CITY OF SAN MARINO, CALIFORNIA









Fiscal Year 2020-21 Adopted Operating & Capital Budget

About the Cover

This year's budget cover is a picture collage representing the beauty of the City and the outstanding Fire and Police departments. The top picture is ***Lacy Park***, located on approximately 26.5 acres includes approximately 788 trees, botanically diverse specimen plant materials and its pastoral landscape quality and character. Next is the City's ***Rose Arbor*** project that was completed in June 2020. The Rose Arbor is located in Lacy Park and the project included a historically-accurate replica of the arbor originally designed by City Councilmember and Superintendent of Building and Grounds at the Huntington Library Mr. William Hertrich in 1929. Next two pictures are our public safety vehicles that provide the City top-notch service and keep our community safe.

City of San Marino

Adopted Operating & Capital Budget for Fiscal Year 2020-21

Mayor
Gretchen Shepherd Romey

Vice Mayor
Ken Ude

Council Member
Susan Jakubowski

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	Planning & Building Director
Josette Espinosa	Interim Community Services Director
Scott Pilch	Human Resources Manager
Amanda Fowler	Community Engagement Manager

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City Manager's Transmittal Letter

June 26, 2020

Honorable Mayor and City Council,

I am pleased to present the Adopted Operating and Capital Budget for the City of San Marino for the Fiscal Year 2020-21. This document serves as the City's financial plan for the upcoming year and demonstrates the City Council's priorities for the provision of programs, projects and services to the public.

The adopted operating budget includes $30 million in revenues and $27.2 million in expenditures and is balanced, meaning that resources projected to be received in the coming year are more than sufficient to pay for planned operating expenditures. The operating budget is funded almost entirely from the General Fund, with some additional funding from restricted transportation and public safety funds. The City's General Fund is healthy. The unassigned fund balance of the General Fund is projected to grow by $2.5 million to $17.8 million by June 30, 2021, which will be equal to 60% of FY 2020-21 General Fund Group estimated revenues.

The adopted capital budget consists of $6 million for new capital improvement projects, $3.3 million for unfinished projects from the prior year, and approximately $0.9 million for new capital equipment. Funding for capital improvements will come primarily from Capital Projects Fund reserves, along with some external funding sources. Major resources were transferred from the General Fund to the Capital Projects Fund in FY 2017-18 and in FY 2019-20 to fund capital projects for the following four-year period. Capital equipment funding comes from the General Fund.

The adopted budget includes total revenues of $32.2 million and total expenditures of $37.4 million, $27.2 million in operating expenditures and $10.2 million of capital budget.

In putting together this budget, we assumed a prudent approach as the local economy recovers from impacts due to COVID-19 and the continuation of a slowly growing economy. We have forecasted revenues to grow at a modest pace in anticipation of this.

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

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

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

Critical Success Factors

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

Budget Highlights

Budget Process and Priority Initiatives

This year's budget continued a similar format from the previous budget process that was developed by staff in conjunction with the City Council Budget Liaisons (Vice Mayor Ude and Council Member Jakubowski).

At the January 31, 2020 City Council meeting, City Council was given a comprehensive mid-year progress report on both the remaining Fiscal Year 2018-19 priority initiatives, as well as the current fiscal year's priority initiatives. Staff also provided key operating and performance metrics through December 2019.

With this understanding of staff capacity and workload, City Council then conducted an initial brainstorming session on what priority initiatives to consider for next year, guided by the City's eight Critical Success Factors. At the request of the Council Budget Liaisons, the Executive Team again provided some initial suggestions after considering the current state of the organization, to which the Council added several more. A total of 29 potential priority initiatives were generated.

Council Members were then given the opportunity to vote for the five priority initiatives they were most interested in learning more about. Ultimately, nine potential priority initiatives received a majority of Council votes, and staff was tasked with gathering further information on these initiatives to report back to the City Council on February 28th.

In anticipation of our February 28, 2020 City Council Meeting, staff reviewed each of the nine potential priority initiatives and created action plans for them, including general costs and staff time estimates, as well as key action items that will need to take place to achieve success. After further research and consideration, and the hosting of a town hall and on-line voting, a consensus was formed by the City Council on February 28th to include five in the draft CIP and operating budgets:

1. **Renovate the San Marino Center** into a state-of-the art Community Center and Senior Center (CIP)

2. **Launch a robust Chinese translation and engagement program** to ensure all residents have access to critical information and services (Operational)

3. **Conduct a comprehensive code restructuring** to bring our municipal code up to today's standards, make it more user friendly, and make sure key information is compiled in the same place (Operational)

4. **Beautify Huntington Drive and medians** to make the area more business-friendly and attractive using signage and landscaping (CIP)

5. **Create a traffic safety program, including a motorcycle enforcement and investigation team** to better enforce traffic laws and investigate traffic collisions (CIP and Operational)

On March 27, 2020, City Council reviewed and gave direction on the FY 2020-21 Capital Equipment and Improvement Budget. Due to the COVID-19 pandemic, Council chose to defer decisions on 17 items that were brought back for discussion on June 5, 2020.

Over the course of two meetings on May 29, 2020 and June 5, 2020, the City Council reviewed the expenditures of the FY 2020-21 adopted operating budget and work plans, as well as the 17 pending items from the Capital Equipment and Improvement Budget that were deferred on March 27, 2020. Staff also provided a high-level budget summary and anticipated fund balance report. At these meetings, the City Council offered comments on the operating budgets of all departments and approved 14 items (of the pended 17) for inclusion into the Capital Plan.

Staff then revised their draft operating and capital budgets based on the direction provided by the City Council at these meetings. The complete Operating and Capital Budget document, incorporating this Council feedback, was presented to the City Council for approval and/or final adjustments.

A more detailed description of the FY 2020-21 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 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. 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. On April 24, 2020, the City Council appropriated $96,9630 from the General Fund reserves to account for the COVID-19 emergency response.

As the nation struggled to control the spread of the virus, the mandatory "shelter-in-place" Public Health Order had an adverse effect to the economy. Swift reaction by consumers and businesses to the pandemic has caused a massive decrease in spending on certain goods and services. Jurisdictions that relied heavily on sales taxes and tourism related taxes have been hit the hardest due to the "Safer at Home" mandates. The City of San Marino has been fortunate to evade a majority of the economic impact, as sales tax comprises less than 2% of the General Fund. The main revenue source, property tax (which comprises 69% of the General Fund), remains intact and is estimated to grow 4% next fiscal year. The City is expecting certain revenues to be impacted in FY 2019-20 such as passport fees, plan check and permit fees, recreational fees, and investment income. A majority of these revenues are anticipated to recover as the local economy recovers from the pandemic.

Given the unprecedented circumstances all jurisdictions have encountered, and as the world economy recovers from the pandemic, staff has approached the FY 2020-21 Adopted Budget with a conservative and prudent outlook. Detailed assumptions and methodologies are provided below.

The Budget and its Individual Funds

The FY 2020-21 Adopted Operating and Capital Budget is composed of budgets for 26 individual funds. Funds are utilized in governmental accounting to facilitate and demonstrate accountability for the collection and expenditure of revenues restricted for particular purposes.

The largest single fund is the City's General Fund. The General Fund accounts for about a third of the City's financial activity in terms of the 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 of funds accounts for about 3/4 of the adopted expenditures included in this budget.

The remaining one-fourth (1/4) of adopted expenditures is spread among the other 19 individual funds. These individual funds are maintained to account for resources that are restricted for particular purposes. The expenditures of these funds are mostly for capital expenditures and debt service.

Revenues

Revenues by Fund	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
General Fund Group	$ 29,570,100	$ 29,978,380	$ 408,280	1.4%
Restricted Funds	2,432,581	2,234,071	(198,510)	-8.2%
Total	**$ 32,002,681**	**$ 32,212,451**	**$ 209,770**	**0.7%**

Estimated revenues for the General Fund Group of funds for FY 2020-21 total $30 million, an increase of approximately $0.4 million or 1.4% over the FY 2019-20 amended budget of $29.6 million. General Fund Group revenues are expected to account for 93% of all City revenues in FY 2020-21. Estimated revenues for the other restricted funds of the City are expected to decrease from $2.4 million to $2.2 million, a decrease of 8.2% as Investment Income and Gas Tax revenues are anticipated to be lower due to COVID-19 impacts.

General Fund Group

General Fund Group Revenues	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Ad Valorem Property Taxes	$ 16,400,000	$ 17,264,000	$ 864,000	5.3%
Property Tax In Lieu of VLF	1,713,000	1,782,000	69,000	4.0%
Public Safety Parcel Tax	3,284,000	3,347,499	63,499	1.9%
Charges for Services	2,619,000	2,539,081	(79,919)	-3.1%
Utility Users Tax	1,676,000	1,659,000	(17,000)	-1.0%
All Other	3,878,100	3,386,800	(491,300)	-12.7%
Total	**$ 29,570,100**	**$ 29,978,380**	**$ 408,280**	**1.4%**

San Marino is a small community of single family residences with only very limited commercial areas. As such, the City has been, and continues to be, dependent on property tax revenue. The San Marino property tax base is very strong. For the past five years, our property tax revenue has grown at an average annual rate of 6%. For 2020-21, property tax revenue is conservatively estimated to grow to $17.3 million, which is 5.3% over the FY 2019-20 projected amount of $16.4 million.

Beginning in 1980, our community determined that the post-Proposition 13 property tax revenue flow was not enough to sustain the level of services to which the community had grown accustomed. Since then, the residents have repeatedly supported, through the required 2/3rds vote, a special public safety parcel tax in 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. During the May 13, 2020 City Council meeting, the City Council elected not to increase the Public Safety Parcel Tax for FY 2020-21. Based on the decision to not increase

the parcel tax rate, it is estimated to bring in $3.3 million this coming year, and will fund approximately 27% of the combined costs of our Police and Fire services.

Ad valorem property tax revenue and public safety parcel tax revenue together account for 69% 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 4% 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. Due to the impact of COVID-19 and the unknown future impact due to a potential second wave of COVID-19, a conservative budget estimate was projected for FY 2020-21. The Utility Users Tax (UUT) is a 5% City tax assessed on electricity, gas, water, telephone, and cable television charges. Estimated growth rates, depending on the particular service, range from -12% for wireless to +3% for water, but overall, UUT revenue is expected to be slightly lower next year compared to the current 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 decrease by 12.7%, due primarily to a one-time donation revenue for the Rose Arbor that will not carry over to next year and a decrease in investment income due to lower market yields.

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

Operating Expenditures

Operating Budget - Funding Sources	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
General Fund Group	$ 26,543,783	$ 26,880,537	$ 336,754	1.3%
Restricted Funds	476,933	314,139	(162,794)	-34.1%
Total	**$ 27,020,716**	**$ 27,194,676**	**$ 173,960**	**0.6%**

Of the total adopted operating budget of $27.2 million, $26.4 million are adopted 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 $26.9 million in General Fund Group funding of the operating budget. The $314k balance of the adopted operating budget comes from restricted funds - Propositions A and C transit funds and Citizens' Option for Public Safety (COPS) funds.

The adopted operating budget of $27.2 million is $0.2 million, or 0.6%, higher than the FY 2019-20 amended operating budget of $27 million.

The 0.6% increase in the adopted operating budget for FY 2020-21 increase is attributable to non-discretionary and inflationary cost increases, as well as the costs of priority initiatives that

the City Council has directed be included in the budget. Of the five priority initiatives included in the work plan for FY 2020-21, two have associated costs, which are included in the adopted departmental budgets. The total estimated cost of these two initiatives (Robust Chinese Translation and Motorcycle Enforcement) is $94k, and affect both the Personnel and Services & Supplies expenditure categories.

Operating Budget	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Personnel	$ 18,258,853	$ 18,889,765	$ 630,912	3.5%
Services & Supplies	7,915,276	7,791,181	$ (124,095)	-1.6%
Debt Service	846,587	513,729	(332,858)	-39.3%
Total	**$ 27,020,716**	**$ 27,194,676**	**$ 173,960**	**0.6%**

Personnel and Staffing

Personnel costs comprise two-thirds (2/3) of the operating budget, and the largest portion of the increase from FY 2019-20 is in that area. Per existing labor agreements, the citywide cost increase is $134k. 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. In addition, the increase in PERS retirement costs for FY 2020-21 is approximately $430k.

Personnel savings are also being achieved in the adopted budget, with the reduction in staffing in the Recreation department of 4.39 full-time equivalents (FTEs). The staffing level for next year is 131.67 FTEs.

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

Services and Supplies

In the category of Services and Supplies, the adopted budget for next year is decreasing by $124k or 1.6%. The balance of the decrease can be attributed to FY 2019-20 costs that are not carried over into FY 2020-21 such as: the 2019 municipal election, special recruitment costs for an executive position, and the State Homeland Security Grant used for Motorola Radio Equipment.

Debt Service

The City's one outstanding bond issue, the 2007 Pension Obligation Bonds, will be paid off in FY 2023-24. The debt service for FY 2020-21 is decreasing by $333k or 39.3% from FY 2019-20, due to a larger amount of principal being retired in FY 2019-20. Debt service will remain below $600k through FY 2023-24.

