City of San Marino, California



Fiscal Year 2021-22 Adopted Operating & Capital Budget

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City of San Marino

Adopted Operating & Capital Budget for Fiscal Year 2021-22

Mayor
Ken Ude

Vice Mayor
Susan Jakubowski

Council Member
Gretchen Shepherd Romey

Council Member
Steven W. Huang, D.D.S.

Council Member
Steve Talt

City Treasurer
Annie Han

Executive Team

Marcella Marlowe	City Manager
Paul Chung	Finance Director
John Incontro	Police Chief
Mario Rueda	Fire Chief
Michael Throne	Parks & Public Works Director/City Engineer
Aldo Cervantes	Community Development Director
Amanda Fowler	Community Engagement Manager
Scott Pilch	Human Resources Manager

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City Manager's Transmittal Letter

May 28, 2021

Honorable Mayor and City Council,

I am pleased to present the Adopted Operating and Capital Budget for the City of San Marino for FY 2021-22. 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 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 Neighborhoods

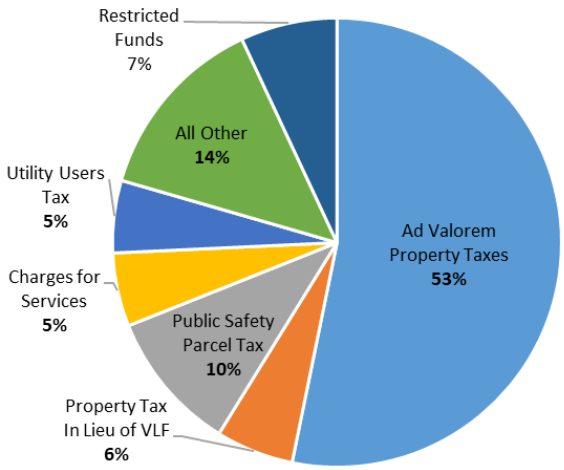
As we come out of a very challenging year, balancing COVID-19 management with delivering the services that our community needs, the City is well-positioned for success and a return to normalcy in FY 2021-22. The adopted operating budget includes $31.4 million in unrestricted revenues and $28.5 million in operating expenditures, resulting in a balanced budget with a net income of $2.9 million. *As a result, projected revenues are* more *than sufficient to pay for our 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. Its unassigned fund balance is projected to grow by $3.5 million to $20.7 million by June 30, 2022,

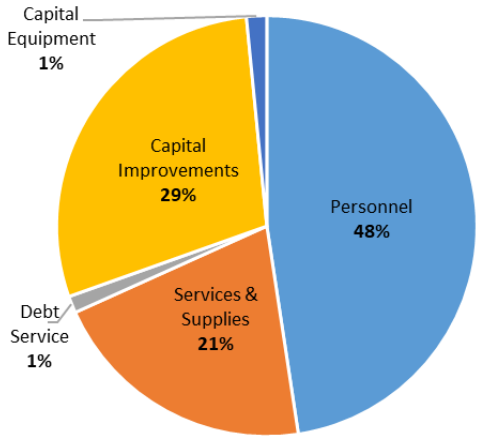
which will be equal to 66% of FY 2021-22 General Fund Group estimated revenues. (As a reminder, the City's Financial Policies dictate that the City maintain a balance that equals 40% of our projected revenues, putting us well-beyond that threshold.)

The adopted capital budget consists of $9.9 million for new projects, $2 million for unfinished projects from the prior year, and approximately $0.6 million for new equipment. While funding for capital equipment comes from the General Fund, funding for capital improvements comes primarily from our Capital Projects Fund reserves, along with some external funding sources. The City Council has also directed the transfer of excess reserves from the General Fund to the Capital Projects Fund, thereby funding our aggressive capital projects campaign for a five-year period.

In putting together this budget, we assumed a prudent approach as the local economy recovers from impacts due to the COVID-19 pandemic and the continuation of a slowly growing economy. We have forecasted revenues to grow at a modest pace in anticipation of this. The adopted budget includes total revenues of $33.7 million and total expenditures of $41 million ($28.5 million in operating expenditures and $12.5 million of capital expenditures). Please see the following graph for a breakdown of our revenue sources and expenditure categories:



FY 2021-22 Total Revenues: **$33.7M**



FY 2021-22 Total Expenditures: **$41.1M**

Budget Highlights

Budget Process

This year's budget process largely follows the same process as the prior year, but with one significant change. Because of multiple difficulties that arose with the priority initiative process this year, staff had discussions with the Council's selected Budget Liaisons (Mayor Ude and Vice Mayor Jakubowski) and decided to retire the priority initiative process, replacing it with a more flexible goal-setting session and community input survey. This empowered staff to evaluate all suggestions from Council and the community – whether a small process improvement or an

expensive new program – and assess which are feasible inclusions in each department's work plan for the year.

Therefore, at the January 29, 2021 City Council meeting, the City Council was given a mid-year status update on the five FY 2020-21 priority initiatives and conducted a freeform goal-setting brainstorming sessions for the upcoming fiscal year.

In February, staff took the goals brainstormed by City Council, created and disseminated a community survey, and hosted a virtual town hall. In past years, the community only had the opportunity to vote on which already-suggested ideas they were most interested in. This year, community members were also invited to offer their own ideas for each of our eight Critical Success Factors. The survey was available in both English and Chinese and was open for the entire month of February, yielding 43 responses. Staff evaluated all ideas for inclusion into the FY 2021-22 budget and departmental work plans. On February 26, 2021, staff presented the mid-year review, five-year financial forecast, and long-term financial projection to the City Council.

On March 17 and 26, 2021, the City Council reviewed and gave direction on the FY 2021-22 Capital Equipment and Improvement Budget.

In April, both the Library Board of Trustees and the Public Safety Commission reviewed the draft FY 2021-22 Library Division and Public Safety Departments budgets respectively, and requested no changes. The Public Safety Commission recommended that an analysis be conducted in regards to employee retention and recruitment prior to the FY 2022-23 budget.

On April 30 and May 7, 2021, the City Council reviewed and gave direction on the expenditure side of the FY 2021-22 proposed operating budget and work plans, as well as followed-up on pending items from the Capital Improvement Plan. Staff also provided a budget summary and anticipated fund balance report.

Staff then revised the departmental 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 for approval, with or without final adjustments.

A more detailed description of the FY 2021-22 budget preparation calendar is included as an appendix to this document.

Impacts Due to COVID-19

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for a broader spread of COVID-19. That same day, the Los Angeles County Board of Supervisors and the Los Angeles County Health Officer declared a local health emergency in response to the increased spread of COVID-19 across the County.

On March 17, 2020, the City Council declared a local emergency in response to the COVID-19 pandemic. Soon after, the City closed City Hall to the public with limited services available by appointment only, closed the Crowell Library, and canceled all recreational programming ranging from preschool to special events like the Fourth of July fireworks show. The Finance Department established a cost center for all COVID-19 related expenses to track procurement of materials, supplies, and staff time associated with this emergency for future reimbursement.

We anticipate that the City will spend $275,917 related to COVID-19 by the end of the current fiscal year. The proclamation of a local emergency allows the State to provide mutual aid to local agencies, including personnel, equipment, and other available resources in order to assist during the local emergency. San Marino received a total of $181,875 from the Coronavirus Relief Fund Allocation from the State of California. Furthermore, the City is anticipated to receive $2.4 million through the American Rescue Plan Act (ARPA), signed by President Biden in March 2021. The $2.4 million will be divided into two payments of $1.2 million each, one in FY 2020-21 and one in FY 2021-22. The US Treasury is still finalizing guidelines to jurisdictions regarding the usage of the funding, but this is what we know so far:

- Funds can be used towards revenue loss due to the COVID-19 Pandemic;
- Funds can be utilized for Water, Wastewater and Broadband infrastructure projects;
- Funds cannot be used to pay pension liabilities; and
- Funds have to be spent by December 30, 2024, with any funds remaining required to be sent back to the US Treasury.

The FY 2020-21 estimated actuals and FY 2021-22 adopted budget includes the $2.4 million ARPA funds, which have been earmarked for future funding appropriation. As more clarity is provided by the US Treasury regarding proper usage of the funding, staff will come back to City Council with a spending plan and request budget appropriations at that time.

The Budget and its Individual Funds

The FY 2021-22 Approved Operating and Capital Budget is composed of budgets for 26 individual funds. In governmental accounting, funds are utilized 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, which accounts for about a third of the City's financial activity in terms of the adopted 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 accounts for about two-thirds (2/3) of the approved expenditures included in this budget.

The remaining one-third (1/3) of the adopted expenditures is spread among the other nineteen individual funds. These individual funds are maintained in order 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 2020-21 Amended	FY 2021-22 Adopted	$ Change	% Change
General Fund Group	$ 30,034,712	$ 31,365,927	$ 1,331,215	4%
Restricted Funds	2,304,270	2,346,053	41,783	2%
Total	**$ 32,338,982**	**$ 33,711,980**	**$ 1,372,998**	**4%**

Approved revenues for the General Fund Group of funds for FY 2021-22 total $31.4 million, an increase of approximately $1.3 million (or 4.4%) over the FY 2020-21 amended budget of $30 million. Estimated revenues for the other restricted funds of the City are expected to increase by $41,783 (or 1.8%) due to Gas Tax revenues. General Fund Group revenues are expected to account for 93% of all City revenues in FY 2021-22.

General Fund Group

General Fund Group Revenues	FY 2020-21 Amended	FY 2021-22 Adopted	$ Change	% Change
Ad Valorem Property Taxes	$ 17,264,000	$ 17,939,000	$ 675,000	3.9%
Property Tax In Lieu of VLF	1,782,000	1,889,000	107,000	6.0%
Public Safety Parcel Tax	3,347,499	3,422,818	75,319	2.3%
Charges for Services	2,539,081	1,784,024	(755,057)	-29.7%
Utility Users Tax	1,659,000	1,756,000	97,000	5.8%
All Other	3,443,132	4,575,085	1,131,953	32.9%
Total	**$ 30,034,712**	**$ 31,365,927**	**$ 1,331,215**	**4.4%**

San Marino is a small community of single family residences with very limited commercial areas. As such, the City has been (and continues to be) dependent on property tax revenue. Fortunately, the San Marino property tax base is very strong. For FY 2021-22, property tax revenue is conservatively estimated to grow to $17.9 million, which is 3.9% over the FY 2020-21 projected amount of $17.3 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 two-thirds vote, a special public safety parcel tax in eleven consecutive elections. The most recent election, in November 2019, authorized the parcel tax through FY 2024-25.

The City Council sets the actual parcel tax rate every year. The authorizing Ordinance allows for 5% annual increases. At its April 14, 2021 meeting, the City Council elected not to increase the Public Safety Parcel Tax for FY 2021-22. Given that decision, the parcel tax is estimated to bring in $3.4 million this coming year, which will fund approximately 25.6% of the combined costs of our Police and Fire services.

Ad valorem property tax revenue and public safety parcel tax revenue together account for 68.1% of all General Fund Group estimated revenues in this adopted budget. Property tax in lieu of Vehicle License Fee (VLF), representing the extra property tax revenue cities now receive in exchange for giving up State VLF revenue, behaves like property taxes and is therefore estimated to increase 6% as well.

Charges for Services are composed primarily of planning and zoning, police, fire/paramedic, recreation, and other library fees. Historically, most of these fees are budgeted at no change from the current fiscal year's estimated actual revenue levels. However, the budget is anticipated to decrease by $0.8 million next year, primarily due to program changes in the Community Services Department: the Before/After school program has concluded as a result of similar programming now being offered by the school district; the preschool program is experiencing a lower demand as a result of COVID-19; and various contract classes will not be offered in the latter part of the fiscal year due to the projected construction at the San Marino Center. (It is important to note that these projected decreased revenues have a corresponding decrease in expenditures, which are detailed in the "Operating Expenditures" section below.)

The Utility Users Tax (UUT) is a 5% City tax assessed on electricity, gas, water, telephone, and cable television charges. The City's UUT revenue is expected to increase by 5.8% next year. 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. Other revenues overall are expected to increase by 32.9%; this large increase is due primarily to the one-time government stimulus payment of $1.2 million from the ARPA funds, as noted earlier.

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

Operating Expenditures

Operating Budget - Funding Sources	**FY 2020-21 Amended**	**FY 2021-22 Adopted**	**$ Change**	**% Change**
General Fund Group	$ 27,114,564	$ 28,182,193	$ 1,067,629	3.9%
Restricted Funds	394,337	351,423	(42,914)	-10.9%
Total	**$ 27,508,901**	**$ 28,533,616**	**$ 1,024,715**	**3.7%**

The adopted operating budget of $28.5 million is $1 million (or 3.7%) higher than the FY 2020-21 amended operating budget of $27.5 million. Of the total adopted operating budget of $28.5 million, $27.7 million are 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 $28.2 million in the General Fund Group of the operating budget. The $351k balance of the adopted operating budget comes from restricted funds – Propositions A and C transit funds and Citizens' Option for Public Safety (COPS) funds.

Operating Budget	FY 2020-21 Amended	FY 2021-22 Adopted	$ Change	% Change
Personnel	$ 18,997,712	$ 19,551,588	$ 553,875	2.9%
Services & Supplies	7,997,460	8,450,317	452,857	5.7%
Debt Service	513,729	531,712	17,983	3.5%
Total	**$ 27,508,901**	**$ 28,533,617**	**$ 1,024,715**	**3.7%**

The 3.7% increase in the adopted operating budget for FY 2021-22 increase is primarily attributable to non-discretionary and inflationary cost increases. The other major driver of the increase is the Council-directed General Plan Update, which is associated with a $600k cost over the life of the project; this amount is associated with the Services & Supplies category of expenditures. Please see the "Services and Supplies" section below for additional information.

Personnel and Staffing

Personnel costs comprise two-thirds (2/3) of the operating budget, and the largest portion of the increase from FY 2020-21 is in that area. There are three components to this $554k increase. First, the City's existing labor agreements include a citywide cost of living increase of 2%, which equals $219k. Second, 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 $67k. Finally, the increase in CalPERS retirement costs for FY 2021-22 is approximately $268k.

On the other hand, personnel savings are also being achieved in the adopted budget, with a reduction in staffing of 3.93 full-time equivalents (FTEs) in the Community Services Department. Given that, our total citywide staffing level for next year is to be 128.74 FTEs.

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

Services and Supplies

Services and Supplies costs are increasing by $453k (or 5.7%). There are many reductions included in the FY 2021-22 budget, which would have resulted in a significant decrease in this section of the budget but for two major drivers. First, the City Council has indicated its desire for a General Plan Update, which has an estimated total cost of $600k. Second, equipment depreciation (which is not actual cash, but rather a required accounting method) must be budgeted in this section. When equipment is older, the depreciation value is lower; however, when equipment is newer, the depreciation value is higher. The FY 2021-22 budget therefore includes an increase of $158k in equipment depreciation as a direct result of the purchase of new police vehicles and recent computer replacements. (Additional information on Equipment Cost Allocation is provided below.)

Debt Service

The City's one outstanding bond issue, the 2007 Pension Obligation Bonds, will be paid off in FY 2023-24. Per the bond agreement, the debt service for FY 2021-22 is increasing by $18k (or 3.5%) from FY 2020-21. Through the conclusion of the bond, the City's debt service will remain below $600k.

Although San Marino has historically been uncomfortable undertaking debt, it should be noted that we were successful in achieving savings with the issuance of these bonds. The bonds enabled the City to pay off a CalPERS "side fund" liability that was originally payable at a fixed 7.75% interest rate, whereas the average interest rate on the bonds we issued has been 5.4%.

Departmental Budgets

Overall, as noted earlier, department budget increases are driven by personnel and staffing increases since 67% of the expenditure budget is comprised of the personnel expenses. In addition, the two large increases in Community Development and Non-Departmental arise from the adopted General Plan Update ($600k) and consolidating all equipment depreciation costs from the various departments ($607k), respectively.

Please see the following chart which shows the operating budget comparison by department:

Operating Budget	FY 2020-21 Amended	FY 2021-22 Adopted	$ Change	% Change
City Council	$ 27,894	$ 28,165	$ 271	1.0%
City Attorney	316,000	273,200	(42,800)	-13.5%
City Manager's Office	805,770	828,917	23,147	2.9%
El Molino Viejo	56,000	56,000	-	0.0%
Human Resources	1,383,875	1,376,299	(7,576)	-0.5%
Finance	916,003	897,088	(18,915)	-2.1%
Non-Departmental	1,321,345	1,934,684	613,339	46.4%
Community Development	1,734,587	2,419,908	685,321	39.5%
Police	7,579,598	7,804,864	225,266	3.0%
Fire	6,056,564	6,019,817	(36,748)	-0.6%
Parks & Public Works	3,733,034	3,595,017	(138,017)	-3.7%
Community Services	3,578,231	3,299,658	(278,573)	-7.8%
Total	**$ 27,508,901**	**$ 28,533,617**	**$ 1,024,715**	**3.7%**

Other than citywide personnel expenses that are discussed earlier in the "Personnel and Staffing" section, changes in the department are attributable to the following:

- The City Council budget is increasing as a result of standard annual increases to memberships costs for some of our regional groups.

- The City Attorney budget is decreasing as a result of the City Attorney's anticipation of decreased litigation, as well as the elimination of the one-time COVID-19 budget expenditures not rolling over to next year. On the other hand, it should be noted that the City is currently in the process of soliciting proposals for City Attorney services. If a different firm is selected, a budget amendment may be necessary.

- The City Manager's Office budget is increasing as a result of a one-time expenditure for the development of a coordinated citywide communication strategy.

- The Human Resources budget is decreasing as a result of not anticipating the need for executive recruitment services and the Worker's Compensation premiums decreasing.

- The Finance budget is decreasing as a result of moving the Equipment Cost Allocation budget from Finance to the Non-Departmental budget.

- The Non-Departmental budget is increasing, as noted earlier, as a result of consolidating the Equipment Cost Allocation, or equipment depreciation, budget from various departments to the Non-Departmental budget. (Please note that there is a corresponding reduction in most other departments as a result.)

- The Community Development budget is increasing, as noted earlier, as a result of the General Plan Update and the additional Code Enforcement Officer position approved by the City Council this year.

- The Police budget is increasing as a result of adding 22 additional License Plate Reader cameras and increases to the All City Management (Crossing Guard) agreement.

- The Fire budget is decreasing as a result of moving the Equipment Cost Allocation budget from Finance to the Non-Departmental budget.

- The Parks & Public Works budget is decreasing as a result of shifting construction management/inspection services from the General Fund to the Capital Improvement Plan budget.

- The Community Services budget is decreasing, as noted earlier, as a result of adjusted programming and demand, although the department is requesting funds in order to repaint the Crowell Library interior.

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

Equipment Cost Allocation

As discussed earlier, Equipment Cost Allocation is a non-cash budget item that reflects the equipment deprecation of equipment with a value of $5,000 or more. This budget fluctuates year over year depending on what equipment over $5,000 was purchased and how long the estimated

life of the equipment is. The newer the item, or the shorter the estimated life, the higher the depreciation value. In contrast, the older the item, or the longer the estimated life, the lower the depreciation value.

Historically, the Equipment Cost Allocation's budget was allocated to the respective departments that used the equipment; this enabled the City to better track the depreciation to the actual equipment. However, it has had the unintended consequence of making it seem that some departments had actual increases or decreases. As a result, for FY 2021-22, we have consolidated that budget all into the Non-Departmental budget so that individual department budgets are not impacted.

The table below shows the citywide Equipment Cost Allocation:

Desription	FY 2020-21 Amended	FY 2021-22 Adopted	$ Change	% Change
Equipment Cost Allocation	$ 449,726	$ 607,927	$ 158,201	35.2%

The budget increase of $158k is to account for the six new police vehicles and staff computers that were purchased in FY 2020-21.

Inter-Fund Transfers

The adopted budget includes nearly $11 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 (Fourth of July Fund, Public Safety Fund, etc.). Funds are also transferred from the General Fund to the Debt Service Fund to fund debt service on the City's outstanding debt.

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

Capital Budget

A total of $12.5 million is planned for capital improvement projects and equipment purchases in FY 2021-22. This total amount is comprised of $9.9 million of new requests for nineteen projects, $2 million to re-appropriate funds in order to finish six projects that began in FY 2020-21 but are not expected to be finished by June 30, 2021, and $0.6 million for twelve capital equipment purchases.

Capital Improvements – New Requests

All of the nineteen new requests included in the adopted FY 2021-22 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. The two largest capital improvement infrastructure projects are the San Marino Center Renovation project (using a placeholder number of $4.8 million) and the Street Rehabilitation Program ($3.5 million).

Infrastructure Improvements

Capital Improvements - New Requests	FY 2020-21 Amended	FY 2021-22 Adopted	$ Change	% Change
Right of Way				
Street Rehab	$ 6,955,614	$ 3,500,000	$ (3,455,614)	-49.7%
Other	1,919,355	1,074,000	(845,355)	-44.0%
Parks	-	50,000	50,000	100.0%
Civic Facilities	1,215,305	4,920,900	3,705,595	304.9%
Wastewater Collection System	434,883	50,000	(384,883)	-88.5%
Stormwater System	463,126	315,000	(148,126)	-32.0%
Total	**$ 10,988,283**	**$ 9,909,900**	**$(1,078,383)**	**-9.8%**

Please note that the apparent decrease in Street Rehab is not a programmatic decrease. Given the construction schedule for street rehabilitation work, last year's FY 2020-21 budget included expenditures for two years' worth of work.

Capital Equipment

A total of twelve capital equipment items are proposed for purchase in FY 2021-22. The four largest requests are a rescue ambulance RA 791 ($275,000), two detective vehicles ($82,000), additional License Plate Reader (LPR) Cameras ($51,789), and one command staff vehicle ($50,720).

Capital Equipment	FY 2020-21 Amended	FY 2021-22 Adopted	$ Change	% Change
Finance (IT)	$ 37,113	$ 57,945	$ 20,832	56.1%
Community Development	-	27,400	27,400	0.0%
Police	742,099	196,789	(545,310)	-73.5%
Fire	329,000	357,720	28,720	8.7%
Parks & Public Works	20,000	-	(20,000)	-100.0%
Community Services	19,500	-	(19,500)	-100.0%
Total	**$ 1,147,712**	**$ 639,854**	**$ (507,858)**	**-44.2%**

All twelve 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.

Capital Improvements - Re-Appropriation Requests

There are six FY 2020-21 projects that are anticipated to *not* be completed by June 30, 2021. In order to complete these projects, staff recommends that the remaining unspent funds at June 30 be re-appropriated in the FY 2021-22 budget. The current estimates of the unspent amounts to be re-appropriated are as follows:

Re-Appropriation Requests for Unfinished FY 2020-21 Projects	Amount
Huntington Drive/Mission St Beautification	$ 1,000,000
San Marino Center Renovation	382,900
Emergency Generator System	45,000
EOC Improvements	18,300
Lift Station Improvements	300,000
Rio Hondo Load Reduction	204,605
Total	**$ 1,950,805**

The City Council will be asked to adjust these amounts following the FY 2020-21 year-end, when the exact amounts of unspent funds for these projects will be known.

Fund Balances

Fund Balances	**June 30, 2021 Estimated**	**June 30, 2022 Estimated**	**$ Change**	**% Change**
General Fund Group:				
General Fund - Unassigned Fund Balance	$ 17,294,656	$ 20,745,181	$ 3,450,525	20.0%
Donations Fund	273,379	300,379	27,000	9.9%
Other Funds:				
Capital Projects Fund	19,113,339	8,736,634	(10,376,705)	-54.3%
All Other Funds	3,948,377	3,525,362	(423,015)	-10.7%
Total	**$ 40,629,752**	**$ 33,307,557**	**$(7,322,195)**	**-18.0%**

General Fund Group

As noted earlier, the unassigned fund balance of the General Fund is expected to grow by $3.5 million in FY 2021-22, which is the result of General Fund Group estimated revenues exceeding adopted expenditures and net transfers to other funds. This $3.5 million is a substantial amount, and an increase of 20% from the current fiscal year. It is a primary indicator of the City's strong financial health. The unassigned fund balance of the General Fund is projected to be $20.7 million at June 30, 2022, the equivalent of 66% of General Fund Group revenues. (Again, as a reminder,

the City's Financial Policies dictate that the City maintain a balance that equals 40% of our projected revenues.)

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 that have been received but are currently unspent. The fund balance of the Donations Fund is expected to be $300,379 at June 30, 2022.

Other Funds

The other nineteen funds of the City's budget have fund balances of varying amounts. The FY 2021-22 budget proposes that fund balances in these funds be reduced by a net amount of $10.8 million. The largest drawdown is in the Capital Projects Fund in the amount of $10.4 million. The decrease in Capital Projects Fund is mitigated by anticipated increases in fund balances in Prop A and C Funds and the COPS Grant Fund.

The projected combined ending fund balances at June 30, 2022 for these other funds is $12.3 million, with the largest balance of $8.7 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 expenditures growth will slightly outpace revenue growth during the next four years. General Fund reserves and outside revenue sources will provide resources to fund capital improvements annually. The City's Pension Obligation Bonds will mature in FY 2023-24, providing a decrease in expenditures of approximately $575k in the General Fund in FY 2024-25.

Conclusion

While some uncertainties obviously 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, as noted multiple times, the General Fund reserve level is expected to reach 66% by FY 2021-22 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 important

community goals 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, Mayor Ude and Vice Mayor Jakubowski, and the entire City Council for their extremely valuable direction and assistance in the preparation of the FY 2021-22 budget. I also want to express my deep gratitude to the entire Finance staff for all of their efforts in compiling this budget during these times of worldwide uncertainty. I am honored and proud to have invited Finance Director Paul Chung to sign this Transmittal Letter along with me; our City's successful financial management can be directly traced to his leadership. I am fortunate to work with such an amazing team – City Council Members, Executive Team Members, and all staff – and honored to serve as your City Manager, working with you to ensure that San Marino remains the very special place that it is.

Respectfully submitted,



Marcella Marlowe, Ph.D.
City Manager



Paul Chung
Finance Director

城市經理的送文函

2021 年 5 月 28 日

尊敬的市長和市議會，

我很高興能為聖馬力諾市 2021-22 財政年度呈現《通過營運和資本預算》。這份文件是城市下年度的財務計畫，並且展示了市議會著重對於計劃、項目、及公共服務的準備。

市議會在 2018 年 4 月通過的《策略計劃》是發展這一份《通過預算》的基礎。該策略計劃為城市組織指出下列願景、使命和關鍵成功的因素：

願景
增強我們獨特的住宅區社區，並且為未來世代保留我們最好的歷史。

使命
為安全、美麗、和有韌性的社區做出優秀、妥善管理和創新的貢獻。

關鍵成功因素

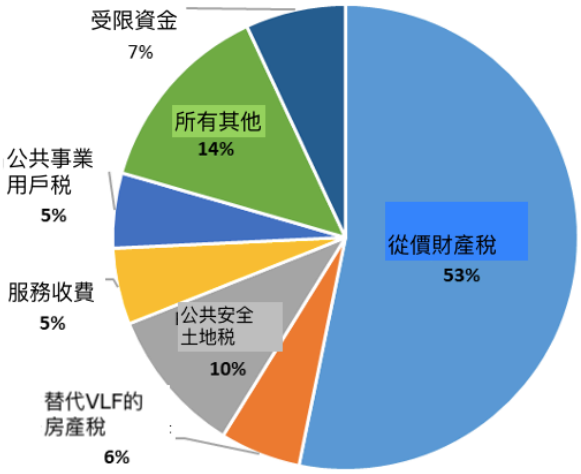
- 居民參與和相互建立關係
- 高效率、快速回應和有效的城市服務
- 安全的社區
- 妥善維護的基礎設施
- 為年度財務負債和透明的市政府
- 有吸引力、彼此襯托的商業區
- 美觀和重要的城市設施
- 美麗、保存完好的單戶住宅鄰里

在我們逐漸脫離非常艱難的一年時，城市做到了平衡管理新冠病毒 COVID-19 的疫情，一方面為我們社區有需求的人提供服務，另一方面對於 2021-22 財政年度成功回歸正常也有良好的定位。已通過的營運預算包括$3140 萬元不受限制收入和$2850 萬元營運開支，結果預算達到平衡，淨收入為$290 萬元。因此，預估的收入將足以支付我們計劃中的營運開支。

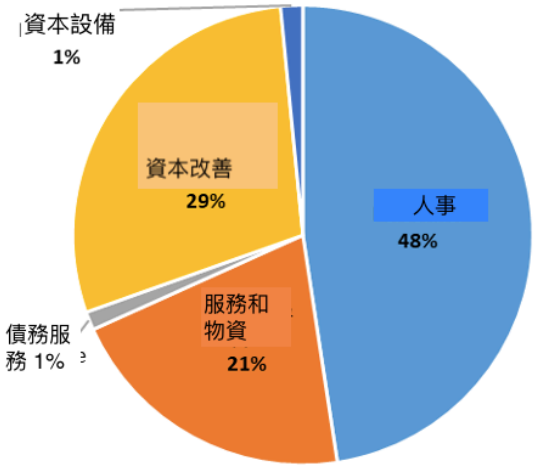
營運預算資金幾乎是完全來自「一般資金」，一些資金來自於受限制的運輸和公共安全資金。城市的一般資金狀態是健康的。其未分配資金預計可持續增長$350 萬至$2070 萬直至 2022 年 6 月 30 日，等於是 2021-22 財政年度「一般資金組」預估收入的 66%。（請注意，城市的財務政策規定城市餘額必須保持在預估收入的 40%，而我們也遠遠保持在最低門檻的前頭）。

已通過的資本預算包含新項目$990萬元、前年未完成的項目$200萬元、及新設備約$60萬。雖然資本設備的籌資來自於「一般資金」，資本改善主要是來自於我們的「資本項目資金儲備」，以及一些外部資金來源。市議會也已下指示將過多的儲備金從一般資金轉入「資本項目資金」，由此為我們積極的資本項目活動提供五年的資金。

在整理預算時，因為地方經濟正在從新冠病毒疫情恢復中及經濟持續緩慢增長的情況下，我們採取一個小心謹慎的態度。我們預估收入將因此以穩定的速度增長。已通過的預算包括$3370萬元收入、$4100萬元總支出（其中$2850萬元營運支出和$1250萬元資本支出）。更詳細的收入來源和支出分類，請參考下列圖表：



2021-22財年總收入：$3370萬元



2021-22財年總開支：$4110萬元

預算重點

預算程序

今年的預算程序大部分是跟著去年相同的程序進行，但有一項重大改變。因為今年的優先新方案程序（priority initiative process）中產生了一些困難，人員也與市議會選出的預算代表（市長 Ude 和副市長 Jakubowski）進行討論並決定撤回該優先新方案程序，取而代之的是一個更有彈性，可制定目標的會議和社區反饋問卷。這可授權人員去評估所有來自市議會和社區的建議 – 不論是程序小改善或高額的新計劃 – 並且評估有哪些是可行可包含在各部門今年的工作計劃中。

因此，市議會在 2021 年 1 月 29 日的會議中收到了 2020-21 財年五項優先新方案的年中狀態更新，並為下一財政年度舉辦了一場開放的、可制定目標、腦力激盪的會議。

在二月接到了市議會討論後選出的目標之後，市府人員編制及發送了一份社區問卷調查，並舉辦了一場虛擬市民大會。在過去的幾年當中，社區只有針對他們最有興趣且已被建議的構想進行投票的機會。在今年，社區成員獲邀表達他們對於我們八項「成功的關鍵要素」的想法。這份問卷調查有英文和中文譯本，於 2 月整月開放，一共收到 43 份回應。市府

人員評估了所有的構想，將其納入 2021-22 財政年度預算和部門工作計劃。於 2021 年 2 月 26 日，市府人員向市議會提交年中審閱、五年財務預估和長期財務預估。

在 2021 年 3 月 17 日及 26 日，市議會審議了 2021-22 財政年度的資本設備和改善預算並給予指示。

在四月，圖書館託管理事會和公共安全委員會雙方均依序檢閱了 2021-22 財政年度圖書館支部和公共安全部門預算的草稿，並要求不做改變。公共安全委員會建議在 2022-23 財年預算之前完成相關留住和聘用員工的分析工作。

在 2021 年 4 月 30 日和 5 月 7 日，市議會審閱了 2021-22 財政年度營運預算和工作計劃議案相關開支方面的事務並給予指示，以及跟進《資本改善計劃》的待審項目。市府人員還提供了一份財務摘要和資金餘額報告。

之後，市府人員根據市議會在這些會議中給予的指示修改各部門的財務營運和資本預算草稿。完整的《營運和資本預算議案》文件，包括市議會反饋，都已提交給市議會審批，不論是否有最終的調整事項。

一份更詳細的 2021-22 財年預算時間表已包含在此文件的附錄中。

新冠病毒 COVID-19 的影響

在 2020 年 3 月 4 日，加州州長加文 • 纽森為了提供更多額外資源而宣佈加州進入緊急狀態，各種州立機構和部門也已開始成立緊急行動，並幫助加州做好防範新冠病毒擴大感染的準備。在同一天，洛杉磯縣監事會和洛杉磯縣衛生官員宣佈進入地方健康緊急狀態來對應新冠疫情在全縣內持續擴大的情況。

2020 年 3 月 17 日，市議會宣佈一項地方緊急狀態來應對新冠病毒疫情。不久後，城市對外關閉市政府，只接受有預約的有限服務，關閉 Crowell 圖書館，並取消所有諸如學前課程及 7 月 4 日國慶煙火秀等一系列休閒娛樂活動。財務部為新冠病毒的相關開支建立一個花費中心為材料和用品的採購、人員處理緊急狀態新冠病毒所付出時間做好追蹤的工作，以便後續報銷。

我們預測截至當前財年年底時，市政府將為新冠病毒支出$275,917 元的花費。宣佈地方緊急狀態允許州政府向地方政府提供互助性補助費，包括人員、設備、及其他可用資源來協助地方性緊急狀況。加州政府從「新冠病毒救濟基金分配」中撥款$181,875 元給聖馬力諾市。此外，城市預期透過拜登總統在 2021 年簽署的《美國救援計劃法案》（ARPA）獲得 $240 萬元。這筆$240 萬元將以分為兩次付款，每次付款金額為$120 萬元，第一次在 2020-21 財年支付，第二次則是在 2021-22 財年支付。美國財政部仍在為資金使用的司法管轄擬定最終的指示方針，但是目前我們已了解如下：

- 資金可以用在彌補新冠病毒疫情造成的收入損失
- 資金可以用在水利、廢水處理和寬頻方面的基礎設施項目：

- 資金不可以用在支付退休金債務；及
- 資金必須在 2024 年 12 月 30 日前使用，任何資金餘額都必須歸還美國財政部。

2020-21 財年預估實際金額和 2021-22 財年通過的預算包括$240 萬元的 ARPA 資金，該筆資金也已被指定用於未來資金分配使用。當美國財政部在未來提供更清楚的使用方式後，屆時，市府人員會回到市議會提交一份開支計劃並申請預算撥款。

預算和個別資金

2021-22 財年批准的《營運和資本預算》是由 26 項個別的資金預算組成。在政府會計方面，資金是用於促進並展現為特定用途收取和支出的受限收入的責任。

城市的「一般資金」是金額最高的一項資金，也就是下一年城市的財務活動已通過支出的三分之一。一般資金收入不受限制。此外，還有六項其他個別用於提供公共安全和其他基本服務的預算資金，而從中取得的收入一般來說都不受限制。這六項資金結合一般資金就構成了「一般資金組」。一般資金組占此預算中批准支出的三分之二（2/3）。

已通過支出所剩餘的三分之一（1/3）分散在其他 19 項個別資金中。設立這些個別資金是作為了支付特定用途受限的資源。這些資金的支出大部分是為了資本支出和債務服務。

收入

資金收入	2020-21財年修正	2020-21財年通過	$差額	差額比例%
普通資金組合	$ 30,034,712	$ 31,365,927	$ 1,331,215	4%
受限資金	2,304,270	2,346,053	41,783	2%
總計	**$ 32,338,982**	**$ 33,711,980**	**$ 1,372,998**	**4%**

2021-22 財政年度一般資金組合中被批准的收入一共為$3140 萬元，與 2020-21 財年修正預算$3000 萬相比增加約$130 萬元（或 4.4%）。因為汽油稅的收入，城市的其他受限資金預估收入預期增加$41,783 元（或 1.8%）。一般資金組合收入預期占 2021-22 財年全市收入的 93%。

一般資金組合

一般資金組 收入	2021-22財年 修正	2021-22財年 通過	$差額	差額 比例%
從價財產稅	$ 17,264,000	$ 17,939,000	$ 675,000	3.9%
替代VLF的房產稅	1,782,000	1,889,000	107,000	6.0%
公共安全土地稅	3,347,499	3,422,818	75,319	2.3%
服務收費	2,539,081	1,784,024	(755,057)	-29.7%
公共事業用戶稅	1,659,000	1,756,000	97,000	5.8%
所有其他	3,443,132	4,575,085	1,131,953	32.9%
總計	$ 30,034,712	$ 31,365,927	$ 1,331,215	4.4%

聖馬力諾市是一個小型單戶住宅社區，包括非常有限的商業區。因此，城市一直以來（也將持續）依賴房產稅收。幸運的是，聖馬力諾的房產稅基礎非常雄厚。在 2021-22 財年，房產稅收入保守估計將成長至$1790 萬元，與 2020-21 財年預估的$1730 萬相比增加了 3.9%。

在 1980 年初，我們的社區決定在第十三號提案通過後的房產稅收流入不足以維持社區逐漸習慣的服務水平。自此之後，居民持續支持，在連續 11 次選舉中透過三分之二投票贊成一項特別的公共安全土地稅。在最近一次於 2019 年 11 月的選舉中，授權徵收土地稅直到 2024-2025 財年。

市議會每年制定土地稅率。授權條例允許每年增幅 5%。在 2021 年 4 月 14 日的會議中，市議會投票否決在 2021-22 財年增加公共安全土地稅。鑑於該決定，來年的土地稅收入預估會是$340 萬元，這可資助我們的警察局和消防局服務約 25.6%的合併成本。

從價財產稅收入加上公共安全土地稅收入一共占所有一般資金組在這次通過預算預估的 68.1%。替代汽車執照費（VLF）的房產稅，也就是取代城市放棄徵收的州 VLF 收入的額外房產稅收，表現與房產稅相同並因此估計增加 6%。

服務收費主要包含土地規劃和劃分、警察、消防/急救醫療人員、休閒娛樂、和其他圖書館費用。在過去，這些費用是被計入當期財年預估實際收入等級，且大部分並無改變。但是，明年的預算預估會減少$80 萬元，主要是因為社區服務部的活動課程改變：因為學區有類似的活動項目，因此造成課前/課後活動的結束；新冠病毒導致課前活動參與人數較低；及在財政年度後期無法舉辦一些外聘班因為聖馬力諾中心預計施工。（重要的是，雖然收入預計會減少，但開支也將相對減少，在下列「營運開支」項目當中有詳細表示）。

「公共事業用戶稅（簡稱 UUT）」是透過電費、煤氣費、水費、電話費和有線電視費所徵收的一項 5%的城市稅。城市的 UUT 收入預期在明年將增長 5.8%。包含其他稅費（銷售稅、特許經營稅、不動產轉讓稅、和營業執照稅）、執照和許可證、罰金、使用款項和物業而取得的收入、捐款、和其他雜項收入等其他收入。其他收入總體預計會增加 32.9%；增幅這麼大的主要是因為得到政府提供的一次性的$120 萬元紓困金，這筆款項是來自上述 ARPA 資金。

有關收入資訊的詳細說明，請見本文中「摘要」部分的收入摘要和列表明細。

營運開支

營運預算 - 資金來源	2021-21財年修正	2021-21財年通過	$差額	差額比率%
一般資金組	$ 27,114,564	$ 28,182,193	$ 1,067,629	3.9%
受限資金	394,337	351,423	(42,914)	-10.9%
總計	$ 27,508,901	$ 28,533,616	$ 1,024,715	3.7%

在已通過的$2850萬元營運預算與2020-21財年$2750萬修正營運預算相較之下高出了$100萬元（或 3.7%）。在已通過的$2850 萬元營運預算總額當中，$2770 萬是一般資金組合的支出資金。此外，城市的退休金義務債券的債務服務是透過「一般資金」轉入「債務服務資金」的方式支付，一共為一般資金組中營運預算的$2820 萬元。已通過的$351,000 元營運預算餘額來自於受限資金 – 提案 A 和 C 的運輸資金和公民公共安全選擇（Citizens' Option for Public Safety，簡稱 COPS）資金。

營運預算	2020-21財年修正	2021-22財年通過	$差額	差額比率%
人事	$ 18,997,712	$ 19,551,588	$ 553,875	2.9%
服務和物資	7,997,460	8,450,317	452,857	5.7%
債務服務	513,729	531,712	17,983	3.5%
總計	$ 27,508,901	$ 28,533,617	$ 1,024,715	3.7%

2021-22 財年已通過的營運預算增幅 3.7%，其主要原因是非酌情支出和通貨膨脹成本所造成。其他主要驅使原因是市議會指示下的《總體規劃更新》，該計劃在項目起始直到結束時的相關成本為$60 萬元；這筆款項是與「服務和物資」類別相關的一項支出。其他相關額外資訊，請見下列「服務和物資」部分。

人員配置

人員成本構成營運預算的三分之二（2/3），2020-21財年增加最大的一個區域。增加$55.4萬元是因為三個要素。第一，城市現有的勞工協議包括增加 2%的全市生活費，等於$219,000 元。第二，加薪幅度已納入明年人員預算的一部分，員工按個人表現有權不定期獲得加薪；全市加薪幅度金額為$67,000 元。最後，2021-22 財年的 CalPERS 退休金成本大約增加$268,000 元。

另一方面，也經由通過預算實現人員成本的節約，社區服務部門刪減3.93個等同全職（簡稱 FTEs）的人員。因此，我們明年的全市人員等級會是 128.74 個 FTEs。

更多城市人事的資訊，請見本文中「摘要」之下的《授權職位摘要表》，以及各部門的通過預算。

服務和物資

服務和物資成本增加**$453,000** 元（或 **5.7%**）。**2021-22** 財年預算包含了許多刪減，這部分原本應該出現大幅減低，但卻受到兩項重大因素影響。第一，市議會已表示其對於總體規劃更新的期望，預估將一共產生**$600,000** 的花費。第二，設備折舊（雖然不是實際現金，但也是會計計算方式）必須計入的會計項目。當設備老舊了，該折舊值就較低；然而，如果設備較新，折舊值就較高。**2021-22** 財年預算由於購買新警車和近期替換的電腦，因此包含了設備折舊而增加了**$158,000** 元。（設備花費分配的額外資料如下所示）。

債務服務

城市有一項未償還的債券發行，**2007** 年退休金義務債券，將在 **2023-24** 財年付清。根據該債券協議，**2021-22** 財年的債務服務與 **2020-21** 財年相比增加了**$18,000** 元（或 **3.5%**）。在該債券完成償還後，城市的債務服務將維持在**$600,000** 元以下。

雖然聖馬力諾市過去一直不願意承擔債務，但我們透過發行債券成功地實現節約。該債券讓城市付清一項原應付 CalPERS「側邊資金」債務 **7.75%**的固定利率，而我們發行的債券平均利率是 **5.4%**。

部門預算

總體來說，如之前所述，部門預算增加的原因是因為人事配置增加，**67%**的支出預算包含人員開支。因為通過的《總體規劃更新》（**$60** 萬元）及各部門所有設備合併折舊（**$60.7** 萬元）而造成社區發展和非部門性事項產生了額外兩項高額款項。

請見下列各部門營運預算對比圖表：

營運預算	2020-21財年修正	2021-22財年通過	$差額	差額比率%
市議會	$ 27,894	$ 28,165	$ 271	1.0%
市政府律師	316,000	273,200	(42,800)	-13.5%
城市經理辦公室	805,770	828,917	23,147	2.9%
El Molino Viejo 老磨坊	56,000	56,000	-	0.0%
人類資源	1,383,875	1,376,299	(7,576)	-0.5%
財務	916,003	897,088	(18,915)	-2.1%
非部門性	1,321,345	1,934,684	613,339	46.4%
社區發展	1,734,587	2,419,908	685,321	39.5%
警察	7,579,598	7,804,864	225,266	3.0%
消防	6,056,564	6,019,817	(36,748)	-0.6%
公園和公共工程	3,733,034	3,595,017	(138,017)	-3.7%
社區服務	3,578,231	3,299,658	(278,573)	-7.8%
總計	$ 27,508,901	$ 28,533,617	$ 1,024,715	3.7%

除了前述“人事配置”章節所提到的城市人員開支外，下列是部門出現的變化及原因：

- 市議會預算增加，因為我們有一些區域團體的會員標準年費增加。
- 市政府律師預算減少，因為市政府律師預計訴訟案件會減少，以及去除了一次性新冠病毒預算支出將不轉入下一年。另外一方面，請注意，城市目前正在招聘市政府律師服務的過程當中。如果選擇了一個不同的事務所，預算可能需要視情況修正。
- 城市經理辦公室的預算增加，因為有一項協調全市通訊政策發展的一次性支出。
- 人力資源預算減少，因為預計不需要執行人員的招聘服務及工傷保險降低。
- 財務預算降低，因為「設備成本分配」預算從財務預算轉入非部門性預算。
- 非部門性預算增加，如前所述，因為設備成本分配、或設備折舊、及來自各部門的預算一起合併進入非部門性預算。（請注意，其他部門的預算也相應減少。）
- 社區部門預算增加，如前所述，因為《總體規劃更新》及今年市議會核准的額外「法規執行官」職務。
- 警察預算增加，因為另外增加了 22 個車牌識別系統的錄像機，及全市管理（路口警衛）協議也有增加。
- 消防預算減少，因為「設備成本分配」預算從財務轉入非部門性預算。

- 公園和公共工程預算減少，因為來自「一般資金」的工程管理/查驗服務被轉入《資本改善計劃》預算。

- 社區服務預算減少，如前所述，因為課程活動和參與程度有所調整，但部門正申請資金為 Crowell 圖書館進行室內重新油漆。

其他額外關於營運支出的資料，請見本文「摘要」部分之下的支出摘要和明細表。

設備成本分配

如同先前提到的，設備成本分配是一項反映設備價值在 5000 元以上設備折舊的非現金預算項目。這項預算取決於是否購買價值 5000 元以上的設備及該設備預計的使用生命長短而每年有所浮動。較新或使用生命預計較短的物品，折舊值較高。反之，較舊及使用生命預計較長的物品，折舊值較低。

在過去的計算方式中，設備成本分配預算是分配給使用設備的各個部門；這讓城市更有效的追蹤該設備的實際折舊值。但是，這作法也有一些意外結果，造成某些部門實際增加或減少。因此在 2021-22 財年，我們將該預算全部計入非部門預算中，好讓各部門預算不受其影響。

全市設備成本分配如下表所示：

說明	2020-21財年修正	2021-22財年通過	$差額	差額比率%
設備成本分配	$ 449,726	$ 607,927	$ 158,201	35.2%

預算增加$158,000 元是 2020-21 財年購買的六部新警車和人員電腦的費用。

資金間轉帳

已通過的預算包括近$1100 萬元資金之間的轉帳。該轉帳目的是為了透過一般資金去支援其他一般資金組中的其他資金，其中如果不是本身無收入就是無法經由本身收入資助本身活動的所需花費（如 7 月 4 日資金、公共安全資金等）。一般資金有時也需要將資金轉入債務服務資金去支付城市未償還的債務。

其他額外資料，請見本文「摘要」部分之下的「資金之間的轉帳表」。

資本預算

在 2021-22 財年，總共計劃將$1250 萬元撥給資本改善項目及設備採購。這筆資金包括 $990 萬元新申請的 19 個項目，$200 萬元從新分配資金來完成 2020-21 財年開展但並不預期能在 2021 年 6 月 30 日完成的 6 個項目，和$60 萬元購買 12 件資本設備。

資本改善 – 新申請

已通過的 2021-22 財年資本改善預算當中包含的所有 19 個新申請都已包含在本文中「資本預算」部分並在附錄中“五年資本設備和改善計劃”部份均有完整描述。這兩個最高額的資本改善基礎建設項目是聖馬力諾中心修建項目（使用$480 萬元的占位符數字）和街道修復計劃（$350 萬元）。

基礎設施改善

資本改善 - 新申請	2020-21財年 修正	2021-22財年 通過	$差額	差額 比率%
道路通行權				
道路修復	$ 6,955,614	$ 3,500,000	$ (3,455,614)	-49.7%
其他	1,919,355	1,074,000	(845,355)	-44.0%
公園	-	50,000	50,000	100.0%
市政設施	1,215,305	4,920,900	3,705,595	304.9%
廢水 處理系統	434,883	50,000	(384,883)	-88.5%
雨水排放系統	463,126	315,000	(148,126)	-32.0%
總計	$ 10,988,283	$ 9,909,900	$(1,078,383)	-9.8%

請注意，街道修復表面上的下降不是程序化減少。鑑於街道修復工程的施工時間表，去年的 2020-21 財年預算包括了為期兩年的工作花費。

資本設備

在 2021-22 財年中提議購買一共 12 個資本設備。四項最高額的申請是一台 RA 791 救護車（$275,000 元）、兩台警探車（$82,000 元）、和額外的車牌辨識系統（LPR）錄像機（$51,789 元）、及一台指揮車（$50,720 元）。

資本設備	2020-21財年修正	2021-22財年通過	$差額	差額比率%
財務（IT）	$ 37,113	$ 57,945	$ 20,832	56.1%
社區發展	-	27,400	27,400	0.0%
警察	742,099	196,789	(545,310)	-73.5%
消防	329,000	357,720	28,720	8.7%
公園和公共工程	20,000	-	(20,000)	-100.0%
社區服務	19,500	-	(19,500)	-100.0%
總計	**$ 1,147,712**	**$ 639,854**	**$ (507,858)**	**-44.2%**

十二項資本設備申請全部在本文中「資本預算」及附錄「五年資本設備和改善計劃」中已完整描述。

資本改善 – 重新分配申請

在 2020-21 財年中有六個項目預計不會在 2021 年 6 月 30 日之前完成。為了能夠完成這項項目，市府人員建議將 6 月 30 日剩餘未動用的資金在 6 月 30 日重新分配計入 2021-22 財年預算。目前預估未動用的金額會以下列方式進行分配：

重新分配申請 2020-21財年未完成的項目	金額
Huntington Drive/Mission St 的街道美化	$ 1,000,000
聖馬力諾市中心翻修	382,900
緊急發電系統	45,000
EOC 改善	18,300
升降機站改善	300,000
Rio Hondo 減低承載	204,605
總計	**$ 1,950,805**

在知道完成這些項目所需要的具體金額之後，會向市議會提交申請在 2020-21 財年年底調整這項金額。

資金餘額

資金餘額	2021年6月30日的預估	2022年6月30日的預估	$差額	差額比率%
一般資金組:				
一般資金 — 未分配資金餘額	$ 17,294,656	$ 20,745,181	$ 3,450,525	20.0%
捐款資金	273,379	300,379	27,000	9.9%
其他資金:				
資本項目資金	19,113,339	8,736,634	(10,376,705)	-54.3%
其他所有資金	3,948,377	3,525,362	(423,015)	-10.7%
總計	$ 40,629,752	$ 33,307,557	$(7,322,195)	-18.0%

一般資金組

如前所述，一般資金中未被分配的資金餘額預計將在 2021-22 財年增加$350 萬元，因為一般資金組的收入預估超過已通過的支出和轉入其他資金的淨額。這筆$350 萬元為數不小，與當期財年項目相比高出了 20%。這是個城市財務健康的一項重要指標。預計截至 2022 年 6 月 30 日未分配的一般資金餘額將達到$2070 萬元，等於是一般資金組收入的 66%（再次提醒您，城市財務政策規定城市的餘額金額必須達到預估收入的 40%）。

捐贈資金（一般資金組的其中一項）的餘額按市議會的政策規定，也必須從一般資金來源個別分開並追蹤紀錄。該捐贈資金餘額是代表已收到但尚未動用的捐款。截至 2022 年 6 月 30 日時，捐贈資金的資金餘額預計會達到$300,379 元。

其他資金

城市預算中的其他十九項資金各有不同金額的餘額。2021-22 財年預算提議將這些資金的餘額減少$1080 萬元淨額。資本項目資金的最高縮編金額為$1040 萬元。因為 Prop A 和 C 資金及其他 COPS 贈款資金預期增加，這有助於避免資本項目資金的減少。

其他資金的末期資金結合餘額預估在 2022 年 6 月 30 日 時會是$1230 萬元，在資本項目資金中最高的餘額為$870 萬元。

關於資金餘額的額外資料，請見本文中摘要部分的「收入摘要，資金餘額的支出及變化表」。

五年預估

全市財務政策要求我們公開一般資金活動和營運的長期預估做為我們的年度預算的一部分。市府人員已準備了一份最新的《一般和公共安全資金五年預估》，以及一份最新的《資本項目資金五年預估》，該文件已緊接著附在這封送文函後方。

總結來說，《一般和公共安全資金五年預估》，指出在未來四年內，支出增加的速度將逐漸超越收入成長的速度。一般資金儲備和外部收入資源將是資本改善的資金來源。城市的退休金義務債券將在2023-24財年到期，在2024-35財年的一般資金可看見支出減少$575,000元。

總結

雖然存在著一些明顯的不明確性，聖馬力諾市繼續保持很好的財務狀態。房產稅基礎強壯穩健。房產稅收入在過去幾年都見到每年 6%平均成長率。下一年還會再次出現一般資金收入超過支出的情況，並且，如前所述，一般資金儲備等級預期可在 2021-22 財年底達到66%。

城市已做好五年資本改善計劃的安排，且已開展重大及為期多年的道路和街道修復項目。市議會也已指出城市人員正在執行的重要社區目標。人員持續作出最大努力來控制開銷並以高效率和有效方式為社區提供需要的計劃和服務。

我希望在此誠摯的感謝市議會預算代表，Ude 市長和 Jakubowski 副市長，以及全體市議會人員，他們為 2021-22 財年預算提供了非常寶貴的知識及協助。我也由衷的感謝財務部全體人員他們在全球不安的時期中為了準備編制這份預算所作出的努力。我也很榮幸及驕傲能邀請財務主任 Paul Chung 一起與我簽署這一份送文函；我們城市的財務管理之所以成功是歸功於他的領導能力。我很幸運能夠與如此出色團隊一起工作 – 市議會成員、執行團隊成員、和所有人員 – 也很榮幸能身為城市經理為您服務，為您工作並且確保聖馬力諾市能一直保持本地原有的特色。

僅此恭敬提交，

Marcella Marlowe, Ph.D.博士
城市經理

Paul Chung
財務主任

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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 Public Safety Parcel Tax was renewed by San Marino voters in November 2019. 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.

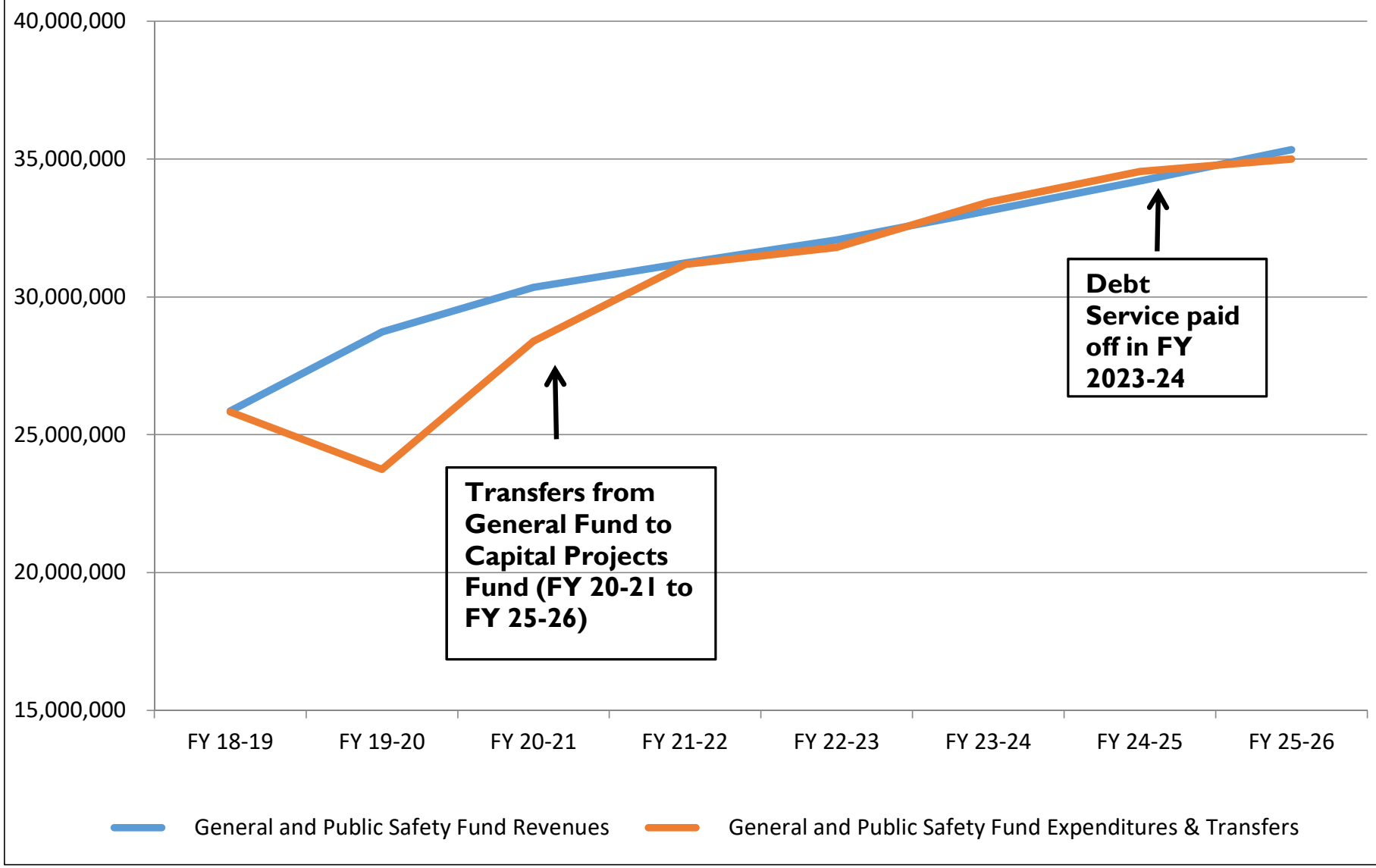
Staff updated the Committee's 30-year forecast in February 2021 as part of the FY 2020-21 mid-year budget review. The forecast includes projections for the General Fund and Public Safety Funds only. The Five-Year Forecast has now been updated based on revised estimates arising out of the FY 2021-22 budgeting process.

Significant assumptions used in this updated Forecast include:

- The Public Safety Parcel Tax was 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;
- Sales tax growth rate of 3.5% per year;
- Overall expenditure growth rate of 3.4% in FY 2021-22 declining to 3% in FY 2024-25, based on the expenditure growth rate assumptions used in the February 2021 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. COIVD-19 economic impact is expected to have a small impact on our local economy as property taxes, City's main revenue source, remain strong and inctact. The excess of revenues over expenditures will be evaluated annually by City Council and transferred from the General Fund reserves to Capital Projects Fund. Expenditure growth will slightly outpace revenue growth during the next four years. The City's Pension Obligation Bond will mature in FY 2023-24, providing a decrease in expenditures of approximately $575k in the General Fund in FY 2024-25.

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. The City Council authorized the transfer of $15.1 million in FY 2017-18, $5.1 million in FY 2019-20, and $2.9 million in FY 2020-21 of General Fund reserves to the Capital Projects Fund. This represented a very large infusion of capital into the Capital Projects Fund and was intended to provide resources for capital projects.

Our current Five-Year Capital Improvement Plan (included in the Appendices section of this budget document) will require a transfer from the General Fund in FY 2021-22 of $3 million, FY 2022-23 of $2.5 million, and $3 million from FY 2023-24 to FY 2025-26 due to large CIP projects projected in the next five years.

Five-Year Forecast

Capital Projects Fund

	Fiscal Year 2020-21		Fiscal Years 2021-22 through 2025-26				
	Budget	Estimated	FY 2021-22 Adopted	FY 2022-23 Projected	FY 2023-24 Projected	FY 2024-25 Projected	FY 2025-26 Projected
Interest Earnings	110,000	-	-	53,000	5,000	600	600
Transfer In from General Fund *	**2,900,000**	**2,900,000**	**3,000,000**	**2,500,000**	**3,000,000**	**3,000,000**	**3,000,000**
Total Revenue and Transfers In	3,010,000	2,900,000	3,000,000	2,553,000	3,005,000	3,000,600	3,000,600
Project Expenditures	**8,812,894**	**1,794,014**	**10,376,705**	**6,484,205**	**4,723,000**	**7,956,000**	**4,078,000**
Net Change in Fund Balance	(5,802,894)	1,105,986	(7,376,705)	(3,931,205)	(1,718,000)	(4,955,400)	(1,077,400)
Fund Balance, Beginning of Year	17,957,353	17,957,353	19,063,339	11,686,634	7,755,429	6,037,429	1,082,029
Fund Balance, End of Year	**$ 12,154,459**	**$ 19,063,339**	**$ 11,686,634**	**$ 7,755,429**	**$ 6,037,429**	**$ 1,082,029**	**$ 4,629**

** The Capital Projects Fund is funded by a transfer from General Fund excess cash (General Fund Balance Reserves). Per **Section 1. A.** of the Citywide Financial Policies Compliance, it states that the City shall maintain General Fund Reserves (Unassigned Fund Balance) at approximately 40% of General Fund revenues. Additionally, **Section 1. D.** states periodic transfers from accumulated General Fund Reserves shall be transferred to the Capital Projects Fund and the Capital Equipment Fund when appropriate.*

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 2019-20. 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.

Compliance has been achieved with this policy in FY 2020-21. 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 60% of General Fund group revenues by June 30, 2021. During FY 2020-21, City Council approved a $2.9 million transfer from accumulated General Fund Reserves to the Capital Projects Fund to fund future projects.

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.

The FY 2021-22 Budget was adopted on May 28, 2021.

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.

Compliance with this policy was demonstrated in the audited financial statements for FY 2019-20 issued in November 2020. Only one City fund, the Community Development Block Grant Fund, had actual expenditures that exceeded its final budget amount for the year.

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 report for July 2020 through May 2021 have been provided to the City Council at the first Council meeting following the end of the month, and quarterly financial reports 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 2020-21 Adopted Budget document, and is included in the FY 2021-22 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. During FY 2020-21, the City achieved compliance with this policy in terms of encumbrance accounting and contracts management.

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 XIIIB 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 2020-21 Adopted Budget on June 26, 2020, and the FY 2021-22 Gann Limit Resolution was adopted on May 28, 2021. The Resolution adopting the FY 2021-22 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 been achieved with this policy. The City Treasurer reviewed the Investment Policy and the City Council adopted the updated Investment Policy in May 12, 2021.

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 2020 through May 2021have 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. Amendments to Section 2.06.05 of the Municipal Code to 1) clarify the City Manager's purchasing authority, 2) update bidding limits for public projects and 3) include the design-build method of project delivery were adopted by the City Council on June 10, 2020.

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, 2020 were issued by the City's auditors on November 5, 2020 and were presented to the City Council at a public meeting on December 9, 2020. The auditor's report on internal control over financial reporting that accompanied their report on the financial statements for FY 2019-20 identified no material weaknesses and no significant deficiencies in internal controls.

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 2021-22 Proposed 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. A comprehensive cost of services study based on cost of services and cost allocation was conducted and approved by the City Council on June 25, 2021. Full compliance is expected to be achieved starting FY 2021-22.

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 improvement if and when the City 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. Funds are requested in this FY 2021-22 Adopted Budget consistent with this improvement plan. A new Request for Proposal for IT services will be drafted by City staff next year.

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

FY 2021-22 Adopted Budget

Summary of Revenues, Expenditures and Changes in Fund Balances

		6/30/20	Fiscal Year 2020-21					6/30/2021	Fiscal Year 2021-22					6/30/2022
		Audited Fund Balances	Estimated Revenues	Transfers In	Transfers Out	Estimated Expenditures	Net	Estimated Fund Balances	Estimated Revenues	Transfers In	Transfers Out	Expenditure Appropriations	Net	Estimated Fund Balances
General Funds Group														
101	General Fund - Unassigned Fund Bal	15,271,353	26,010,415	52,036	14,007,591	10,203,950	2,023,303	17,294,656	26,795,644	359,759	10,719,105	12,985,773	3,450,525	20,745,181
103	Public Safety Fund	-	4,340,016	8,671,493	-	12,851,643	-	-	4,434,068	8,931,154	-	13,365,222	-	-
104	Fourth of July Event Fund	-	-	-	39,036	-	-	-	61,715		32,162	29,553	-	-
105	San Marino Center Fund	-	-	-	13,000	-	-	-	-	-	-	-	-	-
281	Donations to City Fund *	310,063	113,265	-	50,000	99,949	(36,684)	273,379	74,500	-	-	47,500	27,000	300,379
595	Workers' Compensation Fund	-	-	556,060	-	495,117	-	-	-	548,344	-	548,344	-	-
596	General Liability Fund	-	-	781,372	-	777,752	-	-	-	725,878	-	725,878	-	-
	The General Fund Group	**$ 15,581,416**	**$ 30,463,697**	**$ 10,060,961**	**$ 14,109,627**	**$ 24,428,411**	**$ 1,986,620**	**$ 17,568,036**	**$ 31,365,927**	**$ 10,565,135**	**$ 10,751,267**	**$ 27,702,270**	**$ 3,477,525**	**$ 21,045,561**
Special Revenue Funds														
202	Gas Tax Fund	1,161,344	559,448	-	-	1,675,789	(1,116,341)	45,003	611,589	-	-	990,000	(378,411)	(333,408)
204	CDBG Fund	5	15,001	-	-	17,970	(2,969)	(2,964)	-	-	-	-	-	(2,964)
206	County Park Prop. A Fund	(9,175)	11,066	-	-	-	11,066	1,891	-	-	-	-	-	1,891
207	Prop. A Transit Fund	584,560	274,700	-	-	33,600	241,100	825,660	268,285	-	-	233,802	34,483	860,143
209	Drought Education Fund	29,600	600	-	-	-	600	30,200	700	-	-	-	700	30,900
212	Air Quality Fund	112,983	18,400	-	-	-	18,400	131,383	19,500	-	-	97,400	(77,900)	53,483
213	STPL Fund	257,786	3,800	-	-	-	3,800	261,586	-	-	-	-	-	261,586
214	TDA Fund	122	10,141	-	-	9,600	541	663	9,597	-	-	9,000	597	1,260
215	Prop. C Transit Fund	883,594	233,000	-	-	5,585	227,415	1,111,009	223,718	-	-	5,000	218,718	1,329,727
216	PEG Fees	248,461	33,100	-	-	-	33,100	281,561	33,400	-	-	-	33,400	314,961
217	Asset Seizure Fund	48,580	600	-	-	-	600	49,180	500	-	-	-	500	49,680
220	Granada Avenue Assess District #2	-	-	-	-		-	-	-	-	-	-	-	-
221	Used Oil Grant	4,723	240	-	-	-	240	4,963	-	-	-	-	-	4,963
224	Assistance to Firefighters Grant Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
226	CA Recycling Grant Fund	184,493	2,600	-	-	-	2,600	187,093	1,000	-	-		1,000	188,093
233	COPS Grant Fund	317,813	179,500	-	-	10,000	169,500	487,313	164,300	-	-	60,832	103,468	590,781
240	Homeland Security Grant	(1,500)	70,209			69,955	254	(1,246)	51,789			51,789	-	(1,246)
243	LA County Measure R Fund	(6,818)	166,700	-	-	175,097	(8,397)	(15,215)	166,413	-	-	485,000	(318,587)	(333,802)
247	LA County Measure M Fund	389,004	190,600	-	-	264,903	(74,303)	314,701	187,335	-	-	-	187,335	502,036
	Special Revenue Funds	**$ 4,205,575**	**$ 1,769,705**	**$ -**	**$ -**	**$ 2,262,499**	**$ (492,794)**	**$ 3,712,781**	**$ 1,738,126**	**$ -**	**$ -**	**$ 1,932,823**	**$ (194,697)**	**$ 3,518,084**
Capital Projects Fund														
394	**Capital Projects Fund**	**17,957,353**	-	2,950,000	-	1,794,014	1,155,986	**19,113,339**	-	-	-	10,376,705	(10,376,705)	**8,736,634**
Debt Service Fund														
401	**Debt Service Fund**	**25,261**	-	513,729	-	513,729	-	**25,261**	-	513,729	-	531,712	(17,983)	**7,278**
Internal Service (Proprietary) Fund														
591	**Capital Equipment Fund**	**(40,499)**	448,410	584,937	-	782,513	250,834	**210,335**	607,927	-	327,597	490,665	(210,335)	**-**
	All Groups and Funds	**$ 37,729,106**	**$ 32,681,812**	**$ 14,109,627**	**$ 14,109,627**	**$ 29,781,166**	**$ 2,900,646**	**$ 40,629,752**	**$ 33,711,980**	**$ 11,078,864**	**$ 11,078,864**	**$ 41,034,175**	**$ (7,322,195)**	**$ 33,307,557**

* 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

FY 2021-22 Adopted Budget

Summary Schedule of Revenues by Fund

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
General Fund Group (Unrestricted)					
General Fund	24,272,440	24,196,887	25,464,481	26,010,415	26,795,644
Public Safety Fund	4,453,888	4,357,401	4,375,899	4,340,016	4,434,068
Fourth of July Fund	50,204	55,147	55,000	-	61,715
San Marino Center Fund	20,514	5,987	13,000	-	-
Donations Fund	148,049	151,113	126,332	113,265	74,500
Total General Fund	**$ 28,945,095**	**$ 28,766,535**	**$ 30,034,712**	**$ 30,463,697**	**$ 31,365,927**
Special Revenue Funds (Restricted)					
Gas Tax Fund	542,469	538,022	555,133	559,448	611,589
Community Development Block Grant Fund (CDBG)	95,455	12,541	-	15,001	-
Los Angeles County Park Bond Fund	35,263	14,686	-	11,066	-
Proposition A Transit Fund	286,569	264,666	286,430	274,700	268,285
Drought Fund	869	580	700	600	700
Air Quality Management District Fund (AQMD)	19,039	18,716	19,000	18,400	19,500
MTA - STPL Public Works Grant Fund	235,672	5,443	-	3,800	-
TDA Article 3 Transportation Fund	-	18,723	10,139	10,141	9,597
Proposition C Transit Fund	239,015	225,385	239,439	233,000	223,718
Public Education Government Fund (PEG)	34,833	34,482	33,400	33,100	33,400
Asset Forfeiture Fund	1,111	951	500	600	500
Granada Ave Assessment District #2 Fund	-	-	-	-	-
Used Oil Grant Fund	338	341	300	240	-
Assistance to Firefighters Grant	-	-	-	-	-
State Recycling Grant Fund	4,005	3,612	1,000	2,600	1,000
COPS Grant Fund	153,673	161,583	154,300	179,500	164,300
Prop 40 Per Capita Park Bond	-	-	-	-	-
Homeland Security Grant	-	91,427	70,199	70,209	51,789
Safe Routes to School Grant Fund	-	-	-	-	-
LA County Measure R Fund	174,428	163,872	177,097	166,700	166,413
LA County Measure M Fund	192,866	183,531	199,423	190,600	187,335
Total Special Revenue Funds	**$ 2,015,606**	**$ 1,738,561**	**$ 1,747,060**	**$ 1,769,705**	**$ 1,738,126**
Capital Projects Fund	434,263	642,580	110,000	-	-
Debt Service Fund	11,951	7,692	-	-	-
Proprietary Funds (Internal Service)					
Capitalized Equipment Fund	471,165	450,295	447,210	448,410	607,927
Total Revenue by Fund and Fiscal Year	**$ 31,878,079**	**$ 31,605,663**	**$ 32,338,982**	**$ 32,681,812**	**$ 33,711,980**

City of San Marino

FY 2021-22 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2018-19 Actual	2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	2021-22 Adopted
General Fund Group						
General Fund						
Taxes						
101-00-3001-0000	Secured & Unsecured Property Tax	15,767,853	16,475,820	17,264,000	17,248,598	17,939,000
101-00-3030-0000	Sales & Use Taxes	517,556	396,599	475,000	305,943	400,000
101-00-3040-0000	Franchise Taxes	576,613	581,382	628,000	649,012	662,000
101-00-3042-0000	Real Property Transfer Taxes	205,777	130,654	180,000	196,459	180,000
101-00-3044-0777	Utility Users Taxes - Cingular	63,162	30,547	30,000	23,703	22,000
101-00-3044-1650	Utility Users Taxes - Edison	613,139	608,335	600,000	694,301	694,000
101-00-3044-4510	Utility Users Taxes - Metro Water	430,732	440,612	467,000	504,065	504,000
101-00-3044-4620	Utility Users Taxes - Miscellaneous	63,556	71,188	70,000	74,816	75,000
101-00-3044-7260	Utility Users Taxes - AT&T	89,656	77,561	81,000	71,243	71,000
101-00-3044-8470	Utility Users Taxes - So. Cal. Gas	198,449	229,419	223,000	251,132	251,000
101-00-3044-9022	Utility Users Taxes - T-Mobile	16,816	12,512	14,000	9,772	10,000
101-00-3044-9240	Utility Users Taxes - Time Warner	138,502	142,747	141,000	108,581	109,000
101-00-3044-9355	Utility Users Taxes - Verizon	29,363	31,318	33,000	19,888	20,000
101-00-3046-0000	Business License Tax	492,241	392,172	430,000	398,426	415,000
		$ 19,203,416	**$ 19,620,866**	**$ 20,636,000**	**$ 20,555,940**	**$ 21,352,000**
Licenses & Permits						
101-00-3103-0000	Bicycle Licenses	-	479	-	4	-
101-00-3153-0000	Film Permits	25,384	26,718	25,000	13,417	13,000
101-14-3106-0000	Tree Permits	67,875	23,650	19,000	39,730	40,000
101-14-3151-0000	Building Permits	518,970	463,253	473,000	511,484	511,000
101-48-3152-0000	Street & Curb Permits	172,060	271,969	220,000	247,798	250,000
		$ 784,290	**$ 786,069**	**$ 737,000**	**$ 812,434**	**$ 814,000**
Charges for Services						
101-00-3304-0000	Environmental Fees	134,113	132,620	135,000	132,323	132,000
101-00-3321-0000	Check Reissuance Fee	-	50	-	-	-
101-07-3346-0000	Sales of Maps & Pub.s - Admin	-	355	250	-	250
101-14-3150-0000	Bldg. Dept. Education Fee	24	-	-	-	-
101-14-3306-0000	General Plan Fee	34	34,621	-	17,000	17,000
101-14-3307-0000	Technology Enhancement Fee	-	-	-	-	17,000
101-14-3308-0000	Plan Check Fees	208,521	249,150	205,000	210,019	215,000
101-14-3312-0000	Zoning Fees	129,339	99,135	122,000	85,595	86,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	107	44	100	400	400
101-68-3340-0001	Contract Class Nonresident Fee	11,702	5,788	90,480	14,156	65,174
101-60-3342-0000	Class Refund Fee	40	23	400	247	400
101-68-3336-0000	Aquatics Program Fees	52,164	12,926	34,264	-	2,520
101-62-3340-0001	Day Camp Program Fees	149,407	56,250	175,360	65,878	31,050
101-62-3336-0002	Family Life Program Fees	210,524	131,264	400,581	39,140	113,013
101-62-3340-0001	Daycamp Nonresident Fees	-	-	-	-	36,030
101-62-3340-0002	Family Life Nonresident Fees	-	-	-	-	130,997
101-68-3336-0001	Contract Class Program Fees	260,195	151,847	209,550	60,329	65,175
101-64-3336-0001	Bridge Program Fees	37,299	30,576	45,000	25	-
101-64-3336-0002	Jr. Titans Fees	14,258	30	18,440	300	-
101-66-3336-0000	Special Events Program Fees	25	-	3,300	1,094	2,400
101-66-3336-0001	Easter Program Fees	4,227	-	3,950	-	3,600
101-66-3336-0002	Track Meet Program Fees	3,662	6,038	3,900	-	5,200
101-64-3336-0000	Senior Program Fees	24,164	16,490	25,000	328	37,950
101-62-3336-0003	Education Enrichment Program Fees	422,033	203,973	225,720	4,364	-
101-76-3336-0000	Young Adult Pilot Program Fees	-	-	20,000	-	-
101-90-3344-0000	Library Fees	-	-	-	-	-
101-90-3344-6055	Passport Fees	261,111	164,086	164,086	85,649	164,100
101-90-3346-0000	Library Copies	5,612	3,731	3,700	2	3,700
101-91-3344-3963	Lost Materials Fees	2,486	1,886	1,900	411	1,900
101-91-3502-1496	DVD Rentals	2,189	1,216	1,200	86	1,200
101-93-3344-1200	Damaged Materials Fees	535	353	400	139	400
101-94-3344-0000	Overdue Materials Fees	14,926	10,943	10,900	923	10,900

