



# *City of Sierra Madre*

**ANNUAL BUDGET**

**FISCAL YEAR 2020 - 2021**

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# City of Sierra Madre

*Village of the Foothills*

## Adopted Budget



**July 1, 2020 – June 30, 2021**

City of Sierra Madre  
Successor Agency  
Sierra Madre Public Financing Authority

### *City Council and Elected Officials*

<i>John Capoccia</i>	<i>Mayor</i>
<i>Rachelle Arizmendi</i>	<i>Mayor Pro Tem</i>
<i>Gene Goss</i>	<i>Council Member</i>
<i>John Harabedian</i>	<i>Council Member</i>
<i>Sue Spears</i>	<i>City Clerk</i>
<i>Michael Amerio</i>	<i>City Treasurer</i>

### *Executive Management*

<i>Gabriel Engeland</i>	<i>City Manager</i>
<i>Teresa Highsmith</i>	<i>City Attorney</i>
<i>Hillary Guirola-Leon</i>	<i>Finance Director</i>
<i>Vincent Gonzalez</i>	<i>Planning &amp; Community Preservation Director</i>
<i>Rodrick Armalin</i>	<i>Police Chief</i>
<i>Brent Bartlett</i>	<i>Acting Fire Chief</i>
<i>Rebecca Silva-Barron</i>	<i>Community Services Manager</i>
<i>Christine Smart</i>	<i>City Librarian</i>
<i>Chris Cimino</i>	<i>Public Works Director</i>
<i>Jose Reynoso</i>	<i>Utility Services Director</i>

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## Table of Contents

<b>Section 1: Introduction</b> .....	<b>1</b>
Budget Message.....	3
Organizational Chart.....	5
Mission Statement .....	6
Community Profile .....	7
<b>Section 2: Financial Policies and Procedures</b> .....	<b>11</b>
Fund Overview.....	17
Funds-Department Relationship Matrix .....	21
<b>Section 3: Budget Resolutions</b> .....	<b>23</b>
<b>Section 4: Authorized Positions</b> .....	<b>33</b>
<b>Section 5: Budget Summaries</b> .....	<b>37</b>
Citywide Estimated Funds Available .....	39
Citywide All Funds Summary .....	41
Citywide Sources and Uses .....	43
Citywide Revenues .....	45
Citywide Expenditures.....	49
General Fund Overview .....	59
<b>Section 6: Department Budgets</b> .....	<b>67</b>
Administrative Services Department .....	69
Community Services Department.....	75
Elected and Appointed Department.....	81
Fire Department.....	85
Human Resources Department.....	91
Information Technology Department .....	95
Library Department .....	99
Planning and Community Preservation Department.....	105
Police Department .....	111
Public Works Department.....	117
Utility Services Department.....	125
<b>Section 7: Capital Purchases and Projects</b> .....	<b>131</b>
<b>Section 8: Appendix</b> .....	<b>139</b>
Glossary.....	141
Property Tax Allocation .....	149

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# **City of Sierra Madre**

*Village of the Foothills*



## **Introduction**

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June 17, 2020

Honorable Mayor, City Council, and Residents of Sierra Madre:

Three years ago, City management developed a plan to achieve sustainable annual budgets while continuing to provide essential services to the community. Using zero-based budgeting techniques, management evaluated each proposed expenditure before recommending whether or not to allocate resources for it in the new budget. The Fiscal Year 2020-2021 budget was prepared in the same way as in the prior three years. The City entered the budget year in a strong financial position as a result of City Council's direction and fiscally responsible decisions.

Two years ago, City Council approved a pension rate stabilization plan and continues to monitor and review pension costs and associated unfunded liabilities. The City's efforts reduced FY 20-21 budgeted expenses by \$270,000 citywide.

The City's largest revenue sources in the general fund are property taxes and user utility taxes (UUT) at 52% and 21% of total revenue, respectively. Based on discussions with the City's property tax consultants, the impact on property taxes for FY 20-21 is expected to be minimal. However, with the continuing COVID-19 pandemic, the City anticipates revenue reductions to be \$500,000 in the new fiscal year.

As an immediate response, departments reviewed their programs and proposed expenditure reductions. Management instituted a hiring freeze for all non-essential vacant positions and postponed all non-critical capital projects.

The budget for FY 20-21 is planned to deliver a \$1.3 million surplus without reductions in service to the community or layoffs. The adopted budget continues the City's aggressive replacement of water mains, while also investing in street and sewer infrastructure. The budget also includes funding of all equipment and training for public safety.

In conclusion, I would like to thank our City Council for their dedication and leadership, and recognize the efforts of City management and staff who participated the budget process.

Respectfully,

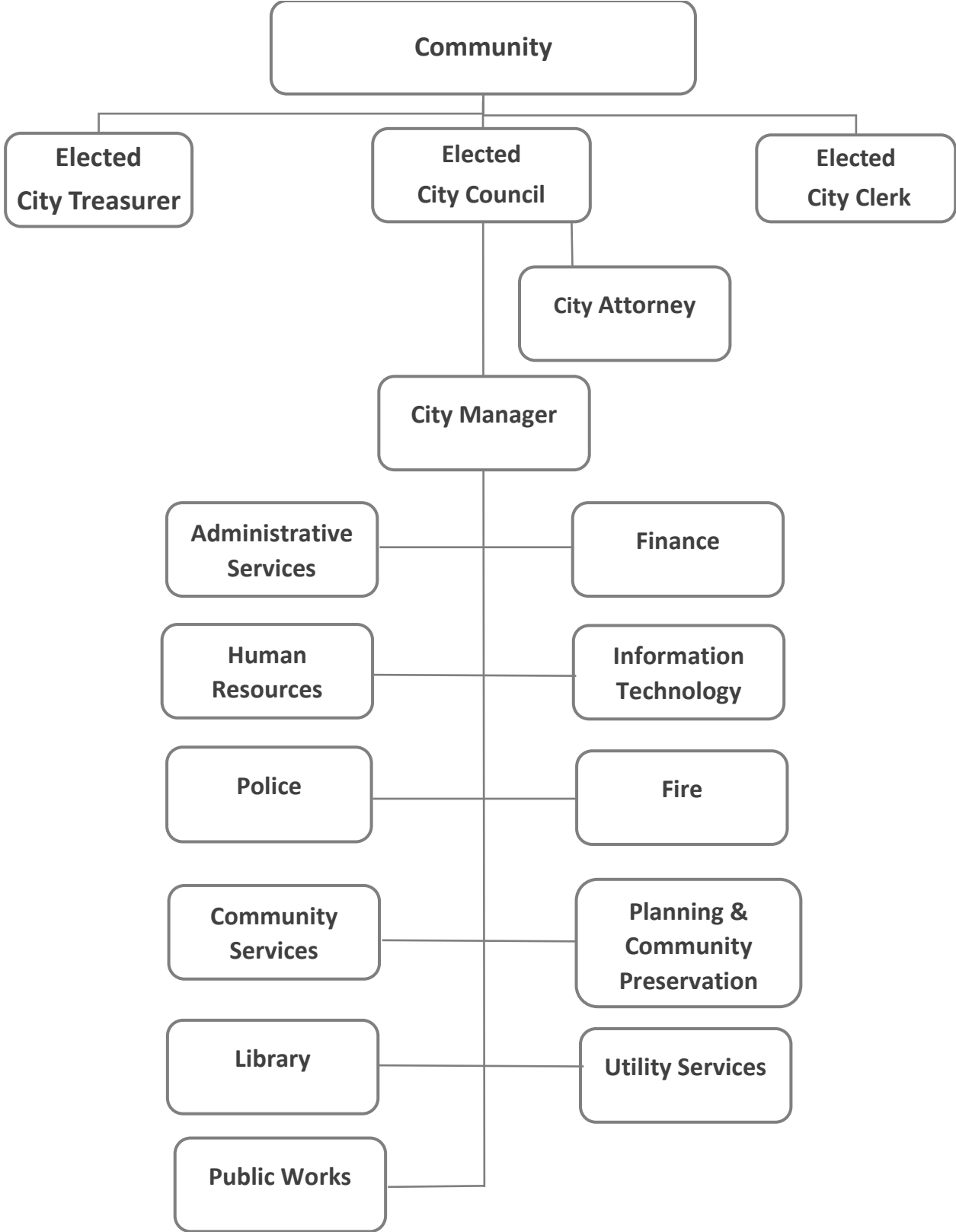
A handwritten signature in blue ink, appearing to read "H. Guirola-Leon", with a long horizontal flourish extending to the right.

Hillary Guirola-Leon  
Finance Director

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# CITY OF SIERRA MADRE ORGANIZATIONAL CHART





## MISSION STATEMENT

### C I T Y O F S I E R R A M A D R E

#### MISSION STATEMENT

*The City of Sierra Madre provides quality, cost-effective public services that preserve the small town character and enhance the health, safety and welfare of the community.*

#### VISION STATEMENT

*The All-America City of Sierra Madre will be recognized as a thriving, civically engaged community that honors its past, lives in the present and plans for the future.*

#### CORE VALUES

not in priority order

The City of Sierra Madre values . . .

*Efficiency and effectiveness*

*Honesty and integrity*

*Financial accountability*

*Teamwork*

*Community participation*

*Small town character*



# Community Profile

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## *General Information*

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Sierra Madre is small city, approximately 3.5 square miles, with approximately 11,000 residents. It is among the smallest cities in all of Los Angeles County. Sierra Madre has no direct freeway access and a limited retail and service area of approximately 6 blocks. Since its incorporation in 1907, Sierra Madre has always been, and remains today, a full-service city with its own in-house Police Department, Recreation, Public Works, Water, Sewer, Public Library and Fire Department.

The City of Sierra Madre is primarily a residential community with a small business district in the downtown area covering less than one-half mile. The City of Sierra Madre is a built out community with only small parcels available for new development. As a result, the population has remained relatively unchanged for the last three decades. The 2010 census reflects that more than half of the adults have at least two years of college or



professional accreditations which leads to higher than average median incomes in this area. The median age of the Sierra Madreans is 46 with 25% of the population over the age of 65 and only 12-15% of the population school age children. The majority of the parcels are owner occupied and the property turnover is low at approximately 8-11% a year. Being secluded against the San Gabriel Mountains without major transportation avenues is what continues to make Sierra Madre a desirable housing market. But it does create challenges in the ability to attract commercial retailers to the area.

## *Council-Manager Form of Government*

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Under the council-manager form of government, the elected governing body, the City Council, is responsible for establishing policy, passing local ordinances, voting appropriations, and developing an overall vision for the City of Sierra Madre. Under such a government, the Mayor performs primarily ceremonial duties and is the presiding officer of the City Council. Selection of the Mayor and Mayor Pro-Tem is done annually in April through a Council nomination and vote.

The City Council then appoints a City Manager to oversee the daily operations of the government and implement the policies established by the governing body. The City Manager serves the governing body, often with an employment agreement or contract that specifies his or her duties and responsibilities.

### *Recreation and City Events*

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The City provides recreational programs at its six parks, an aquatics center, Community Recreation Center & Youth Activity Center partnered through the YMCA Sierra Madre-Pasadena Branch and the Hart Park House - Senior Center. The City also provides cultural and historical awareness through the Lizzie's Trail Inn Museum, Richardson Historical House and the Sierra Madre Public Library's Local History Collection. Bailey Canyon Wilderness Area and the Mount Wilson Trail allows individuals to escape the City life without traveling long distances. A complete listing of City facilities is included at the end of this narrative. The City provides a wide variety of recreational, educational and cultural opportunities for children, teens, adults and seniors. Numerous special events are sponsored by the City and community organizations throughout the year, including:

- 3rd & 4th of July Parade and Pre-Parade Festivities (July)
- Chamber of Commerce's Holiday Event (November)
- Chamber of Commerce's Wistaria Festival (March)
- Senior Excursions (year-round)
- Seniors Older American Reception (May)
- Seniors Annual Community Yard Sale (June)
- Friends of the Library Art Fair (May)
- Friends of the Library Wine & Cuisine Fund Raiser (September)
- Community Candle Walk (December)
- Sierra Madre Community Nursery School Snow Fest (December)
- Sierra Madre Community Nursery School Carnival (May)
- Halloween Happenings (October)
- Huck Finn Campout and Fishing Derby (March)
- National Kids to Parks Day (May)
- Mt. Wilson Trail Race & Pasta Feed (May)
- Rose Float Decorating (year-round)
- Family Movies Fridays in the Park (June/ July/ August)
- Summer Fun in the Park (June – August)
- Summer Concerts in the Park (June - August)
- Holiday Movie in The Park (December)
- Youth and Adult Sports Leagues (all ages; year round)

These events could not take place without the thousands of volunteer hours provided by local residents, schools, churches and civic organizations, including Sierra Madre Community Foundation, Sierra Madre Firefighters Association, Police Officers Association, The Kensington, Chamber of Commerce, Civic Club, Kiwanis Club, Rotary Club, the Rose Float Association, the Woman's Club, Christ Church of Sierra Madre, and the Issei Foundation. To learn more about volunteering in our community visit [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

### *Education*

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Public and private schools within Sierra Madre provide education for children from preschool through high school. The City of Sierra Madre is served by the Pasadena Unified School District (PUSD), which also serves the adjacent City of Pasadena, California. Within the City, there is one public elementary and middle school, Sierra Madre Elementary School, which is housed on two campuses overseen by PUSD. The public high school for Sierra Madre residents is located in the City of Pasadena, California. The City is home to several private schools, including: two preschools, three K-8 institutions, and one high school.

*Recreational & Wilderness Areas*

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**Memorial Park**

222 W, Sierra Madre Blvd.  
Sierra Madre, California 91024



**Milton & Harriet Goldberg Recreation Area**

171 S. Sunnyside Ave.  
Sierra Madre, CA 91024

**Bailey Canyon Wilderness Park**

451 W. Carter Ave.  
Sierra Madre, CA 91024

**Mount Wilson Trail Park**

189 E. Mira Monte Ave.  
Sierra Madre, CA 91024



**Lizzie's Trail Inn Museum**

189 E. Mira Monte Ave.  
Sierra Madre, CA 91024

**Sierra Vista Park**

611 E. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Richardson Historical House**

189 E. Mira Monte Ave.  
Sierra Madre, CA 91024





**City Facilities**

**City Hall**

232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Community Recreation Center**

611 E. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Police and Fire Station**

242 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Aquatic Center**

611 E. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Public Works Facilities**

621 E. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Youth Activity Center**

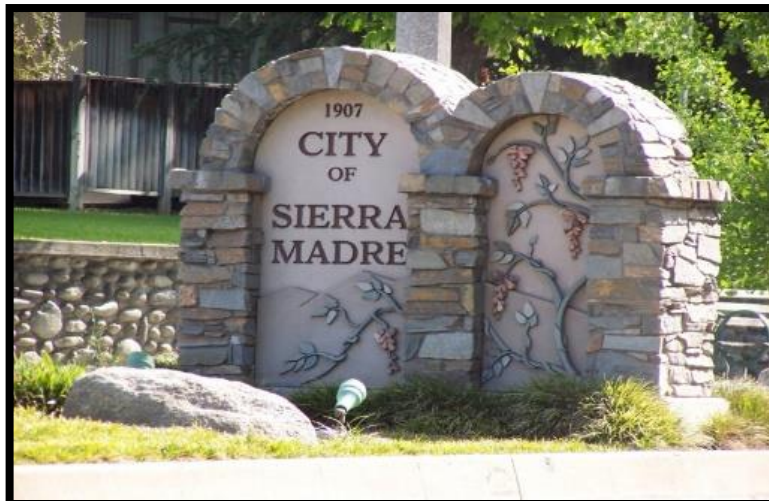
611 E. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Public Library**

440 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**Hart Park House Senior Center**

222 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024





# **City of Sierra Madre**

*Village of the Foothills*



## **Financial Policies and Procedures**

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# Financial Policies & Procedures

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## *The Budget Process*

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While each year's budget process includes certain specific steps in the development of the current year's figures, the budget also addresses the City Council's Priorities, Strategic and Operational Goals. The budget process begins in January as Department heads develop their operating budgets. Then in April, Department heads meet with City Manager to review their proposed budget line by line. Then, the budget team reviews the submitted budgets and works to review and develop the budget document. A public hearing is held where the public can come forward with any input. City Council then reviews the proposed budget and approves the budget in May/June. Key budget development dates are listed below:

January 2020	Department heads start reviewing their operations and developing their proposed budget
April 6, 2020 to May 12, 2020	Department heads meet with City Manager to discuss their proposed budget line by line
June 9, 2020	Public hearing for budget adoption and City Council meeting

## *Budgetary Control*

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The City Council adopts an annual budget by June 30, prior to the beginning of the budget cycle. The budgets are adopted on a basis that does not differ materially from Generally Accepted Accounting Principles (GAAP). An appropriated annual budget is legally adopted for the General and Special Revenue Funds. Annual appropriated budgets are not adopted for Debt Service Funds because bond indentures are used as the method for adequate budgetary control.

Planned expenditures for the capital projects and purchases for the current budget cycle are reflected within the budgets of the appropriate fund whose resources are used to fund the project.

The City Manager maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget approved by the City Council. The level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is the fund level. The City Manager may authorize transfers of appropriations within a department so long as it is within a single fund. A department head may move funds within a single fund between divisions and categories (personnel and maintenance & operations) without City Manager approval. Supplemental appropriations during the year must be

## **FINANCIAL POLICIES & PROCEDURES**

approved by the City Council. These appropriations, representing amendments to the budget during the year, could be significant in relationship to the original budget as adopted (see Budget Amendment Procedures).

The City uses an "encumbrance system". Under this procedure, commitments such as purchase orders and contracts at year-end are carried over as part of fund balance. In order to be an encumbered appropriation there must be either an approved purchase order or contract in force as of June 30. All unencumbered appropriations lapse at fiscal year-end.

### *Budget Amendment Procedures*

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The City's operating budget may be amended by three methods:

1. Purchase order carryovers
2. Administrative carryovers approved by the City Manager
3. City Council action.

Under all instances where appropriations are increased, funds must be available to match the request.

#### *Purchase Order Carryovers*

At the end of each fiscal year, the Finance Department reviews outstanding (open) purchase orders with the departments and determines whether the purchase orders should be carried forward into the next fiscal year. When a purchase order is "carried forward", a department's budget appropriation increases in the new fiscal year by the amount of the purchase order. This carry forward represents unspent budget from the previous fiscal year.

#### *Administrative Carryovers*

At the end of each fiscal year, the Finance Department requests that each department review its budget for items or programs for which any planned expenditure is pending. This may include a project, which has been initiated, or an item ordered but not completed or received. Administrative carryover requests are reviewed by the Finance Director to determine the merit of the request and to ensure funding is available. A recommendation is made to the City Manager on the carryover request; the City Manager then determines which requests are appropriate and authorizes the administrative carryover request. The approved carryover request increases the department's budget appropriation in the new fiscal year.

#### *City Council Action*

Throughout the year, the City Council considers departmental requests for additional appropriations to fund activities not included in the adopted budget.

### *Fund Balance Policy*

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## **FINANCIAL POLICIES & PROCEDURES**

The City Council has adopted Fund Balance Policy which establishes the procedures for reporting unrestricted fund balance in the City of Sierra Madre financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy adopted a fiscal policy which sets the General Fund Undesignated Fund Balance Reserve at 25% of operating expenditures.

### *Financial Structure and Operations*

---

The City's accounting system is organized and operated on a "fund basis" with each fund distinct and self-balancing. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created". Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, legal restrictions or limitations. The City's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP).

The City provides a full range of services to its citizens. These include: police, fire, emergency medical, street construction and maintenance, water and sewer utility, parks, recreational, cultural and social, planning, building and safety, economic development, environmental and general administrative services.

Services are categorized into a departmental structure to afford similarity in service provided. Departments may receive funding from one or more funds. Through the budget process and ongoing activity, the City Council oversees the operation of the City and sets forth community priorities and policies to be implemented by the City Manager. The City Manager directs the departments in the administration of City programs and service delivery. The City Manager establishes administrative policy in areas under his/her purview.

### *Measurement Focus and Basis of Accounting*

---

The City of Sierra Madre's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Government Accounting Standards Board (GASB). Governmental (General, Special Revenue, Debt Service and Capital Projects) Fund Types are accounted for on a "current financial resources" measurement focus. The basis of budgeting is the same as the basis of accounting used for the City funds.

The modified accrual basis of accounting is followed by the Governmental funds. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Accordingly, only current assets and current liabilities are included on their balance sheets. The reported fund balance provides an indication of available, spendable

## **FINANCIAL POLICIES & PROCEDURES**

resources. Operating statements for Governmental Fund Types Funds report increases (revenues) and decreases (expenditures) in available spendable resources. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred. Liabilities are considered current when they are normally expected to be liquidated with expendable available financial resources.

The Proprietary (Enterprise and Internal Service) and Fiduciary Funds are accounted for on an "economic resources" measurement focus. The Proprietary and Fiduciary Funds are accounted for using the accrual basis of accounting. Revenues or contributions are recognized when they are earned or due and expenses or benefits paid are recorded when the related liability is incurred. Accordingly, all assets and liabilities are included on the balance sheet, and the reported fund equity provides an indication of the economic net worth of the fund. Operating statements for Proprietary Funds report increases (revenues) and decreases (expenses) in total economic net worth.

### *Cash Management*

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The majority of unrestricted cash is combined into one pooled operating account to facilitate effective management of the City's resources. The City will invest only in those instruments authorized by the California Government Code Section 53601.

### *Fees & Rates*

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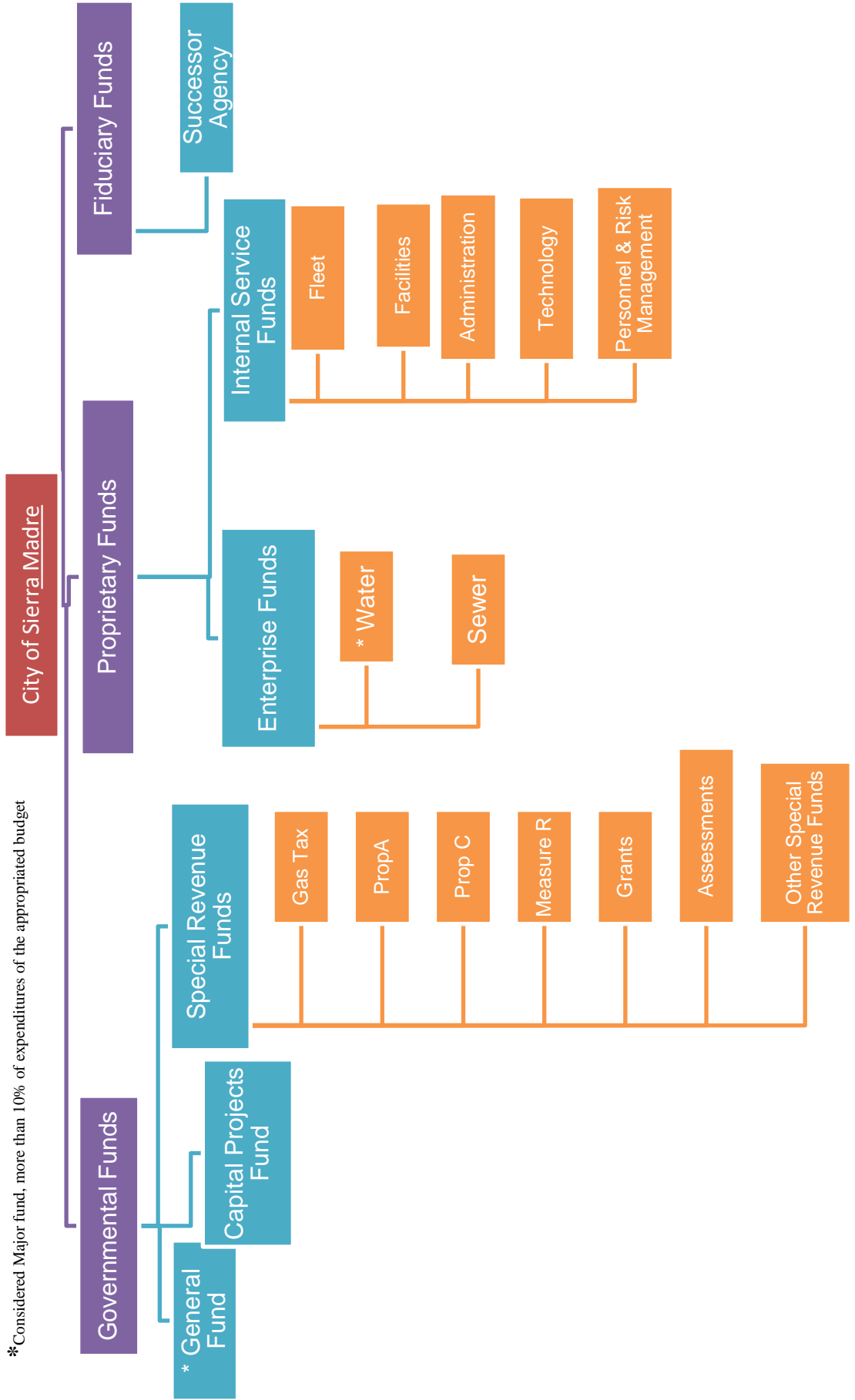
The City Council establishes fees at a rate designed to recover the costs of providing the service. Per the City adopted User Fee Policy, the City reviews and increases all fees by the Consumer Price Index (CPI) on an annual basis. The Citywide Fee Schedule is adopted as part of the budget process via a resolution at a Public Hearing.



