

City Manager's Transmittal Letter



June 12, 2019

Honorable Mayor and City Council,

I am pleased to present the Adopted Operating and Capital Budget for the City of San Marino for the Fiscal Year 2019-20. This document serves as the City's financial plan for the upcoming year and demonstrates the City Council's priorities for the provision of programs, projects and services to the public. The adopted budget includes total estimated revenues of \$31.7 million and total expenditure appropriations of \$33.1 million. It is composed of an operating budget and a capital budget.

The adopted operating budget includes \$25.8 million in expenditure appropriations. Resources projected to be received in the coming year are more than sufficient to pay for planned operating expenditures. The operating budget is funded almost entirely from the General Fund, with some additional funding from restricted transportation and public safety funds. The City's General Fund is healthy. The unassigned fund balance of the General Fund is projected to grow by \$4.0 million to \$21.1 million by June 30, 2020, which will be equal to 72% of FY 2019-20 General Fund group estimated revenues.

The adopted capital budget consists of \$4.8 million for new capital improvement projects, \$2.0 million for unfinished projects from the prior year and approximately \$0.4 million for new capital equipment. Funding for capital improvements will come primarily from Capital Projects Fund reserves, along with some external funding sources. Major resources were transferred from the General Fund to the Capital Projects Fund in FY 2017-18 to fund capital projects for the following four-year period. Capital equipment funding comes from the General Fund.

In putting together this budget, we assumed a continuation of a slowly growing economy. We have forecasted revenues to grow at a modest pace in anticipation of this.

The Strategic Plan adopted by the City Council in April 2018 served as a foundation for development of this Adopted Budget. The Strategic Plan identified the following vision, mission and critical success factors for the City organization:

Vision

To enhance our unique residential community and preserve the best of our past for future generations.

Mission

Contributing to a safe, beautiful, and enduring community with excellence, stewardship, and innovation.

Critical Success Factors

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Safe Community
- Well-Maintained Infrastructure
- Fiscally Responsible and Transparent City Government
- Attractive, Complementary Business District
- Inviting and Relevant City Facilities
- Beautiful, Preserved, Single-Family Residential Neighborhoods

In addition, this budget was developed by following the sound financial policies adopted by the City Council in 2017 and as most recently amended in May 2018. A separate analysis of our compliance with these policies follows in this Introductory Information section of the budget.

Budget Highlights**Budget Process and Priority Initiatives**

This year's budget process was an innovative one, developed by staff in conjunction with the City Council Budget Liaisons (Council Members Jakubowski and Ude).

The first step was for each department to develop and present an operational plan to the City Council, outlining the programs that are continuously managed by each department, year in and year out, along with a report on the progress made on priority initiatives that came out of the FY 2018-19 budget process. This took place in January 2019. Priority initiatives are those special projects that are generally either one-time only or new initiatives and require extra resources. Included in the operational plans were operating metrics – measures of workload, output, efficiency and effectiveness – to enhance accountability and to allow for quantitative measurement of program success.

The City Council developed its list of FY 2019-20 priority initiatives for staff to address at a series of meetings in January and February 2019. The 15 initiatives are as follows:

1. Develop and launch a City-run economic development program to build the business corridor
2. Explore partnership opportunities with other cities/agencies (including school district) to find cost savings
3. Establish a wellness program for the community
4. Create a Business Improvement District (BID) for façade upgrades, sidewalks and trees
5. Purchase an electronic work order system
6. Proactively seek external funding sources

7. Develop a 20-year Master Plan for Lacy Park
8. Conduct an assessment of all civic buildings (and underground utilities)
9. Hire an urban forester to assess the health and stability of trees and conduct a public inventory of our trees
10. Additional city street cameras
11. Special focus on sidewalks for the safety of community
12. Create a financial incentive program for planting heritage trees in front yards
13. Enhance staffing resources for Police Department
14. Rose Arbor replacement at Lacy Park
15. Enhance the neighborhood watch program

Nine of these priority initiatives related to operations and six were capital-related. Staff developed action plans for the nine operations-related priority initiatives and included them in their draft operating budgets. Staff presented their draft departmental budgets to the City Council at three separate City Council meetings in March and April and received City Council feedback and direction. The six capital-related priority initiatives were incorporated into the draft capital budget, which was presented to the City Council for consideration and direction in late April. Following this additional deliberation, the City Council decided to not pursue Priority Initiatives #s 3, 4 and 8 and to take a slightly different approach to #10 with license plate reader cameras. This left 12 priority initiatives to be included in the budget – seven in the operating budget and five in the capital budget.

Staff then revised their draft operating and capital budgets based on the direction provided by the City Council at these meetings. The complete Proposed Operating and Capital Budget document, incorporating this Council feedback, was presented to the City Council at their May 31, 2019 meeting, at which time the Council reviewed the document in detail, made some additional adjustments and adopted the FY 2019-20 Operating and Capital Budget as amended at that meeting.

A more detailed description of the FY 2019-20 budget preparation calendar is included as an appendix to this document.

The Budget and its Individual Funds

The FY 2019-20 Adopted Operating and Capital Budget is composed of budgets for 29 individual funds. Funds are utilized in governmental accounting to facilitate and demonstrate accountability for the collection and expenditure of revenues restricted for particular purposes.

The largest single fund is the City's General Fund. The General Fund accounts for about a third of the City's financial activity in terms of the planned expenditures for the coming year. General Fund revenues are unrestricted. In addition, there are six other individual funds maintained for budgeting purposes that provide public safety and other basic services and the revenues of which are generally unrestricted. These six funds are combined with the General Fund to form the General Fund group of funds. The General Fund group of funds accounts for about 3/4ths of the planned expenditures included in this budget.

The remaining 1/4th of planned expenditures is spread among the other 22 individual funds. These individual funds are maintained to account for resources that are restricted for particular purposes. The expenditures of these funds are mostly for capital expenditures and debt service.

Revenues

Revenues by Fund	FY 2018-19 Amended	FY 2019-20 Adopted	\$ Change	% Change
General Fund Group	\$ 28,666,265	\$ 29,259,100	\$ 592,835	2.1%
Restricted Funds	2,142,173	2,422,065	279,892	13.1%
Total	\$30,808,438	\$31,681,165	\$ 872,727	2.8%

Estimated revenues for the General Fund group of funds for FY 2019-20 total \$29.3 million, an increase of approximately \$0.6 million or 2.1% over the FY 2018-19 amended budget of \$28.7 million. Estimated revenues for the other, restricted funds of the City are expected to grow from \$2.1 million to \$2.4 million, an increase of 13.1%. General Fund group revenues are expected to account for 92% of all City revenues in FY 2019-20.

General Fund Group

General Fund Group Revenues	FY 2018-19 Amended	FY 2019-20 Adopted	\$ Change	% Change
Ad Valorem Property Taxes	\$ 15,773,000	\$ 16,400,000	\$ 627,000	4.0%
Property Tax In Lieu of VLF	1,645,000	1,713,000	68,000	4.1%
Public Safety Parcel Tax	3,421,000	3,284,000	(137,000)	-4.0%
Charges for Services	2,679,475	2,619,000	(60,475)	-2.3%
Utility Users Tax	1,683,000	1,676,000	(7,000)	-0.4%
All Other	3,464,790	3,567,100	102,310	3.0%
Total	\$28,666,265	\$29,259,100	\$ 592,835	2.1%

San Marino is a small community of single family residences with only very limited commercial areas. As such, the City has been, and continues to be, dependent on property tax revenue. The San Marino property tax base is very strong. For the past five years, our property tax revenue has grown at an average annual rate of 6%. For 2019-20, property tax revenue is conservatively estimated to grow to \$16.4 million, which is 4% over the FY 2018-19 projected amount of \$15.8 million.

Beginning in 1980, our community determined that the post-Proposition 13 property tax revenue flow was not enough to sustain the level of services to which the community had grown accustomed. Since then, the residents have repeatedly supported, through the required

2/3rds vote, a special public safety parcel tax in ten consecutive elections. The most recent election, in November 2015, authorized the parcel tax through FY 2019-20.

The City Council sets the actual parcel tax rates every year. On May 31, 2019, the City Council determined that parcel tax rates will not be increased in FY 2019-20. The authorizing Ordinance allows for 5% annual increases, but because the FY 2018-19 rate was only 2% greater than the FY 2017-18 rate, and therefore 3% below the maximum rate for FY 2017-18 allowed by the Ordinance, the Ordinance would allow the FY 2019-20 rate to be increased by as much as 8%. Given no increase in the tax rates for FY 2019-20, the public safety parcel tax is estimated to bring in \$3.3 million this coming year, and will fund approximately 27% of the combined costs of our Police and Fire services. (The FY 2018-19 budget amount of \$3.4 million appears to be too high, based on actual collections.) A measure to determine whether the parcel tax should continue for another four years beginning in FY 2020-21 is set to appear on the November 2019 ballot.

Ad valorem property tax revenue and public safety parcel tax revenue together account for 67% of all General Fund group estimated revenues in this budget. Property tax in lieu of VLF, representing the extra property tax revenue cities now receive in exchange for giving up State vehicle license fee (VLF) revenue, behaves like property taxes and is therefore estimated to increase 4% as well.

Charges for Services are composed primarily of planning and zoning, police, fire/paramedic, recreation and other library fees. In general, actual revenues to date are running slightly behind budget, with the exception of passport and paramedic fees. Based on historical trends, most of these fees are budgeted at no change from the estimated actual FY 2018-19 revenue levels. Utility User's Tax (UUT) is a 5% City tax assessed on electricity, gas, water, telephone and cable television charges. Estimated growth rates, depending on the particular service, range from -12% for wireless to +3% for water, but overall, UUT revenue is expected to be about the same as was budgeted in FY 2018-19. Other revenue consists of other taxes (sales, franchise, real property transfer and business license taxes), licenses and permits, fines, revenue from use of money and property, donations and other miscellaneous revenues. The growth in this category is estimated at 3.0%, due primarily to expected growth in sales, franchise and business license tax revenue and interest income over both this year's budgeted amounts and estimated actuals for this year. Sales tax revenue, a major revenue source in most other cities, is a minor revenue source in San Marino, and is estimated to account for just 2% of total General Fund group revenues in the coming year.

Other Funds

The \$0.3 million or 13.1% increase in other funds' revenues can be attributed mostly to growth in transportation funding from the State and Los Angeles County, as well as an increase in interest earnings.

For more detailed revenue information, see the revenue summary and detail schedules in the Summaries section of this document.

Operating Expenditures

Of the total operating budget of \$25.8 million, \$24.6 million are planned expenditures in the General Fund group of funds. In addition, debt service for the City’s Pension Obligation Bonds is paid via a transfer from the General Fund to the Debt Service Fund, for a total of \$25.4 million in General Fund group funding of the operating budget. The \$358k balance of the operating budget comes from restricted funds - Propositions A and C transit funds, Citizens’ Option for Public Safety (COPS) and Community Development Block Grant (CDBG) funds.

The FY 2019-20 operating budget of \$25.8 million is \$1.5 million, or 6.0%, higher than the FY 2018-19 amended operating budget of \$24.3 million.

Operating Budget - Funding Sources	FY 2018-19 Amended	FY 2019-20 Adopted	\$ Change	% Change
General Fund Group	\$ 23,977,083	\$ 25,448,832	\$ 1,471,749	6.1%
Restricted Funds	365,712	358,360	(7,352)	-2.0%
Total	\$24,342,795	\$25,807,192	\$ 1,464,397	6.0%

While there is a 6.0% increase in the operating budget for FY 2019-20, the increase is attributable to non-discretionary and inflationary cost increases, as well as the costs of priority initiatives that the City Council has directed be included in the budget. Of the seven priority initiatives included in the work plan for FY 2019-20, five have associated costs, which are included in the departmental budgets. The total estimated cost of these five initiatives is \$443k, and affects both the Personnel and Services & Supplies expenditure categories. This leaves approximately \$1.0 million of increased operating costs over the FY 2018-19 amended budget that are explained by other factors.

Operating Budget	FY 2018-19 Amended	FY 2019-20 Adopted	\$ Change	% Change
Personnel	\$ 16,444,669	\$ 17,511,314	\$ 1,066,645	6.5%
Services & Supplies	7,076,902	7,449,291	372,389	5.3%
Debt Service	821,224	846,587	25,363	3.1%
Total	\$24,342,795	\$25,807,192	\$ 1,464,397	6.0%

Personnel and Staffing

Personnel costs comprise 2/3rds of the operating budget, and the largest portion of the increase from FY 2018-19 is in that area. The priority initiatives account for approximately \$339k of the total personnel cost increase over FY 2018-19. In addition, the increase in PERS retirement costs for FY 2019-20 is approximately \$500k. Salary step increases are built into the personnel budget for next year, as employees are periodically entitled to such increases based on their work performance. The citywide cost of these step increases is \$120k. Per existing labor agreements, police and fire personnel are entitled to certain special pays on top

of their regular salaries. These special pays were not budgeted in the past, but are included in the FY 2019-20 budget, at a cost of \$100k. Also, the citywide cost of worker's compensation claims to be incurred next year is expected to increase by \$100k.

The good news is that personnel savings are also being achieved in this budget, with the reduction in staffing in the Parks and Public Works department of 3.52 full-time equivalents (FTEs), and in Recreation with a net reduction of one full-time position. Overall, the staffing level for next year will be 135.94 full-time equivalents, a decrease of 1.54 FTEs. The increases associated with the priority initiatives to enhance Police staffing (2.52 FTEs) and to develop an economic development program (0.46 FTE) will be more than offset by the reductions noted above. Reclassifications are included in the FY 2019-20 budget to reflect changes in assigned responsibilities involving four Parks and Public Works positions.

For more information regarding City staffing, see the Summary of Authorized Positions schedule in the Summaries section of this document, as well as each department's operating budget.

Also of note: the current Memoranda of Understanding with all of the City's labor groups are expiring on June 30, 2019. Negotiations are currently underway with all groups. This budget does not reflect any assumption as to the ultimate results of these negotiations.

Services and Supplies

In the category of Services and Supplies, the priority initiatives account for about \$104k of the total \$429k increase. The balance of the increase can be attributed to three factors: the cost of the 2019 municipal election of \$103k; an increase in the cost of general liability coverage of \$192k, and an increase in the cost of capital asset depreciation that is charged to the operating departments of \$50k.

Debt Service

The City's one outstanding bond issue, the 2007 Pension Obligation Bonds, will be paid off in FY 2023-24. The debt service for FY 2019-20 is slightly greater than for FY 2018-19, due to the larger amount of principal being retired in FY 2019-20 compared to FY 2018-19. However, beginning in FY 2020-21, debt service will drop to just over \$513k and will remain below \$600k through FY 2023-24.

Savings were achieved with the issuance of these bonds. The bonds were issued to pay off a CalPERS "side fund" liability that was originally payable at a fixed 7.75% interest rate. The average interest rate on the bonds we issued is 5.4%.

Departmental Budgets

Following is the operating budget comparison by department:

Operating Budget	FY 2018-19 Amended	FY 2019-20 Adopted	\$ Change	% Change
City Council	\$ 27,437	\$ 27,437	\$ -	0.0%
Administration	4,425,771	4,816,844	391,073	8.8%
Planning & Building	1,537,215	1,626,432	89,217	5.8%
Police	6,199,553	6,914,408	714,855	11.5%
Fire	5,231,914	5,567,274	335,360	6.4%
Parks & Public Works	3,529,505	3,388,153	(141,352)	-4.0%
Recreation	1,942,332	1,943,454	1,122	0.1%
Library	1,449,068	1,523,190	74,122	5.1%
Total	\$24,342,795	\$25,807,192	\$ 1,464,397	6.0%

The increase in the Police Department budget is due to its two priority initiatives, to enhance staffing and the neighborhood watch program, and also due to increases in retirement and workers compensation costs, salary step increases, special pays not previously budgeted and increased capital asset depreciation. The increase in the budgets for the Administration departments is the result of several factors previously mentioned (the 2019 election, general liability cost increase, salary steps and debt service) as well as increases in City Attorney litigation-related costs and processing fees for accepting credit card payments, and correction of the errors in the FY 2018-19 budget involving the costing of the City Clerk and intern positions in the City Manager's Office.

The budget for the Fire Department is increasing due to some of the same factors affecting the Police Department (increases in retirement and workers compensation costs, salary step increases, special pays not previously budgeted and increased capital asset depreciation), as well as an increase in the cost of the shared fire command. The costs of the Planning & Building Department are going up as a result of their priority initiatives to develop an economic development program and heritage trees incentive program, salary step increases, retirement and worker's compensation claim costs and increased capital asset depreciation, with offsetting savings from the Citywide Historic Survey and the reduction of the costs associated with the peafowl abatement program. The Library's budget is increasing due primarily to salary step increases, retirement and workers comp costs with offsetting savings in the services and supplies accounts in Adult and Children's Services programs.

The Recreation budget will remain essentially the same as in FY 2018-19, pending a reevaluation of recreation programming and the hiring of a Community Services Director. The small increase in this budget is due to the increase in capital asset depreciation.

The total operating budget of \$25,807,192 is \$46,771 greater than the total of the "rough draft" departmental budgets presented to the Council in March and April. The increase can be primarily attributed to two factors: the notification in late April of the increased cost of the 2019 municipal election and the increase in capital asset depreciation, which had not yet been calculated at the time of the previous presentations to the City Council. However, half of the

cost of these two items was offset by the reductions the City Council made to the budget at their May 31 meeting.

For additional information regarding operating expenditures, see the expenditure summary and detail schedules in the Summaries section of this document.

Inter-Fund Transfers

The adopted budget includes nearly \$10.1 million of transfers between funds. The purpose of most of these transfers is to provide General Fund support to the other funds comprising the General Fund group of funds, which either have no revenues of their own or insufficient revenues to fully fund their activities. Funds are also transferred from the General Fund to the Debt Service Fund to fund debt service on the City's outstanding bonds.

In addition, the budget includes a \$194k transfer from the Capital Equipment Fund to the General Fund. The Capital Equipment Fund is intended to break-even, and because fund revenues for the coming year are expected to exceed fund expenses, a transfer of the excess amount of revenues to the General Fund is included in the budget.

For additional information, please refer to the Schedule of Transfers Between Funds in the Summaries section of this document.

Capital Budget

A total of \$7.3 million is planned for capital improvement projects and equipment purchases in FY 2019-20. The adopted budget for capital improvement projects includes \$4.8 million of new requests for 17 projects and \$2.0 million to re-appropriate funds to finish seven projects that were begun in FY 2018-19 and are not expected to be finished by June 30, 2019. The adopted budget for capital equipment purchases include 14 items totaling \$394,550.

The five priority initiatives that are funded in the capital budget have a total estimated cost of \$693,430.

Capital Improvements – New Requests

The total of the new requests included in the capital improvement budget for FY 2019-20 is 39% larger than the current capital improvement budget for FY 2018-19. The growth is due to the expansion of the Street Rehabilitation project. The three largest projects in FY 2019-20 are: Street Rehabilitation (\$3,500,000); City-Wide Sidewalks (\$373,430); and Sewer Lift Station Replacements (\$314,000).

All of the 17 new requests included in the FY 2019-20 capital improvement budget are more fully described in the Capital Budget section of this document, and in the Five-Year Capital Equipment and Improvement Plan included in the Appendices section.

Capital Improvements - New Requests	FY 2018-19 Amended	FY 2019-20 Adopted	\$ Change	% Change
Right of Way				
Street Rehab	\$ 1,500,000	\$ 3,500,000	\$ 2,000,000	133.3%
Other	566,650	513,430	(53,220)	-9.4%
Parks	20,000	205,000	185,000	925.0%
Civic Facilities	611,430	81,970	(529,460)	-86.6%
Wastewater Collection System	200,000	364,000	164,000	82.0%
Stormwater System	562,000	155,000	(407,000)	-72.4%
Total	\$ 3,460,080	\$ 4,819,400	\$ 1,359,320	39.3%

Capital Improvements - Re-Appropriation Requests

There are seven FY 2018-19 projects that staff anticipates will not be completed by June 30, 2019. To complete these projects, staff recommends that the remaining unspent funds at June 30 be re-appropriated in the FY 2019-20 budget. The current estimates of the unspent amounts to be re-appropriated are as follows:

Re-Appropriation Requests for Unfinished FY 2018-19 Projects	Amount
Street Rehabilitation	\$ 1,167,300
City-Wide Traffic Circulation Study	150,000
City-Wide Sidewalks	350,650
Rose Arbor Renovation	6,200
Sewer Master Plan - Condition Assessment	65
Stormwater System Condition Assessment	142,500
Rio Hondo Load Reduction	220,000
Total	\$ 2,036,715

The City Council will be asked to adjust these amounts following FY 2018-19 year-end, when the exact amounts of unspent funds for these projects will be known.

Capital Equipment

Capital Equipment	FY 2018-19 Amended	FY 2019-20 Adopted	\$ Change	% Change
Administration	\$ 165,000	\$ 83,000	\$ (82,000)	-49.7%
Police	19,500	184,050	164,550	843.8%
Fire	215,400	83,000	(132,400)	-61.5%
Parks & Public Works	5,000	25,000	20,000	400.0%
Library	-	19,500	19,500	n/a
Total	\$ 404,900	\$ 394,550	\$ (10,350)	-2.6%

A total of 14 individual capital equipment items are included in the budget. The three largest individual capital equipment requests for FY 2019-20 are for computer replacements throughout the City and the Emergency Operations Center (\$60,000) in the Administration area, and in the Police Department for license plate reader cameras for City streets (\$90,000) and mobile data center replacements for police vehicles (\$60,000).

One item that was included in the April 26 presentation to the City Council of the draft capital budget, Patrol Car Camera Replacements for \$10,500, was not included in the Proposed Budget presented to the City Council on May 31. Based on further discussion by Police and IT staff subsequent to the April 26 presentation, this item was determined to not be necessary this coming year. Further research needs to take place into the related future technology. In addition, at the May 31 City Council meeting, the Council reduced the request for computer replacements throughout the City and the Emergency Operations Center from \$94,200 to \$60,000.

All 14 individual capital equipment requests are more fully described in the Capital Budget section of this document, and in the Five-Year Capital Equipment and Improvement Plan included in the Appendices section.

Fund Balances

Fund Balances	June 30, 2019 Estimated	June 30, 2020 Estimated	\$ Change	% Change
General Fund Group:				
General Fund - Unassigned Fund Balance	\$ 17,114,056	\$ 21,115,955	\$ 4,001,899	23.4%
Donations Fund	200,004	202,504	2,500	1.2%
Other Funds:				
Capital Projects Fund	13,663,412	9,353,197	(4,310,215)	-31.5%
All Other Funds	4,365,745	3,294,870	(1,070,875)	-24.5%
Total	\$ 35,343,217	\$ 33,966,526	\$ (1,376,691)	-3.9%

General Fund Group

As previously indicated, the unassigned fund balance of the General Fund is expected to grow by \$4.0 million in FY 2019-20, as a result of General Fund group estimated revenues exceeding appropriations for expenditures and net transfers to other funds. This \$4.0 million is a substantial amount – 14% of total General Fund group revenues -- and is a primary indicator of the City's strong financial health. The unassigned fund balance of the General Fund is projected to be \$21.1 million at June 30, 2020, the equivalent of 72% of General Fund group revenues, and about \$9.4 million in excess of the 40% level set by current Council policy.

It is also an adopted Council policy that the fund balance of the Donations Fund, one of the funds comprising the General Fund group, be segregated and tracked separately from other General Fund resources. The fund balance of the Donations Fund represents donations received but unspent. The fund balance of the Donations Fund is expected to grow by \$2,500 in FY 2019-20 to a level of \$202,504 at June 30, 2020.

Other Funds

The other 22 funds of the City's budget have fund balances of varying amounts. The FY 2019-20 budget will result in fund balances in these funds being reduced by a net amount of \$5.4 million. The largest drawdown is in the Capital Projects Fund in the amount of \$4.3 million. The other large drawdowns are in the Gas Tax Fund, in the amount of \$1.3 million, and the LA County Measure R Fund, in the amount of \$270k, both of which will be used to finance a portion of the Street Rehabilitation project.

The projected combined ending fund balances at June 30, 2020 for these other funds is \$12.6 million, with the largest balance of \$9.4 million in the Capital Projects Fund.

Additional details regarding fund balances are included on the Summary of Revenues, Expenditures and Changes in Fund Balances schedule in the Summaries section of this document.

Five Year Forecasts

The Citywide Financial Policies require us to publish as part of our annual budget a long-range projection of General Fund activities and operations. Staff has prepared an updated Five-Year Forecast of the General and Public Safety Funds as well as an updated Five-Year Forecast of the Capital Projects Fund, which immediately follow this transmittal letter.

In summary, the Five-Year Forecast for the General and Public Safety Funds shows that, if the Public Safety Parcel Tax is not renewed in November 2019, there would be insufficient ongoing General Fund revenues by FY 2022-23 to sustain the capital improvement program, and that General and Public Safety fund expenditures are projected to grow at a slightly faster rate than revenues.

The Five-Year Forecast for the Capital Projects Fund indicates that, as previously planned, the \$15.1 million capital infusion into this fund from the General Fund in FY 2017-18 will be sufficient to fund the currently planned capital improvement projects for a four-year period, through FY 2021-22. Additional resources will be required beginning in FY 2022-23.

Outstanding Issues and Uncertainties

As mentioned, the current MOUs with all of the City's labor groups will expire this June 30. Negotiations have begun and I am hopeful that agreements will be reached soon. It is too soon to say how much impact the results of these negotiations might have on the FY 2019-20 budget.

Another uncertainty regarding FY 2019-20 involves the Recreation program. Until we reach a consensus on the goals we wish to achieve and the direction we wish to take regarding the focus of recreation programming, we won't know if we have adequate funding set aside in the budget to accomplish our objectives.

And as previously noted, the current authority to levy the Public Safety Parcel Tax will expire June 30, 2020. It is uncertain whether the parcel tax will be renewed in November 2019, although it has been renewed every four years since 1980. The parcel tax currently provides about 27% of the resources needed to operate the Police and Fire departments.

Conclusion

While some uncertainties exist, the City of San Marino continues to be in excellent financial condition. The property tax base is strong and stable. Property tax revenues have grown at an average annual rate of 6% for the past several years. There will again be a substantial excess of General Fund revenues over expenditures in the coming year, and the General Fund reserve level is expected to reach 72% by FY 2019-20 year-end.

The City has put into place a five-year capital improvement program and has embarked on major multi-year street and sidewalk rehabilitation projects. The City Council has identified many important priority initiatives that City staff is implementing. Staff continues to make every effort to control costs and provide the programs and services that the community desires in an efficient and effective manner.

I wish to express my sincere thanks to the City Council Budget Liaisons, Council Members Jakubowski and Ude, and the entire City Council for their extremely valuable direction and assistance in the preparation of the FY 2019-20 budget. I am honored to serve as your City Manager and to have the opportunity to work with you to ensure that San Marino remains the very special place that it is.

Respectfully submitted,



Marcella Marlowe, Ph.D.
City Manager

Five-Year Forecast General and Public Safety Funds

In 2018, the Strategic Financial Planning Committee published a 30-year financial forecast in its final advisory report to the City Council. The Committee's forecast demonstrated that the City can absorb estimated increases in pension unfunded liabilities over the next 30 years. The same report cautioned that the ability of the General Fund to support the City's infrastructure needs while servicing employee pensions would be dependent on the community vote in November 2019 to continue the City's Public Safety Parcel Tax. The Committee's 30-year forecast showed the City in deficit position in FY 2020-21 due to loss of the Parcel Tax.

Also in 2018, the City Council adopted Citywide Financial Policies that specify that the City will publish as a component of its annual budget a long-range projection for General Fund activities and operations.

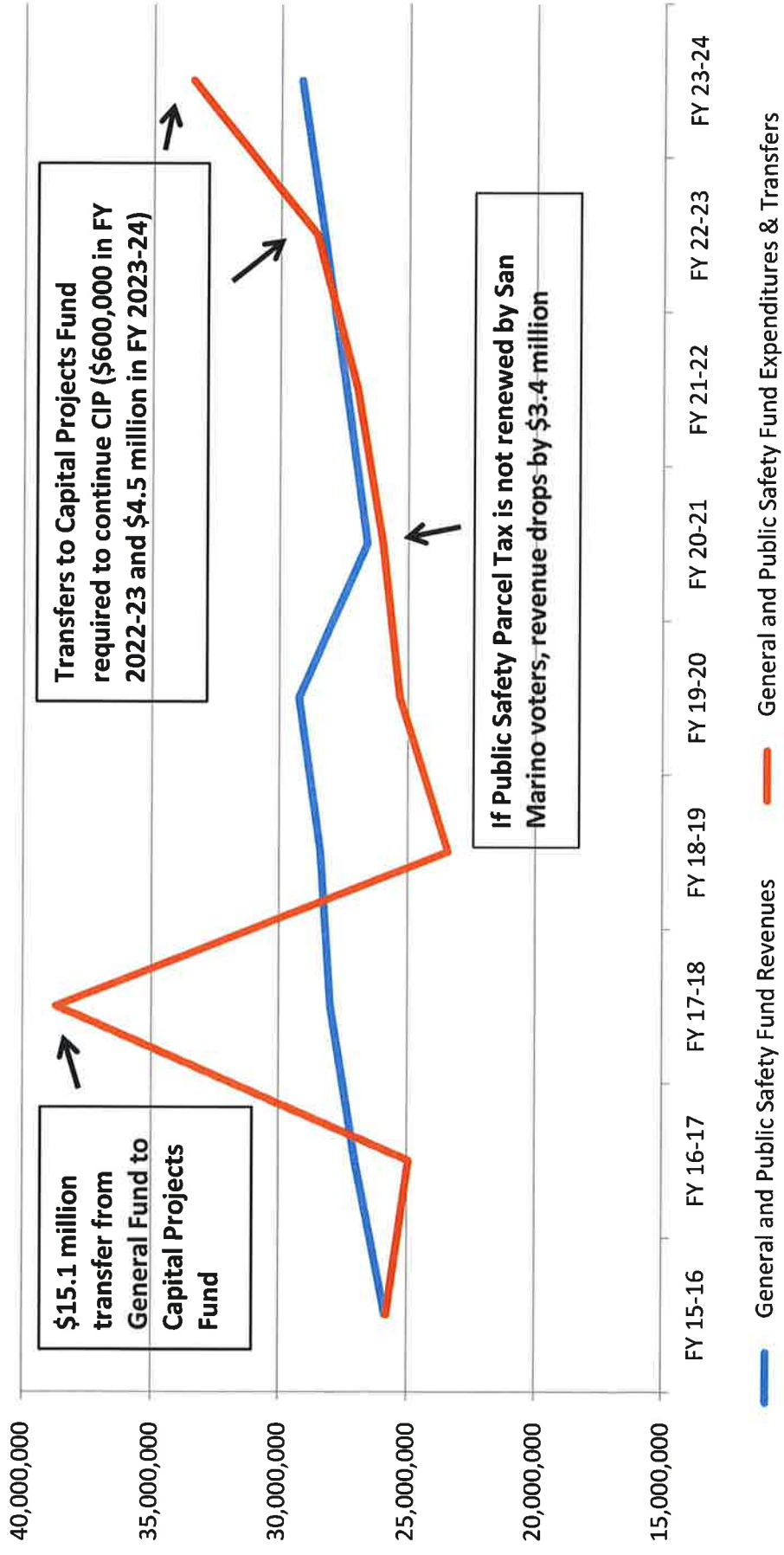
Staff updated the Committee's 30-year forecast in August 2018, in the form of a Five-Year Forecast, based on information and events brought to light in the FY 2018-19 budgeting process. The forecast includes projections for the General Fund and Public Safety Funds only. Another update was conducted in February 2019 as part of the FY 2018-19 mid-year budget review. The Five-Year Forecast has now been updated based on revised estimates arising out of the FY 2019-20 budgeting process.

Significant assumptions used in this updated Forecast include:

- The Public Safety Parcel Tax will not be renewed by San Marino voters in November 2019.
- All CalPERS pension costs paid in full each year;
- Property tax growth rate of 4.0% per year (revised upward from 3.5% in previous forecasts, due to historical trends);
- Sales tax growth rate of 3.5% per year;
- Overall expenditure growth rate of 3.9% in FY 2020-21 declining to 3.3% in FY 2023-24, based on the expenditure growth rate assumptions used in the February 2019 update;
- General Fund transfers to other funds growth rate of 5% per year.

The results of this latest update to the Five-Year Forecast are similar to those of previous updates. The excess of revenues over expenditures and transfers that the City has enjoyed since FY 2016-17 would be eliminated in FY 2020-21, if the Public Safety Parcel Tax were not renewed. Expenditure growth will slightly outpace revenue growth during the next four years. Beginning in FY 2022-23, resources to fund capital improvements will have to come from General Fund reserves and outside revenue sources; annual General Fund revenues will be insufficient to fund both operating and capital expenditures.

Five-Year Forecast General and Public Safety Funds



Five-Year Forecast Capital Projects Fund

The Capital Projects Fund gets its resources from the General Fund, and the City has had a history of making annual transfers from the General Fund to the Capital Projects Fund. In FY 2017-18, the City Council authorized a major transfer of \$12.5 million of General Fund reserves to the Capital Projects Fund, in addition to the \$2.6 million transfer previously budgeted. This represented a very large infusion of capital into the Capital Projects Fund and was intended to provide resources for capital projects for a four-year period.

Our current Five-Year Capital Improvement Plan (included in the Appendices section of this budget document) projects that this capital infusion from FY 2017-18 will last the intended four-year period, and to sustain the capital improvement program, additional resources from the General Fund will be needed beginning in FY 2022-23. As shown on the following chart, the current Five-Year Capital Improvement Plan will require a transfer from the General Fund in FY 2022-23 of \$600,000 and a transfer in FY 2023-24 of \$4,500,000.

Five-Year Forecast Capital Projects Fund

	Fiscal Year 2018-19		Fiscal Years 2019-20 through 2023-24				
	Budget	Estimated	FY 2019-20 Adopted	FY 2020-21 Projected	FY 2021-22 Projected	FY 2022-23 Projected	FY 2023-24 Projected
Interest Earnings	119,500	269,000	220,000	150,000	90,000	-	-
Transfer In from General Fund	-	-	-	-	-	600,000	4,500,000
Total Revenue and Transfers In	119,500	269,000	220,000	150,000	90,000	600,000	4,500,000
Project Expenditures	2,026,080	930,351	4,530,215	3,263,600	3,339,710	3,580,000	4,481,000
Net Change in Fund Balance	(1,906,580)	(661,351)	(4,310,215)	(3,113,600)	(3,249,710)	(2,980,000)	19,000
Fund Balance, Beginning of Year	14,324,763	14,324,763	13,663,412	9,353,197	6,239,597	2,989,887	9,887
Fund Balance, End of Year	12,418,183	13,663,412	9,353,197	6,239,597	2,989,887	9,887	28,887

Citywide Financial Policies Compliance

On May 9, 2018 the City Council adopted Resolution R-18-08, the revised Citywide Financial Policies. Following is a summary of each of the 20 individual policies enumerated in the Resolution, along with staff's analysis of the degree of compliance with the policies during FY 2018-19. Each policy appears in bold type; staff's analysis appears in italic type.

SECTION 1. General Fund Reserves –

- a. The City shall maintain General Fund Reserves (Unassigned Fund Balance) at approximately 40% of General Fund revenues.**
- b. One-time revenues (including the use of reserves) should only be used for one-time expenditures, such as the purchase of capital equipment or specific infrastructure projects. General Fund reserves should only be used to cover unanticipated/unplanned expenditures or revenue shortfalls due to economic cycles.**
- c. If reserves are used, the City shall begin rebuilding the reserve balance as quickly as practical. Rebuilding may take place over a two- to three-year timeframe.**
- d. Periodic transfers from accumulated General Fund Reserves shall be transferred to the Capital Projects Fund and the Capital Equipment Fund when appropriate for the execution of projects and acquisitions.**

Substantial compliance has been achieved with this policy in FY 2018-19. One-time revenues and reserves have only been used for one-time expenditures. Transfers to the Capital Equipment Fund have been made to fund annual equipment costs. The unassigned fund balance of the General Fund group of funds currently exceeds the 40% benchmark and is expected to grow to 72% of General Fund group revenues by June 30, 2020.

SECTION 2. Annual Budget Adoption -- The annual budget is adopted by the City Council by at least June 30 of each fiscal year, and includes proposed expenditures and the means of financing them. The annual budget provides for the general operations of the City and, as appropriate, its near-term and long-term capital project and capital acquisition needs.

Compliance has been achieved with this policy. The FY 2019-20 Budget was adopted by the City Council on May 31, 2019.

SECTION 3. Appropriations and Budget Authority -- The City Council approves total budgeted appropriations and any amendments to appropriations throughout the fiscal year. This "appropriated budget" covers substantially all City expenditures. Actual expenditures may not exceed budgeted appropriations at the fund level. The City Manager is authorized to transfer budgeted amounts between the operating accounts of any department, and between departments. The City Council is authorized to transfer and amend capital projects and capital acquisition budgets.

Substantial compliance with this policy was demonstrated in the audited financial statements for FY 2017-18 issued in December 2018. Only one City fund, the Asset Seizure Fund, had actual expenditures that exceeded

its final budget amount for the year. In addition, the City Council took action on June 12, 2019 to amend the budget for four funds whose expenditures were estimated to exceed their budgets by FY 2018-19 year-end. .

SECTION 4. Financial Reporting – The City shall publish, no less than quarterly, financial reports adequate to inform the City Council on the financial condition of the City.

Compliance has been achieved with this policy. Monthly disbursements reports for July 2018 through May 2019 have been provided to the City Council at the first Council meeting following the end of the month, and quarterly and monthly financial reports for the period July 2018 through April 2019 have been provided to the City Council within 45 days following the end of the quarter/month.

SECTION 5. Long-Range Financial Planning – The City shall publish as a component of its annual budget a long-range projection for General Fund activities and operations.

Compliance has been achieved with this policy. A General Fund Five-Year Forecast was included in the FY 2018-19 Adopted Budget document, and is included in this FY 2019-20 Adopted Budget document.

SECTION 6. Encumbrance Accounting Systems -- Encumbrance accounting, under which purchase order, contracts and other commitments for the expenditure of monies are recorded to reserve that portion of the applicable appropriation, shall be employed as an extension of formal budgetary in the Governmental Fund Types during the year. However, at year-end, all appropriations lapse. Accordingly, encumbrances are cancelled. Encumbrances can be re-appropriated as part of the following year's budget by action of the City Council. Encumbrances are not included in reported expenditures.

The City continues its compliance with the requirement that all appropriations lapse at year end. However, the City has not yet achieved compliance with this policy in terms of encumbrance accounting and contracts management. Full compliance is expected to be achieved during the first half of FY 2019-20.

SECTION 7. GAAP Requirements -- Budgets for the general, special revenue and capital projects funds are adopted on a basis substantially consistent with generally accepted accounting principles (GAAP). Accordingly, actual revenues and expenditures can be compared with related budget amounts without any significant reconciling items. The debt service fund is monitored through the use of appropriate bond indentures; therefore no formal budget is required for this fund and, accordingly, a budgetary comparison may not be required for these funds.

Compliance has been achieved with this policy.

SECTION 8. The Gann Limit -- Under Article XIII B of the California Constitution (the Gann Spending Limitation Initiative), the City is restricted as to the amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates or revised fee schedules, or an excess in one year may be offset against a deficit in the following year. The City shall calculate and publish its annual Gann Limit as a component of the annual budgeting process.

Compliance has been achieved with this policy. The City Council adopted its annually required Gann Limit Resolution with its FY 2018-19 Adopted Budget in August 2018, and adopted the FY 2019-20 Gann Limit

Resolution on June 12, 2019. The Resolution adopting the FY 2019-20 Gann Limit is included in the Appendices section of this document.

SECTION 9. Capital Assets -- The City will capitalize assets and equipment with individual minimum value of \$5,000 or greater.

Compliance has been achieved with this policy.

SECTION 10. Investment Policy – The City shall at all times maintain compliance with the California Government Code with respect to the content and function of its Investment Policy. The Investment Policy shall be reviewed by the City Treasurer and adopted by the City Council each fiscal year.

Compliance has not yet been achieved with this policy. The City Council adopted the current Investment Policy in October 2017, and is scheduled to review and adopt an updated policy in July 2019.

SECTION 11. Investment Reporting – The City Treasurer shall render and review monthly reports to the City Council which shall include all reportable elements specified in the City’s Investment Policy.

Compliance has been achieved with this policy. Monthly Treasurer’s Reports for July 2018 through April 2019 have been provided to the City Council within 45 days following month-end.

SECTION 12. Procurement and Purchasing – The City shall maintain a Procurement Policy and organize its acquisition and accounting procedures to achieve compliance with all terms of the Procurement Policy.

Compliance has been achieved with this policy, as stated in Section 2.06.05 of the Municipal Code, in terms of its procedures for procurement and purchasing, but is not compliant in terms of the requirements for encumbrance accounting and contractual management practices. Full compliance is expected to be achieved during the first half of FY 2019-20.

SECTION 13. Long-Term Liabilities – The City shall evaluate long-term liabilities (debt borrowings, compensated absences, claims and judgments, CalPERS pensions, annual other postemployment benefits, etc.) on a case-by-case basis with appropriate deference to the short- and long-term cash requirements implicit to the liabilities. When resources are adequate, the City shall establish a Debt Management Policy that modifies this Section.

Compliance has been achieved with this policy.

SECTION 14. Capital Planning – The City shall publish with its annual budget a long-range capital improvement program, identifying, at a project level, sources of current and future funding. When resources are adequate, the City shall establish Capital Planning Policies that take into account the City’s unique organizational characteristics including the services we provide, how the services are structured, and the complete depiction of our external environment. The City shall exploit all external options to pay for portions of its infrastructure needs. We will endeavor to avoid capital project funding sourced solely from City dollars.

Compliance has been achieved with this policy. A Five-Year Capital Equipment and Improvement Plan and the current Five-Year Forecast for the Capital Projects Fund are included within this publication.

SECTION 15. Annual Audit – The City shall publish its annual financial statements, prepared in coordination with its external auditors, by at least December 31 of each fiscal year. The financial statements shall be presented to the City Council at a public meeting, and implications discussed, each year. The City shall endeavor to achieve audits with minimal auditor “findings.” The City shall swiftly and thoroughly respond, at every level of institutional function, to audit “significant deficiencies.”

Compliance has been achieved with this policy. The audited financial statements for the fiscal year ended June 30, 2018 were presented to the City Council at a public meeting on December 12, 2018. The auditor’s report on internal control over financial reporting that accompanied their report on the financial statements for FY 2017-18 identified one material weakness and one significant deficiency in internal controls, which were promptly addressed and corrected by staff.

SECTION 16. Cost Recovery – The City shall employ the principles and practices of cost recovery for services in a manner consistent with generally accepted cost of services and cost allocation best practices.

Compliance with this policy has not yet been achieved. The City published in its FY 2017-18 Adopted Budget document a calculation of cost recovery based on the methodology used for the Statement of Activities in the City’s annual financial statements. Staff has included a similar presentation in this FY 2019-20 Adopted Budget document. This analysis compares estimated functional revenues with the total operating budgets of the related departments. This methodology is not based on the costs to provide nor the related revenues generated from individual services nor does it include the allocation of central service department “overhead” costs to operating departments. Staff plans to conduct a comprehensive cost of services study in FY 2019-20, based on cost of services and cost allocation best practices.

SECTION 17. Risk Management – The City shall maintain a vibrant risk management program in order to effectively plan for and mitigate the effects of known and unknown risk and liability. The City shall evaluate joint-powers risk pooling arrangements, pursuant to the California Government Code; arrange and administer programs for effective and efficient self-insurance; appropriately purchase excess insurance and reinsurance; and arrange for appropriate insurance for property and other lines of coverage.

Compliance has been achieved with this policy.

SECTION 18. Grants Management – The City shall establish a Grants Management Policy that most efficiently coordinates the various elements of grant applications; grant awards; grant spending and reimbursement; interim and final financial and narrative reporting; and grant closure.

Compliance has been achieved with this policy, but subject to considerable improvement if and when the City has receives a significant third-party grant.

SECTION 19. Corporate Technology – The City shall endeavor to maintain corporate and user-based technology necessary to maintain appropriate organizational function.

Compliance has been achieved with this policy. The City contracted with IntelesysOne in September 2018 to provide professional management of the City’s information technology operations and develop a multi-year

improvement plan for its systems and equipment. Funding has been approved in this FY 2019-20 Adopted Budget consistent with this improvement plan.

SECTION 20. Pension Obligations – The City shall not prepay its pension obligations by issuing pension obligation bonds: this is the equivalent of paying off one debt with another debt. The City shall not accelerate its pension payments by making annual contributions higher than annual payments required by CalPERS. The City shall pay the minimum annual contributions required by CalPERS.

Compliance has been achieved with this policy. Pension Obligation Bonds were issued by the City in 2007 with an average interest rate of 5.4% to pay off a CalPERS “side fund” liability bearing a fixed 7.75% interest rate. These bonds will be fully paid off in FY 2023-24. The City continues to pay its minimum annual required contributions to CalPERS.

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City of San Marino
Fiscal Year 2019-20 Adopted Budget
Summary of Revenues, Expenditures and Changes in Fund Balances

	6/30/18 Audited Fund Balances	Fiscal Year 2018-19					6/30/2019 Estimated Fund Balances	Fiscal Year 2019-20					6/30/2020 Estimated Fund Balances
		Estimated Revenues	Transfers In	Transfers Out	Estimated Expenditures	Contingency		Estimated Revenues	Transfers In	Transfers Out	Expenditure Appropriations	Contingency	
General Funds Group													
101 General Fund - Unassigned Fund Bal	12,169,563	24,089,422	22,160	8,497,400	10,095,817	4,944,493	17,114,056	24,790,500	194,131	9,871,919	11,110,813	4,001,899	21,115,955
103 Public Safety Fund	-	4,324,183	6,508,055	-	11,378,882	-	-	4,315,400	7,674,019	-	11,989,419	-	-
104 Fourth of July Event Fund	-	59,000	21,910	-	51,535	-	-	60,200	11,645	-	71,845	-	-
105 San Marino Center Fund	-	23,000	39,578	-	59,854	-	-	23,000	33,578	-	56,578	-	-
281 Donations to City Fund *	191,752	146,226	-	-	137,974	8,252	200,004	70,000	-	-	67,500	2,500	202,504
595 Workers' Compensation Fund	-	-	403,999	-	463,774	-	-	-	516,875	-	516,875	-	-
596 General Liability Fund	-	-	597,161	-	596,713	-	-	-	789,215	-	789,215	-	-
The General Fund Group	12,361,315	28,641,831	7,592,863	8,497,400	22,784,549	4,952,745	17,314,060	29,259,100	9,219,463	9,871,919	24,602,245	4,004,399	21,318,459
Special Revenue Funds													
202 Gas Tax Fund	819,997	513,397	-	-	20,000	493,397	1,313,394	585,020	-	-	1,867,300	(1,282,280)	31,114
204 CDBG Fund	(23)	100,513	-	-	1,140	99,373	99,350	5,872	-	-	2,966	2,906	102,256
206 County Park Prop. A Fund	(21,996)	39,518	-	-	18,294	21,224	(772)	12,848	-	-	-	12,848	12,076
207 Prop. A Transit Fund	473,969	293,200	-	-	212,251	80,949	554,918	277,814	-	-	253,495	24,319	579,237
209 Drought Education Fund	28,150	700	-	-	-	700	28,850	700	-	-	-	700	29,550
212 Air Quality Fund	75,228	18,600	-	-	-	18,600	93,828	18,500	-	-	-	18,500	112,328
213 STPL Fund	16,672	235,509	-	-	-	235,509	252,181	-	-	-	-	-	252,181
214 TDA Fund	-	9,142	-	-	-	9,142	9,142	9,592	-	-	18,600	(9,008)	134
215 Prop. C Transit Fund	425,585	244,600	-	-	9,585	235,015	660,600	232,808	-	-	10,000	222,808	883,408
216 PEG Fees	179,146	35,400	-	-	-	35,400	214,546	33,400	-	-	-	33,400	247,946
217 Asset Seizure Fund	46,518	900	-	-	-	900	47,418	500	-	-	-	500	47,918
220 Granada Avenue Assess District #2	22,150	-	-	22,150	-	(22,150)	-	-	-	-	-	-	-
221 Used Oil Grant	4,044	5,277	-	-	-	5,277	9,321	5,300	-	-	-	5,300	14,621
224 Assistance to Firefighters Grant Fund	10	-	-	10	-	(10)	-	-	-	-	-	-	-
226 CA Recycling Grant Fund	176,874	69,466	-	-	-	69,466	246,340	1,000	-	-	-	1,000	247,340
233 COPS Grant Fund	199,092	153,047	-	-	91,898	61,149	260,241	154,300	-	-	91,898	62,402	322,643
239 County P&R Grant	(2,422)	-	2,422	-	-	2,422	-	-	-	-	-	-	-
243 LA County Measure R Fund	94,883	180,000	-	-	-	180,000	274,883	169,124	-	-	440,000	(270,876)	4,007
247 LA County Measure M Fund	12,606	199,500	-	-	-	199,500	212,106	190,387	-	-	-	190,387	402,493
Special Revenue Funds	2,550,483	2,098,769	2,422	22,160	353,168	1,725,863	4,276,346	1,697,165	-	-	2,684,259	(987,094)	3,289,252
Capital Projects Fund													
394 Capital Projects Fund	14,324,763	269,000	-	-	930,351	(661,351)	13,663,412	220,000	-	-	4,530,215	(4,310,215)	9,353,197
Debt Service Fund													
401 Debt Service Fund	5,618	-	821,224	-	821,224	-	5,618	-	846,587	-	846,587	-	5,618
Internal Service (Proprietary) Fund													
591 Capital Equipment Fund	(135,523)	450,062	103,051	-	333,809	219,304	83,781	504,900	-	194,131	394,550	(83,781)	-
All Groups and Funds	29,106,656	31,459,662	8,519,560	8,519,560	25,223,101	6,236,561	35,343,217	31,681,165	10,066,050	10,066,050	33,057,856	(1,376,691)	33,966,526

* The fund balance of the Donations Fund is reported as committed/assigned fund balance of the General Fund in the audited financial statements

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City of San Marino
2019-20 Adopted Budget
Summary Schedule of Revenues by Fund

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
General Fund Group (Unrestricted)					
General Fund	22,094,644	23,651,977	23,946,000	24,089,422	24,790,500
Public Safety Fund	4,956,374	4,366,836	4,477,600	4,324,183	4,315,400
Fourth of July Fund	57,597	55,583	50,000	59,000	60,200
San Marino Center Fund	9,166	18,841	17,000	23,000	23,000
Donations Fund	93,599	154,044	175,665	146,226	70,000
Total General Fund	27,211,380	28,247,282	28,666,265	28,641,831	29,259,100
Special Revenue Funds (Restricted)					
Gas Tax Fund	264,258	374,435	525,787	513,397	585,020
Community Development Block Grant Fund (CDBG)	5,633	4,695	5,701	100,513	5,872
Los Angeles County Park Bond Fund	65,226	28,366	-	39,518	12,848
Proposition A Transit Fund	247,315	261,360	266,086	293,200	277,814
Drought Fund	10,675	796	700	700	700
Air Quality Management District Fund (AQMD)	17,528	17,782	17,100	18,600	18,500
MTA - STPL Public Works Grant Fund	72	175	-	235,509	-
TDA Article 3 Transportation Fund	-	8,720	9,142	9,142	9,592
Proposition C Transit Fund	204,834	215,844	221,638	244,600	232,808
Public Education Government Fund (PEG)	27,618	35,207	28,400	35,400	33,400
Asset Forfeiture Fund	206	487	1,300	900	500
Granada Ave Assessment District #2 Fund	96	232	-	-	-
Used Oil Grant Fund	5,198	112	-	5,277	5,300
Assistance to Firefighters Grant	(5)	0	-	-	-
State Recycling Grant Fund	57,059	101,258	1,000	69,466	1,000
COPS Grant Fund	129,743	141,176	145,900	153,047	154,300
Prop 40 Per Capita Park Bond	-	100,000	-	-	-
Safe Routes to School Grant Fund	8,894	-	-	-	-
LA County Measure R Fund	153,318	159,779	164,832	180,000	169,124
LA County Measure M Fund	-	172,406	185,842	199,500	190,387
Total Special Revenue Funds	1,197,668	1,622,831	1,573,428	2,098,769	1,697,165
Capital Projects Fund	-	205,452	119,500	269,000	220,000
Debt Service Fund	-	4,912	-	-	-
Proprietary Funds (Internal Service)					
Capitalized Equipment Fund	446,756	500,220	449,245	450,062	504,900
Total Revenue by Fund and Fiscal Year	28,855,804	30,580,697	30,808,438	31,459,662	31,681,165

City of San Marino
2019-20 Adopted Budget
Detail Schedule of Revenues by Fund

Description	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted	
			Budget	Estimated		
General Fund Group						
The General Fund						
Taxes						
101-00-3001-0000	Secured & Unsecured Property Tax	13,936,746	14,703,953	15,773,000	15,769,000	16,400,000
101-00-3030-0000	Sales & Use Taxes	486,517	461,838	490,000	499,000	519,000
101-00-3040-0000	Franchise Taxes	565,976	599,333	582,000	629,000	642,000
101-00-3042-0000	Real Property Transfer Taxes	206,947	190,037	235,000	185,000	187,000
101-00-3044-0777	Utility Users Taxes - Cingular	77,383	71,940	73,000	72,000	72,000
101-00-3044-1650	Utility Users Taxes - Edison	610,175	609,781	639,000	625,000	625,000
101-00-3044-4510	Utility Users Taxes - Metro Water	344,811	426,152	427,000	427,000	440,000
101-00-3044-4620	Utility Users Taxes - Miscellaneous	53,457	48,111	52,000	70,000	70,000
101-00-3044-7260	Utility Users Taxes - AT&T	116,373	102,019	103,000	92,000	86,000
101-00-3044-8470	Utility Users Taxes - So. Cal. Gas	189,823	163,910	167,000	204,000	202,000
101-00-3044-9022	Utility Users Taxes - T-Mobile	34,978	33,336	35,000	18,000	16,000
101-00-3044-9240	Utility Users Taxes - Time Warner	149,293	152,633	150,000	138,000	139,000
101-00-3044-9355	Utility Users Taxes - Verizon	39,590	34,082	37,000	30,000	26,000
101-00-3046-0000	Business License Tax	444,485	429,476	430,000	485,000	485,000
		<u>17,256,554</u>	<u>18,026,602</u>	<u>19,193,000</u>	<u>19,243,000</u>	<u>19,909,000</u>
Licenses & Permits						
101-00-3103-0000	Bicycle Licenses	480	342	400	-	-
101-00-3153-0000	Film Permits	25,867	28,517	27,000	21,000	20,000
101-14-3106-0000	Tree Permits	36,505	33,810	37,500	25,000	25,000
101-14-3151-0000	Building Permits	503,133	542,472	510,000	525,000	525,000
101-48-3152-0000	Street & Curb Permits	117,950	229,857	150,000	164,000	172,000
		<u>683,935</u>	<u>834,998</u>	<u>724,900</u>	<u>735,000</u>	<u>742,000</u>
Charges for Services						
101-00-3304-0000	Environmental Fees	135,233	135,403	135,500	135,000	135,000
101-00-3321-0000	Check Reissuance Fee	35	-	-	50	-
101-00-3348-0000	Damage to City Property Fees		3,371		-	
101-07-3346-0000	Sales of Maps & Pub.s - Admin	578	278	500	24	250
101-14-3150-0000	Bldg. Dept. Education Fee	7,560	11,140	-	34	-
101-14-3306-0000	General Plan Fee	18,423	19,575	-	205,000	-
101-14-3308-0000	Plan Check Fees	230,072	326,946	230,000	125,000	205,000
101-14-3312-0000	Zoning Fees	166,187	124,263	150,000	35	125,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	646	134	400	-	100
101-60-3340-0000	Nonresident Fees-Recreation	13,941	13,035	13,500	10,000	10,000
101-60-3342-0000	Class Refund Fee	35	75	100	40	50
101-62-3336-0000	Aquatics Program Fees	159,502	51,856	35,000	20,000	20,000
101-64-3336-0000	Contract Class Program Fees	298,569	278,033	260,000	269,000	264,000
101-64-3336-0001	Bridge Program Fees	22,286	29,677	26,500	34,000	33,000
101-64-3336-0002	Jr. Titans Fees	26,689	14,583	24,000	24,000	24,000
101-66-3336-0000	Special Events Program Fees	235	-	-	25	-
101-66-3336-0001	Easter Program Fees	4,468	2,925	3,000	3,000	3,000
101-66-3336-0002	Track Meet Program Fees	3,271	3,699	3,400	5,600	5,600
101-66-3336-0003	Snow Day Program Fees	9,811	-	-	-	-
101-68-3336-0000	Senior Program Fees	34,742	23,062	29,000	25,000	25,000
101-70-3336-0000	Day Care Program Fees	208,066	188,607	200,000	209,000	209,000
101-72-3336-0000	Day Camp Program Fees	164,310	169,643	160,000	160,000	160,000
101-74-3336-0000	Preschool Program Fees	494,911	532,502	515,000	425,000	425,000
101-90-3344-6055	Passport Fees	230,979	220,595	215,000	265,000	278,000
101-90-3346-0000	Library Copies	6,118	6,760	6,250	5,000	5,000
101-91-3344-3963	Lost Materials Fees	2,795	2,512	2,700	3,000	3,000
101-91-3502-1496	DVD Rentals	3,301	2,518	3,000	2,300	2,300

City of San Marino
2019-20 Adopted Budget
Detail Schedule of Revenues by Fund

Description	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
101-93-3344-1200	628	510	625	500	500
101-94-3344-0000	16,163	15,265	16,000	15,000	15,000
101-94-3344-3000	845	775	800	700	700
101-94-3344-7037	603	762	600	600	600
	<u>2,261,002</u>	<u>2,178,502</u>	<u>2,030,875</u>	<u>1,941,908</u>	<u>1,949,100</u>
Intergovernmental					
101-00-3202-4075	-	-	-	-	-
101-00-3202-9350	-	7,089	5,000	6,371	6,200
101-00-3204-0000	1,474,000	1,570,379	1,645,000	1,647,596	1,713,000
101-90-3202-0000	-	8,736	8,725	13,923	13,900
	<u>1,474,000</u>	<u>1,586,204</u>	<u>1,658,725</u>	<u>1,667,890</u>	<u>1,733,100</u>
Fines & Forfeitures					
101-00-3410-0000	150	153,290	-	5,500	-
101-14-3410-0000	22,647	16,695	15,000	13,000	12,500
101-14-3410-9245	-	5,000	5,000	48,000	5,000
	<u>22,797</u>	<u>174,985</u>	<u>20,000</u>	<u>66,500</u>	<u>17,500</u>
Use of Money & Property					
101-00-3501-0000	176,042	175,781	119,500	195,000	240,000
101-00-3550-0000	4,500	-	-	9,000	-
101-40-3502-0000	2,730	608	2,500	-	500
101-50-3502-0000	79,976	91,565	85,000	87,000	87,900
101-60-3502-0000	69,436	83,360	75,000	80,000	82,400
101-90-3502-0000	7,225	7,350	7,200	5,000	-
101-95-3502-0000	28	-	-	(141)	-
	<u>339,937</u>	<u>358,664</u>	<u>289,200</u>	<u>375,859</u>	<u>410,800</u>
Miscellaneous Revenue					
101-00-3701-0000	17,090	37,917	15,000	26,000	15,000
101-00-3702-0000	-	6,395	-	5,576	-
101-00-3703-0000	-	935	-	-	-
101-00-3800-0000	12	395,990	-	-	-
101-40-3348-0000	19,787	46,461	10,000	24,242	10,000
101-60-3701-0000	-	5	-	60	-
101-90-3701-0000	4,530	4,320	4,300	3,387	4,000
101-95-3701-0000	15,000	-	-	-	-
	<u>56,419</u>	<u>492,022</u>	<u>29,300</u>	<u>59,265</u>	<u>29,000</u>
General Fund Totals	<u>22,094,644</u>	<u>23,651,977</u>	<u>23,946,000</u>	<u>24,089,422</u>	<u>24,790,500</u>
Public Safety Fund					
Taxes					
103-00-3005-0000	3,093,737	3,220,338	3,421,000	3,284,000	3,284,000
103-00-3006-0000	152,414	158,873	162,000	167,000	173,700
	<u>3,246,151</u>	<u>3,379,211</u>	<u>3,583,000</u>	<u>3,451,000</u>	<u>3,457,700</u>
Charges for Services					
103-30-3201-0000	16,602	14,554	14,000	16,000	16,300
103-30-3316-0000	12,155	10,124	10,000	6,000	6,000
103-30-3317-0000	275	558	300	500	500
103-30-3318-0000	250	800	300	400	400
103-30-3319-0000	2,181	7,035	4,500	6,000	6,000
103-30-3321-0000	12,515	16,635	15,000	3,000	3,000
103-30-3324-0000	15,465	24,555	20,000	29,000	30,500
103-30-3325-0000	10,895	10,935	11,000	12,000	12,000
103-30-3331-3550	6,231	2,821	6,000	7,000	7,000
103-30-3331-9241	9,500	7,900	8,000	9,000	9,000

City of San Marino
2019-20 Adopted Budget
Detail Schedule of Revenues by Fund

Description	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
103-34-3315-0000	Shared Fire Command Revenue	660,887	-	-	-
103-34-3316-0000	Outside Services	5,313	3,986	4,500	5,000
103-34-3330-0000	Fire Fees	8,634	9,275	5,000	4,000
103-34-3332-0000	Paramedic Service Fees	506,919	543,922	500,000	510,000
		<u>1,267,822</u>	<u>653,099</u>	<u>598,600</u>	<u>609,700</u>
Intergovernmental					
103-30-3202-6600	POST Reimbursement	3,393	4,602	3,000	6,000
103-34-3202-2725	GEMT Reimbursement	(14,400)	41,346	50,000	33,382
		<u>(11,007)</u>	<u>45,948</u>	<u>53,000</u>	<u>39,382</u>
Fines & Fees					
103-30-3335-0000	Asset Seizure-City's Share 85%	-	9,044	-	-
103-30-3400-0000	Parking Citations	68,363	43,671	45,000	68,000
103-30-3401-0000	Vehicle Code Fines	72,004	45,106	38,000	44,000
		<u>140,367</u>	<u>97,821</u>	<u>83,000</u>	<u>112,000</u>
Use of Money & Property					
103-00-3501-0000	Interest Income	-	1,853	-	-
		<u>-</u>	<u>1,853</u>		
Miscellaneous Revenue					
103-30-3701-0000	Police Misc. Revenue	2,218	964	-	-
103-30-3702-0000	Police Reimbursements	7,723	16,081	8,000	26
103-30-3703-0000	Uninhabited Property Registration	1,100	1,850	2,000	2,000
103-34-3328-0000	Strike Team Reimbursements	302,000	170,010	150,000	111,875
		<u>313,041</u>	<u>188,905</u>	<u>160,000</u>	<u>113,901</u>
	Public Safety Fund Totals	<u>4,956,374</u>	<u>4,366,836</u>	<u>4,477,600</u>	<u>4,324,183</u>
Fourth of July Fund					
104-00-3336-0000	Admission Fees	57,597	55,505	50,000	59,000
104-00-3501-0000	Interest Income	-	78	-	-
	Fourth of July Fund Total	<u>57,597</u>	<u>55,583</u>	<u>50,000</u>	<u>59,000</u>
San Marino Center Fund					
105-82-3502-0000	Rents & Concessions	9,166	18,763	17,000	23,000
105-00-3501-0000	Interest Income	-	78	-	-
	San Marino Center Fund Total	<u>9,166</u>	<u>18,841</u>	<u>17,000</u>	<u>23,000</u>
Donations Fund					
281-00-3501-0000	Interest Income	-	371	-	3,900
281-00-3601-3418	Donations Received-War Memorial	(190)	300	-	-
281-30-3601-0000	Police Donations Received	3,120	2,300	-	3,910
281-34-3601-0000	Fire Donations Received	1,650	-	17,665	18,666
281-50-3601-0000	Lacy Park Donations	-	2,582	50,000	50,250
281-60-3601-0000	Recreation Donations Received	8,725	2,000	-	-
281-66-3601-0006	Memorial Day Donations	500	-	500	-
281-66-3601-0002	Track Meet Donations	2,000	-	2,000	-
281-66-3601-2570	4th of July Donations	-	2,893	-	-
281-66-3601-3000	Military Banner Donation	-	1,150	-	700
281-74-3333-0000	Preschool Fundraiser	4,143	6,137	1,500	4,000
281-90-3601-0000	Library Donations Received	-	54,054	25,000	-
281-90-3601-1120	Donations-Crain Art Gallery	260	1,400	1,000	1,000
281-90-3601-9506	Library Wish List Donations	4,596	3,451	2,000	2,200
281-91-3601-0000	Adult Materials Donations-Other	1,735	200	500	1,100
281-91-3601-0776	Adult Chinese Language Materia	2,000	2,500	2,500	2,500
281-91-3601-2575	Adult Materials Donations-Friends	21,545	23,545	24,000	14,000

