equipment	-	8,000	8,000	-
	Carver Bike Racks		-		1,400
	Chairs (2 @ \$500)		1,000		1,000
	Computer Hardware/Software		750		500
	Computers)		1,100		2,400
	Mobile Command Organizer for Unit 1		3,500		-
	4 Surefire Shotgun Lights @ \$290		1,200		1,400
	AR 15 racks for Patrol Cars		2,000		-
	Operators Tactical Vest		2,500		-
	Helmets and goggles		300		-
	FSET Uniforms		600		900
	Software		150		-
	less lethal weapons w/ammo*		-		4,000
103-30-4401-0000	Outside Services	17,645	24,000	21,000	18,000
	Huntington Library		4,000		4,000
	School District		4,000		4,000
	Other		16,000		10,000



**Police (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
103-30-4415-0000	POST Training	26,391	15,000	12,000	15,000
103-30-4420-0000	Printing	618	2,200	2,200	2,200
103-30-4436-0000	Recruitment	6,395	10,000	10,000	10,000
103-30-4468-0000	Staff Development	7,871	7,000	7,000	7,000
103-30-4480-0000	Travel & Meetings	2,216	4,075	4,000	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		1,000
103-30-4492-0003	Uniforms-PERSable	2,963	5,000	3,000	3,000
103-30-4492-0004	Uniforms Safety	1,966	8,000	6,000	8,000
103-30-4500-4950	Utilities-Natural Gas	677	600	600	600
103-30-4500-9025	Utilities-Telephone	21,357	17,000	18,000	18,700
103-30-4508-0000	Vehicle Repair & Maintenance	98,973	113,000	105,000	120,000
233-30-4508-0000	Vehicle Repair & Maintenance	671	-	-	-
	Fuel		72,000		77,000
	Maintenance		30,000		30,000
	Motorcycle Maintenance		6,000		7,000
	Parts		5,000		6,000
	<b>Total Services &amp; Supplies</b>	<b>650,038</b>	<b>722,671</b>	<b>701,330</b>	<b>746,771</b>
212-30-4613-9300	Capitalized Equipment-Vehicles	29,999	-	-	-
240-30-4613-0000	Capitalized Equipment	24,010	-	-	-
241-30-4613-0000	Capitalized Equipment	-	90,000	90,000	-
	Speed Feedback Signs		90,000		-
591-30-4613-9300	Cap Equip-Vehicles	62,382	52,500	52,500	70,000
	1 Black and White Patrol Car w/equip		30,000		-
	1 Outfitted Police Motorcycle		22,500		-
	2 Black and White Patrol Car w/equip		-		70,000
591-30-4613-0000	Capitalized Equipment	23,600	42,520	40,000	55,000
	1 AED		2,000		-
	7 Mobile Data Computers / Tough Books @ \$5,500 ea.		40,520		-
	7 In Car Video Systems		-		55,000
	<b>Total Capitalized Expenditures</b>	<b>139,991</b>	<b>185,020</b>	<b>182,500</b>	<b>125,000</b>
	<b>Total Expenditures</b>	<b>5,257,862</b>	<b>5,607,421</b>	<b>5,154,215</b>	<b>5,786,501</b>

## 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)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	3,542,884	4,000,357	3,870,625	4,285,590
	Services & Supplies	258,471	288,563	282,597	322,499
	Capital Outlay	11,443	380,215	380,215	23,500
		<b>3,812,798</b>	<b>4,669,134</b>	<b>4,533,437</b>	<b>4,631,589</b>
<b>Expenditures by Fund:</b>					
103	Public Safety Fund	3,782,097	4,207,955	4,072,704	4,432,901
104	Fourth of July Fund	1,585	1,558	1,112	2,333
224	Assistance to Firefighters Grant Fund	8,754	91,776	91,776	-
240	State Homeland Security Grant Fund	1,442	321,904	321,904	-
281	Restricted Donation Fund	7,476	5,000	5,000	5,000
394	Capital Projects Fund	-	5,327	5,327	-
591	Capital Equipment Fund	11,443	35,614	35,614	23,500
595	Workers' Compensation Fund	-	-	-	167,854
		<b>3,812,798</b>	<b>4,669,134</b>	<b>4,533,437</b>	<b>4,631,589</b>
	Original Budget		4,221,013		
	Amendments		448,121		
	Amended Budget		<b>4,669,134</b>		
<b>Staffing History:</b>					
	Fire Chief	0.46	0.73	0.69	1.00
	Fire Division Chief	2.00	2.00	1.50	2.00
	Captain	2.92	3.00	3.00	3.00
	Engineer	3.38	4.00	3.00	3.00
	Firefighter/Paramedics	11.50	11.00	12.00	12.00
	Executive Secretary	1.00	1.00	1.00	1.00
	<b>Total FTEs</b>	<b>21.26</b>	<b>21.73</b>	<b>21.19</b>	<b>22.00</b>

**Fire (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
103-34-4001-0000	Full Time Salaries	2,184,743	2,146,919	2,112,774	2,341,429
103-34-4002-0000	Part Time Wages	83,573	42,250	38,000	-
240-34-4002-0000	Part Time Wages	609	20,383	20,383	-
103-34-4004-0000	Overtime	377,969	353,000	320,000	320,000
103-34-4004-0003	Overtime-Strike Teams	12,895	60,000	-	60,000
104-34-4004-0000	Fire Overtime	1,441	1,536	1,024	2,300
224-34-4004-0000	Overtime	-	4,500	4,500	-
240-34-4004-0000	Overtime	826	6,875	6,875	-
240-34-4004-0012	Overtime-HSG	-	28,773	28,773	-
103-34-4006-0000	Medicare	32,127	29,921	29,426	40,711
104-34-4006-0000	Medicare	14	22	11	33
224-34-4006-0000	Medicare	-	65	65	-
240-34-4006-0000	Medicare	4	-	-	-
103-34-4008-6050	Retirement-PARS	58	-	-	-
103-34-4008-6160	Retirement - PERS	649,519	704,955	694,200	740,618
103-34-4010-0000	Cafeteria Benefit	179,361	189,276	189,087	210,900
104-34-4010-0000	Cafeteria Benefits	129	-	77	-
240-34-4010-0000	Cafeteria Benefits	4	-	-	-
103-34-4011-0000	Technology Allowance	4,178	4,950	4,500	14,400
103-34-4013-0000	Uniform Allowance	1,000	-	1,000	1,000
103-34-4015-0000	Worker's Comp.	14,434	-	13,000	-
595-34-4015-0001	Workers' Comp Current Employees	-	-	-	-
595-34-4015-0002	Workers' Comp Past Employees	-	-	-	131,268
103-34-4999-0000	Debt Service	-	406,930	406,930	422,930
	<b>Total Personnel</b>	<b>3,542,884</b>	<b>4,000,357</b>	<b>3,870,625</b>	<b>4,285,590</b>
103-34-4150-0000	Other Contract Services	94,555	117,288	105,000	122,898
	Ambulance Billing		24,338		24,750
	OSHA & DMV Required Physical Examinations		5,000		5,000
	Policy Manuals		1,000		-
	Computer Network/Technical Maintenance		12,000		12,000
	Verdugo Fire Communications Center		53,000		57,240
	Nurse Educator		18,450		19,188
	ePCR		-		4,720
103-34-4204-0000	Books & Periodicals	463	400	400	400
103-34-4206-0000	Building Repair & Maintenance	27,627	22,500	26,500	22,500
103-34-4308-0000	Equipment Rental	-	500	-	500
103-34-4316-0000	Equipment Repair & Maintenance	9,902	8,000	8,000	5,500
	Defibrillators		2,850		-
	Ground Ladder Testing		1,500		1,500
	Miscellaneous Equipment		3,650		4,000
595-34-4356-0000	Workers' Comp Premium	-	-	-	36,586

**Fire (Continued)**

		<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Estimate</b>	<b>2012-13 Budget</b>
103-34-4376-0000	Materials & Supplies	26,687	26,000	28,000	27,750
281-34-4376-0000	Materials & Supplies	7,476	5,000	5,000	5,000
	Housewares		5,000		5,000
	Absorbent		500		500
	Audio/Video/Photo Supplies		250		250
	Mt. San Antonio College Student Co-Op		1,500		500
	Class A Foam		2,000		3,000
	Emergency Response Medical Supplies for Ambulance		13,250		15,000
	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	1,890	1,965	1,965	2,265
	California Fire Chiefs' Association (CFCA)		250		250
	CFCA Fire Prevention Officers' Association		125		150
	Community Meetings		1,215		1,215
	LA Area Fire Chiefs' Association		325		325
	So Cal Training Officers		50		50
	International Association Of Fire Chiefs		-		275
103-34-4398-0000	Mileage	-	400	50	400
103-34-4399-0000	Non-capitalized Equipment	9,447	7,500	7,500	11,500
224-34-4399-0000	Non-Capitalized Equipment	4,478	1,711	1,711	-
240-34-4399-0000	Non-Capitalized Equipment	-	2,796	2,796	-
	Electrical Cords for Apparatus		-		3,500
	Fire Hose		6,000		6,000
	Computers		1,500		-
	Non-Cap Equipment -AF Grant		1,711		-
	Radio Narrowbanding (Amend.)		2,796		-
	iPAD Computers (4)		-		2,000
103-34-4401-0000	Outside Services	2,466	5,000	2,500	2,500
103-34-4420-0000	Printing	702	500	500	500
103-34-4436-0000	Recruitment	5,193	10,000	10,000	8,000
103-34-4452-0000	Small Tools	373	500	872	500

**Fire (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
103-34-4468-0000	Staff Development	5,919	8,000	8,000	9,000
224-34-4468-0000	Staff Development	1,797	-	-	-
240-34-4468-0000	Staff Development	-	9,303	9,303	-
	CFSTES - Leadership Training		3,450		4,000
	Continuing Education		2,000		2,000
	Paramedic License Fees		2,550		3,000
	Carryover for Terrorism Liaison		9,303		-
103-34-4480-0000	Travel & Meetings	893	1,500	1,500	2,700
224-34-4480-0000	Travel & Meetings	2,479	-	-	-
	League of Cities for new DC		1,500		1,500
	Fire Chief Meetings		-		1,200
103-34-4492-0003	Uniforms-PERSable	6,898	7,200	6,200	7,200
103-34-4492-0004	Uniforms-Safety	13,998	17,500	18,500	17,500
103-34-4500-4950	Utilities-Natural Gas	2,270	3,000	2,000	2,000
103-34-4500-9025	Utilities-Telephone	2,274	2,000	2,300	2,300
103-34-4508-0000	Vehicle Repair & Maintenance	30,683	30,000	34,000	35,000
	Fuel		15,000		20,000
	Vehicle Repairs		15,000		15,000
	<b>Total Services &amp; Supplies</b>	<b>258,471</b>	<b>288,563</b>	<b>282,597</b>	<b>322,499</b>
394-34-4600-2420	Construction-Fire Sprinklers	-	5,327	5,327	-
224-34-4600-2420	Construction-Fire Station Sprinklers	-	85,500	85,500	-
240-34-4613-0000	Capitalized Equipment	-	253,774	253,774	-
591-34-4613-0000	Capitalized Equipment	11,443	35,614	35,614	23,500
	Radios		10,000		-
	Defibrillators (Amend)		25,614		-
	Kitchen Stove / Hood		-		8,000
	Bathroom Counters / Cabinets / Sinks / Faucets		-		7,500
	Apparatus Bay Doors		-		8,000
	<b>Total Capitalized Expenditures</b>	<b>11,443</b>	<b>380,215</b>	<b>380,215</b>	<b>23,500</b>
	<b>Total Expenditures</b>	<b>3,812,798</b>	<b>4,669,134</b>	<b>4,533,437</b>	<b>4,631,589</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)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	12,185	12,185	-
	Services & Supplies	40,897	407,345	404,183	42,500
	Capital Outlay	-	-	-	-
		<u>40,897</u>	<u>419,530</u>	<u>416,368</u>	<u>42,500</u>
<b>Expenditures by Fund:</b>					
101	General Fund	40,897	46,750	45,900	42,500
500	2011 Windstorm Fund	-	372,780	370,468	-
591	Capital Equipment Fund	-	-	-	-
		<u>40,897</u>	<u>419,530</u>	<u>416,368</u>	<u>42,500</u>
	Original Budget		46,750		
	Amendments		372,780	Windstorm	
	Amended Budget		<u>419,530</u>		
<b>Staffing History:</b>					
	Administrative Analyst	-	0.11	-	-
	<b>Total FTEs</b>	-	<u>0.11</u>	-	-