## FUND OVERVIEW

The City of Sierra Madre uses funds to account for resources for specific activities or objectives in accordance with special regulations, restrictions or limitations to facilitate the assessment of stewardship and compliance. A fund is a separate accounting entity created to track specific revenue and expense activity. The City of Sierra Madre has several fund groupings, which are reviewed herein. On the following pages, a summary is provided for each of the fund groupings that comprise the financial structure of the City. The fund groupings outlined in the following pages are depicted below with specific definitions to follow:

\*Considered Major fund, more than 10% of expenditures of the appropriated budget





## FUND OVERVIEW

- **Governmental Funds** - funds generally used to account for activities primarily supported by taxes, grants, and similar revenue sources. There are five different types of funds. Governmental Funds include the General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds.
  - **General Fund (10000)** - one of five governmental fund types that serves as the chief operating fund of a government. The General Fund is used to account for all financial resources except those required to be accounted for in another fund.
  - **Special Revenue Funds** - used to account for revenues derived from specific sources which are usually required by law or administrative regulation to be accounted for in a separate fund for specified purposes other than debt service or capital projects. Special Revenue funds of the City include:
    - a. Gas Tax Fund (38005) - is used to account for state gasoline taxes received by the City. These funds may be used for street maintenance, right-of-way acquisition, and street construction.
    - b. Prop A Fund (37004) - the City receives a portion of the ½ % sales tax approved for transportation related programs from the Metropolitan Transit Authority (MTA). The funds are restricted for local transportation projects that reduce congestion or improve public transportation systems. The City funds its “Round-About” fixed route shuttle bus and “Dial-a-Ride” programs from these revenues.
    - c. Prop C Fund (37009) - the City receives a portion of the ½ % sales tax approved for transportation related programs and capital projects. The funds are restricted for local transportation programs and projects that reduce congestion or benefit mass transit systems.
    - d. Measure R (38007) – the City receives a portion of half-cent sales tax for related public transportation improvement projects from Los Angeles County. City uses the funds mainly for street maintenance.
    - e. Grants Funds account for federal, state and local grants received by the City and the expenditure of those funds.
    - f. Assessment Districts (32XXX)
  - **Debt Service Funds (50001)** - governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
  - **Capital Projects Funds (40000)** - established to account for resources used for the acquisition and construction of capital facilities by the City, except those financed by proprietary funds.
- **Proprietary Funds** - funds used to account for activities that receive significant support from fees and charges and operate more like a business. There are two different types of proprietary funds: Enterprise funds and Internal Service funds.
  - **Enterprise Funds** - established to account for the operations and financing of self-supporting activities of a governmental unit that renders services on a user charge



## FUND OVERVIEW

basis to the general public, similar to private business enterprises. Enterprise funds of the City include:

- a. Water (71000) is used to account for the operation, maintenance, and capital facility financing of the City's water system. Its major revenue source is from user charges.
  - b. Sewer (72000) is used to account for the operation, maintenance, and capital facility financing of the City's wastewater system. Its major revenue source is from user charges.
- **Internal Service Funds** - used to account for the financing of centralized services to different funds and City departments on a cost reimbursement basis (including replacement costs). Internal Service funds of the City include Fleet (60000), Facilities (60001), Administration (60002), Technology (60003), and Personnel & Risk Management (60007).
- **Fiduciary Funds** - used to report assets held in a trustee or agency capacity for others, which therefore cannot be used to support the government's own programs. The main Fiduciary fund of the City is the:
  - **Successor Agency Fund** (50003) - With the passage of AB1x26, the California Legislature dissolved all Redevelopment Agencies in California. The City of Sierra Madre assumed the role of Successor Agency to facilitate the dissolution of the non-housing funds and the debt service payments of Tax Increment bond service payments. This fund is a Private Purpose Trust Fund

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## FUNDS-DEPARTMENT RELATIONSHIP MATRIX

This table illustrates oversight of City funds. The Office of the City Manager and the Administrative Services Department are not listed, as they provide oversight and assistance in managing all funds.

Fund Name	Administrative	Finance	HR	IT	Planning	Police	Fire	Community Services	City Library	Public Works	Utilities	Non- Dept.
<b>GOVERNMENTAL FUNDS - MAJOR FUND</b>												
General Fund	✓	✓			✓	✓	✓	✓	✓	✓		
<b>GOVERNMENTAL FUNDS - NON-MAJOR FUNDS</b>												
<b>GOVERNMENTAL NON-MAJOR SPECIAL REVENUE FUNDS - ASSESSMENTS</b>												
Special Revenue Lighting Districts										✓		
Special Revenue Maintenance Districts										✓		
Other Special Revenue Assessment Districts										✓		
<b>GOVERNMENTAL NON-MAJOR SPECIAL REVENUE FUNDS - OTHER</b>												
Development Impact Fees					✓	✓	✓	✓	✓	✓	✓	
Development Fees - Art In Public Places								✓				
Public Safety Augmentation Fund						✓	✓					
COPS(SLESA )						✓						
Local Transportation Prop A										✓		
Open Space Fund												✓
Senior Center Special Revenue Fund								✓				
Donations - Recreation								✓				
Local Transit Program/Prop C										✓		
County Prop A Park Development								✓		✓		
California Beverage Container Grant										✓		
Clean Air Fund (AQMD)										✓		
Environmental Special Revenue Fund										✓		
Gas Tax Fund										✓		
Bikeway/Sidewalk Fund										✓		
Measure R										✓		
Traffic Congestion Relief Program										✓		
Measure M										✓		
Library - Gift And Memorial									✓			
Friends Of The Library Donation Fund									✓			
Citywide Debt Service												✓
Community Development Block Grant										✓		
Measure W										✓		
Road Maintenance Rehabilitation Account (RMRA)										✓		
<b>NON-MAJOR CAPITAL PROJECT FUNDS</b>												
Capital Project Funds												✓
<b>FIDUCIARY FUNDS</b>												
Redevelopment Obligation Retirement Fund												✓
<b>PROPRIETARY FUNDS</b>												
ISF - Fleet Services												
ISF - Facilities Management												
ISF - Administration	✓	✓										
ISF - Technology (Information Services)					✓							
ISF - Personnel And Risk Management				✓								
ISF - General Plan Update												
<b>BUSINESS-TYPE ACTIVITIES - ENTERPRISE FUNDS</b>												
Water Enterprise Fund											✓	
Utilities/Sewer Enterprise Fund											✓	

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# **City of Sierra Madre**

*Village of the Foothills*



# **Budget Resolutions**

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RESOLUTION NO. 20-35

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AND THE SUCCESSOR AGENCY OF THE FORMER COMMUNITY REDEVELOPMENT AGENCY ADOPTING THE FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATING THE AMOUNTS BUDGETED**

**WHEREAS**, a proposed annual budget for the City of Sierra Madre and the Successor Agency for the Fiscal Year commencing July 1, 2020 and concluding on June 30, 2021 was submitted to the City Council and is on file at City Hall, Sierra Madre Public Library, and City website;

**WHEREAS**, on June 9, 2020, the City Manager did present the City's Fiscal Year 2020-2021 Proposed Budget to the City Council for its consideration; and

**WHEREAS**, the City Council directed staff to make changes to the proposed budget; and those changes have been incorporated into the final budget document;

**NOW, THEREFORE, THE CITY OF SIERRA MADRE DOES RESOLVE AS FOLLOWS:**

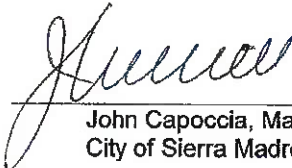
**SECTION 1.** The budget, as proposed, is adopted for the City of Sierra Madre for Fiscal Year commencing July 1, 2020 and concluding June 30, 2021.

**SECTION 2.** Appropriations for the City as described in the attached documents titled "City of Sierra Madre Proposed Budget FY 2020-2021", are hereby adopted for the Fiscal Year commencing July 1, 2020 and concluding on June 30, 2021.

**SECTION 3.,** The City Manager and Assistant City Manager are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council on the 9<sup>th</sup> day of June 2020.

**APPROVED AND ADOPTED**, this 9<sup>th</sup> day of June 2020.

ORIGINAL SIGNED

  
\_\_\_\_\_  
John Capoccia, Mayor  
City of Sierra Madre, California


I hereby certify that the foregoing Resolution Number 20-35 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9<sup>th</sup> day of June 2020, by the following vote.

**AYES:** Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi, Council Members Gene Goss and John Harabedian.

**NOES:** None.

**ABSENT:** None.

**ABSTAIN:** None.

  
\_\_\_\_\_  
Laura Aguilar, Assistant City Clerk  
City of Sierra Madre, California

**RESOLUTION NO. 20-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-2021 AT \$11,466,343 IN ACCORDANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA**

WHEREAS, in accordance with Article XIII-B of the Constitution of the State of California, local governments are required to adopt an annual Appropriations Limit; and,

WHEREAS, the Appropriations Limit for any fiscal year is calculated by applying a calculation factor to the Appropriations Limit to the prior fiscal year; and,

WHEREAS, the Appropriations Limit adopted for the Fiscal Year ending June 30, 2020 is \$11,029,762; and,

WHEREAS, the population factor provided by the State of California, Department of Finance is 1.0022; and,

WHEREAS, the inflationary factor provided by the State of California, Department of Finance is 1.0373 and,

WHEREAS, the appropriations subject to this limitation include appropriations from governmental fund types budgeted by the City, and

WHEREAS, the appropriations subject to this limitation are for proceeds from taxes. Appropriations for proceeds for fees for services, fines, forfeitures, private grants, donations and other non-tax proceeds are not subject to the limit, and

WHEREAS, the appropriations subject to this limitation are further reduced by excluded appropriations, such as qualified capital outlay and debt service; and

WHEREAS, the calculation for the FY 2020-2021 appropriations limit has been available to the public for inspection.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve the following:

SECTION 1. The Fiscal Year 2020-2021 Appropriations Limit is calculated as shown on the document known as the "Gann Appropriations Limit Calculation" attached hereto as Exhibit "A", and,

SECTION 2. The City of Sierra Madre does hereby adopt the per capita personal income element and the population change element of the calculation factor as those provided by the State Department of Finance; and,

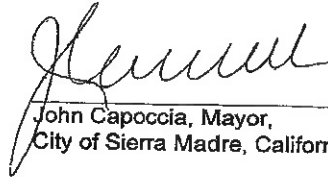
SECTION 3. The appropriation limit for Fiscal Year 2020-2021 is hereby set at \$11,466,343 and

SECTION 4. The Fiscal Year 2020-2021 budgeted appropriations amount subject to the Limit is \$8,737,626; and,

SECTION 5. The City's budgeted appropriations for the year ending June 30, 2021 are in compliance with Article XII-B of the Constitution of the State of California, commonly known as the Gann Appropriations Limit.



RESOLUTION 20-36 APPROVED AND ADOPTED this 9th day of June, 2020.

  
\_\_\_\_\_  
John Capoccia, Mayor,  
City of Sierra Madre, California


I hereby certify that the foregoing Resolution Number 20-36 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9<sup>th</sup> day of June, 2020, by the following vote.

AYES: Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi,  
Council Member Gene Goss, and Council Member John Harabedian

NOES: None.

ABSTAIN: None.

ABSENT: None

  
\_\_\_\_\_  
Sue Spears, City Clerk  
City of Sierra Madre, California

CITY OF SIERRA MADRE  
GANN APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2020-2021

**Appropriations Limit:**

Fiscal Year 2019-2020 Adopted Limit	\$ 11,029,762
Inflation Factor*	X 1.0373
Population Factor*	X <u>1.0022</u>
<b>Fiscal Year 2020-2021 Appropriation Limit</b>	<b>= \$ <u>11,466,343</u></b>

*\*Price and Population Information provided by California Department of Finance.*

**Appropriations Subject to Limitation:**

Proceeds from Taxes	9,978,000
Exclusions	<u>1,240,374</u>
Appropriations Subject to Limitation	<u>8,737,626</u>
 Amount Under Limit (A-B)	 <u><u>\$ 2,728,717</u></u>

**RESOLUTION 20-37**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE**  
**ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR CITY**  
**SERVICES FOR FISCAL YEAR 2020-2021**

**THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:**

**WHEREAS**, the City of Sierra Madre has conducted an analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

**WHEREAS**, the City wishes to comply with both the letter and the spirit of Article XIII-B of the California Constitution and limit the growth of taxes; and

**WHEREAS**, the City desires to establish a policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

**WHEREAS**, heretofore, the City Council adopted Ordinance No. 1058 on the 14<sup>th</sup> day of November, 1989 (SMMC Section 3.20.040 - Fees and charges schedule) establishing its policy as to the recovery of costs and more particularly the percentage of costs reasonably borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and

**WHEREAS**, notice of public hearing has been provided per Government Code Section 66016, oral and written presentations made and received, and the required public hearing held; and

**WHEREAS**, a schedule of fees and charges to be paid by those requesting such special services need be adopted so that the City might carry into effect its policies; and

**WHEREAS**, it is the intention of the City Council to develop a revised schedule of fees and charges based on the City's budgeted and projected costs reasonably borne from the Fiscal Year beginning July 1, 2020; and

**WHEREAS**, pursuant to California Government Code Section 66016 a general explanation of the hereinafter contained schedule of fees and charges has been noticed as required; and

**WHEREAS**, the proposed fees are in accordance with Article XIII-B of the Constitution of the State of California; and

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1. Fee Schedule.** The accompanying schedules of fees and charges are hereby incorporated into this resolution;

**SECTION 2. Fee Schedule Adopted.** The Accompanying schedule of fees and charges is hereby adopted and such fees and charges are to be applied by the various special services when provided by the City or its designated contractors. The City Council finds that each fee is calculated to return the City's cost in connection therewith and no more.

**SECTION 3. Separate Fee for Each Process.** All fees set by this Resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per-unit of measurement basis the fee is for each identified unit or portion thereof within the indicated ranges of such units.

**SECTION 4. Interpretations.** This Resolution can be interpreted by several different department heads in consultation with the City Manager and, should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

**SECTION 5. Intentions.** It is the intention of the City Council to review the fees and charges as determined and set out herein, based on the City's annual budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

**SECTION 6. Constitutionality.** If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

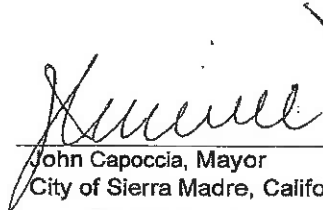
**SECTION 7. Repealer.** All Resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

**SECTION 8. Effective Date.** This Resolution shall go into full force and effect July 1, 2020 through June 30, 2021 (unless specifically listed as calendar year in the fee schedule), but shall be subject to the terms and conditions of the Sierra Madre Municipal Code.

**SECTION 9. Certification.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 9<sup>th</sup> day of June 2020.

ORIGINAL SIGNED

  
\_\_\_\_\_  
John Capoccia, Mayor  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution 20-37 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 9th day of June 2020 by the following vote:

AYES: Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi,  
Council Member Gene Goss, and Council Member John Harabedian

NOES: None.

ABSTAIN: None.

ABSENT: None

ORIGINAL SIGNED

  
\_\_\_\_\_  
Sue Spears, City Clerk  
City of Sierra Madre, California

**PFA RESOLUTION NO. 74**

**A RESOLUTION OF THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SIERRA MADRE ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021 AND APPROPRIATING THE AMOUNTS BUDGETED**

**WHEREAS**, a proposed annual budget for the Public Financing Authority of Sierra Madre (Authority) for the fiscal years commencing July 1, 2020, and concluding on June 30, 2021 was submitted to the City Council acting as the Authority Board and is on file at City Hall; and

**WHEREAS**, On June 9, 2020, the Executive Director did present the Fiscal Year 2020-2021 Budget to the City Council for its consideration; and the Public Financing Authority Board did, in a public meeting, carefully consider the proposed budget; and

**WHEREAS**, the Authority Board did, in a public meeting on June 9, 2020 receive input from the Executive Director, additional staff and the public; and

**NOW, THEREFORE, THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SIERRA MADRE DOES RESOLVE AS FOLLOWS:**

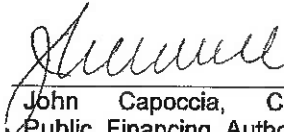
**SECTION 1.** The budget, as amended, is adopted as the budget for the Public Financing Authority of the City of Sierra Madre for Fiscal Year commencing July 1, 2020 and concluding June 30, 2021.

**SECTION 2.** Appropriations for the Agency as described in the attached documents titled "City of Sierra Madre Proposed Budget FY 2020-2021", are hereby adopted for the fiscal years commencing July 1, 2020 and concluding June 30, 2021.

**SECTION 3.** The Executive Director and Finance Director are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council, acting as the Authority Board on July 1, 2013.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of June, 2020.

ORIGINAL SIGNED

  
\_\_\_\_\_  
John Capoccia, Chairperson,  
Public Financing Authority of the  
City of Sierra Madre

I hereby certify that the foregoing PFA Resolution Number 74 was adopted by the City Council/Authority Board of the City of Sierra Madre at a regular meeting held on the 6<sup>th</sup> day of June, 2020.

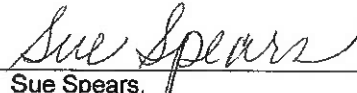
**AYES:** Chair Capoccia, Vice Chair Rachelle Arizmendi,  
Member Gene Goss, and Member John Harabedian

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** None

ORIGINAL SIGNED

  
\_\_\_\_\_  
Sue Spears,  
Secretary, Public Financing  
Authority of the City of Sierra  
Madre, California

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# **City of Sierra Madre**

*Village of the Foothills*



## **Authorized Positions**

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<b>Department</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>	<b>FY 2020-2021 Adopted</b>
<b><u>Citywide Totals</u></b>			
Full-Time Positions	71	78	76
Part-time Hours	33,505	16,850	14,410
<b>TOTAL FTE</b>	<b>87.11</b>	<b>86.10</b>	<b>82.93</b>
<b><u>Administrative Services</u></b>			
Full-Time Positions	11	13.25	10.00
Part-Time Hours	960	2,880	960
<b>TOTAL FTE</b>	<b>11.46</b>	<b>14.63</b>	<b>10.46</b>
<b><u>Community Services</u></b>			
Full-Time Positions	4	3.75	4.00
Part-Time Hours	1,969	1,010	-
<b>TOTAL FTE</b>	<b>4.95</b>	<b>4.24</b>	<b>4.00</b>
<b><u>Fire Department</u></b>			
Full-Time Positions	12	15.5	16.0
Part-Time Hours	16,810	1,920	960
<b>TOTAL FTE</b>	<b>20.08</b>	<b>16.42</b>	<b>16.46</b>
<b><u>Library Services</u></b>			
Full-Time Positions	3	5	4
Part-Time Hours	8,066	8,160	7,970
<b>TOTAL FTE</b>	<b>6.88</b>	<b>8.92</b>	<b>7.83</b>
<b><u>Planning &amp; Community Preservation</u></b>			
Full-Time Positions	5	4.5	4.0
Part-Time Hours	-	-	-
<b>TOTAL FTE</b>	<b>5.00</b>	<b>4.50</b>	<b>4.00</b>
<b><u>Police Department</u></b>			
Full-Time Positions	20	20	21
Part-Time Hours	4,740	2,880	2,440
<b>TOTAL FTE</b>	<b>22.28</b>	<b>21.38</b>	<b>22.17</b>
<b><u>Public Works</u></b>			
Full-Time Positions	8	8	8
Part-Time Hours	-	-	-
<b>TOTAL FTE</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b><u>Utilities</u></b>			
Full-Time Positions	8	8	9
Part-Time Hours	960	-	2,080
<b>TOTAL FTE</b>	<b>8.46</b>	<b>8.00</b>	<b>10.00</b>

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# **City of Sierra Madre**

*Village of the Foothills*



## **Budget Summaries**

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ESTIMATED FUNDS AVAILABLE  
FY 2020-2021

FUND	Estimated Funds Available 06/30/2020	ADOPTED Revenues FY 2020-2021	ADOPTED Expenditures FY 2020-2021	ADOPTED Net Transfers In/(Out)	Estimated Funds Available 06/30/2021
<b>GOVERNMENTAL FUNDS</b>					
GENERAL FUND	6,640,305	12,010,400	(10,566,720)	(172,700)	7,911,285
<b>SPECIAL REVENUE FUNDS:</b>					
ASSESSMENT DISTRICTS	1,119,929	211,800	(129,013)	20,792	1,223,508
PSAF	159,500	130,000	(191,700)		97,800
COPS( SLESA )	206,500	150,000	(353,300)		3,200
LOCAL TRANSPORTATION PROP A	395,911	234,700	(164,400)		466,211
LOCAL TRANSPORTATION PROP C	8,112	194,678	(194,678)		8,112
MEASURE R	37,156	146,023	(146,000)	1,930	39,109
MEASURE M	37,980	165,476	(165,476)	-	37,980
RMRA	81,747	191,300	(191,300)	-	81,747
GAS TAX	23,930	266,500	(267,250)	13,700	36,880
OTHER SPECIAL REVENUE FUNDS	1,401,652	1,046,698	(842,350)	8,960	1,614,960
CAPITAL PROJECTS FUND	507,737	-	(360,000)	160,000	307,737
SUCCESSOR AGENCY	213,200	-	(8,700)	29,200	233,700
<b>GRAND TOTAL</b>	<b>\$ 10,833,659</b>	<b>\$ 14,747,575</b>	<b>\$ (13,580,887)</b>	<b>\$ 61,882</b>	<b>\$ 12,062,229</b>

FUND	Estimated Funds Available 06/30/2020	ADOPTED Revenues FY 2020-2021	ADOPTED Expenditures FY 2020-2021	ADOPTED Net Transfers In/(Out)	Estimated Funds Available 06/30/2021
<b>PROPRIETARY FUNDS</b>					
WATER	19,617,505	6,324,000	(4,486,843)	10,700	21,465,362
SEWER	4,040,026	1,105,000	(1,096,480)		4,048,546
INTERNAL SERVICE FUNDS	4,797,843	4,095,000	(4,201,744)	(72,582)	4,618,517
<b>GRAND TOTAL</b>	<b>\$ 28,455,374</b>	<b>\$ 11,524,000</b>	<b>\$ (9,785,067)</b>	<b>\$ (61,882)</b>	<b>\$ 30,132,425</b>

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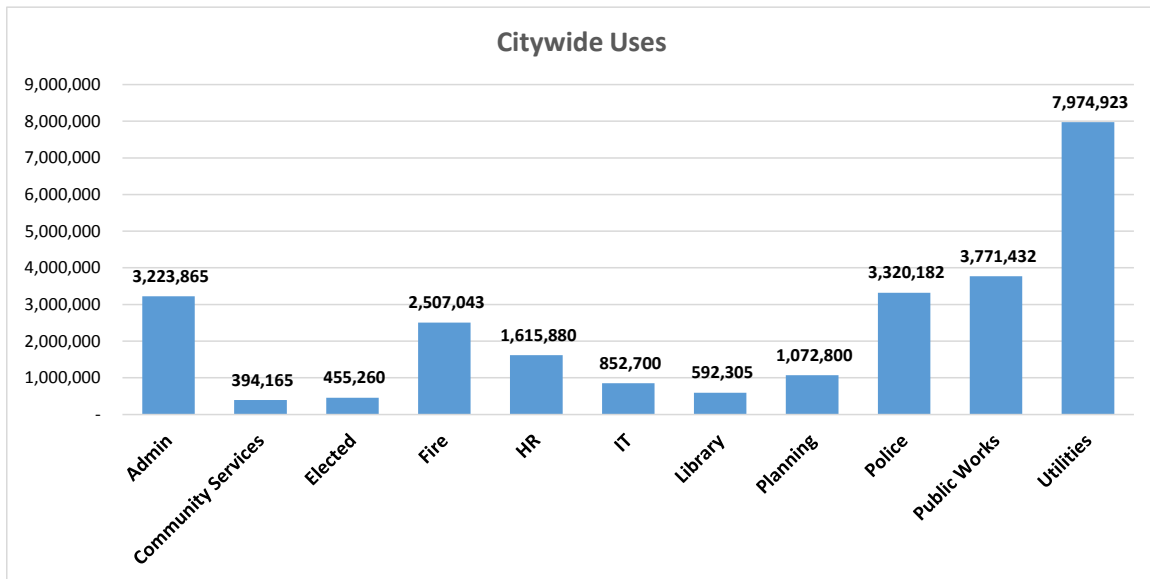
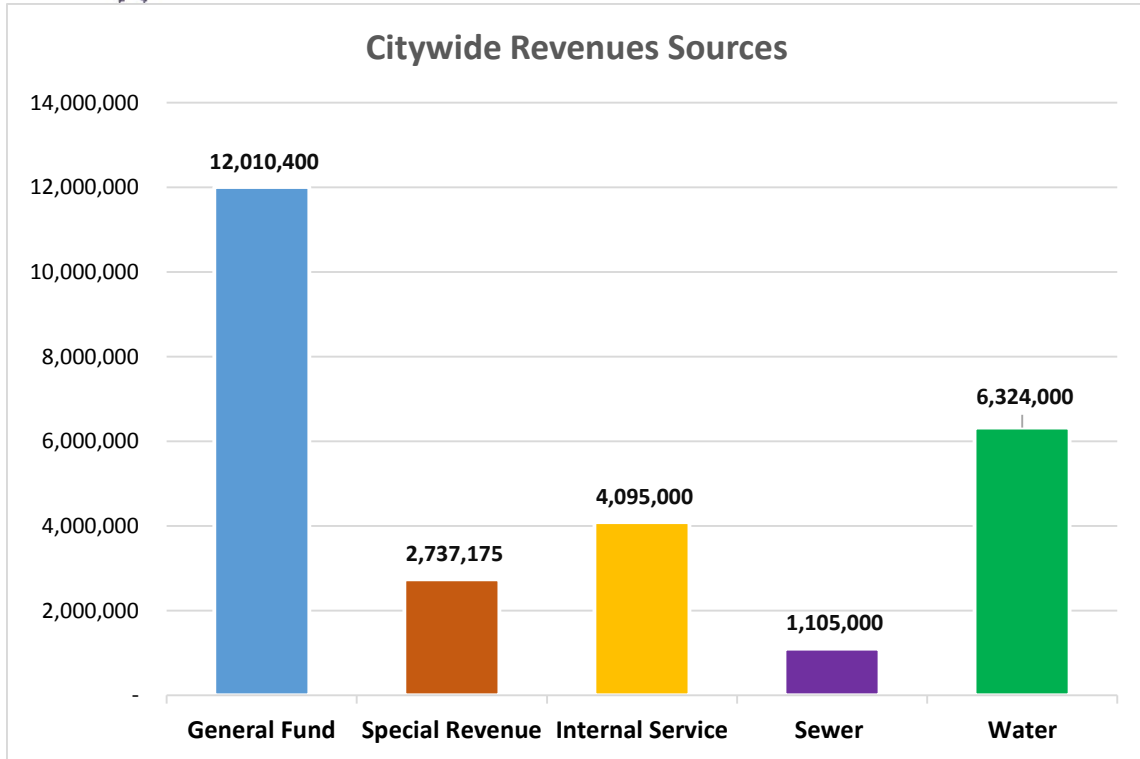


