

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.

STRATEGIC GOALS:

- Maintain a budget balanced within fiscal revenues without service reductions.
- Encourage the development of retail shopping amenities desirable for all Azusa residents.
- Support and enforce code compliance programs that reduce visible blight and unsafe/unsanitary living conditions.
- Continue programs to engage community involvement in governance through quarterly community outreach meetings.
- Assure the completion of utility infrastructure improvements to serve customers well into the future.
- Continue to remove obscene and racially offensive graffiti within 24 hours, all other graffiti within 48 hours.

FY 2013-14 PROGRAM HIGHLIGHTS:

- Insist upon "Community Driven Development" focusing attention upon residential and commercial development projects to assure compliance with Azusa's high standards with participation by all members of our community.
- City Council representative involvement in regional governmental issues to provide a voice for the City of Azusa and to benefit our citizens through projects like the Gold Line Project, and governance issues with the League of California Cities, National League of Cities, Foothill Transit, Southern California Association of Governments (SCAG) and Los Angeles Sanitation Districts (LACSAN).

Budget Division: **CITY COUNCIL**

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted Salary	Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted 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 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	PERSONNEL					
6006	Salaries/Temp & Part-Time	24,115	24,000	24,000	24,000	-
6101	PERS/Employee Contribution	1,795	1,795	1,825	1,825	-
6105	PERS/Employer Contribution	3,015	3,285	2,175	2,225	50
6125	FICA/Employer Contrib/Med	1,505	1,565	1,825	1,825	-
6133	Retiree Health Premium Reimb	2,615	2,705	2,790	2,790	-
6140	Life Insurance Allocation	445	465	450	450	-
6155	Workers' Comp Allocation	965	960	950	950	-
6175	Benefits/Flex Plan	80,875	80,800	80,750	80,750	-
	PERSONNEL SUBTOTAL	115,330	115,575	114,765	114,815	50

**CITY COUNCIL
ACTIVITY DETAIL**

Account Number		Description	Cost
100800000	6235	<u>Meetings/Conferences</u> - Council workshops, League Annual, League Monthly	\$8,900
	6298	<u>Council Telecommunication Exp</u> - Home DSL, Home Faxes, Special equipment	\$2,500
	6493	<u>Outside Services</u> - Workshop consultants, City Pins, Plaques, Certificates	\$3,000
	7050	<u>Donations/Contributions</u> - Flag Committee \$1,000; Veteran Recognition Ceremonies-Memorial Day and Veteran's Day \$300; Miscellaneous \$500	\$1,800

BUDGET UNIT:**100800000 CITY COUNCIL**

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	OPERATIONS					
6230	Dues & Subscriptions	-	-	250	250	-
6235	Meetings & Conferences	11,050	8,295	8,900	8,900	-
6240	Mileage Reimbursement	-	10	-	-	-
6298	Council Telecommunication Exp	1,165	1,085	2,500	2,500	-
6493	Outside Services & Repairs	500	170	6,000	3,000	(3,000)
6518	Postage	35	-	-	-	-
6530	Office Supplies	70	15	500	500	-
6563	Supplies/Special	1,805	640	2,200	2,200	-
6601	Advertising Expense	-	50	-	-	-
7050	Donations/Contribution	3,500	3,600	2,100	1,800	(300)
	OPERATIONS SUBTOTAL	18,125	13,865	22,450	19,150	(3,300)
	GENERAL FUND TOTAL:	133,455	129,440	137,215	133,965	(3,250)

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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 operation of municipal business. It is the duty of the City Clerk to act as Clerk of the City Council, Secretary to the Industrial Development Authority and Azusa Public Financing Authority and the Utility Board. This includes preparation and distribution of agendas meetings, attendance at all meetings, maintenance and certification of accurate record of proceedings.

In addition, the City Clerk's Office is charged with the maintenance and protection of official City records; publishes and codifies ordinances; processes, attests, and certifies records; conducts all City elections; and notarizes and maintains documents as required.