## Emergency Services (Continued)

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-36-4002-0000	Part Time Wages	-	4,000	4,000	-
500-36-4004-0000	Part Time Wages	-	8,185	8,185	-
101-36-4006-0000	Medicare	-	-	-	-
101-36-4008-6050	Retirement-PARS	-	-	-	-
	<b>Total Personnel</b>	-	12,185	12,185	-
101-36-4150-0000	Other Contract Services	8,775	9,000	8,775	9,000
	Emergency Notification Contract		9,000		9,000
500-36-4150-0000	Other Contract Services	-	299,848	299,848	-
500-36-4220-0000	Contingency	-	10,000	10,000	-
500-36-4308-0000	Equipment Rental	-	23,090	23,090	-
101-36-4316-0000	Equipment Repair & Maintenance	10,256	13,500	13,500	14,000
	Emergency Generator		2,000		2,500
	Radio repair / Narrowbanding		10,000		10,000
	Fire Extinguisher Service		1,500		1,500
101-36-4376-0000	Materials & Supplies	7,517	7,500	7,500	9,500
	Replace emergency supply cache (food, water, batteries)		3,000		4,000
	Misc. Supplies		1,500		1,500
	CERT		3,000		4,000
500-36-4376-0000	Materials & Supplies	-	25,845	25,845	-
101-36-4396-0000	Memberships & Dues	150	150	125	150
	Radio Repeater Network		150		150
101-36-4399-0000	Non-capitalized Equipment	10,349	8,000	8,000	5,000
	Radios		5,000		5,000
	EOC Upgrades		3,000		-
500-36-4399-0000	Non-Capitalized Equipment	-	5,812	3,500	-
101-36-4468-0000	Staff Development	370	500	500	500
101-36-4500-9025	Utilities-Telephone	3,481	4,100	3,500	4,350
	Satellite Phone Service		500		750
	EOC Phone Service		2,600		2,600
	Cell Phone Service		500		500
	Repairs		500		500
	<b>Total Services &amp; Supplies</b>	40,897	407,345	404,183	42,500
	<b>Total Expenditures</b>	40,897	419,530	416,368	42,500

## **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 city and traffic engineering.

The Public Works Division consists of a Streets Section, Garage Section, Paint and Traffic Sign Section and Sewer & Storm Drain 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

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Expenditures by Type:</b>					
	Personnel	1,452,381	1,435,454	1,364,581	1,445,351
	Services & Supplies	1,280,958	1,686,346	1,569,865	1,530,934
	Capital Outlay	1,075,329	3,237,120	3,023,236	151,500
		<b>3,808,667</b>	<b>6,358,920</b>	<b>5,957,682</b>	<b>3,127,785</b>
<b>Expenditures by Fund:</b>					
101	General Fund	2,687,849	2,957,494	2,790,456	2,904,726
104	Fourth of July Fund	5,354	4,825	4,955	4,825
202	Gas Tax Fund	77,504	991,547	991,597	-
207	Prop. A Transit Fund	-	100,000	100,000	-
212	AQMD Fund	-	-	-	10,000
215	Prop. C Transit Fund	-	364,477	364,477	-
229	Traffic Congestion Fund	-	-	-	-
243	County Measure R Fund	40,135	300,275	279,829	35,234
244	Prop. 1B Street Fund	35,260	361,654	361,654	-
281	Restricted Donations Fund	-	1,050	1,050	1,050
394	Capital Projects Fund	921,409	1,235,598	1,024,664	100,000
591	Capital Equipment Fund	41,156	42,000	39,000	41,500
595	Workers' Compensation Fund	-	-	-	30,450
		<b>3,808,667</b>	<b>6,358,920</b>	<b>5,957,682</b>	<b>3,127,785</b>
<b>Staffing History:</b>					
	Assistant City Manager	-	0.46	-	0.50
	Shop Foreman	1.00	1.00	1.00	1.00
	Division Manager	1.00	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
	Maintenance Worker III	3.00	3.00	3.00	3.00
	Maintenance Worker II	7.00	8.00	7.38	7.00
	Maintenance Worker I	-	-	0.61	1.00
	Maintenance Aide	0.03	0.62	0.25	0.46
	Maintenance Assistant	1.52	1.95	1.46	1.48
	Park Attendant	0.78	0.76	0.58	0.76
	<b>Total FTEs</b>	<b>16.33</b>	<b>18.79</b>	<b>17.28</b>	<b>18.20</b>

**Public Works Administration Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	83,738	72,595	11,255	116,303
	Services & Supplies	131,230	148,520	120,421	147,797
	Capital Outlay	-	-	-	-
		<b>214,968</b>	<b>221,115</b>	<b>131,676</b>	<b>264,100</b>
<b>Expenditures by Fund:</b>					
101	General Fund	209,613	216,290	126,721	228,825
104	Fourth of July Fund	5,354	4,825	4,955	4,825
595	Workers' Compensation Fund	-	-	-	30,450
		<b>214,968</b>	<b>221,115</b>	<b>131,676</b>	<b>264,100</b>
	Original Budget		245,556		
	Amendments		(24,441)	Analyst to ACM	
	Amended Budget		<b>221,115</b>		
<b>Staffing History:</b>					
	Assistant City Manager	-	0.46	-	0.50
	<b>Total FTEs</b>	<b>-</b>	<b>0.46</b>	<b>-</b>	<b>0.50</b>

**Public Works Administration Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-40-4001-0000	Full Time Salaries	53,148	-	-	67,097
101-40-4002-0000	Part Time Wages	-	66,800	-	-
104-40-4004-0000	Public Works Overtime	4,825	4,825	4,825	4,825
101-40-4006-0000	Medicare	840	970	-	1,077
104-40-4006-0000	Medicare	54	-	50	-
101-40-4008-6160	Retirement - PERS	13,193	-	-	12,291
101-40-4010-0000	Cafeteria Benefit	5,958	-	-	6,000
104-40-4010-0000	Cafeteria Benefits	476	-	80	-
101-40-4011-0000	Technology Allowance	-	-	-	1,200
101-40-4014-0000	Unemployment Payments	5,245	-	6,300	-
595-40-4015-0001	Workers' Comp Current Employees	-	-	-	-
595-40-4015-0002	Workers' Comp Past Employees	-	-	-	23,813
	<b>Total Personnel</b>	<b>83,738</b>	<b>72,595</b>	<b>11,255</b>	<b>116,303</b>
101-40-4104-0000	Contract Engineering Services	75,157	82,480	82,480	82,480
	Traffic Engineering		35,360		35,360
	Supplemental Engineering		5,000		5,000
	General Engineering		42,120		42,120
101-40-4150-0000	Other Contract Services	12,682	10,490	10,490	13,180
	Christmas Light Installation		3,000		3,000
	Janitorial services		1,890		1,980
	Computer Network/Technical Maintenance		3,000		3,000
	Laundry (Towels & Mats)		2,600		5,200
	Administrative Analyst (Amendment)		-		-
101-40-4206-0000	Building Repair & Maintenance	12,348	13,450	7,500	12,300
101-40-4260-0000	Damage to City Property Repair	23,233	31,000	10,000	23,200
101-40-4316-0000	Equipment Repair & Maintenance	882	1,200	1,000	1,000
595-60-4356-0000	Workers' Comp Premium	-	-	-	6,637
101-40-4376-0000	Materials & Supplies	2,755	3,600	2,000	2,000
101-40-4480-0000	Travel & Meetings	452	200	151	200
101-40-4492-0003	Uniforms-PERSable	2,307	1,600	2,300	2,300
101-40-4492-0004	Uniforms-Safety	1,412	4,500	4,500	4,500
	<b>Total Services &amp; Supplies</b>	<b>131,230</b>	<b>148,520</b>	<b>120,421</b>	<b>147,797</b>
	<b>Total Expenditures</b>	<b>214,968</b>	<b>221,115</b>	<b>131,676</b>	<b>264,100</b>

**Garage Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	175,399	175,437	175,675	178,465
	Services & Supplies	17,417	24,100	24,100	26,800
	Capital Outlay	-	-	-	15,000
		<b>192,817</b>	<b>199,537</b>	<b>199,775</b>	<b>220,265</b>
<b>Expenditures by Fund:</b>					
101	General Fund	192,817	199,537	199,775	205,265
591	Capital Equipment Fund	-	-	-	15,000
		<b>192,817</b>	<b>199,537</b>	<b>199,775</b>	<b>220,265</b>
	Original Budget		199,537		
	Amendments		(0)		
	Amended Budget		<b>199,537</b>		
<b>Staffing History:</b>					
	Shop Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	1.00	1.00	1.00	1.00
	<b>Total FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**Garage Division (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-42-4001-0000	Full Time Salaries	131,095	131,063	131,063	131,280
101-42-4004-0000	Overtime	129	-	238	-
101-42-4008-6160	Retirement - PERS	32,017	32,174	32,174	22,985
101-42-4010-0000	Cafeteria Benefit	11,959	12,000	12,000	24,000
101-42-4011-0000	Technology Allowance	-	-	-	-
101-42-4013-0000	Uniform Allowance	200	200	200	200
	<b>Total Personnel</b>	<b>175,399</b>	<b>175,437</b>	<b>175,675</b>	<b>178,465</b>
101-42-4150-0000	Other Contract Services	2,486	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	1,646	2,000	2,000	2,000
101-42-4316-0000	Equipment Repair & Maintenance	6,729	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	3,332	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
101-42-4399-0000	Non - Capitalized Equipment	-	-	-	2,500
	Mig Welder				2,500
101-42-4452-0000	Small Tools	1,858	2,000	2,000	2,000
101-42-4508-0000	Vehicle Repair & Maintenance	1,367	400	400	600
	<b>Total Services &amp; Supplies</b>	<b>17,417</b>	<b>24,100</b>	<b>24,100</b>	<b>26,800</b>
591-42-4613-0000	Capitalized Equipment	-	-	-	15,000
	Veeter Root system (Gas Pumps)				15,000
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
	<b>Total Expenditures</b>	<b>192,817</b>	<b>199,537</b>	<b>199,775</b>	<b>220,265</b>

**Sewer & Storm Drain Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	-	-	-	-
	Services & Supplies	292,677	371,872	362,160	363,380
	Capital Outlay	26,007	273,933	63,000	100,000
		<u>318,683</u>	<u>645,805</u>	<u>425,160</u>	<u>463,380</u>
<b>Expenditures by Fund:</b>					
101	General Fund	292,677	371,872	362,160	363,380
394	Capital Projects Fund	26,007	273,933	63,000	100,000
		<u>318,683</u>	<u>645,805</u>	<u>425,160</u>	<u>463,380</u>
	Original Budget		457,345		
	Amendments		188,460		
	Amended Budget		<u>645,805</u>		



**Sewer & Storm Drain Division (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-44-4104-0000	Contracted Engineering NPDES	4,800	10,000	15,000	18,000
101-44-4106-5170	Contract Legal Svc.s-NPDES	3,161	2,000	1,500	2,000
101-44-4150-0000	Other Contract Services	125,309	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	24,740	23,780	23,780	6,500
	Public Education		1,500		1,500
	TMDL Study (Minerals)		7,753		-
	LA Permit Group Tech Assist. (Amendment)		5,000		-
	Carryover for Study		9,527		-
	TMDL Study (Bacteria)		-		5,000
101-44-4150-9020	Contracted Street Sweeping	128,041	165,912	150,000	165,000
101-44-4399-0000	Non-Capitalized Equipment	-	20,000	20,000	20,000
	Catch Basin Grates (8)		20,000		20,000
101-44-4460-5170	Special Expenses-NPDES	6,626	7,100	8,800	8,800
	County Storm Water Fees		5,800		7,300
	Annual Waste Discharge Fee		1,300		1,500
	<b>Total Services &amp; Supplies</b>	<b>292,677</b>	<b>371,872</b>	<b>362,160</b>	<b>363,380</b>
394-44-4600-8020	Sewer/Storm Drain Replacement	26,007	273,933	63,000	100,000
	Carryover		173,933		-
	New Funding		100,000		100,000
	<b>Total Capitalized Expenditures</b>	<b>26,007</b>	<b>273,933</b>	<b>63,000</b>	<b>100,000</b>
	<b>Total Expenditures</b>	<b>318,683</b>	<b>645,805</b>	<b>425,160</b>	<b>463,380</b>