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

Departmental Budgets

Following is the operating budget comparison by department:

Operating Budget	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
City Council	$ 27,437	$ 27,894	$ 457	1.7%
City Attorney	247,000	316,000	69,000	27.9%
City Manager's Office	848,073	805,770	(42,303)	-5.0%
El Molino Viejo	56,000	56,000	-	0.0%
Human Resources	1,485,755	1,364,876	(120,879)	-8.1%
Finance	904,009	909,253	5,244	0.6%
Non-Departmental	1,662,203	1,321,345	(340,858)	-20.5%
Planning & Building	1,629,434	1,679,348	49,914	3.1%
Police	7,384,862	7,569,597	184,735	2.5%
Fire	5,738,244	5,971,252	233,008	4.1%
Parks & Public Works	3,470,051	3,632,434	162,383	4.7%
Recreation	1,966,700	1,888,039	(78,661)	-4.0%
Library	1,600,948	1,652,867	51,919	3.2%
Total	**$ 27,020,716**	**$ 27,194,676**	**$ 173,960**	**0.6%**

Overall department budget increases are driven by personnel and staffing increases as stated above. The increase in the City Attorney budget is due to increased costs in litigation-related costs. The budget increase also includes additional time to prepare for and litigate the Cal Am rate increase, including depositions.

The budget for the City Manager's Office is decreasing primarily due to not having an election in the next fiscal year. The Human Resources budget is decreasing due to the department not requiring budget for special recruitment for executive positions and Worker's Compensation premiums decreasing. Non-Departmental expenses are decreasing due to the debt service for FY 2020-21 decreasing, because of the larger amount of principal being retired in FY 2019-20.

The adopted Recreation budget is decreasing due to in-house aquatics and reallocation of positions between Recreation and Library. Recreation's budget incorporates implementing Phase 1 of the re-envisioning which required an overall reduction in hours for part-time employee positions. This reduction has two components: (1) the switch from an in-house aquatics program to a contracted program (note that the company the City has been working with is willing to bring our staff aboard if they are interested); and (2) a recognition of current staffing levels, which have changed over the last few years as program participation has waned. Also, some positions have been reallocated between Recreation and Library, but

this does not reflect an overall increase or decrease; for example, the Community Services Director position, previously allocated 100% to Recreation, has now been more appropriately allocated as 70% Recreation and 30% Library.

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

Inter-Fund Transfers

The adopted budget includes nearly $10 million of transfers between funds. The purpose of most of these transfers is to provide General Fund support to the other funds comprising the General Fund Group of funds, which either have no revenues of their own or insufficient revenues to fully fund their activities. Funds are also transferred from the General Fund to the Debt Service Fund to fund debt service on the City's outstanding bonds.

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

Capital Budget

A total of $10.2 million is planned for capital improvement projects and equipment purchases in FY 2020-21. The adopted expenditures for capital improvement projects include $6.0 million of new requests for 24 projects and $3.3 million to re-appropriate funds to finish 14 projects that were begun in FY 2019-20 but are not expected to be finished by June 30, 2020. adopted expenditures for capital equipment purchases include 15 items totaling $940,355.

The three priority initiatives (Huntington Drive/Mission St Beautification, San Marino Center Renovation, and Traffic Safety Program – Motorcycle Enforcement) that are funded in the capital budget have a total estimated cost of $1.5 million.

Capital Improvements – New Requests

The total of the new requests included in the adopted capital improvement budget for FY 2020-21 is 18.8% less than the current capital improvement budget for FY 2019-20. The decrease is primarily due to the Street Rehabilitation project's budget being appropriated in FY 2019-20 from FY 2018-19. The four largest projects adopted for FY 2020-21 are: Street Rehabilitation ($3,500,000); Huntington Drive/Mission St Beautification ($1,000,000); City-Wide Sidewalks ($430,000); and the San Marino Center Renovation ($400,000).

All of the 24 new requests included in the adopted FY 2020-21 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.

Infrastructure Improvements

Capital Improvements - New Requests	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Right of Way				
Street Rehab	$ 4,667,300	$ 3,500,000	$ (1,167,300)	-25.0%
Other	678,180	1,688,600	1,010,420	149.0%
Parks	873,945	-	(873,945)	-100.0%
Civic Facilities	141,270	650,500	509,230	360.5%
Wastewater Collection System	441,200	50,000	(391,200)	-88.7%
Stormwater System	638,000	155,000	(483,000)	-75.7%
Total	**$ 7,439,895**	**$ 6,044,100**	**$(1,395,795)**	**-18.8%**

Capital Equipment

A total of 15 individual capital equipment items are budgeted. The three largest individual capital equipment requests adopted for FY 2020-21 are for replacement of six police cars ($342,000), two police motorcycles ($91,000), and the replacement of the Fire Rescue Ambulance (RA) 791 ($275,000).

Capital Equipment	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Administration	$ 83,000	$ 35,505	$ (47,495)	-57.2%
Police	184,050	555,850	371,800	202.0%
Fire	83,000	329,000	246,000	296.4%
Parks & Public Works	25,000	20,000	(5,000)	-20.0%
Library	19,500	-	(19,500)	n/a
Total	**$ 394,550**	**$ 940,355**	**$ 545,805**	**138.3%**

All 15 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 14 FY 2019-20 projects that staff anticipates will not be completed by June 30, 2020. To complete these projects, staff recommends that the remaining unspent funds at June 30 be re-appropriated in the FY 2020-21 budget.

The current estimates of the unspent amounts to be re-appropriated are as follows:

Re-Appropriation Requests for Unfinished FY 2019-20 Projects	Amount
Street Rehabilitation	$ 2,107,300
Biennial Striping, Marking, Signing Program	45,000
Streetlight Management Plan	45,000
City Wide Traffic Circulation Study	75,000
Lacy Park Restroom Upgrades	182,420
Condition Assessment	14,785
Police Department Lobby	8,000
Stoneman Fire Safety System Improvements	39,300
Fire Apparatus Doors	70,000
Sewer Master Plan - Condition Assessment	53,583
Lift Station Improvements	300,000
Condition Assessment - Stormwater	17,825
Culvert Replacement Program	9,000
Rio Hondo Load Reduction	252,239
Total	**$ 3,219,452**

The City Council will be asked to adjust these amounts following the FY 2019-20 year-end, when the exact amounts of unspent funds for these projects will be known.

Fund Balances

Fund Balances	June 30, 2020 Estimated	June 30, 2021 Estimated	$ Change	% Change
General Fund Group:				
General Fund - Unassigned Fund Balance	$ 15,316,929	$ 17,831,735	$ 2,514,806	16.4%
Donations Fund	226,250	181,150	(45,100)	-19.9%
Other Funds:				
Capital Projects Fund	17,565,892	9,459,573	(8,106,319)	-46.1%
All Other Funds	3,079,472	3,536,754	457,282	14.8%
Total	**$ 36,188,543**	**$ 31,009,212**	**$(5,179,331)**	**-14.3%**

General Fund Group

As previously indicated, the unassigned fund balance of the General Fund is expected to grow by $2.5 million in FY 2020-21, as a result of General Fund Group estimated revenues exceeding adopted expenditures and net transfers to other funds. This $2.5 million is a

substantial amount, 16.4% of total General Fund Group revenues and is a primary indicator of the City's strong financial health. The unassigned fund balance of the General Fund is projected to be $17.8 million at June 30, 2021, the equivalent of 60% of General Fund Group 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 received but unspent. The fund balance of the Donations Fund is expected to be $181,150 at June 30, 2021.

Other Funds

The other 19 funds of the City's budget have fund balances of varying amounts. The FY 2020-21 budget proposes that fund balances in these funds be reduced by a net amount of $7.6 million. The largest drawdown is in the Capital Projects Fund in the amount of $8.1 million. The decrease in Capital Projects Fund is offset 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, 2021 for these other funds is $13 million, with the largest balance of $9.5 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. Beginning in FY 2022-23, resources to fund capital improvements will have to come from General Fund reserves and outside revenue sources. 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.

The Five-Year Forecast for the Capital Projects Fund indicates that, as previously planned, the $15.1 million in FY 2017-18 and $5 million in FY 2019-20 capital infusion into this fund from the General Fund will be sufficient to fund the currently planned capital improvement projects through FY 2021-22. Additional resources will be required beginning in FY 2022-23.

Conclusion

While some uncertainties exist, the City of San Marino continues to be in excellent financial condition. The property tax base is strong and stable. Property tax revenues have grown at an

average annual rate of 6% for the past several years. There will again be a substantial excess of General Fund revenues over expenditures in the coming year, and the General Fund reserve level is expected to reach 60% by FY 2020-21 year-end.

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

I wish to express my sincere thanks to the City Council Budget Liaisons, Vice Mayor Ude and Council Member Jakubowski, and the entire City Council for their extremely valuable direction and assistance in the preparation of the FY 2020-21 budget. I also want to express my deep gratitude to Finance Director Paul Chung and the entire Finance staff for all of their efforts in compiling this budget during these times of worldwide uncertainty. I am fortunate to work with such an amazing team and honored to serve as your City Manager, working in with you to ensure that San Marino remains the very special place that it is.

Respectfully submitted,



Marcella Marlowe, Ph.D.
City Manager

市政府執行長預算發佈函

2020 年 6 月 26 日

尊敬的市長和市議會：

我很高興地介紹聖馬力諾市議會批准的 2020-2021 財年運營和資本預算。該文件是本市下一年度的財務計劃，並說明了市議會在向公眾提供計劃、專案和服務時的優先事項。

經批准的運營預算包括 3,000 萬美元的收入和 2,720 萬美元的支出。這是一個平衡的預算，即預期來年收入足以支付計劃內運營支出。運營預算的資金幾乎全部來自普通基金，另外一些資金則來自限制性交通和公共安全基金。本市的普通基金狀況良好。截至 2021 年 6 月 30 日，普通基金的未分配資金餘額預計將增加 250 萬美元，達到 1,780 萬美元，這將相當於 2020-2021 財年普通基金組合估計收入的 60%。

經批准的資本預算包括用於新的資本改善專案的 600 萬美元、來自上一年未完成項目的 330 萬美元和計劃用於新資本設備的約 90 萬美元。資本改善的資金主要來自資本專案基金的儲備金，以及一些外部資金來源。2017-2018 財年和 2019-2020 財年，主要資源已從普通基金轉移到資本專案基金，以便為下一個四年期的資本專案提供資金。資本設備資金來自普通基金。

經批准的預算包括總收入 3,220 萬美元和總支出 3,740 萬美元，其中運營支出 2,720 萬美元和資本預算 1,020 萬美元。

在編制預算時，我們採取了審慎的方法，因為本地經濟正在從新冠病毒（COVID-19）造成的影響中恢復，經濟增長依然緩慢。我們預計收入會因此而溫和增長。

市議會於 2018 年 4 月通過的戰略計劃是編制該預算的基礎。戰略計劃為市政府機構確定了以下願景、使命和關鍵的成功因素：

願景
增強我們獨特的住宅區，並為子孫後代保留最美好的特色。

使命
透過追求卓越、監管和創新，為安全、美麗和持久的社區做出貢獻。

關鍵的成功因素

- 積極參與和聯繫密切的居民
- 高效率、負責任和有效的市政服務

- 安全的社區
- 維護良好的基礎設施
- 在財務上負責任的、透明的市政府
- 有吸引力的、具有互補性的商業區
- 美觀實用的城市設施
- 美麗的、保存完好的獨戶住宅區

預算要點

預算程序和優先事項

今年的預算與以前的預算流程類似，該流程是由工作人員與市議會預算聯絡員（Ude 副市長和 Jakubowski 市議員）共同制定的。

在 2020 年 1 月 31 日的市議會會議上，市議會獲得了一份全面的年中進展狀況報告，其中包括剩餘的 2018-2019 財年優先事項以及當前財年的優先事項。工作人員還提供了截至 2019 年 12 月的關鍵運營和績效指標。

基於對工作人員能力和工作量的了解，市議會隨後在市政府的八個關鍵成功因素的指導下，就明年需要考慮的優先事項召開了一次集思廣益會議。應市議會預算聯絡員的要求，執行團隊在考慮了組織結構的當前狀況後再次提出了一些初步建議，市議會又增加了幾項建議。總共產生了 29 項潛在的優先事項計劃。

然後，市議會成員有機會對他們最希望進一步瞭解的五個優先事項進行投票。最終，九個潛在的優先事項獲得了市議會的多數贊成票，工作人員的任務是收集有關這些事項的更多資訊，並於 2 月 28 日向市議會報告。

鑒於市議會定於 2020 年 2 月 28 日召開會議，工作人員逐一審查了九個潛在優先事項，並制定了行動計劃，包括對需要的費用總額和工作人員時間進行估算，還列出了為實現這些目標而需要採取的關鍵行動。經過進一步研究和審議，以及主辦市民意見徵詢會和線上投票，市議會於 2 月 28 日達成共識，將五項優先事項納入資本改善計劃（CIP）草案和運營預算：

1. **改建聖馬力諾中心**，使之成爲最先進的社區中心和年長者中心（CIP）

2. **啟動健全的中文翻譯和參與計劃** ，以確保所有居民都能獲得重要的資訊和服務（運營）

3. **進行全面的法規重建**，使我們的市政法規符合現代標準，更加便於使用，並確保關鍵資訊存放於同一個地方（運營）

4. **美化 Huntington Drive 和街心區**，增加標牌和綠化帶，使該地區更加商業友好，更具吸引力（CIP）

5. **制定交通安全計劃，包括成立摩托車執法和調查小組，**更好地執行交通法規和調查交通事故（CIP 和運營）

2020 年 3 月 27 日，市議會審查了 2020-2021 財年資本設備和改進預算，並作出指示。由於新冠病毒疫情，市議會選擇對 2020 年 6 月 5 日重新討論的 17 個項目推遲作出決定。

在 2020 年 5 月 29 日和 2020 年 6 月 5 日召開的兩次會議中，市議會審查了經批准的 2020-2021 財年運營預算和工作計劃中的支出項目，以及 2020 年 3 月 27 日決定推遲的資本設備和改善預算中的 17 個待決項目。工作人員還提供了高級預算摘要和預期基金餘額報告。在這些會議上，市議會對所有部門的運營預算提出了意見，（在 17 個待決項目中）批准了 14 個項目，把它們納入資本計劃。