City of San Marino
FY 2021-22 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2018-19 Actual	2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	2021-22 Adopted
101-94-3344-3000	Hold Fees	651	428	400	20	400
101-94-3344-7037	Replacement Library Card Fees	621	480	500	11	500
		$ 1,949,969	$ 1,314,303	$ 1,901,381	$ 718,438	$ 1,144,259
Intergovernmental						
101-00-3202-9350	State Vehicle License Fees	6,371	10,568	10,400	10,400	10,200
101-00-3204-0000	VLF In-Lieu Tax	1,647,596	1,725,586	1,782,000	1,816,629	1,889,000
101-08-3702-0000	COVID-19 Reimbursements	-	3,493	-	1,381,875	1,200,000
101-90-3202-0000	Cenic Rebates	13,923	13,921	13,900	14,141	14,100
		$ 1,667,890	$ 1,753,568	$ 1,806,300	$ 3,223,045	$ 3,113,300
Fines & Forfeitures						
101-00-3348-0000	Damage to City Property Fees	-	-	-	-	-
101-00-3410-0000	Fines & Fees	6,265	95	-	100	100
101-14-3410-0000	Business License NOVs	14,090	6,750	5,800	21,074	6,500
101-14-3410-9245	Tree Fines	34,000	216,802	5,000	225,620	15,000
		$ 54,355	$ 223,647	$ 10,800	$ 246,794	$ 21,600
Use of Money & Property						
101-00-3501-0000	Interest Income	353,196	314,011	200,000	235,321	180,000
101-00-3550-0000	Sale of Property	-	34	-	6,500	6,500
101-40-3502-0000	Rental Fees-Public Works	2,621	-	500	-	500
101-50-3502-0000	Rents & Concessions-Park	85,302	71,473	60,600	184,111	125,000
101-70-3502-0000	Rents & Concessions-Recreation	80,595	40,663	82,900	2,142	4,250
101-70-3502-0001	Rents & Concessions-San Marino Center	-	-	-	-	600
101-90-3502-0000	Library Rental Fees	7,468	2,720	-	-	-
101-95-3502-0000	Rental Fees-Old Mill	-	-	-	-	-
		$ 529,182	$ 428,901	$ 344,000	$ 428,073	$ 316,850
Miscellaneous Revenue						
101-00-3701-0000	Miscellaneous Revenue	28,053	11,915	15,000	13,247	15,000
101-00-3702-0000	City Reimbursements	6,278	29,358	-	36	100
101-00-3703-0000	Gain/Loss on Disposal of Asset	21,600	-	-	-	-
101-00-3800-0000	Operating Transfers In	-	-	-	-	-
101-40-3348-0000	Damage to City Property Reimbs	23,121	17,233	10,000	12,000	10,000
101-60-3701-0000	Miscellaneous Revenue-Rec	60	9,277	-	408	4,535
101-90-3701-0000	Miscellaneous Revenue-Library	4,292	1,750	4,000	1	4,000
101-95-3701-0000	Old Mill Reimbursements	(66)	-	-	-	-
		$ 83,338	$ 69,533	$ 29,000	$ 25,692	$ 33,635
	General Fund Totals	**$ 24,272,440**	**$ 24,196,887**	**$ 25,464,481**	**$ 26,010,415**	**$ 26,795,644**
Public Safety Fund						
Taxes						
103-00-3005-0000	Public Safety Property Taxes	3,357,200	3,431,755	3,347,499	3,422,818	3,422,818
103-00-3006-0000	Public Safety Augmentation Fd	166,420	161,947	179,800	168,640	174,500
		$ 3,523,620	$ 3,593,702	$ 3,527,299	$ 3,591,458	$ 3,597,318
Charges for Services						
103-30-3201-0000	Animal Control Services	15,204	11,974	10,800	8,603	11,000
103-30-3316-0000	Special Police Services	8,785	7,071	10,700	76,518	7,050
103-30-3317-0000	Citation Sign off Fee	537	450	400	68	450
103-30-3318-0000	Clearance Letter Fees	400	600	600	720	600
103-30-3319-0000	Report Copies	5,080	5,327	6,000	2,908	5,300
103-30-3321-0000	Burglary Alarm Permits	2,350	1,170	1,000	1,111	1,100
103-30-3324-0000	House Watch Fees	26,290	17,870	18,400	6,415	15,000
103-30-3325-0000	Vehicle Impound Release Fees	11,315	16,640	14,500	5,786	16,600
103-30-3331-3550	Live Scan Fees	4,164	890	2,200	(616)	850
103-30-3331-9241	Tow Fees	9,800	12,200	10,000	9,090	12,200
103-34-3315-0000	Shared Fire Command Revenue	-	-	-	-	-
103-34-3316-0000	Outside Services	5,750	6,990	7,000	4,058	7,000
103-34-3330-0000	Fire Fees	3,457	870	1,100	224	900
103-34-3332-0000	Paramedic Service Fees	532,501	513,344	500,000	474,813	500,000
		$ 625,633	$ 595,396	$ 582,700	$ 589,697	$ 578,050

City of San Marino

FY 2021-22 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2018-19 Actual	2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	2021-22 Adopted
Intergovernmental						
103-30-3202-6600	POST Reimbursement	9,080	34,964	5,000	7,909	5,000
103-34-3202-2725	GEMT Reimbursement	46,290	-	29,000	-	29,000
		$ 55,370	$ 34,964	$ 34,000	$ 7,909	$ 34,000
Fines & Fees						
103-30-3335-0000	Asset Seizure-City's Share 85%	-	-	-	-	-
103-30-3400-0000	Parking Citations	69,166	31,351	35,000	41	32,000
103-30-3401-0000	Vehicle Code Fines	50,375	92,190	94,900	34,683	92,200
		$ 119,541	$ 123,541	$ 129,900	$ 34,724	$ 124,200
Use of Money & Property						
103-00-3501-0000	Interest Income	3	-	-	-	-
		$ 3	$ -	$ -	$ -	$ -
Miscellaneous Revenue						
103-30-3701-0000	Police Misc. Revenue	-	9,488	-	-	-
103-30-3702-0000	Police Reimbursements	284	-	-	-	-
103-30-3703-0000	Uninhabited Property Registration	1,550	360	2,000	1,229	500
103-34-3701-0000	Fire Misc. Revenue	16,012	(50)	-	-	-
103-34-3328-0000	Strike Team Reimbursements	111,875	-	100,000	115,000	100,000
		$ 129,721	$ 9,798	$ 102,000	$ 116,229	$ 100,500
	Public Safety Fund Totals	**$ 4,453,888**	**$ 4,357,401**	**$ 4,375,899**	**$ 4,340,016**	**$ 4,434,068**
Fourth of July Fund						
104-00-3336-0000	Admission Fees	50,190	54,705	55,000	-	61,715
104-00-3501-0000	Interest Income	14	442	-	-	-
	Fourth of July Fund Total	**$ 50,204**	**$ 55,147**	**$ 55,000**	**$ -**	**$ 61,715**
San Marino Center Fund						
105-82-3502-0000	Rents & Concessions	20,466	5,987	13,000	-	-
105-00-3501-0000	Interest Income	48	-	-	-	-
	San Marino Center Fund Total	**$ 20,514**	**$ 5,987**	**$ 13,000**	**$ -**	**$ -**
Donations Fund						
281-00-3501-0000	Interest Income	5,342	5,323	-	5,244	-
281-00-3601-0000	General Donations Received	-	-	-	-	-
281-00-3601-3418	Donations Received-War Memorial	-	-	-	-	-
281-20-3708-2013	Centennial Fountain Bricks	-	-	-	-	
281-30-3601-0000	Police Donations Received	4,410	11,750	7,000	16,203	2,000
281-34-3601-0000	Fire Donations Received	18,666	13,090	1,000	13,500	1,000
281-50-3601-0000	Lacy Park Donations	50,250	5,783	-	5,704	500
281-50-3601-7150	Rose Arbor Donation	-	25,000	50,000	50,000	50,000
281-52-3601-5880	City Club Parklet Donations Rec'd.	-	-	-	-	-
281-60-3601-0000	Recreation Donations Received	-	-	-	50	-
281-66-3601-0006	Memorial Day Donations	500		-	-	-
281-66-3601-0002	Track Meet Donations	2,000		-	-	-
281-66-3601-2570	4th of July Donations	-	-	-	-	-
281-66-3601-3000	Military Banner Donation	500		-	-	-
281-74-3333-0000	Preschool Fundraiser	4,196	1,763	4,000	-	-
281-84-3601-0001	Thurhner House Donation	-	-	-	-	-
281-90-3601-0000	Library Donations Received	-	36,002	-	-	-
281-90-3601-1120	Donations-Crain Art Gallery	-	656	1,000	-	1,000
281-90-3601-9506	Library Wish List Donations	1,626	306	2,000	-	2,000
281-91-3601-0000	Adult Materials Donations-Other	3,000	4,147	500	225	500
281-91-3601-0776	Adult Chinese Language Materia	2,500	7	2,500	4,520	2,500
281-91-3601-2575	Adult Materials Donations-Friends	14,975	10,925	14,000	-	5,000
281-91-3601-2576	Adult Materials Donations-Library Foundation	-	2,900	-		
281-92-3601-0000	Children's Mats. Donations	4,959	15,629	6,332	6,396	5,000
281-92-3601-2575	Children's Mats. Donations-Friends	35,125	17,832	38,000	11,423	5,000
	Donations Fund Total	**$ 148,049**	**$ 151,113**	**$ 126,332**	**$ 113,265**	**$ 74,500**

City of San Marino

FY 2021-22 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2018-19 Actual	2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	2021-22 Adopted
	General Fund Group Totals	**$ 28,945,095**	**$ 28,766,535**	**$ 30,034,712**	**$ 30,463,697**	**$ 31,365,927**
Special Revenue Funds						
Gas Tax Fund						
202-00-3501-0000	Interest Income	24,159	17,814	7,500	8,900	7,500
202-48-3038-7585	RMRA - SB 1 Section 2032	243,385	212,591	229,476	238,280	260,961
202-48-3038-7590	Gas Taxes Section 2105	72,818	68,110	70,773	71,221	76,857
202-48-3038-7700	Gas Taxes Section 2106	48,225	43,428	46,429	44,319	47,515
202-48-3038-7810	Gas Taxes Section 2107	91,577	86,001	85,141	90,400	97,806
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	14,967	15,011	-	-	-
202-48-3038-7930	Gas Taxes Section 2103	44,338	92,067	112,814	103,328	117,950
		$ 542,469	$ 538,022	$ 555,133	$ 559,448	$ 611,589
Community Development Block Grant (CDBG)						
204-00-3201-0650	Federal CDBG	95,455	12,539	-	15,000	-
204-00-3501-0000	Interest Income	-	2	-	1	-
		$ 95,455	$ 12,541	$ -	$ 15,001	$ -
County Park Proposition A						
206-00-3203-3420	Local - LA Co. Pk. Bond	35,018	14,686		11,000	-
206-00-3501-0000	Interest Income	245		-	66	-
		$ 35,263	$ 14,686	$ -	$ 11,066	$ -
Proposition A Transit						
207-00-3032-0000	Prop. A Transit Taxes	274,335	254,225	281,430	265,700	264,285
207-00-3501-0000	Interest Income	12,234	10,441	5,000	9,000	4,000
		$ 286,569	$ 264,666	$ 286,430	$ 274,700	$ 268,285
Drought Fund						
209-00-3410-0000	Water Use Fines	200	-	200	200	200
209-00-3501-0000	Interest Income	669	580	500	400	500
		$ 869	$ 580	$ 700	$ 600	$ 700
Air Quality Management District						
212-00-3203-0080	AQMD Grant	17,215	16,780	17,500	16,800	17,900
212-00-3501-0000	Interest	1,825	1,936	1,500	1,600	1,600
		$ 19,039	$ 18,716	$ 19,000	$ 18,400	$ 19,500
Surface Transportation Program						
213-00-3202-8950	MTA-STPL	231,009		-	-	-
213-00-3501-0000	Interest Income	4,663	5,443	-	3,800	-
		$ 235,672	$ 5,443	$ -	$ 3,800	$ -
Transportation Development Act						
214-00-3036-0000	TDA Article 3 Taxes	-	18,600	10,139	10,139	9,597
214-00-3501-0000	Interest Income	-	123	-	2	
		$ -	$ 18,723	$ 10,139	$ 10,141	$ 9,597

City of San Marino

FY 2021-22 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2018-19 Actual	2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	2021-22 Adopted
Proposition C Transit						
215-00-3034-0000	Prop. C Transit Taxes	227,553	210,878	233,439	220,500	219,218
215-00-3501-0000	Interest Income	11,462	14,507	6,000	12,500	4,500
		$ 239,015	$ 225,385	$ 239,439	$ 233,000	$ 223,718
Public Educational Governmental (PEG) Cable Access						
216-00-3045-0000	PEG Fees	30,493	30,072	30,000	29,600	30,000
216-00-3501-0000	Interest Income	4,341	4,410	3,400	3,500	3,400
		$ 34,833	$ 34,482	$ 33,400	$ 33,100	$ 33,400
Asset Forfeiture (Police)						
217-00-3501-0000	Interest Income	1,111	951	500	600	500
		$ 1,111	$ 951	$ 500	$ 600	$ 500
Granada Ave. Assessment District #2						
220-00-3501-0000	Interest Income	-	-	-	-	-
		$ -	$ -	$ -	$ -	$ -
Used Oil Grant						
221-00-3501-0000	Interest Income	338	341	300	240	-
221-14-3203-0000	Used Oil Grant	-	-	-	-	-
221-44-3202-0000	Used Oil Grant	-	-		-	-
		$ 338	$ 341	$ 300	$ 240	$ -
Assistance to Firefighters Grant						
224-00-3501-0000	Interest Income	-	-	-	-	-
		$ -	$ -	$ -	$ -	$ -
California Recycling Grant						
226-00-3202-2860	State Recycling Grant	-	-	-	-	-
226-48-3202-7155	Rubberized Asphalt Grant	-	-	-	-	-
226-00-3501-0000	Interest Income	4,005	3,612	1,000	2,600	1,000
		$ 4,005	$ 3,612	$ 1,000	$ 2,600	$ 1,000
Citizens' Option for Public Safety Grant (COPS)						
233-00-3501-0000	Interest Income	4,926	5,635	4,300	4,500	4,300
233-30-3202-0000	COPS Allocation	148,747	155,948	150,000	175,000	160,000
		$ 153,673	$ 161,583	$ 154,300	$ 179,500	$ 164,300
Prop 40 Per Capita Park Bond						
238-00-3202-0000	County Parks & Rec Grant	-	-	-	-	-
		$ -	$ -	$ -	$ -	$ -
Homeland Security Grant						
240-00-3202-0000	Homeland Security Grant	-	91,427	70,199	70,199	51,789
240-34-3202-0018	Ground Survival Training	-	-	-	-	-
240-00-3501-0000	Interest Income	-	-	-	10	-
		$ -	$ 91,427	$ 70,199	$ 70,209	$ 51,789
Safe Routes to School Grant						
241-00-3202-3542	Safe Routes to Schools Grant	-	-	-	-	-
241-00-3501-0000	Interest Income	-	-	-	-	-
		$ -	$ -	$ -	$ -	$ -
Measure R -- Transportation Sales Tax						
243-00-3501-0000	Interest Income	3,738	5,926	2,000	1,000	2,000
243-48-3203-4200	LA County Measure R	170,690	157,946	175,097	165,700	164,413
		$ 174,428	$ 163,872	$ 177,097	$ 166,700	$ 166,413

City of San Marino

FY 2021-22 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2018-19 Actual	2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	2021-22 Adopted
Measure M -- Traffic Improvement Sales Tax						
247-48-3202-0000	Measure M	191,137	178,286	198,423	187,700	186,335
247-00-3501-0000	Interest Income	1,729	5,245	1,000	2,900	1,000
		$ 192,866	$ 183,531	$ 199,423	$ 190,600	$ 187,335
	Special Revenue Funds Total	**$ 2,015,606**	**$ 1,738,561**	**$ 1,747,060**	**$ 1,769,705**	**$ 1,738,126**
Capital Projects Fund						
394-00-3501-0000	Interest Income	284,263	325,086	110,000	-	-
394-00-3601-0000	Huntington Library Donation	150,000	100,000	-	-	-
394-00-3702-0000	Reimbursement	-	217,494	-	-	
	Capital Projects Fund Total	**$ 434,263**	**$ 642,580**	**$ 110,000**	**$ -**	**$ -**
Debt Service Fund						
401-00-3501-0000	Interest Income	11,951	7,692	-	-	-
	Debt Service Fund Total	**$ 11,951**	**$ 7,692**	**$ -**	**$ -**	**$ -**
Proprietary Funds						
Capital Equipment Internal Service Fund						
591-00-3501-0000	Interest Income	259	1,565	-	1,200	-
591-00-3703-0000	Gain/(Loss) on Disposal of Asset	(34,844)		-	-	-
591-00-3850-0000	Equipment Cost Allocation	505,749	448,730	447,210	447,210	607,927
	Proprietary Fund Total	**$ 471,165**	**$ 450,295**	**$ 447,210**	**$ 448,410**	**$ 607,927**
	Revenue Detail by Fund and Fiscal Year	**$ 31,878,079**	**$ 31,605,663**	**$ 32,338,982**	**$ 32,681,812**	**$ 33,711,980**

City of San Marino

FY 2021-22 Adopted Budget

Summary Schedule of Expenditures by Fund

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
General Fund Group (Unrestricted)					
General Fund	10,295,224	10,702,160	12,138,506	10,203,950	12,985,773
Public Safety Fund	11,682,049	12,647,791	13,047,393	12,851,643	13,365,222
Fourth of July Fund	67,648	53,124	15,964	-	29,553
San Marino Center Fund	60,041	54,565	-	-	-
Donations Fund	84,494	86,714	162,738	99,949	47,500
Workers' Compensation Fund	507,813	531,958	575,060	495,117	548,344
General Liability Fund	596,713	822,824	781,372	777,752	725,878
Total General Fund Group	$ 23,293,982	$ 24,899,136	$ 26,721,033	$ 24,428,411	$ 27,702,270
Special Revenue Funds (Restricted)					
Gas Tax Fund	-	739,144	1,675,789	1,675,789	990,000
Community Development Block Grant Fund (CDBG)	95,428	12,538	-	17,970	-
Los Angeles County Park Bond Fund	19,099	18,030	-	-	-
Proposition A Transit Fund	234,780	205,866	243,306	33,600	233,802
Drought Fund	-	-	-	-	-
Air Quality Management District Fund (AQMD)	-	-	-	-	97,400
MTA - STPL Public Works Grant Fund	-	-	-	-	-
TDA Article 3 Transportation Fund	-	18,600	9,600	9,600	9,000
Proposition C Transit Fund	6,390	-	10,000	5,585	5,000
Public Education and Government Fees Fund (PEG)	-	-	-	-	-
Asset Forfeiture Fund	-	-	-	-	-
Mobile Source Reduction Committee (MSRC) Grant	-	-	-	-	-
Used Oil Grant Fund	-	-	-	-	-
Assistance to Firefighters Grant	-	-	-	-	-
COPS Grant Fund	91,898	104,635	70,832	10,000	60,832
County Tree Grant	-	-	-	-	-
Prop 40 - 2002 Park Bond Per Capita Grant	-	-	-	-	-
County Parks & Recreation Grant	-	-	-	-	-
Homeland Security Grant	-	92,927	70,199	69,955	51,789
Safe Routes to School Grant Fund	-	-	-	-	-
LA County Measure R Fund	-	440,000	175,097	175,097	485,000
LA County Measure M Fund	-	-	264,903	264,903	-
Total Special Revenue Funds	$ 447,595	$ 1,631,740	$ 2,519,726	$ 2,262,499	$ 1,932,823
Capital Projects Fund					
Capital Projects Fund	931,805	1,512,449	8,812,894	1,794,014	10,376,705
Debt Service Fund					
Debt Service Fund	821,224	846,587	513,729	513,729	531,712
Internal Service Fund					
Capitalized Equipment Fund	505,749	448,730	1,077,513	782,513	490,665
Total All Funds	$ 26,000,355	$ 29,338,642	$ 39,644,895	$ 29,781,166	$ 41,034,175

City of San Marino

FY 2021-22 Adopted Budget

Summary Schedule of Expenditures by Department & Type

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
City Council					
Supplies & Services	26,389	26,351	27,894	24,823	28,165
Total Operating Expenditures	**$ 26,389**	**$ 26,351**	**$ 27,894**	**$ 24,823**	**$ 28,165**
City Attorney					
Supplies & Services	265,822	300,984	316,000	219,325	273,200
Total Operating Expenditures	**$ 265,822**	**$ 300,984**	**$ 316,000**	**$ 219,325**	**$ 273,200**
City Manager's Office					
Personnel	461,971	558,314	594,531	540,056	617,818
Supplies & Services	119,548	227,159	211,239	152,868	211,099
Total Operating Expenditures	**$ 581,519**	**$ 785,473**	**$ 805,770**	**$ 692,923**	**$ 828,917**
El Molino Viejo					
Services & Supplies	55,000	56,000	56,000	56,000	56,000
Total Operating Expenditures	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**
Finance					
Personnel	425,116	445,097	534,938	523,769	555,840
Supplies & Services	358,426	400,401	381,065	298,211	341,248
Total Operating Expenditures	**$ 783,542**	**$ 845,498**	**$ 916,003**	**$ 821,980**	**$ 897,088**
Non-Departmental					
Personnel	-	167,988	200,000	183,516	200,000
Supplies & Services	407,014	586,040	607,616	615,494	1,202,972
Debt Service	821,224	846,587	513,729	513,729	531,712
Total Operating Expenditures	**$ 1,228,237**	**$ 1,600,615**	**$ 1,321,345**	**$ 1,312,739**	**$ 1,934,684**
Human Resources					
Personnel	440,148	235,651	256,818	241,910	273,106
Supplies & Services	900,268	1,262,098	1,127,057	1,059,438	1,103,192
Total Operating Expenditures	**$ 1,340,416**	**$ 1,497,749**	**$ 1,383,875**	**$ 1,301,348**	**$ 1,376,298**
Community Development					
Personnel	897,352	1,023,799	1,171,627	1,080,732	1,289,984
Supplies & Services	515,573	503,211	562,960	513,132	1,129,924
Total Operating Expenditures	**$ 1,412,925**	**$ 1,527,010**	**$ 1,734,587**	**$ 1,593,864**	**$ 2,419,908**
Police					
Personnel	5,593,262	6,242,272	6,715,854	6,553,556	6,981,721
Supplies & Services	800,053	847,544	863,744	600,227	823,143
Total Operating Expenditures	**$ 6,393,315**	**$ 7,089,816**	**$ 7,579,598**	**$ 7,153,783**	**$ 7,804,864**
Fire					
Personnel	5,074,786	5,458,015	5,181,350	5,318,059	5,326,525
Supplies & Services	727,262	643,877	739,889	710,635	620,265
Total Operating Expenditures	**$ 5,802,048**	**$ 6,101,892**	**$ 5,921,239**	**$ 6,028,694**	**$ 5,946,790**

City of San Marino

FY 2021-22 Adopted Budget

Summary Schedule of Expenditures by Department & Type

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Emergency Management					
Personnel	-	-	75,000	76,507	19,127
Supplies & Services	51,845	50,294	60,325	47,379	53,900
Total Operating Expenditures	**$ 51,845**	**$ 50,294**	**$ 135,325**	**$ 123,886**	**$ 73,027**
Parks & Public Works					
Personnel	1,761,753	1,743,881	1,901,030	1,756,347	1,968,822
Supplies & Services	1,531,987	1,609,872	1,832,004	1,782,386	1,626,195
Total Operating Expenditures	**$ 3,293,740**	**$ 3,353,753**	**$ 3,733,034**	**$ 3,538,733**	**$ 3,595,017**
Recreation					
Personnel	1,087,100	931,641	1,102,676	650,206	987,885
Supplies & Services	704,735	555,197	785,363	135,019	555,055
Total Operating Expenditures	**$ 1,791,835**	**$ 1,486,838**	**$ 1,888,039**	**$ 785,225**	**$ 1,542,940**
Library					
Personnel	1,065,879	1,064,923	1,263,888	985,122	1,330,759
Services & Supplies	376,092	367,294	426,304	320,848	425,959
Total Operating Expenditures	**$ 1,441,971**	**$ 1,432,217**	**$ 1,690,192**	**$ 1,305,970**	**$ 1,756,718**
Capital Equipment					
Capital Purchases	338,418	196,131	1,147,712	852,468	639,854
Less: Capitalized Items	(338,418)	(196,131)	-	-	-
Depreciation	505,749	448,730	-	-	-
Total Capital Equipment	**$ 505,749**	**$ 448,730**	**$ 1,147,712**	**$ 852,468**	**$ 639,854**
Capital Projects					
Capital Improvement Projects	1,026,001	2,735,422	10,988,283	3,969,403	11,860,705
Total Capital Improvements	**$ 1,026,001**	**$ 2,735,422**	**$ 10,988,283**	**$ 3,969,403**	**$ 11,860,705**
` **Total Expenditures**	**$ 26,000,353**	**$ 29,338,642**	**$ 39,644,896**	**$ 29,781,165**	**$ 41,034,175**

Summary of Expendtiures by Type:					
Personnel	$ 16,807,367	$ 17,871,581	$ 18,997,712	$ 17,909,781	$ 19,551,587
Supplies & Services	$ 6,840,013	$ 7,436,322	$ 7,997,460	$ 6,535,784	$ 8,450,317
Debt Service	$ 821,224	$ 846,587	$ 513,729	$ 513,729	$ 531,712
Captial Equipment	$ 505,749	$ 448,730	$ 1,147,712	$ 852,468	$ 639,854
Captial Projects	$ 1,026,001	$ 2,735,422	$ 10,988,283	$ 3,969,403	$ 11,860,705
Total Expenditures	**$ 26,000,354**	**$ 29,338,642**	**$ 39,644,896**	**$ 29,781,165**	**$ 41,034,175**

City of San Marino

FY 2021-22 Adopted Budget

Schedule of Department Expenditures by Fund

Department	General Fund	Public Safety Fund	Fourth of July	Donations	Worker's Comp	General Liability	Gas Taxes	CDBG	Park Bond	Prop A Transit	Drought Education	AQMD	MTA STPL Grant	TDA Streets	Prop C Transit	PEG Fees	Used Oil	COPS Grant	Homeland Security	Measure R Streets	Measure M Streets	Capital Projects	Debt Service	Capitalized Equipment	Total by Function
City Council	28,165																								28,165
City Attorney	273,200																								273,200
City Manager	828,917																								828,917
El Molino Viejo	56,000																								56,000
Finance	772,788									124,300															897,088
Non Departmental	1,402,972																						531,712		1,934,684
Human Resources	466,476				183,944	725,878																			1,376,298
Community Development Department	2,414,358				5,550																				2,419,908
Police Department		7,621,932	-		122,100													60,832							7,804,864
Fire Department		5,743,290	-		203,500																				5,946,790
Emergency Services	73,027																								73,027
Parks and Public Works Department																									
Administration	446,676		4,464		22,200																				473,340
Fleet	265,280																								265,280
Sewers	342,800																								342,800
Streets	832,138														5,000										837,138
Parks	580,368																								580,368
Public Grounds	929,791																								929,791
Building Maintenance	166,300																								166,300
Recreation																									
Administration	306,588			500	5,500																				312,588
Youth	362,712																								362,712
Adult	149,502									15,600															165,102
Community Events	210,191		25,089																						235,280
Contract Classes	227,914									93,902															321,816
Facilities	145,442																								145,442
Library																									
Administration	663,331			2,000	5,550																				670,881
Adult Services	306,593			13,375																					319,968
Children's Services	214,428			31,625																					246,053
Processing	114,486																								114,486
Circulation	405,330																								405,330
Capital Projects							990,000							9,000						485,000		10,376,705			11,860,705
Capitalized Equipment												97,400							51,789					490,665	639,854
Total By Fund	12,985,773	13,365,222	29,553	47,500	548,344	725,878	990,000	-	-	233,802	-	97,400	-	9,000	5,000	-	-	60,832	51,789	485,000	-	10,376,705	531,712	490,665	41,034,175

City of San Marino

FY 2021-22 Adopted Budget

Schedule of Transfers Between Funds

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Transfers In					
General Fund	101,402	1,050,531	52,036	52,036	327,597
Payroll Fund	99,206	65,575	-	-	-
Public Safety Fund	7,177,244	8,233,422	8,671,493	8,671,493	8,931,154
Fourth of July	31,543	25,235	-	-	(32,162)
San Marino Center	42,485	48,583	-	-	-
County P&R Grant Fund	2,422 *	-	-	-	-
Capital Projects Fund	-	5,000,000	2,950,000	2,950,000	-
Debt Service Fund	821,224	846,587	513,729	513,729	513,729
Workers' Compensation Fund	491,132	566,467	556,060	556,060	548,344
General Liability Fund	597,161	1,553,986	781,372	781,372	725,878
Capitalized Equipment Fund	103,051	-	584,937	584,937	-
Total Transfers In	**$ 9,466,870**	**$ 17,390,386**	**$ 14,109,627**	**$ 14,109,627**	**$ 11,014,540**
Transfers Out					
General Fund	8,946,132	16,158,484	14,007,591	14,007,591	10,686,943
Payroll Fund	219,167	83,821	-	-	-
Public Safety Fund	119,080	68,437	-	-	-
Fourth of July	7,023	29,697	39,036	39,036	-
San Marino Center	2,330	-	13,000	13,000	-
Donations Fund	-	-	50,000	50,000	-
TDA Fund	-	-	-	-	-
Granada Avenue Assessmt Dist #2 Fund	22,150 *	-	-	-	-
Assistance to Firefighters Grant Fund	10 *	-	-	-	-
Debt Service Fund	-	-	-	-	-
Workers' Compensation Fund	-	37,601	-	-	-
Capitalized Equipment Fund	150,530	281,184	-		327,597
General Liability Fund	448	731,162	-	-	-
Total Transfers Out	**$ 9,466,870**	**$ 17,390,386**	**$ 14,109,627**	**$ 14,109,627**	**$ 11,014,540**

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

-	-	-	-	-

City of San Marino

FY 2021-22 Adopted Budget

Cost Recovery - General, Public Safety and 4th of July Event Funds

(Statement of Activities Methodology)

Account Number	Description	Estimated Revenue
General Government		
Cost Recovery Revenue by Line Item		
101 - 00 - 3153 - 0000	Film Permits	13,000
101 - 00 - 3202 - 9350	State Vehicle License Fees	10,200
101 - 00 - 3304 - 0000	Environmental Fees	132,000
101 - 00 - 3410 - 0000	Fines & Fees	100
101 - 07 - 3346 - 0000	Sales of Maps & Pubs - Admin	250
101 - 14 - 3410 - 0000	Business License NOVs	6,500
Total Recovery Revenue		**162,050**
Adopted Expenditures - City Attorney, City Manager, Human Resources, Finance, Non-Departmental		*3,744,353*
Cost Recovery %		**4.3%**
Public Safety		
Cost Recovery Revenue by Line Item		
103 - 00 - 3005 - 0000	Public Safety Property Taxes	3,422,818
103 - 00 - 3006 - 0000	Public Safety Augmentation Fund	174,500
103 - 30 - 3201 - 0000	Animal Control Services	11,000
103 - 30 - 3316 - 0000	Special Police Services	7,050
103 - 30 - 3317 - 0000	Citation Sign Off Fees	450
103 - 30 - 3318 - 0000	Clearance Letter Fees	600
103 - 30 - 3319 - 0000	Report Copies	5,300
103 - 30 - 3321 - 0000	Burglary Alarm Permits	1,100
103 - 30 - 3324 - 0000	Housewatch Fees	15,000
103 - 30 - 3325 - 0000	Vehicle Impound Release Fees	16,600
103 - 30 - 3331 - 3550	Live Scan Fees	850
103 - 30 - 3331 - 9241	Tow Fees	12,200
103 - 30 - 3400 - 0000	Parking Citations	32,000
103 - 30 - 3401 - 0000	Vehicle Code Fines	92,200
103 - 30 - 3703 - 0000	Uninhabited Property Registration	500
103 - 34 - 3316 - 0000	Outside Services	7,000

City of San Marino

FY 2021-22 Adopted Budget

Cost Recovery - General, Public Safety and 4th of July Event Funds

(Statement of Activities Methodology)

Account Number	Description	Estimated Revenue
103 - 34 - 3330 - 0000	Fire Fees	900
103 - 34 - 3332 - 0000	Paramedic Service Fees	500,000
Total Recovery Revenue		**4,300,068**
Adopted Expenditures - Police, Fire and Emergency Management		*13,438,249*
Cost Recovery %		**32.0%**
Community Development		
Cost Recovery Revenue by Line Item		
101 - 14 - 3151 - 0000	Building Permits	511,000
101 - 14 - 3306 - 0000	General Plan Fee	17,000
101 - 14 - 3307 - 0000	Technology Enhancement Fee	17,000
101 - 14 - 3308 - 0000	Plan Check Fees	215,000
101 - 14 - 3312 - 0000	Zoning Fees	86,000
101 - 14 - 3346 - 0000	Sales of Maps & Pubs - P&B	400
101 - 14 - 3410 - 0000	Tree Fines	15,000
Total Recovery Revenue		**861,400**
Adopted Expenditures- Planning & Building		*2,414,358*
Cost Recovery %		**35.7%**
Parks & Public Works		
Cost Recovery Revenue by Line Item		
101 - 14 - 3106 - 0000	Tree Permits	40,000
101 - 48 - 3152 - 0000	Street & Curb Permit Fees	250,000
Total Recovery Revenue		**290,000**
Adopted Expenditures - Parks & Public Works		*3,563,353*
Cost Recovery %		**8.1%**

City of San Marino

FY 2021-22 Adopted Budget

Cost Recovery - General, Public Safety and 4th of July Event Funds

(Statement of Activities Methodology)

Account Number	Description	Estimated Revenue
Recreation		
Cost Recovery Revenue by Line Item		
101 - 68 - 3340 - 0001	Contract Class Nonresident Fees	65,174
101 - 60 - 3342 - 0000	Class Refund Fee	400
101 - 68 - 3336 - 0000	Aquatics Program Fees	2,520
101 - 68 3336 - 0001	Contract Class Program Fees	65,175
101 - 66 - 3336 - 0000	Special Events Program Fees	2,400
101 - 66 - 3336 - 0001	Easter Program Fees	3,600
101 - 66 - 3336 - 0002	Track Meet Program Fees	5,200
101 - 64 - 3336 - 0000	Senior Program Fees	37,950
101 - 62 - 3336 - 0002	Family Life Program Fees	113,013
101 - 62 - 3336 - 0001	Daycamp Program Fees	31,050
101 - 62 - 3340 - 0001	Daycamp Nonresident Fees	36,030
101 - 62 - 3340 - 0002	Family Life Nonresident Fees	130,997
104 - 00 - 3336 - 0000	Fourth of July Admission Fees	61,715
Total Recovery Revenue		**555,224**
Adopted Expenditures - Recreation (plus Police, Fire and Parks & Public Works for Fourth of July Event)		*1,431,902*
Cost Recovery %		**38.8%**
Library		
Cost Recovery Revenue by Line Item		
101 - 90 - 3344 - 6065	Passport Fees	164,100
101 - 90 - 3346 - 0000	Copies	3,700
101 - 91 - 3344 - 3963	Lost Materials Fees	1,900
101 - 91 - 3502 - 1496	DVD Rentals	1,200
101 - 93 - 3344 - 1200	Damaged Materials Fees	400

City of San Marino

FY 2021-22 Adopted Budget

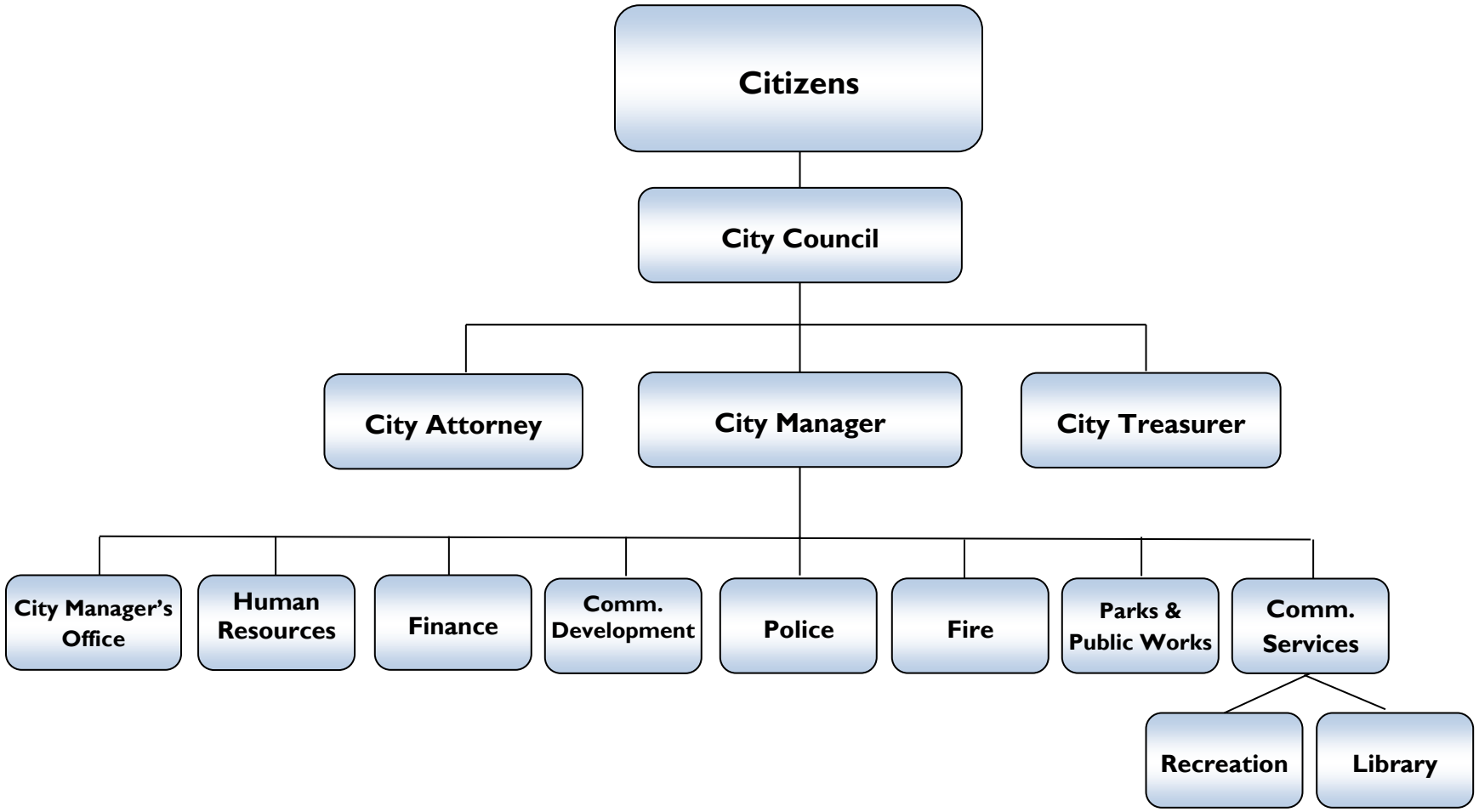
Cost Recovery - General, Public Safety and 4th of July Event Funds

(Statement of Activities Methodology)

Account Number	Description	Estimated Revenue
101 - 94 - 3344 - 0000	Overdue Materials Fees	10,900
101 - 94 - 3344 - 3000	Hold Fees	400
101 - 94 - 3344 - 7037	Replacement Library Card Fees	500
Total Recovery Revenue		**183,100**
Adopted Expenditures - Library		*1,704,168*
Cost Recovery %		**10.7%**

Citywide Summary	
Cost Recovery Revenue	6,351,842
Adopted Related Expenditures	*26,296,383*
Citywide Cost Recovery %	**24.2%**

CITY OF SAN MARINO



Summary of Authorized Positions

Full-Time and Part-Time Employees

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

	2018-19 Actual	2019-20 Actual	2021-22 Budget	21-22 Adopted
City Manager's Office				
Full-Time Employees FTE	3.00	3.00	3.00	3.00
Part-Time Employees FTE	0.50	0.50	0.50	0.50
Total Department FTE	**3.50**	**3.50**	**3.50**	**3.50**
Finance Department				
Full-Time Employees FTE	4.00	4.00	4.00	4.00
Department Total FTE	**4.00**	**4.00**	**4.00**	**4.00**
Human Resources				
Full-Time Employees FTE	2.00	2.00	2.00	2.00
Total Department FTE	**2.00**	**2.00**	**2.00**	**2.00**
Community Department				
Full-Time Employees FTE	8.00	8.00	9.00	9.00
Part-Time Employees FTE	1.00	1.50	1.50	1.50
Total Department FTE	**9.00**	**9.50**	**10.50**	**10.50**
Police Department				
Full-Time Employees FTE	35.00	38.00	38.00	38.00
Part-Time Employees FTE	2.40	2.00	2.00	2.00
Total Department FTE	**37.40**	**40.00**	**40.00**	**40.00**
Fire Department				
Full-Time Employees FTE	21.00	21.00	21.00	21.00
Total Department FTE	**21.00**	**21.00**	**21.00**	**21.00**
Parks & Public Works Department				
Full-Time Employees FTE	18.00	18.00	16.00	16.00
Part-Time Employees FTE	2.02	2.02	0.50	0.50
Total Department FTE	**20.02**	**20.02**	**16.50**	**16.50**
Recreation Department				
Full-Time Employees FTE	5.00	5.00	4.70	4.85
Part-Time Employees FTE	16.17	16.17	11.78	7.85
Total Department FTE	**21.17**	**21.17**	**16.48**	**12.70**

Summary of Authorized Positions

Full-Time and Part-Time Employees

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

	2018-19 Actual	2019-20 Actual	2021-22 Budget	21-22 Adopted
Crowell Public Library Department				
Full-Time Employees FTE	5.95	6.00	6.30	6.15
Part-Time Employees FTE	12.39	12.39	12.39	12.39
Total Department FTE	**18.34**	**18.39**	**18.69**	**18.54**
Total Community Services Department FTE	**39.51**	**39.56**	**35.17**	**31.24**
Total City Full-Time Employees FTE	101.95	105.00	104.00	104.00
Total City Part-Time Employees FTE	34.48	34.58	28.67	24.74
Total City FTE	**136.43**	**139.58**	**132.67**	**128.74**

FY 2021-22 Changes:

Position Reallocation:

Recreation Supervisor to Recreation (.10 FTE)
Clerk Typist II to Recreation (.05 FTE)
Part-Time Maintenance Assistant (-0.27 FTE)
Part-Time Recreation Specalist (-2.44 FTE)
Part-Time Child Development Specialist (-0.82)
Part-Time Program Leaders (-0.41)

Eliminated Positions:

No positions were eliminated for FY 2021-22

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE		Salary & Benefits
City Manager's Office			
City Manager	1.00		275,692
City Clerk	1.00		123,258
Community Engagement Manager	1.00		148,277
Administrative Intern (PT)	0.50		23,012
Subtotal	3.50	$	570,238
Costs not allocable to individual positions:			
Fixed payment to pay down PERS Unfunded Liability			47,579
Total Personnel Costs		**$**	**617,818**
Finance Department			
Finance Director	1.00		196,236
Accounting Manager/City Controller	1.00		154,832
Account Clerk	2.00		157,192
Subtotal	4.00	$	508,261
Costs not allocable to individual positions:			
Fixed payment to pay down PERS Unfunded Liability			47,579
Total Personnel Costs		**$**	**555,840**
Human Resources			
HR Manager	1.00		151,273
Administrative Assistant	1.00		84,565
Subtotal	2.00	$	235,838
Costs not allocable to individual positions:			
Fixed payment to pay down PERS Unfunded Liability			31,718
Estimated Worker's Comp costs			5,550
Total Personnel Costs		**$**	**273,106**
Community Department			
Planning/Building Director	1.00		224,170
Code Enforcement Manager	1.00		135,015

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Associate Planner	1.00	119,627
Assistant Planner	1.00	103,420
Permit Technician I	2.00	174,638
Code Enforcement Officer	2.00	186,948
Building Inspector I	1.00	96,272
Senior Planner (PT)	0.50	49,738
Code Enforcement Officer (PT)	0.50	36,299
Management Analyst (PT)	0.50	39,198
Subtotal	10.50	$ 1,165,325
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		116,308
Overtime		2,400
Uniform Allowance		400
Estimated Worker's Comp costs		5,550
Total Personnel Costs		**$ 1,289,984**
Police Department		
Police Chief	1.00	249,462
Operations Commander	2.00	479,189
Police Sergeant	6.00	1,114,821
Corporals	4.00	614,523
Officers	17.00	2,223,522
Police Records Manager	1.00	159,674
Administrative Assistant	1.00	88,440
Police Records Clerk	1.00	88,145
Dispatcher Clerk	5.00	455,012
Police Cadet (PT)	1.00	34,304
Police Cadet (PT)	1.00	34,304
Subtotal	40.00	$ 5,541,396
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		978,227

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Overtime		314,547
Fourth of July overtime and related benefits		-
Uniform Allowance		25,450
Estimated Worker's Comp costs		122,100
Total Personnel Costs		**$ 6,981,721**
Fire Department		
Fire Chief	1.00	249,462
Fire Division Chief	1.00	231,789
Fire Captains	3.00	541,704
Engineers	3.00	497,836
Firefighter/Paramedics	12.00	1,829,794
Management Analyst	1.00	106,823
Subtotal	21.00	$ 3,457,408
Costs not allocable to individual positions:		
Emergency Management - COVID staff		19,127
Fixed payment to pay down PERS Unfunded Liability		1,029,316
Overtime		635,500
Fourth of July overtime and related benefits		-
Uniform Allowance		800
Estimated Worker's Comp costs		203,500
Total Personnel Costs		**$ 5,345,652**
Parks & Public Works Department		
Public Works Director	1.00	217,120
Management Analyst	1.00	112,015
Public Works Division Manager	1.00	138,925
Public Works Supervisor	3.00	337,587
Urban Forester	1.00	105,105
Maintenance Worker III	2.00	184,771
Maintenance Worker II	3.00	265,499

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE		Salary & Benefits
Maintenance Worker I	4.00		337,288
Park Attendants (Part-Time)	0.50		17,833
Subtotal	16.50	$	1,716,144
Costs not allocable to individual positions:			
Fixed payment to pay down PERS Unfunded Liability			220,766
Overtime			2,650
Fourth of July overtime and related benefits			4,462
Uniform Allowance			2,600
Estimated Worker's Comp costs			22,200
Total Personnel Costs		**$**	**1,968,822**
Recreation Department			
Community Services Director	0.70		116,674
Management Analyst	0.50		52,090
Recreation Supervisor	2.00		249,138
Recreation Coordinator	0.65		57,593
Clerk Typist II	1.00		77,799
Maintenance Assistant (Part-Time)	0.89		39,907
Child Development Specialist (Part-Time)	0.79		42,000
Recreation Specialist (Part-Time)	5.72		242,310
Program Leader (Part-Time)	0.45		16,050
Subtotal	12.70	$	893,561
Costs not allocable to individual positions:			
Fixed payment to pay down PERS Unfunded Liability			88,274
Overtime			500
Estimated Worker's Comp costs			5,550
Total Personnel Costs		**$**	**987,885**
Crowell Public Library Department			
Community Services Director	0.30		50,003
City Librarian	1.00		146,284

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Management Analyst	0.50	52,090
Recreation Coordinator	0.35	31,085
Clerk Typist II	1.00	77,799
Librarian II	3.00	342,738
Librarian II (Part-Time)	0.42	34,796
Librarian I (Part-Time)	0.30	17,866
Library Assistant (Part-Time)	3.57	149,559
Clerk II (Part-Time)	6.47	245,263
Library Monitor (Part-Time)	0.20	7,990
Page (Part-Time)	1.33	47,437
Maintenance Assistant (Part-Time)	0.10	4,484
Subtotal	18.54	$ 1,207,394
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		117,815
Estimated Worker's Comp costs		5,550
Total Personnel Costs		**$ 1,330,759**
Non-Departmental		
Costs not allocable to individual positions:		
Retiree Medical Benefits (OPEB)	-	200,000
Total FTE Positions and Personnel Costs	**128.74**	**$ 19,551,587**

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.

DEPARTMENT DESCRIPTION

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

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	26,389	26,351	27,894	24,823	28,165
	Total by Type	**$ 26,389**	**$ 26,351**	**$ 27,894**	**$ 24,823**	**$ 28,165**
Expenditures by Fund:						
101	General Fund	26,389	26,351	27,894	24,823	28,165
	Total by Fund	**$ 26,389**	**$ 26,351**	**$ 27,894**	**$ 24,823**	**$ 28,165**
Operating Budget Detail						
GL #	***Services & Supplies***					
101-01-4376-0000	Materials & Supplies	4,831	595	3,975	3,600	3,975
101-01-4396-0000	Memberships & Dues	18,866	19,319	19,319	19,453	19,590
101-01-4420-0000	Printing	-	687	600	100	600
101-01-4480-0000	Travel & Meetings	943	1,714	2,000	500	2,000
101-01-4480-2872	Hospitality	1,749	4,036	2,000	1,170	2,000
	Total Services & Supplies	**$ 26,389**	**$ 26,351**	**$ 27,894**	**$ 24,823**	**$ 28,165**
	Total Operating Expenditures	**$ 26,389**	**$ 26,351**	**$ 27,894**	**$ 24,823**	**$ 28,165**

CITY ATTORNEY

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	265,822	300,984	316,000	219,325	273,200
	Total by Type	**$ 265,822**	**$ 300,984**	**$ 316,000**	**$ 219,325**	**$ 273,200**
Expenditures by Fund:						
101	General Fund	265,822	300,984	316,000	219,325	273,200
	Total by Fund	**$ 265,822**	**$ 300,984**	**$ 316,000**	**$ 219,325**	**$ 273,200**
Operating Budget Detail						
GL #	***Services & Supplies***					
101-06-4106-2755	Contract Legal Services-General	169,406	117,379	140,000	134,000	175,200
101-06-4106-2756	Contract Legal Services-Litigation	96,416	169,759	151,000	84,500	98,000
101-06-4106-2757	Contract Legal Services-COVID-19	-	13,846	25,000	825	-
	Total Services & Supplies	**$ 265,822**	**$ 300,984**	**$ 316,000**	**$ 219,325**	**$ 273,200**
	Total Operating Expenditures	**$ 265,822**	**$ 300,984**	**$ 316,000**	**$ 219,325**	**$ 273,200**

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DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

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 2020-21 ACCOMPLISHMENTS

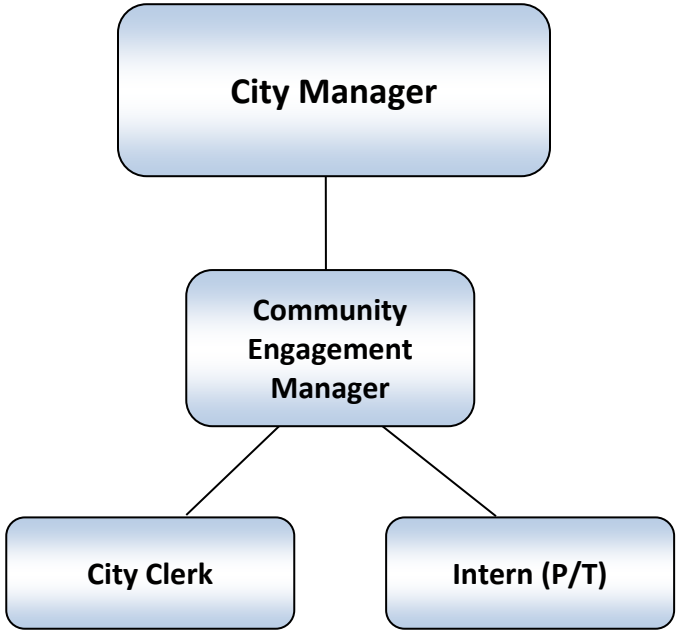
- Along with the Fire Department, led the citywide response to the COVID-19 pandemic while ensuring a continuation of all essential services
- Refined website functionality and enhanced online services
- Greatly improved communication efforts, including the launch of email mailing list, expanded social media presence, and videos from staff, council members, and community members
- Launched a Chinese translation program, with a focus on emergency communications and key community engagement opportunities

FISCAL YEAR 2021-22 OBJECTIVES

- Launch a citywide marketing and branding campaign to better communicate with residents and businesses, with a special focus on economic development and community services programming
- Broaden our Chinese translations and engagement program, including in-person translating options

- Begin foundational work on a citywide records management program and update of our records retention schedule
- Create a plan for the future of Stoneman

CITY MANAGER'S OFFICE



CITY MANAGER'S OFFICE

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Authorized Positions (Full-Time Equivalents)						
Full-Time						
City Manager		1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager (Comm. Eng. Manager)		1.00	1.00	1.00	1.00	1.00
City Clerk		1.00	1.00	1.00	1.00	1.00
Part-Time						
Intern		0.50	0.50	0.50	0.50	0.50
	Total Full-Time FTE	3.00	3.00	3.00	3.00	3.00
	Total Part-Time FTE	0.50	0.50	0.50	0.50	0.50
	Department Total FTE	3.50	3.50	3.50	3.50	3.50
Operating Budget Summary						
Expenditures by Type:						
	Personnel	461,971	558,314	594,531	540,056	617,818
	Services & Supplies	119,548	227,159	211,239	152,868	211,099
	Total by Type	**$ 581,519**	**$ 785,473**	**$ 805,770**	**$ 692,923**	**$ 828,917**
Expenditures by Fund:						
101	General Fund	581,519	785,473	805,770	692,923	828,917
	Total by Fund	**$ 581,519**	**$ 785,473**	**$ 805,770**	**$ 692,923**	**$ 828,917**
Operating Budget Detail						
GL #	***Personnel***					
101-09-4001-0000	Full Time Salaries	323,398	393,329	418,011	335,032	427,784
101-09-4002-0000	Part Time Wages	16,484	30,015	21,280	72,512	21,875
101-09-4004-0000	Overtime	1,356	323	-	4,422	-
101-09-4006-0000	Medicare	4,877	5,824	6,370	6,059	6,520
101-09-4008-3080	Retirement-City Manager	9,783	10,033	10,202	10,754	10,499
101-09-4008-6050	Retirement-PARS	80	414	798	139	820
101-09-4008-6160	Retirement-PERS	58,707	64,920	75,821	60,770	83,983
101-09-4010-0000	Cafeteria Benefit	36,090	42,042	50,050	38,368	54,337
101-09-4011-0000	Technology Allowance	2,771	2,964	3,600	3,600	3,600
101-09-4012-0000	Auto Allowance	8,425	8,450	8,400	8,400	8,400
	Total Personnel	**$ 461,971**	**$ 558,314**	**$ 594,531**	**$ 540,056**	**$ 617,818**
GL #	***Services & Supplies***					
101-09-4150-0000	Other Contract Services	46,103	35,827	94,300	54,161	94,300
101-09-4150-0500	Other Contract Services-IT	-	32,127	37,000	37,360	37,460
101-09-4202-0000	Advertising	33,022	53,970	40,000	40,000	40,000

CITY MANAGER'S OFFICE

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
101-09-4204-0000	Books & Periodicals	-	218	100	100	100
101-09-4220-0000	City Manager's Contingency	9,450	-	20,000	3,300	20,000
101-09-4290-0000	Election	425	86,590	200	200	200
101-09-4376-0000	Materials & Supplies	13,078	4,285	4,700	4,700	4,700
101-09-4396-0000	Memberships & Dues	6,185	3,058	3,174	3,134	3,174
101-09-4398-0000	Mileage	132	-	100	-	100
101-09-4420-0000	Printing	2,272	2,835	1,100	500	500
101-09-4468-0000	Staff Development	295	1,600	565	565	565
101-09-4480-0000	Travel & Meetings	8,586	6,649	10,000	8,848	10,000
	Total Services & Supplies	**$ 119,548**	**$ 227,159**	**$ 211,239**	**$ 152,868**	**$ 211,099**
	Total Operating Expenditures	**$ 581,519**	**$ 785,473**	**$ 805,770**	**$ 692,923**	**$ 828,917**

EL MOLINO VIEJO

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Services & Supplies	55,000	56,000	56,000	56,000	56,000
	Total by Type	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**
Expenditures by Fund:						
101	General Fund	55,000	56,000	56,000	56,000	56,000
	Total by Fund	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**
Operating Budget Detail						
GL #	***Services & Supplies***					
101-95-4150-0000	Other Contract Services	55,000	56,000	56,000	56,000	56,000
	Total Services & Supplies	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**
	Total Operating Expenditures	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**

FINANCE DEPARTMENT

DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

The Department is responsible for the preparation and administration of the City's annual 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 2020-21 ACCOMPLISHMENTS

- City's Fiscal Year 2019-20 Audited Financial Statements was finalized with no material weaknesses or significant deficiencies
- City received the Excellence Award for the Fiscal Year 2020-21 Operating Budget from the California Society of Municipal Finance Officers
- Upgraded the City's website to allow various departments to accept more payments online during the COVID-19 pandemic while City buildings were closed
- Implemented a point of sale system at Lacy Park to add more payment options to patrons, allow more detailed reporting and add additional internal controls
- With the City Treasurer, revised the City's Investment Policy in accordance with the Government Code and best practice standards
- Implemented an employee self-service portal for employees to submit their timesheets online, obtain pay stubs and year-end payroll information as well as submit time off requests
- Established a Section 115 Trust to allow the City to prefund post-employment benefits and meet its future obligations by leveraging the higher-yields

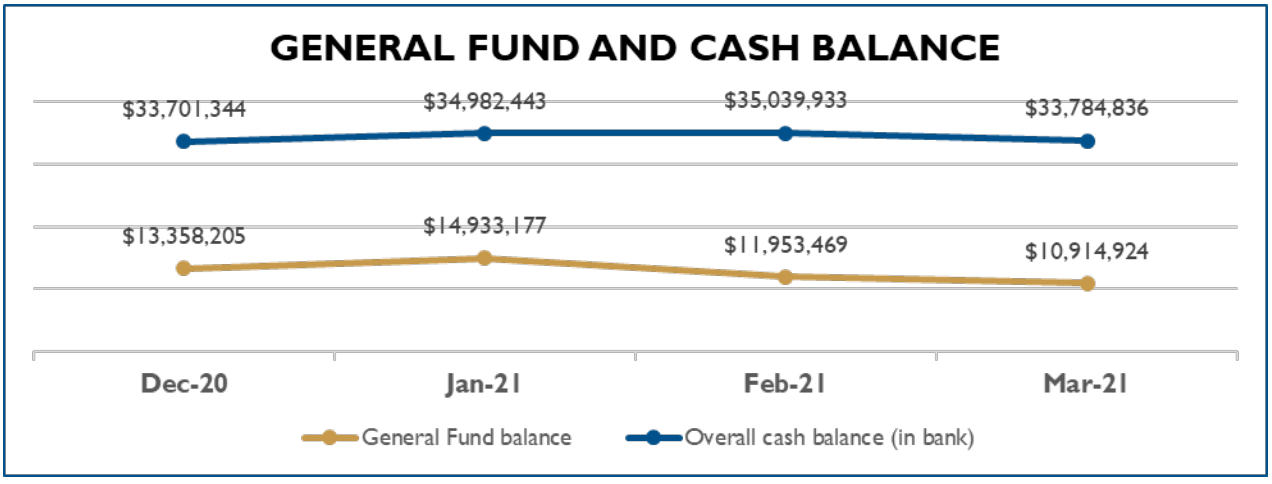
FISCAL YEAR 2021-22 OBJECTIVES

- Submit Fiscal Year 2021-22 Operating Budget to the Government Finance Officers Association for the Distinguished Budget Presentation Award as well as the California Society of Municipal Finance Officers for the Excellence Award
- Implement Council direction related to the Cost Allocation Plan & Comprehensive User Fee Study
- Transition from a basic audited Financial Statement to a Comprehensive Annual Financial Report for the year ended June 30, 2021 to be submitted to the City Council for approval in December 2021, part of the Council/Community goal

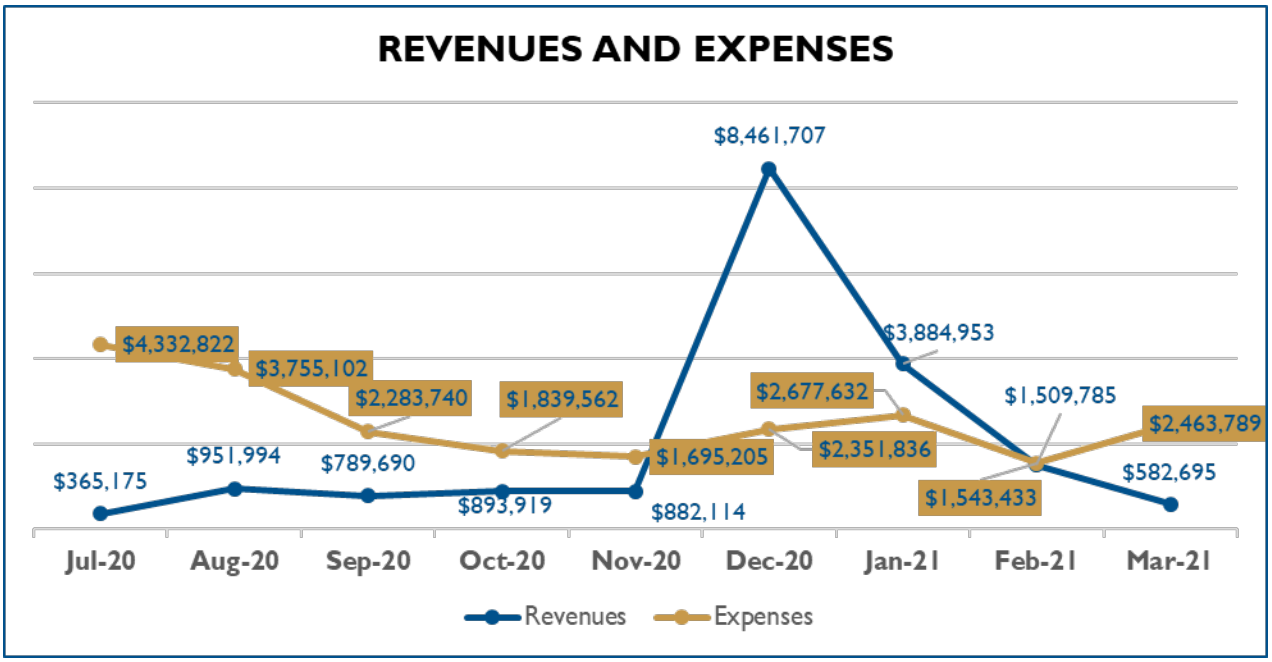
- Obtain funding from various federal funding sources such as FEMA and the American Rescue Plan to replenish General Fund reserves for expenditures incurred during the COVID-19 pandemic as well as any revenues that were lost
- Conduct a Request For Proposal for City IT services

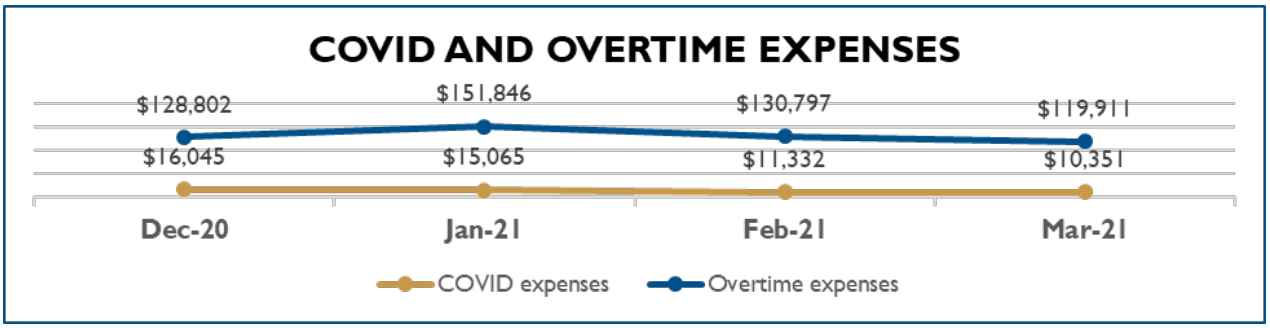
OPERATIONAL DASHBOARD

	FY 2019-20	FY 2020-21	
	Actual	Year to Date (as of February 2021)	Estimate for the Year
Revenues for all funds	$31,157,204	$17,739,337	$32,775,000
Expenses for all funds	$31,706,949	$20,479,332	$33,245,000
General Fund Balance	$15,271,353	$14,943,651	$15,500,000
Overall cash balance	$38,632,971	$35,039,933	$38,150,000
COVID expenses	$68,842	$112,456	$158,000
Overtime expenses	$1,365,748	$1,076,591	$1,600,000

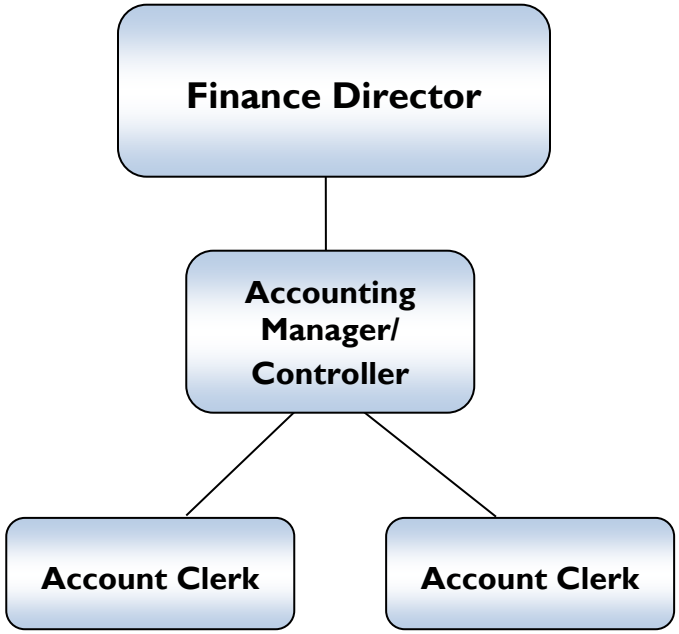


OPERATIONAL DASHBOARD (CONT.)





FINANCE DEPARTMENT



FINANCE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Authorized Positions (Full-Time Equivalents)						
Full-Time						
Finance Director		1.00	1.00	1.00	1.00	1.00
Accounting Manager/Controller		1.00	1.00	1.00	1.00	1.00
Account Clerk		2.00	2.00	2.00	2.00	2.00
	Total Full-Time FTE	4.00	4.00	4.00	4.00	4.00
	Total Part-Time FTE	-	-	-	-	-
	Department Total FTE	4.00	4.00	4.00	4.00	4.00
Operating Budget Summary						
Expenditures by Type:						
	Personnel	425,116	445,097	534,938	523,769	555,840
	Services & Supplies	358,426	400,401	381,065	298,211	341,248
	Total by Type	**$ 783,542**	**$ 845,498**	**$ 916,003**	**$ 821,980**	**$ 897,088**
Expenditures by Fund:						
101	General Fund	660,015	721,985	791,840	788,380	772,788
207	Prop A Transit Funds	123,527	123,513	124,163	33,600	124,300
	Total by Fund	**$ 783,542**	**$ 845,498**	**$ 916,003**	**$ 821,980**	**$ 897,088**
Operating Budget Detail						
GL #	***Personnel***					
101-11-4001-0000	Full Time Salaries	279,419	316,430	389,234	388,214	396,429
101-11-4002-0000	Part Time Wages	40,556	19,799	-	-	-
101-11-4004-0000	Overtime	733	-	-	-	-
101-11-4006-0000	Medicare	4,695	4,749	5,644	5,408	5,748
101-11-4008-6050	Retirement-PARS	-	-	-	-	-
101-11-4008-6160	Retirement-PERS	53,269	55,798	72,860	72,669	80,746
101-11-4010-0000	Cafeteria Benefit	46,444	48,321	67,200	57,478	72,917
101-11-4016-0000	Retiree Medical Benefits (OPEB)	-	-	-	-	-
	Total Personnel	**$ 425,116**	**$ 445,097**	**$ 534,938**	**$ 523,769**	**$ 555,840**
GL #	***Services & Supplies***					
101-11-4150-0000	Other Contract Services	91,511	88,637	64,605	57,650	55,255
101-11-4150-0500	Other Contract Services-IT	-	26,069	27,373	29,464	30,625
101-11-4204-0000	Books & Periodicals	-	-	280	280	280
101-11-4290-0000	Election	(12)	-	-	-	-
101-11-4316-0000	Equipment Repair & Maintenance	9,392	8,665	9,159	8,008	8,669

FINANCE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
101-11-4332-0000	Fees to Outside Agencies	790	985	975	928	960
101-11-4376-0000	Materials & Supplies	4,093	3,861	4,100	4,100	4,100
101-11-4396-0000	Memberships & Dues	590	505	1,185	1,151	1,359
101-11-4398-0000	Mileage	177	370	450	-	400
101-11-4412-0000	Postage	11,020	11,000	11,330	10,000	11,300
101-11-4420-0000	Printing	4,177	3,412	3,000	3,223	3,500
101-11-4468-0000	Staff Development	631	2,113	1,449	1,294	1,450
101-11-4480-0000	Travel & Meetings	723	2,518	3,000	735	3,000
101-11-4500-1980	Utilities-Electricity	44,685	49,760	53,000	63,100	65,000
101-11-4500-4950	Utilities-Natural Gas	1,596	1,825	1,600	1,930	2,000
101-11-4500-9025	Utilities-Telecommunications	17,980	20,875	19,913	27,000	27,500
101-11-4500-9460	Utilities-Water	1,016	1,032	1,236	1,500	1,550
101-11-4950-0001	Equipment Cost Allocation	46,530	55,261	54,248	54,248	-
207-11-4208-0750	Bus Transportation-Chamber	3,318	3,781	3,863	-	4,000
207-11-4208-1330	Bus Transportation-Dial a Ride	10,209	9,732	10,300	6,100	10,300
207-11-4208-8140	Bus Transportation-SMUSD Youth	110,000	110,000	110,000	27,500	110,000
	Total Services & Supplies	**$ 358,426**	**$ 400,401**	**$ 381,065**	**$ 298,211**	**$ 341,248**
	Total Operating Expenditures	**$ 783,542**	**$ 845,498**	**$ 916,003**	**$ 821,980**	**$ 897,088**

NON-DEPARTMENTAL

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	167,988	200,000	183,516	200,000
	Services & Supplies	407,013	586,040	607,616	615,494	1,202,972
	Debt Service	821,224	846,587	513,729	513,729	531,712
	Total by Type	**$ 1,228,237**	**$ 1,600,615**	**$ 1,321,345**	**$ 1,312,739**	**$ 1,934,684**
Expenditures by Fund:						
101	General Fund	407,013	743,512	807,616	781,040	1,402,972
204	CDBG Fund	-	10,516	-	17,970	-
401	Debt Service Fund	821,224	846,587	513,729	513,729	531,712
	Total by Fund	**$ 1,228,237**	**$ 1,600,615**	**$ 1,321,345**	**$ 1,312,739**	**$ 1,934,684**
Operating Budget Detail						
GL #	***Personnel***					
101-08-4016-0000	Retiree Medical Benefits (OPEB) *	-	167,988	200,000	183,516	200,000
	Total Personnel	**$ -**	**$ 167,988**	**$ 200,000**	**$ 183,516**	**$ 200,000**
GL #	***Services & Supplies***					
101-08-4150-0000	Other Contract Services	15,344	-	-	-	-
101-08-4150-0500	Citywide IT Contract Services	178,295	174,695	210,100	200,000	210,000
101-08-4150-0750	Cell Phone Contract Services	-	42,170	42,600	44,400	45,500
101-08-4150-0775	City Hall Credit Card Fees	-	16,794	22,000	18,500	22,000
101-08-4324-0000	Parking Lot Lease-SMUSD	-	63,600	33,416	33,416	34,045
101-08-4376-0000	Materials & Supplies-COVID-19	-	58,183	70,000	70,000	50,000
101-08-4376-0020	Materials & Supplies-Civil Unrest	-	-	-	992	-
101-08-4376-0500	IT Contract Services-COVID-19	-	6,650	-	5,000	2,500
101-08-4399-0000	Non-Capitalized Equipment	-	-	-	-	-
101-08-4495-0000	Property Tax Admin Fee (SB2557)	213,374	213,432	229,500	225,216	231,000
101-08-4950-0001	Equipment Cost Allocation **	-	-	-	-	607,927
204-08-4399-0000	Non-Capitalized Equipment	-	10,516	-	17,970	-
	Total Services & Supplies	**$ 407,013**	**$ 586,040**	**$ 607,616**	**$ 615,494**	**$ 1,202,972**

NON-DEPARTMENTAL

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
401-00-4360-0000	Debt Service Interest Expense	176,224	141,587	103,729	103,729	81,712
401-00-4402-00000	Debt Service Principal Repayment	645,000	705,000	410,000	410,000	450,000
	Total Debt Service	**$ 821,224**	**$ 846,587**	**$ 513,729**	**$ 513,729**	**$ 531,712**
	Total Operating Expenditures	**$ 1,228,237**	**$ 1,600,615**	**$ 1,321,345**	**$ 1,312,739**	**$ 1,934,684**

* Note: Retiree Medical Benefits (OPEB) is for Other Post Employment Benefit budget to pay for retiree medical cost benefits.