## Street Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	497,079	467,422	455,976	430,248
	Services & Supplies	367,641	585,712	516,212	430,265
	Capital Outlay	1,008,166	2,921,186	2,921,236	22,000
		<b>1,872,887</b>	<b>3,974,320</b>	<b>3,893,424</b>	<b>882,513</b>
<b>Expenditures by Fund:</b>					
101	General Fund	824,586	894,703	834,203	825,279
202	Gas Tax Fund	77,504	991,547	991,597	-
207	Prop. A Transit Fund	-	100,000	100,000	-
215	Prop. C Transit Fund	-	364,477	364,477	-
229	Traffic Congestion Fund				
243	County Measure R Fund	40,135	300,275	279,829	35,234
244	Prop. 1B Street Fund	35,260	361,654	361,654	-
394	Capital Projects Fund	895,402	961,665	961,664	-
591	Capital Equipment Fund	-	-	-	22,000
		<b>1,872,887</b>	<b>3,974,320</b>	<b>3,893,424</b>	<b>882,513</b>
	Original Budget		1,136,651		
	Amendments		2,837,669		
	Amended Budget		<b>3,974,320</b>		
<b>Staffing History:</b>					
	Division Manager	0.50	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	1.00	2.00	1.00	1.00
	Maintenance Worker I	-	-	0.61	1.00
	Maintenance Aide	0.03	0.62	0.25	0.46
	Maintenance Assistant	1.09	1.40	0.91	0.93
	<b>Total FTEs</b>	<b>4.62</b>	<b>6.52</b>	<b>5.27</b>	<b>5.89</b>

**Street Division (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-48-4001-0000	Full Time Salaries	329,108	288,420	288,420	266,336
101-48-4002-0000	Part Time Wages	696	16,044	16,044	10,483
243-48-4002-0000	Part Time Wages	32,360	41,779	30,899	29,418
101-48-4004-0000	Overtime	6,390	7,000	7,000	7,000
243-48-4004-0000	Overtime	87	-	-	-
101-48-4006-0000	Medicare	4,909	4,424	4,424	4,118
243-48-4006-0000	Medicare	470	606	448	427
101-48-4008-6050	Retirement-PARS	26	602	602	-
243-48-4008-6050	Retirement-PARS	169	408	-	-
101-48-4008-6160	Retirement - PERS	80,678	70,568	70,568	50,827
243-48-4008-6160	Retirement-PERS	7,048	7,691	7,691	5,389
101-48-4010-0000	Cafeteria Benefit	33,627	28,530	28,530	54,000
101-48-4011-0000	Technology Allowance	911	900	900	1,800
101-48-4013-0000	Uniform Allowance	600	450	450	450
	<b>Total Personnel</b>	<b>497,079</b>	<b>467,422</b>	<b>455,976</b>	<b>430,248</b>
101-48-4150-0000	Other Contract Services	42,945	65,000	65,000	65,000
	Signal Maintenance		65,000		65,000
243-48-4150-0000	Other Contract Services	-	9,000	-	-
	Signal Maintenance with City of Alhambra & LA County		5,000		-
	Traffic Signal Maintenance (Partial Carryover)		60,000		-
101-48-4316-0000	Equipment Repair & Maintenance	1,656	2,000	2,000	2,000
101-48-4376-0000	Materials & Supplies	127,221	146,300	136,500	136,500
	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		35,000
	Street Paints, Glass Beads and Pavement Markers		9,500		9,500
243-48-4376-0000	Materials & Supplies	-	98,947	98,947	-
	NW Traffic Calming		98,947		-
101-48-4396-0000	Memberships & Dues	140	265	265	265
	Maintenance Supts. Assoc.		215		215
	Traffic Control Supervisors Association		50		50
101-48-4399-0000	Non-Capitalized Equipment	-	1,500	1,500	-
	Computer		1,500		-
101-48-4401-0000	Outside Services	-	-	-	
101-48-4452-0000	Small Tools	302	1,500	1,500	1,500
101-48-4500-1980	Utilities-Electricity	170,941	240,000	184,000	197,800

**Street Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
101-48-4508-0000	Vehicle Repair & Maintenance	24,436	21,200	26,500	27,200
	Fluids		3,200		3,200
	Fuel		12,000		18,000
	Lubricants		2,000		2,000
	Maintenance		2,000		2,000
	Misc. Parts		2,000		2,000
	<b>Total Services &amp; Supplies</b>	<b>367,641</b>	<b>585,712</b>	<b>516,212</b>	<b>430,265</b>
591-48-4613-0000	Capitalized Equipment	-	-	-	22,000
	Pick up truck				22,000
202-48-4600-2876	Huntington Drive Street Rehab.	-	510,321	510,321	-
207-48-4600-2876	Huntington Drive Street Rehab.	-	100,000	100,000	-
215-48-4600-2876	Huntington Drive Street Rehab.	-	364,477	364,477	-
243-48-4600-2876	Huntington Drive Street Rehab.	-	74,756	74,756	-
244-48-4600-2876	Huntington Drive Street Rehab.	-	15,494	15,494	-
	Amendment		1,065,048		
202-48-4600-5533	Construction-Overlay 07-08	31,464	92,420	92,470	-
243-48-4600-5533	Construction-Overlay 07-08	-	67,088	67,088	-
244-48-4600-5533	Construction-Overlay 07-08	35,260	346,160	346,160	-
	Carryover		505,668		
202-48-4600-5543	2010-11 Four Street Rehab.	46,040	388,806	388,806	-
	Carryover		388,806		-
394-48-4600-0552	Relocate Edison Capacitors	-	15,467	15,467	-
	Amendment		15,467		
394-48-4600-9000	St. Lt. Conversion	895,402	946,197	946,197	-
	Carryover		976,197		-
	<b>Total Capitalized Expenditures</b>	<b>1,008,166</b>	<b>2,921,186</b>	<b>2,921,236</b>	<b>22,000</b>
	<b>Total Expenditures</b>	<b>1,872,887</b>	<b>3,974,320</b>	<b>3,893,424</b>	<b>882,513</b>

**Parks Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	422,930	380,910	381,985	463,638
	Services & Supplies	87,346	115,690	102,720	110,490
	Capital Outlay	-	-	-	10,000
		<b>510,276</b>	<b>496,600</b>	<b>484,705</b>	<b>584,128</b>
<b>Expenditures by Fund:</b>					
101	General Fund	510,276	495,550	483,655	573,078
212	AQMD Fund	-	-	-	10,000
281	Restricted Donations Fund	-	1,050	1,050	1,050
591	Capital Equipment Fund	-	-	-	-
		<b>510,276</b>	<b>496,600</b>	<b>484,705</b>	<b>584,128</b>
	Original Budget		492,600		
	Amendments		4,000		
	Amended Budget		<b>496,600</b>		
<b>Staffing History:</b>					
	Division Manager	0.25	0.25	0.25	0.25
	Park Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker III	-	-	1.00	1.00
	Maintenance Worker II	3.00	3.00	3.00	3.00
	Maintenance Assistant	0.43	0.55	0.55	0.55
	Park Attendants	0.78	0.76	0.58	0.76
	<b>Total FTEs</b>	<b>5.46</b>	<b>5.56</b>	<b>6.38</b>	<b>6.56</b>

**Parks Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-50-4001-0000	Full Time Salaries	281,095	252,748	252,748	304,260
101-50-4002-0000	Part Time Wages	28,969	31,762	31,762	31,762
101-50-4004-0000	Overtime	7,092	1,200	2,250	1,200
101-50-4006-0000	Medicare	4,417	4,133	4,158	4,669
101-50-4008-6050	Retirement PARS	1,053	1,191	1,191	1,191
101-50-4008-6160	Retirement - PERS	69,748	62,436	62,436	55,831
101-50-4010-0000	Cafeteria Benefit	29,245	26,265	26,265	63,000
101-50-4011-0000	Technology Allowance	912	750	750	1,200
101-50-4013-0000	Uniform Allowance	400	425	425	525
	<b>Total Personnel</b>	<b>422,930</b>	<b>380,910</b>	<b>381,985</b>	<b>463,638</b>
101-50-4150-0000	Other Contract Services	18,695	25,700	20,000	21,700
	Backflow Testing		500		500
	Electrical Repairs		500		500
	Pest Control		700		700
	Tree Pruning		20,000		20,000
	Eucalyptus Tree Removal		4,000		-
101-50-4206-0000	Building Repair & Maintenance	10,238	11,000	8,000	10,000
	Routine Building Repairs		1,000		1,000
	Public Restroom Supplies		10,000		9,000
281-50-4206-9400	Bldg Rep & Maint-War Memorial	-	1,050	1,050	1,050
	Flags		1,050		1,050
101-50-4316-0000	Equipment Repair & Maintenance	1,558	1,500	1,500	1,500
101-50-4376-0000	Materials & Supplies	16,929	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	300	80	240	240
101-50-4399-0000	Non-Capitalized Equipment	609	1,500	1,500	1,400
	Chainsaws		800		-
	Hedge Trimmers		700		1,400
101-50-4401-0000	Outside Services	190	-	180	-
101-50-4404-0000	Plants	4,697	10,000	10,000	9,000
	Floral Displays		4,000		4,000
	Shrubs & Groundcover		4,000		3,000
	Trees		2,000		2,000

**Parks Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
101-50-4452-0000	Small Tools	562	1,000	600	1,000
101-50-4480-0000	Travel & Meetings	280	950	300	950
	PAPA Seminars		350		350
	Landscape Committee		600		600
101-50-4500-4950	Utilities-Natural Gas	674	960	700	700
101-50-4500-9025	Utilities-Telephone	1,147	1,200	1,200	1,200
101-50-4500-9460	Utilities-Water	28,103	35,000	35,000	38,500
101-50-4508-0000	Vehicle Repair & Maintenance	3,365	7,500	4,200	5,000
	Fuel		5,000		3,000
	Maintenance		1,000		1,000
	Repairs		1,500		1,000
	<b>Total Services &amp; Supplies</b>	<b>87,346</b>	<b>115,690</b>	<b>102,720</b>	<b>110,490</b>
212-50-4613-0000	Capitalized Equipment	-	-	-	10,000
	Golf Cart				10,000
591-50-4613-0000	Capitalized Equipment	-	-	-	-
	Playground Structure				-
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
	<b>Total Expenditures</b>	<b>510,276</b>	<b>496,600</b>	<b>484,705</b>	<b>584,128</b>

**Grounds Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	273,234	339,090	339,690	256,697
	Services & Supplies	384,646	440,452	444,252	452,202
	Capital Outlay	41,156	42,000	39,000	4,500
		<b>699,037</b>	<b>821,542</b>	<b>822,942</b>	<b>713,399</b>
<b>Expenditures by Fund:</b>					
101	General Fund	657,881	779,542	783,942	708,899
591	Capital Equipment Fund	41,156	42,000	39,000	4,500
		<b>699,037</b>	<b>821,542</b>	<b>822,942</b>	<b>713,399</b>
	Original Budget		738,027		
	Amendments		83,515		
	Amended Budget		<b>821,542</b>		
<b>Staffing History:</b>					
	Division Manager	0.25	0.25	0.25	0.25
	Maintenance Worker II	3.00	3.00	3.38	3.00
	Maintenance Worker III	1.00	1.00	-	-
	<b>Total FTEs</b>	<b>4.25</b>	<b>4.25</b>	<b>3.63</b>	<b>3.25</b>



**Grounds Division (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-52-4001-0000	Full Time Salaries	203,961	245,857	245,857	178,980
101-52-4004-0000	Overtime	2,417	2,000	2,600	2,600
101-52-4006-0000	Medicare	3,086	3,573	3,573	2,647
101-52-4008-6160	Retirement - PERS	43,136	60,820	60,820	32,845
101-52-4010-0000	Cafeteria Benefit	20,123	26,265	26,265	39,000
101-52-4011-0000	Technology Allowance	12	150	150	300
101-52-4013-0000	Uniform Allowance	500	425	425	325
	<b>Total Personnel</b>	<b>273,234</b>	<b>339,090</b>	<b>339,690</b>	<b>256,697</b>
101-52-4150-0000	Other Contract Services	257,045	307,012	307,012	310,562
	Backflow Testing/Repairs		1,600		2,000
	Median Maintenance		90,000		93,150
	Tree Pruning		215,412		215,412
101-52-4316-0000	Equipment Repair & Maintenance	5,219	3,000	3,000	3,000
101-52-4376-0000	Materials & Supplies	9,140	10,500	10,500	10,300
	Mulch, irrigation supplies & misc. grounds maintenance supplies		3,500		5,000
	Forestry Supplies		1,000		500
	Seed, Fertilizer, Pesticides & Misc. Supplies		2,800		2,800
	Mulch for Oak Tree Preservation		3,200		2,000
101-52-4396-0000	Memberships & Dues	360	240	240	240
	Pesticide Applicators Professional Association		120		120
	QAC License Renewals (Greg)		120		120
101-52-4399-0000	Non-capitalized Equipment	2,661	-	-	2,700
	(3) Chain saws		-		2,100
	Edger		-		600
101-52-4401-0000	Outside Services	635	-	-	-
101-52-4404-0000	Plants	4,403	13,200	12,000	10,400
	Floral Displays		3,400		3,400
	Shrubs & Groundcover		4,000		3,000
	Trees		5,800		4,000
101-52-4452-0000	Small Tools	110	750	750	750
101-52-4480-0000	Travel & Meetings	285	950	950	950
	Professional Application Pesticide Association Seminars		700		700
	Misc. Meetings		250		250
101-52-4500-9460	Utilities-Water	90,479	85,000	90,000	93,500
101-52-4508-0000	Vehicle Repair & Maintenance	14,309	19,800	19,800	19,800
	Fuel		10,800		10,800
	General Repairs/Inspections/Smog Checks		3,000		3,000
	General Maintenance/Tune-ups/Parts		4,000		4,000
	Misc. Parts		2,000		2,000
	<b>Total Services &amp; Supplies</b>	<b>384,646</b>	<b>440,452</b>	<b>444,252</b>	<b>452,202</b>
591-52-4613-0000	Capitalized Equipment	41,156	42,000	39,000	4,500
	Riding mower		12,000		-
	Pick up truck		30,000		-
	Grappler Bucket (bobcat)		-		4,500
	<b>Total Capitalized Expenditures</b>	<b>41,156</b>	<b>42,000</b>	<b>39,000</b>	<b>4,500</b>
	<b>Total Expenditures</b>	<b>699,037</b>	<b>821,542</b>	<b>822,942</b>	<b>713,399</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 trips, sports, teen and adult programming, and classes for all ages conducted in a safe, caring and learning environment.