CITYWIDE ALL FUNDS SUMMARY  
FY 2020-2021

FUND	FY 2018-2019 Actuals	FY 2019-20 Adopted	FY 2020-2021 Adopted
<b>REVENUES</b>			
GENERAL FUND	\$ 12,311,368	\$ 12,041,500	\$ 12,010,400
SPECIAL REVENUE FUNDS:	2,196,380	2,786,370	2,737,175
CAPITAL PROJECTS FUND	141,195	-	-
WATER	5,668,288	5,990,100	6,324,000
SEWER	1,085,695	980,000	1,105,000
INTERNAL SERVICE FUNDS	4,071,315	3,405,150	4,095,000
SUCCESSOR AGENCY	16,288	-	-
<b>TOTAL REVENUES</b>	<b>\$ 25,490,529</b>	<b>\$ 25,203,120</b>	<b>\$ 26,271,575</b>
<b>TRANSFERS IN</b>	<b>\$ 954,463</b>	<b>\$ 226,000</b>	<b>\$ 245,282</b>
<b>EXPENDITURES</b>			
GENERAL FUND	14,502,402	10,221,603	10,366,720
SPECIAL REVENUE FUNDS:	2,009,247	2,658,100	2,645,467
CAPITAL PROJECTS FUND	202,645	160,000	360,000
WATER	4,083,467	4,360,900	4,486,843
SEWER	629,987	844,150	1,096,480
INTERNAL SERVICE FUNDS	4,931,345	3,734,985	4,201,744
SUCCESSOR AGENCY	39,980	398,700	8,700
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,399,073</b>	<b>\$ 22,378,438</b>	<b>\$ 23,165,954</b>
<b>TRANSFERS OUT</b>	<b>\$ 940,944</b>	<b>\$ 226,000</b>	<b>\$ 245,282</b>
<b>CONTINGENCY IN GENERAL FUND</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>
<b>NET CHANGE</b>	<b>\$ (995,025)</b>	<b>\$ 2,724,682</b>	<b>\$ 2,905,621</b>

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CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Property Taxes	\$ 6,114,853	\$ 6,290,400	\$ 6,471,000
AB1X 26 - RDA Residual	479,137	325,800	\$ 420,000
Utility User Taxes	2,545,044	2,550,000	\$ 2,600,000
Franchise Fees	396,766	380,000	\$ 380,000
Sales Taxes	360,836	300,000	\$ 357,000
Business Licenses	301,593	280,400	\$ 240,000
Charges for Services	888,211	806,100	\$ 581,900
Fines and Forfeitures	131,919	148,900	\$ 55,000
Licenses and Permits	841,221	850,500	\$ 823,500
Revenue from Other Agencies	-	-	\$ -
Other Revenues	251,788	109,400	82,000
<b>TOTAL GENERAL FUND</b>	<b>12,311,368</b>	<b>12,041,500</b>	<b>12,010,400</b>
<b>SPECIAL REVENUE FUNDS:</b>			
<b>ASSESSMENTS</b>			
Property Taxes	236,061	211,800	211,800
Interest	27,707	-	-
<b>TOTAL ASSESSMENTS</b>	<b>263,768</b>	<b>211,800</b>	<b>211,800</b>
<b>PSAF</b>			
Revenue from Other Agencies	138,888	120,000	130,000
Interest	5,503	-	-
<b>TOTAL PSAF</b>	<b>144,391</b>	<b>120,000</b>	<b>130,000</b>
<b>STATE COPS GRANT</b>			
Revenue from Other Agencies	204,694	120,000	150,000
Interest	6,647	-	-
<b>TOTAL COPS</b>	<b>211,341</b>	<b>120,000</b>	<b>150,000</b>
<b>GAS TAX</b>			
Interest	-	-	-
Revenue from Other Agencies	216,527	278,930	266,500
<b>TOTAL GAS TAX</b>	<b>216,527</b>	<b>278,930</b>	<b>266,500</b>
<b>RMRA</b>			
Interest	1,905	-	-
Revenue from Other Agencies	201,463	181,830	191,300
<b>TOTAL RMRA</b>	<b>203,368</b>	<b>181,830</b>	<b>191,300</b>
<b>MEASURE M</b>			
Interest	2,304	-	-
Revenue from Other Agencies	154,906	156,780	165,476
<b>TOTAL MEASURE M</b>	<b>157,210</b>	<b>156,780</b>	<b>165,476</b>
<b>MEASURE R</b>			
Interest	3,779	-	-
Revenue from Other Agencies	137,548	138,350	146,023
<b>TOTAL MEASURE R</b>	<b>141,327</b>	<b>138,350</b>	<b>146,023</b>
<b>PROP A</b>			
Charges for Services	3,005	4,500	-
Interest	9,459	-	-
Revenue from Other Agencies	221,038	222,360	234,700
<b>TOTAL PROP A</b>	<b>233,502</b>	<b>226,860</b>	<b>234,700</b>

## CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
PROP C			
Interest	3,405	-	-
Revenue from Other Agencies	183,345	184,440	194,678
<b>TOTAL PROP C</b>	<b>186,750</b>	<b>184,440</b>	<b>194,678</b>
OTHER SPECIAL REVENUE FUNDS			
Donations	93,457	81,400	81,400
Interest	62,073	-	-
Other Revenues	141,578	212,000	300,578
Licenses and Permits	88,256	443,600	441,070
Revenue from Other Agencies	52,832	430,380	223,650
<b>TOTAL OTHER SPECIAL REVENUES FUND</b>	<b>438,196</b>	<b>1,167,380</b>	<b>1,046,698</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,196,380</b>	<b>2,786,370</b>	<b>2,737,175</b>
<b>INTERNAL SERVICE FUNDS-IT</b>			
Charges for Services	877,286	516,800	645,000
Interest	11,562	-	-
Licenses and Permits	31,735	25,600	-
Other Revenues	9,267	-	20,000
<b>TOTAL INTERNAL SERVICE FUNDS-IT</b>	<b>929,850</b>	<b>542,400</b>	<b>665,000</b>
<b>INTERNAL SERVICE FUNDS- ADMINISTRATIVE</b>			
Charges for Services	850,914	740,200	1,000,000
Interest	10,644	-	-
Licenses and Permits	-	-	-
Other Revenues	8,684	-	-
<b>TOTAL INTERNAL SERVICE FUNDS- ADMINISTRATIVE</b>	<b>870,242</b>	<b>740,200</b>	<b>1,000,000</b>
<b>INTERNAL SERVICE FUNDS-PERSONNEL &amp; RISK MGMT</b>			
Charges for Services	1,281,413	550,200	500,000
Interest	36,642	-	-
Licenses and Permits	-	-	-
Other Revenues	25,542	812,000	945,000
<b>TOTAL INTERNAL SERVICE FUNDS-PERSONNEL &amp; RISK MGMT</b>	<b>1,343,597</b>	<b>1,362,200</b>	<b>1,445,000</b>
<b>INTERNAL SERVICE FUNDS- FLEET</b>			
Charges for Services	356,587	425,550	365,000
Interest	9,528	-	-
Licenses and Permits	-	-	-
Other Revenues	15,692	-	-
<b>TOTAL INTERNAL SERVICE FUNDS-FLEET</b>	<b>381,807</b>	<b>425,550</b>	<b>365,000</b>
<b>INTERNAL SERVICE FUNDS-FACILITIES</b>			
Charges for Services	501,800	334,800	620,000
Interest	24,109	-	-
Licenses and Permits	-	-	-
Other Revenues	17,041	-	-
<b>TOTAL INTERNAL SERVICE FUNDS-FACILITIES</b>	<b>542,950</b>	<b>334,800</b>	<b>620,000</b>

CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>INTERNAL SERVICE FUNDS-GEN PLAN UPDATE</b>			
Charges for Services	-	-	-
Interest	1,725	-	-
Licenses and Permits	-	-	-
Other Revenues	1,144	-	-
<b>TOTAL INTERNAL SERVICE FUNDS-GEN PLAN UPDATE</b>	<b>2,869</b>	<b>-</b>	<b>-</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>4,071,315</b>	<b>3,405,150</b>	<b>4,095,000</b>
<b>CAPITAL PROJECTS FUND</b>			
Other Revenues	121,926	-	-
Interest	19,269	-	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>141,195</b>	<b>-</b>	<b>-</b>
<b>ENTERPRISE FUNDS:</b>			
<b>WATER</b>			
Charges for Services	5,594,513	5,942,100	6,284,000
Transfer In	-	-	-
Fines and Forfeitures	16,926	28,000	20,000
Interest	56,848	20,000	20,000
<b>TOTAL WATER FUND</b>	<b>5,668,287</b>	<b>5,990,100</b>	<b>6,324,000</b>
<b>SEWER</b>			
Charges for Services	1,065,307	970,000	1,100,000
Transfer In	-	-	-
Interest	20,389	10,000	5,000
<b>TOTAL SEWER FUND</b>	<b>1,085,696</b>	<b>980,000</b>	<b>1,105,000</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>6,753,983</b>	<b>6,970,100</b>	<b>7,429,000</b>
<b>SUCCESSOR AGENCY</b>			
Interest	16,288	-	-
Property Taxes	-	-	-
<b>TOTAL SUCCESSOR AGENCY</b>	<b>16,288</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL CITYWIDE REVENUES</b>	<b>25,490,529</b>	<b>25,203,120</b>	<b>26,271,575</b>

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**CITYWIDE EXPENDITURES BY DEPARTMENT**

<b>FUND TYPE</b>	<b>FY 2018-2019 Actuals</b>	<b>FY 2019-2020 Adopted</b>	<b>FY 2020-2021 Adopted</b>
<b>ADMINISTRATIVE SERVICES</b>			
GENERAL FUND			
Personnel	174,594	220,500	300,650
Maintenance & Operations	7,142,542	2,409,703	2,244,100
<b>TOTAL GENERAL FUND</b>	<b>7,317,136</b>	<b>2,630,203</b>	<b>2,544,750</b>
SUCCESSOR AGENCY			
Personnel	7,351	-	-
Maintenance & Operations	32,629	8,700	8,700
Debt	-	390,000	-
<b>TOTAL SUCCESSOR AGENCY</b>	<b>39,980</b>	<b>398,700</b>	<b>8,700</b>
OTHER SPECIAL REVENUE FUNDS			
Debt	91,042	91,200	-
<b>TOTAL OTHER SPECIAL REVENUE FUNDS</b>	<b>91,042</b>	<b>91,200</b>	<b>-</b>
INTERNAL SERVICES FUND-ADMIN			
Personnel	1,382,950	535,600	479,515
Maintenance & Operations	175,632	155,585	142,500
Depreciation	48,403	48,400	48,400
<b>TOTAL INTERNAL SERVICES FUND-ADMIN</b>	<b>1,606,985</b>	<b>739,585</b>	<b>670,415</b>
<b>TOTAL ADMINISTRATIVE SERVICES DEPARTMENT</b>			
	<b>9,055,143</b>	<b>3,859,688</b>	<b>3,223,865</b>
<b>COMMUNITY SERVICES</b>			
GENERAL FUND			
Personnel	314,837	320,300	327,205
Maintenance & Operations	43,588	87,500	27,540
<b>TOTAL GENERAL FUND</b>	<b>358,425</b>	<b>407,800</b>	<b>354,745</b>
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	28,358	35,000	11,100
Capital Outlay	-	40,000	28,320
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>28,358</b>	<b>75,000</b>	<b>39,420</b>
<b>TOTAL COMMUNITY SERVICES DEPARTMENT</b>			
	<b>386,783</b>	<b>482,800</b>	<b>394,165</b>
<b>ELECTED AND APPOINTED</b>			
GENERAL FUND			
Personnel	138,451	113,800	119,510
Maintenance & Operations	155,695	158,650	335,750
<b>TOTAL GENERAL FUND</b>	<b>294,146</b>	<b>272,450</b>	<b>455,260</b>
<b>TOTAL ELECTED AND APPOINTED DEPARTMENT</b>			
	<b>294,146</b>	<b>272,450</b>	<b>455,260</b>

## CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>FIRE</b>			
GENERAL FUND			
Personnel	1,525,138	1,805,200	1,965,143
Maintenance & Operations	266,175	340,450	341,900
<b>TOTAL GENERAL FUND</b>	<b>1,791,313</b>	<b>2,145,650</b>	<b>2,307,043</b>
CAPITAL PROJECTS FUND			
Capital Outlay	-	-	200,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	-	3,500	-
Debt	-	50,000	-
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>-</b>	<b>53,500</b>	<b>-</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>1,791,313</b>	<b>2,199,150</b>	<b>2,507,043</b>
<b>HUMAN RESOURCES</b>			
INTERNAL SERVICES FUND			
Personnel	246,127	230,100	646,180
Maintenance & Operations	1,409,386	1,034,800	969,700
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>1,655,513</b>	<b>1,264,900</b>	<b>1,615,880</b>
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>1,655,513</b>	<b>1,264,900</b>	<b>1,615,880</b>
<b>IT DEPARTMENT</b>			
INTERNAL SERVICES FUND-IT			
Personnel	173,748	133,800	212,300
Maintenance & Operations	493,229	463,100	454,600
Depreciation	12,834	46,200	20,800
Investment in Capital Assets	-	372,500	165,000
<b>TOTAL INTERNAL SERVICES FUND-IT</b>	<b>679,811</b>	<b>1,015,600</b>	<b>852,700</b>
<b>TOTAL IT DEPARTMENT</b>	<b>679,811</b>	<b>1,015,600</b>	<b>852,700</b>
<b>LIBRARY</b>			
GENERAL FUND			
Personnel	455,781	505,800	466,300
Maintenance & Operations	92,119	113,300	63,005
<b>TOTAL GENERAL FUND</b>	<b>547,900</b>	<b>619,100</b>	<b>529,305</b>
OTHER SPECIAL REVENUE			
Personnel	2,262	-	-
Maintenance & Operations	52,867	61,000	63,000
Capital Outlay	-	14,000	-
<b>TOTAL OTHER SPECIAL REVENUE</b>	<b>55,129</b>	<b>75,000</b>	<b>63,000</b>
<b>TOTAL LIBRARY SERVICES DEPARTMENT</b>	<b>603,029</b>	<b>694,100</b>	<b>592,305</b>



## CITYWIDE EXPENDITURES BY DEPARTMENT

<b>FUND TYPE</b>	<b>FY 2018-2019 Actuals</b>	<b>FY 2019-2020 Adopted</b>	<b>FY 2020-2021 Adopted</b>
<b>PLANNING AND COMMUNITY PRESERVATION</b>			
GENERAL FUND			
Personnel	443,848	487,300	462,500
Maintenance & Operations	484,914	509,700	540,300
<b>TOTAL GENERAL FUND</b>	<b>928,762</b>	<b>997,000</b>	<b>1,002,800</b>
INTERNAL SERVICES FUND			
Maintenance & Operations	-	-	70,000
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>-</b>	<b>-</b>	<b>70,000</b>
<b>TOTAL PLANNING AND COMMUNITY</b>	<b>928,762</b>	<b>997,000</b>	<b>1,072,800</b>
<b>POLICE</b>			
GENERAL FUND			
Personnel	2,649,627	2,563,700	2,522,332
Maintenance & Operations	195,037	237,800	252,850
<b>TOTAL GENERAL FUND</b>	<b>2,844,664</b>	<b>2,801,500</b>	<b>2,775,182</b>
COPS FUND			
Personnel	110,820	81,000	327,800
Maintenance & Operations	24,882	25,000	25,500
Capital Outlay	17,122	-	-
<b>TOTAL COPS FUND</b>	<b>152,824</b>	<b>106,000</b>	<b>353,300</b>
PSAF FUND			
Personnel	128,229	121,700	191,700
<b>TOTAL PSAF FUND</b>	<b>128,229</b>	<b>121,700</b>	<b>191,700</b>
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	175	-	-
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>175</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>3,125,892</b>	<b>3,029,200</b>	<b>3,320,182</b>
<b>PUBLIC WORKS</b>			
GENERAL FUND			
Personnel	159,941	164,400	219,635
Maintenance & Operations	252,016	183,500	178,000
Capital Outlay	8,100	-	-
<b>TOTAL GENERAL FUND</b>	<b>420,057</b>	<b>347,900</b>	<b>397,635</b>
ASSESSMENTS			
Maintenance & Operations	170,389	105,800	109,013
Capital Outlay	-	-	20,000
<b>TOTAL ASSESSMENTS FUND</b>	<b>170,389</b>	<b>105,800</b>	<b>129,013</b>
GAS TAX FUND			
Personnel	152,919	172,800	178,250
Maintenance & Operations	56,072	68,400	54,000
Capital Outlay	-	-	35,000
<b>TOTAL GAS TAX FUND</b>	<b>208,991</b>	<b>241,200</b>	<b>267,250</b>

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
MEASURE R FUND			
Capital Outlay	128,013	138,300	146,000
TOTAL MEASURE R FUND	128,013	138,300	146,000
MEASURE M FUND			
Capital Outlay	135,350	156,700	165,476
TOTAL MEASURE M FUND	135,350	156,700	165,476
PROP A FUND			
Personnel	1,819	1,500	1,500
Maintenance & Operations	13,022	164,300	162,900
TOTAL PROP A FUND	14,841	165,800	164,400
PROP C FUND			
Maintenance & Operations	2,000	25,000	2,200
Capital Outlay	202,054	159,400	192,478
TOTAL PROP C FUND	204,054	184,400	194,678
RMRA FUND			
Capital Outlay	124,152	181,800	191,300
TOTAL RMRA FUND	124,152	181,800	191,300
OTHER SPECIAL REVENUE FUND			
Personnel	16,014	15,900	16,630
Maintenance & Operations	116,443	161,600	241,500
Capital Outlay	435,245	784,200	481,800
TOTAL OTHER SPECIAL REVENUE FUND	567,702	961,700	739,930
CAPITAL PROJECTS FUND			
Maintenance & Operations	50,645	-	-
Capital Outlay	152,000	160,000	160,000
TOTAL CAPITAL PROJECTS FUND	202,645	160,000	160,000
INTERNAL SERVICES FUND-FLEET			
Personnel	113,321	113,900	124,200
Maintenance & Operations	195,678	222,700	240,500
Depreciation	175,178	208,200	181,600
Investment in Capital Assets	24,000	96,500	-
TOTAL INTERNAL SERVICES FUND-FLEET	508,177	641,300	546,300
INTERNAL SERVICES FUND-FACILITIES			
Personnel	148,529	151,400	157,050
Maintenance & Operations	355,100	368,400	439,400
Depreciation	1,228	32,800	15,000
Investment in Capital Assets	-	327,500	58,000
TOTAL INTERNAL SERVICES FUND-FACILITIES	504,857	880,100	669,450
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>3,189,228</b>	<b>4,165,000</b>	<b>3,771,432</b>

## CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>UTILITIES</b>			
<b>WATER FUND</b>			
Personnel	1,081,495	936,000	989,293
Maintenance & Operations	2,104,705	2,297,700	2,512,550
Interest Expense	257,981	263,000	235,000
Depreciation	639,285	864,200	750,000
Investment in Capital Assets	1,902,963	2,309,500	1,565,000
Principal Payment	567,332	471,733	486,600
<b>TOTAL WATER FUND</b>	<b>6,553,761</b>	<b>7,142,133</b>	<b>6,538,443</b>
<b>SEWER FUND</b>			
Personnel	265,902	440,300	490,030
Maintenance & Operations	154,237	175,350	396,450
Interest Expense	3,673	2,300	-
Depreciation	206,176	226,200	210,000
Investment in Capital Assets	-	101,300	340,000
Principal Payment	46,313	48,457	-
<b>TOTAL SEWER FUND</b>	<b>676,301</b>	<b>993,907</b>	<b>1,436,480</b>
<b>TOTAL UTILITIES DEPARTMENT</b>	<b>7,230,062</b>	<b>8,136,040</b>	<b>7,974,923</b>
<b>GRAND TOTAL CITYWIDE EXPENDITURES</b>	<b>28,939,682</b>	<b>26,115,928</b>	<b>25,780,555</b>

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**CITYWIDE EXPENDITURES  
BY FUND AND CATEGORY**

<b>FUND</b>	<b>FY 2018-2019 Actuals</b>	<b>FY 2019-2020 Adopted</b>	<b>FY 2020-2021 Adopted</b>
<b>GENERAL FUND</b>			
Personnel	5,862,217	6,181,000	6,383,275
Maintenance & Operations	8,632,086	4,040,603	3,983,445
Capital Outlay	8,100	-	-
<b>TOTAL GENERAL FUND</b>	<b>14,502,403</b>	<b>10,221,603</b>	<b>10,366,720</b>
<b>SPECIAL REVENUE FUNDS:</b>			
<b>ASSESSMENTS</b>			
Maintenance & Operations	170,389	105,800	109,013
Capital Outlay	-	-	20,000
<b>TOTAL ASSESSMENTS</b>	<b>170,389</b>	<b>105,800</b>	<b>129,013</b>
<b>COPS FUND</b>			
Personnel	110,820	81,000	327,800
Maintenance & Operations	24,882	25,000	25,500
Capital Outlay	17,122	-	-
<b>TOTAL COPS</b>	<b>152,824</b>	<b>106,000</b>	<b>353,300</b>
<b>GAS TAX</b>			
Personnel	152,919	172,800	178,250
Maintenance & Operations	56,072	68,400	54,000
Capital Outlay	-	-	35,000
<b>TOTAL GAS TAX</b>	<b>208,991</b>	<b>241,200</b>	<b>267,250</b>
<b>MEASURE M</b>			
Capital Outlay	135,350	156,700	165,476
<b>TOTAL MEASURE M</b>	<b>135,350</b>	<b>156,700</b>	<b>165,476</b>
<b>MEASURE R</b>			
Capital Outlay	128,013	138,300	146,000
<b>TOTAL MEASURE R</b>	<b>128,013</b>	<b>138,300</b>	<b>146,000</b>
<b>RMRA</b>			
Capital Outlay	124,152	181,800	191,300
<b>TOTAL RMRA</b>	<b>124,152</b>	<b>181,800</b>	<b>191,300</b>
<b>PROP A</b>			
Personnel	1,819	1,500	1,500
Maintenance & Operations	13,022	164,300	162,900
<b>TOTAL PROP A</b>	<b>14,841</b>	<b>165,800</b>	<b>164,400</b>
<b>PROP C</b>			
Maintenance & Operations	2,000	25,000	2,200
Capital Outlay	202,054	159,400	192,478
<b>TOTAL PROP C</b>	<b>204,054</b>	<b>184,400</b>	<b>194,678</b>
<b>PSAF</b>			
Personnel	128,229	121,700	191,700
<b>TOTAL PSAF FUND</b>	<b>128,229</b>	<b>121,700</b>	<b>191,700</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Personnel	18,276	15,900	16,630
Maintenance & Operations	197,843	261,100	315,600
Capital Outlay	435,245	838,200	510,120
Debt	91,042	141,200	-
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>742,406</b>	<b>1,256,400</b>	<b>842,350</b>
<b>TOTAL SPECIAL REVENUE FUNDS EXPENDITURES</b>	<b>2,009,249</b>	<b>2,658,100</b>	<b>2,645,467</b>

