

ADMINISTRATION

City Council
City Clerk
City Treasurer
Office of the City Manager
Community Promotions
City Attorney

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CITY COUNCIL

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Mayor and City Council are the elected representatives of the City and, therefore, act as the policy-making legislative body of this municipality. They act on the City's laws, known as ordinances, adopt resolutions reflecting policy positions, or authorization for City actions, and are bound to uphold the laws of the State of California, as well as our Federal Government. The City Council selects or approves the selection of members of the City Boards, Commissions, and committees. Each year, the City Council considers and adopts a fiscal budget of appropriations and establishes policies and goals to direct the City Manager and his staff.

FY 2014-15 PROGRAM HIGHLIGHTS:

- Ended the fiscal year with a projected unrestricted fund balance of \$648,000.
- Successfully recruited and appointed a new City Manager.
- Approved a Disposition and Development Agreement with Net Development for the construction of a hotel and restaurant...
- Adopted a Reserve Fund Policy.

FY 2015-16 STRATEGIC GOALS:

- Maintain a budget balanced within fiscal revenues without service reductions.
- Attract, retain and grow a diverse and stable economic base that supports city revenues, goods, services and jobs for residents.
- Evaluate, develop, and implement short and long term strategies to address the environmental and financial impacts of drought conditions.
- Enhance and sustain public facilities and infrastructure.
- Improve and enhance downtown maintenance.

Budget Division: **CITY COUNCIL**

Full Time Positions

Part Time Positions

Position Title	FY 14-15 Revised Allocation	FY 15-16 Proposed Allocation	FY 14-15 Revised Salary	FY 15-16 Proposed Salary	Position Title	FY 14-15 Revised Allocation	FY 15-16 Proposed Allocation	FY 14-15 Revised Salary	FY 15-16 Proposed Salary
					Council Stipend	N/A	N/A	\$24,000	\$24,000
TOTAL	0.00	0.00	\$0	\$0	TOTAL	0	0	\$24,000	\$24,000

BUDGET UNIT:**100800000 CITY COUNCIL**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
	PERSONNEL						
6006	Salaries/Temp & Part-Time	24,025	24,116	24,000	23,435	24,000	-
6101	PERS/Employee Contribution	830	502	1,825	495	1,800	(25)
6105	PERS/Employer Contribution	3,670	3,576	2,375	3,675	2,975	600
6125	FICA/Employer Contrib/Med	1,455	1,392	1,825	1,450	1,825	-
6133	Retiree Health Premium Reimb	1,360	-	2,805	-	-	(2,805)
6140	Life Insurance Allocation	490	459	450	445	450	-
6155	Workers' Comp Allocation	960	964	950	935	950	-
6175	Benefits/Flex Plan	80,850	80,867	80,750	80,750	80,750	-
	PERSONNEL SUBTOTAL	113,640	111,875	114,980	111,185	112,750	(2,230)

**CITY COUNCIL
ACTIVITY DETAIL**

Account Number		Description
1008000000		
	6235	<u>Meetings/Conferences</u> - League Annual, League Monthly, ICSC, CCC, NLC, etc.
	6298	<u>Council Telecommunication Exp</u> - Home DSL, Home Faxes, Special equipment
	6493	<u>Outside Services</u> - Workshop consultants
	6563	<u>Special Supplies</u> - City Pins, Plaques, etc.
	7050	<u>Donations/Contributions</u> - Flag Committee; Veteran Recognition Ceremonies-Memorial/Day and Veteran's Day

BUDGET UNIT:**100800000 CITY COUNCIL**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
OPERATIONS							
6230	Dues & Subscriptions	-	-	250	-	-	-
6235	Meetings & Conferences	7,100	9,360	8,900	5,300	7,500	(1,400)
6298	Council Telecommunication Exp	2,150	1,741	2,500	1,400	2,000	(500)
6493	Outside Services & Repairs	-	1,150	3,000	1,000	1,500	(1,500)
6530	Office Supplies	70	82	500	300	500	-
6563	Supplies/Special	615	366	2,200	800	1,500	(700)
7050	Donations/Contribution	1,000	1,000	1,800	1,000	1,500	(300)
OPERATIONS SUBTOTAL		10,935	13,699	19,150	9,800	14,500	(4,400)
GENERAL FUND TOTAL:		124,575	125,574	134,130	120,985	127,250	(6,630)