The Recreation Department oversees the operations of Stoneman School, the San Marino Center and the Thurnher House. All 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 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 Care, Summer 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 desired recreational needs. The Department seeks to provide sustainable and quality programming for all ages, that are unique and encourage community involvement and positive experiences. Public comments regarding specific recreation needs are critical to the Department's operations and are highly encouraged as part of the Department's success. This input will become highly important when the Recreation Commission implements a citywide assessment survey, which will "reach out" to the community for evaluation and suggestions regarding recreational programming. This survey is expected to be released in September, 2012.

## Recreation Summary

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Revenues by Type:</b>					
	Charges for Services	1,670,203	1,708,300	1,681,190	1,613,239
	Rents & Concessions	21,228	24,550	18,000	22,800
	Miscellaneous Revenues	(4,618)	-	(632)	-
	Donations	4,615	3,691	4,199	4,500
		<b>1,691,427</b>	<b>1,736,541</b>	<b>1,702,757</b>	<b>1,640,539</b>
<b>Revenues by Fund:</b>					
101	General Fund	1,625,608	1,635,160	1,600,868	1,536,539
104	4th of July Fund	36,220	73,140	73,140	73,140
105	San Marino Center Fund	24,985	24,550	24,550	26,360
281	Restricted Donations Fund	4,615	3,691	4,199	4,500
		<b>1,691,427</b>	<b>1,736,541</b>	<b>1,702,757</b>	<b>1,640,539</b>
<b>Expenditures by Type:</b>					
	Personnel	1,353,141	1,392,844	1,384,042	1,335,302
	Services & Supplies	925,140	864,748	843,294	850,495
	Capital Outlay	2,014,973	2,106,274	2,053,000	2,010,000
		<b>4,293,254</b>	<b>4,363,867</b>	<b>4,280,336</b>	<b>4,195,797</b>
<b>Expenditures by Fund:</b>					
101	General Fund	1,989,572	1,949,664	1,917,793	1,861,208
104	4th of July Fund	55,134	58,779	59,545	62,709
204	CDBG Fund	9,500	48,788	48,788	7,481
105	San Marino Center Fund	82,262	86,864	87,213	75,114
206	LA County Park Bond Fund	52,639	47,497	47,998	54,222
207	Prop. A Transit Fund	89,174	91,000	91,000	85,970
226	Beverage Container Grant	-	15,000	15,000	5,000
394	Capital Projects Fund	2,002,613	2,053,274	2,000,000	2,000,000
591	Capital Equipment Fund	12,361	13,000	13,000	10,000
595	Workers' Compensation Fund	-	-	-	34,093
		<b>4,293,254</b>	<b>4,363,867</b>	<b>4,280,336</b>	<b>4,195,797</b>
<b>Total Revenues Under Expenditures</b>		<b>2,601,827</b>	<b>2,627,326</b>	<b>2,577,579</b>	<b>2,555,258</b>
<b>Fund 101 Revenues Under Expenditures</b>		<b>363,964</b>	<b>314,504</b>	<b>316,925</b>	<b>324,669</b>
<b>Fund 101 Revenues as a % of Expenditures</b>		<b>82%</b>	<b>84%</b>	<b>83%</b>	<b>83%</b>

**Recreation Summary (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Staffing History:</b>					
	Administrative Analyst	0.50	0.50	0.50	0.50
	Assistant Recreation Specialist	4.63	5.48	4.83	4.31
	Assistant Supervisors	-	-	0.09	-
	Cashiers	0.10	0.12	0.07	0.12
	Child Development Specialist	2.61	1.23	1.79	1.32
	Clerk Typist II	1.00	1.00	1.00	0.92
	Community Services Director	0.50	0.50	0.65	0.50
	Counselors	0.26	-	-	-
	Lifeguards	2.45	1.48	0.90	1.23
	Pool Manager	-	0.39	-	0.37
	Private Swim Instructors	0.04	0.08	0.02	0.08
	Program Leader	2.70	2.13	1.92	1.75
	Recreation Coordinator	-	0.73	-	-
	Recreation Manager	0.88	0.88	0.77	1.00
	Recreation Specialist	11.73	10.91	12.05	11.82
	Recreation Supervisor	2.38	3.00	2.20	3.00
	Water Safety Instructors	0.46	0.33	0.58	0.60
	<b>Total FTEs</b>	<b>30.24</b>	<b>28.76</b>	<b>27.37</b>	<b>27.51</b>

## Recreation Administration Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	10,870	10,000	10,000	10,000
	Rents & Concessions	21,228	24,550	18,000	22,800
	Miscellaneous Revenues	(4,618)	-	(632)	-
	Donations	1,115	-	508	500
		<b>28,594</b>	<b>34,550</b>	<b>27,876</b>	<b>33,300</b>
<b>Expenditures by Type:</b>					
	Personnel	292,347	380,395	370,833	372,248
	Services & Supplies	159,363	169,945	169,775	167,541
	Capital Outlay	2,014,881	2,000,000	2,000,000	2,000,000
		<b>2,466,591</b>	<b>2,550,340</b>	<b>2,540,608</b>	<b>2,539,789</b>
<b>Expenditures by Fund:</b>					
101	General Fund	451,710	535,340	525,608	500,696
226	Beverage Container Grant	-	15,000	15,000	5,000
394	Capital Projects Fund	2,002,613	2,000,000	2,000,000	2,000,000
591	Capital Equipment Fund	12,269	-	-	-
595	Workers' Compensation Fund	-	-	-	34,093
		<b>2,466,591</b>	<b>2,550,340</b>	<b>2,540,608</b>	<b>2,539,789</b>
	Original Budget		2,540,340		
	Amendments		10,000		
	Amended Budget		<b>2,550,340</b>		
<b>Staffing History:</b>					
	Administrative Analyst	0.50	0.50	0.50	0.50
	Assistant Supervisors	-	-	0.09	-
	Child Development Specialist	0.42	0.45	0.27	0.08
	Clerk Typist II	1.00	1.00	1.00	0.92
	Community Services Director	0.50	0.50	0.65	0.50
	Recreation Specialist	0.21	0.75	0.08	0.55
	Recreation Supervisor	1.00	1.50	0.80	1.50
	Program Leader	0.01	-	-	0.50
	<b>Total FTEs</b>	<b>3.64</b>	<b>4.70</b>	<b>3.39</b>	<b>4.54</b>

**Recreation Administration Division (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-60-3340-0000	Nonresident Fees-Recreation	10,870	10,000	10,000	10,000
101-60-3502-0000	Rents & Concessions-Rec	21,228	24,550	18,000	22,800
101-60-3701-0000	Miscellaneous Revenue-Rec	(4,618)	-	(632)	-
281-60-3601-0000	Recreation Donations Received	1,115	-	508	500
		28,594	34,550	27,876	33,300
<b>Expenditures:</b>					
101-60-4001-0000	Full Time Salaries	183,213	242,567	242,567	222,975
101-60-4002-0000	Part Time Wages	23,050	21,798	21,798	20,222
101-60-4004-0000	Overtime	3,020	-	438	-
101-60-4006-0000	Medicare	3,057	3,837	3,837	3,992
101-60-4008-6050	Retirement PARS	18	-	-	-
101-60-4008-6160	Retirement - PERS	49,333	64,432	64,432	45,257
101-60-4010-0000	Cafeteria Benefit	19,402	26,562	26,562	41,040
101-60-4011-0000	Technology Allowance	961	1,200	1,200	2,100
101-60-4014-0000	Unemployment Payments	10,292	20,000	10,000	10,000
595-60-4015-0001	Workers' Comp Current Employees	-	-	-	-
595-60-4015-0002	Workers' Comp Past Employees	-	-	-	26,662
	<b>Total Personnel</b>	292,347	380,395	370,833	372,248
101-60-4150-0000	Other Contract Services	40,927	33,744	33,744	28,639
	Commission Clerical Support		1,332		1,332
	Copy machine maint.		-		-
	Credit Card Fees		12,000		12,000
	Customer E-Mail Support		420		420
	Filtered Water Service		360		360
	Vermont Annual Fee		3,102		3,102
	Computer Network/Technical Maintenance		16,000		10,800
	Job Ads		225		225
	ASCAP		305		305
	Community Survey (online)		-		400
101-60-4206-0000	Building Repair & Maintenance	32,401	28,700	35,000	33,700
	Boiler		-		5,000
	Janitorial Contract		24,600		25,777
	Miscellaneous Cleaning Supplies		4,000		4,000
	Keys		100		100
101-60-4316-0000	Equipment Repair & Maintenance	-	1,600	1,600	1,600
	Copy Machine		1,300		1,300
	Miscellaneous		300		300
101-60-4324-0000	Facility Rental	14,175	1,572	1,572	1,572
595-60-4356-0000	Workers' Comp Premium	-	-	-	7,431
101-60-4376-0000	Materials & Supplies	23,873	18,000	18,000	18,000
	Shirts		6,000		6,000
	Other		1,200		1,200

**Recreation Administration Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
101-60-4396-0000	Memberships & Dues	1,225	940	940	940
	CPRS		450		450
	Southern Municipal Athletic Conference Federation		490		490
101-60-4398-0000	Mileage	563	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	-	15,000	15,000	5,000
	Playground Equipment (Partial Amendment)		15,000		5,000
101-60-4412-0000	Postage	3,288	4,000	4,000	4,740
	Quarterly Recreation Brochure		3,600		3,600
	Misc.		400		440
	Survey Mailer		-		700
101-60-4420-0000	Printing	23,187	20,804	20,804	21,304
	Quarterly Recreation Brochure		17,804		17,804
	Marketing, Misc. Printing		3,000		3,000
	Survey		-		500
101-60-4468-0000	Staff Development	275	300	300	600
	Aquatics/CPR				
101-60-4480-0000	Travel & Meetings	717	315	315	315
101-60-4500-1980	Utilities-Electricity	5,340	25,000	20,000	22,000
101-60-4500-4950	Utilities-Natural Gas	1,239	3,780	2,000	2,000
101-60-4500-9025	Utilities-Telephone	4,225	8,200	4,800	7,500
	Telephone		5,500		4,800
	Cable		2,700		2,700
101-60-4500-9460	Water	642	2,730	3,300	3,800
101-60-4508-0000	Vehicle Repair & Maintenance	7,286	3,260	6,400	6,400
	<b>Total Services &amp; Supplies</b>	<b>159,363</b>	<b>169,945</b>	<b>169,775</b>	<b>167,541</b>
394-60-4690-0000	Real Property Purchase	2,002,613	2,000,000	2,000,000	2,000,000
591-60-4613-0000	Capitalized Equipment	12,269	-	-	-
	<b>Total Capitalized Expenditures</b>	<b>2,014,881</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
	<b>Total Expenditures</b>	<b>2,466,591</b>	<b>2,550,340</b>	<b>2,540,608</b>	<b>2,539,789</b>

## Aquatics Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	160,335	182,000	182,000	182,000
		160,335	182,000	182,000	182,000
<b>Expenditures by Type:</b>					
	Personnel	84,522	74,984	74,984	73,832
	Services & Supplies	113,395	123,175	124,175	122,922
	Capital Outlay	-	-	-	-
		197,917	198,160	199,160	196,754
<b>Expenditures by Fund:</b>					
101	General Fund	196,767	198,160	199,160	196,754
		196,767	198,160	199,160	196,754
	Original Budget		195,334		
	Amendments		2,826		
	Amended Budget		198,160		
<b>Staffing History:</b>					
	Cashiers	0.10	0.12	0.07	0.12
	Child Development Specialist	0.33	-	0.16	-
	Lifeguards	2.43	1.48	0.89	1.23
	Pool Manager	-	0.39	-	0.37
	Private Swim Instructors	0.04	0.08	0.02	0.08
	Water Safety Instructors	0.46	0.33	0.58	0.60
	<b>Total FTEs</b>	<b>3.36</b>	<b>2.40</b>	<b>1.72</b>	<b>2.39</b>