** Note: Equipment Cost Allocation is a non-cash budget item for equipment depreciation. This budget changes year over year depending on what equipment over $5k was purchased and is depreciated over the estimated life of the equipment.
In prior years, the Equipment Cost Allocation was allocated to the respective Department that possesses the equipment.

DEPARTMENT PURPOSE

The Human Resources Office's mission is to make the City of San Marino an employer of choice by continuously working towards creating a positive and safe workplace environment that attracts, develops, and retains exceptional employees.

DEPARTMENT DESCRIPTION

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 office include recruitment and selection processes for full-time and part-time employees; administering employee benefits; onboarding new employees; overseeing the development, maintenance, and communication of personnel related policies, procedures, rules, and regulation; 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. An additional office responsibility is overseeing and managing the City's risk management program including liability, employee workers' compensation and safety programs.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

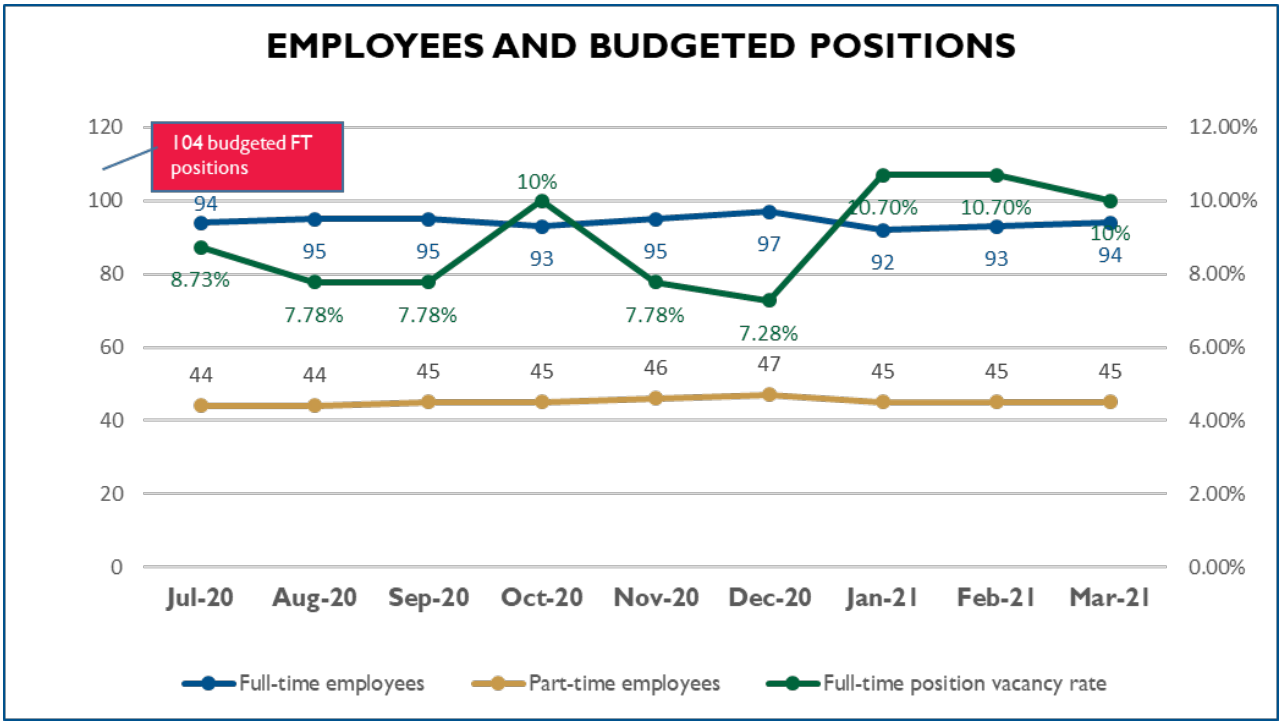
- Ensured the City's compliance during the COVID-19 Emergency. This included making sure the City complied with new legislation and regulations (i.e. FFCRA, AB 685, Cal/OSHA regulations), State and County guidelines, and vaccine eligibility and facilitated an employee vaccine information presentation
- Updated the New Employee Orientation and On-boarding process for all employees
- Converted the City's benefits enrollment process to the Springbrook online software system
- Created a performance review database to better track employee performance evaluations and developed a schedule for performance reviews for probationary employees
- Conducted job analyses and compensation studies on the part-time positions and developed a long-term solution for part-time salaries
- Created a classification database and system to better track the City's classifications and revisions
- Conducted more than 14 recruitments for full-time and part-time classifications

FISCAL YEAR 2021-22 OBJECTIVES

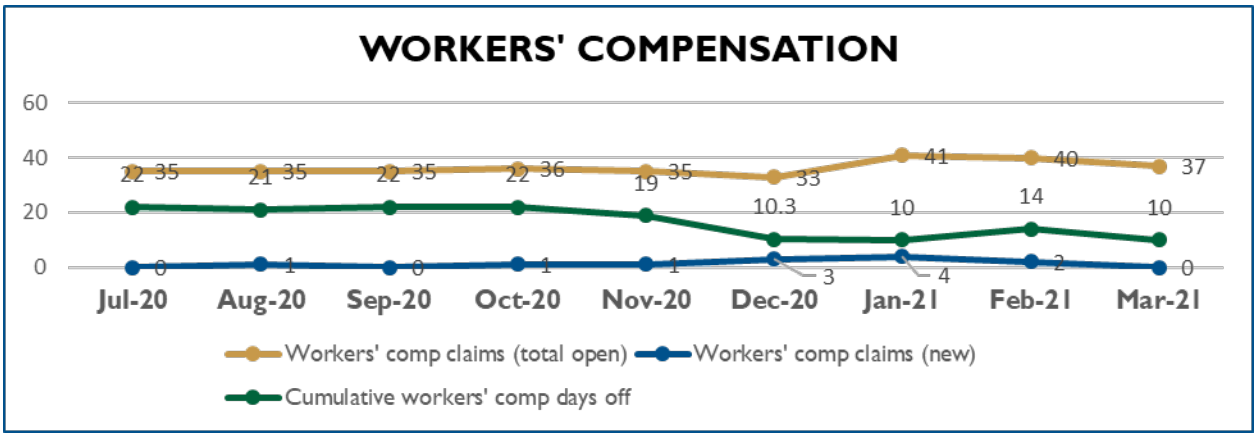
- Update the City's Personnel Rules and Policies
- Develop new employee performance review process and forms
- Develop an off-boarding process that includes an electronic exit survey for employees ending employment with the City

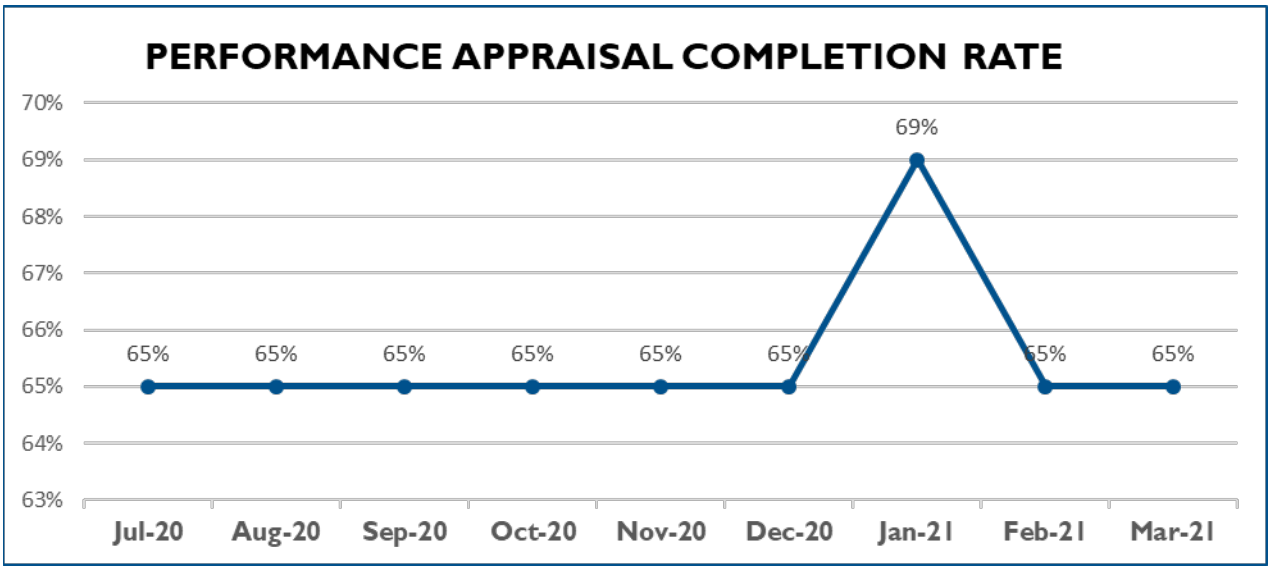
OPERATIONAL DASHBOARD

Description	Year to Date (as of March 2021)	Estimated Actuals
Full-time employees (out of 104 budgeted)	94	N/A
Part-time employees	45	N/A
Full-time position vacancy rate	10%	N/A
Workers' comp claims (total open per month)	36	N/A
Workers' comp claims (new)	12	15
Cumulative workers' comp days off	150	188
Performance Appraisal Completion Rate	65%	65%

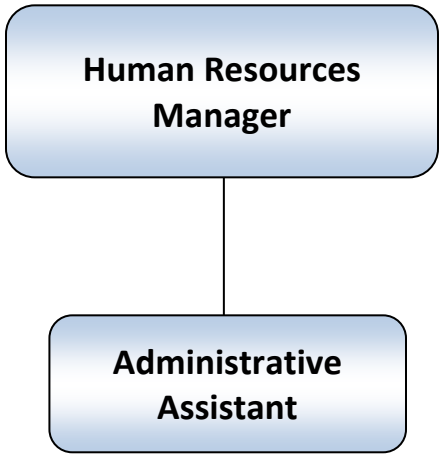


OPERATIONAL DASHBOARD (CONT.)





HUMAN RESOURCES



HUMAN RESOURCES

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Authorized Positions (Full-Time Equivalents)						
Full-Time						
Human Resources Manager		1.00	1.00	1.00	1.00	1.00
Administrative Assistant		1.00	1.00	1.00	1.00	1.00
	Total Full-Time FTE	2.00	2.00	2.00	2.00	2.00
	Total Part-Time FTE	-	-	-	-	-
	Department Total FTE	2.00	2.00	2.00	2.00	2.00
Operating Budget Summary						
Expenditures by Type:						
	Personnel	440,148	235,651	256,818	241,910	273,106
	Services & Supplies	900,268	1,262,098	1,127,057	1,059,438	1,103,192
	Total by Type	**$ 1,340,416**	**$ 1,497,749**	**$ 1,383,875**	**$ 1,301,348**	**$ 1,376,298**
Expenditures by Fund:						
101	General Fund	632,850	512,313	429,792	361,428	466,476
595	Workers' Compensation Fund	110,853	162,612	172,710	162,169	183,944
596	General Liability Fund	596,713	822,824	781,372	777,752	725,878
	Total by Fund	**$ 1,340,416**	**$ 1,497,749**	**$ 1,383,875**	**$ 1,301,348**	**$ 1,376,298**
Operating Budget Detail						
GL #	***Personnel***					
101-10-4001-0000	Full Time Salaries	124,680	143,472	172,773	169,670	180,888
101-10-4002-0000	Part Time Wages	47,620	27,261	-	-	-
101-10-4004-0000	Overtime	193	12	-	-	-
101-10-4006-0000	Medicare	2,565	2,653	2,505	2,493	2,623
101-10-4008-6160	Retirement-PERS	29,324	36,270	41,790	41,040	47,587
101-10-4010-0000	Cafeteria Benefit	18,904	25,983	33,600	28,584	36,458
101-10-4016-0000	Retiree Medical Benefits (OPEB)	187,153	-	-	-	-
595-10-4015-0001	Workers' Comp Current Employee	29,709	-	6,150	-	5,550
595-10-4015-0002	Workers' Comp Past Employee	-	-	-	123	-
	Total Personnel	**$ 440,148**	**$ 235,651**	**$ 256,818**	**$ 241,910**	**$ 273,106**
GL #	***Services & Supplies***					
101-10-4106-3415	Contract Legal Services-Labor	109,136	125,152	90,000	46,000	110,000
101-10-4150-0000	Other Contract Services	81,215	75,528	29,563	28,040	29,563
101-10-4150-0500	Other Contract Services-IT	-	-	7,335	7,555	7,782
101-10-4204-0000	Reference Materials	488	-	350	-	-
101-10-4376-0000	Materials & Supplies	9,172	9,015	12,850	10,396	12,600
101-10-4396-0000	Memberships & Dues	688	1,849	1,431	1,175	1,475

HUMAN RESOURCES

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
101-10-4398-0000	Mileage	33	655	700	-	700
101-10-4412-0000	Postage	33	-	-	-	-
101-10-4436-0000	Recruitment	18,750	61,213	28,500	26,000	28,500
101-10-4468-0000	Staff Development	535	347	5,000	400	5,000
101-10-4480-0000	Travel & Meetings	2,361	2,903	3,300	75	3,300
101-10-4500-9025	Utilities-Telecommunications	-	-	95	-	-
595-10-4150-0000	Workers' Comp Contract Services	23,025	22,560	22,560	22,560	23,760
595-10-4356-0000	Workers' Comp Insurance Premiums	58,119	140,052	144,000	139,485	154,634
596-10-4356-3412	Insurance Premiums JPIA	596,713	822,824	781,372	777,752	725,878
	Total Services & Supplies	**$ 900,268**	**$ 1,262,098**	**$ 1,127,057**	**$ 1,059,438**	**$ 1,103,192**
	Total Operating Expenditures	**$ 1,340,416**	**$ 1,497,749**	**$ 1,383,875**	**$ 1,301,348**	**$ 1,376,298**

COMMUNITY DEVELOPMENT DEPARTMENT

DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

The Department consists of the Community Development Director, Building Inspector, Code Enforcement Manager, two (2) Code Enforcement Officer's, a part time Code Enforcement Officer, a part time Senior Planner, Associate Planner, Assistant Planner, two (2) Permit Technicians, and a part-time Management Analyst. Together these employees are primarily responsible for current and long-range planning, environmental review, building inspection, plan checking, code enforcement, economic development, and administering the business license program. Current planning activities include:

- Providing zoning information to the public;
- Reviewing development plans for compliance with City zoning regulations, and processing plans through the Design Review Committee, Planning Commission and City Council;
- Providing long-range planning guides to address 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.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

- Completed the City-Wide Historic Survey
- Developed, implemented, and launched a City-run Economic Development Program to build the business corridor, which included the 3-Year Economic Development Plan, marketing brochures, and incentive programs
- Developed a plan and policy for a proactive Code Enforcement
- Coordinated the adoption of the Tree Preservation Ordinance, and also included a Code Restructure
- Managed and administered the Peafowl Abatement Program
- Managed the Façade Improvement program that included seven projects
- Launched the Mission Street Beautification Program (design in-progress)
- Launched the Wayfinding Sign Program
- Launched the 2021-2029 Housing and Safety Element Update
- Managed the Focused Environmental Impact Report process for the San Marino Center Project
- Coordinated the adopted the Accessory Dwelling Unit Ordinance
- Created a Marketing program for businesses during COVID19
- Coordinated the adoption of the Evictions Ordinance

- Coordinated the adoption of an Ordinance that provided fees waivers and extensions for business licensee and construction projects
- Coordinated the adoption of the Third Party Fee Cap for Delivery Services
- Coordinated the adoption of the Small Restaurants Ordinance
- Coordinated the adoption of the Appeals Ordinance
- Coordinated the adoption of an amendment to the Building Code regarding Wood Roofing
- Coordinated the adoption of the Public Nuisance Ordinance
- Managed 42 Design Review cases and 15 Planning Commission cases

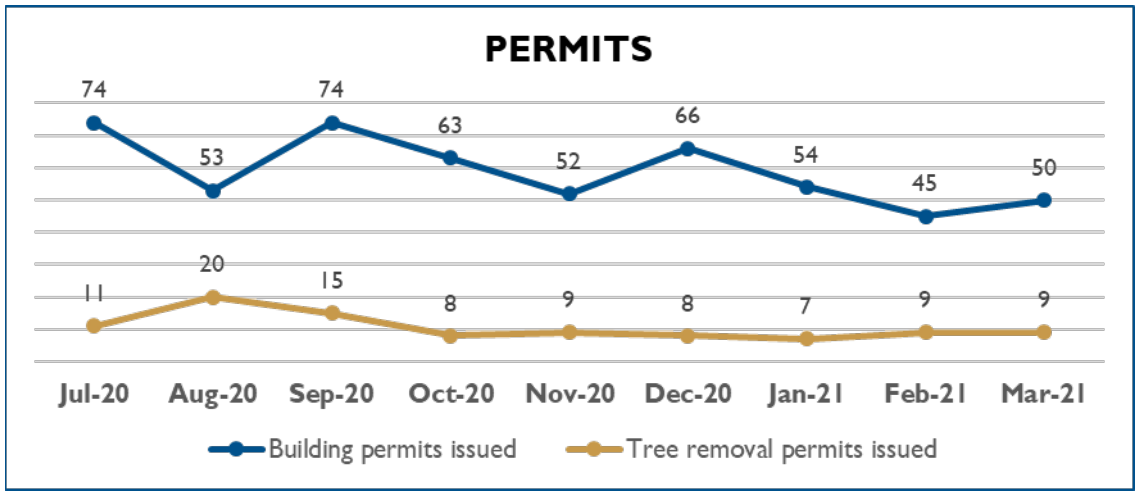
FISCAL YEAR 2021-22 OBJECTIVES

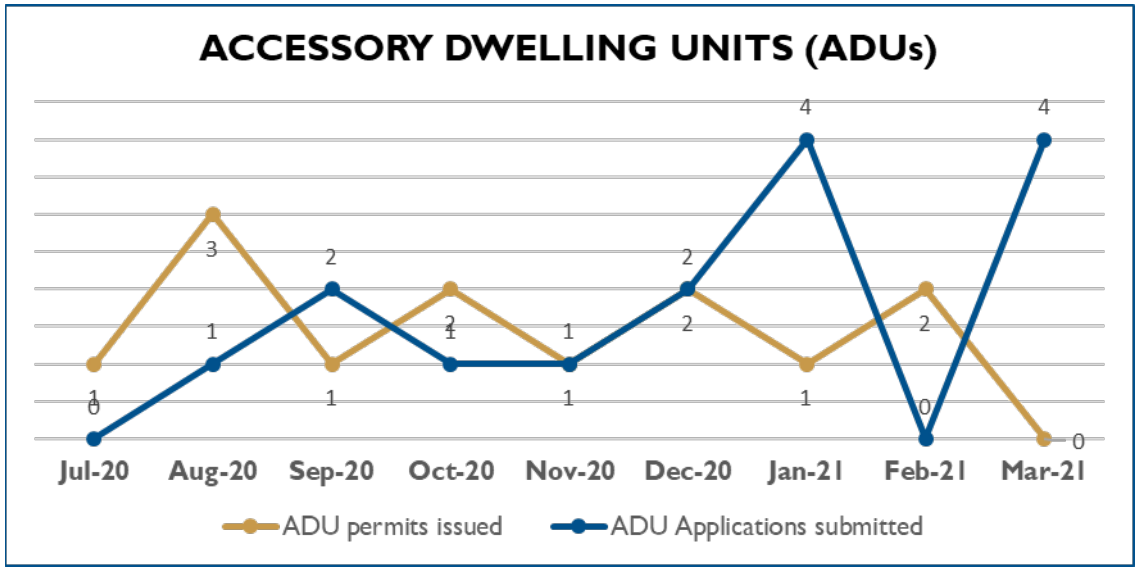
- Launch the Beautification Program for Huntington Drive
- Manage the Specific Plan adoption process for Huntington Drive
- Coordinate the development of a General Plan Update
- Manage the Façade Improvement Program 2.0
- Create an Educational Campaign for Code Enforcement
- Coordinate the Adoption of new provisions related to residential and commercial development
- Coordinate the Adoption of new commercial sign guidelines
- Attract new businesses such as restaurants, retail and grocery store
- Coordinate the Adoption of other long range provisions related to land-use matters

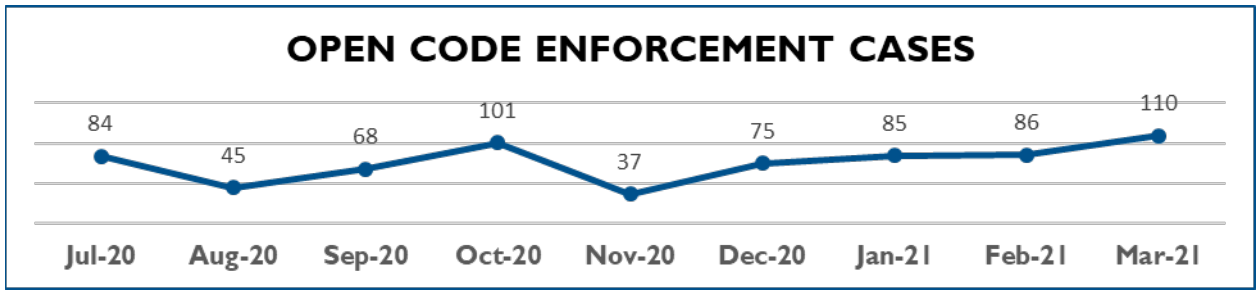
OPERATIONAL DASHBOARD

Description	Year to Date (as of March 2021)	Estimated Actuals
Building permits issued	531	664
Tree removal permits issued	96	120
ADU permits issued	13	16
ADU Applications submitted	15	19
Open code enforcement cases per month	77	96
New businesses	68	85

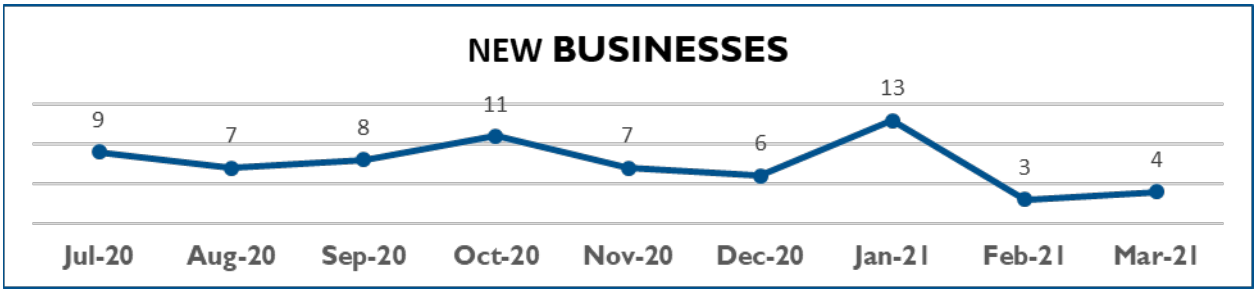
OPERATIONAL DASHBOARD (CONT.)



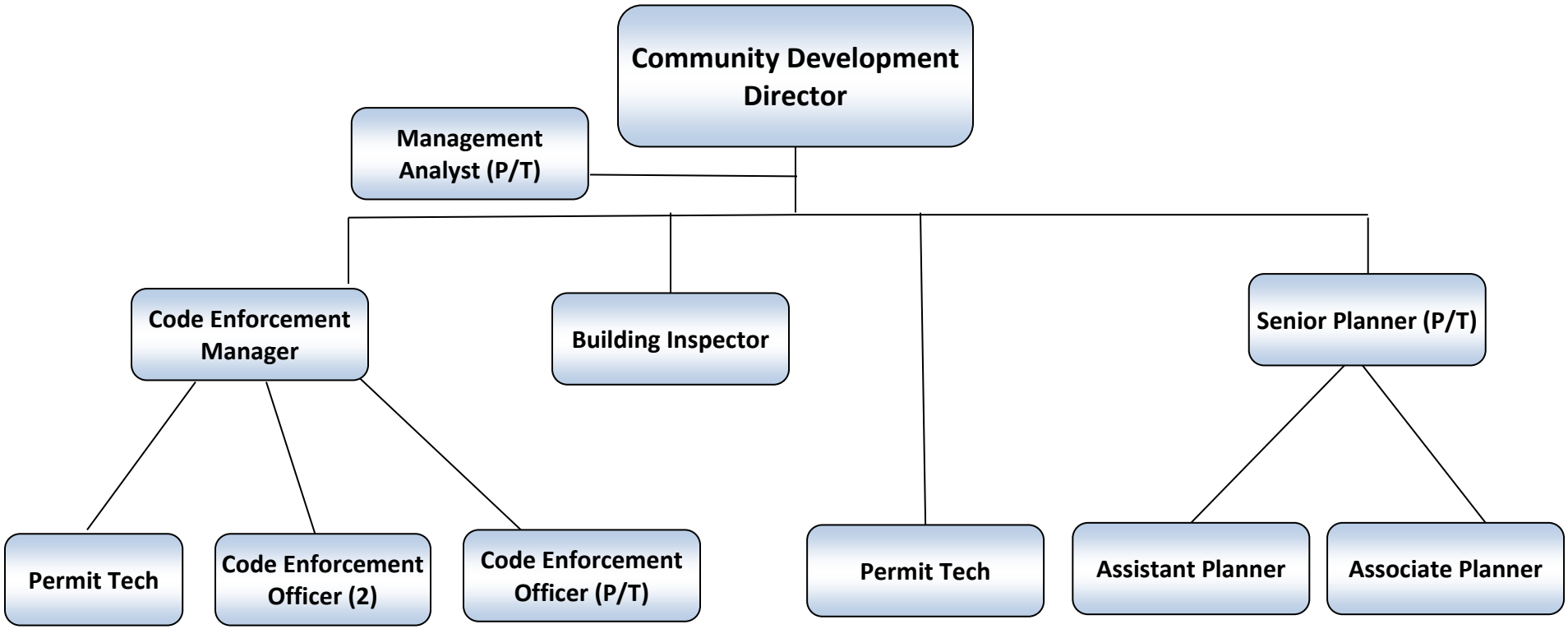




OPERATIONAL DASHBOARD (CONT.)



COMMUNITY DEVELOPMENT DEPARTMENT



COMMUNITY DEVELOPMENT DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Authorized Positions (Full-Time Equivalents)						
Full-Time						
Planning & Building Director		1.00	1.00	1.00	1.00	1.00
Code Enforcement Manager		1.00	1.00	1.00	1.00	1.00
Associate Planner		1.00	1.00	1.00	1.00	1.00
Assistant Planner		1.00	1.00	1.00	1.00	1.00
Permit Technician I		2.00	2.00	2.00	2.00	2.00
Code Enforcement Officer		1.00	1.00	2.00	2.00	2.00
Building Inspector II		1.00	1.00	1.00	1.00	1.00
Part-Time						
Senior Planner		0.50	0.50	0.50	0.50	0.50
Management Analyst		-	0.50	0.50	0.50	0.50
Code Enforcement Officer		0.50	0.50	0.50	0.50	0.50
	Total Full-Time FTE	8.00	8.00	9.00	9.00	9.00
	Total Part-Time FTE	1.00	1.50	1.50	1.50	1.50
	Department Total FTE	9.00	9.50	10.50	10.50	10.50
Operating Budget Summary						
Expenditures by Type:						
	Personnel	897,352	1,023,799	1,171,627	1,080,731	1,289,984
	Services & Supplies	515,573	503,211	562,960	513,132	1,129,924
	Total by Type	**$ 1,412,925**	**$ 1,527,010**	**$ 1,734,586**	**$ 1,593,863**	**$ 2,419,908**
Expenditures by Fund:						
101	General Fund	1,412,925	1,527,010	1,728,436	1,593,863	2,414,358
595	Workers Compensation Fund	-	-	6,150	-	5,550
	Total by Fund	**$ 1,412,925**	**$ 1,527,010**	**$ 1,734,586**	**$ 1,593,863**	**$ 2,419,908**
Operating Budget Detail						
GL #	***Personnel***					
101-14-4001-0000	Full Time Salaries	614,157	661,090	731,656	686,525	786,534
101-14-4002-0000	Part Time Wages	46,048	100,045	101,591	100,893	116,676
101-14-4004-0000	Overtime	6,058	4,563	2,400	2,106	2,400
101-14-4006-0000	Medicare	7,469	9,672	12,082	11,003	13,097
101-14-4008-6050	Retirement-PARS	1,056	1,024	2,065	1,270	2,691
101-14-4008-6160	Retirement-PERS	118,376	147,846	175,287	164,475	198,574
101-14-4010-0000	Cafeteria Benefit	104,088	99,459	140,295	114,139	164,062
101-14-4011-0000	Technology Allowance	-	-	-	-	-
101-14-4013-0000	Uniform Allowance	100	100	100	320	400
595-14-4015-0001	Workers' Comp Current Employee	-	-	6,150	-	5,550
	Total Personnel	**$ 897,352**	**$ 1,023,799**	**$ 1,171,627**	**$ 1,080,731**	**$ 1,289,984**
GL #	***Services & Supplies***					
101-14-4104-6270	Contract Building & Safety Svc	220,663	156,869	130,000	133,133	160,000
101-14-4106-0950	Contract Legal Svcs.-Code Enf.	60,150	80,306	54,000	64,764	65,000

COMMUNITY DEVELOPMENT DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
101-14-4106-2755	Contract Legal Svcs.-General	47,278	22,053	-	-	-
101-14-4150-0000	Other Contract Services	126,665	179,627	150,379	132,003	708,691
101-14-4150-0001	Other Contract Services-Econ. Develop.	-	-	120,000	96,552	120,000
101-14-4150-0500	Other Contract Services-IT	-	17,532	58,452	38,761	26,679
101-14-4202-0000	Advertising	23,188	9,449	15,000	14,493	15,000
101-14-4204-0000	Reference Materials	360	1,291	200	-	200
101-14-4316-0000	Equipment Repair & Maintenance	3,749	3,449	2,600	3,378	2,600
101-14-4332-0000	LA County Publishing Fees	-	-	375	-	375
101-14-4376-0000	Materials & Supplies	5,255	5,703	6,000	5,585	9,000
101-14-4396-0000	Memberships & Dues	2,715	1,018	1,974	1,772	1,974
101-14-4398-0000	Mileage	1,109	885	1,400	783	1,400
101-14-4412-0000	Postage	1,218	1,299	900	2,273	900
101-14-4420-0000	Printing	3,813	3,892	3,000	3,023	3,000
101-14-4468-0000	Staff Development	3,801	3,822	3,510	2,890	3,510
101-14-4480-0000	Travel & Meetings	4,789	4,538	5,485	1,000	5,485
101-14-4500-9025	Utilities-Telecommunications	2,284	2,412	988	2,661	2,060
101-14-4508-0000	Vehicle Repair & Maintenance	2,712	2,819	2,450	3,814	4,050
101-14-4950-0001	Equipment Cost Allocation	5,824	6,247	6,247	6,247	-
	Total Services & Supplies	**$ 515,573**	**$ 503,211**	**$ 562,960**	**$ 513,132**	**$ 1,129,924**
	Total Operating Expenditures	**$ 1,412,925**	**$ 1,527,010**	**$ 1,734,586**	**$ 1,593,863**	**$ 2,419,908**

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DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

The Department is comprised of 40 full and part time personnel. Of the 40 personnel, the Department has 28 sworn officers and 12 civilian staff. 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 city 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
- Providing a strong community oriented approach to the reduction of crime and community partnerships
- Ensuring the community has a feeling of safety, and
- Working with residents, businesses, community groups, and other city departments toward the goal of crime reduction and public safety
- Conduct traffic enforcement, education and investigations of traffic collision
- Work in partnership with the San Marino Unified School district to ensure the safety of students, staff and facilities
- Investigation of all crimes resulting in filing appropriate charges with the Office of the District Attorney
- Providing a variety of community engagement programs with the community such as, Coffee with a Cop, town hall meetings, Community Police Academy and other programs.

Working in collaboration with the community and other city departments to provide a safe environment during special events

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

- Neighborhood Watch meetings continued via Zoom, due to COVID restrictions, which also included a Town Hall Meetings, and a Senior Safety meeting
- Purchased police motorcycles, selected personnel, and initiated training program for new motorcycle officers
- Injury Traffic Collisions were reduced by 24% surpassing the 10% goal

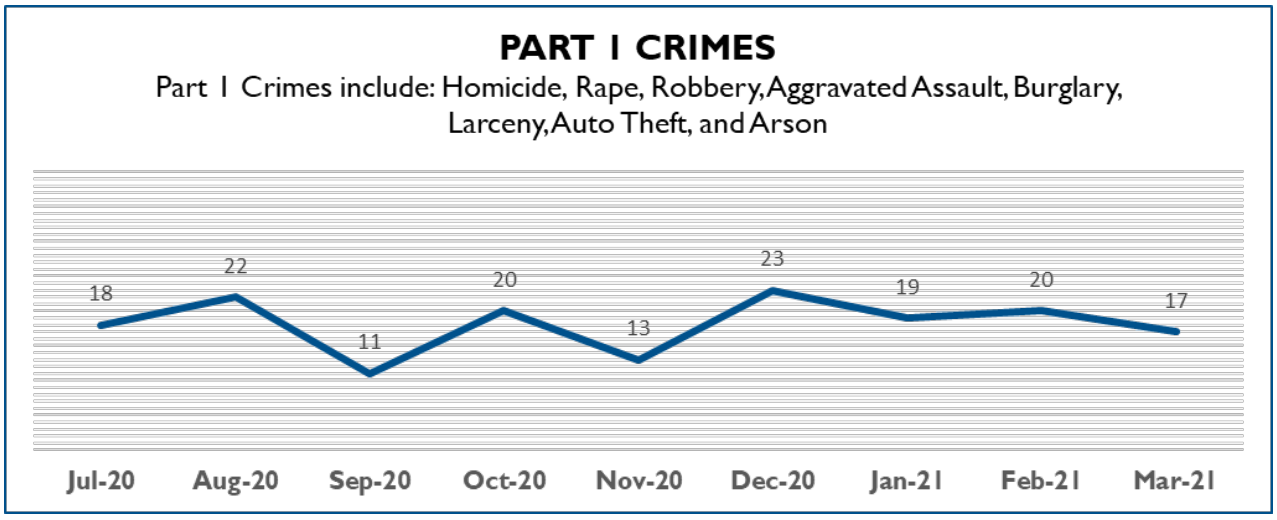
FISCAL YEAR 2021-22 OBJECTIVES

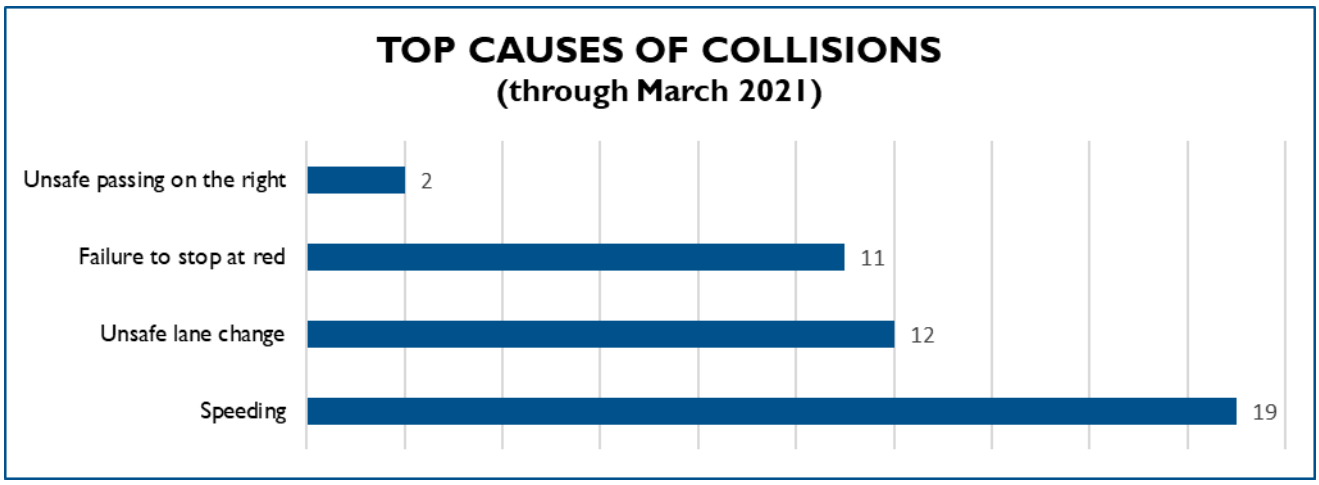
- Initiate community, school, and police department Traffic Safety Program, utilizing the Neighborhood Motorcycle Traffic Team
- Reduce injury of bicycle traffic collisions by 10%
- Reduce larceny, theft crimes by 10%
- Increase Neighborhood Watch groups by 20%
- Develop and initiate additional community contacts by adding and improving social media, face to face contacts and post card notifications

OPERATIONAL DASHBOARD

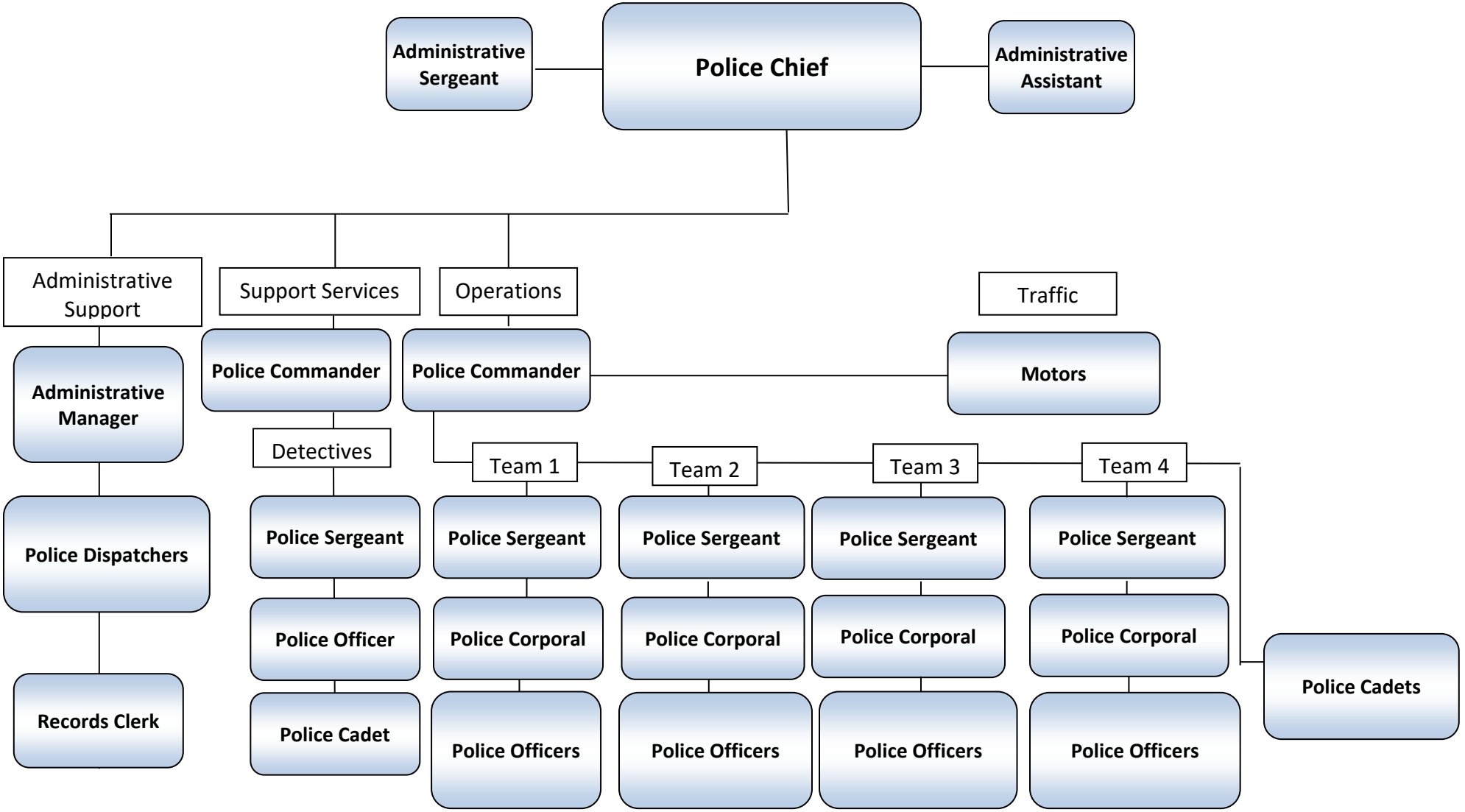
Description	Year to Date (as of March 2021)	Estimated Actuals
Part I Crimes	163	204
Community meetings*	9	11

**While fewer community meetings were held due to COVID-19, officers still held Zoom neighborhood watch meetings and town hall events and spoke directly with neighborhood watch block captains regularly.*




TOP CAUSES OF COLLISIONS
(through March 2021)
Unsafe passing on the right
2
Failure to stop at red
11
Unsafe lane change
12
Speeding
19

POLICE DEPARTMENT



POLICE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 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 Assistant		1.00	1.00	1.00	1.00	1.00
Dispatcher/Clerk		4.00	5.00	5.00	5.00	5.00
Officer		15.00	17.00	17.00	17.00	17.00
Corporal		5.00	4.00	4.00	4.00	4.00
Sergeant		5.00	6.00	6.00	6.00	6.00
Records Clerk		1.00	1.00	1.00	1.00	1.00
Part-Time						
Dispatcher/Clerk		0.48	-	-	-	-
Cadet		0.96	1.00	1.00	2.00	2.00
Parking Enforcement Officers		0.96	1.00	1.00	-	-
	Total Full-Time FTE	35.00	38.00	38.00	38.00	38.00
	Total Part-Time FTE	2.40	2.00	2.00	2.00	2.00
	Department Total FTE	37.40	40.00	40.00	40.00	40.00
Operating Budget Summary						
Expenditures by Type:						
	Personnel	5,593,262	6,242,272	6,715,854	6,553,556	6,981,721
	Services & Supplies	800,053	847,544	863,744	600,227	823,143
	Total by Type	**$ 6,393,315**	**$ 7,089,816**	**$ 7,579,598**	**$ 7,153,783**	**$ 7,804,864**
Expenditures by Fund:						
103	Public Safety Fund	6,167,341	6,824,009	7,364,991	7,008,483	7,621,932
104	4th of July Fund	5,406	5,067	8,475	-	-
233	COPS Fund	91,898	104,635	70,832	10,000	60,832
240	Homeland Security Grant Fund	-	92,927	-	-	-
595	Workers' Compensation Fund	128,670	63,178	135,300	135,300	122,100
	Total by Fund	**$ 6,393,315**	**$ 7,089,816**	**$ 7,579,598**	**$ 7,153,783**	**$ 7,804,864**
Operating Budget Detail						
GL #	***Personnel***					
103-30-4001-0000	Full Time Salaries	3,205,343	3,632,007	3,940,858	3,783,990	4,023,590
103-30-4002-0000	Part Time Wages	68,061	40,553	69,329	12,739	65,216
103-30-4004-0000	Overtime	554,977	592,516	314,547	534,429	314,547
103-30-4004-0002	Overtime-Support	1,511	-	-	-	-
103-30-4006-0000	Medicare	52,233	58,151	58,148	57,706	59,288
103-30-4008-6050	Retirement-PARS	2,531	1,472	2,600	478	2,446
103-30-4008-6160	Retirement-PERS	1,083,798	1,296,153	1,522,747	1,462,133	1,684,855
103-30-4010-0000	Cafeteria Benefit	463,517	500,914	638,400	530,163	684,229
103-30-4013-0000	Uniform Allowance	21,550	20,700	25,450	25,450	25,450
103-30-4014-0000	Unemployment Payments	2,508	3,183	-	11,167	-
103-30-4015-0000	Workers' Compensation Salaries	850	20,894	-	-	-

POLICE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
103-30-4401-0000	Outside Services	2,307	7,484	-	-	-
104-30-4002-0000	Part Time Wages	1,084	(311)	-	-	-
104-30-4004-0000	Police Overtime	3,882	5,353	8,000	-	-
104-30-4006-0000	Medicare	67	73	50	-	-
104-30-4008-6050	Retirement-PARS	32	(25)	-	-	-
104-30-4008-6160	Retirement-PERS	232	(23)	350	-	-
104-30-4010-0000	Cafeteria Benefit	109	-	75	-	-
595-30-4015-0001	Workers' Comp Current Employee	36,163	20,456	51,239	51,239	46,210
595-30-4015-0002	Workers' Comp Past Employee	92,507	42,722	84,061	84,061	75,890
	Total Personnel	**$ 5,593,262**	**$ 6,242,272**	**$ 6,715,854**	**$ 6,553,556**	**$ 6,981,721**
GL #	***Services & Supplies***					
103-30-4150-0000	Other Contract Services	297,974	258,506	348,906	201,047	441,849
103-30-4150-0500	Other Contract Services-IT	-	2,031	11,298	13,741	23,432
103-30-4204-0000	Books & Periodicals	300	127	500	587	500
103-30-4316-0000	Equipment Repair & Maintenance	11,104	36,929	50,267	55,133	51,482
103-30-4376-0000	Materials & Supplies	15,188	13,157	13,600	14,101	18,875
103-30-4376-0200	Community Relations-M&S	6,999	1,549	7,000	132	7,000
103-30-4376-0175	Ammunition	13,922	3,995	8,000	6,284	8,000
103-30-4396-0000	Memberships & Dues	5,050	4,577	6,170	4,113	6,140
103-30-4399-0000	Non-capitalized Equipment	-	3,739	5,000	847	9,000
103-30-4412-0000	Postage	820	367	1,600	400	400
103-30-4415-0000	POST Training	27,277	23,522	33,000	12,238	33,000
103-30-4420-0000	Printing	1,285	3,705	4,000	2,938	3,188
103-30-4436-0000	Recruitment	19,400	10,744	15,000	20,625	15,000
103-30-4468-0000	Staff Development	8,595	5,556	10,000	9,396	10,000
103-30-4480-0000	Travel & Meetings	5,028	9,330	8,000	817	7,500
103-30-4492-0000	Uniforms	1,327	227	-	-	-
103-30-4492-0003	Uniforms-PERSable	16,833	14,374	27,500	16,797	19,000
103-30-4492-0004	Uniforms-Safety	(475)	5,192	4,000	2,224	4,000
103-30-4500-4950	Utilities-Natural Gas	546	499	520	400	520

POLICE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
103-30-4500-9025	Utilities-Telecommunications	21,363	18,352	16,300	18,226	18,426
103-30-4508-0000	Vehicle Repair & Maintenance	100,932	95,746	85,000	72,932	85,000
103-30-4950-0001	Equipment Cost Allocation	154,687	137,758	137,251	137,251	-
233-30-4150-9470	Other Contract Services-CAD RMS	91,898	104,635	60,832	-	60,832
233-30-4399-0000	Non-capitalized Equipment	-	-	10,000	10,000	-
240-30-4613-0000	Equipment	-	92,927	-	-	-
	Total Services & Supplies	**$ 800,053**	**$ 847,544**	**$ 863,744**	**$ 600,227**	**$ 823,143**
	Total Operating Expenditures	**$ 6,393,315**	**$ 7,089,816**	**$ 7,579,598**	**$ 7,153,783**	**$ 7,804,864**

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DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

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
- Pre-incident exercises and training with allied agencies, and others 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
- 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
- Emergency Management responsibilities for the City

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

- Coordinated the City of San Marino's response to COVID-19, including the activation of the City's Emergency Operations Center; proclamation of a local disaster by the San Marino City Council on March 17, 2020; approval by the City Council of the City's Disease Pandemic Response Plan; coordination of the City's Crisis Communications Committee; and leading the City's Recovery Leadership Team
- Researched, prepared, and ordered a new rescue ambulance as part of the City's approved Fiscal Year 2020-21 Capital Improvement Plan. Due to COVID restrictions with the manufacturer, delivery of the rescue ambulance is anticipated in FY 2021-22.

- Completed the replacement and installation of new, clear glass apparatus doors on the front and rear of the fire station.
- Purchased and placed into service a second "Autopulse" automatic resuscitation device on Rescue Ambulance 791, the Fire Department's reserve ambulance.
- Implementation of the Lexipol standardized Fire Department policies and best practices.
- Completed Annual Inspection of Fire Department facilities and apparatus.
- Completed a health and safety upgrade of Fire Department facilities to include replacement of carpeting throughout the station; installation of a new medical cabinet to store controlled substances; and purchase and installation of a new washing machine to remove carcinogens from firefighters' personal protective equipment.
- In coordination with the Los Angeles County Department of Public Health, the Fire Department initiated a Mobile Vaccination for Homebound 65+ Population program for residents of San Marino.
- Completed and distributed the Fire Department Annual Report to provide residents an overview of Fire Department accomplishments during 2020.

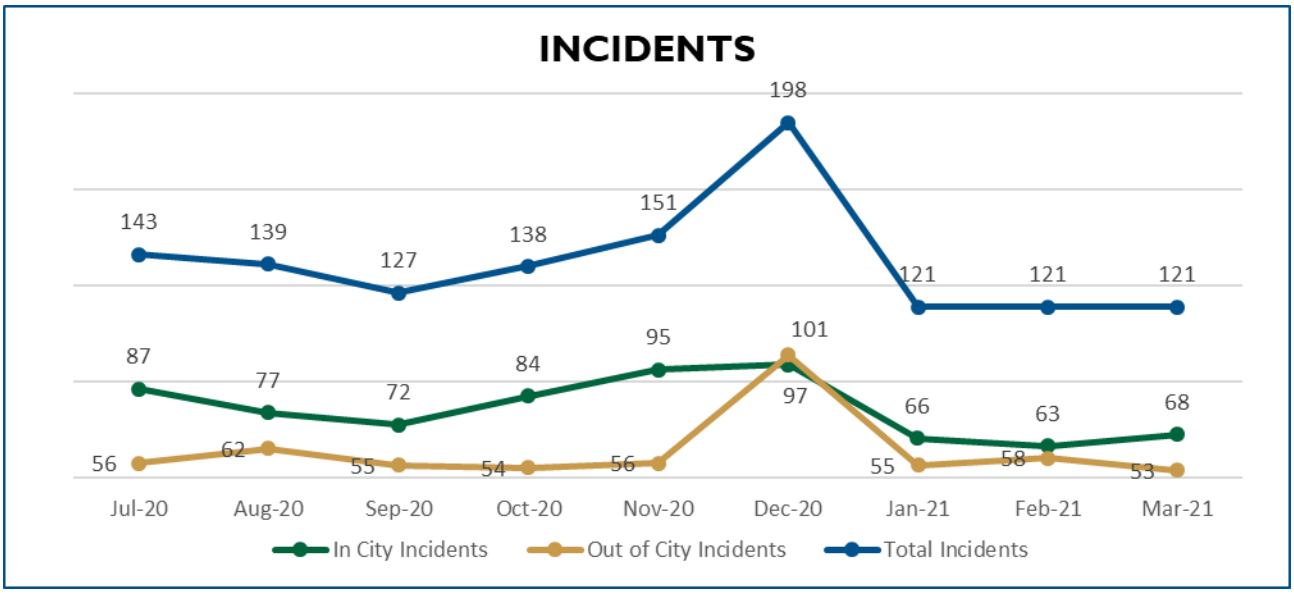
FISCAL YEAR 2021-22 OBJECTIVES

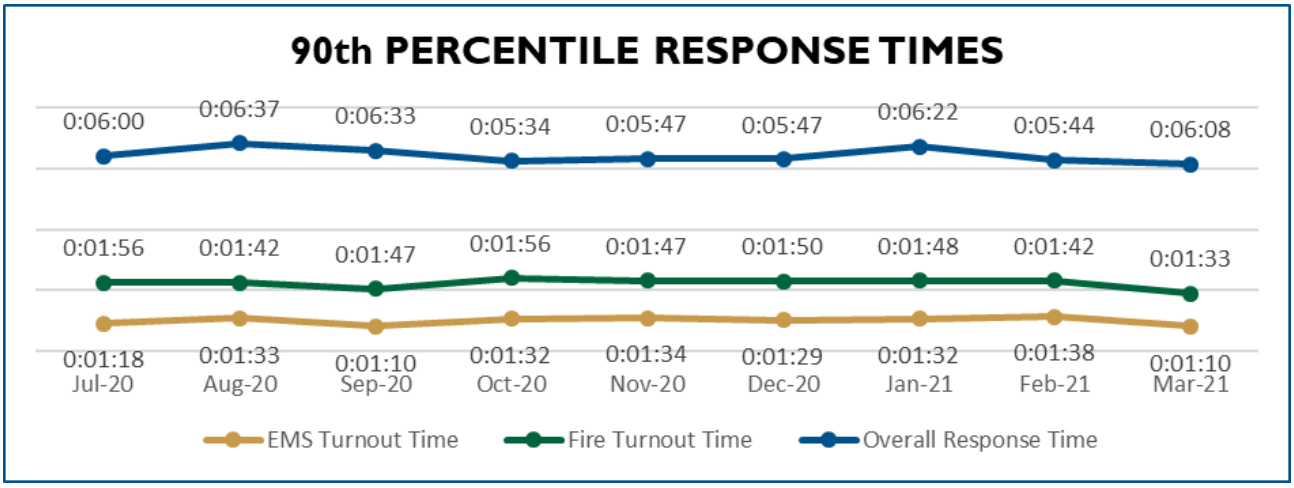
- Continue to lead the City's response to COVID-19.
- Continue to provide accurate measurements of Fire Department performance.
- Place into service new Rescue Ambulance 91.
- Conduct a review of the current Community Emergency Response Training (CERT) and develop a "Citizen Fire Academy" for residents' participation.
- Develop a City-wide Evacuation Plan for review and approval by the Disaster Council and City Council.

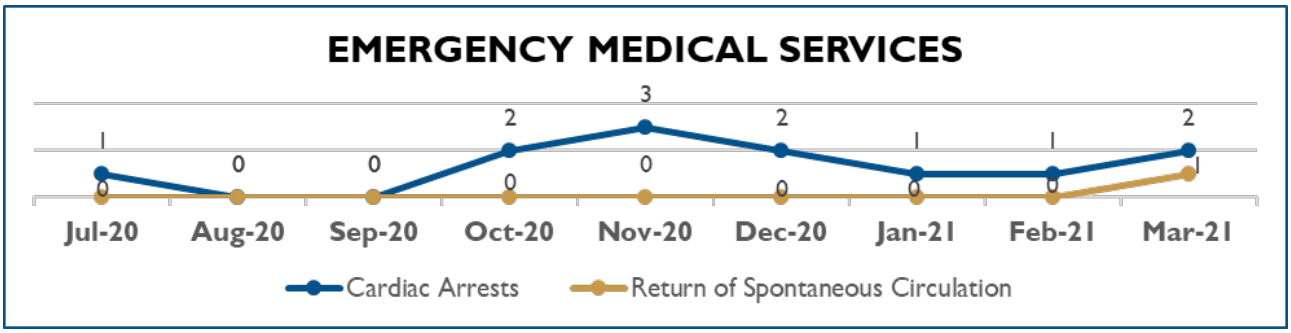
OPERATIONAL DASHBOARD

	FY 2019-20	FY 2020-21	
Description	**Actual**	**Year to Date (as of March 2021)**	**Estimate for the Year**
# of total responses	1,898	1,138	1,708
Responses in City	1,010	641	962
Responses out of City	888	497	746
90th percentile EMS turnout time	0:01:16	00:01:35	00:01:31
90th percentile Fire turnout time	00:01:25	00:01:50	00:01:48
90th percentile response time	00:06:08	00:06:15	00:06:07
Total cardiac arrest incidents	13	10	14
Cardiac arrest return of spontaneous circulation	7	0	2

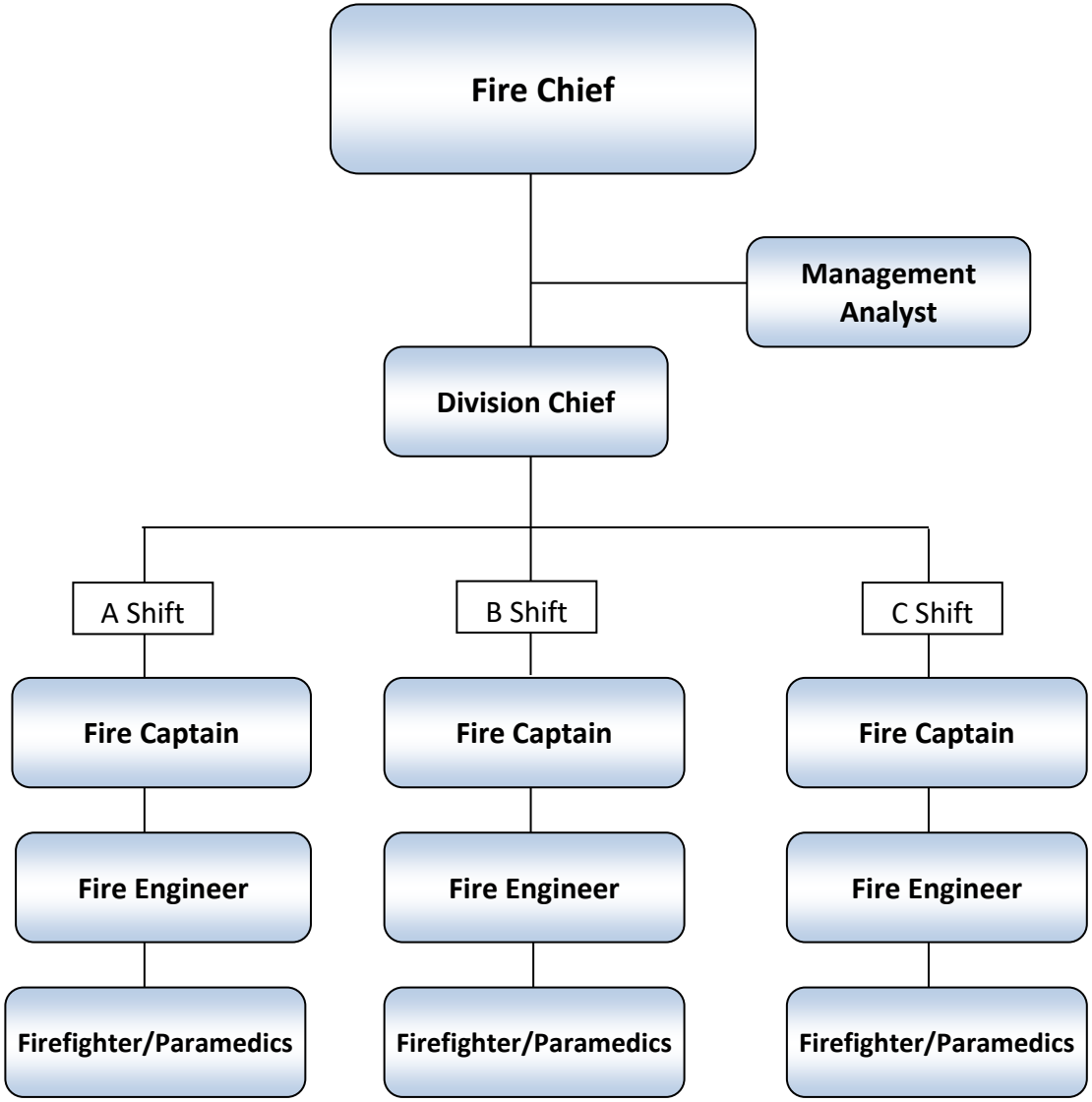
OPERATIONAL DASHBOARD (CONT.)







FIRE DEPARTMENT



FIRE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Authorized Positions (Full-Time Equivalents)						
Full-Time						
San Marino Fire Chief		1.00	1.00	1.00	1.00	1.00
San Marino Fire Division Chief		1.00	1.00	1.00	1.00	1.00
Fire Captains		3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic		12.00	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	1.00	1.00
Administrative Assistant		-	-	-	-	-
	Total Full-Time FTE	21.00	21.00	21.00	21.00	21.00
	Total Part-Time FTE	-	-	-	-	-
	Department Total FTE	**21.00**	**21.00**	**21.00**	**21.00**	**21.00**
Operating Budget Summary						
Expenditures by Type:						
	Personnel	5,074,786	5,458,015	5,181,350	5,318,059	5,326,525
	Services & Supplies	727,262	643,877	739,889	710,635	620,265
	Total by Type	**$ 5,802,048**	**$ 6,101,892**	**$ 5,921,239**	**$ 6,028,694**	**$ 5,946,790**
Expenditures by Fund:						
103	Public Safety Fund	5,514,708	5,823,782	5,682,402	5,843,160	5,743,290
104	4th of July Fund	1,010	1,908	3,025	-	-
281	Donations Fund	18,567	-	10,312	-	-
595	Workers Compensation Fund	267,763	276,202	225,500	185,534	203,500
	Total by Fund	**$ 5,802,048**	**$ 6,101,892**	**$ 5,921,239**	**$ 6,028,694**	**$ 5,946,790**
Operating Budget Detail						
GL #	***Personnel***					
103-34-4001-0000	Full Time Salaries	2,410,362	2,755,761	2,492,872	2,324,499	2,520,055
103-34-4001-0019	Full Time Salaries-COVID-19	-	-	-	13,153	-
103-34-4004-0000	Overtime	697,393	627,379	469,000	905,239	469,000
103-34-4004-0003	Overtime-Strike Teams	68,776	970	127,500	54,637	127,500
103-34-4004-0019	Overtime-COVID-19	-	26,438	25,000	-	-
103-34-4004-0020	Overtime-Civil Unrest	-	3,213	-	-	
103-34-4004-0033	Overtime-Shared Command	38,520	59,896	39,000	38,185	39,000
103-34-4006-0000	Medicare	43,070	45,236	36,147	48,163	36,541
103-34-4008-6160	Retirement-PERS	1,093,713	1,255,750	1,409,707	1,314,493	1,551,900
103-34-4010-0000	Cafeteria Benefit	303,173	301,770	352,800	325,947	378,229
103-34-4011-0000	Technology Allowance	7,221	4,629	-	-	-
103-34-4013-0000	Uniform Allowance	813	800	800	800	800
103-34-4015-0000	Worker's Comp 4850 Pay	142,973	98,063	-	107,408	-
104-34-4004-0000	Fire Overtime (4th of July)	997	1,881	3,000	-	-
104-34-4006-0000	Medicare	13	27	25	-	-
595-34-4015-0001	Workers' Comp Current Employees	207,669	183,411	173,975	155,534	159,723
595-34-4015-0002	Workers' Comp Past Employees	60,094	92,791	51,525	30,000	43,777
	Total Personnel	**$ 5,074,786**	**$ 5,458,015**	**$ 5,181,350**	**$ 5,318,059**	**$ 5,326,525**

FIRE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
GL #	***Services & Supplies***					
103-34-4110-0000	Shared Command	131,060	77,446	115,000	95,000	115,000
103-34-4150-0000	Other Contract Services	165,710	164,510	188,400	188,098	194,200
103-34-4150-0500	Other Contract Services-IT	-	15,277	16,000	17,292	17,000
103-34-4204-0000	Books & Periodicals	431	403	400	320	400
103-34-4206-0000	Building Repair & Maintenance	16,179	14,207	18,750	17,950	18,750
103-34-4308-0000	Equipment Rental	-		400	400	400
103-34-4316-0000	Equipment Repair & Maintenance	12,787	15,330	15,000	15,805	15,000
103-34-4376-0000	Materials & Supplies	36,328	48,300	50,800	48,675	50,800
103-34-4396-0000	Memberships & Dues	3,800	2,393	2,975	3,465	2,975
103-34-4398-0000	Mileage	-	249	100	-	100
103-34-4399-0000	Non-capitalized Equipment	29,287	11,678	12,300	13,046	12,300
281-34-4399-0000	Non-capitalized Equipment	18,567	-	10,312	-	-
103-34-4401-0000	Outside Services	4,920	6,370	3,000	1,540	3,000
103-34-4420-0000	Printing	506	541	450	450	450
103-34-4436-0000	Recruitment	9,224	21,770	16,600	37,420	16,600
103-34-4452-0000	Small Tools	507	275	500	500	500
103-34-4460-0003	Special Exp.Strike Team FEMP	2,380	-	12,000	3,105	12,000
103-34-4468-0000	Staff Development	6,594	7,734	14,130	10,900	14,130
103-34-4480-0000	Travel & Meetings	4,414	2,736	5,600	650	5,600
103-34-4492-0000	Uniforms	109	10	-	-	-
103-34-4492-0003	Uniforms-PERSable	7,399	7,399	7,400	7,400	7,400
103-34-4492-0004	Uniforms-Safety	20,524	21,724	23,000	20,400	23,000
103-34-4500-4950	Utilities-Natural Gas	1,922	2,054	1,900	1,992	1,900
103-34-4500-9025	Utilities-Telecommunications	17,050	23,032	23,200	31,255	39,960

FIRE DEPARTMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
103-34-4508-0000	Vehicle Repair & Maintenance	62,103	67,567	68,800	62,100	68,800
103-34-4950-0001	Equipment Cost Allocation	175,460	132,872	132,872	132,872	-
	Total Services & Supplies	**$ 727,262**	**$ 643,877**	**$ 739,889**	**$ 710,635**	**$ 620,265**
	Total Operating Expenditures	**$ 5,802,048**	**$ 6,101,892**	**$ 5,921,239**	**$ 6,028,694**	**$ 5,946,790**

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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.

DEPARTMENT DESCRIPTION

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. Programs include:

- City Council members and key staff participate in at least one 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 Training (CERT) program. CERT members receive special training in disaster first aid, urban search and rescue, and the incident command system.
- Maintain the City's Emergency Operations Center.
- Maintain the City's Emergency Operations Plan, and the Local Hazard Mitigation Plan.
- Maintain the City's disaster supplies.
- Maintain the City's emergency notification systems, which includes the San Marino Community Alert Message System (SMCAMS) to notify residents and businesses about urgent information related to the safety of our community. Emergency information can be sent to a telephone or email address. The Emergency Management program also maintains the Wireless Emergency Alerts (WEA) system, which has the ability to send emergency alerts directly to mobile devices in the event of an emergency.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

- Managed the City's Emergency Operations Center for the COVID Response, including activation and staffing of the EOC; coordination of recovery plans; assisting the City Manager with community messaging; coordination with the County of Los Angeles Department of Public Health; oversight and coordination of City-wide logistics for pandemic related supplies; and lastly activated and staffed the Resident Support Hotline to provide outreach to senior residents.
- Procured personal protective equipment (PPE) for Fire Department and all City Departments through the County of Los Angeles' Operational Area Response and Recovery System.
- Submitted for approval by the City Council three annexes to the City's Emergency Operations Plan: Extreme Heat / Power Interruption, Cybersecurity, and Earthquake Operations.

FISCAL YEAR 2021-22 OBJECTIVES

- Improve the City's Emergency Preparedness through the completion of the upgrade to the Emergency Operations Center, including new phone and computer set up, new mapping, and staff training.
- Review and revise the City's Emergency Operations Plan for City Council adoption.

- Conduct a City-wide emergency operations exercise with City staff, Department Heads, and the School District.
- Complete necessary upgrades to the Emergency Operations Center in coordination with the Parks and Public Works Department.

OPERATIONAL DASHBOARD

	FY 2019-20	FY 2020-21	
Description	**Actual**	**Year to Date (as of February 2021)**	**Estimate for the Year**
EOC Activations	2	1	1

EMERGENCY MANAGEMENT

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	75,000	76,507	19,127
	Services & Supplies	51,845	50,294	60,325	47,379	53,900
	Total by Type	**$ 51,845**	**$ 50,294**	**$ 135,325**	**$ 123,886**	**$ 73,027**
Expenditures by Fund:						
101	General Fund	51,845	50,294	135,325	123,886	73,027
	Total by Fund	**$ 51,845**	**$ 50,294**	**$ 135,325**	**$ 123,886**	**$ 73,027**
Operating Budget Detail						
GL #	***Personnel***					
101-36-4002-0019	PT Salaries-COVID-19	-	-	50,000	50,000	12,500
101-36-4004-0019	Overtime-COVID-19	-	-	25,000	25,000	6,250
101-36-4006-0000	Medicare	-	-	-	254	64
101-36-4008-6050	Retirement-PARS	-	-	-	93	23
101-36-4008-6160	Retirement-PERS	-	-	-	1,133	283
101-36-4010-0000	Cafeteria Benefit	-	-	-	27	7
	Total Personnel	**$ -**	**$ -**	**$ 75,000**	**$ 76,507**	**$ 19,127**
GL #	***Services & Supplies***					
101-36-4150-0000	Other Contract Services	12,788	7,500	11,000	-	7,500
101-36-4150-0500	Other Contract Services-IT	-	6,346	5,500	5,624	5,700
101-36-4316-0000	Equipment Repair & Maintenance	4,228	6,314	10,900	10,245	10,900
101-36-4376-0000	Materials & Supplies	15,813	12,089	13,000	13,000	13,000
101-36-4396-0000	Memberships & Dues	250	175	300	435	300
101-36-4399-0000	Non-capitalized Equipment	8,286	7,753	7,500	7,500	7,500
101-36-4468-0000	Staff Development	2,405	1,723	3,700	1,100	3,700
101-36-4480-0000	Travel & Meetings	180	-	-	-	-
101-36-4500-9025	Utilities-Telecommunications	3,680	4,179	4,210	5,260	5,300
101-36-4950-0001	Equipment Cost Allocation	4,215	4,215	4,215	4,215	-
	Total Services & Supplies	**$ 51,845**	**$ 50,294**	**$ 60,325**	**$ 47,379**	**$ 53,900**
	Total Operating Expenditures	**$ 51,845**	**$ 50,294**	**$ 135,325**	**$ 123,886**	**$ 73,027**

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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.