**CITYWIDE EXPENDITURES  
BY FUND AND CATEGORY**

<b>FUND</b>	<b>FY 2018-2019 Actuals</b>	<b>FY 2019-2020 Adopted</b>	<b>FY 2020-2021 Adopted</b>
<b>CAPITAL PROJECTS FUND</b>			
Maintenance & Operations	50,645	-	-
Capital Outlay	152,000	160,000	360,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>202,645</b>	<b>160,000</b>	<b>360,000</b>
<b>INTERNAL SERVICES-ADMIN</b>			
Personnel	1,382,950	535,600	479,515
Maintenance & Operations	175,632	155,585	142,500
Depreciation	48,403	48,400	48,400
<b>TOTAL INTERNAL SERVICES ADMIN</b>	<b>1,606,985</b>	<b>739,585</b>	<b>670,415</b>
<b>INTERNAL SERVICES-IT</b>			
Personnel	173,748	133,800	212,300
Maintenance & Operations	493,229	463,100	454,600
Depreciation	12,834	46,200	20,800
Investment in Capital assets	-	372,500	165,000
<b>TOTAL INTERNAL SERVICES- IT</b>	<b>679,811</b>	<b>1,015,600</b>	<b>852,700</b>
<b>INTERNAL SERVICES-Personnel and Risk MGMT</b>			
Personnel	246,127	230,100	646,180
Maintenance & Operations	1,409,386	1,034,800	969,700
<b>TOTAL INTERNAL SERVICES- Personnel and Risk MGMT</b>	<b>1,655,513</b>	<b>1,264,900</b>	<b>1,615,880</b>
<b>INTERNAL SERVICES-FLEET</b>			
Personnel	113,321	113,900	124,200
Maintenance & Operations	195,678	222,700	240,500
Depreciation	175,178	208,200	181,600
Investment in Capital assets	24,000	96,500	-
<b>TOTAL INTERNAL SERVICES-FLEET</b>	<b>508,177</b>	<b>641,300</b>	<b>546,300</b>
<b>INTERNAL SERVICES-FACILITIES</b>			
Personnel	148,529	151,400	157,050
Maintenance & Operations	355,100	368,400	439,400
Depreciation	1,228	32,800	15,000
Investment in Capital assets	-	327,500	58,000
<b>TOTAL INTERNAL SERVICES-FACILITIES</b>	<b>504,857</b>	<b>880,100</b>	<b>669,450</b>
<b>INTERNAL SERVICES-Gen Plan Update</b>			
Maintenance & Operations	-	-	70,000
<b>TOTAL INTERNAL SERVICES-Gen Plan Update</b>	<b>-</b>	<b>-</b>	<b>70,000</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>4,955,343</b>	<b>4,541,485</b>	<b>4,424,745</b>

**CITYWIDE EXPENDITURES  
BY FUND AND CATEGORY**

<b>FUND</b>	<b>FY 2018-2019 Actuals</b>	<b>FY 2019-2020 Adopted</b>	<b>FY 2020-2021 Adopted</b>
<b>CAPITAL PROJECTS FUND</b>			
Maintenance & Operations	50,645	-	-
Capital Outlay	152,000	160,000	360,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>202,645</b>	<b>160,000</b>	<b>360,000</b>
<b>INTERNAL SERVICES-ADMIN</b>			
Personnel	1,382,950	535,600	479,515
Maintenance & Operations	175,632	155,585	142,500
Depreciation	48,403	48,400	48,400
<b>TOTAL INTERNAL SERVICES ADMIN</b>	<b>1,606,985</b>	<b>739,585</b>	<b>670,415</b>
<b>INTERNAL SERVICES-IT</b>			
Personnel	173,748	133,800	212,300
Maintenance & Operations	493,229	463,100	454,600
Depreciation	12,834	46,200	20,800
Investment in Capital assets	-	372,500	165,000
<b>TOTAL INTERNAL SERVICES- IT</b>	<b>679,811</b>	<b>1,015,600</b>	<b>852,700</b>
<b>INTERNAL SERVICES-Personnel and Risk MGMT</b>			
Personnel	246,127	230,100	646,180
Maintenance & Operations	1,409,386	1,034,800	969,700
<b>TOTAL INTERNAL SERVICES- Personnel and Risk MGMT</b>	<b>1,655,513</b>	<b>1,264,900</b>	<b>1,615,880</b>
<b>INTERNAL SERVICES-FLEET</b>			
Personnel	113,321	113,900	124,200
Maintenance & Operations	195,678	222,700	240,500
Depreciation	175,178	208,200	181,600
Investment in Capital assets	24,000	96,500	-
<b>TOTAL INTERNAL SERVICES-FLEET</b>	<b>508,177</b>	<b>641,300</b>	<b>546,300</b>
<b>INTERNAL SERVICES-FACILITIES</b>			
Personnel	148,529	151,400	157,050
Maintenance & Operations	355,100	368,400	439,400
Depreciation	1,228	32,800	15,000
Investment in Capital assets	-	327,500	58,000
<b>TOTAL INTERNAL SERVICES-FACILITIES</b>	<b>504,857</b>	<b>880,100</b>	<b>669,450</b>
<b>INTERNAL SERVICES-Gen Plan Update</b>			
Maintenance & Operations	-	-	70,000
<b>TOTAL INTERNAL SERVICES-Gen Plan Update</b>	<b>-</b>	<b>-</b>	<b>70,000</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>4,955,343</b>	<b>4,541,485</b>	<b>4,424,745</b>

**CITYWIDE EXPENDITURES  
BY FUND AND CATEGORY**

FUND	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>ENTERPRISE FUNDS:</b>			
<b>WATER</b>			
Personnel	1,081,495	936,000	989,293
Maintenance & Operations	2,104,705	2,297,700	2,512,550
interest expense	257,981	263,000	235,000
Depreciation	639,285	864,200	750,000
Investment in Capital Assets	1,902,963	2,309,500	1,565,000
Principal Payment	567,332	471,733	486,600
<b>TOTAL WATER</b>	<b>6,553,761</b>	<b>7,142,133</b>	<b>6,538,443</b>
<b>SEWER</b>			
Personnel	265,902	440,300	490,030
Maintenance & Operations	154,237	175,350	396,450
interest expense	3,673	2,300	-
Depreciation	206,176	226,200	210,000
Investment in Capital Assets	-	101,300	340,000
Principal Payment	46,313	48,457	-
<b>TOTAL SEWER</b>	<b>676,301</b>	<b>993,907</b>	<b>1,436,480</b>
<b>TOTAL ENTERPRISE FUNDS EXPENDITURES</b>	<b>7,230,062</b>	<b>8,136,040</b>	<b>7,974,923</b>
<b>SUCCESSOR AGENCY</b>			
Personnel	7,351	-	-
Maintenance & Operations	32,629	8,700	8,700
Debt	-	390,000	-
<b>TOTAL SUCCESSOR AGENCY</b>	<b>39,980</b>	<b>398,700</b>	<b>8,700</b>
<b>GRAND TOTAL CITYWIDE EXPENDITURES</b>	<b>28,939,682</b>	<b>26,115,928</b>	<b>25,780,555</b>





# General Fund Overview

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The revenues for the City of Sierra Madre come from a wide variety of sources, many of which are restricted in their use. Revenues that are of a “general” nature, i.e., those that can be used for the general operations of the City, are maintained in the General Fund.

## *General Fund Revenues*

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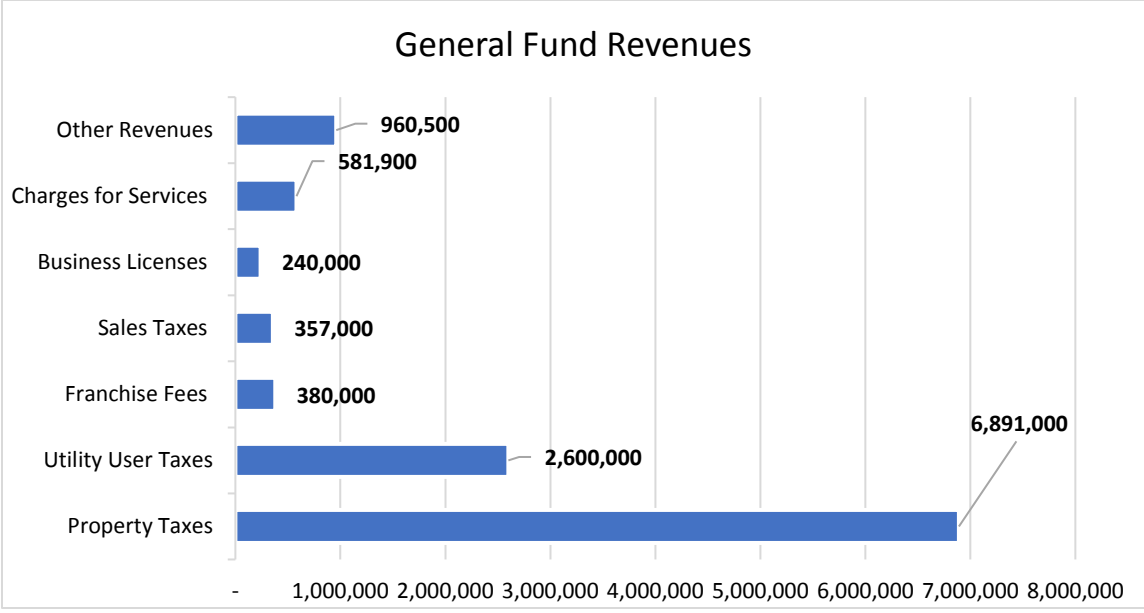
General Fund revenues are of particular interest as they fund basic City services. The City’s two major revenue sources are Property Taxes and Utility User Taxes, which make up 79% of the General Fund Revenues.

**Property Taxes** are the City’s largest revenue source representing 57% of the total General Fund revenue. They are derived from a portion of the one-percent property tax collected by the County of Los Angeles and allocated to the various governmental entities within the county. The City of Sierra Madre General Fund receives approximately \$21.91 for every \$100 collected. In accordance with State law, property is assessed at actual full cash value and the maximum tax is 1% of the assessed valuation. Proposition 13, passed by California voters in 1979, specified that an assessed value may increase at the rate of the Consumer Price Index, not to exceed two percent per year based on the 1979 value, unless the property is improved or sold to establish a new market value. In March 2004, California voters approved Proposition 57, the California Economic Recovery Bond Act, which allowed the state to purchase bonds to reduce the state budget deficit. The legislature enacted provisions that changed how revenues were distributed to schools and local governments. Consequently, effective July 1, 2004, the Motor Vehicle License Fee backfill was eliminated by the State and replaced dollar-for-dollar with property tax. The “property tax in-lieu of motor vehicle license fee” has risen annually and will continue to increase at the rate of growth in the annual assessed valuation. The overall property tax revenue is projected to increase approximately 4% from last year’s estimated amount, which is attributed to an increase in current secured and unsecured tax projections. We have estimated property tax revenue by using tools provided by our consulting firm HDL.

**Utility User Taxes (UUT)** are the City’s second largest revenue source representing 22% of the total General Fund revenue. The City currently collects Utility User Tax (UUT) on six utility services.

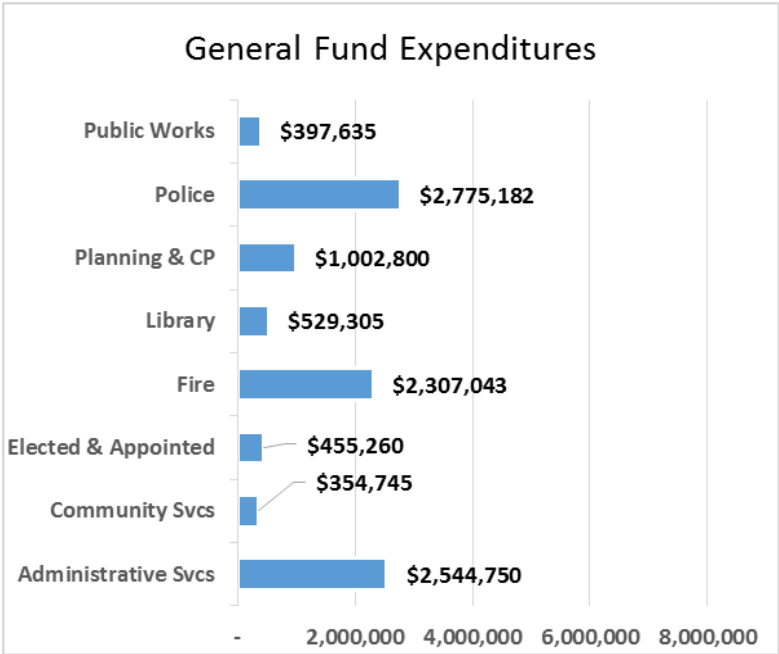
**Other Revenues** –include Franchise Fees, Sales Taxes, Business Licenses, Fines & Forfeitures and Charges for Services make up the remainder of 21% of the General Fund Revenues.

**GENERAL FUND OVERVIEW**



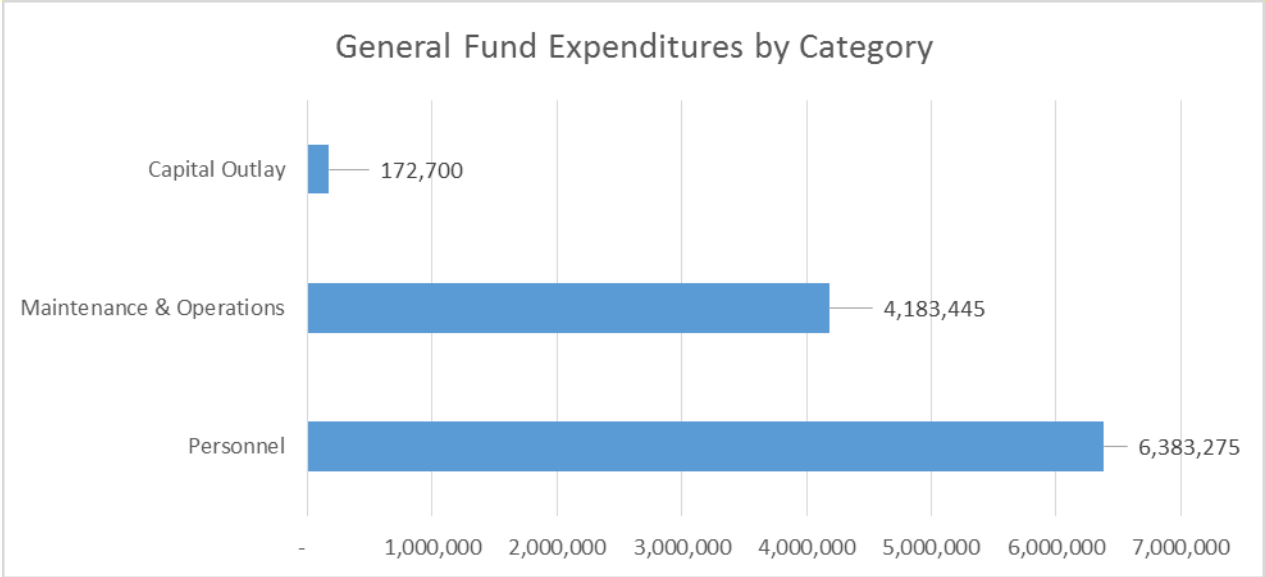
***General Fund Expenditures***

The City’s largest fund is the General fund. It provides the resources necessary to sustain the day-to-day activities and services to the community. All departments receive support from the General Fund, either directly or indirectly in the form of subsidies or cost allocation (overhead). Over half of the General Fund resources are used to provide public safety; Police and Fire are allocated 27% and 22% respectively, of the General Fund.



# GENERAL FUND OVERVIEW

Personnel costs make up 59% of the City's General Fund; Maintenance and Operations take up most of the remaining costs.



The General Fund projected Sources and Uses reflects a budget surplus of \$1.3 M.

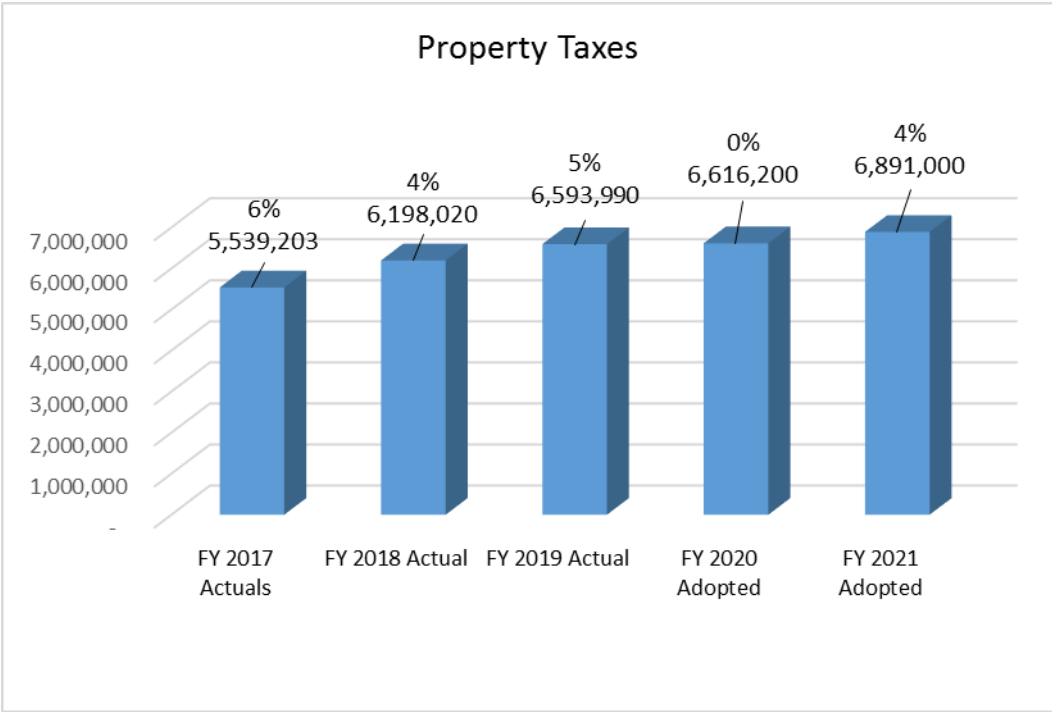
There is a projected surplus even while the budget is experiencing steadily increasing costs for the POA & CEA Memos of Understanding (MOU), addressing the universal PERS unfunded accrued liability (UAL) issue, and the transitional effects of the transformation of the Fire Department to full professional status.

**GENERAL FUND OVERVIEW**

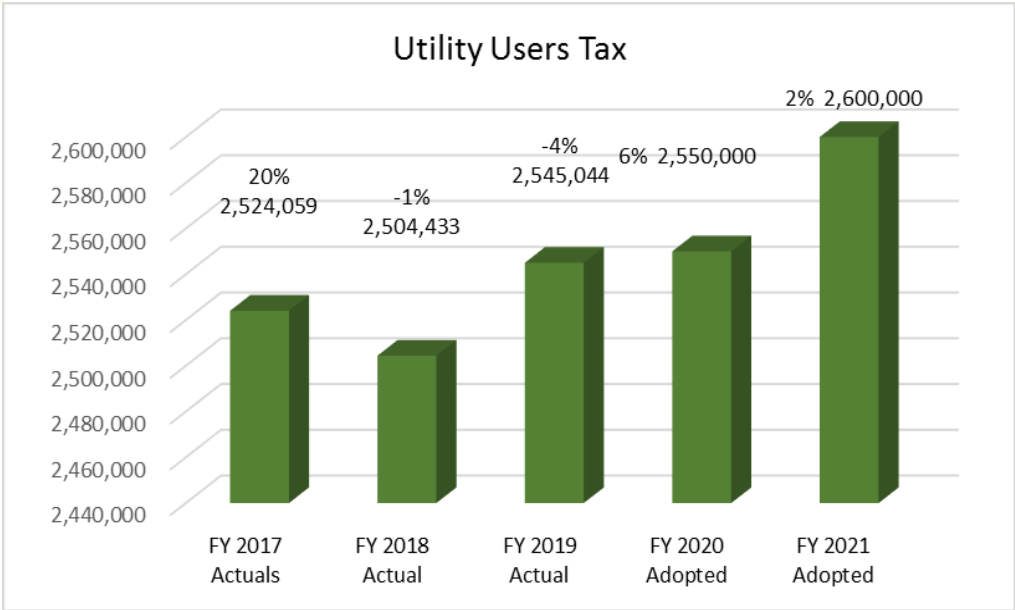
**CITY OF SIERRA MADRE FISCAL YEAR 2020-2021 BUDGET  
GENERAL FUND**

<b>GENERAL FUND</b>	<b>FY 2018-2019 Actuals</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2020-2021 ADOPTED</b>
<b>REVENUES</b>			
Property Taxes	\$ 6,114,853	\$ 6,290,400	\$ 6,471,000
AB1X 26 - RDA Residual	479,137	325,800	420,000
Utility User Taxes	2,545,044	2,550,000	2,600,000
Franchise Fees	396,766	380,000	380,000
Sales Taxes	360,836	300,000	357,000
Business Licenses	301,593	280,400	240,000
Charges for Services	888,211	806,100	581,900
Fines and Forfeitures	131,919	148,900	55,000
Licenses and Permits	841,221	850,500	823,500
Other Revenues	251,788	109,400	82,000
<b>TOTAL REVENUES</b>	<b>12,311,368</b>	<b>12,041,500</b>	<b>12,010,400</b>
<b>TRANSFERS IN</b>	421,010	-	-
<b>EXPENDITURES</b>			
Administrative Services*	7,317,136	2,630,203	2,544,750
Community Services	358,425	407,800	354,745
Elected and Appointed	294,146	272,450	455,260
Fire	1,791,313	2,145,650	2,307,043
Library	547,900	619,100	529,305
Planning & Community Preservation	928,763	997,000	1,002,800
Police	2,844,664	2,801,500	2,775,182
Public Works	420,057	347,900	397,635
<b>TOTAL EXPENDITURES</b>	<b>14,502,404</b>	<b>10,221,603</b>	<b>10,366,720</b>
<b>TRANSFERS OUT</b>	31,864	189,800	172,700
<b>CONTINGENCY</b>	100,000	100,000	200,000
<b>NET CHANGE IN FUND BALANCE</b>	<b>(1,901,890)</b>	<b>1,530,097</b>	<b>1,270,980</b>

General Fund Trends



Property Taxes have increased steadily from 4% to 7% every year. The increase is attributable to rising inflation rates, increases in the value of homes sold, and the reversal of the Proposition 8 reductions.