City of San Marino
2019-20 Adopted Budget
Detail Schedule of Revenues by Fund

Description	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	
281-92-3601-0000 Children's Mats. Donations	5,015	8,411	5,000	6,000	5,000
281-92-3601-2575 Children's Mats. Donations-Friends	38,500	42,750	44,000	38,000	38,000
Donations Fund Total	<u>93,599</u>	<u>154,044</u>	<u>175,665</u>	<u>146,226</u>	<u>70,000</u>
General Fund Group Totals	<u>27,211,380</u>	<u>28,247,282</u>	<u>28,666,265</u>	<u>28,641,831</u>	<u>29,259,100</u>
Special Revenue Funds					
Gas Tax Fund					
202-00-3501-0000 Interest Income	2,924	7,890	3,500	17,400	15,000
202-48-3038-7585 RMRA - SB 1 Section 2032	-	78,911	225,330	210,454	219,673
202-48-3038-7590 Gas Taxes Section 2105	76,226	73,081	78,800	74,279	73,835
202-48-3038-7700 Gas Taxes Section 2106	49,257	48,690	50,487	48,663	48,396
202-48-3038-7810 Gas Taxes Section 2107	96,643	95,110	97,821	97,555	96,956
202-48-3038-7920 Gas Taxes Section 2107.5	3,000	3,000	3,000	3,000	3,000
202-48-3038-7925 TCRF - SB 1 Loan Repay	-	15,310	15,310	14,967	14,967
202-48-3038-7930 Gas Taxes Section 2103	36,208	52,444	51,539	47,079	113,193
	<u>264,258</u>	<u>374,435</u>	<u>525,787</u>	<u>513,397</u>	<u>585,020</u>
Community Development Block Grant (CDBG)					
204-00-3501-0000 Interest Income	(5)	-	-	-	-
204-00-3201-0650 Federal CDBG	5,638	4,695	5,701	100,513	5,872
	<u>5,633</u>	<u>4,695</u>	<u>5,701</u>	<u>100,513</u>	<u>5,872</u>
County Park Proposition A					
206-00-3203-3420 Local - LA Co. Pk. Bond	65,226	28,366	-	39,518	12,848
	<u>65,226</u>	<u>28,366</u>	<u>-</u>	<u>39,518</u>	<u>12,848</u>
Proposition A Transit					
207-00-3032-0000 Prop. A Transit Taxes	245,154	256,040	263,586	284,000	268,614
207-00-3501-0000 Interest Income	2,161	5,320	2,500	9,200	9,200
	<u>247,315</u>	<u>261,360</u>	<u>266,086</u>	<u>293,200</u>	<u>277,814</u>
Drought Fund					
209-00-3410-0000 Water Use Fines	10,545	500	500	200	200
209-00-3501-0000 Interest Income	130	296	200	500	500
	<u>10,675</u>	<u>796</u>	<u>700</u>	<u>700</u>	<u>700</u>
Air Quality Management District					
212-00-3203-0080 AQMD Grant	17,324	17,117	17,000	17,000	17,000
212-00-3501-0000 Interest	204	665	100	1,600	1,500
	<u>17,528</u>	<u>17,782</u>	<u>17,100</u>	<u>18,600</u>	<u>18,500</u>
Surface Transportation Program					
213-00-3202-8950 MTA-STPL	-	-	-	231,009	-
213-00-3501-0000 Interest Income	72	175	-	4,500	-
	<u>72</u>	<u>175</u>	<u>-</u>	<u>235,509</u>	<u>-</u>
Transportation Development Act					
214-00-3036-0000 TDA Article 3 Taxes	-	8,720	9,142	9,142	9,592
	<u>-</u>	<u>8,720</u>	<u>9,142</u>	<u>9,142</u>	<u>9,592</u>

City of San Marino
2019-20 Adopted Budget
Detail Schedule of Revenues by Fund

Description	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	
Proposition C Transit					
215-00-3034-0000 Prop. C Transit Taxes	203,580	212,136	218,638	236,000	222,808
215-00-3501-0000 Interest Income	1,254	3,708	3,000	8,600	10,000
	<u>204,834</u>	<u>215,844</u>	<u>221,638</u>	<u>244,600</u>	<u>232,808</u>
Public Educational Governmental (PEG) Cable Access					
216-00-3045-0000 PEG Fees	27,052	33,568	28,000	32,000	30,000
216-00-3501-0000 Interest Income	566	1,639	400	3,400	3,400
	<u>27,618</u>	<u>35,207</u>	<u>28,400</u>	<u>35,400</u>	<u>33,400</u>
Asset Forfeiture (Police)					
217-00-3501-0000 Interest Income	206	487	1,300	900	500
	<u>206</u>	<u>487</u>	<u>1,300</u>	<u>900</u>	<u>500</u>
Granada Ave. Assessment District #2					
220-00-3501-0000 Interest Income	96	232	-	-	-
	<u>96</u>	<u>232</u>	<u>-</u>	<u>-</u>	<u>-</u>
Used Oil Grant					
221-00-3501-0000 Interest Income	42	112	-	277	300
221-14-3203-0000 Used Oil Grant	5,156	-	-	-	-
221-44-3202-0000 Used Oil Grant	-	-	-	5,000	5,000
	<u>5,198</u>	<u>112</u>	<u>-</u>	<u>5,277</u>	<u>5,300</u>
Assistance to Firefighters Grant					
224-00-3501-0000 Interest Income	(5)	0	-	-	-
	<u>(5)</u>	<u>0</u>	<u>-</u>	<u>-</u>	<u>-</u>
California Recycling Grant					
226-00-3202-2860 State Recycling Grant	-	(5,000)	-	-	-
226-48-3202-7155 Rubberized Asphalt Grant	56,911	105,000	-	66,166	-
226-00-3501-0000 Interest Income	148	1,258	1,000	3,300	1,000
	<u>57,059</u>	<u>101,258</u>	<u>1,000</u>	<u>69,466</u>	<u>1,000</u>
Citizens' Option for Public Safety Grant (COPS)					
233-00-3501-0000 Interest Income	419	1,760	900	4,300	4,300
233-30-3202-0000 COPS Allocation	129,324	139,416	145,000	148,747	150,000
	<u>129,743</u>	<u>141,176</u>	<u>145,900</u>	<u>153,047</u>	<u>154,300</u>
Prop 40 Per Capita Park Bond					
238-00-3202-0000 County Parks & Rec Grant	-	100,000	-	-	-
	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Safe Routes to School Grant					
241-00-3202-3542 Safe Routes to Schools Grant	8,852	-	-	-	-
241-00-3501-0000 Interest Income	42	-	-	-	-
	<u>8,894</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Measure R -- Transportation Sales Tax					
243-00-3501-0000 Interest Income	697	784	850	3,000	2,000
243-48-3203-4200 LA County Measure R	152,621	158,995	163,982	177,000	167,124
	<u>153,318</u>	<u>159,779</u>	<u>164,832</u>	<u>180,000</u>	<u>169,124</u>

City of San Marino
2019-20 Adopted Budget
Detail Schedule of Revenues by Fund

Description	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	
Measure M -- Traffic Improvement Sales Tax					
247-48-3202-0000 Measure M	-	172,406	185,842	198,000	189,387
247-00-3501-0000 Interest Income	-	-	-	1,500	1,000
	<u>-</u>	<u>172,406</u>	<u>185,842</u>	<u>199,500</u>	<u>190,387</u>
Special Revenue Funds Total	<u><u>1,197,668</u></u>	<u><u>1,622,831</u></u>	<u><u>1,573,428</u></u>	<u><u>2,098,769</u></u>	<u><u>1,697,165</u></u>
Capital Projects Fund					
394-00-3501-0000 Interest Income	-	55,452	119,500	269,000	220,000
394-00-3601-0000 Huntington Library Donation	-	150,000	-	-	-
Capital Projects Fund Total	<u>-</u>	<u>205,452</u>	<u>119,500</u>	<u>269,000</u>	<u>220,000</u>
Debt Service Fund					
401-00-3501-0000 Interest Income	-	4,912	-	-	-
Debt Service Fund Total	<u>-</u>	<u>4,912</u>	<u>-</u>	<u>-</u>	<u>-</u>
Proprietary Funds					
Capital Equipment Internal Service Fund					
591-00-3501-0000 Interest Income	-	(248)	-	(34,844)	-
591-00-3703-0000 Gain/(Loss) on Disposal of Asset	24,559	15,200	-	-	-
591-00-3850-0000 Equipment Cost Allocation	422,197	485,268	449,245	484,906	504,900
Proprietary Fund Total	<u>446,756</u>	<u>500,220</u>	<u>449,245</u>	<u>450,062</u>	<u>504,900</u>
Revenue Detail by Fund and Fiscal Year	<u><u>28,855,804</u></u>	<u><u>30,580,697</u></u>	<u><u>30,808,438</u></u>	<u><u>31,459,662</u></u>	<u><u>31,681,165</u></u>

City of San Marino
2019-20 Adopted Budget

Summary Schedule of Expenditures by Fund

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
General Fund Group (Unrestricted)					
General Fund	9,757,625	10,239,426	10,924,846	10,095,817	11,110,813
Public Safety Fund	11,092,585	10,998,485	10,995,655	11,378,882	11,989,419
Fourth of July Fund	96,322	64,089	71,910	51,535	71,845
San Marino Center Fund	89,185	68,862	56,578	59,854	56,578
Donations Fund	94,013	156,269	155,710	137,974	67,500
Workers' Compensation Fund	539,008	415,576	403,999	463,774	516,875
General Liability Fund	345,643	590,845	597,161	596,713	789,215
Total General Fund Group	22,014,381	22,533,552	23,205,859	22,784,549	24,602,245
Special Revenue Funds (Restricted)					
Gas Tax Fund	-	350,000	1,210,000	20,000	1,867,300
Community Development Block Grant Fund (CDBG)	5,639	4,723	2,966	1,140	2,966
Los Angeles County Park Bond Fund	46,020	21,746	-	18,294	-
Proposition A Transit Fund	248,775	231,954	252,745	212,251	253,495
Drought Fund	974	278	-	-	-
TDA Article 3 Transportation Fund	-	8,720	9,000	-	18,600
Proposition C Transit Fund	118,645	76,000	10,000	9,585	10,000
Asset Forfeiture Fund	266	3,473	-	-	-
Used Oil Grant Fund	5,156	-	-	-	-
COPS Grant Fund	89,398	91,898	100,000	91,898	91,898
Safe Routes to School Grant Fund	19,990	-	-	-	-
LA County Measure R Fund	256,738	249,917	165,000	-	440,000
LA County Measure M Fund	-	159,800	-	-	-
Total Special Revenue Funds	791,601	1,198,509	1,749,711	353,168	2,684,259
Capital Projects Fund					
Capital Projects Fund	2,781,235	603,065	2,026,080	930,351	4,530,215
Debt Service Fund					
Debt Service Fund	760,562	787,370	821,224	821,224	846,587
Internal Service Fund					
Capitalized Equipment Fund	470,131	485,268	404,900	333,809	394,550
Total All Funds	26,817,910	25,607,765	28,207,774	25,223,101	33,057,856

City of San Marino
2019-20 Adopted Budget
Expenditures by Department & Type

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	
City Council					
Supplies & Services	19,232	13,561	27,437	27,437	27,437
Total Operating Expenditures	19,232	13,561	27,437	27,437	27,437
City Manager / Administration / City Attorney					
Personnel	932,918	1,189,774	-	-	-
Supplies & Services	1,654,052	1,968,320	-	-	-
Total Operating Expenditures	2,586,970	3,158,094	-	-	-
City Manager's Office					
Personnel	-	-	548,646	474,516	579,276
Supplies & Services	-	-	147,224	135,659	228,569
Total Operating Expenditures	-	-	695,870	610,175	807,845
Human Resources					
Personnel	-	-	477,115	464,554	244,713
Supplies & Services	-	-	892,576	889,767	1,055,371
Total Operating Expenditures	-	-	1,369,691	1,354,321	1,300,084
Finance					
Personnel	-	-	497,524	434,030	503,494
Supplies & Services	-	-	373,462	349,844	374,834
Total Operating Expenditures	-	-	870,986	783,874	878,328
City Attorney					
Personnel	-	-	-	-	-
Supplies & Services	-	-	205,000	279,115	247,000
Total Operating Expenditures	-	-	205,000	279,115	247,000
El Molino Viejo					
Personnel	-	-	-	-	-
Services & Supplies	50,113	55,000	55,000	55,000	55,000
Total Operating Expenditures	50,113	55,000	55,000	55,000	55,000
Non-Departmental					
Personnel	-	-	-	-	200,000
Supplies & Services	-	222,033	408,000	419,309	482,000
Debt Service	760,562	787,370	821,224	821,224	846,587
Total Operating Expenditures	760,562	1,009,403	1,229,224	1,240,533	1,528,587
Planning & Building					
Personnel	789,464	836,973	973,613	864,639	1,059,892
Supplies & Services	363,757	445,461	563,602	410,769	566,540
Total Operating Expenditures	1,153,221	1,282,434	1,537,215	1,275,408	1,626,432

City of San Marino
2019-20 Adopted Budget
Expenditures by Department & Type

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	
Police					
Personnel	5,159,579	5,130,337	5,351,282	5,305,110	6,040,817
Supplies & Services	803,229	916,075	848,271	833,472	873,591
Total Operating Expenditures	5,962,808	6,046,412	6,199,553	6,138,582	6,914,408
Fire					
Personnel	5,097,285	4,633,711	4,478,765	5,015,283	4,803,509
Supplies & Services	668,192	680,375	691,567	693,047	713,700
Total Operating Expenditures	5,765,477	5,314,086	5,170,332	5,708,330	5,517,209
Emergency Management					
Supplies & Services	42,294	71,637	61,582	40,544	50,065
Total Operating Expenditures	42,294	71,637	61,582	40,544	50,065
Parks & Public Works					
Personnel	1,700,838	1,782,605	1,869,245	1,726,091	1,743,457
Supplies & Services	1,410,670	1,409,164	1,660,260	1,532,135	1,644,696
Total Operating Expenditures	3,111,508	3,191,769	3,529,505	3,258,226	3,388,153
Recreation					
Personnel	1,233,639	1,158,886	1,199,164	1,043,110	1,199,164
Supplies & Services	891,424	765,202	743,168	644,700	744,290
Total Operating Expenditures	2,125,063	1,924,088	1,942,332	1,687,810	1,943,454
Library					
Personnel	1,101,772	1,026,106	1,049,315	1,045,954	1,136,992
Services & Supplies	512,138	531,703	399,753	383,633	386,198
Total Operating Expenditures	1,613,910	1,557,809	1,449,068	1,429,587	1,523,190
Capital Equipment					
Capital Purchases	587,621	1,231,412	404,900	333,809	394,550
Less: Capitalized Items	(539,687)	(1,177,358)	-	-	-
Depreciation	422,197	485,268	-	-	-
Total Capital Equipment	470,131	539,322	404,900	333,809	394,550
Capital Projects					
Capital Improvement Projects	3,156,618	1,444,146	3,460,080	1,000,351	6,856,115
Total Capital Improvements	3,156,618	1,444,146	3,460,080	1,000,351	6,856,115
Total Expenditures	26,817,907	25,607,761	28,207,775	25,223,102	33,057,857

City of San Marino
2019-20 Adopted Budget
Schedule of Department Expenditures by Fund

Department	General Fund	Public Safety Fund	Fourth of July	SM Center	Donations	Worker's Comp	General Liability	Gas Taxes	CDBG	Prop A Transit	TDA Streets	Prop C Transit	COPS Grant	Measure R Streets	Capital Projects	Debt Service	Capitalized Equipment	Total by Function
City Council	27,437																	27,437
City Attorney	247,000																	247,000
City Manager	807,845																	807,845
El Molino Viejo	55,000																	55,000
Human Resources	358,394					152,475	789,215			123,750								1,300,084
Finance	754,578																	754,578
Non-Departmental	682,000															846,587		1,528,587
Planning & Building Department	1,626,432																	1,626,432
Police Department		6,686,585	8,475			177,050							91,898					6,914,408
Fire Department		5,302,434	3,025			211,750												5,517,209
Emergency Services	50,065																	50,065
Parks and Public Works Department																		
Administration	427,853		4,464			23,100												455,417
Garage	254,267																	254,267
Sewers	348,500																	348,500
Streets	917,729											10,000						927,729
Parks	526,791																	526,791
Public Grounds	698,149																	698,149
Building Maintenance	177,300																	177,300
Recreation																		
Administration	393,990					2,500												396,490
Aquatics	127,429									1,324								128,753
Contract Classes	297,495																	297,495
Special Events	37,745		55,881		2,500													96,126
Senior Activities	44,276									12,939								57,215
Day Care	200,769									77,381								278,150
Day Camp	161,039									38,101								199,140
Preschool	407,085				1,500													408,585
San Marino Center				56,578														56,578
Turner House	21,955																	21,955
Senior Outreach								2,966										2,966
Library																		
Administration	571,970				3,000													574,970
Adult Services	275,199				20,000													295,199
Children's Services	175,785				40,500													216,285
Processing	110,377																	110,377
Circulation	326,359																	326,359
Capital Projects								1,867,300			18,600			440,000	4,530,215			6,856,115
Capitalized Equipment																	394,550	394,550
Total By Fund	11,110,813	11,989,419	71,845	56,578	67,500	516,875	789,215	1,867,300	2,966	253,495	18,600	10,000	91,898	440,000	4,530,215	846,587	394,550	33,057,856

City of San Marino
2019-20 Adopted Budget
Schedule of Transfers Between Funds

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Transfers In					
General Fund	12	395,990	-	22,160	194,131
Payroll Fund	-	22,605	-	-	-
Public Safety Fund	6,744,447	6,784,407	6,508,055	6,508,055	7,674,019
Fourth of July	31,649	26,219	21,910	21,910	11,645
San Marino Center	85,797	72,807	39,578	39,578	33,578
County P&R Grant Fund				2,422 *	
Capital Projects Fund	2,705,655	15,052,005	-	-	-
Debt Service Fund	760,562	788,170	821,224	821,224	846,587
Workers' Compensation Fund	548,879	521,219	403,999	403,999	516,875
General Liability Fund	345,643	590,845	597,161	597,161	789,215
Capitalized Equipment Fund	-	508,755	103,051	103,051	-
Total Transfers In	11,222,644	24,763,022	8,494,978	8,519,560	10,066,050
Transfers Out					
General Fund	10,864,738	24,258,682	8,494,978	8,497,400	9,871,919
Payroll Fund	357,894	-	-	-	-
Public Safety Fund	-	355,901	-	-	-
Fourth of July	-	20,519	-	-	-
San Marino Center	-	22,646	-	-	-
Donations Fund	-	100	-	-	-
TDA Fund	12	-	-	-	-
Granada Avenue Assessmt Dist #2 Fund				22,150 *	
Assistance to Firefighters Grant Fund				10 *	
Debt Service Fund	-	800	-	-	-
Workers' Compensation Fund	-	104,372	-	-	-
Capitalized Equipment Fund	-	-	-	-	194,131
Total Transfers Out	11,222,644	24,763,022	8,494,978	8,519,560	10,066,050

* Inactive funds; closed to the General Fund in November 2018

City of San Marino
2019-20 Adopted Budget
Cost Recovery - General, Public Safety and 4th of July Event Funds
(Statement of Activities Methodology)

<u>Account Number</u>	<u>Description</u>	<u>Estimated Revenue</u>
General Government		
Cost Recovery Revenue by Line Item		
101 - 00 - 3153 - 0000	Film Permits	20,000
101 - 00 - 3202 - 9350	State Vehicle License Fees	6,200
101 - 00 - 3304 - 0000	Environmental Fees	135,000
101 - 07 - 3346 - 0000	Sales of Maps & Pubs - Admin	250
101 - 14 - 3410 - 0000	Business License NOVs	12,500
Total Recovery Revenue		173,950
<i>Proposed Expenditures - City Attorney, City Manager, Human Resources, Finance, Non-Departmental</i>		<u>2,849,817</u>
Cost Recovery %		6.1%
Public Safety		
Cost Recovery Revenue by Line Item		
103 - 00 - 3005 - 0000	Public Safety Property Taxes	3,284,000
103 - 00 - 3006 - 0000	Public Safety Augmentation Fund	173,700
103 - 30 - 3201 - 0000	Animal Control Services	16,300
103 - 30 - 3316 - 0000	Special Police Services	6,000
103 - 30 - 3317 - 0000	Citation Sign Off Fees	500
103 - 30 - 3318 - 0000	Clearance Letter Fees	400
103 - 30 - 3319 - 0000	Report Copies	6,000
103 - 30 - 3321 - 0000	Burglary Alarm Permits	3,000
103 - 30 - 3324 - 0000	Housewatch Fees	30,500
103 - 30 - 3325 - 0000	Vehicle Impound Release Fees	12,000
103 - 30 - 3331 - 3550	Live Scan Fees	7,000
103 - 30 - 3331 - 9241	Tow Fees	9,000
103 - 30 - 3400 - 0000	Parking Citations	68,000
103 - 30 - 3401 - 0000	Vehicle Code Fines	44,000
103 - 30 - 3703 - 0000	Uninhabited Property Registration	2,000
103 - 34 - 3316 - 0000	Outside Services	5,000
103 - 34 - 3330 - 0000	Fire Fees	4,000
103 - 34 - 3332 - 0000	Paramedic Service Fees	510,000
Total Recovery Revenue		4,181,400
<i>Proposed Expenditures - Police, Fire and Emergency Management</i>		<u>12,039,484</u>
Cost Recovery %		34.7%

City of San Marino
2019-20 Adopted Budget
Cost Recovery - General, Public Safety and 4th of July Event Funds
(Statement of Activities Methodology)

<u>Account Number</u>	<u>Description</u>	<u>Estimated Revenue</u>
Community Development		
Cost Recovery Revenue by Line Item		
101 - 14 - 3151 - 0000	Building Permits	525,000
101 - 14 - 3308 - 0000	Plan Check Fees	205,000
101 - 14 - 3312 - 0000	Zoning Fees	125,000
101 - 14 - 3346 - 0000	Sales of Maps & Pubs - P&B	100
101 - 14 - 3410 - 0000	Tree Fines	5,000
Total Recovery Revenue		860,100
<i>Proposed Expenditures- Planning & Building</i>		<u>1,626,432</u>
Cost Recovery %		52.9%
Recreation		
Cost Recovery Revenue by Line Item		
101 - 60 - 3340 - 0000	Nonresident Fees	10,000
101 - 60 - 3342 - 0000	Class Refund Fee	50
101 - 62 - 3336 - 0000	Aquatics Program Fees	20,000
101 - 64 - 3336 - 0000	Contract Class Program Fees	264,000
101 - 64 - 3336 - 0001	Bridge Program Fees	33,000
101 - 64 - 3336 - 0002	Jr. Titan Fees	24,000
101 - 66 - 3336 - 0001	Easter Program Fees	3,000
101 - 66 - 3336 - 0002	Track Meet Program Fees	5,600
101 - 68 - 3336 - 0000	Senior Program Fees	25,000
101 - 70 - 3336 - 0000	Daycare Program Fees	209,000
101 - 72 - 3336 - 0000	Daycamp Program Fees	160,000
101 - 74 - 3336 - 0000	Preschool Program Fees	425,000
104 - 00 - 3336 - 0000	Fourth of July Admission Fees	60,200
Total Recovery Revenue		1,238,850
<i>Proposed Expenditures - Recreation (plus Police, Fire and Parks & Public Works for Fourth of July Event)</i>		<u>1,763,628</u>
Cost Recovery %		70.2%

City of San Marino
2019-20 Adopted Budget
Cost Recovery - General, Public Safety and 4th of July Event Funds
(Statement of Activities Methodology)

<u>Account Number</u>	<u>Description</u>	<u>Estimated Revenue</u>
Parks & Public Works		
Cost Recovery Revenue by Line Item		
101 - 14 - 3106 - 0000	Tree Permits	25,000
101 - 48 - 3152 - 0000	Street & Curb Permit Fees	172,000
Total Recovery Revenue		197,000
<i>Proposed Expenditures - Parks & Public Works</i>		<u>3,350,589</u>
Cost Recovery %		<u>5.9%</u>

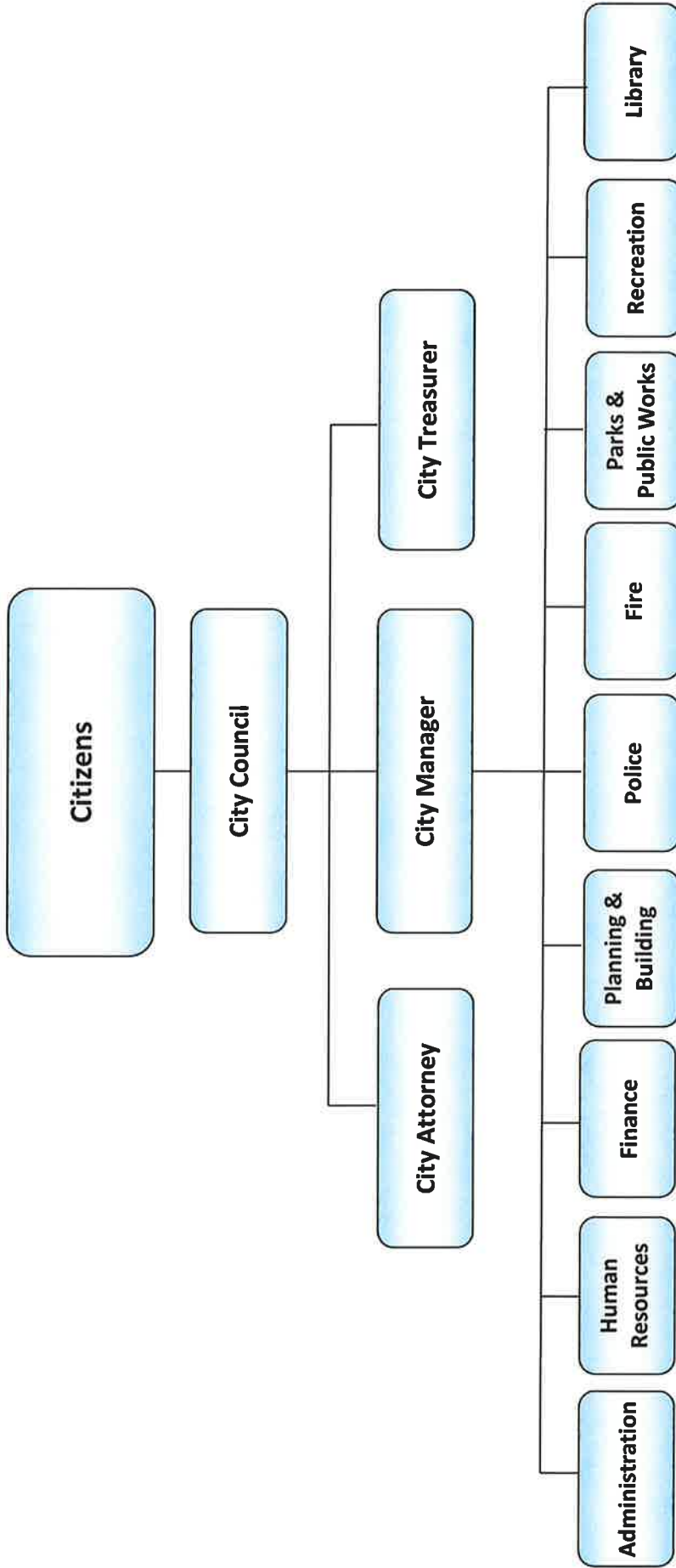
Library

Cost Recovery Revenue by Line Item		
101 - 90 - 3344 - 6065	Passport Fees	278,000
101 - 90 - 3346 - 0000	Copies	5,000
101 - 91 - 3344 - 3963	Lost Materials Fees	3,000
101 - 91 - 3502 - 1496	DVD Rentals	2,300
101 - 93 - 3344 - 1200	Damaged Materials Fees	500
101 - 94 - 3344 - 0000	Overdue Materials Fees	15,000
101 - 94 - 3344 - 3000	Hold Fees	700
101 - 94 - 3344 - 7037	Replacement Library Card Fees	600
Total Recovery Revenue		305,100
<i>Proposed Expenditures - Library</i>		<u>1,459,690</u>
Cost Recovery %		<u>20.9%</u>

Citywide Summary

Cost Recovery Revenue	6,956,400
<i>Proposed Related Expenditures</i>	<u>23,089,640</u>
Citywide Cost Recovery %	<u>30.1%</u>

City of San Marino



Summary of Authorized Positions

Full-Time and Part-Time Employees

Full-Time Equivalent (FTE) = 2,080 Work Hours/Year

		2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Adopted
City Manager's Office					
	<i>Full-Time Employees FTE</i>	3.58	3.25	3.00	3.00
	<i>Part-Time Employees FTE</i>	0.25	-	0.50	0.50
Human Resources					
	<i>Full-Time Employees FTE</i>	-	2.00	2.00	2.00
Finance Department					
	<i>Full-Time Employees FTE</i>	2.00	3.00	4.00	4.00
Planning & Building Department					
	<i>Full-Time Employees FTE</i>	5.00	7.00	8.00	8.00
	<i>Part-Time Employees FTE</i>	1.92	0.92	1.00	1.46
Police Department					
	<i>Full-Time Employees FTE</i>	35.00	35.00	35.00	38.00
	<i>Part-Time Employees FTE</i>	2.40	2.40	2.40	1.92
Fire Department					
	<i>Full-Time Employees FTE</i>	20.10	23.00	21.00	21.00
Parks & Public Works Department					
	<i>Full-Time Employees FTE</i>	17.75	18.00	18.00	16.00
	<i>Part-Time Employees FTE</i>	1.44	2.02	2.02	0.50
Recreation Department					
	<i>Full-Time Employees FTE</i>	6.08	5.80	6.00	5.00
	<i>Part-Time Employees FTE</i>	15.81	16.10	16.17	16.17
Crowell Public Library Department					
	<i>Full-Time Employees FTE</i>	6.43	5.95	6.00	6.00
	<i>Part-Time Employees FTE</i>	11.86	12.39	12.39	12.39
Total City Full-Time Employees FTE		95.94	103.00	103.00	103.00
Total City Part-Time Employees FTE		33.68	33.83	34.48	32.94
Total City FTE		129.62	136.83	137.48	135.94

FY 2019-20 Changes:

New Positions (+5.46 FTEs):

Police Officers (2)
 Police Sergeant (1)
 Police Dispatcher/Clerk (1)
 Part-Time Admin Analyst (Planning & Building) (.46 FTE)
 Community Services Director (1)

Reclassifications:

Foreman to Public Works Supervisor (3)
 Maintenance Worker III to Urban Forester (1)

Eliminated Positions (-7.00 FTEs):

Police Corporal (1)
 Part-Time Dispatcher/Clerk (.48 FTE)
 Maintenance Worker III (1)
 Maintenance Worker I (1)
 Part-Time Maintenance Assistant (1.52 FTE)
 Recreation Manager (1)
 Recreation Coordinator (1)

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
City Manager's Office		
City Manager	1.00	252,471
City Clerk	1.00	143,663
Assistant to the City Manager	1.00	126,192
Administrative Intern	0.50	23,041
Subtotal		545,366
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		33,910
Total Personnel Costs		579,276
Human Resources		
Human Resources Manager	1.00	141,110
Administrative Assistant	1.00	75,221
Subtotal		216,331
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		22,607
Estimated Worker's Comp costs		5,775
Total Personnel Costs		244,713
Finance Department		
Finance Director	1.00	196,613
Accounting Manager / Controller	1.00	141,019
Account Clerk	2.00	131,953
Subtotal		469,584
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		33,910
Total Personnel Costs		503,494
Planning and Building Department		
Planning & Building Director	1.00	175,235
Code Enforcement Manager	1.00	136,593
Building Inspector II	1.00	107,224
Associate Planner	1.00	104,120
Code Enforcement Officer	1.00	88,270
Assistant Planner	1.00	87,952
Permit Technician I	2.00	163,390
Senior Planner (Part-Time)	0.50	43,599
Administrative Analyst (Part-Time)	0.46	36,734
Code Enforcement Officer (Part-Time)	0.50	24,606
Subtotal		967,723

Total Compensation by Position Classification Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		82,894
Overtime		3,400
Uniform Allowance		100
Estimated Worker's Comp costs		5,775
Total Personnel Costs		1,059,892
Police Department		
Police Chief	1.00	228,277
Police Commanders	2.00	408,990
Sergeants	6.00	963,455
Corporals	4.00	541,609
Officers	17.00	1,963,230
Police Records Manager	1.00	128,975
Administrative Assistant (filled with Admin Analyst)	1.00	82,967
Records Clerk	1.00	70,627
Dispatcher/Clerks	5.00	383,405
Parking Enforcement Officers (Part-Time)	0.96	38,274
Cadets (Part-Time)	0.96	32,959
Subtotal		4,842,767
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		729,179
Overtime		314,547
Fourth of July overtime and related benefits		8,475
Uniform Allowance		18,800
Estimated Worker's Comp costs		127,050
Total Personnel Costs		6,040,817
Fire Department		
Fire Chief	1.00	213,328
Fire Division Chief	1.00	210,658
Fire Captains	3.00	490,737
Engineers	3.00	450,902
Firefighter/Paramedics	12.00	1,721,190
Administrative Analyst	1.00	89,375
Subtotal		3,176,190
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		776,145
Overtime		635,500
Fourth of July overtime and related benefits		3,025
Uniform Allowance		900
Estimated Worker's Comp costs		211,750
Total Personnel Costs		4,803,509

Total Compensation by Position Classification Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Parks & Public Works Department		
Public Works Director	1.00	198,879
Administrative Analyst	1.00	85,804
Public Works Division Manager	1.00	145,691
Public Works Supervisor	3.00	317,750
Urban Forester	1.00	94,164
Maintenance Worker III	2.00	171,056
Maintenance Worker II	3.00	235,789
Maintenance Worker I	4.00	292,532
Park Attendants (Part-Time)	0.50	12,637
Subtotal		1,554,302
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		157,341
Overtime		2,650
Fourth of July overtime and related benefits		4,464
Uniform Allowance		1,600
Estimated Worker's Comp costs		23,100
Total Personnel Costs		1,743,457
Recreation Department		
Community Services Director	1.00	176,076
Recreation Supervisor	2.00	226,053
Recreation Coordinator	1.00	77,990
Clerk Typist II	1.00	69,633
Maintenance Assistant (Part-Time)	1.21	52,133
Child Development Specialist (Part-Time)	1.61	82,261
Recreation Specialist (Part-Time)	6.28	248,312
Assistant Recreation Specialist (Part-Time)	2.67	86,818
Program Leader (Part-Time)	2.34	62,109
Pool Manager (Part-Time)	0.17	8,686
Assistant Pool Manager (Part-Time)	0.30	13,418
Lifeguards (Part-Time)	0.38	12,356
Water Safety Instructors (Part-Time)	1.09	43,099
Cashiers (Part-Time)	0.12	3,185
Subtotal		1,240,118
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		46,026
Reduction to Match FY 18-19 Budget		(86,981)
Total Personnel Costs		1,199,164

Total Compensation by Position Classification Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Crowell Public Library Department		
City Librarian	1.00	145,542
Librarian II	3.00	300,633
Administrative Analyst	1.00	89,387
Clerk Typist II	1.00	69,633
Librarian II (Part-Time)	0.42	27,667
Librarian I (Part-Time)	0.30	17,842
Library Assistant (Part-Time)	3.57	143,814
Clerk II (Part-Time)	6.47	195,514
Library Monitor (Part-Time)	0.20	7,834
Page (Part-Time)	1.33	35,301
Maintenance Assistant (Part-Time)	0.10	4,308
Subtotal		1,037,476
<i>Costs not allocable to individual positions:</i>		
Fixed payment to pay down PERS Unfunded Liability		85,329
Estimated PERS for Part-Time Employees		8,411
Estimated Worker's Comp costs		5,775
Total Personnel Costs		1,136,991
Non-Departmental		
<i>Costs not allocable to individual positions:</i>		
Retiree Medical Benefits (OPEB)		200,000
Total FTE Positions and Personnel Costs	135.94	17,511,314

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DEPARTMENT PURPOSE

The mission of the Mayor and City Council is to provide leadership to the community through the establishment of policies which enhance the quality of life for San Marino residents, businesses, non-profit institutions, and other stakeholders; and to maintain a strong and stable fiscal condition.

CORE FUNCTIONS

The City Council consists of five members, typically elected at large to four-year terms. The Mayor and Vice Mayor are council members selected by the Council, traditionally for a one-year term. The City Council is responsible for setting policies, passing ordinances and resolutions, adopting the budget, appointing committee members, hiring the City Manager and City Attorney, and concurring in the appointment of department heads.

Because the Mayor and City Council are the legislative representatives of the City, all citywide memberships are assigned to their budget. These memberships include the League of California Cities, League of California Cities, Los Angeles County Division, the San Gabriel Valley Council of Government, and the Southern California Association of Governments. These memberships make up almost 70% of the City Council budget each fiscal year. The remaining City Council expenditures are for travel and meetings, City Council hosted events, and materials and supplies such as name plates, business cards, and plaques.

City Council

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted

Expenditure Budget Summary

Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	19,232	13,561	27,437	27,437	27,437
	Total by Type	19,232	13,561	27,437	27,437	27,437
Expenditures by Fund:						
101	General Fund	19,232	13,561	27,437	27,437	27,437
	Total by Fund	19,232	13,561	27,437	27,437	27,437

Expenditure Budget Detail

101-01-4376-0000	Materials & Supplies	10,434	4,299	3,975	3,925	3,975
101-01-4396-0000	Memberships & Dues	-	-	18,862	19,284	18,862
101-01-4399-0000	Non-capitalized Equipment	1,579	-	-	-	
101-01-4420-0000	Printing	-	575	600	600	600
101-01-4480-0000	Travel & Meetings	7,219	4,224	2,000	2,000	2,000
101-01-4480-2872	Hospitality	-	4,464	2,000	1,628	2,000
	Total Services & Supplies	19,232	13,561	27,437	27,437	27,437
	Total Operating Expenditures	19,232	13,561	27,437	27,437	27,437

CITY MANAGER'S OFFICE

DEPARTMENT PURPOSE

The City Manager's Office's mission is to maintain policy and operational alignment.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The department provides oversight, direction, and organizational support to all City departments under the direction of the City Manager. The department also includes the City Clerk function. The Department provides the following services:

- City Manager's Office – The City Manager is appointed by and serves at the pleasure of the City Council. The City Manager, in turn, is the appointing authority for all positions of employment in the City, except for department heads, which require the concurrence of the Council. The City Manager directs all of the operations of the City by coordinating the efforts of the various City departments and keeping the City Council apprised of matters dealing with general operations, finance, personnel, legislation, litigation, and other items of city business. The City Manager's Office is also the primary public information office, managing all citywide outreach and communication efforts. The City Manager's primary responsibility is to assist the City Council in identifying policy priorities and to ensure that priorities established by Council are addressed in an innovative, yet cost-effective manner.
- City Clerk – The City Clerk is responsible for conducting municipal elections, compiling City Council agendas, and maintaining all City documents. This function includes recording Council minutes and managing the City Council agenda process; processing, indexing and filing ordinances, resolutions and official hearing notices; maintaining City codes; coordinating the commission and board appointment process; managing the document retention program; and ensuring compliance with financial and campaign disclosure laws. It also includes the processing of public records requests and serving as a Notary.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Redesigned City marketing materials, including the City logo and seal, to be more faithful to the original aesthetic.
- Continued to roll out the Strategic Plan, adopted by the City Council in FY 18.
- Redesigned the budget preparation and adoption process, with support from the Council Budget Subcommittee.
- Implemented the *Envisio* strategic plan management software, including publication of regular operating and performance metrics.
- Worked with the San Gabriel Valley Council of Governments to develop a regional coyote management program.

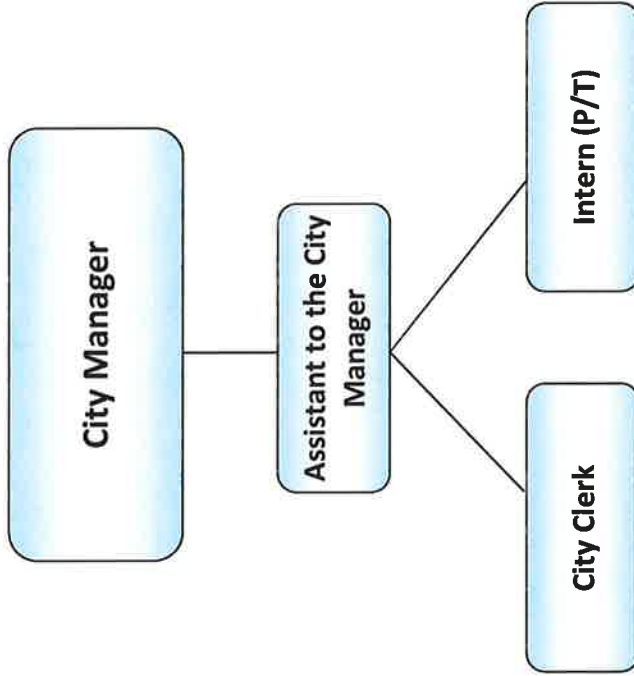
FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

- | | |
|---|-----------|
| 1. Explore partnership opportunities with other agencies to find cost savings.
(Priority Initiative) | No Cost |
| 2. Launch redesigned, more user-friendly website. | No Cost |
| 3. Manage the municipal 2019 election. | \$103,000 |

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of April 2019)	Estimate for the Year
Public Records Requests Received	121	99	120
Avg. Length of Days to Complete Public Records Request	3	2	2
% of Public Records Requests in compliance with 10-day initial response requirement	100%	100%	100%
Website Visits - Total	256,177	196,609	235,931
Website Visits - Unique	196,334	151,814	182,177
Total Website Searches	11,537	9,758	11,710

**City of San Marino
City Manager's Office/Administration Department**



City Manager's Office

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.33	-	-	-	-
City Clerk	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	-	-	1.00	1.00	1.00
Administrative Analyst	1.25	1.25	-	-	-
Part-Time					
Intern	0.25	-	0.50	0.50	0.50
Total Full-Time FTE	3.58	3.25	3.00	3.00	3.00
Total Part-Time FTE	0.25	-	0.50	0.50	0.50
Department Total FTE	3.83	3.25	3.50	3.50	3.50

Operating Budget Summary

Expenditures by Type:						
	Personnel	-	-	548,646	474,516	579,276
	Services & Supplies	-	-	147,224	135,659	228,569
	Total by Type	-	-	695,870	610,175	807,845
Expenditures by Fund:						
101	General Fund	-	-	695,870	610,175	807,845
	Total by Fund	-	-	695,870	610,175	807,845

Operating Budget Detail

101-09-4001-0000	Full Time Salaries	-	-	370,770	328,690	418,476
101-09-4002-0000	Part Time Wages	-	-	42,402	20,369	21,902
101-09-4006-0000	Medicare	-	-	5,991	5,022	6,385
101-09-4008-3080	Retirement - ICMA 401(a)	-	-	9,854	9,756	9,854
101-09-4008-6050	Retirement-PARS	-	-	1,590	80	821
101-09-4008-6160	Retirement - PERS	-	-	62,838	62,013	66,638
101-09-4010-0000	Cafeteria Benefit	-	-	43,200	37,272	43,200
101-09-4011-0000	Technology Allowance	-	-	3,600	2,915	3,600
101-09-4012-0000	Auto Allowance	-	-	8,400	8,400	8,400
	Total Personnel	-	-	548,646	474,516	579,276
101-09-4150-0000	Other Contract Services	-	-	53,000	72,149	8,500
101-09-4150-0500	Other Contract Services - IT	-	-	-	-	37,000
101-09-4220-0000	City Manager's Contingency	-	-	30,000	9,900	20,000
101-09-4202-0000	Advertising	-	-	40,000	32,278	40,000
101-09-4204-0000	Books & Periodicals	-	-	100	-	100
101-09-4290-0000	Election	-	-	350	-	103,350
101-09-4376-0000	Materials & Supplies	-	-	4,700	4,136	4,700
101-09-4396-0000	Memberships & Dues	-	-	3,154	6,235	3,154

City Manager's Office

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted
101-09-4398-0000	Mileage	-	-	100	132	100
101-09-4420-0000	Printing	-	-	3,700	1,115	1,100
101-09-4468-0000	Staff Development	-	-	565	545	565
101-09-4480-0000	Travel & Meetings	-	-	11,555	9,169	10,000
Total Services & Supplies		-	-	147,224	135,659	228,569
Total Operating Expenditures		-	-	695,870	610,175	807,845

HUMAN RESOURCES

DEPARTMENT PURPOSE

The Human Resources Office’s mission is to create the best possible workplace.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The Human Resources Office is responsible for the day-to-day administration of a comprehensive personnel system and maintenance of all employee records. The activities of this division include recruitment and selection processes of full-time and part-time employees; administering employee benefits; onboarding including the new employee orientation processes; managing the performance appraisal program; managing the classification and salary plans; and managing labor relations including negotiating employee Memoranda of Understanding (M.O.U.s) with the City’s organized employee associations. The HR Office also manages the City’s risk management program including general liability, employee workers’ compensation, and safety programs.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Engaged a new Employee Benefits Broker resulting in lower costs.
- Updated recruitment templates and brochures providing attractive presentation of City employment opportunities.
- Completed an audit of the workers’ compensation program.
- Conducted more than 25 recruitments for full-time and part-time classifications.

FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

- | | |
|--|---------|
| 1. Update Benefit Open Enrollment processes and forms. | No Cost |
| 2. Create new Onboarding/New Employee Orientation processes for full-time and part-time employees. | No Cost |
| 3. Update the employee performance review process using Envisio. | No Cost |
| 4. Explore risk management/workers’ compensation program opportunities for the agency. | No Cost |

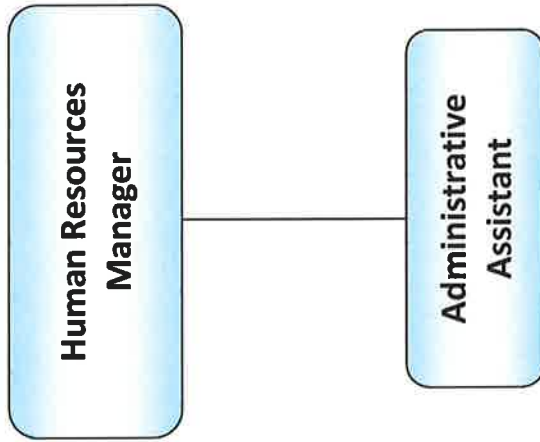
OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of April 2019)	Estimate for the Year
City Employees - FT	94	93	97
City Employees - PT	77	70	75
Full Time Vacancies	N/A	8	5

Number of workers' compensation claims	20	19	23
Cumulative workers' compensation days (off work)	82	88	106
Employee Evaluation Completion Rate	N/A	85%	87%

City of San Marino

Human Resources Department



Human Resources

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
<i>Full-Time</i>					
Human Resources Manager	-	1.00	1.00	1.00	1.00
Administrative Analyst	-	1.00	-	-	-
Administrative Assistant	-	-	1.00	1.00	1.00
Total Full-Time FTE	-	2.00	2.00	2.00	2.00
Total Part-Time FTE	-	-	-	-	-
Department Total FTE	-	2.00	2.00	2.00	2.00

Operating Budget Summary

Expenditures by Type:						
	Personnel	-	-	477,115	464,554	244,713
	Services & Supplies	-	-	892,576	889,767	1,055,371
	Total by Type	-	-	1,369,691	1,354,321	1,300,084
Expenditures by Fund:						
101	General Fund	-	-	628,031	646,755	358,394
595	Workers' Compensation Fund	-	-	144,499	110,853	152,475
596	General Liability Fund	-	-	597,161	596,713	789,215
	Total by Fund	-	-	1,369,691	1,354,321	1,300,084

Operating Budget Detail

101-10-4001-0000	Full Time Salaries	-	-	181,997	123,507	172,805
101-10-4002-0000	Part Time Wages	-	-	-	50,299	-
101-10-4006-0000	Medicare	-	-	2,639	2,639	2,506
101-10-4008-6160	Retirement - PERS	-	-	37,629	27,000	34,827
101-10-4010-0000	Cafeteria Benefit	-	-	28,800	20,400	28,800
595-10-4015-0001	Workers Comp-Current Employee	-	-	-	29,709	5,775
101-10-4016-0000	Retiree Medical Benefits (OPEB)	-	-	226,050	211,000	-
	Total Personnel	-	-	477,115	464,554	244,713
101-10-4106-3415	Contract Legal Services-Labor	-	-	30,000	106,000	30,000
101-10-4150-0000	Other Contract Services	-	-	68,040	67,000	30,805
595-10-4150-0000	Workers' Comp. Contract Services	-	-	23,025	23,025	24,225
101-10-4204-0000	Books & Periodicals	-	-	350	350	350
595-10-4356-0000	Workers' Comp. Insurance Premiums	-	-	121,474	58,119	128,250
596-10-4356-3412	Insurance Premiums JPIA	-	-	597,161	596,713	789,215
101-10-4376-0000	Materials & Supplies	-	-	12,250	12,250	12,250
101-10-4396-0000	Memberships & Dues	-	-	1,431	1,431	1,431
101-10-4398-0000	Mileage	-	-	450	150	450
101-10-4412-0000	Postage	-	-	-	29	-
101-10-4436-0000	Recruitment	-	-	30,000	20,000	30,000

Human Resources

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted
101-10-4468-0000	Staff Development	-	-	5,000	2,500	5,000
101-10-4480-0000	Travel & Meetings	-	-	3,300	2,200	3,300
101-10-4500-9025	Utilities-Telecommunications	-	-	95	-	95
Total Services & Supplies		-	-	892,576	889,767	1,055,371
Total Operating Expenditures		-	-	1,369,691	1,354,321	1,300,084

FINANCE DEPARTMENT

DEPARTMENT PURPOSE

To create and sustain quality information dissemination, high standards of industry compliance, financial predictability, and fiscal sustainability.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The Department is responsible for the preparation and administration of the City's annual audits and operating and capital budgets, long-range financial planning, accounting and analysis, debt management, cash management, collections, accounts receivable, accounts payable, and payroll. The Finance Department keeps and maintains books, accounts and a general accounting system for the City in accordance with applicable City and governmental accounting and auditing requirements, standards, and guidelines. The Finance Department also manages the City's information technology systems.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Presented the City's Fiscal Year 2018 financial statements and auditor observations in public session, offering comparison and contrast to the results of prior year financial statements and auditor observations.
- Hired a full-time contractual IT provider to upgrade the City's cyber security and commence the Citywide IT Improvement program.
- City received the Meritorious Award for the Fiscal Year 2018-19 Operating Budget from the California Society of Municipal Finance Officers.

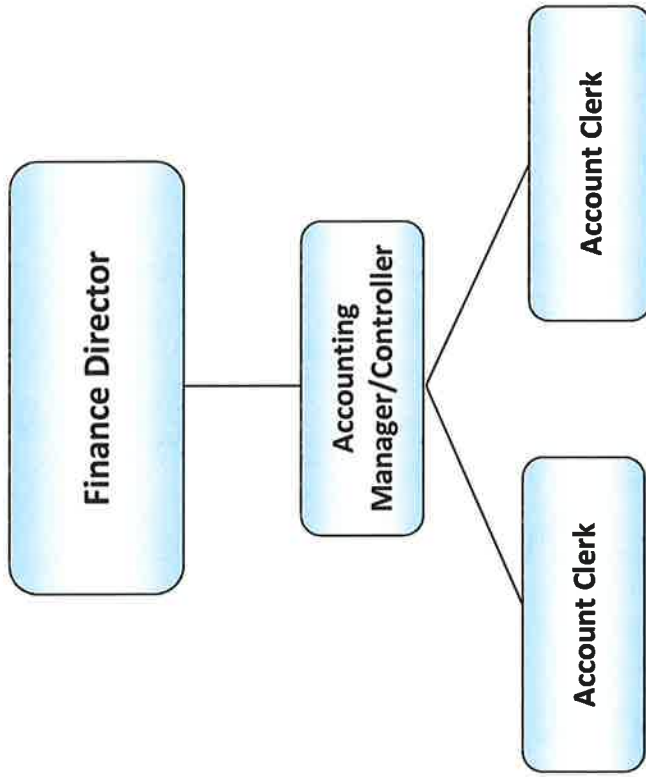
FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

1. Proactively seek out external funding sources to fund services that the City is currently providing to offset current General Fund spending. (Priority Initiative) *No Cost*
2. Implement a system of encumbrance accounting according to industry and best practice standards. *No Cost*
3. Upgrade the City's accounting system to a cloud based version with added features to track City billings easier. *No Cost*
4. With the City Treasurer, revise the City's Investment Policy in accordance with the Government Code and best practice standards. *No Cost*
5. With the City Treasurer, research desirability of contractual third party investment management. *No Cost*
6. Update the City's Procurement Policy in accordance with the Government Code and best practice standards as well as Procurement Standards for Federal Awards. *No Cost*
7. With the City Treasurer, research desirability of changing our banking and investment relationships in order to get services that are desired by the Finance Department and ensure a better return on City monies. *No Cost*

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of March 2019)	Estimate for the Year
Average number of business days to pay bills	20.6	18.6	18.6
Average number of business days until month is closed	21.4	11.4	10.3
% of bank reconciliations completed by 15th of month	17%	89%	92%
Overtime Hours - Police	4,709.11	2,876.67	3,835.56
Overtime Hours - Fire	11,546.00	9,342.00	12,456.00
Overtime Hours - Non Sworn	243.65	245.50	327.33

City of San Marino Finance Department



Finance Department

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
<i>Full-Time</i>					
Administrative Services Director	-	1.00	-	-	-
Finance Director	1.00	-	1.00	1.00	1.00
Accounting Manager/Controller	-	-	1.00	1.00	1.00
Accountant	-	1.00	-	-	-
Account Clerk	1.00	1.00	2.00	2.00	2.00
Total Full-Time FTE	2.00	3.00	4.00	4.00	4.00
Total Part-Time FTE	-	-	-	-	-
Department Total FTE	2.00	3.00	4.00	4.00	4.00

Operating Budget Summary

Expenditures by Type:						
	Personnel	-	-	497,524	434,030	503,494
	Services & Supplies	-	-	373,462	349,844	374,834
	Total by Type	-	-	870,986	783,874	878,328
Expenditures by Fund:						
101	General Fund	-	-	747,986	660,556	754,578
207	Prop A Transit Fund	-	-	123,000	123,318	123,750
	Total by Fund	-	-	870,986	783,874	878,328

Operating Budget Detail

101-11-4001-0000	Full Time Salaries	-	-	373,638	273,279	379,632
101-11-4002-0000	Part Time Wages	-	-	-	36,052	-
101-11-4004-0000	Overtime	-	-	-	907	-
101-11-4006-0000	Medicare	-	-	5,418	4,527	5,505
101-11-4008-6160	Retirement - PERS	-	-	60,867	55,072	60,757
101-11-4010-0000	Cafeteria Benefit	-	-	57,600	64,193	57,600
	Total Personnel	-	-	497,524	434,030	503,494
101-11-4150-0000	Other Contract Services	-	-	98,278	83,579	74,404
101-11-4150-0500	Other Contract Services - IT	-	-	-	-	26,069
101-11-4204-0000	Books & Periodicals	-	-	380	200	380
101-11-4206-0000	Building Repair & Maintenance	-	-	5,200	-	-
207-11-4208-0750	Bus Transportation-Chamber	-	-	3,000	3,318	3,750
207-11-4208-1330	Bus Transportation-Dial a Ride	-	-	10,000	10,000	10,000
207-11-4208-8140	Bus Transportation-SMUSD Youth	-	-	110,000	110,000	110,000
101-11-4316-0000	Equipment Repair & Maintenance	-	-	9,148	9,772	9,159
101-11-4332-0000	Fees to Outside Agencies	-	-	800	790	825
101-11-4376-0000	Materials & Supplies	-	-	3,850	4,238	4,100

Finance Department

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted
101-11-4396-0000	Memberships & Dues	-	-	1,090	985	1,120
101-11-4398-0000	Mileage	-	-	450	159	450
101-11-4412-0000	Postage	-	-	10,000	10,500	11,000
101-11-4420-0000	Printing	-	-	3,150	4,577	3,150
101-11-4468-0000	Staff Development	-	-	1,000	450	1,000
101-11-4480-0000	Travel & Meetings	-	-	4,711	761	3,000
101-11-4500-1980	Utilities-Electricity	-	-	50,000	45,640	51,500
101-11-4500-4950	Utilities-Natural Gas	-	-	1,300	1,583	1,500
101-11-4500-9025	Utilities-Telecommunications	-	-	16,000	18,180	15,817
101-11-4500-9460	Utilities-Water	-	-	1,000	1,008	1,200
101-11-4950-0001	Equipment Cost Allocation	-	-	44,105	44,105	46,410
Total Services & Supplies		-	-	373,462	349,844	374,834
Total Operating Expenditures		-	-	870,986	783,874	878,328

City Attorney

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	-	-	205,000	279,115	247,000
	Total by Type	-	-	205,000	279,115	247,000
Expenditures by Fund:						
101	General Fund	-	-	205,000	279,115	247,000
	Total by Fund	-	-	205,000	279,115	247,000
Operating Budget Detail						
101-06-4106-2755	Contract Legal Services - General	-	-	140,000	201,781	140,000
101-06-4106-2756	Contract Legal Services - Litigation	-	-	65,000	77,334	107,000
	Total Services & Supplies	-	-	205,000	279,115	247,000
	Total Operating Expenditures	-	-	205,000	279,115	247,000

City Manager/HR/Finance/City Attorney (FYs 16-17 and 17-18 History)

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>
				<u>Adopted</u>	
Operating Budget Summary					
Expenditures by Type:					
	Personnel	932,918	1,189,774		
	Services & Supplies	1,654,052	1,968,320		
	Total by Type	2,586,970	3,158,094		
Expenditures by Fund:					
101	General Fund	2,093,377	2,289,904		
207	Prop A Transit Fund	134,758	121,371		
209	Drought Fund	974	278		
595	Workers' Compensation Fund	12,218	155,696		
596	General Liability Fund	345,643	590,845		
	Total by Fund	2,586,970	3,158,094		

Operating Budget Detail

101-07-4001-0000	Full Time Salaries	544,475	717,112		-
101-07-4002-0000	Part Time Wages	10,550	15,174		-
101-07-4004-0000	Overtime	380	238		-
101-07-4006-0000	Medicare	6,926	10,218		-
101-07-4008-3080	Retirement - ICMA 401(a)	8,158	9,413		-
101-07-4008-6050	Retirement-PARS	115	569		-
101-07-4008-6160	Retirement - PERS	96,277	117,859		-
101-07-4010-0000	Cafeteria Benefit	62,884	98,887		-
101-07-4011-0000	Technology Allowance	5,148	17,499		-
101-07-4012-0000	Auto Allowance	6,771	8,411		-
101-07-4015-0000	Workers Comp Benefits	808	-		-
595-07-4015-0000	Workers Comp Current Employee	1,538	8,850		-
101-07-4016-0000	Retiree Medical Benefits (OPEB)	188,888	185,544		-
	Total Personnel	932,918	1,189,774	-	-
101-07-4106-2755	Contract Legal Services-General	215,781	251,067		
101-07-4106-3415	Contract Legal Services-Labor	36,610	85,793		
101-07-4150-0000	Other Contract Services	623,053	429,100		
209-07-4150-0000	Other Contract Services	974	278		
595-07-4150-0000	Workers' Comp. Contract Services	10,680	19,580		
101-07-4202-0000	Advertising	49,412	34,111		
101-07-4204-0000	Books & Periodicals	154	453		
101-07-4206-0000	Building Repair & Maintenance	2,957	5,814		
207-07-4208-0750	Bus Transportation-Chamber	3,118	3,268		
207-07-4208-1330	Bus Transportation-Dial a Ride	7,952	8,103		
207-07-4208-8140	Bus Transportation-SMUSD Youth	123,688	110,000		

City Manager/HR/Finance/City Attorney (FYs 16-17 and 17-18 History)

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted
101-07-4290-0000	Election	-	37,846			
101-07-4309-0000	Admin. Cash Over/Short	79	11			
101-07-4316-0000	Equipment Repair & Maintenance	7,315	11,415			
101-07-4332-0000	Fees to Outside Agencies	772	808			
595-07-4356-0000	Workers' Comp. Insurance Premiums	-	127,267			
596-07-4356-3412	Insurance Premiums JPIA	345,643	590,845			
101-07-4376-0000	Materials & Supplies	23,345	31,444			
101-07-4396-0000	Memberships & Dues	24,513	26,122			
101-07-4398-0000	Mileage	621	282			
101-07-4399-0000	Non-Capitalized Equipment	2,778	1,686			
101-07-4412-0000	Postage	15,620	12,653			
101-07-4420-0000	Printing	5,724	5,264			
101-07-4436-0000	Recruitment	36,002	58,256			
101-07-4468-0000	Staff Development	855	3,814			
101-07-4476-0000	Surety Bonds	1,834	3,600			
101-07-4480-0000	Travel & Meetings	6,977	1,850			
101-07-4500-1980	Utilities-Electricity	42,778	45,250			
101-07-4500-4950	Utilities-Natural Gas	1,635	1,330			
101-07-4500-9025	Utilities-Telecommunications	18,102	15,776			
101-07-4500-9460	Utilities-Water	975	1,131			
101-07-4950-0001	Equipment Cost Allocation	44,105	44,105			
Total Services & Supplies		1,654,052	1,968,320			
Total Operating Expenditures		2,586,970	3,158,094			

NOTE: In Fiscal Years 2016-17 and 2017-18, these four cost center were combined.