STRATEGIC GOALS:

- Continue working to improve filing system and record keeping.
- Seek adequate staff training to continue providing to the public the most updated information available.
- Evaluate filing process i.e. claims, requests for public records, and information accessibility to become more user friendly to the public.

FY 2012-13 PROGRAM HIGHLIGHTS:

- Scanned numerous vital and miscellaneous record files for electronic access.
- 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.
- Seek improved technology to better assist the public.

BUDGET UNIT:**1015210000 CITY CLERK**

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	PERSONNEL					
6003	Salaries/Regular	128,095	128,235	64,600	118,535	53,935
6006	Salaries/Temp & Part-Time	119,460	120,595	138,015	93,865	(44,150)
6015	Salaries/Vacation	4,995	3,665	-	-	-
6024	Salaries/Sick Leave	945	1,355	-	-	-
6033	Overtime Pay/Premium	845	580	-	-	-
6048	Salaries/Language Pay	6,460	6,520	7,255	5,165	(2,090)
6075	Vacation Pay-Off	12,730	21,050	-	-	-
6095	Salary Savings	2,035	65,045	-	-	-
6101	PERS/Employee Contribution	18,285	19,385	14,785	15,300	515
6105	PERS/Employer Contribution	30,340	35,170	18,485	18,865	380
6109	PARS/Employer	5,425	5,400	2,115	5,115	3,000
6125	FICA/Employer Contrib/Med	3,195	3,110	3,500	3,840	340
6140	Life Insurance Allocation	520	515	360	505	145
6155	Workers' Comp Allocation	10,420	10,440	8,395	8,705	310
6160	LTD Insurance Allocation	995	985	505	920	415
6165	Unemployment Allocation	255	320	185	210	25
6175	Benefits/Flex Plan	46,320	47,765	31,595	47,040	15,445
6180	Deferred Comp/Employer Paid	3,960	2,880	1,230	3,420	2,190
	PERSONNEL SUBTOTAL	395,280	473,015	291,025	321,485	30,460

**CITY CLERK
ACTIVITY DETAIL**

Account Number		Description	Cost
1015210000	6220	Training Schools - International Institute of Municipal Clerks (IIMC); Maureen Kane & Associates CMC Certifications; City Clerk Association - Classes throughout the year when offered, i.e. Brown Act, Public Records	\$2,000
	6230	Dues/Subscriptions - IIMC, California City Clerk's Association, Rainbow Directory - Resource Directory, National Notary Association	\$700
	6235	Meeting/Conferences - Quarterly Southern California City Clerk's Association meetings, annual conference or New Election Law Seminar for City Clerks	\$1,000
	6330	Codification - Municipal Code Corporation updates; City Ordinances are codified and distributed to several public and legal entities as well as City departments. Codification of the Development Code and Amendments.	\$5,000
	6493	Outside Services and Repair - Iron Mountain-record storage, Council meetings video recording.	\$7,000
	6518	Postage - Processing of postage for most City departments.	\$35,000
	6536	Supplies/Reprographics - Paper supply; minute books.	\$1,000
	6601	Advertising Expense - Legal advertising for all public hearings, bid openings, public notices - Azusa Herald, San Gabriel Valley Tribune.	\$15,000
	6830	Rental Equipment - Neopost - lease of mail machine.	\$5,000

BUDGET UNIT:**1015210000 CITY CLERK**

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
OPERATIONS						
6220	Training Schools	150	875	1,000	3,000	2,000
6230	Dues & Subscriptions	425	1,030	700	700	-
6235	Meetings & Conferences	400	1,600	1,000	1,000	-
6240	Mileage Reimbursement	35	200	500	500	-
6330	Codification	4,625	6,655	5,500	5,000	(500)
6493	Outside Services & Repairs	124,755	3,235	67,000	7,000	(60,000)
6518	Postage	32,480	34,440	41,000	35,000	(6,000)
6530	Office Supplies	1,725	1,310	2,400	2,000	(400)
6536	Supplies/Reprographics	25	90	1,000	1,000	-
6551	Fuel and Oil	40	100	190	100	(90)
6563	Supplies/Special	1,530	1,670	1,500	1,500	-
6572	Office Furniture & Equipment	4,190	1,065	930	500	(430)
6601	Advertising Expense	35,480	22,200	15,000	15,000	-
6825	Maintenace & Repair	35	15	-	-	-
6830	Rent/Equipment	4,795	4,540	5,000	5,000	-
6845	Maint/Office Furniture & Equip	95	-	500	500	-
6915	Utilities/Telephone	-	-	-	650	650
OPERATIONS SUBTOTAL		210,785	79,025	143,220	78,450	(64,770)
GENERAL FUND TOTAL:		606,065	552,040	434,245	399,935	(34,310)