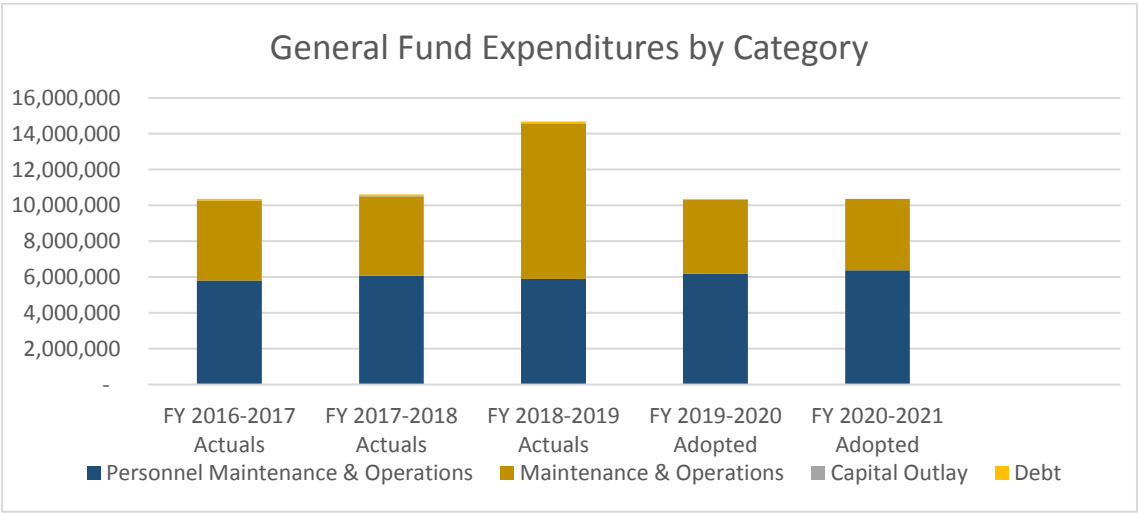


# GENERAL FUND OVERVIEW

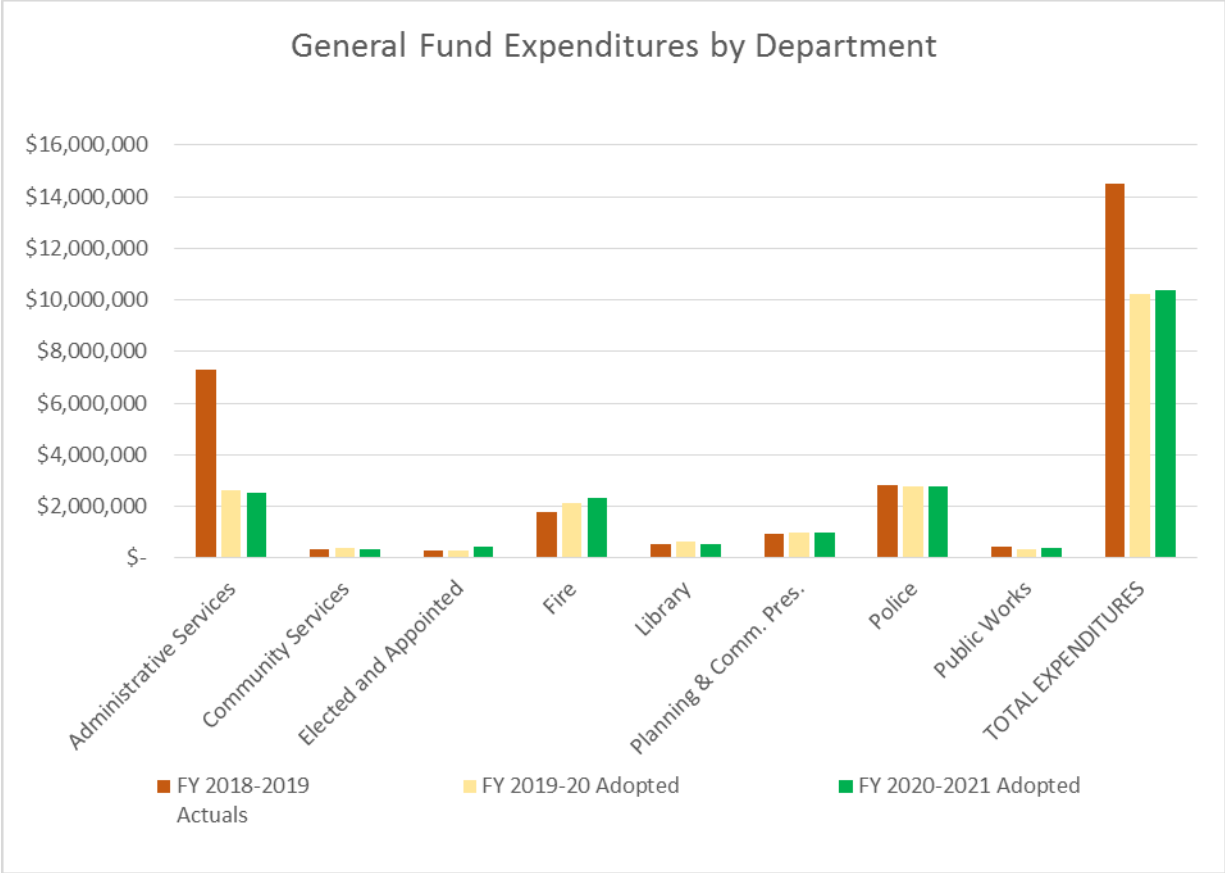
*For FY 2016, there was a decrease in UUT revenues due to a 2% decrease in the associated Tax Rate. In FY 2017, that decrease was more than reversed when voters approved setting the Tax Rate back to 10%. The revenue decreases that occurred FY2018 and 2019 were due to decreases in the UUT Tax base, caused by such things as a decrease in cable subscribers and water conservation efforts. The UUT is expected to increase by 2% from 2020 to 2021.*

## General Fund Trends, continued

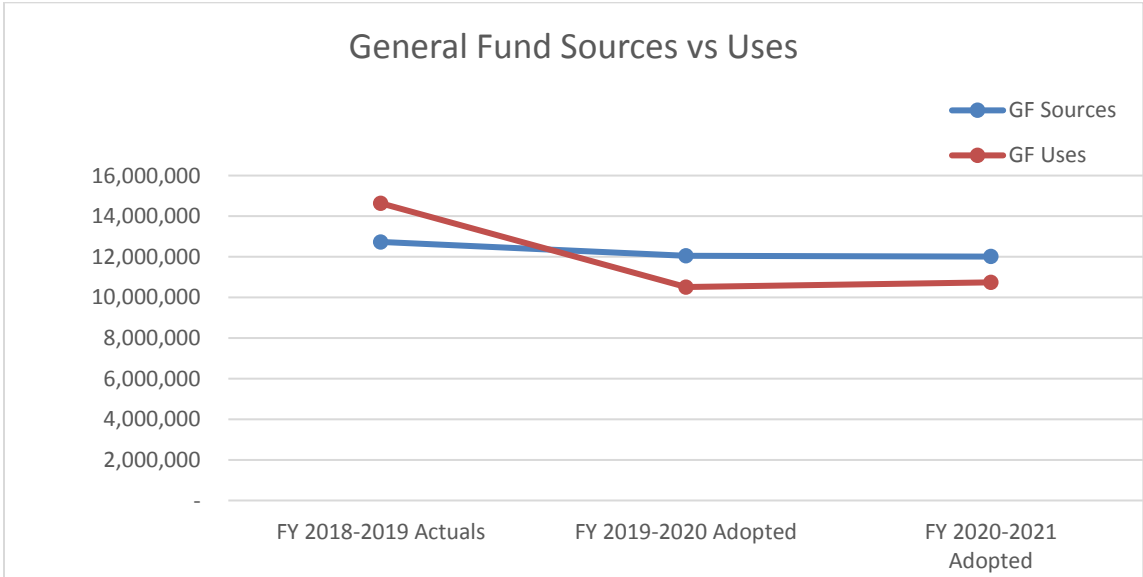
The City has continually worked to contain costs across the organization. Increase in personnel expenditures over the years are a result rising costs of insurance and increasing pension rates, with some fluctuations and reductions attributable to the salary savings from vacant positions.



# GENERAL FUND OVERVIEW



The shift of expenditures in FY 19 was the CalPERS UAL prepayment.



For FY 2020-2021, a surplus of approximately \$1.3M is projected after providing for a balanced budget.

## GENERAL FUND OVERVIEW

This is the result of the continuing use of zero-based budget techniques and the focus on reducing on-going costs, even while one-time costs increase. The surplus was also a direct result of decreased cost allocations to internal service funds for FY 2020 as well as the effects of CalPERS prepayments.



# **City of Sierra Madre**

*Village of the Foothills*



## **Department Budgets**

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# **City of Sierra Madre**

*Village of the Foothills*



## **Administrative Services Department**

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### ADMINISTRATIVE SERVICES DEPARTMENT

The department contains the offices of the City Manager and Administrative Services.

#### City Manager's Office Overview

The City Manager serves as the chief administrative officer of the City. He is responsible for the implementation of decisions by the City Council and for the administration of all City departments and activities. He also serves as the Executive Director of the Successor Agency and Public Financing Authority.

The City Manager provides day-to-day direction to the directors and managers in charge of the City's departments. He serves as the primary point-of-contact with the City Attorney and elected officials, including the City Council and City Clerk. He coordinates with local governmental agencies, such as adjacent municipalities, special districts and Los Angeles County, and higher levels of government, primarily at the state and federal levels.

The City Manager implements City Council policy and directives, ensures the continued provision of municipal services to residents, and plans for the long-term needs of the City. He is responsible for the delivery of timely budgets to the City Council. He has oversight over the budget, its associated operating and capital expenditures, and financial reporting to the City Council, external regulatory authority, and other interested stakeholders.

Many of the contracts the City has with other agencies for services are negotiated and administered by the City Manager. Section 2.08.070 of the Sierra Madre Municipal Code charges the City Manager with final oversight over the enforcement of all City laws and ordinances, as well as with all contracts and franchise arrangements.

As the chief administrative officer of the City, the City Manager is responsible for all publicly owned buildings, has final authority over all employees, and is charged with managing and organizing the operations of the City in the most effective and efficient manner possible in order to provide services to the public.

#### Administrative Services Overview

Administrative Services is responsible for the day-to-day business affairs and administration of the City, and executes the following tasks:

**Asset Management:** Investing idle funds and managing cash flow; controlling fixed assets; collections of accounts receivable; managing returns on investments.

**Budgeting:** Projecting revenues, preparing the annual budget document; monitoring compliance with the adopted budget.

**Business Licensing:** Coordinating the issuance, renewal, and audit of business licenses within the City.

**Debt Service Administration:** Coordinating the issuance of debt instruments; ensuring compliance with lender and regulatory restrictions; processing repayments of debt.

**Financial Accounting and Reporting:** Recording all transactions in the general ledger of the City, Agency, and Financing Authority; processing of invoices; preparing internal and external financial reports.

**General Administration:** Answering the City’s general telephone line; providing internal and external mailing service; coordinating the purchase of office supplies and furnishings.

**Tax and Assessment Administration:** Ensuring that all local taxes and assessments are remitted; ensuring that the City receives its portion of taxes and assessments levied on its behalf by other governments.

**Utility Billing:** Billing of City utilities (Water & Sewer), processing of payments and customer service.

**ADMINISTRATIVE SERVICES (CITY MANAGER & FINANCE)**

**Administrative Services Mission Statement**

*To facilitate open and accountable municipal operations and financial services, manage and safeguard the City’s resources in a prudent and comprehensive manner.*

**Accomplishments for FY 2019-2020**

- Completed the schedule of payments to the Successor Agency
- Established a General Fund Balance Reserve Policy
- Established a Pension & OPEB Funding Policy
- Made a prepayment to CalPERS to lower the retirement plan’s unfunded actuarial liability (UAL),

**Accomplishments for FY 2019-2020, continued**

- All audits completed on-time and without findings
- Completed Year 3 of Zero-Based Budgeting and Reorganization resulting in FY2020-2021 budgeted surplus of \$1,271,000 and an operating contingency of \$200,000

**Objectives from FY 2019-2020 continued to FY 2020-2021**

- Complete conversion of Utility Billing from Bi-monthly to Monthly
- Implementation of Online Bill Payment for remote payment of any amount due to the City

**Objectives for FY 2020-2021**

- Continue formal dissolution of the Successor agency
- Continue to assess CalPERS pension and funded status
- Maintain the fiscal health of the City through the continuing COVID-19 Pandemic while preserving resources, continuing to provide essential services, and keeping residents and staff safe

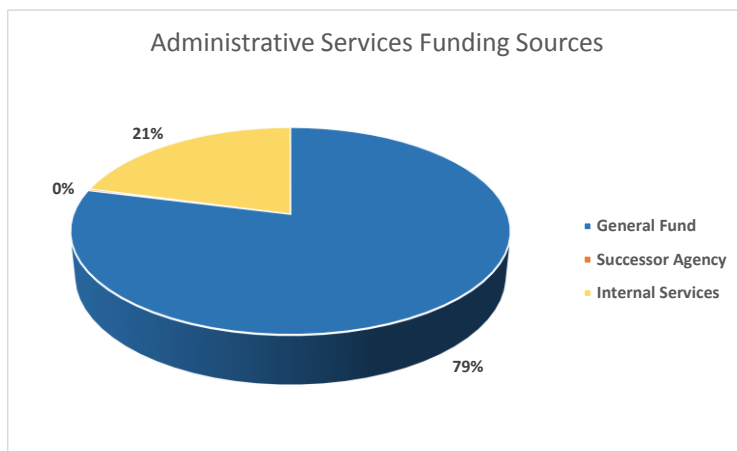
**Performance Measures**

<b>Performance Measures</b>	<b>Actual FY 2018-2019</b>	<b>Actual FY 2019-2020</b>	<b>Projected FY 2020-2021</b>
Utility Bills Processed <sup>(1)</sup>	20,899	22,000	45,000
Cash Register Transactions	23,790	19,220	28,000
Checks Issued	2,200	2,861	3,400

(1) The doubling of the number of processed bills from FY 2019-2020 to FY 2020-2021 results from changing the frequency of Utility Billing from bi-monthly (6 billings per year) to monthly (12 billings per year).

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>ADMINISTRATIVE SERVICES</b>			
Personnel	1,564,895	756,100	780,165
Maintenance & Operations	7,350,803	2,573,988	2,395,300
Debt	91,042	481,200	-
Depreciation	48,403	48,400	48,400
<b>TOTAL ADMINISTRATIVE SERVICES DEPARTMENT</b>	<b>9,055,143</b>	<b>3,859,688</b>	<b>3,223,865</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	174,594	220,500	300,650
Maintenance & Operations	7,142,542	2,409,703	2,244,100
<b>TOTAL GENERAL FUND</b>	<b>7,317,136</b>	<b>2,630,203</b>	<b>2,544,750</b>
<b>SUCCESSOR AGENCY</b>			
Personnel	7,351	-	-
Maintenance & Operations	32,629	8,700	8,700
Debt		390,000	-
<b>TOTAL SUCCESSOR AGENCY</b>	<b>39,980</b>	<b>398,700</b>	<b>8,700</b>
<b>OTHER SPECIAL REVENUE FUNDS</b>			
Debt	91,042	91,200	-
<b>TOTAL OTHER SPECIAL REVENUE FUNDS</b>	<b>91,042</b>	<b>91,200</b>	<b>-</b>
<b>INTERNAL SERVICES FUND-ADMIN</b>			
Personnel	1,382,950	535,600	479,515
Maintenance & Operations	175,632	155,585	142,500
Depreciation	48,403	48,400	48,400
<b>Total ISF-ADMIN</b>	<b>1,606,985</b>	<b>739,585</b>	<b>670,415</b>
<b>TOTAL ADMINISTRATIVE SERVICES DEPARTMENT</b>	<b>9,055,143</b>	<b>3,859,688</b>	<b>3,223,865</b>



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# **City of Sierra Madre**

*Village of the Foothills*



## **Community Services Department**

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### **Department Overview**

The Community Services Department works as a collaborative thriving workforce to... *“Create A Healthier Community Through People, Parks, Programs”* ...and so it inherits the goal of providing positive experiences and opportunities to the community for recreation, personal growth, cultural & physical enrichment, and essential hands-on learning activities.

The Department operates under the direction of the Community Services Manager, but not without the Community Services Team which consists of four full-time (including Community Services Manager) and one regular part-time employee providing administrative and operational support for Recreation, Community Services, Special Events, Filming, and Senior Services from Monday through Fridays, and seasonally through weekends for large scale special events, programming for Seniors, Family Movie Fridays, Summer Concerts Series, and oversight of the City’s six parks, two ball fields, and the Hart Park House.

Community Services also oversees the lease agreements with Waterworks Aquatics, the lease agreement with Sierra Madre-Pasadena YMCA, and serves as a partner with the City’s four youth sports leagues, including Sierra Madre Little League, Sierra Madre Girls Softball Association, Pony League, and formerly AYSO Region 2.

Additionally, residents are provided access to programs focusing on the values of recreation, including positive alternatives for children and youth to reduce crime and mischief especially during non-school hours; it increases social connections while promoting access to outdoor spaces for children and adults, learning through play and being active; it promotes arts, culture, and fosters interactive therapy through crafts, exercise, and multi-generational group activities; and offers parks as a form of serenity and the inspiration of nature and outdoor spaces by preserving natural and cultural resources in our community.

### **Board/ Committee Liaisons**

The Department serves as liaison to the:

- Arts Review Board/ City Hall Art Displays
- Community Services Commission
- Senior Community Commission
- Special Events Committees
- Assigned Park Projects

### **Community Services Mission Statement**

*The Mission of the Sierra Madre Community Services Department is to provide safe facilities, quality services, and programs that are affordable, open, and friendly to enrich the overall quality of life for all visitors and residents.*

### **Accomplishments from FY 2019-2020**

- Introduced new interesting programming to Summer Fun in the Park;
- Introduced and co-partnered with organizations on the new Fall Carnival;
- Advanced social media outlets, branding efforts, and traditional news media to promote Community Services Department;
- Introduced relevant programming in the Hart Park House Senior Center;
- Reanalyzed costs and new fee structures for City Facility Rentals including Tennis, Basketball and Volleyball Courts;
- YMCA Lease Agreement Renewal at Community Recreation Center (2019 – 2022)
- Successfully funded Summer Concerts Series with community philanthropic groups.

**Objectives from FY 2019-2020 / continued to FY 2020-2021**

- Recreate the Youth Master Plan through Community Services Commission;
- Began implementation of Senior Master Plan with Senior Community Commission;
- Continue to introduced relevant programming in the Hart Park House Senior Center;
- Initiated Kersting Court Renovation Project Timeline/ Community Services Commission and successfully secured funding through Regional Park and Open Space District (RPOSD) in the amount of \$300,000, plus Public Arts Funds totaling \$60,000;
- Measure A – Annual Allocations, Technical Planning Workshops and Development;
- Funding Proposals through Prop 68 for park development, restoration, and enhancement of state and local parks and recreational facilities;
- Funding Maintenance & Servicing (M&S) Projects for upkeep and maintenance of previously granted projects completed through Prop A/ RPOSD;
- Maintained “good standing” with County Regional Parks & Open Space District to secure alternative funding sources for long term projects, facilities maintenance, and park improvements.
- Renegotiation of Agreements – Field Use Agreement for Youth Sports Organizations

**Department Goals FY 2020-2021**

- Measure A & Park Funding/ Prop A & Prop 68 Grants for parks and facilities renovation;
- Pursue Staff Training & Leadership Development through networking opportunities;
- Renegotiation of Agreements – Aquatic Center & Pool Facilities at Sierra Vista Park;
- Recreation Classes coordinated and managed through the Pasadena-Sierra Madre YMCA at the Community Recreation Center under agreement through 2022;
- Create Youth Outdoor Activities & Seasonal Programming;
- Create an outdoor workout/ fitness area for children/ adults;
- Fund all events, programs and projects directly through sponsorship with less than 10% general fund money;
- Advance social media outlets, branding efforts, and traditional news media to promote Community Services Department.

**Performance Measures**

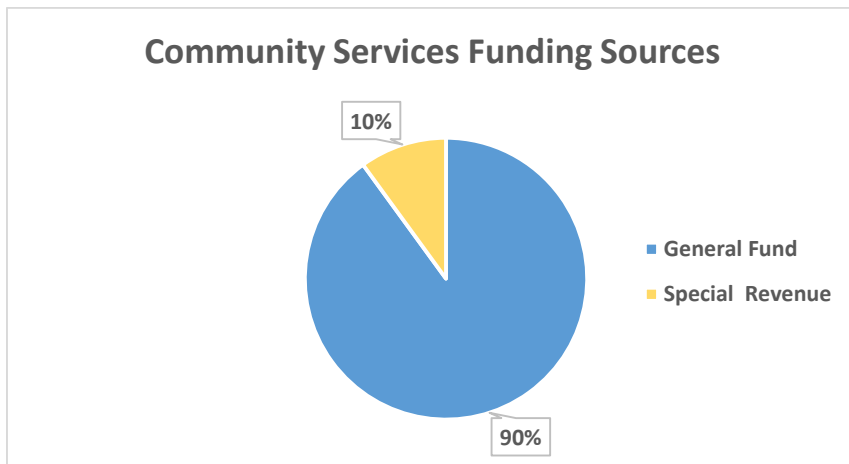
<b>Performance Measures</b>	<b>Actual FY 2018-2019</b>	<b>Projected FY 2019-2020</b>	<b>Projected FY 2020-2021</b>
Park Programs Presented	38	40	42
Park Programs Attendance	10,000 – 12,000	10,000 – 14,000	10,000 – 16,000
Senior Class Programs Attendance	2620	3000	4000
Senior Lunches Served	5400	5400-5600	6500
<b>Hart Park House Senior Center Special Events Senior Programs</b>	Older American Reception Community Yard Sale Seniors Rock Concert Seniors Excursions Senior Café YWCA Lunch Program		

**COMMUNITY SERVICES DEPARTMENT**

<p><b>Community Services</b></p> <p>Year-Round Special Events &amp; Seasonal Programs</p>	<p>Annual Holiday Movie Family Movie Fridays Concerts in the Park Summer Fun in The Park National "Kids to Parks" Day Huck Finn Fishing &amp; Family Campout Events Mt. Wilson Trail Race &amp; Pasta Feed 3<sup>rd</sup> &amp; 4<sup>th</sup> of July Parade &amp; Festivities Halloween Happenings &amp; Downtown Trick-or-Treating</p>
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EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>COMMUNITY SERVICES</b>			
Personnel	314,837	320,300	327,205
Maintenance & Operations	71,946	122,500	38,640
Capital Outlay	-	40,000	28,320
<b>TOTAL COMMUNITY SERVICES DEPARTMENT</b>	<b>386,783</b>	<b>482,800</b>	<b>394,165</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	314,837	320,300	327,205
Maintenance & Operations	43,588	87,500	27,540
<b>TOTAL GENERAL FUND</b>	<b>358,425</b>	<b>407,800</b>	<b>354,745</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	28,358	35,000	11,100
Capital Outlay	-	40,000	28,320
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>28,358</b>	<b>75,000</b>	<b>39,420</b>
<b>TOTAL COMMUNITY SERVICES DEPARTMENT</b>	<b>386,783</b>	<b>482,800</b>	<b>394,165</b>



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# **City of Sierra Madre, California**

*Village of the Foothills*



## **Elected and Appointed Department**

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## ELECTED AND APPOINTED DEPARTMENT

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### Department Overview

The Elected and Appointed department is responsible for the programs and activities of the City of Sierra Madre City Council, the City Clerk, and the City Treasurer.

The City Council also appoints the City Attorney and City Manager. Both positions serve at the will of the City Council. The City Attorney's budget is included in the Elected and Appointed Officials Departments. The City Manager's budget is included in the Administrative Services section of this document.

### Elected Officials

#### *City Council*

The City Council is the legislative branch of Sierra Madre's City government responsible for the formulation of general City policy and appointment of the City Manager, City Attorney, and members of City's Boards and Commissions. It also serves as the governing body for the Successor Agency and Public Financing Authority.

Sierra Madre's City Council is comprised of five members elected to four-year terms with two seats eligible in 2020 . Elections are budgeted in the City Clerk's department. The honorary positions of Mayor and Mayor Pro Tempore rotate among the five elected members of the City Council every April.

The City's governing body, having the primary responsibility for enacting legislation and policies, is also responsible for setting the goals and objectives for the City's strategic plan, for passing resolutions and ordinances, amending or setting zoning, and approving budget appropriations.

#### *City Clerk*

The City Clerk is elected to a four-year term. Among the responsibilities of this office are recording the minutes of the City Council, Financing Authority, and Successor Agency meetings, advertising legal notices, codifying newly adopted municipal codes, administering oaths, ensuring that City staff and elected and appointed officials comply with State Conflict of Interest and Campaign Reporting Laws, providing notary services, and managing municipal elections. The City Clerk's seat is eligible in the 2020 election.

#### *City Treasurer*

The City Treasurer is elected to a four-year term. Among the City Treasurer's responsibilities are developing an investment policy for adoption by the City Council, ensuring compliance with the investment policy as adopted, and reporting quarterly cash and investment activity to the City Council. The City Treasurer's seat is eligible in the 2020 election.

### Appointed Officials

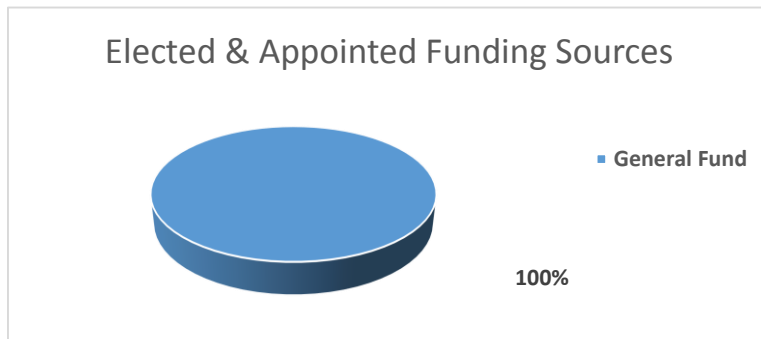
#### *City Attorney*

The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney provides the City Council and staff with legal advice, ensures that the Municipal Code is current, up to date and reflects accurate policies, procedures, and ordinances. The City Attorney also coordinates other contract legal services provided to the City.

## ELECTED AND APPOINTED DEPARTMENT

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>ELECTED AND APPOINTED</b>			
Personnel	138,451	113,800	119,510
Maintenance & Operations	155,695	158,650	335,750
<b>TOTAL ELECTED AND APPOINTED DEPARTMENT</b>	<b>294,146</b>	<b>272,450</b>	<b>455,260</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	138,451	113,800	119,510
Maintenance & Operations	155,695	158,650	335,750
<b>TOTAL GENERAL FUND</b>	<b>294,146</b>	<b>272,450</b>	<b>455,260</b>
<b>TOTAL ELECTED AND APPOINTED DEPARTMENT</b>	<b>294,146</b>	<b>272,450</b>	<b>455,260</b>



# City of Sierra Madre

*Village of the Foothills*



# Fire Department

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### **Department Overview**

The Fire Department is responsible for fire suppression, rescue, and emergency medical services (EMS). The Department consists of fifteen (15) full-time personnel. Personnel are housed at the Fire Station in rotating 24 hour shifts. Each shift consists of an Engine Company (one Captain, one Engineer, and one Firefighter) and a Paramedic Rescue (two Paramedics). Engine Companies are responsible for responding to all fire, EMS, and inspection dispatches. Firefighters also conduct yearly measures to ensure the safety of the community. Such measures include, but are not limited to, inspections of schools, local businesses, apartments, and brush. Paramedics provide advanced life support and emergency medical care with transport capabilities. The Department also provides informational programs to educate the community about fire prevention.

As well as providing service to the local community, the Fire Department houses a Water Tender that responds to wildland fires throughout California.