**Aquatics Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-62-3336-0000	Aquatics Program Fees	160,335	182,000	182,000	182,000
<b>Expenditures:</b>					
101-62-4002-0000	Part Time Wages	77,260	67,374	67,374	68,171
101-62-4004-0000	Overtime	589	500	500	500
101-62-4006-0000	Medicare	1,129	977	977	988
101-62-4008-6050	Retirement PARS	2,441	1,887	1,887	2,221
101-62-4008-6160	Retirement - PERS	3,104	4,247	4,247	1952
	<b>Total Personnel</b>	<b>84,522</b>	<b>74,984</b>	<b>74,984</b>	<b>73,832</b>
101-62-4102-0000	Contracted Teacher Services	82,265	91,000	91,000	91,000
101-62-4206-8360	SMUSD Swimming Pool	-	2,825.24	2,825.24	-
101-62-4324-0000	Facility Rental	22,581	23,100	24,100	25,672
	Mini Mobile		1,500		552
	SMUSD Pool		21,600		21,600
	Boys and Girls Club Pool		-		3,520
101-62-4376-0000	Materials & Supplies	2,977	3,000	3,000	3,000
101-62-4486-0000	Trips & Events	1,150	-	-	
101-62-4492-0004	Uniforms-Safety	4,222	2,900	2,900	2,900
101-62-4500-9025	Utilities-Telephone	199	350	350	350
	<b>Total Services &amp; Supplies</b>	<b>113,395</b>	<b>123,175</b>	<b>124,175</b>	<b>122,922</b>
	<b>Total Expenditures</b>	<b>197,917</b>	<b>198,160</b>	<b>199,160</b>	<b>196,754</b>

**Contract Classes Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	434,421	460,000	460,000	435,000
		<u>434,421</u>	<u>460,000</u>	<u>460,000</u>	<u>435,000</u>
<b>Expenditures by Type:</b>					
	Personnel	121,395	131,050	131,050	131,347
	Services & Supplies	291,553	305,430	276,340	280,730
	Capital Outlay	-	-	-	-
		<u>412,948</u>	<u>436,480</u>	<u>407,390</u>	<u>412,077</u>
<b>Expenditures by Fund:</b>					
101	General Fund	412,948	436,480	407,390	412,077
		<u>412,948</u>	<u>436,480</u>	<u>407,390</u>	<u>412,077</u>
	Original Budget		436,480		
	Amendments		0		
	Amended Budget		<u>436,480</u>		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.03	0.19	0.02	0.09
	Child Development Specialist	0.60	0.66	0.54	0.51
	Program Leader	0.15	0.01	0.05	-
	Recreation Manager	0.40	0.40	0.35	0.50
	Recreation Specialist	0.12	0.07	0.17	0.16
	Recreation Supervisor	0.38	0.50	0.40	0.50
	<b>Total FTEs</b>	<b>1.68</b>	<b>1.83</b>	<b>1.53</b>	<b>1.76</b>

**Contract Classes Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-64-3336-0000	Contract Class Program Fees	434,421	460,000	460,000	431,552
<b>Expenditures:</b>					
101-64-4001-0000	Full Time Salaries	25,454	34,244	34,244	69,392
101-64-4002-0000	Part Time Wages	67,072	69,895	69,895	29,378
101-64-4004-0000	Overtime	116	-	-	-
101-64-4006-0000	Medicare	1,365	1,507	1,507	1,628
101-64-4008-6050	Retirement PARS	422	1,085	1,085	347
101-64-4008-6160	Retirement - PERS	19,983	18,604	18,604	17,102
101-64-4010-0000	Cafeteria Benefits	6,448	5,266	5,266	12,000
101-64-4011-0000	Technology Allowance	535	450	450	1,500
	<b>Total Personnel</b>	<b>121,395</b>	<b>131,050</b>	<b>131,050</b>	<b>131,347</b>
101-64-4102-0000	Contracted Teacher Services	252,016	269,150	250,000	255,000
101-64-4150-0000	Other Contract Services	10,314	8,680	8,680	8,080
	Bridge Table Fees		840		840
	Bridge Manager		6,240		6,240
	Reimbursed Supplies		400		400
	Piano Tuning		1,200		600
101-64-4206-0000	Building Repair & Maint.	238	500	-	-
101-64-4324-0000	Facility Rental	20,849	20,440	11,000	11,000
	Hill Harbison House		8,700		1,200
	District Facilities		11,500		5,500
	Cargo Rental		240		-
	Boy Scout House		-		600
	Extra class space contingent on programming needs		-		3,700
101-64-4376-0000	Materials & Supplies	7,887	6,660	6,660	6,650
101-64-4420-0000	Printing	250	-	-	-
	<b>Total Services &amp; Supplies</b>	<b>291,553</b>	<b>305,430</b>	<b>276,340</b>	<b>280,730</b>
	<b>Total Expenditures</b>	<b>412,948</b>	<b>436,480</b>	<b>407,390</b>	<b>412,077</b>

## Special Events Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	39,681	74,640	75,640	75,640
	Donations	3,500	3,691	3,691	4,000
		<b>39,681</b>	<b>74,640</b>	<b>75,640</b>	<b>75,640</b>
<b>Expenditures by Type:</b>					
	Personnel	10,225	10,026	10,026	9,188
	Services & Supplies	54,528	55,688	56,454	59,575
	Capital Outlay	-	-	-	-
		<b>64,753</b>	<b>65,714</b>	<b>66,480</b>	<b>68,763</b>
<b>Expenditures by Fund:</b>					
101	General Fund	9,619	6,935	6,935	6,054
104	4th of July Fund	55,134	58,779	59,545	62,709
		<b>64,753</b>	<b>65,714</b>	<b>66,480</b>	<b>68,763</b>
	Original Budget		65,714		
	Amendments		-		
	Amended Budget		<b>65,714</b>		
<b>Staffing History:</b>					
	Assistant Recreation Specialists	0.04	-	0.02	-
	Child Development Specialist	0.03	-	0.01	0.01
	Counselors	0.03	-	-	-
	Lifeguard	0.02	-	0.01	-
	Program Leaders	0.07	-	0.03	-
	Recreation Specialist	0.09	0.25	0.04	0.23
	Recreation Coordinator	-	0.01	-	-
	<b>Total FTEs</b>	<b>0.28</b>	<b>0.26</b>	<b>0.11</b>	<b>0.24</b>

**Special Events Division (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-66-3336-0000	Track Meet Program Fees	3,461	1,500	2,500	2,500
281-66-3601-0000	Track Meet Donations	3,500	3,691	3,691	4,000
104-00-3336-0000	Admission Fees	36,220	73,140	73,140	73,140
		<b>43,181</b>	<b>78,331</b>	<b>79,331</b>	<b>79,640</b>
<b>Expenditures:</b>					
101-66-4002-0000	Part Time Wages	1,480	1,601	1,601	1,119
104-66-4002-0000	Part Time Wages	5,687	6,335	6,335	6,335
101-66-4004-0000	Overtime	281	-	-	-
104-66-4004-0000	Overtime	1,515	-	-	-
101-66-4006-0000	Medicare	26	23	23	16
104-66-4006-0000	Medicare	104	92	92	92
101-66-4008-6050	Retirement PARS	17	-	-	-
104-66-4008-6050	Retirement-PARS	103	-	-	-
101-66-4008-6160	Retirement - PERS	262	398	398	244
104-66-4008-6160	Retirement-PERS	750	1,577	1,577	1,382
	<b>Total Personnel</b>	<b>10,225</b>	<b>10,026</b>	<b>10,026</b>	<b>9,188</b>
101-66-4150-0000	Other Contract Services	3,893	2,563	2,563	2,675
	Miscellaneous		650		650
	Track Meet (amendment)		1,913		2,025
104-66-4150-0000	Other Contract Services	28,685	27,250	27,250	30,675
	Fireworks		22,000		24,000
	First Aide		150		150
	Clean Up Crew, Entertainment		4,100		5,525
	Game Booths		1,000		1,000
104-66-4308-0000	Equipment Rental	7,521	8,225	8,351	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	-	2,800	3,440	3,500
101-66-4420-0000	Printing	857	500	500	500
104-66-4420-0000	Printing	4,508	4,500	4,500	4,500
	Programs		2,000		2,000
	Wristbands		2,500		2,500
101-66-4376-0000	Materials & Supplies	2,803	1,850	1,850	1,500
	Miscellaneous		350		-
	Track Meet (amendment)		1,500		1,500
104-66-4376-0000	Materials & Supplies	6,260	8,000	8,000	8,000
	<b>Total Services &amp; Supplies</b>	<b>54,528</b>	<b>55,688</b>	<b>56,454</b>	<b>59,575</b>
	<b>Total Expenditures</b>	<b>64,753</b>	<b>65,714</b>	<b>66,480</b>	<b>68,763</b>

## Senior Activities Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	21,057	18,000	15,000	15,000
		21,057	18,000	15,000	15,000
<b>Expenditures by Type:</b>					
	Personnel	1,486	1,860	1,860	-
	Services & Supplies	27,844	23,400	23,300	22,750
	Capital Outlay	-	-	-	-
		29,331	25,260	25,160	22,750
<b>Expenditures by Fund:</b>					
101	General Fund	21,383	18,260	18,160	15,750
207	Prop. A Transit Fund	7,948	7,000	7,000	7,000
		29,331	25,260	25,160	22,750
	Original Budget		25,260		
	Amendments		(0)		
	Amended Budget		25,260		
<b>Staffing History:</b>					
	Recreation Specialist	0.05	0.05	0.04	-
	<b>Total FTEs</b>	0.05	0.05	0.04	-
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-68-3336-0000	Senior Program Fees	21,057	18,000	14,000	14,850
<b>Expenditures:</b>					
101-68-4002-0000	Part Time Wages	1,413	1,472	1,472	-
101-68-4006-0000	Medicare	20	21	21	-
101-68-4008-6050	Retirement - PARS	53	-	-	-
101-68-4008-6160	Retirement - PERS	-	366	366	-
	<b>Total Personnel</b>	1,486	1,860	1,860	-
101-68-4376-0000	Materials & Supplies	856	1,000	900	900
101-68-4486-0000	Trips & Events	19,040	15,400	15,400	14,850
207-68-4208-0000	Bus Transportation	7,948	7,000	7,000	7,000
	<b>Total Services &amp; Supplies</b>	27,844	23,400	23,300	22,750
	<b>Total Expenditures</b>	29,331	25,260	25,160	22,750

## Day Care Division

		2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	112,204	105,320	115,000	115,000
		112,204	105,320	115,000	115,000
<b>Expenditures by Type:</b>					
	Personnel	58,288	60,629	60,629	65,519
	Services & Supplies	54,985	37,100	48,100	48,200
	Capital Outlay	-	-	-	-
		113,273	97,729	108,729	113,719
<b>Expenditures by Fund:</b>					
101	General Fund	83,517	67,729	78,729	83,719
207	Prop. A Transit Fund	29,756	30,000	30,000	30,000
		113,273	97,729	108,729	113,719
	Original Budget		97,729		
	Amendments		0		
	Amended Budget		97,729		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.10	-	0.11	-
	Child Development Specialist	0.01	-	-	-
	Counselors	0.03	-	-	-
	Program Leaders	0.49	0.62	0.34	0.28
	Recreation Specialist	1.25	1.14	1.50	1.54
	<b>Total FTEs</b>	1.88	1.76	1.95	1.82
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-70-3336-0000	Daycare Program Fees	112,204	105,320	115,000	115,000
<b>Expenditures:</b>					
101-70-4002-0000	Part Time Wages	48,479	47,989	47,989	53,239
101-70-4006-0000	Medicare	703	696	696	772
101-70-4008-6050	Retirement PARS	548	-	-	22
101-70-4008-6160	Retirement - PERS	8,558	11,944	11,944	11486
	<b>Total Personnel</b>	58,288	60,629	60,629	65,519
101-70-4324-0000	Facility Rental	18,922	-	11,000	11,100
101-70-4376-0000	Materials & Supplies	5,552	6,500	6,500	6,500
101-70-4500-9025	Telephone	755	600	600	600
207-70-4208-0000	Bus Transportation	29,756	30,000	30,000	30,000
	<b>Total Services &amp; Supplies</b>	54,985	37,100	48,100	48,200
	<b>Total Expenditures</b>	113,273	97,729	108,729	113,719