然後，工作人員根據市議會在這些會議上作出的指示修訂了運營和資本預算草案。包含上述市議會反饋意見的完整運營和資本預算文件已提交市議會批准及/或最後調整。

本文件的附錄包含對 2020-2021 財年預算編制日曆的更詳細描述。

新冠病毒造成的影響

2020 年 3 月 4 日，Gavin Newsom 州長宣佈進入緊急狀態，以提供更多資源，使多個州政府機構和部門已經采取的緊急行動正規化，並幫助全州為預防新冠病毒的更廣泛傳播做好準備。當天，洛杉磯縣議會和洛杉磯縣衛生局長宣佈當地進入健康緊急狀態，以應對新冠病毒在全縣的進一步傳播。

2020 年 3 月 17 日，市議會宣佈本市進入緊急狀態，以應對新冠病毒疫情。此後不久，本市關閉了市政廳，不再向公眾開放，僅允許透過預約獲得有限的服務。市政府還關閉了 Crowell 圖書館，並取消了所有娛樂項目，包括幼稚園的活動和特別慶祝活動（例如七月四日國慶節放煙花活動）。 財務部為與新冠病毒相關的所有費用設立了成本中心，以跟踪緊急狀態下采購的材料、用品和員工時間，以備將來報銷。宣佈地方緊急狀態後，州政府可以向本市機構提供救助，包括人員、設備和其他可用資源，以便應對地方緊急狀態。2020 年 4 月 24 日，市議會從普通基金儲備金中撥出 969,630 美元，用於新冠病毒應急行動。

隨著國家努力控制病毒傳播，強制性的「居家避疫」公共衛生命令對經濟產生了不利影響。消費者和企業對疫情的迅速反應導致某些商品和服務的支出大幅減少。由於「在家更安全」命令的要求，嚴重依賴銷售稅和旅遊相關稅收的司法管轄區受到的打擊最大。聖馬力諾市很幸運能避免大部分經濟影響，因為營業稅僅佔普通基金的 2%。主要收入來源是財產稅（佔普通基金的 69%），該項稅收未受影響，預計在下一財年將增長 4%。市政府預計在 2019-2020 財年中某些收入將受到影響，例如護照費、計劃檢查和許可費、娛樂費以及投資收入。隨著當地經濟從疫情中復蘇，這些收入中的大部分有望恢復。

鑒於所有司法管轄區都遇到了前所未有的情況，並且隨著世界經濟從疫情中復蘇，工作人員以保守和審慎的態度看待經批准的 2020-2021 財年預算。下面介紹詳細的假設和方法。

預算和各項基金

經批准的 2020-2021 財年運營和資本預算的內容涵蓋 26 項基金。資金的使用遵循政府會計準則，以促進和展示問責性，收入和支出都限定於特定目的。

本市最大的基金是普通基金。就下一年度經批准的支出而言，普通基金約佔市政府財務活動的三分之一。普通基金的收入不受限制。此外，還有其他六項為預算目的而設立的基金，其用途是公共安全和其他基本服務，這些基金的收入通常不受限制。這六項基金與普通基金共同構成普通基金組合。普通基金組合的資金約佔本預算支出的 3/4。

剩餘四分之一（1/4）經批准的支出由其他 19 項基金分攤。保持這些單獨的基金是為了管理限制用於特定目的資金。這些基金的支出主要用於資本支出和償債。

收入

Revenues by Fund	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
General Fund Group	$ 29,570,100	$ 29,978,380	$ 408,280	1.4%
Restricted Funds	2,432,581	2,234,071	(198,510)	-8.2%
Total	**$ 32,002,681**	**$ 32,212,451**	**$ 209,770**	**0.7%**

2020-2021 財年普通基金組合的預計收入總額為 3,000 萬美元，比 2019-2020 財年修訂預算 2,960 萬美元增加約 40 萬美元（1.4%）。2020-2021 財年，普通基金組合的收入預計將佔市政府所有收入的 93%。本市其他限制性基金的收入預計將從 240 萬美元下降至 220 萬美元，降幅為 8.2%，這是因為受新冠病毒的影響，投資收益和汽油稅收入預計會下降。

普通基金組合

General Fund Group Revenues	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Ad Valorem Property Taxes	$ 16,400,000	$ 17,264,000	$ 864,000	5.3%
Property Tax In Lieu of VLF	1,713,000	1,782,000	69,000	4.0%
Public Safety Parcel Tax	3,284,000	3,347,499	63,499	1.9%
Charges for Services	2,619,000	2,539,081	(79,919)	-3.1%
Utility Users Tax	1,676,000	1,659,000	(17,000)	-1.0%
All Other	3,878,100	3,386,800	(491,300)	-12.7%
Total	**$ 29,570,100**	**$ 29,978,380**	**$ 408,280**	**1.4%**

聖馬力諾市是一個只有獨戶住宅的小社區，商業區非常有限。因此，本市一向並將繼續依賴財產稅收入。聖馬力諾市的財產稅基礎非常強大。在過去五年中，我們的財產稅收入以年均 6%的速度增長。据保守估計，2020-2021 年的財產稅收入將增至 1,730 萬美元，預計比 2019-2020 財年的估計數額 1,640 萬美元增長 5.3%。

從 1980 年開始，我們的社區認爲第 13 號提案之後的財產稅收入流將不足以維持社區已習慣的服務水準。此後，在連續 11 次選舉中，居民們都以規定的 2/3 票數一再支持徵收特殊公共安全地塊稅。最近的一次選舉是在 2019 年 11 月，居民們授權把地塊稅延續至 2024-2025 財年。

市議會每年設定實際的地塊稅稅率。授權法令允許每年增加 5%。在 2020 年 5 月 13 日的市議會會議上，市議會決定不增加 2020-2021 財年的公共安全地塊稅。根據不提高地塊稅率的決定，估計明年將生成 330 萬美元的收入，為我們的警察和消防服務提供約 27%的資金。

從價財產稅收入和公共安全地塊稅收入合計佔本預算中普通基金組合所有估計收入的 69%。代替車輛牌照費（VLF）的財產稅是市政府因放棄州 VLF 收入而獲得的額外財產稅收入，其特徵類似於財產稅，因此估計也將增加 4%。

服務費用主要包括規劃和區劃、警察、消防/醫療救護員、娛樂和其他圖書館費用。從歷史上看，大多數此類費用的預算與當前財政年度的估計實際收入水平相同。由於新冠病毒的影響以及可能發生的第二波新冠病毒爆發的未知影響，2020-2021 財年的預算估計傾向於保守。公用事業用戶稅（UUT）的稅率為 5%，由市政府基於電、煤氣、水、電話和有線電視費用徵收。取決於具體服務，UUT 的估計增長率為-12%（無綫通訊）到+ 3%（水）。但總體而言，明年的 UUT 收入預計略低於今年。其他收入來源包括其他稅項（銷售稅、特許稅、不動產轉讓稅和營業執照稅）、執照和許可證、罰款、資金使用收入和財產收入、捐贈、以及其他雜項收入。總體而言，其他收入預計將下降 12.7%，這主要是由於 Rose Arbor 的一次性捐贈收入不會結轉到明年，以及由於市場收益率下降而導致投資收益減少。

有關更詳細的收入資訊，請參閱本文件「摘要」部分中的收入摘要和明細表。

運營支出

Operating Budget - Funding Sources	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
General Fund Group	$ 26,543,783	$ 26,880,537	$ 336,754	1.3%
Restricted Funds	476,933	314,139	(162,794)	-34.1%
Total	**$ 27,020,716**	**$ 27,194,676**	**$ 173,960**	**0.6%**

在 2,720 萬美元的運營預算總額中，2,640 萬美元是普通基金組合的支出。此外，透過從普通基金向償債基金轉賬支付了市政府養老金債券本息總計 2,690 萬美元，這也是普通基

金組合對運營預算的貢獻。經批准運營預算中有 31.4 萬美元的餘額來自限制性資金 — 提案 A 和 C 的公共交通基金以及公民公共安全選擇（COPS）基金。

本次 2,720 萬美元的運營預算比 2019-2020 財年的修訂運營預算 2,700 萬美元高出 20 萬美元，即 0.6%。

2020-2021 財年經批准運營預算增長 0.6%，這是由於非任意支出和通貨膨脹成本增加，以及根據市議會指示列入預算的優先事項費用。在 2020-2021 財年工作計劃中包括的五個優先事項中，有兩個涉及相關費用，這些費用已包括在經批准部門預算中。這兩個事項（「健全的中文翻譯」和「摩托車執法」）的總費用估計為 9.4 萬美元，同時影響到「人事和服務與用品支出」類別。

Operating Budget	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Personnel	$ 18,258,853	$ 18,889,765	$ 630,912	3.5%
Services & Supplies	7,915,276	7,791,181	$ (124,095)	-1.6%
Debt Service	846,587	513,729	(332,858)	-39.3%
Total	**$ 27,020,716**	**$ 27,194,676**	**$ 173,960**	**0.6%**

人員和人員配備

人事費用佔運營預算的三分之二（2/3），從 2019-2020 財年開始增加的最大部分是該領域。根據現有的勞工協議，全市費用增加了 13.4 萬美元。薪金小級別自然調升需要的資金已計入下一年的人事預算，員工基於其工作績效有權獲得這種加薪。全市這種加薪總額為 6.7 萬美元。此外，2020-2021 財年 PERS 退休金約增加 43 萬美元。

經批准預算的人員費用也有節省之處，娛樂部門的人員配置減少，減幅相當於 4.39 個全職（FTE）。明年的人員編制為 131.67 個全職。

有關市政府人員配置的更多資訊，請參閱本文件「摘要」部分中的「授權職位摘要」表以及各部門的經批准預算。

服務與用品

明年的經批准預算中服務和用品支出減少了 12.4 萬美元（1.6%）。此項減少的原因是 2019-2020 財年的一些費用未結轉到 2020-2021 財年，例如：2019 年市政選舉費用、一個高級行政職位的特別招聘費用、以及用於摩托羅拉無綫電設備的州國土安全補助金。

償債

市政府發行的 2007 年退休金義務債券將於 2023-2024 財年償清。 2020-2021 財年的債務償還額比 2019-2020 財年減少了 33.3 萬美元（39.3%），原因是在 2019-2020 財年有更多的本金償清。直至 2023-2024 財年，債務償還額將保持在 60 萬美元以下。

發行這些債券節省了資金。發行這些債券是為了償還最初按 7.75%的固定利率支付的 CalPERS「附帶基金」債務。我們發行的債券平均利率為 5.4%。

部門預算

以下是各部門的運營預算比較：

Operating Budget	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
City Council	$ 27,437	$ 27,894	$ 457	1.7%
City Attorney	247,000	316,000	69,000	27.9%
City Manager's Office	848,073	805,770	(42,303)	-5.0%
El Molino Viejo	56,000	56,000	-	0.0%
Human Resources	1,485,755	1,364,876	(120,879)	-8.1%
Finance	904,009	909,253	5,244	0.6%
Non-Departmental	1,662,203	1,321,345	(340,858)	-20.5%
Planning & Building	1,629,434	1,679,348	49,914	3.1%
Police	7,384,862	7,569,597	184,735	2.5%
Fire	5,738,244	5,971,252	233,008	4.1%
Parks & Public Works	3,470,051	3,632,434	162,383	4.7%
Recreation	1,966,700	1,888,039	(78,661)	-4.0%
Library	1,600,948	1,652,867	51,919	3.2%
Total	**$ 27,020,716**	**$ 27,194,676**	**$ 173,960**	**0.6%**

如上所述，部門預算總額的增長來自人事費用和人員編制的增加。市檢察官預算的增加原因是訴訟相關費用增加。預算增加的原因還包括提高 Cal Am 費率的進一步準備工作和應訴費用（包括取證費用）。

市政府執行長辦公室的預算減少，主要是因為下一財年沒有選舉。人力資源預算減少的原因是該部門不再需要為高級行政職位進行特別招聘，以及工傷保險的保費減少。非部門費用減少的原因是 2020-2021 財年的債務償還額下降，因為 2019-2020 財年償清的本金數額較高。

經批准娛樂預算減少，原因是直接管理的水上運動費用減少以及娛樂場所和圖書館之間的人員配置調整。下一年度的娛樂預算包含實施「重定願景」的第一階段，這使得兼職員工的工時減少。此項減少包括兩個部分：（1）從直接管理的水上運動計劃轉換為合約計劃（備注：與市政府合作的公司願意招聘感興趣的原市政府員工）；（2）確認當前人員編制，在過去幾年中，隨著對計劃的利用減少，人員編制發生了變化。另外，一些職位在娛樂設施和圖書館之間重新分配，但這並不造成總體上的職位增加或減少。例如，社區服務總監的職位以前確定為 100%的娛樂，現在更合適地分配為 70%娛樂和 30%圖書館。

有關運營支出的其他資訊請參閱本文件「摘要」部分中的支出摘要和明細表。

基金間轉賬

經批准預算包括將近 1,000 萬美元的基金間轉賬。大部分此類轉賬的目的是向普通基金組合下的其他基金提供普通基金支持，這些基金要么沒有自己的收入來源，要么沒有足夠的收入來充分資助其活動。一部分資金也從普通基金轉到償債基金，以便就未償還的市政府債券還本付息。