El Molino Viejo

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:						
	Services & Supplies	50,113	55,000	55,000	55,000	55,000
	Total by Type	50,113	55,000	55,000	55,000	55,000
Expenditures by Fund:						
101	General Fund	50,113	55,000	55,000	55,000	55,000
	Total by Fund	50,113	55,000	55,000	55,000	55,000

Operating Budget Detail

101-95-4150-0000	Other Contract Services	50,000	55,000	55,000	55,000	55,000
101-95-4206-0000	Building Repair & Maintenance	113	-	-	-	-
	Total Services & Supplies	50,113	55,000	55,000	55,000	55,000
	Total Operating Expenditures	50,113	55,000	55,000	55,000	55,000

Non-Departmental

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	

Operating Budget Summary

Expenditures by Type:

	Personnel	-	-	-	-	200,000
	Services & Supplies	-	222,033	408,000	419,309	482,000
	Debt Service	760,562	787,370	821,224	821,224	846,587
	Total by Type	760,562	1,009,403	1,229,224	1,240,533	1,528,587

Expenditures by Fund:

101	General Fund	-	222,033	408,000	419,309	682,000
401	Debt Service Fund	760,562	787,370	821,224	821,224	846,587
	Total by Fund	760,562	1,009,403	1,229,224	1,240,533	1,528,587

Operating Budget Detail

101-11-4016-0000	Retiree Medical Benefits (OPEB)	-	-	-	-	200,000
	Total Personnel	-	-	-	-	200,000
101-08-4150-0500	Citywide IT Contract Services	-	23,134	200,000	186,195	200,000
101-08-4150-0750	Cell Phone Contract Services	-	-	-	-	37,000
101-08-4150-0775	City Hall Credit Card Fees	-	-	-	19,740	20,000
101-08-4399-0000	Non-Capitalized Equipment	-	755	-	-	-
101-08-4495-0000	Property Tax Administration Fee	-	198,144	208,000	213,374	225,000
	Total Services & Supplies	-	222,033	408,000	419,309	482,000
401-30-4999-0000	Police Debt Service	273,802	-	-	-	-
401-34-4999-0000	Fire Debt Service	486,760	-	-	-	-
401-00-4360-0000	Debt Service Interest Expense	-	207,370	176,224	176,224	141,587
401-00-4402-0000	Debt Service Principal Repayment	-	580,000	645,000	645,000	705,000
	Total Debt Service	760,562	787,370	821,224	821,224	846,587
	Total Operating Expenditures	760,562	1,009,403	1,229,224	1,240,533	1,528,587

PLANNING AND BUILDING DEPARTMENT

DEPARTMENT PURPOSE

The Planning and Building Department's mission is to preserve the comforts of the community, our neighborhoods, and our natural resources.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The Department is primarily responsible for current and long-range planning, environmental review, building inspection, plan checking, code enforcement, urban forestry, "green" programs, and administering the business license program. Current planning activities include:

- Providing zoning information to the public;
- Issue building permits and perform building plan checks per California Building Standards;
- Perform building and zoning inspections;
- Manage and enforce the Tree Preservation Ordinance including conducting field inspections;
- Issue business license permits for contractors and "brick and mortar" establishments;
- Reviewing development plans for compliance with City zoning regulations, and processing plans through the Design Review Committee, Planning Commission and City Council;
- Agenda and meeting management,
- Providing long-range planning guides the future growth and physical development of the City by updating the General Plan and its various elements;
- Providing code enforcement to preserve the City's beautiful appearance;
- Monitoring commercial vacancies and providing zoning information for prospective businesses seeking to relocate in San Marino; and
- Administering and enforcing local and State regulations applicable to construction on private property within the City. Included in this responsibility is the review of construction plans, issuance of permits and field inspection of construction from foundation through final completion of buildings.

Personnel: The Departments personnel count for the Fiscal Year Budget 2018-2019 was 9 FTE. This included 2 part time positions. For Fiscal Year 2019-2020, The Planning and Building Department has 9.5 FTEs. The difference in personnel was a result of the part time Administrative Analyst position, which was approved under the Economic Development Priority Initiative.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Coordinated the adoption of the Tree Preservation Ordinance.
- Launched the Historic Preservation City Wide Survey project.
- Coordinated the adoption of the Home Occupation Ordinance, the prohibition on smoke shops, repeal the Basement Ordinance, and the Construction maintenance Ordinance.
- Coordinated the training of the Design Review Committee and the Planning Commission.
- Amended the continuance policy for design review projects.
- Launched the Peafowl Abatement Program.
- Coordinated an educational campaign regarding mosquitos.
- Coordinate the plan and policy for proactive Code Enforcement.

- Drafted the new livable area definition as it pertains to balconies.
- Drafted the Wireless Telecommunication Ordinance
- Drafted the amendment to the Uninhabitable Residential Properties Ordinance.
- As of March 25, 2019, processed 59 Design Review applications.
- As of March 25, 2019, processed 3 Variances applications, 19 Conditional Use Permit applications and one Zone Change request.

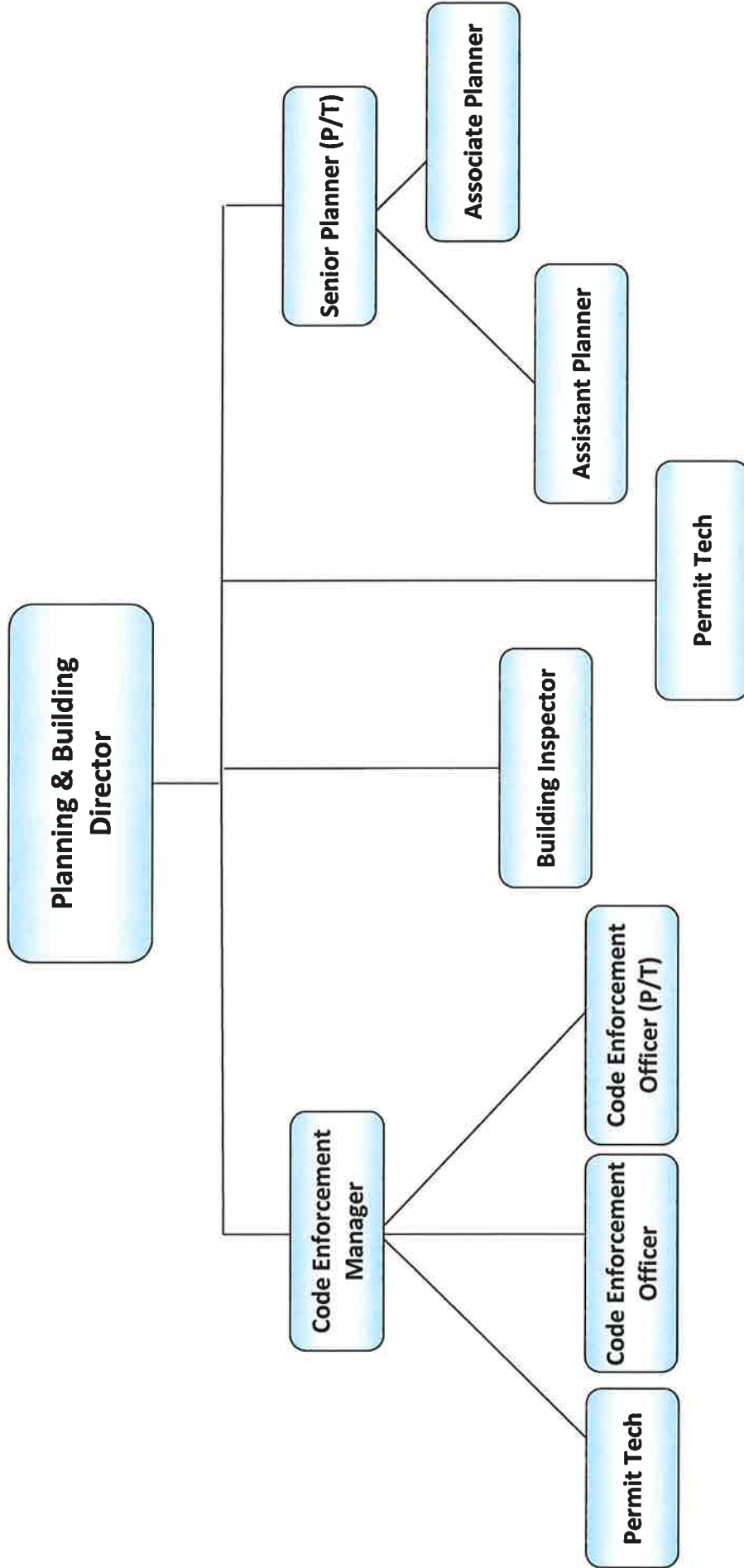
FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

- | | |
|---|----------|
| 1. Develop and launch a City-run Economic Development Program to build the business corridor. (Priority Initiative) | \$76,352 |
| 2. Create a financial incentive program for planting heritage trees in the front yard. (Priority Initiative) | \$25,000 |
| 3. Conclude the Historic City Wide Survey. (2018-19 Priority Initiative) | No Cost |
| 4. Adopt the Wireless Ordinance, the Uninhabitable Residential Ordinance, and the Balcony Ordinance. | No Cost |
| 5. Adopt new provisions related to maximum allowable livable area. | No Cost |
| 6. Adopt the 2019 California Building Codes. | No Cost |

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of April 2019)	Estimate for the Year
Number of inspections	4,621	3,653	4,384
Permits Issued	803	739	887
Permits - applications filed	1,118	854	1,025
Permits - average days submit to issued	20.58	23.3	21
Plan Reviews - Received	599	482	578
Plan Reviews - Approved	707	538	646
Trees removed	121	44	53
Trees planted	137	40	53
Number of new business licenses issued	174	86	103
Number of business license renewals processed	N/A	2,473	2,968
Open vs. Closed Code Cases:			
Open	61	429	472
Close	58	435	503
Code Violations Open Request - Property Maintenance	1	224	100

City of San Marino Planning & Building Department



Planning and Building Department

	2016-17	2017-18	FY 2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Environmental Services Manager	1.00	1.00	-	-	-
Code Enforcement Manager	-	-	1.00	1.00	1.00
Associate Planner	-	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Permit Technician I	1.00	1.00	2.00	2.00	2.00
Code Compliance Coordinator	-	1.00	-	-	-
Code Enforcement Officer	-	-	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	1.00
Part-Time					
Senior Planner	-	-	0.50	0.50	0.50
Associate Planner	0.75	-	-	-	-
Administrative Analyst	-	-	-	-	0.46
Code Compliance Coordinator	0.25	-	-	-	-
Code Enforcement Officer	-	-	0.50	0.50	0.50
Clerk II	0.92	0.92	-	-	-
Total Full-Time FTE	5.00	7.00	8.00	8.00	8.00
Total Part-Time FTE	1.92	0.92	1.00	1.00	1.46
Department Total FTE	6.92	7.92	9.00	9.00	9.46

Operating Budget Summary

Expenditures by Type:						
	Personnel	789,464	836,973	973,613	864,639	1,059,892
	Services & Supplies	363,757	445,461	563,602	410,769	566,540
	Total by Type	1,153,221	1,282,434	1,537,215	1,275,408	1,626,432
Expenditures by Fund:						
101	General Fund	1,148,065	1,282,434	1,537,215	1,275,408	1,626,432
221	Used Oil Grant	5,156	-	-	-	-
	Total by Fund	1,153,221	1,282,434	1,537,215	1,275,408	1,626,432

Operating Budget Detail

101-14-4001-0000	Full Time Salaries	537,768	572,050	661,255	577,295	674,988
101-14-4002-0000	Part Time Wages	60,319	56,710	62,210	51,995	97,901
101-14-4004-0000	Overtime	4,494	3,177	3,400	4,844	3,400
101-14-4006-0000	Medicare	6,929	7,281	10,490	7,076	11,207
101-14-4008-6050	PARS Retirement	2,262	2,125	2,333	1,307	2,187
101-14-4008-6160	PERS Retirement	86,293	93,563	118,625	117,574	149,134
101-14-4010-0000	Cafeteria Benefit	85,867	97,789	115,200	104,448	115,200
101-14-4011-0000	Technology Allowance	5,432	4,179	-	-	-
101-14-4013-0000	Uniform Allowance	100	100	100	100	100
595-14-4015-0001	Workers Comp-Current Employee	-	-	-	-	5,775
	Total Personnel	789,464	836,973	973,613	864,639	1,059,892

Planning and Building Department

		2016-17	2017-18	FY 2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted
101-14-4104-0000	Contract Engineering Services	43,993	-	-	-	-
101-14-4104-6270	Contract Building & Safety Svc	110,529	209,555	130,000	151,329	130,000
101-14-4106-0950	Contract Legal Svcs.-Code Enf.	12,925	55,221	35,000	49,301	35,000
101-14-4106-2755	Contract Legal Svcs.-General	94,609	96,161	60,000	46,431	60,000
101-14-4150-0000	Other Contract Services	55,341	40,465	290,796	107,124	255,451
101-14-4150-0500	Other Contract Services -IT	-	-	-	-	35,678
101-14-4202-0000	Advertising	14,391	12,573	15,000	21,713	15,000
101-14-4204-0000	Reference Materials	1,216	99	1,500	-	1,500
101-14-4316-0000	Equipment Repair & Maintenance	2,935	2,669	2,600	3,500	2,600
101-14-4332-0000	Fees/Permits/Taxes to Outside	225	-	375	-	375
101-14-4376-0000	Materials & Supplies	6,186	6,349	6,000	4,700	6,000
101-14-4396-0000	Memberships & Dues	2,625	2,506	2,969	2,969	2,969
101-14-4398-0000	Mileage	313	467	400	1,131	400
101-14-4399-0000	Non-capitalized Equipment	1,414	2,771	-	-	-
101-14-4412-0000	Postage	609	354	900	1,352	900
101-14-4420-0000	Printing	1,806	3,343	2,000	3,000	2,000
101-14-4468-0000	Staff Development	1,920	2,521	3,920	3,545	3,920
101-14-4480-0000	Travel & Meetings	1,124	1,366	5,485	5,345	5,485
101-14-4500-9025	Utilities-Telecommunications	1,064	912	988	1,663	988
101-14-4508-0000	Vehicle Repair & Maintenance	2,088	2,591	2,450	2,128	2,450
221-14-4104-0000	Contract Engineering Srvcs	2,938	-	-	-	-
221-14-4376-0000	Used Oil Grant - Supplies	2,218	-	-	-	-
101-14-4950-0001	Equipment Cost Allocation	3,288	5,538	3,219	5,538	5,824
Total Services & Supplies		363,757	445,461	563,602	410,769	566,540
Total Operating Expenditures		1,153,221	1,282,434	1,537,215	1,275,408	1,626,432

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for pagination purposes.

POLICE DEPARTMENT

DEPARTMENT PURPOSE

The San Marino Police Department is an ethical policing organization that prevents crime and fosters a feeling of safety in our community.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

As of Fiscal Year 2018/2019 the Department was comprised of 37.4 full and part-time personnel. Of the 37.4 personnel, the Department was comprised of 28 sworn officers and 9.4 civilian staff. Effective Fiscal Year 2019/2020 the San Marino Police Department is authorized 39.92 full and part-time personnel. With the approval of the budget, two additional full time police officers have been added to the organization. The San Marino Police Department is led by a Chief of Police, two bureau Commanders and a civilian Administrative Manager. The officers are assigned to patrol or detective functions along with collateral administrative duties.

Working with the Community and staff, the Department provides a full range of services to the community. The services include;

- Responding to calls for service, traffic collision investigation and enforcement.
- Proactive patrolling of residential and commercial areas of the city.
- Conduct traffic enforcement, education and investigations of traffic collisions.
- Work in partnership with the San Marino Unified School District to ensure the safety of students, staff and facilities.
- Communicate and work with the community through online engagement utilizing Nixle, social media and other methods to provide information.
- Investigation of all crimes resulting in filing appropriate charges with the Office of the District Attorney.
- Providing a strong community oriented approach to the reduction of crime and community partnerships
- Strengthen our Neighborhood Watch program with the community
- Provide a variety of community engagement programs with the community such as, Coffee with a Cop, town hall meetings, Community Police Academy and other programs.
- Ensuring the community has a feeling of safety, and;
- Working with residents business, community groups and other City departments toward the goal of crime reduction along with public safety.
- Working with the community and other city departments provide safety during special events.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Part I crime was reduced by 18.28%, surpassing the 5% goal.
- A volunteer program was developed and initial implementation was begun.
- Injury Traffic Collisions were reduced by 4.87%.

FISCAL YEAR 2019-20 OBJECTIVES

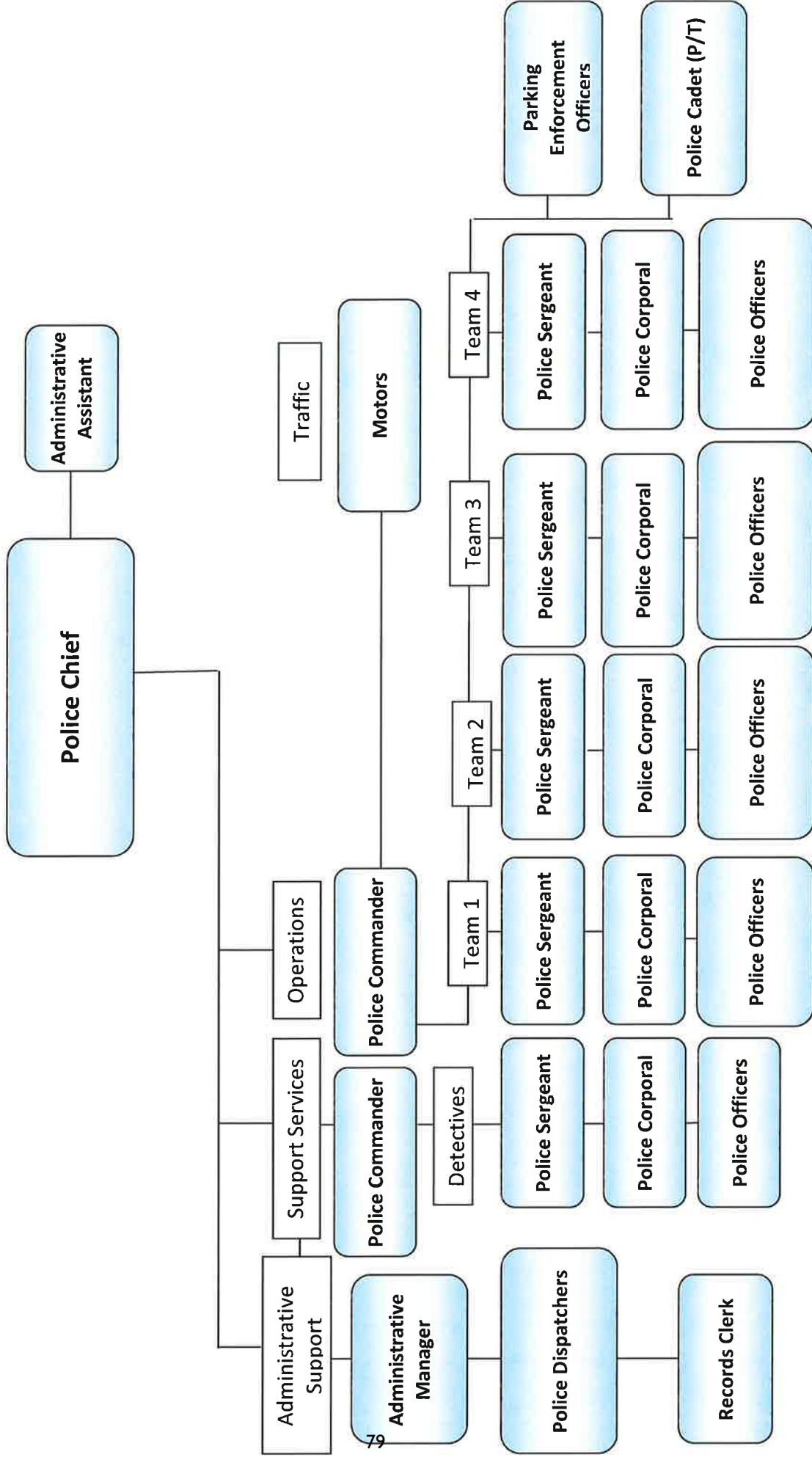
- I. Enhanced staffing resources for Police Department. (Priority Initiative) \$294,310

- | | |
|---|----------|
| 2. Enhance the Neighborhood Watch program through implementation of Block Captain training and Residential Security System seminar. (Priority Initiative) | \$14,200 |
| 3. Decrease Part I Crime by another 5%. | No Cost |
| 4. Reduce Injury Traffic Collisions by 10%. | No Cost |
| 5. Establish and improve the volunteer program. | No Cost |

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of April 2019)	Estimate for the Year
Homicides	0	0	0
Burglaries	88	71	85
Larceny	122	92	110
Auto thefts	2	2	2
Number of calls for service	29,514	26,466	31,759
Average response time - all	3:51	3:28	3:30
Average response time - Priority 1	2:19	2:48	2:25
Total arrests	180	141	169
Total traffic collisions	239	167	200
Total injury traffic collisions	N/A	51	61
Total citations	2,656	2,386	2,863
Open Detective cases	1,762	2,343	2,812
Total number of subscribers to communication channels	1,490	1,835	1,904
Number of community outreach events (coffee with a cop, neighborhood watch meetings, community academies, etc.)	26	20	24

City of San Marino Police Department



Police Department

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00
Police Records Manager	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	-	-	-
Administrative Assistant	-	-	1.00	1.00	1.00
Dispatcher/Clerk	4.00	4.00	4.00	4.00	5.00
Officer	15.00	15.00	15.00	15.00	17.00
Corporal	5.00	5.00	5.00	5.00	4.00
Sergeant	5.00	5.00	5.00	5.00	6.00
Records Clerk	1.00	1.00	1.00	1.00	1.00
Part-Time					
Dispatcher/Clerk	0.48	0.48	0.48	0.48	-
Cadet	0.96	0.96	0.96	0.96	0.96
Parking Enforcement Officers	0.96	0.96	0.96	0.96	0.96
Total Full-Time FTE	35.00	35.00	35.00	35.00	38.00
Total Part-Time FTE	2.40	2.40	2.40	2.40	1.92
Department Total FTE	37.40	37.40	37.40	37.40	39.92

Operating Budget Summary

Expenditures by Type:						
	Personnel	5,159,579	5,130,337	5,351,282	5,305,110	6,040,817
	Services & Supplies	803,229	916,075	848,271	833,472	873,591
	Total by Type	5,962,807	6,046,412	6,199,553	6,138,582	6,914,408
Expenditures by Fund:						
103	Public Safety Fund	5,577,788	5,858,178	5,991,078	5,969,992	6,686,985
104	4th of July Fund	15,445	12,737	8,475	4,440	8,475
217	Asset Forfeiture Fund	266	3,473	-	-	-
233	COPS Fund	89,398	91,898	100,000	91,898	91,898
241	Safe Routes to School Grant Fund	19,990	-	-	-	-
281	Donations Fund	2,061	2,473	-	-	-
595	Workers' Compensation Fund	257,859	77,654	100,000	72,251	127,050
	Total by Fund	5,962,807	6,046,412	6,199,553	6,138,582	6,914,408

Operating Budget Detail

103-30-4001-0000	Full Time Salaries	2,976,892	3,177,827	3,172,880	3,094,880	3,589,632
103-30-4002-0000	Part Time Wages	76,328	48,434	88,154	69,781	67,711
103-30-4004-0000	Overtime	455,845	316,740	314,547	438,620	314,547
103-30-4004-0002	Overtime - Support	-	937	-	-	-
103-30-4006-0000	Medicare	49,244	49,085	47,285	49,251	53,031
103-30-4008-6050	PARS Retirement	1,973	1,816	3,306	2,591	2,539
103-30-4008-6160	Retirement - PERS	883,590	939,306	1,093,835	1,083,731	1,326,232
103-30-4010-0000	Cafeteria Benefit	430,838	471,490	504,000	466,102	532,800
103-30-4011-0000	Technology Allowance	11,463	9,329	-	-	-
103-30-4013-0000	Uniform Allowance	16,642	18,800	18,800	21,550	18,800
103-30-4014-0000	Unemployment Payments	10,350	1,350	-	2,508	-
103-30-4015-0000	Workers' Compensation Salaries	(8,449)	1,774	-	850	-
103-30-4401-0000	Outside Services	7,446	3,057	-	(1,446)	-
104-30-4002-0000	Part Time Wages	-	179	-	179	-
104-30-4004-0000	Police Overtime	13,980	11,728	8,000	3,882	8,000
104-30-4006-0000	Medicare	82	94	50	54	50

Police Department

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Adopted</u>
104-30-4008-6050	PARS Retirement		7	-	7	
104-30-4008-6160	Retirement-PERS	701	548	350	209	350
104-30-4010-0000	Cafeteria Benefits	682	181	75	109	75
241-30-4004-0000	Overtime	19,850	-	-	-	-
595-30-4015-0001	Workers' Comp Current Employee	52,075	23,778	40,000	25,863	47,990
595-30-4015-0002	Workers' Comp Past Employees	160,047	53,876	60,000	46,388	79,060
	Total Personnel	5,159,579	5,130,337	5,351,282	5,305,110	6,040,817
103-30-4150-0000	Other Contract Services	361,171	350,391	311,025	303,525	315,632
103-30-4150-0500	Other Contract Services - IT	-	-	-	-	9,800
233-30-4150-9470	Other Contract Services-West Covina	89,398	91,898	100,000	91,898	-
233-30-4150-0500	Other Contract Services-West Covina - IT	-	-	-	-	91,898
103-30-4204-0000	Books & Periodicals	744	368	800	800	800
103-30-4206-0000	Building Repair & Maintenance	19,825	17,610	-	87	-
103-30-4316-0000	Equipment Repair & Maintenance	5,625	5,724	49,835	49,835	50,267
103-30-4376-0000	Materials & Supplies	12,902	15,384	14,000	14,000	13,600
103-30-4376-0200	Community Relations - M & S	15	4,810	7,000	7,000	21,200
241-30-4376-0000	Safe Routes to School - M & S	140	-	-	-	-
281-30-4376-0000	Donation Fund - M & S	2,061	2,473	-	-	-
103-30-4376-0175	Ammo & Weapons	13,037	12,572	14,000	14,000	4,000
103-30-4396-0000	Memberships & Dues	3,721	5,177	6,231	6,231	6,290
103-30-4398-0000	Mileage	-	37	-	-	-
103-30-4399-0000	Non-capitalized Equipment	12,587	31,907	10,500	4,500	10,500
217-30-4399-0000	Non-Capitalized Equipment	-	1,658	-	-	-
103-30-4412-0000	Postage	665	350	1,200	1,200	1,600
103-30-4415-0000	POST Training	11,464	35,085	30,000	23,000	30,000
103-30-4420-0000	Printing	4,131	4,629	4,000	4,000	4,000
103-30-4436-0000	Recruitment	20,517	22,296	15,000	20,000	15,000
103-30-4468-0000	Staff Development	7,867	7,764	10,000	7,700	10,000
103-30-4480-0000	Travel & Meetings	2,764	8,750	13,869	4,700	8,000
103-30-4492-0000	Uniforms	795	5,079	-	1,634	-
103-30-4492-0003	Uniforms-PERSable	2,710	3,181	19,000	19,000	19,000
103-30-4492-0004	Uniforms Safety	15,927	13,550	4,000	(1,037)	4,000

Police Department

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Adopted</u>
103-30-4500-4950	Utilities-Natural Gas	818	357	400	400	500
103-30-4500-9025	Utilities-Telecommunications	14,813	16,189	18,500	18,500	18,100
103-30-4508-0000	Vehicle Repair & Maintenance	38,358	99,521	85,000	85,000	85,000
217-30-4613-0000	Equipment	266	1,815	-	-	-
595-30-4356-0000	Workers' Comp Premium	45,737	-	-	-	-
103-30-4950-0001	Equipment Cost Allocation	115,170	157,499	133,911	157,499	154,404
Total Services & Supplies		803,229	916,075	848,271	833,472	873,591
Total Operating Expenditures		5,962,807	6,046,412	6,199,553	6,138,582	6,914,408

DEPARTMENT PURPOSE

The mission of the San Marino Fire Department is to save lives and property, and ensure the safety of our community.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The Fire Department's primary purpose is to provide lifesaving emergency response for fire suppression and emergency medical services for residents of the City. Equally important, however, are its responsibilities in the areas of fire prevention, life safety inspections, community education and emergency preparedness.

The delivery of life saving paramedic services is an integral part of the Fire Department mission. All of the San Marino firefighters are licensed Paramedics trained to the highest level provided within the County of Los Angeles. Only about ten percent of the cities in Los Angeles County employ paramedics with the extensive training and experience required to provide advanced life support using standing field treatment protocols.

Other services include:

- Annual inspections of commercial property and school occupancy;
- Review of commercial and large residential building plans for adequacy of fire detection and suppression systems;
- Multi-agency exercises related to high-risk or high-value areas of the City, such as the High Fire Hazard Severity Zone and the Huntington Library, Art Collections and Botanical Gardens;
- Participation in public education in schools, neighborhoods, community groups and service clubs to stress fire safety, first aid, cardiopulmonary resuscitation and emergency preparedness; and
- In conjunction with the South Pasadena Fire Department, share fire command Chief Officers for the two fire departments. By sharing resources, the fire departments can provide an enhanced service at a lower cost.
- In conjunction with MySafe California, a non-profit safety organization, the San Marino Fire Department conducts a Junior Fire Program for Huntington Middle School, and cardio pulmonary resuscitation (CPR) training for San Marino High School students.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Developed a monthly City Council Performance Management Measures Program.
- Prepared a Fire Department Annual Report for 2017.
- Placed two advanced Zoll Heart Monitor/Defibrillators into service on Rescue Ambulance 91 and Engine 91.
- Implemented "Operation Fire Safe," a home safety inspection survey to help residents identify fire and life safety hazards in their homes.
- Placed into service and conducted a community dedication for the new, outfitted Pierce Fire Engine into service as Paramedic Engine 91.
- Completed the first ever Hazardous Vegetation Inspection Program in the City's High Fire Hazard Severity Zone.

- Conducted multiple community Emergency Response Team (CERT) courses for over 200 residents, for staff at the Huntington Library, and a large class for the San Marino Community Church.

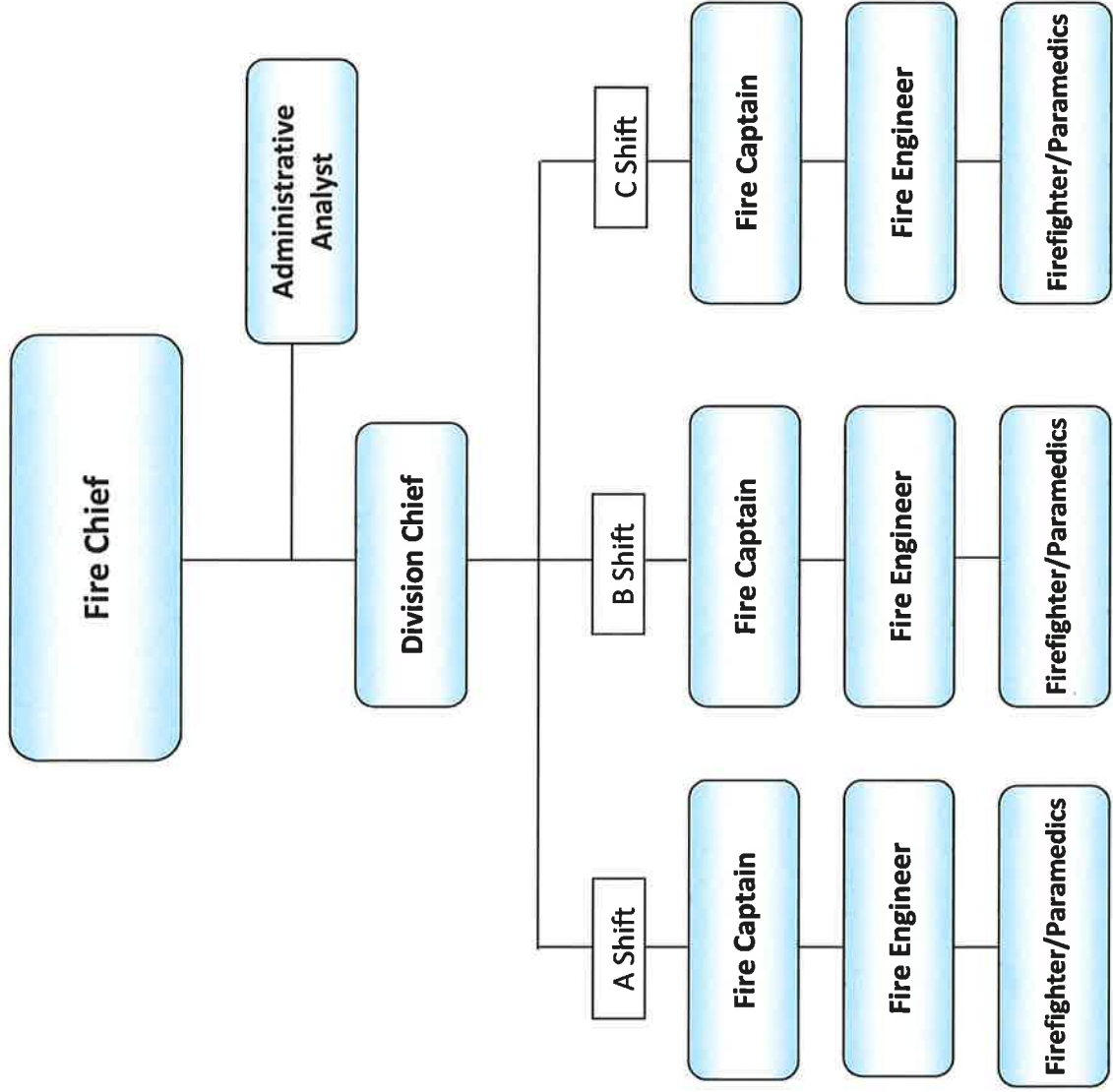
FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

- | | |
|--|----------------|
| 1. Conduct a Fire Department Annual Inspection and Audit of the Department’s personnel, apparatus, equipment, quarters and records. | <i>No Cost</i> |
| 2. Continue to provide accurate measurements of Fire Department performance. | <i>No Cost</i> |
| 3. Conduct a review of the City of San Marino’s Very High Fire Severity Zone to determine if the designated area in Chapter 14, Article 13 of the San Marino City Code remains suitable. | <i>No Cost</i> |
| 4. Implement technology changes to remain compatible with Verdugo Fire Dispatch Center. | <i>No Cost</i> |
| 5. Implement a new “Water Watch” Program in the City to help prevent juvenile drownings in our City. | <i>No Cost</i> |
| 6. Conduct a review of the current Community Emergency Response Training (CERT) and develop a “Citizen Fire Academy” for residents’ participation. | <i>No Cost</i> |
| 7. Implement Lexipol, Standardized Fire Department Policies and Best Practices, within existing funding. | <i>No Cost</i> |

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of April 2019)	Estimate for the Year
# of total responses	2,060	1,464	1,757
Responses in City	958	772	926
Responses out of City	1,102	692	830
# of San Marino events with other agency support	307	189	227
Average response time	0:04:07	0:04:08	0:04:06
Average turnout time	0:01:22	0:01:24	0:01:24
Total cardiac arrest Incidents	15	9	11
Cardiac arrest return of spontaneous circulation	4	3	4

City of San Marino Fire Department



Fire Department

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
San Marino Fire Chief	0.30	1.00	1.00	1.00	1.00
San Marino Fire Deputy Chief	0.30	-	-	-	-
San Gabriel Deputy Chief	0.30	-	-	-	-
South Pasadena Deputy Chief	0.30	-	-	-	-
San Marino Fire Division Chief	0.30	1.50	1.00	1.00	1.00
San Gabriel Division Chief	0.60	-	-	-	-
South Pasadena Division Chief	-	1.50	-	-	-
Fire Captains	2.50	3.00	3.00	3.00	3.00
Firefighter/Paramedic	11.50	12.00	12.00	12.00	12.00
Engineer	3.00	3.00	3.00	3.00	3.00
Administrative Analyst	-	-	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	-	-	-
Total Full-Time FTE	20.10	23.00	21.00	21.00	21.00
Total Part-Time FTE	-	-	-	-	-
Department Total FTE	20.10	23.00	21.00	21.00	21.00

Operating Budget Summary

Expenditures by Type:						
	Personnel	5,097,285	4,633,711	4,478,765	5,015,283	4,803,509
	Services & Supplies	668,192	680,375	691,567	693,047	713,700
	Total by Type	5,765,477	5,314,086	5,170,332	5,708,331	5,517,209
Expenditures by Fund:						
103	Public Safety Fund	5,514,792	5,140,307	5,004,577	5,408,890	5,302,434
104	4th of July Fund	3,486	2,782	3,090	1,010	3,025
281	Donations Fund	2,408	31	17,665	18,567	-
595	Workers' Compensation Fund	244,791	170,965	145,000	279,864	211,750
	Total by Fund	5,765,477	5,314,086	5,170,332	5,708,331	5,517,209

Operating Budget Detail

103-34-4001-0000	Full Time Salaries	2,322,380	2,460,027	2,313,165	2,355,450	2,376,531
103-34-4003-0000	Shared Fire Command	301,059	-	-	-	-
103-34-4004-0000	Overtime	785,286	499,872	469,000	647,467	469,000
103-34-4004-0003	Overtime-Strike Teams	144,029	83,798	127,500	84,761	127,500
103-34-4004-0033	Overtime-Shared Command	-	57,605	39,000	28,355	39,000
103-34-4006-0000	Medicare	44,815	42,443	33,540	41,727	34,460
103-34-4008-6160	Retirement - PERS	866,739	907,926	1,045,170	1,132,586	1,238,943
103-34-4010-0000	Cafeteria Benefit	291,976	302,844	302,400	297,030	302,400
103-34-4011-0000	Technology Allowance	12,650	10,936	-	7,215	-
103-34-4013-0000	Uniform Allowance	1,000	800	900	1,057	900
103-34-4015-0000	Worker's Comp. 4850 Pay	154,422	93,714	-	138,761	-
104-34-4004-0000	Fire Overtime (4th of July)	3,322	2,682	3,000	997	3,000
104-34-4006-0000	Medicare	44	36	25	13	25
104-34-4010-0000	Cafeteria Benefits	120	65	65	-	-
595-34-4015-0001	Workers' Comp Current Employees	107,008	150,066	110,000	219,745	174,994
595-34-4015-0002	Workers' Comp Past Employees	62,435	20,899	35,000	60,120	36,756
	Total Personnel	5,097,285	4,633,711	4,478,765	5,015,283	4,803,509

Fire Department

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted
103-34-4110-0000	Shared Command	-	63,266	95,000	115,456	115,000
103-34-4150-0000	Other Contract Services	172,754	174,191	167,900	164,979	151,900
103-34-4150-0500	Other Contract Services - IT	-	-	-	-	16,000
103-34-4204-0000	Books & Periodicals	495	584	400	406	400
103-34-4206-0000	Building Repair & Maintenance	25,037	22,923	18,750	17,114	18,750
103-34-4308-0000	Equipment Rental	374	-	400	-	400
103-34-4316-0000	Equipment Repair & Maintenance	6,770	14,120	15,000	14,411	15,000
595-34-4356-0000	Workers' Comp Premium	75,348	-	-	-	-
103-34-4376-0000	Materials & Supplies	38,579	40,411	39,000	38,645	41,780
281-34-4376-0000	Materials & Supplies	2,408	31	-	-	-
103-34-4396-0000	Memberships & Dues	3,327	2,821	2,975	3,838	2,975
103-34-4398-0000	Mileage	-	-	100	-	100
103-34-4399-0000	Non-capitalized Equipment	19,080	10,548	29,300	27,564	12,300
281-34-4399-0000	Non-capitalized Equipment	-	-	17,665	18,567	-
103-34-4401-0000	Outside Services	10,607	5,180	3,000	3,710	3,000
103-34-4420-0000	Printing	376	1,130	450	506	450
103-34-4436-0000	Recruitment	8,461	18,936	8,600	5,026	16,600
103-34-4452-0000	Small Tools	447	525	500	445	500
103-34-4460-0003	Special Exp. - Strike Team FEMP	11,317	3,306	12,000	3,173	12,000
103-34-4468-0000	Staff Development	9,271	7,690	10,130	6,860	14,130
103-34-4480-0000	Travel & Meetings	3,176	3,073	5,600	4,950	5,600
103-34-4492-0000	Uniforms	130	440	-	-	-
103-34-4492-0003	Uniforms-PERSable	7,486	9,143	7,400	7,399	7,400
103-34-4492-0004	Uniforms-Safety	16,771	20,935	23,000	17,877	23,000
103-34-4500-4950	Utilities-Natural Gas	2,211	1,877	1,800	1,949	1,900
103-34-4500-9025	Utilities-Telecommunications	7,665	9,358	8,300	15,967	15,700
103-34-4508-0000	Vehicle Repair & Maintenance	79,968	102,620	55,700	56,939	63,800
103-34-4950-0001	Equipment Cost Allocation	166,134	167,267	168,597	167,267	175,015

Fire Department

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Adopted</u>
Total Services & Supplies	<u>668,192</u>	<u>680,375</u>	<u>691,567</u>	<u>693,047</u>	<u>713,700</u>
Total Operating Expenditures	<u>5,765,297</u>	<u>5,314,086</u>	<u>5,170,332</u>	<u>5,708,331</u>	<u>5,517,209</u>

EMERGENCY MANAGEMENT

DEPARTMENT PURPOSE

The Emergency Management Program develops and maintains the City's emergency management program and disaster plans to respond to and coordinate the resources necessary to cope with local emergencies affecting San Marino. Emergency preparedness is a key component of the community's readiness for a major emergency.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The Department is responsible for training and educating the City Council members, City staff, businesses and residents to be self-sufficient in the event of a major disaster. Training programs include:

- City Council members and key staff participate in at least one county-wide disaster exercise each year to test the City's and County's ability to manage and respond to a large-scale event. The City's Emergency Operations Center (EOC) also participates in periodic communications exercises intended to test the capabilities of the County's emergency management information systems.
- Community Emergency Response Team (CERT) program. CERT members receive special training in disaster first aid, urban search and rescue, and the incident command system.
- Maintains the City's Emergency Operations Plan, and the Local Hazard Mitigation Plan.

The City of San Marino uses its San Marino Community Alert Message System (SMCAMS) to notify residents and business about urgent information related to the safety of our community. By visiting the City web page at www.cityofsanmarino.org and clicking on "Sign up for the Cities Emergency Alerting Service," you can have vital information sent to your telephones and to your email account. The City also has the ability to send Wireless Emergency Alerts (WEA) in the event of an emergency to resident's cell phones.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Developed the City's Emergency Operations Plan and obtained approval from the State of California following submittal.
- Developed the City's Local Hazard Mitigation Plan, and obtained approval from the State of California and the Federal Emergency Management Agency (FEMA) following submittal.
- Successfully obtained approval from the FEMA for approval to send Wireless Emergency Alerts (WEA) to residents of the City of San Marino in the event of an emergency
- Conducted a City-wide emergency exercise for City Council, the City Manager, and the Department Heads, simulating a large earthquake impacting the City of San Marino while using the recently approved Emergency Operations Plan.

FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

- | | |
|--|---------|
| 1. Complete plan and upgrade the Emergency Operations Center and conduct staff training. | No Cost |
| 2. Conduct a City-wide emergency operations exercise with City staff, Department Heads, and the School District. | No Cost |

3. Continue to develop and update the City's Emergency Operations Plan to include: Alerts and Warnings Plan; Heat and Hot Weather Plan; Storm Preparation Plan and Checklist; and Emergency Displaced Care and Housing for Disasters Plan.

No Cost

Emergency Management

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	42,294	71,637	61,582	40,544	50,065
	Total by Type	42,294	71,637	61,582	40,544	50,065
Expenditures by Fund:						
101	General Fund	42,294	71,637	61,582	40,544	50,065
	Total by Fund	42,294	71,637	61,582	40,544	50,065
Operating Budget Detail						
101-36-4150-0000	Other Contract Services	13,080	18,921	13,000	12,788	7,500
101-36-4150-0500	Other Contract Services - IT	-	-	-	-	5,500
101-36-4316-0000	Equipment Repair & Maintenance	6,946	12,973	10,900	7,053	10,900
101-36-4376-0000	Materials & Supplies	7,178	6,919	13,000	7,332	13,000
101-36-4396-0000	Memberships & Dues	-	-	300	300	300
101-36-4399-0000	Non-capitalized Equipment	4,724	19,432	7,500	4,000	7,500
101-36-4468-0000	Staff Development	495	1,083	3,700	2,304	3,700
101-36-4500-9025	Utilities-Telecommunications	8,463	8,094	9,500	2,552	2,950
101-36-4950-0001	Equipment Cost Allocation	1,408	4,215	3,682	4,215	4,215
	Total Services & Supplies	42,294	71,637	61,582	40,544	50,065
	Total Operating Expenditures	42,294	71,637	61,582	40,544	50,065

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PARKS AND PUBLIC WORKS DEPARTMENT

DEPARTMENT PURPOSE

The mission of the City of San Marino Parks and Public Works Department is to create and sustain our precious community assets.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The Parks and Public Works Department is responsible for the design, construction, maintenance and operation of the city's public infrastructure, and performs this mission through a combination of physical assets, best management practices and policies, and skilled personnel. Infrastructure assets include:

- 121 lane-miles of public street and alley rights-of-way (curbs, gutters, sidewalks, signs, traffic signals and street lighting)
- 60 acres of landscaping including Lacy Park and median plantings
- 65,000 square feet of civic facilities including city hall, police station, fire station, Public Works corporation yard, San Marino Center, Stoneman, Crowell Public Library, municipal parking lots, and historic buildings such as the Old Mill and the Thurnher House
- 51 miles of wastewater collection system including sewer mains, manholes and lift stations
- 6 miles of stormwater drainage system including lined and unlined washes, culverts, manholes and drainage inlets

The Department is composed of seven divisions: Administration (including city engineering), Right-of-Way (formerly called Streets), Fleet (formerly called Garage), Sewer (wastewater and stormwater), Parks, Grounds, and Building Maintenance (all civic facilities).

Personnel

FY17/18	20 Total	= 18 Full-time	+ 2 Part-time equivalent
FY18/19	20 Total	= 18 Full-time	+ 2 Part-time equivalent
FY19/20 (Proposed)	16.5 Total	= 16 Full-time	+ 0.5 Part-time equivalent

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- Initiated construction of the FY19 street rehabilitation project. (FY18/19 Priority Initiative)
- Evaluated Parks and Public Works operations with input from the Public Safety Commission. (FY18/19 Priority Initiative)
- Completed 1.5-miles of sidewalk replacement. (FY18/19 Priority Initiative)
- Implemented the first year of the Capital Equipment and Improvement Plan.
- Completed condition assessments of the wastewater collection system, and focused-assessments of Stoneman and San Marino Center.
- Initiated condition assessment of the stormwater system.
- Completed construction of the replacement Lacy Park restroom.

FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

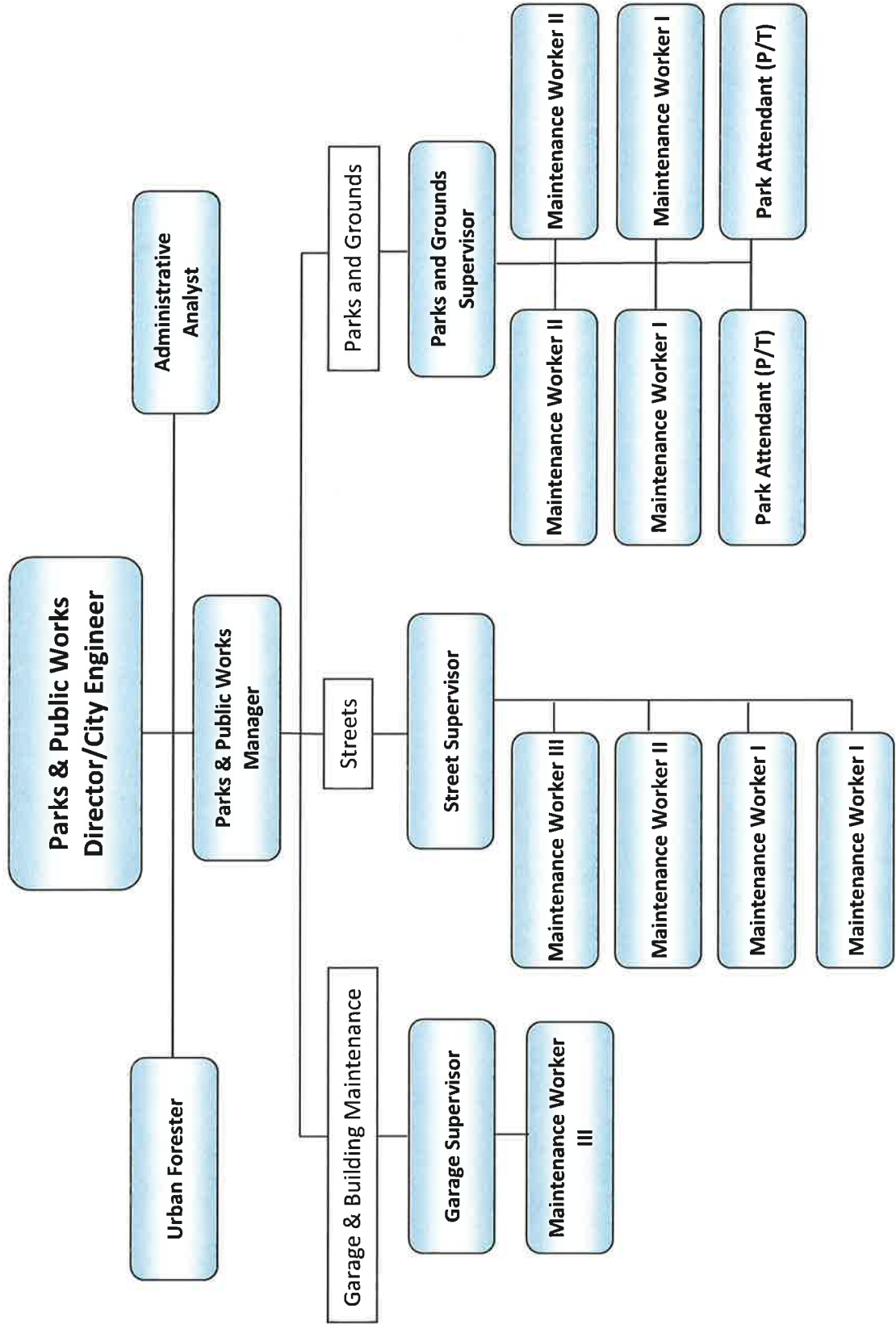
- 1. Procurement of electronic work order system and maintain work order system. (Priority Initiative) *CIP*
- 2. Develop a Master Plan for Lacy Park which includes buildings and plantings. (Priority Initiative) *CIP*
- 3. Design a replacement arbor as close as feasible to the original arbor with longer lasting and more durable materials. (Priority Initiative) *CIP*
- 4. Launch and award a multi-year sidewalk replacement contract. (Priority Initiative) *CIP*
- 5. Develop urban forestry program with inventories, condition assessments, removal and replacement plans, evaluation matrices, and funding levels to maintain tree population. (Priority Initiative) *\$32,871*
- 6. Launch and implement volunteer opportunities – Sidewalk Inspections, Rose Pruning, Tree Vacancies, and Lacy Park Landscape Committee. *No Cost*

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of April 2019)	Estimate for the Year
Linear feet of sewer lines cleaned	114,500	79,230	95,076
Square footage of sidewalk replaced	13,000	14,090	16,908
Potholes replaced	405	500	600
Cost for Parks and Grounds upkeep	N/A	\$23,115.44	\$27,738.53
Public trees planted	36	122	146
Public trees removed	25	40	48
Number of fleet vehicles	65	65	65
Number of vehicles serviced	175	322	386
% of fleet out of service per month	20%	18%	20%
Percent of adopted capital improvement projects completed	38%	8%	25%
Number of unplanned events/issues	N/A	26	31

City of San Marino Parks & Public Works Department

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Parks and Public Works Department - Summary

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	0.75	1.00	1.00	1.00	1.00
Public Works Division Manager	1.00	1.00	1.00	1.00	1.00
Public Works Supervisor	-	-	-	-	3.00
Foreman	3.00	3.00	3.00	3.00	-
Urban Forester	-	-	-	-	1.00
Maintenance Worker III	3.00	4.00	4.00	4.00	2.00
Maintenance Worker II	5.00	4.00	4.00	3.00	3.00
Maintenance Worker I	4.00	4.00	4.00	5.00	4.00
Part-Time					
Maintenance Assistant	0.94	1.52	1.52	1.52	-
Park Attendants	0.50	0.50	0.50	0.50	0.50
Total Full-Time FTE	17.75	18.00	18.00	18.00	16.00
Total Part-Time FTE	1.44	2.02	2.02	2.02	0.50
Department Total FTE	19.19	20.02	20.02	20.02	16.50

Operating Budget Summary

Expenditures by Type:					
Personnel	1,700,838	1,782,605	1,869,245	1,726,091	1,743,457
Services & Supplies	1,410,670	1,409,164	1,660,260	1,532,135	1,644,696
Total by Type	3,111,508	3,191,769	3,529,505	3,258,226	3,388,153

Expenditures by Fund:						
101	General Fund	3,085,112	3,169,201	3,503,041	3,247,422	3,350,589
104	4th of July Fund	9,998	4,827	4,464	413	4,464
215	Prop. C Transit Fund	-	6,000	10,000	9,585	10,000
281	Donations Fund	870	587	-	-	-
595	Workers' Compensation Fund	15,528	11,154	12,000	806	23,100
	Total by Fund	3,111,508	3,191,769	3,529,505	3,258,226	3,388,153

Expenditures by Division:					
Administration Division	442,992	477,437	445,126	403,825	455,417
Garage Division	210,615	260,788	236,026	178,899	254,267
Sewer Division	309,381	287,201	348,500	322,993	348,500
Streets Division	984,013	928,167	1,014,842	892,381	927,729
Parks Division	481,325	525,706	520,358	498,473	526,791
Grounds Division	683,182	712,471	787,353	794,676	698,149
Building Maintenance Division	-	-	177,300	166,979	177,300
Total By Division	3,111,508	3,191,769	3,529,505	3,258,226	3,388,153

Parks and Public Works Administration

	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Actual</u>	<u>2018-19</u>		<u>2019-20</u> <u>Adopted</u>
			<u>Budget</u>	<u>Estimated</u>	

Operating Budget Summary

Expenditures by Type:

	Personnel	279,470	279,883	303,208	282,307	313,499
	Services & Supplies	163,522	197,554	141,918	121,518	141,918
	Total by Type	442,992	477,437	445,126	403,825	455,417

Expenditures by Fund:

	101	General Fund	417,466	461,455	428,662	402,606	427,853
	104	4th of July Fund	9,998	4,827	4,464	413	4,464
	595	Workers' Compensation Fund	15,528	11,154	12,000	806	23,100
		Total by Fund	442,992	477,437	445,126	403,825	455,417

Operating Budget Detail

101-40-4001-0000	Full Time Salaries	211,069	219,391	235,792	227,117	235,789
101-40-4004-0000	Overtime	141	(2,171)	-	1,399	-
101-40-4006-0000	Medicare	3,056	3,040	3,419	3,266	3,419
101-40-4008-6160	Retirement - PERS	16,224	15,958	18,733	15,861	17,927
101-40-4010-0000	Cafeteria Benefit	22,300	26,501	28,800	31,675	28,800
101-40-4011-0000	Technology Allowance	2,265	1,607	-	-	-
101-40-4014-0000	Unemployment Insurance	-	(425)	-	1,770	-
104-40-4004-0000	Public Works Overtime	9,593	4,772	4,400	396	4,400
104-40-4006-0000	Medicare	31	15	64	6	64
104-40-4010-0000	Cafeteria Benefits	374	41	-	11	-
595-40-4015-0001	Workers' Comp Current Employee	-	-	-	806	-
595-40-4015-0002	Workers' Comp Past Employees	14,417	11,154	12,000	-	23,100
	Total Personnel	279,470	279,883	303,208	282,307	313,499
101-40-4104-0000	Contract Engineering Services	104,509	56,075	88,000	88,000	88,000
101-40-4150-0000	Other Contract Services	20,298	56,560	26,300	8,134	8,800
101-40-4150-0500	Other Contract Services - IT	-	-	-	-	17,500
101-40-4206-0000	Building Repair & Maintenance	13,290	31,780	-	304	-
101-40-4260-0000	Damage to City Property Repair	2,839	25,606	10,000	9,852	10,000
101-40-4316-0000	Equipment Repair & Maintenance	563	-	500	622	500
595-40-4356-0000	Workers' Comp Premiums	1,111	-	-	-	-
101-40-4376-0000	Materials & Supplies	2,793	6,021	2,000	2,517	2,000
101-40-4396-0000	Memberships & Dues	360	5,944	1,965	553	1,965
101-40-4398-0000	Mileage	263	41	200	85	200
101-40-4399-0000	Non-Capital Equipment	4,846	938	-	1,260	-
101-40-4468-0000	Staff Development	3,453	4,337	1,555	1,146	1,555

Parks and Public Works Administration

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted
101-40-4480-0000	Travel & Meetings	1,062	711	2,243	200	2,243
101-40-4492-0003	Uniforms-PERSable	2,665	3,391	3,260	3,280	3,260
101-40-4492-0004	Uniforms-Safety	4,082	5,659	4,875	4,002	4,875
101-40-4500-9025	Utilities-Telecommunications	456	456	520	823	520
101-40-4508-0000	Vehicle Repair	932	35	500	740	500
Total Services & Supplies		<u>163,522</u>	<u>197,554</u>	<u>141,918</u>	<u>121,518</u>	<u>141,918</u>
Total Operating Expenditures		<u>442,992</u>	<u>477,437</u>	<u>445,126</u>	<u>403,825</u>	<u>455,417</u>

Garage

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Adopted</u>

Operating Budget Summary

Expenditures by Type:						
	Personnel	187,966	201,106	213,014	151,221	222,838
	Services & Supplies	22,649	59,681	23,012	27,678	31,429
	Total by Type	210,615	260,788	236,026	178,899	254,267
Expenditures by Fund:						
101	General Fund	210,615	260,788	236,026	178,899	254,267
	Total by Fund	210,615	260,788	236,026	178,899	254,267

Operating Budget Detail

101-42-4001-0000	Full Time Salaries	137,977	142,208	143,845	94,598	145,896
101-42-4004-0000	Overtime	1,554	1,195	1,500	5,716	1,500
101-42-4006-0000	Medicare	1,008	1,065	2,086	1,197	2,115
101-42-4008-6160	Retirement - PERS	24,260	30,034	36,583	31,726	44,327
101-42-4010-0000	Cafeteria Benefit	22,967	26,406	28,800	17,783	28,800
101-42-4013-0000	Uniform Allowance	200	200	200	200	200
	Total Personnel	187,966	201,106	213,014	151,221	222,838
101-42-4150-0000	Other Contract Services	3,410	34,260	7,000	5,121	7,000
101-42-4204-0000	Books & Periodicals	2,454	2,455	-	1,861	-
101-42-4316-0000	Equipment Repair & Maintenance	6,044	7,561	8,200	9,209	8,200
101-42-4376-0000	Materials & Supplies	2,172	3,806	3,500	1,436	3,500
101-42-4396-0000	Memberships and Dues	-	33	-	-	-
101-42-4452-0000	Small Tools	2,106	1,996	1,500	1,126	1,500
101-42-4508-0000	Vehicle Repair & Maintenance	221	647	200	-	200
101-42-4950-0001	Equipment Cost Allocation	6,242	8,925	2,612	8,925	11,029
	Total Services & Supplies	22,649	59,681	23,012	27,678	31,429
	Total Operating Expenditures	210,615	260,788	236,026	178,899	254,267

Sewer

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	309,381	287,201	348,500	322,993	348,500
	Total by Type	309,381	287,201	348,500	322,993	348,500
Expenditures by Fund:						
101	General Fund	309,381	287,201	348,500	322,993	348,500
	Total by Fund	309,381	287,201	348,500	322,993	348,500

Operating Budget Detail

101-44-4104-0000	Contracted Engineering NPDES	5,722	11,004	15,000	240	15,000
101-44-4106-5170	Contract Legal Svcs.-NPDES	2,849	3,753	5,000	5,000	5,000
101-44-4150-0000	Other Contract Services	152,111	121,797	156,000	130,000	156,000
101-44-4150-5170	Other Contract Services-NPDES	18,096	25,058	25,500	42,253	25,500
101-44-4150-9020	Contracted Street Sweeping	119,201	122,480	135,000	138,000	135,000
101-44-4376-0000	Materials and Supplies	-	72	-	-	-
101-44-4399-0000	Non-Capitalized Equipment	-	949	-	-	-
101-44-4460-5170	Special Expenses-NPDES	11,068	2,088	12,000	7,500	12,000
101-44-4950-0001	Equipment Cost Allocation	334	-	-	-	-
	Total Services & Supplies	309,381	287,201	348,500	322,993	348,500
	Total Operating Expenditures	309,381	287,201	348,500	322,993	348,500

Streets

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:						
	Personnel	566,064	584,733	610,094	567,674	549,523
	Services & Supplies	417,949	343,433	404,748	324,707	378,206
	Total by Type	984,013	928,167	1,014,842	892,381	927,729
Expenditures by Fund:						
101	General Fund	984,013	922,167	1,004,842	882,796	917,729
215	Prop. C Transit Fund	-	6,000	10,000	9,585	10,000
	Total by Fund	984,013	928,167	1,014,842	892,381	927,729

Operating Budget Detail

101-48-4001-0000	Full Time Salaries	391,474	406,513	411,643	382,560	370,141
101-48-4002-0000	Part Time Wages	12,336	16,256	18,574	9,519	-
101-48-4004-0000	Overtime	10,813	40	-	7,529	-
101-48-4006-0000	Medicare	6,023	6,109	6,238	5,787	5,367
101-48-4008-6050	Retirement-PARS	223	444	697	357	-
101-48-4008-6160	Retirement - PERS	65,929	66,090	78,692	78,690	94,165
101-48-4010-0000	Cafeteria Benefit	76,886	87,238	93,600	82,581	79,200
101-48-4011-0000	Technology Allowance	1,730	1,393	-	-	-
101-48-4013-0000	Uniform Allowance	650	650	650	650	650
	Total Personnel	566,064	584,733	610,094	567,674	549,523
101-48-4150-0000	Other Contract Services	84,066	59,591	83,500	52,878	83,500
215-48-4150-0000	Other Contract Services	-	6,000	10,000	9,585	10,000
101-48-4316-0000	Equipment Repair & Maintenance	41,056	6,552	1,500	2,138	1,500
101-48-4376-0000	Materials & Supplies	123,327	100,859	131,500	95,500	100,000
101-48-4376-9242	Traffic Commission Enhancements	11,603	2,178	10,000	2,934	10,000
101-48-4396-0000	Memberships and Dues	-	95	-	225	-
101-48-4399-0000	Non-Capitalized Equipment	-	868	-	-	-
101-48-4452-0000	Small Tools	993	779	1,000	400	1,000
101-48-4500-1980	Utilities-Electricity	96,428	97,687	92,400	93,000	97,020
101-48-4500-9025	Utilities-Telecommunications	912	912	920	836	920
101-48-4508-0000	Vehicle Repair & Maintenance	17,813	22,702	23,000	22,000	23,000
101-48-4950-0001	Equipment Cost Allocation	41,751	45,210	50,928	45,210	51,266
	Total Services & Supplies	417,949	343,433	404,748	324,707	378,206
	Total Operating Expenditures	984,013	928,167	1,014,842	892,381	927,729

Parks

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Adopted</u>

Operating Budget Summary

Expenditures by Type:						
	Personnel	330,684	360,659	341,146	366,639	341,425
	Services & Supplies	150,641	165,047	179,212	131,834	185,366
	Total by Type	481,325	525,706	520,358	498,473	526,791
Expenditures by Fund:						
101	General Fund	480,455	525,120	520,358	498,473	526,791
281	Donations Fund	870	587	-	-	-
	Total by Fund	481,325	525,706	520,358	498,473	526,791

Operating Budget Detail

101-50-4001-0000	Full Time Salaries	202,699	210,349	210,822	210,352	219,481
101-50-4002-0000	Part Time Wages	31,110	47,894	31,902	33,365	12,012
101-50-4004-0000	Overtime	5,555	336	500	5,800	500
101-50-4006-0000	Medicare	3,577	3,884	3,519	3,798	3,357
101-50-4008-6050	Retirement PARS	437	454	1,196	451	450
101-50-4008-6160	Retirement - PERS	36,113	40,790	46,082	49,575	58,500
101-50-4010-0000	Cafeteria Benefit	49,714	55,699	46,800	62,974	46,800
101-50-4011-0000	Technology Allowance	1,154	929	-	-	-
101-50-4013-0000	Uniform Allowance	325	325	325	325	325
	Total Personnel	330,684	360,659	341,146	366,639	341,425
101-50-4150-0000	Other Contract Services	18,412	23,325	29,750	29,000	29,750
101-50-4206-0000	Building Repair & Maintenance	11,077	8,510	5,000	-	5,000
281-50-4206-9400	Bldg. Rep & Maint-War Memorial	870	587	-	-	-
101-50-4316-0000	Equipment Repair & Maintenance	605	792	500	-	500
101-50-4376-0000	Materials & Supplies	17,355	12,743	25,700	14,500	25,700
101-50-4399-0000	Non-Capitalized Equipment	467	1,277	-	-	-
101-50-4401-0000	Outside Services	495	743	-	-	-
101-50-4404-0000	Plants	8,163	8,745	25,000	11,233	25,000
101-50-4420-0000	Printing	-	-	1,000	500	1,000
101-50-4452-0000	Small Tools	707	57	750	630	750
101-50-4480-0000	Travel & Meetings	141	-	-	-	-
101-50-4500-4950	Utilities-Natural Gas	440	427	500	426	500
101-50-4500-9025	Utilities-Telecommunications	1,253	1,320	1,300	1,297	1,300
101-50-4500-9460	Utilities-Water	64,526	73,742	67,900	46,599	67,900

Parks

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted
101-50-4508-0000	Vehicle Repair & Maintenance	10,416	11,652	5,000	6,522	5,000
101-50-4950-0001	Equipment Cost Allocation	15,714	21,127	16,812	21,127	22,966
Total Services & Supplies		150,641	165,047	179,212	131,834	185,366
Total Operating Expenditures		481,325	525,706	520,358	498,473	526,791

Grounds

	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Actual</u>	<u>2018-19</u>		<u>2019-20</u> <u>Adopted</u>
			<u>Budget</u>	<u>Estimated</u>	

Operating Budget Summary

Expenditures by Type:						
	Personnel	336,654	356,223	401,783	358,251	316,172
	Services & Supplies	346,528	356,248	385,570	436,425	381,977
	Total by Type	683,182	712,471	787,353	794,676	698,149
Expenditures by Fund:						
101	General Fund	683,182	712,471	787,353	794,676	698,149
	Total by Fund	683,182	712,471	787,353	794,676	698,149

Operating Budget Detail:

101-52-4001-0000	Full Time Salaries	246,209	263,958	265,608	254,129	211,714
101-52-4002-0000	Part-Time Wages	-	-	18,946	-	-
101-52-4004-0000	Overtime	5,157	1,256	650	8,775	650
101-52-4006-0000	Medicare	3,858	4,128	4,126	4,002	3,070
101-50-4008-6050	Retirement PARS	-	-	710	-	-
101-52-4008-6160	Retirement - PERS	41,237	41,246	50,118	48,033	53,513
101-52-4010-0000	Cafeteria Benefit	39,191	44,746	61,200	42,886	46,800
101-52-4011-0000	Technology Allowance	577	464	-	-	-
101-52-4013-0000	Uniform Allowance	425	425	425	425	425
	Total Personnel	336,654	356,223	401,783	358,251	316,172
101-52-4150-0000	Other Contract Services	248,944	238,466	251,000	273,364	249,000
101-52-4150-0500	Other Contract Services - IT	-	-	-	-	2,000
101-52-4316-0000	Equipment Repair & Maintenance	2,709	2,539	2,000	1,813	2,000
101-52-4376-0000	Materials & Supplies	8,489	8,496	12,000	8,500	8,500
101-52-4399-0000	Non-capitalized Equipment	1,934	517	-	-	-
101-52-4401-0000	Outside Services	203	540	-	-	-
101-52-4404-0000	Plants	10,454	10,856	13,900	11,556	13,900
101-52-4452-0000	Small Tools	449	140	750	750	750
101-52-4500-9025	Utilities-Telecommunications	456	456	520	418	520
101-52-4500-9460	Utilities-Water	51,367	68,277	84,000	120,122	84,000
101-52-4508-0000	Vehicle Repair & Maintenance	7,503	14,654	10,000	8,596	10,000
101-52-4950-0001	Equipment Cost Allocation	14,020	11,306	11,400	11,306	11,307
	Total Services & Supplies	346,528	356,248	385,570	436,425	381,977
	Total Operating Expenditures	683,182	712,471	787,353	794,676	698,149

Building Maintenance

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:

Personnel	-	-	-	-	-
Services & Supplies	-	-	177,300	166,979	177,300
Total by Type	-	-	177,300	166,979	177,300

Expenditures by Fund:

101	General Fund	-	-	177,300	166,979	177,300
	Total by Fund	-	-	177,300	166,979	177,300

Operating Budget Detail

101-53-4150-0000	Other Contract Services	-	-	107,200	105,765	107,200
101-53-4206-0000	Building Repair & Maintenance	-	-	38,700	35,000	38,700
101-53-4376-0000	Materials & Supplies	-	-	30,400	26,214	30,400
101-53-4508-0000	Vehicle Repair & Maintenance	-	-	1,000	-	1,000
	Total Services & Supplies	-	-	177,300	166,979	177,300
	Total Operating Expenditures	-	-	177,300	166,979	177,300

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PURPOSE

The mission of Recreation is to bring the community together, provide enriching activities, and create lasting connections.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

Recreation focuses on providing active and passive programs designed to meet the needs and interests of the community. The Recreation Commission plays an important role in program planning, community marketing, budget monitoring activity/event evaluation as well as volunteer hours at our events. The commission is appointed by Council for four year terms, and meets six times per year.