## Day Camp Division

		2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	84,995	101,250	75,000	75,510
		84,995	101,250	75,000	75,510
<b>Expenditures by Type:</b>					
	Personnel	64,100	65,479	65,579	59,643
	Services & Supplies	46,194	48,710	43,810	43,870
	Capital Outlay	-	-	-	-
		110,295	114,189	109,389	103,513
<b>Expenditures by Fund:</b>					
101	General Fund	88,581	89,189	84,389	78,513
207	Prop. A Transit Fund	21,714	25,000	25,000	25,000
		110,295	114,189	109,389	103,513
	Original Budget		114,189		
	Amendments		(0)		
	Amended Budget		114,189		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.25	0.78	0.70	0.27
	Counselors	0.18	-	-	-
	Program Leaders	0.71	0.45	0.54	0.94
	Recreation Specialist	0.98	0.73	0.70	0.81
	<b>Total FTEs</b>	2.12	1.96	1.94	2.01
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-72-3336-0000	Daycamp Program Fees	84,995	101,250	75,000	75,510
<b>Expenditures:</b>					
101-72-4002-0000	Part Time Wages	54,221	51,827	51,827	51,212
101-72-4004-0000	Overtime	272	-	100	-
101-72-4006-0000	Medicare	790	752	752	743
101-72-4008-6050	Retirement PARS	863	-	-	724
101-72-4008-6160	Retirement - PERS	7,954	12,900	12,900	6,964
	<b>Total Personnel</b>	64,100	65,479	65,579	59,643
101-72-4102-0000	Contracted Teacher Services	2,345	3,700	2,800	2,800
101-72-4150-0000	Other Contract Services	200	-	-	-
101-72-4324-0000	Facility Rental	659	510	510	510
101-72-4376-0000	Materials & Supplies	10,584	10,000	7,500	7,500
101-72-4486-0000	Trips & Events	10,442	9,000	7,500	7,560
101-72-4500-9025	Utilities-Telephone	250	500	500	500
207-72-4208-0000	Bus Transportation	21,714	25,000	25,000	25,000
	<b>Total Services &amp; Supplies</b>	46,194	48,710	43,810	43,870
	<b>Total Expenditures</b>	110,295	114,189	109,389	103,513



## Preschool Division

		2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	630,492	650,000	650,000	642,259
		<b>630,492</b>	<b>650,000</b>	<b>650,000</b>	<b>642,259</b>
<b>Expenditures by Type:</b>					
	Personnel	522,354	517,594	517,594	515,689
	Services & Supplies	86,168	16,000	16,220	18,980
	Capital Outlay	-	8,000	8,000	-
		<b>608,521</b>	<b>541,594</b>	<b>541,814</b>	<b>534,669</b>
<b>Expenditures by Fund:</b>					
101	General Fund	608,521	533,594	533,814	534,669
591	Capital Equipment Fund	-	8,000	8,000	-
		<b>608,521</b>	<b>541,594</b>	<b>541,814</b>	<b>534,669</b>
	Original Budget		541,594		
	Amendments		0		
	Amended Budget		<b>541,594</b>		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	3.81	4.51	3.85	3.96
	Child Development Specialist	0.26	0.12	0.07	-
	Recreation Manager	0.40	0.40	0.35	0.50
	Recreation Specialist	6.77	6.02	7.01	6.73
	Recreation Supervisor	1.00	1.00	1.00	1.00
	<b>Total FTEs</b>	<b>12.24</b>	<b>12.05</b>	<b>12.28</b>	<b>12.18</b>
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-74-3336-0000	Preschool Program Fees	630,492	650,000	650,000	642,259
<b>Expenditures:</b>					
101-74-4001-0000	Full Time Salaries	68,403	68,488	68,488	110,955
101-74-4002-0000	Part Time Wages	344,597	340,793	340,793	308,733
101-74-4004-0000	Overtime	385	-	-	-
101-74-4006-0000	Medicare	6,017	5,941	5,941	6,373
101-74-4008-6050	Retirement PARS	2,202	2,141	2,141	3,706
101-74-4008-6160	Retirement-PERS	88,695	88,204	88,204	66,122
101-74-4010-0000	Cafeteria Benefit	11,144	11,278	11,278	18,000
101-74-4011-0000	Technology Allowance	909	750	750	1,800
	<b>Total Personnel</b>	<b>522,354</b>	<b>517,594</b>	<b>517,594</b>	<b>515,689</b>
101-74-4206-0000	Building Repair & Maintenance	-	-	-	2,800
101-74-4324-0000	Facility Rental	70,057	-	220	-
101-74-4376-0000	Materials & Supplies	16,111	16,000	16,000	16,180
	<b>Total Services &amp; Supplies</b>	<b>86,168</b>	<b>16,000</b>	<b>16,220</b>	<b>18,980</b>
591-74-4613-0000	Capitalized Equipment	-	8,000	8,000	-
	Playground Matting		8,000		-
	<b>Total Capitalized Expenditures</b>	<b>-</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>608,521</b>	<b>541,594</b>	<b>541,814</b>	<b>534,669</b>

## Gym Scheduling Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	59,243	-	-	-
		59,243	-	-	-
<b>Expenditures by Type:</b>					
	Personnel	32,509	-	-	-
	Services & Supplies	-	-	-	-
	Capital Outlay	-	-	-	-
		32,509	-	-	-
<b>Expenditures by Fund:</b>					
101	General Fund	32,509	-	-	-
		32,509	-	-	-
	Original Budget		-		
	Amendments		-		
	Amended Budget		-		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.38	-	-	-
	Program Leader	0.36	-	-	-
	Recreation Specialist	-	-	-	-
	Recreation Supervisor	0.10	-	-	-
	Child Development Specialist	0.04	-	-	-
	<b>Total FTEs</b>	0.88	-	-	-
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-78-3336-0000	Gym Scheduling Program Fees	59,243	-	-	-
<b>Expenditures:</b>					
101-78-4001-0000	Full Time Salaries	7,544	-	-	-
101-78-4002-0000	Part Time Wages	18,740	-	-	-
101-78-4006-0000	Medicare	374	-	-	-
101-78-4008-6050	Retirement PARS	310	-	-	-
101-78-4008-6160	Retirement-PERS	4,516	-	-	-
101-78-4010-0000	Cafeteria Benefit	956	-	-	-
101-78-4011-0000	Technology Allowance	69	-	-	-
	<b>Total Personnel</b>	32,509	-	-	-
	<b>Total Expenditures</b>	32,509	-	-	-

## Kindercare Division

		2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	91,921	82,540	74,000	36,470
		91,921	82,540	74,000	36,470
<b>Expenditures by Type:</b>					
	Personnel	67,439	59,876	59,887	29,126
	Services & Supplies	45,185	33,100	32,720	27,820
	Capital Outlay	-	-	-	-
		112,624	92,976	92,607	56,946
<b>Expenditures by Fund:</b>					
101	General Fund	82,868	63,976	63,607	32,976
207	Prop. A Transit Fund	29,756	29,000	29,000	23,970
		112,624	92,976	92,607	56,946
	Original Budget		92,976		
	Amendments		0		
	Amended Budget		92,976		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	0.02	-	0.12	-
	Child Development Specialist	0.02	-	-	-
	Counselors	0.02	-	-	-
	Program Leaders	0.91	1.05	0.88	0.03
	Recreation Specialist	1.23	0.95	1.74	0.87
	<b>Total FTEs</b>	2.20	2.00	2.74	0.90
<b>Budget Detail</b>					
<b>Revenues:</b>					
101-80-3336-0000	Kindercare Program Fees	91,921	82,540	74,000	36,470
<b>Expenditures:</b>					
101-80-4002-0000	Part Time Wages	55,735	51,004	51,004	27,584
101-80-4004-0000	Overtime	112	-	-	-
101-80-4006-0000	Medicare	810	740	750	400
101-80-4008-6050	Retirement PARS	575	809	809	1,012
101-80-4008-6160	Retirement - PERS	10,208	7,324	7,324	130
	<b>Total Personnel</b>	67,439	59,876	59,887	29,126
101-80-4324-0000	Facility Rental	10,193	-	220	-
101-80-4376-0000	Materials & Supplies	4,482	3,500	3,500	1,750
101-80-4399-0000	Non-Capitalized Equipment	-	-	-	1,800
	Tables, Chairs & Carpet				1,800
101-80-4500-9025	Telephone	755	600	-	300
207-80-4208-0000	Bus Transportation	29,756	29,000	29,000	23,970
	<b>Total Services &amp; Supplies</b>	45,185	33,100	32,720	27,820
	<b>Total Expenditures</b>	112,624	92,976	92,607	56,946

**San Marino Center Division**

		<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Estimate</b>	<b>2012-13 Budget</b>
<b>Budget Summary</b>					
<b>Revenues by Type:</b>					
	Charges for Services	24,985	24,550	24,550	26,360
		<u>24,985</u>	<u>24,550</u>	<u>24,550</u>	<u>26,360</u>
<b>Expenditures by Type:</b>					
	Personnel	41,513	42,784	42,933	32,752
	Services & Supplies	40,749	44,080	44,280	42,362
	Capital Outlay	92	98,274	45,000	10,000
		<u>82,354</u>	<u>185,138</u>	<u>132,213</u>	<u>85,114</u>
<b>Expenditures by Fund:</b>					
105	San Marino Center Fund	82,262	86,864	87,213	75,114
204	CDBG Fund	-	40,000	40,000	-
394	Capital Projects Fund	-	53,274	-	-
591	Capital Equipment Fund	92	5,000	5,000	10,000
		<u>82,354</u>	<u>185,138</u>	<u>132,213</u>	<u>85,114</u>
	Original Budget		91,864		
	Amendments		93,274		
	Amended Budget		<u>185,138</u>		
<b>Staffing History:</b>					
	Assistant Recreation Specialist	-	-	0.01	-
	Child Development Specialist	0.42	-	0.34	0.35
	Program Leader	-	-	0.08	-
	Recreation Coordinator	-	0.50	-	-
	Recreation Specialist	0.43	0.30	0.30	0.37
	<b>Total FTEs</b>	<b>0.85</b>	<b>0.80</b>	<b>0.73</b>	<b>0.72</b>

**San Marino Center Division (Continued)**

		<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2011-12 Estimate</b>	<b>2012-13 Budget</b>
<b>Budget Detail</b>					
<b>Revenues:</b>					
105-82-3502-0000	Rents & Concessions	24,985	24,550	24,550	26,360
<b>Expenditures:</b>					
105-82-4002-0000	Part Time Wages	32,786	33,864	33,864	26,570
105-82-4004-0000	Overtime	31	-	149	-
105-82-4006-0000	Medicare	476	491	491	385
105-82-4008-6050	Retirement-PARS	13	-	-	-
105-82-4008-6160	Retirement-PERS	8,207	8,429	8,429	5,797
	<b>Total Personnel</b>	<b>41,513</b>	<b>42,784</b>	<b>42,933</b>	<b>32,752</b>
105-82-4150-0000	Other Contract Services	5,773	6,240	5,800	4,752
	Building Attendant		1,440		-
	Security		1,800		1,872
	Special Event Insurance		3,000		2,880
105-82-4206-0000	Building Repair & Maintenance	11,934	12,380	12,380	12,150
	Custodial		6,000		6,287
	Security System		1,380		1,380
	Other		5,000		5,970
105-82-4376-0000	Materials & Supplies	1,108	1,360	2,000	1,360
105-82-4399-0000	Non-Capitalized Equipment	2,126	1,500	1,500	1,500
	Chairs		1,500		1,500
105-82-4500-1980	Utilities-Electricity	15,599	18,000	18,000	18,000
105-82-4500-4950	Utilities-Gas	1,581	1,700	1,700	1,700
105-82-4500-9025	Utilities-Telephone	944	900	900	900
105-82-4500-9460	Utilities-Water	1,684	2,000	2,000	2,000
	<b>Total Services &amp; Supplies</b>	<b>40,749</b>	<b>44,080</b>	<b>44,280</b>	<b>42,362</b>
591-82-4613-0000	Capitalized Equipment	92	5,000	5,000	10,000
	Fireproof Curtains		5,000		-
	Sliding Partition		-		10,000
204-82-4600-0100	SM Center ADA Parking	-	40,000	40,000	-
394-82-4600-7075	SM Center Roof	-	53,274	-	-
	Amendment		53,274		
	<b>Total Capitalized Expenditures</b>	<b>92</b>	<b>98,274</b>	<b>45,000</b>	<b>10,000</b>
	<b>Total Expenditures</b>	<b>82,354</b>	<b>185,138</b>	<b>132,213</b>	<b>85,114</b>