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CITY CLERK

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The City Clerk is an elected official and acts as the community's full-time representative in the administrative operations of municipal business. It is the duty of the City Clerk to act as Clerk of the City Council and as Secretary to Utility Board, Industrial Development Authority, Azusa Public Financing Authority and the Oversight Board to the former Redevelopment Agency. These include preparation and distribution of agenda, attend meetings, and prepare the minutes.

The City Clerk is also charged with the maintenance and protection of official City records as required; publishes and codifies ordinances, processes, attests, and certifies records, conducts all City elections, acts as a filing officer for the Fair Political Practices Commission (FPPC).

STRATEGIC GOALS:

- Continue working to improve City contract tracking system.
- Seek innovative ways to reduce costs in purchase of supplies and general expenses.
- Continue working to improve filing process i.e. claims, requests for public records, FPPC filing requirements.

FY 2014-15 PROGRAM HIGHLIGHTS:

- Continue with the process to improve the filling system to bring it up to date to current demands i.e. convert files to electronic format for better tracking them.
- Coordinated filings of all statements in compliance with Fair Political Practices Commission regulations.
- Provided professional and efficient customer service to the public as well as outside agencies and other city employees.

BUDGET UNIT:

1015210000 CITY CLERK

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
PERSONNEL							
6003	Salaries/Regular	66,045	105,104	120,675	119,865	124,450	3,775
6006	Salaries/Temp & Part-Time	129,460	100,171	113,750	108,110	113,750	-
6033	Overtime Pay/Premium	2,795	-	-	135	-	-
6047	Salary/Bonus	-	2,974	-	-	-	-
6048	Salaries/Language Pay	6,915	5,387	2,485	5,805	6,160	3,675
6101	PERS/Employee Contribution	8,425	6,112	16,790	6,435	17,150	360
6105	PERS/Employer Contribution	21,570	24,533	22,800	27,400	27,290	4,490
6109	PARS/Employer	3,665	5,424	5,320	5,760	7,050	1,730
6125	FICA/Employer Contrib/Med	3,290	3,549	4,170	3,900	4,240	70
6133	Retiree Health Premium Reimb	1,265	1,424	-	1,420	1,485	1,485
6140	Life Insurance Allocation	340	332	510	325	520	10
6155	Workers' Comp Allocation	8,170	8,545	9,560	9,355	9,770	210
6160	LTD Insurance Allocation	485	489	955	515	965	10
6165	Unemployment Allocation	165	138	235	145	235	-
6175	Benefits/Flex Plan	33,010	44,987	48,450	48,450	48,450	-
6180	Deferred Comp/Employer Paid	855	1,905	3,420	2,340	2,340	(1,080)
PERSONNEL SUBTOTAL		286,455	311,074	349,120	339,960	363,855	14,735

BUDGET UNIT:

1015210000 City Clerk

Acct. #	DESCRIPTION	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE	Explanation
<u>OPERATIONS</u>						
6551	Fuel and Oil	100	500	500	400	To use on City Vehicle
6825	Maintenance & Repair Vehicle	-	200	200	200	For City vehicle repairs
6850	Lease Payments	1,260	1,260	3,780	2,520	Lease of new mail machine
					-	