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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 Redevelopment 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.

PROGRAM HIGHLIGHTS:

- Maintaining an Institutional Custodial Trust Account for the independent safekeeping of City investments that facilitates investment purchases, sales, and the receipt of security interest payments into a competitive interest earning money market account.
- By maintaining a \$1,500,000 average quarterly balance in the Investment Custodial Money Market Account, all custodial bank fees are waived and the balance is available for immediate transfer to the general checking if needed.
- A decrease in interest earnings on investments was recognized as a result of decreasing interest rates and a decreasing principal balance available to invest.
- Available funds for investment are invested in AAA Rated Government Securities to a maximum length of five years to minimize risk and maximize yield, the Local Agencies Investment Fund (LAIF) for availability of funds, and the Custodial Trust Account's Money Market Account to facilitate safe and independent investment transactions.
- Bank fees were kept to a minimum through maintaining the most efficient balance in checking accounts and optimizing the benefits of interest earning sweep accounts to offset the fees. Bank fees expense increase as checking interest earning rates decrease.

Budget Division: CITY TREASURER

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted Salary	Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted Salary
					City Treasurer	2,080	2,080	\$31,525	\$31,525
TOTAL	0.00	0.00	\$0	\$0	TOTAL	2,080	2,080	\$31,525	\$31,525

BUDGET UNIT:**1045820000 CITY TREASURER**

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	<u>PERSONNEL</u>					
6006	Salaries/Temp & Part-Time	32,580	32,060	31,525	31,525	-
6101	PERS/Employee Contribution	-	-	-	2,235	2,235
6105	PERS/Employer Contribution	-	-	-	2,755	2,755
6109	PARS/Employer	1,190	1,180	1,180	-	(1,180)
6125	FICA/Employer Contrib/Med	715	710	690	690	-
6140	Life Insurance Allocation	145	145	150	150	-
6155	Workers' Comp Allocation	1,305	1,280	1,260	1,260	-
6175	Benefits/Flex Plan	16,150	16,150	16,150	16,150	-
6180	Deferred Comp/Employer Paid	1,080	1,080	1,080	1,080	-
	PERSONNEL SUBTOTAL	53,165	52,605	52,035	55,845	3,810

**CITY TREASURER
ACTIVITY DETAIL**

Account Number		Description	Cost
1045820000	6230	<u>Dues/Subscriptions</u> - California Municipal Treasurers Association annual dues for two members	\$250
	6235	<u>Meeting/Conferences</u> -California Municipal Treasurers Association Investment Workshops in September and January and the Annual Conference in April	\$800
	6493	<u>Outside Services</u> - Cintas Document shredding company	\$100
	6521	<u>Messenger Services</u> - Federal Express	\$100
	6530	<u>Office Supplies</u> - General office supplies paper, pens, pencils, etc.	\$150
	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.	\$1,000
	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.	\$91,000

BUDGET UNIT:

1045820000 CITY TREASURER

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
OPERATIONS						
6230	Dues & Subscriptions	-	130	250	250	-
6235	Meetings & Conferences	785	600	800	800	-
6493	Outside Services	15	-	100	100	-
6521	Messenger Service	-	70	100	100	-
6530	Office Supplies	10	60	150	150	-
6539	Printing, Binding & Duplicating	820	815	1,000	1,000	-
7009	Bank Service Charge	73,425	91,035	70,000	91,000	21,000
OPERATIONS SUBTOTAL		75,055	92,710	72,400	93,400	21,000
GENERAL FUND TOTAL:		128,220	145,315	124,435	149,245	24,810

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ADMINISTRATION-OFFICE OF THE CITY MANAGER

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Office of the City Manager provides the services of chief executive officer for all City operations and municipal services, and facilitator implementing City Council policy. All employees except the City Attorney, City Clerk, and City Treasurer are the responsibility of the City Manager.