Recreation has seven program areas: aquatics, contract classes, special events, senior activities/outreach, day care, day camp, and preschool. Some classes are also offered at the Crowell Public Library, in conjunction with library services, creating a community services approach.

Additionally, Recreation oversees the operation and rental of the San Marino Center as well as the Thurnher House. All facilities offer valuable space for the City to conduct classes, community meetings, and/or rentals.

Recreation activities are advertised through the City's Community Services Guide, the City's Newsletter, Recreation's Community Services E-newsletter, and the City's website.

Below is a brief description of each program area:

- Aquatics – Classes include group and private swim lessons (American Red Cross Learn to Swim program), open recreational swim, lap swimming and water walking for adults and Junior Lifeguard camps.
- Contract Classes – Classes are offered to provide an enriching and social opportunity for all ages. Offerings include sports, fitness, arts, dance, academic enrichment, and computer classes.
- Special Events – Events include 4th of July, Easter Egg Hunt, Track & Field Meet, Free Recreation Day, and Memorial Day. These events are unique opportunities for members of the community to gather together to celebrate and participate in special activities as well as taking time out to honor traditions and service.
- Daycare – Before and after school care for children in grades TK through 5, with transportation provided from Carver and Valentine elementary schools to programs at Recreation.
- Day camp – Summer Camp Lacy programs, Jr. Adventurers, Trailblazers and Freewheelers, provide a fun and enriching experience for children in grades K-8. The Lunch Ride program provides an opportunity for children enrolled in Summer School (grades K-5) to be transported to Camp Lacy and select Summer Recreation programs after school.
- Preschool – Offerings are designed to provide fun learning opportunities that best suit the needs of the child. Parent and me classes are designed for younger children and those not quite ready to separate. Independent classes are designed for children 17 months old through age 5.
- Senior Activities/Outreach – Activities include bridge classes, chair yoga, line dance and ballroom dance. Also offered are monthly day trips and occasional workshops. The outreach program includes the marketing of senior opportunities and services (i.e., transportation and social).

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- By popular demand, reintroduced Bridge for seniors on Monday nights.
- Introduction of “Safe and Steady Fall Prevention,” a class focused on the safety of seniors.
- Introduction of “Junior Chef,” a class focused on teaching children in grades K-5 the basics of cooking.
- An increase in senior enrollment and participation in yoga classes.

FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

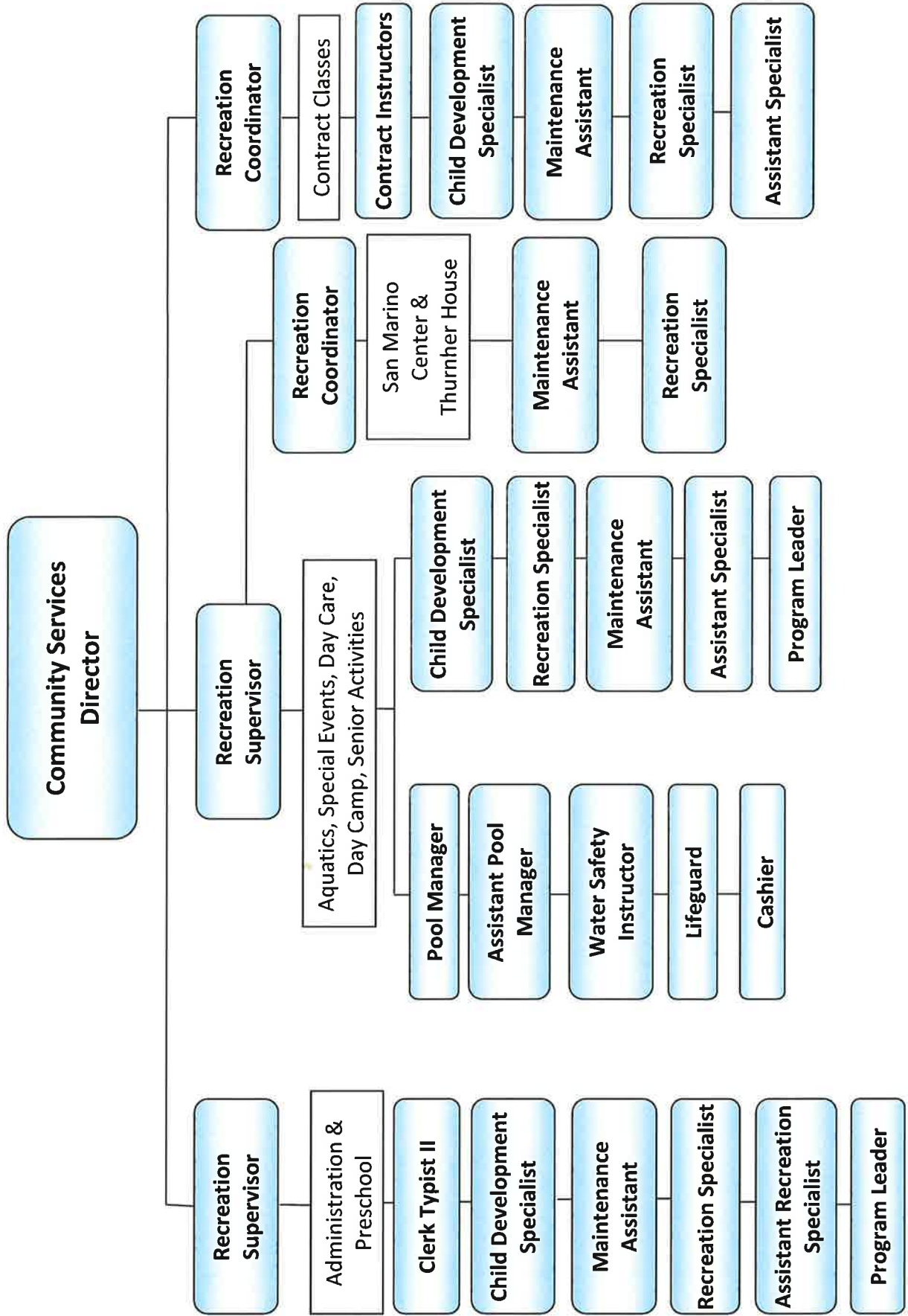
- I. Continue the process of Re-envisioning the Recreation program based on the actions taken by the City Council and recommendations of the Blue Ribbon Committee. No Cost

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of March 2019)	Estimate for the Year
Summer camp			
# of participants	859	784	784
Cost to run	\$155,920.17	\$119,959.17	\$119,959.17
Revenue generated	\$169,642.79	\$26,745.00	\$130,516.84
Preschool			
# of participants	2,424	1,444	1,925
% residents	N/A	31%	31%
Cost to run	\$417,887.63	\$240,366.74	\$320,488.99
Revenue generated	\$532,502.32	\$264,088.14	\$ 352,117.52
Before/After-School Program			
# of participants	1,125	389	2,016
% residents	N/A	100%	100
Cost to run	\$188,317.51	\$54,707.31	\$190,000.00
Revenue generated	\$188,607.14	\$61,639.98	\$211,000.00
Youth contract class participants			
# of participants	1,761	1,360	1813
Adult/Senior Contract Classes			
# of participants	1,089	753	1,004

Senior Trips			
# of participants	344	150	200
Cost to run		\$23,229.15	\$30,972.20
Revenue generated		\$17,317.00	\$23,089.33
Aquatics Program			
# of participants	1,680	1,607	1,607
Cost to run	\$119,587.98	\$45,996.28	\$110,000.00
Revenue generated	\$51,855.54	\$10,964.00	\$48,000.00
Track Meet			
# of participants	357	342	342
% residents		100%	100%
Cost to run		\$5,476.00	\$5,476.00
Revenue generated		\$5,532.00	\$5,532.00
Egg Hunt			
# of participants	1,600	2,964	2,964
% residents	N/A	46%	46%
Cost to run		\$6,189.00	\$6,189.00
Revenue generated		\$4,228.00	\$4,228.00
Memorial Day			
# of participants	300	TBD	300
4th of July			
# of participants	9,319	8,511	8,511
Cost to run	\$43,378.53	\$35,242.79	\$35,242.79
Revenue generated	\$55,505.00	\$43,720.00	\$43,720.00
Number of facility rentals	64	42	56
Revenue generated from rentals	\$83,359.72	\$54,561.30	\$72,748.40

City of San Marino Recreation



Recreation - Summary

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
<i>Full-Time</i>					
Assistant City Manager	0.33	-	-	-	-
Community Services Director	-	-	-	1.00	1.00
Recreation Manager	1.00	1.00	1.00	-	-
Administrative Analyst	1.00	1.00	-	-	-
Recreation Supervisor	2.00	2.00	2.00	2.00	2.00
Recreation Coordinator	0.75	0.80	2.00	1.00	1.00
Clerk Typist II	1.00	1.00	1.00	1.00	1.00
<i>Part-Time</i>					
Maintenance Assistant	1.28	1.20	1.21	1.21	1.21
Child Development Specialist	1.44	1.60	1.61	1.61	1.61
Recreation Specialist	6.19	6.16	6.28	6.28	6.28
Assistant Recreation Specialist	3.40	2.75	2.67	2.67	2.67
Program Leader	1.00	2.33	2.34	2.34	2.34
Pool Manager	0.21	0.17	0.17	0.17	0.17
Assistant Pool Manager	0.35	0.29	0.30	0.30	0.30
Lifeguards	0.95	0.39	0.38	0.38	0.38
Water Safety Instructors	0.76	1.09	1.09	1.09	1.09
Cashiers	0.23	0.12	0.12	0.12	0.12
Total Full-Time FTE	6.08	5.80	6.00	5.00	5.00
Total Part-Time FTE	15.81	16.10	16.17	16.17	16.17
Total FTE	21.89	21.90	22.17	21.17	21.17

Operating Budget Summary

Expenditures by Type:

Personnel	1,233,639	1,158,886	1,199,164	1,043,110	1,199,164
Services & Supplies	891,424	765,202	743,168	644,700	744,290
Total by Type	2,125,063	1,924,087	1,942,332	1,687,810	1,943,454

Expenditures by Fund:

101	General Fund	1,786,063	1,661,812	1,690,663	1,470,610	1,691,785
104	4th of July Fund	67,390	43,742	55,881	45,672	55,881
105	San Marino Center Fund	89,185	68,862	56,578	59,854	56,578
204	CDBG Fund	5,640	4,723	2,966	1,140	2,966
206	LA County Park Bond Fund	46,019	21,747	-	18,294	-
207	Prop. A Transit Fund	114,017	110,582	129,745	88,933	129,745
281	Restricted Donations Fund	8,136	12,512	4,000	3,307	4,000
595	Workers' Compensation Fund	8,613	107	2,500	-	2,500
	Total by Fund	2,125,063	1,924,087	1,942,332	1,687,810	1,943,454

Expenditures by Division:

Administration	448,985	427,427	395,368	342,201	396,490
Aquatics	192,905	120,872	128,753	90,572	128,753
Contract Classes	327,244	272,051	297,495	243,608	297,495
Special Events	100,141	88,177	96,126	85,536	96,126
Senior Activities	53,421	55,575	57,215	43,269	57,215
Daycare	233,984	260,469	278,150	235,142	278,150
Daycamp	174,569	181,179	199,140	217,925	199,140
Preschool	452,970	423,019	408,585	347,190	408,585
The San Marino Center	89,185	68,862	56,578	61,669	56,578
The Thurnher House	46,019	21,733	21,955	19,254	21,955
Senior Outreach	5,640	4,723	2,966	1,443	2,966
Total by Division	2,125,063	1,924,087	1,942,332	1,687,810	1,943,454

Recreation Administration

Operating Budget Summary	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	

Expenditures by Type:

Personnel	265,926	249,409	264,293	235,415	264,293
Services & Supplies	183,059	178,017	131,075	106,786	132,197
Total by Type	448,985	427,427	395,368	342,201	396,490

Expenditures by Fund:

101 General Fund	440,372	426,942	392,868	342,201	393,990
104 4th of July Fund		364			
206 LA County Park Bond Fund	-	13	-	-	-
595 Workers' Compensation Fund	8,613	107	2,500	-	2,500
Total by Fund	448,985	427,427	395,368	342,201	396,490

Operating Budget Detail

101-60-4001-0000	Full Time Salaries	176,489	143,982	151,876	139,980	151,876
101-60-4002-0000	Part Time Wages	28,576	48,118	52,624	44,966	52,624
101-60-4004-0000	Overtime	398	795	500	303	500
104-60-4004-0000	Recreation Overtime		345			
101-60-4006-0000	Medicare	3,108	2,718	3,109	2,550	3,109
104-60-4006-0000	Medicare		5			
101-60-4008-6050	Retirement - PARS	154	149	573	52	573
101-60-4008-6160	Retirement - PERS	22,441	24,703	26,440	25,784	26,440
101-60-4010-0000	Cafeteria Benefit	24,397	25,102	26,671	21,781	26,671
104-60-4010-0000	Cafeteria Benefit		14			
101-60-4011-0000	Technology Allowance	1,396	1,163	-	-	-
101-60-4014-0000	Unemployment Payments	616	2,208	-	-	-
595-60-4015-0001	Workers' Comp Current Employee	8,351	107	2,500	-	2,500
	Total Personnel	265,926	249,409	264,293	235,415	264,293
101-60-4150-0000	Other Contract Services	49,399	48,392	38,947	33,109	32,994
101-60-4150-0500	Other Contract Services - IT	-	-	-	-	5,953
101-60-4206-0000	Building Repair & Maintenance	36,358	32,591	-	-	-
206-60-4206-0000	Building Repair & Maintenance	-	13	-	-	-
101-60-4316-0000	Equipment Repair & Maintenance	1,593	2,317	2,103	1,510	2,103
101-60-4324-0000	Facility Rental	2,291	2,302	2,150	2,181	2,150
595-60-4356-0000	Workers' Comp Premium	262	-	-	-	-
101-60-4376-0000	Materials & Supplies	13,549	8,715	10,575	7,582	10,575
101-60-4396-0000	Memberships & Dues	915	890	685	1,286	685
101-60-4398-0000	Mileage	306	362	702	304	702
101-60-4399-0000	Non-capitalized Equipment	4,829	4,417	880	-	880
101-60-4412-0000	Postage	4,201	4,105	3,920	2,555	3,920
101-60-4420-0000	Printing	15,305	16,801	17,784	9,458	17,784

Recreation Administration

		<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Actual</u>	<u>2018-19</u>		<u>2019-20</u> <u>Adopted</u>
				<u>Budget</u>	<u>Estimated</u>	
101-60-4468-0000	Staff Development	1,163	3,292	-	-	-
101-60-4480-0000	Travel & Meetings	52	294	500	41	500
101-60-4500-1980	Utilities-Electricity	23,527	24,394	25,000	21,100	25,000
101-60-4500-4950	Utilities-Natural Gas	2,388	1,289	1,400	1,846	1,400
101-60-4500-9025	Utilities-Telecommunications	9,772	9,661	9,600	9,303	9,600
101-60-4500-9460	Water	3,342	3,554	3,312	2,831	3,312
101-60-4508-0000	Vehicle Repair & Maintenance	2,880	2,537	2,548	1,588	2,548
101-60-4950-0001	Equipment Cost Allocation	10,927	12,091	10,969	12,091	12,091
Total Services & Supplies		<u>183,059</u>	<u>178,017</u>	<u>131,075</u>	<u>106,786</u>	<u>132,197</u>
Total Operating Expenditures		<u>448,985</u>	<u>427,427</u>	<u>395,368</u>	<u>342,201</u>	<u>396,490</u>

Aquatics

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted

Operating Budget Summary

Expenditures by Type:

	Personnel	85,061	98,733	106,468	74,455	106,468
	Services & Supplies	107,844	22,139	22,285	16,117	22,285
	Total by Type	192,905	120,872	128,753	90,572	128,753

Expenditures by Fund:

101	General Fund	191,736	119,588	127,429	90,572	127,429
207	Prop. A Transit Fund	1,169	1,284	1,324	-	1,324
	Total by Fund	192,905	120,872	128,753	90,572	128,753

Operating Budget Detail

101-62-4001-0000	Full-Time Wages	-	19,100	19,044	21,617	19,044
101-62-4002-0000	Part Time Wages	80,470	69,153	76,748	43,699	76,748
101-62-4004-0000	Overtime	14	70	-	21	-
101-62-4006-0000	Medicare	1,171	1,278	1,389	903	1,389
101-62-4008-6050	Retirement PARS	2,970	2,493	2,878	1,413	2,878
101-62-4008-6160	Retirement - PERS	436	3,113	3,472	3,717	3,472
101-62-4010-0000	Cafeteria Benefit	-	3,387	2,938	3,086	2,938
101-62-4011-0000	Technology Allowance	-	139	-	-	-
	Total Personnel	85,061	98,733	106,468	74,455	106,468
101-62-4102-0000	Contract Teacher Services	72,065	5,348	-	-	-
207-62-4208-0000	Bus Transportation	1,169	1,284	1,324	-	1,324
101-62-4324-0000	Facility Rental	28,296	12,879	12,666	14,898	12,666
101-62-4376-0000	Materials & Supplies	2,372	754	3,010	157	3,010
101-62-4486-0000	Trips & Events	589	372	700	283	700
101-62-4492-0004	Uniforms-Safety	3,072	1,115	4,125	566	4,125
101-62-4500-9025	Utilities-Telecommunications	281	388	460	214	460
	Total Services & Supplies	107,844	22,139	22,285	16,117	22,285
	Total Operating Expenditures	192,905	120,872	128,753	90,572	128,753

Contract Classes

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	

Operating Budget Summary

Expenditures by Type:						
	Personnel	135,008	76,192	95,755	55,652	95,755
	Services & Supplies	192,236	195,859	201,740	187,955	201,740
	Total by Type	327,244	272,051	297,495	243,608	297,495
Expenditures by Fund:						
101	General Fund	327,244	272,051	297,495	243,608	297,495
	Total by Fund	327,244	272,051	297,495	243,608	297,495

Operating Budget Detail

101-64-4001-0000	Full Time Salaries	87,081	46,726	50,285	36,428	50,285
101-64-4002-0000	Part Time Wages	20,529	12,730	25,976	7,512	25,976
101-64-4004-0000	Overtime	-	352	-	31	-
101-64-4006-0000	Medicare	1,529	893	1,102	622	1,102
101-64-4008-6050	Retirement PARS	324	86	974	31	974
101-64-4008-6160	Retirement - PERS	11,247	6,295	7,338	6,177	7,338
101-64-4010-0000	Cafeteria Benefits	12,914	8,855	10,080	4,851	10,080
101-64-4011-0000	Technology Allowance	1,384	255	-	-	-
	Total Personnel	135,008	76,192	95,755	55,652	95,755
101-64-4102-0000	Contracted Teacher Services	179,698	180,017	181,324	171,507	181,324
101-64-4150-0000	Other Contract Services	8,670	11,012	11,700	11,666	11,700
101-64-4324-0000	Facility Rental	2,949	3,819	5,716	4,545	5,716
101-64-4376-0000	Materials & Supplies	919	1,011	3,000	236	3,000
	Total Services & Supplies	192,236	195,859	201,740	187,955	201,740
	Total Operating Expenditures	327,244	272,051	297,495	243,608	297,495

Special Events

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
			Budget	Estimated	

Operating Budget Summary

Expenditures by Type:

Personnel	16,843	37,480	28,709	35,202	28,709
Services & Supplies	83,297	50,697	67,417	50,334	67,417
Total by Type	100,141	88,177	96,126	85,536	96,126

Expenditures by Fund:

101	General Fund	28,995	37,419	37,745	38,134	37,745
104	4th of July Fund	67,390	43,379	55,881	45,672	55,881
281	Donations Fund	3,756	7,380	2,500	1,730	2,500
	Total by Fund	100,141	88,177	96,126	85,536	96,126

Operating Budget Detail

101-66-4001-0000	Full Time Wages	-	19,526	16,330	22,990	16,330
104-66-4001-0000	Full Time Wages	-	-	-	2,425	-
101-66-4002-0000	Part Time Wages	5,175	3,212	4,938	3,046	4,938
104-66-4002-0000	Part Time Wages	9,145	6,725	-	-	-
101-66-4002-0000	Overtime	-	15	-	19	-
104-66-4004-0000	Recreation Overtime	1,131	485	-	-	-
101-66-4006-0000	Medicare	73	311	443	359	443
104-66-4006-0000	Medicare	145	102	-	34	-
101-66-4008-6050	Retirement-PARS	104	55	451	39	451
101-66-4008-6160	Retirement-PERS	366	3,612	4,083	3,813	4,083
104-66-4008-6050	Retirement-PARS	236	153	-	54	-
104-66-4008-6160	Retirement-PERS	249	220	-	84	-
101-66-4010-0000	Cafeteria Benefits	-	2,816	2,465	2,338	2,465
104-66-4010-0000	Cafeteria Benefits	220	10	-	-	-
101-66-4011-0000	Technology Allowance	-	238	-	-	-
	Total Personnel	16,843	37,480	28,709	35,202	28,709
101-66-4150-0000	Other Contract Services	1,752	591	-	-	-
104-66-4150-0000	Other Contract Services	34,431	21,359	34,986	27,437	34,986
101-66-4150-0001	Egg Hunt Contract Services	1,314	911	2,161	358	2,161
101-66-4150-0003	Snow Day Contract Services	15,766	484	-	-	-
101-66-4150-0006	Memorial Day Contract Services	-	1,632	2,050	914	2,050
281-66-4150-0006	Memorial Day Contract Services	500	500	500	-	500
281-66-4150-0002	Track Meet Contract Services	2,155	1,562	2,000	1,730	2,000
281-66-4150-3000	Military Banner Contract Srvcs	-	2,749	-	-	-
104-66-4308-0000	Equipment Rental	9,104	9,308	10,200	10,210	10,200
104-66-4356-0000	Liability Insurance Premium	3,411	3,093	3,745	2,947	3,745
101-66-4376-0000	Materials & Supplies	596	53	-	-	-
104-66-4376-0000	Materials & Supplies	5,926	1,998	2,950	1,053	2,950

Special Events

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>		<u>2019-20</u>
		Actual	Actual	Budget	Estimated	Adopted
101-66-4376-0001	Egg Hunt Materials & Supplies	3,372	2,749	3,590	2,212	3,590
101-66-4376-0002	Track Meet Materials & Supplies	310	204	215	1,607	215
101-66-4376-0003	Snow Day Materials & Supplies	167	-	-	-	-
101-66-4376-0005	Free Rec Day M&S	-	430	500	439	500
101-66-4376-0006	Memorial Day M&S	-	578	520	-	520
281-66-4376-0002	Track Meet Materials & Supplies	1,101	1,875	-	-	-
281-66-4376-3000	Military Banner M&S	-	694	-	-	-
104-66-4420-0000	Printing	3,392	(73)	4,000	1,428	4,000
Total Services & Supplies		<u>83,297</u>	<u>50,697</u>	<u>67,417</u>	<u>50,334</u>	<u>67,417</u>
Total Operating Expenditures		<u>100,141</u>	<u>88,177</u>	<u>96,126</u>	<u>85,536</u>	<u>96,126</u>

Senior Activities

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	14,998	12,526	13,884	12,526
	Services & Supplies	53,421	40,577	44,689	29,385	44,689
	Total by Type	53,421	55,575	57,215	43,269	57,215
Expenditures by Fund:						
101	General Fund	38,959	43,687	44,276	34,469	44,276
207	Prop. A Transit Fund	14,462	11,888	12,939	8,800	12,939
	Total by Fund	53,421	55,575	57,215	43,269	57,215
Operating Budget Detail						
101-68-4001-0000	Full Time Salaries	-	8,346	8,286	8,698	8,286
101-68-4002-0000	Part-Time Salaries	-	4,127	1,890	2,705	1,890
101-68-4006-0000	Medicare	-	187	148	168	148
101-68-4008-6050	Retirement - PARS	-	85	71	32	71
101-68-4008-6160	Retirement - PERS	-	785	692	844	692
104-68-4010-0000	Cafeteria Benefits	-	1,421	1,440	1,437	1,440
101-68-4011-0000	Technology Allowance	-	46	-	-	-
	Total Personnel	-	14,998	12,526	13,884	12,526
101-68-4102-0000	Contracted Teacher Services	4,790	4,720	6,500	5,415	6,500
101-68-4376-0000	Materials & Supplies	807	252	250	163	250
101-68-4486-0000	Trips & Events	33,362	23,717	25,000	15,007	25,000
207-68-4208-0000	Bus Transportation	14,462	11,888	12,939	8,800	12,939
	Total Services & Supplies	53,421	40,577	44,689	29,385	44,689
	Total Operating Expenditures	53,421	55,575	57,215	43,269	57,215

Daycare

Operating Budget Summary		<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Actual</u>	<u>2018-19</u>		<u>2019-20</u> <u>Adopted</u>
				<u>Budget</u>	<u>Estimated</u>	

Expenditures by Type:

Personnel	147,366	171,661	183,182	183,614	183,182
Services & Supplies	86,618	88,808	94,968	51,528	94,968
Total by Type	233,984	260,469	278,150	235,142	278,150

Expenditures by Fund:

101	General Fund	160,876	188,318	200,769	202,707	200,769
207	Prop. A Transit Fund	73,108	72,152	77,381	32,435	77,381
	Total by Fund	233,984	260,469	278,150	235,142	278,150

Operating Budget Detail

101-70-4001-0000	Full Time Salaries	36,558	56,108	56,165	61,466	56,165
101-70-4002-0000	Part Time Wages	93,114	88,272	102,425	92,622	102,425
101-70-4004-0000	Overtime	-	186		114	
101-70-4006-0000	Medicare	1,814	2,063	2,300	2,174	2,300
101-70-4008-6050	Retirement PARS	2,102	1,769	1,202	1,323	1,202
101-70-4008-6160	Retirement - PERS	7,845	12,299	10,099	15,632	10,099
101-70-4010-0000	Cafeteria Benefit	5,273	10,546	10,992	10,282	10,992
101-70-4011-0000	Technology Allowance	660	418	-	-	-
	Total Personnel	147,366	171,661	183,182	183,614	183,182
207-70-4208-0000	Bus Transportation	73,108	72,152	77,381	32,435	77,381
101-70-4324-0000	Facility Rental	7,392	11,161	11,287	14,242	11,287
101-70-4376-0000	Materials & Supplies	5,901	5,081	6,000	4,852	6,000
101-70-4500-9025	Telephone	217	415	300	-	300
	Total Services & Supplies	86,618	88,808	94,968	51,528	94,968
	Total Expenditures	233,984	260,469	278,150	235,142	278,150

Daycamp

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:

Personnel	47,531	44,592	52,526	43,202	52,526
Services & Supplies	127,038	136,587	146,614	174,724	146,614
Total by Type	174,569	181,179	199,140	217,925	199,140

Expenditures by Fund:

101	General Fund	149,291	155,920	161,039	170,227	161,039
207	Prop. A Transit Fund	25,278	25,259	38,101	47,698	38,101
	Total by Fund	174,569	181,179	199,140	217,925	199,140

Operating Budget Detail

101-72-4001-0000	Full Time Salaries	19,587	21,717	21,737	24,245	21,737
101-72-4002-0000	Part Time Wages	20,374	13,857	21,282	10,506	21,282
101-72-4004-0000	Overtime	-	85	-	40	-
101-72-4006-0000	Medicare	592	511	624	499	624
101-72-4008-6050	Retirement PARS	304	222	510	220	510
101-72-4008-6160	Retirement - PERS	3,051	4,001	4,150	3,878	4,150
101-72-4010-0000	Cafeteria Benefit	3,478	4,037	4,223	3,814	4,223
101-72-4011-0000	Technology Allowance	145	163	-	-	-
	Total Personnel	47,531	44,592	52,526	43,202	52,526
101-72-4102-0000	Contracted Teacher Services	96,579	107,176	96,689	123,843	96,689
207-72-4208-0000	Bus Transportation	25,278	25,259	38,101	47,698	38,101
101-72-4376-0000	Materials & Supplies	3,196	2,074	6,724	1,323	6,724
101-72-4486-0000	Trips & Events	1,932	2,078	5,000	1,860	5,000
101-72-4500-9025	Utilities-Telephone	53	-	100	-	100
	Total Services & Supplies	127,038	136,587	146,614	174,724	146,614
	Total Operating Expenditures	174,569	181,179	199,140	217,925	199,140

Preschool

		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>
				<u>Budget</u>	<u>Adopted</u>

Operating Budget Summary

Expenditures by Type:						
	Personnel	436,374	405,809	395,660	339,843	395,660
	Services & Supplies	16,596	17,211	12,925	7,348	12,925
	Total by Type	452,970	423,019	408,585	347,190	408,585
Expenditures by Fund:						
101	General Fund	448,590	417,888	407,085	345,614	407,085
281	Donations Fund	4,380	5,132	1,500	1,577	1,500
	Total by Fund	452,970	423,019	408,585	347,190	408,585

Operating Budget Detail

101-74-4001-0000	Full Time Salaries	124,836	95,637	96,924	100,805	96,924
101-74-4002-0000	Part Time Wages	242,511	259,417	260,262	191,595	260,262
101-74-4004-0000	Overtime	424	139	-	41	-
101-74-4006-0000	Medicare	5,001	4,781	5,179	3,862	5,179
101-74-4008-6050	Retirement PARS	3,970	3,813	3,519	2,140	3,519
101-74-4008-6160	Retirement-PERS	37,739	25,270	13,217	25,472	13,217
101-74-4010-0000	Cafeteria Benefit	20,832	16,171	16,560	15,927	16,560
101-74-4011-0000	Technology Allowance	1,061	580	-	-	-
	Total Personnel	436,374	405,809	395,660	339,843	395,660
101-74-4376-0000	Materials & Supplies	12,216	12,079	11,425	5,771	11,425
281-74-4376-0000	M&S - Fundraiser	4,380	5,132	1,500	1,577	1,500
	Total Services & Supplies	16,596	17,211	12,925	7,348	12,925
	Total Operating Expenditures	452,970	423,019	408,585	347,190	408,585

San Marino Center

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Projected	Adopted

Operating Budget Summary

Expenditures by Type:

	Personnel	52,701	36,806	35,943	41,564	35,943
	Services & Supplies	36,484	32,057	20,635	20,106	20,635
	Total by Type	89,185	68,862	56,578	61,669	56,578

Expenditures by Fund:

101	General Fund	-	-	-	1,815	-
105	San Marino Center Fund	89,185	68,862	56,578	59,854	56,578
	Total by Fund	89,185	68,862	56,578	61,669	56,578

Operating Budget Detail

105-82-4001-0000	Full Time Wages	16,087	13,089	13,249	13,146	13,249
105-82-4002-0000	Part Time Wages	28,301	16,073	15,358	19,802	15,358
105-82-4004-0000	Overtime	25	76	-	96	-
105-82-4006-0000	Medicare	622	412	418	468	418
105-82-4008-6050	Retirement-PARS	259	101	161	198	161
101-82-4008-6160	Retirement-PERS	-	-	-	1,815	-
105-82-4008-6160	Retirement-PERS	3,518	3,689	3,391	2,394	3,391
105-82-4010-0000	Cafeteria Benefit	3,716	3,251	3,366	3,644	3,366
105-82-4011-0000	Technology Allowance	173	116	-	-	-
	Total Personnel	52,701	36,806	35,943	41,564	35,943
105-82-4150-0000	Other Contract Services	603	669	1,275	407	1,275
105-82-4206-0000	Building Repair & Maintenance	18,647	13,013	-	-	-
105-82-4376-0000	Materials & Supplies	1,133	828	1,300	-	1,300
105-82-4500-1980	Utilities-Electricity	12,779	14,323	15,000	14,969	15,000
105-82-4500-4950	Utilities-Gas	1,145	905	960	1,777	960
105-82-4500-9025	Utilities-Telephone	1,370	1,387	1,380	1,397	1,380
105-82-4500-9460	Utilities-Water	807	931	720	1,555	720
	Total Services & Supplies	36,484	32,057	20,635	20,106	20,635
	Total Operating Expenditures	89,185	68,862	56,578	61,669	56,578

Thurnher House

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:

Personnel	41,189	18,484	21,135	18,837	21,135
Services & Supplies	4,830	3,250	820	417	820
Total by Type	46,019	21,733	21,955	19,254	21,955

Expenditures by Fund:

206	LA County Park Bond Fund	46,019	21,733	-	18,294	-
101	General Fund	-	-	21,955	960	21,955
	Total by Fund	46,019	21,733	21,955	19,254	21,955

Operating Budget Detail

206-84-4001-0000	Full Time Salaries	14,677	7,853	-	7,888	-
101-84-4001-0000	Full Time Salaries	-	-	7,949	-	7,949
206-84-4002-0000	Part Time Wages	19,172	6,276	-	6,335	-
101-84-4002-0000	Part Time Wages	-	-	8,802	-	8,802
206-84-4004-0000	Overtime	-	46	-	58	-
206-84-4006-0000	Medicare	476	200	-	203	-
101-84-4006-0000	Medicare	-	-	143	-	143
206-84-4008-6050	Retirement-PARS	182	4	-	2	-
101-84-4008-6050	Retirement-PARS	-	-	187	908	187
206-84-4008-6160	Retirement-PERS	3,128	2,084	-	1,258	-
101-84-4008-6160	Retirement-PERS	-	-	2,034	-	2,034
206-84-4010-0000	Cafeteria Benefit	3,383	1,950	-	2,186	-
101-84-4010-0000	Cafeteria Benefit	-	-	2,020	-	2,020
206-84-4011-0000	Technology Allowance	171	70	-	-	-
	Total Personnel	41,189	18,484	21,135	18,837	21,135
206-84-4206-0000	Building Repair & Maintenance	4,385	2,967	-	-	-
206-84-4376-0000	Materials & Supplies	24	-	-	13	-
101-84-4376-0000	Materials & Supplies	-	-	500	-	500
206-84-4500-4950	Utilities-Natural Gas	421	283	-	404	-
101-84-4500-4950	Utilities-Natural Gas	-	-	320	52	320
	Total Services & Supplies	4,830	3,250	820	417	820
	Total Operating Expenditures	46,019	21,733	21,955	19,254	21,955

Senior Outreach

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:

Personnel	5,640	4,723	2,966	1,443	2,966
Services & Supplies	-	-	-	-	-
Total by Type	5,640	4,723	2,966	1,443	2,966

Expenditures by Fund:

101	General Fund	-	-	-	303	-
204	CDBG Fund	5,640	4,723	2,966	1,140	2,966
	Total by Fund	5,640	4,723	2,966	1,443	2,966

Operating Budget Detail

204-88-4001-0000	Full Time Salaries	3,377	3,350	-	29	-
204-88-4002-0000	Part Time Wages	1,247	217	2,819	1,052	2,819
204-88-4006-0000	Medicare	64	50	41	16	41
204-88-4008-6050	Retirement-PARS	47	8	106	39	106
101-88-4008-6160	Retirement-PERS	-	-	-	303	-
204-88-4008-6160	Retirement-PERS	323	322	-	3	-
204-88-4010-0000	Cafeteria Benefit	582	776	-	1	-
	Total Personnel	5,640	4,723	2,966	1,443	2,966
	Total Operating Expenditures	5,640	4,723	2,966	1,443	2,966

PURPOSE

Crowell Public Library offers an enticing space to explore curated access to information and culture.

CORE FUNCTIONS (DAY-TO-DAY OPERATIONS)

The library lends a selection of fiction and non-fiction materials designed to meet the needs of the San Marino community. We offer books, DVDs, CDs and periodicals for children and adults in English, Chinese and Spanish. In addition, the Library offers a variety of services to the community including:

- Weekly storytime (including a bilingual story time in Mandarin and English).
- Downloadable books (eBooks and audio) and magazines.
- Summer Reading Program for all ages including infants and adults.
- Electronic databases including The New York Times online.
- Senior and youth programs of cultural, educational and recreational interest.
- Quiet study space in the Life Long Learning Center.
- Art exhibits by local area artists in the Crain Art Gallery.
- High bandwidth, high capacity internet and network through CENIC, the Corporation for Education Network Initiatives in California.

The library's core functions can be described by the following:

- Collection Development – Librarians research materials and use collection statistics to add and remove books, DVDs, CDs and periodicals from the Library's collection.
- Circulation – Clerks check-out and check-in materials, and provide answers to inquiries regarding library cards and materials.
- Patron Services – Librarians answer reference questions and assist patrons with technology issues.
- Revenue-Generating Operations – Librarians and clerks process new passports and passport renewals, which generate an estimated \$200,000 annually. Additionally, librarians provide proctoring services for distant education students.
- Community Engagement – The Library holds a number of community outreach events, partnering with the San Marino School District, to engage students to read and participate in the various programs throughout the year. Additionally, Librarians research and present programs that include, Brain Aerobics, Mahjong, Opera Talks, Tech Time, and Summer Reading Program.
- Administration – Administrative staff focuses on building and IT maintenance, professional development of library staff, and providing up-to-date information to Board of Trustees.

There are three volunteer support groups that help augment the financial and community needs of Crowell Public Library:

1. The Friends of the Library plays a vital role in library services by providing generous gifts to underwrite:
 - Programming and materials.
 - The Summer Reading Program, which annually draws 1,000 participants.
 - USC Emeriti program that brings retired USC professors to lecture about their areas of expertise.

2. The San Marino Public Library Foundation is another source of funding for the library. The Foundation, which was instrumental to the construction of the Crowell Public Library, seeks to develop an endowment program as well continuing to assist the library with capital projects. Key to the Foundation's success will be ongoing donations from the community as well as new fundraising activities.
3. The Library Board of Trustees, appointed by the City Council, provides guidance on the needs, policy, and budget considerations of the library. The Trustees meet monthly to review the goals established for the library, identify new opportunities and give feedback on ongoing services and programs.

FISCAL YEAR 2018-19 – SPECIAL ACCOMPLISHMENTS

- In *Library Journal's* 2018 "Star Libraries" listing, Crowell Public Library was ranked in the top 5.9% in the nation of libraries in its class and in the top ten in California.
- The library grossed almost \$200,000 in passport acceptance fees. In addition to completely recovering all passport acceptance operating costs, the passport program has consistently provided revenues for the city's general fund.
- Thanks to donations by the Library Foundation and the Friends of the Library, the library installed an RFID (Radio Frequency Identification) inventory tracking system. This will allow patrons to check out books themselves, and will increase clerk productivity by streamlining the check-in and inventory processes.
- With the help of the Foundation, the library held a celebration of its eleventh year anniversary on January 26, 2019.
- In FY 18-19, 83% of San Marino households held Crowell Public Library cards.
- The library introduced a pre-school STEM (science, technology, engineering, and math) storytime program.
- In partnership with the Chinese Club, the Chinese Club introduced monthly seminars with various topics related to Chinese arts, culture and literature.
- Introduced "Talk of the Town" Toastmasters meetings where participants deliver short speeches and leaders offer coaching.

FISCAL YEAR 2019-20 – SPECIAL (ONE-TIME) OBJECTIVES

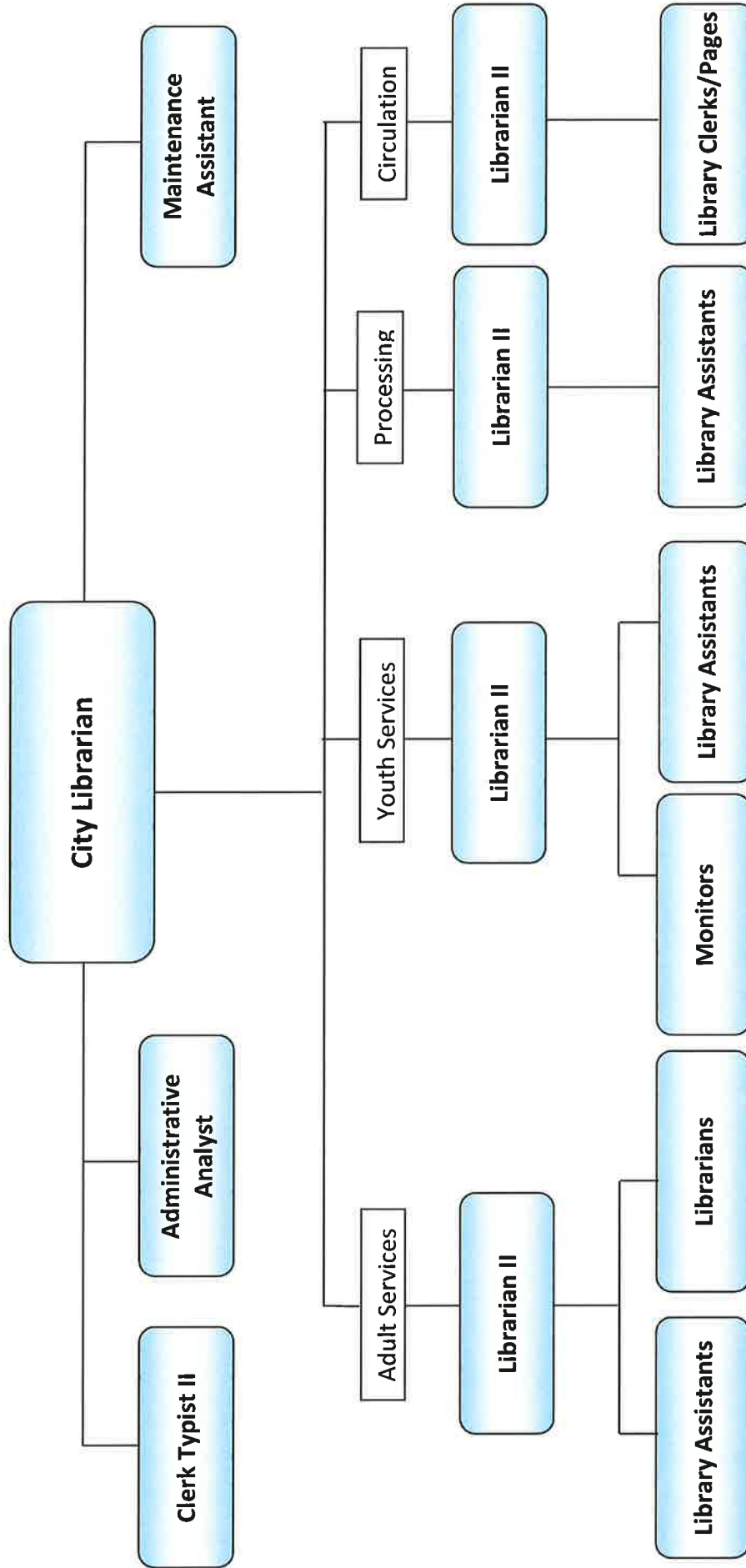
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| 1. Complete RFID tagging of the 90,000 materials in the library. | No Cost |
| 2. Implement self-checkout station. | No Cost |
| 3. Implement a new volunteer program that will recruit teens to provide assistance at the public internet access computers during peak hours. These teens could also assist during the U.S. Census that will take place from March through June 2020, since the Census will be online. | No Cost |

OPERATING METRICS

	FY 2017-18	FY 2018-19	
	Actual	Year to Date (as of March 2019)	Estimate for the Year
# of Library visitors*	245,715	213,228	284,304
Total circulation	241,732	177,820	237,093
% resident circulation	32%	30%	32%
Programs offered	470	348	464
Total program attendees	12,700	9,887	13,183
Average program attendance per event	27	29	39
Barth Room usage per month (all events, including non-community rentals)	356	299	399

*Averages used for February and March, as a result of the gate counters malfunctioning during those months.

City of San Marino Crowell Public Library



Crowell Public Library - Summary

	2016-17	2017-18	2018-19		2019-20
	Actual	Actual	Budget	Estimated	Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Assistant City Manager	0.33	-	-	-	-
City Librarian	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	0.75	0.75	1.00	1.00	1.00
Librarian III	1.00	-	-	-	-
Librarian II	2.00	3.00	3.00	3.00	3.00
Clerk Typist II	1.10	1.00	1.00	1.00	1.00
Recreation Coordinator	0.25	0.20	-	-	-
Part-Time					
Librarian II	-	0.42	0.42	0.42	0.42
Librarian I	0.73	0.30	0.30	0.30	0.30
Library Assistant	3.93	3.57	3.57	3.57	3.57
Library Clerk II	5.05	6.47	6.47	6.47	6.47
Library Monitor	0.42	0.20	0.20	0.20	0.20
Page	1.73	1.33	1.33	1.33	1.33
Maintenance Assistant	-	0.10	0.10	0.10	0.10
Total Full-Time FTE	6.43	5.95	6.00	6.00	6.00
Total Part-Time FTE	11.86	12.39	12.39	12.39	12.39
Total FTE	18.29	18.34	18.39	18.39	18.39

Operating Budget Summary

Expenditures by Type:						
	Personnel	1,101,772	1,026,106	1,049,315	1,045,954	1,136,992
	Services & Supplies	512,138	531,703	399,753	383,633	386,198
	Total by Type	1,613,910	1,557,809	1,449,068	1,429,587	1,523,190
Expenditures by Fund:						
101	General Fund	1,533,371	1,473,841	1,365,023	1,363,487	1,459,690
281	Restricted Donations Fund	80,539	83,968	84,045	66,100	63,500
	Total by Fund	1,613,910	1,557,809	1,449,068	1,429,587	1,523,190
Expenditures by Division:						
	Administration Division	713,127	652,531	527,473	536,218	574,970
	Adult Services Division	318,613	304,081	304,994	300,151	295,199
	Childrens' Services Division	209,228	213,615	218,351	219,796	216,285
	Processing Division	99,726	107,639	110,186	98,578	110,377
	Circulation Division	273,216	279,943	288,064	274,844	326,359
	Total by Division	1,613,910	1,557,809	1,449,068	1,429,587	1,523,190

Library Administration

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted

Operating Budget Summary

Expenditures by Type:						
	Personnel	383,920	319,346	332,065	342,381	364,522
	Services & Supplies	329,207	333,186	195,408	193,837	210,448
	Total by Type	713,127	652,531	527,473	536,218	574,970
Expenditures by Fund:						
101	General Fund	702,577	640,396	521,973	534,118	571,970
281	Donations Fund	10,550	12,136	5,500	2,100	3,000
	Total by Fund	713,127	652,531	527,473	536,218	574,970

Operating Budget Detail

101-90-4001-0000	Full Time Salaries	283,129	215,341	217,420	227,865	223,358
101-90-4002-0000	Part Time Wages	9,099	11,032	13,669	10,004	13,669
101-90-4004-0000	Overtime	380	1,372	-	-	-
101-90-4006-0000	Medicare	4,148	3,192	3,351	3,216	3,437
101-90-4008-6050	Retirement PARS	34	48	513	42	513
101-90-4008-6160	Retirement - PERS	44,332	46,278	55,352	58,520	76,010
101-90-4010-0000	Cafeteria Benefit	39,831	40,185	41,760	42,733	41,760
101-90-4011-0000	Technology Allowance	2,967	1,764	-	-	-
101-90-4014-0000	Unemployment Payments	-	134	-	-	-
595-90-4015-0001	Workers Comp-Current Employees	-	-	-	-	5,775
	Total Personnel	383,920	319,346	332,065	342,381	364,522
101-90-4150-0000	Other Contract Services	104,250	108,572	57,265	57,265	24,000
101-90-4150-0500	Other Contract Services - IT	-	-	-	-	34,300
101-90-4206-0000	Building Repair & Maintenance	76,236	85,944	-	-	-
101-90-4316-0000	Equipment Repair & Maintenance	3,135	4,831	4,475	4,300	8,000
281-90-4316-0000	Equipment Repair & Maintenance	2,686	2,748	-	-	-
101-90-4376-0000	Materials & Supplies	18,602	16,817	13,200	14,120	13,000
281-90-4376-0773	Supplies - Best Sellers	-	1,132	-	-	-
101-90-4396-0000	Memberships & Dues	2,611	738	3,015	3,015	3,475
101-90-4398-0000	Mileage	792	590	700	700	700
101-90-4399-0000	Non-capitalized Equipment	12,669	901	6,200	6,347	5,650
281-90-4399-0000	Non-Capitalized Equipment	6,798	-	-	-	-
281-90-4399-1120	Non-Cap. Equipment-Crain Art Gallery	357	4,052	1,000	100	1,000
281-90-4376-2575	Best Sellers - Friends	-	-	2,500	-	-
281-90-4613-9506	Wish List Purchases	709	4,204	2,000	2,000	2,000
101-90-4412-0000	Postage	12,265	11,416	9,000	9,500	10,500
101-90-4420-0000	Printing	1,791	2,469	2,550	2,550	2,550
101-90-4468-0000	Staff Development	561	362	605	605	605
101-90-4480-0000	Travel & Meetings	-	940	2,295	2,295	1,795

Library Administration

		<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Actual</u>	<u>2018-19</u>		<u>2019-20</u> <u>Adopted</u>
				<u>Budget</u>	<u>Estimated</u>	
101-90-4500-1980	Utilities-Electricity	71,131	67,935	75,000	71,416	80,000
101-90-4500-4950	Utilities-Natural Gas	3,489	2,936	3,500	4,686	4,000
101-90-4500-9025	Utilities-Telecommunications	2,897	2,724	3,000	2,654	2,500
101-90-4500-9460	Utilities-Water	5,125	5,892	6,000	4,662	6,000
101-90-4950-0001	Equipment Cost Allocation	3,103	7,984	3,103	7,621	10,373
Total Services & Supplies		<u>329,207</u>	<u>333,186</u>	<u>195,408</u>	<u>193,837</u>	<u>210,448</u>
Total Operating Expenditures		<u>713,127</u>	<u>652,531</u>	<u>527,473</u>	<u>536,218</u>	<u>574,970</u>

Adult Services

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:

Personnel	198,811	179,174	171,949	173,651	181,249
Services & Supplies	119,802	124,907	133,045	126,500	113,950
Total by Type	318,613	304,081	304,994	300,151	295,199

Expenditures by Fund:

101	General Fund	293,887	280,873	276,449	278,151	275,199
281	Donations Fund	24,726	23,208	28,545	22,000	20,000
	Total by Fund	318,613	304,081	304,994	300,151	295,199

Operating Budget Detail

101-91-4001-0000	Full Time Salaries	82,704	67,046	66,891	71,081	73,495
101-91-4002-0000	Part Time Wages	84,504	83,634	77,244	72,232	76,957
101-91-4006-0000	Medicare	2,369	2,112	2,090	2,013	2,182
101-91-4008-6050	Retirement-PARS	1,567	1,131	2,896	871	2,886
101-91-4008-6160	Retirement-PERS	14,924	13,059	9,868	14,205	12,769
101-91-4010-0000	Cafeteria Benefit	12,512	12,006	12,960	13,250	12,960
101-91-4011-0000	Technology Allowance	231	186	-	-	-
	Total Personnel	198,811	179,174	171,949	173,651	181,249
281-91-4150-2575	Other Contract Services	620	3,310	4,000	4,000	3,000
101-91-4370-0335	Library Materials/Books	43,272	45,533	40,500	40,500	40,500
101-91-4370-1496	Library Materials-DVDs	3,931	3,948	4,000	4,000	4,000
101-91-4370-1985	Library Mats-Electronic Rsrcs	33,122	38,343	42,000	42,000	37,000
101-91-4370-6805	Library Mats-Print Subs	7,386	9,697	8,000	8,000	7,450
101-91-4370-8585	Library Mats-Standing Orders	7,365	4,178	10,000	10,000	5,000
281-91-4370-0000	Adult Materials-Other	1,282	360	3,000	4,000	3,000
281-91-4370-0776	Adult Chinese Language Mats.	5,026	2,505	2,000	2,500	2,500
281-91-4370-2575	Adult Materials-Friends	15,940	14,980	18,045	10,000	10,000
281-91-4376-0000	Supplies	16	-	-	-	-
281-91-4376-2575	Materials & Supplies-Friends	1,842	2,053	1,500	1,500	1,500
	Total Services & Supplies	119,802	124,907	133,045	126,500	113,950
	Total Operating Expenditures	318,613	304,081	304,994	300,151	295,199

Childrens' Services

		2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
				Budget	Estimated	
Operating Budget Summary						
Expenditures by Type:						
	Personnel	160,935	161,997	165,351	174,800	172,785
	Services & Supplies	48,293	51,618	53,000	44,995	43,500
	Total by Type	209,228	213,615	218,351	219,796	216,285
Expenditures by Fund:						
101	General Fund	163,965	164,991	168,351	177,796	175,785
281	Donations Fund	45,263	48,624	50,000	42,000	40,500
	Total by Fund	209,228	213,615	218,351	219,796	216,285

Operating Budget Detail						
101-92-4001-0000	Full Time Wages	71,001	75,994	77,271	76,623	77,268
101-92-4002-0000	Part Time Wages	62,813	52,226	50,292	58,255	50,717
101-92-4006-0000	Medicare	1,892	1,818	1,850	1,919	1,856
101-92-4008-6050	Retirement-PARS	1,752	1,145	1,886	859	1,902
101-92-4008-6160	Retirement-PERS	12,656	17,584	19,652	22,418	26,642
101-92-4010-0000	Cafeteria Benefits	10,821	13,231	14,400	14,726	14,400
	Total Personnel	160,935	161,997	165,351	174,800	172,785
281-92-4150-2575	Other Contract Services-Friends	4,411	4,675	3,500	3,500	3,500
101-92-4370-0000	Materials/Books/Media	3,030	2,993	3,000	2,995	3,000
281-92-4370-0000	Children's Materials - Other	5,866	4,954	6,500	6,500	5,000
281-92-4370-2575	Children's Materials-Friends	29,000	31,302	31,000	24,000	24,000
281-92-4376-2575	Materials & Supplies-Friends	5,986	7,694	9,000	8,000	8,000
	Total Services & Supplies	48,293	51,618	53,000	44,995	43,500
	Total Operating Expenditures	209,228	213,615	218,351	219,796	216,285

Processing

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:

Personnel	84,890	85,646	91,886	80,278	92,077
Services & Supplies	14,836	21,992	18,300	18,300	18,300
Total by Type	99,726	107,639	110,186	98,578	110,377

Expenditures by Fund:

101	General Fund	99,726	107,639	110,186	98,578	110,377
	Total by Fund	99,726	107,639	110,186	98,578	110,377

Operating Budget Detail

101-93-4001-0000	Full Time Salaries	29,764	26,437	26,703	28,504	30,910
101-93-4002-0000	Part Time Wages	43,842	48,722	54,273	41,033	50,164
101-93-4006-0000	Medicare	1,066	1,078	1,174	1,008	1,176
101-93-4008-6050	Retirement-PARS	1,385	1,364	2,036	1,332	1,881
101-93-4008-6160	Retirement-PERS	4,596	2,769	1,940	2,529	2,186
101-93-4010-0000	Cafeteria Benefits	4,237	5,277	5,760	5,872	5,760
	Total Personnel	84,890	85,646	91,886	80,278	92,077
101-93-4150-0000	Other Contract Services	10,041	14,310	12,300	12,300	12,300
101-93-4376-0000	Materials & Supplies	4,795	7,682	6,000	6,000	6,000
	Total Services & Supplies	14,836	21,992	18,300	18,300	18,300
	Total Operating Expenditures	99,726	107,639	110,186	98,578	110,377

Circulation

	2016-17 Actual	2017-18 Actual	2018-19		2019-20 Adopted
Operating Budget Summary			Budget	Estimated	

Expenditures by Type:						
	Personnel	273,216	279,943	288,064	274,844	326,359
	Services & Supplies	-	-	-	-	-
	Total by Type	273,216	279,943	288,064	274,844	326,359
Expenditures by Fund:						
101	General Fund	273,216	279,943	288,064	274,844	326,359
	Total by Fund	273,216	279,943	288,064	274,844	326,359

Operating Budget Detail

101-94-4001-0000	Full Time Salaries	59,086	60,795	61,817	61,786	61,814
101-94-4002-0000	Part Time Wages	185,050	184,432	196,265	174,386	219,406
101-94-4006-0000	Medicare	3,497	3,527	3,742	3,411	4,078
101-94-4008-6050	Retirement-PARS	6,451	6,287	7,360	6,098	8,228
101-94-4008-6160	Retirement-PERS	10,176	14,297	7,360	17,337	21,313
101-94-4010-0000	Cafeteria Benefit	8,956	10,605	11,520	11,826	11,520
	Total Personnel	273,216	279,943	288,064	274,844	326,359
	Total Operating Expenditures	273,216	279,943	288,064	274,844	326,359

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Capitalized Equipment Purchases
By Functional Category & Line Item

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted
Administration						
591-07-4613-0000	Telephone System	-	-	95,000	100,853	-
591-07-4613-0000	Accounting System Software Upgrade	-	-	20,000	10,000	-
591-07-4613-0000	Network and User IT Upgrades	-	-	50,000	6,937	-
591-08-4613-0550	Domain Re-Build	-	-	-	-	11,500
591-10-4613-0500	Web-Based Job Search System	-	-	-	-	11,500
591-11-4613-0500	Computer Replacements	-	-	-	-	60,000
Subtotal Administration		-	-	165,000	117,790	83,000
Planning & Building Department						
591-14-4613-0000	Business License System Upgrade	15,000	-	-	-	-
Subtotal Planning & Building		15,000	-	-	-	-
Police Department						
591-30-4613-0000	Police Capitalized Equipment	326,032	22,495	-	-	-
591-30-4613-9300	Police Capitalized Equipment-Vehicles	-	170,054	-	-	-
591-30-4613-0500	Firearm Replacements	-	-	8,500	8,500	6,000
591-30-4613-0555	Taser Devices	-	-	11,000	10,979	7,350
591-30-4613-0560	Storage Container	-	-	-	-	10,000
591-30-4613-0565	Patrol Car Camera Replacements	-	-	-	-	-
591-30-4613-0570	Police Department Router Upgrade	-	-	-	-	9,500
591-30-4613-0575	License Plate Reader (LDR) Cameras	-	-	-	-	90,000
591-30-4613-0580	Mobile Data Center (MDC) Replacements	-	-	-	-	60,000
591-30-4613-0585	Watchguard Upgrades	-	-	-	-	1,200
Subtotal Police		326,032	192,549	19,500	19,479	184,050
Fire Department						
591-34-4613-0000	Fire Capitalized Equipment	71,031	2,473	-	-	-
591-34-4613-0000	Fire Engine	-	711,820	-	-	-
591-34-4613-0000	Defibrillator/Heart Monitor	-	37,674	-	-	-
591-34-4613-9300	Fire Capitalized Equipment-Vehicles	-	-	-	-	45,000
591-34-4613-9300	Unit B9 Replacement	-	-	160,000	141,687	-
591-34-4613-0500	Heart Monitors	-	-	38,000	36,902	38,000
591-34-4613-0000	Body Armor Outfitting	-	-	11,400	12,951	-
591-34-4613-0000	Unit RA 91 Patient Gurney	-	-	6,000	-	-
Emergency Operations Division						
591-36-4613-0000	Emergency Services Capitalized Equipment	37,424	-	-	-	-
Subtotal Fire		108,455	751,966	215,400	191,540	83,000
Parks & Public Works						
Administration Division						
591-40-4613-0000	Work Order System	-	-	-	-	25,000
Garage Division						
591-42-4613-0000	Building Maintenance Truck	-	42,089	-	-	-
Streets Division						
591-48-4613-0000	Street Capitalized Equipment	40,912	118,048	-	-	-
Lacy Park Division						

Capitalized Equipment Purchases
By Functional Category & Line Item

		2016-17	2017-18	2018-19		2019-20
		Actual	Actual	Budget	Estimated	Adopted
591-50-4613-0000	Park Capitalized Equipment	72,981	30,523	-	-	-
<i>Public Grounds Division</i>						
591-52-4613-0000	Grounds Capitalized Equipment	957	-	-	-	-
591-52-4613-0000	Small Engine Equipment	-	-	5,000	5,000	-
Subtotal Parks & Public Works		114,850	190,660	5,000	5,000	25,000
Recreation Department						
<i>Administration Division</i>						
591-60-4613-0000	Recreation Capitalized Equipment	23,284	-	-	-	-
Subtotal Recreation		23,284	-	-	-	-
Crowell Public Library						
<i>Administration Division</i>						
591-90-4613-0000	Library Server Upgrade	-	42,183	-	-	-
281-90-4613-0000	Library RFID System, Equipment	-	54,054	-	-	-
591-90-4613-0555	Barth Room Upgrades	-	-	-	-	19,500
Subtotal Library		-	96,237	-	-	19,500
Total Capitalized Equipment Purchases		587,621	1,231,412	404,900	333,809	394,550

Capitalized Equipment Purchases -- Recap By Fund:						
Fund 281	Donations Fund	-	54,054	-	-	-
Fund 394	Capital Equipment Internal Service Fund	587,621	1,177,358	404,900	333,809	394,550
Totals By Fund		587,621	1,231,412	404,900	333,809	394,550



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

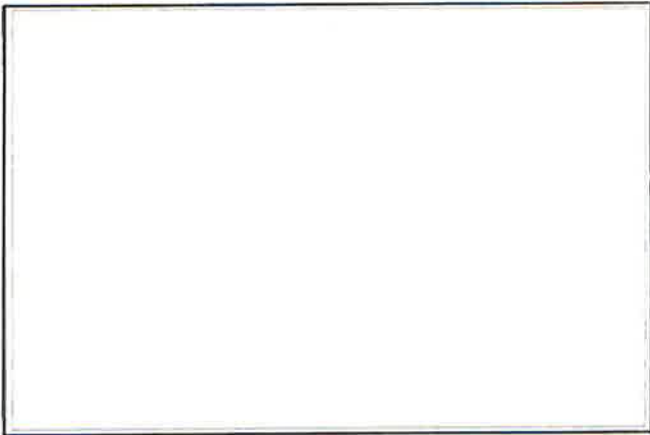


TITLE Domain Name Simplification	XXXX
----------------------------------	------

PROPOSING DEPARTMENT Administration	DIVISION Finance	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	---------------------	---

Simplify by converting the city internet domain into a single name versus the current 3 separate "systems" of City Hall, Library, and Rec. The current structure has 3 separate geographic sites operating and managing independently, which creates complexity and exposes the network to attack and errors.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	11,500
TOTAL ESTIMATED FUNDING	\$ 11,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	11,500					11,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 11,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 11,500

COST ESTIMATE NOTES

This is a one-time expense.