CITY CLERK ACTIVITY DETAIL

Account Number		Description
1015210000	6220	<u>Training Schools</u> - International Institute of Municipal Clerks (IIMC) Technical Training classes; City Clerk Association (CCAC), Classes throughout the year when offered, i.e. Brown Act, Public Records Act; Libert Casidy, Classes throughout the Year regarding personnell and libaility topics; Skill Path Seminars, Classes throughout the year regarding customer services and clerical services.
	6230	<u>Dues/Subscriptions</u> - IIMC, CCAC, Rainbow Directory - Resource Directory
	6235	<u>Meeting/Conferences</u> - IIMC and CCAC Quarterly Southern California City Clerk's Association meetings, New Election Law Seminar for City Clerks
	6330	<u>Codification</u> - Municipal Code Corporation updates; Codification of City Ordinances, publication of Municipal Code Book on City's Web Page, and copies of updates for Distribution
	6493	<u>Outside Services and Repair</u> - Iron Mountain-record storage, Council meetings video coverage (\$3,000), miscellaneous expenses; increase due to March 2013 General Municipal Election.
	6518	<u>Postage</u> - Processing of postage for most City departments.
	6536	<u>Supplies/Reprographics</u> - Paper supply
	6601	<u>Advertising Expense</u> - Legal advertising for all public hearings, bid openings, public notices - Azusa Herald, San Gabriel Valley Tribune.
	6830	<u>Rental Equipment</u> - Neopost - lease of mail machine.

BUDGET UNIT:**1015210000 CITY CLERK**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
OPERATIONS							
6220	Training Schools	510	1,678	3,000	1,800	3,000	-
6230	Dues & Subscriptions	815	655	700	655	700	-
6235	Meetings & Conferences	270	99	1,000	300	1,000	-
6240	Mileage Reimbursement	35	-	500	200	500	-
6330	Codification	4,375	3,874	5,500	5,000	5,500	-
6493	Outside Services & Repairs	68,510	3,549	75,000	69,610	4,000	(71,000)
6518	Postage	32,475	33,452	45,000	45,000	45,000	-
6530	Office Supplies	2,220	1,559	2,000	1,500	1,500	(500)
6536	Supplies/Reprographics	375	45	500	120	-	(500)
6551	Fuel and Oil	110	229	100	500	500	400
6563	Supplies/Special	135	2,867	1,500	500	500	(1,000)
6572	Office Furniture & Equipment	630	385	500	600	500	-
6601	Advertising Expense	13,775	7,023	5,000	4,500	4,500	(500)
6825	Maintenace & Repair	20	40	-	200	200	200
6830	Rent/Equipment	4,905	4,536	5,000	5,000	5,000	-
6850	Lease Payments	-	-	1,260	1,260	3,780	2,520
6845	Maint/Office Furniture & Equip	165	381	500	300	500	-
6915	Utilities/Telephone	330	621	650	650	650	-
OPERATIONS SUBTOTAL		129,655	60,993	147,710	137,695	77,330	(70,380)
GENERAL FUND TOTAL:		416,110	372,068	496,830	477,655	441,185	(55,645)

CITY TREASURER PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The City Treasurer is responsible for the investment and cash management activities of the City and all of its programs. These include the Successor Agency and the Azusa Public Financing Authority. The elected Treasurer, utilizing the services of staff from other operating departments, prepares the daily cash deposits, reviews and approves all wire transfers, and negotiates with banking personnel to optimize service. The Treasurer oversees the daily cash flow and cash balances of the City's general checking account and the Local Agency Investment Fund (LAIF) to assure adequate cash is available to meet the City's daily disbursements. The Treasurer acts as the primary contact with the banking and investment institutions utilized by the City, prepares monthly investment reports required by State law, prudently invests the City's idle cash and annually reviews and updates the City's Investment Policy prior to submittal to the City Council for approval.

STRATEGIC GOALS:

- To optimize the earnings of the cash resources of the City in the safest environment while maintaining a liquidity of funds to meet the on-going operational and cash needs of the City.