DEPARTMENT DESCRIPTION

The Parks and Public Works Department is responsible for the design, construction, maintenance and operations of the city's public infrastructure, and performs this mission through a combination of physical assets, best management practices and policies, and skilled personnel. The City's 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 boulevard-style median parks (Huntington Drive, Sierra Madre Boulevard and Old Mill Road)
- 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, 7 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 3 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 (also called Streets), Fleet, Sewer (wastewater and stormwater), Parks, Grounds, and Building Maintenance.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

- Completed the reconstruction of the Lacy Park Rose Arbor on budget and ahead of schedule
- Completed the replacement of the 1980s Lacy Park restroom on budget
- Completed the replacement of 1.4 miles of sidewalk under budget and ahead of schedule
- Rehabilitated 56 neighborhood streets (945,000 sf of slurry sealing, 904,000 sf of resurfacing) under budget
- Completed the citywide traffic circulation study including the neighborhood traffic calming toolbox
- Completed the assessment of the City's stormwater system
- Fumigated the City Hall campus (City Hall and Police and Fire Stations) and renovated the interior of the Police Station under budget and on schedule
- Commenced the design to renovate San Marino Center including preparation of a focused environmental impact report

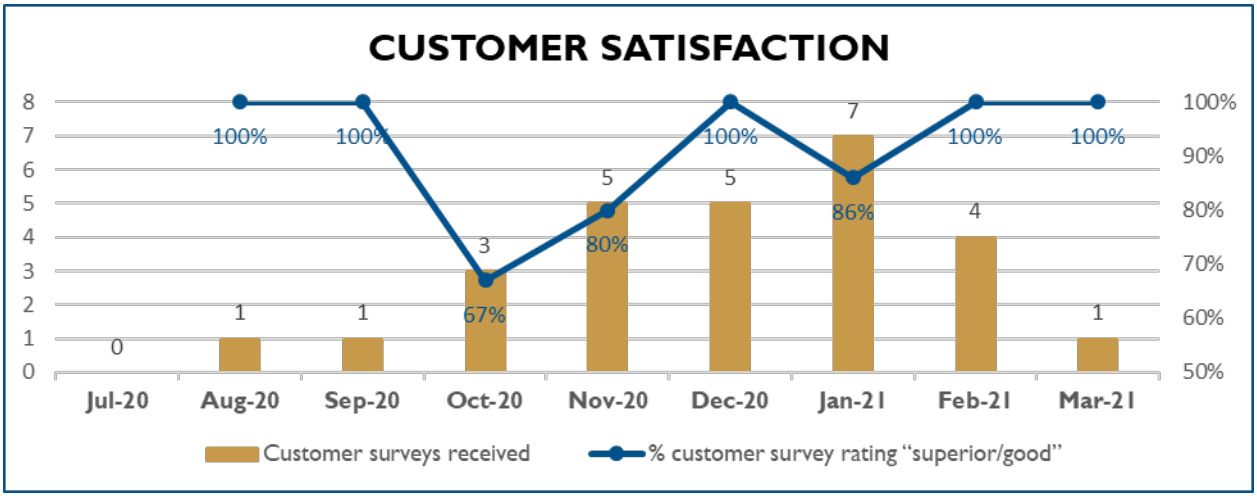
FISCAL YEAR 2021-22 OBJECTIVES

- Design and commence construction of the replacement of a large drainage culvert underneath Lacy Park. a capital improvement project that will require a major design and construction

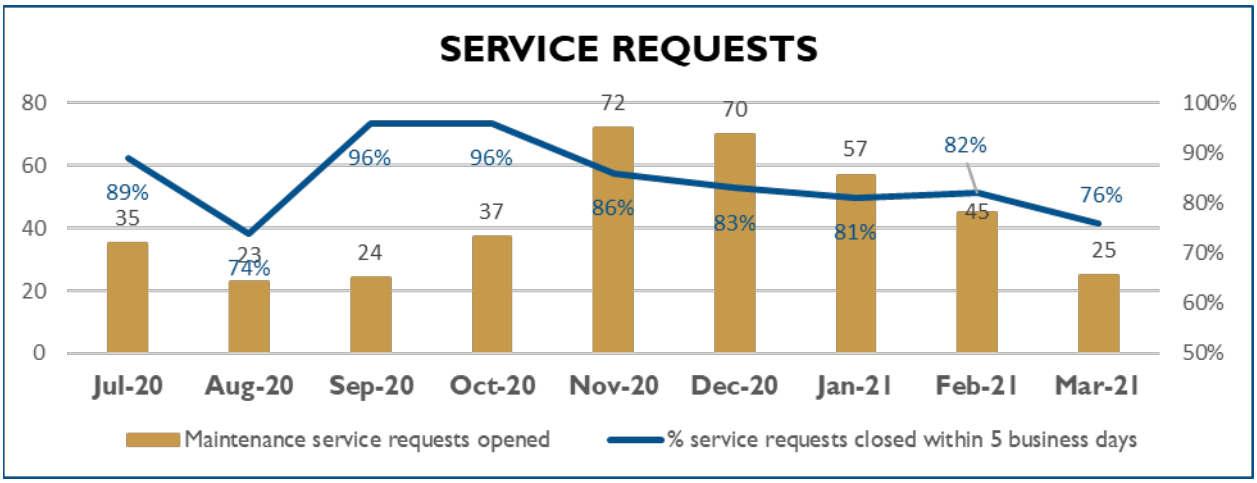
undertaking with careful attention during construction to protect the park patron experience and preserve trees and landscaping

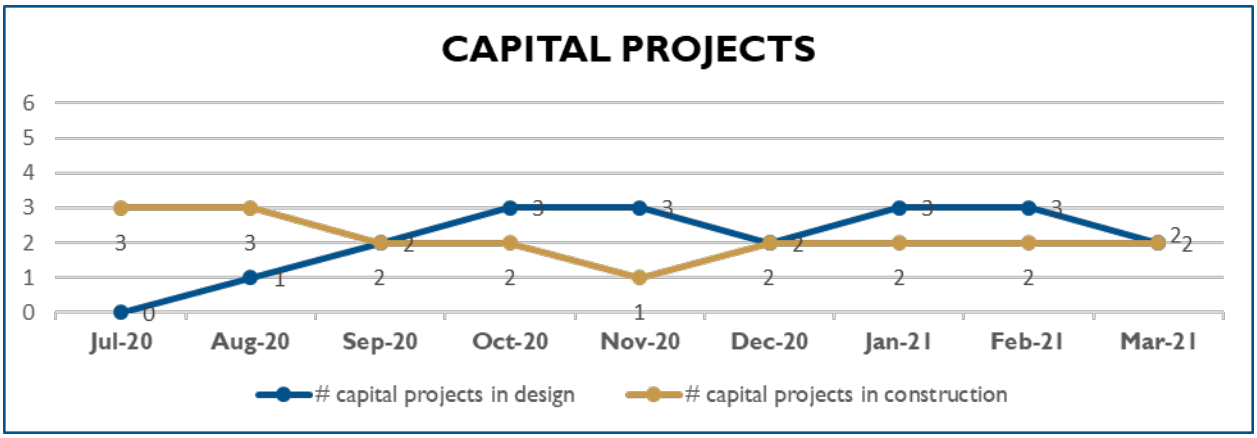
OPERATIONAL DASHBOARD

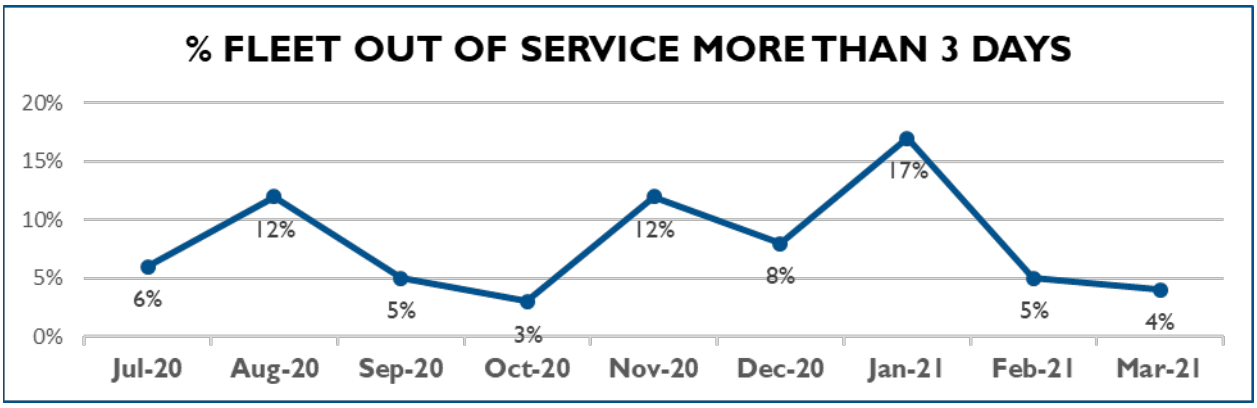
Description	Year to Date (as of March 2021)	Estimated Actuals
% of fleet out of service for more than 3 business days	8%	8%
Maintenance service requests opened	388	485
% service requests closed within 5 business days	85%	85%
Customer surveys received	27	33.75
% customer survey rating "superior/good"	92%	92%
# capital projects in design	7	7
# capital projects in construction	10	10



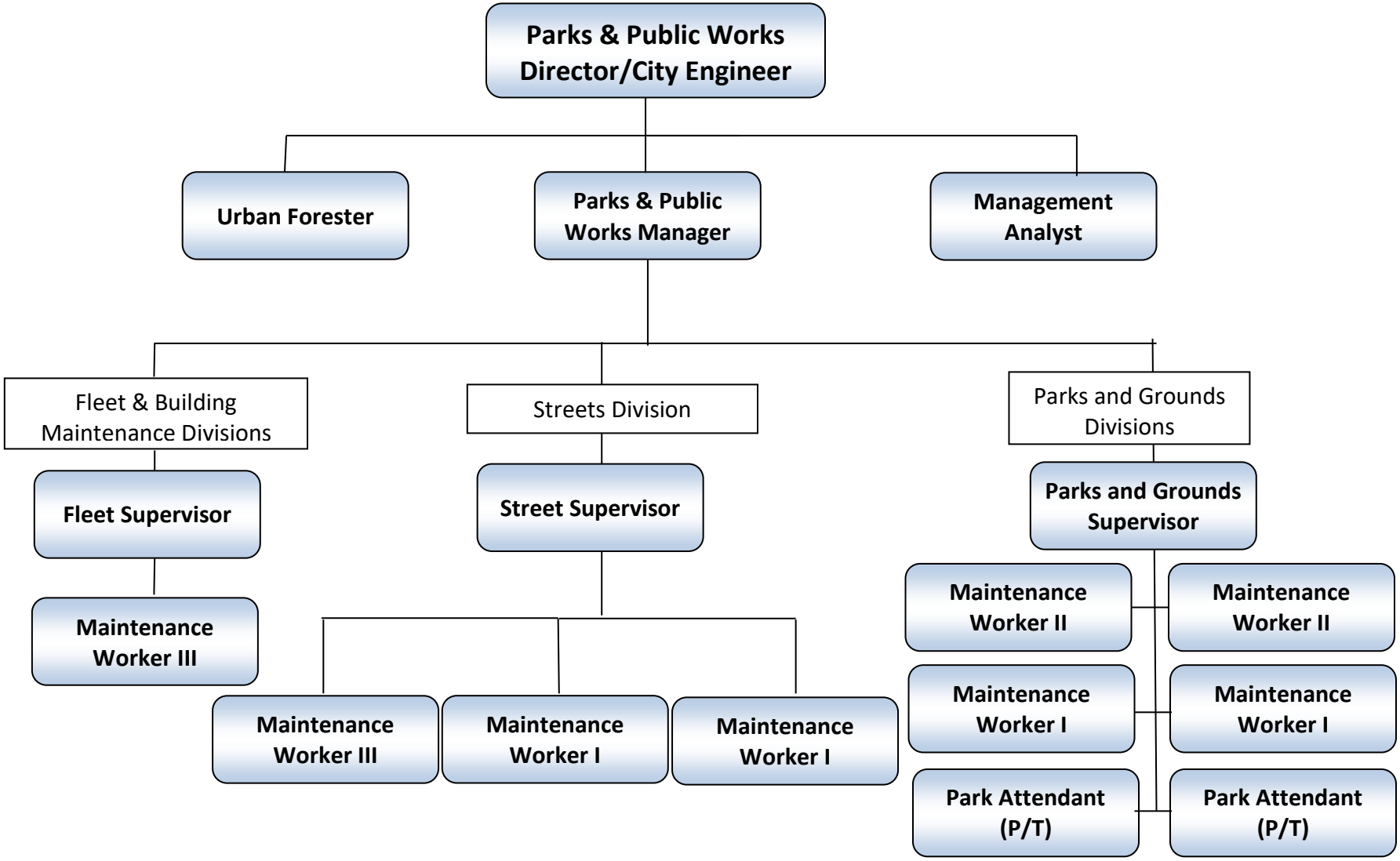
OPERATIONAL DASHBOARD (CONT.)







PARKS & PUBLIC WORKS DEPARTMENT



PARKS AND PUBLIC WORKS - SUMMARY

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	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	3.00	3.00
Foreman	3.00	3.00	-	-	-
Urban Forester	-	-	1.00	1.00	1.00
Maintenance Worker III	4.00	4.00	2.00	2.00	2.00
Maintenance Worker II	4.00	4.00	3.00	3.00	3.00
Maintenance Worker I	4.00	4.00	4.00	4.00	4.00
Part-Time					
Maintenance Assistant	1.52	1.52	-	-	-
Park Attendants	0.50	0.50	0.50	0.50	0.50
Total Full-Time FTE	18.00	18.00	16.00	16.00	16.00
Total Part-Time FTE	2.02	2.02	0.50	0.50	0.50
Department Total FTE	20.02	20.02	16.50	16.50	16.50
Operating Budget Summary					
Expenditures by Type:					
Personnel	1,761,753	1,743,881	1,901,030	1,756,347	1,968,822
Services & Supplies	1,531,987	1,609,872	1,832,004	1,782,386	1,626,195
Total by Type	**$ 3,293,740**	**$ 3,353,753**	**$ 3,733,034**	**$ 3,538,733**	**$ 3,595,017**
Expenditures by Fund:					
101 General Fund	3,286,410	3,310,875	3,695,470	3,521,035	3,563,353
104 4th of July Fund	413	5,743	4,464	-	4,464
215 Prop. C Transit Fund	6,390	-	10,000	5,585	5,000
281 Donations Fund	-	7,169	-	-	-
595 Workers' Compensation Fund	527	29,966	23,100	12,114	22,200
Total by Fund	**$ 3,293,740**	**$ 3,353,753**	**$ 3,733,034**	**$ 3,538,733**	**$ 3,595,017**
Expenditures by Division:					
Administration Division	379,352	506,890	501,238	437,895	473,340
Fleet Division	183,355	246,522	267,012	251,162	265,280
Sewer Division	390,531	337,146	356,300	345,503	342,800
Streets Division	878,178	777,813	897,739	797,385	837,138
Parks Division	498,500	515,650	558,471	539,145	580,368
Grounds Division	775,961	768,205	874,874	864,502	929,791
Building Maintenance Division	187,864	201,527	277,400	303,142	166,300
Total By Division	**$ 3,293,740**	**$ 3,353,753**	**$ 3,733,034**	**$ 3,538,733**	**$ 3,595,017**

PARKS AND PUBLIC WORKS - SUMMARY

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditures by Division:						
Administration	Personnel	298,215	340,465	346,993	334,665	357,555
	Services & Supplies	81,137	166,425	154,245	103,230	115,785
	Total by Type	**$ 379,352**	**$ 506,890**	**$ 501,238**	**$ 437,895**	**$ 473,340**
Fleet	Personnel	151,107	217,676	233,633	217,951	242,230
	Services & Supplies	32,248	28,846	33,379	33,211	23,050
	Total by Type	**$ 183,355**	**$ 246,522**	**$ 267,012**	**$ 251,162**	**$ 265,280**
Sewer	Personnel	-	-	-	-	-
	Services & Supplies	390,531	337,146	356,300	345,503	342,800
	Total by Type	**$ 390,531**	**$ 337,146**	**$ 356,300**	**$ 345,503**	**$ 342,800**
Streets	Personnel	578,248	505,705	512,180	440,240	528,038
	Services & Supplies	299,930	272,108	385,559	357,145	309,100
	Total by Type	**$ 878,178**	**$ 777,813**	**$ 897,739**	**$ 797,385**	**$ 837,138**
Parks	Personnel	377,031	340,440	375,807	345,386	393,538
	Services & Supplies	121,469	175,210	182,664	193,759	186,830
	Total by Type	**$ 498,500**	**$ 515,650**	**$ 558,471**	**$ 539,145**	**$ 580,368**
Grounds	Personnel	357,152	339,595	432,417	418,106	447,461
	Services & Supplies	418,809	428,610	442,457	446,396	482,330
	Total by Type	**$ 775,961**	**$ 768,205**	**$ 874,874**	**$ 864,502**	**$ 929,791**
Bldg. Maintenance	Personnel	-	-	-	-	-
	Services & Supplies	187,864	201,527	277,400	303,142	166,300
	Total by Type	**$ 187,864**	**$ 201,527**	**$ 277,400**	**$ 303,142**	**$ 166,300**
	Total by Division	**$ 3,293,740**	**$ 3,353,753**	**$ 3,733,034**	**$ 3,538,733**	**$ 3,595,017**

PARKS AND PUBLIC WORKS - ADMINISTRATION

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	298,215	340,465	346,993	334,665	357,555
	Services & Supplies	81,137	166,425	154,245	103,230	115,785
	Total by Type	**$ 379,352**	**$ 506,890**	**$ 501,238**	**$ 437,895**	**$ 473,340**
Expenditures by Fund:						
101	General Fund	378,412	471,181	473,674	425,781	446,676
104	4th of July Fund	413	5,743	4,464	-	4,464
595	Workers' Compensation Fund	527	29,966	23,100	12,114	22,200
	Total by Fund	**$ 379,352**	**$ 506,890**	**$ 501,238**	**$ 437,895**	**$ 473,340**
Operating Budget Detail						
101-40-4001-0000	Full Time Salaries	237,560	251,276	260,111	265,342	268,068
101-40-4004-0000	Overtime	6,118	918	-	-	-
101-40-4006-0000	Medicare	3,462	3,513	3,772	3,686	3,887
101-40-4008-6160	Retirement-PERS	16,632	16,358	21,947	22,388	22,478
101-40-4010-0000	Cafeteria Benefit	31,362	32,691	33,600	31,134	36,458
101-40-4014-0000	Unemployment Insurance	2,141		-	-	-
104-40-4004-0000	Public Works Overtime	396	5,661	4,400	-	4,400
104-40-4006-0000	Medicare	6	82	64	-	64
104-40-4010-0000	Cafeteria Benefits	11		-	-	-
595-40-4015-0001	Workers' Comp Current Employee	527	29,893	-	12,114	8,006
595-40-4015-0002	Workers' Comp Past Employees	-	73	23,100	-	14,194
	Total Personnel	**$ 298,215**	**$ 340,465**	**$ 346,993**	**$ 334,665**	**$ 357,555**
101-40-4104-0000	Contract Engineering Services	42,439	108,030	93,000	49,545	55,000
101-40-4150-0000	Other Contract Services	9,206	12,337	9,020	9,630	10,100
101-40-4150-0500	Other Contract Services-IT	-	-	17,500	11,000	15,000
101-40-4206-0000	Building Repair & Maintenance	203	-	-	-	-
101-40-4260-0000	Damage to City Property Repair	9,214	17,060	10,000	10,000	10,000
101-40-4316-0000	Equipment Repair & Maintenance	622	877	500	420	500
101-40-4376-0000	Materials & Supplies	4,085	8,193	6,900	6,820	6,900
101-40-4396-0000	Memberships & Dues	1,130	1,789	2,190	2,190	2,190

PARKS AND PUBLIC WORKS - ADMINISTRATION

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-40-4398-0000	Mileage	85	197	200	-	200
101-40-4399-0000	Non-Capital Equipment	1,260		-	-	-
101-40-4468-0000	Staff Development	2,218	2,887	1,555	1,645	1,555
101-40-4480-0000	Travel & Meetings	827	1,399	2,240	-	2,240
101-40-4492-0003	Uniforms-PERSable	3,715	4,204	4,150	4,220	4,300
101-40-4492-0004	Uniforms-Safety	4,648	6,198	6,000	6,190	6,200
101-40-4500-9025	Utilities-Telecommunications	991	1,407	990	1,570	1,600
101-40-4508-0000	Vehicle Repair	493	1,847	-	-	-
	Total Services & Supplies	**$ 81,137**	**$ 166,425**	**$ 154,245**	**$ 103,230**	**$ 115,785**
	Total Operating Expenditures	**$ 379,352**	**$ 506,890**	**$ 501,238**	**$ 437,895**	**$ 473,340**

PARKS AND PUBLIC WORKS - FLEET

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	151,107	217,676	233,633	217,951	242,230
	Services & Supplies	32,248	28,846	33,379	33,211	23,050
	Total by Type	**$ 183,355**	**$ 246,522**	**$ 267,012**	**$ 251,162**	**$ 265,280**
Expenditures by Fund:						
101	General Fund	183,355	246,522	267,012	251,162	265,280
	Total by Fund	**$ 183,355**	**$ 246,522**	**$ 267,012**	**$ 251,162**	**$ 265,280**
Operating Budget Detail						
101-42-4001-0000	Full Time Salaries	91,107	136,079	145,413	134,125	144,138
101-42-4004-0000	Overtime	10,512	8,186	1,500	3,500	1,500
101-42-4006-0000	Medicare	1,273	2,219	2,108	1,981	2,090
101-42-4008-6160	Retirement-PERS	30,922	41,780	50,612	46,683	57,644
101-42-4010-0000	Cafeteria Benefit	17,093	29,212	33,600	31,262	36,458
101-42-4013-0000	Uniform Allowance	200	200	400	400	400
	Total Personnel	**$ 151,107**	**$ 217,676**	**$ 233,633**	**$ 217,951**	**$ 242,230**
101-42-4150-0000	Other Contract Services	4,740	4,837	7,000	7,000	7,400
101-42-4204-0000	Books & Periodicals	1,861	-	-	-	-
101-42-4316-0000	Equipment Repair & Maintenance	8,451	6,430	9,600	9,599	9,900
101-42-4376-0000	Materials & Supplies	3,942	4,097	3,500	3,500	3,500
101-42-4452-0000	Small Tools	1,607	1,605	1,500	1,400	1,500
101-42-4508-0000	Vehicle Repair & Maintenance	618	848	750	683	750
101-42-4950-0001	Equipment Cost Allocation	11,029	11,029	11,029	11,029	-
	Total Services & Supplies	**$ 32,248**	**$ 28,846**	**$ 33,379**	**$ 33,211**	**$ 23,050**
	Total Operating Expenditures	**$ 183,355**	**$ 246,522**	**$ 267,012**	**$ 251,162**	**$ 265,280**

PARKS AND PUBLIC WORKS - SEWER

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	390,531	337,146	356,300	345,503	342,800
	Total by Type	**$ 390,531**	**$ 337,146**	**$ 356,300**	**$ 345,503**	**$ 342,800**
Expenditures by Fund:						
101	General Fund	390,531	337,146	356,300	345,503	342,800
	Total by Fund	**$ 390,531**	**$ 337,146**	**$ 356,300**	**$ 345,503**	**$ 342,800**
Operating Budget Detail						
101-44-4104-0000	Contracted Engineering NPDES	8,650	16,457	20,000	18,968	20,000
101-44-4106-5170	Contract Legal Svcs.-NPDES	3,569	653	5,000	-	-
101-44-4150-0000	Other Contract Services	194,598	162,838	163,800	163,800	168,800
101-44-4150-5170	Other Contract Services-NPDES	50,972	21,566	20,500	20,500	20,500
101-44-4150-9020	Contracted Street Sweeping	125,711	128,859	135,000	135,000	121,500
101-44-4460-5170	Special Expenses-NPDES	7,031	6,773	12,000	7,235	12,000
	Total Services & Supplies	**$ 390,531**	**$ 337,146**	**$ 356,300**	**$ 345,503**	**$ 342,800**
	Total Operating Expenditures	**$ 390,531**	**$ 337,146**	**$ 356,300**	**$ 345,503**	**$ 342,800**

PARKS AND PUBLIC WORKS - STREETS

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	578,248	505,705	512,180	440,240	528,038
	Services & Supplies	299,930	272,108	385,559	357,145	309,100
	Total by Type	**$ 878,178**	**$ 777,813**	**$ 897,739**	**$ 797,385**	**$ 837,138**
Expenditures by Fund:						
101	General Fund	871,788	777,813	887,739	791,800	832,138
215	Prop. C Transit Fund	6,390	-	10,000	5,585	5,000
	Total by Fund	**$ 878,178**	**$ 777,813**	**$ 897,739**	**$ 797,385**	**$ 837,138**
Operating Budget Detail						
GL #	***Personnel***					
101-48-4001-0000	Full Time Salaries	390,159	338,128	329,055	290,178	328,226
101-48-4002-0000	Part Time Wages	9,296	-	-	-	-
101-48-4004-0000	Overtime	14,549	13,298	-	-	-
101-48-4006-0000	Medicare	5,983	5,032	4,771	4,306	4,759
101-48-4008-6050	Retirement-PARS	349	-	-	-	-
101-48-4008-6160	Retirement-PERS	78,088	89,338	101,954	89,909	112,222
101-48-4010-0000	Cafeteria Benefit	79,174	59,459	75,600	55,048	82,031
101-48-4011-0000	Technology Allowance	-	-	-	-	-
101-48-4013-0000	Uniform Allowance	650	450	800	800	800
	Total Personnel	**$ 578,248**	**$ 505,705**	**$ 512,180**	**$ 440,240**	**$ 528,038**
GL #	***Services & Supplies***					
101-48-4150-0000	Other Contract Services	51,912	68,589	83,500	82,244	83,500
101-48-4316-0000	Equipment Repair & Maintenance	2,667	2,794	1,500	1,650	1,500
101-48-4376-0000	Materials & Supplies	71,884	39,896	110,000	91,640	95,100
101-48-4376-9242	Public Safety Commission	2,286	6,606	10,000	7,500	-
101-48-4396-0000	Memberships and Dues	225	-	-	-	-
101-48-4452-0000	Small Tools	226	115	1,000	1,032	1,000
101-48-4500-1980	Utilities-Electricity	88,822	84,710	97,020	97,020	100,000
101-48-4500-9025	Utilities-Telecommunications	912	912	920	-	-
101-48-4508-0000	Vehicle Repair & Maintenance	23,340	19,867	23,000	21,855	23,000
101-48-4950-0001	Equipment Cost Allocation	51,266	48,619	48,619	48,619	-

PARKS AND PUBLIC WORKS - STREETS

		FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2020-21 Estimated	FY 2021-22 Adopted
215-48-4150-0000	Other Contract Services	6,390	-	10,000	5,585	5,000
	Total Services & Supplies	**$ 299,930**	**$ 272,108**	**$ 385,559**	**$ 357,145**	**$ 309,100**
	Total Operating Expenditures	**$ 878,178**	**$ 777,813**	**$ 897,739**	**$ 797,385**	**$ 837,138**

PARKS AND PUBLIC WORKS - PARKS

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	377,031	340,440	375,807	345,386	393,538
	Services & Supplies	121,469	175,210	182,664	193,759	186,830
	Total by Type	**$ 498,500**	**$ 515,650**	**$ 558,471**	**$ 539,145**	**$ 580,368**
Expenditures by Fund:						
101	General Fund	498,500	508,481	558,471	539,145	580,368
281	Donations Fund	-	7,169	-	-	-
	Total by Fund	**$ 498,500**	**$ 515,650**	**$ 558,471**	**$ 539,145**	**$ 580,368**
Operating Budget Detail						
101-50-4001-0000	Full Time Salaries	217,857	200,999	234,412	184,514	236,592
101-50-4002-0000	Part Time Wages	34,597	14,647	13,520	19,856	16,952
101-50-4004-0000	Overtime	8,602	653	500	-	500
101-50-4006-0000	Medicare	3,952	3,302	3,595	2,979	3,676
101-50-4008-6050	Retirement-PARS	476	524	507	677	636
101-50-4008-6160	Retirement-PERS	49,402	56,715	68,072	53,582	75,337
101-50-4010-0000	Cafeteria Benefit	61,318	47,095	54,600	50,952	59,245
101-50-4013-0000	Uniform Allowance	325	325	600	600	600
101-50-4014-0000	Unemployment Payments	502	-	-	-	-
101-50-4015-0000	Workers' Comp Current Employee	-	16,180	-	32,226	-
	Total Personnel	**$ 377,031**	**$ 340,440**	**$ 375,807**	**$ 345,386**	**$ 393,538**
101-50-4150-0000	Other Contract Services	22,103	22,433	29,750	29,650	31,900
101-50-4206-0000	Building Repair & Maintenance	4,960	878	5,000	4,500	5,000
101-50-4316-0000	Equipment Repair & Maintenance	502	350	500	475	500
101-50-4376-0000	Materials & Supplies	13,789	14,717	25,700	25,680	25,700
101-50-4404-0000	Plants	3,635	11,940	25,000	24,450	25,000
101-50-4452-0000	Small Tools	633	686	750	685	750
101-50-4500-4950	Utilities-Natural Gas	451	543	500	580	600
101-50-4500-9025	Utilities-Telecommunications	1,328	1,371	1,300	1,925	1,900
101-50-4500-9460	Utilities-Water	42,169	79,018	67,900	78,000	90,480

PARKS AND PUBLIC WORKS - PARKS

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-50-4508-0000	Vehicle Repair & Maintenance	8,933	14,841	5,000	6,550	5,000
101-50-4950-0001	Equipment Cost Allocation	22,966	21,264	21,264	21,264	-
281-50-4206-9400	Bldg. Rep & Maint-War Memorial	-	2,576	-	-	-
281-50-4399-0000	Non-Capitalized Equipment	-	4,593	-	-	-
	Total Services & Supplies	**$ 121,469**	**$ 175,210**	**$ 182,664**	**$ 193,759**	**$ 186,830**
	Total Operating Expenditures	**$ 498,500**	**$ 515,650**	**$ 558,471**	**$ 539,145**	**$ 580,368**

PARKS AND PUBLIC WORKS - GROUNDS

Operating Budget Summary		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditures by Type:						
	Personnel	357,152	339,595	432,417	418,106	447,461
	Services & Supplies	418,809	428,610	442,457	446,396	482,330
	Total by Type	**$ 775,961**	**$ 768,205**	**$ 874,874**	**$ 864,502**	**$ 929,791**
Expenditures by Fund:						
101	General Fund	775,961	768,205	874,874	864,502	929,791
	Total by Fund	**$ 775,961**	**$ 768,205**	**$ 874,874**	**$ 864,502**	**$ 929,791**
Operating Budget Detail:						
101-52-4001-0000	Full Time Salaries	252,280	227,033	285,959	283,712	288,568
101-52-4002-0000	Part-Time Wages	-	-	-	177	-
101-52-4004-0000	Overtime	13,047	10,126	650	181	650
101-52-4006-0000	Medicare	3,991	3,426	4,146	4,038	4,184
101-52-4008-6160	Retirement-PERS	47,022	52,968	69,462	68,416	75,785
101-52-4010-0000	Cafeteria Benefit	40,387	45,717	71,400	60,782	77,474
101-52-4013-0000	Uniform Allowance	425	325	800	800	800
	Total Personnel	**$ 357,152**	**$ 339,595**	**$ 432,417**	**$ 418,106**	**$ 447,461**
101-52-4150-0000	Other Contract Services	247,698	243,084	249,000	249,040	273,100
101-52-4150-0500	Other Contract Services-IT	-	-	2,000	2,000	2,000
101-52-4316-0000	Equipment Repair & Maintenance	1,964	1,117	2,000	1,250	2,000
101-52-4376-0000	Materials & Supplies	9,946	6,883	8,500	8,500	8,500
101-52-4404-0000	Plants	16,428	5,130	13,900	13,900	13,900
101-52-4452-0000	Small Tools	1,212	750	750	730	750
101-52-4500-9025	Utilities-Telecommunications	456	418	520	114	-
101-52-4500-9460	Utilities-Water	117,942	146,145	144,000	148,000	171,680
101-52-4508-0000	Vehicle Repair & Maintenance	11,857	13,297	10,000	11,075	10,400
101-52-4950-0001	Equipment Cost Allocation	11,307	11,786	11,787	11,787	-

PARKS AND PUBLIC WORKS - GROUNDS

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Total Services & Supplies	$ 418,809	$ 428,610	$ 442,457	$ 446,396	$ 482,330
Total Operating Expenditures	$ 775,961	$ 768,205	$ 874,874	$ 864,502	$ 929,791

PARKS AND PUBLIC WORKS - BLDG MAINT.

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	187,864	201,527	277,400	303,142	166,300
	Total by Type	**$ 187,864**	**$ 201,527**	**$ 277,400**	**$ 303,142**	**$ 166,300**
Expenditures by Fund:						
101	General Fund	187,864	201,527	277,400	303,142	166,300
	Total by Fund	**$ 187,864**	**$ 201,527**	**$ 277,400**	**$ 303,142**	**$ 166,300**
Operating Budget Detail						
101-53-4150-0000	Other Contract Services	121,185	116,262	207,800	233,767	102,200
101-53-4206-0000	Building Repair & Maintenance	35,799	55,617	38,700	38,945	34,700
101-53-4376-0000	Materials & Supplies	30,844	29,648	30,400	29,955	28,900
101-53-4508-0000	Vehicle Repair & Maintenance	36	-	500	475	500
	Total Services & Supplies	**$ 187,864**	**$ 201,527**	**$ 277,400**	**$ 303,142**	**$ 166,300**
	Total Operating Expenditures	**$ 187,864**	**$ 201,527**	**$ 277,400**	**$ 303,142**	**$ 166,300**

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COMMUNITY SERVICES DEPARTMENT

PURPOSE

The Community Services Department enriches the community through creative recreational programming and the promotion of reading and learning activities through Crowell Public Library.

DEPARTMENT DESCRIPTION

To inspire a vibrant San Marino, the Community Services Department is structured around the values of collaboration, customer service, and innovation. Through its recreation and library divisions, the Department provides innovative programming and services that encourage discovery, learning, and play.

The recreation division provides a range of age-appropriate youth activities to further their health, creativity, and development; offers an array of social and recreational activities for adults of all interests and ages; organizes community events like the beloved Fourth of July celebration and develops new programs that further community building; partners with individuals and organizations to offer fun and exciting recreational services via contract programming; and maintains the City's recreational facilities and coordinates their rental use by private and non-profit groups.

Housed at Crowell Public Library, the library division's major functions include adult-based cultural enrichment and literacy services; a wide range of children's programming and literacy services; management of the collection through purchases and cataloging; and circulation services like managing library card registration, checking out materials, collecting fines and fees, and offering passport services.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

- Offered virtual and take-and-make programming, i.e., lectures, storytimes, trivia nights, social opportunities, and age-appropriate craft kits.

- Altered community events and introduced pop-up programming to align with public health protocols: this included modified Memorial Day and Fourth of July celebrations; vehicle-based events like the Scavenger Haunt, Great San Marino Egg Hunt, and Shamrock Bingo; and new in-person offerings like the FIT-It-In Thanksgiving Day workout and Mother's Day painting event.

- Reduced (pandemic-related) senior isolation via care packages, Valentine's Day grams, wellness calls, and live virtual workouts and lectures.

- Introduced new drop-in adult programming including yoga and functional fitness; modified the popular Camp Lacy summer programs to provide youth with in-person enrichment and socialization opportunities.

- Used CDBG-CV funds to create a new, senior-focused iPad lending program that includes hands-on training (for using the device and accessing the Library's electronic resources).

- Administered a successful and contactless curbside pickup service for library materials; transitioned passport acceptance into an outdoor-based model that maintained services and revenues.

- Installed a StoryWalk at Lacy Park, which will feature new children's stories on a quarterly basis.

- Replaced 36 public internet access computers with financial assistance provided by the San Marino Public Library Foundation.

- Repositioned the Library's e-resources to meet current trends, e.g., video streaming services and an expanded collection of e-books and other materials.

- Improved publicity via email marketing and enhanced social media advertising.

FISCAL YEAR 2021-22 OBJECTIVES

- Determine the viability and approach for three new teen programs: Youth Commission, VolunTEENs, and an afterschool teen pilot program.

- Launch new senior-based programming using CDBG funds; reintroduce monthly excursions and introduce a mini-trips options. Continue wellness checks and explore the feasibility of a homebound senior meal program.

- Recalibrate the recreation re-envisioning plan with the arrival of the new Community Services Director.

- Enhance community events via summer concerts, a community camp-out, a Halloween movie night, a Big Trucks event, and seasonal pop-up programming.

- Implement new recreation management software to streamline registration and facility rental processes.

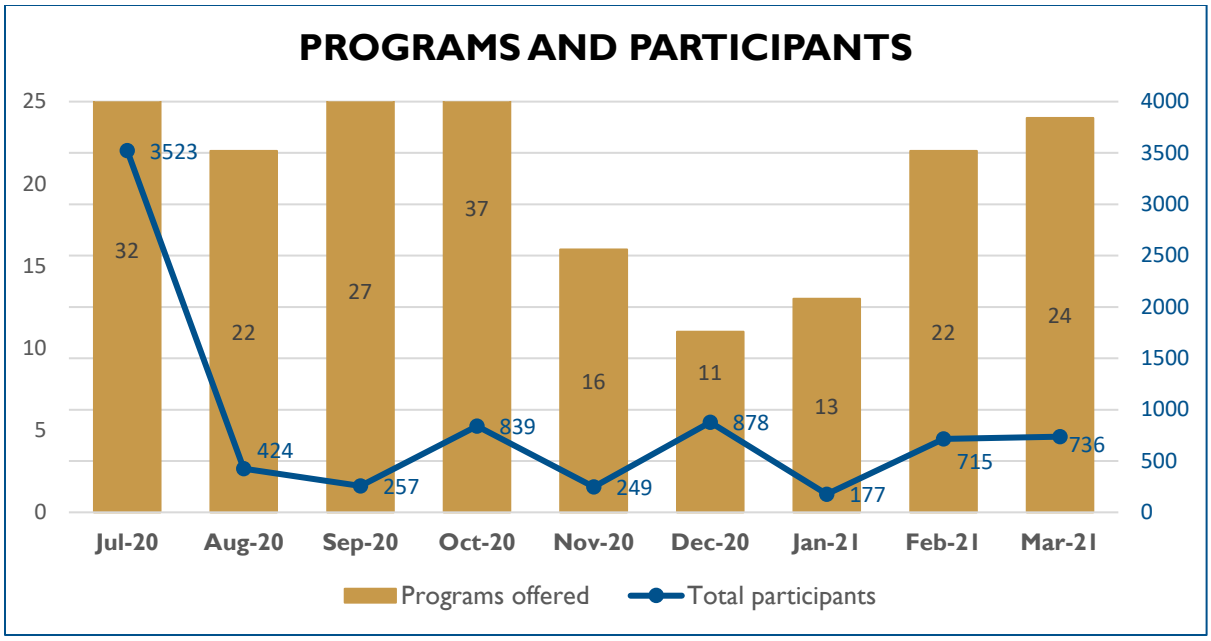
- Fully restore the Library's operating hours and in-person services.

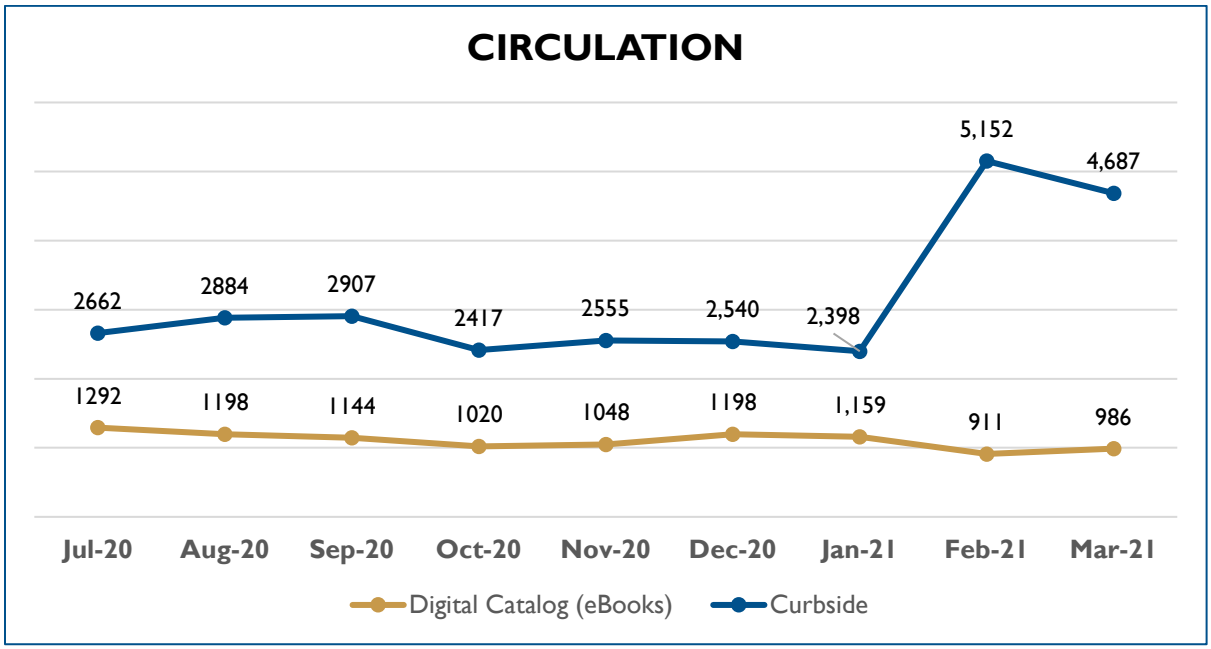
- Unveil and program the StoryWalk at Lacy Park.

- Revamp the Library's website into a more useful and easy-to-navigate community resource.

OPERATING METRICS

	Year to Date (as of March 2021)	Estimated Actuals
Programs offered	204	62
Total participants	7,798	2,498
Circulation	38,158	17,590
Digital Catalog (eBooks)	*9,956*	*3,190*
Curbside	*28,202*	*14,400*

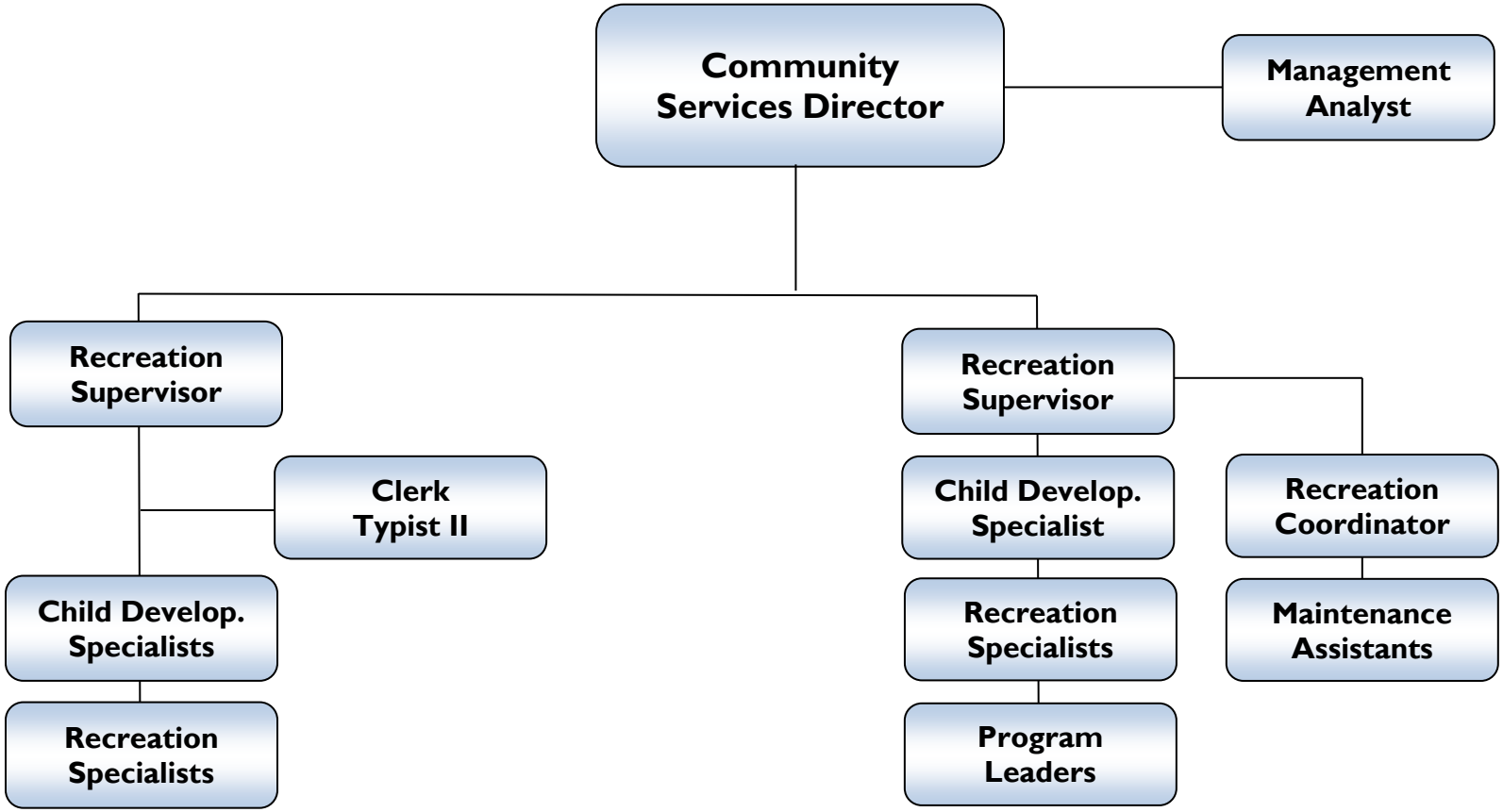

PROGRAMS AND PARTICIPANTS
25
20
15
10
5
0
4000
3500
3000
2500
2000
1500
1000
500
0
3523
424
257
839
249
878
177
715
736
32
22
27
37
16
11
13
22
24
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
Jan-21
Feb-21
Mar-21
Programs offered
Total participants


CIRCULATION
2662
2884
2907
2417
2555
2,540
2,398
5,152
4,687
1292
1198
1144
1020
1048
1198
1,159
911
986
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
Jan-21
Feb-21
Mar-21
Digital Catalog (eBooks)
Curbside

COMMUNITY SERVICES DEPARTMENT - SUMMARY

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Authorized Positions (Full-Time Equivalents)						
Community Services Department						
	Total Full-Time FTE	10.95	11.00	11.00	11.00	11.00
	Total Part-Time FTE	28.56	28.56	24.17	24.17	20.24
	Total Community Services FTE	**39.51**	**39.56**	**35.17**	**35.17**	**31.24**
Operating Budget Summary						
Expenditures by Type:						
	Personnel	2,152,978	1,996,564	2,366,564	1,635,328	2,318,644
	Services & Supplies	1,080,827	922,491	1,211,667	455,867	981,014
	Total by Type	**$3,233,805**	**$2,919,055**	**$3,578,231**	**$2,091,195**	**$3,299,658**
Expenditures by Fund:						
101	General Fund	2,940,597	2,667,363	3,344,362	2,041,246	3,106,517
104	4th of July Fund	35,656	40,406	-	-	25,089
105	San Marino Center Fund	60,041	54,564	-	-	-
204	CDBG Fund	1,463	2,022	-	-	-
206	LA County Park Bond Fund	19,099	18,030	-	-	-
207	Prop. A Transit Fund	111,253	82,353	119,143	-	109,502
281	Donations Fund	65,697	54,316	102,426	49,949	47,500
595	Workers' Compensation Fund	-	-	12,300	-	11,050
	Total by Fund	**$3,233,805**	**$2,919,055**	**$3,578,231**	**$2,091,195**	**$3,299,658**

RECREATION


Community Services Director
Management Analyst
Recreation Supervisor
Clerk Typist II
Child Develop. Specialists
Recreation Specialists
Recreation Supervisor
Child Develop. Specialist
Recreation Specialists
Program Leaders
Recreation Coordinator
Maintenance Assistants

RECREATION - SUMMARY

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Community Services Director	1.00	1.00	0.70	0.70	0.70
Management Analyst	-	-	0.50	0.50	0.50
Recreation Supervisor	2.00	2.00	1.90	1.90	2.00
Recreation Coordinator	1.00	1.00	0.65	0.65	0.65
Clerk Typist II	1.00	1.00	0.95	0.95	1.00
Part-Time					
Maintenance Assistant	1.21	1.21	1.16	1.16	0.89
Child Development Specialist	1.61	1.61	1.61	1.61	0.79
Recreation Specialist	6.28	6.28	8.16	8.16	5.72
Assistant Recreation Specialist	2.67	2.67	-	-	-
Recreation Program Leader	2.34	2.34	0.86	0.86	0.45
Pool Manager	0.17	0.17	-	-	-
Assistant Pool Manager	0.30	0.30	-	-	-
Lifeguards	0.38	0.38	-	-	-
Water Safety Instructors	1.09	1.09	-	-	-
Cashiers	0.12	0.12	-	-	-
Total Full-Time FTE	5.00	5.00	4.70	4.70	4.85
Total Part-Time FTE	16.17	16.17	11.78	11.78	7.85
Total FTE	**21.17**	**21.17**	**16.48**	**16.48**	**12.70**
Operating Budget Summary					
Expenditures by Type:					
Personnel	1,087,099	931,641	1,102,676	650,206	987,885
Services & Supplies	704,735	555,197	785,363	135,019	555,055
Total by Type	**$1,791,835**	**$1,486,838**	**$1,888,039**	**$ 785,225**	**$1,542,940**
Expenditures by Fund:					
101 General Fund	1,558,857	1,286,876	1,758,146	784,725	1,402,349
104 4th of July Fund	35,656	40,406	-	-	25,089
105 San Marino Center Fund	60,041	54,564	-	-	-
204 CDBG Fund	1,463	2,022	-	-	-
206 LA County Park Bond Fund	19,099	18,030	-	-	-
207 Prop. A Transit Fund	111,253	82,353	119,143	-	109,502
281 Restricted Donations Fund	5,466	2,586	4,600	500	500
595 Workers' Compensation Fund	-	-	6,150	-	5,500
Total by Fund	**$1,791,835**	**$1,486,838**	**$1,888,039**	**$ 785,225**	**$1,542,940**

RECREATION - SUMMARY

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditures by Division:						
Administration	Personnel	239,215	315,030	301,991	180,691	221,085
	Services & Supplies	127,721	114,234	90,437	42,975	91,503
	Total by Type	**$ 366,936**	**$ 429,264**	**$ 392,428**	**$ 223,666**	**$ 312,588**
Youth	Personnel	576,707	431,563	445,935	167,726	341,431
	Services & Supplies	239,240	182,855	225,285	15,838	21,281
	Total by Type	**$ 815,947**	**$ 614,418**	**$ 671,220**	**$ 183,564**	**$ 362,712**
Adult	Personnel	15,955	16,610	106,117	92,804	103,877
	Services & Supplies	34,756	31,570	52,551	5,564	61,225
	Total by Type	**$ 50,711**	**$ 48,180**	**$ 158,668**	**$ 98,368**	**$ 165,102**
Community Events & Cultural Enrichment	Personnel	34,598	18,362	112,123	101,544	139,139
	Services & Supplies	68,236	44,771	93,167	12,139	96,141
	Total by Type	**$ 102,834**	**$ 63,133**	**$ 205,290**	**$ 113,683**	**$ 235,280**
Contract Classes	Personnel	158,460	93,013	70,479	55,221	106,399
	Services & Supplies	214,488	164,587	259,149	17,150	215,417
	Total by Type	**$ 372,948**	**$ 257,600**	**$ 329,628**	**$ 72,371**	**$ 321,816**
Facilities & Rentals	Personnel	62,164	57,063	66,031	52,220	75,954
	Services & Supplies	20,294	17,180	64,774	41,352	69,488
	Total by Type	**$ 82,458**	**$ 74,243**	**$ 130,805**	**$ 93,573**	**$ 145,442**
	Total by Division	**$1,791,835**	**$1,486,838**	**$1,888,039**	**$ 785,225**	**$1,542,940**

RECREATION - ADMINISTRATION

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	239,215	315,030	301,991	180,691	221,085
	Services & Supplies	127,721	114,234	90,437	42,975	91,503
	Total by Type	**$ 366,936**	**$ 429,264**	**$ 392,428**	**$ 223,666**	**$ 312,588**
Expenditures by Fund:						
101	General Fund	366,572	429,264	381,678	223,166	306,588
104	4th of July Fund	364	-	-	-	-
281	Donations Fund	-	-	4,600	500	500
595	Workers' Compensation Fund	-	-	6,150	-	5,500
	Total by Fund	**$ 366,936**	**$ 429,264**	**$ 392,428**	**$ 223,666**	**$ 312,588**
Operating Budget Detail						
101-60-4001-0000	Full Time Salaries	127,250	64,694	153,226	111,267	120,671
101-60-4002-0000	Part Time Wages	52,622	196,278	62,868	11,686	32,082
101-60-4004-0000	Overtime	550	670	500	402	500
104-60-4004-0000	Recreation Overtime	345	-	-	-	-
101-60-4006-0000	Medicare	2,499	3,732	3,133	3,462	2,215
104-60-4006-0000	Medicare	5	-	-	-	-
101-60-4008-6050	Retirement - PARS	67	586	2,358	410	1,203
101-60-4008-6160	Retirement - PERS	25,075	29,009	29,824	21,657	32,482
101-60-4010-0000	Cafeteria Benefit	20,803	18,261	43,932	22,216	26,432
104-60-4010-0000	Cafeteria Benefit	14	-	-	-	-
101-60-4014-0000	Unemployment Payments	9,985	1,800	-	9,590	-
595-60-4015-0001	Workers' Comp Current Employe	-	-	6,150	-	5,500
	Total Personnel	**$ 239,215**	**$ 315,030**	**$ 301,991**	**$ 180,691**	**$ 221,085**
101-60-4150-0000	Other Contract Services	38,417	32,499	32,833	8,840	31,139
101-60-4150-0500	Other Contract Services - IT	-	(581)	5,123	5,318	23,506
101-60-4316-0000	Equipment Repair & Maintenance	2,168	1,614	2,120	1,820	2,120
101-60-4324-0000	Facility Rental	2,305	2,306	2,150	2,129	2,150
101-60-4376-0000	Materials & Supplies	8,673	6,826	9,355	984	8,619

RECREATION - ADMINISTRATION

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-60-4396-0000	Memberships & Dues	1,165	881	685	1,620	1,135
101-60-4398-0000	Mileage	373	458	812	400	784
101-60-4399-0000	Non-capitalized Equipment	1,270	109	780	-	-
101-60-4412-0000	Postage	3,483	3,868	3,040	1,092	2,050
101-60-4420-0000	Printing	17,344	15,936	13,800	3,613	13,800
101-60-4468-0000	Staff Development	-	-	-	-	600
101-60-4480-0000	Travel & Meetings	64	1,155	500	-	500
101-60-4500-1980	Utilities-Electricity	21,819	18,838	-	-	-
101-60-4500-4950	Utilities-Natural Gas	1,660	655	-	-	-
101-60-4500-9025	Utilities-Telecommunications	10,519	9,710	-	-	-
101-60-4500-9460	Utilities-Water	3,749	4,742	-	-	-
101-60-4508-0000	Vehicle Repair & Maintenance	2,621	5,641	2,548	4,568	4,600
101-60-4950-0001	Equipment Cost Allocation	12,091	9,575	12,091	12,091	-
281-60-4150-0000	Memorial Day Contract Services	-	-	500	500	500
281-60-4150-0002	Track Meet Contract Services	-	-	2,300	-	-
281-60-4376-0002	Track Meet Materials & Supplies	-	-	1,800	-	-
	Total Services & Supplies	**$ 127,721**	**$ 114,234**	**$ 90,437**	**$ 42,975**	**$ 91,503**
	Total Operating Expenditures	**$ 366,936**	**$ 429,264**	**$ 392,428**	**$ 223,666**	**$ 312,588**

RECREATION - YOUTH

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	576,707	431,563	445,935	167,726	341,431
	Services & Supplies	239,240	182,855	225,285	15,838	21,281
	Total by Type	**$ 815,947**	**$ 614,418**	**$ 671,220**	**$ 183,564**	**$ 362,712**
Expenditures by Fund:						
101	General Fund	710,703	537,439	563,804	183,564	362,712
207	Prop. A Transit Fund	102,008	75,593	107,416	-	-
281	Donations Fund	3,236	1,386	-	-	-
	Total by Fund	**$ 815,947**	**$ 614,418**	**$ 671,220**	**$ 183,564**	**$ 362,712**
Operating Budget Detail						
101-62-4001-0000	Full Time Salaries	184,998	157,345	68,897	60,832	83,716
101-62-4002-0000	Part Time Wages	305,753	198,477	322,248	71,792	202,723
101-62-4004-0000	Overtime	614	342	-	470	-
101-62-4006-0000	Medicare	6,672	4,773	5,627	1,862	4,063
101-62-4008-6050	Retirement PARS	3,845	2,570	12,084	358	7,602
101-62-4008-6160	Retirement - PERS	45,030	42,006	23,456	20,710	26,192
101-62-4010-0000	Cafeteria Benefit	28,661	26,050	13,623	11,701	17,135
101-70-4014-0000	Unemployment Benefits	1,134	-	-	-	-
	Total Personnel	**$ 576,707**	**$ 431,563**	**$ 445,935**	**$ 167,726**	**$ 341,431**
101-62-4102-0000	Contracted Teacher Service	100,622	74,813	74,813	13,000	-
101-62-4324-0000	Facility Rental	11,571	11,633	14,000	1,656	-
101-62-4376-0000	Materials & Supplies	17,201	13,566	20,231	1,083	17,931
101-62-4486-0000	Trips & Events	4,495	5,814	8,425	-	3,250
101-62-4500-9025	Utilities-Telephone	107	50	400	100	100
207-60-4208-0000	Bus Transportation	102,008	75,593	107,416	-	-

RECREATION - YOUTH

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
281-74-4376-0000 M&S - Fundraiser	3,236	1,386	-	-	-
Total Services & Supplies	**$ 239,240**	**$ 182,855**	**$ 225,285**	**$ 15,838**	**$ 21,281**
Total Operating Expenditures	**$ 815,947**	**$ 614,418**	**$ 671,220**	**$ 183,564**	**$ 362,712**

RECREATION - ADULT

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	15,955	16,610	106,117	92,804	103,877
	Services & Supplies	34,756	31,570	52,551	5,564	61,225
	Total by Type	**$ 50,711**	**$ 48,180**	**$ 158,668**	**$ 98,368**	**$ 165,102**
Expenditures by Fund:						
101	General Fund	40,003	39,398	146,941	98,368	149,502
204	CDBG Fund	1,463	2,022	-	-	-
207	Prop. A Transit Fund	9,245	6,760	11,727	-	15,600
	Total by Fund	**$ 50,711**	**$ 48,180**	**$ 158,668**	**$ 98,368**	**$ 165,102**
Operating Budget Detail						
101-64-4001-0000	Full Time Salaries	8,991	9,402	65,670	54,699	55,832
204-64-4001-0000	Full Time Salaries	24	580	-	-	-
101-64-4002-0000	Part-Time Salaries	2,633	1,954	2,671	6,374	11,843
204-64-4002-0000	Part-Time Salaries	1,364	1,194	-	-	-
101-64-4006-0000	Medicare	170	167	813	830	936
204-64-4006-0000	Medicare	20	25	-	-	-
101-64-4008-6050	Retirement - PARS	26	16	100	-	444
204-64-4008-6050	Retirement - PARS	51	39	-	-	-
101-64-4008-6160	Retirement - PERS	1,239	1,706	24,091	20,066	24,067
204-64-4008-6160	Retirement - PERS	2	80	-	-	-
101-64-4010-0000	Cafeteria Benefits	1,433	1,447	12,772	10,834	10,755
204-64-4010-0000	Cafeteria Benefits	1	-	-	-	-
	Total Personnel	**$ 15,955**	**$ 16,610**	**$ 106,117**	**$ 92,804**	**$ 103,877**
101-64-4102-0000	Contracted Teacher Services	4,800	7,430	9,200	5,500	10,060
101-64-4376-0000	Materials & Supplies	132	-	340	64	1,575
204-64-4376-0000	Materials & Supplies	-	104	-	-	-
101-64-4486-0000	Trips & Events	20,579	17,276	31,284	-	33,990

RECREATION - ADULT

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
207-64-4208-0000	Bus Transportation	9,245	6,760	11,727	-	15,600
Total Services & Supplies		**$ 34,756**	**$ 31,570**	**$ 52,551**	**$ 5,564**	**$ 61,225**
Total Operating Expenditures		**$ 50,711**	**$ 48,180**	**$ 158,668**	**$ 98,368**	**$ 165,102**

RECREATION - COMM. EVENTS

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	34,598	18,362	112,123	101,544	139,139
	Services & Supplies	68,236	44,771	93,167	12,139	96,141
	Total by Type	**$ 102,834**	**$ 63,133**	**$ 205,290**	**$ 113,683**	**$ 235,280**
Expenditures by Fund:						
101	General Fund	65,312	21,527	205,290	113,683	210,191
104	4th of July Fund	35,292	40,406	-	-	25,089
281	Donations Fund	2,230	1,200	-	-	-
	Total by Fund	**$ 102,834**	**$ 63,133**	**$ 205,290**	**$ 113,683**	**$ 235,280**
Operating Budget Detail						
101-66-4001-0000	Full Time Wages	20,227	7,803	66,207	60,333	82,277
101-66-4002-0000	Part Time Wages	4,844	3,163	7,480	6,478	10,894
104-66-4002-0000	Part Time Wages	2,979	1,583	-	-	-
101-66-4002-0000	Overtime	45	53	-	574	-
101-66-4006-0000	Medicare	348	160	1,068	971	1,406
104-66-4006-0000	Medicare	42	23	-	-	-
101-66-4008-6050	Retirement-PARS	54	38	281	18	550
104-66-4008-6050	Retirement-PARS	70	45	-	-	-
101-66-4008-6160	Retirement-PERS	3,739	4,002	23,464	21,382	25,965
104-66-4008-6160	Retirement-PERS	98	40	-	-	-
101-66-4010-0000	Cafeteria Benefits	2,152	1,452	13,623	11,787	18,047
	Total Personnel	**$ 34,598**	**$ 18,362**	**$ 112,123**	**$ 101,544**	**$ 139,139**
101-66-4150-0000	Other Contract Services	-	-	56,865	3,500	47,535
101-66-4150-0001	Egg Hunt Contract Services	958	145	-	-	-
101-66-4150-0006	Memorial Day Contract Service	1,642	-	-	-	-
101-66-4308-0000	Equipment Rental	15,055	-	14,200	-	-
101-66-4356-0000	Liability Insurance Premium	5,649	-	3,895	-	-
101-66-4376-0000	Materials & Supplies	192	-	12,257	8,212	20,637

RECREATION - COMM. EVENTS

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-66-4376-0001	Egg Hunt Materials & Supplies	3,010	2,232	-	-	-
101-66-4376-0002	Track Meet Materials & Supplies	2,488	1,966	-	-	-
101-66-4376-0005	Free Rec Day M&S	440	513	-	-	-
101-66-4376-0006	Memorial Day M&S	11	-	-	-	-
101-66-4420-0000	Printing	4,458	-	5,950	426	2,880
104-66-4150-0000	Other Contract Services	29,267	21,557	-	-	14,403
104-66-4308-0000	July Fourth Equipment Rental		9,590	-	-	-
104-66-4356-0000	July Fourth Liability Insurance	-	245	-	-	4,011
104-66-4376-0000	Materials & Supplies	2,836	896	-	-	2,950
104-66-4420-0000	July Fourth Printing		6,427	-	-	3,725
281-66-4150-0002	Track Meet Contract Services	1,730	1,200	-	-	-
281-66-4150-3000	Military Banner Contract Srvcs	500	-	-	-	-
	Total Services & Supplies	**$ 68,236**	**$ 44,771**	**$ 93,167**	**$ 12,139**	**$ 96,141**
	Total Operating Expenditures	**$ 102,834**	**$ 63,133**	**$ 205,290**	**$ 113,683**	**$ 235,280**

RECREATION - CONTRACT CLASSES

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	158,460	93,013	70,479	55,221	106,399
	Services & Supplies	214,488	164,587	259,149	17,150	215,417
	Total by Type	**$372,948**	**$ 257,600**	**$ 329,628**	**$ 72,371**	**$321,816**
Expenditures by Fund:						
101	General Fund	372,948	257,600	329,628	72,371	227,914
207	Prop. A Transit Fund	-	-	-	-	93,902
	Total by Fund	**$372,948**	**$ 257,600**	**$ 329,628**	**$ 72,371**	**$321,816**
Operating Budget Detail						
101-68-4001-0000	Full Time Salaries	54,666	36,001	35,701	34,850	43,725
101-68-4002-0000	Part Time Wages	81,972	38,983	14,918	1,954	39,209
101-68-4004-0000	Overtime	188	30	-	206	-
101-68-4006-0000	Medicare	1,933	1,083	734	522	1,203
101-68-4008-6050	Retirement PARS	2,589	1,321	559	-	1,470
101-68-4008-6160	Retirement - PERS	9,682	9,893	10,904	10,644	11,860
101-68-4010-0000	Cafeteria Benefits	7,430	5,702	7,663	7,046	8,932
	Total Personnel	**$158,460**	**$ 93,013**	**$ 70,479**	**$ 55,221**	**$106,399**
101-68-4102-0000	Contracted Teacher Services	178,996	134,979	193,287	16,000	81,733
101-68-4150-0000	Other Contract Services	13,820	11,051	43,321	-	24,258
101-68-4324-0000	Facility Rental	16,975	15,642	16,741	955	15,024
101-68-4376-0000	Materials & Supplies	1,592	1,583	5,450	-	500
101-62-4399-0000	Non-capitalized Equipment	-	324	-	-	-
101-68-4486-0000	Trips & Events	230	433	-	-	-
101-68-4492-0004	Uniforms-Safety	2,644	339	-	-	-

RECREATION - CONTRACT CLASSES

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-68-4500-9025	Utilities-Telecommunications	231	236	350	195	-
207-62-4208-0000	Bus Transportation	-	-	-	-	93,902
	Total Services & Supplies	**$214,488**	**$ 164,587**	**$ 259,149**	**$ 17,150**	**$215,417**
	Total Operating Expenditures	**$372,948**	**$ 257,600**	**$ 329,628**	**$ 72,371**	**$321,816**

RECREATION - FACILITIES & RENTALS

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	62,164	57,063	66,031	52,220	75,954
	Services & Supplies	20,294	17,180	64,774	41,352	69,488
	Total by Type	**$ 82,458**	**$ 74,243**	**$ 130,805**	**$ 93,573**	**$ 145,442**
Expenditures by Fund:						
101	General Fund	3,318	1,649	130,805	93,573	145,442
105	San Marino Center Fund	60,041	54,564	-	-	-
206	LA County Park Bond Fund	19,099	18,030	-	-	-
	Total by Fund	**$ 82,458**	**$ 74,243**	**$ 130,805**	**$ 93,573**	**$ 145,442**
Operating Budget Detail						
Facilities						
101-70-4001-0000	Full Time Wages	-	-	23,022	22,592	30,307
101-70-4002-0000	Part Time Wages	-	-	22,864	11,434	22,929
101-70-4006-0000	Medicare	-	-	665	494	772
101-70-4008-6050	Retirement-PARS	-	-	857	118	860
101-70-4008-6160	Retirement-PERS	-	-	12,663	12,426	13,977
101-70-4010-0000	Cafeteria Benefit	-	-	5,960	5,155	7,109
SM Center						
105-82-4001-0000	Full Time Wages	13,995	15,508	-	-	-
105-82-4002-0000	Part Time Wages	19,267	12,692	-	-	-
105-82-4004-0000	Overtime	200	245	-	-	-
105-82-4006-0000	Medicare	473	400	-	-	-
105-82-4008-6050	Retirement-PARS	166	37	-	-	-
101-82-4008-6160	Retirement-PERS	2,177	-	-	-	-
105-82-4008-6160	Retirement-PERS	2,502	5,213	-	-	-
105-82-4010-0000	Cafeteria Benefit	3,576	3,645	-	-	-
Thurnher House						
101-84-4001-0000	Full Time Salaries	-	-	-	-	-
206-84-4001-0000	Full Time Salaries	8,397	9,305	-	-	-
101-84-4002-0000	Part Time Wages	-	-	-	-	-
206-84-4002-0000	Part Time Wages	6,518	4,538	-	-	-
206-84-4004-0000	Overtime	120	147	-	-	-
101-84-4006-0000	Medicare	-	-	-	-	-
206-84-4006-0000	Medicare	213	198	-	-	-

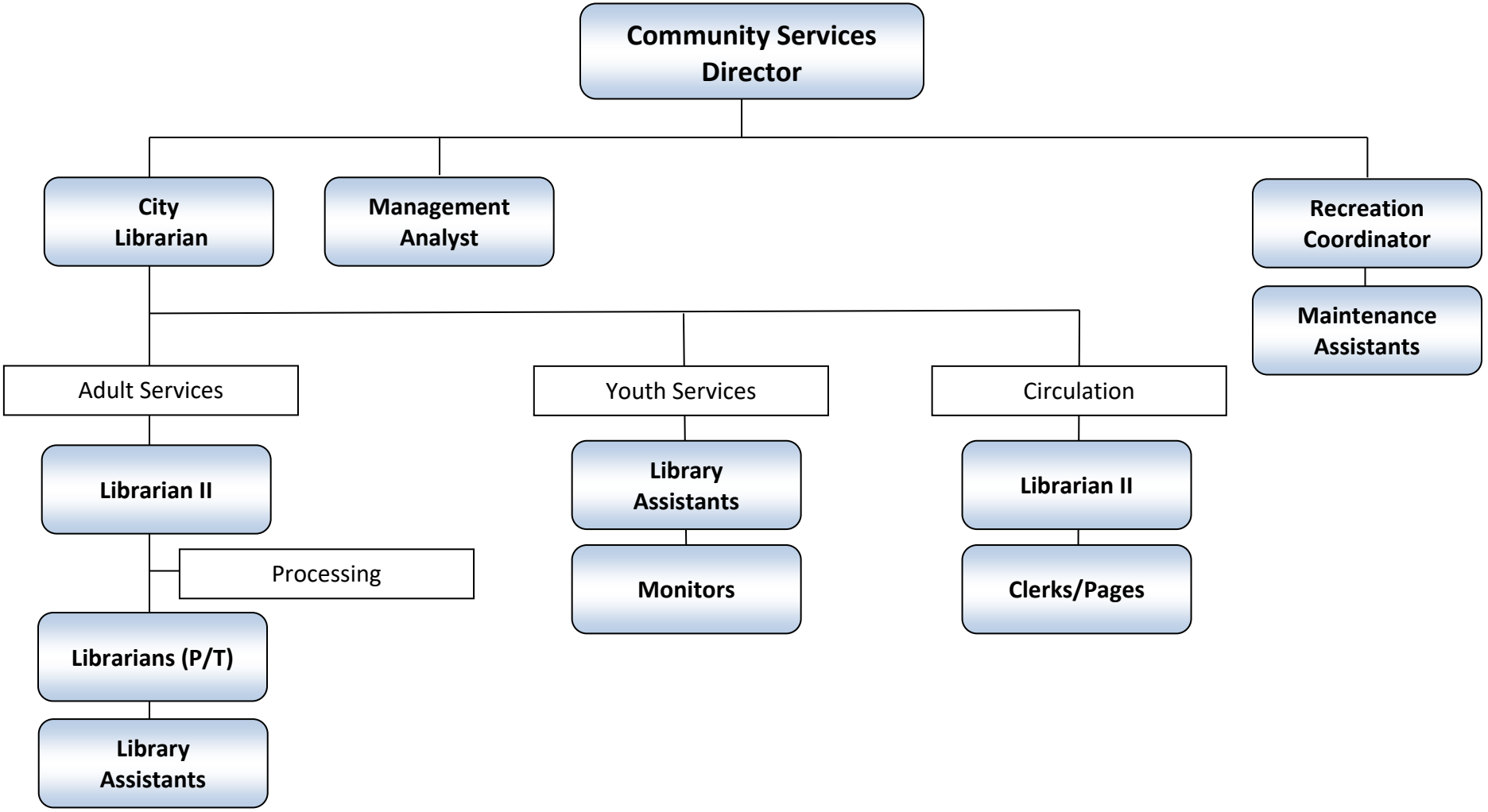
RECREATION - FACILITIES & RENTALS

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-84-4008-6050	Retirement-PARS	-	-	-	-	-
206-84-4008-6050	Retirement-PARS	1	-	-	-	-
101-84-4008-6160	Retirement-PERS	1,089	1,649	-	-	-
206-84-4008-6160	Retirement-PERS	1,324	1,299	-	-	-
101-84-4010-0000	Cafeteria Benefit	-	-	-	-	-
206-84-4010-0000	Cafeteria Benefit	2,146	2,187	-	-	-
	Total Personnel	**$ 62,164**	**$ 57,063**	**$ 66,031**	**$ 52,220**	**$ 75,954**
101-70-4150-0000	Other Contract Services	-	-	1,659	691	4,950
101-70-4376-0000	Materials & Supplies	-	-	1,300	-	-
101-70-4500-1980	Utilities-Electricity	-	-	40,500	21,909	42,525
101-70-4500-4950	Utilities-Gas	-	-	2,890	3,076	3,035
101-70-4500-9025	Utilities-Telephone	-	-	11,259	9,072	11,822
101-70-4500-9460	Utilities-Water	-	-	6,816	6,605	7,157
105-82-4150-0000	Other Contract Services	391	448	-	-	-
105-82-4500-1980	Utilities-Electricity	14,666	10,701	-	-	-
105-82-4500-4950	Utilities-Gas	1,675	1,598	-	-	-
105-82-4500-9025	Utilities-Telephone	1,516	1,643	-	-	-
105-82-4500-9460	Utilities-Water	1,615	2,435	-	-	-
206-84-4376-0000	Materials & Supplies	11	-	-	-	-
206-84-4500-4950	Utilities-Natural Gas	369	356	-	-	-

RECREATION - FACILITIES & RENTALS

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-84-4500-4950	Utilities-Natural Gas	52	-	350	-	-
Total Services & Supplies		**$ 20,294**	**$ 17,180**	**$ 64,774**	**$ 41,352**	**$ 69,488**
Total Operating Expenditures		**$ 82,458**	**$ 74,243**	**$ 130,805**	**$ 93,573**	**$ 145,442**

CROWELL PUBLIC LIBRARY



CROWELL PUBLIC LIBRARY - SUMMARY

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Community Services Director	-	-	0.30	0.30	0.30
City Librarian	1.00	1.00	1.00	1.00	1.00
Management Analyst	0.75	1.00	0.50	0.50	0.50
Librarian II	3.00	3.00	3.00	3.00	3.00
Clerk Typist II	1.00	1.00	1.05	1.05	1.00
Recreation Supervisor	-	-	0.10	0.10	-
Recreation Coordinator	0.20	-	0.35	0.35	0.35
Part-Time					
Librarian I	0.30	0.30	0.30	0.30	0.30
Librarian II	0.42	0.42	0.42	0.42	0.42
Library Assistant	3.57	3.57	3.57	3.57	3.57
Library Clerk	-	-	-	6.47	6.47
Library Clerk II	6.47	6.47	6.47	-	-
Library Monitor	0.20	0.20	0.20	0.20	0.20
Library Page	1.33	1.33	1.33	1.33	1.33
Maintenance Assistant	0.10	0.10	0.10	0.10	0.10
Total Full-Time FTE	5.95	6.00	6.30	6.30	6.15
Total Part-Time FTE	12.39	12.39	12.39	12.39	12.39
Total FTE	**18.34**	**18.39**	**18.69**	**18.69**	**18.54**
Operating Budget Summary					
Expenditures by Type:					
Personnel	1,065,879	1,064,923	1,263,888	985,122	1,330,759
Services & Supplies	376,092	367,294	426,304	320,848	425,959
Total by Type	**$ 1,441,971**	**$ 1,432,217**	**$ 1,690,192**	**$ 1,305,970**	**$ 1,756,718**
Expenditures by Fund:					
101 General Fund	1,381,740	1,380,487	1,586,216	1,256,521	1,704,168
281 Restricted Donations Fund	60,231	51,730	97,826	49,449	47,000
595 Workers Compensation Fund	-	-	6,150	-	5,550
Total by Fund	**$ 1,441,971**	**$ 1,432,217**	**$ 1,690,192**	**$ 1,305,970**	**$ 1,756,718**

CROWELL PUBLIC LIBRARY - SUMMARY

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditures by Division:						
Administration	Personnel	348,724	371,978	439,332	412,181	426,924
	Services & Supplies	200,876	200,961	252,222	220,635	243,957
	Total by Type	**$ 549,600**	**$ 572,939**	**$ 691,553**	**$ 632,816**	**$ 670,881**
Adult Services	Personnel	175,606	178,365	195,223	130,840	203,552
	Services & Supplies	112,033	115,162	110,950	83,401	116,416
	Total by Type	**$ 287,639**	**$ 293,527**	**$ 306,173**	**$ 214,242**	**$ 319,968**
Children's Services	Personnel	178,152	168,333	187,690	158,506	196,118
	Services & Supplies	49,743	36,530	44,832	14,351	49,935
	Total by Type	**$ 227,895**	**$ 204,863**	**$ 232,522**	**$ 172,857**	**$ 246,053**
Processing	Personnel	82,428	70,226	92,295	51,455	98,835
	Services & Supplies	13,440	14,641	18,300	2,461	15,651
	Total by Type	**$ 95,868**	**$ 84,867**	**$ 110,595**	**$ 53,916**	**$ 114,486**
Circulation	Personnel	280,969	276,021	349,349	232,140	405,330
	Services & Supplies	-	-	-	-	-
	Total by Type	**$ 280,969**	**$ 276,021**	**$ 349,349**	**$ 232,140**	**$ 405,330**
	Total by Division	**$ 1,441,971**	**$ 1,432,217**	**$ 1,690,192**	**$ 1,305,970**	**$ 1,756,718**

LIBRARY - ADMINISTRATION

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	348,724	371,978	439,332	412,181	426,924
	Services & Supplies	200,876	200,961	252,222	220,635	243,957
	Total Operating Expenditures	**$ 549,600**	**$ 572,939**	**$ 691,553**	**$ 632,816**	**$ 670,881**
Expenditures by Fund:						
101	General Fund	548,105	571,525	646,410	596,699	663,331
281	Donations Fund	1,495	1,414	38,994	36,117	2,000
595	Workers Compensation Fund	-	-	6,150	-	5,550
	Total Operating Expenditures	**$ 549,600**	**$ 572,939**	**$ 691,553**	**$ 632,816**	**$ 670,881**
Expenditure Budget Detail						
GL #	***Personnel***					
101-90-4001-0000	Full Time Salaries	235,571	234,289	279,115	259,446	266,725
101-90-4002-0000	Part Time Wages	10,161	15,009	13,669	14,763	14,218
101-90-4004-0000	Overtime	-	2,676	-	386	-
101-90-4006-0000	Medicare	3,332	3,459	4,245	3,957	4,074
101-90-4008-6050	Retirement PARS	43	128	513	48	533
101-90-4008-6160	Retirement - PERS	57,964	70,444	82,827	76,990	91,025
101-90-4010-0000	Cafeteria Benefit	41,638	45,596	52,813	52,523	44,799
101-90-4014-0000	Unemployment Payments	15	377	-	4,067	-
595-90-4015-0001	Workers Comp-Current Employe	-		6,150	-	5,550
	Total Personnel	**$ 348,724**	**$ 371,978**	**$ 439,332**	**$ 412,181**	**$ 426,924**
GL #	***Services & Supplies***					
101-90-4150-0000	Other Contract Services	55,692	23,191	24,000	18,350	22,058
101-90-4150-0500	Other Contract Services-IT	-	43,477	31,950	41,357	41,049
101-90-4206-0000	Building Repair & Maintenance	-	-	-	-	30,000
101-90-4316-0000	Equipment Repair & Maintenance	4,143	8,482	9,700	6,086	9,781
101-90-4376-0000	Materials & Supplies	18,297	11,759	13,000	10,243	13,270
101-90-4396-0000	Memberships & Dues	4,882	2,272	3,475	3,212	3,475
101-90-4398-0000	Mileage	705	177	700	200	700