詳情請參閱本文件「摘要」部分中的「基金間轉帳表」。

資本預算

計劃在 2020-2021 財年總共撥款 1,020 萬美元用於資本改善專案和設備購置。經批准資本改善專案支出包括 600 萬美元的新申請（涵蓋 24 個專案）和 330 萬美元的重新撥款，以完成 14 個現有專案，這些專案在 2019-2020 財年開始，但預計不會在 2020 年 6 月 30 日之前完成。經批准資本設備購置支出包括 15 個項目，總計 940,355 美元。

由資本預算提供資金的三個優先事項（Huntington Drive/Mission St 美化、聖馬力諾中心改建、交通安全計劃 – 摩托車執法）估計總費用為 150 萬美元。

資本改善 — 新資金申請

經批准 2020-2021 財年資本改善預算中包括的新資金申請總額比當前的 2019-2020 財年資本改善預算少 18.8%。 減少的主要原因是街道修復專案的預算資金來自 2018-2019 財年，儘管撥款時間是在 2019-2020 財年。2020-2021 財年批准的四個最大專案是：街道修復（350 萬美元）； Huntington Drive / Mission St 美化（一百萬美元）；全市人行道（43 萬美元）；聖馬力諾中心改建（40 萬美元）。

經批准 2020-2021 財年資本改善預算中包括的所有 24 個新專案資金申請在本文件的「資本預算」部分以及附錄部分「五年資本設備和改善計劃」中有更完整的描述。

基礎設施改進

Capital Improvements - New Requests	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Right of Way				
Street Rehab	$ 4,667,300	$ 3,500,000	$ (1,167,300)	-25.0%
Other	678,180	1,688,600	1,010,420	149.0%
Parks	873,945	-	(873,945)	-100.0%
Civic Facilities	141,270	650,500	509,230	360.5%
Wastewater Collection System	441,200	50,000	(391,200)	-88.7%
Stormwater System	638,000	155,000	(483,000)	-75.7%
Total	**$ 7,439,895**	**$ 6,044,100**	**$(1,395,795)**	**-18.8%**

資本設備

經批准的資本設備申請共有 15 項。經批准的 2020-2021 財年三項最大的資本設備申請是更換六輛警車（34.2 萬美元）、兩輛警用摩托車（9.1 萬美元）、以及更換消防救護車（RA）791（27.5 萬美元）。

Capital Equipment	FY 2019-20 Amended	FY 2020-21 Adopted	$ Change	% Change
Administration	$ 83,000	$ 35,505	$ (47,495)	-57.2%
Police	184,050	555,850	371,800	202.0%
Fire	83,000	329,000	246,000	296.4%
Parks & Public Works	25,000	20,000	(5,000)	-20.0%
Library	19,500	-	(19,500)	n/a
Total	**$ 394,550**	**$ 940,355**	**$ 545,805**	**138.3%**

所有 15 項資本設備申請在本文件「資本預算」部分以及附錄部分「五年資本設備和改善計劃」中有更完整的描述。

資本改善 — 重新撥款申請

工作人員預計有 14 個 2019-2020 財年專案不能在 2020 年 6 月 30 日之前完成。為完成這些專案，工作人員建議在 2020-2021 財年預算中重新分配 6 月 30 日時剩餘的未動用資金。據目前估計，需要重新分配的資金數額如下：

Re-Appropriation Requests for Unfinished FY 2019-20 Projects	Amount
Street Rehabilitation	$ 2,107,300
Biennial Striping, Marking, Signing Program	45,000
Streetlight Management Plan	45,000
City Wide Traffic Circulation Study	75,000
Lacy Park Restroom Upgrades	182,420
Condition Assessment	14,785
Police Department Lobby	8,000
Stoneman Fire Safety System Improvements	39,300
Fire Apparatus Doors	70,000
Sewer Master Plan - Condition Assessment	53,583
Lift Station Improvements	300,000
Condition Assessment - Stormwater	17,825
Culvert Replacement Program	9,000
Rio Hondo Load Reduction	252,239
Total	**$ 3,219,452**

將在 2019-2020 財年結束時要求市議會調整這些資金，屆時會知道這些專案的未動用資金的確切數額。

基金餘額

Fund Balances	June 30, 2020 Estimated	June 30, 2021 Estimated	$ Change	% Change
General Fund Group:				
General Fund - Unassigned Fund Balance	$ 15,316,929	$ 17,831,735	$ 2,514,806	16.4%
Donations Fund	226,250	181,150	(45,100)	-19.9%
Other Funds:				
Capital Projects Fund	17,565,892	9,459,573	(8,106,319)	-46.1%
All Other Funds	3,079,472	3,536,754	457,282	14.8%
Total	**$ 36,188,543**	**$ 31,009,212**	**$(5,179,331)**	**-14.3%**

普通基金組合

如上所述，普通基金組合的未分配資金餘額預計將在 2020-2021 財年增加 250 萬美元，這是由於普通基金組合的估計收入超過經批准支出和對其他基金的淨轉賬。這 250 萬美元是一筆可觀的數目，佔普通基金組合總收入的 16.4%，是市政府財務狀況良好的主要指標。到 2021 年 6 月 30 日，普通基金的未分配資金餘額預計為 1,780 萬美元，相當於普通基金組合收入的 60%。

捐贈基金是普通基金包含的基金之一。但是，根據市議會政策，捐贈基金的餘額應當與普通基金中的其他基金分開管理和追踪。捐贈基金的餘額是已收到但尚未使用的捐款。到 2021 年 6 月 30 日，捐贈基金的餘額預計為 181,150 美元。

其他基金

市政府預算的其他 19 個基金的餘額不等。2020-2021 財年預算建議將這些基金中的餘額淨減少 760 萬美元。資本專案基金的減幅最大，為 810 萬美元。但是，提案 A 和 C 基金以及 COPS 贈款基金的餘額預計增加，將抵消資本專案基金的減少。

這些其他基金在 2021 年 6 月 30 日的預計合併期末餘額為 1,300 萬美元，其中資本專案基金的餘額最高，為 950 萬美元。

有關基金餘額的其他詳細資訊請參閱本文件「摘要」部分中的「收入、支出和基金餘額摘要」表。

五年預測

全市範圍的財務政策要求我們在年度預算中發佈普通基金活動和運營的長期預測。工作人員已經編寫了更新的普通基金和公共安全基金五年預測以及更新的資本專案基金五年預測，並隨附於此發佈函之後。

總體而言，普通基金和公共安全基金的五年預測顯示，在今後四年中，支出增長將略微超過收入增長。從2022-2023財年開始，資本改善專案資金必須來自普通基金準備金和外部收入來源。市政府發行的退休金義務債券將於2023-2024財年到期，因此，2024-2025財年的普通基金支出將減少約57.5萬美元。

資本專案基金的五年預測表明，按照原先的計劃，2017-2018 財年從普通基金向該基金轉入 1,510 萬美元，2019-2020 財年再轉入 500 萬美元，這將足以為當前列入計劃的資本改善專案提供資金，直至 2021-2022 財年結束。從 2022-2023 財年開始，將需要更多資金。

結論

儘管存在一些不確定性，但聖馬力諾市的財務狀況仍然良好。財產稅基礎強大而穩定。過去幾年中，財產稅收入以年均 6%的速度增長。下一年度，普通基金的收入將再次顯著超過支出，到 2020-2021 財年結束時，普通基金的儲備金預計將達到 60%。

市政府制定了一項為期五年的資本改善計劃，並啓動了多年期街道和人行道修復大型專案。市議會已經確定了市政府工作人員正在實施的許多重要優先事項。工作人員將繼續盡一切努力管控成本，並以高效率和有效的方式提供社區所需的計劃和服務。

我要向市議會預算聯絡員 Ude 副市長和 Jakubowski 市議員以及整個市議會表示衷心的感謝，他們在 2020-2021 財年預算的編制過程中提供了非常寶貴的指導和協助。我還要深深感謝財務總監 Paul Chung 和全體財務人員，他們在這個全球充滿不確定因素的時期為編制這份預算付出了辛勤努力。我很幸運能與如此出色的團隊一起工作，並榮幸地擔任市執行長，與大家共同努力，保持聖馬力諾市的優異特色。

順致敬意！



Marcella Marlowe 博士
市政府執行長

Five-Year Forecast
General and Public Safety Funds

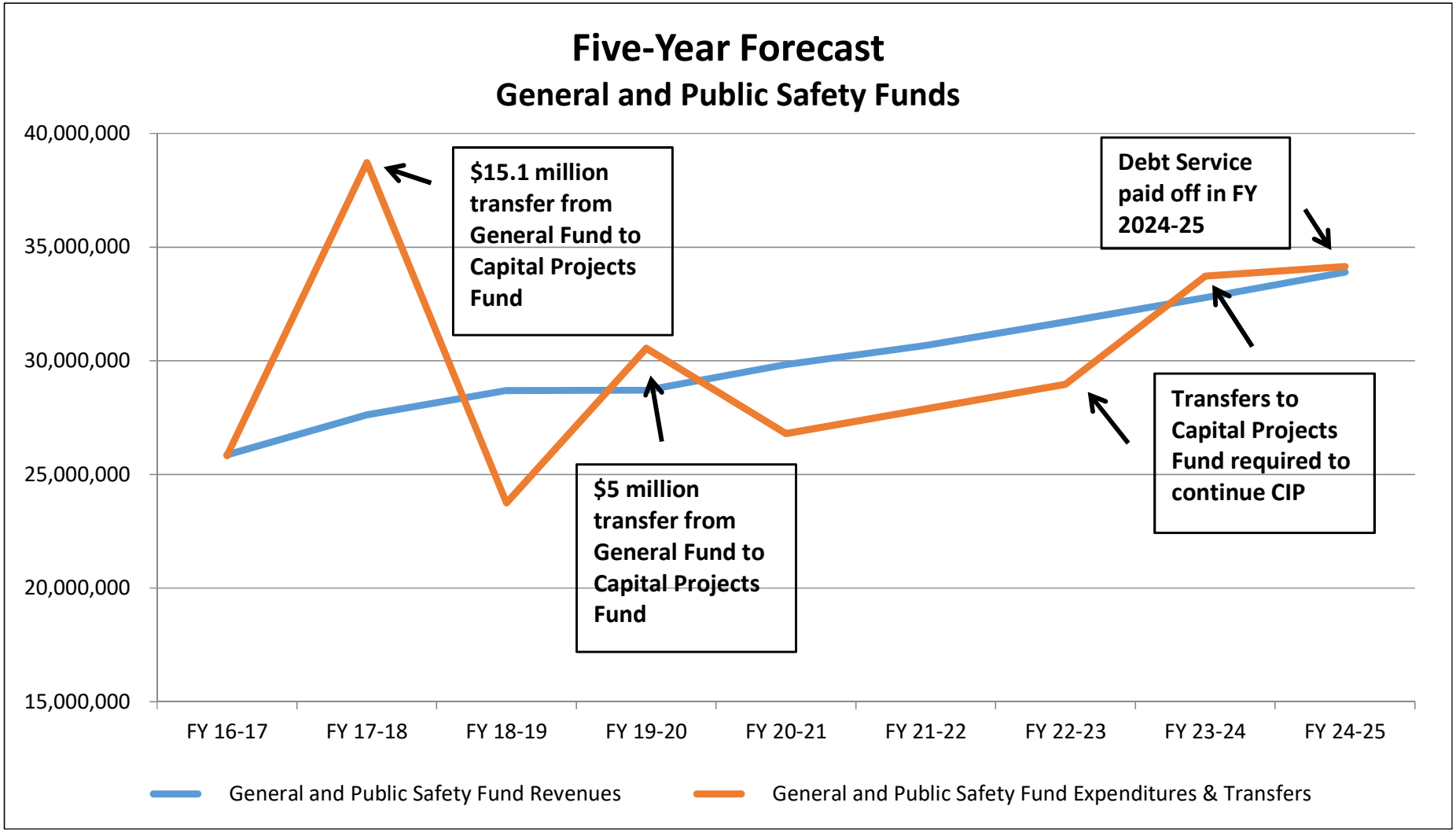
In 2018, the Strategic Financial Planning Committee published a 30-year financial forecast in its final advisory report to the City Council. The Committee's forecast demonstrated that the City can absorb estimated increases in pension unfunded liabilities over the next 30 years. The same report cautioned 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 2020 as part of the FY 2019-20 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 2020-21 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 3.8% in FY 2021-22 declining to 3% in FY 2024-25, based on the expenditure growth rate assumptions used in the February 2020 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. Beginning in FY 2022-23, resources to fund capital improvements will have to come from General Fund reserves and outside revenue sources. 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
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
$15.1 million transfer from General Fund to Capital Projects Fund
$5 million transfer from General Fund to Capital Projects Fund
Debt Service paid off in FY 2024-25
Transfers to Capital Projects Fund required to continue CIP
FY 16-17
FY 17-18
FY 18-19
FY 19-20
FY 20-21
FY 21-22
FY 22-23
FY 23-24
FY 24-25
General and Public Safety Fund Revenues
General and Public Safety Fund Expenditures & Transfers

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 and $5 million in FY 2019-20 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) projects that this capital infusion from FY 2019-20 will last till FY 2021-22, and to sustain the capital improvement program, additional resources from the General Fund will be needed beginning in FY 2022-23. As shown on the following chart, the current Five-Year Capital Improvement Plan will require a transfer from the General Fund in FY 2022-23 of $2 million, FY 2023-24 of $3.7 million and FY 2024-25 of $3.7 million.