### **Fire Department Mission Statement**

*The mission of the Sierra Madre Fire Department is to provide superior community service through the delivery of fire suppression, fire prevention, and emergency medical and public education services. We will support our mission with an absolute commitment to community service, customer support, cost effective operation, training and education.*

### **Accomplishments FY 2019-2020**

- Inclusion into Area C Unified Response (Automatic Aid) on a trail period to June 30, 2020.
- Completed hire of all full time professional Fire Department personnel in all suppression positions.
- Members formed Sierra Madre Professional Firefighters Association.
- Hiring of a part time Fire Captain as Training Coordinator.
- Maintained operational readiness with minimal staffing.
- Conducted an open Fire Captain exam with the intent of hiring a full time Captain.
- Conducted an open Firefighter Paramedic exam with the anticipation of hiring an additional three (3) Full Time Firefighter Paramedics.
- Upgraded Computer Aided Dispatch, Alerting Systems, and reprogrammed portable and mobile radios to stay compatible with dispatch upgrades at Verdugo.
- Upgraded electronic Patient Care Reporting to meet Los Angeles County EMS Agency protocols.
- Increased live fire training in cooperation with the Monrovia and Arcadia Fire Departments. Live fire training is conducted at the Monrovia Fire Department's Regional Training Group (RTG) training tower located at Station 102.
- Continued cooperation with and support of the Sierra Madre Citizen Emergency Response Team (CERT) program.
- Provided yearly EMS training for CERT.
- Updated preplans for the schools, churches, commercial zones, and the City's interface zone.

### **Objectives from FY 2019-2020 not completed / continued to FY 2020-2021**

- Various infrastructure and building enhancements. Continued purchase of upgraded communication equipment.

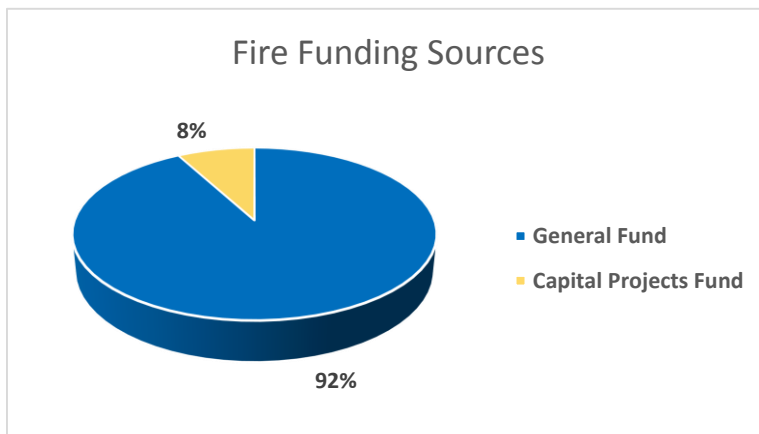
### **Department Goals FY 2020-2021**

- Inclusion into Area C Unified Response (Automatic Aid) on a permanent basis after July 1, 2020.
- Hiring of a full time Fire Chief.
- Begin exploration and specifications of purchasing a new Fire Engine.
- Continue to provide high quality training to all Department personnel.
- Stabilize Department Staffing at all levels through paid personnel.
- Continue with schedule to replace all Motorola XDS 5000 radios over the next 3-4 Fiscal Years.
- Increase public knowledge of the Paramedic Subscription Program.
- Increase presence and visibility of Sierra Madre Fire Department in the community through public education and events at the fire station.
- Continue and develop a comprehensive Fire Inspection Program for brush, multi family, and commercial.
- Continue and improve cooperation with neighboring fire agencies in training of all disciplines.
- Continue to improve response time by all duty personnel.
- Continued cooperation and support of the Sierra Madre CERT Program.
- Continue to update preplans for the schools, churches, commercial zones and the City's interface zone.
- Acquiring Automatic Aid Agreements with Area C cities, obtaining inclusion into Verdugo Unified Response.

## FIRE SERVICES DEPARTMENT

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>FIRE</b>			
Personnel	1,525,138	1,805,200	1,965,143
Maintenance & Operations	266,175	343,950	341,900
Debt	-	50,000	-
Capital Outlay	-	-	200,000
<b>TOTAL FIRE DEPARTMENT</b>	<b>1,791,313</b>	<b>2,199,150</b>	<b>2,507,043</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	1,525,138	1,805,200	1,965,143
Maintenance & Operations	266,175	340,450	341,900
<b>TOTAL GENERAL FUND</b>	<b>1,791,313</b>	<b>2,145,650</b>	<b>2,307,043</b>
<b>CAPITAL PROJECTS FUND</b>			
Capital Outlay	-	-	200,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	-	3,500	-
Debt	-	50,000	-
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>-</b>	<b>53,500</b>	<b>-</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>1,791,313</b>	<b>2,199,150</b>	<b>2,507,043</b>



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# City of Sierra Madre

*Village of the Foothills*



## Human Resources Department

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### **Department Overview**

The Human Resources Department operating budget focuses resources on developing and maintaining a customer service orientated and safety minded workforce. The department consists of two full-time employees, but in total, is responsible for over 120 employees and approximately 450 volunteers.

The Department performs a variety of personnel and risk management duties for full-time employees, part-time employees and volunteers including recruitment and retention, discipline and discharge, benefits administration, personnel file maintenance and security, workers compensation, as well as insurance and liability protection. Department staff advise managers on employee performance, employment laws, personnel policies, and best practices for risk management as well as provide City-wide training to further develop quality employees who excel at customer service and promptly assist residents with their needs.

### **Human Resources Mission Statement**

*The mission of the City of Sierra Madre Human Resources Department is to partner with other City Departments to efficiently produce and sustain a customer service orientated and safety minded workforce while serving as the catalyst to assure employee success in the performance of the City's mission, keeping in focus that human resources are our most valued assets.*

### **Objectives from FY 2019-2020 Not Completed / Continued to FY 2020-2021**

- Update City's Personnel Rules and Regulations.
- Update City's Safety Manual.
- Continue updating ADA transition plan.
- Form an ADA committee to review transition plan.
- Continue to stay on top of the City- wide recruitment.

### **Department Goals FY 2020-2021**

- Update job descriptions
- Continue to utilize and promote the Municipal Volunteer Program (MVP).
- Continually evaluate Citywide staff organization levels, with focus on effectiveness and efficiencies.
- ADA training for Department Heads and supervisors.

## HUMAN RESOURCES DEPARTMENT

### Performance Measures

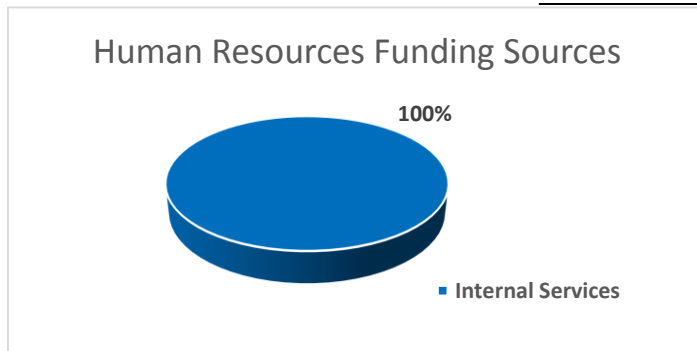
Performance Measures	Actual FY 2018-2019	Actual FY 2019-2020	Projected FY 2020-2021
Full-Time Recruitments	7	15	9
Part-Time Recruitments	17	11	7
% of Turnover	16%	65%	10%
Citywide Volunteers	450-500	450-500	450-500
Liability Claims Submitted	8	12	6
Workers Compensation Claims Submitted	7	11	5

### Operational Highlights FY 2020-21

- Continue planning for the increase to California Minimum Wage which began January 1, 2018 and will continue each year until the Minimum Wage is \$15 beginning January 1, 2022.

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>HUMAN RESOURCES</b>			
Personnel	246,127	230,100	646,180
Maintenance & Operations	1,409,386	1,034,800	969,700
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>1,655,513</b>	<b>1,264,900</b>	<b>1,615,880</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>INTERNAL SERVICES FUND</b>			
<b>- PERSONNEL &amp; RISK MGMT</b>			
Personnel	246,127	230,100	646,180
Maintenance & Operations	1,409,386	1,034,800	969,700
<b>TOTAL ISF- PERSONNEL &amp; RISK MGMT</b>	<b>1,655,513</b>	<b>1,264,900</b>	<b>1,615,880</b>
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>1,655,513</b>	<b>1,264,900</b>	<b>1,615,880</b>



# **City of Sierra Madre**

*Village of the Foothills*



# **IT Department**

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### **Information Technology Mission Statement**

To facilitate open and accountable municipal operations and financial services; manage and safeguard City resources in a prudent and comprehensive manner; and continue to develop and support information technology in a manner that will benefit the citizens of Sierra Madre.

Services are provided by two dedicated Information Technology professionals.

### **Major Services**

#### *Customer Support Services –*

Provide and deliver professional, helpful, responsive and high-quality service to meet customers' needs by resolving their problems or completing their requests for products and services as quickly and efficiently as possible.

#### *Infrastructure Services -*

Ensure the dependability of the computer-, telecommunications-, data network-, and security systems to enable City staff to continuously provide essential services to their customers. Retain technological flexibility that allows executives and City Government to maintain communications with staff and residents by using alternative methodologies to maintain regularly scheduled public meetings.

#### *Enterprise Systems –*

Fulfill the information and service needs of the City by providing leadership and expertise in the acquisition and deployment of high quality, cost-effective and timely solutions.

#### Distributed Information Systems-

Maintain and improve the efficient and secure transmission of information to staff and public safety personnel in the field as they serve City residents with the highest possible degree of reliability.

### **Accomplishments for FY 2019-2020**

- Next Generation Firewall Installed
- 20 Gig Fiber between Police and City Hall Buildings
- Public Access Wi-Fi at Library
- Public Access Wi-Fi at Memorial Park – City Hall
- Network Refresh Project Phase I, replacing switching infrastructure between City Hall and Police buildings.
- Deployed Citywide Backup Solution.
- Implement Security and Antivirus Solution City Wide.
- Upgraded Server infrastructure from physical to Virtual Environment leveraging virtualization strategies for efficient use of space and energy.
- Security Training City wide with Employee Phishing campaigns.
- Upgrade to dedicated Fiber Internet Access which greatly improved cloud connectivity, Site to Site VPN, and remote access VPN.
- Rolled out AML project for water.
- Security enhancements for SCADA water operation.
- Improved communications at City Yard between buildings.
- VoIP Phone System for EOC with dedicated Internet Access and Cisco Phones.
- Setup new City VPN and Teleconferencing Solution.
- CAD RMS Upgrade for Police to latest Virtual Environment.

- CAD RMS Upgrade for Fire in collaboration with Verdugo including link to Emergency reporting services.

**Objectives from FY 2019-2020 continued to FY 2020-2021**

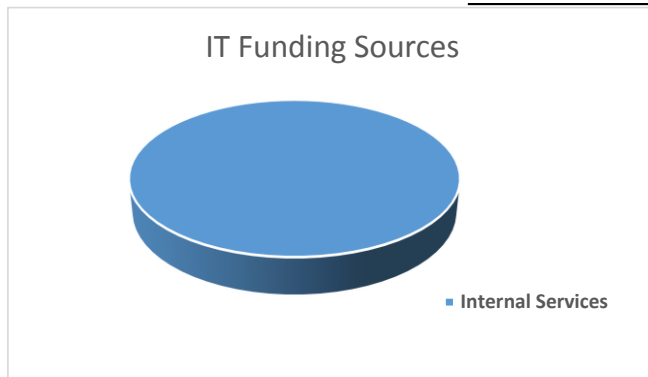
- Continue to lay down the foundation for Phone System in the form of Network Refresh Project.
- City Wide VoIP Phone Project.
- Public Access Wi-Fi Deployments to remaining government buildings.

**Objectives for FY 2020-2021**

- Complete Network Refresh.
- City Public Wi-Fi City Wide.
- Phone Project VoIP with collaboration tools.
- Dedicated Fiber Connectivity for SCADA/Sewer/Water Operations (City Yard).
- Upgrade to 1 Gbps Dedicated Internet Connection.
- Video camera deployments at Strategic sites to help Public Safety throughout the City.
- Upgrade Exchange Server/Email Server to Virtual Environment with latest Software.
- Project Planning for City Wide Fiber Project, Sierra Madre Blvd to connect all City buildings with City owned Fiber optic cable.

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>IT</b>			
Personnel	173,748	133,800	212,300
Maintenance & Operations	493,229	463,100	454,600
Depreciation	12,834	46,200	20,800
INVESTMENT IN CAPITAL ASSETS	-	372,500	165,000
<b>TOTAL IT DEPARTMENT</b>	<b>679,811</b>	<b>1,015,600</b>	<b>852,700</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>INTERNAL SERVICES FUND- IT</b>			
Personnel	173,748	133,800	212,300
Maintenance & Operations	493,229	463,100	454,600
Depreciation	12,834	46,200	20,800
INVESTMENT IN CAPITAL ASSETS	-	372,500	165,000
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>679,811</b>	<b>1,015,600</b>	<b>852,700</b>
<b>TOTAL IT DEPARTMENT</b>	<b>679,811</b>	<b>1,015,600</b>	<b>852,700</b>





# City of Sierra Madre

*Village of the Foothills*



## Library Department

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### **Department Overview**

The Library provides services that are “a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, and a resource for continuing education and re-education beyond the years of formal education,...” (California Education Code)

The department operates under the direction of the City Librarian. Library staff consists of four full-time and 8 part-time employees providing 43 hours of public open hours. The Library provides access to current book and media materials through physical and electronic collections. The Library also produces programs focusing on reading, literacy, technology, and cultural growth, and maintains the City’s historical archives.

### **Board/Committee Liaisons**

The Department serves as liaison to the:

- Library Board of Trustees
- Friends of the Sierra Madre Public Library
- Sierra Madre Historical Preservation Society
- Sierra Madre Library Foundation

### **Library Mission Statement**

- To bring the people of Sierra Madre together to develop and encourage a more literate, compassionate and inclusive community.
- To serve every resident with a diverse, expertly curated and evolving set of resources beginning with books and encompassing the newest media and technology.
- To foster a love of reading and learning in young children that will enrich them for a lifetime.
- To create a unique set of resources that showcase the heritage and legacy of Sierra Madre and to reaffirm what a special place this is to live.
- Everyone is welcome. Everyone is served. This is where diverse patrons gather to become a true community of learners.

### **Accomplishments from FY 2019-2020**

- Purchased and implemented a Radio Frequency Identification system which resolves several ADA compliance issues within the Library, manages inventory, and provides contact-free checkout.
- Received and implemented grant funding for a craft program for adults, which includes funds and supplies to support local artists through the Library, adds a sewing machine available for checkout, and provides creative programming from a distance.
- Strategically increased and stabilized a programming model to serve all ages and people in our community.
- Increased access to CENIC broadband, high-speed internet to include parking lot WiFi to better serve patrons working and educating themselves from home.
- Added tutoring services with funding from the Friends of the Library to support at-home and distance learning throughout the 2020/2021 school year.
- Provide job-seekers with digital resources to assist with resume and cover letter writing.

## LIBRARY SERVICES DEPARTMENT

### Objectives from FY 2019-2020 not complete / continued to FY 2019-2020

- Work with Library Board and Committees to continue plans to address the future of the library, namely ADA, safety, and space issues.
- Continue to modernize out-of-date Library policies, including Library Rules of Behavior, Forms, and Donations Policies.

### Department Goals FY 2020-2021

- Develop and implement programs and services that support literacy, readership and education during global pandemic.
- Continue working towards ADA compliance, safety, and addressing space issues.
- Mindfully offer programs and services that provide meaningful community interactions.
- Provide services and resources for job-seekers.

### Performance Measures

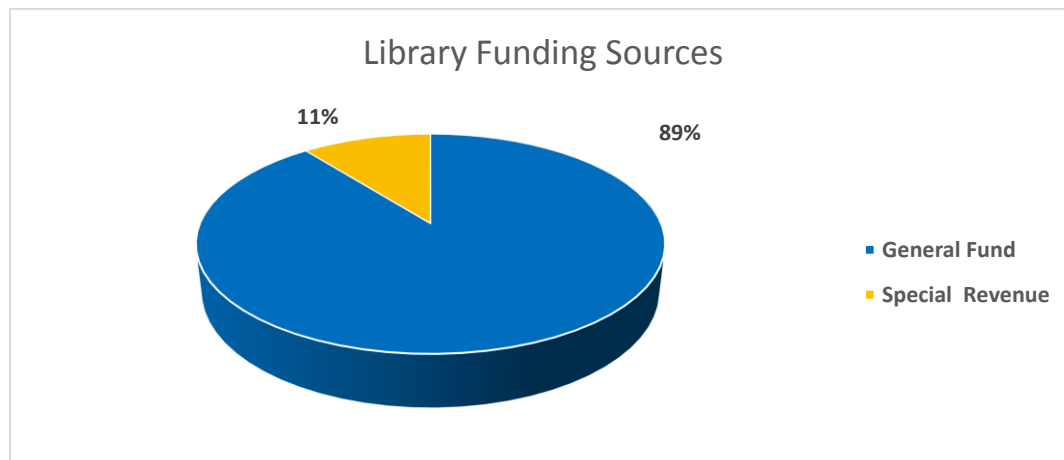
<b>Performance Measures</b>	<b>Actual FY 2018-2019</b>	<b>Estimated FY 2019-2020</b>	<b>Projected 2020-2021</b>
Library Materials Circulation	115,572	118,550	116,727
Library Programs Presented	433	485	450
Library Program Attendance	10,274	12,242	10,700
Teen Volunteers	80	75	72
Adult Volunteers	19	16	18

## LIBRARY SERVICES DEPARTMENT

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>LIBRARY SERVICES</b>			
Personnel	458,043	505,800	466,300
Maintenance & Operations	144,986	174,300	126,005
Capital Outlay	-	14,000	-
<b>TOTAL LIBRARY SERVICES DEPARTMENT</b>	<b>603,029</b>	<b>694,100</b>	<b>592,305</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	455,781	505,800	466,300
Maintenance & Operations	92,119	113,300	63,005
<b>TOTAL GENERAL FUND</b>	<b>547,900</b>	<b>619,100</b>	<b>529,305</b>
<b>FRIENDS OF THE LIBRARY DONATIONS</b>			
Maintenance & Operations	43,612	55,000	55,000
Capital Outlay	-	-	-
<b>TOTAL FRIENDS OF THE LIBRARY DONATIONS</b>	<b>43,612</b>	<b>55,000</b>	<b>55,000</b>
<b>LIBRARY GIFT AND MEMORIAL FUND</b>			
Maintenance & Operations	3,910	6,000	8,000
Capital Outlay	-	14,000	-
<b>TOTAL LIBRARY GIFT AND MEMORIAL FUND</b>	<b>3,910</b>	<b>20,000</b>	<b>8,000</b>
<b>OTHER SPECIAL REVENUE FUNDS</b>			
Personnel	2,262	-	-
Maintenance & Operations	5,345	-	-
<b>TOTAL OTHER SPECIAL REVENUE FUNDS</b>	<b>7,607</b>	<b>-</b>	<b>-</b>
<b>TOTAL LIBRARY SERVICES DEPARTMENT</b>	<b>603,029</b>	<b>694,100</b>	<b>592,305</b>



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# City of Sierra Madre

*Village of the Foothills*



## Planning and Community Preservation Department

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## PLANNING & COMMUNITY PRESERVATION DEPARTMENT

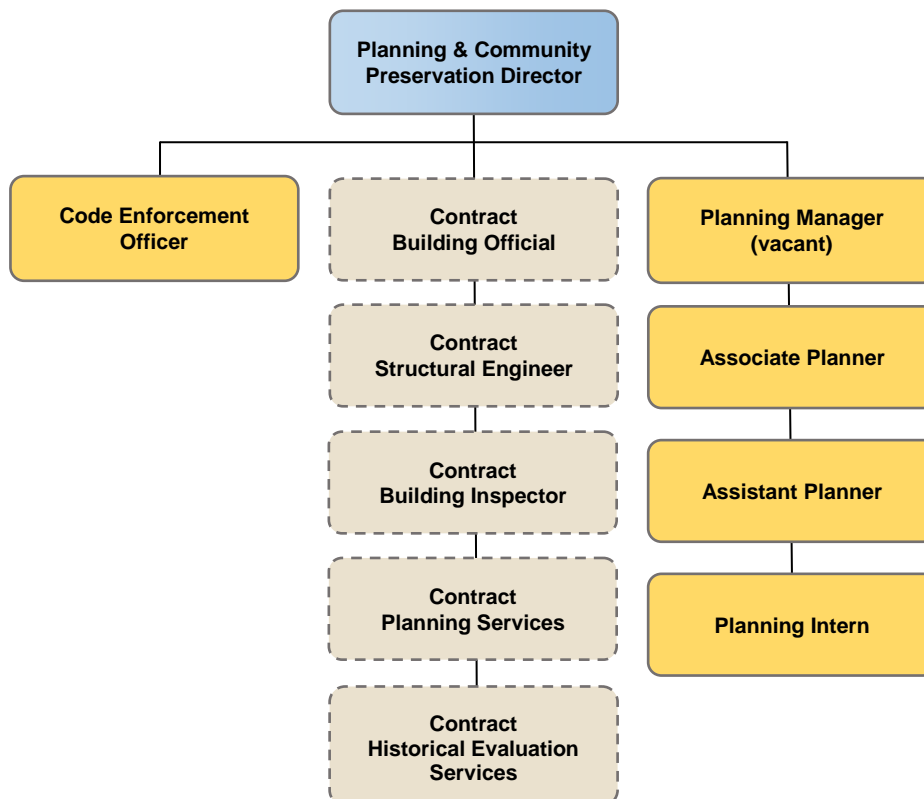
### ***Department Overview***

The Planning and Community Preservation Department is responsible for the City's Zoning, Advanced Planning, Historic Preservation, Code Enforcement, and Building and Safety services. The Department enforces the requirements of the of the Sierra Madre Municipal Code and carries out the rules, policies and objectives of the General Plan, as it relates to land use and development.

Planning services include the processing of ministerial and discretionary development applications, conducting required environmental review (CEQA) and zoning plan check review. The Department maintains the City's list of historic landmark structures, manages Mills Act contracts, and reviews project applications for their compliance with the City's historic preservation program. The Department also manages the Code Enforcement program to address property maintenance nuisances, such as control of overgrown vegetation, unlawful accumulation of debris, vacant buildings, unlawful use of potable water, and business license and building permit enforcement, etc. The Department also oversees Building and Safety Services which responds to inquiries relating to building development, building and structural plan check review, on-site inspections, and issuance of permits in compliance with adopted building and fire codes.

Department staffing includes 4 full-time staff members in addition to a part time planning intern. The Department utilizes the services of a contract building official, contract building inspector and contract structural plan checker to review plans for compliance with adopted building codes prior to permit issuance. The chart below illustrates the organization of the Department by employee classification.

### **Organizational Chart**



## PLANNING & COMMUNITY PRESERVATION DEPARTMENT

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### **Board/Committee Liaisons**

The Department serves as liaison to the:

- Planning Commission

### **Department Mission Statement**

We are dedicated to providing efficient and effective professional planning and building services to the citizens of Sierra Madre and to development professionals while safeguarding life and property, enhancing the City's economic base and protecting neighborhoods and its natural environment.

### **Accomplishments FY 2019-2020**

- Successfully received Senate Bill 2 (SB 2) Planning Grant to assist in the preparation of the Housing Element Update
- Executed the professional services contract for Housing Element Update 2021-2029
- Adopted Accessory Dwelling Unit ordinance in compliance with state law
- Adopted Wireless Communication Facility ordinance for 5G small cell
- Adopted 2019 California Building Code and Fire Code
- Submitted Annual Housing Report to State Housing & Community Development and State Office of Planning & Research
- Participated in Southern California Association of Governments (SCAG) Local Input Process
- Participated in SCAG Regional Housing Needs Assessment (RHNA) subcommittee to determine methodology for total housing need within the City for 6<sup>th</sup> cycle 2021 to 2029.
- Completed archival building permit and entitlement record digital scanning

### **Objectives from FY 2019-2020 continued to FY 2020-2021**

- Complete the update of the Zoning Map for consistency with the Land Use Map
- Amend Commercial zone off-street parking ratio calculations and establish a parking credit program to allow required onsite parking to be provided in public parking lots and public streets

### **Department Goals FY 2020-2021**

- Implement General Plan Update policies as prioritized by City Council.
- Obtain certified Housing Element from Housing and Community Development
- Update various zoning code ordinances/sections which are problematic, or in need of further clarification
- Update various zoning code ordinances to achieve compliance with State mandates
- Amend Transitional and Supportive Housing Ordinance
- Amend the R-2 Zone (Two-Family Residential) Ordinance
- Amend the Density Bonus Ordinance
- Implement program to require retrofit of soft-story buildings
- Implement program to obtain compliance with 1986 state law requiring retrofit of unreinforced masonry buildings
- Continue ongoing building permit and entitlement record digital scanning
- Complete data mapping to XY Maps GIS platform to allow staff access to planning and building files electronically via cloud server

## PLANNING & COMMUNITY PRESERVATION DEPARTMENT

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### **Performance Measures**

<b>Performance Measures</b>	<b>Actual FY 2018-19</b>	<b>Actual FY 2019-20</b>	<b>Projected FY 2020-21</b>
Planning Commission Meetings	22	20	22
Planning Applications Processed	78	70	75
Plan Checks	61	83	90
Building Inspections	1,656	3,802	3,800
Building Permits Issued	594	755	800
Code Enforcement Cases	142	146	145

### **Operational Highlights FY 2019-2020**

#### Accessory Dwelling Unit Applications

- Consistent with the 2014-2021 Housing Element reported accessory dwelling units (ADU) toward meeting Regional Housing Need Allocation for low income housing unit production
- Processed 13 ADU applications

#### SB2 Planning Grant

- The Department awarded \$160,000 planning grant to accelerate housing production; streamline the approval of housing development at all income levels; facilitate housing affordability; and promote development consistent with the State Planning Priorities.