LIBRARY - ADMINISTRATION

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
101-90-4399-0000	Non-capitalized Equipment	6,347	5,054	11,550	6,103	7,689
101-90-4412-0000	Postage	10,769	7,227	10,500	3,500	10,500
101-90-4420-0000	Printing	1,819	1,499	2,550	1,000	3,088
101-90-4468-0000	Staff Development	540	108	605	750	600
101-90-4480-0000	Travel & Meetings	270	1,720	1,795	-	1,795
101-90-4500-1980	Utilities-Electricity	71,839	72,566	80,000	75,092	84,000
101-90-4500-4950	Utilities-Natural Gas	5,831	3,880	4,500	1,133	5,300
101-90-4500-9025	Utilities-Telecommunications	2,697	2,851	2,800	2,816	2,957
101-90-4500-9460	Utilities-Water	5,177	5,181	6,000	4,573	5,695
101-90-4950-0001	Equipment Cost Allocation	10,373	10,103	10,103	10,103	-
281-90-4399-1120	Non-Cap. Equipment-Crain Art Galle	-	491	1,000	-	1,000
281-90-4613-0000	Equipment	-	-	35,994	36,117	-
281-90-4613-9506	Wish List Purchases	1,495	923	2,000	-	1,000
	Total Services & Supplies	**$ 200,876**	**$ 200,961**	**$ 252,222**	**$ 220,635**	**$ 243,957**
	Total Operating Expenditures	**$ 549,600**	**$ 572,939**	**$ 691,553**	**$ 632,816**	**$ 670,881**

LIBRARY - ADULT SERVICES

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	175,606	178,365	195,223	130,840	203,552
	Services & Supplies	112,033	115,162	110,950	83,401	116,416
	Total by Type	**$287,639**	**$ 293,527**	**$ 306,173**	**$ 214,242**	**$ 319,968**
Expenditures by Fund:						
101	General Fund	268,166	275,363	289,173	212,242	306,593
281	Donations Fund	19,473	18,164	17,000	2,000	13,375
	Total by Fund	**$287,639**	**$ 293,527**	**$ 306,173**	**$ 214,242**	**$ 319,968**
Expenditure Budget Detail						
GL #	***Personnel***					
101-91-4001-0000	Full Time Salaries	73,301	64,874	74,171	63,139	80,334
101-91-4002-0000	Part Time Wages	72,372	72,077	85,706	40,181	85,103
101-91-4004-0000	Overtime	-	119	-	-	-
101-91-4006-0000	Medicare	2,046	1,861	2,318	1,379	2,399
101-91-4008-6050	Retirement-PARS	921	1,239	3,214	581	3,191
101-91-4008-6160	Retirement-PERS	14,065	26,337	14,488	12,333	16,119
101-91-4010-0000	Cafeteria Benefit	12,901	11,858	15,326	13,227	16,406
	Total Personnel	**$175,606**	**$ 178,365**	**$ 195,223**	**$ 130,840**	**$ 203,552**
GL #	***Services & Supplies***					
101-91-4150-2575	Other Contract Services	-	-	-	1,113	10,508
101-91-4370-0335	Library Materials/Books	41,867	44,435	40,500	26,000	40,500
101-91-4370-1496	Library Materials-DVDs	3,861	3,885	4,000	4,000	1,000
101-91-4370-1985	Library Mats-Electronic Rsrcs	30,118	36,397	37,000	34,851	36,500
101-91-4370-6805	Library Mats-Print Subs	7,249	7,656	7,450	10,638	9,889
101-91-4370-8585	Library Mats-Standing Orders	9,465	4,625	5,000	4,800	4,644
281-91-4150-2575	Other Contract Services	3,100	4,621	3,000	-	2,250

LIBRARY - ADULT SERVICES

281-91-4370-0000	Adult Materials-Other	2,969	233	-	-	-
281-91-4370-0776	Adult Chinese Language Mats.	1,581	294	2,500	2,000	2,500
281-91-4370-2575	Adult Materials-Friends	10,365	12,009	10,000	-	7,500
281-91-4376-2575	Materials & Supplies-Friends	1,458	1,007	1,500	-	1,125
	Total Services & Supplies	**$112,033**	**$ 115,162**	**$ 110,950**	**$ 83,401**	**$ 116,416**
	Total Operating Expenditures	**$287,639**	**$ 293,527**	**$ 306,173**	**$ 214,242**	**$ 319,968**

LIBRARY - CHILDREN'S SERVICES

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	178,152	168,333	187,690	158,506	196,118
	Services & Supplies	49,743	36,530	44,832	14,351	49,935
	Total by Type	**$ 227,895**	**$ 204,863**	**$ 232,522**	**$ 172,857**	**$ 246,053**
Expenditures by Fund:						
101	General Fund	188,632	172,711	190,690	161,525	214,428
281	Donations Fund	39,263	32,152	41,832	11,332	31,625
	Total by Fund	**$ 227,895**	**$ 204,863**	**$ 232,522**	**$ 172,857**	**$ 246,053**
Expenditure Budget Detail						
GL #	***Personnel***					
101-92-4001-0000	Full Time Wages	78,446	84,615	85,117	85,282	86,818
101-92-4002-0000	Part Time Wages	60,197	39,764	50,717	24,394	52,595
101-92-4006-0000	Medicare	1,967	1,677	1,970	1,446	2,021
101-92-4008-6050	Retirement-PARS	870	747	1,902	392	1,972
101-92-4008-6160	Retirement-PERS	22,304	26,026	30,955	30,015	34,483
101-92-4010-0000	Cafeteria Benefits	14,368	15,504	17,029	16,978	18,229
	Total Personnel	**$ 178,152**	**$ 168,333**	**$ 187,690**	**$ 158,506**	**$ 196,118**
GL #	***Services & Supplies***					
101-92-4150-0000	Other Contract Services	-	-	-	-	10,238
281-92-4150-2575	Other Contract Services-Friends	2,390	2,133	3,500	-	2,625
101-92-4370-0000	Materials/Books/Media	10,480	4,378	3,000	3,019	8,072
281-92-4370-0000	Children's Materials - Other	2,550	1,767	6,332	6,332	5,000
281-92-4370-2575	Children's Materials-Friends	28,102	23,691	24,000	3,000	18,000
281-92-4376-2575	Materials & Supplies-Friends	6,221	4,561	8,000	2,000	6,000
	Total Services & Supplies	**$ 49,743**	**$ 36,530**	**$ 44,832**	**$ 14,351**	**$ 49,935**
	Total Operating Expenditures	**$ 227,895**	**$ 204,863**	**$ 232,522**	**$ 172,857**	**$ 246,053**

LIBRARY - PROCESSING

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	82,428	70,226	92,295	51,455	98,835
	Services & Supplies	13,440	14,641	18,300	2,461	15,651
	Total by Type	**$ 95,868**	**$ 84,867**	**$ 110,595**	**$ 53,916**	**$ 114,486**
Expenditures by Fund:						
101	General Fund	95,868	84,867	110,595	53,916	114,486
	Total by Fund	**$ 95,868**	**$ 84,867**	**$ 110,595**	**$ 53,916**	**$ 114,486**
Expenditure Budget Detail						
GL #	***Personnel***					
101-93-4001-0000	Full Time Salaries	29,330	22,663	29,921	21,258	33,581
101-93-4002-0000	Part Time Wages	42,355	38,026	50,164	20,942	52,167
101-93-4006-0000	Medicare	1,038	848	1,161	573	1,243
101-93-4008-6050	Retirement-PARS	1,379	1,372	1,881	786	1,956
101-93-4008-6160	Retirement-PERS	2,571	1,695	2,356	1,674	2,596
101-93-4010-0000	Cafeteria Benefits	5,754	5,622	6,812	6,222	7,292
	Total Personnel	**$ 82,428**	**$ 70,226**	**$ 92,295**	**$ 51,455**	**$ 98,835**
GL #	***Services & Supplies***					
101-93-4150-0000	Other Contract Services	8,786	8,873	12,300	461	10,651
101-93-4376-0000	Materials & Supplies	4,654	5,768	6,000	2,000	5,000
	Total Services & Supplies	**$ 13,440**	**$ 14,641**	**$ 18,300**	**$ 2,461**	**$ 15,651**
	Total Operating Expenditures	**$ 95,868**	**$ 84,867**	**$ 110,595**	**$ 53,916**	**$ 114,486**

LIBRARY - CIRCULATION

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	280,969	276,021	349,349	232,140	405,330
	Total by Type	**$ 280,969**	**$ 276,021**	**$ 349,349**	**$ 232,140**	**$ 405,330**
Expenditures by Fund:						
101	General Fund	280,969	276,021	349,349	232,140	405,330
	Total by Fund	**$ 280,969**	**$ 276,021**	**$ 349,349**	**$ 232,140**	**$ 405,330**
Expenditure Budget Detail						
GL #	***Personnel***					
101-94-4001-0000	Full Time Salaries	64,577	71,877	68,094	67,942	69,455
101-94-4002-0000	Part Time Wages	178,145	165,836	229,926	124,032	278,232
101-94-4006-0000	Medicare	3,500	3,368	4,321	2,758	5,041
101-94-4008-6050	Retirement-PARS	6,249	5,817	8,622	4,130	10,434
101-94-4008-6160	Retirement-PERS	17,178	21,219	24,763	24,708	27,585
101-94-4010-0000	Cafeteria Benefit	11,320	7,904	13,623	8,570	14,583
	Total Personnel	**$ 280,969**	**$ 276,021**	**$ 349,349**	**$ 232,140**	**$ 405,330**
	Total Operating Expenditures	**$ 280,969**	**$ 276,021**	**$ 349,349**	**$ 232,140**	**$ 405,330**

FY 2021-22 CAPITAL EQUIPMENT BUDGET

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Capitalized Equipment Purchases

By Functional Category & Line Item

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Administration						
591-07-4613-0000	Telephone System	100,853	-	-	-	-
591-07-4613-0000	Accounting System Sofware Upgrade	7,195	1,375	-	-	-
591-07-4613-0000	Network and User IT Upgrades	7,568	-	-	-	-
591-08-4613-0550	Domain Re-Build	-	11,500	-	-	-
591-08-4613-0600	Emergency Capital Equipment	-	7,857	-	-	-
591-10-4613-0500	Web-Based Job Search System	-	11,335	-	-	-
591-11-4613-0550	Computer Replacements	-	58,205	37,113	37,113	36,545
591-11-4613-0555	Windows OS and Server Upgrade	-	-	-	-	6,400
591-11-4613-0556	Server Room Improvements	-	-		-	7,000
591-11-4613-0557	Battery Back-up Replacement	-	-	-	-	8,000
212-14-4613-0500	Code Enforcement Vehicle Replacement	-	-	-	-	27,400
	Subtotal Administration	**$ 115,616**	**$ 90,272**	**$ 37,113**	**$ 37,113**	**$ 85,345**
Police Department						
591-30-4613-0000	Police Capitalized Equipment	-	-	-	-	-
591-30-4613-9300	Police Capitalized Equipment-Vehicles	-	-	433,000	433,000	-
591-30-4613-0500	Firearm Replacements	8,509	5,955	-	-	-
591-30-4613-0555	Taser Devices	10,979	6,070	7,350	7,350	-
591-30-4613-0560	Storage Container	-	7,326	-	-	-
591-30-4613-0570	Police Department Router Upgrade	-	-	9,500	9,500	-
591-30-4613-0575	License Plate Reader (LPR) Cameras	-	-	44,000	44,000	-
591-30-4613-0580	Mobile Data Center (MDC) Replacements	-	-	45,283	45,283	-
591-30-4613-0585	Watchguard Upgrades	-	1,213	-	-	-
591-30-4613-0586	PD Data Storage and Archive	-	-	12,000	12,000	-
591-30-4613-0587	Enhanced Ballistic Protection Package	-	-	19,500	19,500	-
591-30-4613-0588	Speed Display Trailer	-	-	12,000	12,000	-
591-30-4613-0589	Portable Speed Display Signs	-	-	10,000	10,000	-
591-30-4613-0590	In Car Video System	-	-	62,000	62,000	-
591-30-4613-0591	Upgrade Radio Equipment	-	-	17,267	17,267	-
233-30-4613-0000	Six Tablets	-	12,737			
240-30-4613-0000	New Radio Equipment	-	92,927			
240-30-4613-0000	License Plate Reader (LPR) Cameras	-	-	70,199	69,955	51,789
591-30-4613-0592	NetMotion Upgrade	-	-	-	-	3,000
591-30-4613-0593	E-Citation Writers	-	-	-	-	60,000
591-30-4613-0594	Detective Car Replacement	-	-	-	-	12,000
212-30-4613-0500	Detective Car Replacement	-	-	-	-	70,000
	Subtotal Police	**$ 19,489**	**$ 126,228**	**$ 742,099**	**$ 741,855**	**$ 196,789**
Fire Department						
591-34-4613-0000	Fire Capitalized Equipment	-	-	-	-	-
591-34-4613-0000	Fire Engine	-	-	-	-	-
591-34-4613-0000	Defibrillator/Heart Monitor	-	35,059	-	-	-
591-34-4613-9300	Fire Capitalized Equipment-Vehicles	-	45,000	275,000	-	325,720
591-34-4613-9300	Unit B9 Replacement	143,279	-	-	-	-
591-34-4613-0500	Heart Monitors	36,902	-	-	-	-
591-34-4613-0000	Body Armor Outfitting	12,951	-	12,000	12,000	
591-34-4613-0000	Unit RA 91 Patient Gurney	8,686	-	-	-	-
591-34-4613-0555	Autopulse Resuscitation System	-	-	18,000	18,000	-
591-34-4613-0560	Units E91/RA91 Mobile Radios	-	-	24,000	24,000	32,000
	Subtotal Fire	**$ 201,818**	**$ 80,059**	**$ 329,000**	**$ 54,000**	**$ 357,720**

Capitalized Equipment Purchases

By Functional Category & Line Item

		2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimated	2021-22 Adopted
Parks & Public Works						
Administration Division						
591-40-4613-0000	Work Order System	-	4,800	-	-	-
Fleet Division						
591-42-4613-0000	Building Maintenance Truck	-	-	-	-	-
591-42-4613-0450	Small Engine Replacement	-	-	5,000	5,000	-
591-42-4613-0500	Truck Tire Changing/Balance Machine	-	-	15,000	14,500	-
Streets Division						
591-48-4613-0000	Street Capitalized Equipment	-	-	-	-	-
Lacy Park Division						
591-50-4613-0000	Park Capitalized Equipment	-	-	-	-	-
	Subtotal Parks & Public Works	**$ -**	**$ 4,800**	**$ 20,000**	**$ 19,500**	**$ -**
Crowell Public Library						
Administration Division						
591-90-4613-0000	Library Server Upgrade	-	-	-	-	-
281-90-4613-0000	Library Computers	-	-	-	-	-
591-90-4613-0555	Barth Room Upgrades	-	-	19,500	-	-
	Subtotal Library	**$ -**	**$ -**	**$ 19,500**	**$ -**	**$ -**
	Total Capitalized Equipment Purchases	**$ 336,923**	**$ 301,359**	**$ 1,147,712**	**$ 852,468**	**$ 639,854**
Capitalized Equipment Purchases -- Recap By Fund:						
Fund 212	Air Quality District Fund	-	-	-	-	97,400
Fund 233	COPS Fund	-	12,737	-	-	-
Fund 240	Homeland Security Grant Fund	-	92,927	70,199	69,955	51,789
Fund 281	Donations Fund	-	-	-	-	-
Fund 591	Capital Equipment Internal Service Fund	336,923	195,695	1,077,513	782,513	490,665
	Totals By Fund	**$ 336,923**	**$ 301,359**	**$ 1,147,712**	**$ 852,468**	**$ 639,854**

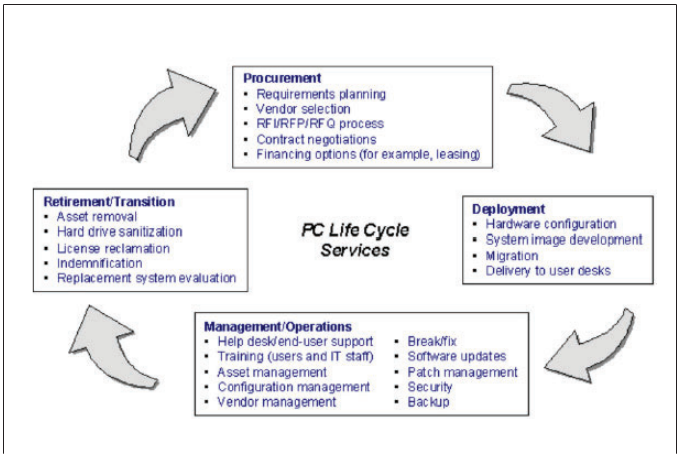
CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Citywide Computer Replacement Program	11-0550

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 18-19	Equipment/Other

Replace (25) computers with unsupported operating systems and/or older than 6 years to prevent cyber attack exposure and staff computing failure. Windows 10 version 10.0.10586 is currently unsupported with no upgrade path.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	129,850
TOTAL ESTIMATED FUNDING	$ 129,850

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	35,505	36,545	33,235	24,565	0	129,850
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 35,505	$ 36,545	$ 33,235	$ 24,565	$ 0	$ 129,850

COST ESTIMATE NOTES

Volume purchasing at cost from Lenovo, installation discounted 50%. Pricing reflects laptop purchasing versus desktops when appropriate. The estimated annual maintenance cost will decrease as newer and more reliable units are placed in service.

City of San Marino replacement schedule

The industry standard replacement cycle of each computer is 3-5 years based on operating system support and age of components run 8 hours a day. A 5 year cycle is selected to maximize the ROI of each device.

Department	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total PC's
City Hall	17	1	4	7	4	33
Police Department	12	3	3	2	4	24
Fire Department	3	0	1	4	5	13
Public Works	3	0	0	0	0	3
Library	4	13	15	7	4	43
Recreation	3	5	1	2	0	11
Lacy Park	1	0	1	1	0	3
Total	43	22	25	23	17	130
Estimated budget *	$60,000	$35,505	$36,545	$33,235	$24,565	$189,851

Police Department MDC	7	0	0	0	0	7
Estimated budget (CIP Fund)	$60,000	$0	$0	$0	$0	$60,000

Library Public PC's	36	0	0	0	0	36
Estimated budget (Donations Fund)	$36,000	$0	$0	$0	$0	$47,340

Police Department Laptops	6	0	0	0	0	6
Estimated budget (COPS Fund)	$12,745	$0	$0	$0	$0	$12,745

* Budget includes computer, licensing for Office, monitor replacement every 2 cycles, and installation

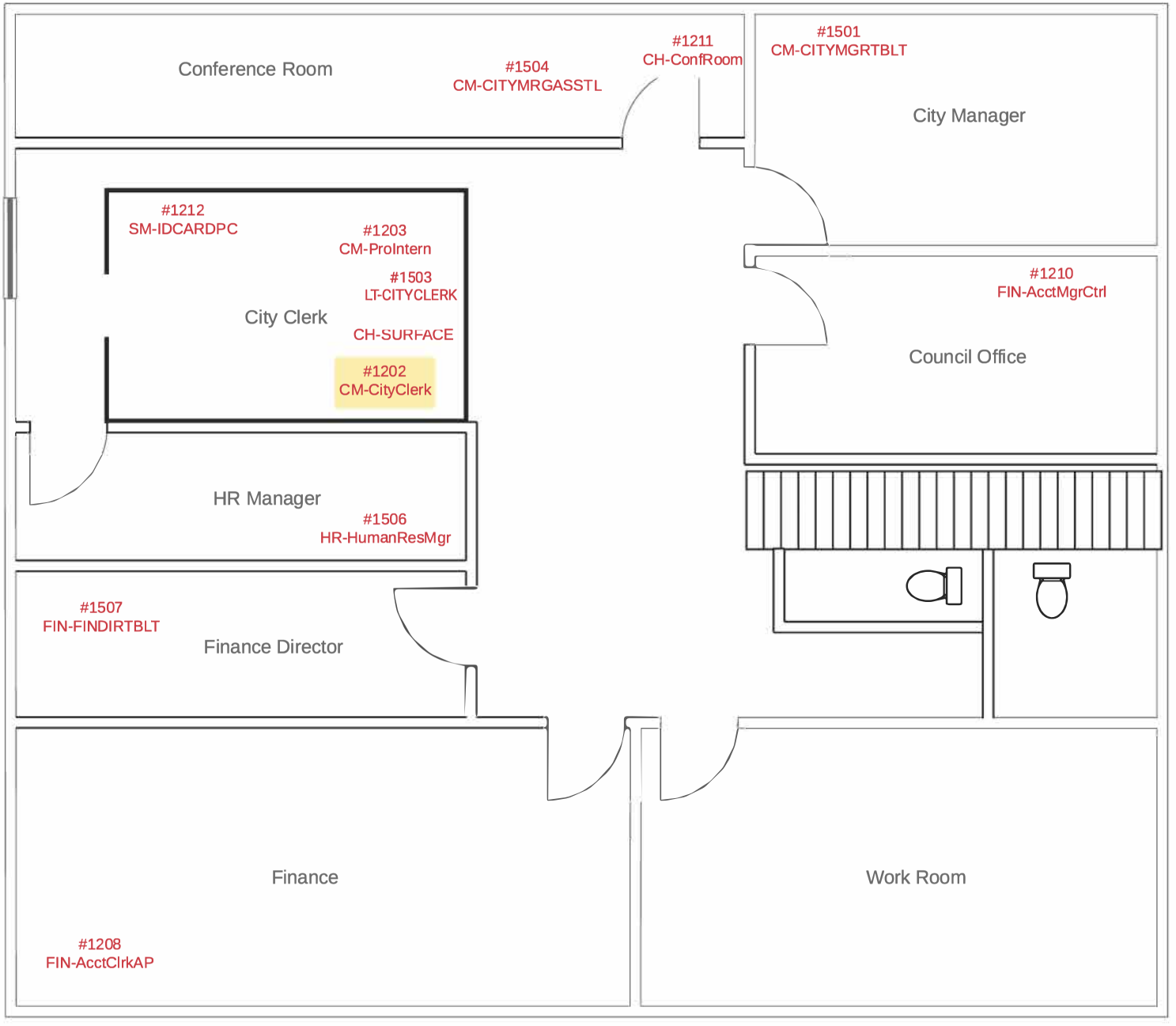
#	ComputerID	Name	OS	Version	Department	Date for Age Calculation	Device Type	Replace Year
1	461	PW-GARAGEFUEL	Microsoft Windows 8.1 Pro x64	6.3.9600	City Hall	6/6/2016	Desktop	21-22
2	399	CM-CITYCLERK	Microsoft Windows 10 Pro x64	10.0.14393	City Hall	6/6/2016	Desktop	21-22
3	462	PW-STREETFOREMN	Microsoft Windows 10 Pro x64	10.0.10586	City Hall	6/6/2016	Desktop	21-22
4	460	PW-ADMINANLYST	Microsoft Windows 10 Pro x64	10.0.16299	City Hall	9/6/2016	Desktop	21-22
5	4417	FD-SCHEDULE	Microsoft Windows 10	10.0.17763	Fire Department	09/14/2016	Desktop	21-22
6	507	PK-LACYPARK	Microsoft Windows 10 Pro x64	10.0.18362	Lacy Park	6/6/2016	Desktop	21-22
7	467	LIB-REFADULT02	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
8	466	LIB-REFADULT03	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
9	4042	LIB-REFCHILDDSK	Microsoft Windows 10 Pro x64	10.0.18363	Library	8/12/2015	Desktop	21-22
10	485	LIB-TECHSRVCS03	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
11	486	LIB-TECHSRVCS04	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
12	3478	LIB-WRKRM04	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
13	518	LIB-CATALOG02	Microsoft Windows 10 Pro	10.0.17134	Library	9/14/2016	Desktop	21-22
14	4416	LIB-CATALOG04	Microsoft Windows 10 Pro	10.0.18362	Library	9-14-2016	Desktop	21-22
15	526	LIB-CATALOG05	Microsoft Windows 10 Pro	10.0.17763	Library	9/14/2016	Desktop	21-22
16	4160	LIB-CATALOG06	Microsoft Windows 10 Pro	10.0.17134	Library	9/14/2016	Desktop	21-22
17	4159	LIB-CATALOG07	Microsoft Windows 10 Pro	10.0.17134	Library	9/14/2016	Desktop	21-22
18	4415	LIB-PUBADULTRES	Microsoft Windows 10 Home	10.0.19041	Library	9-14-2016	Desktop	21-22
19	468	LIB-REFADULT01	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
20	469	LIB-CIRCDESK02	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
21	470	LIB-CIRCDESK03	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
22	496	ACCESS	Microsoft Windows 7 Professional x64	6.1.7601	Police Department	4/13/2014	Desktop	21-22
23	417	SM05	Microsoft Windows 8.1 Pro x64	6.3.9600	Police Department	8/12/2015	Desktop	21-22
24	446	SM09	Microsoft Windows 8.1 Pro x64	6.3.9600	Police Department	8/12/2015	Desktop	21-22
25	478	REC-ADMINANLST	Microsoft Windows 10 Pro x64	10.0.18362	Rec Center	8/12/2015	Desktop	21-22

Numbering Legend
1st digit location: CH = 1
2nd digit = floor level
Last 2 digits incrementals

City Hall Upstairs

March 11, 2021

11



#1515
CH-LAPTOP01

171

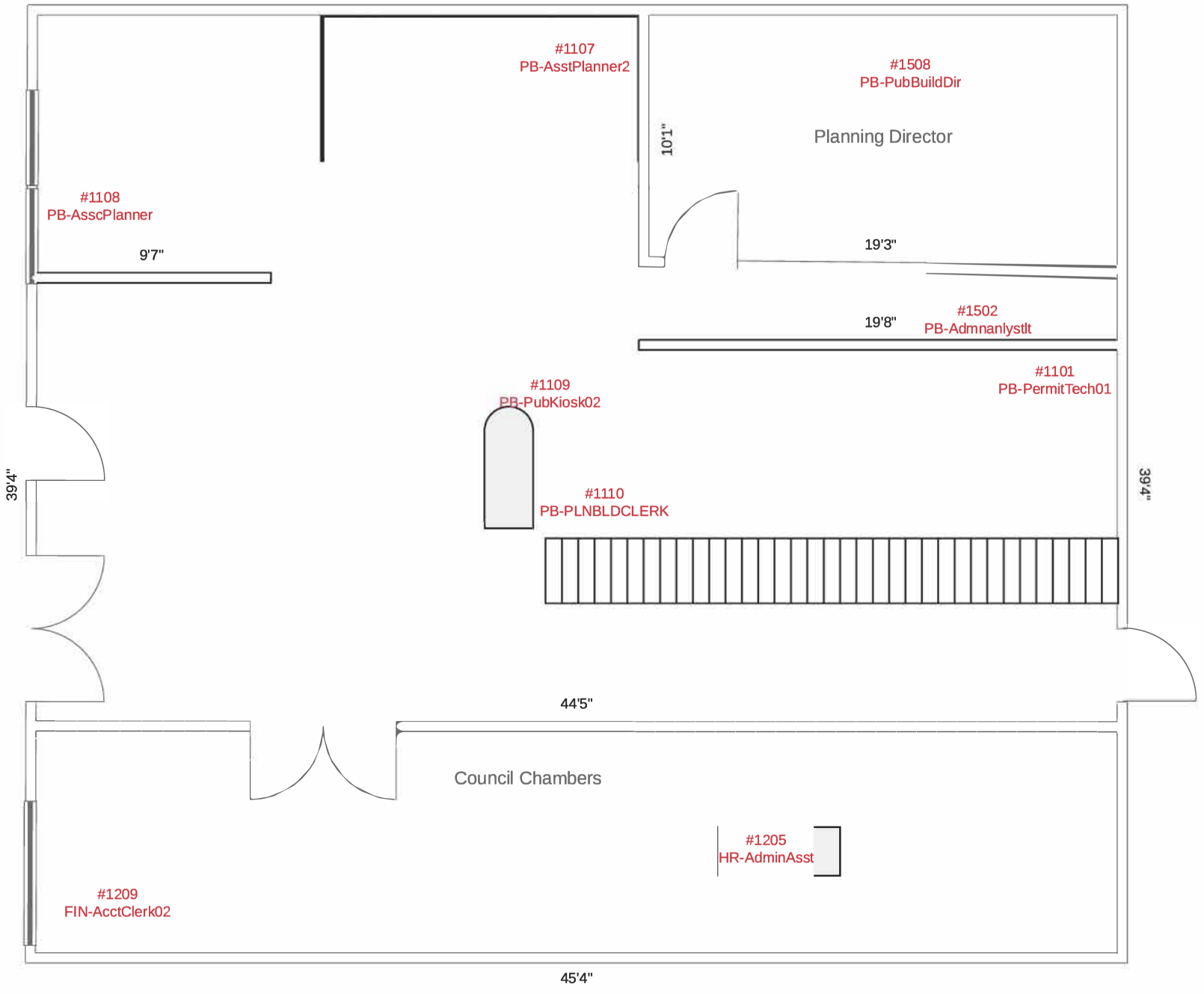
22

Numbering Legend
1st digit location: CH = 1
2nd digit = floor level
Last 2 digits incrementals

City Hall Downstairs

9

Mar 11, 2021

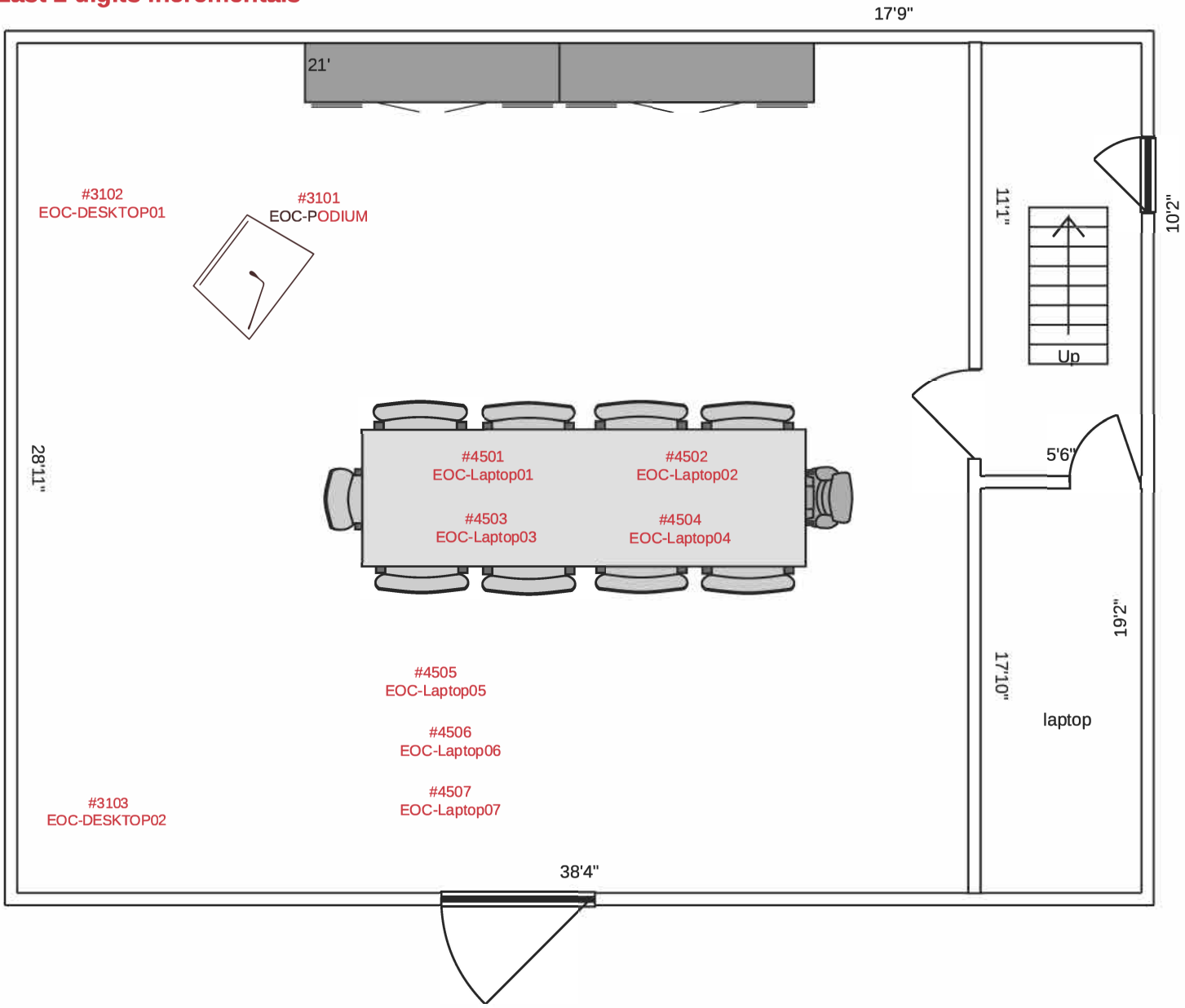


EOC

3/11/2021

10

Numbering Legend
1st digit location: EOC = 3
2nd digit = floor level
Last 2 digits incrementals

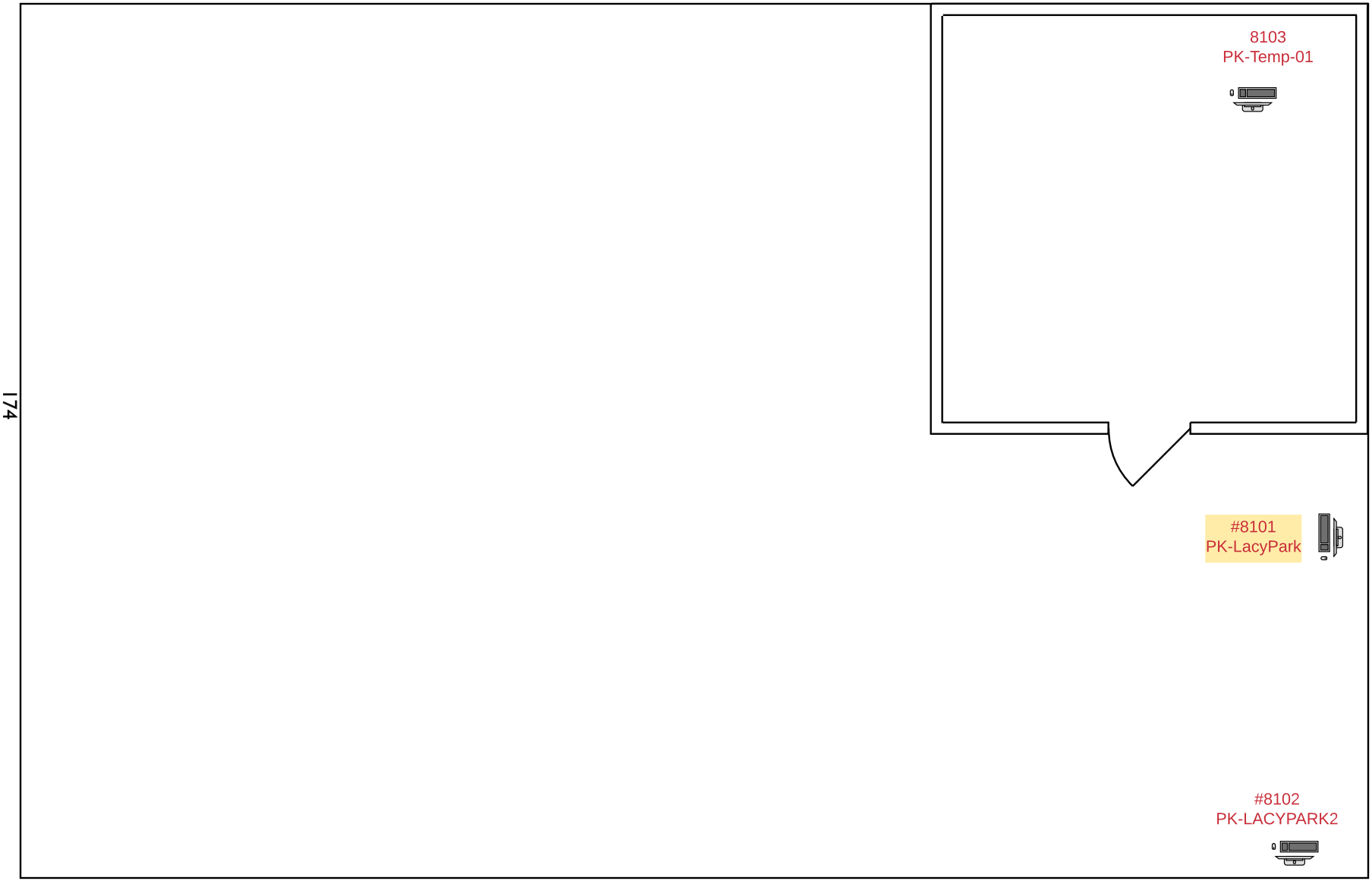


Numbering Legend
1st digit location: LP = 8
2nd digit = floor level
Last 2 digits incrementals

Lacy Park Office

3

Mar 11, 2021



174

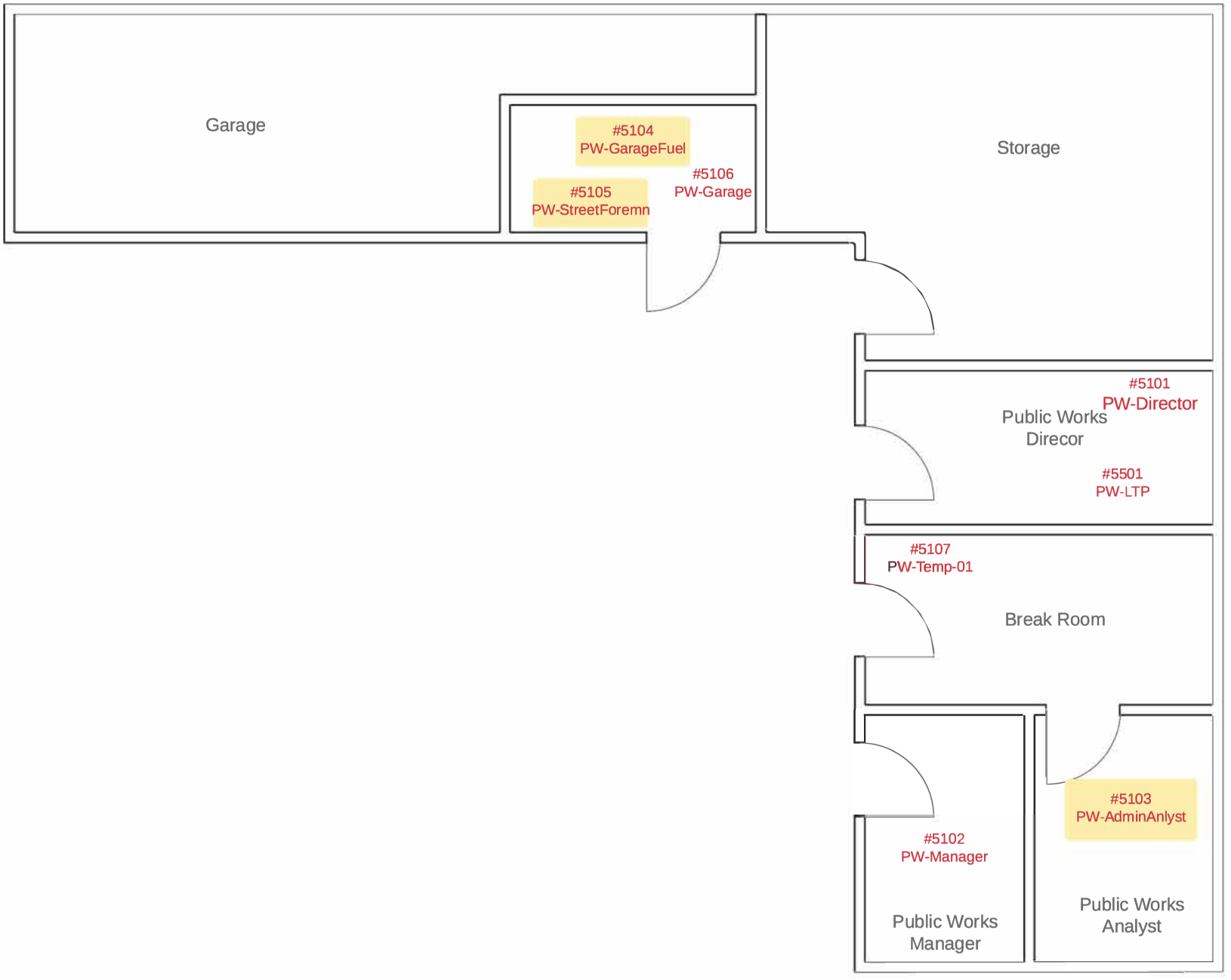
25

Numbering Legend
1st digit location: PW = 5
2nd digit = floor level
Last 2 digits incrementals

Public Works

| March 11, 2021

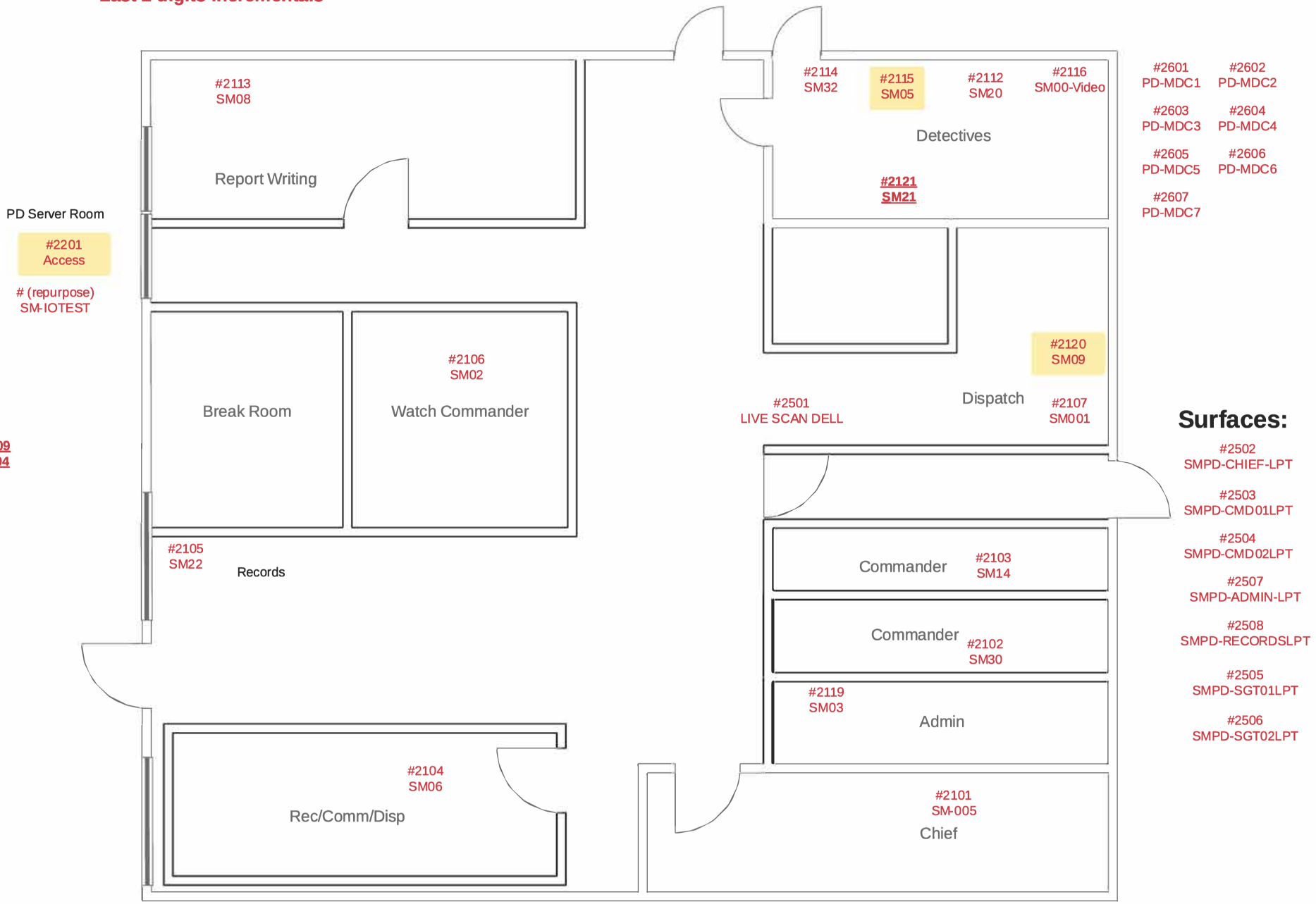
8



PD

March 11, 2021

Numbering Legend
1st digit location: PD = 2
2nd digit = floor level
Last 2 digits incrementals



Surfaces:

#2502
SMPD-CHIEF-LPT

#2503
SMPD-CMD01LPT

#2504
SMPD-CMD02LPT

#2507
SMPD-ADMIN-LPT

#2508
SMPD-RECORDSLPT

#2505
SMPD-SGT01LPT

#2506
SMPD-SGT02LPT

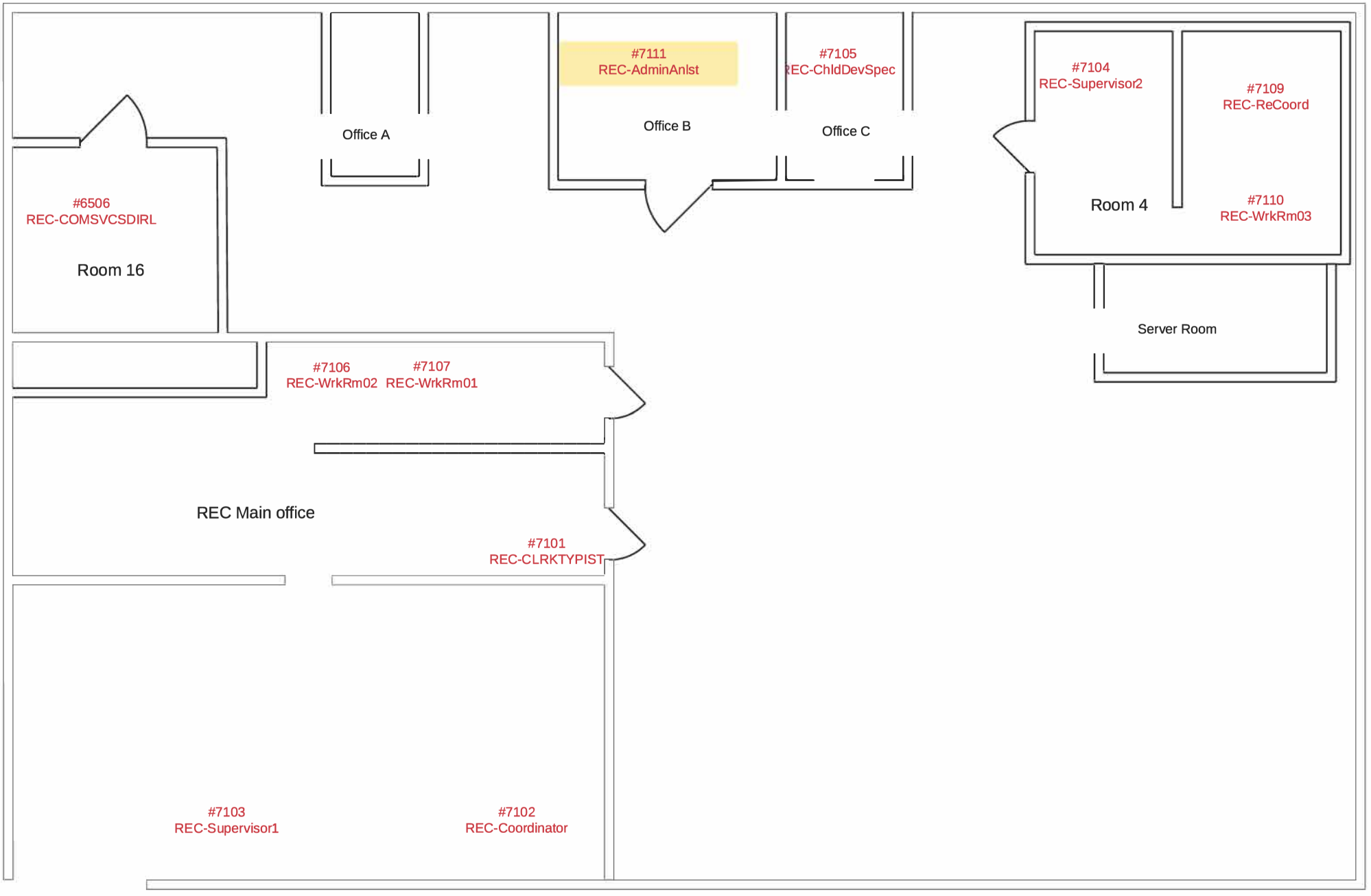
NOT TO SCALE

Numbering Legend
1st digit location: REC = 7
2nd digit = floor level
Last 2 digits incrementals

Rec Center

Mar 11, 2021

11



177

28

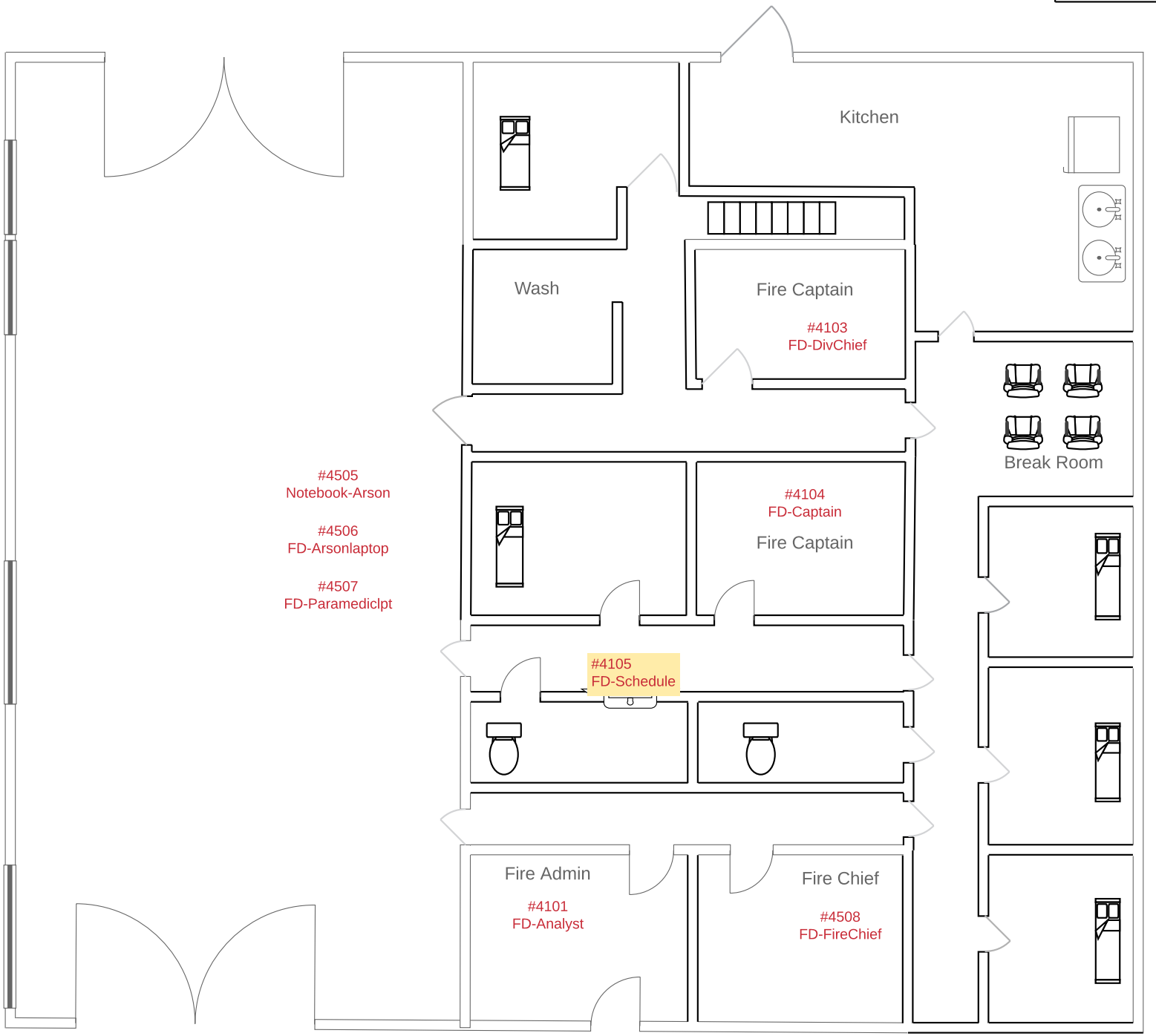
Numbering Legend
1st digit location: FD = 4
2nd digit = floor level
Last 2 digits incrementals

Fire Department

| March 11, 2021

8

Basement



178

29

Numbering Legend
1st digit location: LIB = 6
2nd digit = floor level
Last 2 digits incrementals
Parenthesis = old map location

Library 1st Floor

Mar 12, 2021

BASEMENT

#6163
LIB-Basement

LAPTOPS

#6511
LIB-RFID1LPT
#6512
LIB-RFID2
LPT
#6505
LIB-Laptop01

#6165
SM16

#6166
SM15

#6167
SM34

Temp Secured PD Area

#6168
SM23

Barth Room

#6109
LIB-WrkRm03

#6108
LIB-WrkRm04

#6169
SM18

#6181
Dakim 2

#6164
LIB-AC

#6180
Dakim 1

#6116
ADULT-PRINTRLS

Server room

#6107
LIB-WrkRm01

#6106
LIB-WrkRm02

#6152, 6153, 6154, 6156
LIB-PubYAdult01
LIB-PubYAdult02,
LIB-PubYAdult03,
LIB-PubYadult04

179

#6101
LIB-CircDesk02

#6102
LIB-CircDesk03

#6103
LIB-CircDesk04

Circulation office

#6160
LIB-CircDesk01

#6159
LIB-CircSupvr

#6162
LIB-RefChildDsk

#6157
LIB-Catalog06

#6171
AWE Literacy 2

#6170
AWE Literacy 1

#6105
LIB-CircDesk06

#6104
LIB-CircDesk05

adult-printrls (to be decomissioned and replaced w/ server room pc)

#6113
LIB-Catalog04

#6114
LIB-Catalog05

#6115
LIB-PubAdultRes

#6170
PB-BldInspector

#6171
PB-CodeEnfMgr

Children Public PCs

#6136-6151
LIB-PubChild01
LIB-PubChild02
LIB-PubChild03
LIB-PubChild04
LIB-PubChild05
LIB-PubChild06
LIB-PubChild07
LIB-PubChild08
LIB-PubChild09
LIB-PubChild10
LIB-PubChild11
LIB-PubChild12
LIB-PubChild13
LIB-PubChild14
LIB-PubChild15
LIB-PubChild16

#6175
LIB-TechSrvcs03

#6176
LIB-Librarian04

#6161
10Minstation

Catalog PCs

#6133-6135
LIB-Catalog03

LIB-Catalog02

LIB-Catalog01

#6111
LIB-RefAdult02

#6110
LIB-RefAdult01

#6155
LIB-Staffrsvtn

#6112
LIB-RefAdult03

Adult Public PCs
#6117-6132
LIB-PubAdult01 LIB-PubAdult02
LIB-PubAdult03 LIB-PubAdult04
LIB-PubAdult05 LIB-PubAdult06
LIB-PubAdult07 LIB-PubAdult08
LIB-PubAdult09 LIB-PubAdult10
LIB-PubAdult11 LIB-PubAdult12
LIB-PubAdult13 LIB-PubAdult14
LIB-PubAdult15 LIB-PubAdult16

#6172
CSM-REDEPLOY

#6173
PB-ASSTPLANNER

Temp Comm Dev Area

6158
LIB-Catalog07

#6174
PB-CodeEnfOfcr

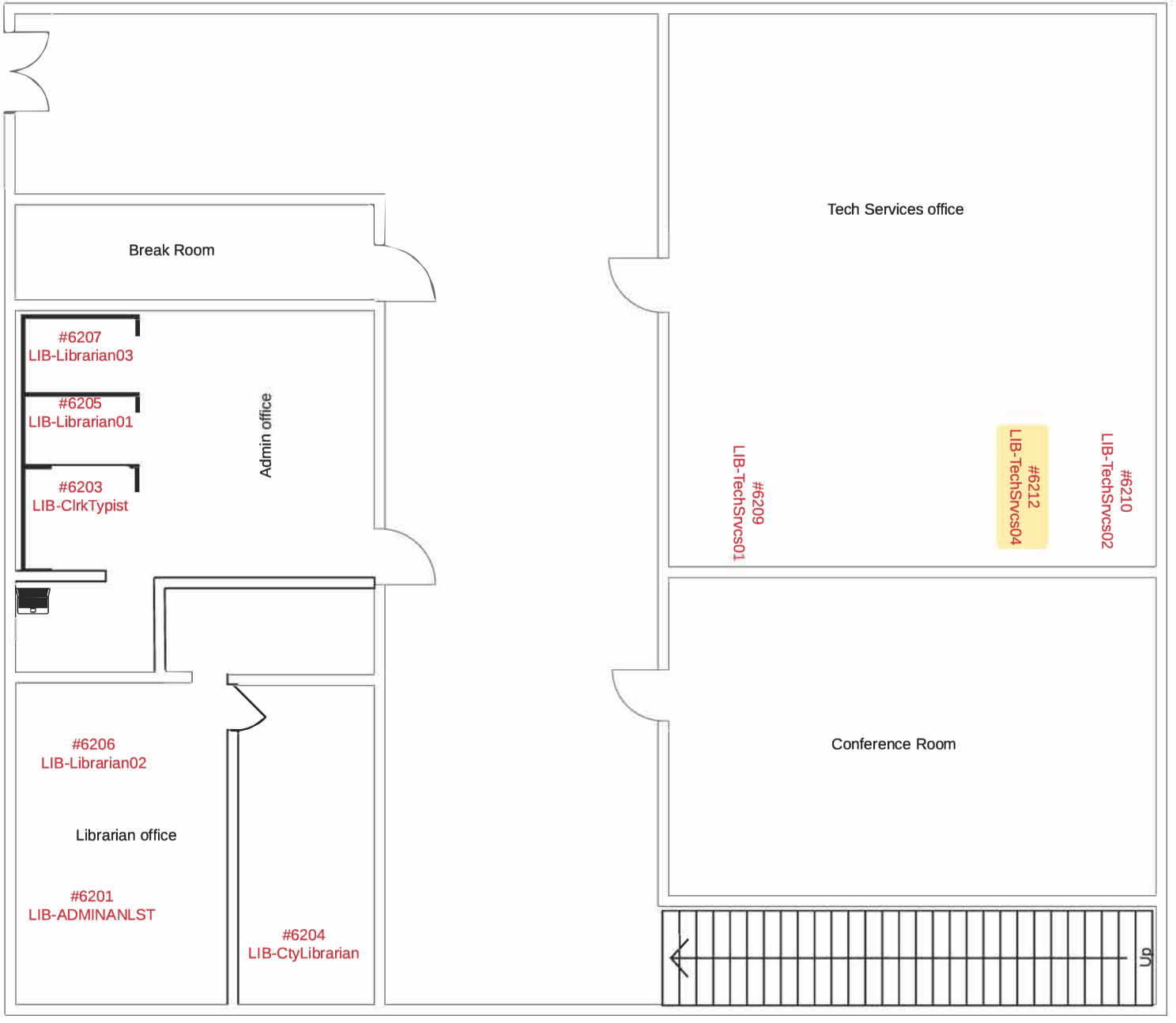
30

Numbering Legend
1st digit location: LIB = 6
2nd digit = floor level
Last 2 digits incrementals

Library 2nd Floor

3/11/2021

10



CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Windows OS and Server Upgrade	11-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 20-21	Software

The City's server computer operating system is Windows 2008. Updating to Windows 2019 will ensure the system can maintain maximum security from cyber attacks. Computer servers at Stoneman, Fire and City Hall will be required to be replaced to match the latest software. The new servers have a 5 to 7 year service life. Failure to upgrade the servers will increase the risk and probability the City could experience a crippling cyber attack.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	6,400
TOTAL ESTIMATED FUNDING	$ 6,400

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	6,400	0	0	0	6,400
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 6,400	$ 0	$ 0	$ 0	$ 6,400

COST ESTIMATE NOTES

Cost estimates are standard server costs for the product, which is only available from Microsoft.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Server Room Improvements	11-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 20-21	Equipment/Other

The server rooms in City Hall and the police station have 15 years of deferred maintenance with unused technology and poor wire management. The current systems are not labeled, hindering proper configuration and resulting in higher IT costs when it is necessary trace back various connections. The police station server room has equipment blocking access to the water heater closet, creating liability to the server room if water issues arose. Electrical supply and air conditioning upgrades were recently completed there and this is the next logical step in properly managing and maintaining critical systems.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	7,000
TOTAL ESTIMATED FUNDING	$ 7,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	7,000	0	0	0	7,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 7,000	$ 0	$ 0	$ 0	$ 7,000

COST ESTIMATE NOTES

It is proposed for Intelesys to perform the work as being the most knowledgeable regarding the preexisting wiring.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Battery Back-up Replacement	11-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 21-22	Equipment/Other

Battery back-up systems keep mission critical network and communications operational during a power outage and protect the equipment by providing time to safely power off devices. 14 current systems are 7 years or older making them past their useful life of 5 years. Many no longer provide alerts during power failures causing data not to be saved thereby disrupting work. It is recommended to deploy replacement units at multiple locations (see attachment).

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	16,300
TOTAL ESTIMATED FUNDING	$ 16,300

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	8,000	8,300	0	0	16,300
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 8,000	$ 8,300	$ 0	$ 0	$ 16,300

COST ESTIMATE NOTES

Cost estimates were established by acquiring 3 bids from vendors.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

Site	UPS Status	Date Installed	Back-up function	Recommendation	Unit Cost	Labor	21-22	22-23
City Hall Basement	650 - Bad	Est 2014	Consolidate					
City Hall Basement	Old	Est 2014	Network switch	1500VA model	$ 750.00	$ 225.00	$ 1,046.25	$ -
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Fire	None		Voice Switch	1500VA model	$ 750.00	$ 225.00	$ 1,046.25	
Site	**UPS Status**	**Date Installed**	**Back-up function**					
Library Server Room 1	1500 - Good	Est 2014	Server	2200VA model	$ 1,210.00	$ 275.00	$ -	$ 1,599.95
Library Server Room 2	1500 - Good	Est 2014	Server / Network / Voice	1500VA model	$ 750.00	$ 275.00	$ -	$ 1,096.25
Library Server Room 3	750VA - Good	Est 2014	Server / Network / Voice	1500VA model	$ 750.00	$ 275.00	$ -	$ 1,096.25
Site	**UPS Status**	**Date Installed**	**Back-up function**					
PD Basement 1	LASD	Est 2014	None					
PD Basement 2	750	Est 2014	Internet / Network	1500VA model	$ 600.00	$ 143.00	$ -	$ 800.00
PD Basement 3	SC1500 - Good	Est 2014	Network / Internet	consolidated to above				
Site	**UPS Status**	**Date Installed**	**Back-up function**					
PD Server Room 1	XS1500 - Good	Est 2014	Apple server & Access pc	AT&T managed				
PD Server Room 2	750VA - Good	Est 2014	SMV3 server and Buffalo NAS	1500VA model	$ 750.00	$ 275.00	$ 1,096.25	
PD Server Room 3	XS1500 - Good	Est 2014	SonicWalls, att modem, voip router	1500VA model	$ 750.00	$ 275.00	$ 1,096.25	
PD Server Room 4	Ametek - Top	Est 2014	Network / Voice	AT&T managed				
PD Server Room 5	Ametek - Bottom	Est 2014	Phones & Synology device	AT&T managed				
PD Server Room 6	None		Server / Network / Voice	2200VA model	$ 1,210.00	$ 275.00	$ 1,599.95	
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Public Works Breakroom	None		Network / Voice	1500VA model	$ 750.00	$ 225.00	$ -	$ 1,046.25
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Rec Server Room	1500VA - Good	Est 2014	Server / Network	2200VA model	$ 1,210.00	$ 275.00	$ -	$ 1,599.95
Rec IDF	None		Network / Voice / Internet	1500VA model	$ 750.00	$ 225.00	$ 1,046.25	
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
San Marino Center	None		Network	1500VA model	$ 750.00	$ 225.00	$ -	$ 1,046.25
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Lacy Park	None		Network / Voice / Wireless Credit card	750VA model	$ 750.00	$ 225.00	$ 1,046.25	
				Totals with tax	$ 11,730.00	$ 3,418.00	$ 7,977.45	$ 8,284.90

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Code Enforcement Vehicle Replacement	14-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Development	FY 18-19	Equipment/Vehicle

In order to provide adequate transportation for the increase in code enforcement staffing, the Department requests to purchase one 2021 Toyota Corolla hybrid (or approved substitute), an energy efficient vehicle suitable for in-town use by building inspectors and code enforcement officers.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
212 Air District	27,400
TOTAL ESTIMATED FUNDING	$ 27,400

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	27,400	0	0	0	27,400
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 27,400	$ 0	$ 0	$ 0	$ 27,400

COST ESTIMATE NOTES

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	License Plate Reader Cameras	30-0575

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 20-21	Equipment/Other

Install in-car license plate reader camera in new patrol cars per Department of Homeland Security grant accepted by City Council on February 10, 2021. LPR cameras were added to the capital budget in 2020 and it is recommended to continue complete installation in all patrol vehicles.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
240 Homeland Security	51,789
TOTAL ESTIMATED FUNDING	$ 51,789

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	44,000	51,789	0	0	0	95,789
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 44,000	$ 51,789	$ 0	$ 0	$ 0	$ 95,789

COST ESTIMATE NOTES

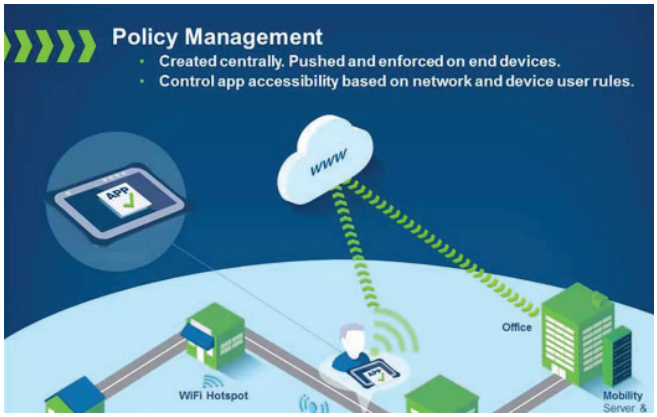
CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	NetMotion Upgrade	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 20-21	Software

NetMotion controls the connection between patrol vehicle laptops and the police station computer network. The current platform will be discontinued in September 2021. Replacement is recommended before the software is no longer supported.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	3,000
TOTAL ESTIMATED FUNDING	$ 3,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	3,000	0	0	0	3,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 3,000	$ 0	$ 0	$ 0	$ 3,000

COST ESTIMATE NOTES

Acquisition estimated on vendor quotes.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	E-Citation Writers	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 21-22	Software

See attached sheet

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	60,000
TOTAL ESTIMATED FUNDING	$ 60,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	60,000	0	0	0	60,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 60,000	$ 0	$ 0	$ 0	$ 60,000

COST ESTIMATE NOTES

The initial set up costs are approximately $60,000 with an annual software maintenance fee of $7,200, which would be included in the Department's operating budget. The proposed software may be eligible for a traffic safety grant, which, if received, would be substituted for City funding.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

E-Citation Writers

Description and Justification

The Department has begun orientation and training on the Racial and Identity Profiling Act (RIPA). The Department is required by Cal DOJ to begin reporting data January 1, 2022. The effective data will be January 1, 2023. The data reported in 2022 is used to ensure we are doing the reporting correctly and we can begin the legally mandated data submission in 2023. The data is reported quarterly and can be done manually however it is not possible without hiring an additional employee.

Each time an officer initiates a contact with a member of the public, through a citation a field interview or a consensual encounter a RIPA STOP Data report must be completed. Without the E Reader we will need to create a printed form, complete that for each contact. We estimate 400 contacts per month or 1200 per quarter. These figure do not include the increase in stops once the motor officers are working which would add 960 stops per quarter or 2160 per quarter for all stops. That form takes approx. 5-10 minutes in the field in addition to the 10-15 minutes for a citation. In the scenario of a traffic citation it would be 20-25 minutes for each stop by our officers. Most of our stops are for traffic citations.

Manually, the watch commander will review and verify the STOP Data and corresponding data, such as a traffic citation. Then the information will be forwarded to the record clerk to review, verify data and download the STOP report and associated data for transmission to DOJ. If you add the monthly figures for patrol and motors (400+320= 720) and estimating 10 minutes to process this data equals 12 hours per month to do it by hand. Utilizing the E Reader, the data will be added during the field encounter, the data cannot be submitted unless the E Reader ensures all info is completed and accurate. It then goes into our CAD/RMS system that collects and prepares the data to be sent to DOJ. We also perform a quality assurance review before uploading. This is essential technology that reduces unnecessary personnel resource time and ensures accuracy.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Detective Car Replacement	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 21-22	Equipment/Vehicle

The detective fleet currently consists of hand-me-down cars from the patrol fleet (2010 Tahoe and 2011 Crown Vic). These vehicles have in excess of 100k miles and stand out as retired police cars because they are black, which makes it difficult to blend in and reduces the detectives' effectiveness at performing plain clothes/undercover operations. The 2020 Vehicle and Equipment Fleet Review and Utilization Study recommended replacement of these vehicles in FY 2021-22. Purchase of air quality management district-eligible vehicles are recommended.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
212 Air District	70,000
591 Capital Equipment	12,000
TOTAL ESTIMATED FUNDING	$ 82,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	82,000	0	0	0	82,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 82,000	$ 0	$ 0	$ 0	$ 82,000

COST ESTIMATE NOTES

The acquisition cost includes two detective units ($35,000 each) equipped with emergency equipment such as emergency lights and siren ($12,000). Vehicle repair and maintenance costs are expected to be reduced. The vehicles will be retired and sent to auction.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Command Staff Vehicle Replacement	34-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 20-21	Equipment/Vehicle

In 2019, the Fire Department and Public Works conducted a vehicle condition assessment of all Fire Department apparatus. It was determined that the Command Staff vehicle (2015 Ford Explorer) had exceeded 75,000 miles and did not contain adequate capacity for the Battalion Commander's emergency response equipment (such as turn-outs, tools and SCBA). Therefore, for reliability purposes the vehicles should be replaced. The Fire Department completed replacement of one Command Staff vehicle in FY 2019-20 and is requesting replacement of the second vehicle.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	50,720
TOTAL ESTIMATED FUNDING	$ 50,720

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	50,720	0	0	0	50,720
ENGINEERING	0		0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 50,720	$ 0	$ 0	$ 0	$ 50,720

COST ESTIMATE NOTES

Cost estimate is based on a quote from the National Auto Fleet Group.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Rescue Ambulance 791 Replacement	34-9300

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 19-20	Equipment/Vehicle

Unit RA 791 Replacement was included in the FY 2020-21 Capital Equipment budget; the new unit was ordered September 17, 2020. Due to COVID restrictions affecting the manufacturer, the delivery timeline for the rescue ambulance has been delayed. The estimated date of delivery for the new RA unit is now August 2021 and a re-budget is required as no payments have been made.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	275,000
TOTAL ESTIMATED FUNDING	$ 275,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	275,000	275,000	0	0	0	275,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 275,000	$ 275,000	$ 0	$ 0	$ 0	$ 275,000

COST ESTIMATE NOTES

As noted above, a re-budget is necessary to accept delivery of the vehicle.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Engine/Rescue Ambulance Mobile Radios	34-0560

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 19-20	Equipment/Other

This is a second year of a two year phased procurement approved by City Council in the FY 2020-21 CIP budget. Current mobile radios used in Fire Department apparatus are no longer supported by the manufacturer as of December 2018 and require replacement prior to failure. Spares and replacement parts are already becoming difficult to obtain. Three radios were purchased in FY 2020-21; 4 additional radios will be purchased in FY 2021-22.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	56,000
TOTAL ESTIMATED FUNDING	$ 56,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	24,000	32,000	0	0	0	56,000
ENGINEERING	0		0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 24,000	$ 32,000	$ 0	$ 0	$ 0	$ 56,000

COST ESTIMATE NOTES

Cost was determined after reviewing prices with Motorola's sole source provider.