Budget Division: CITY TREASURER

Full Time Positions

Part Time Positions

Position Title	FY 14-15 Revised Allocation	FY 15-16 Proposed Allocation	FY 14-15 Revised Salary	FY 15-16 Proposed Salary	Position Title	FY 14-15 Revised Allocation	FY 15-16 Proposed Allocation	FY 14-15 Revised Salary	FY 15-16 Proposed Salary
					City Treasurer	2,080	2,080	\$31,675	\$31,675
TOTAL	0.00	0.00	\$0	\$0	TOTAL	2,080	2,080	\$31,675	\$31,675

BUDGET UNIT:**1045820000 CITY TREASURER**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
PERSONNEL							
6006	Salaries/Temp & Part-Time	31,675	31,674	31,675	31,675	31,675	-
6101	PERS/Employee Contribution	5	24	2,235	25	25	(2,210)
6105	PERS/Employer Contribution	1,240	4,379	2,795	4,380	4,380	1,585
6125	FICA/Employer Contrib/Med	650	447	690	445	445	(245)
6140	Life Insurance Allocation	150	142	150	140	140	(10)
6155	Workers' Comp Allocation	1,265	1,267	1,260	1,270	1,270	10
6175	Benefits/Flex Plan	16,195	16,272	16,150	16,150	16,150	-
PERSONNEL SUBTOTAL		51,180	54,206	54,955	54,085	54,085	(870)

BUDGET UNIT:

1045820000 CITY TREASURER

Acct. #	DESCRIPTION	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE	Explanation
<u>OPERATIONS</u>						
7009	Bank Service Charge	122,400	150,800	146,800	24,400	Due to increase in bank charges.

**CITY TREASURER
ACTIVITY DETAIL**

Account Number		Description
1045820000	6230	<u>Dues/Subscriptions</u> - California Municipal Treasurers Association annual dues for two members
	6235	<u>Meeting/Conferences</u> -California Municipal Treasurers Association Investment Workshops in September and January and the Annual Conference in April
	6493	<u>Outside Services</u> - Cintas Document shredding company
	6521	<u>Messenger Services</u> - Federal Express
	6530	<u>Office Supplies</u> - General office supplies paper, pens, pencils, etc.
	6539	<u>Printing, Binding & Duplication</u> - Bank deposit bags, cash receipts for all departments, bank endorsement stamps, currency/coin deposit preparation supplies, deposit slips, all banking and deposit supplies for all departments are charged to this account.
	7009	<u>Bank Service Charge</u> - Armored Car Services for daily deposit pickup, credit card service charges for five departments, Escrow Agent Admin Fees. Banking fees for check cashing, NSF checks, deposit processing, etc., over the interest earned on the daily balance.

BUDGET UNIT:**1045820000 CITY TREASURER**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
OPERATIONS							
6230	Dues & Subscriptions	155	380	250	155	155	(95)
6235	Meetings & Conferences	680	-	800	-	300	(500)
6493	Outside Services/Repair	20	43	100	100	-	(100)
6521	Messenger Service	25	-	100	-	-	(100)
6530	Office Supplies	85	524	150	100	100	(50)
6539	Printing, Binding & Duplicating	705	983	1,000	1,000	1,000	-
7009	Bank Service Charge	123,439	112,653	122,400	150,800	146,800	24,400
OPERATIONS SUBTOTAL		125,109	114,583	124,800	152,155	148,355	23,555
GENERAL FUND TOTAL:		176,289	168,789	179,755	206,240	202,440	22,685

ADMINISTRATION-OFFICE OF THE CITY MANAGER

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The City Manager is the chief executive/administrative officer of the City. The City Manager is appointed by, answerable to, and takes direction from the City Council. The City Manager's office is responsible for the day-to-day efficient performance of all city operations, implementing Council policy, formulating staff recommendations to Council on policy matters, and preparing and submitting the annual budget. All employees except the City Attorney, City Clerk, and City Treasurer are the responsibility of the City Manager.

FY 2014-15 PROGRAM HIGHLIGHTS:

- Maintained a balanced budget without reductions in service.
- Successfully recruited and appointed a new Director of Human Services.
- Initiated a comprehensive evaluation of City policies, procedures and practices to improve organizational efficiency and accountability.
- Held a goals setting workshop with the City Council and established key priorities and objectives for next fiscal year.