#### Digital Scanning and GIS Data Mapping

- The Department contracted with RCI Image Systems to scan archival plans, building permits and entitlements in digital format. This task was completed and the Department is coordinating efforts to initiate data mapping onto GIS platform XY Maps to start in FY 2020-2021.

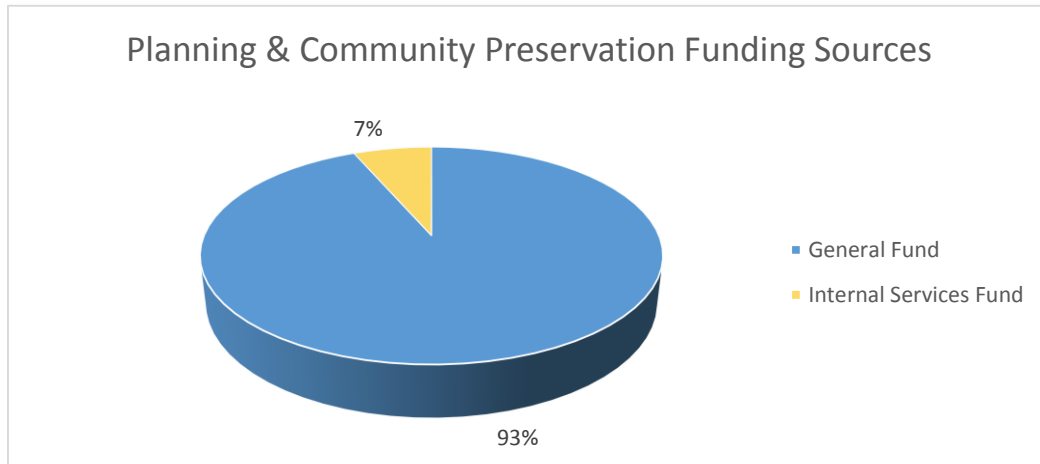
#### Staffing

- The Department promoted part-time planning intern to a full-time assistant planner

## PLANNING & COMMUNITY PRESERVATION DEPARTMENT

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>PLANNING AND COMMUNITY PRESERVATION</b>			
Personnel	443,848	487,300	462,500
Maintenance & Operations	484,914	509,700	610,300
<b>TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT</b>	<b>928,762</b>	<b>997,000</b>	<b>1,072,800</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	443,848	487,300	462,500
Maintenance & Operations	484,914	509,700	540,300
<b>TOTAL GENERAL FUND</b>	<b>928,762</b>	<b>997,000</b>	<b>1,002,800</b>
<b>INTERNAL SERVICES FUND- GEN PLAN UPDATE</b>			
Maintenance & Operations	-	-	70,000
<b>TOTAL ISF- GEN PLAN UPDATE</b>	<b>-</b>	<b>-</b>	<b>70,000</b>
<b>TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT</b>	<b>928,762</b>	<b>997,000</b>	<b>1,072,800</b>



# **City of Sierra Madre**

*Village of the Foothills*



# **Police Department**

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**Department Overview**

The Sierra Madre Police Department (SMPD) is committed to ensuring a safe environment for those who live, visit, and work in Sierra Madre. The Police Department consist of twenty full-time employees, ten part-time employees, seven Reserve Officers, and twelve Police Volunteers. Responsibilities include, but are not limited to, prevention and investigation of crime, enforcement of traffic laws, and providing an interactive police presence within the community. We accomplish this through working effectively and collaboratively with members of our community in providing the highest level of service as the Department progresses into the future.

**Police Department Mission/Vision/Values/Motto Statement**

**Mission:** To ensure community safety, and deliver the highest quality service through dedication, teamwork, and partnerships.

**Vision:** To become the model for 21<sup>st</sup> century small-town policing

**Values:** Integrity, Innovation, Dedication, Compassion

**Motto:** Serving those we protect.

**Accomplishments FY 2020-2021**

**Administration**

In 2019, the Department experienced a void in upper-level management positions. Both the Chief and Captain left the Department for other opportunities. In their absence, the City hired James Hunt to serve as the Interim Chief of Police. Chief Hunt assisted with the development of the Department and personnel during the eleven months that he served as interim. In early 2020, the hiring campaign began for a permanent Chief and in March of 2020, Rodrick Armalin was appointed to the position. In addition to the his appointment, the Department also promoted Henry Amos to the rank of Captain.

During Hunt's time, the Department hired two police officers, a dispatcher, and created a new position; the Support Division Supervisor. This position was developed to have more consistencies within the Department's Record and Dispatch Divisions, with an individual experienced in both areas.

The Sierra Madre Police Department is proud to have established positive community policing partnerships with the residents, businesses, and visitors to the City. We have been extremely successful in our efforts to engage the community as a whole through community outreach programs, downtown foot patrols, business checks, and the use of a vibrant social media platform. We also boast a very active and vibrant volunteer program.

We also continue to invest in the development of SMPD personnel through training in tactical skill sets, mental health awareness, and leadership.

**Patrol**

Officers responded to 13,000 calls for service, with an average response time of 2:28 minutes on priority calls, and 3:23 minutes on non-priority calls. Officers authored 650 police reports. There was a decrease in commercial burglaries and thefts from motor vehicles. Officers continued to conduct foot patrols in the downtown business district and provide increased visibility in the residential neighborhoods.

**Investigations**

The Detective Bureau was assigned 650 cases to investigate. Detectives relentlessly investigated all crimes, authoring several search warrants and obtaining numerous felony and misdemeanor case filings and convictions with the Los Angeles County District Attorney's Office.

***Community Partnerships***

The Department continues to upgrade our radio communication capabilities with the addition of the Los Angeles Interoperable Communications Interoperability (LA-ICI) system. The LA-ICI will vastly improve radio and broadband communication for police, firefighters, paramedics, and other emergency responders in Los Angeles County.

SMPD joined the "Pasadena Ring" system, which gives the Department the ability to have phone and radio communications off-site in the event of a system failure. We continue to work with our neighboring law enforcement agencies to improve compatibility and effectiveness of service to the community should such an issue occur.

The Department also participates in the Homeless Outreach Service Team (HOST) Program. This program is made up of all San Gabriel Valley law enforcement agencies and provides specialized homeless outreach services to the homeless population of their respective cities. The efforts of HOST have improved public safety and successfully engaged the homeless population, resulting in stronger relationships and enhanced trust. This trust was earned by adhering to Community Policing principles, which include preserving the rights and dignity of persons experiencing homelessness in the San Gabriel Valley.

SMPD currently collaborates with 63 active Neighborhood Watch Programs throughout the City. Both our officers and community service officer continue to share crime prevention and general public safety information at Business / Neighborhood Watch and Town Hall Meetings, as well as provided various presentations at schools, churches, and "Coffee with a Cop" events. The Department also shares this information through the use of Facebook, Instagram, Twitter, and Nixle.

The Department, along with the Sierra Madre Police Association, again participated in the "#PINKPATCHPROJECT" and the "#NOSHAVENOVEMBER" cancer awareness campaigns. Thanks to community and Department member contributions, SMPD was able to raise over \$3000 in the fight against cancer.

***Community Services Officer (CSO) & Cadets***

The Department currently has one part-time Community Services Officer (CSO). The CSO oversaw numerous community outreach programs, including "Coffee with a Cop," Neighborhood/Business Watch Meetings, and the preparation of the "Police Blotter" article. He also assisted patrol officers in the field with traffic related issues and helped manage the Department's social media platform.

The Department's two Police Cadet positions are currently vacant. Efforts are underway to fill these vacancies.

***Volunteers & Reserve Police Officers***

The SMPD Reserve Officers and Volunteers continue to augment services through handling special assignments/details and community patrol, significantly increasing Department visibility and availability in the field. This year the SMPD Reserve Officers and Volunteers provided 716.70 hours of service to the City. Based on the California value of volunteer time, this amounted to a value of over \$18,000 in service to the City of Sierra Madre. Our Reserve Police Officers perform the same functions in the community as a full-time officer, but like Volunteers, they are not paid for the services they provide.

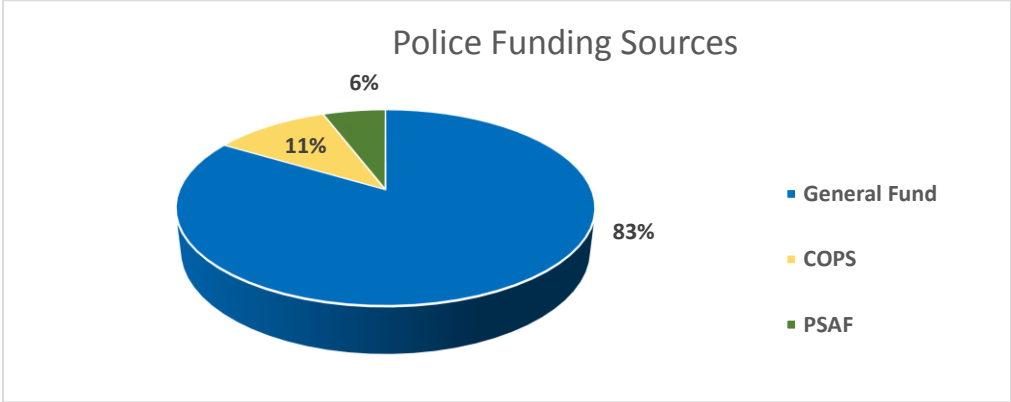


**Department Goals FY 2020 – 2021**

- Build on the Department’s vision to become the model for 21<sup>st</sup> century small-town policing by developing a plan to restructure and operate more efficiently and effectively.
- Increase the professional development of all agency personnel
- Increase the retention of valuable employees
- Reduce Part 1 crimes and decrease the number of traffic collisions that occur within city limits
- Improve efforts of community engagement, along with internal and external communication

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>POLICE</b>			
Personnel	2,888,676	2,766,400	3,041,832
Maintenance & Operations	220,094	262,800	278,350
Capital Outlay	17,122	-	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>3,125,892</b>	<b>3,029,200</b>	<b>3,320,182</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	2,649,627	2,563,700	2,522,332
Maintenance & Operations	195,037	237,800	252,850
<b>TOTAL GENERAL FUND</b>	<b>2,844,664</b>	<b>2,801,500</b>	<b>2,775,182</b>
<b>COPS FUND</b>			
Personnel	110,820	81,000	327,800
Maintenance & Operations	24,882	25,000	25,500
Capital Outlay	17,122	-	-
<b>TOTAL COPS FUND</b>	<b>152,824</b>	<b>106,000</b>	<b>353,300</b>
<b>PSAF FUND</b>			
Personnel	128,229	121,700	191,700
<b>TOTAL PSAF FUND</b>	<b>128,229</b>	<b>121,700</b>	<b>191,700</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	175	-	-
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>175</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>3,125,892</b>	<b>3,029,200</b>	<b>3,320,182</b>



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# **City of Sierra Madre**

*Village of the Foothills*



## **Public Works Department**

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### **Department Overview**

The Public Works Department (PW) consists of seven (7) full time employees and one (1) part-time position. The Department is responsible for the maintenance of all City infrastructure, including streets, storm drains, maintenance of all city buildings, park and landscape contract, city owned trees, and the City's vehicle fleet. Staff's responsibility extends to various environmental compliance efforts including storm water quality, air quality, solid waste landfill diversion programs, and local wildlife and tree protection codes. PW staff administers the City's contracts for Public Works projects, engineering services, solid waste disposal, street sweeping, transportation, ground maintenance, facility maintenance, Community Development Block Grants, and tree trimming services. PW staff is also the primary contact for the So. Cal. Gas Company, Southern California Edison, Clean Power Alliance, Athens Services, Spectrum Cable and Frontier Phone Service.

The Department at City Hall under the direction of Director Cimino with James Carlson PT (40%) and Roberta Malfitano PT (30%) the Public Works office is continuing to complete important projects and supporting the other departments with their facility needs and events. The PW Field Crew filling the full time position early in the new fiscal year. The PW Department is always looking for ways to better the department and utilize our skills to the benefit our residents, businesses and visitors.

### **Board/Committee Liaisons**

The Public Works Staff serves as liaison to the:

- Energy, Environment and Natural Resources Commission
- City Council - Water Sub-Committee
- COG Water Resources Committee
- Los Angeles Regional Agency (Solid Waste)
- Los Angeles Permit Group (Storm water)
- Rio Hondo/San Gabriel Water Quality Group
- Sierra Madre Environmental Action Council
- Clean Power Alliance

### **Public Works Mission Statement**

*We are dedicated to delivering quality customer service to our community. As a team, we strive to update services in response to changing needs. We are committed to providing all services in a manner that is professional, courteous, cost effective, efficient and understanding.*

### **Accomplishments for FY2019-2020**

- ADA driven remodel of the Council Chambers.
- Street Improvement Project, Staff continues the street rehabilitation program which is bringing our PCI rating up to State standards.
- Continued to utilize recently completed ADA audit to prioritize and address access deficiencies at various sidewalk locations and curb ramps to improve access.

## PUBLIC WORKS DEPARTMENT

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- Continue to partnering with Edison and their contractors for city-wide infrastructure improvements to improve the reliability of the power distribution system including pole maintenance and replacement and tree-line clearance activities.
- Coordinated with Athens Services for two compost-giveaway events, and Christmas Tree Recycling program.
- Hosted the final annual Household Hazardous Waste Round-up event.
- Completed the remodel of the conference room and City Clerks adjacent office to better utilize the space in City Hall.
- Completed the second phase of the Water Main Replacement Program and started the design of the next 4 phases of water main replacements.
- PW Staff helped make improvements to the Community Pool.
- Completed a fresh coat of paint on the YMCA and Pool Buildings.
- Improved the Parking Lot in Sierra Vista to enhance the amount of parking spaces by 16 new spaces and improved the ADA access to the Pool and YMCA facilities.
- Replaced more than a mile of water main in the North West area of the city.
- Completed one of the most difficult water main installations in the lower canyon.

### **Objectives for FY 2019-2020 Not Completed/Continued to FY 2020-2021**

- Continue working with NBS on the new assessment district for downtown. To combine the four existing districts into one new “Downtown Landscaping and Lighting Maintenance District”.
- Continue with the street improvement program utilizing State and Federal funding.
- Replace Santa Anita Creek Diversion Structure, East Raymond Basin Project with the Los Angeles Flood Control District.
- Phase 2 of the partnering project with the Los Angeles County Department of Public Works on a The Bridge Preventative Maintenance Program.
- Continued efforts in shaping the Clean Power Alliance program.
- Solar Array Project at the City Yards to offset energy expenses.

### **Department Goals FY 2020-2021**

- Continuing the aggressive water main replacement program in conjunction with the Utilities Department.
- Continue implementation of NPDES Municipal Permit requirements.
- Continue installation of drywells in parkways.
- Continue taking action on ADA compliance assessment.
- Continue the Maintenance Yard (Water) Solar Energy Project.
- Continue with the Street rehabilitation Program, moving our direction towards more maintenance than replacement.
- Continue with the sidewalk repair and replacement program.

**PUBLIC WORKS DEPARTMENT**

**PERFORMANCE MEASURES**

<b>Street/sewer Division</b>	<b>Actual FY 2018-2019</b>	<b>Actual 2019-2020</b>	<b>Projected 2020-2021</b>
Potholes repaired (each)	420	686	600
Installed new sidewalk (sq.ft)	4,000	2,000	2,000
Replaced damaged sidewalk (sq ft)	5,500	21,000	10,000
Temporary Repairs on sidewalk (sq ft)	1,200	500	300
Streets resurfaced (sq.ft)	74,000	103,000	50,000
Streets Slurry Sealed	900,000	63,000	300,000
Curb and Gutter repaired/replaced (lf)	900	800	500
PW Service requests resolved	500	284	300
Trees trimmed	12	42	60
Trees removed	55	28	20
Trees planted	16	15	45
Trees inspected	170	150	150
Private trees trim/removal permits	24	8	10
Stormwater samples taken (Maint. Yard)	2	2	2
Community Events setup/supported	25	25	10
Encroachment application	113	132	150
Excavation application	60	48	100
Grading Plan Checks	15	20	30

**Operational Highlights FY 2019-2020**

- Water Main Replacement Program and accomplishing the replacement of the water main in the canyon.
- Remodel and improve ADA access to the Council Chambers and adjacent public restrooms.
- Reconfigure the Conference room and add another much needed office for our Assistant City Clerk.
- Reconfigure the Sierra Vista parking lot to accommodate more cars during busy weekends.
- Street resurfacing will continue during this budget cycle.

## PUBLIC WORKS DEPARTMENT

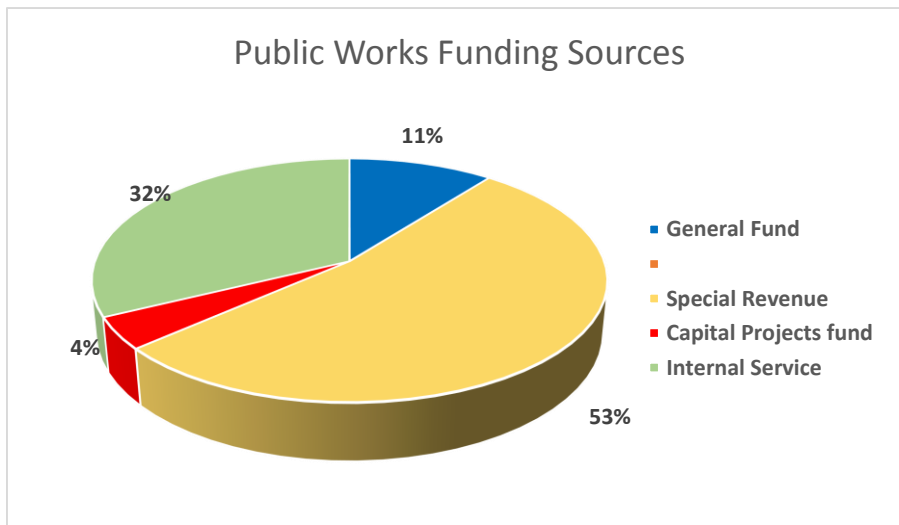
EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>PUBLIC WORKS</b>			
Personnel	592,543	619,900	697,265
Maintenance & Operations	1,211,365	1,299,700	1,427,513
Depreciation	176,406	241,000	196,600
Capital Outlay	1,208,914	2,004,400	1,450,054
Investment in Capital Assets	24,000	424,000	58,000
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>3,189,228</b>	<b>4,165,000</b>	<b>3,771,432</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>GENERAL FUND</b>			
Personnel	159,941	164,400	219,635
Maintenance & Operations	252,016	183,500	178,000
Capital Outlay	8,100	-	-
<b>TOTAL GENERAL FUND</b>	<b>420,057</b>	<b>347,900</b>	<b>397,635</b>
<b>ASSESSMENTS</b>			
Maintenance & Operations	170,389	105,800	109,013
Capital Outlay	-	-	20,000
<b>TOTAL ASSESSMENTS FUND</b>	<b>170,389</b>	<b>105,800</b>	<b>129,013</b>
<b>ENVIRONMENT FUND</b>			
Personnel	16,014	15,900	16,630
Maintenance & Operations	83,670	71,600	72,000
<b>TOTAL ENVIRONMENT FUND</b>	<b>99,684</b>	<b>87,500</b>	<b>88,630</b>
<b>GAS TAX FUND</b>			
Personnel	152,919	172,800	178,250
Maintenance & Operations	56,072	68,400	54,000
Capital Outlay	-	-	35,000
<b>TOTAL GAS TAX FUND</b>	<b>208,991</b>	<b>241,200</b>	<b>267,250</b>
<b>MEASURE R FUND</b>			
Capital Outlay	128,013	138,300	146,000
<b>TOTAL MEASURE R FUND</b>	<b>128,013</b>	<b>138,300</b>	<b>146,000</b>
<b>MEASURE M FUND</b>			
Capital Outlay	135,350	156,700	165,476
<b>TOTAL MEASURE M FUND</b>	<b>135,350</b>	<b>156,700</b>	<b>165,476</b>
<b>PROP A FUND</b>			
Personnel	1,819	1,500	1,500
Maintenance & Operations	13,022	164,300	162,900
<b>TOTAL PROP A FUND</b>	<b>14,841</b>	<b>165,800</b>	<b>164,400</b>
<b>PROP C FUND</b>			
Maintenance & Operations	2,000	25,000	2,200
Capital Outlay	202,054	159,400	192,478
<b>TOTAL PROP C FUND</b>	<b>204,054</b>	<b>184,400</b>	<b>194,678</b>
<b>RMRA FUND</b>			
Capital Outlay	124,152	181,800	191,300
<b>TOTAL RMRA FUND</b>	<b>124,152</b>	<b>181,800</b>	<b>191,300</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	32,773	90,000	169,500
Capital Outlay	435,245	784,200	481,800
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>468,018</b>	<b>874,200</b>	<b>651,300</b>



## PUBLIC WORKS DEPARTMENT

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>CAPITAL PROJECTS FUND</b>			
Maintenance & Operations	50,645	-	-
Capital Outlay	152,000	160,000	160,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>202,645</b>	<b>160,000</b>	<b>160,000</b>
<b>INTERNAL SERVICES FUND-FLEET</b>			
Personnel	113,321	113,900	124,200
Maintenance & Operations	195,678	222,700	240,500
Depreciation	175,178	208,200	181,600
Investment in Capital Assets	24,000	96,500	-
<b>TOTAL INTERNAL SERVICES FUND-FLEET</b>	<b>508,177</b>	<b>641,300</b>	<b>546,300</b>
<b>INTERNAL SERVICES FUND-FACILITIES</b>			
Personnel	148,529	151,400	157,050
Maintenance & Operations	355,100	368,400	439,400
Depreciation	1,228	32,800	15,000
Investment in Capital Assets	-	327,500	58,000
<b>TOTAL INTERNAL SERVICES FUND-FACILITIES</b>	<b>504,857</b>	<b>880,100</b>	<b>669,450</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>3,189,228</b>	<b>4,165,000</b>	<b>3,771,432</b>



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# **City of Sierra Madre**

*Village of the Foothills*



## **Utility Services Department**

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### **Department Overview**

The Utility Services Department provides high-quality drinking water and sewer system maintenance to approximately 11,100 residents within the boundaries of The City of Sierra Madre. The department consists of nine (9) full time and (2) part-time positions.

#### **Water Supply:**

The Utilities Department continues to diversify its water supply portfolio to ensure a reliable water supply during drought, regulatory constraints and emergencies. Water rights account for approximately 45 percent of the City's water from our local groundwater aquifer. An additional 55 percent of the City's supply is imported from the San Gabriel Valley Municipal Water District. Imported water is allowed to percolate into the ground where it supplements our local groundwater aquifer. Water is produced by four groundwater wells and one natural spring. In total the department produces approximately 750 million gallons of water each year. Water is distributed through a network of over 55 miles of distributions mains to over 3,800 metered connections.

#### **Sewer Operations:**

The Utility Services Department maintains approximately 170,000 feet of sewer mains and 866 sewer manholes.

Personnel provide preventive maintenance services, repairs, engineering evaluations of sewer facilities, and administer the City sewer ordinances and sewer construction programs. The Department also approves all new service connections to the sewer system.

### **Board/Committee Liaisons**

The Department serves as liaison to the:

- City Council Water Sub-Committee
- San Gabriel Valley Municipal Water District
- Raymond Basin Management Board (Board of Directors)

### **Public Works and Utility Services Departments' Mission Statement**

*We are dedicated to delivering quality customer service to our community. As a team, we strive to update services in response to changing needs. We are committed to providing all services in a manner that is professional, courteous, cost effective, efficient and understanding.*

### **Accomplishments for FY 2019-2020**

- Formalized Sierra Madre/Arcadia Water Interconnection Agreement.
- Initiated Sierra Madre/Arcadia Main San Gabriel Basin Joint Well
- Imported 1500 acre feet of water for groundwater recharge.
- Diverted 1200 acre feet of local rain runoff to Sierra Madre Spreading Basins for groundwater recharge.
- Completed AMI (advanced metering infrastructure) implementation. AMI will give residents the ability to track and monitor water consumption and better manage use.
- Cleaned 80,000 feet of sewer mains.

## UTILITY SERVICES DEPARTMENT

- Continued water conservation programs, including monitoring and enforcement of City-adopted and state regulations.
- Replaced 605 water meters
- Installed 1,870 AMI radio endpoints on water meters.

### **Objectives for FY 2019-2020 Not Completed/Continued to FY 2020-2021**

- Evaluate and Rehabilitate Well 4
- West Tunnel Rehabilitation Project

### **Department Goals FY 2020-2021**

- Continue water conservation-related activities
- Transition to monthly billing
- Reduce water system loss by replacing highest priority water mains and ageing infrastructure.
- Continue to work with San Gabriel Valley Municipal Water District, the Raymond Basin Management Board, and the City of Arcadia to restore groundwater levels in the Santa Anita Subarea of the Raymond Basin.
- Complete Sewer System Management Plan update.
- Complete Water System Management Plan Update.