FY 2021-22 CAPITAL CONSTRUCTION BUDGET

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Capital Improvement Projects

By Project Category & Project Line Item

		2019-20	2020-21		2021-22	
		Actual	Budget	Estimated	Re-Appropriation	Adopted
Right-Of-Way Projects						
202-48-4600-9271	Street Rehabilitation	739,144	1,675,789	1,675,789	-	990,000
243-48-4600-9271	Street Rehabilitation	440,000	175,097	175,097	-	150,000
247-48-4600-9271	Street Rehabilitation	-	264,903	264,903	-	-
394-48-4600-9271	Street Rehabilitation	32,543	4,839,825	106,123	-	2,360,000
	Street Rehabilitation Program	**$ 1,211,687**	**$ 6,955,614**	**$ 2,221,912**	**$ -**	**$ 3,500,000**
394-48-4600-9243	Traffic Signal Cabinets	59,708				-
394-48-4600-9273	Biennial Striping, Marking, Signing Program	-	90,000	62,400	-	45,000
394-48-4600-9274	Streetlight Management Plan	-	99,000	99,000	-	60,000
394-48-4600-0500	City Wide Traffic Circulation Study	18,768	131,232	75,000	-	-
204-48-4600-9272	City Wide Sidewalk	-	-		-	-
394-48-4600-9272	City Wide Sidewalk	367,407	439,523	362,561	-	430,000
214-48-4600-9272	City Wide Sidewalk (TDA Article 3)	18,600	9,600	9,600	-	9,000
394-48-4600-0505	Biennial Pavement Condition Assessment	-	15,000	15,000	-	-
394-48-4600-0510	Street Tree Management Plan	-	50,000	50,000	-	50,000
394-48-4600-0515	Traffic Control Devices Program	-	85,000	85,000	-	70,000
394-48-4600-0520	Huntington Drive/Mission St Beautification	-	1,000,000	-	1,000,000	-
394-48-4600-0525	Neighborhood Traffic Calming Program	-	-	-	-	75,000
394-48-4600-0530	Public Stair Replacement	-	-	-	-	-
243-48-4600-0535	Measure R 710 North Projects	-	-	-	-	335,000
	Total Right-of-Way Projects	**$ 1,676,170**	**$ 8,874,969**	**$ 2,980,473**	**$ 1,000,000**	**$ 4,574,000**
Parks Projects						
394-50-4150-0150	Lacy Park Master Plan	-	-	-	-	-
394-50-4600-7035	Huntington/Sierra Madre Red Car Parklet	-	-	-	-	-
394-50-4600-7036	Condition Assessment - Park & Street Trees	-	-	-	-	50,000
394-50-4600-7029	Lacy Park Irrigation	-	-	-	-	-
281-50-4600-7150	Rose Arbor Renovation	25,229	-	-	-	-
394-50-4600-7150	Rose Arbor Renovation	612,651	-	-	-	-
	Total Parks Projects	**$ 637,880**	**$ -**	**$ -**	**$ -**	**$ 50,000**
Civic Facilities Projects						
281-50-4600-7027	Lacy Park Restroom Upgrades	-	50,000	50,000	-	-
394-50-4600-7027	Lacy Park Restroom Upgrades	17,380	130,220	130,220	-	-
394-40-4150-0884	Condition Assessment	5,215	24,785	8,450	-	12,000
394-40-4150-0885	City Hall Campus	-	-	-	-	-
394-30-4600-0886	Police Department Lobby	-	77,500	77,500	-	-
394-34-4600-0500	Stoneman Fire Safety System Improvements	-	39,300	28,635	-	-
394-34-4600-0887	Fire Apparatus Doors	-	70,000	70,000	-	-
394-40-4150-0883	Civic Center Environmental Assess	-	-	-	-	-
394-90-4600-0888	Crowell Public Library - Entry Canopy	6,520	-	-	-	-
394-90-4600-1002	Crowell Public Library - Bottle Water Station	-	5,000	5,000	-	-
394-90-4600-1003	Crowell Public Library - Window Tinting	-	15,000	15,000	-	-
281-90-4600-1004	Crowell Public Library - Computer Rm Renov	-	-	-	-	-
394-90-4600-1004	Crowell Public Library - Computer Rm Renov	-	2,500	-	-	-
394-50-4600-7030	Lacy Park - Emergency Telephones	-	15,000	13,000	-	-
394-40-4600-1000	San Marino Center Renovation	-	532,900	150,000	382,900	4,758,900

Capital Improvement Projects

By Project Category & Project Line Item

		2019-20	2020-21		2021-22	
		Actual	Budget	Estimated	Re-Appropriation	Adopted
394-40-4600-1001	Emergency Generator System	-	60,000	6,900	45,000	-
394-34-4600-1001	FS HVAC Upgrades	-	5,000	5,000	-	-
394-34-4600-1002	FS H&S Upgrades	-	57,000	57,000	-	-
394-34-4600-1003	FS Bathroom Remodel	-	-	-	-	25,000
394-30-4600-1000	911 Dispatch Renovation	-	75,000	75,000	-	-
394-30-4600-1001	PD Utilization Study	-	-	-	-	125,000
394-30-4600-1983	Construction-Electrical Remodel	-	37,800	70,000	-	-
394-36-4600-1000	EOC Improvements	-	18,300	-	18,300	-
	Total Civic Facilities Projects	**$ 29,115**	**$ 1,215,305**	**$ 761,705**	**$ 446,200**	**$ 4,920,900**
Wastewater Collection System Projects						
394-44-4600-8020	Sewer Main Rehabilitation Program	52,700	67,300	43,200	-	50,000
394-44-4600-8021	Sewer Master Plan - Condition Assessment	3,618	53,583	50,000	-	-
394-44-4600-8022	Lift Station Improvements	-	314,000	10,000	300,000	-
	Total Wastewater Collection System Projects	**$ 56,318**	**$ 434,883**	**$ 103,200**	**$ 300,000**	**$ 50,000**
Stormwater System Projects						
394-46-4150-0001	Condition Assessment - Stormwater	141,656	8,344	8,300	-	-
394-46-4600-8023	Drainage Wash Improvement Program	65,466	101,534	5,000	-	50,000
394-46-4600-8024	Culvert Replacement Program	15,357	93,643	3,350	-	210,000
394-46-4600-8022	Inlet Replacement Program	36,115	30,000	29,985	-	30,000
394-46-4600-8025	Rio Hondo Load Reduction	52,395	204,605	52,395	204,605	-
394-46-4600-8026	Trash Capture Filters	24,950	25,000	24,995	-	25,000
	Total Stormwater System Projects	**$ 335,939**	**$ 463,126**	**$ 124,025**	**$ 204,605**	**$ 315,000**
	Total Capital Improvement Projects	**$ 2,735,422**	**$ 10,988,283**	**$ 3,969,403**	**$ 1,950,805**	**$ 9,909,900**
Capital Improvement Projects -- Recap By Fund:						
Fund 202	Gas Tax	739,144	1,675,789	1,675,789	-	990,000
Fund 214	TDA Article 3 Streets	18,600	9,600	9,600	-	9,000
Fund 281	Donations	25,229	50,000	50,000	-	-
Fund 204	CDBG	-	-	-	-	-
Fund 243	Measure R	440,000	175,097	175,097	-	485,000
Fund 247	Measure M	-	264,903	264,903	-	-
Fund 394	Capital Projects	1,512,449	8,812,894	1,794,014	1,950,805	8,425,900
	Totals By Fund	**$ 2,735,422**	**$ 10,988,283**	**$ 3,969,403**	**$ 1,950,805**	**9,909,900**

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Street Rehabilitation Program	FY-9271

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

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

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	2,360,000
202 Gasoline Taxes (HUTA)	990,000
243 Measure R	150,000
(Annual revenue shown)	
TOTAL ESTIMATED FUNDING	$ 3,500,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	30,000	30,000	30,000	30,000	30,000	150,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000	17,000,000
CONST. MGT.	70,000	70,000	70,000	70,000	70,000	350,000
LEGAL	0	0	0	0	0	0
TOTALS	$ 3,500,000	$ 3,500,000	$ 3,500,000	$ 3,500,000	$ 3,500,000	$ 17,500,000

COST ESTIMATE NOTES

Anticipating funding table is per year. The estimated cost to maintain this capital asset is being tracked by the service request system. Design and construction inspection is performed by outside consultants.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Annual Striping, Marking, Signing Program	FY-9273

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council adopted in 2019 a program to refresh over a 3-year rolling period all pavement markings, legends and lane striping, and replace faded street signs for those streets not being rehabilitated that year. All existing painted striping, legends and markings will be replaced with thermoplastic material, which is longer lasting and visible in low light and in wet conditions.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	270,000
TOTAL ESTIMATED FUNDING	$ 270,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	90,000	45,000	45,000	45,000	45,000	270,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 90,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 270,000

COST ESTIMATE NOTES

The FY 20-21 budget appears higher because it includes a $45,000 carryover from the prior fiscal year that was added to the original budget of $45,000 for a total of $90,000. The Council approved a striping contract in July 2020 in an amount up to $62,400 (including contingency), which is currently underway.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	FY-9274
Streetlight Management Plan	

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council adopted in 2019 a program to replace 46 fluted metal light standards that are failing due to base corrosion and age. 5 streetlights on Belhaven Road were replaced in November 2020 and 8 more on Bellwood Road are scheduled by June 30, 2021. A total of 33 more streetlights are planned to be replaced by FY24-25: Bradbury Rd (8), Lorain Rd (10), Sycamore Dr (10) and Orlando Rd/Avondale Rd (5). Future work includes lowering the service voltage for lights on Tura Ln and converting lighting on Patton Wy at Euston Rd from Edison to City.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	384,000
TOTAL ESTIMATED FUNDING	$ 384,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	99,000	60,000	75,000	75,000	75,000	384,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 99,000	$ 60,000	$ 75,000	$ 75,000	$ 75,000	$ 384,000

COST ESTIMATE NOTES

The estimated unit cost to replace the existing streetlights is $7,300 per installation based on bids received in 2020. The funding shown in the table above was modified from the FY20-21 CIP based on remaining replacements. Engineering and construction inspection is performed in-house by the City Engineer.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Sidewalk Replacement Program	FY-9272

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council in 2019 approved a 4-year construction agreement to replace 1-mile annually of sidewalks identified by the 2015 sidewalk condition study (and supplemented by community input). The first 3 years have been completed on time and on budget with 3.9 miles of replacement sidewalk. After this fiscal year, new bids will be solicited for a second, 4-year construction agreement.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	430,000
214 TDA Article 3	9,000
(Annual revenue shown)	
(204 CDBG in FY 23-24)	
TOTAL ESTIMATED FUNDING	$ 439,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	449,123	439,000	439,000	589,000	439,000	2,804,246
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 449,123	$ 439,000	$ 439,000	$ 589,000	$ 439,000	$ 2,804,246

COST ESTIMATE NOTES

Total anticipated funding shown is estimated annual revenue. Engineering and construction inspection is performed in-house by the City Engineer. A separate $150,000 CDBG-funded project is planned for FY 23-24 due to federal-aid contract requirements.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Street Trees Management Plan	FY-0510

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

Plant up to 50 - 24" to 36" box trees throughout the City either as replacement or to fill vacancies. This program upgrades from 15 gallon the Department's standard tree size.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	150,000
TOTAL ESTIMATED FUNDING	$ 150,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	50,000	50,000	50,000	0	0	150,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 50,000	$ 50,000	$ 50,000	$ 0	$ 0	$ 150,000

COST ESTIMATE NOTES

The City is able due to government purchasing opportunities to acquire larger trees at a lower unit cost than retail. Consequently the recommended budget may support up to 50 larger than 15 gallon trees (City replacement standard).

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Traffic Control Devices Program	FY-9243

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council in 2018 approved a replacement program for all traffic signal computers and related hardware at all 15 signalized intersection as the existing units are over 20-years-old and obsolete. 10 intersections have been upgraded and the remaining 5 are on-schedule to be completed by June 2023.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	260,000
TOTAL ESTIMATED FUNDING	$ 260,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	85,000	70,000	105,000	0	0	260,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 85,000	$ 70,000	$ 105,000	$ 0	$ 0	$ 260,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is $350/controller/year.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Huntington Dr and Mission St Beatification Program	48-0520

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Development	FY 19-20	Right-of-Way

In 2020, the City Council approved a program to beautify the business districts along Huntington Drive and Mission Street. The program is intended to include hardscape features that enhance and beautify the streets with sidewalk replacement, add new trees, landscape buffers, outdoor seating, signage and parking. The initial phase is wayfinding signs, which are underway.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	100,000	100,000	0	0	0	100,000
ENVIRONMENTAL	70,000	70,000	0	0	0	70,000
CONSTRUCTION	830,000	830,000	0	0	0	830,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 1,000,000	$ 1,000,000	$ 0	$ 0	$ 0	$ 1,000,000

COST ESTIMATE NOTES

As the program is not yet complete, it is recommended to re-budget the funding to FY 21-22.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Neighborhood Traffic Calming Program	FY-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 21-22	Right-of-Way

Implement neighborhood traffic calming improvements recommended by the Public Safety Commission and approved by the City Council pursuant to the adopted TC program included with the 2021 Citywide Traffic Circulation Study. This item was suggested during the community input and feedback process and is recommended by staff for incorporation in the FY 2021-22 budget and workplan.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	165,000
TOTAL ESTIMATED FUNDING	$ 165,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	15,000	5,000	5,000	5,000	30,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION		60,000	25,000	25,000	25,000	135,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 75,000	$ 30,000	$ 30,000	$ 30,000	$ 165,000

COST ESTIMATE NOTES

The budgets shown are placeholder amounts pending completion and adoption of the study and traffic calming program.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Metro Measure R 710 North Projects	48-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council in 2019 approved in concept moving ahead with design work funded by Measure R funds to improve the traffic flow and reduce congestion on Huntington Drive and to be the lead agency to improve the intersection of Atlantic Blvd-Garfield Av-Los Robles Av-Huntington Drive. Completing the funding agreement scope of work requires the assistance of an engineering consultant before it can be approved by the City Council and Metro Board and preliminary engineering commences. This work is Measure R eligible.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	0
243 Measure R	14,000,000
TOTAL ESTIMATED FUNDING	$ 14,000,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	335,000	335,000	0	0	670,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	1,800,000	11,530,000	13,330,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 335,000	$ 335,000	$ 1,800,000	$ 11,530,000	$ 14,000,000

COST ESTIMATE NOTES

Project costs to be determined based on final project descriptions and FY estimates based on Metro instructions to complete all work in 5 fiscal years commencing July 1, 2020.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Park Landscaping Condition Assessment	50-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Parks

Assess the condition of all park landscaping (Lacy Park and the median parks) including all trees, ground coverings and other plantings,irrigation, and develop a replacement plan and maintenance schedule. Work will require outside professional expertise.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	50,000	0	0	0	50,000
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 50,000	$ 0	$ 0	$ 0	$ 50,000

COST ESTIMATE NOTES

Consultant fees are estimated to be $35,000 for Lacy Park and $15,000 for the median parks (Huntington, Old Mill, Sierra Madre and Circle Drive/Oak Grove island park)

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Civic Facilities Condition Assessment Program	FY-0884

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Civic Facilities

Since 2019, condition assessments have been conducted on the police and fire stations, the Crowell public library, the Public Works headquarters and fleet shop at City Hall and PPW buildings at Lacy Park. Those condition assessments have resulted in recommended capital improvements that have been included in the CIP. It is recommended to conclude the program with condition assessments on the Old Mill, the Thurnher House and Stoneman. A historic assessment report has been completed for Stoneman. Old Mill and the Thurnher House qualify as historic property pursuant to California criteria.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	36,785
TOTAL ESTIMATED FUNDING	$ 36,785

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	24,785	12,000	0	0	0	36,785
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 24,785	$ 12,000	$ 0	$ 0	$ 0	$ 36,785

COST ESTIMATE NOTES

This item concludes work that began in April 2018. San Marino Center did not receive a condition assessment as it is being renovated.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	20-1000
San Marino Center Renovation	

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Civic Facilities

Renovate the San Marino Center per architectural recommendations of the Community Task Force as approved by the City Council on December 9, 2020.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	5,674,700
TOTAL ESTIMATED FUNDING	$ 5,674,700

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	413,665	0	0	0	0	413,665
ENVIRONMENTAL	105,431	0	0	0	0	105,431
CONSTRUCTION	0	4,284,800	0	0	0	4,284,800
CONST. MGT.	0	428,500	0	0	0	428,500
LEGAL	13,804	428,500	0	0	0	442,304
TOTALS	$ 532,900	$ 5,141,800	$ 0	$ 0	$ 0	$ 5,674,700

COST ESTIMATE NOTES

Proposed FY 21-22 budget based on architect's Oct 28 2020 estimate of probable cost. Furnishings and inspection fees are not included. 'Engineering' in FY 20-21 refers to architectural services, 'environmental' in FY 20-21 refers to preparation of a focused EIR, 'legal' in FY 20-21 refers to costs involved in community engagement process, 'legal' in FY 21-22 refers to a 10% construction contingency.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	City Hall Emergency Generator Connection Upgrades	40-1001

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 20-21	Civic Facilities

After a recent windstorm, all-day Edison outage and work to upgrade the police station electrical system, it is apparent that the existing emergency generator located behind the police station at city hall is only partially connected to the police station and not connected at all to the public works offices, the fleet shop or the public safety vehicle gates. It is crucial during a power outage for the city to be fully capable of providing emergency and first responder action. Electrical system upgrades would include transfer switching and cabling.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	60,000
TOTAL ESTIMATED FUNDING	$ 60,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	60,000	45,000	0	0	0	60,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 60,000	$ 45,000	$ 0	$ 0	$ 0	$ 60,000

COST ESTIMATE NOTES

The City Council approved a $60,000 budget for FY 20-21. Some of the project work ($15,000 worth) was accomplished as part of the December 2020 renovation work at the police station. It is recommended to re-appropriate funding to complete the work to connect the generator to public works.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	City Hall Campus - Fire Station Bathroom Remodel	34-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 18-19	Civic Facilities

Design and engineering needed to plan a bathroom remodel for both restrooms in the Fire Station. The current facility is 25 years old, has water damage and is not designed or built for 24/7 use by multiple on-duty personnel. An accessible design that will also be suitable for all Fire Service candidates will be prepared by an architectural design firm. Formulation of a preliminary construction budget will be a task for the architectural firm during the design process.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	25,000
TOTAL ESTIMATED FUNDING	$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	25,000	0	0	0	25,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	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. A construction cost estimate will be prepared in conjunction with the architectural design.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Police Station Utilization Study	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 21-22	Civic Facilities

Over the past several years the Police station has incurred numerous repairs and upgrades intended to make the structure suitable in the short term for daily operations. The City Council has mentioned several times that there needs to be an evaluation of the facility to determine if it can be expanded or if another facility should replace the current facility. This study will provide a professional review and assessment of the facility and provide an understanding the future space needs anticipated for 21st century policing. If such planning is not performed, the facility will continue to poorly serve law enforcement and the community and become further functionally obsolete.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	125,000
TOTAL ESTIMATED FUNDING	$ 125,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	125,000	0	0	0	125,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 125,000	$ 0	$ 0	$ 0	$ 125,000

COST ESTIMATE NOTES

The engineering budget represents an order-of-magnitude cost estimate from conversations with outside consultants with expertise in preparing these analyses. Police and Parks and Public Works will work together to solicit proposals from qualified firms and recommend a consultant with the best combination of experience, knowledge and cost. Construction costs will be estimated as part of the consultant work and be used in future capital construction budget proposals.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	City Hall Campus - EOC Improvements	36-1000

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 18-19	Civic Facilities

The Emergency Operations Center requires construction to install cables and phone lines necessary for Emergency Management operation. This item was originally approved for $6,000 in the FY 20-21 Capital Improvement budget. Due to the activation of the EOC as part of the City's COVID-19 response, construction was unable to be completed during FY 20-21 and will need to be continued to FY 21-22.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	18,300
TOTAL ESTIMATED FUNDING	$ 18,300

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	18,300	18,300	0	0	0	18,300
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 18,300	$ 18,300	$ 0	$ 0	$ 0	$ 18,300

COST ESTIMATE NOTES

After receiving informal bids during the police renovation project, the original $6,000 budget was found insufficient to make the needed improvements and in December as part of the unexpended funds from the police renovation project the budget was increased to $18,300. No expenditures were made in FY 20-21. It is recommended to re-budget the $18,300.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Sewer Main Rehabilitation Program	FY-8020

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	WW Collection

This program was approved by the City Council in 2019 to provide for unplanned sewer main replacements due to collapse or impenetrable blockage on those mains scheduled for rehabilitation in FY 22-23.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	2,327,000
TOTAL ESTIMATED FUNDING	$ 2,327,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	50,000	50,000	600,000	815,000	812,000	2,327,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 50,000	$ 50,000	$ 600,000	$ 815,000	$ 812,000	$ 2,327,000

COST ESTIMATE NOTES

The FY 22-23 budget represents the commencement of project-level rehabilitation. The estimated annual cost to maintain this capital asset is $551,000. More detail of future costs can be found in the 2019 wastewater collection system condition assessment study.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	FY-8022
Lift Station Improvement Program	

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	WW Collection

This program was approved by the City Council in 2019 to 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. Design work for all 3 stations is underway and the construction at the first lift station will occur in FY 21-22 (see note below).

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	718,000
TOTAL ESTIMATED FUNDING	$ 718,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	300,000	73,000	0	0	0	73,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	204,000	102,000	257,000	0	563,000
CONST. MGT.	0	23,000	31,000	28,000	0	82,000
LEGAL	0	0	0	0	0	0
TOTALS	$ 300,000	$ 300,000	$ 133,000	$ 285,000	$ 0	$ 718,000

COST ESTIMATE NOTES

FY 20-21 budget is $300,000; however, construction will not occur until FY 21-22 and those funds will be re-appropriated. The Council approved a $73,000 design contract, which will not be expensed fully until FY 21-22. The total anticipated funding table reflects the re-appropriation. Combining construction for all 3 locations into a single bid package will be reviewed for potential cost savings. Design and construction inspection will be by outside consultants.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Drainage Wash Improvement Program	FY-8023

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This program was approved by the City Council in 2019 to implement the recommendations of the stormwater system condition assessment for lined and unlined channels and washes. The budget entails a continuation of fence and lining spot-repairs that commenced in May 2018. Work in FY 21-22 includes repairing damaged and missing lining that will over time cause the structural failure of concrete-lined channels.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	100,000
TOTAL ESTIMATED FUNDING	$ 100,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	50,000	50,000	0	0	0	100,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 50,000	$ 50,000	$ 0	$ 0	$ 0	$ 100,000

COST ESTIMATE NOTES

Budget is for work including fence replacement and lining-spot repairs.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	FY-8024
Culvert Replacement Program	

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This program was approved by the City Council in 2019 and seeks to implement the recommendations of the 2021 stormwater system condition assessment for drainage culverts. Individual projects will be performed over a two-year period with design in one fiscal year and construction in the following. The first project will be design of the Lacy Park culvert in FY 21-22 followed by its construction in FY 22-23. The balance of the projects will follow in a similar roll-out over time.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	6,428,643
TOTAL ESTIMATED FUNDING	$ 6,428,643

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	155,000	0	399,000	0	554,000
ENVIRONMENTAL	0	5,000	0	5,000	0	10,000
CONSTRUCTION	93,643	50,000	1,183,000	50,000	2,975,000	4,351,643
CONST. MGT.	0	0	232,000	0	598,000	830,000
LEGAL	0	0	191,000	0	492,000	683,000
TOTALS	$ 93,643	$ 210,000	$ 1,606,000	$ 454,000	$ 4,065,000	$ 6,428,643

COST ESTIMATE NOTES

The FY 22-23 budget represents construction of the Lacy Park drainage project. The estimated annual cost to maintain this capital asset is $551,000. More detail of future costs can be found in the 2021 stormwater system condition assessment study. Design and inspection will be performed by outside consultants. Each year includes $50,000 in case urgent repairs are needed to small-diameter culverts. FY 24-25 reflects work on Old Mill Rd drainage pipe.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Drainage Inlet Replacement Program	FY-8022

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This program was approved by the City Council in 2019 to implement the recommendations of the stormwater system condition assessment for drainage inlets. The FY 21-22 budget provides for funding to repair and replace inlets. 4 inlets are typically repaired/replaced annually.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	90,000
TOTAL ESTIMATED FUNDING	$ 90,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	30,000	30,000	30,000	0	0	90,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 30,000	$ 30,000	$ 30,000	$ 0	$ 0	$ 90,000

COST ESTIMATE NOTES

The FY 22-23 budget represents the commencement of project-level rehabilitation. The estimated annual cost to maintain this capital asset is $551,000. More detail of future costs can be found in the 2019 wastewater collection system condition assessment study. Design and inspection services to be performed in-house by City Engineer.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Rio Hondo Load Reduction Strategy	46-8025

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

The City Council in 2018 entered into a cost-sharing agreement for the preparation of preliminary engineering and associated design services to reduce pollution loads that drains from San Marin into the Rio Hondo through 3 tributaries (Alhambra, Rubio and Eaton Washes). The project has been progressing very slowly due to the numerous engineering and environmental alternatives being considered.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	257,000
* see cost estimate notes	
TOTAL ESTIMATED FUNDING	$ 257,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	204,605	204,605	0	0	0	257,000*
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 204,605	$ 204,605	$ 0	$ 0	$ 0	$ 257,000*

COST ESTIMATE NOTES

*Per the December 12, 2018 cost-sharing agreement the total City cost for engineering is $257,000. Total expenditures as of 2-1-2021 is $52,395. The engineering budget shown for FY 21-22 is a re-appropriation request reflecting the remaining obligation. Construction costs are not yet estimated and the project may be eligible for Measure W funding.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Trash Capture Filter Program	FY-8026

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This is a 3-year program originally approved by the City Council in 2019. Work involves installing additional trash capture filter screens in drainage inlets citywide to improve stormwater quality in response to a notice of violation issued by the California water board in April 2019. This is the final year of the program as the City is no longer under a violation notice.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	ADOPTED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	25,000	25,000	0	0	0	50,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 25,000	$ 25,000	$ 0	$ 0	$ 0	$ 50,000

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

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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.

BUDGET CALENDAR FY 2021-22

Current Year Progress Report, Potential FY 2020-21 Budget Brainstorm **January 29 (F)**

- Progress report on FY 2020-21 Priority Initiatives
- City Council Brainstorming on Goals for Next Fiscal Year, as it relates to the 8 Critical Success Factors

Town Hall – Budget Brainstorm with the Community **February 1 (M)**

- Community Brainstorming on Goals for Next Fiscal Year, as it relates to the 8 Critical Success Factors
- Online community engagement open through February 28

FY 2020-21 Mid-Year Review, Five Year Financial Forecast, and Long Term Financial Projection **February 26 (F)**

- Presentation of the FY 2020-21 Mid-Year report, Five Year Financial Forecast (General Fund and CIP), and updated long term financial projection(s)

Capital Improvement Plan (CIP) – Equipment Presentation **March 17 (W)**

- Detailed discussion with Council related to CIP – Equipment
- *Presentation to Public Safety Commission at March meeting*

Capital Improvement Plan (CIP) – Infrastructure Presentation **March 26 (F)**

- Detailed discussion with Council related to CIP - Infrastructure
- *Presentation to Public Safety Commission at March meeting*

Preliminary Budget Study Session **April 30 (F), May 7 (F)**

- Departments will present work plan goals and budget proposals
- Council will offer comments and adjustments
- *Presentations to relevant Commissions at late March/early April meetings*

City Manager's Proposed Budget and Capital Improvement Plan **May 28 (F)**

- Presentation of the proposed budget and CIP
- Adoption by Council with or without final adjustments

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 26 individual funds appearing in the FY 2021-22 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 U.S. 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 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.

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.

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.

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 through MTA 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 through MTA 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:	12,961 as of January 1, 2021
Registered Voters:	9,017, or 70% of City Population
Demographics:	32% European-American; 61% Asian-American; 7% Other
Business Licenses:	4,477 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


La Cañada Flintridge
Jet Propulsion Laboratory
Eaton Canyon Falls
Altadena
Eaton Canyon Nature Center
Monrovia Canyon Park
Rose Bowl Stadium
Sierra Madre
Glendale
Pasadena
Bradbury
Monrovia
Arcadia
Duarte
Adams Square
EAGLE ROCK
The Huntington Library, Art Collections, and
Azusa
Azusa Pacific University
ATWATER VILLAGE
HIGHLAND PARK
South Pasadena
San Marino
East San Gabriel
Mayflower Village
NORTHEAST LOS ANGELES
CYPRESS PARK
Hermon Park (Arroyo Seco Park)
Temple City
North El Monte
Alhambra
EL MONTE CITY
SILVER LAKE
MONTECITO HEIGHTS
Rosemead
ECHO PARK
Dodger Stadium
Arthur Park
CHINATOWN
El Monte
Monterey Park
El Monte Busway
Los Angeles
City Terrace
South San Gabriel
South El Monte
DOWNTOWN
Whittier Narrows Recreation Area
BOYLE HEIGHTS
East Los
CITY OF SAN MARINO
Los Angeles County

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 Gabrilenos.

Present-day San Marino was part of the ranch lands San Gabriel Mission Arcangel, orginally 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 Gabrileno. 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 and long-term, including pension and Other Post- Employment Benefits (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 a 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 gradually improving through FY 2016-17, but in FY 2017-18, it declined once again with the recording of the full OPEB liability in accordance with Governmental Accounting Standards Board (GASB) Statement No. 75. In FY 2018-19, net position increased approximately $4.8 million. In FY 2019-20, net position decreased $0.5 million as a result of the COVID-19 pandemic.

General Fund Balance Sheet

The City's General Fund accounts for over 89% 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 nonspendable 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 2015-16 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. In FY 2018-19, both assets and unassigned fund balance increased after the one-time transfer to the Capital Projects Fund in the prior year. In FY 2019-20, both assets and unassigned fund balance declined as a result of the $5.0 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 $3.9 million and $5.7 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. In FY 2019-20, the $5.0 million transfer to the Capital Projects Fund reduced the General Fund unassigned fund balance to a level equal to 53% of annual revenues.

Summary of Citywide Net Position - Last Five Years

	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited	FY 2018-19 Audited	FY 2019-20 Audited
Assets:					
Cash and Investments	$ 23,812,564	$ 25,200,349	$ 29,073,856	$ 35,798,037	$ 38,839,049
Receivables	1,411,425	1,828,767	1,407,695	1,189,296	1,462,453
Capital Assets	192,536,926	193,671,643	194,032,139	193,203,453	192,831,880
All Other	137,761	237,370	101,007	99,606	527,654
Total Assets	217,898,676	220,938,129	224,614,697	230,290,392	233,661,036
Deferred Outflows of Resources:					
Deferred Pension-Related Items	2,158,881	5,993,479	8,623,301	7,629,729	7,702,504
Deferred OPEB-Related Items	-	-	185,544	277,720	657,784
Total Deferred Outflows of Resources	2,158,881	5,993,479	8,808,845	7,907,449	8,360,288
Liabilities:					
Current Liabilities	1,897,970	1,741,244	1,370,808	3,307,417	3,884,739
Net Pension Liability	20,149,559	25,733,314	29,738,565	29,894,997	32,573,549
OPEB Obligation/Liability	208,560	221,575	5,683,301	5,657,580	6,310,545
All Other	6,496,460	6,021,621	5,327,552	3,413,819	3,641,761
Total Liabilities	28,752,549	33,717,754	42,120,226	42,273,813	46,410,594
Deferred Inflows of Resources:					
Deferred Pension-Related Items	3,471,237	2,631,902	2,308,485	2,010,038	2,347,386
Deferred OPEB-Related Items	-	-	589,830	734,128	630,717
Total Deferred Inflows of Resources	3,471,237	2,631,902	2,898,315	2,744,166	2,978,103
Net Position:					
Net Investment in Capital Assets	192,536,926	193,671,643	194,032,139	193,203,453	192,831,880
Restricted	2,042,351	2,257,902	2,580,542	4,136,997	4,268,833
Unrestricted	(6,745,506)	(5,347,593)	(8,207,680)	(4,160,588)	(4,468,086)
Total Net Position	$ 187,833,771	$ 190,581,952	$ 188,405,001	$ 193,179,862	$ 192,632,627

Summary of General Fund Balance Sheets - Last Five Years

	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited	FY 2018-19 Audited	FY 2019-20 Audited
Assets:					
Cash and Investments	$ 21,897,190	$ 22,882,016	$ 12,148,777	$ 17,619,956	$ 16,474,422
Receivables	1,308,828	1,690,374	1,162,033	919,654	1,262,404
All Other	190,828	311,832	172,425	77,713	97,402
Total Assets	$ 23,396,846	$ 24,884,222	$ 13,483,235	$ 18,617,323	$ 17,834,228
Liabilities:					
Current Liabilities	$ 1,561,731	$ 1,300,760	$ 1,033,718	$ 1,267,964	$ 2,180,369
Deferred Inflows of Resources	19,612	33,905	-	-	-
Fund Balances:					
Nonspendable	68,829	94,928	88,202	90,803	72,443
Restricted	171,899	-	-	-	-
Committed	-	-	191,752	250,984	310,063
Unassigned	21,574,775	23,454,629	12,169,563	17,007,572	15,271,353
	21,815,503	23,549,557	12,449,517	17,349,359	15,653,859
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 23,396,846	$ 24,884,222	$ 13,483,235	$ 18,617,323	$ 17,834,228

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

Statement of Revenues, Expenditures and Changes in Fund Balance

	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited	FY 2018-19 Audited	FY 2019-20 Audited
Revenues	$ 26,215,928	$ 27,229,011	$ 27,879,556	$ 28,947,615	$ 28,766,529
Expenditures	22,063,433	22,028,752	22,631,466	23,293,766	24,899,136
Excess / (Deficiency)	4,152,495	5,200,259	5,248,090	5,653,849	3,867,393
Other Financing Sources (Uses)					
Total Transfers In	6,000	12	800	172,690	281,184
Transfers Out:					
Capital Projects	(2,174,853)	(2,705,655)	(15,052,005)	-	(5,000,000)
Debt Service	(736,461)	(760,562)	(788,170)	(821,224)	(846,587)
Capitalized Equipment	-	-	(508,755)	(103,051)	-
CDBG	(103)	-	-	-	-
County Park Bond	-	-	-	(2,422)	-
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	(2,974,944)	(3,466,205)	(16,348,130)	(754,007)	(5,565,403)
Net Change in Fund Balances	**$ 1,177,551**	**$ 1,734,054**	**$ (11,100,040)**	**$ 4,899,842**	**$ (1,698,010)**
Unassigned Fund Balance, End of Year	**$ 21,574,775**	**$ 23,454,629**	**$ 12,169,563**	**$ 17,007,572**	**$ 15,271,353**
Unassigned Fund Balance as % of Revenue	82%	86%	44%	59%	53%
Unassigned Fund Balance as % of Expenditures	98%	106%	54%	73%	61%

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 bailouts 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 5.90%.

Property Tax History

Year	Measurement	Amount	Growth in Collections Over Prior Year		Property Tax as % of All GF Revenue
			$	%	
Fiscal Year 2014-15	Audited	$ 12,464,784			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	Audited	15,767,853	1,063,900	7.24%	66%
Fiscal Year 2019-20	Audited	16,475,820	707,967	4.49%	69%
Fiscal Year 2020-21	Projected	17,248,598	772,778	4.69%	66%
Fiscal Year 2021-22	Estimated	17,939,000	690,402	4.00%	67%

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		
Rank	City	Retention
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 based on city designated zone where the parcel is located -- 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 2021-22, there will be no change in the parcel tax rates from FY 2020-21 levels. The parcel tax will generate approximately $3.4 million for the operations of the Police and Fire departments. The tax does not fully fund the departments, however; the tax supports approximately 26% 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 $8.7 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 29% of total Police and Fire operating costs.

Public Safety Tax History

Year	Measurement	Amount	Growth in Collections Over Prior Year $	Growth in Collections Over Prior Year %	Property Tax as % of Public Safety Fund
Fiscal Year 2014-15	Audited	$ 2,949,672			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	Audited	3,357,200	136,862	4.25%	29%
Fiscal Year 2019-20	Audited	3,431,755	74,555	2.22%	27%
Fiscal Year 2020-21	Projected	3,422,818	(8,937)	-0.26%	27%
Fiscal Year 2021-22	Estimated	3,422,818	-	0.00%	26%

RESOLUTION NO. R-21-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ADOPTING THE OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2021-22 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 2021-22 beginning on July 1, 2021; 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 29th, February 26th, March 17th, March 26th, April 30th, and May 7th, 2021; and

WHEREAS, on May 28th, at a duly noticed City Council meeting, the City Council reviewed and considered the final budget document that was submitted to the City Council by the City Manager.

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 2021-2022, 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 28th, 2021 as the official Operating and Capital Budget for the City of San Marino for the Fiscal Year 2021-2022 beginning July 1, 2021 and the respective amounts specified therein are appropriated for their designated purpose.

SECTION 2. That total estimated revenues, from all funds and sources, are $33,711,980; total proposed expenditures, from all funds and sources, are $41,034,175; and total transfers in/out between funds are $11,078,864.

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, at a meeting of the City Council of San Marino, California, on this 28th day of May, 2021.

KEN UDE, MAYOR

ATTEST:

CHRISTINA BAKER
CITY CLERK

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

I, HEREBY CERTIFY that the foregoing Resolution No. R-21-17 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 28th day of May, 2021, by the following vote:

AYES: Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude
NOES: Council Member Shepherd Romey
ABSTAIN: None
ABSENT: Council Member Huang

CHRISTINA BAKER
CITY CLERK

RESOLUTION NO. R-21-18

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 2021-22

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 111 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 11 of Ordinance No. O-19-1351.

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 2021-22 Appropriations Limit are the City population change of -0.36% and the change in California Per Capita Personal Income of 5.73%.

SECTION 2. The FY 2021-22 Appropriations Limit for the City of San Marino for the Fiscal Year 2021-22 is hereby determined to be $30,118,209 in accordance with calculations contained in Exhibit A hereto.

SECTION 3. Appropriations designated in the Fiscal Year 2021-22 Adopted Budget that are subject to the limit total $19,725,498, representing an amount that is 65% of the limit.

PASSED, APPROVED AND ADOPTED, at a regular meeting of the City Council of the City of San Marino, California, on this 28th day of May, 2021.

KEN UDE, MAYOR
CITY OF SAN MARINO

ATTEST:

CHRISTINA BAKER, CITY CLERK

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

I, Christina Baker, City Clerk of the City of San Marino, California, hereby certify that Resolution No. R-21-18 was adopted by the City Council of the City of San Marino at an Adjourned Regular Meeting of the City Council held on the 28th day of May, 2021, and that the same was adopted by the following vote:

AYES:	Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude
NOES:	None
ABSTAIN:	Council Member Shepherd Romey
ABSENT:	Council member Huang

CHRISTINA BAKER,
CITY CLERK

City of San Marino
Fiscal Year 2021-22
Gann Appropriations Limit Calculation

2020-21	Base Limit:		$	25,411,697
2021-22	Change in CA Per Capita Income	5.73%		
2021-22	Change in City Population:	-0.36%		
2021-22	Combined Adjustment Factor			1.0535
2021-22	Limit Before Voter Approved Override		$	26,770,710
2021-22	Voter Approved Override - Public Safety Parcel Tax		$	3,347,499
2021-22	**Appropriations Limit**		**$**	**30,118,209**
2021-22	Amount Subject to Appropriations Limit		$	19,725,498
2021-22	Percentage of San Marino Appropriations Subject to Limit			65%

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 111 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 XIIIB. 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 2021-22 Appropriations Limit was adopted by resolution on May 28, 2021 as required by the California Government Code. The City's FY 2021-22 appropriations limit is $30,118,209 and its appropriations subject to limitation is $19,725,498. The appropriations margin, the difference between the limit and the appropriations subject to limitation, is therefore $10,392,711, and appropriations subject to limitation are 65% of the limit.

For the past five fiscal years, appropriations subject to limitation have ranged between 65% and 83% of the legal limit. The FY 2021-22 limit is 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 2021-22 is the third consecutive year that the population factor used to adjust the City's annual appropriations limit is negative. If this trend continues, the limit each year will 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 2021-22

Community Development:		
S-001	MAJOR CONDITIONAL USE PERMIT	$3,235 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	$1,525 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	$2,615 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	$1,345 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	$170 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	$585 per application plus penalty fee equal to 5% of valuation or $2,500, whichever is greater
S-008	ADMINISTRATIVE DESIGN REVIEW	$305 per application
S-008A	ACCESSORY DWELLING UNIT PERMIT	$45 per application
S-008B	PRELIMINARY ZONING CLEARANCE	$60 per application
S-009	MAJOR PLOT PLAN	$240 per application
S-010	MINOR PLOT PLAN	$100 per application
S-011	ENVIRONMENTAL NEGATIVE DECLARATION	$865 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 - $2,935 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 cost of work to be done
S-014	LOT SPLIT REVIEW	$2,935 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	$320 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.
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	$1,030 per application
S-026	MODIFICATION TO VARIANCE	$1,030 per application
S-027	MODIFICATION TO PC/DRC DESIGN REV.	$190 per application
S-028	MODIFICATION TO ADMIN DESIGN REVIEW	$120 per application
S-029	PARKING REVIEW	$470 per application
S-030	PAVING PERMIT	$470 per application
S-032	TEMPORARY USE PERMIT	$170 per application
S-033	SIDEWALK DINING PERMIT	$310 per application
S-035	DUMPSTER ENCROACHMENT PERMIT	$105 per application
S-036	TREE REMOVAL PERMIT - PRIVATE	$415 per application Plus penalties per the City's Tree Preservation Ordinance
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	$70 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	$70 per mailing
S-045A	PROJECT STORY POLE/ON-SITE NOTICING	Story Poles - $1,000 deposit On-Site Poster - $75 per poster
S-046	APPEAL TO THE CITY COUNCIL	$905 per appeal
S-047	APPEAL TO THE PLANNING COMMISSION	$905 per appeal
S-048	APPEAL TO THE DESIGN REVIEW COMM.	$680 per appeal
S-049	APPEAL OF PRIVATE TREE REMOVAL PERMIT	$545 per appeal
S-050	WINDOW/ROOF MAT'L CHANGE ADMIN REV	$60 per application
S-051	WINDOW CHANGE ADMIN REVIEW	$60 per application
S-052	PARKWAY LANDSCAPE PLAN ADMIN REVIEW	$70 per application
S-053	WIRELESS COMMUNICATION ADMIN REV	$40 per application
S-053A	UNINHABITED PROPERTY REGISTRATION	$125 per parcel
S-054	COPY OF CITY MAP	$17 plus actual copy costs
S-056	GENERAL PLAN MAINTENANCE	9.5% of all Building/Plumbing/Mechanical/Electrical permit fees
S-056A	COM DEV TECHNOLOGY SURCHARGE	7% of all Building/Plumbing/Mechanical/Electrical permit fees
S-057	BUILDING PLAN CHECK/INSPECTION	Charge 90% of the LA County fees.
S-058	CERTIFICATE OF OCCUPANCY	Building - $115 per application Fire - $140 per application
S-059	SPECIAL PERMIT INVESTIGATION	$195 per investigation
S-100	FIRE PLAN REVIEW	Residential - $240 per plan Commercial - $325 per plan Each type of fire protection plan is charged separately.
S-101	FIRE INSPECTION	Residential - $240 per plan Commercial - $325 per plan Each type of fire protection plan is charged separately.
S-102	FIRE RE-INSPECTION	$145 per re-inspection
S-103	FIRE FLOW TEST WITNESS	$240 per test

S-145	NEW BUSINESS REGULATION PROCESS.	In Town Business - $100 per application Out of Town Business - $25 application Business Sticker - $1 each Appeal to the City Council of City Manager Business License decision - $50 Duplicate Business License - $10
S-146	RENEW BUSINESS REGULATION PROCESS	$15 per renewal $1 per business sticker Appeal to the City Council of City Manager Business License decision - $50 Duplicate Business License - $10
S-147	BUSINESS LICENSE CHANGE OF ADDRESS	$8 per application
S-150	GARAGE SALE PERMIT	$8 per permit
S-160	BUSUNESS 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
S-162	BUSINESS LICENSE: SPECIAL CATEGORIES	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
S-163	BUSINESS LICENSE: WHEELED VEHICLES (Delivery/Trucking)	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.
S-164	ENVIRONMENTAL PLAN CHECK	$160 per application

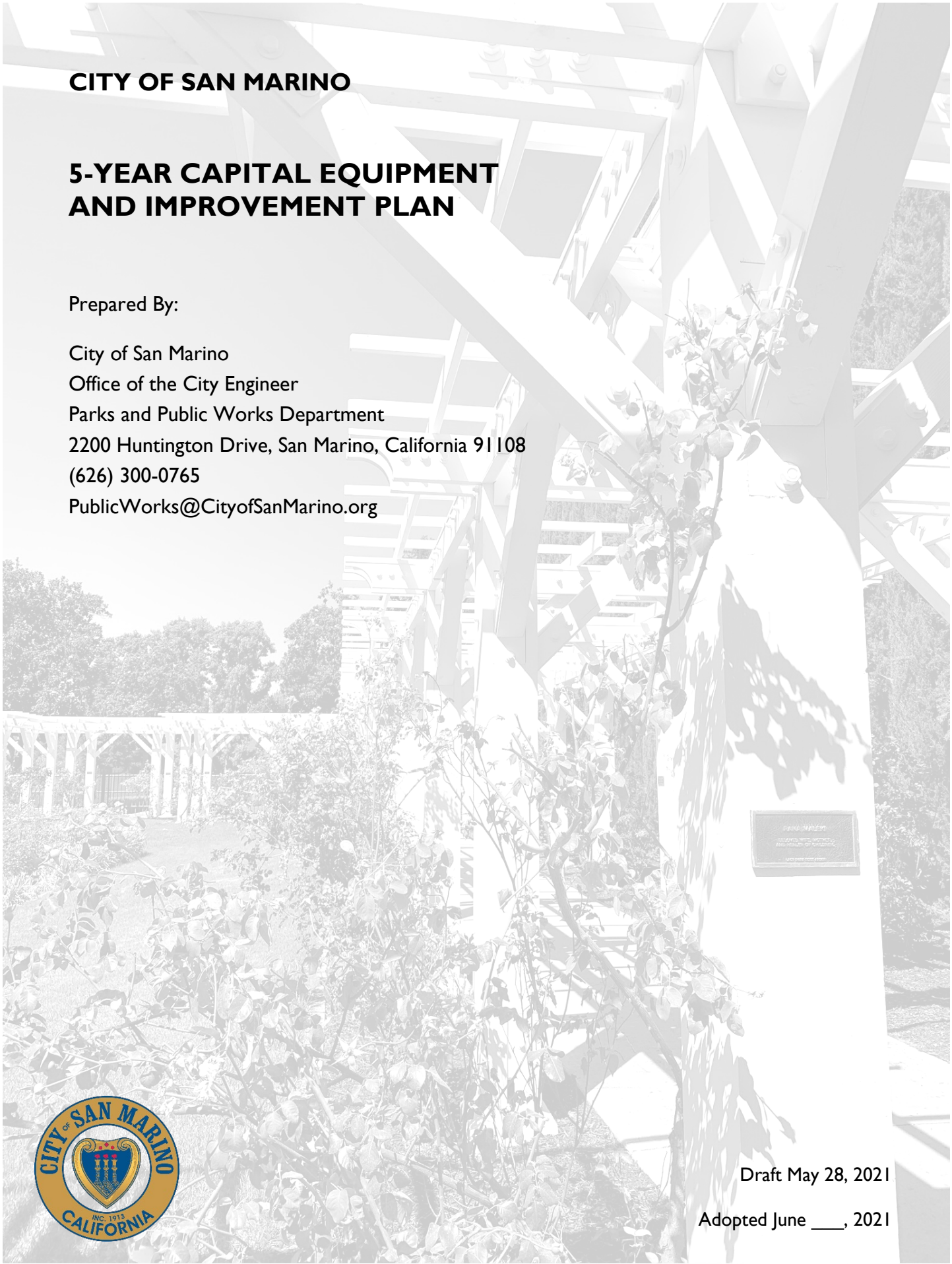
Police:		
S-069	POLICE FALSE ALARM RESPONSE	Burglary Alarm: First three responses in a calendar year - No Charge Fourth response - $100 Fifth response - $250 Sixth and subsequent responses - $500 Robbery Alarm: First three responses in a calendar year - No Charge Fourth response - $200 Fifth response - $500 Sixth and subsequent responses - $1,000
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-074	VEHICLE IMPOUND/RELEASE	DUI/Arrestable Offense - $190 per vehicle Other - $150 per vehicle
S-074A	SCOOTER IMPOUND RELEASE	$135 per scooter
S-075	VEHICLE VERIFICATION SERVICE	$35 per vehicle
S-076	CITATION SIGN-OFF SERVICE	Resident or SMPD issued citation - No Charge Non-Resident or non-SMPD issued citation - $35 per citation
S-077	AUTO REPOSSESSION PROCESSING	$15 per vehicle Fee is set by State law.
S-078	POLICE HOUSE WATCH	$5 per day
S-079	CONCEALED WEAPON PERMIT	Fee is set by State Law: New Application - $100 Renewal Application - $25 Amended Application - $10 Psychological testing costs are to be added to the above fee up to $150 20% of the license fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.
S-080	DUI EMERGENCY RESPONSE	Actual costs incurred for all responding personnel up to $12,000.
S-081	POLICE CLEARANCE LETTER	$80 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	POLICE BUSINESS BACKGROUND PERMIT	$325 per application plus any Department of Justice fees
S-088	REMOVAL OF ILLEGAL SIGN	$35 per sign
S-089	SPECIAL EVENT/PARADE PERMIT	Based on a review by staff, an estimate of the fee will be determined.
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	$785 per 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 1st impound - $38 2nd impound - $88 3rd and subsequent impounds - $193 Cats - $14

S-094	FINGERPRINTING ON REQUEST	$20 per person
S-095	POLICE REPORT COPY	Non-Public Records Act Request - $20 Public Records Act Request: First five pages - No Charge Each additional page - $0.20 per page
S-096	POLICE PHOTOGRAPH/DISK COPY	$5 per photo/disc
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): $150 per officer per day
S-099	CRIME ANALYSIS RESEARCH/FILE CREATE	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-104	TENT FIRE INSPECTION	$345 per permit
S-105	MOTOR VEH FUEL DISP STA FIRE REV	Charge actual contract costs
S-106	SPECIAL FIRE EQUIPMENT INSP/APPROVE	Charge the fully allocated hourly rates for all staff involved plus any outside costs.
S-106A	FIREWORKS DISPLAY REVIEW/INSPECTION	$585 per permit
S-107	ENGINE COMPANY 3RD BUSINESS INSPECT	$230 per third and subsequent inspections
S-108	FIRE FALSE ALARM RESPONSE	First two responses in a calendar year - No Charge Third response - $150 Fourth and subsequent responses - $300
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 $235 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 - RESIDENT	The City charges the rates used by Los Angeles County. In addition, the City charges the following fees: No Transport Service at Scene - $100 Special Charges including specialized services, consumable supplies, and drugs and medication at cost. Residents charged by outside agencies for services rendered within the City of San Marino may submit a copy of their bill to the San Marino Fire Department. The San Marino Fire Department will make every effort to ensure residents that are serviced and billed by an outside agency are treated in a manner consistent with the City of San Marino Fire Department.
S-112A	EMERGENCY MEDICAL TRANSPORT - NON-RESIDENT	The City charges the rates used by Los Angeles County. In addition, the City charges the following fees: No Transport Service at Scene - $100 Non-Resident Surcharge - $200 Special Charges including specialized services, consumable supplies, and drugs and medication at cost.

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	YOUTH SERVICES	See Appendix C for Cost Recovery Detail
S-116	ADULT SERVICES	See Appendix C for Cost Recovery Detail
S-117	COMMUNITY EVENTS	See Appendix C for Cost Recovery Detail
S-118	CONTRACT RECREATION ACTIVITIES	See Appendix C for Cost Recovery Detail
S-119	RECREATION FACILITIES OPS/RENTALS	See Appendix C for Cost Recovery Detail
S-120	AQUATICS PROGRAMS	See Appendix C for Cost Recovery Detail
S-121	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
S-127	RECREATION REFUND PROCESSING	Up to first week of class - $10 per refund During second week of class - 20% of the class fee ($10 minimum) No refunds after the second week of class
Library:		
S-128	INTER-LIBRARY LOAN PROCESSING	$6 per item
S-129	LIBRARY ITEM RESERVATION	$1 per item
S-130	REPLACEMENT OF LOST LIBRARY CARD	$3 per card
S-131	REPLACE LOST/DAMAGED LIBRARY MAT.	$20 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 - $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: $35 per application plus actual cost for Priority Express Mail
S-134	PASSPORT PHOTOGRAPH PROCESSING	$15 per photo set
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-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

Public Works:		
S-031	RIGHT-OF-WAY LICENSE AGREEMENT	$2,000 deposit with charges to recover actual costs staff and outside costs, such as City Attorney
S-037	TREE REMOVAL PERMIT - PUBLIC R-O-W	$700 per application Plus penalties per the City's Tree Preservation Ordinance
S-055	ENGINEERING PLAN CHECK/INSPECTION	Plan Check - $100 per plan Inspection - $300 per project OR Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
S-060	CONCRETE ENCROACHMENT PERMIT	$270 per permit If this permit is in conjunction with other concrete encroachment permits, then the first permit with the highest fee is charged at 100% of the fee and the remaining concrete permits are charged at 50% of the fee.
S-063	CURB CORE ENCROACHMENT PERMIT	$145 per permit If this permit is in conjunction with other concrete encroachment permits, then the first permit with the highest fee is charged at 100% of the fee and the remaining concrete permits are charged at 50% of the fee.
S-064	PAVEMENT REPAIR/REPLACE ENCR PERMIT	$380 per permit
S-064A	UTIL. INVESTIGATION ENCROACH PERMIT	$145 per permit plus $35 per permit if encroachment is in the parkway.
S-064B	NON-CONSTRUCTION ENCROACH PERMIT	$145 per permit
S-066	SEWER LATERAL INSTALLATION PERMIT	$380 per permit
S-067	TRAFFIC CONTROL INSPECTION	$285 per permit plus $65 per day after the first day plus 12%-15% of the above fee for recovery of City Engineer costs.
S-068	TRAFFIC CONTROL PLAN CHECK	In-House: Local Street - $115 per plan Collector/Arterial Street - $200 per plan Contract - Actual Costs
S-143	CITY PROPERTY DAMAGE REPAIR	Charge the actual cost of repair, including City staff at the fully allocated hourly
S-144	RIGHT OF WAY SPILL RESPONSE	Charge the actual cost of clean up, including City staff at the fully allocated hourly rates.
Administration:		
S-148	INSUFFICIENT FUNDS CHECK PROCESSING	$50 per returned check
S-149	CHECK REISSUANCE	$35 per check Payroll Check - No Charge
S-152	FILM PERMIT	$460 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
S-153	STILL PHOTO PERMIT	$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

S-154	OLD MILL PHOTO PERMIT	$250 for 2 hours
S-155	DOCUMENT REPRODUCTION	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 Copies by a third party vendor - Actual Cost FPPC Copies - four years old or less - $0.10 per copy FPPC Copies - five years old or greater - $5 per request
S-156	DOCUMENT CERTIFICATION	$45 per document
S-157	ELECTRONIC FILE COPY	$5 per media device
S-158	CANDIDATE FILING PROCESSING	Fee is limited by State law (Elections Code Section 10228): $25 per candidate
S-159	INITIATIVE FILING PROCESSING	Fee is limited by State law (Elections Code Section 9202(a)): $200 per initiative, refunded if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.
S-160	SOLICITATOR PERMIT	$185 per permit
S-161	CREDIT CARD PROCESSING	2.7% of the amount charged on online payments only



CITY OF SAN MARINO

5-YEAR CAPITAL EQUIPMENT AND IMPROVEMENT PLAN

Prepared By:

City of San Marino
Office of the City Engineer
Parks and Public Works Department
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Draft May 28, 2021

Adopted June ___, 2021

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City of San Marino

Memorandum

TO: Mayor Ken Ude and members of the City Council

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

DATE: May 28, 2021

SUBJECT: DRAFT FY 2021-22 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 long-term responsibilities. It is important that all San Marino residents 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. Additionally, replacing items of capital equipment such as patrol cars and computer systems before they are worn-out and become a financial burden to the General Fund operating budget are also included in the calculus of planning expenditures.

With such a list, and limited funding from year to year, it is important to have such 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 replacing 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 public safety vehicles such as patrol cars, protective safety equipment for police and fire department personnel, computer software, and office equipment. An organized management plan for these assets ensures that there is a suitable amount of sustainable tools to accomplish the City's goals and that the City acts in a fiscally responsible manner related to acquisition, maintenance, replacement, and 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 2020 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 Department expects that by the completion of the next fiscal year budget, all public facilities (streets, sewers, storm drainage, parks and grounds, public buildings and rolling stock) will have had their condition

assessed and a 10-year plan developed to keep the assets in the best possible condition and ascertain their replacement needs and schedule.

2021-22 CAPITAL BUDGET AND 5-YEAR PLAN

The CIP is organized in such a manner to provide an easier reading experience for both the City Council and the public. The document is organized by capital equipment and capital construction projects. All CIP request forms include a description and justification for the work, the year the request was first proposed and the capital cost estimates per year include the specified fiscal year.

The City Council reviewed the capital equipment budget on March 17, 2021 and the capital construction proposals on March 26, 2021 and provided direction to the City Manager as to those expenditures to include in the next capital improvement fund budget and schedule changes to the proposals in the outer years.

The Fiscal Year 2021-22 capital budget represents the recommendations of the Department Heads of what can be successfully accomplished within the constraints of time, talent, and funding. Requests noted for future fiscal years are planned or expected to occur which are included for tracking purposes. 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 all items of the capital expenditure. The ultimate outcome is a roadmap of the actions and funding that is necessary to meet our community's expectations and to prepare for future generations by acting today to provide well-maintained infrastructure.

INFRASTRUCTURE CONDITION ASSESSMENTS

The following documents were used to prepare this plan:

- Citywide traffic circulation study. Iteris. Draft March 2021.
- Facility condition assessments. Bureau Veritas. 2020 and March 2021.
- Pavement management plan. NCE. 2018 and May 2021.
- Re-envisioned recreation programming. April 2020.
- Stormwater condition assessment. Dudek. February 2021.
- Vehicle and equipment fleet review and utilization study. Management Partners. March 2020.
- Wastewater collection system condition assessment. Dudek. May 2019.

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FY 2021-22 CAPITAL EQUIPMENT BUDGET AND 5-YEAR EXPENDITURE PLAN

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2021/22 CAPITAL EQUIPMENT BUDGET AND 5-YEAR EQUIPMENT EXPENDITURE PLAN

	B	C	D	Q	R	S	T	U	V
1	Reference Code	Description	Capital Expense Type EQUIPMENT	5-yr Capital Equipment Expenditure Plan					
2				FY 20-21 Estimated Actual	FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-yr Totals
3									
4		**ADMINISTRATION/FINANCE/IT**							
5	11-NEW	Windows OS and server upgrade	Software	-	6,400				6,400
6	11-NEW	Server room improvements	Other	-	7,000				7,000
7	11-NEW	Battery back-up replacement	Other	-	8,000	8,300			16,300
8	11-0550	Citywide computer replacement program	Other	37,113	36,545	33,235	24,565		131,458
9		**Total Administration**		**37,113**	**57,945**	**41,535**	**24,565**	**-**	**161,158**
10		**PLANNING AND BUILDING**							
11	14-NEW	Code enforcement vehicle replacement	Vehicle	-	27,400				27,400
12		**Total Planning and Building**		**-**	**27,400**	**-**	**-**	**-**	**27,400**
13	**POLICE**								
14	30-NEW	NetMotion upgrade	Software	-	3,000				3,000
15	30-0575	License plate reader cameras	Other	113,955	51,789				165,744
16	30-NEW	E-citation writers	Software	-	60,000				60,000
17	30-NEW	Detective car replacement	Vehicle	-	82,000				82,000
18	30-XXXX	FARO laser scanner	Other	-	-	57,500			57,500
19	30-0555	Taser replacement program	Other	7,350	-				7,350
20	30-0570	Router upgrade	Other	9,500	-				9,500
21	30-0580	Mobile data center replacements	Other	45,283	-				45,283
22	30-0586	PD data storage and archive	Other	12,000	-				12,000
23	30-0587	Enhanced ballistic protection package	Other	19,500	-				19,500
24	30-0588	Speed display trailers	Vehicle	12,000	-				12,000
25	30-0589	Portable speed display signs	Vehicle	10,000	-				10,000
26	30-0590	In-car video system	Other	62,000	-				62,000
27	30-0591	Radio equipment upgrade	Other	17,267	-				17,267
28	30-9300	Patrol car replacement and new motor units	Vehicle	433,000	-				433,000
29		**Total Police**		**741,855**	**196,789**	**57,500**	**-**	**-**	**996,144**
30		**FIRE**							
31	34-0560	Engine/rescue ambulance mobile radios	Other	24,000	32,000				56,000
32	34-XXXX	Command staff vehicle replacement	Vehicle	-	50,720				50,720
33	34-9300	Rescue ambulance 791 replacement	Vehicle	-	275,000				275,000
34	34-XXXX	Medical cart	Vehicle	-	-	20,000			20,000
35	34-XXXX	Handheld radio replacement	Other	-	-	266,000			266,000
36	34-XXXX	Self-contained breathing apparatus	Other	-	-		260,000		260,000
37	34-0000	Body armor outfitting	Other	12,000	-				12,000
38	34-0555	Autopulse resuscitation system	Other	18,000	-				18,000
39	COMPLETED	Old engine #1 restoration	Vehicle	-	-				-
40	COMPLETED	Thermal image cameras	Other	-	-				-
41		**Total Fire**		**54,000**	**357,720**	**286,000**	**260,000**	**-**	**957,720**
42		**PARKS AND PUBLIC WORKS**							
43	FY-0450	Small engine replacement program	Other	5,000	-	5,000		5,000	15,000
44	48-XXXX	Trailered changeable message sign	Other	-	-	50,000			50,000
45	42-0500	Truck tire changing/balancing machine	Other	14,500	-				14,500
46		**Total Parks and Public Works**		**19,500**	**-**	**55,000**	**-**	**5,000**	**79,500**
47		**COMMUNITY SERVICES**							
48	90-0555	Barth Rm AV upgrades	Other	-	-	30,000			30,000
49	90-XXXX	Library security camera system upgrade	Other	-	-	25,000			25,000
50		**Total Community Services**		**-**	**-**	**55,000**	**-**	**-**	55,000
51		**TOTALS-ALL FUNDS**		**852,468**	**639,854**	**495,035**	**284,565**	**5,000**	**2,276,922**
52		**Notes**							
53	Draft F	Issued with initial Capital Equipment budget request	3/11/2021						
54	Draft J	Issued with workshop staff report	4/28/2021						
55	Draft Final	Issued with workshop staff report	5/28/2021						

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2021/22 CAPITAL EQUIPMENT BUDGET AND 5-YEAR EQUIPMENT EXPENDITURE PLAN

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1				FY 20-21 Capital Equipment Budget				FY 21-22 Capital Equipment Budget				FY 21-22 Capital Equipment Funding Sources				5-yr Capital Equipment Expenditure Plan					
2	Reference Code	Description	Capital Expense Type EQUIPMENT	Original FY 20-21 Budget	Modifications	Total FY 20-21 Budget	Actual Expenditure by June 30, 2021	Re-budget from FY 20-21	Re-appropriation from FY 20-21	New FY 21-22 Funding	Total FY 21-22 Budget	Equip Cost Allocation (591)	Library Donations (281)	Homeland Security Grant (240)	Air District (212)	FY 20-21 Estimated Actual	FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-yr Totals
3																					
4		**ADMINISTRATION/FINANCE/IT**																			
5	11-NEW	Windows OS and server upgrade	Software			-				6,400	6,400	6,400				-	6,400				6,400
6	11-NEW	Server room improvements	Other			-				7,000	7,000	7,000				-	7,000				7,000
7	11-NEW	Battery back-up replacement	Other			-				8,000	8,000	8,000				-	8,000	8,300			16,300
8	11-0550	Citywide computer replacement program	Other	35,505	1,608	37,113	37,113			36,545	36,545	36,545				37,113	36,545	33,235	24,565		131,458
9		**Total Administration**		**35,505**	**1,608**	**37,113**	**37,113**	**-**	**-**	**57,945**	**57,945**	**57,945**	**-**	**-**	**-**	**37,113**	**57,945**	**41,535**	**24,565**	**-**	**161,158**
10		**PLANNING AND BUILDING**																			
11	14-NEW	Code enforcement vehicle replacement	Vehicle			-				27,400	27,400				27,400	-	27,400				27,400
12		**Total Planning and Building**		**-**	**-**	**-**	**-**	**-**	**-**	**27,400**	**27,400**	**-**	**-**	**-**	**27,400**	**-**	**27,400**	**-**	**-**	**-**	**27,400**
13	**POLICE**																				
14	30-NEW	NetMotion upgrade	Software			-				3,000	3,000	3,000				-	3,000				3,000
15	30-0575	License plate reader cameras	Other		114,199	114,199	113,955			51,789	51,789	-		51,789		113,955	51,789				165,744
16	30-NEW	E-citation writers	Software			-				60,000	60,000	60,000				-	60,000				60,000
17	30-NEW	Detective car replacement	Vehicle			-				82,000	82,000	12,000			70,000	-	82,000				82,000
18	30-XXXX	FARO laser scanner	Other			-				-	-	-				-	-	57,500			57,500
19	30-0555	Taser replacement program	Other	7,350		7,350	7,350			-	-	-				7,350	-				7,350
20	30-0570	Router upgrade	Other		9,500	9,500	9,500			-	-	-				9,500	-				9,500
21	30-0580	Mobile data center replacements	Other		45,283	45,283	45,283			-	-	-				45,283	-				45,283
22	30-0586	PD data storage and archive	Other	12,000		12,000	12,000			-	-	-				12,000	-				12,000
23	30-0587	Enhanced ballistic protection package	Other	19,500		19,500	19,500			-	-	-				19,500	-				19,500
24	30-0588	Speed display trailers	Vehicle	12,000		12,000	12,000			-	-	-				12,000	-				12,000
25	30-0589	Portable speed display signs	Vehicle	10,000		10,000	10,000			-	-	-				10,000	-				10,000
26	30-0590	In-car video system	Other	62,000		62,000	62,000			-	-	-				62,000	-				62,000
27	30-0591	Radio equipment upgrade	Other		17,267	17,267	17,267			-	-	-				17,267	-				17,267
28	30-9300	Patrol car replacement and new motor units	Vehicle	433,000		433,000	433,000			-	-	-				433,000	-				433,000
29		**Total Police**		**555,850**	**186,249**	**742,099**	**741,855**	**-**	**-**	**196,789**	**196,789**	**75,000**	**-**	**51,789**	**70,000**	**741,855**	**196,789**	**57,500**	**-**	**-**	**996,144**
30		**FIRE**																			
31	34-0560	Engine/rescue ambulance mobile radios	Other	24,000		24,000	24,000			32,000	32,000	32,000				24,000	32,000				56,000
32	34-XXXX	Command staff vehicle replacement	Vehicle							50,720	50,720	50,720				-	50,720				50,720
33	34-9300	Rescue ambulance 791 replacement	Vehicle	275,000		275,000	-	275,000		-	275,000	275,000				-	275,000				275,000
34	34-XXXX	Medical cart	Vehicle			-				-	-	-				-	-	20,000			20,000
35	34-XXXX	Handheld radio replacement	Other			-				-	-	-				-	-	266,000			266,000
36	34-XXXX	Self-contained breathing apparatus	Other			-				-	-	-				-	-		260,000		260,000
37	34-0000	Body armor outfitting	Other	12,000		12,000	12,000			-	-	-				12,000	-				12,000
38	34-0555	Autopulse resuscitation system	Other	18,000		18,000	18,000			-	-	-				18,000	-				18,000
39	COMPLETED	Old engine #1 restoration	Vehicle			-	-			-	-	-				-	-				-
40	COMPLETED	Thermal image cameras	Other			-	-			-	-	-				-	-				-
41		**Total Fire**		**329,000**	**-**	**329,000**	**54,000**	**275,000**	**-**	**82,720**	**357,720**	**357,720**	**-**	**-**	**-**	**54,000**	**357,720**	**286,000**	**260,000**	**-**	**957,720**
42		**PARKS AND PUBLIC WORKS**																			
43	FY-0450	Small engine replacement program	Other	5,000		5,000	5,000				-	-				5,000	-	5,000		5,000	15,000
44	48-XXXX	Trailered changeable message sign	Other			-					-	-				-	-	50,000			50,000
45	42-0500	Truck tire changing/balancing machine	Other	15,000		15,000	14,500				-	-				14,500	-				14,500
46		**Total Parks and Public Works**		**20,000**	**-**	**20,000**	**19,500**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**19,500**	**-**	**55,000**	**-**	**5,000**	**79,500**
47		**COMMUNITY SERVICES**																			
48	90-0555	Barth Rm AV upgrades	Other		19,500	19,500	-			-	-	-				-	-	30,000			30,000
49	90-XXXX	Library security camera system upgrade	Other			-					-	-				-	-	25,000			25,000
50		**Total Community Services**		**-**	**19,500**	**19,500**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**55,000**	**-**	**-**	55,000
51		**TOTALS-ALL FUNDS**		**940,355**	**207,357**	**1,147,712**	**852,468**	**275,000**	**-**	**364,854**	**639,854**	**490,665**	**-**	**51,789**	**97,400**	**852,468**	**639,854**	**495,035**	**284,565**	**5,000**	**2,276,922**
52		**Notes**																			
53	Draft F	Issued with initial Capital Equipment budget request	3/11/2021																		
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FY 2021-22 EQUIPMENT PURCHASES

FINANCE

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Windows OS and Server Upgrade	11-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 20-21	Software

The City's server computer operating system is Windows 2008. Updating to Windows 2019 will ensure the system can maintain maximum security from cyber attacks. Computer servers at Stoneman, Fire and City Hall will be required to be replaced to match the latest software. The new servers have a 5 to 7 year service life. Failure to upgrade the servers will increase the risk and probability the City could experience a crippling cyber attack.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	6,400
TOTAL ESTIMATED FUNDING	$ 6,400

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	6,400	0	0	0	6,400
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 6,400	$ 0	$ 0	$ 0	$ 6,400

COST ESTIMATE NOTES

Cost estimates are standard server costs for the product, which is only available from Microsoft.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Server Room Improvements	11-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 20-21	Equipment/Other

The server rooms in City Hall and the police station have 15 years of deferred maintenance with unused technology and poor wire management. The current systems are not labeled, hindering proper configuration and resulting in higher IT costs when it is necessary trace back various connections. The police station server room has equipment blocking access to the water heater closet, creating liability to the server room if water issues arose. Electrical supply and air conditioning upgrades were recently completed there and this is the next logical step in properly managing and maintaining critical systems.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	7,000
TOTAL ESTIMATED FUNDING	$ 7,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	7,000	0	0	0	7,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 7,000	$ 0	$ 0	$ 0	$ 7,000

COST ESTIMATE NOTES

It is proposed for Intelesys to perform the work as being the most knowledgeable regarding the preexisting wiring.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Battery Back-up Replacement	11-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 21-22	Equipment/Other

Battery back-up systems keep mission critical network and communications operational during a power outage and protect the equipment by providing time to safely power off devices. 14 current systems are 7 years or older making them past their useful life of 5 years. Many no longer provide alerts during power failures causing data not to be saved thereby disrupting work. It is recommended to deploy replacement units at multiple locations (see attachment).

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	16,300
TOTAL ESTIMATED FUNDING	$ 16,300

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	8,000	8,300	0	0	16,300
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 8,000	$ 8,300	$ 0	$ 0	$ 16,300

COST ESTIMATE NOTES

Cost estimates were established by acquiring 3 bids from vendors.

Site	UPS Status	Date Installed	Back-up function	Recommendation	Unit Cost	Labor	21-22	22-23
City Hall Basement	650 - Bad	Est 2014	Consolidate					
City Hall Basement	Old	Est 2014	Network switch	1500VA model	$ 750.00	$ 225.00	$ 1,046.25	$ -
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Fire	None		Voice Switch	1500VA model	$ 750.00	$ 225.00	$ 1,046.25	
Site	**UPS Status**	**Date Installed**	**Back-up function**					
Library Server Room 1	1500 - Good	Est 2014	Server	2200VA model	$ 1,210.00	$ 275.00	$ -	$ 1,599.95
Library Server Room 2	1500 - Good	Est 2014	Server / Network / Voice	1500VA model	$ 750.00	$ 275.00	$ -	$ 1,096.25
Library Server Room 3	750VA - Good	Est 2014	Server / Network / Voice	1500VA model	$ 750.00	$ 275.00	$ -	$ 1,096.25
Site	**UPS Status**	**Date Installed**	**Back-up function**					
PD Basement 1	LASD	Est 2014	None					
PD Basement 2	750	Est 2014	Internet / Network	1500VA model	$ 600.00	$ 143.00	$ -	$ 800.00
PD Basement 3	SC1500 - Good	Est 2014	Network / Internet	consolidated to above				
Site	**UPS Status**	**Date Installed**	**Back-up function**					
PD Server Room 1	XS1500 - Good	Est 2014	Apple server & Access pc	AT&T managed				
PD Server Room 2	750VA - Good	Est 2014	SMV3 server and Buffalo NAS	1500VA model	$ 750.00	$ 275.00	$ 1,096.25	
PD Server Room 3	XS1500 - Good	Est 2014	SonicWalls, att modem, voip router	1500VA model	$ 750.00	$ 275.00	$ 1,096.25	
PD Server Room 4	Ametek - Top	Est 2014	Network / Voice	AT&T managed				
PD Server Room 5	Ametek - Bottom	Est 2014	Phones & Synology device	AT&T managed				
PD Server Room 6	None		Server / Network / Voice	2200VA model	$ 1,210.00	$ 275.00	$ 1,599.95	
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Public Works Breakroom	None		Network / Voice	1500VA model	$ 750.00	$ 225.00	$ -	$ 1,046.25
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Rec Server Room	1500VA - Good	Est 2014	Server / Network	2200VA model	$ 1,210.00	$ 275.00	$ -	$ 1,599.95
Rec IDF	None		Network / Voice / Internet	1500VA model	$ 750.00	$ 225.00	$ 1,046.25	
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
San Marino Center	None		Network	1500VA model	$ 750.00	$ 225.00	$ -	$ 1,046.25
Site	**UPS Status**	**Date Installed**	**Back-up function**		**Cost**	**Cost**	**Cost**	**Cost**
Lacy Park	None		Network / Voice / Wireless Credit card	750VA model	$ 750.00	$ 225.00	$ 1,046.25	
				Totals with tax	$ 11,730.00	$ 3,418.00	$ 7,977.45	$ 8,284.90

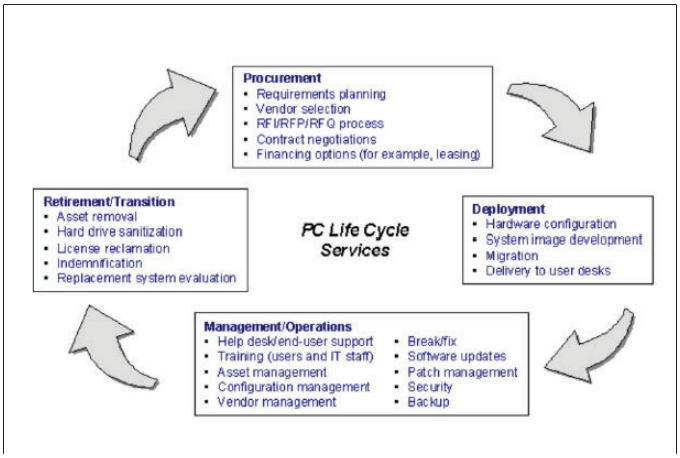
CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Citywide Computer Replacement Program	11-0550

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Finance	FY 18-19	Equipment/Other

Replace (25) computers with unsupported operating systems and/or older than 6 years to prevent cyber attack exposure and staff computing failure. Windows 10 version 10.0.10586 is currently unsupported with no upgrade path.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	129,850
TOTAL ESTIMATED FUNDING	$ 129,850

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	35,505	36,545	33,235	24,565	0	129,850
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 35,505	$ 36,545	$ 33,235	$ 24,565	$ 0	$ 129,850

COST ESTIMATE NOTES

Volume purchasing at cost from Lenovo, installation discounted 50%. Pricing reflects laptop purchasing versus desktops when appropriate. The estimated annual maintenance cost will decrease as newer and more reliable units are placed in service.

City of San Marino replacement schedule

The industry standard replacement cycle of each computer is 3-5 years based on operating system support and age of components run 8 hours a day. A 5 year cycle is selected to maximize the ROI of each device.