FY 2015-16 STRATEGIC GOALS:

- Focus resources on ensuring a balanced, fiscally sustainable budget; preserving and enhancing existing business within Azusa, delivering services to the community as efficiently as possible; and implementing organizational initiatives toward increased program performance.
- As part of an effort to be more transparent and accountable, the City Manager's Office will launch a performance measurement initiative which will include objective benchmarks by which the public and City Council can measure the performance of each department.
- The City Manager's Office will evaluate and developed recommendations to address the City's growing Other Post-Employment Benefits (OPEB) liability and other unfunded liabilities to ensure the City's financial sustainability.
- The City Manager's Office will work to create a strong corporate culture emphasizing customer service, professionalism, cost efficiency and accountability.
- The City Manager's Office will facilitate and encourage quality development of specific City owned properties within the downtown area.

BUDGET UNIT:**1010110000 OFFICE OF THE CITY MANAGER**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
	PERSONNEL						
6003	Salaries/Regular	179,740	199,768	203,490	136,000	163,790	(39,700)
6006	Salaries/Temp & Part-Time	24,435	18,679	7,800	48,165	7,800	-
6047	Salaries/Bonuses	-	4,672	-	-	-	-
6069	Allowances/Vehicle	3,300	3,629	3,095	1,275	3,000	(95)
6070	Allowances/Telephone	900	1,055	900	385	1,500	600
6095	Salary Savings	-	-	-	-	-	-
6101	PERS/Employee Contribution	12,575	14,025	12,640	7,695	11,510	(1,130)
6105	PERS/Employer Contribution	15,050	17,369	15,730	9,485	18,265	2,535
6109	PARS/Employer	6,720	10,634	16,005	8,550	290	(15,715)
6125	FICA/Employer Contrib/Med	2,985	3,847	3,400	3,130	2,900	(500)
6133	Retiree Health	2,755	2,874	2,795	2,875	3,005	210
6140	Life Insurance Allocation	430	464	485	260	445	(40)
6155	Workers' Comp Allocation	8,170	8,924	8,350	7,105	7,040	(1,310)
6160	LTD Insurance Allocation	1,640	2,325	1,395	1,130	1,270	(125)
6165	Unemployment Allocation	190	251	235	200	200	(35)
6175	Benefits/Flex Plan	16,475	27,111	25,840	25,840	24,225	(1,615)
6180	Deferred Comp/Employer Paid	45	1,083	1,045	960	960	(85)
	PERSONNEL SUBTOTAL	275,410	317,596	303,205	253,055	246,200	(57,005)

BUDGET UNIT:**1010110000 OFFICE OF THE CITY MANAGER**

Acct. #	DESCRIPTION	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE	Explanation
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OPERATIONS

6230	Dues & Subscriptions	49,120	49,120	49,455	335	Cal City Foundation
6235	Meetings & Conferences	4,000	3,200	5,000	1,000	ICMA Seattle
6399	Professional Services	19,700	19,700	57,600	37,900	Lobbyist \$48,000 per year & Grant Writing \$9,600 per year.

OFFICE OF THE CITY MANAGER ACTIVITY DETAIL

Account Number	Description
<p>1010110000</p>	<p>6230 <u>Dues/Subscriptions</u> - League of Calif Citie, San Gabriel Valley Council of Governments (SGVCOG), Southern California Association of Governments (SCAG) \$5000; California Contract Cities (CCC), Independent Cities Association (ICA), San Gabriel Valley City Managers Association (SGVCMA), San Gabriel Valley Assistant to City Managers (SGVACM), International City/County Management Association (ICMA); National League of Cities (NLC); Calif. City Mgr. Foundation</p> <p>6235 <u>Meetings/Conferences</u> - SGVCMA/SGVACM, League, League Annual, League City Manager, ICSC, ICA, ICMA</p> <p>6399 <u>Professional Services</u> - Lobbyist and Grant Writer</p> <p>6509 <u>Publications/Other</u> - League Roster, State & Local Directory</p> <p>6521 <u>Messenger Service</u> - Federal Express, UPS</p> <p>6527 <u>Computer Supplies</u> - Toners, Ink Cartridges</p> <p>7045 <u>Other Agency Contributions</u> - Los Angeles County Local Agency Formation Commission</p>