Five-Year Forecast
Capital Projects Fund

	Fiscal Year 2019-20		Fiscal Years 2020-21 through 2024-25				
	Budget	Estimated	FY 2020-21 Adopted	FY 2021-22 Projected	FY 2022-23 Projected	FY 2023-24 Projected	FY 2024-25 Projected
Interest Earnings	220,000	269,000	110,000	53,000	5,000	600	600
Transfer In from General Fund	5,000,000	5,000,000	-	-	2,000,000	3,700,000	3,700,000
Total Revenue and Transfers In	5,220,000	5,269,000	110,000	53,000	2,005,000	3,700,600	3,700,600
Project Expenditures	4,807,595	1,530,328	8,216,319	7,609,710	3,863,000	3,730,000	3,680,000
Net Change in Fund Balance	412,405	3,738,672	(8,106,319)	(7,556,710)	(1,858,000)	(29,400)	20,600
Fund Balance, Beginning of Year	13,827,220	13,827,220	17,565,892	9,459,573	1,902,863	44,863	15,463
Fund Balance, End of Year	14,239,625	17,565,892	9,459,573	1,902,863	44,863	15,463	36,063

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 2019-20. 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 2019-20, City Council approved a $5 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 adopted 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 2020-21 Budget was adopted on June 26, 2020.

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 2018-19 issued in November 2019. 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 reports for July 2019 through May 2020 have been provided to the City Council at the first Council meeting following the end of the month, and quarterly and monthly financial reports for the period July 2019 through March 2020 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 2019-20 Adopted Budget document, and is included in this FY 2020-21 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 2019-20, 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 2019-20 Adopted Budget on June 12, 2019, and is scheduled to adopt the FY 2020-21

Gann Limit Resolution on June 26, 2020. The Resolution adopting the FY 2020-21 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 Council adopted an updated Investment Policy in July 2019. In May 2020, the City Treasurer reviewed the Investment Policy and it was adopted by the City Council.

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 2019 through April 2020 have been provided to the City Council within 45 days following month-end.

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

Compliance has been achieved with this policy, as stated in Section 2.06.05 of the Municipal Code, in terms of its procedures for procurement and purchasing. 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, 2019 were issued by the City's auditors on November 8, 2019 and were presented to the City Council at a public meeting on January 8, 2020. The auditor's report on internal control over financial reporting that accompanied their report on the financial statements for FY 2018-19 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 2020-21 Adopted Budget document. This analysis compares estimated functional revenues with the total operating budgets of the related departments. This methodology is not based on the costs to provide nor the related revenues generated from individual services nor does it include the allocation of central service department "overhead" costs to operating departments. Staff is currently conducting a comprehensive cost of services study based on cost of services and cost allocation best practices and implement results once the study is complete. Full compliance is expected to be achieved during the first half of FY 2020-21.

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 2020-21 Adopted Budget consistent with this improvement plan.

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

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

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City of San Marino
FY 2020-21 Adopted Budget

Summary of Revenues, Expenditures and Changes in Fund Balances

		6/30/19 Audited Fund Balances	Fiscal Year 2019-20 Estimated Revenues	Transfers In	Transfers Out	Estimated Expenditures	Net	6/30/2020 Estimated Fund Balances	Fiscal Year 2020-21 Estimated Revenues	Transfers In	Transfers Out	Expenditure Appropriations	Net	6/30/2021 Estimated Fund Balances
General Funds Group														
101	General Fund - Unassigned Fund Bal	17,007,572	24,442,217	194,131	14,931,511	10,835,423	(1,690,643)	15,316,929	25,464,481	52,036	11,107,591	11,900,920	2,508,006	17,824,935
103	Public Safety Fund	-	4,255,736	7,684,019	-	12,471,656	-	-	4,375,899	8,671,493	-	13,047,392	-	-
104	Fourth of July Event Fund	-	54,952	11,645	-	53,346	-	-	55,000	-	39,036	15,964	-	-
105	San Marino Center Fund	-	7,523	33,578	-	56,723	-	-	13,000	-	13,000	-	-	-
281	Donations to City Fund *	250,984	342,333	-	-	367,067	(24,734)	226,250	70,000	-	-	115,100	(45,100)	181,150
595	Workers' Compensation Fund	-	-	566,467	-	558,644	-	-	-	556,060	-	556,060	-	-
596	General Liability Fund	-	-	789,215	-	822,824	-	-	-	781,372	-	781,372	-	-
	The General Fund Group	**17,258,556**	**29,102,762**	**9,279,055**	**14,931,511**	**25,165,683**	**(1,715,377)**	**15,543,179**	**29,978,380**	**10,060,961**	**11,159,627**	**26,416,808**	**2,462,906**	**18,006,085**
Special Revenue Funds														
202	Gas Tax Fund	1,362,467	547,808	-	-	1,867,300	(1,319,492)	42,975	555,133	-	-	547,633	7,500	50,475
204	CDBG Fund	-	16,388	-	-	12,009	4,379	4,379	-	-	-	-	-	4,379
206	County Park Prop. A Fund	(5,833)	14,686	-	-	17,831	(3,145)	(8,978)	-	-	-	-	-	(8,978)
207	Prop. A Transit Fund	525,759	263,535	-	-	160,091	103,444	629,203	286,430	-	-	243,306	43,124	672,327
209	Drought Education Fund	29,020	462	-	-	-	462	29,482	700	-	-	-	700	30,182
212	Air Quality Fund	94,266	18,200	-	-	-	18,200	112,466	19,000	-	-	-	19,000	131,466
213	STPL Fund	252,343	2,400	-	-	-	2,400	254,743	-	-	-	-	-	254,743
214	TDA Fund	-	18,600	-	-	-	18,600	18,600	10,139	-	-	9,600	539	19,139
215	Prop. C Transit Fund	658,210	217,553	-	-	-	217,553	875,763	239,439	-	-	10,000	229,439	1,105,202
216	PEG Fees	213,980	33,400	-	-	-	33,400	247,380	33,400	-	-	-	33,400	280,780
217	Asset Seizure Fund	47,629	500	-	-	-	500	48,129	500	-	-	-	500	48,629
220	Granada Avenue Assess District #2	-	-	-	-		-	-	-	-	-	-	-	-
221	Used Oil Grant	4,382	244	-	-	-	244	4,626	300	-	-	-	300	4,926
224	Assistance to Firefighters Grant Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
226	CA Recycling Grant Fund	180,879	2,433	-	-	-	2,433	183,312	1,000	-	-		1,000	184,312
233	COPS Grant Fund	260,867	160,248	-	-	106,832	53,416	314,283	154,300	-	-	60,832	93,468	407,751
239	County P&R Grant	-	-	-	-		-	-	-	-	-	-	-	-
243	LA County Measure R Fund	269,310	170,124	-	-	440,000	(269,876)	(566)	177,097	-	-	175,097	2,000	1,434
247	LA County Measure M Fund	205,472	192,426	-	-	-	192,426	397,898	199,423	-	-	264,903	(65,480)	332,418
	Special Revenue Funds	**4,098,751**	**1,659,007**	**-**	**-**	**2,604,063**	**(945,056)**	**3,153,695**	**1,676,861**	-	-	**1,311,371**	**365,490**	**3,519,185**
Capital Projects Fund														
394	**Capital Projects Fund**	**13,827,220**	269,000	5,000,000	-	1,530,328	3,738,672	**17,565,892**	110,000	-	-	8,216,319	(8,106,319)	**9,459,573**
Debt Service Fund														
401	**Debt Service Fund**	**17,569**	-	846,587	-	846,587	-	**17,569**	-	513,729	-	513,729	-	**17,569**
Internal Service (Proprietary) Fund														
591	**Capital Equipment Fund**	**(13,914)**	450,062	-	194,131	333,809	(77,878)	**(91,792)**	447,210	584,937	-	940,355	91,792	**-**
	All Groups and Funds	**35,188,182**	**31,480,831**	**15,125,642**	**15,125,642**	**30,480,470**	**1,000,361**	**36,188,543**	**32,212,451**	**11,159,627**	**11,159,627**	**37,398,582**	**(5,186,131)**	**31,002,412**

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

City of San Marino
FY 2020-21 Adopted Budget

Summary Schedule of Revenues by Fund

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
General Fund Group (Unrestricted)					
General Fund	23,259,360	24,248,036	24,790,500	24,442,217	25,464,481
Public Safety Fund	4,366,838	4,437,592	4,315,400	4,255,736	4,375,899
Fourth of July Fund	55,505	50,204	60,200	54,952	55,000
San Marino Center Fund	18,841	20,514	23,000	7,523	13,000
Donations Fund	155,897	148,049	381,000	342,333	70,000
Total General Fund	**27,856,441**	**28,904,395**	**29,570,100**	**29,102,762**	**29,978,380**
Special Revenue Funds (Restricted)					
Gas Tax Fund	374,435	542,469	585,020	547,808	555,133
Community Development Block Grant Fund (CDBG)	4,695	95,455	16,388	16,388	-
Los Angeles County Park Bond Fund	28,366	35,263	12,848	14,686	-
Proposition A Transit Fund	261,360	286,569	277,814	263,535	286,430
Drought Fund	796	869	700	462	700
Air Quality Management District Fund (AQMD)	17,782	19,039	18,500	18,200	19,000
MTA - STPL Public Works Grant Fund	175	235,672	-	2,400	-
TDA Article 3 Transportation Fund	8,720	-	9,592	18,600	10,139
Proposition C Transit Fund	215,844	239,015	232,808	217,553	239,439
Public Education Government Fund (PEG)	35,207	34,833	33,400	33,400	33,400
Asset Forfeiture Fund	487	1,111	500	500	500
Granada Ave Assessment District #2 Fund	232	-	-	-	-
Used Oil Grant Fund	112	338	5,300	244	300
Assistance to Firefighters Grant	-	-	-	-	-
State Recycling Grant Fund	101,258	4,005	1,000	2,433	1,000
COPS Grant Fund	1,760	4,926	154,300	160,248	154,300
Prop 40 Per Capita Park Bond	-	-	-	-	-
Safe Routes to School Grant Fund	-	-	-	-	-
LA County Measure R Fund	159,779	174,428	169,124	170,124	177,097
LA County Measure M Fund	172,406	192,866	190,387	192,426	199,423
Total Special Revenue Funds	**1,383,414**	**1,866,859**	**1,707,681**	**1,659,007**	**1,676,861**
Capital Projects Fund	-	434,263	220,000	269,000	110,000
Debt Service Fund		11,951	-	-	-
Proprietary Funds (Internal Service)					
Capitalized Equipment Fund	500,220	471,165	504,900	450,062	447,210
Total Revenue by Fund and Fiscal Year	**29,740,076**	**31,688,632**	**32,002,681**	**31,480,831**	**32,212,451**

City of San Marino
FY 2020-21 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2017-18 Actual	2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Estimated	2020-21 Adopted
General Fund Group						
The General Fund						
Taxes						
101-00-3001-0000	Secured & Unsecured Property Tax	14,703,953	15,767,853	16,400,000	16,600,000	17,264,000
101-00-3030-0000	Sales & Use Taxes	461,838	517,556	519,000	393,973	475,000
101-00-3040-0000	Franchise Taxes	599,333	576,613	642,000	615,507	628,000
101-00-3042-0000	Real Property Transfer Taxes	190,037	205,777	187,000	179,128	180,000
101-00-3044-0777	Utility Users Taxes - Cingular	71,940	63,162	72,000	32,423	30,000
101-00-3044-1650	Utility Users Taxes - Edison	609,781	613,139	625,000	600,000	600,000
101-00-3044-4510	Utility Users Taxes - Metro Water	426,152	430,732	440,000	466,912	467,000
101-00-3044-4620	Utility Users Taxes - Miscellaneous	48,111	63,556	70,000	70,000	70,000
101-00-3044-7260	Utility Users Taxes - AT&T	102,019	89,656	86,000	80,596	81,000
101-00-3044-8470	Utility Users Taxes - So. Cal. Gas	163,910	198,449	202,000	222,662	223,000
101-00-3044-9022	Utility Users Taxes - T-Mobile	33,336	16,816	16,000	13,915	14,000
101-00-3044-9240	Utility Users Taxes - Time Warner	152,633	138,502	139,000	141,158	141,000
101-00-3044-9355	Utility Users Taxes - Verizon	34,082	29,363	26,000	32,626	33,000
101-00-3046-0000	Business License Tax	429,476	492,241	485,000	400,000	430,000
		18,026,601	19,203,416	19,909,000	19,848,900	20,636,000
Licenses & Permits						
101-00-3103-0000	Bicycle Licenses	342	-	-	479	-
101-00-3153-0000	Film Permits	28,517	25,384	20,000	26,718	25,000
101-14-3106-0000	Tree Permits	33,810	67,875	25,000	18,985	19,000
101-14-3151-0000	Building Permits	542,472	518,970	525,000	472,500	473,000
101-48-3152-0000	Street & Curb Permits	229,857	172,060	172,000	270,000	220,000
		834,998	784,290	742,000	788,682	737,000
Charges for Services						
101-00-3304-0000	Environmental Fees	135,403	134,113	135,000	135,000	135,000
101-00-3321-0000	Check Reissuance Fee	-	-	-	85	-
101-00-3348-0000	Damage to City Property Fees	3,371	-	-	235	
101-07-3346-0000	Sales of Maps & Pub.s - Admin	278	-	250	-	250
101-14-3150-0000	Bldg. Dept. Education Fee	11,140	-	-	-	-
101-14-3306-0000	General Plan Fee	19,575	-	-	205,000	-
101-14-3308-0000	Plan Check Fees	326,946	208,521	205,000	101,980	205,000
101-14-3312-0000	Zoning Fees	124,263	129,339	125,000	35	122,000
101-14-3346-0000	Sales of Maps & Pub.s-P&B	134	-	100	-	100
101-60-3340-0000	Nonresident Fees-Recreation	13,035	11,702	10,000	6,155	90,480
101-60-3342-0000	Class Refund Fee	75	40	50	40	400
101-62-3336-0000	Aquatics Program Fees	51,856	52,164	20,000	12,926	34,264
101-64-3336-0000	Contract Class Program Fees	278,033	260,195	264,000	185,097	209,550
101-64-3336-0001	Bridge Program Fees	29,677	37,299	33,000	30,576	45,000
101-64-3336-0002	Jr. Titans Fees	14,583	14,258	24,000	165	18,440
101-66-3336-0000	Special Events Program Fees	-	25	-	-	3,300
101-66-3336-0001	Easter Program Fees	2,925	4,227	3,000	-	3,950
101-66-3336-0002	Track Meet Program Fees	3,699	3,662	5,600	6,050	3,900
101-68-3336-0000	Senior Program Fees	23,062	24,164	25,000	18,362	25,000
101-70-3336-0000	Day Care Program Fees	188,607	210,524	209,000	149,236	400,581
101-72-3336-0000	Day Camp Program Fees	169,643	149,407	160,000	50,920	175,360
101-74-3336-0000	Preschool Programs Fees	532,502	422,033	425,000	227,804	225,720
101-76-3336-0000	Young Adult Pilot Program Fees	-	-	-	-	20,000
101-90-3344-0000	Library Fees	-	-	-	-	-
101-90-3344-6055	Passport Fees	220,595	261,111	278,000	164,086	164,086
101-90-3346-0000	Library Copies	6,760	5,612	5,000	3,731	3,700
101-91-3344-3963	Lost Materials Fees	2,512	2,486	3,000	1,886	1,900
101-91-3502-1496	DVD Rentals	2,518	2,189	2,300	1,216	1,200
101-93-3344-1200	Damaged Materials Fees	510	535	500	353	400
101-94-3344-0000	Overdue Materials Fees	15,265	14,926	15,000	10,943	10,900
101-94-3344-3000	Hold Fees	775	621	700	428	400