Department	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total PC's
City Hall	17	1	4	7	4	33
Police Department	12	3	3	2	4	24
Fire Department	3	0	1	4	5	13
Public Works	3	0	0	0	0	3
Library	4	13	15	7	4	43
Recreation	3	5	1	2	0	11
Lacy Park	1	0	1	1	0	3
Total	43	22	25	23	17	130
Estimated budget *	$60,000	$35,505	$36,545	$33,235	$24,565	$189,851

Police Department MDC	7	0	0	0	0	7
Estimated budget (CIP Fund)	$60,000	$0	$0	$0	$0	$60,000

Library Public PC's	36	0	0	0	0	36
Estimated budget (Donations Fund)	$36,000	$0	$0	$0	$0	$47,340

Police Department Laptops	6	0	0	0	0	6
Estimated budget (COPS Fund)	$12,745	$0	$0	$0	$0	$12,745

* Budget includes computer, licensing for Office, monitor replacement every 2 cycles, and installation

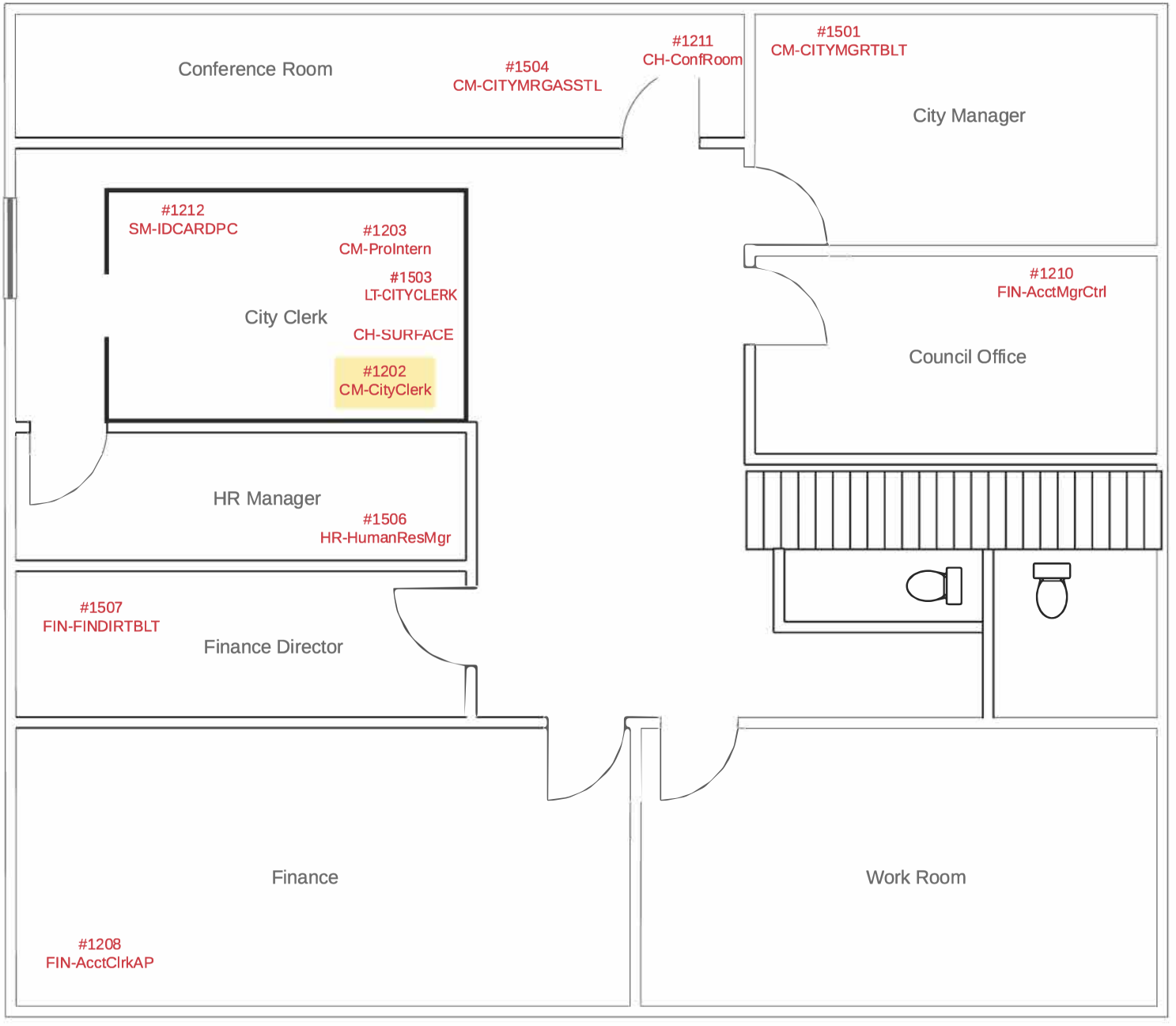
#	ComputerID	Name	OS	Version	Department	Date for Age Calculation	Device Type	Replace Year
1	461	PW-GARAGEFUEL	Microsoft Windows 8.1 Pro x64	6.3.9600	City Hall	6/6/2016	Desktop	21-22
2	399	CM-CITYCLERK	Microsoft Windows 10 Pro x64	10.0.14393	City Hall	6/6/2016	Desktop	21-22
3	462	PW-STREETFOREMN	Microsoft Windows 10 Pro x64	10.0.10586	City Hall	6/6/2016	Desktop	21-22
4	460	PW-ADMINANLYST	Microsoft Windows 10 Pro x64	10.0.16299	City Hall	9/6/2016	Desktop	21-22
5	4417	FD-SCHEDULE	Microsoft Windows 10	10.0.17763	Fire Department	09/14/2016	Desktop	21-22
6	507	PK-LACYPARK	Microsoft Windows 10 Pro x64	10.0.18362	Lacy Park	6/6/2016	Desktop	21-22
7	467	LIB-REFADULT02	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
8	466	LIB-REFADULT03	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
9	4042	LIB-REFCHILDDSK	Microsoft Windows 10 Pro x64	10.0.18363	Library	8/12/2015	Desktop	21-22
10	485	LIB-TECHSRVCS03	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
11	486	LIB-TECHSRVCS04	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
12	3478	LIB-WRKRM04	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
13	518	LIB-CATALOG02	Microsoft Windows 10 Pro	10.0.17134	Library	9/14/2016	Desktop	21-22
14	4416	LIB-CATALOG04	Microsoft Windows 10 Pro	10.0.18362	Library	9-14-2016	Desktop	21-22
15	526	LIB-CATALOG05	Microsoft Windows 10 Pro	10.0.17763	Library	9/14/2016	Desktop	21-22
16	4160	LIB-CATALOG06	Microsoft Windows 10 Pro	10.0.17134	Library	9/14/2016	Desktop	21-22
17	4159	LIB-CATALOG07	Microsoft Windows 10 Pro	10.0.17134	Library	9/14/2016	Desktop	21-22
18	4415	LIB-PUBADULTRES	Microsoft Windows 10 Home	10.0.19041	Library	9-14-2016	Desktop	21-22
19	468	LIB-REFADULT01	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
20	469	LIB-CIRCDESK02	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
21	470	LIB-CIRCDESK03	Microsoft Windows 10 Pro x64	10.0.10586	Library	8/12/2015	Desktop	21-22
22	496	ACCESS	Microsoft Windows 7 Professional x64	6.1.7601	Police Department	4/13/2014	Desktop	21-22
23	417	SM05	Microsoft Windows 8.1 Pro x64	6.3.9600	Police Department	8/12/2015	Desktop	21-22
24	446	SM09	Microsoft Windows 8.1 Pro x64	6.3.9600	Police Department	8/12/2015	Desktop	21-22
25	478	REC-ADMINANLST	Microsoft Windows 10 Pro x64	10.0.18362	Rec Center	8/12/2015	Desktop	21-22

Numbering Legend
1st digit location: CH = 1
2nd digit = floor level
Last 2 digits incrementals

City Hall Upstairs

March 11, 2021

11



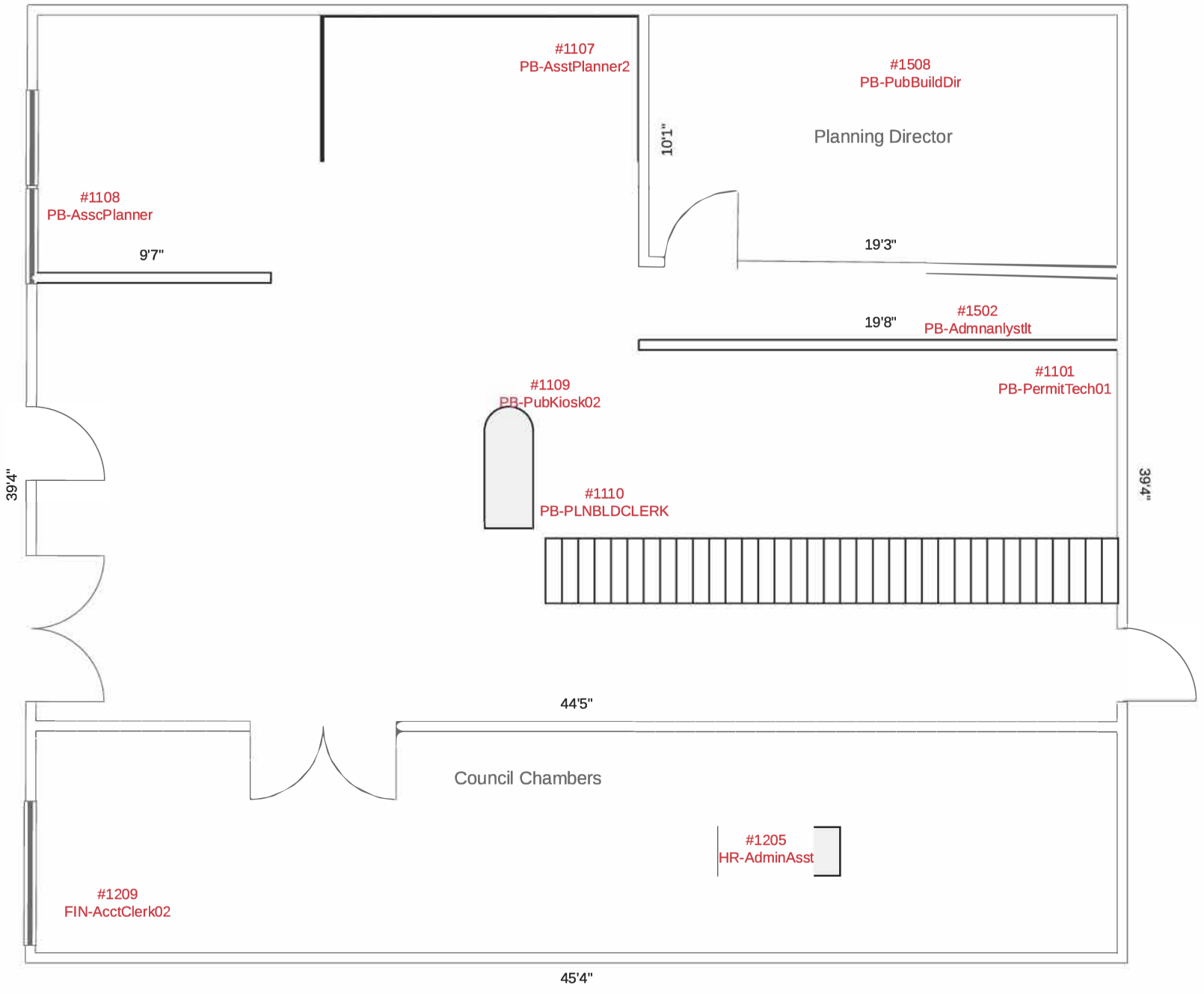
#1515
CH-LAPTOP01

Numbering Legend
1st digit location: CH = 1
2nd digit = floor level
Last 2 digits incrementals

City Hall Downstairs

9

Mar 11, 2021

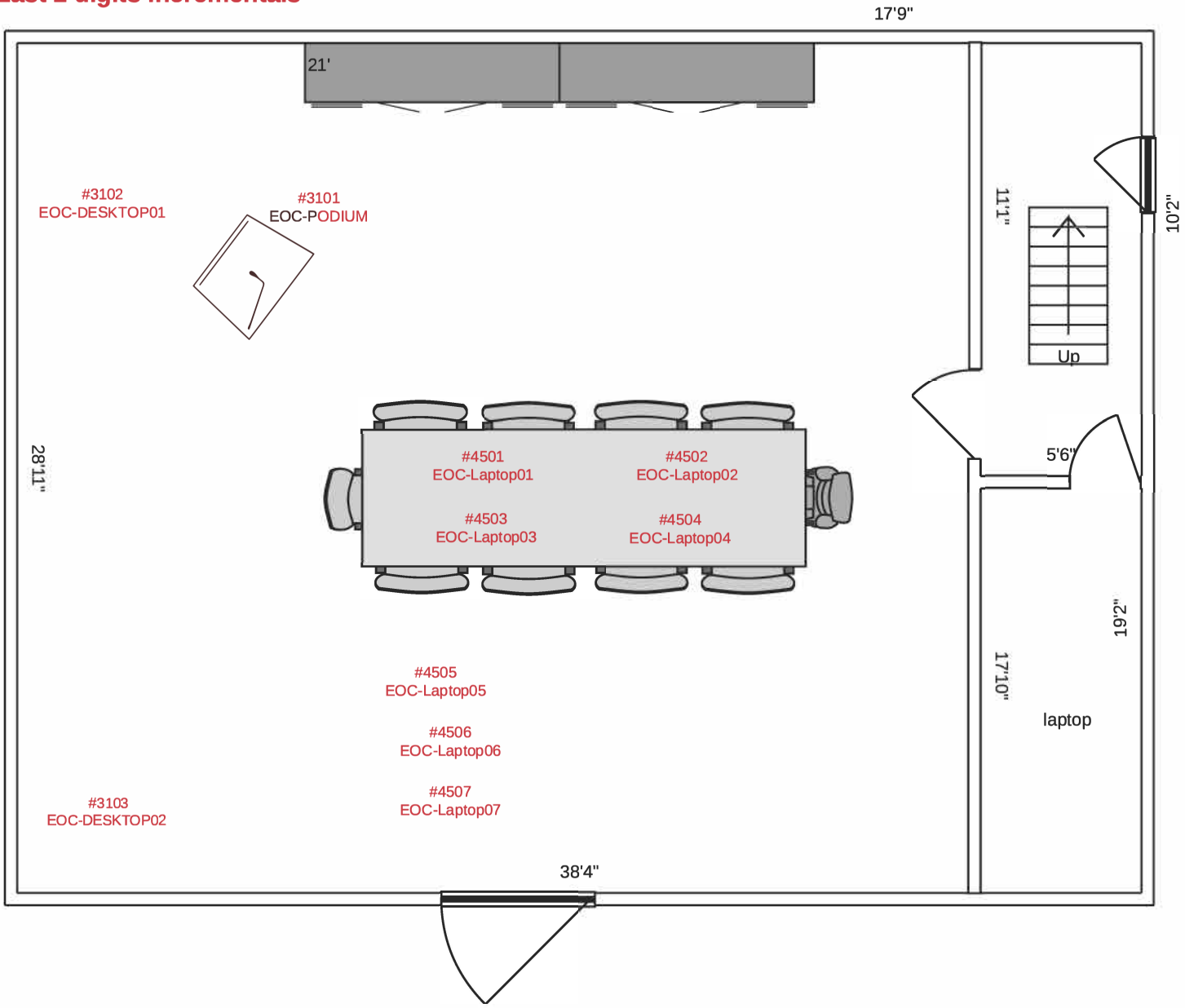


EOC

3/11/2021

10

Numbering Legend
1st digit location: EOC = 3
2nd digit = floor level
Last 2 digits incrementals

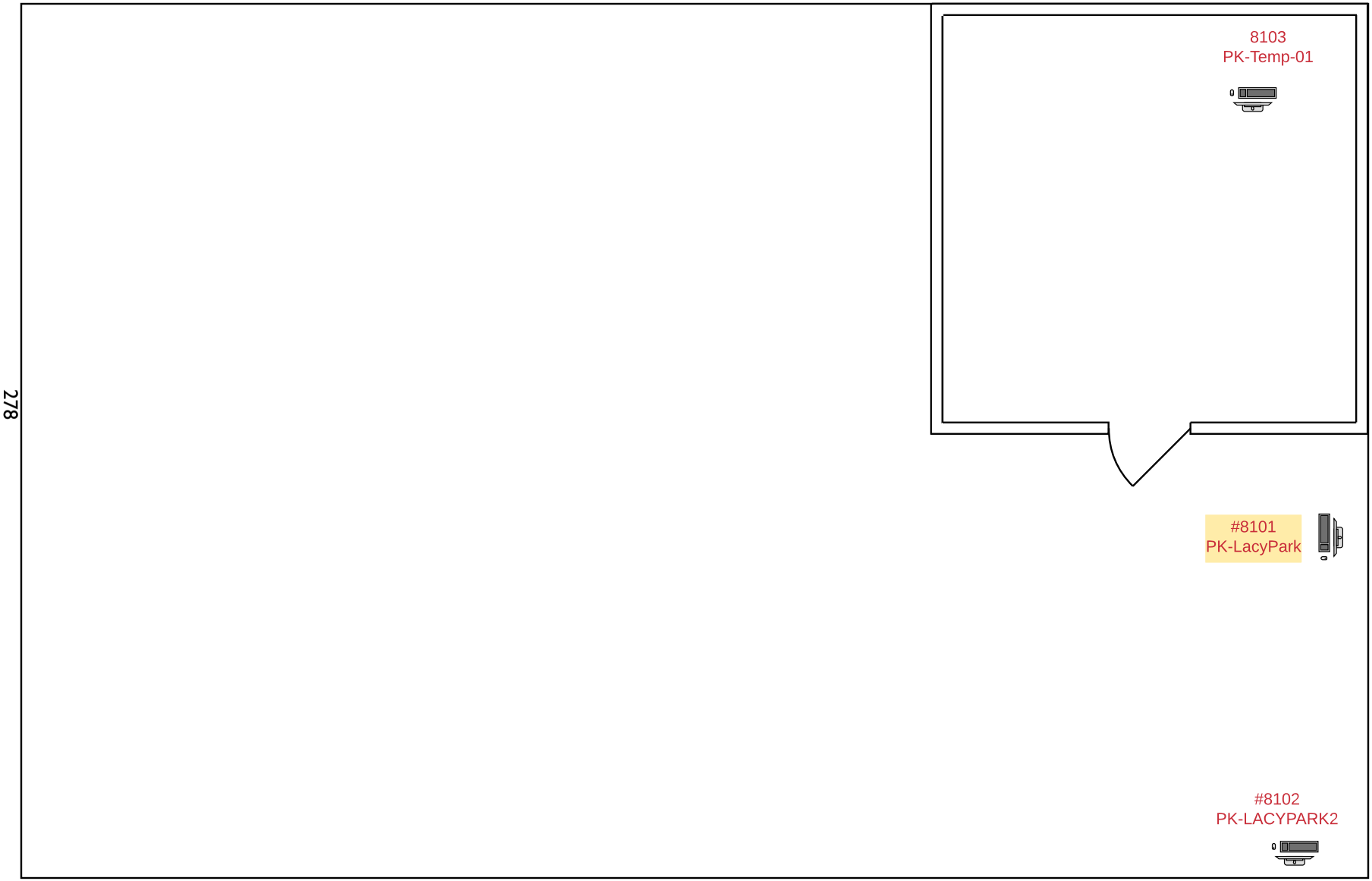


Numbering Legend
1st digit location: LP = 8
2nd digit = floor level
Last 2 digits incrementals

Lacy Park Office

Mar 11, 2021

3



278

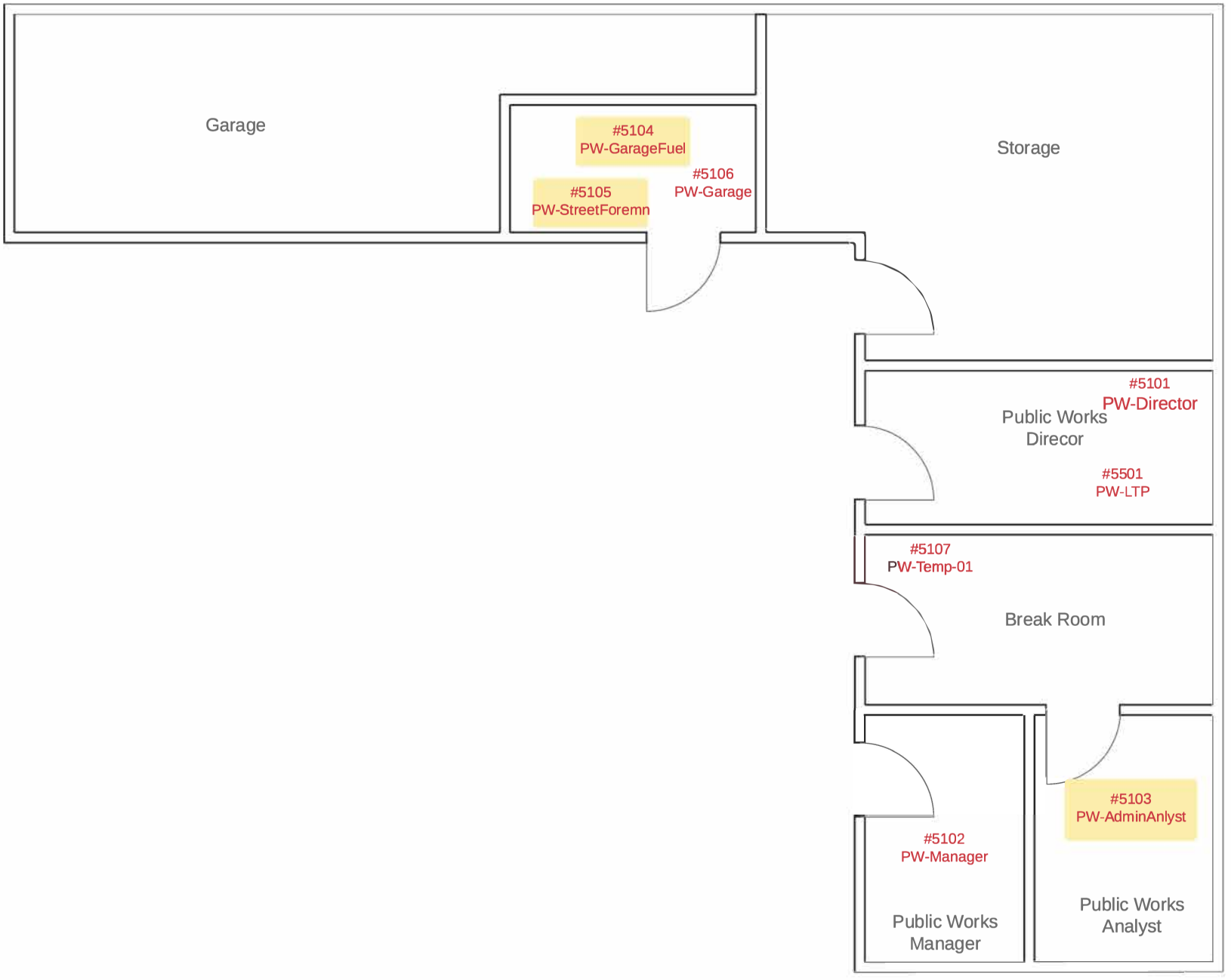
25

Numbering Legend
1st digit location: PW = 5
2nd digit = floor level
Last 2 digits incrementals

Public Works

| March 11, 2021

8



Numbering Legend
1st digit location: PD = 2
2nd digit = floor level
Last 2 digits incrementals

PD

March 11, 2021

26

#2121
Evidence01

#2113
SM08

Report Writing

#2114
SM32

#2115
SM05

#2112
SM20

#2116
SM00-Video

Detectives

#2121
SM21

#2601
PD-MDC1

#2602
PD-MDC2

#2603
PD-MDC3

#2604
PD-MDC4

#2605
PD-MDC5

#2606
PD-MDC6

#2607
PD-MDC7

PD Server Room

#2201
Access

(repurpose)
SM-IOTEST

#2120
SM09

#2106
SM02

Break Room

Watch Commander

#2501
LIVE SCAN DELL

Dispatch

#2107
SM001

280

#2109
SM04

Surfaces:

#2502
SMPD-CHIEF-LPT

#2503
SMPD-CMD01LPT

#2504
SMPD-CMD02LPT

#2507
SMPD-ADMIN-LPT

#2508
SMPD-RECORDSLPT

#2505
SMPD-SGT01LPT

#2506
SMPD-SGT02LPT

#2105
SM22

Records

Commander

#2103
SM14

Commander

#2102
SM30

#2119
SM03

Admin

#2104
SM06

Rec/Comm/Disp

#2101
SM-005

Chief

NOT TO SCALE

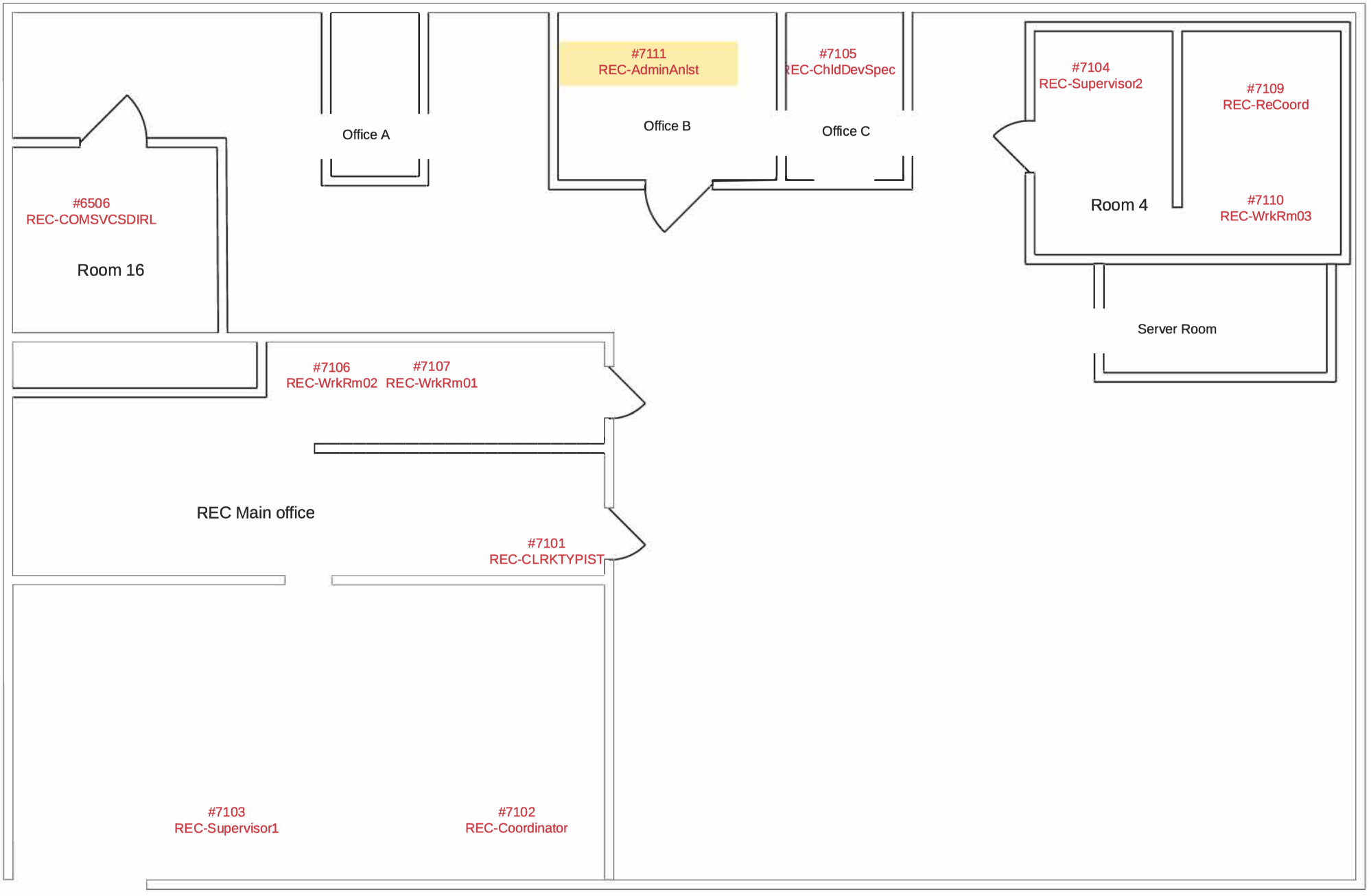
27

Numbering Legend
1st digit location: REC = 7
2nd digit = floor level
Last 2 digits incrementals

Rec Center

Mar 11, 2021

11



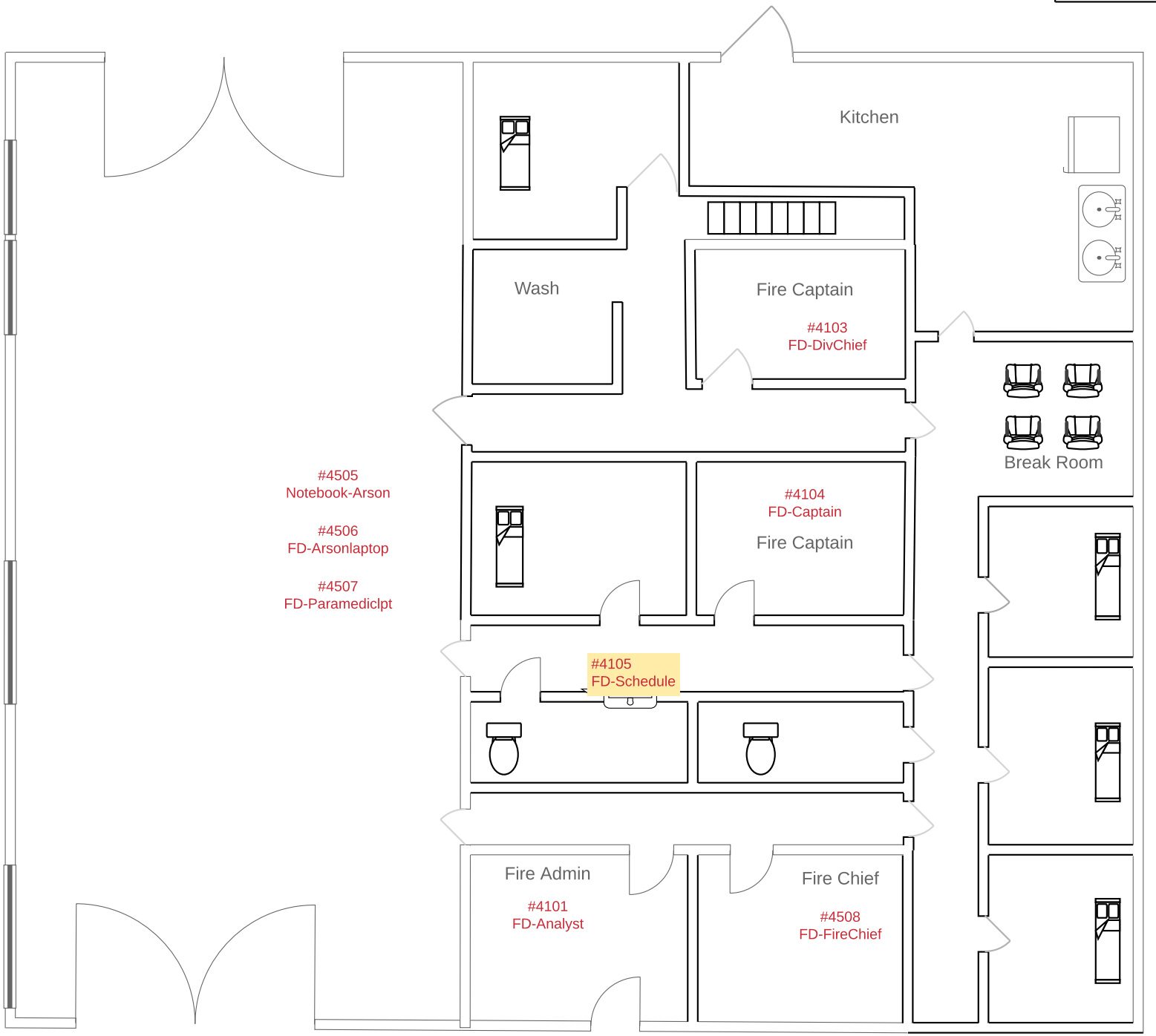
Numbering Legend
1st digit location: FD = 4
2nd digit = floor level
Last 2 digits incrementals

Fire Department

| March 11, 2021

8

Basement



Numbering Legend
1st digit location: LIB = 6
2nd digit = floor level
Last 2 digits incrementals
Parenthesis = old map location

Library 1st Floor

Mar 12, 2021

BASEMENT

#6163
LIB-Basement

LAPTOPS

#6511
LIB-RFID1LPT
#6512
LIB-RFID2
LPT
#6505
LIB-Laptop01

#6165
SM16

#6166
SM15

#6167
SM34

Temp Secured PD Area

#6168
SM23

Barth Room

#6109
LIB-WrkRm03

#6108
LIB-WrkRm04

#6169
SM18

#6181
Dakim 2

#6164
LIB-AC

#6180
Dakim 1

#6116
ADULT-PRINTRLS

Server room

#6107
LIB-WrkRm01

#6106
LIB-WrkRm02

#6101
LIB-CircDesk02

#6102
LIB-CircDesk03

#6103
LIB-CircDesk04

Circulation office

#6160
LIB-CircDesk01

#6159
LIB-CircSupvr

#6171
AWE Literacy 2

#6170
AWE Literacy 1

#6105
LIB-CircDesk06

#6104
LIB-CircDesk05

#6152, 6153, 6154, 6156
LIB-PubYAdult01
LIB-PubYAdult02,
LIB-PubYAdult03,
LIB-PubYadult04

283

#6162
LIB-RefChildDsk

#6157
LIB-Catalog06

adult-printrls (to be decomissioned and replaced w/ server room pc)

#6113
LIB-Catalog04

#6114
LIB-Catalog05

#6115
LIB-PubAdultRes

#6170
PB-BldInspector

#6171
PB-CodeEnfMgr

Children Public PCs

#6136-6151
LIB-PubChild01
LIB-PubChild02
LIB-PubChild03
LIB-PubChild04
LIB-PubChild05
LIB-PubChild06
LIB-PubChild07
LIB-PubChild08
LIB-PubChild09
LIB-PubChild10
LIB-PubChild11
LIB-PubChild12
LIB-PubChild13
LIB-PubChild14
LIB-PubChild15
LIB-PubChild16

#6175
LIB-TechSrvcs03

#6176
LIB-Librarian04

#6161
10Minstation

Catalog PCs

#6133-6135
LIB-Catalog03

LIB-Catalog02

LIB-Catalog01

#6111
LIB-RefAdult02

#6110
LIB-RefAdult01

#6155
LIB-Staffrsvtn

#6112
LIB-RefAdult03

Adult Public PCs
#6117-6132
LIB-PubAdult01 LIB-PubAdult02
LIB-PubAdult03 LIB-PubAdult04
LIB-PubAdult05 LIB-PubAdult06
LIB-PubAdult07 LIB-PubAdult08
LIB-PubAdult09 LIB-PubAdult10
LIB-PubAdult11 LIB-PubAdult12
LIB-PubAdult13 LIB-PubAdult14
LIB-PubAdult15 LIB-PubAdult16

#6172
CSM-REDEPLOY

#6173
PB-ASSTPLANNER

Temp Comm Dev Area

6158
LIB-Catalog07

#6174
PB-CodeEnfOfcr

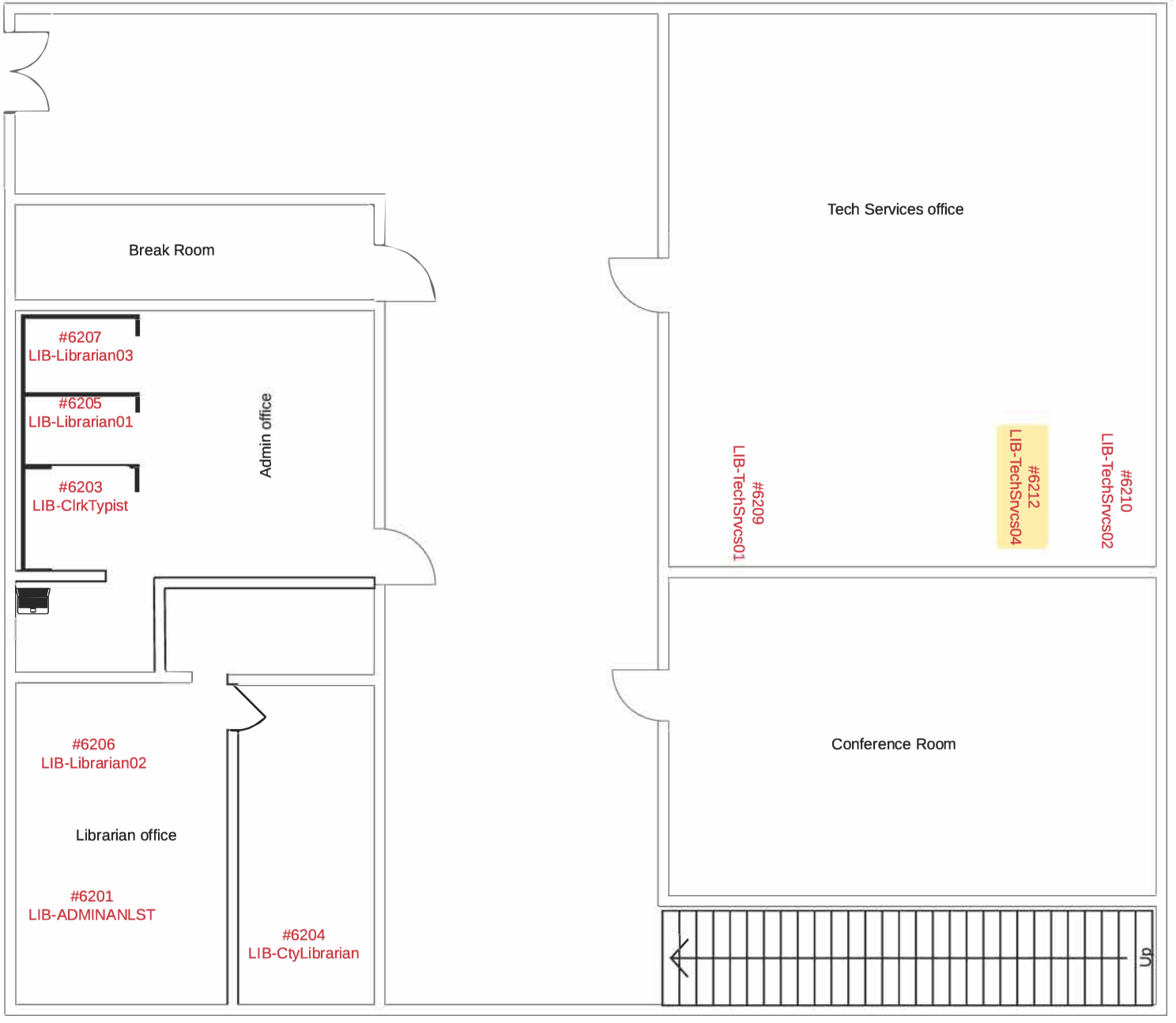
30

Numbering Legend
1st digit location: LIB = 6
2nd digit = floor level
Last 2 digits incrementals

Library 2nd Floor

3/11/2021

10



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FY 2021-22 EQUIPMENT PURCHASES

COMMUNITY DEVELOPMENT

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Code Enforcement Vehicle Replacement	14-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Development	FY 18-19	Equipment/Vehicle

In order to provide adequate transportation for the increase in code enforcement staffing, the Department requests to purchase one 2021 Toyota Corolla hybrid (or approved substitute), an energy efficient vehicle suitable for in-town use by building inspectors and code enforcement officers.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
212 Air District	27,400
TOTAL ESTIMATED FUNDING	$ 27,400

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	27,400	0	0	0	27,400
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 27,400	$ 0	$ 0	$ 0	$ 27,400

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

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FY 2021-22 EQUIPMENT PURCHASES

POLICE

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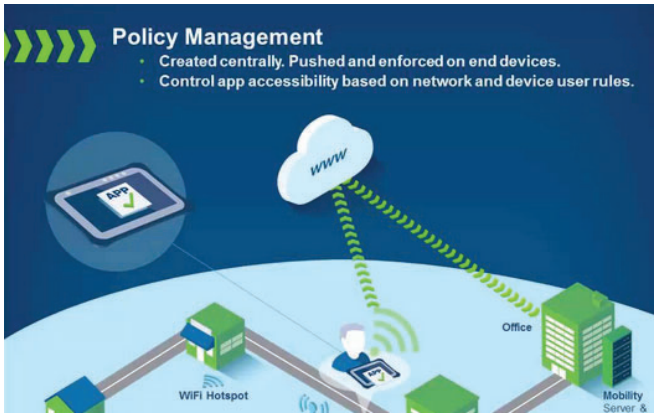
CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	NetMotion Upgrade	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 20-21	Software

NetMotion controls the connection between patrol vehicle laptops and the police station computer network. The current platform will be discontinued in September 2021. Replacement is recommended before the software is no longer supported.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	3,000
TOTAL ESTIMATED FUNDING	$ 3,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	3,000	0	0	0	3,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 3,000	$ 0	$ 0	$ 0	$ 3,000

COST ESTIMATE NOTES

Acquisition estimated on vendor quotes.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	30-0575
License Plate Reader Cameras	

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 20-21	Equipment/Other

Install in-car license plate reader camera in new patrol cars per Department of Homeland Security grant accepted by City Council on February 10, 2021. LPR cameras were added to the capital budget in 2020 and it is recommended to continue complete installation in all patrol vehicles.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
240 Homeland Security	51,789
TOTAL ESTIMATED FUNDING	$ 51,789

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	44,000	51,789	0	0	0	95,789
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 44,000	$ 51,789	$ 0	$ 0	$ 0	$ 95,789

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	E-Citation Writers	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 21-22	Software

See attached sheet

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	60,000
TOTAL ESTIMATED FUNDING	$ 60,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	60,000	0	0	0	60,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 60,000	$ 0	$ 0	$ 0	$ 60,000

COST ESTIMATE NOTES

The initial set up costs are approximately $60,000 with an annual software maintenance fee of $7,200, which would be included in the Department's operating budget. The proposed software may be eligible for a traffic safety grant, which, if received, would be substituted for City funding.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

E-Citation Writers

Description and Justification

The Department has begun orientation and training on the Racial and Identity Profiling Act (RIPA). The Department is required by Cal DOJ to begin reporting data January 1, 2022. The effective data will be January 1, 2023. The data reported in 2022 is used to ensure we are doing the reporting correctly and we can begin the legally mandated data submission in 2023. The data is reported quarterly and can be done manually however it is not possible without hiring an additional employee.

Each time an officer initiates a contact with a member of the public, through a citation a field interview or a consensual encounter a RIPA STOP Data report must be completed. Without the E Reader we will need to create a printed form, complete that for each contact. We estimate 400 contacts per month or 1200 per quarter. These figure do not include the increase in stops once the motor officers are working which would add 960 stops per quarter or 2160 per quarter for all stops. That form takes approx. 5-10 minutes in the field in addition to the 10-15 minutes for a citation. In the scenario of a traffic citation it would be 20-25 minutes for each stop by our officers. Most of our stops are for traffic citations.

Manually, the watch commander will review and verify the STOP Data and corresponding data, such as a traffic citation. Then the information will be forwarded to the record clerk to review, verify data and download the STOP report and associated data for transmission to DOJ. If you add the monthly figures for patrol and motors (400+320= 720) and estimating 10 minutes to process this data equals 12 hours per month to do it by hand. Utilizing the E Reader, the data will be added during the field encounter, the data cannot be submitted unless the E Reader ensures all info is completed and accurate. It then goes into our CAD/RMS system that collects and prepares the data to be sent to DOJ. We also perform a quality assurance review before uploading. This is essential technology that reduces unnecessary personnel resource time and ensures accuracy.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Detective Car Replacement	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 21-22	Equipment/Vehicle

The detective fleet currently consists of hand-me-down cars from the patrol fleet (2010 Tahoe and 2011 Crown Vic). These vehicles have in excess of 100k miles and stand out as retired police cars because they are black, which makes it difficult to blend in and reduces the detectives' effectiveness at performing plain clothes/undercover operations. The 2020 Vehicle and Equipment Fleet Review and Utilization Study recommended replacement of these vehicles in FY 2021-22. Purchase of air quality management district-eligible vehicles are recommended.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
212 Air District	70,000
591 Capital Equipment	12,000
TOTAL ESTIMATED FUNDING	$ 82,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	82,000	0	0	0	82,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 82,000	$ 0	$ 0	$ 0	$ 82,000

COST ESTIMATE NOTES

The acquisition cost includes two detective units ($35,000 each) equipped with emergency equipment such as emergency lights and siren ($12,000). Vehicle repair and maintenance costs are expected to be reduced. The vehicles will be retired and sent to auction.

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FY 2021-22 EQUIPMENT PURCHASES

FIRE

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Engine/Rescue Ambulance Mobile Radios	34-0560

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 19-20	Equipment/Other

This is a second year of a two year phased procurement approved by City Council in the FY 2020-21 CIP budget. Current mobile radios used in Fire Department apparatus are no longer supported by the manufacturer as of December 2018 and require replacement prior to failure. Spares and replacement parts are already becoming difficult to obtain. Three radios were purchased in FY 2020-21; 4 additional radios will be purchased in FY 2021-22.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	56,000
TOTAL ESTIMATED FUNDING	$ 56,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	24,000	32,000	0	0	0	56,000
ENGINEERING	0		0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 24,000	$ 32,000	$ 0	$ 0	$ 0	$ 56,000

COST ESTIMATE NOTES

Cost was determined after reviewing prices with Motorola's sole source provider.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Command Staff Vehicle Replacement	34-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 20-21	Equipment/Vehicle

In 2019, the Fire Department and Public Works conducted a vehicle condition assessment of all Fire Department apparatus. It was determined that the Command Staff vehicle (2015 Ford Explorer) had exceeded 75,000 miles and did not contain adequate capacity for the Battalion Commander's emergency response equipment (such as turn-outs, tools and SCBA). Therefore, for reliability purposes the vehicles should be replaced. The Fire Department completed replacement of one Command Staff vehicle in FY 2019-20 and is requesting replacement of the second vehicle.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	50,720
TOTAL ESTIMATED FUNDING	$ 50,720

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	50,720	0	0	0	50,720
ENGINEERING	0		0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 50,720	$ 0	$ 0	$ 0	$ 50,720

COST ESTIMATE NOTES

Cost estimate is based on a quote from the National Auto Fleet Group.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Rescue Ambulance 791 Replacement	34-9300

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 19-20	Equipment/Vehicle

Unit RA 791 Replacement was included in the FY 2020-21 Capital Equipment budget; the new unit was ordered September 17, 2020. Due to COVID restrictions affecting the manufacturer, the delivery timeline for the rescue ambulance has been delayed. The estimated date of delivery for the new RA unit is now August 2021 and a re-budget is required as no payments have been made.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	275,000
TOTAL ESTIMATED FUNDING	$ 275,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	275,000	275,000	0	0	0	275,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 275,000	$ 275,000	$ 0	$ 0	$ 0	$ 275,000

COST ESTIMATE NOTES

As noted above, a re-budget is necessary to accept delivery of the vehicle.

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FY 2021-22 EQUIPMENT PURCHASES

PARKS AND PUBLIC WORKS

(None)

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FY 2021-22 EQUIPMENT PURCHASES

COMMUNITY SERVICES

(None)

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FUTURE EQUIPMENT PURCHASES

FY 2022-2025

ALL DEPARTMENTS

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Small Engine Replacement Program	FY-0450

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Equipment/Other

In FY 2018-19 the City Council approved a biennial program to replace 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, concrete cutting, pressure washing, compacting, limb sawing and concrete mixing. Approximately 20 small engines are scheduled to be replaced every 2 year as they wear out.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	15,000
TOTAL ESTIMATED FUNDING	$ 15,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	5,000	0	5,000	0	5,000	15,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 5,000	$ 0	$ 5,000	$ 0	$ 5,000	$ 15,000

COST ESTIMATE NOTES

This is a biennial program. The estimated cost to maintain these capital assets is $1,000 per year.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Library - Barth Community Room Audio/Visual Upgrade	90-0555

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Services	FY 20-21	Equipment/Other

The Barth Community Room is heavily utilized by the community and by City staff for Council meetings or other activities. The equipment in the Barth Room has exceeded its usable life and requires substantial upgrades.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	34,500
TOTAL ESTIMATED FUNDING	$ 34,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	19,500	$ 0	15,000	0	0	34,500
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 19,500	$0	$ 15,000	$ 0	$ 0	$ 34,500

COST ESTIMATE NOTES

Cost estimate is based on a quote received from the vendor installing the audio system and includes a high-definition projector, retractable screen, appropriate lighting and equipment connections.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Medical Cart	34-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 20-21	Equipment/Vehicle

The Fire Department is requesting purchase of a medical cart to be staffed by Paramedic personnel during special City events. A medical cart would enable Paramedics to better navigate through locations with large crowds and aid in faster response times. The medical cart will be utilized at 8-12 events per year, including at Lacy Park and Mission Street events, and may potentially be deployed at the Huntington Library during anticipated large crowd events. It is intended that this item will be funded by the Huntington Library's annual donation to the City.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
281 Donation	20,000
TOTAL ESTIMATED FUNDING	$ 20,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	20,000	0	0	20,000
ENGINEERING	0		0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 20,000	$ 0	$ 0	$ 0

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is $300/year.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Library - Security Camera System	90-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Services	FY 19-20	Equipment/Other

Crowell Public Library currently uses a Nest security camera system that relies on a subscription service that is not always accessible, provides limited coverage, and is not compliant with Public Records Act requirements. The procurement and installation of a proper in-house security camera system is recommended, complete with a connected video recorder and 16 cameras to cover key public areas and counters.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	25,000
TOTAL ESTIMATED FUNDING	$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	5,000	0	0	5,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	20,000	0	0	20,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 25,000	$ 0	$ 0	$ 25,000

COST ESTIMATE NOTES

Staff reviewed this project to potentially be included in a future citywide security-enhancement project; however, it was deemed better suited to align with upcoming work at the San Marino Center.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Trailered Changeable Message Sign	48-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Equipment/Other

The Department owns a single changeable message sign (CMS) that is over 10-years olds and is no longer reliable without making repairs before it is deployed. A new CMS will use the latest technology enabling it to be programmed via mobile device. It is recommended to procure a pair, one for use at each end of the work zone. The original CMS will be retired.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	50,000
TOTAL ESTIMATED FUNDING	$ 50,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	50,000	0	0	50,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 50,000	$ 0	$ 0	$ 50,000

COST ESTIMATE NOTES

Each unit is estimated to cost $25,000 and require $250/year to maintain.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	FARO Laser Scanner	30-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 21-22	Equipment/Other

Focus laser scanners are specifically designed for both indoor and outdoor measurements of a scene. This unit is a critical piece of equipment for use by public safety while investigating serious traffic collisions or fatalities, crime scenes, event planning, and conducting site surveys. Currently, measurement is done manually, which takes time. Procurement of this equipment will decrease the amount of time police personnel are on-scene and will improve efficiency and accuracy.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	57,500
TOTAL ESTIMATED FUNDING	$ 57,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	57,500	0	0	57,500
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 57,500	$ 0	$ 0	$ 57,500

COST ESTIMATE NOTES

The amount provided in year one is for the complete system including three years of maintenance at a discounted rate. A computer with an upgraded operating system capable of handling the the minimum system requirements has also been factored into the estimate. The estimate covers all cost until 2026.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Handheld Radio Replacement	34-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 19-20	Equipment/Other

See following sheet.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	266,000
TOTAL ESTIMATED FUNDING	$ 266,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	266,000	0	0	266,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 266,000	$ 0	$ 0	$ 266,000

COST ESTIMATE NOTES

Cost was determined by reviewing prices with Motorola's sole source provider.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

Handheld Radio Replacement

Description and Justification

The Fire Department is requesting funding to replace the portable radios purchased in 2006. End of service for this model is 2022, after which the radios will no longer be supported by the manufacturer. New handheld radios are recommended for purchase prior to the radio failure and inadequate spares and/or compatible replacement parts. Each firefighter (including the fire command vehicle and Unit E91) is assigned a handheld radio. This item is currently scheduled for FY 2022-23; however, the Los Angeles Area Fire Departments may have an opportunity for a significant discount based upon a volume purchase in FY 2021-22. Should the Los Angeles Area Fire Departments move forward with a multi-agency purchase, the Fire Department may request a mid-year budget appropriation in FY 2021-22.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Self-Contained Breathing Apparatus (SCBA)	34-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 21-22	Equipment/Other

See following sheet.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
591 Capital Equipment	260,000
TOTAL ESTIMATED FUNDING	$ 260,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	260,000	0	260,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 0	$ 260,000	$ 0	$ 260,000

COST ESTIMATE NOTES

Cost estimate was established by requesting quotes from authorized vendors.
Equipment maintenance funds are allocated annually in account 103-34-4316-0000.
The annual cost to maintain SCBA is $4,000/year.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

Self-Contained Breathing Apparatus (SCBS)

Description and Justification

Purchase new Self Contained Breathing Apparatus (SCBA) and spare cylinders, and a new compressor, for use on all apparatus. Currently the Fire Department has 19 SCBA's and 60 cylinders. The new SCBA's will be on all front line apparatus including E91 (4), RA91 (2), B9 (1), all reserve apparatus including E791 (4), RA791 (2), B791, and 5 spares. Our current SCBA and cylinders will be outside of their service life in 2024 as they have a 15 year maximum life safety use, and will not meet standards. Additionally, the manufacturer's 15 year warranty will end, and the manufacturer will no longer provide replacement parts. New NFPA approved SCBA will potentially be available for purchase in fall of 2023. The Fire Department is requesting funds to replace all SCBA's and a compressor to ensure that all personnel are provided with NFPA compliant respiratory protection during emergency response situations. This item is currently scheduled for FY 2023-24; however, the Los Angeles Area Fire Departments may have an opportunity for a significant discount based upon a volume purchase in FY 2021-22. Should the Los Angeles Area Fire Departments move forward with a multi-agency purchase, the Fire Department may request a mid-year budget appropriation in FY 2021-22.

FY 2021-22 CAPITAL CONSTRUCTION BUDGET AND 5-YEAR EXPENDITURE PLAN

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FY 21-22 CAPITAL CONSTRUCTION AND 5-YEAR PLAN

	B	C	AD	AE	AF	AG	AH	AI
1	Reference Code	Program Category/Project Name	5-yr Capital Improvement Expenditure Plan - Budget					
2			FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	5-yr Totals
3								
4		**RIGHT-OF-WAY**						
5	48-0500	Citywide Traffic Circulation Study	-					75,000
6	48-NEW	Neighborhood Traffic Calming Program	75,000	30,000	30,000	30,000		165,000
7	FY-9273	Annual Marking, Striping and Signing Program	45,000	45,000	45,000	45,000	45,000	287,400
8	FY-0510	Street Tree Management Plan	50,000	50,000				150,000
9	FY-9274	Streetlight Management Program	60,000	75,000	75,000	75,000	75,000	459,000
10	FY-9243	Traffic Control Devices Program	70,000	105,000				260,000
11	48-XXXX	Measure R 710 North projects	335,000	335,000	1,800,000	11,530,000		14,000,000
12	FY-9272	Sidewalk Replacement Program	439,000	439,000	589,000	439,000	439,000	2,717,161
13	48-0520	Huntington Drive/Mission St Beautification	1,000,000					1,000,000
14	FY-9271	Street Rehabilitation Program	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	19,721,912
15	48-XXXX	Public Stair Replacement	-	90,000				90,000
16	FY-4104	Biennial Pavement Condition Assessment	-	10,000		10,000		35,000
17	48-XXXX	Bridge Maintenance Program	-	20,000				20,000
18	48-XXXX	Alley Improvement Program	-					-
19		**Total Right-of-Way**	**5,574,000**	**4,699,000**	**6,039,000**	**15,629,000**	**4,059,000**	**38,980,472**
20		**PARKS AND GROUNDS**						
21	50-XXXX	Condition Assessment - Park & Street Trees	50,000					50,000
22	50-NEW	Huntington/Sierra Madre Red Car Parklet	-	201,600				201,600
23	48-XXXX	Lacy Park - Irrigation (TO BE DEVELOPED)	-					-
24	48-XXXX	Median Management Program (TO BE DEVELOPED	-					-
25	48-XXXX	Park Tree Replacement Program (TO BE DEVELOP	-					-
26	50-NEW	LP Playground Management Program	-	50,000	50,000	50,000		150,000
27		**Total Parks System**	**50,000**	**251,600**	**50,000**	**50,000**	**-**	**401,600**
28		**CIVIC FACILITIES**						
29	50-7027	Lacy Park- Restroom	-					182,200
30	30-0886	City Hall Campus - PD Lobby Remodeling	-					77,580
31	34-XXXX	City Hall Campus - PD Electrical Upgrades	-					37,800
32	34-0887	City Hall Campus - Fire Station Apparatus Doors	-					70,000
33	50-XXXX	Lacy Park - Emergency telephones	-					13,000
34	34-0500	Stoneman Fire Safety System Improvements	-					28,635
35	34-1001	City Hall Campus - FS HVAC Upgrades	-					5,000
36	34-1002	City Hall Campus - FS H&S Upgrades	-					57,000
37	30-XXXX	City Hall Campus - 911 Dispatch Renovation	-					75,000
38	90-XXXX	Library - Bottle Water Station	-					5,000
39	90-XXXX	Library - window tinting	-					15,000
40	FY-0884	Condition Assessment - Public Buildings	12,000					20,450
41	36-1000	City Hall Campus - EOC improvements	18,300					18,300
42	34-XXXX	City Hall Campus - FS Bathroom Remodel	25,000					25,000
43	40-1001	City Hall Campus - Emergency Gen Connection	45,000					51,900
44	30-NEW	City Hall Campus - PD Utilization Study	125,000					125,000
45	20-1000	San Marino Center Renovation	5,141,800					5,291,800
46	90-1004	Library - Computer Rm Renovation	-	25,000				25,000
47	48-XXXX	Library - Barth Rm lighting upgrades	-					-
48	40-XXXX	City Hall Campus - Security Gates	-		15,000			15,000
49	40-XXXX	City Hall Campus - EV Charging Stations	-			70,000		70,000
50	40-NEW	Citywide HVAC Upgrades	-	500,000				
51	50-NEW	Original LP Restroom Renovation	-	20,000				20,000
52	50-XXXX	Lacy Park - Maintenance Buildings	-					-
53	40-XXXX	The Old Mill	-	30,000				30,000
54	90-XXXX	Stoneman Center Renovation	-					-
55	50-XXXX	The Thurnher House (TO BE DEVELOPED)	-					-
56	48-XXXX	Parking Lot Improvements (TO BE DEVELOPED)	-					-
57		**Total Civic Facilities System**	**5,367,100**	**575,000**	**15,000**	**70,000**	**-**	**6,258,665**
58		**WASTEWATER COLLECTION SYSTEM**						
59	44-8020	Sewer Master Plan -Condition Assessment	-					50,000
60	FY-8020	Sewer Main Rehabilitation Program	50,000	600,000	815,000	812,000	1,154,000	3,474,200
61	FY-8022	Lift Station Improvement Program	300,000	133,000	285,000			728,000
62	44-XXXX	Quinquennial SSMP Update	-		5,000		5,000	10,000
63		**Total Wastewater Collection System**	**350,000**	**733,000**	**1,105,000**	**812,000**	**1,159,000**	**4,262,200**
64		**STORMWATER SYSTEM**						
65	46-0001	Condition Assessment	-					8,300
66	FY-8026	Trash Capture Filter Program	25,000					49,995
67	FY-8022	Drainage Inlet Replacement Program	30,000	30,000				89,985
68	FY-8023	Drainage Wash Improvement Program	50,000					55,000
69	46-8025	Rio Hondo LRS	204,605	204,605				461,605
70	FY-8024	Culvert Replacement Program	210,000	1,606,000	454,000	4,065,000		6,338,350
71		**Total Stormwater System**	**519,605**	**1,840,605**	**454,000**	**4,065,000**	**-**	**7,003,235**
72		**TOTALS - ALL GOVERNMENTAL FUNDS**	**11,860,705**	**8,099,205**	**7,663,000**	**20,626,000**	**5,218,000**	**56,906,173**
73	**Notes**							
74	Draft H	Issued with Workshop Staff Report 3-18-2021						
75	Draft J	Issued with Workshop Staff Report 4-28-2021						
76	Draft Final	Issued with Workshop Staff Report 5-28-2021						

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FY 21-22 CAPITAL CONSTRUCTION AND 5-YEAR PLAN

	B	C	E	F	G	H	I	J	K	L	M	N	T	V	Y	AC	AD	AE	AF	AG	AH	AI
1			FY 20-21 Capital Budget				FY 21-22 Capital Budget				FY 21-22 Capital Budget Funding Sources					5-yr Capital Improvement Expenditure Plan - Budget						
2	Reference Code	Program Category/Project Name	Original FY 20-21 Budget	Modifications	Total FY 20-21 Budget	Estimated Expenditure by June 30, 2021	Re-budget from FY20-21	Re-appropriation from FY20-21	New FY 21-22 Funding	Total FY 21-22 Budget	Capital Improv Fund (394)	HUTA (202)	AQMD (212)	TDA Article 3 (214)	Measure R (243)	FY 20-21 Estimated Actual	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	5-yr Totals
3																						
4		**RIGHT-OF-WAY**																				
5	48-0500	Citywide Traffic Circulation Study	75,000	56,232	131,232	75,000			-	-	-					75,000	-					75,000
6	48-NEW	Neighborhood Traffic Calming Program			-	-		-	75,000	75,000	75,000					-	75,000	30,000	30,000	30,000		165,000
7	FY-9273	Annual Marking, Striping and Signing Program	90,000		90,000	62,400		-	45,000	45,000	45,000					62,400	45,000	45,000	45,000	45,000	45,000	287,400
8	FY-0510	Street Tree Management Plan	50,000		50,000	50,000		-	50,000	50,000	50,000					50,000	50,000	50,000				150,000
9	FY-9274	Streetlight Management Program	99,000		99,000	99,000		-	60,000	60,000	60,000					99,000	60,000	75,000	75,000	75,000	75,000	459,000
10	FY-9243	Traffic Control Devices Program	85,000		85,000	85,000		-	70,000	70,000	70,000					85,000	70,000	105,000				260,000
11	48-XXXX	Measure R 710 North projects			-	-		-	335,000	335,000	-				335,000	-	335,000	335,000	1,800,000	11,530,000		14,000,000
12	FY-9272	Sidewalk Replacement Program	439,600	9,523	449,123	372,161		-	439,000	439,000	430,000			9,000		372,161	439,000	439,000	589,000	439,000	439,000	2,717,161
13	48-0520	Huntington Drive/Mission St Beautification	1,000,000		1,000,000	-	1,000,000	-	-	1,000,000	1,000,000					-	1,000,000					1,000,000
14	FY-9271	Street Rehabilitation Program	5,607,300	1,348,314	6,955,614	2,221,912		-	3,500,000	3,500,000	2,360,000	990,000			150,000	2,221,912	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	19,721,912
15	48-XXXX	Public Stair Replacement			-	-		-	-	-	-					-	-	90,000				90,000
16	FY-4104	Biennial Pavement Condition Assessment	15,000		15,000	15,000		-	-	-	-					15,000	-	10,000		10,000		35,000
17	48-XXXX	Bridge Maintenance Program			-	-		-	-	-	-					-	-	20,000				20,000
18	48-XXXX	Alley Improvement Program			-	-		-	-	-	-					-	-					-
19		**Total Right-of-Way**	**7,460,900**	**1,414,069**	**8,874,969**	**2,980,472**	**1,000,000**	**-**	**4,574,000**	**5,574,000**	**4,090,000**	**990,000**	**-**	**9,000**	**485,000**	**2,980,472**	**5,574,000**	**4,699,000**	**6,039,000**	**15,629,000**	**4,059,000**	**38,980,472**
20		**PARKS AND GROUNDS**																				
21	50-XXXX	Condition Assessment - Park & Street Trees			-	-		-	50,000	50,000	50,000					-	50,000					50,000
22	50-NEW	Huntington/Sierra Madre Red Car Parklet			-	-		-	-	-	-					-	-	201,600				201,600
23	48-XXXX	Lacy Park - Irrigation (TO BE DEVELOPED)			-	-		-	-	-	-					-	-					-
24	48-XXXX	Median Management Program (TO BE DEVELOPED)			-	-		-	-	-	-					-	-					-
25	48-XXXX	Park Tree Replacement Program (TO BE DEVELOPED)			-	-		-	-	-	-					-	-					-
26	50-NEW	LP Playground Management Program			-	-		-	-	-	-					-	-	50,000	50,000	50,000		150,000
27		**Total Parks System**	**-**	**-**	**-**	**-**	**-**	**-**	**50,000**	**50,000**	**50,000**	**-**	**-**	**-**	**-**	**-**	**50,000**	**251,600**	**50,000**	**50,000**	**-**	**401,600**
28		**CIVIC FACILITIES**																				
29	50-7027	Lacy Park- Restroom	182,420	(220)	182,200	182,200		-	-	-						182,200	-					182,200
30	30-0886	City Hall Campus - PD Lobby Remodeling	8,000	69,500	77,500	77,580			-	-	-					77,580	-					77,580
31	34-XXXX	City Hall Campus - PD Electrical Upgrades	-	37,800	37,800	37,800			-	-	-					37,800	-					37,800
32	34-0887	City Hall Campus - Fire Station Apparatus Doors	70,000	-	70,000	70,000			-	-	-					70,000	-					70,000
33	50-XXXX	Lacy Park - Emergency telephones	15,000	-	15,000	13,000			-	-	-					13,000	-					13,000
34	34-0500	Stoneman Fire Safety System Improvements	39,300	-	39,300	28,635		-		-						28,635	-					28,635
35	34-1001	City Hall Campus - FS HVAC Upgrades	5,000	-	5,000	5,000		-	-	-	-					5,000	-					5,000
36	34-1002	City Hall Campus - FS H&S Upgrades	57,000	-	57,000	57,000		-	-	-	-					57,000	-					57,000
37	30-XXXX	City Hall Campus - PD Utilization Study		-	-	-		-	125,000	125,000	125,000					-	125,000					125,000
38	90-XXXX	Library - Bottle Water Station	5,000	-	5,000	5,000		-	-	-	-					5,000	-					5,000
39	90-XXXX	Library - window tinting	15,000	-	15,000	15,000		-	-	-	-					15,000	-					15,000
40	FY-0884	Condition Assessment - Public Buildings	24,785	-	24,785	8,450			12,000	12,000	12,000					8,450	12,000					20,450
41	36-1000	City Hall Campus - EOC improvements	6,000	12,300	18,300	-	18,300		-	18,300	18,300					-	18,300					18,300
42	34-XXXX	City Hall Campus - FS Bathroom Remodel		-	-	-		-	25,000	25,000	25,000					-	25,000					25,000
43	40-1001	City Hall Campus - Emergency Gen Connection	60,000	-	60,000	6,900		45,000	-	45,000	45,000					6,900	45,000					51,900
44	30-NEW	City Hall Campus - PD Utilization Study		-	-	-		-	125,000	125,000	125,000					-	125,000					125,000
45	20-1000	San Marino Center Renovation	400,000	132,900	532,900	150,000		382,900	4,758,900	5,141,800	5,141,800					150,000	5,141,800					5,291,800
46	90-1004	Library - Computer Rm Renovation	2,500	-	2,500	-	-	-	-	-	-					-	-	25,000				25,000
47	48-XXXX	Library - Barth Rm lighting upgrades		-	-	-		-	-	-	-					-	-					-
48	40-XXXX	City Hall Campus - Security Gates		-	-	-		-	-	-	-					-	-		15,000			15,000
49	40-XXXX	City Hall Campus - EV Charging Stations		-	-	-			-	-	-					-	-			70,000		70,000
50	40-NEW	Citywide HVAC Upgrades		-	-	-		-	-	-	-					-	-	500,000				
51	50-NEW	Original LP Restroom Renovation		-	-	-			-	-	-					-	-	20,000				20,000
52	50-XXXX	Lacy Park - Maintenance Buildings		-	-	-		-		-	-					-	-					-
53	40-XXXX	The Old Mill		-	-	-		-		-	-					-	-	30,000				30,000
54	90-XXXX	Stoneman Center Renovation		-	-	-		-		-	-					-	-					-
55	50-XXXX	The Thurnher House (TO BE DEVELOPED)		-	-	-		-		-	-					-	-					-
56	48-XXXX	Parking Lot Improvements (TO BE DEVELOPED)		-	-	-		-		-	-					-	-					-
57		**Total Civic Facilities System**	**965,005**	**252,280**	**1,217,285**	**731,565**	**18,300**	**427,900**	**4,920,900**	**5,367,100**	**5,367,100**	**-**	**-**	**-**	**-**	**731,565**	**5,367,100**	**575,000**	**15,000**	**70,000**	**-**	**6,258,665**
58		**WASTEWATER COLLECTION SYSTEM**																				
59	44-8020	Sewer Master Plan -Condition Assessment	53,583		53,583	50,000		-		-	-					50,000	-					50,000
60	FY-8020	Sewer Main Rehabilitation Program	50,000	17,300	67,300	43,200		-	50,000	50,000	50,000					43,200	50,000	600,000	815,000	812,000	1,154,000	3,474,200
61	FY-8022	Lift Station Improvement Program	300,000	14,000	314,000	10,000		300,000		300,000	300,000					10,000	300,000	133,000	285,000			728,000
62	44-XXXX	Quinquennial SSMP Update			-	-		-		-	-					-	-		5,000		5,000	10,000
63		**Total Wastewater Collection System**	**403,583**	**31,300**	**434,883**	**103,200**	**-**	**300,000**	**50,000**	**350,000**	**350,000**	**-**	**-**	**-**	**-**	**103,200**	**350,000**	**733,000**	**1,105,000**	**812,000**	**1,159,000**	**4,262,200**
64		**STORMWATER SYSTEM**																				
65	46-0001	Condition Assessment	17,825	(9,481)	8,344	8,300			-	-	-					8,300	-					8,300
66	FY-8026	Trash Capture Filter Program	25,000	-	25,000	24,995			25,000	25,000	25,000					24,995	25,000					49,995
67	FY-8022	Drainage Inlet Replacement Program	30,000	-	30,000	29,985			30,000	30,000	30,000					29,985	30,000	30,000				89,985
68	FY-8023	Drainage Wash Improvement Program	50,000	51,534	101,534	5,000			50,000	50,000	50,000					5,000	50,000					55,000
69	46-8025	Rio Hondo LRS	252,239	(47,634)	204,605	52,395		204,605	-	204,605	204,605					52,395	204,605	204,605				461,605
70	FY-8024	Culvert Replacement Program	59,000	34,643	93,643	3,350			210,000	210,000	210,000					3,350	210,000	1,606,000	454,000	4,065,000		6,338,350
71		**Total Stormwater System**	**434,064**	**29,062**	**463,126**	**124,025**	**-**	**204,605**	**315,000**	**519,605**	**519,605**	**-**	**-**	**-**	**-**	**124,025**	**519,605**	**1,840,605**	**454,000**	**4,065,000**	**-**	**7,003,235**
72		**TOTALS - ALL GOVERNMENTAL FUNDS**	**9,263,552**	**1,726,711**	**10,990,263**	**3,939,263**	**1,018,300**	**932,505**	**9,909,900**	**11,860,705**	**10,376,705**	**990,000**	**-**	**9,000**	**485,000**	**3,939,263**	**11,860,705**	**8,099,205**	**7,663,000**	**20,626,000**	**5,218,000**	**56,906,173**
73	**Notes**																					
74	Draft H	Issued with Workshop Staff Report 3-18-2021																				
75	Draft J	Issued with Workshop Staff Report 4-28-2021																				
76	Draft Final	Issued with Workshop Staff Report 5-28-2021																				

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FY 2021-22 CAPITAL CONSTRUCTION

RIGHT-OF-WAY

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Neighborhood Traffic Calming Program	FY-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 21-22	Right-of-Way

Implement neighborhood traffic calming improvements recommended by the Public Safety Commission and approved by the City Council pursuant to the adopted TC program included with the 2021 Citywide Traffic Circulation Study. This item was suggested during the community input and feedback process and is recommended by staff for incorporation in the FY 2021-22 budget and workplan.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	165,000
TOTAL ESTIMATED FUNDING	$ 165,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	15,000	5,000	5,000	5,000	30,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION		60,000	25,000	25,000	25,000	135,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 75,000	$ 30,000	$ 30,000	$ 30,000	$ 165,000

COST ESTIMATE NOTES

The budgets shown are placeholder amounts pending completion and adoption of the study and traffic calming program.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Annual Striping, Marking, Signing Program	FY-9273

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council adopted in 2019 a program to refresh over a 3-year rolling period all pavement markings, legends and lane striping, and replace faded street signs for those streets not being rehabilitated that year. All existing painted striping, legends and markings will be replaced with thermoplastic material, which is longer lasting and visible in low light and in wet conditions.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	270,000
TOTAL ESTIMATED FUNDING	$ 270,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	90,000	45,000	45,000	45,000	45,000	270,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 90,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 270,000

COST ESTIMATE NOTES

The FY 20-21 budget appears higher because it includes a $45,000 carryover from the prior fiscal year that was added to the original budget of $45,000 for a total of $90,000. The Council approved a striping contract in July 2020 in an amount up to $62,400 (including contingency), which is currently underway.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Street Trees Management Plan	FY-0510

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

Plant up to 50 - 24" to 36" box trees throughout the City either as replacement or to fill vacancies. This program upgrades from 15 gallon the Department's standard tree size.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	150,000
TOTAL ESTIMATED FUNDING	$ 150,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	50,000	50,000	50,000	0	0	150,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 50,000	$ 50,000	$ 50,000	$ 0	$ 0	$ 150,000

COST ESTIMATE NOTES

The City is able due to government purchasing opportunities to acquire larger trees at a lower unit cost than retail. Consequently the recommended budget may support up to 50 larger than 15 gallon trees (City replacement standard).