The Primary functions of the City Manager are to plan, direct, and supervise all city operations; prepare and administer the fiscal budget; act as Employee Relations Officer, and enforce the municipal code and contract obligations of the City.

STRATEGIC GOALS:

- Balance the budget without reductions in service.
- Maintain code compliance standards and expand service on weekends.
- Continue to coordinate and implement the mitigation measures and conditions of approval for the Rosedale Development.
- Develop recommendations for retail shopping amenities in phase II of the Downtown North Project.

FY 2013-14 PROGRAM HIGHLIGHTS:

- City Manager and staff will continue to emphasize the enhancement of the City's economic stability and improve the City's fiscal position.
- Continued public outreach and communication with constituents will also remain key to linking Azusans with their government.
- Code Compliance will remain a top priority in the City's effort to eliminate unsafe living conditions and improve the quality of life for all of Azusa's residents.

Budget Division: OFFICE OF THE CITY MANAGER

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted Salary	Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted Salary
City Manager ^(a)	0.60	0.70	\$115,200	\$134,400	Human Rel Coord	520	520	\$17,235	\$17,235
Executive Assistant to the City Mgr	1.00	1.00	64,540	64,540	HRC Grad Interns	520	520	7,800	7,800
^(a) .10 FTE CFD-Rosedale, .20 FTE L&W Administration									
TOTAL	1.60	1.70	\$179,740	\$198,940	TOTAL	1,040	1,040	\$25,035	\$25,035

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

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	PERSONNEL					
6003	Salaries/Regular	300,775	194,585	179,740	198,940	19,200
6006	Salaries/Temp & Part-Time	26,190	68,250	25,035	25,035	-
6015	Salaries/Vacation	5,900	3,965	-	-	-
6024	Salaries/Sick Leave	2,705	2,425	-	-	-
6069	Allowances/Vehicle	4,340	4,400	4,400	3,610	(790)
6070	Allowances/Telephone	755	565	900	1,050	150
6075	Vacation Pay-Off	27,420	14,840	-	-	-
6078	Sick Leave Pay-Off	-	1,035	-	-	-
6101	PERS/Employee Contribution	21,715	15,495	12,640	13,980	1,340
6105	PERS/Employer Contribution	36,130	31,155	15,320	17,260	1,940
6109	PARS/Employer	23,280	6,460	13,945	18,515	4,570
6125	FICA/Employer Contrib/Med	5,600	4,220	3,345	3,700	355
6133	Retiree Health	1,295	1,955	2,045	2,795	750
6140	Life Insurance Allocation	720	480	480	540	60
6155	Workers' Comp Allocation	13,420	10,770	8,225	9,140	915
6160	LTD Insurance Allocation	3,255	1,735	1,395	1,545	150
6165	Unemployment Allocation	345	270	230	255	25
6175	Benefits/Flex Plan	36,625	30,480	25,135	26,750	1,615
6180	Deferred Comp/Employer Paid	11,270	2,595	10,845	1,130	(9,715)
	PERSONNEL SUBTOTAL	521,740	395,680	303,680	324,245	20,565