Capital Expense Request Template Ver 2.0 vack 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

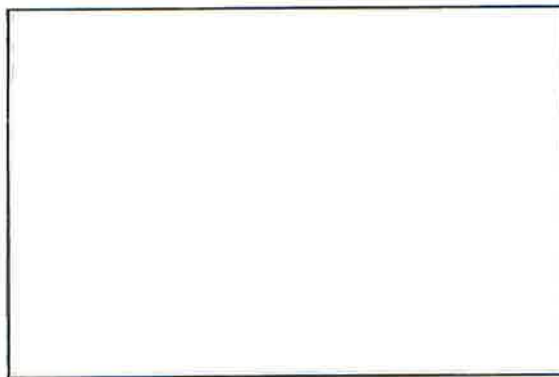
(Complete One Request per Form)

PROJECT NAME	Web-based Job Search System
---------------------	-----------------------------

PROPOSING DEPARTMENT	DIVISION	CAPITAL EXPENSE TYPE
Administration	Human Resources	Equipment/Vehicle

DESCRIPTION AND JUSTIFICATION

Currently, the City utilizes a paper-based application process. This is less efficient for staff and impacts our ability to attract high numbers of prospective candidates. Moving to an online application tracking system will modernize our recruiting efforts, free up staff time to work on other projects, better manage our application files, and attract more interest. The software will also permit us to pull data and run reports. There are several vendors available for this service.



PHOTOGRAPH OR DIAGRAM

ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$11,500
TOTAL ESTIMATED FUNDING	\$11,500

CAPITAL COST ESTIMATES BY YEAR					
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACQUISITION	\$11,500				\$11,500
ENGINEERING					
ENVIRONMENTAL					
CONSTRUCTION					
CONST. MGT.					
LEGAL					
TOTALS	\$ 11,500		\$ 0	\$ 0	\$ 11,500

COST ESTIMATE NOTES
 Currently, only one vendor has provided a quote, which forms the basis of this request. For that vendor, the approximate cost is \$11,500 in the first year (\$5000 implementation + \$6,500 annual license fee), with \$6,500 annually. If approved by the City Council, we will solicit bids from additional vendors to fine tune this cost and select the most appropriate system.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Citywide Computer Replacement Program (Page 2)	XXXX
--	------

PROPOSING DEPARTMENT Administration	DIVISION IT	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	----------------	---

PC's to be replaced in 2019 calendar year

Department	Professional	Office	General	LapTops	Total
City Hall	12				12
Fire Department		2			2
Rec Center			4		4
Police Department	8				8
Library	5	15			20
Lacy Park			1		1
EOC		1		5	6
Total	25	18	5	5	53

Professional - Desktop computer with solid state drive, dual monitor interface, with adequate memory and processing power to handle multiple advanced applications simultaneously

Office - Desktop computer with solid state drive, dual monitor interface, with adequate memory and processing power to handle multiple applications simultaneously

General - Desktop computer with solid state drive, single monitor interface, with adequate memory and processing power to handle basic office applications and internet browsing

Laptops - Portable computer with solid state drive, wi-fi capability, with adequate memory and processing power to handle multiple applications simultaneously

This table identifies computers to be replaced by department and type for FY 2019/20

Existing PC Inventory

System Tracking	Replacement Period						Total PC's in Use
	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	
City Hall	12	13	3	6	7	1	42
Fire Department	2	0	1	1	0	0	4
Rec Center	4	2	3	3	3	0	15
Police Department	8	1	7	2	9	1	28
Library	20	27	16	1	8	3	75
Lacy Park	1	0	0	0	1	0	2
EOC	6						6
Total	53	43	30	13	28	5	172

This table identifies the complete computer inventory and projected replacement year by department



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

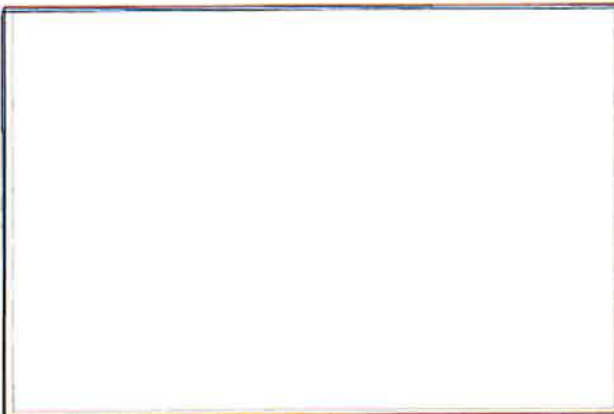


TITLE Firearm Replacement Program	PD07
--	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

In 2018 the Department purchased 10 replacement GLOCKs and in 2019, 19 more pistols and 5 Colt rifles as part of the Department's firearm replacement program. In FY19/20 it is recommended to purchase 4 rifles and 2 pistols to continue being proactive in replacing weapons that have exceeded their serviceable life and contain parts that are no longer available from the manufacturer.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	6,000
TOTAL ESTIMATED FUNDING	\$6,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	6,000					6,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$6,000	\$ 0	\$ 0	\$ 0	\$ 0	\$6,000

COST ESTIMATE NOTES

Purchases will be made locally to receive discount. An amount of \$8,500 was budgeted and expensed in FY18/19 (Year 0) for 19 weapons. The average cost per GLOCK firearm is currently \$450, and a Colt patrol rifle is approximately \$925.

Capital Expenses Request Template Ver 2.0.docx V7/5/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

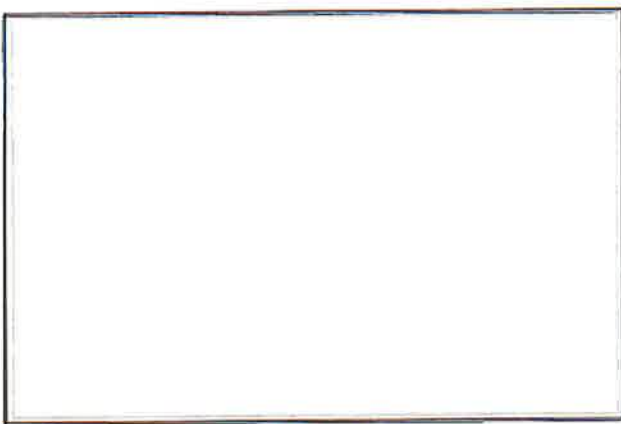


TITLE Taser Replacement Program	PD03
--	-------------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

In FY18/19, the Department purchased 7 TASERS, and recommends continuing the replacement program with the acquisition of 23 additional units, which can be purchased under a promotional program that allows the City to pay over 60 months. TASERS are mission critical protective equipment and provides less-lethal enforcement options during an encounter.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	36,750
TOTAL ESTIMATED FUNDING	\$ 36,750

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	7,350	7,350	7,350	7,350	7,350	36,750
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 7,350	\$ 7,350	\$ 7,350	\$ 7,350	\$ 7,350	\$ 36,750

COST ESTIMATE NOTES
The total cost of the purchase is \$36,750 under the TASER 60 promotion, which saves \$2,873.

Capital Expense Request Template Ver 2.0.docx VTS/2018



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

(Complete One Request per Form)

PROJECT NAME Storage Container

PROPOSING DEPARTMENT Police	DIVISION Detectives	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-------------------------------	--

DESCRIPTION AND JUSTIFICATION

To properly secure private articles collected by public safety personnel during the enforcement of camping laws, a waterproof and secure storage container is recommended. Procurement of a storage container, shelving and other supplies necessary for public works personnel to safely transport personal material.



PHOTOGRAPH OR DIAGRAM

ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$ 10,000
TOTAL ESTIMATED FUNDING	\$ 10,000

CAPITAL COST ESTIMATES BY YEAR					
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACQUISITION	\$ 7,500				
ENGINEERING					
ENVIRONMENTAL	2,500				
CONSTRUCTION					
CONST. MGT.					
LEGAL					
TOTALS	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
 "Acquisition" refers to cost to procure and outfit a 20-ft storage container to be placed in PW yard next to the FD CERT trailer. "Environmental" refers to protective gear and pathogen training for PPW personnel who are tasked with collection of potentially contaminated personal property.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

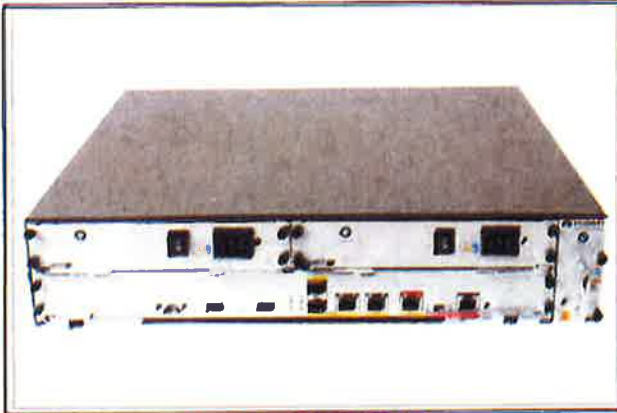


TITLE Police Department Router Upgrade	XXXX
---	-------------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

Replace the current (3) low end router design to an enterprise single router to control PD network access and manage tight security. The router serves as the traffic cop on the network, identifying what traffic should be let in and what traffic should be kept out. The current setup is fragmented, is not designed to handle an enterprise network, and is more suited toward home network use.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	9,500
TOTAL ESTIMATED FUNDING	\$ 9,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	9,500					9,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 9,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 9,500

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$450/year. IT personnel will evaluate the new equipment at the beginning of year 5 to assess condition and replacement need.

Capital Expense Request Template Ver 2.0 rev 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

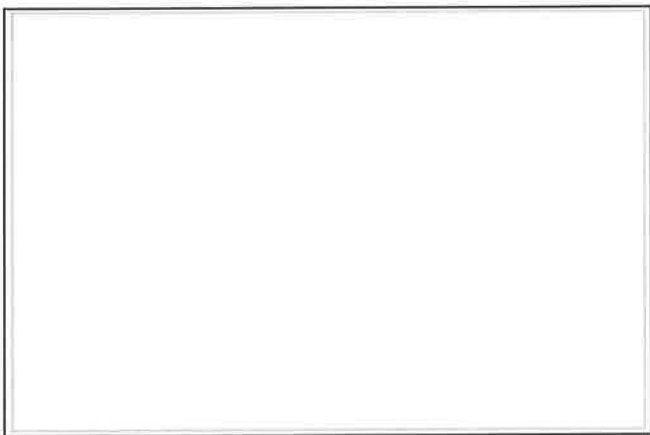


TITLE License Plate Reader Camera Installations	PD01
---	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
--------------------------------	----------------------------	---

2019/20 CITY COUNCIL PRIORITY INITIATIVE Install high-resolution license plate reader (LPR) cameras to assist community safety efforts in apprehension of lawbreakers. Data acquired by LPR equipment is shared county-wide law enforcement network. Two intersections are recommended with 3 cameras each for a total of 6 cameras. See next page for more details.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	90,000
TOTAL ESTIMATED FUNDING	\$ 90,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	90,000					90,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 90,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 90,000

COST ESTIMATE NOTES
Additional cost details are included on page 2. The estimated cost to maintain this capital asset is \$3,000/year.

Priority Initiative

Priority Initiative	Dept Lead	Critical Success Factor	Key Actions	Resource Assessment
<p>Additional Street Cameras</p>	<p>Police</p>	<p>Safe Community</p>	<ul style="list-style-type: none"> Identify camera companies and the services they provide Determine the type of cameras desired. <u>License Plate Reader (LPR) cameras</u> are high-resolution cameras capable of capturing vehicle plates, which are then shared through a network with other law enforcement agencies, making LPR cameras better for gathering information after-the-fact during the investigation stage. The <u>pole cameras</u> do not share this technology and the picture quality is not as good; on the other hand, they are visible and obvious to drivers, so they act as better deterrents than LPRs. Determine the number of locations desired (multiply the costs noted by the number of locations desired – ONE location only) Procure and install cameras and equipment Monitor video regularly 	<p>Staff Demand: Moderate to High. LPR cameras will require moderate staff time for the initial setup and migration of the cameras. The Pole Cameras require significant staff time for initial setup, monitoring and video retrieval, and a Public Works employee's time to relocate the cameras throughout the city on a regular basis.</p> <p>Total Cost Estimate: For LPR cameras, the Year 1 setup cost FOR ONE INTERSECTION IN ONE DIRECTION would be approx. \$45,000 total for 3 LPR cameras (each camera captures 1 lane of traffic), plus an additional \$1,500 annually for maintenance. Additional directions and/or intersections would increase cost by the number of locations – for example, 2 locations would be approx. \$90K in Year 1 and \$3,000 annually for maintenance.</p> <p>For Pole Cameras, the Year 1 setup cost is approx. \$110,775-\$160,775 for one "pod" of 4 cameras AT ONE INTERSECTION, plus an additional \$2,775 annually. The setup fee includes procurement of cameras (\$8,000 for the pod), the system recommended by our IT contractor to comply with City Attorney's opinion about data retention (\$100K-\$150K), mobile provider fees (\$775 per pod), & storage for data (\$2000). The ongoing expense relates to storage for data. More locations would increase costs, but not necessarily directly proportional.</p> <p>Other Things to Consider: To date, pole cameras have not yielded information that would be useful during an investigation.</p>

TOTAL COST TO BUDGET

\$90,000 FOR 6 LPR CAMERAS



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Mobile Data Center Replacement	PD02
---	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

The San Marino Police Department is requesting a replacement of its current mobile work stations located in each Patrol vehicle. The current mobile work stations are in excess of ten years old, which are developing hardware reliability problems making them difficult to operate and provide data to officers. The estimated cost to replace the seven units in the field and two replacement (total of nine) MDCs is \$60,000.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	60,000
<u>See cost estimate note</u>	
TOTAL ESTIMATED FUNDING	\$ 60,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	60,000					60,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 60,000

COST ESTIMATE NOTES

The estimated cost to purchase and install these units is \$60,000. As with other city computers, IT personnel will evaluate their condition in year 5 and make the appropriate replacement recommendation.

Capital Expenses Request Template Ver 2.0, ver 01/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

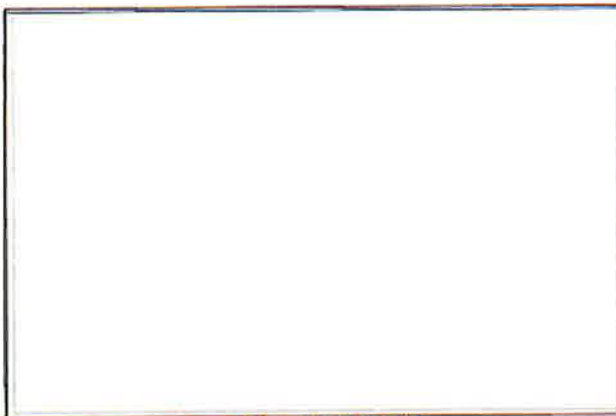


TITLE Watch Guard Upgrade	PD05
----------------------------------	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

The WatchGuard System houses all audio and video recordings captured through the patrol vehicles in the field. Each vehicle has a monitor, DVR, and mic worn by the officers. All contacts in the field are captured through this system. Typically the microphone boxes get the most wear and tear, as they are worn daily for the entire shift. In the past, we have needed to replace about four mic's every other year. The replacement has averaged \$1,200. Servers should be replaced on a 5-year schedule as they wear out.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	11,600
TOTAL ESTIMATED FUNDING	\$ 11,600

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	1,200		1,200	8,000	1,200	11,600
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 1,200	\$ 0	\$ 1,200	\$ 8,000	\$ 1,200	\$ 11,600

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$1,200 per year. In year 4 the cost includes an estimated \$8,000 to acquire a replacement server for the one that has been in service since 2018.

Capital Expense Request Template Ver 2.0 rev 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Command Staff Vehicle Replacement	FD01
--	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
-------------------------------------	-----------------------------------	--

Replace two 2015 Ford Explorer command staff vehicles with two Chevrolet Tahoes. The current front line Command vehicles are part of the Department's emergency response system. Fire Department Command staff requires the reliability associated with front line emergency response. The Fire and Division Chief respond to the City in the event of any serious emergency (continued on next page).

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	90,000
TOTAL ESTIMATED FUNDING	\$ 90,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	45,000	\$45,000				90,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$45,000	\$ 45,000	\$ 0	\$ 0	\$ 0	\$ 90,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$1,000/year. Vehicle maintenance funds are allocated annually for all Department vehicles in account 103-34-4508-0000. Purchase of new vehicles would ensure maintenance costs do not escalate due to the effects of exceeding unit service life. A more precise vehicle replacement schedule will be included with the forthcoming 2019 fleet audit currently underway.

Capital Expense Request Template Ver 2.0, ver. 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Command Staff Vehicle Replacement (Page 2)	FD01
--	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
------------------------------	----------------------------	---

Description and Justification (Continued)

During the Fire Department annual inspection, Fire personnel concluded that to ensure reliability, replacement should be requested. Additionally, equipment requirements for the Command Officers exceed the current platform capability. The current front line Command vehicle would be used to replace a vehicle within the City's apparatus fleet with over 140,000 miles. The Fire Department's Utility vehicle is past end of life and is scheduled for salvage. The Department will replace the vehicle with the current front line command vehicle.

Capital E. please Re. used Template Ver 2.0.rsd | 15 2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Heart Monitor Replacement	
--	--

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
-------------------------------------	-----------------------------------	--

Replace the one (1) remaining E-Series heart monitor/defibrillator with one (1) X-Series monitor. The X-Series monitor would replace a monitor that has reached its recommended lifespan of 5-7 years. This will complete the deployment of heart monitors in each Fire Department apparatus. X-Series are recommended as they provide seamless connectivity between the Zoll Autopulse chest compressors and are widely used by neighboring first responders.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	35,500
Estimated trade-in	2,500
TOTAL ESTIMATED FUNDING	\$ 38,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	38,000					38,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 38,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 38,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$600/year. Annual maintenance for existing heart monitors are allocated in account 103-34-4376-0000.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

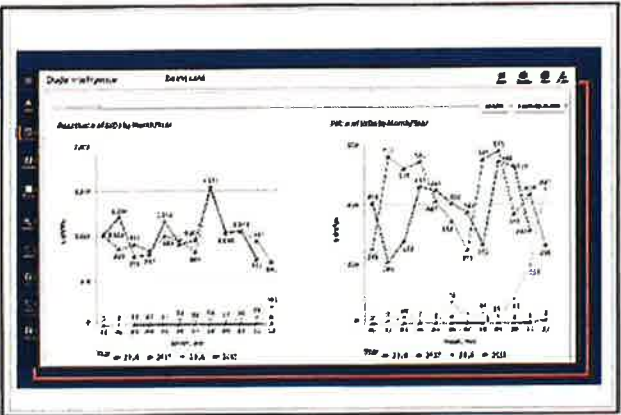


TITLE Public Works Work Order System	PW01
--------------------------------------	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	------------------------------	---

2019 CITY COUNCIL PRIORITY INITIATIVE Dude Solutions web-based work order software will provide the Department the ability to track and report efficiency, costs and effectiveness of service delivery via a desktop and smartphone application. Using this product will result in a refinement of service levels, performance measures and improve supervisory control. Full implementation will require all maintenance workers to have access to mobile devices. System will also be accessible to citizens to report maintenance needs. See following sheet for more information.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	25,000
TOTAL ESTIMATED FUNDING	\$ 25,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	25,000					25,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000

COST ESTIMATE NOTES
 "Acquisition" refers to the initial setup including mobile devices and on-site training and support. The estimated cost to maintain this capital asset is \$14,000/year commencing July 1, 2020, which includes web-hosting, help desk and mapping. This amount will be included in upcoming operations budgets.

Capital Expense Request Template Ver 2.0.usdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Public Works Work Order System (Page 2)	PW01
---	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	------------------------------	---

Description and Justification (Continued)

While Dude Solutions is the current preferred solution provider, we are currently researching and in-contact with GoGovApps to ensure that we will not have duplicate programs and to figure out which provider best meets the department's needs.

Purchase an electronic work order system		
Critical Success Factor	<i>Efficient, Responsive, and Effective City Services</i>	
Action Steps	<ul style="list-style-type: none"> • Determine needs and investigate options related to portability, recordkeeping, tracking and requestor (customer/resident) follow up [COMPLETED] • Evaluate and receive demonstration of potential systems • Provide briefing to the Public Safety Commission • Test before procuring in real-world/real-time including synergy with city's IT system • Procure system and receive department-wide training • Roll-out to full maintenance staff, train, and commence use 	
Resource Assessment	Staff Demand	Moderate to High. The procurement phase will take a moderate investment of staff time to analyze systems and workability. The implementation phase will require significant staff time from every Public Works employee since this initiative will significantly change how work is entered into the work stream, how it's tracked and how it's reported. Once fully integrated, staff time to maintain the system will be minimal.
	Total Cost Estimate	If using software designed specifically for Parks and Public Works personnel, equipment, and functions, the approximate for FY19/20 cost is \$25,000 to procure and in subsequent years, the on-going operating cost for the license fee will be \$14,000 per year.
	Other Things to Consider	This software is tailored for public works personnel and tracks only field work. If the City Council wants the ability to track project time for all employees (office, police, fire, etc.), we will need to seek a more comprehensive and sophisticated technological solution, which will (based on initial inquiries made last year) cost significantly more (upwards of \$100K). Staff recommends deploying the public works strategy only at this time.
TOTAL COST TO BUDGET		\$25,000



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

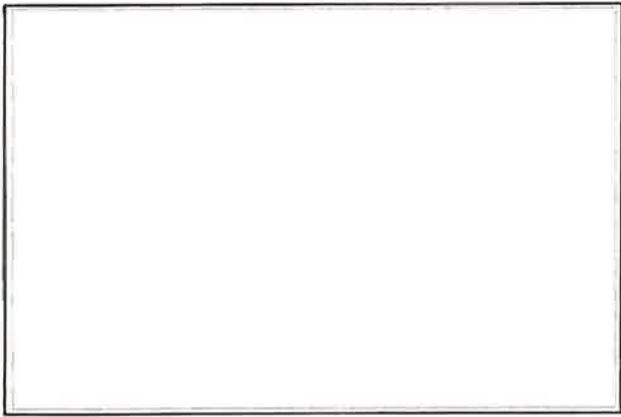


TITLE Crowell Public Library - Barth AV Upgrade	LB01
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	----------------------------	--

The AV upgrade will replace the current 11 year old AV system in use. Various parts of the AV system no longer function or intermittently working, particularly the audio. The recommended system will include improved speakers, integrated system of AV equipment, and more fluid connection of computer equipment for speaker presentation.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	19,500
TOTAL ESTIMATED FUNDING	\$ 19,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	11,600					11,600
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	7,900					7,900
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 19,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 19,500

COST ESTIMATE NOTES

Cost estimate based on quote from local AV/IT vendor. Two additional bids are required prior to authorizing any work. The estimated cost to maintain this capital asset is \$100/year.

Capital Expense Request Template Ver 2.0.vend: 1/15/2019

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for pagination purposes.

Capital Improvement Projects
By Project Category & Project Line Item

		2017-18	2018-19		2019-20	
		Actual	Budget	Estimated	Re-Appropriation	New Request
Right-Of-Way Projects						
202-48-4600-9271	Street Rehabilitation	350,000	1,210,000	20,000	1,167,300	700,000
214-48-4600-9271	Street Rehabilitation	8,720	-	-	-	-
215-48-4600-9271	Street Rehabilitation	70,000	-	-	-	-
243-48-4600-9271	Street Rehabilitation	249,917	165,000	-	-	440,000
247-48-4600-9271	Street Rehabilitation	159,800	-	-	-	-
394-48-4600-9271	Street Rehabilitation	222,963	125,000	-	-	2,360,000
	Street Rehabilitation Program	1,061,400	1,500,000	20,000	1,167,300	3,500,000
394-48-4600-9000	Street Light Conversion	35,494	-	-	-	-
394-48-4600-2016	Slurry Seal Various Streets	11,152	-	-	-	-
394-48-4600-9243	Traffic Signal Cabinets	-	61,000	50,000	-	50,000
394-48-4600-0000	Circle Dr./Virginia Road Bridge	26,471	-	-	-	-
394-48-4600-9751	Sierra Madre & Robles Striping	13,160	-	-	-	-
394-48-4600-9273	Biennial Striping, Marking, Signing Program	-	-	-	-	45,000
394-48-4600-9274	Streetlight Management Plan	-	-	-	-	45,000
394-48-4600-9752	Robles Intersection Improvements	812	-	-	-	-
394-48-4600-0500	City Wide Traffic Circulation Study	-	150,000	-	150,000	-
394-48-4600-9272	City Wide Sidewalk	7,395	346,650	5,000	341,650	363,830
214-48-4600-9272	City Wide Sidewalk	-	9,000	-	9,000	9,600
	Total Right-of-Way Projects	1,155,884	2,066,650	75,000	1,667,950	4,013,430
Parks Projects						
281-50-4600-7150	Rose Arbor Renovation	2,644	-	-	-	-
394-50-4600-7150	Rose Arbor Renovation	-	20,000	3,800	6,200	200,000
394-50-4600-7029	Lacy Park Irrigation	12,978	-	-	-	-
394-50-4600-7010	Lacy Park Storage Yard Fencing	14,221	-	-	-	-
394-50-4150-0150	Lacy Park Master Plan	-	-	-	-	5,000
	Total Parks Projects	29,843	20,000	3,800	6,200	205,000
Civic Facilities Projects						
281-50-4600-7027	Lacy Park Restroom Upgrades	-	50,000	50,000	-	-
394-50-4600-7027	Lacy Park Restroom Upgrades	31,306	344,200	344,200	-	-
394-40-4150-0884	Condition Assessment	-	15,000	15,000	-	-
394-40-4150-0885	City Hall Campus	-	83,000	83,000	-	-
394-95-4600-5510	Old Mill Restoration	591	-	-	-	-
394-95-4600-5520	Pedestrian Lights - Old Mill	-	30,000	-	-	-
394-30-4600-3414	Construction - Jail Remodel	13,935	-	-	-	-
394-30-4600-0886	Police Department Lobby	-	-	-	-	8,000
394-34-4600-0500	Stoneman Fire Safety System Improvements	-	50,000	10,686	-	-
394-34-4600-1000	Fire Department Restroom Refurbishment	22,073	-	-	-	-
394-34-4600-0887	Fire Apparatus Doors	-	-	-	-	70,000
394-40-4150-0883	Civic Center Environmental Assess	29,326	19,230	19,230	-	-
394-90-4600-1000	Crowell Public Library - Exterior Painting	45,024	-	-	-	-
394-90-4600-1001	Crowell Public Library - Roof Coating	-	20,000	-	-	-
394-90-4600-0888	Crowell Public Library - Entry Canopy	-	-	-	-	3,970
	Total Civic Facilities Projects	142,255	611,430	522,116	-	81,970

Capital Improvement Projects

By Project Category & Project Line Item

		2017-18	2018-19		2019-20	
		Actual	Budget	Estimated	Re- Appropriation	New Request
Wastewater Collection System Projects						
394-44-4600-8020	Sewer Main Rehabilitation Program	95,840	50,000	50,000	-	50,000
394-44-4600-8021	Sewer Master Plan - Condition Assessment	20,324	150,000	149,935	65	-
394-44-4600-8022	Lift Station Improvements	-	-	-	-	314,000
Total Wastewater Collection System Projects		116,164	200,000	199,935	65	364,000
Stormwater System Projects						
394-46-4150-0001	Condition Assessment	-	150,000	7,500	142,500	-
394-46-4600-8023	Drainage Wash Improvement Program	-	75,000	75,000	-	50,000
394-46-4600-8024	Culvert Replacement Program	-	50,000	50,000	-	50,000
394-46-4600-8022	Inlet Replacement Program	-	30,000	30,000	-	30,000
394-46-4600-8025	Rio Hondo Load Reduction	-	257,000	37,000	220,000	-
394-46-4600-8026	Trash Capture Filters	-	-	-	-	25,000
Total Stormwater System Projects		-	562,000	199,500	362,500	155,000
Total Capital Improvement Projects		1,444,146	3,460,080	1,000,351	2,036,715	4,819,400

Capital Improvement Projects -- Recap By Fund:						
Fund 202	Gas Tax	350,000	1,210,000	20,000	1,167,300	700,000
Fund 214	TDA Article 3 Streets	8,720	9,000	-	9,000	9,600
Fund 215	Proposition C	70,000	-	-	-	-
Fund 281	Donations	2,644	50,000	50,000	-	-
Fund 243	Measure R	249,917	165,000	-	-	440,000
Fund 247	Measure M	159,800	-	-	-	-
Fund 394	Capital Projects	603,065	2,026,080	930,351	860,415	3,669,800
Totals By Fund		1,444,146	3,460,080	1,000,351	2,036,715	4,819,400



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

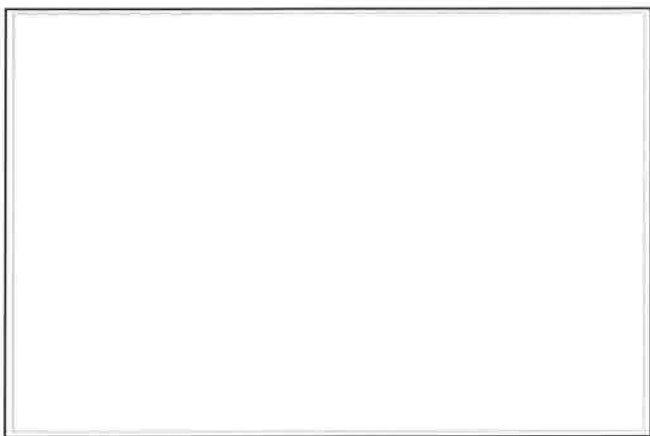


TITLE Street Rehabilitation Program	FY-9271
--	---------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Right-of-Way
---	-------------------------------------	---

Rehabilitate city streets per location and schedule outlined in the 2018 pavement management plan for the purpose of moving the city to a maintenance-footing by 2032.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	2,360,000
HUTA + RMRA (202)	700,000
Measure R	440,000
TOTAL ESTIMATED FUNDING	\$ 3,500,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	25,000	25,000	25,000	25,000	25,000	125,000
ENVIRONMENTAL						0
CONSTRUCTION	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000	17,000,000
CONST. MGT.	75,000	75,000	75,000	75,000	75,000	375,000
LEGAL						0
TOTALS	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 17,500,000

COST ESTIMATE NOTES
 Estimated funding corrected to reflect annual revenues. Anticipated funding table is per year. Year 1 refers to streets programmed for rehabilitation in FY19/20. The estimated cost to maintain this capital asset will be accurately tracked as part of the work order system.

Capital Expense Request Template Ver 2.0 vsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

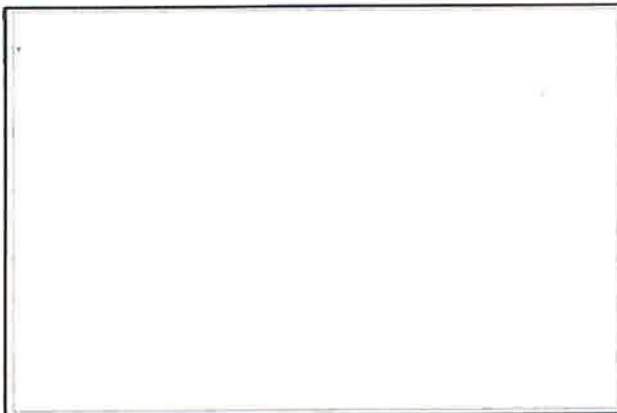


TITLE Traffic Control Devices Program	FY-9243
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
---	---------------------------------	---

Replace and upgrade 2 traffic signal controllers annually. The current traffic signal controllers are over 20 years old and are obsolete. In FY18/19, of the original 15 controllers, 2 were replaced. A phased-in approach is proposed to replace 2 units per year until the remaining 11 (after FY19/20) are replaced.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	280,000
TOTAL ESTIMATED FUNDING	\$ 280,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000	55,000	55,000	60,000	60,000	280,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 55,000	\$ 55,000	\$ 60,000	\$ 60,000	\$ 280,000

COST ESTIMATE NOTES
Construction includes acquisition and installation. Program work commenced FY18/19 and 2 were replaced. The estimated cost to maintain this capital asset is \$350/controller/year.

Capital Expense Request Template Ver 2.0.yesdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

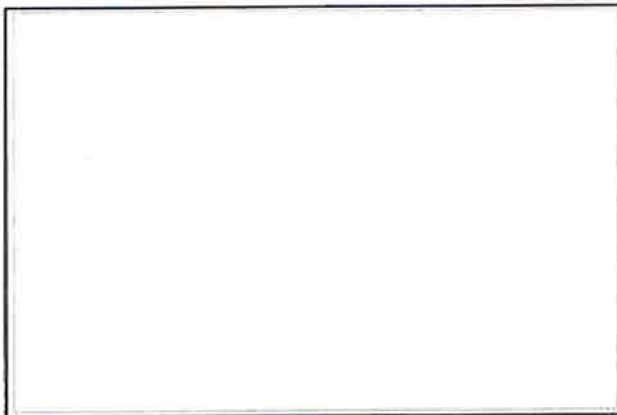


TITLE Annual Striping, Marking, Signing Program	XXXX
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
--	--------------------------	--------------------------------------

Refresh over a 3 year period all pavement markings, legends and lane striping, and replace faded street signs.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	225,000
TOTAL ESTIMATED FUNDING	\$225,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	45,000	45,000	45,000	45,000	45,000	225,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$45,000	\$ 45,000	\$45,000	\$ 45,000	\$45,000	\$225,000

COST ESTIMATE NOTES
 Year 1 includes a full review of all legends, markings, striping, signage by traffic engineer, a review of plans and specifications. Subsequent cycles provide for necessary updates to plans and specifications recommended by traffic engineer.

Capital Expense Request Template Ver. 2.0.vwd.1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

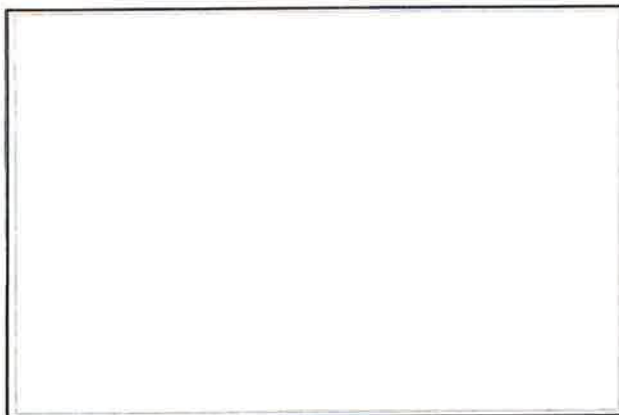


TITLE Streetlight Management Plan	XXXX
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
---	---------------------------------	---

There are 23 fluted metal light standards that are failing due to base corrosion and age, and require replacement. It is recommended to replace the poles over the course of 4 fiscal years. Consideration will be given to making the replacement light standards consistent with the other installation in the city or retaining their neighborhood identity.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	207,000
TOTAL ESTIMATED FUNDING	\$ 207,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	45,000	54,000	54,000	54,000		207,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 45,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 0	\$ 207,000

COST ESTIMATE NOTES

Fluted metal pole replacement cost estimated at \$8,500 to \$9,000 per location. The cost estimate may be revised if the poles are replaced with the city-standard concrete-look pedestal style.

Capital Expense Request Template Ver 2.0 vsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

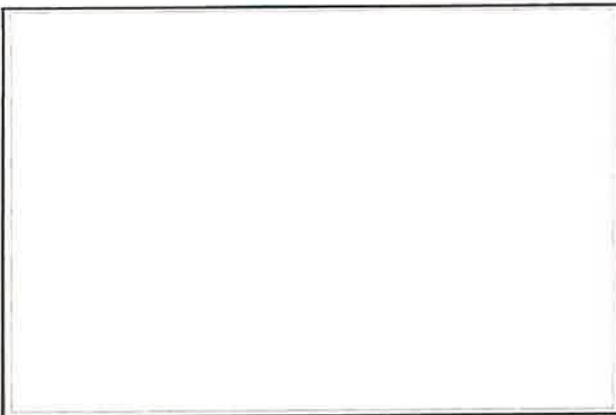


TITLE Sidewalk Replacement Program	FY-9272
---	---------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
---	---------------------------------	---

2019 CITY COUNCIL PRIORITY INITIATIVE Replace 1-mile annually of sidewalks identified by sidewalk condition assessment study. Program includes annual condition assessment performed by volunteers following CJPIA sidewalk evaluation criteria. See attached page.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	2,052,240
TOTAL ESTIMATED FUNDING	\$ 2,052,240

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	373,430	392,100	411,710	425,000	450,000	2,052,240
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 373,430	\$ 392,100	\$ 411,710	\$ 425,000	\$ 450,000	\$ 2,052,240

COST ESTIMATE NOTES
 Year 1 costs based on first year of multi-year sidewalk replacement contract (approved by city council on 3-13-2019, budget \$355,650) + 5%. Years 4 and 5 are estimates as 4-year contract expires at that time.

Capital Expense Request Template Ver 2.0.wedix 1/15/2019

Special focus on sidewalks		
Critical Success Factor	Well-Maintained Infrastructure	
Action Steps	<ul style="list-style-type: none"> • Launch “Fix our Sidewalks” program by awarding a multi-year sidewalk replacement contract for the replacement of 1 mile per year for 4 years [COMPLETED-AWARDED BY THE CITY COUNCIL MARCH 13, 2019] • Commence the first year’s work on April 15, 2019 	
Resource Assessment	Staff Demand	Minimal. The annual duration of the project is 90 working days and easily integrated into the department’s capital improvement project management activities.
	Total Cost Estimate	Budgeted at \$355,650 for the first year (1 mile) with up to a 5% adjustment each year for inflation. Total estimate 4-year cost is approximately \$1,530,000.
	Other Things to Consider	Staff recommends this priority initiative be removed from the list – the implementation of this multi-year program is occurring THIS fiscal year. An appropriation of \$373,430 being recommended to continue the work next fiscal year.
TOTAL COST TO BUDGET		\$373,430



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Rose Arbor Reconstruction	7150
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Parks & Grounds	CAPITAL EXPENSE TYPE Parks & Grounds
---	------------------------------------	--

2019 CITY COUNCIL PRIORITY INITIATIVE Reconstruct the iconic rose arbor utilizing more durable and longer-lasting materials. See attached sheet for details.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH/DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394) (see note)	200,000
Donations (281)	
Proposition 68 (TBD)	
TOTAL ESTIMATED FUNDING	\$ 200,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	200,000					200,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000

COST ESTIMATE NOTES

Construction cost estimate is pending completion of design and material option cost estimating. A \$20,000 FY18/19 (Year 0) budget was appropriated by the CC January 25, 2019 for design. City Council on April 26, 2019 established a \$200,000 placeholder pending results of cost estimate.

Capital Expense Request Template Ver 2.0.wcdx 1/15/2019

Rose Arbor reconstruction		
Critical Success Factor	<i>Well-Maintained Infrastructure</i>	
Action Steps	<ul style="list-style-type: none"> • Design a replacement arbor to be as close as feasible to the original arbor with longer-lasting and more durable materials (this work is already underway with an expected completion date of June 30, 2019) • Prepare a preliminary engineers estimate of probable cost matrix comparing durability and life-cycle cost (expected to be completed June 30, 2019) • Receive input from the Design Review Commission and secure environmental clearance • Acquire building permit • City Council evaluates funding sources such as general funds and community donations through a fundraising organization before authorizing a request for bids from qualified contractors • After award by the City Council, construct the arbor in accordance with the approved plans and specifications 	
Resource Assessment	Staff Demand	High for design phase. This work is being designed personally by the City Engineer in-house to keep engineering costs minimal. Other intensive activities related to the design include the extensive research into the original arbor configuration (no plans exist) and material options, feasibility, and practicability. For fundraising phase, staff demand will be high (if fundraising performed in-house) or minimal (if fundraising performed by outside fundraising organization or City fully funds construction cost)
	Total Cost Estimate	Up to \$20,000 was appropriated in January to assist City Engineer in developing plans suitable for a building permit. Cost of constructing from the ground-up is very uncertain at this time as material options are not yet established. The arbor was 'saved' in 1993 with community donations (the exact amount is being ascertained) and renovated in 2003 by Public Works personnel (arbor and landscaping) and contractors (irrigation). Estimates generated in 2016 for a replacement arbor ranged from \$400,000 to over \$800,000 – however, those designs were rejected by the community and are not proposed.
	Other Things to Consider	This would be an excellent kick-off fundraising activity for the community to lead in commemoration of the Lacy Park Centennial in 2025-2028. There could be naming rights for fundraising purposes.
TOTAL COST TO BUDGET		\$200,000



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

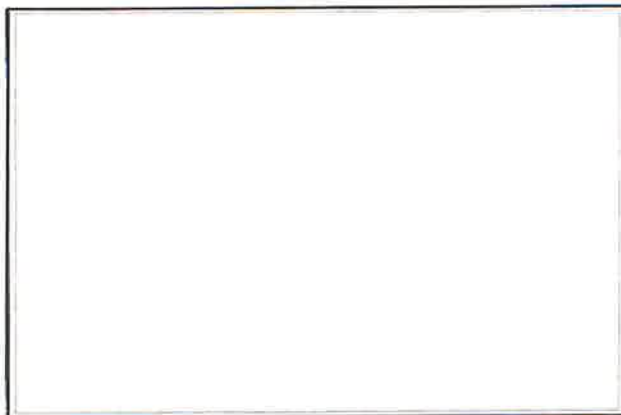


TITLE Lacy Park Master Plan	XXXX
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Parks & Grounds
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2019 CITY COUNCIL PRIORITY INITIATIVE Using former master plan, engage community to understand current desires and vision through 2040, and determine needs in preparation of the park's centennial in 2029. The final product would include a matrix of amenities, and life-cycle and maintenance costs. See attached page for more information.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	5,000
TOTAL ESTIMATED FUNDING	\$ 5,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	5,000					5,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 5,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,000

COST ESTIMATE NOTES
Engineering includes community engagement and outreach materials and, if needed, outside expert assistance.

Capital Expense Request Template Ver 2.0.usack 1/15/2019

Develop a 20-year Master Plan for Lacy Park that would include buildings and plantings		
Critical Success Factor	Inviting and Relevant City Facilities	
Action Steps	<ul style="list-style-type: none"> • Using former plans, engage community to understand their current desires and vision for Lacy Park through the end of this century (starting with the master plans from the 2000s) and what improvements might be constructed in preparation of the centennial of Lacy Park's creation • Develop or update the master plan with consultant assistance (if needed) to host workshops and survey community members • Conduct community engagement using the Lacy Park Landscape Committee as a forum to finalize plan to ensure an accurate representation of community wants and needs • Develop a matrix of expenditures based on wants, needs, future opportunities and life-cycle costs • Receive input on the draft master plan from the Design Review Commission and Public Safety Commission • Submit a draft master plan for adoption by the City Council 	
Resource Assessment	Staff Demand	Moderate. The expertise to produce this master plan is not available in-house. We will need to use an outside expert and staff's time will be devoted to monitoring that contract.
	Total Cost Estimate	Development of the master plan will likely cost approximately \$15,000, including community engagement and outreach materials and if needed, outside expert assistance. The master plan will include a matrix of amenities and life-cycle costs.
	Other Things to Consider	This project would be an excellent kick-off community involvement activity for the community in commemoration of the Lacy Park Centennial in 2029.
TOTAL COST TO BUDGET		\$5,000



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE CH Campus – Police Department Lobby Renovation	PD01
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PROPOSING DEPARTMENT Police	DIVISION Building	CAPITAL EXPENSE TYPE Civic Facilities
---------------------------------------	-----------------------------	---

The last building remodel/renovation was in 1995. Over time, many areas of the building are showing signs of wear and require repair such as the exterior entrance, walls, floors, counter tops, and windows of lobby. It is recommended to renovate, refresh and professionalize this public entry point. An expanded scope of work was proposed in April 2019, which will require a more detailed architectural assessment. The work is in advancement of the Police Department condition assessment that began in June 2019.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	8,000
(See note below)	
TOTAL ESTIMATED FUNDING	\$ 8,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	8,000					8,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 8,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 8,000

COST ESTIMATE NOTES
The original estimate for easily completed interior upgrades was \$8,000. It is recommended to retain this budget as a placeholder pending the results of the detailed architectural review, which upon its completion may result in a modified budget request that will be submitted to the City Council. The estimated cost to maintain this capital asset is \$200/year.

Capital Expense Request Template Ver 2.0 vask/1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE City Hall Campus - Fire Apparatus Door	FD01
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PROPOSING DEPARTMENT Fire	DIVISION Building	CAPITAL EXPENSE TYPE Civic Facilities
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The overhead doors in the apparatus bay are used each day when calls for service are received. They have exceeded their functional life and due to frequent repairs need to be replaced due to age and excessive wear on moving parts.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improvement (394)	70,000
TOTAL ESTIMATED FUNDING	\$ 70,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	70,000					70,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 70,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$3,000/year. Estimated cost is for quarterly preventative maintenance. Maintenance fees are allocated annually in account 101-53-4206-0000. Purchase of new doors will decrease costly emergency repairs.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

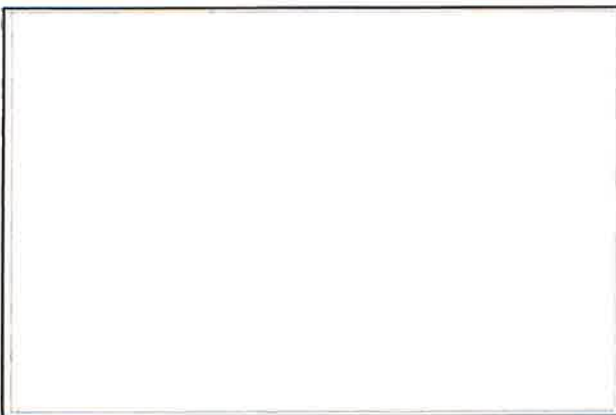


TITLE Crowell - Entry Canopy	LB02
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PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Civic Facilities
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The Library currently has no canopy in the entrance and this proves to be an issue particularly during heavy rain. The entry canopy will allow for the entrance to be dry and provide protection from damage to the gateway sensors as well.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	3,970
TOTAL ESTIMATED FUNDING	\$3,970

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	3,970					3,970
CONST. MGT.						0
LEGAL						0
TOTALS	\$3,970	\$ 0	\$ 0	\$ 0	\$ 0	\$3,970

COST ESTIMATE NOTES
 This project replaces "Main Entrance Portico" proposed in July 2018. The estimated cost to maintain this capital asset is \$200/year. Cost estimate was received from a local company and the price was negotiated to include 3 canopies, 1 for the front entry and 2 for areas of the library subject to water entry.

Capital Expense Request Template Ver 2.0.docx 1/15/2018



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

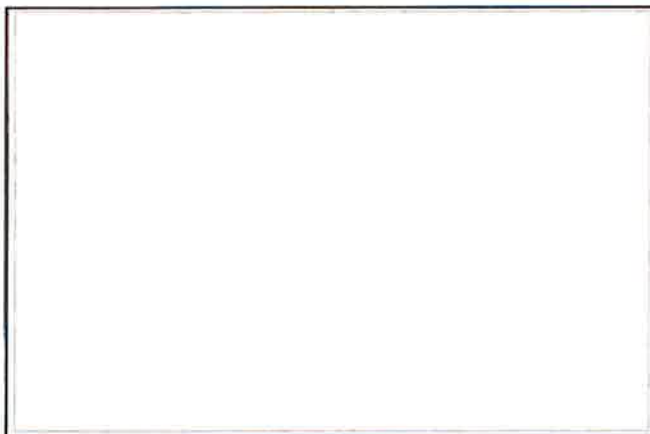


TITLE Sewer Main Rehabilitation Program	FY-8020
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Wastewater	CAPITAL EXPENSE TYPE WW Collection
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Implement the recommendations of the 2019 Dudek sewer system master plan (wastewater collection system condition assessment). It is recommended to proceed with sewer main rehabilitation after the completion to upgrades to the 3 lift stations (see Lift Station Improvement Program). During the interim period, funding for unplanned replacements due to sewer main collapse is recommended.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	1,565,000
TOTAL ESTIMATED FUNDING	\$ 1,565,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000	50,000	50,000	600,000	815,000	1,565,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 50,000	\$ 50,000	\$ 600,000	\$ 815,000	\$ 1,565,000

COST ESTIMATE NOTES
 Years 1 through 3 is funding intended for urgent repairs to the system while the lift stations are being upgraded. The Year 4 budget represents the commencement of project-level rehabilitation. The estimated cost to maintain this capital asset is \$551,000. More details of future costs can be found in the 2019 wastewater collection system condition assessment study.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

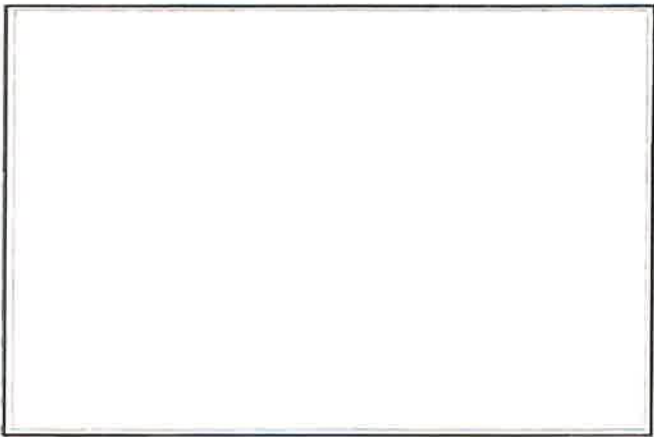


TITLE Lift Station Improvement Program	XXXX
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Wastewater	CAPITAL EXPENSE TYPE WW Collection
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Implement the recommendations of the 2019 Dudek sewer system master plan (wastewater collection system condition assessment) related to operational and functional upgrades to the city's 3 sewage lift stations, which are located on Avondale Road, Orlando Road and Monterey Road.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	732,000
TOTAL ESTIMATED FUNDING	\$ 732,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	314,000	133,000	285,000			732,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 314,000	\$ 133,000	\$ 285,000	\$ 0	\$ 0	\$ 732,000

COST ESTIMATE NOTES
 The estimated annual cost to maintain sewage lift stations is to be analyzed after each upgrade. It is expected that maintenance costs will decrease as a result of upgraded and more energy efficient pumps and controllers.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

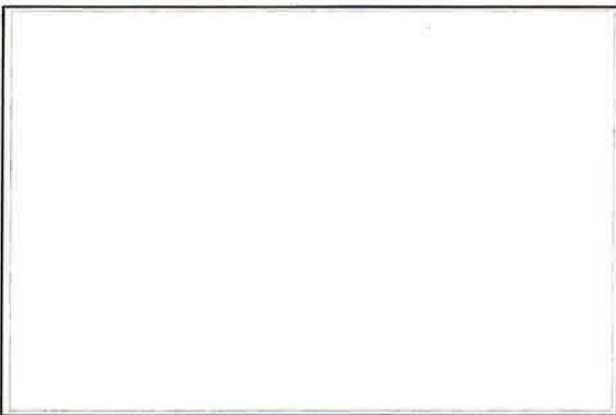


TITLE Drainage Wash Improvement Program	FY-8023
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Implement the recommendations of the stormwater system condition assessment for lined and unlined channels and washes (pending study completion in 2020). Year 1 entails a continuation of fence and lining spot-repairs that commenced in May 2018.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	50,000
TOTAL ESTIMATED FUNDING	\$ 50,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000					50,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000

COST ESTIMATE NOTES

Year 1 work includes fence replacement and lining spot-repairs. Cost estimates for years 2 through 5 contingent on recommendations from the stormwater system condition assessment report

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CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Culvert Replacement Program	FY-8024
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Implement the recommendations of the stormwater system condition assessment for drainage culverts (pending study results in 2020). Year 1 provides for contingency funding to address culverts that might fail during the fiscal year while the condition assessment is being performed.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	50,000
TOTAL ESTIMATED FUNDING	\$ 50,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000					50,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000

COST ESTIMATE NOTES
 Year 1 budget is for instances of culvert failure that must be replaced or face flooding during the winter. Cost estimates for years 2 through 5 contingent on recommendations from the stormwater system condition assessment report due in 2020.

Capital Expense Request Template Ver 2.0 vs dx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Drainage Inlet Replacement Program	FY-8022
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Implement the recommendations of the stormwater system condition assessment for drainage inlets. Year 1 entails up to 3 replacements currently on the waiting list. If favorable bids are received, additional replacements are possible.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	30,000
TOTAL ESTIMATED FUNDING	\$ 30,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	30,000					30,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 30,000

COST ESTIMATE NOTES
 Cost estimates for years 2 through 5 contingent on recommendations from the stormwater system condition assessment report as it relates to drainage inlet condition inventory.

Capital Expense Request Template Ver 2.0 revs 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Rio Hondo Load Reduction Strategy	8025
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Prepare preliminary engineering and associated design services for plan to reduce pollution loads into the Rio Hondo through three tributaries San Marino drains stormwater through (Alhambra, Rubio and Eaton Washes). Participation in a multi-agency solution was determined as most-cost effective and efficient method to improve stormwater quality and attain regulatory compliance.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	257,000
Measure W (see note)	
TOTAL ESTIMATED FUNDING	\$ 257,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	257,000					257,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 257,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 257,000

COST ESTIMATE NOTES

Preliminary and design services expense per December 12 2018 cost-sharing agreement. Construction cost not yet estimated. Project potentially eligible for Measure W funding. Added 12-12-18 to FY18/19 capital plan by City Council. Funding not expended in FY18/19 is recommended to be re-appropriated into FY 19/20.

Capital Expense Request Template Ver 2.0 vsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

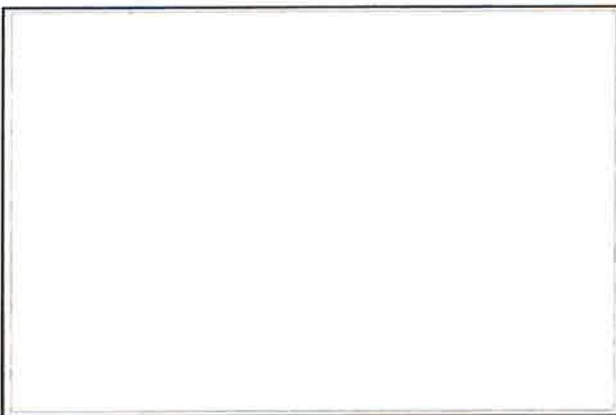


TITLE Trash Capture Filters	802X
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Install additional trash capture filter screens in drainage inlets citywide to improve stormwater quality and in response to waterboard notice of violation, April 2019.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	75,000
Measure W (see note)	
TOTAL ESTIMATED FUNDING	\$ 75,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	25,000	25,000	25,000			75,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 75,000

COST ESTIMATE NOTES

Work is potentially eligible for Measure W funding.

Legal Requirements and Budget Policies

The City of San Marino Municipal Code Section 02.03.04 I. establishes that the City Manager shall have the power to “prepare, submit and recommend to the Council the annual operating and capital improvements budget.”

The City Manager publishes as a component of the annual budget: (1) a long-range projection for General Fund activities and operations, and (2) a long-range capital improvement program, identifying, at a project level, sources of current and future funding.

All funds utilize the “modified accrual” basis of budgeting. Revenues are recognized when they become measurable and available. Revenues are considered available when they are collectible within the fiscal year or soon enough thereafter (within 60 days following year-end) to pay liabilities of that fiscal year. Expenditures are recognized when an event or transaction is expected to draw upon current spendable resources. Budgets for all but one City fund are adopted on a basis consistent with generally accepted accounting principles (GAAP). The Capital Equipment Fund is a proprietary fund and utilizes the modified accrual basis of budgeting and the accrual basis of accounting.

The City Council approves total budgeted appropriations and any amendments to appropriations throughout the fiscal year. This “appropriated budget” covers substantially all City expenditures. Actual expenditures may not exceed budgeted appropriations at the fund level. The City Manager is authorized to transfer budgeted amounts between the operating accounts of any department, and between departments. The City Council is authorized to transfer and amend capital projects and capital acquisition budgets.

Per City Council policy adopted in May 2018 for the Capital Equipment Fund, this fund must operate on an essentially break-even basis over time, and shall recover the full cost of providing services over time (including and especially depreciation). The City shall employ transfers in from the General Fund as necessary to harmonize the cost reimbursement nature of the fund.

Per City Council policy adopted in September 2018 for the Donations to City Fund, the City shall maintain systems of accounting and budgetary monitoring that manage excess balances between fiscal years of donations received by the City. The City Manager shall authorize accumulated excess balances to be carried between fiscal years as an assignment against General Fund fund balance.

Section 02.03.04 H. of the Municipal Code requires the City Manager to “keep the Council advised as to the financial conditions and needs of the City.” During the operating year, the City Manager publishes, no less than quarterly, financial reports adequate to inform the City Council on the financial condition of the City.

FY 2019-20 Budget Preparation Calendar

2019

- Jan 4th Presentation to the City Council of Department Operational Plans and FY 2018-19 Priority Initiative Action Plans
- Operational Plans reflect normal business, the work each department does on a daily basis, and are generally static.
 - Priority Initiative Action Plans reflect special projects a department might take on in a given year, are typically Council-driven, are generally either one-time only or new initiatives, and take extra resources.
- Jan 25th City Council Initial Brainstorming for FY 2019-20 Priority Initiatives
- A total of 52 potential initiatives identified
 - Staff directed to gather further information on the 21 potential priority initiatives receiving the support of the majority of the City Council
- Feb 4th – 15th Solicitation of Resident input on Priority Initiatives
- Town Hall meeting held Feb 4th
 - Input also solicited via online survey and feedback forms at City Hall
 - A total of 140 residents responded on the potential initiatives they were most interested in
- Feb 13th FY 2018-19 Mid-Year Review, Updated Five-Year Financial Forecast and FY 2019-20 Projections
- Feb 22nd Selection of FY 2019-20 Priority Initiatives by City Council
- City Council reviewed action plans developed by staff for the 21 potential initiatives
 - Direction given to staff to incorporate 15 initiatives into the FY 2019-20 workplan and budget
- Mar 20th – Apr 1st Presentations to City Council of FY 2019-20 Department Operational Expenditures
- Reviews of “rough drafts” of FY 2019-20 department workplans and operating budget expenditures
 - Mar 20th – Administration, Library and Recreation Departments
 - Mar 27th – Police and Fire Departments
 - Apr 1st – Planning & Building and Parks & Public Works Departments
- Apr 10th - 16th City Manager Final Review and Approval of Proposed FY 2019-20 Department Workplans and Operating Budgets

- Apr 26th Presentation to City Council of Draft FY 2019-20 Capital Equipment and Improvement Budget and Five-Year Capital Plan
- Council provided direction on proposed FY 2019-20 expenditures, and guidance on projects in years 2-5 that should be moved up to FY 2019-20
- May 24th City Manager's Proposed Operating and Capital Budgets for FY 2019-20 Published
- May 31st Presentation of City Manager's Proposed Operating and Capital Budgets for FY 2019-20 to City Council
- Council made final adjustments and approved Resolution adopting the FY 2019-20 budget as amended
- Jun 12th City Council approval of Resolution establishing FY 2019-20 Gann Appropriations Limit

Fund Descriptions

Funds are used in governmental accounting to demonstrate accountability for resources that may be restricted for particular purposes. Following are descriptions of the purpose of each of the 29 individual funds appearing in the FY 2019-20 San Marino budget. (The number following the name of each fund corresponds to the number assigned in the City's accounting system for the fund.)

General Fund Group

General Fund (101) - The General Fund is the principal cost center for the City's basic services. Revenues that are not restricted for any particular purpose are accounted for in the General Fund. The primary revenue source for this fund is the collection of property taxes.

Public Safety Fund (103) – This fund is the cost center for Police and Fire Services. The primary revenue source for this fund is the Public Safety Parcel Tax.

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

Donations to City Fund (281) – The City receives donations intended for particular programs, mostly Library and Recreation.

Workers' Compensation and General Liability Insurance Funds (595 & 596) – These funds are used to track costs associated with risk management activities.