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## **PERFORMANCE MEASURES**

<b>Water Division</b>	<b>Actual FY 2018-2019</b>	<b>Actual FY 2019-2020</b>	<b>Projected FY 2020-2021</b>
Distribution Main Replaced (lf)	8800	7095	8000
Repaired service leaks	52	78	50
Repaired mainline leaks	391	303	200
Valves exercised	150	605	600
Hydrants Flushed	20	100	300
Meters replaced	600	605	50
AMI Radios Installed	1900	1870	10
New services installed	0	3	10
Water Produced (Gallons)	750 MG	750 MG	750MG
Water meter readings	23,796	23,796	23,796
<hr/>			
<b>Sewer Division</b>	<b>Actual FY 2018-2019</b>	<b>Actual FY 2019-2020</b>	<b>Projected FY 2020-2021</b>
Sewer Mains Cleaned LF	100,000	80,000	120,000
Manholes Inspected	350	211	500

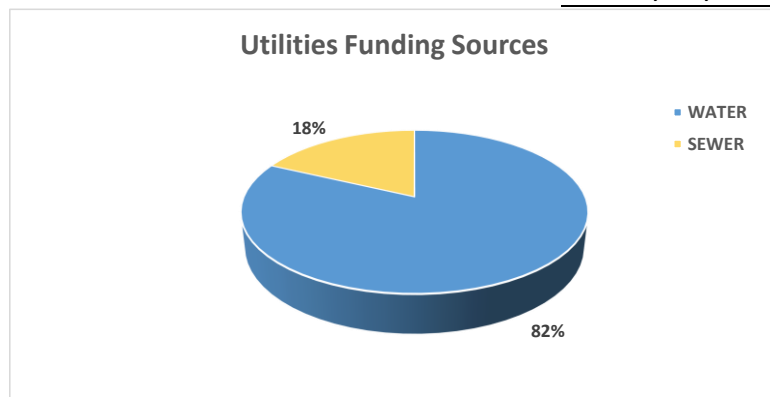
## UTILITY SERVICES DEPARTMENT

### Operational Highlights FY 2019-2020

- Partnered with the City of Arcadia and the San Gabriel Valley Municipal Water District to construct a joint well in the Main San Gabriel Basin to supplement water supplies for both the City of Sierra Madre and City of Arcadia.

EXPENDITURE CATEGORY	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>UTILITIES</b>			
Personnel	1,347,397	1,376,300	1,479,323
Maintenance & Operations	2,258,942	2,473,050	2,909,000
Interest expense	261,654	265,300	235,000
Depreciation	845,461	1,090,400	960,000
Investment in Capital Assets	1,902,963	2,410,800	1,905,000
Principal Payment	613,645	520,190	486,600
<b>TOTAL UTILITY SERVICES DEPARTMENT</b>	<b>7,230,062</b>	<b>8,136,040</b>	<b>7,974,923</b>

FUND TYPE	FY 2018-2019 Actuals	FY 2019-2020 Adopted	FY 2020-2021 Adopted
<b>WATER FUND</b>			
Personnel	1,081,495	936,000	989,293
Maintenance & Operations	2,104,705	2,297,700	2,512,550
interest expense	257,981	263,000	235,000
Depreciation	639,285	864,200	750,000
Investment in Capital Assets	1,902,963	2,309,500	1,565,000
Principal Payment	567,332	471,733	486,600
<b>TOTAL WATER FUND</b>	<b>6,553,761</b>	<b>7,142,133</b>	<b>6,538,443</b>
<b>SEWER FUND</b>			
Personnel	265,902	440,300	490,030
Maintenance & Operations	154,237	175,350	396,450
interest expense	3,673	2,300	-
Depreciation	206,176	226,200	210,000
Investment in Capital Assets	-	101,300	340,000
Principal Payment	46,313	48,457	-
<b>TOTAL SEWER FUND</b>	<b>676,301</b>	<b>993,907</b>	<b>1,436,480</b>
<b>TOTAL UTILITY SERVICES DEPARTMENT</b>	<b>7,230,062</b>	<b>8,136,040</b>	<b>7,974,923</b>



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# City of Sierra Madre

*Village of the Foothills*



## Capital Purchases and Capital Projects

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## Capital Projects and Purchases

Included with the budget for City Council authorization is FY 20-21 Capital Budget. The Capital budget is comprised of two portions, Capital Projects, which can be best described as mainly construction-related activities; have a useful life greater than a one year and have activity that will expand over several periods to complete; and Capital Purchases, which are just that, purchases of major pieces of equipment, necessary for the general operation of the City, have a useful life greater than one year, and are valued at \$5,000 or more (per unit).

The Capital budget represents a major investment in the community's future and infrastructure, while maintaining significant funding for operations and service levels to meet City Council goals. The program is updated annually to reflect the latest Council priorities, to provide updated cost estimates, and to identify available revenue sources.



Preparing the Capital Improvement Program requires identifying the various sources of revenue for the projects such as debt, federal grants, state grants, existing reserves and Capital Pay As You Go. Currently the City does not list any CIP's that will be funded either through issuing new bonds or other debt financing.

In addition, each project must be evaluated as to the impact it will have on the City's operating budget. New facilities and acquisitions require staff, utilities, maintenance and other costs that must be included in the operating budget. Equipment purchases should have a planned replacement and maintenance schedule. Building and infrastructure improvements should have efficiency, utility savings and service enhancements designed into the projects.

## CAPITAL IMPROVEMENT PROJECTS and PURCHASES

### *Purchases and Projects*

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#### **A. Major Purchases**

In FY 2020-2021 the Technology fund will invest in updating the City's IT networks, including computers and servers. The City will also invest in an Ambulance for the fire department.

#### **B. Major Projects**

The City of Sierra Madre will continue its street and parking area repavement projects as funded by Proposition C, Measure R, Gas Tax funds, and Measure M. The Sewer fund will invest in Sewer system and the Water fund will continue its aggressive water main replacement.



DETAIL OF CAPITAL PURCHASES

PURCHASE	DEPT.	FUND #	FUND NAME	ACCOUNT NUMBER	2020-21	NOTES
IT						
Computer Refresh-MP	IT	60003	IT	60003-30000-56009	\$35,000	Desktop and Laptop Computers
Network Refresh-MP	IT	60003	IT	60003-30000-56010	\$65,000	Routers, switches and firewalls
Network Wiring-MP	IT	60003	IT	60003-30000-56010	\$15,000	Upgrading network wiring high priority locations/Fiber to lib
Public Access Wiring	IT	60003	IT	60003-30000-56010	\$35,000	Public Access WiFi
Mobile Work Force Refresh	IT	60003	IT	60003-30000-56010	\$15,000	MS Surface with craddles/Security for remote workers
<b>IT Department Total</b>					<b>\$ 165,000</b>	

<b>Fire Department</b>						
Ambulance	Fire	40000	Capital Projects	40000-83500-56010	\$200,000	
<b>Fire Department Total</b>					<b>\$ 200,000</b>	

**TOTAL**

**\$365,000**

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PROJECT	DEPT.	FUND #	FUND Name	ACCT #	2020-21	NOTES
<b>Sewer projects</b>						
CCTV Sewer System	UTIL	72000	Sewer	72000-81200-56010	\$ 170,000	Per Sewer Master Plan recommendation
Sewer Truck	UTIL	72000	Sewer	72000-81200-56010	\$ 170,000	
<b>Sewer Projects Total</b>					<b>\$ 340,000</b>	

<b>Street Projects</b>						
Citywide Street Reconst.	PW	37009	Prop C	37009-85000-56015	\$ 192,478	Projected available funding
Citywide Street Reconst.	PW	38007	Measure R	38007-83500-56010	\$ 146,000	Projected available funding
Citywide Street Reconst.	PW	40000	Capital Projects	40000-83500-56010	\$ 160,000	Projected available funding
Citywide Street Reconst.	PW	38013	RMRA	38013-83500-56010	\$ 191,300	Projected available funding
Citywide Street Reconst.	PW	38012	Measure M	38012-83500-56010	\$ 165,476	Projected available funding
Citywide Street Striping	PW	38006	TDA	38006-83600-56010	\$ 45,500	Projected available funding
Local Street Projects	PW	38005	Gas Tax	38005-83500-56010	\$ 35,000	Projected available funding
Parking lot Resurfacing	PW	34002	Dev Impact fees	34002-80000-56010	\$ 50,000	
<b>Street Projects Total</b>					<b>\$ 985,754</b>	

<b>Facility improvements</b>						
HVAC units	PW	60001	Facilities	60001-83200-56010	\$ 48,000	
Kersting Court Project-Public Arts	PW	34003	Arts in Public Places	34003-80000-56010	\$ 60,300	
Kersting Court Project	PW	37010	La County Prop A/Regional Parks and Open Space	37010-85000-56002	\$ 206,000	
Kersting Court Project	PW	32006	Downtown Lighting District A	32006-83500-56010	\$ 10,000	
Kersting Court Project	PW	32007	Downtown Lighting District B	32007-83500-56010	\$ 10,000	
Pool Improvements	PW	34002	Dev Impact fees	34002-70000-56010	\$ 28,320	
Construct new Fencing and Gate at City Yard Spreading Grounds	PW	34002	Dev Impact fees	34002-81000-56010	\$ 50,000	

PROJECT	DEPT.	FUND #	FUND Name	ACCT #	2020-21	NOTES
Construct new Fencing and Gate at City Yard Spreading Grounds	PW	34002	Dev Impact fees	34002-81200-56010	\$ 25,000	
<b>Facility Improvements Total</b>					<b>\$ 437,620</b>	

Water System Improvements						
Watermain design project	UTIL	71000	Water	71000-81100-56011	\$ 35,000	
Woodland Sunnyside to PumpHouse	UTIL	71000	Water	71000-81100-56011	\$ 300,000	
E Grandview - Camillo	UTIL	71000	Water	71000-81100-56011	\$ 700,000	
System Valves	UTIL	71000	Water	71000-81100-56011	\$ 100,000	
Well 4 Rehabilitation	UTIL	71000	Water	71000-81100-56011	\$ 350,000	
West Tunnel Chlorine Generator	UTIL	71000	Water	71000-81100-56011	\$ 80,000	
<b>Water Projects Total</b>					<b>\$ 1,565,000</b>	

**TOTAL**  
\$ 3,328,374



# **City of Sierra Madre**

*Village of the Foothills*



## **Appendix**

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### A

**Accrual Basis of Accounting:** Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

**Actual:** A cost sustained in fact, on the basis of costs incurred, as distinguished from forecasted or estimated costs.

**Ad-Hoc:** For the specific purpose, case, or situation at hand and for no other. Ad-Hoc are usually used in reference to City Council committees and commission to limit terms, scope or purpose.

**Ad Valorem Tax:** (which means "according to its value.") A tax based on the assessed value of real estate or personal property. In the State of California, Proposition 4 limits Ad Valorem taxes. Proposition 13 limits property tax to 1 percent of the assessed valuation of the property.

**Adopted Budget:** The official budget as approved by the City Council at the start of each fiscal year.

**Agency Fund:** An account for assets held by the City in a trustee capacity or an agent for individuals, private organizations, other governmental units, and/or other funds.

**Amended Budget:** Represents the adopted budget including changes made during the year.

**Appropriation:** An authorization by the City Council to make expenditures and/or expenses and to incur obligations for a specific purpose within a specific time frame.

**Assessed Valuation:** The value of real property that a taxing authority places upon personal property for the purposes of taxation.

**Assessment Improvement District:** A designated area receiving services for common grounds benefiting property owners such as median landscaping.

**Asset:** Any item of economic value owned by an individual or corporation, especially that which could be converted to cash. Examples are cash, securities, accounts receivable, inventory, office equipment, and other property. On a balance sheet, assets are equal to the sum of liabilities, and fund balance.

**Audit:** Conducted by an independent Certified Public Accounting (CPA) firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

### B

**Balanced Budget:** A budget in which total budgeted resources, including revenues, transfers in from other funds, and unallocated fund balance from previous years meet or exceed total budgeted use of resources including expenditures and transfers out to other funds.

**Biennial:** Occurring every two years. The City typically adopts a biennial budget covering two fiscal years.

**Bond:** A written promise issued by the City to pay a specific sum of principal amount, at a specific date(s) in the future, together with periodic interest at a special rate to raise capital, usually to pay for the construction of long-term infrastructure projects. Two major types of bonds include General Obligation Bonds and Revenue Bonds.

**Bond Proceeds:** Funds received from the sale or issuance of bonds.

**Bonded Debt:** The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

**Budget:** A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

**Budget Preparation:** Process by which the fiscal spending plan is prepared by City staff for presentation as the City Manager's Recommended Budget to the City Council.

**Budget Review Process:** Process by which the Recommended Budget is discussed and finalized in Public Meeting by the City Manager and City Council.

## C

**Capital Budget:** A financial plan showing planned expenses, and revenues associated with those expenses, for purchase or construction of capital improvements which have a useful life of over one year. The City of Sierra Madre prepares a five-year plan called the Capital Improvement Program (CIP) Budget. Appropriations are added to projects each fiscal year as the CIP is adopted.

**Capital Expenditures:** Money spent to purchase or construct capital improvement projects and purchases as approved in the CIP budget.

**Capital Improvements:** A permanent physical addition to the City's assets including the design, construction, and/or purchase of lands buildings, facilities, or major renovations.

**Capital Outlay:** A budget appropriation category for equipment having a unit cost of more than \$5,000 and an estimated useful life of over one year.

**Cash Basis Accounting:** Style of accounting in which revenues and expenses are recognized when they are received or disbursed rather than when they are earned or incurred.

**Charges for Services:** Reimbursement for services rendered to the public or to some other program/fund in the City.

Consumer Price Index (CPI)

**Consumer Price Index (CPI):** A measure used to reflect the change in the price of goods and services.

**Contingency:** An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as natural emergencies.

## D

**Debt Service:** The payment of principal and interest on an obligation resulting from the issuance of bonds, notes, or certificates of participation.

**Debt Service Requirements:** The amount of money required to pay interest on outstanding debt and required contributions to accumulate moneys for future retirement of bonds.

**Deficit:** An excess of expenditures or expenses over revenues (resources).

**Designated Fund Balance:** A portion of unreserved fund balance designated by City policy for a specific future use.

**Deferred Compensation:** An agreement between an employer and an employee under which the employee will receive compensation during periods in which he or she is no longer working – after retirement, death and/or disability.

**Department:** A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

**Departmental Expenditures:** Planned spending by individual departments in the City associated with the provision of services and programs to the public.

**Direct Costs:** Expenses associated with the actual provision of a service or program.

**Division:** An organizational subgroup of a department.

## E

**Encumbrance:** A legal obligation or commitment to expend resources in the future for a service or item, such as a long-term contract or purchase order. The use of encumbrances helps prevent overspending and provides officials with information on the amount of money remaining to be spent.

**Enterprise Fund:** Governmental entities that operate in a manner similar to, and provide services competitive with, those of private business enterprises. Enterprises are self-supporting - service fees rather than taxes or transfers are used to fund the business on a continuing basis.

**Entitlements:** Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the State or the Federal government.

**Expenditure / Expense:** The term ‘expenditure’ refers to the outflow of funds paid or to be paid for an asset obtained or goods and services received regardless of when the expenditure is actually paid. This term applies to Governmental Funds. The term ‘expense’ is used for Enterprise and Internal Service Funds. Fees for Services: Charges paid to the City by users of a service to help support the costs of providing that service.

## F

**Fiduciary Fund:** Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government’s own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Fiscal Accountability:** The responsibility of government to justify that their actions in the current period have complied with public decisions concerning the raising and spending of public moneys in the short term (budgetary year).

**Fiscal Year (FY):** The twelve month period on which the budget is planned. The City’s fiscal year begins July 1 and ends June 30 of the following year.

**Franchise:** The right or license granted to an individual or group to market a company’s goods or services in a particular territory.

**Full Time Equivalent (FTE):** The conversion of part-time employee hours to an equivalent of a full-time position. For example: one person working half time would count as 0.5 FTE.

**Fund:** A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance:** A term used to express the equity (assets minus liabilities) of governmental fund and fiduciary fund types.

## G

**Gann Appropriations Limit:** Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

**General Fund:** That fund into which the general (non-earmarked) revenues of the City are deposited and from which monies are appropriated to pay the general expenses of the City.

**General Obligation Bond (G.O.):** A bond secured by a pledge of the issuer's taxing powers (limited or unlimited). More commonly the general obligation bonds of local governments are paid from ad valorem property taxes and other general revenues. Considered the most secure of all municipal debt. Limited in California by Proposition 13 to debt authorized by a vote of two thirds of voters in the case of local governments or a simple majority for state issuance.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**Government Accounting Standards Board (GASB):** A private, non-profit organization established in 1984; responsible for setting generally accepted accounting principals for state and local governments.

**Governmental Fund Types:** Funds generally used to account for tax-supported activities.

**Grant:** Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

## I

**Impact Fees:** Fees charged to developers to cover, in whole or in part, the anticipated costs of improvements that will be necessary as a result of the development.

**Information Technology (IT):** A term that encompasses all forms of technology used to create, store, exchange and utilize information in its various forms including business data, conversations, still images, and multimedia presentations. The term information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. In the City organization, the IT is a division of Administrative Services which provides support of internal and external technology support.

**Infrastructure:** Long-lived assets that normally are stationary in nature and normally can be preserved for a significant greater number of years than most capital assets. They can be defined as physical facilities, on which an entire community depends, such as sewers, storm drains, streets, buildings, utility lines and parks. The City follows GASB 34 for the recording of Infrastructure Assets.

**Interfund Transfers:** Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

**Intergovernmental Revenue:** Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

**Internal Services Charges:** Charges used to account for the services provided by one department to another on a cost-reimbursement basis. These charges are accounted for in separate funds: Facilities, Fleet, Administration, Information Technology, Worker's Compensation, and Self-Insurance.

## J

**JPA (Joint Powers Authority):** A JPA is formed when it is to the advantage of two or more public entities with common powers to consolidate their forces to acquire or construct a joint-use facility. The City participates in JPIA, Joint Powers Insurance Authority, for Worker's Compensation and Other General Liability Insurance.

## L

**Levy:** To impose or assess a tax on a person or property. The City's ability to levy taxes is restricted by State law.

**Liability:** A claim on the assets of an entity.

**Local Agency Investment Fund (LAIF):** An investment pool managed by the State of California.

**Long-term Debt:** Debt with a maturity of more than one year after the date of issue.

## M

**Modified Accrual Basis:** The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

**Municipal Code:** A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

## N

**Net Pension Obligation:** Term used in connection with defined benefit pension plans. The cumulative difference between annual pension cost and the employer's contributions to the plan.

**Non-Personnel:** City operations and capital purchases and projects exclusive of personnel (salary and benefits) costs.

## O

**Object:** A term used in connection with the classification of expenditures.

**Operating Budget:** The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, materials, and capital assets required to maintain service levels.

**Operating Transfers:** Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, such as transfers from the General Fund to a Special Revenue or Capital Projects Fund.

**Ordinance:** A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law.

**Organization Chart:** A pictorial representation of the administrative and functional structure of a City unit.

**Original Budget:** The first completed appropriations budget (adopted budget).

**Other Post Employment Benefits (OPEB):** The promise of health (medical, dental and vision) benefits after retirement from the City.

## P

**Performance Measures:** Data collected regarding program results, which indicate the level of achievement of a desired result.

**Personnel Expenses:** Compensation paid to, or on behalf of, City employees for salaries and wages, overtime and benefits.

**Policy:** A direction that must be followed to advance toward a goal. The direction can be a course of action or a guiding principal.

**Program:** A grouping of activities organized to accomplish basic goals and objectives.

**Principal:** The face value of a bond, exclusive of interest.

**Property Tax:** A tax levied on real estate and personal property.

**Proprietary Fund:** Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise and internal services funds.

**Public Employees Retirement System (PERS):** Statewide retirement system that covers full-time City employees.

**Public Financing Authority:** The Sierra Madre Financing Authority (SMFA) is a component unit of the City of Sierra Madre and the Sierra Madre Community Redevelopment Agency formed for the purpose of issuing bonds to provide financial assistance to the City and Agency.

## R

**Reappropriation:** The inclusion of a balance from the prior year's budget as part of the budget of the subsequent fiscal year.

**Recommended Budget:** The draft financial budget document detailing the City Manager's recommended spending plan for the next fiscal year. The Recommended Budget is reviewed and modified by the City Council before formal adoption as the Adopted Operating Budget.

**Regular Employees:** City employees, usually full-time, who receive some form of medical, dental and retirement benefits.

**Reserves:** (also known as restricted fund balance) – the portion of a fund's balance that is restricted for a specific purpose by legislative or legal requirements.

**Resolution:** A special order of the City Council which has a lower legal standing than an ordinance.

**Resources:** Supply of funds to be used in paying for planned expenditures.

**Restricted Fund Balance:** The portion of a governmental fund balance (or net assets) that is not available for appropriation, but is ear marked by the City Council for a specific use.

**Revenue:** Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, rents and interest income.

**Revenue Bond:** A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.



**Risk Management:** A managed approach to protecting an organization's assets against accidental loss in the most economical manner.

## S

**Sales Tax:** A tax on the purchase of goods and services.

**Special Assessment:** A compulsory levy made against certain properties to defray all or part of the costs of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Revenue Fund:** Funds that account for the proceeds of specific revenue sources (other than expendable trusts or capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

## T

**Taxes:** Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons for property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.

**Timeliness:** The principle that financial reporting must be issued soon enough after the reported events to affect decisions.

## U

**Unrestricted Fund Balance:** The portion of a governmental fund balance (or net assets) that is available for appropriation. The amount listed in fund balance is assumed to be unrestricted unless set aside in "Restricted Fund Balance".

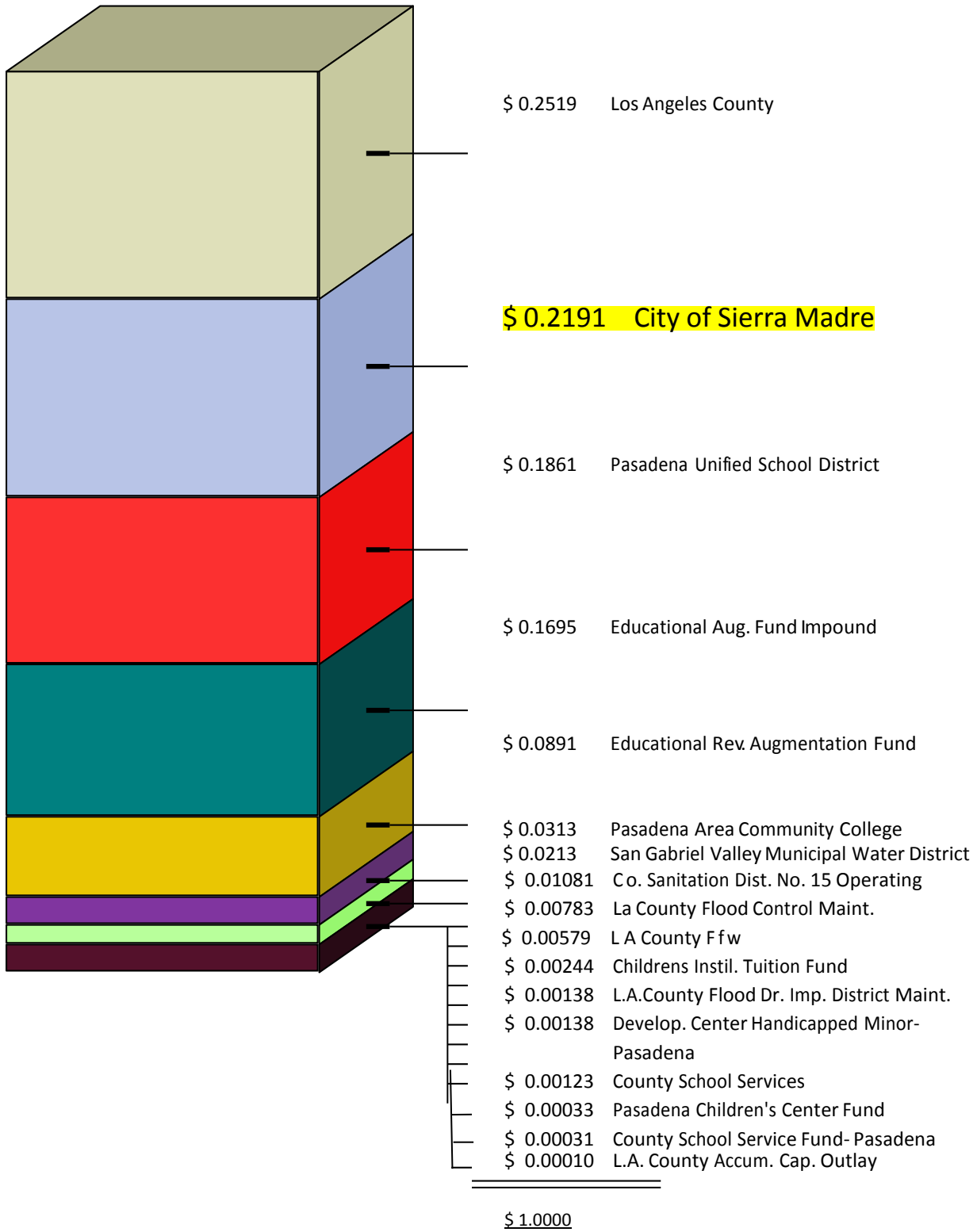
**User Charges/Fees:** The payment of a fee for direct receipt of a service by the party benefiting from the service.

**Utility Users Tax (UUT):** A tax imposed on users for various utilities in the City including Telephone, Gas, Electric and Water/Sewer services.

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## PROPERTY TAX DOLLAR BREAKDOWN



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