**Thurnher House Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	47,463	39,377	39,878	39,581
	Services & Supplies	5,175	8,120	8,120	14,641
	Capital Outlay	-	-	-	-
		<b>52,639</b>	<b>47,497</b>	<b>47,998</b>	<b>54,222</b>
<b>Expenditures by Fund:</b>					
206	LA County Park Bond Fund	52,639	47,497	47,998	54,222
		<b>52,639</b>	<b>47,497</b>	<b>47,998</b>	<b>54,222</b>
	Original Budget		47,497		
	Amendments		0		
	Amended Budget		<b>47,497</b>		
<b>Staffing History:</b>					
	Child Development Specialist	0.48	-	0.40	0.38
	Recreation Coordinator	-	0.22	-	-
	Recreation Specialist	0.60	0.65	0.47	0.55
	<b>Total FTEs</b>	<b>1.08</b>	<b>0.87</b>	<b>0.87</b>	<b>0.93</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
206-84-4002-0000	Part Time Wages	38,361	31,168	31,168	33,243
206-84-4004-0000	Overtime	203	-	500	-
206-84-4006-0000	Medicare	559	452	452	482
206-84-4008-6050	Retirement-PARS	-	-	-	290
206-84-4008-6160	Retirement-PERS	8,340	7,758	7,758	5,566
	<b>Total Personnel</b>	<b>47,463</b>	<b>39,377</b>	<b>39,878</b>	<b>39,581</b>
206-84-4206-0000	Building Repair & Maintenance	3,628	5,600	5,600	10,841
	Security System Svcs		540		540
	Janitorial		2,160		4,401
	Landscape Maintenance		900		900
	Misc.		2,000		2,000
	Counter Tops		-		3,000
206-84-4376-0000	Materials & Supplies	1,068	2,000	2,000	2,000
206-84-4500-1980	Utilities-Electricity	-	-	-	900
206-84-4500-4950	Utilities-Natural Gas	296	300	300	300
206-84-4500-9025	Utilities-Telephone	183	220	220	-
206-84-4500-9460	Utilities-Water	-	-	-	600
	<b>Total Services &amp; Supplies</b>	<b>5,175</b>	<b>8,120</b>	<b>8,120</b>	<b>14,641</b>
	<b>Total Expenditures</b>	<b>52,639</b>	<b>47,497</b>	<b>47,998</b>	<b>54,222</b>

## Senior Outreach Division

		2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	9,500	8,788	8,788	6,377
	Services & Supplies	-	-	-	1,104
	Capital Outlay	-	-	-	-
		9,500	8,788	8,788	7,481
<b>Expenditures by Fund:</b>					
204	CDBG Fund	9,500	8,788	8,788	7,481
		9,500	8,788	8,788	7,481
	Original Budget		8,788		
	Amendments		(0)		
	Amended Budget		8,788		
<b>Staffing History:</b>					
	Recreation Manager	0.08	0.08	0.07	-
	Recreation Specilaist	-	-	-	0.05
	Clerk Typist II	-	-	-	0.08
	<b>Total FTEs</b>	0.08	0.08	0.07	0.13
<b>Budget Detail</b>					
<b>Expenditures:</b>					
204-88-4001-0000	Full Time Salaries	6,858	6,066	6,066	3,230
204-88-4002-0000	Part Time Wages	-	-	-	1,472
204-88-4006-0000	Medicare	107	110	110	68
204-84-4008-6050	Retirement-PARS	-	-	-	55
204-88-4008-6160	Retirement-PERS	1,953	1,887	1,887	592
204-88-4010-0000	Cafeteria Benefits	582	725	725	960
	<b>Total Personnel</b>	9,500	8,788	8,788	6,377
204-88-4150-0000	Contract Services	-	-	-	1,104
	<b>Total Services &amp; Supplies</b>	-	-	-	1,104
	<b>Total Expenditures</b>	9,500	8,788	8,788	7,481

## Crowell Public Library

The San Marino Crowell Public Library enriches and advances the intellectual, cultural, and creative vitality of San Marino by providing access to 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 2012-13, the Friends of the Crowell Public Library, will continue to play a vital role in library services through a \$46,000 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, which 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 October 2012, the Foundation will conduct its first annual gala, to solicit ongoing financial support for the Library.

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

The Library continues to work in concert with the Recreation Department to enhance services to the public. Specifically, the Library coordinates with Recreation to identify potential course offerings that stem from popular workshops held at the Library. The Library and Recreation Departments work in unison to cross promote the rental spaces of the Barth Community Room, Thornton Room and recreational facilities. 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 29 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

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Expenditures by Type:</b>					
	Personnel	948,739	928,664	927,861	932,985
	Services & Supplies	437,785	411,101	402,053	392,658
	Capital Outlay	26,708	-	-	33,000
		<b>1,413,231</b>	<b>1,339,765</b>	<b>1,329,914</b>	<b>1,358,643</b>
<b>Expenditures by Fund:</b>					
101	General Fund	1,309,596	1,261,765	1,267,327	1,255,980
208	LSTA Staff Education Grant	10,000	15,000	-	-
281	Restricted Donations Fund	66,927	63,000	62,587	56,300
394	Capital Projects Fund	26,708	-	-	11,000
591	Capital Equipment Fund	-	-	-	22,000
595	Workers' Compension Fund	-	-	-	13,363
		<b>1,413,231</b>	<b>1,339,765</b>	<b>1,329,914</b>	<b>1,358,643</b>
<b>Staffing History:</b>					
	Administrative Analyst	0.50	0.50	0.50	0.50
	Child Development Specialist	-	-	0.23	0.25
	City Librarian	1.00	1.00	1.00	1.00
	Clerk Typist II	1.00	1.00	1.00	1.00
	Community Services Director	0.50	0.50	0.50	0.50
	Facility Coordinator	-	0.25	-	-
	Facility Set Up	-	0.13	-	-
	Librarian I	2.57	2.40	2.44	2.40
	Librarian III	2.00	2.00	2.00	2.00
	Library Assistant	3.54	3.68	3.02	3.40
	Library Clerk I	0.01	-	-	-
	Library Clerk II	3.56	2.98	3.01	3.00
	Library Monitor	0.43	0.42	0.46	0.42
	Page	1.94	1.53	1.50	1.53
	Rec. Specialist	-	-	0.09	0.10
	Rec. Supervisor	0.50	-	0.50	-
	<b>Total FTEs</b>	<b>17.55</b>	<b>16.39</b>	<b>16.25</b>	<b>16.09</b>

## Library Administration Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	349,808	371,617	371,617	363,456
	Services & Supplies	262,493	229,101	222,453	217,058
	Capital Outlay	26,708	-	-	33,000
		<b>639,009</b>	<b>600,718</b>	<b>594,070</b>	<b>613,514</b>
<b>Expenditures by Fund:</b>					
101	General Fund	599,865	584,718	591,083	566,151
208	LSTA Staff Education Grant	10,000	15,000	-	-
281	Restricted Donations Fund	2,436	1,000	2,987	1,000
394	Capital Projects Fund	26,708	-	-	11,000
591	Capital Equipment Fund	-	-	-	22,000
595	Workers' Compension Fund	-	-	-	13,363
		<b>639,009</b>	<b>600,718</b>	<b>594,070</b>	<b>613,514</b>
	Original Budget		598,218		
	Amendments		2,500		
	Amended Budget		<b>600,718</b>		
<b>Staffing History:</b>					
	Administrative Analyst	0.50	0.50	0.50	0.50
	Child Development Specialist	-	-	0.23	0.25
	City Librarian	0.90	0.80	0.80	0.90
	Clerk Typist II	1.00	1.00	1.00	1.00
	Community Services Director	0.50	0.50	0.65	0.50
	Facility Coordinator	-	0.25	-	-
	Facility Set Up	-	0.13	-	-
	Librarian III	0.25	0.40	0.40	0.30
	Library Assistant	-	0.88	0.01	0.40
	Rec. Specialist	-	-	0.09	0.10
	Rec. Supervisor	0.50	-	0.50	-
	<b>Total FTEs</b>	<b>3.65</b>	<b>4.46</b>	<b>4.18</b>	<b>3.95</b>

**Library Administration Division (Continued)**

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-90-4001-0000	Full Time Salaries	246,796	241,510	241,510	234,290
101-90-4002-0000	Part Time Wages	12,352	40,480	40,480	26,377
101-90-4004-0000	Overtime	1,450	-	-	-
101-90-4006-0000	Medicare	3,846	4,101	4,101	4,159
101-90-4008-6050	Retirement PARS	463	1,518	1,518	467
101-90-4008-6160	Retirement - PERS	59,581	59,042	59,042	45,953
101-90-4010-0000	Cafeteria Benefit	24,224	24,186	24,186	38,400
101-90-4011-0000	Technology Allowance	1,095	780	780	3,360
595-90-4015-0001	Workers' Comp Current Employees	-	-	-	-
595-90-4015-0002	Workers' Comp Past Employees	-	-	-	10,450
	<b>Total Personnel</b>	<b>349,808</b>	<b>371,617</b>	<b>371,617</b>	<b>363,456</b>
101-90-4150-0000	Other Contract Services	39,948	28,935	33,000	49,335
	Anti-Virus Software		1,300		2,300
	Computer Network/Tech (SLK)		20,000		30,000
	Envisionware		3,950		2,500
	MH Software		700		700
	Domain Names		100		100
	Go Daddy		85		85
	Shutterstock		50		-
	Flicker		50		50
	Credit Card Fees		1,700		1,700
	Unpaid Sales Tax		1,000		1,000
	EZ Proxy (OCLC) MOVE From (4316)		-		1,250
	Content Watch MOVE From (4316)		-		400
	Syndetics MOVE From (4316)		-		850
	PTFS/Liblime MOVE From (4316)		-		8,400
101-90-4206-0000	Building Repair & Maintenance	34,285	58,086	55,586	57,635
	Custodial Services		25,000		24,000
	Miscellaneous		4,400		5,000
	Carpet Cleaning		2,000		1,000
	Upolstery/Chairs		1,000		1,000
	HVAC Contract		10,964		12,060
	HVAC Repairs		6,000		3,000
	Elevator Permit		225		225
	Elevator Contract		3,147		3,300
	Security System		2,100		2,300
	Sprinkler System		750		750
	Plumbing for Coffee Cart (amendment)		2,500		-
	Donor Wall Upkeep		-		500
	Teak Refurnishing		-		1,500
	Outside Vendor Repairs		-		3,000

## Library Administration Division (Continued)

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
101-90-4316-0000	Equipment Repair & Maintenance	86,633	36,560	36,560	2,200
	Cash Register		200		200
	Integrated Library System		33,000		-
	Photocopy Machine		2,400		2,000
	Microfilm		300		-
	Content Watch (Formerly Net Nanny)		660		-
595-90-4356-0000	Workers' Comp Premium	-	-	-	2,913
101-90-4376-0000	Materials & Supplies	11,503	11,200	11,200	12,300
	Circulation Supplies		2,500		2,500
	Volunteer Recognition		500		600
	Joint meetings		200		200
	Presidents meetings (lunch)		250		200
	Passport supplies paper/ink		250		300
	Light Bulbs (Public Works)		2,500		2,500
	Misc		5,000		5,000
	Centennial/Library Anniversary		-		1,000
101-90-4396-0000	Memberships & Dues	2,099	2,720	2,720	2,625
	SIRSI User Group		200		-
	CALTAC		400		225
	CALIFA		120		400
	SCLC		2,000		2,000
101-90-4398-0000	Mileage	766	300	300	360
101-90-4399-0000	Non-capitalized Equipment	-	2,500	2,500	3,900
	Video Camera		-		300
	Basement Shelving		-		600
	Patron Cards		-		3,000
101-90-4412-0000	Postage	2,680	2,000	2,000	2,600
101-90-4420-0000	Printing	1,565	2,000	2,000	2,000
101-90-4468-0000	Staff Development	1,021	400	400	900
	CPR		100		100
	Customer Service		100		-
	ILS training		200		800
101-90-4480-0000	Travel & Meetings	166	500	500	590
101-90-4500-1980	Utilities-Electricity	60,751	60,000	64,000	70,000
101-90-4500-4950	Utilities-Natural Gas	4,838	4,400	4,600	4,600
101-90-4500-9025	Utilities-Telephone	3,803	3,500	4,100	4,100
281-90-4399-1120	Non-Cap. Equipment-Crain Art G	449	1,000	1,000	1,000
281-90-4399-2575	Non-Cap Equip-Friends	1,987	-	1,987	-
208-90-4468-3965	LSTA Staff Education Grant	10,000	15,000	-	-
	<b>Total Services &amp; Supplies</b>	<b>262,493</b>	<b>229,101</b>	<b>222,453</b>	<b>217,058</b>
394-90-4600-2885	Library HVAC System	26,708	-	-	-
394-90-4600-5555	Patio Painting	-	-	-	11,000
591-90-4613-0000	Server	-	-	-	22,000
	<b>Total Capitalized Expenditures</b>	<b>26,708</b>	<b>-</b>	<b>-</b>	<b>33,000</b>
	<b>Total Expenditures</b>	<b>639,009</b>	<b>600,718</b>	<b>594,070</b>	<b>613,514</b>