Special Revenue Funds

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

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

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

Prop. A Transit Fund (207) – This fund is used to record the receipt and disbursement of the ½ cent sales tax approved by the voters in 1982 and 1990. Approximately 25% of the monies generated by the

tax are returned to local agencies to be used for public transportation services. This money funds the Dial-a-ride, recreation, athletic trip and merchant transportation services.

Drought Education Fund (209) - This fund is used to record the receipt and disbursement of water fines and water conservation education expenditures.

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

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

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

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

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

Asset Seizure Fund (217) - This fund is used to record the receipt and disbursement of funds received from assets seized by state and federal courts and awarded to the local law enforcement agencies that lead to the seizure.

Granada Avenue Assessment II Fund (220) – This fund has been used to record the receipt of funds received from the 2004 voter approved special assessment for street improvements. The City paid for the improvements and the homeowners in the special district are repaying the cost over a ten year period. This fund was closed in FY 2018-19.

Used Oil Grant Fund (221) – This fund is used to record the receipt and disbursement of funds received from the State of California for programs that reduce the potential for illegal disposal of used oil. The City will use the funds to purchase catch basin screens for its storm drain system.

Assistance to Firefighters Grant Fund (224) - This fund has been used to record the receipt and disbursement of funds received from FEMA to obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards. This fund was closed in FY 2018-19.

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

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

County Park & Recreation Grant Fund (239) – This fund has been used to record the receipt and disbursement of funds allocated by the Los Angeles County Department of Parks and Recreation for a countywide assessment of the need for parks and recreation within the City. The goal of the assessment was to engage the community to gather data and input for future decision-making on parks and recreation. This fund was closed in FY 2018-19.

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

Los Angeles County Measure M Fund (247) – This fund is used to record the receipt and disbursement of funds from the County of Los Angeles which were created by a voter approved measure in 2016. These funds must be used for transportation projects.

Capital Projects Fund

Capital Projects Fund (394) – This fund is used for investment in capital projects. The Capital Projects Fund relies upon transfers in from the General Fund

Debt Service Fund

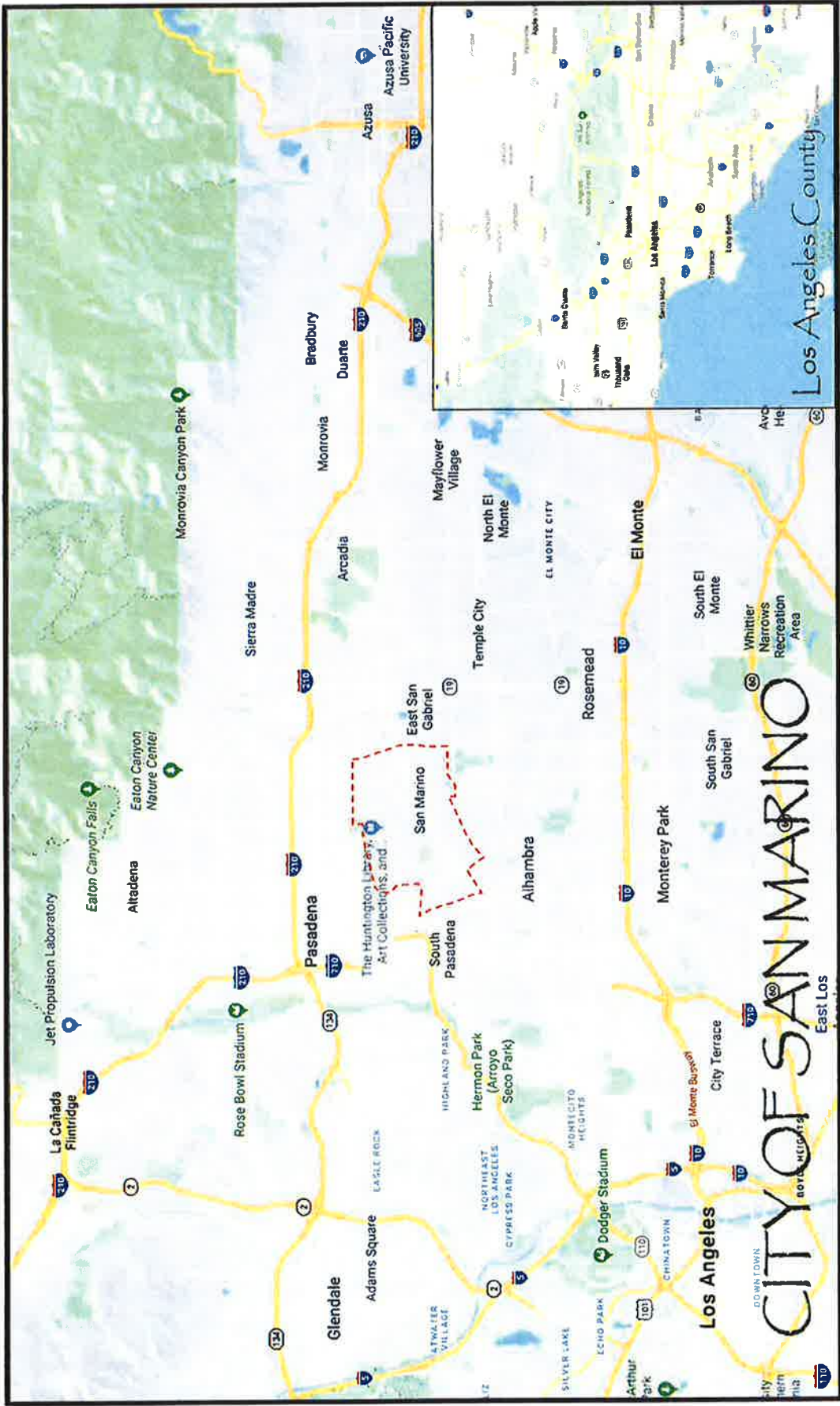
Debt Service Fund (401) – This fund is used to track the debt service activity of the City's bond and loan liabilities.

Internal Service Fund

Capital Equipment Fund (591) – This fund is used to account for the City's capitalized equipment. Cost allocations are charged to the operating funds based on the depreciation of the equipment that they use. These allocations are shown as an operating expenditure in the operating departments and revenue in the Capital Equipment Fund. The intention is to accumulate funds equal to the accumulated depreciation of all City-owned capitalized equipment.

Community Profile

Government:	City Council – City Manager
Date of Incorporation:	April 13, 1913
City Type:	General Law
Area:	3.77 Square Miles
Population:	13,352 as of January 1, 2019
Registered Voters:	8,237, or 62% of City Population
Demographics:	37% European-American; 56% Chinese-American; 7% Other
Business Licenses:	702 Active Licenses
Parks:	Lacy Park
Libraries:	Crowell Library
Police Services:	City-Owned and Operated, 1 Station
Fire Services:	City-Owned and Operated, 1 Station
Public Works:	119.5 Lane Miles; 2 Miles Public Alleys; 15 Signalized Intersections; 100 Miles Sidewalk; Approximately 2,300 Street Lights; Approximately 3,000 Street Signs; 7 Public Parking Lots; 1 Bridge; Approximately 7,800 Street Trees; Approximately 800 Park Trees; 376 Drainage Inlets; 223 Storm Drain Manholes; 1,251 Sewer Manholes; 50.8 Miles Sewer Connection Lines; 65,000 Square Feet Civic Building
Transportation:	Local MTA Bus Service; Dial-A-Ride Van Service; Recreational Services Bus Transportation; Direct Subsidy to School District Transportation for Athletic Teams
Former Redevelopment Project Areas:	None
Community Housing Authority:	None



History of San Marino

Before European explorations of California by the likes of Cabrillo, Portola and Anza, before the Spanish colonial area, and before the development of the California Mission system, the land now known as the San Gabriel Valley was inhabited by the Tongva indigenous peoples. The Tongva were later to be known as Gabrielenos.

Present-day San Marino was part of the ranch lands San Gabriel Mission Arcangel, originally founded by Spaniards of the Franciscan order in 1771. The grist mill for the Mission, "El Molino Viejo" – built in 1816 and generally referenced today as the Old Mill -- remains a prominent historical site, and has for several years functioned under the sponsorship of the City's municipal government.

When Mexico achieved independence from Spain in 1821 and assumed general political and military control of Southern California, the Mission system was disassembled and secularization and economic re-ordering followed. While patterns of land and water source ownership were often complicated, the Mexican government encouraged settlements through land grants and concessions to private claimants. The primary portions of San Marino were included in an 1830 land grant to Scotsman Hugo Reid and his wife Victoria, a native Gabrieleno. Upon Hugo Reid's death in 1852, Victoria named her rancho "Huerta de Cuati," giving distinction to its produce-farm function.

In 1852, Benjamin D. "Don Benito" Wilson took possession of Mrs. Reid's rancho. Later, Wilson deeded a portion of his land to his daughter Maria de Jesus. She would marry J. de Barth Shorb, who renamed the property San Marino Rancho after his grandfather's plantation in Emmitsburg, Maryland, which in turn had received its name from the Republic of San Marino

The Shorbs built a house on the San Marino rancho now occupied by the renowned Huntington Library and Gardens. Henry Huntington purchased the Shorb property in 1903. In 1913 the ranchos of Huntington, Wilson and Patton, together with the subdivided areas of smaller land holdings, such as Stoneman, White, and Rose, incorporated as the city of San Marino. In all, a total of 10 former ranchos are part of the City's current corporate boundaries.

The first mayor was George S. Patton, Sr. Patton also served as Los Angeles County District Attorney and as the first City Attorney for the City of Pasadena. His son was the famous World War II general and legendary tank commander, "Old Blood and Guts" George S. Patton.

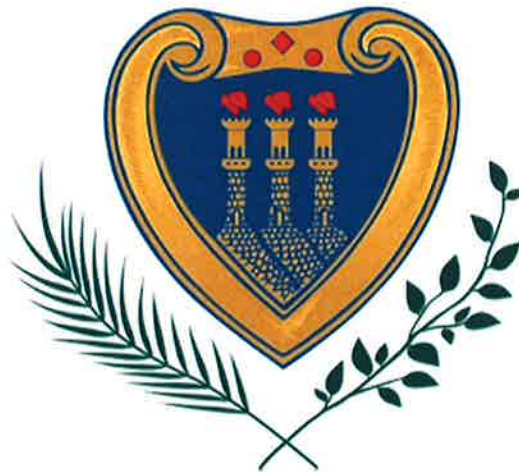
San Marino's City Seal

In the 1850s, the rancho of J. de Barth Shorb was renamed San Marino Rancho, a designation taken from his grandfather's plantation in Maryland, which in turn had received its name from the Republic of San Marino.

The San Marino Republic was named after a Dalmatian stone-cutter, by the name of Marinus ("of the sea"), who fled from his home on the Dalmatian Island of Rab in 297 AD at the time of a Turkish invasion, and took refuge among the rocky crags of Monte Titano, situated on the Italian peninsula with a view of the Adriatic Sea. In 1085, the Monastery at Mt. Titano canonized Marino and changed his name to San Marino (Saint Marino).

Our high school nickname, "The Titans," captures the life force of Monte Titano.

The San Marino seal contains the three summits of Mt. Titano, upon each of which reposes a tower, fortified with walls built from native rock and capped with a bronze plume, all surrounded by a heart-shaped scroll with two roundels and a lozenge (of unknown significance) at the top. Underneath the left side is a graceful palm frond and underneath the right side, a branch from an orange tree.



Summary of Audited Financial Statements – Last Five Years

The City's budget is one of the two most significant financial documents produced during the fiscal year. The budget includes both historical data as well as projections and estimates for the fiscal year not yet completed and the next fiscal year. The City's audited financial statements comprise the other significant financial document produced during the year. While the financial statements contain only historical financial information, they have been audited by an independent certified public accounting firm in accordance with generally accepted accounting principles.

Following are summaries of three individual financial statements included within the annual audited financial statements. They provide a summary of the City's financial activity from the past five years.

Statement of Citywide Net Position

The Statement of Net Position is one of the City's government-wide financial statements. It is designed to provide readers with a broad overview of the City's finances at a particular point in time (fiscal year-end) in a manner similar to private-sector business. It utilizes full accrual accounting, similar to private enterprises, and includes the value of all of the City's assets and liabilities, both short-term or long-term, including pension and OPEB liabilities. The "bottom line" is the net position of the City – the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Over time, increases or decreases in net position may serve as useful indicator of whether the financial position of the City is improving or deteriorating.

The five-year trend shows a positive net position for the City in FY 2013-14, which declined with the recording of the net pension liability in FY 2014-15 in accordance with Governmental Accounting Standards Board (GASB) Statement No. 68. The net position gradually improved through FY 2016-17, but in FY 2017-18, it declined once again with the recording of the full OPEB (Other Post- Employment Benefits) liability in accordance with GASB Statement No. 75.

General Fund Balance Sheet

The City's General Fund accounts for over 90% of the City's financial activity. Similar to the Statement of Net Position, this statement also measures financial position at fiscal year end. However, only short-term assets and liabilities are accounted for in this presentation. The fund balance amount shown in this financial statement is the difference between assets and liabilities, and is an important measurement indicating both non-spendable assets and resources available for appropriation in future years. Portions of fund balance are restricted or committed for particular purposes, but the largest portion is unassigned.

The five-year trend shows an increasing amount of assets and unassigned fund balance from FY 2013-14 through FY 2016-17. In FY 2017-18, both assets and unassigned fund balance declined as a result of the \$15.1 million transfer to the Capital Projects Fund to fund future capital projects.

General Fund “Income Statement”

The Statement of Revenues, Expenditures and Changes in Fund Balance for the General Fund is its “income statement” and measures the change in financial position for the fiscal year. Historical revenue and expenditure performance is perhaps the most important element in budgeting planning – and long range planning. San Marino’s General Fund “income statement” combines the financial activity of seven different individual funds maintained for budgeting purposes into the General Fund for the purposes of the audited financial statements.

The five-year trend shows an excess of revenues over expenditures of between \$4.2 million and \$5.6 million per year. This resulted in an increasing unassigned fund balance through FY 2016-17. In FY 2017-18, the \$15.1 million transfer to the Capital Projects Fund reduced the General Fund unassigned fund balance to a level equal to 44% of annual revenues.

Summary of Citywide Net Position - Last Five Years

	FY 2013-14 Audited	FY 2014-15 Audited	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited
Assets:					
Cash and Investments	\$ 19,991,192	\$ 22,130,382	\$ 23,812,564	\$ 25,200,349	\$ 29,073,856
Receivables	1,056,360	1,112,559	1,411,425	1,828,767	1,407,695
Capital Assets	188,499,194	191,516,729	192,536,926	193,671,643	194,032,139
All Other	6,123,489	263,153	137,761	237,370	101,007
Total Assets	215,670,235	215,022,823	217,898,676	220,938,129	224,614,697
Deferred Outflows of Resources:					
Deferred Pension-Related Items	-	2,041,008	2,158,881	5,993,479	8,623,301
Deferred OPEB-Related Items	-	-	-	-	185,544
Total Deferred Outflows of Resources	-	2,041,008	2,158,881	5,993,479	8,808,845
Liabilities:					
Current Liabilities	1,434,485	1,831,889	1,897,970	1,741,244	1,370,808
Net Pension Liability	not required	17,958,075	20,149,559	25,733,314	29,738,565
OPEB Obligation/Liability	not required	161,584	208,560	221,575	5,683,301
All Other	7,397,037	7,085,954	6,496,460	6,021,621	5,327,552
Total Liabilities	8,831,522	27,037,502	28,752,549	33,717,754	42,120,226
Deferred Inflows of Resources:					
Deferred Pension-Related Items	-	5,991,529	3,471,237	2,631,902	2,308,485
Deferred OPEB-Related Items	-	-	-	-	589,830
Total Deferred Inflows of Resources	-	5,991,529	3,471,237	2,631,902	2,898,315
Net Position:					
Net Investment in Capital Assets	188,499,194	191,516,729	192,536,926	193,671,643	194,032,139
Restricted	2,189,735	1,298,249	2,042,351	2,257,902	2,580,542
Unrestricted	16,149,784	(8,780,178)	(6,745,506)	(5,347,593)	(8,207,680)
Total Net Position	\$ 206,838,713	\$ 184,034,800	\$ 187,833,771	\$ 190,581,952	\$ 188,405,001

Summary of General Fund Balance Sheets - Last Five Years

	FY 2013-14 Audited	FY 2014-15 Audited	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited
Assets:					
Cash and Investments	\$ 18,023,408	\$ 20,643,338	\$ 21,897,190	\$ 22,882,016	\$ 12,148,777
Receivables	1,004,970	1,104,092	1,308,828	1,690,374	1,162,033
All Other	954,961	293,205	190,828	311,832	172,425
Total Assets	<u>\$ 19,983,339</u>	<u>\$ 22,040,635</u>	<u>\$ 23,396,846</u>	<u>\$ 24,884,222</u>	<u>\$ 13,483,235</u>
Liabilities:					
Current Liabilities	<u>\$ 1,221,845</u>	<u>\$ 1,236,948</u>	<u>\$ 1,561,731</u>	<u>\$ 1,300,760</u>	<u>\$ 1,033,718</u>
Deferred Inflows of Resources	<u>55,805</u>	<u>122,157</u>	<u>19,612</u>	<u>33,905</u>	<u>-</u>
Fund Balances:					
Nonspendable	418,785	82,441	68,829	94,928	88,202
Restricted	221,889	172,193	171,899		
Committed					191,752
Unassigned	<u>18,065,015</u>	<u>20,426,896</u>	<u>21,574,775</u>	<u>23,454,629</u>	<u>12,169,563</u>
	<u>18,705,689</u>	<u>20,681,530</u>	<u>21,815,503</u>	<u>23,549,557</u>	<u>12,449,517</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 19,983,339</u>	<u>\$ 22,040,635</u>	<u>\$ 23,396,846</u>	<u>\$ 24,884,222</u>	<u>\$ 13,483,235</u>

Summary of General Fund "Income Statements" - Last Five Years

Statement of Revenues, Expenditures and Changes in Fund Balance

	FY 2013-14 Audited	FY 2014-15 Audited	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited
Revenues	\$ 24,173,890	\$ 25,569,068	\$ 26,215,928	\$ 27,229,011	\$ 27,879,556
Expenditures	18,598,720	19,953,415	22,063,433	22,028,752	22,631,466
Excess / (Deficiency)	5,575,170	5,615,653	4,152,495	5,200,259	5,248,090
Other Financing Sources (Uses)					
Total Transfers In	-	-	6,000	12	800
Transfers Out:					
Capital Projects	(1,303,741)	(2,803,781)	(2,174,853)	(2,705,655)	(15,052,005)
Debt Service	(691,193)	(699,615)	(736,461)	(760,562)	(788,170)
Capitalized Equipment	-	(139,823)	-	-	(508,755)
CDBG	-	-	(103)	-	-
County Park Bond	(36)	-	-	-	-
Assist to Firefighters	-	-	8,144	-	-
Windstorm Tree Grant	-	-	7	-	-
County P&R Grant	-	-	2,467	-	-
Homeland Security	-	-	1,534	-	-
Safe Routes to School	-	-	(81,679)	-	-
Net Transfers	(1,994,970)	(3,643,219)	(2,974,944)	(3,466,205)	(16,348,130)
Net Change in Fund Balances	\$ 3,580,200	\$ 1,972,434	\$ 1,177,551	\$ 1,734,054	\$ (11,100,040)
Unassigned Fund Balance, End of of Year	\$ 18,065,015	\$ 20,426,896	\$ 21,574,775	\$ 23,454,629	\$ 12,169,563
Unassigned Fund Balance as % of Revenue	75%	80%	82%	86%	44%
Unassigned Fund Balance as % of Expenditures	97%	102%	98%	106%	54%

NOTE: For the audited financial statements, seven individual budgetary funds are combined into the General Fund:

- General Fund
- Public Safety Fund
- Fourth of July Event Fund
- San Marino Center Fund
- Donations Fund
- Workers Compensation Fund
- General Liability Fund

The Property Tax In San Marino

The Context

San Marino can be considered a “property tax city.” The property tax makes up an average of almost 2/3rds of every dollar collected in the City’s General Fund. This is an exceptionally high ratio of property tax collections to total revenue collections.

The reason is twofold. One, San Marino’s residential and business properties have a high assessed valuation; and, two, the allocation of paid property taxes that is retained by the City, 23.64%, is the third-highest rate of local retention among the 88 cities in Los Angeles County.

History

The property tax in California dates back to the year California became a state: 1850. For the first 60 years, until the turn of the 19th Century, the property tax was a state tax; however, in 1910 the Separation of Sources Act made the property tax a local government revenue source and established the principle of separate revenue sources for state and local governments.

In 1978, Proposition 13 (officially named the People’s Initiative to Limit Property Taxation) was enacted by means of initiative power – causing amendment to the California Constitution. Prop 13 limited the tax rate to 1% of a property’s cash value after rolling back property values to 1975-76 levels. Annual increase in property values is limited to the rate of inflation or 2%, whichever is less.

The property tax is an ad valorem tax. In technical terms, Prop 13 modified the ad valorem nature of the tax to an acquisition-value property assessment system.

Prop 13 Consequences

As a result of the adoption of Prop 13’s passage into law, property tax revenues distributed to local governments were cut by nearly 60%. The unintended consequence of Prop 13 was a transfer of authority to administer property taxes to Sacramento. The State had to step in to determine how the new 1% rate would now be apportioned among all the local taxing entities in the State. It was determined that local entities would share in the 1% revenue based on their proportionate tax rates in effect preceding the passage of Prop 13. In the following years the State would revenue share with local governments – an action now known as the “bail out” -- to provide fiscal relief for this dramatic reduction in local revenues. The ballouts were short-lived, however, when the State began to regularly experience budget shortfalls of their own in the 1990’s.

The property tax remains the largest revenue source in most communities, competing with the sales tax for the top spot. This is not the case in San Marino: the sales tax contributes a small fraction of the City’s revenue base. Moreover, the City’s residential character, together with its limited business zoning, provides few opportunities to increase sales tax revenue for the City. The City is likely to remain heavily dependent on local property values and property tax revenue in the coming years.

Historical Growth in Collections

The annual increase in property values for properties that don't change hands is limited by Prop 13 to the rate of inflation or 2%, whichever is less. A summary of the change in San Marino collections (shown below) demonstrates that the growth in collections has been greater than 2% per year. In fact, the average annual growth over the past five years is 5.36%.

Property Tax History					
Year	Measurement	Amount	Growth in Collections Over Prior Year		Property Tax Revenue as % of All GF Revenue
			\$	%	
Fiscal Year 2013-14	Audited	12,144,882			61%
Fiscal Year 2014-15	Audited	12,464,784	319,902	2.63%	61%
Fiscal Year 2015-16	Audited	13,253,014	788,230	6.32%	62%
Fiscal Year 2016-17	Audited	13,936,746	683,732	5.16%	63%
Fiscal Year 2017-18	Audited	14,703,953	767,207	5.50%	62%
Fiscal Year 2018-19	Projected	15,769,000	1,065,047	7.24%	65%
Fiscal Year 2019-20	Estimated	16,400,000	631,000	4.00%	66%

Growth beyond the 2% annual increase expectation is attributable to new construction (that adds to the existing assessed valuation base) and property sales (that trigger re-assessment of taxable property value to current market value).

Property Taxes Retained by the City

Before Prop 13 became law, California governments set an annual property tax rate (mill rate) each year. The rate could vary each year. After Prop 13 became law, the three-year average tax levy rate became permanent for each agency. This means that those agencies that assessed a high levy retained the high levy rate, and agencies that set a low levy rate retained the low levy rate.

Because San Marino relies primarily on the property tax to support municipal services, it should come as no surprise that San Marino assessed a high levy prior to Prop 13. This translates today into a high retention rate for the taxes paid by property owners. With each \$1.00 paid by the taxpayer, the City gets back \$0.24.

The summary below shows that San Marino has the 3rd highest rate of retention in Los Angeles County.

Los Angeles County		
General Fund Retention of Property Tax Payments		
<u>Rank</u>	<u>City</u>	<u>Retention</u>
1	City of Los Angeles	26.29%
2	City of South Pasadena	24.00%
3	City of San Marino	23.64%
4	City of Pomona	23.35%
5	City of Sierra Madre	21.91%
6	City of Long Beach	21.66%
7	City of Pasadena	21.09%
8	City of Hermosa Beach	20.30%
9	City of Burbank	18.47%
10	City of La Verne	18.16%

Attribution is given to Hdl Coren & Cone for much of the historical and contextual property tax information presented herein.

The Public Safety Parcel Tax

Beginning in 1980, San Marino voters have repeatedly approved a parcel tax for public safety services. The County of Los Angeles refers to the parcel tax as a direct assessment. The parcel tax is non ad valorem, meaning that the tax is based on a per-parcel rate that varies with parcel size -- not on the value of the property. A parcel tax based on property value would violate Proposition 13.

Parcel taxes require two-thirds voter approval. Parcel taxes are less common in cities and more common in school districts and special districts.

Use of Proceeds

For FY 2019-20, there will be no change in the parcel tax rates from FY 2018-19 levels. The parcel tax will generate approximately \$3.3 million for the operations of the Police and Fire departments. The tax does not fully fund the departments, however; the tax supports approximately 27% of their operating costs. The remaining portion of Police and Fire funding comes from other Police and Fire functional revenues and transfers from the City's General Fund. The necessary transfer from the General Fund is estimated at \$7.7 million.

The accounting records for the parcel tax are kept separate from the General Fund.

Historical Collections

The parcel tax changes from year to year according to the levy rate imposed by the City Council and, to a lesser degree, by the change in the total number of assessed parcels in the City. As shown in the following table, over the past six years, the parcel tax has funded between 26% and 32% of total Police and Fire operating costs.

Public Safety Parcel Tax History

<u>Year</u>	<u>Measurement</u>	<u>Amount</u>	Growth in Collections Over Prior Year		Parcel Tax Revenue as % of Public Safety Fund
			\$	%	
Fiscal Year 2013-14	Audited	2,948,815			32%
Fiscal Year 2014-15	Audited	2,949,672	857	0.03%	29%
Fiscal Year 2015-16	Audited	2,938,883	(10,789)	-0.37%	29%
Fiscal Year 2016-17	Audited	3,093,737	154,854	5.27%	26%
Fiscal Year 2017-18	Audited	3,220,338	126,601	4.09%	29%
Fiscal Year 2018-19	Projected	3,284,000	63,662	1.98%	30%
Fiscal Year 2019-20	Estimated	3,284,000	0	0.00%	27%

RESOLUTION NO. R-19-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO,
CALIFORNIA ADOPTING THE OPERATING AND CAPITAL
BUDGET FOR THE FISCAL YEAR 2019-20 AND APPROPRIATING
THE AMOUNTS SPECIFIED THEREIN FROM THE FUNDS
AND FOR THE PURPOSES INDICATED**

WHEREAS, the City Council has received the City Manager's proposed Operating and Capital Budget for the Fiscal Year 2019-20 beginning on July 1, 2019; and

WHEREAS, a copy of the proposed budget was on file in the Office of the City Clerk and at the Public Library for public review; and

WHEREAS, the City Council conducted study sessions on the proposed Budget on January 4th, January 25th, February 22nd, March 20th, March 27th, April 1st, and April 26th, 2019.

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


SECTION 1. That the Operating Budget and Capital Budget for the Fiscal Year 2019-2020, on file in the Office of the City Clerk of the City of San Marino, incorporated herein by reference, is herewith adopted as amended by the City Council on May 31st, 2019 as the official Operating and Capital Budget for the City of San Marino for the Fiscal Year 2019-2020 beginning July 1, 2019 and the respective amounts specified therein are appropriated for their designated purpose.

SECTION 2. That total estimated revenues, from all funds and sources, are \$31,681,165; total proposed expenditures, from all funds and sources, are \$33,057,856; and total transfers in/out between funds are \$10,066,050.

SECTION 3. That the City Council approves total budgeted appropriations and any amendments throughout the fiscal year. This appropriated budget covers substantially all City expenditures. Actual expenditures may not exceed budgeted appropriations at the fund level. The City Manager is authorized to transfer budgeted amounts between the operating accounts of any department, and between departments. The City Council is authorized to transfer and amend capital projects and capital acquisition budgets.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 31st day of May, 2019.


STEVEN W. HUANG, MAYOR

ATTEST:


AMANDA FOWLER
ACTING CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)


I, Amanda Fowler, Acting City Clerk of the City of San Marino, California, here by certify that the foregoing Resolution No. R-19-11 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 31st day of May, 2019, by the following vote:

AYES: COUNCIL MEMBER JAKUBOWSKI, COUNCIL MEMBER TALT, COUNCIL MEMBER UDE, VICE MAYOR SHEPHERD ROMNEY, MAYOR HUANG

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE


AMANDA FOWLER
ACTING CITY CLERK

RESOLUTION NO. R-19-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ESTABLISHING THE APPROPRIATIONS LIMIT AND APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2019-20

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

WHEREAS, Proposition III requires a recorded vote of the City Council regarding which of the annual adjustment factors have been selected each year, and

WHEREAS, the local voters of San Marino have approved an increase in the City's appropriations limit consistent with the maximum projected aggregate collection authorized by the levy of the Public Safety Parcel Tax, in accordance with Section II of Ordinance No. O-15-1293.


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

SECTION 1. The annual adjustment factors used in the calculation of the Fiscal Year 2019-20 Appropriations Limit are the County population change of -0.01% and the change in California Per Capita Personal Income of 3.85%.


SECTION 2. The FY 2019-20 Appropriations Limit for the City of San Marino for the Fiscal Year 2019-20 is hereby determined to be \$ 27,948,132 in accordance with calculations contained in Exhibit A hereto.

SECTION 3. Appropriations designated in the Fiscal Year 2019-20 Adopted Budget that are subject to the limit total \$ 21,944,267, representing an amount that is 79% of the limit.

PASSED, APPROVED AND ADOPTED this 12th day of June, 2019.


STEVEN W. HUANG, MAYOR

ATTEST:


AMANDA FOWLER,
ACTING CITY CLERK

I HEREBY CERTIFY that the foregoing Resolution No. R-19-12 was adopted by the City Council of the City of San Marino at an Adjourned Regular Meeting of the City Council held on the 12th day of June, 2019, by the following vote:

AYES: COUNCIL MEMBER JAKUBOWSKI, COUNCIL MEMBER TALT,
COUNCIL MEMBER UDE, VICE MAYOR SHEPHERD ROMNEY, MAYOR
HUANG

NOES: NONE

ABSENT: NONE



AMANDA FOWLER,
ACTING CITY CLERK

EXHIBIT A

City of San Marino
Fiscal Year 2019-20
Gann Appropriations Limit Calculation

2018-19	Base Limit:		\$ 23,617,718
2019-20	Change in CA Per Capita Income	3.85%	
2019-20	Change in LA County Population:	-0.01%	
2019-20	Combined Adjustment Factor		1.0384
2019-20	Limit Before Voter Approved Override		\$ 24,525,245
2019-20	Voter Approved Override - Public Safety Parcel Tax		\$ 3,422,887
2019-20	Appropriations Limit		\$ 27,948,132
2019-20	Amount Subject to Appropriations Limit		\$ 21,944,267
2019-20	Percentage of San Marino Appropriations Subject to Limit		79%

Implications of the Gann Appropriations Limit

In November 1979, California voters followed up the tax limitations of 1978's Proposition 13 with an amendment to the State Constitution to limit the growth of government spending. A voter initiative, Proposition 4, was passed into law in 1979 and later amended by Proposition III in 1990. This spending limit, commonly known as the "Gann Limit," was named after Proposition 4's sponsor Paul Gann, appears in the state Constitution as Article XIII B. The Gann Limit creates a restriction on the amount of tax proceeds that a government agency may receive and appropriate in any one year.

The limit is based on actual appropriations from the 1986-87 base year. Increases to the limit are allowed each year based on specified growth factors. Inflationary adjustments are based on changes in California per capita personal income or the change in non-residential assessed valuation. Population adjustments are based on changes in the population of the City or Los Angeles County.

Since 1980, San Marino voters have approved a public safety parcel tax for public safety services and, at the same time, have approved an override of the City's appropriations limit for this parcel tax revenue, to increase the limit by the amount of the annual parcel tax levy.

The City of San Marino's FY 2019-20 Appropriations Limit was adopted by resolution on June 12, 2019 as required by the California Government Code. The City's FY 2019-20 appropriations limit is \$ 27,948,132 and its appropriations subject to limitation is \$21,944,267. The appropriations margin, the difference between the limit and the appropriations subject to limitation, is therefore \$6,003,865, and appropriations subject to limitation are 79% of the limit.

For the past five fiscal years, appropriations subject to limitation have ranged between 73% and 83% of the legal limit. The FY 2019-20 appropriations subject to the limitation are within this same range, indicating that the legal limit has been increasing at a pace roughly in line with the growth in appropriations subject to limitation.

FY 2019-20 is the first year since FY 2006-07 that the population factor used to adjust the City's annual appropriations limit is negative. If this trend were to continue, the limit each year would grow by less than the annual inflation rate, which may result in a decrease in the City's appropriations margin in future years.

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

Planning & Building:		
S-001	MAJOR CONDITIONAL USE PERMIT	\$3,165 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-002	MINOR CONDITIONAL USE PERMIT	\$1,420 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-003	MAJOR VARIANCE REVIEW	\$2,450 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-004	MINOR VARIANCE REVIEW	\$1,260 per application plus surety bond to ensure performance plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-005	MINOR EXCEPTION REVIEW	\$145 per application
S-006	MAJOR DESIGN REVIEW	\$865 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-007	MINOR DESIGN REVIEW	\$285 per application plus penalty fee equal to 5% of valuation or \$2,500, whichever is greater
S-008	ADMINISTRATIVE DESIGN REVIEW	\$295 per application
S-009	MAJOR PLOT PLAN	\$240 per application
S-010	MINOR PLOT PLAN	\$100 per application
S-011	ENVIRONMENTAL NEGATIVE DECLARATION	\$830 per application
S-012	ENVIRONMENTAL IMPACT REPORT REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-013	TENTATIVE MAP REVIEW	3-4 lots - \$2,715 per map plus \$2,000 deposit with charges to recover actual costs for City Engineer 5+ lots - \$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs Plus surety bond equal to the work to be done
S-014	LOT SPLIT REVIEW	\$2,715 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer Plus surety bond equal to the cost of work to be done
S-015	LOT LINE ADJUSTMENT/LOT MERGER	\$295 per application plus \$2,000 deposit with charges to recover actual costs for City Engineer
S-016	REVERSION TO ACREAGE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-017	AMENDED MAP REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-018	CITY BOUNDARY CHANGE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-019	ANNEXATION REQUEST REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-020	SPHERE OF INFLUENCE AMENDMENT REV.	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-021	SPECIFIC PLAN REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-022	SPECIFIC PLAN AMENDMENT REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-023	GENERAL PLAN AMENDMENT REVIEW	\$10,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-024	CHANGE OF ZONE REVIEW	\$5,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-025	MODIFICATION TO COND. USE PERMIT	\$955 per application
S-026	MODIFICATION TO VARIANCE	\$955 per application
S-027	MODIFICATION TO PC/DRC DESIGN REV.	\$185 per application
S-028	MODIFICATION TO ADMIN DESIGN REVIEW	\$115 per application
S-029	PARKING REVIEW	\$535 per application
S-030	PAVING PERMIT	\$605 per application
S-031	PERMANENT ENCROACHMENT REVIEW	\$1,080 per application plus \$1,000 deposit with charges to recover actual costs for City Attorney
S-032	TEMPORARY USE PERMIT	\$145 per application
S-033	SIDEWALK DINING PERMIT	\$295 per application
S-034	NEWSRACK PERMIT	New - \$320 per news rack Annual Renewal - \$160 per news rack
S-035	DUMPSTER ENCROACHMENT PERMIT	\$92 per application
S-036	TREE REMOVAL PERMIT - PRIVATE	\$245 per application Penalties: Class I - \$5,000 Class II - \$10,000 Class III - \$25,000
S-037	TREE REMOVAL PERMIT - PUBLIC RIGHT OF WAY	\$245 per application
S-038	BUILDING RELOCATION REVIEW	\$2,000 deposit with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-039	RESIDENTIAL CERT. OF COMPLIANCE	\$65 per application
S-040	TITLE COMPANY ZONING LETTER	\$40 per letter
S-041	LEAF BLOWER PERMIT	\$20 per permit
S-043	STUDY REVIEW	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-044	PLANNING EXTENSION OF TIME	\$130 per application
S-045	PUBLIC NOTICE MAILING	\$65 per mailing
S-046	APPEAL TO THE CITY COUNCIL	\$805 per appeal
S-047	APPEAL TO THE PLANNING COMMISSION	\$805 per appeal
S-048	APPEAL TO THE DESIGN REVIEW COMM.	\$620 per appeal
S-049	APPEAL OF TREE REMOVAL PERMIT	\$255 per appeal
S-050	WINDOW/ROOF MAT'L CHANGE ADMIN REV	\$120 per application
S-051	WINDOW CHANGE ADMIN REVIEW	\$120 per application
S-052	PARKWAY LANDSCAPE PLAN ADMIN REVIEW	\$0 per application

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-053	WIRELESS COMMUNICATION ADMIN REV	\$40 per application
S-054	COPY OF CITY MAP	\$15 plus actual copy costs
S-055	ENGINEERING PLAN CHECK/INSPECTION	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-056	GENERAL PLAN MAINTENANCE	7% of all Building/Plumbing/Mechanical/Electrical permit fees
S-057	BUILDING PLAN CHECK/INSPECTION	Various fees based on valuation (as adopted by LA County) and fixture counts.
S-164	ENVIRONMENTAL PLAN CHECK	\$160 per application
S-058	CERTIFICATE OF OCCUPANCY	Building - \$95 per application Fire - \$145 per application
S-059	SPECIAL PERMIT INVESTIGATION	\$160 per investigation
S-100	FIRE PLAN REVIEW	Residential - \$215 per plan Commercial - \$270 per plan Each type of fire protection plan is charged separately.
S-145	NEW BUSINESS REGULATION PROCESS	Processing Fee - None Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10
S-146	RENEW BUSINESS REGULATION PROCESS	Processing Fee - None Appeal to the City Council of City Manager Business License decision - \$50 Duplicate Business License - \$10
S-147	BUSINESS LICENSE CHANGE OF ADDRESS	\$5 per application
Police:		
S-070	POLICE ALARM PERMIT - NEW	\$15 per permit Submitted after January 31 - additional \$100 penalty
S-071	POLICE ALARM PERMIT - RENEWAL	\$15 per permit Second Year with no False Alarms in previous year - No Charge More than 60 days late - additional \$100 penalty
S-072	OVERNIGHT PARKING PERMIT	One Night - \$5; Long Term \$50
S-073	BUS/VAN/VALET PARKING PERMIT	\$190 per permit
S-074	VEHICLE IMPOUND/RELEASE	DUI/Arrestable Offense - \$250 per vehicle Other - \$130 per vehicle
S-075	VEHICLE VERIFICATION SERVICE	\$30 per vehicle
S-076	CITATION SIGN-OFF SERVICE	Resident or SMPD issued citation - No Charge Non-Resident or non-SMPD issued citation - \$40 per citation
S-077	AUTO REPOSSESSION PROCESSING	\$15 per vehicle as set by State law.
S-078	POLICE HOUSE WATCH	\$5 per day.
S-165	UNINHABITED PROPERTY REGISTRATION	\$50 per parcel
S-042	BLOCK PARTY PERMIT	\$210 per permit
S-079	CONCEALED WEAPON PERMIT	Fees set by State Law: New Application - \$100; Renewal Application - \$25; Amended Application - \$10 City Administrative Fee - \$150. Any additional costs borne by the City will be charged to the applicant. 20% of the license fee is collected upon filing of the initial application is non-refundable. The balance of the fee is collected on issuance of the license.

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-080	DUI EMERGENCY RESPONSE	Actual costs incurred for all responding personnel up to \$12,000.
S-081	POLICE CLEARANCE LETTER	\$50 per application
S-084	FIREARMS DEALER PERMIT	Annual Fee - \$255 per application plus any Department of Justice fees
S-085	FORTUNETELLER PERMIT	Annual Fee - \$255 per application plus any Department of Justice fees
S-086	MASSAGE THERAPIST PERMIT	\$145 per application plus any Department of Justice fees
S-087	MISCELLANEOUS POLICE PERMIT	\$190 per application plus any Department of Justice fees
S-088	REMOVAL OF ILLEGAL SIGN	\$30 per sign
S-089	SPECIAL EVENT/PARADE PERMIT	\$25 per event
S-090	SPECIAL EVENT STANDBY SERVICE	Actual cost of the employee, minimum 4 hours
S-091	SPECIAL POLICE RESP-UNLAWFUL GATHER	Charge the fully allocated hourly rate for all responding personnel plus any outside costs.
S-092	BOOKING SERVICE	\$139.49 per routine booking, \$242.98 per DUI booking .
S-093	ANIMAL REGULATION	One Year Dog License: Spayed/Neutered - \$25; Non-spayed/Neutered - \$60 Dog License Late Payment Penalty - \$25 Lost Dog License Tag - \$25 First Impound - \$38 Second Impound - \$88 Third & Subsequent Impounds - \$193 Cats - \$14
S-094	FINGERPRINTING ON REQUEST	\$20 per person.
S-095	POLICE REPORT COPY	Police Reports: \$20 Public Records Act requests: \$0.10 per page.
S-096	POLICE PHOTOGRAPH/DISK COPY	\$5.00 per photo/disk
S-097	DOCUMENT SUBPEONA	Fees are set by the courts. \$6 per 15 minutes plus \$0.10 per page.
S-098	CIVIL SUBPEONA	Per Government Code, section 68096.1(b):\$275
S-099	CRIME ANALYSIS RESEARCH	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
S-114	BICYCLE REGISTRATION	Per State Vehicle Code, Section 39004: New - \$4 Transfer - \$2 Replacement - \$2 Renewal - \$2
Fire:		
S-101	FIRE INSPECTION	Residential - \$540 per permit Commercial - \$650 per permit Each type of fire protection permit is charged separately.
S-102	FIRE RE-INSPECTION	\$215 per inspection
S-103	FIRE FLOW TEST WITNESS	\$215 per test
S-104	TENT FIRE INSPECTION	\$210 per permit

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-105	MOTOR VEH FUEL DISP STA FIRE REV	\$1,080 per application
S-106	SPECIAL FIRE EQUIPMENT INSP/APPROVE	\$445 per application
S-107	ENGINE COMPANY 3RD BUSINESS INSPECT	\$160 per third and subsequent inspections
S-108	FIRE FALSE ALARM RESPONSE	First Response - \$50; Second Response - \$100; Third Response - \$150.
S-109	NEGLIGENT INCIDENT FIRE RESPONSE	Actual costs incurred for all responding personnel
S-110	HAZARD/WEED ABATEMENT	Charge the actual cost of clearing the lot plus \$215 per hour for re-inspections due to non-compliance.
S-111	FIRE INVESTIGATION	If the cause of the fire is determined to be arson and the responsible person can be identified, then charge the full costs of the response and the investigation.
S-112	EMERGENCY MEDICAL TRANSPORT	The City uses the LA County Rates. In addition, the city charges the following fees: No Transport Service at Scene - \$100; Non Resident Surcharge - \$200.
S-113	EMERGENCY INCIDENT REPORT COPY	As this service is covered by the Public Records Act, the City copy fee is: First five pages - No Charge Each additional page - \$0.20 per page
S-166	SPECIAL EVENT STANDBY SERVICE	Actual cost of the employee, minimum 4 hours
Recreation:		
S-115	RECREATION/LAP SWIM	Rates for aquatic classes vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information.
S-116	PRIVATE SWIM LESSONS	Rates for aquatic classes vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information.
S-117	GROUP SWIM LESSONS	Rates for aquatic classes vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information.
S-118	JUNIOR LIFEGUARD PROGRAM	Rates for aquatic classes vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information.
S-119	TSUNAMI SWIM TEAM	Rates for aquatic classes vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information. Non-resident Fee: Additional \$5 per class.
S-120	CONTRACT RECREATION CLASSES	Rates for contract classes vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information. Non-resident Fee: Additional \$5 per class.
S-121	DAYCARE/KINDERCARE	Rates for Day Care vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information. Late pickups - \$1 per minute; Late payment fee - \$25.
S-122	SUMMER CAMP	Rates for Summer Camp vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information. Late pickup \$1 per minute Non-Resident Fee - Additional \$5 per week

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-123	PRESCHOOL	Rates for Preschool vary and are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information. Late pickups - \$25 fee for first 15 minutes plus \$1 per minute past the first 15 minutes. Late Payment Fee - \$25 Non-Resident Fee - Additional \$5 per month
S-124	SPECIAL EVENTS	Fourth of July wristbands: Presale - Resident - \$5; Non-resident - \$15 Day of Event - \$20; 2 & under - no charge Rates for Special Events are established by the Recreation Director pursuant to Resolution R-01-35. See Program Guide for current rate information
S-125	TRIPS AND EXCURSIONS	Cost varies per participant per trip
S-127	FACILITY RESERVATIONS	San Marino Center: Community Group - 50% of the Private Party rates Private Party - \$50-\$250 per hour depending on the rooms rented Stoneman School: Community Group - 50% of the Private Party rates Private Party - \$50-\$75 per hour depending on the room Set Up/Tear Down Fee - \$25 per hour Security Deposit - \$500
		Centennial Field - \$50 per hour Stoneman Parking Lot - \$50 per hour
		Preschool & Summer Camp refunds must be submitted before the first camp/class day and will be subject to a refund fee. Exceptions will be made if a transfer is necessary based on the child's readiness. Aquatics refunds must be submitted at least one week prior to the first class meeting, approved by the pool manager, and are subject to a refund fee. Exceptions will be made if a transfer is necessary based on a child's skill level. Lab fees may not be refundable.
Library:		
S-128	INTER-LIBRARY LOAN PROCESSING	\$6 per item
S-129	LIBRARY ITEM RESERVATION	\$0.50 per item
S-130	REPLACEMENT OF LOST LIBRARY CARD	\$3 per card
S-131	REPLACE LOST/DAMAGED LIBRARY MAT.	\$17 processing fee per item plus: Magazine - \$5 per issue plus \$5 overdue fee Inter-Library Loan - cost to lender Books, General Collection - cost of item Reference Books - cost of item Media - cost of item Misc. Piece Replacement - \$1-\$10
S-132	LIBRARY OVERDUE ITEM PROCESSING	Book and Materials - \$0.25 per day, \$5 maximum Reference Books - \$1.50 per day, \$10 maximum Feature Film DVD - \$2.00 per day, Overdue \$1.50 per day, \$10 maximum Inter-Library Loan Items - \$2 per day, charged by lender
S-133	PASSPORT APPLICATION PROCESSING	Fee is set by the federal government: \$25 per application plus actual cost for Priority Express Mail

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-134	PASSPORT PHOTOGRAPH PROCESSING	\$15 per photo set
S-136	TEST/EXAM PROCTORING	\$30 per test
S-137	LIBRARY FACILITY RESERVATION	Thornton: Comm Group - \$25/hour General - \$50/hour 2 hour minimum Barth: Comm Group - \$30/hour General - \$100/hour 2 hour minimum Patio Rental: Comm Group - \$25/hour General - \$50/hour Food/Beverage Cleaning Fee: Thornton - \$25 Barth - \$50 Set Up: \$25 - \$40 per hour Security Deposit - \$250 Staff Monitoring outside of Library hours - \$25 per hour Insurance for Unique Conditions - Actual Cost
S-138	COMPUTER LAB SUPPORT	\$50 per hour, 4 hour minimum Computer Configuration/IT Support - \$100 per hour Security Deposit - \$500
S-139	LIBRARY PHOTOCOPY SERVICE	Public Copier - \$0.15 per page Computer Printout - \$0.15 per page Color Copy - \$1 per page Oversize Paper - \$0.25 per page Large Format Printer: Small 11x11 \$10; Medium 16x16 \$13; Large 24x24 \$20; Xlarge 36x36 \$35; Lamination \$0.50 per square foot.
Public Works:		
S-060	DRIVEWAY APPROACH ENCROACH PERMIT (Owner Initiated)	\$75 per permit
S-061	SIDEWALK ENCROACHMENT PERMIT (Owner Initiated)	\$75 per permit
S-062	CURB/GUTTER ENCROACHMENT PERMIT (Owner Initiated)	\$75 per permit
S-063	CURB CORE ENCROACHMENT PERMIT (Owner Initialed)	\$75 per permit
S-167	OTHER MINOR PROJECT ENCROACHMENT PERMIT	\$275 per permit plus engineering fees of \$150 per hour if plan check, field investigation, project evaluation or other work is required that is in addition to that which is required for a basic permit
S-168	OTHER MINOR PROJECT ENCROACHMENT CONSTRUCTION INSPECTION FEE	\$75 per hour
S-169	MAJOR PROJECT ENCROACHMENT PERMIT	\$500 Minimum per permit. Unit costs: \$150 per hour plus engineering fee of \$150 per hour if plan check, field investigation, project evaluation or other work is required that is in addition to that which is required for a basic permit
S-170	MAJOR PROJECT ENCROACHMENT CONSTRUCTION INSPECTION FEE	\$750 per day of activity \$250 per day with street plates, barricades, street/lane closures with no construction activity.

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-171	ENCROACHMENT RENEWAL PERMIT	\$75 per permit
S-172	STREET DAMAGE RESTORATION FEE - RESIDENTIAL STREETS AND ALLEYS	Resurfaced/reconstructed 5 years ago or less - \$8.00 per sq. ft. Resurfaced/reconstructed 5 -10 years ago - \$7.00 per sq. ft. Resurfaced/reconstructed 10 - 15 years ago - \$6.50 per sq. ft. Resurfaced/reconstructed 1 - 20 years ago - \$6.00 per sq. ft. Resurfaced/reconstructed 20+ years - \$5.00 per sq. ft.
S-173	STREET DAMAGE RESTORATION FEE -NON-RESIDENTIAL STREETS AND ALLEYS	Resurfaced/reconstructed 5 years ago or less - \$20.00 per sq. ft. Resurfaced/reconstructed 5 -10 years ago - \$17.00 per sq. ft. Resurfaced/reconstructed 10 - 15 years ago - \$14.00 per sq. ft. Resurfaced/reconstructed 1 - 20 years ago - \$11.00 per sq. ft. Resurfaced/reconstructed 20+ years - \$8.00 per sq. ft.
S-174	MAINTENANCE HOLE PERMIT	Individual Permit - \$150.00 Annual Permit - \$275.00
S-141	SEWER SERVICES	None
S-066	SEWER LATERAL INSTALLATION PERMIT	\$155 per permit
S-142	NPDES BUSINESS INSPECTION PROCESS	submits results to the City for review) Fats, Oils, and Grease (FOG) Inspection - No Change
S-143	CITY PROPERTY DAMAGE REPAIR	Charge the actual cost of repair, including City staff at the fully allocated hourly rates.
S-144	RIGHT OF WAY SPILL RESPONSE	Charge the actual cost of clean up, including City staff at the fully allocated hourly rates.
S-151	LACY PARK RESERVATION PROCESSING	Park Weekend Admission Fee - Non-Resident - \$5 Park Group Activity Permit: Resident - \$145 Non-Resident - \$290 Sports Activity Permit -\$85 Park Group Activity Permit Late Fee - \$25 Park Closure Fee - \$1,400 per day plus any staff costs and loss of revenue
Administration:		
S-160	BUSINESS LICENSE: WHOLESALE/RETAIL SALES - EATING ESTABLISHMENTS OR PROFESSIONAL SERVICES	4 or fewer employees - \$50.00 per year 5 - 10 employees - \$75.00 per year 11 - 20 employees - \$100.00 per year 21 - 30 employees - \$150.00 per year 31 or more employees - \$200.00 per year
S-161	BUSINESS LICENSE: CONTRACTORS	Building - "A" "B" - \$200.00 per year Electrical - "C10" - \$200.00 per year Landscape - "C27" - \$100.00 per year Painting - "C33" - \$100.00 per year Plumbing - "C36" - \$200.00 per year Classifications - "C15, 17, 55, 61" - \$100.00 per year All Other Classifications - \$200.00 per year Vehicle Fees: Required for any vehicle used to conduct business in San Marino 2 vehicles (up to 4 with Worker Compensation Policy) - No Extra Charge Each Additional Vehicle - \$25.00 each

City of San Marino
Schedule of Fees for Service - Fiscal Year 2019-20

S-162	BUSINESS LICENSE: SPECIAL CATEGORIES	<p>Gardeners (owner and 1 vehicle) - \$35.00 per year Each additional employee/vehicle - \$25.00 per year Estate Sales/Auction Companies - \$100.00 per day Pest Control (4 vehicles) - \$100.00 per year Transport for Hire (excluding taxicab service) - \$100.00 per year Taxicab Service - \$12.00 per vehicle operating at a city taxi stand Refuse Collection - \$250, plus wheeled vehicle fee Theater - \$250.00 per year Video/Vending Machine - \$5.00 per machine per year Fortune Teller - \$50.00 per year Home Occupation - \$50.00 per year Handyman (less than \$500/job, 1 vehicle) - \$50.00 per year Pawn Broker - \$400.00 per year Pool Cleaning (1 vehicle) - \$50.00 per year Special Advertising - \$50.00 per year</p>
S-163	BUSINESS LICENSE: WHEELED VEHICLES (Delivery/Trucking)	<p>1 vehicle - \$50.00 per year 2-3 vehicles - \$100.00 per year 4-6 vehicles - \$150.00 per year 7-10 vehicles - \$200.00 per year More than 10 vehicles - \$250.00 per year Vehicle stickers are required for each vehicle to be used in the City of San Marino.</p>
S-150	GARAGE SALE PERMIT	\$5 per permit
S-148	INSUFFICIENT FUNDS CHECK PROCESSING	\$25 per returned check
S-149	CHECK REISSUANCE	\$35 per check Payroll Check - No Charge
S-152	MOTION PICTURE PERMIT	<p>\$270 per day processing fee plus: Private Property - \$500 per day Public Streets - \$2,500 per day Public Parks & Buildings - \$2,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees</p>
S-153	STILL PHOTO PERMIT	<p>\$135 per day processing fee plus: Public Streets - \$1,000 per day Public Parks & Buildings - \$1,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees</p>
S-155	DOCUMENT REPRODUCTION	<p>First five pages - No Charge Each additional page - \$0.20 per page Copies by a third party vendor - Actual Cost</p>
S-156	DOCUMENT CERTIFICATION	\$15 per document
S-157	DISK REPRODUCTION	\$2.50 per media device
S-158	CANDIDATE FILING PROCESSING	<p>Fee is limited by State law: \$25 per candidate</p>
S-159	INITIATIVE FILING PROCESSING	<p>Fee is limited by State law: \$200 per initiative, refunded if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.</p>

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CITY OF SAN MARINO

5-YEAR CAPITAL EQUIPMENT AND IMPROVEMENT PLAN

Prepared By:

City of San Marino
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Adopted May 31, 2019

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City of San Marino

Memorandum

TO: Mayor Huang and members of the City Council

FROM: Michael Throne, PE, Director of Parks and Public Works/City Engineer

DATE: May 31, 2019

SUBJECT: FY 2019/20 CAPITAL BUDGET AND 5-YEAR PLAN

DEVELOPING A CAPITAL PLAN FOR THE FUTURE

Developing and maintaining infrastructure is one of the City's most important and critical responsibilities. It is important that all residents of San Marino have safe streets to drive on, a functioning storm drain system, traffic signals, sidewalks and quality recreation spaces like Lacy Park. These improvements can be very expensive to construct and maintain, and there is a long list of needs throughout the City.

With such a list, and limited funding from year to year, it is important to have a plan in place that looks out to the future and provides a strategic approach to implementing these projects. This is the reason for developing a Capital Improvement Plan (CIP). The CIP is a guide to efficiently allocate resources over time for improving and maintaining public infrastructure and facilities. Each year the CIP serves as a 5-year strategic plan for creating, maintaining and funding present and future infrastructure.

A similar activity involves capital equipment and vehicles. Capital equipment encompasses computer software; small engines such as chain saws and leaf blowers; office copiers and printers; excavation equipment like backhoes; and public safety vehicles such as patrol cars and fire apparatus. An organized management plan for these assets ensures there is a suitable amount of sustainable tools to accomplish the City's goals and that the City acts in a fiscally responsible fashion related to their acquisition, maintenance, replacement and ultimate disposal at the end of their service life.

INFRASTRUCTURE PLANNING

The City Council has defined “well-maintained infrastructure” as a critical success factor in its 2018 strategic plan with the direction to identify infrastructure deficiencies and develop a plan to construct, renew, improve and maintain the City’s infrastructure and facilities.

The first step in ascertaining the condition of the city’s assets was the completion of the 2018 pavement management plan, which outlined the construction and financial path to move the city’s streets from a rehabilitation standing to a preventative maintenance position thereby reducing future expenses to keep the city’s streets in good condition.

Recommendations for a wastewater capital improvement and maintenance plan are included in this plan.

The City Council also established a Public Safety Commission whose charge, among other roles, includes advising the Council on infrastructure matters. The Department has consulted with the Commission on the overall direction of the capital program and seeks their input on community expectations related to infrastructure needs and justifications as well as equipment and material needs for the Police and Fire Departments.

2019 CAPITAL BUDGET AND 5-YEAR PLAN

The CIP will be a dynamic document this fiscal year (and the next) as the numerous condition assessments that commenced during Fiscal Year 2018/19 progress toward completion. And each budget year the CIP will be evaluated and changes incorporated into the adoption of the annual municipal budget.

There are two major components of the 5-year Plan are: 1) a proposed Fiscal Year 2019/20 expenditure recommendation for equipment and infrastructure improvements (included with the adopted budget) and 2) a 5-year forecast of potential expenditures the City Council may consider to fund in future years (this document).

The Fiscal Year 2019/20 capital budget represents the recommendations of the Department Heads of what can be successfully accomplished within the constraints of time, talent and funding. The subsequent years include items planned or expected to occur, with some items not fully developed at this time and which are included for tracking purposes (essentially reminders that at some point in the future this item should be addressed). As the future becomes today, some items may no longer be necessary and will be dropped from the list. Conversely, as new data is received, those items may be included.

The City Council is in full control of the priority, timing and funding levels for any and all items of capital expenditure.

The ultimate outcome is a roadmap of the actions and funding that necessary to meet the community's expectations of well-maintained infrastructure that provides great value at a reasonable expense of time and treasure.

Capital Equipment Proposals

The following sheets include capital budget request forms for each piece of software, equipment or vehicles being recommended to be acquired or replaced. Requests are organized by department. Each request form includes information related to the department and division making the proposal, a description and justification based on their professional judgement, a table that outlines anticipated funding source and amounts, and an estimate of costs over time. It should be noted that "Year 1" is the expenditure proposed for Fiscal Year 2019/20. Subsequent years, labeled year 2 through 5, are estimates of when future expenditures should be expected.

All listed proposals are tabulated into a 5-year plan shown in the table following. The table is organized vertically by department then by the expenditure from high to low. Requests for future years are listed below the recommended expenditures generally organized by year. Expenditures approved and made in Fiscal Year 2018/19 are also included for reference and tracking purposes.



2019 CAPITAL EQUIPMENT BUDGET AND 5-YEAR EQUIPMENT EXPENDITURE PLAN

Description	5-yr Capital Equipment Expenditure Plan					
	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	5-yr Totals
ADMINISTRATION						
Telephone system	-	-	-	-	-	-
Network and user IT upgrades	-	-	-	-	-	-
Accounting system software upgrade	-	-	-	-	-	-
Citywide computer replacement	60,000	-	-	-	-	60,000
Domain rebuild	11,500	-	-	-	-	11,500
Web-based job search system	11,500	-	-	-	-	11,500
Human resources information system	-	13,900	-	-	-	13,900
Data retention compliance	-	-	20,000	-	-	20,000
Total Administration	83,000	13,900	20,000	-	-	116,900
PLANNING AND BUILDING						
Code enforcement vehicle replacement	-	-	-	-	25,000	25,000
Sales and use tax software	-	-	-	-	-	-
Total Planning and Building	-	-	-	-	25,000	25,000
POLICE						
LPR cameras	90,000	-	-	-	-	90,000
MDC replacement	60,000	-	-	-	-	60,000
Firearm replacement	6,000	-	-	-	-	6,000
Taser devices	7,350	7,350	7,350	7,350	7,350	36,750
Patrol car replacement	-	208,000	156,000	-	-	364,000
Watchguard upgrades	1,200	-	1,200	8,000	1,200	11,600
Dispatch workstations	-	-	-	-	54,600	54,600
Storage container	10,000	-	-	-	-	10,000
Patrol car dash-cam replacement	-	-	-	-	10,500	10,500
Police department router upgrade	9,500	-	-	-	-	9,500
Police department DVR replacement	-	9,500	-	-	-	9,500
Speed display signs	-	10,000	-	-	-	10,000
ID card printer	-	6,600	-	-	-	6,600
Virtual range system	-	-	30,000	-	-	30,000
PD video storage and archive	-	-	12,000	-	-	12,000
Speed display trailer	-	15,000	-	-	-	15,000
Total Police	184,050	256,450	206,550	15,350	73,650	92,600
FIRE						
Command staff vehicle replacement	45,000	45,000	-	-	-	90,000
Heart monitor replacement	38,000	-	-	-	-	38,000
EOC computer replacement	-	-	-	-	-	-
Autopulse resuscitation system	-	18,000	-	-	-	18,000
Units E91/RA91 mobile radios	-	20,000	-	-	-	20,000
Unit RA91 replacement	-	250,000	-	-	-	250,000
Portable radio replacement	-	-	-	224,000	-	224,000
Total Fire	83,000	333,000	-	224,000	-	640,000
PARKS AND PUBLIC WORKS						
Work order system	25,000	-	-	-	-	25,000
Changeable message sign with trailer	-	25,000	-	25,000	-	50,000
Small engine equipment replacement	-	5,000	-	5,000	-	10,000
Sewer maintenance jet	-	-	45,000	-	-	45,000
Hedge trimmer attachment	-	-	-	-	12,000	12,000
Total Parks and Public Works	25,000	30,000	45,000	30,000	12,000	142,000
RECREATION						
Commercial refrigerator - San Marino Center	-	5,000	-	-	-	5,000
Recreation reservation tracking system	-	17,000	-	-	-	17,000
Total Recreation	-	22,000	-	-	-	22,000
LIBRARY						
Public-use computer replacement	-	-	-	-	-	-
Security camera system upgrade	-	-	25,000	-	-	25,000
Barth AV upgrade	19,500	-	-	-	-	19,500
Crowell reservation server	-	-	3,500	-	-	3,500
News and info monitors	-	-	-	-	13,000	13,000
Thornton Rm projector replacement	-	-	-	-	15,000	15,000
Total Library	19,500	-	28,500	-	28,000	76,000
TOTALS - ALL FUNDS	394,550	655,350	300,050	269,350	138,650	1,757,950

**Capital Equipment
Administration Department**





CITY OF SAN MARINO CAPITAL BUDGET REQUEST

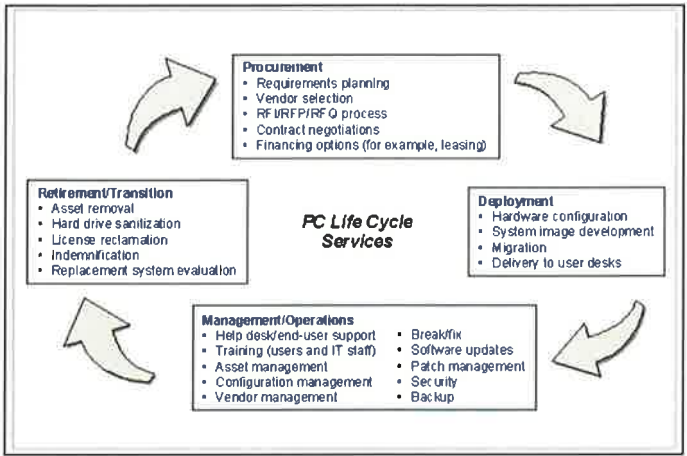


TITLE Citywide Computer Replacement Program	XXXX
---	------

PROPOSING DEPARTMENT Administration	DIVISION IT	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	----------------	---

PC's older than 5 years and/or equipped with unsupported operating systems will be replaced to keep the network secure and systems performing to basic industry standard specifications. The replacement will also include 1 new computer and 5 new laptops to be utilized in the EOC by city management during EOC activation. The replacement shall consist of basic models for internet and office use (General), mid-range models for heavy office use (Office), and advanced models for complex data management and task needs (Professional). All PC's will target a 5 year replacement cycle. See attached sheet

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	60,000
TOTAL ESTIMATED FUNDING	\$60,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	60,000					60,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$60,000	\$ 0	\$ 0	\$ 0	\$ 0	\$60,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is expected to decrease as newer and more reliable units are placed in service. IT will perform a cost analysis as part of the implementation.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Citywide Computer Replacement Program (Page 2)	XXXX
--	------

PROPOSING DEPARTMENT Administration	DIVISION IT	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	----------------	---

PC's to be replaced in 2019 calendar year

Department	Professional	Office	General	LapTops	Total
City Hall	12				12
Fire Department		2			2
Rec Center			4		4
Police Department	8				8
Library	5	15			20
Lacy Park			1		1
EOC		1		5	6
Total	25	18	5	5	53

Professional - Desktop computer with solid state drive, dual monitor interface, with adequate memory and processing power to handle multiple advanced applications simultaneously

Office - Desktop computer with solid state drive, dual monitor interface, with adequate memory and processing power to handle multiple applications simultaneously

General - Desktop computer with solid state drive, single monitor interface, with adequate memory and processing power to handle basic office applications and internet browsing

Laptops - Portable computer with solid state drive, wi-fi capability, with adequate memory and processing power to handle multiple applications simultaneously

This table identifies computers to be replaced by department and type for FY 2019/20

Existing PC Inventory

System Tracking	Replacement Period						Total PC's in Use
	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	
City Hall	12	13	3	6	7	1	42
Fire Department	2	0	1	1	0	0	4
Rec Center	4	2	3	3	3	0	15
Police Department	8	1	7	2	9	1	28
Library	20	27	16	1	8	3	75
Lacy Park	1	0	0	0	1	0	2
EOC	6						6
Total	53	43	30	13	28	5	172

This table identifies the complete computer inventory and projected replacement year by department



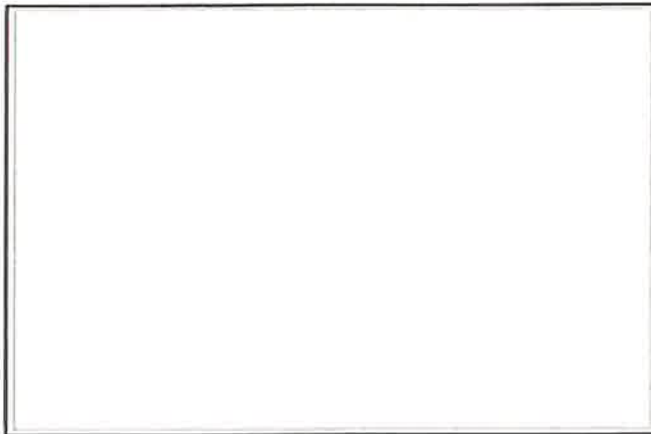
CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Domain Name Simplification	XXXX
---	------

PROPOSING DEPARTMENT Administration	DIVISION Finance	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	----------------------------	--

Simplify by converting the city internet domain into a single name versus the current 3 separate "systems" of City Hall, Library, and Rec. The current structure has 3 separate geographic sites operating and managing independently, which creates complexity and exposes the network to attack and errors.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	11,500
TOTAL ESTIMATED FUNDING	\$ 11,500

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	11,500					11,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 11,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 11,500

COST ESTIMATE NOTES
This is a one-time expense.