**OFFICE OF THE CITY MANAGER
ACTIVITY DETAIL**

Account Number		Description	Cost
1010110000	6230	<u>Dues/Subscriptions</u> - League, San Gabriel Valley Council of Governments (SGVCOG), Southern California Association of Governments (SCAG), 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), Tribune, National League of Cities (NLC), San Gabriel Valley Economic Partnership	\$49,120
	6235	<u>Meetings/Conferences</u> - SGVCMA/SGVACM, League, CCC Monthly, League Annual, City Manager, Mayor & City Council Forum, SGVACM Annual Conference	\$4,000
	6509	<u>Publications/Other</u> - League Roster, State & Local Directory	\$300
	6521	<u>Messenger Service</u> - Federal Express, UPS	\$200
	6527	<u>Computer Supplies</u> - Toners, Ink Cartridges	\$1,000
	6625	<u>Program Expense</u> - City events \$4,000; Miscellaneous \$1,000	\$5,000
	6799	<u>Insurance/Other</u> - Liability insurance for City events	\$1,400
	7045	<u>Other Agency Contributions</u> - Los Angeles County Local Agency Formation Commission	\$3,455

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

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	OPERATIONS					
6230	Dues & Subscriptions	42,440	37,205	39,560	49,120	9,560
6235	Meetings & Conferences	8,625	2,190	4,000	4,000	-
6405	Commission Meetings Expense	1,700	1,950	2,700	2,700	-
6509	Publications/Other	-	-	300	300	-
6521	Messenger Service	55	-	200	200	-
6527	Supplies/Computer	1,900	255	1,000	1,000	-
6530	Office Supplies	1,045	860	3,000	3,000	-
6551	Fuel and Oil	180	130	500	500	-
6563	Supplies/Special	110	-	-	-	-
6625	Program Expense	3,965	3,900	5,000	5,000	-
6799	Insurance/Other	-	-	-	1,400	1,400
6825	Maintenance & Repair	30	15	-	-	-
6915	Utilities/Telephone	1,165	580	750	750	-
7045	Other Agency Contributions	1,360	2,235	3,140	3,455	315
	OPERATIONS SUBTOTAL	62,680	49,320	60,150	71,425	11,275
	GENERAL FUND TOTAL:	584,420	445,000	363,830	395,670	31,840

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ADMINISTRATION – COMMUNITY PROMOTIONS

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

Single position class that reports to the City Manager and the Assistant City Manager. Under general direction, performs a variety of professional and administrative duties related to public information, general administration and municipal policies and services; develops, coordinates, prepares, and disseminates public information materials relevant to the City of Azusa.

STRATEGIC GOALS:

- Maintain critical cable television (CATV) broadcast equipment in the Civic Auditorium using Digital Infrastructure and Video Competition Act (DIVCA) revenues.
- Maintain monthly newsletter dissemination to provide current city information to our residents.
- Facilitate community meetings as designated by the City Manager and the City Council.
- Disseminate news releases, information and develop advertising campaigns of government services.

FY 2013-14 PROGRAM HIGHLIGHTS:

- Execute the communications plan for dissemination of information regarding the discharge of fireworks in Azusa.
- 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.
- Develop PowerPoint presentations on Fourth of July vendor issues and assist the Mayor with the State of the City Address and presentation.
- Administer and provide publicity and collateral design for the City's Clean & Green Month activities.
- Create and disseminate publicity materials for various Library, Recreation and Family Services, and Azusa Health Center and Mayor's and City Council programs.
- Provide pre-publicity for Concerts in the Park.
- Write, produce and schedule public service announcements for the City's CATV station (Charter Channel 3 and FiOS Channel 43).
- Work with contract videographer to increase the production values of the City's web based broadcasting services.
- Write and produce power point for the Mayor's State of the City Address
- Administer the City's Human Relations Commission and its various sponsored programs and events.