**Library Adult Services Division**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	235,047	217,233	217,233	192,377
	Services & Supplies	115,894	119,000	116,500	111,800
	Capital Outlay	-	-	-	-
		<b>350,942</b>	<b>336,233</b>	<b>333,733</b>	<b>304,177</b>
<b>Expenditures by Fund:</b>					
101	General Fund	328,235	315,233	315,233	289,377
281	Restricted Donations Fund	22,707	21,000	18,500	14,800
		<b>350,942</b>	<b>336,233</b>	<b>333,733</b>	<b>304,177</b>
	Original Budget		336,233		
	Amendments		(0)		
	Amended Budget		<b>336,233</b>		
<b>Staffing History:</b>					
	City Librarian	0.10	0.20	0.20	0.10
	Librarian I	0.97	0.80	0.84	0.60
	Librarian III	1.40	1.20	1.20	1.20
	Library Assistant	1.26	0.80	1.11	0.80
	Library Clerk I	0.01	-	-	-
	<b>Total FTEs</b>	<b>3.74</b>	<b>3.00</b>	<b>3.35</b>	<b>2.70</b>

**Library Adult Services Division (Continued)**

<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-91-4001-0000	Full Time Salaries	131,078	123,416	123,416	100,439
101-91-4002-0000	Part Time Wages	53,588	47,316	47,316	47,316
101-91-4006-0000	Medicare	2,614	2,477	2,477	2,163
101-91-4008-6050	Retirement-PARS	1,734	1,774	1,774	935
101-91-4008-6160	Retirement-PERS	34,254	30,718	30,718	23,284
101-91-4010-0000	Cafeteria Benefit	11,716	11,412	11,412	18,000
101-91-4011-0000	Technology Allowance	63	120	120	240
	<b>Total Personnel</b>	<b>235,047</b>	<b>217,233</b>	<b>217,233</b>	<b>192,377</b>
101-91-4370-0335	Library Materials/Books	45,691	52,406	52,406	40,900
101-91-4370-1985	Library Mats-Electronic Rsrcls	27,794	25,466	25,466	36,200
101-91-4370-6805	Library Mats-Print Subs	8,556	7,662	7,662	7,700
101-91-4370-8585	Library Mats-Standing Orders	10,989	12,466	12,466	8,200
101-91-4370-1496	Library Materials - DVDs	-	-	-	4,000
101-91-4376-0000	Materials & Supplies	160	-	-	-
281-91-4150-2575	Other Contract Services	1,200	1,800	1,200	1,000
281-91-4370-0000	Adult Materials-Other	8,674	5,000	2,500	1,800
281-91-4370-0776	Adult Chinese Language Mats.	2,000	2,000	2,000	1,000
281-91-4370-2575	Adult Materials-Friends	9,131	11,000	11,000	10,000
281-91-4376-2575	Materials & Supplies-Friends	1,702	1,200	1,800	1,000
	<b>Total Services &amp; Supplies</b>	<b>115,894</b>	<b>119,000</b>	<b>116,500</b>	<b>111,800</b>
	<b>Total Expenditures</b>	<b>350,942</b>	<b>336,233</b>	<b>333,733</b>	<b>304,177</b>

## Library Children's Services Division

		2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	114,826	103,442	103,442	117,095
	Services & Supplies	41,784	43,000	43,100	43,500
	Capital Outlay	-	-	-	-
		156,611	146,442	146,542	160,595
<b>Expenditures by Fund:</b>					
101	General Fund	114,826	105,442	105,442	120,095
281	Restricted Donations Fund	41,784	41,000	41,100	40,500
		156,611	146,442	146,542	160,595
	Original Budget		146,442		
	Amendments		(0)		
	Amended Budget		146,442		
<b>Staffing History:</b>					
	Librarian I	0.90	0.85	0.85	1.00
	Library Assistant	1.03	0.80	0.71	0.80
	Library Monitor	0.43	0.42	0.46	0.42
	<b>Total FTEs</b>	2.36	2.07	2.02	2.22
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-92-4001-0000	Full Time Wages	48,729	46,997	46,997	51,924
101-92-4002-0000	Part Time Wages	43,410	37,040	37,040	37,653
101-92-4006-0000	Medicare	1,317	1,219	1,219	1,299
101-92-4008-6050	Retirement-PARS	1,262	1,389	1,389	728
101-92-4008-6160	Retirement-PERS	14,695	11,698	11,698	13,491
101-92-4010-0000	Cafeteria Benefits	5,414	5,100	5,100	12,000
	<b>Total Personnel</b>	114,826	103,442	103,442	117,095
101-92-4370-0000	Materials/Books/Media	-	2,000	2,000	3,000
281-92-4150-0000	Other Contract Services	-	-	100	-
281-92-4150-2575	Other Contract Services-Friend	3,810	4,000	4,000	3,500
281-92-4370-0000	Children's Mat.s-Other	4,949	5,000	5,000	6,500
281-92-4370-2575	Children's Mats.-Friends	27,619	27,000	27,000	26,000
281-92-4376-2575	Materials & Supplies-Friends	5,406	5,000	5,000	4,500
	<b>Total Services &amp; Supplies</b>	41,784	43,000	43,100	43,500
	<b>Total Expenditures</b>	156,611	146,442	146,542	160,595

## Library Processing Division

		2010-11	2011-12	2011-12	2012-13
		Actual	Budget	Estimate	Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	65,617	75,715	74,913	82,499
	Services & Supplies	15,151	20,000	20,000	20,300
	Capital Outlay	-	-	-	-
		<b>80,768</b>	<b>95,715</b>	<b>94,913</b>	<b>102,799</b>
<b>Expenditures by Fund:</b>					
101	General Fund	80,768	95,715	94,913	102,799
		<b>80,768</b>	<b>95,715</b>	<b>94,913</b>	<b>102,799</b>
	Original Budget		95,715		
	Amendments		(0)		
	Amended Budget		<b>95,715</b>		
<b>Staffing History:</b>					
	Librarian III	0.20	0.40	0.40	0.40
	Library Assistant	1.25	1.20	1.19	1.40
	Library Clerk II	0.25	-	0.13	-
	<b>Total FTEs</b>	<b>1.70</b>	<b>1.60</b>	<b>1.72</b>	<b>1.80</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-93-4001-0000	Full Time Salaries	14,639	27,360	26,558	26,558
101-93-4002-0000	Part Time Wages	43,754	36,833	36,833	43,622
101-93-4006-0000	Medicare	844	931	931	1,018
101-93-4008-6050	Retirement-PARS	1,656	1,381	1,381	1,636
101-93-4008-6160	Retirement-PERS	3,524	6,810	6,810	4,865
101-93-4010-0000	Cafeteria Benefits	1,200	2,400	2,400	4,800
	<b>Total Personnel</b>	<b>65,617</b>	<b>75,715</b>	<b>74,913</b>	<b>82,499</b>
101-93-4150-0000	Other Contract Services	4,996	8,000	8,000	8,300
	Chinese Cataloger		5,000		5,000
	OCLC Cataloging, ILL, Connect		3,000		3,000
	Microfilm (Moved from 90)		-		300
101-93-4376-0000	Materials & Supplies	10,155	12,000	12,000	12,000
	<b>Total Services &amp; Supplies</b>	<b>15,151</b>	<b>20,000</b>	<b>20,000</b>	<b>20,300</b>
	<b>Total Expenditures</b>	<b>80,768</b>	<b>95,715</b>	<b>94,913</b>	<b>102,799</b>



## Library Circulation Division

		2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	183,440	160,657	160,657	177,558
	Services & Supplies	2,462	-	-	-
	Capital Outlay	-	-	-	-
		185,902	160,657	160,657	177,558
<b>Expenditures by Fund:</b>					
101	General Fund	185,902	160,657	160,657	177,558
		185,902	160,657	160,657	177,558
	Original Budget		160,657		
	Amendments		0		
	Amended Budget		160,657		
<b>Staffing History:</b>					
	Librarian I	0.70	0.75	0.75	0.80
	Librarian III	0.15	-	-	0.10
	Library Clerk II	3.31	2.98	2.88	3.00
	Page	1.94	1.53	1.50	1.53
	<b>Total FTEs</b>	6.10	5.26	5.13	5.42
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-94-4001-0000	Full Time Salaries	47,954	41,811	41,811	51,059
101-94-4002-0000	Part Time Wages	110,295	98,225	98,225	98,776
101-94-4006-0000	Medicare	2,272	2,031	2,031	2,173
101-94-4008-6050	Retirement-PARS	3,830	3,683	3,683	3,353
101-94-4008-6160	Retirement-PERS	13,981	10,407	10,407	11,397
101-94-4010-0000	Cafeteria Benefit	5,108	4,500	4,500	10,800
	<b>Total Personnel</b>	183,440	160,657	160,657	177,558
101-94-4376-0000	Materials & Supplies	2,462	-	-	-
	<b>Total Services &amp; Supplies</b>	2,462	-	-	-
	<b>Total Expenditures</b>	185,902	160,657	160,657	177,558

## **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.

**El Molino Viejo (Continued)**

		<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>
		<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>Budget Summary</b>					
<b>Expenditures by Type:</b>					
	Personnel	45,020	44,820	55,304	44,815
	Services & Supplies	7,637	10,004	9,104	9,797
	Capital Outlay	5,232	10,000	5,000	5,000
		<b>57,890</b>	<b>64,824</b>	<b>69,408</b>	<b>59,612</b>
<b>Expenditures by Fund:</b>					
101	General Fund	52,658	54,824	64,408	54,612
394	Capital Projects Fund	5,232	10,000	5,000	5,000
		<b>57,890</b>	<b>64,824</b>	<b>69,408</b>	<b>59,612</b>
	Original Budget		64,824		
	Amendments		-		
	Amended Budget		<b>64,824</b>		
<b>Staffing History:</b>					
	Executive Director	0.50	0.50	0.50	0.50
	Child Development Specialist	-	-	0.27	-
	<b>Total FTEs</b>	<b>0.50</b>	<b>0.50</b>	<b>0.77</b>	<b>0.50</b>
<b>Budget Detail</b>					
<b>Expenditures:</b>					
101-95-4002-0000	Part Time Wages	32,280	32,659	41,780	32,336
101-95-4006-0000	Medicare	527	572	572	556
101-95-4008-6160	Retirement - PERS	8,170	7,581	8,694	5,923
101-95-4008-6050	Retirement-PARS	-	-	250	-
101-95-4010-0000	Cafeteria Benefits	4,044	4,008	4,008	6,000
	<b>Total Personnel</b>	<b>45,020</b>	<b>44,820</b>	<b>55,304</b>	<b>44,815</b>
101-95-4150-0000	Other Contract Services	2,544	3,204	2,304	2,704
	Caretaker Stipend		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	3,384	3,900	3,900	4,193
101-95-4500-4950	Utilities-Natural Gas	464	475	475	475
101-95-4500-9025	Utilities-Telephone	307	375	375	375
101-95-4500-9460	Utilities-Water	938	1,750	1,750	1,750
	<b>Total Services &amp; Supplies</b>	<b>7,637</b>	<b>10,004</b>	<b>9,104</b>	<b>9,797</b>
394-95-4600-0000	Construction-Safety Improvements	-	10,000	5,000	5,000
394-95-4600-6987	Old Mill Railings	5,232	-	-	-
	<b>Total Capitalized Expenditures</b>	<b>5,232</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>Total Expenditures</b>	<b>57,890</b>	<b>64,824</b>	<b>69,408</b>	<b>59,612</b>

## 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 \$17,420,888; actual appropriations in the 2012-2013 budget that are subject to the limit total \$14,519,784 or 83% of the maximum allowed.

2011-12	Base Limit:		\$	13,955,957
2012-13	Change in CPI:	3.77%		
2012-13	Change in Population:	0.383%		
2012-13	Factor			1.0416716
2012-13	Limit Before Voter Approved Override			14,537,524
2012-13	Voter Approved Override			2,883,364
2012-13	Appropriations Limit			<b>17,420,888</b>
2012-13	Amount Subject to Appropriations Limit			14,519,784
2012-13	Percentage			83%

**RESOLUTION NO. R-12-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ESTABLISHING THE APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2012-2013**

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

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

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

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

**SECTION 1.** The annual adjustment factors used in the Fiscal Year 2012-13 calculation for the City Of San Marino are the County population growth rate of .383% and the County per capita personal income limit of 3.77%.

**SECTION 2.** The Appropriations Subject to Limitation for the City of San Marino for the Fiscal Year 2012-2013 is hereby determined to be \$17,420,888 in accordance with calculations contained in Attachment No. 1 hereto.

**SECTION 3.** The actual appropriations designated in the 2012-2013 budget that are subject to the limit total \$14,519,784 or 83% of the limitation.

**PASSED, APPROVED AND ADOPTED** this 29<sup>th</sup> day of June, 2012.