BUDGET UNIT:**1010110000 OFFICE OF THE CITY MANAGER**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
OPERATIONS							
6230	Dues & Subscriptions	46,150	49,317	49,120	49,120	49,455	335
6235	Meetings & Conferences	4,065	3,856	4,000	3,200	5,000	1,000
6399	Professional Services	-	-	19,700	19,700	57,600	37,900
6405	Commission Meetings Expense	1,900	1,975	2,700	2,700	-	(2,700)
6509	Publications/Other	-	-	300	-	300	-
6521	Messenger Service	40	-	200	-	200	-
6527	Supplies/Computer	50	248	1,000	1,000	1,000	-
6530	Office Supplies	645	556	3,000	1,000	3,000	-
6551	Fuel and Oil	110	-	500	-	500	-
6625	Program Expense	3,930	2,746	5,000	3,500	2,500	(2,500)
6799	Insurance/Other	-	-	1,400	1,400	1,400	-
6850	Lease Payments	-	-	450	450	450	-
6915	Utilities/Telephone	445	422	750	400	400	(350)
7045	Other Agency Contributions	2,185	2,286	3,800	3,800	3,800	-
OPERATIONS SUBTOTAL		59,535	61,487	91,920	86,270	125,605	33,685
GENERAL FUND TOTAL:		334,945	379,084	395,125	339,325	371,805	(23,320)

ADMINISTRATION – NEIGHBORHOOD SERVICES

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

Neighborhood Services is a division of the City Manager's Office and is dedicated to strengthening and enriching the community by providing high quality services and resources through educational programs, neighborhood revitalization, resident empowerment, partnerships, and assisting those in need.

FY 2014-15 PROGRAM HIGHLIGHTS :

- Maintained critical cable television (CATV) broadcast equipment in the Civic Auditorium using Digital Infrastructure and Video Competition Act (DIVCA) revenues.
- Maintained monthly newsletter dissemination to provide current city information to our residents.
- Facilitated community meetings as designated by the City Manager and the City Council.
- Disseminate news releases, information and develop advertising campaigns of government services.
- Provided administrative support to the Human Relation Commission and their menu of programs.

FY 2015-16 STRATEGIC GOALS:

- Improve public understanding of City operations and services.
- Provide publicity and event management for the Azusa City Council's community meetings and other community meetings as designated by the City Council and/or the City Manager.
- Improve the relationship between the City and neighborhood groups and individual residents through public engagement.
- Create and disseminate publicity materials for various City Departments and City events.
- Facilitate neighborhood enhancement, community activities, and provide for social service needs among residents by creating partnerships and identifying resources through collaboration with various corporate, social, non-profit, and faith-based groups within the City.
- Prepare and administer a survey to measure resident satisfaction with City services and perceptions about key quality of life indicators.

Budget Division: NEIGHBORHOOD SERVICES

Full Time Positions

Part Time Positions

Position Title	FY 14-15 Revised Allocation	FY 15-16 Proposed Allocation	FY 14-15 Revised Salary	FY 15-16 Proposed Salary	Position Title	FY 14-15 Revised Allocation	FY 15-16 Proposed Allocation	FY 14-15 Revised Salary	FY 15-16 Proposed Salary
Public Information Officer	1.00	1.00	\$80,705	\$80,705					
TOTAL	1.00	1.00	\$80,705	\$80,705	TOTAL	0	0	\$0	\$0