City of San Marino
FY 2020-21 Adopted Budget

Detail Schedule of Revenues by Fund

	Description	2017-18 Actual	2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Estimated	2020-21 Adopted
101-94-3344-7037	Replacement Library Card Fees	762	621	600	480	500
		2,178,504	1,949,773	1,949,100	1,312,789	1,901,381
Intergovernmental						
101-00-3202-9350	State Vehicle License Fees	7,089	6,371	6,200	10,568	10,400
101-00-3204-0000	VLF In-Lieu Tax	1,570,379	1,647,596	1,713,000	1,713,000	1,782,000
101-90-3202-0000	Cenic Rebates	8,736	13,923	13,900	13,921	13,900
		1,586,204	1,667,889	1,733,100	1,737,489	1,806,300
Fines & Forfeitures						
101-00-3410-0000	Fines & Fees	156,661	6,265	-	195	-
101-14-3410-0000	Business License NOVs	16,695	14,090	12,500	6,050	5,800
101-14-3410-9245	Tree Fines	5,000	34,000	5,000	221,000	5,000
		178,356	54,355	17,500	227,245	10,800
Use of Money & Property						
101-00-3501-0000	Interest Income	175,781	353,196	240,000	340,000	200,000
101-00-3550-0000	Sale of Property	-	-	-	34	-
101-40-3502-0000	Rental Fees-Public Works	608	-	500	-	500
101-50-3502-0000	Rents & Concessions-Park	91,565	85,302	87,900	60,000	60,600
101-60-3502-0000	Rents & Concessions-Recreation	83,360	80,595	82,400	57,512	82,900
101-90-3502-0000	Library Rental Fees	11,670	7,468	-	2,720	-
101-95-3502-0000	Rental Fees-Old Mill	-	-	-	-	-
		362,984	526,560	410,800	460,266	344,000
Miscellaneous Revenue						
101-00-3701-0000	Miscellaneous Revenue	38,852	28,003	15,000	15,300	15,000
101-00-3702-0000	City Reimbursements	6,395	6,278	-	29,282	-
101-00-3703-0000	Gain/Loss on Disposal of Asset	-	-	-	-	-
101-00-3800-0000	Operating Transfers In	-	-	-	-	-
101-40-3348-0000	Damage to City Property Reimbs	46,461	23,121	10,000	11,238	10,000
101-60-3701-0000	Miscellaneous Revenue-Rec	5	60	-	9,277	-
101-90-3701-0000	Miscellaneous Revenue-Library	-	4,292	4,000	1,750	4,000
101-95-3701-0000	Old Mill Reimbursements	-	-	-	-	-
		91,713	61,753	29,000	66,847	29,000
	General Fund Totals	23,259,360	24,248,036	24,790,500	24,442,217	25,464,481
Public Safety Fund						
Taxes						
103-00-3005-0000	Public Safety Property Taxes	3,220,338	3,357,200	3,284,000	3,347,499	3,347,499
103-00-3006-0000	Public Safety Augmentation Fd	158,873	166,420	173,700	173,700	179,800
		3,379,211	3,523,620	3,457,700	3,521,199	3,527,299
Charges for Services						
103-30-3201-0000	Animal Control Services	14,554	15,204	16,300	10,552	10,800
103-30-3316-0000	Special Police Services	10,124	8,785	6,000	10,723	10,700
103-30-3317-0000	Citation Sign off Fee	558	537	500	420	400
103-30-3318-0000	Clearance Letter Fees	800	400	400	600	600
103-30-3319-0000	Report Copies	7,035	5,080	6,000	6,000	6,000
103-30-3321-0000	Burglary Alarm Permits	16,635	2,350	3,000	1,000	1,000
103-30-3324-0000	House Watch Fees	24,555	26,290	30,500	17,500	18,400
103-30-3325-0000	Vehicle Impound Release Fees	10,935	11,315	12,000	14,500	14,500
103-30-3331-3550	Live Scan Fees	2,821	4,164	7,000	2,204	2,200
103-30-3331-9241	Tow Fees	7,900	9,800	9,000	10,000	10,000
103-34-3315-0000	Shared Fire Command Revenue	-	-	-	-	-
103-34-3316-0000	Outside Services	13,030	5,750	5,000	6,990	7,000
103-34-3330-0000	Fire Fees	9,275	3,457	4,000	1,100	1,100
103-34-3332-0000	Paramedic Service Fees	543,922	532,501	510,000	470,000	500,000
		662,144	625,633	609,700	551,589	582,700
Intergovernmental						
103-30-3202-6600	POST Reimbursement	4,602	9,080	5,000	26,578	5,000
103-34-3202-2725	GEMT Reimbursement	41,346	46,290	29,000	29,000	29,000

City of San Marino
FY 2020-21 Adopted Budget
Detail Schedule of Revenues by Fund

	Description	2017-18 Actual	2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Estimated	2020-21 Adopted
		45,948	55,370	34,000	55,578	34,000
Fines & Fees						
103-30-3335-0000	Asset Seizure-City's Share 85%	-	-	-	-	-
103-30-3400-0000	Parking Citations	43,671	69,166	68,000	32,000	35,000
103-30-3401-0000	Vehicle Code Fines	45,106	50,375	44,000	94,895	94,900
		88,777	119,541	112,000	126,895	129,900
Use of Money & Property						
103-00-3501-0000	Interest Income	1,853	3			
		1,853	3			
Miscellaneous Revenue						
103-30-3701-0000	Police Misc. Revenue	964	-	-	-	-
103-30-3702-0000	Police Reimbursements	16,081	-	-	175	-
103-30-3703-0000	Uninhabited Property Registration	1,850	1,550	2,000	300	2,000
103-34-3328-0000	Strike Team Reimbursements	170,010	111,875	100,000	-	100,000
		188,905	113,425	102,000	475	102,000
	Public Safety Fund Totals	4,366,838	4,437,592	4,315,400	4,255,736	4,375,899
Fourth of July Fund						
104-00-3336-0000	Admission Fees	55,505	50,190	60,200	54,938	55,000
104-00-3501-0000	Interest Income	78	14	-	14	-
	Fourth of July Fund Total	55,583	50,204	60,200	54,952	55,000
San Marino Center Fund						
105-82-3502-0000	Rents & Concessions	18,841	20,466	23,000	7,523	13,000
105-00-3501-0000	Interest Income	78	48			
	San Marino Center Fund Total	18,919	20,514	23,000	7,523	13,000
Donations Fund						
281-00-3501-0000	Interest Income	2,224	5,342	-	2,800	-
281-00-3601-3418	Donations Received-War Memorial	300	-	-	-	-
281-30-3601-0000	Police Donations Received	2,300	4,410	2,000	11,750	2,000
281-34-3601-0000	Fire Donations Received	-	18,666	1,000	13,090	1,000
281-50-3601-0000	Lacy Park Donations	2,582	50,250	-	5,783	-
281-50-3601-7150	Rose Arbor Donation	-	-	275,000	275,000	-
281-52-3601-5880	City Club Parklet Donations Rec'd.	-	-			
281-60-3601-0000	Recreation Donations Received	2,000	-	-	-	-
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	2,893	-	-	-	-
281-66-3601-3000	Military Banner Donation	1,150	500	-	-	-
281-74-3333-0000	Preschool Fundraiser	6,137	4,196	4,000	1,763	4,000
281-90-3601-0000	Library Donations Received	54,054	-	36,000	2	-
281-90-3601-1120	Donations-Crain Art Gallery	1,400	-	1,000	656	1,000
281-90-3601-9506	Library Wish List Donations	3,451	1,626	2,000	306	2,000
281-91-3601-0000	Adult Materials Donations-Other	200	3,000	500	3,347	500
281-91-3601-0776	Adult Chinese Language Materia	2,500	2,500	2,500	7	2,500
281-91-3601-2575	Adult Materials Donations-Friends	23,545	14,975	14,000	7,875	14,000
281-92-3601-0000	Children's Mats. Donations	8,411	4,959	5,000	15,329	5,000
281-92-3601-2575	Children's Mats. Donations-Friends	42,750	35,125	38,000	4,625	38,000
	Donations Fund Total	155,897	148,049	381,000	342,333	70,000
	General Fund Group Totals	27,856,441	28,904,395	29,570,100	29,102,747	29,978,380
Special Revenue Funds						
Gas Tax Fund						
202-00-3501-0000	Interest Income	7,890	24,159	15,000	11,000	7,500

City of San Marino
FY 2020-21 Adopted Budget
Detail Schedule of Revenues by Fund

	Description	2017-18 Actual	2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Estimated	2020-21 Adopted
202-48-3038-7585	RMRA - SB 1 Section 2032	78,911	243,385	219,673	222,389	229,476
202-48-3038-7590	Gas Taxes Section 2105	73,081	72,818	73,835	68,165	70,773
202-48-3038-7700	Gas Taxes Section 2106	48,690	48,225	48,396	44,862	46,429
202-48-3038-7810	Gas Taxes Section 2107	95,110	91,577	96,956	85,141	85,141
202-48-3038-7920	Gas Taxes Section 2107.5	3,000	3,000	3,000	3,000	3,000
202-48-3038-7925	TCRF - SB 1 Loan Repay	15,310	14,967	14,967	15,011	-
202-48-3038-7930	Gas Taxes Section 2103	52,444	44,338	113,193	98,240	112,814
		374,435	542,469	585,020	547,808	555,133
Community Development Block Grant (CDBG)						
204-00-3201-0650	Federal CDBG	4,695	95,455	16,388	16,388	-
204-00-3501-0000	Interest Income	-	-	-	-	-
		4,695	95,455	16,388	16,388	-
County Park Proposition A						
206-00-3203-3420	Local - LA Co. Pk. Bond	28,366	35,018	12,848	14,686	-
206-00-3501-0000	Interest Income	-	245	-	-	-
		28,366	35,263	12,848	14,686	-
Proposition A Transit						
207-00-3032-0000	Prop. A Transit Taxes	256,040	274,335	268,614	257,335	281,430
207-00-3501-0000	Interest Income	5,320	12,234	9,200	6,200	5,000
		261,360	286,569	277,814	263,535	286,430
Drought Fund						
209-00-3410-0000	Water Use Fines	500	200	200	200	200
209-00-3501-0000	Interest Income	296	669	500	262	500
		796	869	700	462	700
Air Quality Management District						
212-00-3203-0080	AQMD Grant	17,117	17,215	17,000	17,000	17,500
212-00-3501-0000	Interest	665	1,825	1,500	1,200	1,500
		17,782	19,039	18,500	18,200	19,000
Surface Transportation Program						
213-00-3202-8950	MTA-STPL	-	231,009	-	-	-
213-00-3501-0000	Interest Income	175	4,663	-	2,400	-
		175	235,672	-	2,400	-
Transportation Development Act						
214-00-3036-0000	TDA Article 3 Taxes	8,720	-	9,592	18,600	10,139
		8,720	-	9,592	18,600	10,139