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**

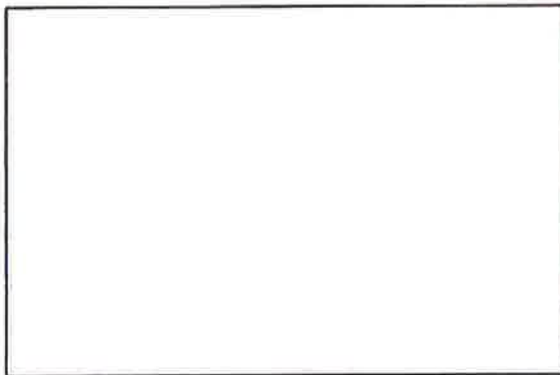
(Complete One Request per Form)

PROJECT NAME Web-based Job Search System

PROPOSING DEPARTMENT Administration	DIVISION Human Resources	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	------------------------------------	--

DESCRIPTION AND JUSTIFICATION

Currently, the City utilizes a paper-based application process. This is less efficient for staff and impacts our ability to attract high numbers of prospective candidates. Moving to an online application tracking system will modernize our recruiting efforts, free up staff time to work on other projects, better manage our application files, and attract more interest. The software will also permit us to pull data and run reports. There are several vendors available for this service.



PHOTOGRAPH OR DIAGRAM

ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$11,500
TOTAL ESTIMATED FUNDING	\$11,500

CAPITAL COST ESTIMATES BY YEAR					
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACQUISITION	\$11,500				\$11,500
ENGINEERING					
ENVIRONMENTAL					
CONSTRUCTION					
CONST. MGT.					
LEGAL					
TOTALS	\$ 11,500		\$ 0	\$ 0	\$ 11,500

COST ESTIMATE NOTES
Currently, only one vendor has provided a quote, which forms the basis of this request. For that vendor, the approximate cost is \$11,500 in the first year (\$5000 implementation + \$6,500 annual license fee), with \$6,500 annually. If approved by the City Council, we will solicit bids from additional vendors to fine tune this cost and select the most appropriate system.



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**

(Complete One Request per Form)

PROJECT NAME Human Resources Information System

PROPOSING DEPARTMENT Administration	DIVISION Human Resources	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	------------------------------------	--

DESCRIPTION AND JUSTIFICATION

Currently, the City utilizes mostly a paper-based document management system, supplemented by Excel and Word documents. A Human Resources Information System (HRIS) will permit the city to modernize our human resources program, digitize our personnel records, track legally required dates, ensure improved coordination with Finance/Payroll, and generally implement HR best practices. The City with an updated HRIS in order to implement best practices and in order to provide more efficient and effective services, an HRIS is required.



PHOTOGRAPH OR DIAGRAM

ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$ 13,900
TOTAL ESTIMATED FUNDING	\$ 13,900

CAPITAL COST ESTIMATES BY YEAR					
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACQUISITION		\$ 13,900			
ENGINEERING					
ENVIRONMENTAL					
CONSTRUCTION					
CONST. MGT.					
LEGAL					
TOTALS	\$ 0	\$ 13,900	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES

There are several vendors who provide this software, but the likely best path forward is to simply expand on our existing Springbook/Accela finance software (after it is upgraded to the most recent version) in order to ensure the best system integration. The Springbrook/Accela HRIS modules will cost ongoing license fees of \$3,505(to be included in operations budget); and one-time installation fees of \$4,295. This is a preliminary quote; the total amount is a placeholder.



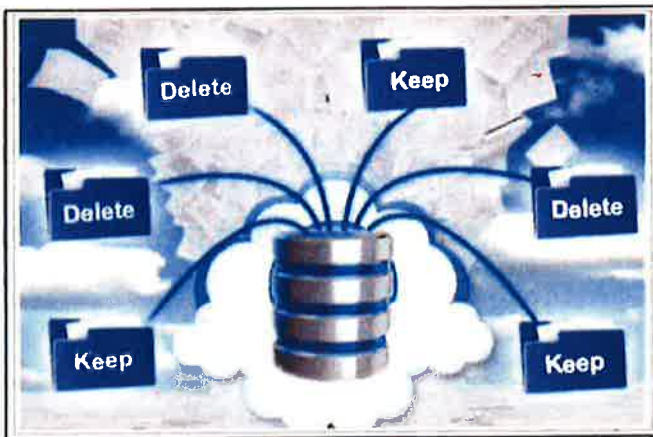
CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Data Retention Compliance	XXXX
---------------------------------	------

PROPOSING DEPARTMENT Administration	DIVISION City Clerk	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	------------------------	---

Establish a system and process to ensure compliance with state mandated retention and Public Records requirements. Work is expected to consist of policy development, hardware to handle storage, and long-term archiving. This is a placeholder item pending the appointment of a City Clerk.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	TBD
TOTAL ESTIMATED FUNDING	\$ 35,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES

A cost will be performed that will take into account the scope of services, legal fees to develop the data retention policy and the IT resources to implement the recommended system. The estimated cost to maintain this capital asset is to be determined.

**Capital Equipment
Planning and Building Department**





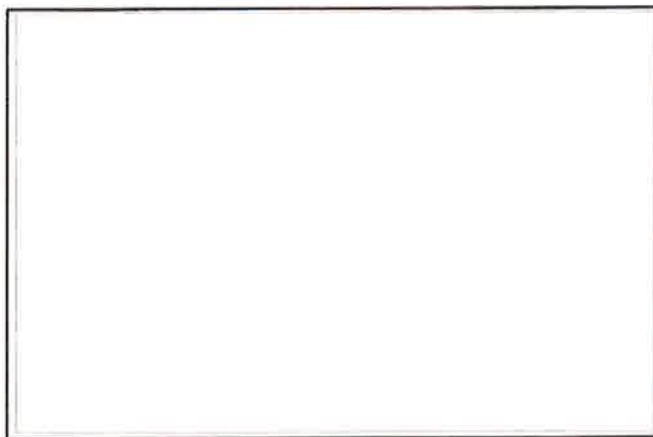
CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Code Enforcement Vehicle Replacement	XXXX
---	-------------

PROPOSING DEPARTMENT Planning & Building	DIVISION Code Enforcement	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	-------------------------------------	--

The Department inherited a 2012 Smart car from the Police Department and is currently using it for code enforcement purposes. It may require replacement in the future pursuant to the 2019 fleet audit and replacement schedule.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	25,000
TOTAL ESTIMATED FUNDING	\$ 25,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION					25,000	25,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 25,000

COST ESTIMATE NOTES
The amount shown is a placeholder estimate based on 2019 vehicle costs. The estimated cost to maintain this capital asset is to be determined.

**Capital Equipment
Police Department**





CITY OF SAN MARINO CAPITAL BUDGET REQUEST

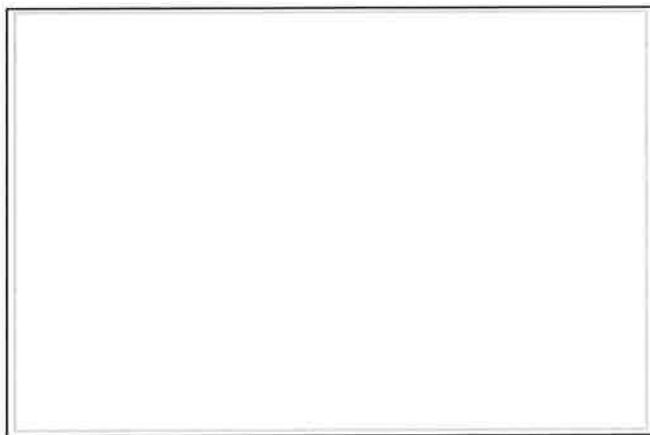


TITLE License Plate Reader Camera Installations	PD01
---	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
--------------------------------	----------------------------	---

2019/20 CITY COUNCIL PRIORITY INITIATIVE Install high-resolution license plate reader (LPR) cameras to assist community safety efforts in apprehension of lawbreakers. Data acquired by LPR equipment is shared county-wide law enforcement network. Two intersections are recommended with 3 cameras each for a total of 6 cameras. See next page for more details.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	90,000
TOTAL ESTIMATED FUNDING	\$ 90,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	90,000					90,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 90,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 90,000

COST ESTIMATE NOTES

Additional cost details are included on page 2. The estimated cost to maintain this capital asset is \$3,000/year.

Priority Initiative

Priority Initiative	Dept Lead	Critical Success Factor	Key Actions	Resource Assessment
			<ul style="list-style-type: none"> Identify camera companies and the services they provide Determine the type of cameras desired. <u>License Plate Reader (LPR) cameras</u> are high-resolution cameras capable of capturing vehicle plates, which are then shared through a network with other law enforcement agencies, making LPR cameras better for gathering information after-the-fact during the investigation stage. The <u>pole cameras</u> do not share this technology and the picture quality is not as good; on the other hand, they are visible and obvious to drivers, so they act as better deterrents than LPRs. Determine the number of locations desired (multiply the costs noted by the number of locations desired – cost estimates are provided for ONE location only) Procure and install cameras and equipment Monitor video regularly 	<p>Staff Demand: Moderate to High. LPR cameras will require moderate staff time for the initial setup and migration of the cameras. The Pole Cameras require significant staff time for initial setup, monitoring and video retrieval, and a Public Works employee's time to relocate the cameras throughout the city on a regular basis.</p> <p>Total Cost Estimate: For LPR cameras, the Year 1 setup cost FOR ONE INTERSECTION IN ONE DIRECTION would be approx. \$45,000 total for 3 LPR cameras (each camera captures 1 lane of traffic), plus an additional \$1,500 annually for maintenance. Additional directions and/or intersections would increase cost by the number of locations – for example, 2 locations would be approx. \$90K in Year 1 and \$3,000 annually for maintenance.</p> <p>For Pole Cameras, the Year 1 setup cost is approx. \$110,775-\$160,775 for one "pod" of 4 cameras AT ONE INTERSECTION, plus an additional \$2,775 annually. The setup fee includes procurement of cameras (\$8,000 for the pod), the system recommended by our IT contractor to comply with City Attorney's opinion about data retention (\$100K-\$150K), mobile provider fees (\$775 per pod), & storage for data (\$2000). The ongoing expense relates to storage for data. More locations would increase costs, but not necessarily directly proportional.</p> <p>Other Things to Consider: To date, pole cameras have not yielded information that would be useful during an investigation.</p>
Additional Street Cameras	Police	Safe Community		
TOTAL COST TO BUDGET				\$90,000 FOR 6 LPR CAMERAS



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Mobile Data Center Replacement	PD02
---	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

The San Marino Police Department is requesting a replacement of its current mobile work stations located in each Patrol vehicle. The current mobile work stations are in excess of ten years old, which are developing hardware reliability problems making them difficult to operate and provide data to officers. The estimated cost to replace the seven units in the field and two replacement (total of nine) MDCs is \$60,000.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	60,000
See cost estimate note	
TOTAL ESTIMATED FUNDING	\$ 60,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	60,000					60,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 60,000

COST ESTIMATE NOTES
The estimated cost to purchase and install these units is \$60,000. As with other city computers, IT personnel will evaluate their condition in year 5 and make the appropriate replacement recommendation.

Capital Expense Request Template Ver 2.0 vevd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

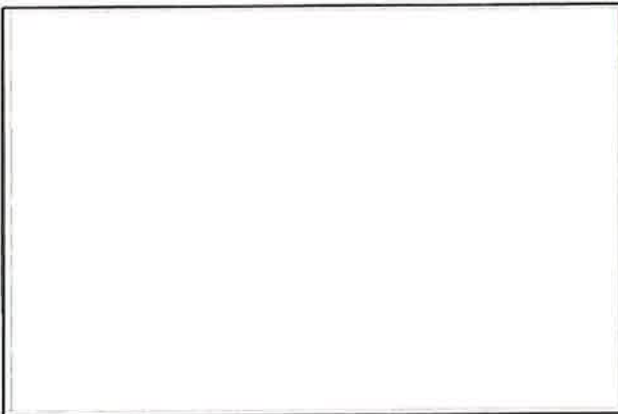


TITLE Taser Replacement Program	PD03
--	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

In FY18/19, the Department purchased 7 TASERS, and recommends continuing the replacement program with the acquisition of 23 additional units, which can be purchased under a promotional program that allows the City to pay over 60 months. TASERS are mission critical protective equipment and provides less-lethal enforcement options during an encounter.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	36,750
TOTAL ESTIMATED FUNDING	\$ 36,750

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	7,350	7,350	7,350	7,350	7,350	36,750
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 7,350	\$ 7,350	\$ 7,350	\$ 7,350	\$ 7,350	\$ 36,750

COST ESTIMATE NOTES

The total cost of the purchase is \$36,750 under the TASER 60 promotion, which saves \$2,873.

Capital Expense Request Template Ver 2.0 week 1/15/2018



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Patrol Car Replacement	PD04
-------------------------------------	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

The San Marino Police Department requests purchase of replacement vehicles in order to properly maintain the Patrol fleet over 2 fiscal years. This will put us in a better position when cars do go down for maintenance. Each vehicle will cost \$52,000 outfitted (in 2019 dollars). The current vehicles have far exceeded their useful life and are increasingly more difficult to keep operational. Extensive use and age is resulting in several vehicles being out of service at the same time causing functional difficulties in responding to calls. A replacement schedule is being prepared as part of the 2019 citywide fleet audit.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH/DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$364,000
<i>See cost estimate note</i>	
TOTAL ESTIMATED FUNDING	\$ 364,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		208,000	156,000			364,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 208,000	\$ 156,000	\$ 0	\$ 0	\$ 364,000

COST ESTIMATE NOTES

This is a placeholder estimate for an entire patrol car fleet replacement (the original proposal was for 4 vehicles only). A replacement schedule and policy for patrol cars and other public safety vehicles is being developed as part of the 2019 fleet audit. A recommendation will be made in FY19/20 including operational costs.

Capital Expense Request Template Ver 2.0.vsd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

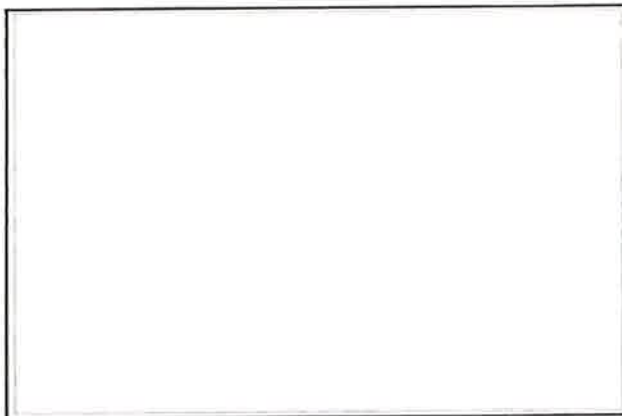


TITLE Watch Guard Upgrade	PD05
---------------------------	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
--------------------------------	----------------------------	---

The WatchGuard System houses all audio and video recordings captured through the patrol vehicles in the field. Each vehicle has a monitor, DVR, and mic worn by the officers. All contacts in the field are captured through this system. Typically the microphone boxes get the most wear and tear, as they are worn daily for the entire shift. In the past, we have needed to replace about four mic's every other year. The replacement has averaged \$1,200. Servers should be replaced on a 5-year schedule as they wear out.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	11,600
TOTAL ESTIMATED FUNDING	\$ 11,600

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	1,200		1,200	8,000	1,200	11,600
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 1,200	\$ 0	\$ 1,200	\$ 8,000	\$ 1,200	\$ 11,600

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$1,200 per year. In year 4 the cost includes an estimated \$8,000 to acquire a replacement server for the one that has been in service since 2018.

Capital Expense Request Template Ver 2.0 vdedx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Dispatch Workstations	PD06
------------------------------------	------

PROPOSING DEPARTMENT Police	DIVISION Civic Facilities	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-------------------------------------	--

Purchase and install two new Dispatch Workstations. These workstations provide the Police Department Dispatchers with ergonomically correct workstations. Good workstations reduce fatigue and reduce the probability of repetitive injury or other concerns. The workstations will improve performance and increase efficiency for the Dispatchers.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	54,600
TOTAL ESTIMATED FUNDING	\$ 54,600

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION					43,250	43,250
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION					11,350	11,350
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 54,600	\$ 54,600

COST ESTIMATE NOTES
 Costs shown based on a vendor quote and is a future budget placeholder. Two additional bids would be required to comply with the City's purchasing ordinance along with City Council approval. Construction includes installation and delivery.

Capital Expense Request Template Ver 2.0, week 1/19/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

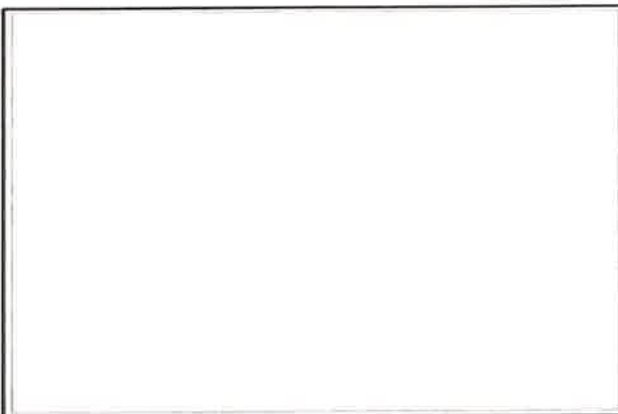


TITLE Firearm Replacement Program	PD07
--	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

In 2018 the Department purchased 10 replacement GLOCKs and in 2019, 19 more pistols and 5 Colt rifles as part of the Department's firearm replacement program. In FY19/20 it is recommended to purchase 4 rifles and 2 pistols to continue being proactive in replacing weapons that have exceeded their serviceable life and contain parts that are no longer available from the manufacturer.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	6,000
TOTAL ESTIMATED FUNDING	\$6,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	6,000					6,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$6,000	\$ 0	\$ 0	\$ 0	\$ 0	\$6,000

COST ESTIMATE NOTES

Purchases will be made locally to receive discount. An amount of \$8,500 was budgeted and expensed in FY18/19 (Year 0) for 19 weapons. The average cost per GLOCK firearm is currently \$450, and a Colt patrol rifle is approximately \$925.

Capital Expense Request Template Ver 2.0, week 1/15/2018



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**

(Complete One Request per Form)

PROJECT NAME Storage Container

PROPOSING DEPARTMENT Police	DIVISION Detectives	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-------------------------------	--

DESCRIPTION AND JUSTIFICATION

To properly secure private articles collected by public safety personnel during the enforcement of camping laws, a waterproof and secure storage container is recommended. Procurement of a storage container, shelving and other supplies necessary for public works personnel to safely transport personal material.



PHOTOGRAPH OR DIAGRAM

ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$ 10,000
TOTAL ESTIMATED FUNDING	\$ 10,000

CAPITAL COST ESTIMATES BY YEAR					
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACQUISITION	\$ 7,500				
ENGINEERING					
ENVIRONMENTAL	2,500				
CONSTRUCTION					
CONST. MGT.					
LEGAL					
TOTALS	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
 "Acquisition" refers to cost to procure and outfit a 20-ft storage container to be placed in PW yard next to the FD CERT trailer. "Environmental" refers to protective gear and pathogen training for PPW personnel who are tasked with collection of potentially contaminated personal property.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Patrol Car Dash-Cam Replacement	XXXX
---------------------------------------	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
--------------------------------	----------------------------	---

Replace dashboard-mounted video cameras on the police vehicles for proper recording in the field by patrol units. It is proposed to replace 7 cameras and provide for 2 spares (9 total).

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	10,500
TOTAL ESTIMATED FUNDING	\$ 10,500

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	0				10,500	10,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10,500	\$ 10,500

COST ESTIMATE NOTES
 The estimated cost to maintain this capital asset is \$525/year. The cameras have up to a 10-year life. Staff will assess camera condition at 3 year.

Capital Expense Request Template Ver 2.0 week 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

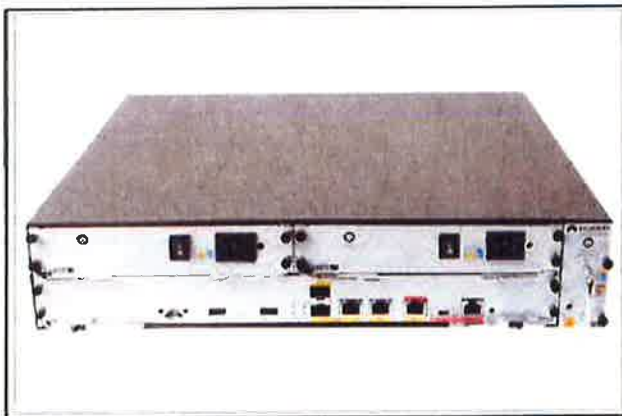


TITLE Police Department Router Upgrade	XXXX
---	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

Replace the current (3) low end router design to an enterprise single router to control PD network access and manage tight security. The router serves as the traffic cop on the network, identifying what traffic should be let in and what traffic should be kept out. The current setup is fragmented, is not designed to handle an enterprise network, and is more suited toward home network use.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	9,500
TOTAL ESTIMATED FUNDING	\$ 9,500

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	9,500					9,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 9,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 9,500

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$450/year. IT personnel will evaluate the new equipment at the beginning of year 5 to assess condition and replacement need.

Capital Expense Request Template Ver 2.0.vsd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Speed Display Signs	PD08
----------------------------------	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

This request is for the purchase of 2 additional speed display signs that will be used to address traffic complaints in San Marino. Speed is the primary complaint raised by residents. Signs have a much smaller footprint than a trailer because they are pole-mounted and can be used on narrower/congested streets. Adding two portable signs would allow more 2 more areas in town in addition to the 2 signs we already deploy.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	10,000
TOTAL ESTIMATED FUNDING	\$ 10,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		10,000				10,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 10,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$150/year.

Capital Expense Request Template Ver 2.0.vsd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

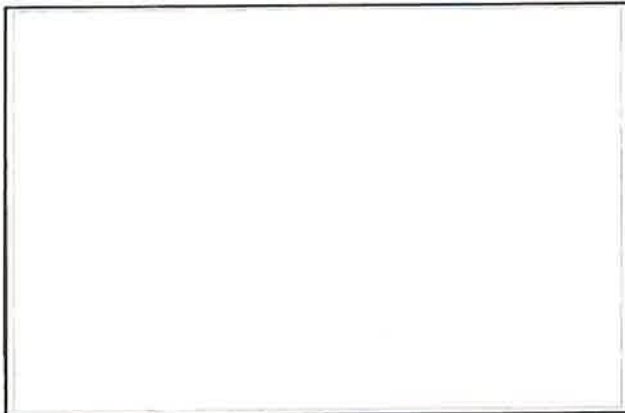


TITLE Fargo HDP500 Photo ID Card Printer	PD09
--	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
--------------------------------	----------------------------	---

The San Marino Police Department would like to replace an existing 2013 single-sided Polaroid Photo ID Card printer used to print employee ID cards with one that prints double-sided, which is needed for advanced security options such as holograms and embedded chips and magnetic strips.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	6,600
TOTAL ESTIMATED FUNDING	\$ 6,600

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		6,600				6,600
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 6,600	\$ 0	\$ 0	\$ 0	\$ 6,600

COST ESTIMATE NOTES

The printer comes with a three year warranty. There will be on-site set-up, installation and training.

Capital Expense Request Template Ver 2.0 vstdx.1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Speed Display Trailer Replacement	PD10
--	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

This request is for the replacement of the speed display trailer used to address traffic complaints in San Marino. Speed is the primary complaint raised by residents in residential neighborhoods. The current trailer is 15+ years old and the battery is not holding its charge and shuts off when in the field. A trailered sign is portable and can be moved by a city vehicle to new spots each day increasing speed enforcement and control.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	15,000
TOTAL ESTIMATED FUNDING	\$ 15,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		15,000				15,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 15,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$500/year.

Capital Expense Request Template Ver 2.0 vsd. 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

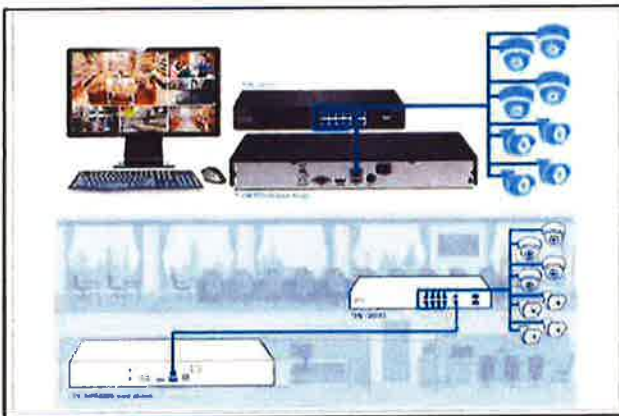


TITLE Police Department DVR Replacement	XXXX
---	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
--------------------------------	----------------------------	---

Replace old residential digital video recorder (DVR) camera system with a network video recorder (NVR) system. A professional system is recommended that is designed and suitably robust to retain data and archive needed video files. The system consists of 16 cameras that document PD and city hall areas including entry points. The collected video can be subject to public records requirements and the ability to retain and preserve the data is required.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	9,500
TOTAL ESTIMATED FUNDING	\$ 9,500

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		9,500				9,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 9,500	\$ 0	\$ 0	\$ 0	\$ 9,500

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$250/year. IT personnel will evaluate the new equipment at the beginning of year 5 to assess condition and replacement need.

Capital Expense Request Template Ver 2.0.usdx 1/15/2019



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**



TITLE Police Department Video Storage and Archive	XXXX
--	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
---------------------------------------	-----------------------------------	--

Establish a system to retain large volumes of video recorded by the police department as required under state statute. System must include a back-up provision to ensure compliance with records retention. This provides for 30 TB of local video data storage that can be replicated offsite in a data center or government cloud cold storage. Current video is not archived or capturing video camera data.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	12,000
TOTAL ESTIMATED FUNDING	\$ 12,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION			12,000			12,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 12,000	\$ 0	\$ 0	\$ 12,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$1,020/year. IT personnel will evaluate the new equipment at the beginning of year 5 to assess condition and replacement need.

Capital Expense Request Template Ver 2.0.xlsx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

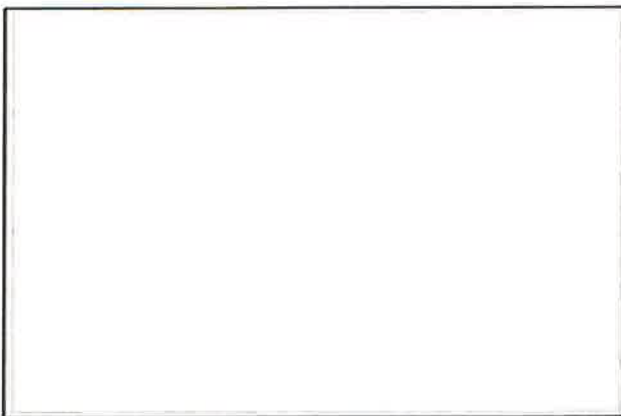


TITLE Virtual Range System	PD11
----------------------------	------

PROPOSING DEPARTMENT Police	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
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A virtual range system delivers a realistic and adaptable mobile training environment. The goal is to improve our range training program by preserving several perishable law enforcement skills, thereby reducing the need to annually budget \$5,000 for ammunition. It will also reduce the likelihood of civil liability using de-escalation tactics.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	30,000
TOTAL ESTIMATED FUNDING	\$ 30,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION			30,000			30,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 30,000

COST ESTIMATE NOTES

This is the estimated cost of the complete system. More than likely, each year there will be a small cost for program upgrades (software scenarios) and responsive weapon parts (CO2 cartridges). This will depend on usage and how much it is used in lieu of live fire range training.

Capital Expense Request Template Ver 2.0.rsdtx 1/15/2019

**Capital Equipment
Fire Department**





CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Command Staff Vehicle Replacement	FD01
--	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
-------------------------------------	-----------------------------------	--

Replace two 2015 Ford Explorer command staff vehicles with two Chevrolet Tahoes. The current front line Command vehicles are part of the Department's emergency response system. Fire Department Command staff requires the reliability associated with front line emergency response. The Fire and Division Chief respond to the City in the event of any serious emergency (continued on next page).

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	90,000
TOTAL ESTIMATED FUNDING	\$ 90,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	45,000	\$45,000				90,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$45,000	\$ 45,000	\$ 0	\$ 0	\$ 0	\$ 90,000

COST ESTIMATE NOTES
 The estimated cost to maintain this capital asset is \$1,000/year. Vehicle maintenance funds are allocated annually for all Department vehicles in account 103-34-4508-0000. Purchase of new vehicles would ensure maintenance costs do not escalate due to the effects of exceeding unit service life. A more precise vehicle replacement schedule will be included with the forthcoming 2019 fleet audit currently underway.

Capital Expense Request Template Ver 2.0 vsk /15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Command Staff Vehicle Replacement (Page 2)	FD01
--	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
------------------------------	----------------------------	---

Description and Justification (Continued)

During the Fire Department annual inspection, Fire personnel concluded that to ensure reliability, replacement should be requested. Additionally, equipment requirements for the Command Officers exceed the current platform capability. The current front line Command vehicle would be used to replace a vehicle within the City's apparatus fleet with over 140,000 miles. The Fire Department's Utility vehicle is past end of life and is scheduled for salvage. The Department will replace the vehicle with the current front line command vehicle.

Capital Expense Request Template Ver 2.0.vsd | 15 2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Heart Monitor Replacement	
---------------------------------	--

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
------------------------------	----------------------------	---

Replace the one (1) remaining E-Series heart monitor/defibrillator with one (1) X-Series monitor. The X-Series monitor would replace a monitor that has reached its recommended lifespan of 5-7 years. This will complete the deployment of heart monitors in each Fire Department apparatus. X-Series are recommended as they provide seamless connectivity between the Zoll Autopulse chest compressors and are widely used by neighboring first responders.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	35,500
Estimated trade-in	2,500
TOTAL ESTIMATED FUNDING	\$ 38,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	38,000					38,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 38,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 38,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$600/year. Annual maintenance for existing heart monitors are allocated in account 103-34-4376-0000.

Capital Expense Request Template Ver 2.0 vwdk 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE AutoPulse Resuscitation System	XXXX
--------------------------------------	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
------------------------------	----------------------------	---

Purchase one (1) Zoll AutoPulse Resuscitation System to be placed in service on Engine 91, which will complete outfitting our entire fire first responder fleet (one in each engine and on each ambulance). These units supplement hands-on CPR provided by first responders, freeing them up to perform other lifesaving tasks.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	18,000
TOTAL ESTIMATED FUNDING	\$ 18,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		18,000				18,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 18,000	\$ 0	\$ 0	\$ 0	\$ 18,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$3,600/year. Maintenance costs for the AutoPulse are recouped through EMS Billing.

Capital Expense Request Template Ver 2.0.rxdtx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Units E91/RA 91 Mobile Radios	XXXX
-------------------------------------	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
------------------------------	----------------------------	---

Current mobile radios used in Units E91 and RA91 are no longer supported by manufacturer because of age and technology change and should be replaced prior to failure. Mobile radios are physically attached to each unit and several units are close to 15-years-old. 7 radios are being recommended for replacement.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	20,000
TOTAL ESTIMATED FUNDING	\$ 20,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		20,000				20,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 20,000	\$ 0	\$ 0	\$ 0	\$ 20,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$1,000/year. Maintenance funds for existing radios are budgeted annually in account 103-34-4508-0000. The purchase of new mobile radios are expected to decrease the existing maintenance budget because of newer and more reliable technology.

Capital Expense Request Template Ver 2.0.vadix.1/15/2019



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**



TITLE Unit RA91 Replacement	XXXX
-----------------------------	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
------------------------------	----------------------------	---

Industry standard is to replace front line ambulances at 5 years and keep reserve units up to ten years. Consequently our 2015 Dodge RA91 should be replaced in 2020. The 2015 Dodge will then replace the 2008 Ford ambulance as reserve RA 791. The 2008 Ford will be sent to auction.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	250,000
Trade-in Value (see note)	
TOTAL ESTIMATED FUNDING	\$ 250,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		250,000				250,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 250,000

COST ESTIMATE NOTES

The trade-in value of the 2008 unit is estimated to be under \$5,000 and not included in the funding summary because of the uncertainty of the used ambulance market. The estimated cost to maintain this capital asset is \$1,000/year. Vehicle maintenance funds are allocated annually for all Department vehicles in account 103-34-4508-0000. Purchase should decrease maintenance expenditures because it is new.

Capital Expense Request Template Ver 2.0 rev. 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

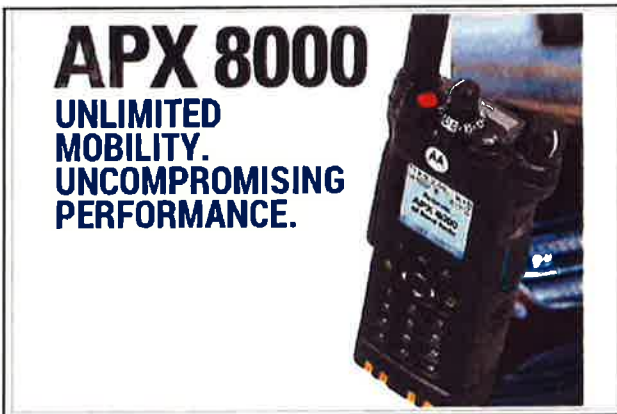


TITLE Portable Radio Replacement	XXXX
----------------------------------	------

PROPOSING DEPARTMENT Fire	DIVISION Administration	CAPITAL EXPENSE TYPE Equipment/Vehicle
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Current stock of 25 hand-held portable radios and 7 rig radios are no longer supported by vendor and replacement with 32 new units is recommended before the department can no longer locate spares and/or compatible replacement parts. Each firefighter (including fire command vehicle and Unit E91) is assigned a portable radio along with a small contingent of spares.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH/DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	224,000
TOTAL ESTIMATED FUNDING	\$ 224,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION				224,000		224,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 224,000	\$ 0	\$ 224,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$1,000/year. Maintenance funds for existing radios are budgeted annually in account 103-34-4316-0000. The purchase of new portable radios is expected to decrease the existing maintenance budget, which will be assessed after the first year after acquisition.

Capital Expense Request Template Ver 2.0.radi.x 1/15/2019

**Capital Equipment
Parks and Public Works Department**





CITY OF SAN MARINO CAPITAL BUDGET REQUEST

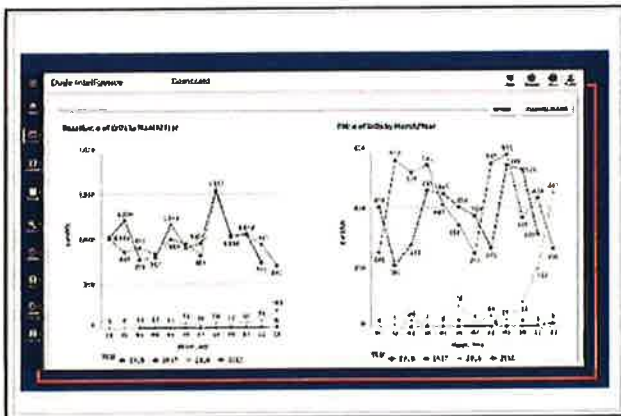


TITLE Public Works Work Order System	PW01
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	------------------------------	---

2019 CITY COUNCIL PRIORITY INITIATIVE Dude Solutions web-based work order software will provide the Department the ability to track and report efficiency, costs and effectiveness of service delivery via a desktop and smartphone application. Using this product will result in a refinement of service levels, performance measures and improve supervisory control. Full implementation will require all maintenance workers to have access to mobile devices. System will also be accessible to citizens to report maintenance needs. See following sheet for more information.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH/DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	25,000
TOTAL ESTIMATED FUNDING	\$ 25,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	25,000					25,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000

COST ESTIMATE NOTES
 "Acquisition" refers to the initial setup including mobile devices and on-site training and support. The estimated cost to maintain this capital asset is \$14,000/year commencing July 1, 2020, which includes web-hosting, help desk and mapping. This amount will be included in upcoming operations budgets.

Capital Expense Request Template Ver 2.0.rsdtx.1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Public Works Work Order System (Page 2)	PW01
---	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Equipment/Vehicle
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Description and Justification (Continued)

While Dude Solutions is the current preferred solution provider, we are currently researching and in-contact with GoGovApps to ensure that we will not have duplicate programs and to figure out which provider best meets the department's needs.

Purchase an electronic work order system		
Critical Success Factor	<i>Efficient, Responsive, and Effective City Services</i>	
Action Steps	<ul style="list-style-type: none"> • Determine needs and investigate options related to portability, recordkeeping, tracking and requestor (customer/resident) follow up [COMPLETED] • Evaluate and receive demonstration of potential systems • Provide briefing to the Public Safety Commission • Test before procuring in real-world/real-time including synergy with city's IT system • Procure system and receive department-wide training • Roll-out to full maintenance staff, train, and commence use 	
Resource Assessment	Staff Demand	Moderate to High. The procurement phase will take a moderate investment of staff time to analyze systems and workability. The implementation phase will require significant staff time from every Public Works employee since this initiative will significantly change how work is entered into the work stream, how it's tracked and how it's reported. Once fully integrated, staff time to maintain the system will be minimal.
	Total Cost Estimate	If using software designed specifically for Parks and Public Works personnel, equipment, and functions, the approximate for FY19/20 cost is \$25,000 to procure and in subsequent years, the on-going operating cost for the license fee will be \$14,000 per year.
	Other Things to Consider	This software is tailored for public works personnel and tracks only field work. If the City Council wants the ability to track project time for all employees (office, police, fire, etc.), we will need to seek a more comprehensive and sophisticated technological solution, which will (based on initial inquiries made last year) cost significantly more (upwards of \$100K). Staff recommends deploying the public works strategy only at this time.
TOTAL COST TO BUDGET		\$25,000



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

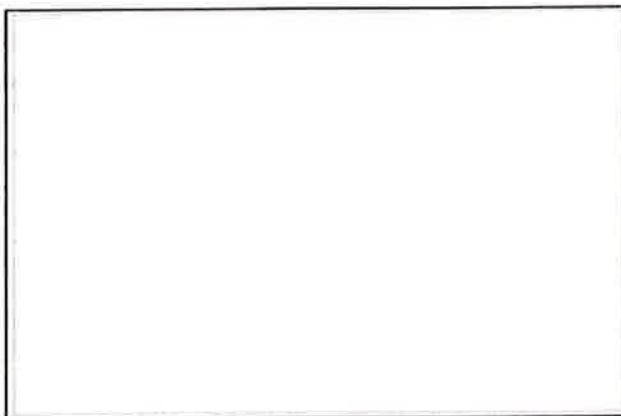


TITLE Trailered Changeable Message Sign	PW02
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	---------------------------------	--

The Department owns a single changeable message sign (CMS) that is over 10-years old and is no longer reliable. A new CMS will use the latest technology enabling it to be programmed via a mobile device. It is recommended to procure a pair, one for each end of a work zone in a phased-in approach over the next 4 years. The original CMS will be deployed for use as a community message board.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	50,000
TOTAL ESTIMATED FUNDING	\$ 50,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		25,000		25,000		50,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 50,000

COST ESTIMATE NOTES

Each unit is estimated to cost \$25,000 each. The estimated cost to maintain this capital asset is \$250/year.

Capital Expense Request Template Ver 2.0.vsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

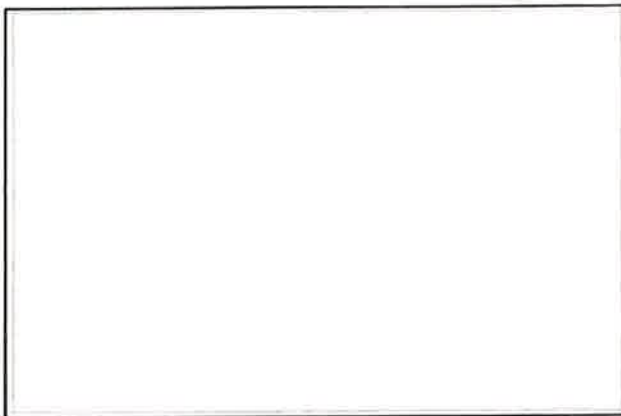


TITLE Small Engine Replacement Program	18-0000
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	------------------------------	---

Replace based on replacement schedule small engine equipment such as concrete and chain saws, blowers and hedge trimmers used by Streets, Parks and Grounds divisions. The Department owns 76 small engine tools under 50 hp used for trimming, blowing, trenching, sweeping, grinding, pumping, air compressing, generating electricity, edging, lawn mowing, concrete cutting, pressure washing, plate compacting, limb sawing, and concrete mixing. Approximately 20 small engines are planned to be replaced every 2 years as they wear out.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591) (Amount shown is for 2 yrs)	10,000
TOTAL ESTIMATED FUNDING	\$ 10,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION		5,000		5,000		10,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 5,000	\$ 0	\$ 5,000	\$ 0	\$ 10,000

COST ESTIMATE NOTES

This is a biennial program. Year 0 was included in the FY18/19 capital equipment budget. The estimated cost to maintain these capital assets is \$500/year.

Capital Expense Request Template Ver 2.0 rev. 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

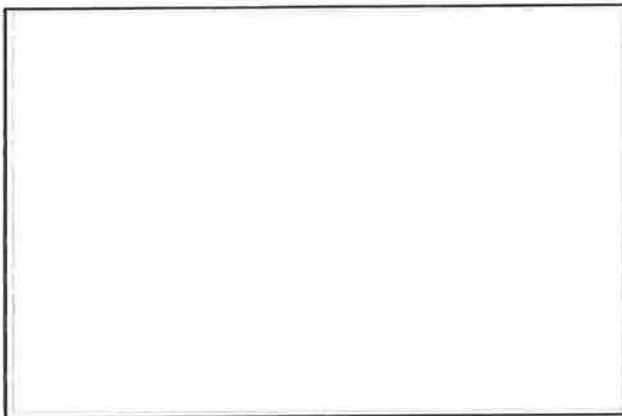


TITLE Sewer Maintenance Jet Device	XXXX
---	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater Wastewater	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	--	--

A sewer jet can be used to clear small blockages in city sewer mains and small-diameter storm drain culverts, which will improve service call responsiveness and reduce the need to call-out an after-hours plumbing contractor. The unit will also enable the City to comply with our sewer system management plan and stormwater quality regulations. Acquisition was recommended in the 2019 wastewater collection system condition assessment study.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	45,000
TOTAL ESTIMATED FUNDING	\$ 45,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION			45,000			45,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 45,000	\$ 0	\$ 0	\$ 45,000

COST ESTIMATE NOTES

The 2019 wastewater collection system condition assessment report recommends procurement of such a device to assist with state and federal regulations. The estimated cost to maintain this capital asset is \$500/year. It is recommended to purchase it in Year 3 to coincide with the start of the citywide sewer rehab program. This recommendation will be revisited in Year 3 to assess its need based on monitoring of sewer overflows and call-outs.

Capital Expense Request Template Ver. 2.0 redx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

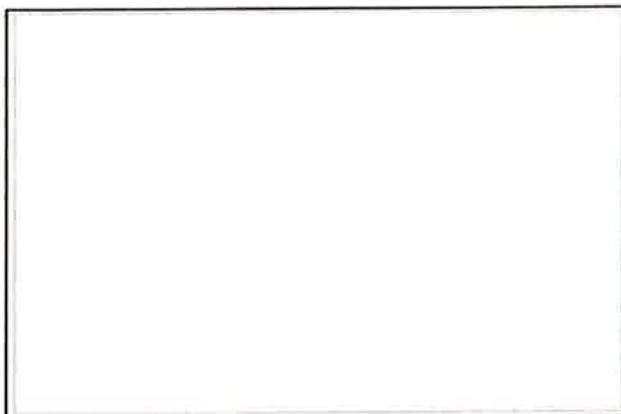


TITLE Hedge Trimmer Attachment	XXXX
--------------------------------	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Parks & Grounds	CAPITAL EXPENSE TYPE Equipment/Vehicle
--	-----------------------------	---

This attachment to our JCB tractor will allow safe and efficient biannual trimming of the 1/4-mile-long stand of oleanders on Huntington Dr., which is currently performed by maintenance personnel by hand, on ladders and other supporting platforms. The service life of this equipment is 15 years.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	12,000
TOTAL ESTIMATED FUNDING	\$ 12,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION					12,000	12,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 12,000	\$ 12,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$250/year. This proposal may prove to be unwarranted based on a future task efficiency analysis of data collected from the PW work order system.

Capital Expense Request Template Ver 2.0.xsdx.1/15/2019

**Capital Equipment
Community Services Department**





CITY OF SAN MARINO CAPITAL BUDGET REQUEST

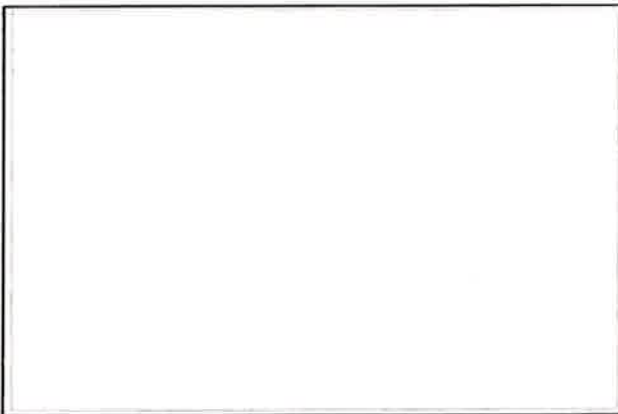


TITLE Crowell - Security Camera System	LB02
---	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	----------------------------	--

Currently the library uses a Nest security camera system. The system provides limited coverage, which decreases security for patrons and employees. It is recommended to procure and install a network video recorder and 16 internet protocol cameras to cover public areas, counters and outdoor gathering and parking areas.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	25,000
TOTAL ESTIMATED FUNDING	\$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION			25,000			25,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 25,000

COST ESTIMATE NOTES
Acquisition cost based on bid from local security firm excluding 'donated' labor costs. Two additional bids would be required to procure a system. The estimated cost to maintain this capital asset is \$6,000/year based on an estimate from IntelesysOne for data storage and management.

Capital Expense Request Template Ver 2.0.veok.1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

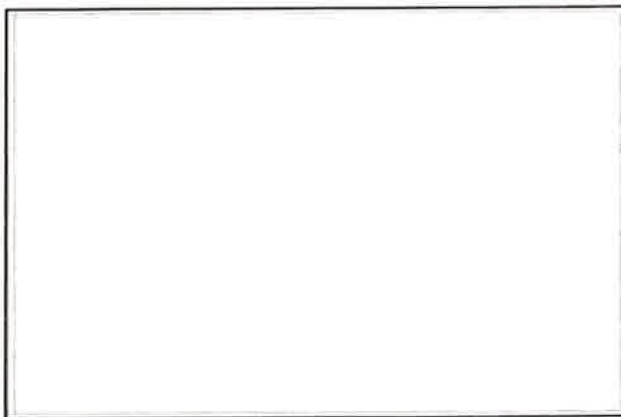


TITLE Crowell Public Library - Barth AV Upgrade	LB01
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	----------------------------	--

The AV upgrade will replace the current 11 year old AV system in use. Various parts of the AV system no longer function or intermittently working, particularly the audio. The recommended system will include improved speakers, integrated system of AV equipment, and more fluid connection of computer equipment for speaker presentation.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	19,500
TOTAL ESTIMATED FUNDING	\$ 19,500

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	11,600					11,600
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	7,900					7,900
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 19,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 19,500

COST ESTIMATE NOTES

Cost estimate based on quote from local AV/IT vendor. Two additional bids are required prior to authorizing any work. The estimated cost to maintain this capital asset is \$100/year.

Capital Expense Request Template Ver 2.0.veck 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Crowell Public Library Reservation Server	XXXX
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	----------------------------	--

An unsupported, obsolete and unreliable Windows XP computer handles the reservation software and the public computers in the Library. The reservation software now requires an upgrade, which is recommended to be done on a server. The software vendor requires it be upgraded and recommends migrating it to a server, the current server farm at the library has capacity for the function, it just requires setup and a Windows server operating system.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	3,500
TOTAL ESTIMATED FUNDING	\$ 3,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION			3,500			3,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 3,500	\$ 0	\$ 0	\$ 3,500

COST ESTIMATE NOTES
The City's IT provider supplied the cost estimate for the unit's acquisition and setup. The estimated cost to maintain the software needed for this capital asset is \$1,800/year.

Capital Expense Request Template Ver 2.0.vsd.x 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Crowell - News and Information Monitors	LB04
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	----------------------------	--

The library currently uses 5 sandwich displays that need individual letters changed by library staff. These displays are placed throughout the library grounds listing important information, closures, and upcoming events and programs. The current sandwich displays impede walkway of incoming patrons. The proposed monitors (2) will free up space and clearly display important city news and information. Additionally, the monitors will be installed and mounted near the entrance of the library for optimal viewing by patrons. The estimate is particularly high because there are no convenient electrical wirings and will require expert installation.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	13,000
TOTAL ESTIMATED FUNDING	\$ 13,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION					9,500	9,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION					3,500	3,500
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 13,000	\$ 13,000

COST ESTIMATE NOTES

This is a placeholder cost estimate pending a further analysis and review. The estimated cost to maintain this capital asset is \$100/year.

Capital Expense Request Template Ver 2.0.wsd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

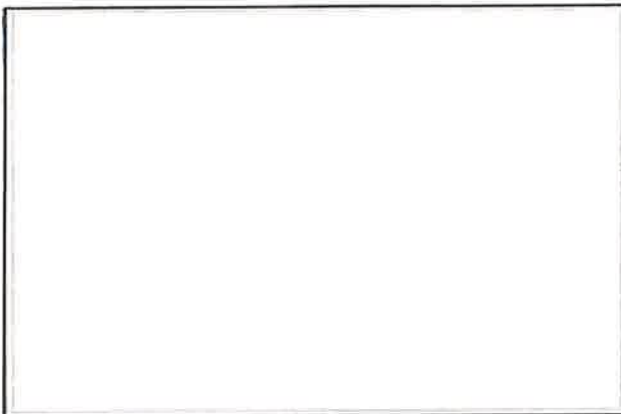


TITLE Crowell - Thornton Conf Rm Projector	LB05
---	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Equipment/Vehicle
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The Thornton Conference Room is frequently used for various community meetings and events. A projector will allow these groups to make video presentations and allow for online conferences, and increase the use of the room. Installation includes a projector, connections to private devices, white board and labor. The proposed system is similar to the installation in the City Council chambers and would improve the professionalism and rental options of the meeting room.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	15,000
TOTAL ESTIMATED FUNDING	\$ 15,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION					11,500	11,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION					3,500	3,500
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 15,000	\$ 15,000

COST ESTIMATE NOTES

Bids were received from 3 vendors and the cost represented here is the low. The estimated cost to maintain this capital asset is \$100/year.

Capital Expense Request Template Ver 2.0: wsdh 1/15/2019



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**

(Complete One Request per Form)

PROJECT NAME Commercial Refrigerator - San Marino Center

PROPOSING DEPARTMENT Community Services	DIVISION Recreation	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	-------------------------------	--

DESCRIPTION AND JUSTIFICATION

The current commercial refrigerator at the San Marino Center failed and because it no longer functions, the City purchased a generic residential unit. For there to be proper refrigeration in the center's kitchen for the frequency and intensity of events occurring there, a commercial replacement is recommended.



PHOTOGRAPH OR DIAGRAM

ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$ 5,000
TOTAL ESTIMATED FUNDING	\$ 5,000

CAPITAL COST ESTIMATES BY YEAR					
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACQUISITION		\$ 5,000			
ENGINEERING					
ENVIRONMENTAL					
CONSTRUCTION					
CONST. MGT.					
LEGAL					
TOTALS	\$ 0	\$ 5,000	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
 Cost is estimated to be between \$2,500 and \$5,000 depending on size and features. This recommendation will be re-visited in conjunction with the potential future renovation of the San Marino Center.



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**

(Complete One Request per Form)

PROJECT NAME Recreation Reservation Tracking System

PROPOSING DEPARTMENT Community Services	DIVISION Recreation	CAPITAL EXPENSE TYPE Equipment/Vehicle
---	-------------------------------	--

DESCRIPTION AND JUSTIFICATION

The current version of our recreation reservation tracking software from Vermont Systems is out-of-date and is recommended to be upgraded. The new version by Vermont Systems has features that can be tailored and customized for our needs thereby increasing recreation reservation efficiency and improving customer experience. Acquisition costs may be reduced if a cloud-based system is procured. This is a placeholder purchase pending the Recreation re-envisioning being conducted in FY19/20.



PHOTOGRAPH OR DIAGRAM

ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	\$ 9,300
TOTAL ESTIMATED FUNDING	\$ 9,300

CAPITAL COST ESTIMATES BY YEAR					
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACQUISITION		\$ 9,300			
ENGINEERING					
ENVIRONMENTAL					
CONSTRUCTION					
CONST. MGT.					
LEGAL					
TOTALS	\$ 0	\$ 9,300	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES

The estimate is an updated quote from the vendor by IntelesysOne and contingent on the results of recreation re-envisioning and compatibility with the City's new website provider. "Acquisition" refers to the cost of data migration from current version to new version by city's IT vendor.

Capital Improvement Proposals

The following sheets include capital budget request forms for each infrastructure activity planned for next fiscal year and in the future. Requests are organized by infrastructure category (right-of-way, parks, civic facilities, wastewater and stormwater). Each request form includes information related to the department making the proposal, its infrastructure category, a description and justification, a table that outlines anticipated funding source and amounts, and an estimate of costs over time. It should be noted that "Year 1" is the expenditure proposed for Fiscal Year 2019. Subsequent years, labeled year 2 through 5, are estimates of when future expenditures should be expected.

All listed proposals are tabulated into a 5-year plan shown in the table following. The table is organized vertically by infrastructure category then by the expenditure from high to low. Requests for future years are listed below the recommended expenditures generally organized by year. Expenditures approved and made in Fiscal Year 2018 are also included for reference and tracking purposes.

Some infrastructure programs are not fully developed at this time and are included so that the full spectrum of programming can be illustrated.



FY 19/20 CAPITAL IMPROVEMENT BUDGET AND 5-YEAR CAPITAL IMPROVEMENT EXPENDITURE PLAN

Program Category/Project Name	FY 19/20 Capital Budget			5-yr Capital Improvement Expenditure Plan					
	Re- appropriation from FY18/19	New FY 19/20 Funding	Total FY 19/20 Budget	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	5-yr Totals
RIGHT-OF-WAY									
Street Rehabilitation Program (2018 PI)	1,167,300	3,500,000	4,667,300	4,667,300	3,500,000	3,500,000	3,500,000	3,500,000	18,667,300
Sidewalk Replacement (2018 PI, 2019 PI)	350,650	373,430	724,080	724,080	392,100	411,700	425,000	450,000	2,402,880
Citywide Traffic Circulation Study	150,000	-	150,000	150,000	-	-	-	-	150,000
Traffic Control Devices Program	-	50,000	50,000	50,000	55,000	55,000	60,000	60,000	280,000
Annual Marking, Striping and Signing Program	-	45,000	45,000	45,000	45,000	45,000	45,000	45,000	225,000
Streetsight Management Program	-	45,000	45,000	45,000	54,000	54,000	54,000	-	207,000
Measure 7R 710 North Improvements	-	-	-	-	1,600,000	11,200,000	9,600,000	9,600,000	32,000,000
Bridge Maintenance Program	-	-	-	-	10,000	-	-	-	10,000
Biennial Pavement Condition Assessment	-	-	-	-	15,000	-	10,000	-	25,000
Alley Improvement Program	-	-	-	-	-	-	-	-	-
Business District Improvement Program	-	-	-	-	-	-	-	-	-
Street Tree Management Plan	-	-	-	-	-	-	-	-	-
Total Right-of-Way	1,667,950	4,013,430	5,681,380	5,681,380	5,871,100	15,255,700	13,694,000	13,655,000	53,987,180
PARKS AND GROUNDS									
Lacy Park - Landscape Structures (Rose Arbor)(2019 PI)	6,200	200,000	206,200	206,200	-	-	-	-	206,200
Condition Assessment - Park & Street Trees	-	-	-	-	-	-	-	50,000	50,000
Lacy Park - Master Plan (2019 PI)	-	5,000	5,000	5,000	-	-	-	-	5,000
Lacy Park - Hardscape	-	-	-	-	-	-	-	-	-
Lacy Park - Irrigation	-	-	-	-	-	-	-	-	-
Median Management Program	-	-	-	-	-	-	-	-	-
Park Tree Replacement Program	-	-	-	-	-	-	-	-	-
Playground Management Program	-	-	-	-	-	-	-	-	-
Total Parks System	6,200	205,000	211,200	211,200	-	-	-	50,000	261,200
CIVIC FACILITIES									
Condition Assessment - All Public Buildings	-	-	-	-	-	-	-	650,000	650,000
The Old Mill	-	-	-	-	30,000	-	-	-	30,000
Lacy Park - Restrooms	-	-	-	-	-	-	-	-	-
City Hall Campus	-	-	-	-	30,500	-	-	-	30,500
PD Lobby Remodeling	-	8,000	8,000	8,000	-	-	-	-	8,000
Fire Station Doors	-	70,000	70,000	70,000	-	-	-	-	70,000
Crowell Public Library	-	3,970	3,970	3,970	13,000	33,000	-	30,000	79,970
Stoneman Fire Safety System	-	-	-	-	-	-	-	-	-
Lacy Park - Maintenance Buildings	-	-	-	-	-	-	-	-	-
San Marino Center	-	-	-	-	-	-	-	-	-
Stoneman Center	-	-	-	-	-	-	-	-	-
The Thurnher House	-	-	-	-	-	-	-	-	-
Parking Lot Improvements	-	-	-	-	15,000	-	-	-	15,000
Total Civic Facilities System	-	81,970	81,970	81,970	88,500	33,000	-	680,000	883,470
WASTEWATER COLLECTION SYSTEM									
Condition Assessment	65	-	65	65	-	-	-	-	65
Sewer Main Rehabilitation Program	-	50,000	50,000	50,000	50,000	50,000	600,000	815,000	1,565,000
Lift Station Improvement Program	-	314,000	314,000	314,000	133,000	285,000	-	-	732,000
Quinquennial SSMP Update	-	-	-	-	-	-	5,000	-	5,000
Total Wastewater Collection System	65	364,000	364,065	364,065	133,000	335,000	605,000	815,000	2,302,065
STORMWATER SYSTEM									
Condition Assessment	142,500	-	142,500	142,500	-	-	-	-	142,500
Inlet Replacement Program	-	30,000	30,000	30,000	-	-	-	-	30,000
Drainage Wash Improvement Program	-	50,000	50,000	50,000	-	-	-	-	50,000
Culvert Replacement Program	-	50,000	50,000	50,000	-	-	-	-	50,000
Stormwater Quality Improvement Program (Note 1)	220,000	25,000	245,000	245,000	25,000	25,000	-	-	295,000
Total Stormwater System	362,500	155,000	517,500	517,500	25,000	25,000	-	-	567,500
TOTALS - ALL GOVERNMENTAL FUNDS	2,036,716	4,819,400	6,856,116	6,856,116	5,967,600	15,668,700	14,299,000	15,200,000	67,981,416

Note 1: Include Rio Hondo and trash capture screens

Capital Improvement Right-of-Way





CITY OF SAN MARINO CAPITAL BUDGET REQUEST

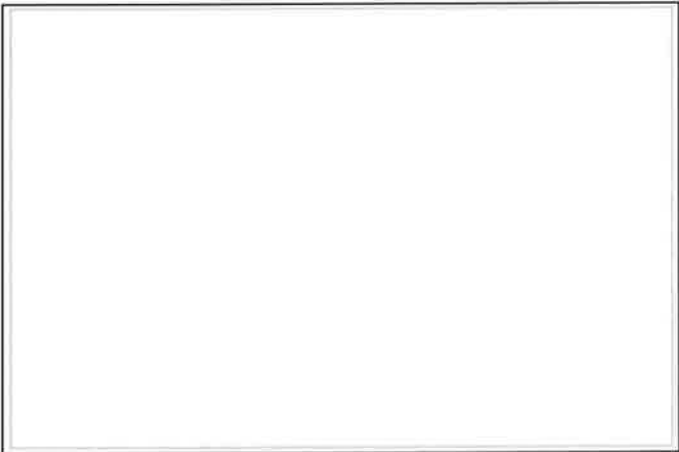


TITLE Street Rehabilitation Program	FY-9271
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Right-of-Way
--	------------------------------	--------------------------------------

Rehabilitate city streets per location and schedule outlined in the 2018 pavement management plan for the purpose of moving the city to a maintenance-footing by 2032.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	2,360,000
HUTA + RMRA (202)	700,000
Measure R	440,000
TOTAL ESTIMATED FUNDING	\$ 3,500,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	25,000	25,000	25,000	25,000	25,000	125,000
ENVIRONMENTAL						0
CONSTRUCTION	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000	17,000,000
CONST. MGT.	75,000	75,000	75,000	75,000	75,000	375,000
LEGAL						0
TOTALS	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 17,500,000

COST ESTIMATE NOTES

Estimated funding corrected to reflect annual revenues. Anticipated funding table is per year. Year 1 refers to streets programmed for rehabilitation in FY19/20. The estimated cost to maintain this capital asset will be accurately tracked as part of the work order system.