BUDGET UNIT:**1010130000 NEIGHBORHOOD SERVICES**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
	<u>PERSONNEL</u>						
6003	Salaries/Regular	80,895	81,286	80,705	79,260	80,705	-
6047	Sal/Bonus		1,867	-	-	-	-
6048	Salaries/Language Pay	2,400	2,412	2,400	2,345	2,400	-
6063	Salaries/Jury Duty	-	380	-	-	-	-
6101	PERS/Employee Contribution	5,855	5,883	5,845	5,735	5,840	(5)
6105	PERS/Employer Contribution	7,080	7,293	7,275	7,180	9,270	1,995
6109	PARS/Employer Contribution	6,165	6,202	5,980	6,045	8,045	2,065
6125	FICA/Employer Contrib/Med	1,205	1,291	1,440	1,265	1,440	-
6140	Life Insurance Allocation	220	218	220	205	220	-
6155	Workers' Comp Allocation	3,330	3,422	3,325	3,265	3,325	-
6160	LTD Insurance Allocation	615	619	630	600	630	-
6165	Unemployment Allocation	70	77	100	75	100	-
6175	Benefits/Flex Plan	15,505	15,748	16,150	16,150	16,150	-
6180	Deferred Comp/Employer Paid	150	1,500	1,800	1,800	1,800	-
	PERSONNEL SUBTOTAL	123,490	127,818	125,870	123,925	129,925	4,055

BUDGET UNIT:

1010130000 NEIGHBORHOOD SERVICES

Acct. #	DESCRIPTION	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE	Explanation
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OPERATIONS

6493	Outside Services & Repairs	2,000	2,000	26,600	24,600	Community Survey
6405	Comm. Meeting Expense	-	-	2,700	2,700	Administer Quarterly Meetings
6625	Program Expense	7,500	-	24,900	17,400	Produce and develop the annual news letter.

COMMUNITY PROMOTIONS (NEIGHBORHOOD SERVICES) ACTIVITY DETAIL

Account Number		Description
1010130000	6230	<u>Dues/Subscriptions</u> - California Association of Public Information Officers (CAPIO), BMI, ASCAP, Tribune
	6235	<u>Meetings/Conferences</u> - CAPIO Annual Conference
	6405	<u>Comm. Meeting Expense</u> - HRC Commission Stipends
	6493	<u>Outside Services & Repairs</u> - Translations and Community Survey.
	6601	<u>Advertising Expense</u> - Golden Days, San Gabriel Valley Tribune inserts
	6625	<u>Program Expense</u> - Neighborhood Connections, Newsletters, Annual Report, City Events, and Others.

BUDGET UNIT:**1010130000 NEIGHBORHOOD SERVICES**

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
	<u>OPERATIONS</u>						
6230	Dues & Subscriptions	620	832	1,200	1,200	1,200	-
6235	Meetings & Conferences	1,620	1,318	1,500	1,500	1,500	-
6493	Outside Services & Repairs	2,335	1,545	2,000	2,000	26,600	24,600
6405	Comm. Meeting Expense	-	-	-	-	2,700	2,700
6530	Office Supplies	30	20	500	250	250	(250)
6601	Advertising Expense	15,915	16,172	27,200	17,000	10,000	(17,200)
6625	Program Expense	-	887	7,500	-	24,900	17,400
	OPERATIONS SUBTOTAL	20,520	20,774	39,900	21,950	67,150	27,250
	NEIGHBORHOOD SERVICES TOTAL:	144,010	148,591	165,770	145,875	197,075	31,305

BUDGET UNIT:

1009000000 CITY ATTORNEY

Acct. #	DESCRIPTION	ACTUAL 12-13	ACTUAL 13-14	REVISED 14-15	YEAR END EST 14-15	PROPOSED 15-16	VARIANCE
	<u>OPERATIONS</u>						
6301	Legal Fees	241,225	237,607	250,000	250,000	250,000	-
	OPERATIONS SUBTOTAL	241,225	237,607	250,000	250,000	250,000	-
	GENERAL FUND TOTAL:	241,225	237,607	250,000	250,000	250,000	-