City of San Marino
FY 2020-21 Adopted Budget
Detail Schedule of Revenues by Fund

	Description	2017-18 Actual	2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Estimated	2020-21 Adopted
Proposition C Transit						
215-00-3034-0000	Prop. C Transit Taxes	212,136	227,553	222,808	209,553	233,439
215-00-3501-0000	Interest Income	3,708	11,462	10,000	8,000	6,000
		215,844	239,015	232,808	217,553	239,439
Public Educational Governmental (PEG) Cable Access						
216-00-3045-0000	PEG Fees	33,568	30,493	30,000	30,000	30,000
216-00-3501-0000	Interest Income	1,639	4,341	3,400	3,400	3,400
		35,207	34,833	33,400	33,400	33,400
Asset Forfeiture (Police)						
217-00-3501-0000	Interest Income	487	1,111	500	500	500
		487	1,111	500	500	500
Granada Ave. Assessment District #2						
220-00-3501-0000	Interest Income	232	-	-	-	-
		232	-	-	-	-
Used Oil Grant						
221-00-3501-0000	Interest Income	112	338	300	244	300
221-14-3203-0000	Used Oil Grant	-	-	-	-	-
221-44-3202-0000	Used Oil Grant	-	-	5,000	-	-
		112	338	5,300	244	300
Assistance to Firefighters Grant						
224-00-3501-0000	Interest Income	-	-	-	-	-
		-	-	-	-	-
California Recycling Grant						
226-00-3202-2860	State Recycling Grant	(5,000)	-	-	-	-
226-48-3202-7155	Rubberized Asphalt Grant	105,000	-	-	-	-
226-00-3501-0000	Interest Income	1,258	4,005	1,000	2,433	1,000
		101,258	4,005	1,000	2,433	1,000
Citizens' Option for Public Safety Grant (COPS)						
233-00-3501-0000	Interest Income	1,760	4,926	4,300	4,300	4,300
233-30-3202-0000	COPS Allocation	-	-	150,000	155,948	150,000
		1,760	4,926	154,300	160,248	154,300
Prop 40 Per Capita Park Bond						
238-00-3202-0000	County Parks & Rec Grant	100,000	-	-	-	-
		100,000	-	-	-	-
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	784	3,738	2,000	3,000	2,000
243-48-3203-4200	LA County Measure R	158,995	170,690	167,124	167,124	175,097
		159,779	174,428	169,124	170,124	177,097

City of San Marino
FY 2020-21 Adopted Budget
Detail Schedule of Revenues by Fund

	Description	2017-18 Actual	2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Estimated	2020-21 Adopted
Measure M -- Traffic Improvement Sales Tax						
247-48-3202-0000	Measure M	172,406	191,137	189,387	189,387	198,423
247-00-3501-0000	Interest Income	-	1,729	1,000	3,039	1,000
		172,406	192,866	190,387	192,426	199,423
	Special Revenue Funds Total	1,383,414	1,866,859	1,707,681	1,659,007	1,676,861
Capital Projects Fund						
394-00-3501-0000	Interest Income	55,452	284,263	220,000	269,000	110,000
394-00-3601-0000	Huntington Library Donation	150,000	150,000	-	-	-
	Capital Projects Fund Total	55,452	434,263	220,000	269,000	110,000
Debt Service Fund						
401-00-3501-0000	Interest Income	1,912	11,951	-	-	-
	Debt Service Fund Total	1,912	11,951	-	-	-
Proprietary Funds						
Capital Equipment Internal Service Fund						
591-00-3501-0000	Interest Income	(248)	259	-	-	-
591-00-3703-0000	Gain/(Loss) on Disposal of Asset	15,200	(34,844)	-	(34,844)	-
591-00-3850-0000	Equipment Cost Allocation	485,268	505,749	504,900	484,906	447,210
	Proprietary Fund Total	500,220	471,165	504,900	450,062	447,210
	Revenue Detail by Fund and Fiscal Year	**29,740,076**	**31,688,632**	**32,002,681**	**31,480,817**	**32,212,451**

City of San Marino
FY 2020-21 Proposed Budget

Summary Schedule of Expenditures by Fund

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Proposed
General Fund Group (Unrestricted)					
General Fund	10,239,426	10,295,224	11,605,983	10,835,423	11,900,920
Public Safety Fund	10,998,485	11,682,049	12,517,285	12,471,656	13,047,392
Fourth of July Fund	64,089	67,648	53,900	53,346	15,964
San Marino Center Fund	68,862	60,041	57,846	56,723	-
Donations Fund	156,269	84,494	431,500	367,067	115,100
Workers' Compensation Fund	415,576	507,813	566,467	558,644	556,060
General Liability Fund	590,845	596,713	789,215	822,824	781,372
Total General Fund Group	22,533,552	23,293,982	26,022,196	25,165,683	26,416,808
Special Revenue Funds (Restricted)					
Gas Tax Fund	350,000	-	1,867,300	1,867,300	547,633
Community Development Block Grant Fund (CDBG)	4,723	95,428	13,482	12,009	-
Los Angeles County Park Bond Fund	21,746	19,099	-	17,831	-
Proposition A Transit Fund	231,954	234,780	253,495	160,091	243,306
Drought Fund	278	-	-	-	-
TDA Article 3 Transportation Fund	8,720	-	-	-	9,600
Proposition C Transit Fund	76,000	6,390	10,000	-	10,000
Asset Forfeiture Fund	3,473	-	-	-	-
COPS Grant Fund	91,898	91,898	106,832	106,832	60,832
Homeland Security Grant	-	-	93,124	91,427	-
LA County Measure R Fund	249,917	-	440,000	440,000	175,097
LA County Measure M Fund	159,800	-	-	-	264,903
Total Special Revenue Funds	1,198,508	447,595	2,784,233	2,695,490	1,311,371
Capital Projects Fund					
Capital Projects Fund	603,064	931,805	4,807,595	1,530,328	8,216,319
Debt Service Fund					
Debt Service Fund	787,370	821,224	846,587	846,587	513,729
Internal Service Fund					
Capitalized Equipment Fund	485,267	505,749	394,550	377,341	940,355
Total All Funds	**25,607,761**	**26,000,355**	**34,855,161**	**30,615,429**	**37,398,582**

City of San Marino
FY 2020-21 Adopted Budget

Expenditures by Department & Type

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
City Council					
Supplies & Services	13,562	26,389	27,437	28,308	27,894
Total Operating Expenditures	**13,561**	**26,389**	**27,437**	**28,308**	**27,894**
City Attorney					
Supplies & Services	-	265,822	247,000	322,700	316,000
Total Operating Expenditures	**-**	**265,822**	**247,000**	**322,700**	**316,000**
City Manager's Office					
Personnel	1,189,774	461,971	589,509	560,810	594,531
Supplies & Services	1,968,320	119,548	258,564	225,629	211,239
Total Operating Expenditures	**3,158,094**	**581,519**	**848,073**	**786,439**	**805,770**
El Molino Viejo					
Services & Supplies	55,000	55,000	56,000	56,000	56,000
Total Operating Expenditures	**55,000**	**55,000**	**56,000**	**56,000**	**56,000**
Finance					
Personnel	-	425,116	529,175	452,647	534,938
Supplies & Services	-	358,426	374,834	356,235	374,315
Total Operating Expenditures	**-**	**783,542**	**904,009**	**808,881**	**909,253**
Non-Departmental					
Personnel	-	-	200,000	194,413	200,000
Supplies & Services	222,033	407,014	615,616	603,939	607,616
Debt Service	787,370	821,224	846,587	846,587	513,729
Total Operating Expenditures	**1,009,403**	**1,228,237**	**1,662,203**	**1,644,939**	**1,321,345**
Human Resources					
Personnel	-	440,148	253,117	235,441	256,818
Supplies & Services	-	900,268	1,232,638	1,220,816	1,108,057
Total Operating Expenditures	**-**	**1,340,416**	**1,485,755**	**1,456,257**	**1,364,875**
Planning & Building					
Personnel	836,973	897,352	1,122,894	1,011,718	1,138,679
Supplies & Services	445,461	515,573	506,540	489,849	540,670
Total Operating Expenditures	**1,282,434**	**1,412,925**	**1,629,434**	**1,501,566**	**1,679,348**

City of San Marino
FY 2020-21 Proposed Budget

Expenditures by Department & Type

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Police					
Personnel	5,130,337	5,593,262	6,388,213	6,286,676	6,715,853
Supplies & Services	916,075	800,053	996,649	932,747	853,744
Total Operating Expenditures	**6,046,412**	**6,393,315**	**7,384,862**	**7,219,423**	**7,569,597**
Fire					
Personnel	4,633,711	5,074,786	4,968,979	5,160,555	5,181,350
Supplies & Services	680,375	727,262	713,700	705,056	729,577
Total Operating Expenditures	**5,314,086**	**5,802,048**	**5,682,679**	**5,865,611**	**5,910,927**
Emergency Management					
Supplies & Services	71,637	51,845	55,565	47,237	60,325
Total Operating Expenditures	**71,637**	**51,845**	**55,565**	**47,237**	**60,325**
Parks & Public Works					
Personnel	1,782,605	1,761,753	1,805,806	1,724,882	1,901,030
Supplies & Services	1,409,164	1,531,987	1,664,245	1,708,806	1,731,404
Total Operating Expenditures	**3,191,769**	**3,293,740**	**3,470,051**	**3,433,688**	**3,632,434**
Library					
Personnel	1,026,106	1,065,879	1,178,750	1,073,126	1,263,889
Services & Supplies	531,703	376,092	422,198	386,348	388,978
Total Operating Expenditures	**1,557,809**	**1,441,971**	**1,600,948**	**1,459,474**	**1,652,867**
Recreation					
Personnel	1,158,886	1,087,100	1,222,410	920,581	1,102,676
Supplies & Services	765,202	704,735	744,290	574,356	785,363
Total Operating Expenditures	**1,924,088**	**1,791,835**	**1,966,700**	**1,494,937**	**1,888,039**
Capital Equipment					
Capital Purchases	1,231,412	338,418	394,550	377,341	940,355
Less: Capitalized Items	(1,177,358)	(338,418)	-	-	-
Depreciation	485,268	505,749	-	-	-
Total Capital Equipment	**539,322**	**505,749**	**394,550**	**377,341**	**940,355**
Capital Projects					
Capital Improvement Projects	1,444,146	1,026,001	7,439,895	4,112,628	9,263,552
Total Capital Improvements	**1,444,146**	**1,026,001**	**7,439,895**	**4,112,628**	**9,263,552**
` **Total Expenditures**	**25,607,761**	**26,000,354**	**34,855,161**	**30,615,429**	**37,398,582**

City of San Marino

FY 2020-21 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	Prop A Transit	TDA Streets	Prop C Transit	COPS Grant	Measure R Streets	Measure M Streets	Capital Projects	Debt Service	Capitalized Equipment	Total by Function
City Council	27,894																27,894
City Attorney	316,000																316,000
City Manager	805,770																805,770
El Molino Viejo	56,000																56,000
Finance	785,090							124,163									909,253
Non Departmental	807,616														513,729		1,321,345
Human Resources	429,793				153,710	781,372											1,364,875
Planning & Building Department	1,673,198				6,150												1,679,348
Police Department		7,364,990	8,475		135,300						60,832						7,569,597
Fire Department		5,682,402	3,025		225,500												5,910,927
Emergency Services	60,325																60,325
Parks and Public Works Department																	
Administration	473,674		4,464		23,100												501,238
Fleet	267,012																267,012
Sewers	356,300																356,300
Streets	887,739									10,000							897,739
Parks	558,471																558,471
Public Grounds	874,874																874,874
Building Maintenance	176,800																176,800
Library																	
Administration	646,410			3,000	6,150												655,560
Adult Services	289,174			17,000													306,174
Children's Services	190,690			40,500													231,190
Processing	110,595																110,595
Circulation	349,349																349,349
Recreation																	
Administration	381,678			4,600	6,150												392,428
Youth	563,804							107,416									671,220
Adult	146,941							11,727									158,668
Community Events	205,290																205,290
Contract Classes	329,628																329,628
Facilities	130,805																130,805
Capital Projects				50,000			547,633		9,600			175,097	264,903	8,216,319			9,263,552
Capitalized Equipment																940,355	940,355
Total By Fund	11,900,920	13,047,392	15,964	115,100	556,060	781,372	547,633	243,306	9,600	10,000	60,832	175,097	264,903	8,216,319	513,729	940,355	37,398,582

City of San Marino
FY 2020-21 Adopted Budget

Schedule of Transfers Between Funds

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Transfers In					
General Fund	395,990	101,402	194,131	194,131	52,036
Payroll Fund	22,605	99,206	-	-	-
Public Safety Fund	6,784,407	7,177,244	7,684,019	7,684,019	8,671,493
Fourth of July	26,219	31,543	11,645	11,645	-
San Marino Center	72,807	42,485	33,578	33,578	-
County P&R Grant Fund	-	2,422 *	-	-	
Capital Projects Fund	15,052,005	-	5,000,000	5,000,000	-
Debt Service Fund	788,170	821,224	846,587	846,587	513,729
Workers' Compensation Fund	521,219	491,132	566,467	566,467	556,060
General Liability Fund	590,845	597,161	789,215	789,215	781,372
Capitalized Equipment Fund	508,755	103,051	-	-	584,937
Total Transfers In	***$ 24,763,022***	***$ 9,466,870***	***$ 15,125,642***	***$ 15,125,642***	***$ 11,159,627***
Transfers Out					
General Fund	24,258,682	8,946,132	14,931,511	14,931,511	11,107,591
Payroll Fund	-	219,167	-	-	-
Public Safety Fund	355,901	119,080	-	-	-
Fourth of July	20,519	7,023	-	-	39,036
San Marino Center	22,646	2,330	-	-	13,000
Donations Fund	100	-	-	-	-
TDA Fund	-	-	-	-	-
Granada Avenue Assessmt Dist #2 Fund	-	22,150 *	-	-	-
Assistance to Firefighters Grant Fund	-	10 *	-	-	
Debt Service Fund	800	-	-	-	-
Workers' Compensation Fund	104,372	-	-	-	-
Capitalized Equipment Fund	-	150,530	194,131	194,131	-
General Liability Fund	-	448	-	-	
Total Transfers Out	***$ 24,763,022***	***$ 9,466,870***	***$ 15,125,642***	***$ 15,125,642***	***$ 11,159,627***