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

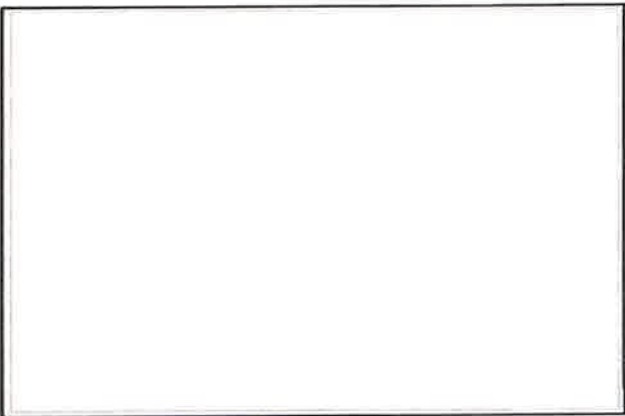


TITLE Sidewalk Replacement Program	FY-9272
---	---------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
---	---------------------------------	---

2019 CITY COUNCIL PRIORITY INITIATIVE Replace 1-mile annually of sidewalks identified by sidewalk condition assessment study. Program includes annual condition assessment performed by volunteers following CJPIA sidewalk evaluation criteria. See attached page.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	2,052,240
TOTAL ESTIMATED FUNDING	\$ 2,052,240

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	373,430	392,100	411,710	425,000	450,000	2,052,240
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 373,430	\$ 392,100	\$ 411,710	\$ 425,000	\$ 450,000	\$ 2,052,240

COST ESTIMATE NOTES
 Year 1 costs based on first year of multi-year sidewalk replacement contract (approved by city council on 3-13-2019, budget \$355,650) + 5%. Years 4 and 5 are estimates as 4-year contract expires at that time.

Capital Expense Request Template Ver 2.0 vada. 1/15/2019

Special focus on sidewalks		
Critical Success Factor	Well-Maintained Infrastructure	
Action Steps	<ul style="list-style-type: none"> • Launch “Fix our Sidewalks” program by awarding a multi-year sidewalk replacement contract for the replacement of 1 mile per year for 4 years [COMPLETED-AWARDED BY THE CITY COUNCIL MARCH 13, 2019] • Commence the first year’s work on April 15, 2019 	
Resource Assessment	Staff Demand	Minimal. The annual duration of the project is 90 working days and easily integrated into the department’s capital improvement project management activities.
	Total Cost Estimate	Budgeted at \$355,650 for the first year (1 mile) with up to a 5% adjustment each year for inflation. Total estimate 4-year cost is approximately \$1,530,000.
	Other Things to Consider	Staff recommends this priority initiative be removed from the list – the implementation of this multi-year program is occurring THIS fiscal year. An appropriation of \$373,430 being recommended to continue the work next fiscal year.
TOTAL COST TO BUDGET		\$373,430



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

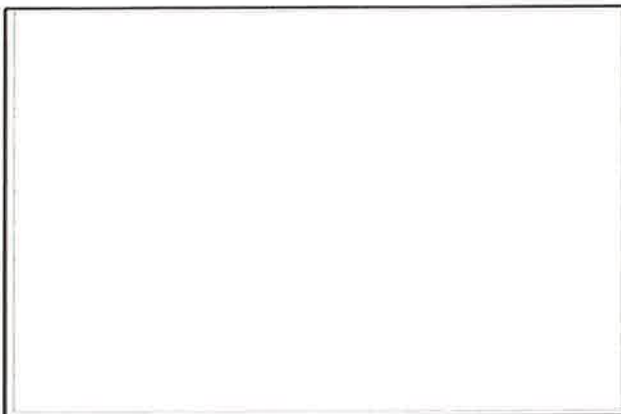


TITLE Citywide Traffic Circulation Study	0500
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Right-of-Way
--	------------------------------	--------------------------------------

Perform a comprehensive circulation study of traffic patterns including recommendations related to business district parking, speed reduction, safety improvements and circulation changes to improve traffic flow through the city on appropriate streets and reduce cut-through traffic on neighborhood residential streets including the impacts of 710 North projects.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394) FY 18/19	150,000
(See note below)	
TOTAL ESTIMATED FUNDING	\$ 150,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES

Consultant was selected by the CC on June 12, 2019 and work will commence July 2019. Funds not expensed in FY18/19 must be re-appropriated into FY19/20 for the work to be completed. Metro Measure R 710 North funds cannot be used for this work.

Capital Expense Request Template Ver 2.0.rsch 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

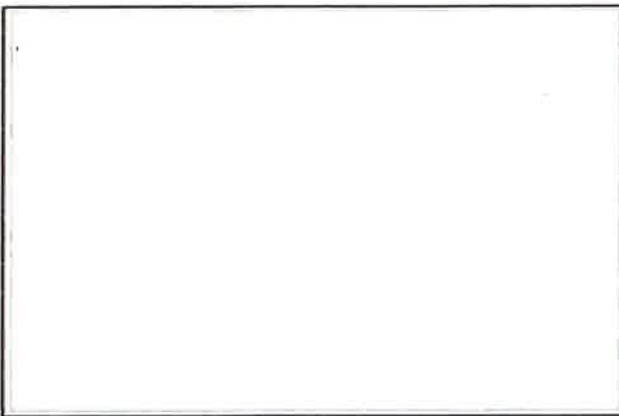


TITLE Traffic Control Devices Program	FY-9243
---------------------------------------	---------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
--	--------------------------	--------------------------------------

Replace and upgrade 2 traffic signal controllers annually. The current traffic signal controllers are over 20 years old and are obsolete. In FY18/19, of the original 15 controllers, 2 were replaced. A phased-in approach is proposed to replace 2 units per year until the remaining 11 (after FY19/20) are replaced.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	280,000
TOTAL ESTIMATED FUNDING	\$ 280,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000	55,000	55,000	60,000	60,000	280,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 55,000	\$ 55,000	\$ 60,000	\$ 60,000	\$ 280,000

COST ESTIMATE NOTES

Construction includes acquisition and installation. Program work commenced FY18/19 and 2 were replaced. The estimated cost to maintain this capital asset is \$350/controller/year.

Capital Expense Request Template Ver 2.0. vcsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

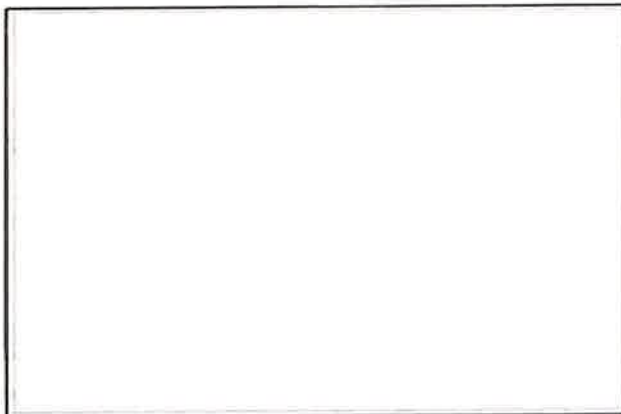


TITLE Annual Striping, Marking, Signing Program	XXXX
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
---	---------------------------------	---

Refresh over a 3 year period all pavement markings, legends and lane striping, and replace faded street signs.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	225,000
TOTAL ESTIMATED FUNDING	\$225,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	45,000	45,000	45,000	45,000	45,000	225,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$45,000	\$ 45,000	\$45,000	\$ 45,000	\$45,000	\$225,000

COST ESTIMATE NOTES

Year 1 includes a full review of all legends, markings, striping, signage by traffic engineer, a review of plans and specifications. Subsequent cycles provide for necessary updates to plans and specifications recommended by traffic engineer.

Capital Expense Request Template Ver 2.0.docx 1/15/2018



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

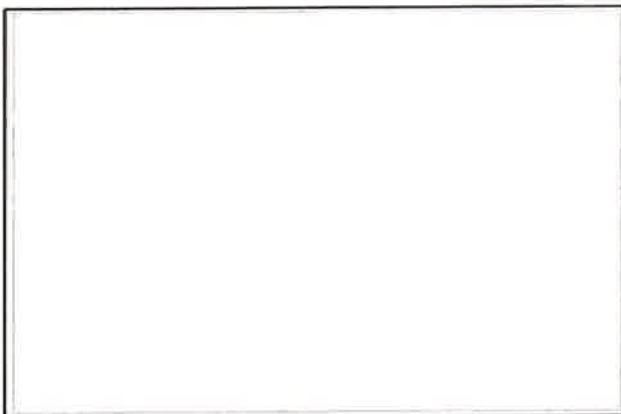


TITLE Streetlight Management Plan	XXXX
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
--	--------------------------	--------------------------------------

There are 23 fluted metal light standards that are failing due to base corrosion and age, and require replacement. It is recommended to replace the poles over the course of 4 fiscal years. Consideration will be given to making the replacement light standards consistent with the other installation in the city or retaining their neighborhood identity.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	207,000
TOTAL ESTIMATED FUNDING	\$ 207,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION	45,000	54,000	54,000	54,000		207,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 45,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 0	\$ 207,000

COST ESTIMATE NOTES

Fluted metal pole replacement cost estimated at \$8,500 to \$9,000 per location. The cost estimate may be revised if the poles are replaced with the city-standard concrete-look pedestal style.

Capital Expense Request Template Ver 2.0.rxdx.1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

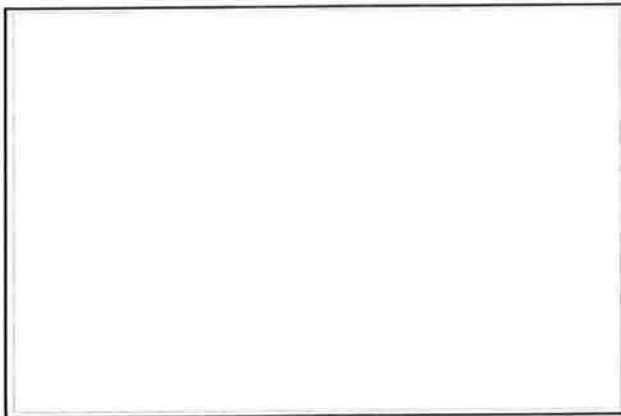


TITLE Metro Measure R 710 North Projects	XXXX
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Right-of-Way
--	------------------------------	--------------------------------------

Individual scopes of work to be developed per community preferences.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	0
Measure R (243)	32,000,000
TOTAL ESTIMATED FUNDING	\$ 32,000,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		1,600,000	1,600,000			3,200,000
ENVIRONMENTAL						0
CONSTRUCTION			8,530,000	8,530,000	8,530,000	25,590,000
CONST. MGT.			1,070,000	1,070,000	1,070,000	3,210,000
LEGAL						0
TOTALS	\$ 0	\$ 1,600,000	\$ 11,200,000	\$ 9,600,000	\$ 9,600,000	\$ 32,000,000

COST ESTIMATE NOTES

Project costs to be determined based on final project descriptions. Cost estimates per year is based on Metro instructions to complete all work in 4 fiscal years. As of date of the adoption of the CIP, funding agreements have not been received or executed. Consequently it is proposed not to show funding in FY19/20.

Capital Expense Request Template Ver 2.0 vndx 1/15/2019



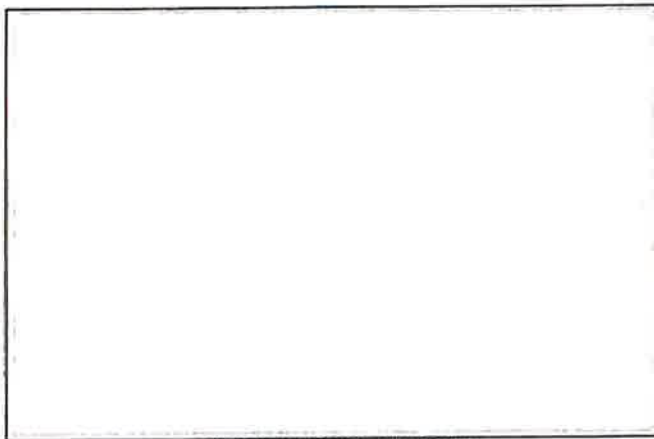
CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Bridge Maintenance Program	XXXX
---	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
---	---------------------------------	---

Caltrans biennially inspects city-owned bridges (Circle Drive and Lorain Road) and recommends repairs and improvements. Utilizing this information, an outside bridge engineer will be used to develop a maintenance and capital replacement program.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	10,000
TOTAL ESTIMATED FUNDING	\$ 10,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		10,000				10,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 10,000

COST ESTIMATE NOTES
Costs to be determined after completion of the 2020 Caltrans bridge inspection



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

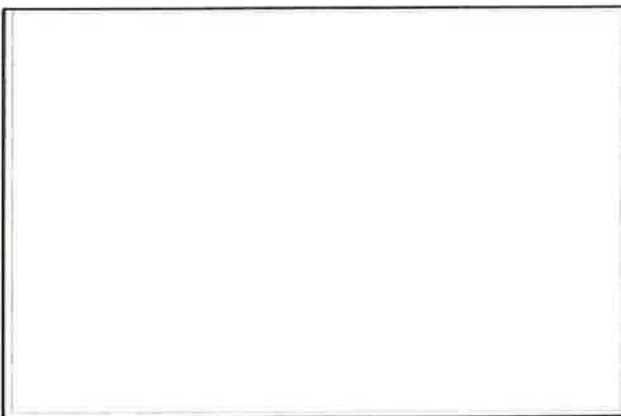


TITLE Biennial Pavement Condition Assessment	4104
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Right-of-Way
--	------------------------------	--------------------------------------

Assess the condition of all streets pursuant to technical guidelines from Metro's StreetSaver program and produce an updated rehabilitation schedule including a list of streets, alleys and parking lots, and pavement treatment recommendations.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	25,000
TOTAL ESTIMATED FUNDING	\$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		15,000		10,000		25,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 15,000	\$ 0	\$ 10,000	\$ 0	\$ 25,000

COST ESTIMATE NOTES

Pavement condition assessment most recently updated January 2018. Year 2 includes first-time assessment of alleys and parking lots.

Capital Expense Request Template Ver 2.0 revised 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

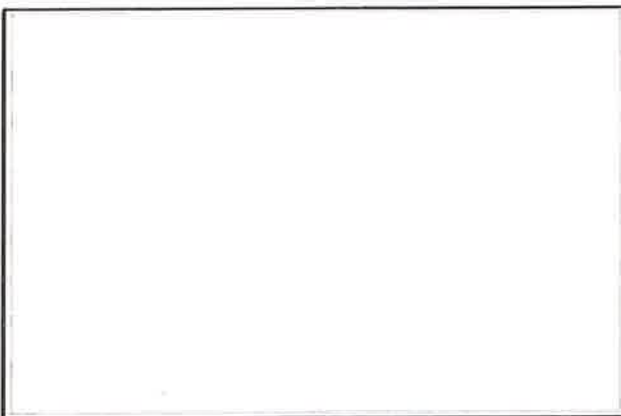


TITLE Alley Improvement Program	XXXX
---------------------------------	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Right-of-Way	CAPITAL EXPENSE TYPE Right-of-Way
--	--------------------------	--------------------------------------

After performing a condition assessment of all public alleys as part of the biennial pavement condition assessment study, implement a capital rehabilitation and improvement program

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	
TOTAL ESTIMATED FUNDING	\$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
Costs to be determined after completion of 2020 pavement condition assessment study

Capital Expense Request Template Ver 2.0.mxd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

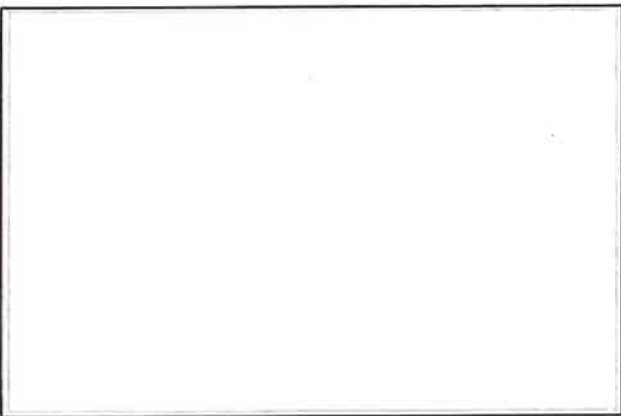


TITLE Business District Improvement Program	XXXX
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Right-of-Way
---	-------------------------------------	---

Program scope to be developed in conjunction with economic development activities.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	
TOTAL ESTIMATED FUNDING	\$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
Program costs to be determined.

Capital Expense Request Template Ver. 2.0.vsd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

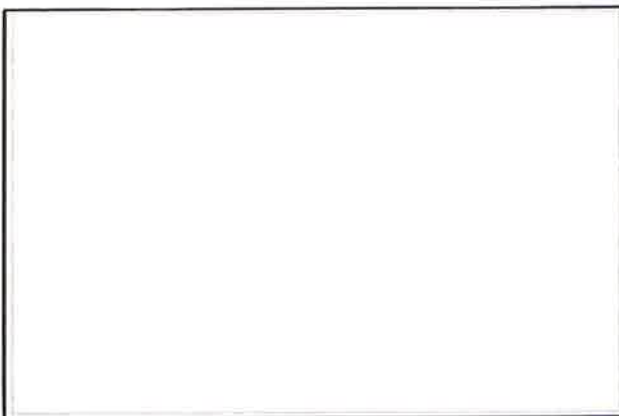


TITLE Street Tree Management Plan	XXXX
-----------------------------------	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Parks & Grounds	CAPITAL EXPENSE TYPE Right-of-Way
--	-----------------------------	--------------------------------------

Program scope to be developed in conjunction with creation of Urban Forester staff position.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	
TOTAL ESTIMATED FUNDING	\$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
Program costs to be determined.

Capital Expense Request Template Ver 2.0 vndk 1/15/2019

Capital Improvement Parks and Grounds





CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Park Landscaping Condition Assessment	XXXX
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Parks & Grounds	CAPITAL EXPENSE TYPE Parks & Grounds
---	------------------------------------	--

Assess the condition of all park landscaping (Lacy Park and median parks) including all trees, ground coverings and other plantings, and develop a replacement plan and maintenance schedule. Work will require outside professional services.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	50,000
TOTAL ESTIMATED FUNDING	\$ 50,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING					50,000	50,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000	\$ 50,000

COST ESTIMATE NOTES
Estimated cost for Lacy Park = \$35,000; for median parks, \$15,000

Capital Expense Request Template Ver 2.0. week 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Rose Arbor Reconstruction	7150
---------------------------------	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Parks & Grounds	CAPITAL EXPENSE TYPE Parks & Grounds
--	-----------------------------	---

2019 CITY COUNCIL PRIORITY INITIATIVE Reconstruct the iconic rose arbor utilizing more durable and longer-lasting materials. See attached sheet for details.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394) (see note)	200,000
Donations (281)	
Proposition 68 (TBD)	
TOTAL ESTIMATED FUNDING	\$ 200,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	200,000					200,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000

COST ESTIMATE NOTES

Construction cost estimate is pending completion of design and material option cost estimating. A \$20,000 FY18/19 (Year 0) budget was appropriated by the CC January 25, 2019 for design. City Council on April 26, 2019 established a \$200,000 placeholder pending results of cost estimate.

Capital Expense Request Template Ver 2.0.vaxk1/15/2019

Rose Arbor reconstruction		
Critical Success Factor	<i>Well-Maintained Infrastructure</i>	
Action Steps	<ul style="list-style-type: none"> • Design a replacement arbor to be as close as feasible to the original arbor with longer-lasting and more durable materials (this work is already underway with an expected completion date of June 30, 2019) • Prepare a preliminary engineers estimate of probable cost matrix comparing durability and life-cycle cost (expected to be completed June 30, 2019) • Receive input from the Design Review Commission and secure environmental clearance • Acquire building permit • City Council evaluates funding sources such as general funds and community donations through a fundraising organization before authorizing a request for bids from qualified contractors • After award by the City Council, construct the arbor in accordance with the approved plans and specifications 	
Resource Assessment	Staff Demand	High for design phase. This work is being designed personally by the City Engineer in-house to keep engineering costs minimal. Other intensive activities related to the design include the extensive research into the original arbor configuration (no plans exist) and material options, feasibility, and practicability. For fundraising phase, staff demand will be high (if fundraising performed in-house) or minimal (if fundraising performed by outside fundraising organization or City fully funds construction cost)
	Total Cost Estimate	Up to \$20,000 was appropriated in January to assist City Engineer in developing plans suitable for a building permit. Cost of constructing from the ground-up is very uncertain at this time as material options are not yet established. The arbor was 'saved' in 1993 with community donations (the exact amount is being ascertained) and renovated in 2003 by Public Works personnel (arbor and landscaping) and contractors (irrigation). Estimates generated in 2016 for a replacement arbor ranged from \$400,000 to over \$800,000 – however, those designs were rejected by the community and are not proposed.
	Other Things to Consider	This would be an excellent kick-off fundraising activity for the community to lead in commemoration of the Lacy Park Centennial in 2025-2028. There could be naming rights for fundraising purposes.
TOTAL COST TO BUDGET		\$200,000

Capital Improvement Civic Facilities





CITY OF SAN MARINO CAPITAL BUDGET REQUEST

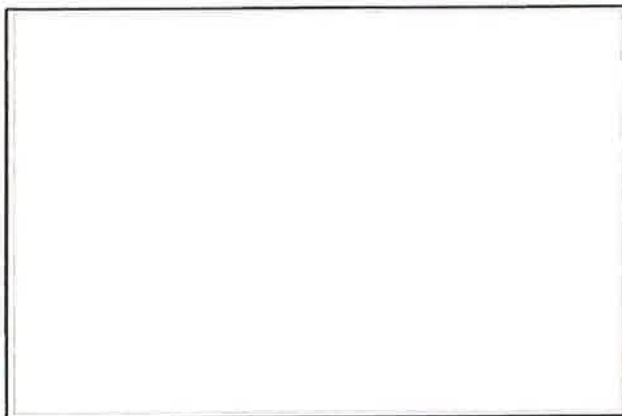


TITLE Lacy Park Master Plan	XXXX
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Parks & Grounds
---	-------------------------------------	--

2019 CITY COUNCIL PRIORITY INITIATIVE Using former master plan, engage community to understand current desires and vision through 2040, and determine needs in preparation of the park's centennial in 2029. The final product would include a matrix of amenities, and life-cycle and maintenance costs. See attached page for more information.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	5,000
TOTAL ESTIMATED FUNDING	\$ 5,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	5,000					5,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 5,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,000

COST ESTIMATE NOTES
Engineering includes community engagement and outreach materials and, if needed, outside expert assistance.

Capital Expense Request Template Ver 2.0 vcdk 1/15/2019

Develop a 20-year Master Plan for Lacy Park that would include buildings and plantings		
Critical Success Factor	Inviting and Relevant City Facilities	
Action Steps	<ul style="list-style-type: none"> • Using former plans, engage community to understand their current desires and vision for Lacy Park through the end of this century (starting with the master plans from the 2000s) and what improvements might be constructed in preparation of the centennial of Lacy Park's creation • Develop or update the master plan with consultant assistance (if needed) to host workshops and survey community members • Conduct community engagement using the Lacy Park Landscape Committee as a forum to finalize plan to ensure an accurate representation of community wants and needs • Develop a matrix of expenditures based on wants, needs, future opportunities and life-cycle costs • Receive input on the draft master plan from the Design Review Commission and Public Safety Commission • Submit a draft master plan for adoption by the City Council 	
Resource Assessment	Staff Demand	Moderate. The expertise to produce this master plan is not available in-house. We will need to use an outside expert and staff's time will be devoted to monitoring that contract.
	Total Cost Estimate	Development of the master plan will likely cost approximately \$15,000, including community engagement and outreach materials and if needed, outside expert assistance. The master plan will include a matrix of amenities and life-cycle costs.
	Other Things to Consider	This project would be an excellent kick-off community involvement activity for the community in commemoration of the Lacy Park Centennial in 2029.
TOTAL COST TO BUDGET		\$5,000



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

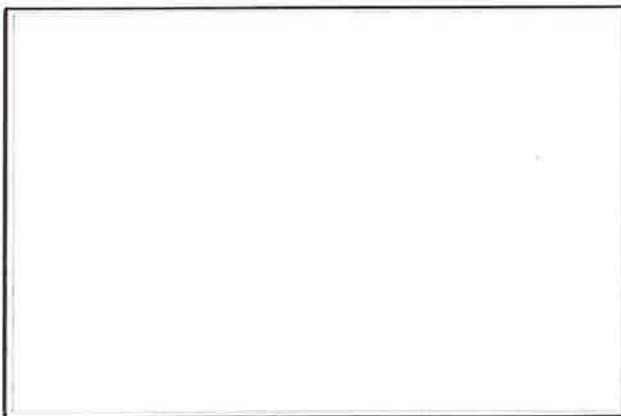


TITLE Civic Facilities Condition Assessment	XXXX
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION City Engineering	CAPITAL EXPENSE TYPE Civic Facilities
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Assess the condition of all city-owned civic facilities (in a phased approach) and calculate a facility condition index for each including a maintenance and equipment replacement schedule. Work will require outside professional architectural services. Assessment recommendations will form the basis for future capital and maintenance budgets.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	650,000
TOTAL ESTIMATED FUNDING	\$ 650,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING					600,000	600,000
ENVIRONMENTAL					50,000	50,000
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 650,000	\$ 650,000

COST ESTIMATE NOTES
This item continues condition assessments that commenced April 2018.

Capital Expense Request Template Ver 2.0.veck 1/13/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

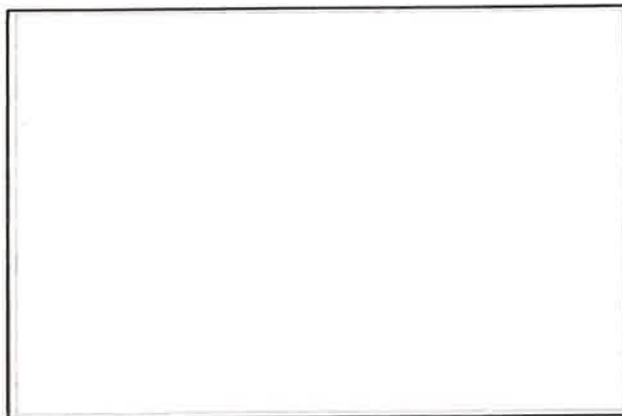


TITLE Old Mill - Pedestrian Lighting	5520
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Civic Facilities	CAPITAL EXPENSE TYPE Civic Facilities
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Replace and upgrade existing pedestrian lighting at the Old Mill in cooperation with the Old Mill Foundation. Lighting design work anticipated to be performed by volunteers.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	30,000
TOTAL ESTIMATED FUNDING	\$ 30,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		30,000				30,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 30,000

COST ESTIMATE NOTES

Lighting design to be performed by volunteer efforts. The estimated cost to maintain this capital asset is \$1,500/year.

Capital Expense Request Template Ver 2.0 vweb V1/5/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE City Hall Campus - Fire Apparatus Door	FD01
---	------

PROPOSING DEPARTMENT Fire	DIVISION Building	CAPITAL EXPENSE TYPE Civic Facilities
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The overhead doors in the apparatus bay are used each day when calls for service are received. They have exceeded their functional life and due to frequent repairs need to be replaced due to age and excessive wear on moving parts.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH/DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improvement (394)	70,000
TOTAL ESTIMATED FUNDING	\$ 70,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	70,000					70,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 70,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$3,000/year. Estimated cost is for quarterly preventative maintenance. Maintenance fees are allocated annually in account 101-53-4206-0000. Purchase of new doors will decrease costly emergency repairs.

Capital Expense Request Template Ver 2.0.vevtr.1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

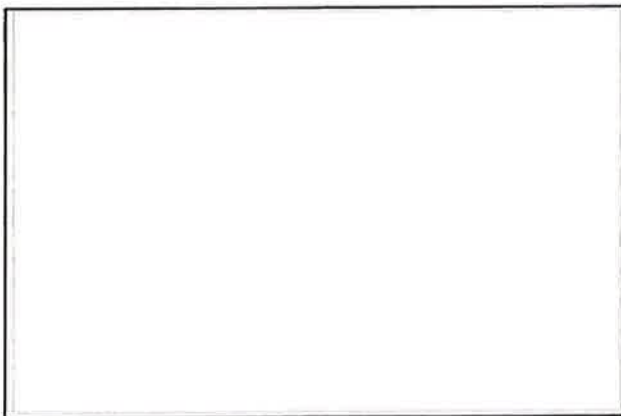


TITLE City Hall Campus - Security Gates	XXXX
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Civic Facilities	CAPITAL EXPENSE TYPE Civic Facilities
---	-------------------------------------	---

Install a key-card accessible security gate from the corporation yard to the EOC courtyard pursuant to security audit performed by Police Department.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	15,000
TOTAL ESTIMATED FUNDING	\$ 15,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		15,000				15,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 15,000

COST ESTIMATE NOTES
Estimated based on vendor quotes.

Capital Expense Request Template Ver 2.0 veadr/1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE CH Campus – Police Department Lobby Renovation	PD01
---	------

PROPOSING DEPARTMENT Police	DIVISION Building	CAPITAL EXPENSE TYPE Civic Facilities
---------------------------------------	-----------------------------	---

The last building remodel/renovation was in 1995. Over time, many areas of the building are showing signs of wear and require repair such as the exterior entrance, walls, floors, counter tops, and windows of lobby. It is recommended to renovate, refresh and professionalize this public entry point. An expanded scope of work was proposed in April 2019, which will require a more detailed architectural assessment. The work is in advancement of the Police Department condition assessment that began in June 2019.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	8,000
(See note below)	
TOTAL ESTIMATED FUNDING	\$ 8,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	8,000					8,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 8,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 8,000

COST ESTIMATE NOTES
The original estimate for easily completed interior upgrades was \$8,000. It is recommended to retain this budget as a placeholder pending the results of the detailed architectural review, which upon its completion may results in a modified budget request that will be submitted to the City Council. The estimated cost to maintain this capital asset is \$200/year.

Capital Expense Request Template Ver 2.0.vsd 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Crowell - Entry Canopy	LB02
-------------------------------------	------

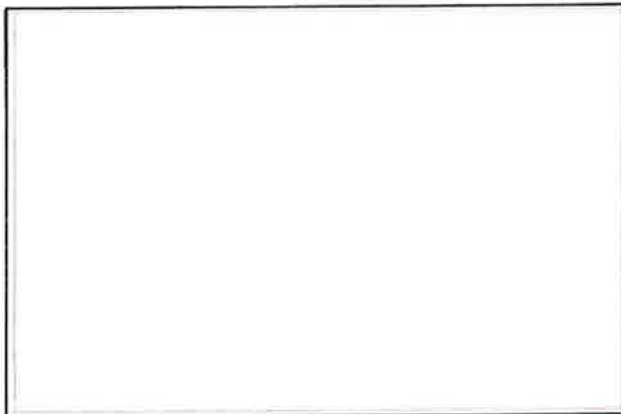
PROPOSING DEPARTMENT
Community Services

DIVISION
Library

CAPITAL EXPENSE TYPE Civic Facilities

The Library currently has no canopy in the entrance and this proves to be an issue particularly during heavy rain. The entry canopy will allow for the entrance to be dry and provide protection from damage to the gateway sensors as well.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	3,970
TOTAL ESTIMATED FUNDING	\$3,970

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	3,970					3,970
CONST. MGT.						0
LEGAL						0
TOTALS	\$3,970	\$ 0	\$ 0	\$ 0	\$ 0	\$3,970

COST ESTIMATE NOTES

This project replaces "Main Entrance Portico" proposed in July 2018. The estimated cost to maintain this capital asset is \$200/year. Cost estimate was received from a local company and the price was negotiated to include 3 canopies, 1 for the front entry and 2 for areas of the library subject to water entry.

Capital Expense Request Template Ver 2.0.vcxk 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE City Hall Campus - EOC Tenant Improvements	FD02
---	------

PROPOSING DEPARTMENT Fire	DIVISION Building	CAPITAL EXPENSE TYPE Civic Facilities
-------------------------------------	-----------------------------	---

Upgrade, replace and repair aging interior of the Emergency Operations Center. Replace cabinetry, assess and repair lighting, ceiling tiles and any interior damage.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improvement (394)	5,500
TOTAL ESTIMATED FUNDING	\$ 5,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		5,500				5,500
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 5,500	\$ 0	\$ 0	\$ 0	\$ 5,500

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is \$1,000/year including improvements.

Capital Expense Request Template Ver 2.0 vsdk.1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE City Hall Campus - Fire Station Bathroom Remodel	FD03
---	------

PROPOSING DEPARTMENT Fire	DIVISION Building	CAPITAL EXPENSE TYPE Civic Facilities
-------------------------------------	-----------------------------	---

Design and engineering is needed to plan a bathroom remodel for both restrooms in the Fire Station. The current facility is not ADA compliant, has anticipated water damage, and is not designed or built for 24/7 use by multiple on-duty personnel. Requested capital funds are for architectural design services including formulation of a preliminary construction cost estimate that will be used to recommend a future capital improvement budget.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improvement (394)	25,000
TOTAL ESTIMATED FUNDING	\$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		25,000				25,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 25,000

COST ESTIMATE NOTES

Requested capital funds are for architectural design services; there are no maintenance fees associated with this request.

Capital Expense Request Template Ver 2.0.rsd.1/15/2019



**CITY OF SAN MARINO
CAPITAL BUDGET REQUEST**



TITLE Crowell Public Library - Window Tinting	LB01
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Civic Facilities
---	----------------------------	---

Window tinting will allow less sunlight and glare to come through from the 2nd floor instead of drapery. It will aid in less deterioration of Books and Computer Equipment, along with helping patrons and staff to see less glare from the 2nd floor windows.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH AND DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	13,000
TOTAL ESTIMATED FUNDING	\$ 13,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		13,000				13,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 13,000	\$ 0	\$ 0	\$ 0	\$ 13,000

COST ESTIMATE NOTES

A bid quote was received from a local tinting company, which is satisfactory for future budgeting purposes. Two more quotes would be necessary to comply with the City's purchasing ordinance. This proposal replaces FY18/19 improvement "Crowell Public Library - Window Shades"

Capital Expense Request Template Ver 2.0.rsd.k 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

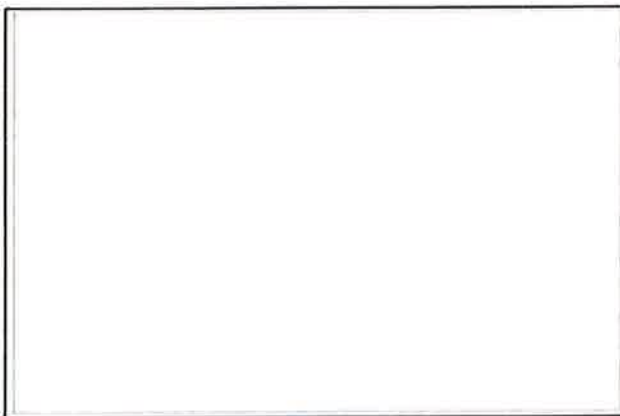


TITLE Crowell - Computer Room Renovation	LB03
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Civic Facilities
--	---------------------	--

In 2008, the library was constructed with a computer lab for training purposes. There is no longer a need for librarians to offer training on desktop computers and the 11 remaining Vista OS computers have been removed. It is recommended to convert this room into a large study room with a foyer for patrons to use our two Dakim Brain Training computers. A glass barrier with a sliding glass door in the room is proposed that would allow a 6-8 person study area in the back. The front part of the room would be reserved for Dakim use.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improv (394)	25,000
TOTAL ESTIMATED FUNDING	\$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING					2,500	2,500
ENVIRONMENTAL						0
CONSTRUCTION					22,500	22,500
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 25,000

COST ESTIMATE NOTES

The engineering and construction cost is an order-of-magnitude estimate by the City Engineer and would be refined if the project is sought to be included in a future capital construction project. The estimated cost to maintain this capital asset is to be determined.

Capital Expense Request Template Ver 2.0 vcdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

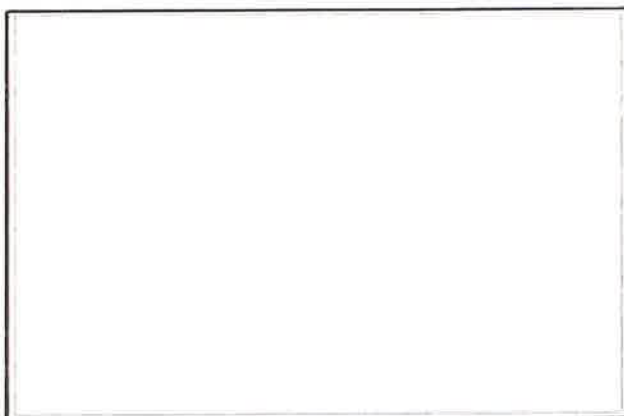


TITLE Crowell Public Library - Interior Painting	LB04
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Civic Facilities
--	---------------------	--

The painted interior of the Library has not be repainted since the building's construction in 2008. Consequently and especially in high-traffic areas such as the lobby, restrooms, reading areas and meeting rooms, age, wear and tear has diminished the luster and freshness of the interior. It is recommended therefore to repaint the interior. Depending on budget constraints, the work can be phased over time.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	33,000
TOTAL ESTIMATED FUNDING	\$ 33,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION			33,000			33,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 33,000	\$ 0	\$ 0	\$ 33,000

COST ESTIMATE NOTES

An order-of-magnitude quote was received from a local painting company, which is satisfactory for future budgeting purposes. Two more quotes would be necessary to comply with the City's purchasing ordinance. The estimated cost to maintain this capital asset is \$500/year.

Capital Expense Request Template Ver 2.0 vndix 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

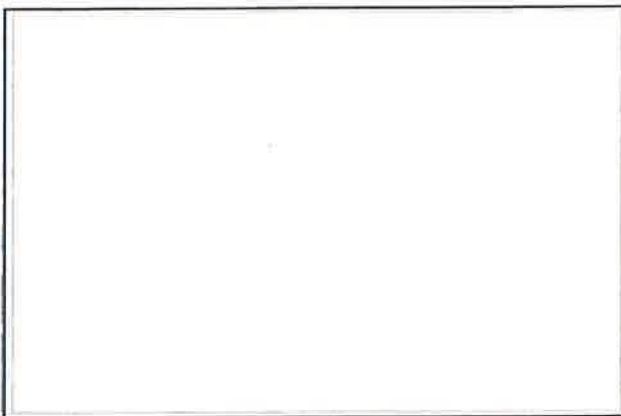


TITLE Crowell - Bottle Watering Station	LB05
--	------

PROPOSING DEPARTMENT Community Services	DIVISION Library	CAPITAL EXPENSE TYPE Civic Facilities
---	----------------------------	---

Library patrons have requested the ease, convenience and improved sanitary condition of being able to fill water bottles from a bottle watering station instead of using the existing fountains.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	5,000
TOTAL ESTIMATED FUNDING	\$ 5,000

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION					5,000	5,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,000	\$ 5,000

COST ESTIMATE NOTES
 Cost estimate based on similar station installed in 2019 at City Hall, taking into account a less difficult installation. The estimated cost to maintain this capital asset is \$150/year.

Capital Expense Request Template Ver. 2.0.vndkx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

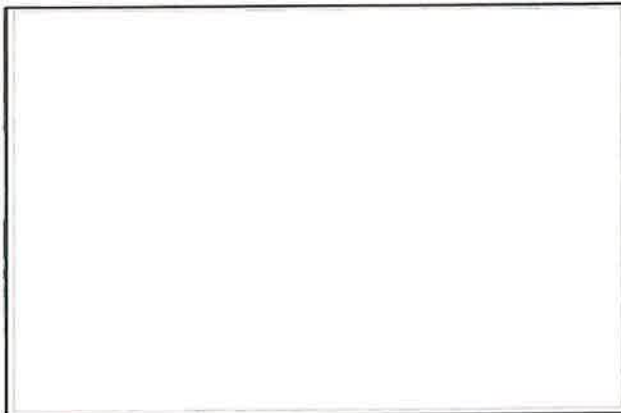


TITLE Parking Lot Improvement - Condition Assessment	XXXX
---	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Civic Facilities	CAPITAL EXPENSE TYPE Civic Facilities
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Assess the condition of all city-owned parking facilities and provide an improvement plan and maintenance schedule. Work will require outside professional engineering services. Assessment recommendations will form the basis for future capital and maintenance budgets.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	15,000
TOTAL ESTIMATED FUNDING	\$ 15,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		15,000				15,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 15,000

COST ESTIMATE NOTES

Work may be combined with biennial pavement condition assessment study to reduce expense.

Capital Expense Request Template Ver 2.0.xlsx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET

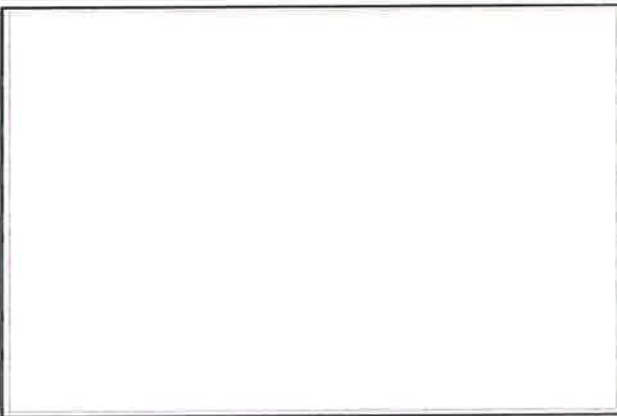


TITLE San Marino Center Renovation	XXXX
---	------

PROPOSING DEPARTMENT Community Services	DIVISION Civic Facilities	CAPITAL EXPENSE TYPE Civic Facilities
---	-------------------------------------	---

Renovate San Marino Center per a to-be developed scope of work.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	
TOTAL ESTIMATED FUNDING	\$ 0

CAPITAL COST ESTIMATES BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
A construction cost estimate would be established upon completion of conceptual plans based on potential recreation use of the facility.

Capital Expense Request Template Ver 2.0 vsch: 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET

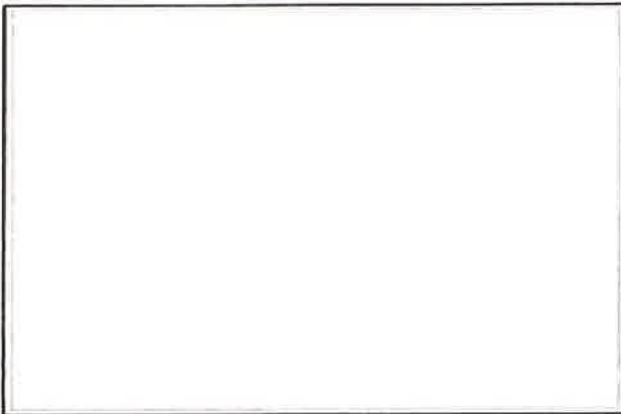


TITLE Stoneman Renovation	XXXX
---------------------------	------

PROPOSING DEPARTMENT Community Services	DIVISION Civic Facilities	CAPITAL EXPENSE TYPE Civic Facilities
--	------------------------------	--

Renovate Stoneman per a to-be developed scope of work.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	
TOTAL ESTIMATED FUNDING	\$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES
 A construction cost estimate would be established upon completion of conceptual plans based on potential public use of the facility.

Capital Expense Request Template Ver 2.0.vscdx 1/15/2019

Capital Improvement Wastewater Collection System





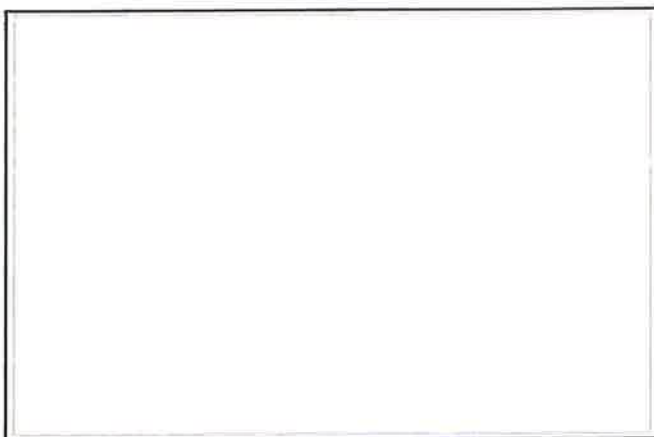
CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Sewer Main Rehabilitation Program	FY-8020
--	---------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Wastewater	CAPITAL EXPENSE TYPE WW Collection
---	-------------------------------	--

Implement the recommendations of the 2019 Dudek sewer system master plan (wastewater collection system condition assessment). It is recommended to proceed with sewer main rehabilitation after the completion to upgrades to the 3 lift stations (see Lift Station Improvement Program). During the interim period, funding for unplanned replacements due to sewer main collapse is recommended.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	1,565,000
TOTAL ESTIMATED FUNDING	\$ 1,565,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000	50,000	50,000	600,000	815,000	1,565,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 50,000	\$ 50,000	\$ 600,000	\$ 815,000	\$ 1,565,000

COST ESTIMATE NOTES

Years 1 through 3 is funding intended for urgent repairs to the system while the lift stations are being upgraded. The Year 4 budget represents the commencement of project-level rehabilitation. The estimated cost to maintain this capital asset is \$551,000. More details of future costs can be found in the 2019 wastewater collection system condition assessment study.



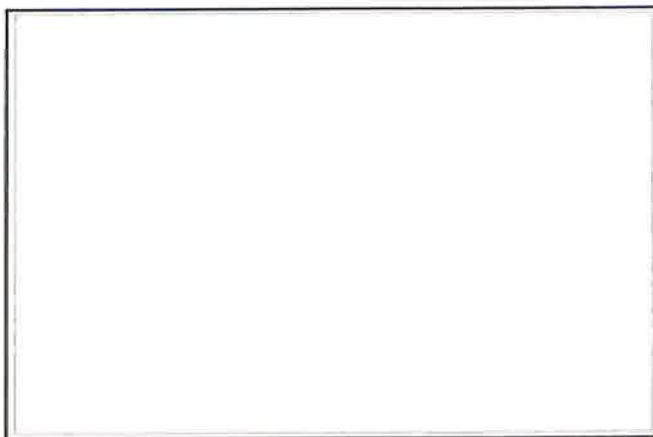
CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Lift Station Improvement Program	XXXX
--	------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Wastewater	CAPITAL EXPENSE TYPE WW Collection
--	------------------------	---------------------------------------

Implement the recommendations of the 2019 Dudek sewer system master plan (wastewater collection system condition assessment) related to operational and functional upgrades to the city's 3 sewage lift stations, which are located on Avondale Road, Orlando Road and Monterey Road.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	732,000
TOTAL ESTIMATED FUNDING	\$ 732,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	314,000	133,000	285,000			732,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 314,000	\$ 133,000	\$ 285,000	\$ 0	\$ 0	\$ 732,000

COST ESTIMATE NOTES

The estimated annual cost to maintain sewage lift stations is to be analyzed after each upgrade. It is expected that maintenance costs will decrease as a result of upgraded and more energy efficient pumps and controllers.



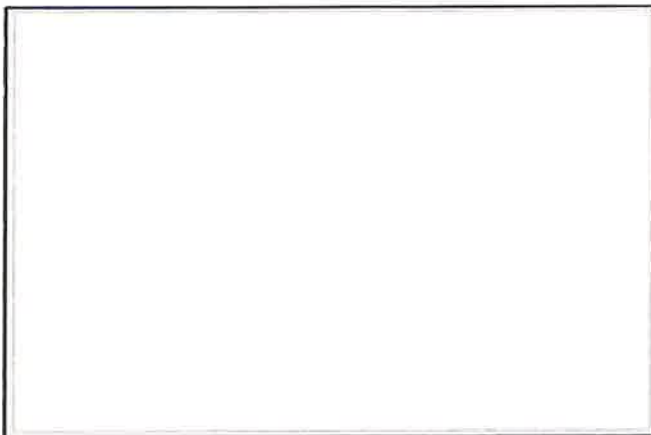
CITY OF SAN MARINO CAPITAL BUDGET REQUEST

TITLE Quinquennial SSMP Update	XXXX
---------------------------------------	-------------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Wastewater	CAPITAL EXPENSE TYPE WW Collection
---	-------------------------------	--

The San Marino sewer system management plan (SSMP) is a state-required operations and maintenance manual for the city's wastewater collection system. Regulations necessitate a review and update every 5 years of the policies and procedures contained within, which is best performed by an outside engineering expert. The latest update is May 2019.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	5,000
TOTAL ESTIMATED FUNDING	\$ 5,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING				5,000		5,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 5,000	\$ 0	\$ 5,000

COST ESTIMATE NOTES

Capital Improvement Stormwater System





CITY OF SAN MARINO CAPITAL BUDGET REQUEST

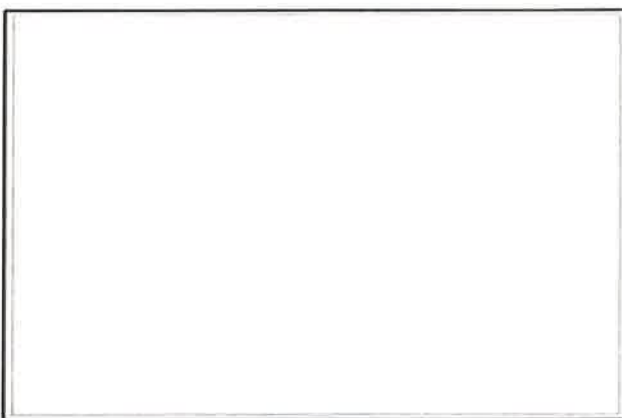


TITLE Stormwater System Condition Assessment	FY-0001
---	----------------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
---	-------------------------------	---

Assess the condition of all city-owned culverts, channels, washes, manholes and drainage inlets, and provide a replacement and maintenance schedule. Work will be performed by outside consulting engineers. This work was included in the FY18/19 budget and an award of contract was made to Dudek by the City Council on May 8, 2019.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394) FY 18/19 (see note below)	150,000
TOTAL ESTIMATED FUNDING	\$ 150,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COST ESTIMATE NOTES

Project was initiated by CC May 8, 2019. The FY 18/19 budget of \$150,000 is recommended to be re-appropriated to FY 19/20 so that work can be completed prior to the establishment of the FY 20/21 capital construction budget. No new funds are required for FY 19/20 (Year 1).

Capital Expense Request Template Ver. 2.0 ysdix 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

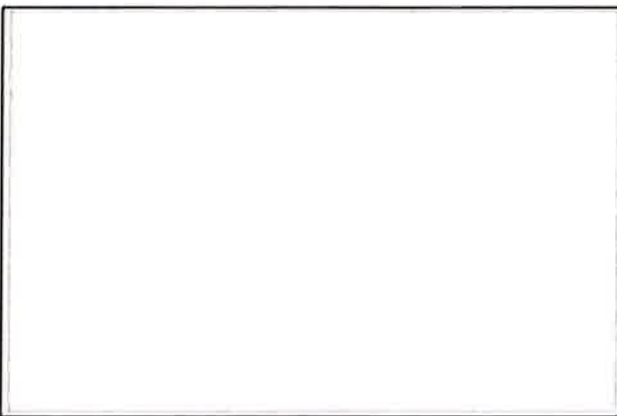


TITLE Drainage Inlet Replacement Program	FY-8022
--	---------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
--	------------------------	------------------------------------

Implement the recommendations of the stormwater system condition assessment for drainage inlets. Year 1 entails up to 3 replacements currently on the waiting list. If favorable bids are received, additional replacements are possible.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	30,000
TOTAL ESTIMATED FUNDING	\$ 30,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	30,000					30,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 30,000

COST ESTIMATE NOTES
 Cost estimates for years 2 through 5 contingent on recommendations from the stormwater system condition assessment report as it relates to drainage inlet condition inventory.

Capital Expense Request Template Ver 2.0 vsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

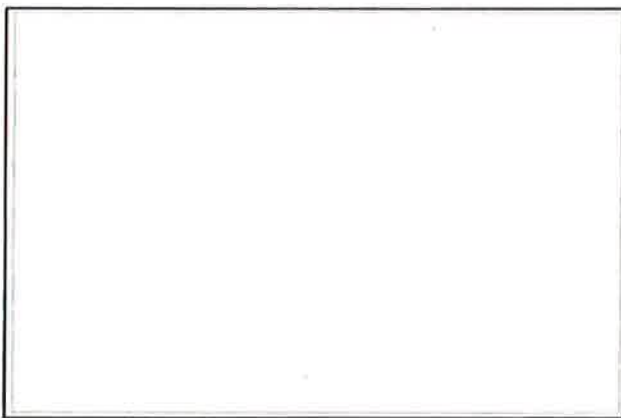


TITLE Drainage Wash Improvement Program	FY-8023
---	---------

PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
--	------------------------	------------------------------------

Implement the recommendations of the stormwater system condition assessment for lined and unlined channels and washes (pending study completion in 2020). Year 1 entails a continuation of fence and lining spot-repairs that commenced in May 2018.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	50,000
TOTAL ESTIMATED FUNDING	\$ 50,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000					50,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000

COST ESTIMATE NOTES

Year 1 work includes fence replacement and lining spot-repairs. Cost estimates for years 2 through 5 contingent on recommendations from the stormwater system condition assessment report

Capital Expense Request Template Ver 2.0 vs dx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

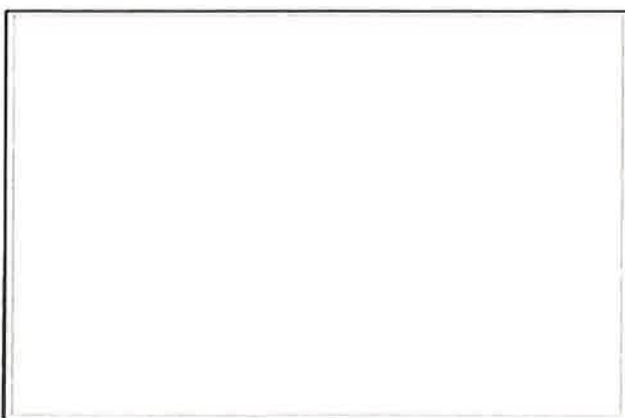


TITLE Culvert Replacement Program	FY-8024
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Implement the recommendations of the stormwater system condition assessment for drainage culverts (pending study results in 2020). Year 1 provides for contingency funding to address culverts that might fail during the fiscal year while the condition assessment is being performed.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	50,000
TOTAL ESTIMATED FUNDING	\$ 50,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000					50,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000

COST ESTIMATE NOTES

Year 1 budget is for instances of culvert failure that must be replaced or face flooding during the winter. Cost estimates for years 2 through 5 contingent on recommendations from the stormwater system condition assessment report due in 2020.

Capital Expense Request Template Ver. 2.0 vsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST

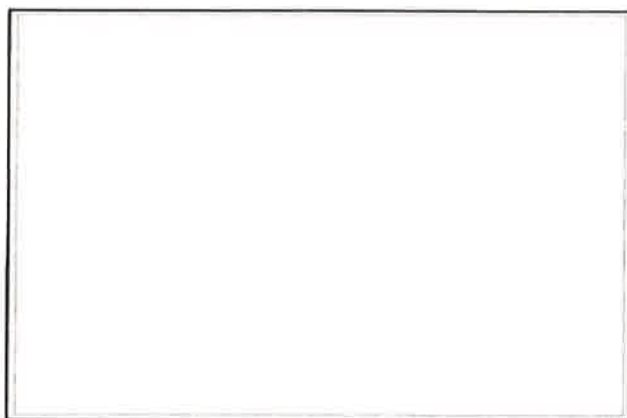


TITLE Trash Capture Filters	802X
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Install additional trash capture filter screens in drainage inlets citywide to improve stormwater quality and in response to waterboard notice of violation, April 2019.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	75,000
Measure W (see note)	
TOTAL ESTIMATED FUNDING	\$ 75,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	25,000	25,000	25,000			75,000
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 75,000

COST ESTIMATE NOTES

Work is potentially eligible for Measure W funding.

Capital Expense Request Template Ver 2.0 vsdx 1/15/2019



CITY OF SAN MARINO CAPITAL BUDGET REQUEST



TITLE Rio Hondo Load Reduction Strategy	8025
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PROPOSING DEPARTMENT Parks & Public Works	DIVISION Stormwater	CAPITAL EXPENSE TYPE Stormwater
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Prepare preliminary engineering and associated design services for plan to reduce pollution loads into the Rio Hondo through three tributaries San Marino drains stormwater through (Alhambra, Rubio and Eaton Washes). Participation in a multi-agency solution was determined as most-cost effective and efficient method to improve stormwater quality and attain regulatory compliance.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	257,000
Measure W (see note)	
TOTAL ESTIMATED FUNDING	\$ 257,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	257,000					257,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	\$ 257,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 257,000

COST ESTIMATE NOTES

Preliminary and design services expense per December 12 2018 cost-sharing agreement. Construction cost not yet estimated. Project potentially eligible for Measure W funding. Added 12-12-18 to FY18/19 capital plan by City Council. Funding not expended in FY18/19 is recommended to be re-appropriated into FY 19/20.

Capital Expense Request Template Ver 2.0.wsd 1/15/2019

Current Status of FY18/19 Capital Equipment and Improvement Plan

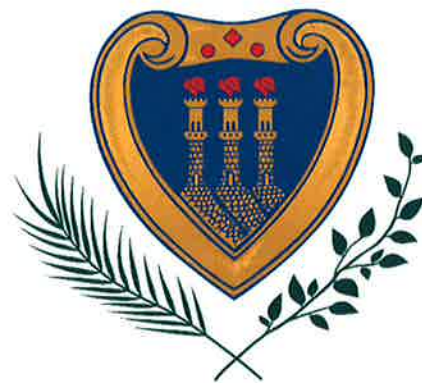


FY 18/19 Capital Equipment Budget Status May 24, 2019

1	A	B	C	D		E	F		G
				Original FY 18/19 Budget	Modifications		Total FY 18/19 Budget	Estimated Expenditure by June 30, 2018	
2	Description	Program Status							
3		17-Apr-18							
4	ADMINISTRATION								
5	Telephone system	Completed	95,000		95,000	100,853	(5,853)		
6	Network and user IT upgrades	Ongoing	20,000		20,000	10,000	10,000		
7	Accounting system software upgrade	Ongoing	50,000		50,000	6,937	43,063		
8	Total Administration		165,000		165,000	117,790	47,210		
9	PLANNING AND BUILDING								
10	No budget approved for FY 18/19								
11	Total Planning and Building								
12	POLICE								
13	Firearm replacement	In procurement process	8,500		8,500	8,500	-		
14	Taser devices	Completed	11,000		11,000	10,978	21		
15	Total Police		19,500		19,500	19,478	21		
16	FIRE								
17	Unit B9 replacement	Purchased and outfitted	180,000		180,000	141,667	38,333		
18	Heart monitor replacement	Completed	38,000		38,000	36,902	1,098		
19	Body armor outfitting	Purchased and issued	11,400		11,400	12,951	(1,551)		
20	Unit RA91 patient gurney	Not procured	8,000		8,000	-	8,000		
21	Total Fire		215,400		215,400	191,540	23,860		
22	PARKS AND PUBLIC WORKS								
23	Small engine equipment replacement	Ongoing	5,000		5,000	5,000	-		
24	Total Parks and Public Works		5,000		5,000	5,000	-		
25	RECREATION								
26	No budget approved for FY 18/19								
27	Total Recreation								
28	LIBRARY								
29	No budget approved for FY 18/19								
30	Total Library								
31	TOTALS - ALL FUNDS		404,900		404,900	333,808	71,091		

FY 18/19 Capital Improvement Budget Status May 24, 2019

A Account	B Program Category/Project Name	C Program Status	D FY 18/19 Budget			E FY 18/19 Capital Budget		G Estimated Expenditure by June 30, 2019	H Re-appropriation from FY 18/19 to FY 19/20
			Original FY 18/19 Budget	Modifications	Total FY 18/19 Budget	Modifications	Total FY 18/19 Budget		
1									
2									
3		5/24/2019							
4	RIGHT-OF-WAY								
5	4600-8271 Street Rehabilitation Program (2018 PI)	Contract awarded 4-10-19	1,500,000		1,500,000		20,000	1,167,300	
6	4600-8272 Sidewalk Replacement (2018 PI, 2019 PI7)	4-year contract awarded 3-13-19	265,000	90,650	355,650		5,000	350,650	
7	4600-0500 Citywide Traffic Circulation Study	Proposals under review; June CC Award	150,000		150,000			150,000	
8	4600-8243 Traffic Control Devices Program	2 cabinets installed under budget	61,000		61,000		50,000		
9	Total Right-of-Way		1,976,000	90,650	2,066,650		75,000	1,687,950	
10	PARKS AND GROUNDS								
11	4600-7150 Lacy Park - Landscape Structures (2019 PI)	Arbor design underway		20,008	20,008		3,800	6,200	
12	Total Parks System		-	20,008	20,008		3,800	6,200	
13	CIVIC FACILITIES								
14	4600-6520 The Old Mill		30,000		30,000				
15	4600-7027 Lacy Park - Restrooms	In construction	394,200		394,200		394,200		
16	4150-0884 Condition Assessment - Stoneman/SM Center	In progress	15,000		15,000		15,000		
17	4150-0883 Civic Center Environ Assessment	Completed Feb 2018	19,230		19,230		19,230		
18	4150-0885 City Hall Campus	Fountain installed; roofing underway	83,000		83,000		83,000		
19	4600-0500 Stoneman Fire Safety System	In construction		50,000	50,000		50,000		
20	4600-0001 Crowell Public Library	Roof work not needed	20,000		20,000				
21	Total Civic Facilities System		561,430	50,000	611,430		561,430		
22	WASTEWATER COLLECTION SYSTEM								
23	4600-8021 Condition Assessment	Completed May 2019	150,000		150,000		148,935	65	
24	4600-8020 Sewer Main Rehabilitation Program	Ready to advertise	50,000		50,000		50,000		
25	Total Wastewater Collection System		200,000	-	200,000		198,935	65	
26	STORMWATER SYSTEM								
27	4150-0801 Condition Assessment	Proposals under review; May CC Award	150,000		150,000		7,500	142,500	
28	4600-8022 Inlet Replacement Program	Ready to advertise	30,000		30,000		30,000		
29	4600-8023 Drainage Wash Improvement Program	FY18/19 work underway	75,000		75,000		75,000		
30	4600-8024 Culvert Replacement Program	Rehabilitated Alegría Ct storm drain	50,000		50,000		50,000		
31	4600-8025 Stormwater Quality Improvement Program	Design underway		257,000	257,000		37,000	220,000	
32	Total Stormwater System		305,000	257,000	562,000		199,500	362,500	
33	TOTALS - ALL GOVERNMENTAL FUNDS		3,042,430	417,650	3,460,080		1,039,665	2,036,715	



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