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Streetlight Management Plan	FY-9274

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council adopted in 2019 a program to replace 46 fluted metal light standards that are failing due to base corrosion and age. 5 streetlights on Belhaven Road were replaced in November 2020 and 8 more on Bellwood Road are scheduled by June 30, 2021. A total of 33 more streetlights are planned to be replaced by FY24-25: Bradbury Rd (8), Lorain Rd (10), Sycamore Dr (10) and Orlando Rd/Avondale Rd (5). Future work includes lowering the service voltage for lights on Tura Ln and converting lighting on Patton Wy at Euston Rd from Edison to City.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	384,000
TOTAL ESTIMATED FUNDING	$ 384,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	99,000	60,000	75,000	75,000	75,000	384,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 99,000	$ 60,000	$ 75,000	$ 75,000	$ 75,000	$ 384,000

COST ESTIMATE NOTES

The estimated unit cost to replace the existing streetlights is $7,300 per installation based on bids received in 2020. The funding shown in the table above was modified from the FY20-21 CIP based on remaining replacements. Engineering and construction inspection is performed in-house by the City Engineer.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Traffic Control Devices Program	FY-9243

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council in 2018 approved a replacement program for all traffic signal computers and related hardware at all 15 signalized intersection as the existing units are over 20-years-old and obsolete. 10 intersections have been upgraded and the remaining 5 are on-schedule to be completed by June 2023.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	260,000
TOTAL ESTIMATED FUNDING	$ 260,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	85,000	70,000	105,000	0	0	260,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 85,000	$ 70,000	$ 105,000	$ 0	$ 0	$ 260,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is $350/controller/year.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Metro Measure R 710 North Projects	48-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council in 2019 approved in concept moving ahead with design work funded by Measure R funds to improve the traffic flow and reduce congestion on Huntington Drive and to be the lead agency to improve the intersection of Atlantic Blvd-Garfield Av-Los Robles Av-Huntington Drive. Completing the funding agreement scope of work requires the assistance of an engineering consultant before it can be approved by the City Council and Metro Board and preliminary engineering commences. This work is Measure R eligible.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	0
243 Measure R	14,000,000
TOTAL ESTIMATED FUNDING	$ 14,000,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	335,000	335,000	0	0	670,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	1,800,000	11,530,000	13,330,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 335,000	$ 335,000	$ 1,800,000	$ 11,530,000	$ 14,000,000

COST ESTIMATE NOTES

Project costs to be determined based on final project descriptions and FY estimates based on Metro instructions to complete all work in 5 fiscal years commencing July 1, 2020.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Sidewalk Replacement Program	FY-9272

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council in 2019 approved a 4-year construction agreement to replace 1-mile annually of sidewalks identified by the 2015 sidewalk condition study (and supplemented by community input). The first 3 years have been completed on time and on budget with 3.9 miles of replacement sidewalk. After this fiscal year, new bids will be solicited for a second, 4-year construction agreement.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	430,000
214 TDA Article 3	9,000
(Annual revenue shown)	
(204 CDBG in FY 23-24)	
TOTAL ESTIMATED FUNDING	$ 439,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	449,123	439,000	439,000	589,000	439,000	2,804,246
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 449,123	$ 439,000	$ 439,000	$ 589,000	$ 439,000	$ 2,804,246

COST ESTIMATE NOTES

Total anticipated funding shown is estimated annual revenue. Engineering and construction inspection is performed in-house by the City Engineer. A separate $150,000 CDBG-funded project is planned for FY 23-24 due to federal-aid contract requirements.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Huntington Dr and Mission St Beatification Program	48-0520

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Development	FY 19-20	Right-of-Way

In 2020, the City Council approved a program to beautify the business districts along Huntington Drive and Mission Street. The program is intended to include hardscape features that enhance and beautify the streets with sidewalk replacement, add new trees, landscape buffers, outdoor seating, signage and parking. The initial phase is wayfinding signs, which are underway.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	100,000	100,000	0	0	0	100,000
ENVIRONMENTAL	70,000	70,000	0	0	0	70,000
CONSTRUCTION	830,000	830,000	0	0	0	830,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 1,000,000	$ 1,000,000	$ 0	$ 0	$ 0	$ 1,000,000

COST ESTIMATE NOTES

As the program is not yet complete, it is recommended to re-budget the funding to FY 21-22.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Street Rehabilitation Program	FY-9271

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

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

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	2,360,000
202 Gasoline Taxes (HUTA)	990,000
243 Measure R	150,000
(Annual revenue shown)	
TOTAL ESTIMATED FUNDING	$ 3,500,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	30,000	30,000	30,000	30,000	30,000	150,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000	17,000,000
CONST. MGT.	70,000	70,000	70,000	70,000	70,000	350,000
LEGAL	0	0	0	0	0	0
TOTALS	$ 3,500,000	$ 3,500,000	$ 3,500,000	$ 3,500,000	$ 3,500,000	$ 17,500,000

COST ESTIMATE NOTES

Anticipating funding table is per year. The estimated cost to maintain this capital asset is being tracked by the service request system. Design and construction inspection is performed by outside consultants.

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FY 2021-22 CAPITAL CONSTRUCTION

PARKS

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Park Landscaping Condition Assessment	50-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Parks

Assess the condition of all park landscaping (Lacy Park and the median parks) including all trees, ground coverings and other plantings,irrigation, and develop a replacement plan and maintenance schedule. Work will require outside professional expertise.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	50,000	0	0	0	50,000
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 50,000	$ 0	$ 0	$ 0	$ 50,000

COST ESTIMATE NOTES

Consultant fees are estimated to be $35,000 for Lacy Park and $15,000 for the median parks (Huntington, Old Mill, Sierra Madre and Circle Drive/Oak Grove island park)

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FY 2021-22 CAPITAL CONSTRUCTION

CIVIC FACILITIES

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Civic Facilities Condition Assessment Program	FY-0884

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Civic Facilities

Since 2019, condition assessments have been conducted on the police and fire stations, the Crowell public library, the Public Works headquarters and fleet shop at City Hall and PPW buildings at Lacy Park. Those condition assessments have resulted in recommended capital improvements that have been included in the CIP. It is recommended to conclude the program with condition assessments on the Old Mill, the Thurnher House and Stoneman. A historic assessment report has been completed for Stoneman. Old Mill and the Thurnher House qualify as historic property pursuant to California criteria.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	36,785
TOTAL ESTIMATED FUNDING	$ 36,785

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	24,785	12,000	0	0	0	36,785
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 24,785	$ 12,000	$ 0	$ 0	$ 0	$ 36,785

COST ESTIMATE NOTES

This item concludes work that began in April 2018. San Marino Center did not receive a condition assessment as it is being renovated.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	City Hall Campus - EOC Improvements	36-1000

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 18-19	Civic Facilities

The Emergency Operations Center requires construction to install cables and phone lines necessary for Emergency Management operation. This item was originally approved for $6,000 in the FY 20-21 Capital Improvement budget. Due to the activation of the EOC as part of the City's COVID-19 response, construction was unable to be completed during FY 20-21 and will need to be continued to FY 21-22.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	18,300
TOTAL ESTIMATED FUNDING	$ 18,300

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	18,300	18,300	0	0	0	18,300
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 18,300	$ 18,300	$ 0	$ 0	$ 0	$ 18,300

COST ESTIMATE NOTES

After receiving informal bids during the police renovation project, the original $6,000 budget was found insufficient to make the needed improvements and in December as part of the unexpended funds from the police renovation project the budget was increased to $18,300. No expenditures were made in FY 20-21. It is recommended to re-budget the $18,300.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	City Hall Campus - Fire Station Bathroom Remodel	34-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY 18-19	Civic Facilities

Design and engineering needed to plan a bathroom remodel for both restrooms in the Fire Station. The current facility is 25 years old, has water damage and is not designed or built for 24/7 use by multiple on-duty personnel. An accessible design that will also be suitable for all Fire Service candidates will be prepared by an architectural design firm. Formulation of a preliminary construction budget will be a task for the architectural firm during the design process.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	25,000
TOTAL ESTIMATED FUNDING	$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	25,000	0	0	0	25,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	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. A construction cost estimate will be prepared in conjunction with the architectural design.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	City Hall Emergency Generator Connection Upgrades	40-1001

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 20-21	Civic Facilities

After a recent windstorm, all-day Edison outage and work to upgrade the police station electrical system, it is apparent that the existing emergency generator located behind the police station at city hall is only partially connected to the police station and not connected at all to the public works offices, the fleet shop or the public safety vehicle gates. It is crucial during a power outage for the city to be fully capable of providing emergency and first responder action. Electrical system upgrades would include transfer switching and cabling.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	60,000
TOTAL ESTIMATED FUNDING	$ 60,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	60,000	45,000	0	0	0	60,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 60,000	$ 45,000	$ 0	$ 0	$ 0	$ 60,000

COST ESTIMATE NOTES

The City Council approved a $60,000 budget for FY 20-21. Some of the project work ($15,000 worth) was accomplished as part of the December 2020 renovation work at the police station. It is recommended to re-appropriate funding to complete the work to connect the generator to public works.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Police Station Utilization Study	30-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 21-22	Civic Facilities

Over the past several years the Police station has incurred numerous repairs and upgrades intended to make the structure suitable in the short term for daily operations. The City Council has mentioned several times that there needs to be an evaluation of the facility to determine if it can be expanded or if another facility should replace the current facility. This study will provide a professional review and assessment of the facility and provide an understanding the future space needs anticipated for 21st century policing. If such planning is not performed, the facility will continue to poorly serve law enforcement and the community and become further functionally obsolete.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	125,000
TOTAL ESTIMATED FUNDING	$ 125,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	125,000	0	0	0	125,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 125,000	$ 0	$ 0	$ 0	$ 125,000

COST ESTIMATE NOTES

The engineering budget represents an order-of-magnitude cost estimate from conversations with outside consultants with expertise in preparing these analyses. Police and Parks and Public Works will work together to solicit proposals from qualified firms and recommend a consultant with the best combination of experience, knowledge and cost. Construction costs will be estimated as part of the consultant work and be used in future capital construction budget proposals.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	San Marino Center Renovation	20-1000

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Civic Facilities

Renovate the San Marino Center per architectural recommendations of the Community Task Force as approved by the City Council on December 9, 2020.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	5,674,700
TOTAL ESTIMATED FUNDING	$ 5,674,700

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	413,665	0	0	0	0	413,665
ENVIRONMENTAL	105,431	0	0	0	0	105,431
CONSTRUCTION	0	4,284,800	0	0	0	4,284,800
CONST. MGT.	0	428,500	0	0	0	428,500
LEGAL	13,804	428,500	0	0	0	442,304
TOTALS	$ 532,900	$ 5,141,800	$ 0	$ 0	$ 0	$ 5,674,700

COST ESTIMATE NOTES

Proposed FY 21-22 budget based on architect's Oct 28 2020 estimate of probable cost. Furnishings and inspection fees are not included. 'Engineering' in FY 20-21 refers to architectural services, 'environmental' in FY 20-21 refers to preparation of a focused EIR, 'legal' in FY 20-21 refers to costs involved with community engagement process, 'legal' in FY 21-22 refers to a 10% construction contingency.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

FY 2021-22 CAPITAL CONSTRUCTION

WASTEWATER COLLECTION

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Sewer Main Rehabilitation Program	FY-8020

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	WW Collection

This program was approved by the City Council in 2019 to provide for unplanned sewer main replacements due to collapse or impenetrable blockage on those mains scheduled for rehabilitation in FY 22-23.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	2,327,000
TOTAL ESTIMATED FUNDING	$ 2,327,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	50,000	50,000	600,000	815,000	812,000	2,327,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 50,000	$ 50,000	$ 600,000	$ 815,000	$ 812,000	$ 2,327,000

COST ESTIMATE NOTES

The FY 22-23 budget represents the commencement of project-level rehabilitation. The estimated annual cost to maintain this capital asset is $551,000. More detail of future costs can be found in the 2019 wastewater collection system condition assessment study.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Lift Station Improvement Program	FY-8022

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	WW Collection

This program was approved by the City Council in 2019 to 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. Design work for all 3 stations is underway and the construction at the first lift station will occur in FY 21-22 (see note below).

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	718,000
TOTAL ESTIMATED FUNDING	$ 718,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	300,000	73,000	0	0	0	73,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	204,000	102,000	257,000	0	563,000
CONST. MGT.	0	23,000	31,000	28,000	0	82,000
LEGAL	0	0	0	0	0	0
TOTALS	$ 300,000	$ 300,000	$ 133,000	$ 285,000	$ 0	$ 718,000

COST ESTIMATE NOTES

FY 20-21 budget is $300,000; however, construction will not occur until FY 21-22 and those funds will be re-appropriated. The Council approved a $73,000 design contract, which will not be expensed fully until FY 21-22. The total anticipated funding table reflects the re-appropriation. Combining construction for all 3 locations into a single bid package will be reviewed for potential cost savings. Design and construction inspection will be by outside consultants.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

FY 2021-22 CAPITAL CONSTRUCTION

STORMWATER

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Trash Capture Filter Program	FY-8026

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This is a 3-year program originally approved by the City Council in 2019. Work involves installing additional trash capture filter screens in drainage inlets citywide to improve stormwater quality in response to a notice of violation issued by the California water board in April 2019. This is the final year of the program as the City is no longer under a violation notice.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	25,000	25,000	0	0	0	50,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 25,000	$ 25,000	$ 0	$ 0	$ 0	$ 50,000

COST ESTIMATE NOTES

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Drainage Inlet Replacement Program	FY-8022

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This program was approved by the City Council in 2019 to implement the recommendations of the stormwater system condition assessment for drainage inlets. The FY 21-22 budget provides for funding to repair and replace inlets. 4 inlets are typically repaired/replaced annually.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	90,000
TOTAL ESTIMATED FUNDING	$ 90,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	30,000	30,000	30,000	0	0	90,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 30,000	$ 30,000	$ 30,000	$ 0	$ 0	$ 90,000

COST ESTIMATE NOTES

The FY 22-23 budget represents the commencement of project-level rehabilitation. The estimated annual cost to maintain this capital asset is $551,000. More detail of future costs can be found in the 2019 wastewater collection system condition assessment study. Design and inspection services to be performed in-house by City Engineer.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Drainage Wash Improvement Program	FY-8023

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This program was approved by the City Council in 2019 to implement the recommendations of the stormwater system condition assessment for lined and unlined channels and washes. The budget entails a continuation of fence and lining spot-repairs that commenced in May 2018. Work in FY 21-22 includes repairing damaged and missing lining that will over time cause the structural failure of concrete-lined channels.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	100,000
TOTAL ESTIMATED FUNDING	$ 100,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	50,000	50,000	0	0	0	100,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 50,000	$ 50,000	$ 0	$ 0	$ 0	$ 100,000

COST ESTIMATE NOTES

Budget is for work including fence replacement and lining-spot repairs.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Rio Hondo Load Reduction Strategy	46-8025

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

The City Council in 2018 entered into a cost-sharing agreement for the preparation of preliminary engineering and associated design services to reduce pollution loads that drains from San Marin into the Rio Hondo through 3 tributaries (Alhambra, Rubio and Eaton Washes). The project has been progressing very slowly due to the numerous engineering and environmental alternatives being considered.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	257,000
* see cost estimate notes	
TOTAL ESTIMATED FUNDING	$ 257,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	204,605	204,605	0	0	0	257,000*
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 204,605	$ 204,605	$ 0	$ 0	$ 0	$ 257,000*

COST ESTIMATE NOTES

*Per the December 12, 2018 cost-sharing agreement the total City cost for engineering is $257,000. Total expenditures as of 2-1-2021 is $52,395. The engineering budget shown for FY 21-22 is a re-appropriation request reflecting the remaining obligation. Construction costs are not yet estimated and the project may be eligible for Measure W funding.

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Culvert Replacement Program	FY-8024

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Stormwater

This program was approved by the City Council in 2019 and seeks to implement the recommendations of the 2021 stormwater system condition assessment for drainage culverts. Individual projects will be performed over a two-year period with design in one fiscal year and construction in the following. The first project will be design of the Lacy Park culvert in FY 21-22 followed by its construction in FY 22-23. The balance of the projects will follow in a similar roll-out over time.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	6,428,643
TOTAL ESTIMATED FUNDING	$ 6,428,643

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	155,000	0	399,000	0	554,000
ENVIRONMENTAL	0	5,000	0	5,000	0	10,000
CONSTRUCTION	93,643	50,000	1,183,000	50,000	2,975,000	4,351,643
CONST. MGT.	0	0	232,000	0	598,000	830,000
LEGAL	0	0	191,000	0	492,000	683,000
TOTALS	$ 93,643	$ 210,000	$ 1,606,000	$ 454,000	$ 4,065,000	$ 6,428,643

COST ESTIMATE NOTES

The FY 22-23 budget represents construction of the Lacy Park drainage project. The estimated annual cost to maintain this capital asset is $551,000. More detail of future costs can be found in the 2021 stormwater system condition assessment study. Design and inspection will be performed by outside consultants. Each year includes $50,000 in case urgent repairs are needed to small-diameter culverts. FY 24-25 reflects work on Old Mill Rd drainage pipe.

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FUTURE CAPITAL CONSTRUCTION PROGRAMS AND PROJECTS

FY 2022-25

ALL INFRASTRUCTURE CATEGORIES

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Biennial Pavement Condition Assessment	FY-4104

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

The City Council approved an ongoing and regular assessment of the condition of all streets in 2019. The assessment will produce an updated rehabilitation schedule including a list of streets, alleys and parking lots, and pavement treatment recommendations. The Council approved a survey for FY 20-21, which is underway.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	35,000
TOTAL ESTIMATED FUNDING	$ 35,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	15,000	0	10,000	0	10,000	35,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 15,000	$ 0	$ 10,000	$ 0	$ 10,000	$ 35,000

COST ESTIMATE NOTES

FY 20-21 included a condition assessment of city alleys and parking lots, which had not been performed before. Future surveys will update that newly collected information.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Bridge Maintenance Program	48-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

Caltrans biennially inspects city-owned bridges (Circle Drive and Lorain Road) and recommends repairs and improvements. Utilizing the most recent 2020 inspection, it is recommended an outside bridge engineer prepare a formal maintenance and capital replacement program to be implemented and budgeted for commencing FY 22-23.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	20,000
TOTAL ESTIMATED FUNDING	$ 20,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	20,000	0	0	20,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0		0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 20,000	$ 0	$ 0	$ 20,000

COST ESTIMATE NOTES

Future maintenance and capital replacement expenses to be determined.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Original Lacy Park Restroom Renovation	50-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 21-22	Civic Facilities

Please see attached sheet

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	20,000
TOTAL ESTIMATED FUNDING	$ 20,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	20,000	0	0	20,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 20,000	$ 0	$ 0	$ 20,000

COST ESTIMATE NOTES

Construction costs to be estimated at the completion of architectural work and selection of re-use option.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

Original Lacy Park Restroom Renovation

Description and Justification

The original 1920s brick restroom at Lacy Park is no longer needed due to the new restroom constructed in 2020. It is functionally obsolete, is in poor interior condition and the sewer line has collapsed. The building superstructure (roof, walls and floors) is in serviceable condition and overall the restroom can be re-purposed for other uses such as a meeting room or on-site recreational activities office that would be beneficial to park operations and in lieu of using the Thurnher House, which is a museum. It is recommended that an architect prepare renovation alternatives affording the City the most flexibility in the restroom's reuse, taking into consideration the building's designation as a San Marino Historical Landmark, after which various cost and use options can be considered by the City Council.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Library - Computer Room Renovation	90-1004

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Services	FY 18-19	Civic Facilities

In 2008, the Library constructed the Lifelong Learning Center computer lab for training purposes. However, the computer lab is no longer needed for its sole original purpose as now only two Dakin Brain Training computers remain out of more than 10 computers. Library staff recommends that the large room be split into additional study and presentation areas that are in high demand by patrons. This project was delayed due to the pandemic and is recommended to re-budget the engineering budget to FY 21-22.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	2,500
281 Donations	22,500
TOTAL ESTIMATED FUNDING	$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	2,500	0	2,500	0	0	2,500
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	22,500	0	0	22,500
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 2,500	$ 0	$ 25,000	$ 0	$ 0	$ 25,000

COST ESTIMATE NOTES

The FY 20-21 budget is $2,500, which is recommended to be re-budget to FY 21-22 as no funds were spent. The engineering and construction estimates are based on similar estimates for the San Marino Center and recent work at the Library. External funding may be secured for construction if the City funds the engineering element.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	The Old Mill - Pedestrian Lighting Improvements	40-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Civic Facilities

Replace and update the existing pedestrian lighting at The Old Mill in cooperation with the Old Mill Foundation. An assessment of the existing electrical system will be performed to establish location of all outside lighting and power circuits. Outside pedestrian lighting will be funded by the City and on-property landscape lighting will be funded by the Foundation.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	5,000	0	0	5,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	25,000	0	0	25,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 30,000	$ 0	$ 0	$ 30,000

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Lacy Park Play Structure Replacement	50-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 20-21	Parks

The existing play structures at the Lacy Park playground are over 10-years-old and are beginning to show signs of age. Replacement parts are no longer available from the manufacturer, who is no longer in business, and other play structure manufacturers will not provide spare parts. The treehouse trunk recently experienced superficial damage from heavy use after the playground was reopened in October 2020. It is recommended to replace all structures with ones Made in USA so that they can be maintained and repaired in the future.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	150,000
TOTAL ESTIMATED FUNDING	$ 150,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	50,000	50,000	50,000	150,000
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 50,000	$ 50,000	$ 50,000	$ 150,000

COST ESTIMATE NOTES

Donations may be available to offset the acquisition and installation expenses.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Public Stair Replacement - Virginia Rd to Park Pl	48-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 20-21	Right-of-Way

The existing concrete stairway from Virginia Rd to Park Pl has reached the end of its service life (it is estimated to be over 50 years old) and in now experiencing structural failure, distress and lateral creep in addition to having old-style metal handrailings. Chronic repairs and small areas of replacement are proving to be expensive and problematic. Consequently it is recommended to replace the stairway and handrailing to meet current accessibility and building codes for public stairways.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	90,000
TOTAL ESTIMATED FUNDING	$ 90,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	10,000	0	0	10,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	80,000	0	0	80,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 90,000	$ 0	$ 0	$ 90,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is $500/year for handrailing painting or minor concrete repairs or patching. The estimated life of a new concrete stairway is 50 to 75 years.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Huntington Dr/Sierra Madre Blvd Red Car Parklet	50-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 19-20	Parks

See attached sheet for description and justification. This item was suggested during the community input and feedback process and is recommended by staff for incorporation into the FY 2021-22 budget and workplan.

THIS REQUEST REPLACES "SIERRA MADRE MEDIAN PARK BUS SHELTER REPLACEMENT PROJECT".

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	33,600
Proposition 68 Eligible*	168,000
TOTAL ESTIMATED FUNDING	$ 201,600

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	15,000	0	0	15,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	168,000	0	0	168,000
CONST. MGT.	0	0	18,600	0	0	18,600
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 201,600	$ 0	$ 0	$ 201,600

COST ESTIMATE NOTES

Construction costs to be estimated at the completion of landscaping design work. *This project is potentially eligible for $168,000 per capita funding from Proposition 68 Statewide Park Program grant. Projects must be for capital recreation construction, be in a single location and may require a 20% match (up to $33,600 based on the per capita amount of $168,000). Lacy Park is not eligible due to the weekend fee charged for non-resident entry.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

Huntington Drive/Sierra Madre Boulevard Red Car Parklet

Description and Justification

The northwest corner of the Huntington Dr and Sierra Madre Blvd intersection was originally right-of-way for the Pacific Electric Railway, an interurban commuter train system for Los Angeles. After closure in the 1950s, the City acquired the property along with the Huntington Dr and Sierra Madre Blvd medians and zoned the properties as parks and recreation. A wooden shelter was constructed at some point in the past and over time has fallen into disrepair. It does not meet current building codes for disability access, seismic resistance and electrical safety. In lieu of directly replacing the bus shelter, the entire corner can be converted into a small community park used for the Fourth of July parade and Rotary's Santa holiday house among other events. The parklet would be designed to complement the Rotary clock parklet and commemorate the "Red Car" line that ran through the city. A landscape architect is recommended to develop concept plans for community review and input after which a final design and construction estimates would be crafted.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Citywide Heating, Ventilation, Air Conditioning Upgrades	40-NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 21-22	Civic Facilities

Upgrade and improve the ventilation, filtration and disinfection systems in all City-owned facilities to comply with Covid-19 health requirements. Sites include City Hall, Police Station, Fire Station, Public Works offices at City Hall and Lacy Park, Crowell Public Library, Stoneman, Thurnher House and the Old Mill. San Marino Center renovation will include the new requirements as part of the renovation design.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
XXX American Rescue Plan	500,000
394 Capital Construction	0
TOTAL ESTIMATED FUNDING	$ 500,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	75,000	0	0	75,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	425,000	0	0	425,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 500,000	$ 0	$ 0	$ 500,000

COST ESTIMATE NOTES

This is a budget-level planning estimate. A HVAC engineering consultant will develop detailed construction cost estimates for each facility location, which will be competitively bid.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Quinquennial SSMP Update	44-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	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
394 Capital Construction	5,000
TOTAL ESTIMATED FUNDING	$ 5,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	5,000	0	5,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 0	$ 5,000	$ 0	$ 5,000

COST ESTIMATE NOTES

Provide concise information about how cost(s) were established and include the estimated annual maintenance cost if known

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	City Hall Campus - Security Gates	40-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY 18-19	Civic Facilities

Unauthorized individuals are free to access from the City Hall lobby the rear City Hall parking lot area and areas that hold patrol cars, police evidence storage, public safety employee parking, the fleet shop and readily-accessible public works equipment, vehicles, tools and materials. This poses a security threat to personnel and critical assets. It is recommended to install a key-card security gate at the EOC courtyard walkway to the parking lot.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	15,000
TOTAL ESTIMATED FUNDING	$ 15,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	15,000	0	15,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 0	$ 15,000	$ 0	$ 15,000

COST ESTIMATE NOTES

Construction cost estimated based on 2019 vendor quotes.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Electric Vehicle Charging Stations	40-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Civic Facilities

With the increase in availability of plug-in hybrid and pure-electric passenger vehicles, providing charging stations would provide benefit to patrons visiting Lacy Park, the Community Services Campus (Crowell Public Library/San Marino Center) and City Hall. If the City were to purchase electric or plug-in hybrid vehicles in the future or allow city employees to charge at work, having the infrastructure already in-place would be advantageous.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
212 Air District	70,000
TOTAL ESTIMATED FUNDING	$ 70,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	5,000	5,000
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	65,000	65,000
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 70,000	$ 70,000

COST ESTIMATE NOTES

The estimated cost is for up to 5 locations. The cost to maintain all 5 station is estimated at $1,000/year for charging cable replacement, unit servicing and electrical expenses. This project may be eligible for air district or electric company grant funding.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Alley and Parking Lot Improvement Program	48-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Right-of-Way

After completion of the 2021 citywide pavement condition update, implement the results of the assessment as it relates to city alleys and parking lots. It can be expected that several will require full-reconstruction.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	0
TOTAL ESTIMATED FUNDING	$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

COST ESTIMATE NOTES

Engineering and construction costs to be estimated at the completion of the 2021 pavement condition assessment and included with the FY 22-23 capital construction budget recommendation.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE	Stoneman Renovation	90-XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY 18-19	Civic Facilities

Renovate or otherwise make improvements to the Stoneman facility and site in accordance with a to-be-developed scope of work.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
394 Capital Construction	0
TOTAL ESTIMATED FUNDING	$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY 20-21 BUDGET	PROPOSED FY 21-22	FY 22-23	FY 23-24	FY 24-25	5-YR. TOTALS
ACQUISITION	0	0	0	0	0	0
ENGINEERING	0	0	0	0	0	0
ENVIRONMENTAL	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
CONST. MGT.	0	0	0	0	0	0
LEGAL	0	0	0	0	0	0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

COST ESTIMATE NOTES

Engineering and construction costs would be estimated upon completion of conceptual plans based on the potential public use of the facility and grounds.

Capital Expense Request Template Ver 2.5.vsdx 1/11/2021

STATUS OF FY 2020-21

CAPITAL EQUIPMENT PURCHASES

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FY 20-21 EQUIPMENT BUDGET

Capitalized Equipment Purchases
By Functional Category & Line Item

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Proposed
Administration						
591-07-4613-0000	Telephone System	-	100,853	-	-	-
591-07-4613-0000	Accounting System Sofware Upgrade	-	7,195	-	-	-
591-07-4613-0000	Network and User IT Upgrades	-	7,568	-	-	-
591-08-4613-0550	Domain Re-Build	-	-	11,500	11,500	-
591-10-4613-0500	Web-Based Job Search System	-	-	11,500	11,335	-
591-11-4613-0550	Computer Replacements	-	-	60,000	60,000	35,505
	Subtotal Administration	**-**	**115,616**	**83,000**	**82,835**	**35,505**
Police Department						
591-30-4613-0000	Police Capitalized Equipment	22,495	-	-	-	-
591-30-4613-9300	Police Capitalized Equipment-Vehicles	170,054	-	-	-	433,000
591-30-4613-0500	Firearm Replacements	-	8,509	6,000	5,955	-
591-30-4613-0555	Taser Devices	-	10,979	7,350	6,070	7,350
591-30-4613-0560	Storage Container	-	-	10,000	7,326	-
591-30-4613-0570	Police Department Router Upgrade	-	-	9,500	9,500	-
591-30-4613-0575	License Plate Reader (LDR) Cameras	-	-	90,000	88,000	-
591-30-4613-0580	Mobile Data Center (MDC) Replacements	-	-	60,000	51,883	-
591-30-4613-0585	Watchguard Upgrades	-	-	1,200	1,213	-
591-30-4613-0586	PD Data Storage and Archive	-	-	-	-	12,000
591-30-4613-0587	Enhanced Ballistic Protection Package	-	-	-	-	19,500
591-30-4613-0588	Speed Display Trailer	-	-	-	-	12,000
591-30-4613-0589	Portable Speed Display Signs	-	-	-	-	10,000
591-30-4613-0590	In Car Video System	-	-	-	-	62,000
	Subtotal Police	**192,549**	**19,489**	**184,050**	**169,946**	**555,850**
Fire Department						
591-34-4613-0000	Fire Capitalized Equipment	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	45,000	275,000
591-34-4613-9300	Unit B9 Replacement	-	143,279	-	-	-
591-34-4613-0500	Heart Monitors	-	36,902	38,000	35,059	-
591-34-4613-0000	Body Armor Outfitting	-	12,951	-	-	12,000
591-34-4613-0000	Unit RA 91 Patient Gurney	-	8,686	-	-	-
591-34-4613-0555	Autopulse Resuscitation System	-	-	-	-	18,000
591-34-4613-0560	Units E91/RA91 Mobile Radios	-	-	-	-	24,000
	Subtotal Fire	**751,966**	**201,818**	**83,000**	**80,059**	**329,000**
Parks & Public Works						
Administration Division						
591-40-4613-0000	Work Order System	-	-	25,000	25,000	-
Fleet Division						
591-42-4613-0000	Building Maintenance Truck	42,089	-	-	-	-
591-42-4613-0450	Small Engine Replacement	-	-	-	-	5,000
591-42-4613-0500	Truck Tire Changing/Balance Machine	-	-	-	-	15,000
Streets Division						
591-48-4613-0000	Street Capitalized Equipment	118,048	-	-	-	-
Lacy Park Division						
591-50-4613-0000	Park Capitalized Equipment	30,523	-	-	-	-
	Subtotal Parks & Public Works	**190,660**	**-**	**25,000**	**25,000**	**20,000**

FY 20-21 EQUIPMENT BUDGET

Capitalized Equipment Purchases
By Functional Category & Line Item

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Proposed
Crowell Public Library						
Administration Division						
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	19,500	-
	Subtotal Library	**96,237**	**-**	**19,500**	**19,500**	**-**
	Total Capitalized Equipment Purchases	**1,231,412**	**336,923**	**394,550**	**377,341**	**940,355**

Capitalized Equipment Purchases -- Recap By Fund:						
Fund 281	Donations Fund	54,054	-	-	-	-
Fund 394	Capital Equipment Internal Service Fund	1,177,358	336,923	394,550	377,341	940,355
	Totals By Fund	**1,231,412**	**336,923**	**394,550**	**377,341**	**940,355**

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Citywide Computer Replacement Program	0500

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
IT	FY18/19	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 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. 39 were replaced in FY19/20 at a cost of $52,890. Consequently, it is recommend to replace up to 47 each year through FY22/23 as shown on the attached table after which the City will be on a 5-year replacement cycle.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	180,980
TOTAL ESTIMATED FUNDING	$ 180,980

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	60,000	35,505	32,875	30,245	22,355	180,980
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 60,000	$ 35,505	$ 32,875	$ 30,245	$ 22,355	$ 180,980

IN PROGRESS

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is expected to decrease as newer and more reliable units are replaced in service. IT will perform a cost analysis as part of implementation. In FY19/20,39 computers were replaced at a final cost of $60,000.

Capital Expense Request Template Ver 2.5

City of San Marino replacement schedule

The industry standard replacement cycle of each computer is 3-5 years based on operating system support and age of components run 8 hours a day. A 5 year cycle is selected to maximize the ROI of each device.

Department	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total PC's
City Hall	17	1	1	8	6	33
Police Department	12	3	2	2	5	24
Fire Department	3	0	2	4	4	13
Public Works	3	0	0	0	0	3
Library	4	18	19	7	2	50
Recreation	3	5	1	1	0	10
Lacy Park	1	0	0	1	0	2
Total	43	27	25	23	17	135
Estimated budget *	$60,000	$35,505	$32,875	$30,245	$22,355	$180,980

Police Department MDC	7	0	0	0	0	7
Estimated budget (CIP Fund)	$60,000	$0	$0	$0	$0	$60,000

Library Public PC's	36	0	0	0	0	36
Estimated budget (Donations Fund)	$36,000	$0	$0	$0	$0	$47,340

Police Department Laptops	6	0	0	0	0	6
Estimated budget (COPS Fund)	$12,745	$0	$0	$0	$0	$12,745

*** Budget includes computer, licensing for Office, monitor replacement every 2 cycles, and installation

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Patrol Car Replacement	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police Fleet	FY18/19	Equipment/Vehicle

The 2020 fleet utilization report and city staff recommends the immediate replacement of 6 police cars. With this replacement request, there is no increase in vehicles to police department fleet. 4 current patrol cars and 2 higher mileage detective cars which will be decommissioned for a total of 6 cars. However, it is important to note, all 6 new replacement cars will be used in patrol. Many vehicles in the current fleet have exceeded its functional life and the cost to frequently repair each car exceeds the current value of each car. Consequently, several cars are often out of service which presents challenges for the Department when responding to calls and other city related events.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	342,000
Capital Fund (591)FY21/22	57,000
TOTAL ESTIMATED FUNDING	$ 399,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		342,000	57,000			$ 399,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 342,000	$ 57,000	$ 0	$ 0	$ 399,000

PATROL CARS RECEIVED AS PLANNED

COST ESTIMATE NOTES

This is an estimate for an entire patrol car fleet replacement. It is recommended that 6 vehicles are purchased in FY20/21 and the remaining 1 car in FY22/23. A replacement schedule and policy for other public safety vehicles is being developed as part of the 2020 fleet audit.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Police Motorcycles	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police Fleet	FY19/20	Equipment/Vehicle

Council Priority Initiative; Traffic Safety Program. The motorcycles will be used primarily to reestablish the motorcycle enforcement program which will also include special event patrol. Increased traffic enforcement will enhance community public safety by reducing the number of traffic collisions and time spent by Police Department personnel conducting an investigation. The Department will be able to allocate additional time to address traffic concerns brought forward by community members by having this tool.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	91,000
TOTAL ESTIMATED FUNDING	$ 91,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		91,000				$ 91,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 91,000	$ 0	$ 0	$ 0	$ 91,000

COMPLETED

COST ESTIMATE NOTES

The purchase price of two units is $65,000 plus $26,000 for one-time purchases of special uniforms, helmets and accessories. An additional training cost of $2,700 will be included in the operating budget. The estimated cost to maintain each police motorcycle is $5,000/year.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE In-Car Video System*	XXXX

PROPOSING DEPARTMENT
Police
Patrol

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The Police Department needs the WatchGuard In-Car Video System to increase officer safety, decrease liability to the City, and maintain operating reliability and evidence management by capturing compelling and unbiased video evidence. The current cameras and digital recorders are approximately 10 years old, have exceeded their functional life, and are no longer covered by a warranty. An In-Car Video System to replace the entire WatchGuard system and transition to a Cloud based system is recommended to ensure long-term data accessibility and use as evidence.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	62,000
TOTAL ESTIMATED FUNDING	$ 62,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		62,000				$ 62,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 62,000	$ 0	$ 0	$ 0	$ 62,000

COMPLETED

COST ESTIMATE NOTES
The estimated cost includes cameras, in-car DVRs, 5 year warranty, configuration, testing, unlimited Cloud storage, computer aided dispatch/records management system integration, and training. Installation will be completed by fleet maintenance personnel and the vendor will provide technical support.

***Originally titled "Patrol Car Camera Replacement."**

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Taser Replacement Program	0555

PROPOSING DEPARTMENT
Police
Administration

YEAR FIRST PROPOSED
FY19/20

CAPITAL EXPENSE TYPE
Equipment/Vehicle

In FY18/19, Council agreed to a 5 year cost program. The Department purchased 7 TASERS, and recommends continuing the replacement program in a phased-approach 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. In FY19/20, 23 were purchased. This program is recommended to continue.

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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

COMPLETED

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 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Police Department Data Storage and Archive*	XXXX

PROPOSING DEPARTMENT
Police
Administration

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The culmulative data storage requirements for the Police Department need to be expanded to account for a growing set of data, making the current data storage in danger of crashing. The system acquired by the city will be able to be upgraded in the future to provide for larger volume drives and corresponding back-up. This will add 30TB of data storage that can replicated offsite in a data center or government cloud cold storage.

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		12,000				$ 12,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 12,000	$ 0	$ 0	$ 0	$ 12,000

COMPLETED

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 FY23/24 to assess condition and replacement need.
***Originally titled "Police Department Video Storage and Archive."**

Capital Expense Request Template Ver 2.5

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Enhanced Ballistic Protection Package*	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police Patrol	FY18/19	Equipment/Vehicle

This is a request to procure vest carriers, plates, and ballistic helmets for police rescue use during a critical incident. The vests are designed to protect officers against higher caliber rounds, particulalry those fired from rifles. Additionally, the Department needs to purchase 6 additional ballistic helmets for officers who are not currently assigned ballistic helmets for civil unrest/protests and other tactical situations.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	36,000
TOTAL ESTIMATED FUNDING	$ 36,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		19,500			16,500	$ 36,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 19,500	$ 0	$ 0	$ 16,500	$ 36,000

COMPLETED

COST ESTIMATE NOTES

We recommend purchasing 30 vest carriers with ballistic panels and removable plates(front and back)for a total cost of $16,500. The ballistic helmets cost approximately $500.00 each for a total of $3,000. In FY23/24 the vest carriers will need to be replaced.

***Originally titled "Body Armor/Active Shooter Kit."**

Capital Expense Request Template Ver 2.5

Launch a Traffic Safety Program

The purpose of this proposed priority initiative would be to create a traffic safety program for the community through education and enforcement.

Dept. Lead	Critical Success Factor	Key Actions	Resource Assessment
Police	• Efficient, Responsive, and Effective City Services • Safe Community	• Launch a Motorcycle Traffic Enforcement, Collision Investigation and Safety Team consisting of two police officers. • Provide Training to personnel in the areas of, motorcycle operations, traffic enforcement and collision investigation. • Involve Motorcycle officers in Neighborhood Watch groups to reduce and eliminate traffic complaints. • Ensure motorcycle officers have the tools and training to properly investigate serious traffic collisions. • Develop and initiate a Bicycle and Pedestrian Traffic Safety Program. • Add traffic safety and reduction to Neighborhood watch goals. • Reduce injury traffic collisions by 10%.	**Staff Demand:** High and Moderate **Total Cost Estimate:** For motor cycle program, equipment and training, $93,700. It is estimated that the safety programs, including staff time, training, instruction material and information for the public will be $10,000 **Other Things to Consider:** This program will involve, Community Services, both the Library and Recreation, cooperation with all four schools in the District and community involvement partnerships.

Staff Recommendation: Staff believes that this program will provide a first step in reduction of serious injury and fatalities involving vehicle collision with pedestrians, bicyclists and other vehicles. This will involve the recreation of the Motorcycle Officer Team within Police Department. The positions will come from the current staffing levels within the Department. The personnel selected for this program will be trained in motorcycle operations, traffic enforcement and education; along with integrating their expertise into the resolution of community initiated traffic complaints. The other aspect will be the creation of traffic safety programs and expansion of others, such as the bicycle rodeo at the elementary schools. This will involve staffing for meetings and training events, conducting outreach to the community and task force operations with other police departments.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Speed Display Trailer	XXXX

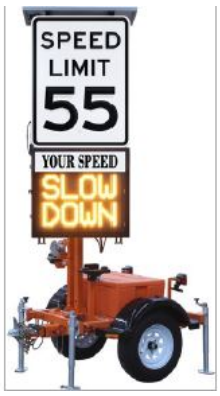
PROPOSING DEPARTMENT
Police
Patrol

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

Council Priority Initiative; Traffic Safety Program. Speed is the primary traffic related concern raised by residents and the key cause for most traffic collisions. Speed display trailers/signs have been shown to reduce vehicular speeds which reduces collisions. The current trailer is over 15 years old and requires frequent maintenance due to age (the battery is not retaining its charge and shuts off when in the field).

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		12,000				$ 12,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 12,000	$ 0	$ 0	$ 0	$ 12,000

COMPLETED

COST ESTIMATE NOTES
This is a one-time cost with minimal ongoing maintenance.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Portable Speed Display Signs	XXXX

PROPOSING DEPARTMENT
Police
Patrol

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

Council Priority Initiative; Traffic Safety Program. **2 speed display signs need to be purchased to address** traffic concerns in an efficient manner by covering wider areas rather than addressing concerns on an individual basis. These signs have a much smaller footprint than a trailer and therefore can be placed on narrow or congested streets.

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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

COMPLETED

COST ESTIMATE NOTES

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Unit RA 791 Replacement	XXXX

PROPOSING DEPARTMENT
Fire
Operations

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The Fire Department maintains a reserve Rescue Ambulance (RA) that is used as a backup RA when the front-line unit is placed out of service for maintenance or repair. Reserve RAs may also be staffed by off-duty crews to provide additional resources and coverage in the event of a disaster or for special events. To maintain optimal functionality in responding to emergency medical service incidents, it is recommended that an RA be replaced every ten years. The current reserve RA791 was purchased in 2008 and is currently 12 years old. With the purchase of a new RA, the Fire Department would move the current front-line RA 91 purchased in 2015 to reserve status. Failure to fund this capital request would result in the Fire Department operating with a 14 year old ambulance by the time a new ambulance is placed in service.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	275,000
TOTAL ESTIMATED FUNDING	$ 275,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		275,000				$ 275,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 275,000	$ 0	$ 0	$ 0	$ 275,000

RE-BUDGET REQUESTED

COST ESTIMATE NOTES
Purchase of a new vehicle would ensure maintenance costs do not escalate due to the effects of exceeding unit service life. The estimated annual cost to maintain this vehicle is $1,000.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Body Armor Outfitting	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire Operations	FY20/21	Equipment/Vehicle

Purchase body armor for use on the reserve Engine (4), Rescue Ambulance (2), and Battalion vehicle (1). The Fire Department previously purchased 8 vests and helmets as part of the Capital Equipment component of the Fiscal Year 2018-2019 budget for all front-line apparatus, including the Engine (4), RA (2), Battalion vehicle (1), and Chief's vehicle (1). The Department is requesting funds to purchase 7 additional vests and helmets to ensure that all personnel responding on front-line or reserve apparatus are provided with adequate protection in the event of an active shooter incident.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	12,000
TOTAL ESTIMATED FUNDING	$ 12,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		12,000				$ 12,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 12,000	$ 0	$ 0	$ 0	$ 12,000

COMPLETED

COST ESTIMATE NOTES

This is a one-time cost; there are no maintenance fees associated with this request.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE AutoPulse Resuscitation System	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire Operations	FY18/19	Equipment/Vehicle

The AutoPulse Resuscitation System is a mechanical chest compression device that provides consistent, high-quality, and uninterrupted CPR to cardiac arrest patients. In 2019, a San Marino resident donated funds to purchase one AutoPulse device for Rescue Ambulance 91. The Fire Department is requesting funds to purchase an additional AutoPulse device to be placed on Engine 91.

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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

COMPLETED

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is $3,600/year. Maintenance costs for the AutoPulse device will be recouped through EMS billing.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Engine/Rescue Ambulance Mobile Radios	XXXX

PROPOSING DEPARTMENT
Fire
Operations

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

Current mobile radios used in Units E91 (1), E791 (2), RA91 (2), and RA791 (2) are no longer supported by the manufacturer and require replacement prior to failure. End of service for the current mobile radios, model XTS/XTL Motorola 5000, was 2019. New units are recommended before the department can no longer locate spares and/or compatible replacement parts. The Department is requesting to purchase 3 radios in FY20/21 and 4 additional radios in FY21/22. Engine 91 currently has one upgraded radio that was installed upon purchase of the new engine.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	56,000
TOTAL ESTIMATED FUNDING	$ 56,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		24,000	32,000			$ 56,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 24,000	$ 32,0000	$ 0	$ 0	$ 56,000

FY 20-21 RADIOS PURCHASED AS PLANNED

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $2,000/year.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Small Engine Replacement Program	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
City Engineering

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

In FY18/19, Council approved a biennial program. 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 50hp 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)	10,000
TOTAL ESTIMATED FUNDING	$ 10,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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

FY 20-21 COMPLETED AS BUDGETED

COST ESTIMATE NOTES
This is a biennial program. The first year was FY18/19 and $5,000 was included in the capital equipment budget. The estimated cost to maintain these capital assets is $500/year.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Truck Tire Changing and Balancing Machine	NEW

PROPOSING DEPARTMENT
Parks & Public Works
Fleet

YEAR FIRST PROPOSED
FY19/20

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The fleet division of Public Works routinely changes and balances tires on patrol cars and trucks as part of regular maintenance protocol for safety and efficiency of our safety vehicles. The existing tire balancing machine is over 20 years old and is not adequately sized for the larger wheel sizes used on newer vehicles and trucks. Fleet changes and balances over 200 tires per year. Consequently, replacing the existing worn-out and outdated machine is more practical than sending wheels and tires out to a vendor for service because the Department can perform tire changing and balancing service much faster than waiting for delivery.

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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

COMPLETED

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $250/year for unit servicing and miscellaneous sundry expenses related to the tire balancing and changing.

STATUS OF FY 2020-21

CAPITAL CONSTRUCTION PROGRAMS AND PROJECTS

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FY 20-21 CONSTRUCTION BUDGET

Capital Improvement Projects
By Project Category & Project Line Item

		2018-19	2019-20		2020-21	
		Actual	Budget	Estimated	Re-Appropriation	Proposed
Right-Of-Way Projects						
202-48-4600-9271	Street Rehabilitation	-	1,867,300	1,867,300	-	547,633
243-48-4600-9271	Street Rehabilitation	-	440,000	440,000	-	175,097
247-48-4600-9271	Street Rehabilitation	-	-	-	-	264,903
394-48-4600-9271	Street Rehabilitation	22,072	2,360,000	252,700	2,107,300	2,512,367
	Street Rehabilitation Program	**22,072**	**4,667,300**	**2,560,000**	**2,107,300**	**3,500,000**
394-48-4600-9243	Traffic Signal Cabinets	49,750	61,250	59,708	-	-
394-48-4600-9273	Biennial Striping, Marking, Signing Program	-	45,000	-	45,000	45,000
394-48-4600-9274	Streetlight Management Plan	-	45,000	-	45,000	54,000
394-48-4600-0500	City Wide Traffic Circulation Study	-	150,000	75,000	75,000	-
204-48-4600-9272	City Wide Sidewalk	93,965	-	-	-	-
394-48-4600-9272	City Wide Sidewalk	333,536	376,930	376,930	-	430,000
214-48-4600-9272	City Wide Sidewalk (TDA Article 3)	-	-	-	-	9,600
394-48-4600-0505	Biennial Pavement Condition Assessment	-	-	-	-	15,000
394-48-4600-0510	Street Tree Management Plan	-	-	-	-	50,000
394-48-4600-0515	Traffic Control Devices Program	-	-	-	-	85,000
394-48-4600-0520	Huntington Drive/Mission St Beautification	-	-	-	-	1,000,000
	Total Right-of-Way Projects	**499,323**	**5,345,480**	**3,071,638**	**2,272,300**	**5,188,600**
Parks Projects						
394-50-4150-0150	Lacy Park Master Plan	-	5,000	1,000	-	-
394-50-4600-7029	Lacy Park Irrigation	1,611	-	-	-	-
281-50-4600-7150	Rose Arbor Renovation	230	275,000	275,000	-	-
394-50-4600-7150	Rose Arbor Renovation	4,139	396,345	353,423	-	-
	Total Parks Projects	**5,981**	**676,345**	**629,423**	**-**	**-**
Civic Facilities Projects						
281-50-4600-7027	Lacy Park Restroom Upgrades	-	50,000	-	50,000	-
394-50-4600-7027	Lacy Park Restroom Upgrades	196,593	147,600	15,180	132,420	-
394-40-4150-0884	Condition Assessment	14,771	20,000	5,215	14,785	10,000
394-40-4150-0885	City Hall Campus	75,567	-	-	-	-
394-30-4600-0886	Police Department Lobby	-	8,000	-	8,000	-
394-34-4600-0500	Stoneman Fire Safety System Improvements	10,686	39,300	-	39,300	-
394-34-4600-0887	Fire Apparatus Doors	-	70,000	-	70,000	-
394-40-4150-0883	Civic Center Environmental Assess	19,659	-	-	-	-
394-90-4600-0888	Crowell Public Library - Entry Canopy	-	3,970	3,970	-	-
394-90-4600-1002	Crowell Public Library - Bottle Water Station	-	-	-	-	5,000
394-90-4600-1003	Crowell Public Library - Window Tinting	-	-	-	-	15,000
394-90-4600-1004	Crowell Public Library - Computer Rm Renov	-	-	-	-	2,500
394-50-4600-7030	Lacy Park - Emergency Telephones	-	-	-	-	15,000
394-40-4600-1000	San Marino Center Renovation	-	-	-	-	400,000
394-40-4600-1001	Emergency Generator System	-	-	-	-	60,000
394-34-4600-1001	FS HVAC Upgrades	-	-	-	-	5,000
394-34-4600-1002	FS H&S Upgrades	-	-	-	-	57,000
394-30-4600-1000	911 Dispatch Renovation	-	-	-	-	75,000
394-36-4600-1000	EOC Improvements	-	-	-	-	6,000
	Total Civic Facilities Projects	**317,275**	**338,870**	**24,365**	**314,505**	**650,500**

FY 20-21 CONSTRUCTION BUDGET

Capital Improvement Projects
By Project Category & Project Line Item

		2018-19	2019-20		2020-21	
		Actual	Budget	Estimated	Re-Appropriation	Proposed
Wastewater Collection System Projects						
394-44-4600-8020	Sewer Main Rehabilitation Program	29,868	70,000	52,700	-	50,000
394-44-4600-8021	Sewer Master Plan - Condition Assessment	92,715	57,200	3,618	53,583	-
394-44-4600-8022	Lift Station Improvements	-	314,000	14,000	300,000	-
	Total Wastewater Collection System Projects	**122,583**	**441,200**	**70,318**	**353,583**	**50,000**
Stormwater System Projects						
394-46-4150-0001	Condition Assessment - Stormwater	-	150,000	132,175	17,825	-
394-46-4600-8023	Drainage Wash Improvement Program	7,436	117,000	75,000	-	50,000
394-46-4600-8024	Culvert Replacement Program	43,403	59,000	50,000	9,000	50,000
394-46-4600-8022	Inlet Replacement Program	30,000	30,000	30,000	-	30,000
394-46-4600-8025	Rio Hondo Load Reduction	-	257,000	4,761	252,239	-
394-46-4600-8026	Trash Capture Filters	-	25,000	24,950	-	25,000
	Total Stormwater System Projects	**80,839**	**638,000**	**316,886**	**279,064**	**155,000**
	Total Capital Improvement Projects	**1,026,001**	**7,439,895**	**4,112,628**	**3,219,452**	**6,044,100**

Capital Improvement Projects -- Recap By Fund:						
Fund 202	Gas Tax	-	1,867,300	1,867,300	-	547,633
Fund 214	TDA Article 3 Streets	-	-	-	-	9,600
Fund 281	Donations	230	325,000	275,000	50,000	-
Fund 204	CDBG	93,965	-	-	-	-
Fund 243	Measure R	-	440,000	440,000	-	175,097
Fund 247	Measure M	-	-	-	-	264,903
Fund 394	Capital Projects	931,805	4,807,595	1,530,328	3,169,452	5,046,867
	Totals By Fund	**1,026,001**	**7,439,895**	**4,112,628**	**3,219,452**	**6,044,100**

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Street Rehabilitation Program	FY-9271

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

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-only footing by 2032.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	35,000	35,000	35,000	35,000	35,000	$ 175,000
ENVIRONMENTAL						0
CONSTRUCTION	3,400,000	3,430,000	3,430,000	3,430,000	3,430,000	$17,120,000
CONST. MGT.	65,000	35,000	35,000	35,000	35,000	$ 205,000
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. 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 Annual Striping, Marking, Signing Program	FY-9273

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

The City Council adopted in 2019 a program to refresh over a 3-year rolling period all pavement markings, legends and lane striping, and replace faded street signs. The FY19/20 restriping work (the first 1/3) is planned to be completed by June 30, 2020

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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
The FY19/20 striping work will commence after school is out for the summer and scheduled to be completed by June 30, 2020.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Streetlight Management Plan	FY-9274

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

The City Council approved in 2019 a program to replace 23 fluted metal light standards that are failing due to base corrosion and age. Consideration is being given to making the replacement light standards consistent with the other installation in the city or retaining their neighborhood identity. Affected residents were polled and support retaining the original fluted-metal light poles. A bid package is being prepared (to be advertised in April 2020) for this option and the standard concrete poles.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	153,000
TOTAL ESTIMATED FUNDING	$ 153,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	45,000	54,000	54,000			$ 153,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 45,000	$ 54,000	$ 54,000	$ 0	$ 0	$ 153,000

COST ESTIMATE NOTES
Fluted metal pole replacement cost estimated at $8,500 to $9,000 per location. Bids for both types will be presented to the City Council for their consideration.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Sidewalk Replacement Program	FY-9272

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

The City Council in 2019 approved a 4-year construction agreement to replace 1-mile annually of sidewalks identified by sidewalk condition assessment study. The first two years have successfully completed on time and on budget over 2 miles of sidewalk replacement. For FY20/21 it is recommended to expand the project to include an accessibility ramp at the Sierra Madre bus stop and replace the sidewalk in front of the library bookstore because the existing sidewalk drains water into the building.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	2,099,740
TOTAL ESTIMATED FUNDING	$ 2,099,740

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	373,430	439,600	411,710	425,000	450,000	$ 2,099,740
CONST. MGT.						0
LEGAL						0
TOTALS	$ 373,430	$ 439,600	$ 411,710	$ 425,000	$ 450,000	$ 2,099,740

COST ESTIMATE NOTES
Costs are based on first year of multi-year sidewalk replacement contract (FY18/19) + 5% annual inflation. An additional $47,500 is needed in FY20/21 for the Sierra Madre bus stop and library work. FY22/23 and FY23/24 are estimates as the 4-year contract expires in FY21/22.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Biennial Pavement Condition Assessment	4104

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

The City Council approved an ongoing and regular assessment of the the condition of all streets in 2019. The assessment will produce an updated rehabilitation schedule including a list of streets, alleys and parking lots, and pavement treatment recommendations. The last survey was February 2018 and it is recommended to perform the survey again in FY20/21 so that the citywide pavement condition status can be recalculated based on the progress of the last 3 projects completed.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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. FY20/21 includes first-time ever assessment of alleys and parking lots.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Street Tree Management Plan	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

As part of the in-development urban forest management plan, the Public Safety Commission received expert observations about the quantity of new plantings needed in the City in a report prepared by Mariposa Landscaping and affirmed by the City's urban forester. Based on that report, it is recommended to plant (and make the appropriate removals) of up to 50-24" to 36" box trees throughout the city as an initial start of a multi-year replanting program.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		50,000				$ 50,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 50,000	$ 0	$ 0	$ 0	$ 50,000

COST ESTIMATE NOTES
The City is able, due to government purchasing opportunities, to acquire larger trees at a lower cost than retail. Consequently the budget recommended may support up to 50 larger than 15 gallon trees (the City replacement standard).

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Traffic Control Devices Program	FY-9243

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

This program was first approved by the City Council in 2018. It includes replacing and upgrading 2 traffic signal controllers annually. The current traffic signal controllers are over 20 years old and are obsolete. This program is currently on schedule to be concluded by June 2023.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	330,000
TOTAL ESTIMATED FUNDING	$ 330,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	70,000	85,000	70,000	105,000		$ 330,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 70,000	$ 85,000	$ 70,000	$ 105,000	$ 0	$ 330,000

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $350/controller/year. FY20/21 also includes updating the signal heads at Los Robles at Wilson and Los Robles at Monterey, which are too small.

Capital Expense Request Template Ver 2.5

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CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Huntington Dr. and Mission St. Beautification Project	NEW

PROPOSING DEPARTMENT
Planning & Building
Right-of-Way

YEAR FIRST PROPOSED
FY19/20

CAPITAL EXPENSE TYPE
Right-of-Way

Council Priority Initiative. The City Council has authorized City Staff to include funding for street improvements for Huntington Drive and Mission Street. The intent of the project is to include projects that enhance or beautify the street. Such projects may include sidewalk improvements, new landscape features, trees, landscape buffers, outdoor seating and parking.

DESCRIPTION AND JUSTIFICATION

WORK UNDERWAY - RE-BUDGET REQUESTED

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		100,000				$ 100,000
ENVIRONMENTAL						0
CONSTRUCTION		900,000				$ 900,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 1,000,000	$ 0	$ 0	$ 0	$ 1,000,000

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5

Beautify Huntington Drive and Medians

The purpose of this proposed priority initiative would be to develop a capital improvement plan with the primary goal of enhancing the public right-of-way for Huntington Drive and beautifying the downtown area including Huntington Drive and adjacent connector streets. This will enhance quality of life and increase the city's economic potential. This project consists of improvements such as sidewalks, trees, benches, and other related improvements. The project will be accomplished through contracted services acquired through the state-mandated procurement process. The work will include completion of design, construction, new sidewalks, signs, and vegetation.

Dept. Lead	Critical Success Factor	Key Actions	Resource Assessment
Planning and Building	Attractive, Complementary Business District	• Organize a workshop to receive feedback from the community • Public Outreach – provide a method for the public to weigh in on the goals and objectives • Present the goals and specific initiatives to the Planning Commission, the Public Safety Commission, and the City Council • Procure the design professional to develop the plans • Procure the contractor to implement design and complete construction	**Staff Demand:** Medium. The Planning and Building Director will work alongside the Parks and Public Works Director to procure and oversee the design professional and the construction company. **Total Cost Estimate:** Staff recommends the City Council dedicate $1,000,000 towards the project under the CIP. **Other Things to Consider:** An alternative to spending $1,000,000 up front could be to approach the project in phases. Certain selected improvements may be redirected to future years while the more critical elements would be included under the current year. Implementing the project Year 1 would streamline the City's Economic Development program and goals. A multi-year project may result in added cost as construction material fluctuates in pricing.

Staff Recommendation: Staff recommends that the City Council approve this priority initiative and set aside $1,000,000 under the Capital Improvement Plan (CIP) for design and construction. Staff recommends doing this project in one year to expedite the process and help complement our economic development goals, which are currently underway.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Civic Facilities Condition Assessment	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY18/19	Civic Facilities

In 2019 the condition of the police and fire stations were assessed by an outside consultant, whose results were presented to the Public Safety Commission and proposed to be implemented elsewhere in the FY20/21 capital construction plan. It is recommended to assess the facility conditions of San Marino Center, Public Works headquarters at City Hall and all Lacy Park buildings. If renovation of San Marino Center is approved in FY20/21, that condition assessment would not be be necessary and another building could be assessed such as the library or the Old Mill.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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

This item continues condition assessment that commenced April 2018. If the San Marino Center moves forward, the cost may decrease as the cost of assessing its condition will become part of the architectural design.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Bottle Watering Station	XXXX

PROPOSING DEPARTMENT
Community Services

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

The lower level water fountain at the Library is the original fountain and has been heavily used, both by patrons and students from the neighboring schools. As such, the fountain is due for an upgrade. Library patrons requested the ease, convenience, and improved sanitary conditions of being able to fill water bottles from a bottle watering station instead of using the current water fountain. The proposed station would be similar to the station installed at City Hall.

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		5,000				$ 5,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 5,000	$ 0	$ 0	$ 0	$ 5,000

COST ESTIMATE NOTES
Cost estimate based on the similar station installed in 2019 at City Hall, taking into account a less difficult installation. The estimated cost to maintain this capital asset is $175/year. Excess funds from this installation would be used to purchase additional filters for the station.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Window Tinting	XXXX

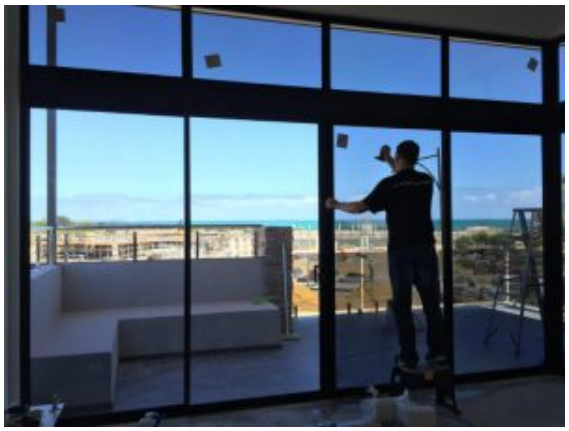
PROPOSING DEPARTMENT
Community Services

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

Due to the architectural design of the Library windows and roof, a significant amount of sunlight blinds staff and patrons, in addition to UV-damage on the print collections and public-access computers. This project was first proposed as window shades in FY18/19; however, it was decided that the operation and maintenance of the shades would be burdensome and offensive in appearance. Therefore, in lieu of major roof work, window tinting would serve as a cost-effective short-term solution.

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	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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

UNDERWAY

COST ESTIMATE NOTES
This is an order-of-magnitude estimate for general budgeting purposes.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Computer Room Renovation	XXXX

PROPOSING DEPARTMENT
Community Services

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

In 2008, the library constructed the Lifelong Learning Center computer lab for training purposes. However, the computer lab is no longer needed for its sole original purpose as now only two Dakim Brain Training computers remain out of more than 10 computers. Library staff recommends that the large room be split into additional study and presentation areas that are in high demand with patrons.

DESCRIPTION AND JUSTIFICATION

DELAYED RE-BUDGET REQUESTED

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	2,500
Donations	22,500
TOTAL ESTIMATED FUNDING	$ 25,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		2,500				$ 2,500
ENVIRONMENTAL						0
CONSTRUCTION			22,500			$ 22,500
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 2,500	$ 22,500	$ 0	$ 0	$ 25,000

COST ESTIMATE NOTES
The engineering and construction estimates, are based on similar estimates for San Marino Center renovation. External funding may be secured for the construction of this capital asset if the City funds the engineering element. The estimated costs to maintain this capital asset are to be determined.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Barth Community Room Lighting	NEW

PROPOSING DEPARTMENT
Community Services

YEAR FIRST PROPOSED
FY20/21

CAPITAL EXPENSE TYPE
Civic Facilities

The existing lighting in the Barth Community Room in the Crowell Library is not appropriate for the current needs of the room, such as Council meetings, town halls, trainings, events (i.e. Smarter Living Series), and other meetings. Improving the lighting will reduce eye strain currently experienced by staff, officials, and patrons, in addition to enhancing one of the most heavily-used facilities in the City.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	0
TOTAL ESTIMATED FUNDING	$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		0				0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

PENDING SMC RENOVATION

COST ESTIMATE NOTES
The design phase will be included with the San Marino Center renovation project.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Emergency Telephones at Lacy Park	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY19/20	Civic Facilities

Lacy Park is well attended in the late afternoon and weekends when there is limited or no city personnel on-site. A safety and security best management practice for public parks is the installation of emergency telephones that are directly connected to San Marino Police dispatch. The City's new telephone system is already configured to include the telephones in our communication system and the units would be self contained and utilize solar battery power. It is recommended to provide 3 devices inside Lacy Park and one at the Virginia stairs.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improv (394)	15,000
TOTAL ESTIMATED FUNDING	$ 15,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		15,000	**UNDERWAY**			$ 15,000
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 for unit servicing and telephone call expenses.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE San Marino Center Renovation	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Civic Facilities

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

City Council Priority Initiative. Renovate San Marino Center per a to-be-developed scope of work based on the recommendations of the 2020 recreation re-visioning process.

DESCRIPTION AND JUSTIFICATION

UNDERWAY RE-APPROPRIATION REQUESTED

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	4,800,000
TOTAL ESTIMATED FUNDING	$ 4,800,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		400,000				$ 400,000
ENVIRONMENTAL						0
CONSTRUCTION			4,000,000			$ 4,000,000
CONST. MGT.			400,000			$ 400,000
LEGAL						0
TOTALS	$ 0	$ 400,000	$ 4,400,000	$ 0	$ 0	$ 4,800,000

COST ESTIMATE NOTES
A construction cost estimate would be established upon completion of conceptual plans based of potential public use of facility.

Renovate the San Marino Center into a State-of-the-Art Community Center

The purpose of this proposed priority initiative would be to revitalize the former 1950s-era building into a contemporary community center and meeting space for senior and youth recreation programs. The goal would likely be to relocate the recreation program to the San Marino Center, thereby creating a beautiful and inviting "community services complex" with the Crowell Public Library. The aesthetic design of the San Marino Center would match that of the Library and create another jewel for our community to utilize.

Dept. Lead	Critical Success Factor	Key Actions	Resource Assessment
Public Works	Inviting and Relevant City Facilities	• Determine space needs using the results from the 2020 recreation program revisioning process to establish how the building is going to be used now and over the next 20 years • Prepare architectural plans to establish a construction budget • Construct the rejuvenated building	**Staff Demand:** High to Moderate (the project can be expected to have a high staff demand at the onset due to the need to prepare a comprehensive needs study that would incorporate community engagement, then a moderate demand as the project moves into design and construction) **Total Cost Estimate:** from $2 million to $4 million (in 2020 dollars and excluding architectural and construction management fees and construction contingency), depending on extent of renovation **Other Things to Consider:** For minimal and continued use of the San Marino Center, a thorough condition assessment (including a review of building code and accessibility needs) should occur. Also, the life of this project is likely approximately two years to completion.

Staff Recommendation: Forward progress is critical for Recreation, the San Marino Center, and Stoneman. Committing to the renovation of the San Marino Center as the future home of the recreation program achieves movement on two of these critical components and creates opportunities for Stoneman that might not otherwise arise. Staff recommends that the City Council approve this initiative's inclusion into the CIP Year 1 budget. Once approved, the City Council would appropriate funding to prepare preliminary architectural plans detailed enough to establish a construction budget that would likely span into Year 2.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE City Hall Emergency Generator System Upgrade	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY20/21	Civic Facilites

After the recent windstorm, it became apparent that the existing emergency generator located behind the police station at city hall is only partially connected to the police station and not connected at all to the public works offices, the fleet shop or the public safety vehicle gates. It is crucial during a power outage for the city to be fully capable of providing emergency and first responder action. Electrical system upgrades would include transfer switching and cabling.

DESCRIPTION AND JUSTIFICATION

UNDERWAY RE-APPROPRIATION REQUESTED

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	60,000
TOTAL ESTIMATED FUNDING	$ 60,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		10,000				$ 10,000
ENVIRONMENTAL						0
CONSTRUCTION		50,000				$ 50,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 60,000	$ 0	$ 0	$ 0	$ 60,000

COST ESTIMATE NOTES

The estimated cost to maintain the emergency generator is $3,000/year. The construction cost is an order-of-magnitude estimate; after the electrical needs are established, a construction cost estimate will be established and if it exceeds this budget, additional funding would be requested from the City Council.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE City Hall Campus- Fire Station HVAC Upgrade	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY20/21	Civic Facilities

The current HVAC system in the fire station is in poor working condition and one thermostat operates temperature settings for 5 dorm rooms. The system does not maintain an optimal temperature for all rooms at one time. It is recommended that to improve the working and living conditions of the dormitory spaces an updated system is needed.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		5,000				$ 5,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 5,000	$ 0	$ 0	$ 0	$ 5,000

COMPLETED

COST ESTIMATE NOTES

The installation of thermostats is a one-time cost, and would not increase the annual maintenance budget.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Fire Station Health and Safety Upgrades	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY20/21	Civic Facilities

The Fire Department has identified areas of the Fire Station that require maintenance and/or renovation in order to improve the health and safety of personnel and visitors. These areas include the kitchen, washer/dryer room, and carpet and flooring throughout the building. In addition to eliminating potential health hazards and contaminates, the recommended renovations would reduce equipment maintenance costs and ensure proper storage of essential medical supplies.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improvement (394)	57,000
TOTAL ESTIMATED FUNDING	$ 57,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		57,000				$ 57,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 57,000	$ 0	$ 0	$ 0	$ 57,000

COMPLETED

COST ESTIMATE NOTES

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE 9-1-1 Dispatch Center Renovation*	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police	FY18/19	Civic Facilities

The 9-1-1 Dispatch Center is a 24/7 operation and providing ergonomic workstations allows dispatchers to focus on the task at hand which will boost their efficiency and productivity. Dispatch workstations are designed with features to reduce body strains and aches that result in absenteeism and workers compensation claims. Public safety dispatcher handles calls for police and fire emergency response. Each dispatcher works a 12-hour shift at their workstation fielding calls, identifying incident location, and communicating with police officers and firefighters/paramedics. The last major remodeling and furniture replacement was over 10 years ago and their workstations are worn-out and the working conditions are no longer suitable for the length of time they occupy the room. It is recommended to replace all furniture (workstations and chairs) with ergonomic systems that would allow both standing and sitting during each shift, and to replace all carpeting and wall covering, ceiling tiles, and lighting that would have exceeded their service life.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	75,000
TOTAL ESTIMATED FUNDING	$ 75,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING		20,000				$ 20,000
ENVIRONMENTAL						0
CONSTRUCTION		55,000				$ 55,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 75,000	$ 0	$ 0	$ 0	$ 75,000

COMPLETED

COST ESTIMATE NOTES

Includes replacement of desks, carpet and electrical costs. No other costs will be incurred in future years. The approximate time that the dispatch center will be non-operation is three weeks. During which time dispatch will be operating from the EOC.

***Originally titled "Dispatch Workstations."** 427

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE City Hall Campus – EOC Improvements*	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY18/19	Civic Facilities

The Emergency Operation Center requires trenching in order to install cables and phone lines necessary for Emergency Management operation. The requested construction is minor in scope and the EOC would remain operational while construction is completed.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Improvement (394)	6,000
TOTAL ESTIMATED FUNDING	$ 6,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION		6,000				$ 6,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 6,000	$ 0	$ 0	$ 0	$ 6,000

DELAYED
RE-BUDGET
REQUESTED

COST ESTIMATE NOTES

The EOC construction would not affect the EOC's annual maintenance costs.

***Originally titled "City Hall Campus-EOC Tenant Improvements."**

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Sewer Main Rehabilitation Program	FY-8020

PROPOSING DEPARTMENT
Parks & Public Works
Wastewater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
WW Collection

This program was approved by the City Council in 2019 to provide for unplanned sewer main replacements due to collapse or impenetrable blockage on those mains scheduled for rehabilitation in FY22/23.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	1,565,000
TOTAL ESTIMATED FUNDING	$ 1,565,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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
The FY22/23 budget represents the commencement of project-level rehabilitation. The estimated cost to maintain this capital asset is $551,000. More detail of future costs can be found in the 2019 wastewater collection system condition assessment study.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Lift Station Improvement Program	FY-8022

PROPOSING DEPARTMENT
Parks & Public Works
Wastewater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
WW Collection

This program was approved by the City Council in 2019 to 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. Engineering work on the first lift station is planned to commence May 2020.

DESCRIPTION AND JUSTIFICATION

UNDERWAY RE-APPROPRIATION REQUESTED

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	732,000
TOTAL ESTIMATED FUNDING	$ 732,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	314,000	300,000*	133,000	285,000		$ 732,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 314,000	$ 300,000	$ 133,000	$ 285,000	$ 0	$ 732,000

COST ESTIMATE NOTES
It is expected that maintenance costs will decrease as a result of upgraded and more energy efficient pumps and controllers. Design of the first lift station will be commencing by May 2020. ***Amount shown is re-appropriation request for FY20/21 as no expenses have been incurred in FY19/20.**

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Drainage Wash Improvement Program	FY-8023

PROPOSING DEPARTMENT
Parks & Public Works
Stormwater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Stormwater

This program was approved by the City Council in 2019 to implement the recommendations of the stormwater system condition assessment for lined and unlined channels and washes (depending on study results in 2020). The budget entails a continuation of fence and lining spot-repairs that commenced in May 2018. Work in FY19/20 included repairing numerous sites of damaged and missing lining that will cause over time the structural failure of the wash.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING

FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	100,000
TOTAL ESTIMATED FUNDING	$ 100,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000	50,000				$ 100,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 50,000	$ 50,000	$ 0	$ 0	$ 0	$ 100,000

COST ESTIMATE NOTES
The budget is for work including fence replacement and lining spot-repairs. The full budget was expensed to make repairs in the wash south of Monterey Road. Cost estimates for future years contingent on recommendation from the stormwater system condition assessment report.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Culvert Replacement Program	FY-8024

PROPOSING DEPARTMENT
Parks & Public Works
Stormwater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Stormwater

This program was approved by the City Council in 2019 to implement the recommendations of the stormwater system condition assessment for drainage culverts (depending on study results in 2020). The proposed budget provides for contingency funding to address culverts that might fail during the fiscal year while the condition assessment is being completed.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	100,000
TOTAL ESTIMATED FUNDING	$ 100,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	50,000	50,000				$ 100,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 50,000	$50,000	$ 0	$ 0	$ 0	$ 100,000

COST ESTIMATE NOTES

The proposed budget is for instance of culvert failure that must be replaced or face flooding during the winter. Cost estimates for future years contingent on recommendations from the stormwater system condition assessment report due in 2020.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Drainage Inlet Replacement Program	FY-8023

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works Stormwater	FY18/19	Stormwater

This program was approved by the City Council in 2019 to implement the recommendations of the stormwater system condition assessment for drainage inlets. While the study is being completed, work is needed to repair and replace already identified drainage inlets. An average of 4 inlets have been repaired during the last two fiscal years.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	60,000
TOTAL ESTIMATED FUNDING	$ 60,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	30,000	30,000				$ 60,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 30,000	$ 30,000	$ 0	$ 0	$ 0	$ 60,000

COST ESTIMATE NOTES

Cost estimates for future years contingent on recommendation from the stormwater system condition assessment report as it relates to drainage inlet condition inventory. The FY19/20 budget will be fully expensed by June 30, 2020.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Rio Hondo Load Reduction Strategy	8025

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works Stormwater	FY18/9	Stormwater

The City Council entered into a cost-sharing agreement in 2018 for the preparation of preliminary engineering and associated design services for plans to reduce pollution loads into the Rio Hondo through 3 tributaries San Marino drains stormwater through (Alhambra, Rubio, and Eaton Washes). The project is delayed due to longer than expected alternatives analyses.

DESCRIPTION AND JUSTIFICATION

UNDERWAY RE-APPROPRIATION REQUESTED

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	252,239
TOTAL ESTIMATED FUNDING	$ 252,239

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	257,000	252,239*				$ 252,239
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 257,000	$ 252,239*	$ 0	$ 0	$ 0	$ 252,239

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 FY19/20 is recommended to be re-appropriated into FY20/21. *Amount shown is re-budgeted because City has not been invoiced due to delay.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Trash Capture Filter Program	FY-8026

PROPOSING DEPARTMENT
Parks & Public Works
Stormwater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Stormwater

This is a 3-year program originally approved by the City Council in 2019. Work involves installing additional trash capture filter screens in drainage inlets citywide to improve stormwater quality in response to a notice of violation issued by the California water board in April 2019. It is recommended to continue installing filters until all city-owned drainage inlets are protected.

DESCRIPTION AND JUSTIFICATION

ON SCHEDULE

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	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
The budget planned for FY19/20 will be expensed by June 30, 2020.

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