Budget Division: PROMOTION/MEMBERSHIP

Full Time Positions

Part Time Positions

Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted Salary	Position Title	FY 12-13 Revised Allocation	FY 13-14 Adopted Allocation	FY 12-13 Revised Salary	FY 13-14 Adopted 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 COMMUNITY PROMOTION**

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	<u>PERSONNEL</u>					
6003	Salaries/Regular	76,340	78,995	80,705	80,705	-
6015	Salaries/Vacation	1,140	760	-	-	-
6024	Salaries/Sick Leave	2,660	1,140	-	-	-
6048	Salaries/Language Pay	2,410	2,400	2,400	2,400	-
6063	Salaries/Jury Duty	1,140	-	-	-	-
6075	Vacation Pay-Off	2,420	17,215	-	-	-
6078	Sick Leave Pay-Off	1,600	-	-	-	-
6101	PERS/Employee Contribution	5,885	5,855	5,845	5,845	-
6105	PERS/Employer Contribution	9,755	10,600	7,085	7,215	130
6109	PARS/Employer Contribution	6,190	6,145	5,175	5,980	805
6125	FICA/Employer Contrib/Med	1,310	1,480	1,430	1,430	-
6140	Life Insurance Allocation	225	220	220	220	-
6155	Workers' Comp Allocation	3,350	3,330	3,325	3,325	-
6160	LTD Insurance Allocation	620	615	630	630	-
6165	Unemployment Allocation	85	95	100	100	-
6175	Benefits/Flex Plan	15,120	15,500	15,445	15,445	-
6180	Deferred Comp/Employer Paid	1,800	1,800	150	1,800	1,650
	PERSONNEL SUBTOTAL	132,050	146,150	122,510	125,095	2,585

**COMMUNITY PROMOTION
ACTIVITY DETAIL**

Account Number		Description	Cost
1010130000	6230	<u>Dues/Subscriptions</u> - California Association of Public Information Officers (CAPIO), States of California and Nevada Chapter/National Association of Telecommunications Officers and Advisors (SCAN/NATOA), (BMI), (ASCAP)	\$1,200
	6235	<u>Meetings/Conferences</u> - CAPIO Annual Conference	\$1,500
	6493	<u>Outside Services & Repairs</u> - Translations, video production, maintenance of Channel 55 equipment	\$4,000
	6530	<u>Supplies/Office</u> - Miscellaneous supplies	\$500
	6601	<u>Advertising Expense</u> - Golden Days, San Gabriel Valley Tribune inserts, newsletter	\$27,200
	6625	<u>Program Expense</u> - Community outreach programs	\$7,500

BUDGET UNIT:

1010130000 COMMUNITY PROMOTION

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
OPERATIONS						
6230	Dues & Subscriptions	1,225	1,525	1,200	1,200	-
6235	Meetings & Conferences	1,080	25	1,500	1,500	-
6240	Mileage Reimbursement	55	25	-	-	-
6493	Outside Services & Repairs	2,170	1,365	5,000	2,000	(3,000)
6493	<i>Outside Services & Repairs-1% Cable</i>	-	125	-	2,000	2,000
6530	Office Supplies	180	-	500	500	-
6563	Supplies/Special	-	1,100	-	-	-
6569	Small Equipment	205	135	-	-	-
6569	<i>Small Equipment-1% Cable</i>	795	605	2,000	2,000	-
6601	Advertising Expense	24,915	31,120	27,200	27,200	-
6625	Program Expense	11,200	295	7,500	7,500	-
OPERATIONS SUBTOTAL		41,825	36,320	44,900	43,900	(1,000)
COMMUNITY PROMOTION TOTAL:		173,875	182,470	167,410	168,995	1,585
Funding:						
	L&W TRANSFER IN Total	(77,735)	(87,490)	(156,980)	(78,900)	78,080
	SEWER FUND Total	-	-	-	(15,780)	(15,780)
	GENERAL FUND Total	(18,405)	(94,980)	(10,430)	(74,315)	(63,885)
	Total Funding	(173,875)	(182,470)	(167,410)	(168,995)	(1,585)

BUDGET UNIT:

1009000000 CITY ATTORNEY

Acct. #	DESCRIPTION	ACTUAL 10-11	ACTUAL 11-12	REVISED 12-13	ADOPTED 13-14	VARIANCE
	<u>OPERATIONS</u>					
6301	Legal Fees	251,795	257,980	234,000	250,000	16,000
	OPERATIONS SUBTOTAL	251,795	257,980	234,000	250,000	16,000
	GENERAL FUND TOTAL:	251,795	257,980	234,000	250,000	16,000