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

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City of San Marino

FY 2020-21 Adopted Budget

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

(Statement of Activities Methodology)

Account Number	Description	Adopted Revenue
General Government		
Cost Recovery Revenue by Line Item		
101 - 00 - 3153 - 0000	Film Permits	25,000
101 - 00 - 3202 - 9350	State Vehicle License Fees	10,400
101 - 00 - 3304 - 0000	Environmental Fees	135,000
101 - 07 - 3346 - 0000	Sales of Maps & Pubs - Admin	250
101 - 14 - 3410 - 0000	Business License NOVs	5,800
Total Recovery Revenue		**176,450**
Adopted Expenditures - City Attorney, City Manager, Human Resources, Finance, Non-Departmental		*3,144,269*
Cost Recovery %		**5.6%**
Public Safety		
Cost Recovery Revenue by Line Item		
103 - 00 - 3005 - 0000	Public Safety Property Taxes	3,347,499
103 - 00 - 3006 - 0000	Public Safety Augmentation Fund	179,800
103 - 30 - 3201 - 0000	Animal Control Services	10,800
103 - 30 - 3316 - 0000	Special Police Services	10,700
103 - 30 - 3317 - 0000	Citation Sign Off Fees	400
103 - 30 - 3318 - 0000	Clearance Letter Fees	600
103 - 30 - 3319 - 0000	Report Copies	6,000
103 - 30 - 3321 - 0000	Burglary Alarm Permits	1,000
103 - 30 - 3324 - 0000	Housewatch Fees	18,400
103 - 30 - 3325 - 0000	Vehicle Impound Release Fees	14,500
103 - 30 - 3331 - 3550	Live Scan Fees	2,200
103 - 30 - 3331 - 9241	Tow Fees	10,000
103 - 30 - 3400 - 0000	Parking Citations	35,000
103 - 30 - 3401 - 0000	Vehicle Code Fines	94,900
103 - 30 - 3703 - 0000	Uninhabited Property Registration	2,000
103 - 34 - 3316 - 0000	Outside Services	7,000
103 - 34 - 3330 - 0000	Fire Fees	1,100
103 - 34 - 3332 - 0000	Paramedic Service Fees	500,000
Total Recovery Revenue		**4,241,899**
Adopted Expenditures - Police, Fire and Emergency Management		*13,107,717*
Cost Recovery %		**32.4%**

City of San Marino
FY 2020-21 Adopted Budget

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

(Statement of Activities Methodology)

Account Number	Description	Adopted Revenue
Community Development		
Cost Recovery Revenue by Line Item		
101 - 14 - 3151 - 0000	Building Permits	473,000
101 - 14 - 3308 - 0000	Plan Check Fees	205,000
101 - 14 - 3312 - 0000	Zoning Fees	122,000
101 - 14 - 3346 - 0000	Sales of Maps & Pubs - P&B	100
101 - 14 - 3410 - 0000	Tree Fines	5,000
Total Recovery Revenue		**805,100**
Adopted Expenditures- Planning & Building		*1,673,198*
Cost Recovery %		**48.1%**
Parks & Public Works		
Cost Recovery Revenue by Line Item		
101 - 14 - 3106 - 0000	Tree Permits	19,000
101 - 48 - 3152 - 0000	Street & Curb Permit Fees	220,000
Total Recovery Revenue		**239,000**
Adopted Expenditures - Parks & Public Works		*3,594,870*
Cost Recovery %		**6.6%**
Library		
Cost Recovery Revenue by Line Item		
101 - 90 - 3344 - 6065	Passport Fees	164,086
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
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		**183,086**
Adopted Expenditures - Library		*1,586,218*
Cost Recovery %		**11.5%**

City of San Marino

FY 2020-21 Adopted Budget

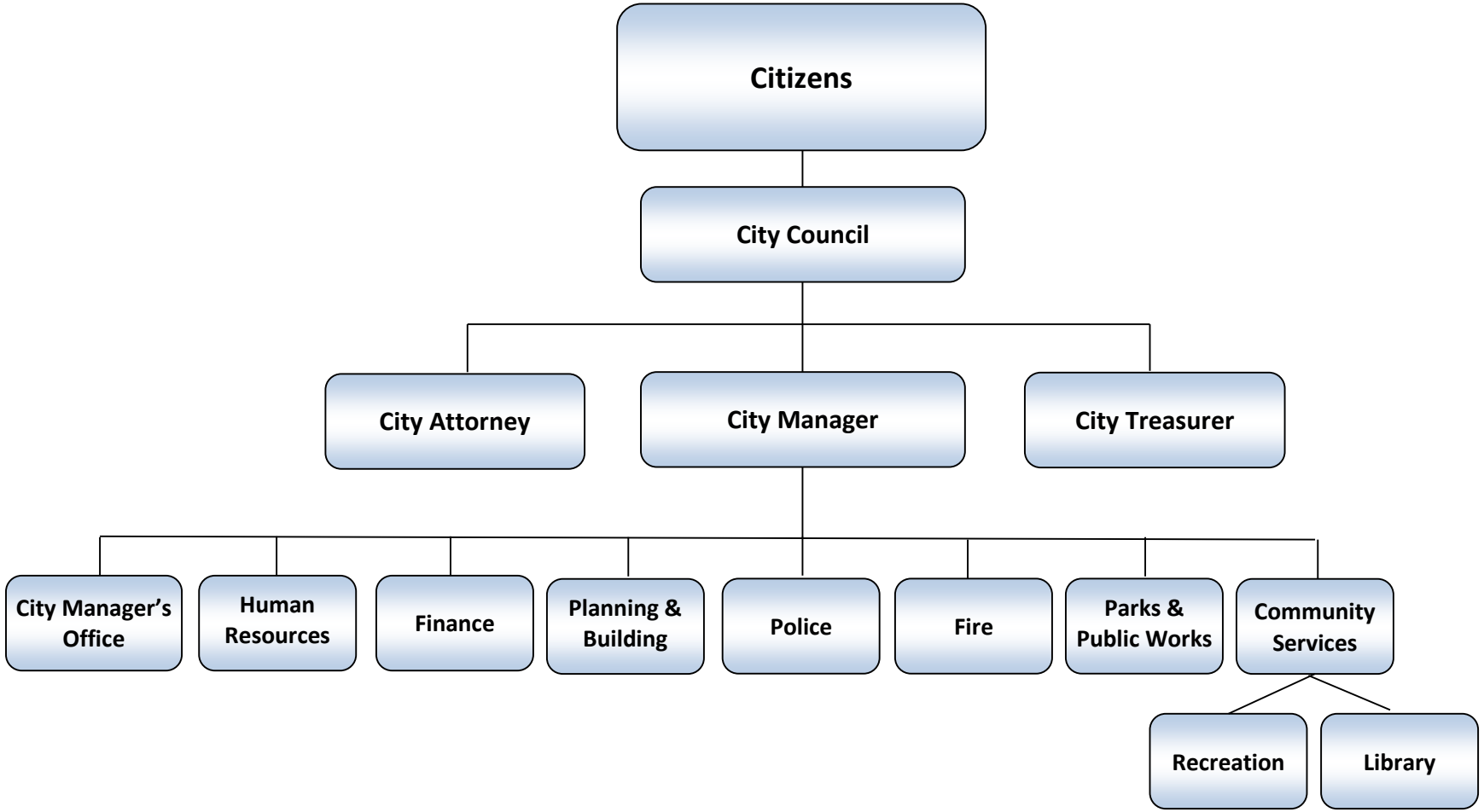
Cost Recovery - General, Public Safety and 4th of July Event Funds

(Statement of Activities Methodology)

Account Number	Description	Estimated Revenue
Recreation		
Cost Recovery Revenue by Line Item		
101 - 60 - 3340 - 0000	Contract Class Nonresident Fees	90,480
101 - 60 - 3342 - 0000	Class Refund Fee	400
101 - 62 - 3336 - 0000	Aquatics Program Fees	34,264
101 - 64 - 3336 - 0000	Contract Class Program Fees	209,550
101 - 64 - 3336 - 0001	Bridge Program Fees	45,000
101 - 64 - 3336 - 0002	Jr. Titan Fees	18,440
101 - 66 - 3336 - 0000	Special Events Program Fees	3,300
101 - 66 - 3336 - 0001	Easter Program Fees	3,950
101 - 66 - 3336 - 0002	Track Meet Program Fees	3,900
101 - 68 - 3336 - 0000	Senior Program Fees	25,000
101 - 70 - 3336 - 0000	Daycare Program Fees	400,581
101 - 72 - 3336 - 0000	Daycamp Program Fees	175,360
101 - 74 - 3336 - 0000	Preschool Program Fees	225,720
101 - 76 - 3336 - 0000	Young Adult Pilot Program Fees	20,000
104 - 00 - 3336 - 0000	Fourth of July Admission Fees	55,000
Total Recovery Revenue		**1,310,945**
Adopted Expenditures - Recreation (plus Police, Fire and Parks & Public Works for Fourth of July Event)		*1,774,110*
Cost Recovery %		**73.9%**

Citywide Summary	
Cost Recovery Revenue	6,956,480
Adopted Related Expenditures	*24,880,382*
Citywide Cost Recovery %	**28.0%**

CITY OF SAN MARINO



Summary of Authorized Positions

Full-Time and Part-Time Employees

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

	2017-18 Actual	2018-19 Actual	2019-20 Budget	20-21 Adopted
City Manager's Office				
Full-Time Employees FTE	3.25	3.00	3.00	3.00
Part-Time Employees FTE	-	0.50	0.50	0.50
Human Resources				
Full-Time Employees FTE	2.00	2.00	2.00	2.00
Finance Department				
Full-Time Employees FTE	3.00	4.00	4.00	4.00
Planning & Building Department				
Full-Time Employees FTE	7.00	8.00	8.00	8.00
Part-Time Employees FTE	0.92	1.00	1.50	1.50
Police Department				
Full-Time Employees FTE	35.00	35.00	38.00	38.00
Part-Time Employees FTE	2.50	2.50	2.00	2.00
Fire Department				
Full-Time Employees FTE	23.00	23.00	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
Crowell Public Library Department				
Full-Time Employees FTE	5.95	6.00	6.00	6.30
Part-Time Employees FTE	12.39	12.39	12.39	12.39
Recreation Department				
Full-Time Employees FTE	5.80	5.00	5.00	4.70
Part-Time Employees FTE	16.10	16.17	16.17	11.78
Total City Full-Time Employees FTE	103.00	104.00	103.00	103.00
Total City Part-Time Employees FTE	33.93	34.58	33.06	28.67
Total City FTE	**136.93**	**138.58**	**136.06**	**131.67**

FY 2020-21 Changes:

Position Reallocation:

Community Services Director to Library (.30 FTE)
Management Analyst to Recreation (.50 FTE)
Recreation Supervisor to Library (.10 FTE)
Recreation Coordinator to Library (.35 FTE)
Clerk Typist II to Library (.05 FTE)
Part-Time Maintenance Assistant (-0.05 FTE)
Part-Time Recreation Specalist (-1.62 FTE)
Part-Time Asst Rec Specialist (+0.83)
Part-Time Program Leaders (-1.48)

Eliminated Positions (-2.06 FTEs):

Part-Time Pool Manager (.17 FTE)
Part-Time Assistant Pool Manager (.30 FTE)
Part-Time Lifeguards (.38 FTE)
Part-Time Water Safety Instructors (1.09 FTE)
Part-Time Cashiers (.12 FTE)

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
City Manager's Office		
City Manager	1.00	266,255
City Clerk	1.00	129,806
Community Engagement Manager	1.00	137,080
Administrative Intern (PT)	0.50	22,386
Subtotal	3.50	555,527
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		39,005
Total Personnel Costs		594,531
Human Resources		
HR Manager	1.00	139,066
Administrative Assistant	1.00	85,601
Subtotal	2.00	224,666
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		26,002
Estimated Worker's Comp costs		6,150
Total Personnel Costs		256,819
Finance Department		
Finance Director	1.00	195,222
Accounting Manager/City Controller	1.00	151,136
Account Clerk	2.00	149,805
Subtotal	4.00	496,163
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		38,775
Total Personnel Costs		534,937
Planning and Building Department		
Planning/Building Director	1.00	219,190
Code Enforcement Manager	1.00	125,461
Associate Planner	1.00	116,561
Assistant Planner	1.00	92,883
Permit Technician I	2.00	173,414
Code Enforcement Officer	1.00	104,617
Building Inspector I	1.00	93,187
Senior Planner (PT)	0.50	51,590
Code Enforcement Officer (PT)	0.50	23,543
Management Analyst (PT)	0.50	34,389
Subtotal	9.50	1,034,835

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		95,194
Overtime		2,400
Uniform Allowance		100
Estimated Worker's Comp costs		6,150
Total Personnel Costs		1,138,679
Police Department		
Police Chief	1.00	243,670
Operations Commander	2.00	467,942
Police Sergeant	6.00	1,071,836
Corporals	4.00	602,915
Officers	17.00	2,180,775
Police Records Manager	1.00	155,886
Administrative Assistant	1.00	84,307
Police Records Clerk	1.00	82,390
Dispatcher Clerk	5.00	439,897
Parking Enforcement Officers	1.00	38,274
Police Cadet (PT)	1.00	34,660
Subtotal	40.00	5,402,551
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		829,530
Overtime		314,547
Fourth of July overtime and related benefits		8,475
Uniform Allowance		25,450
Estimated Worker's Comp costs		135,300
Total Personnel Costs		6,715,853
Fire Department		
Fire Chief	1.00	243,670
Fire Division Chief	1.00	226,323
Fire Captains	3.00	528,353
Engineers	3.00	485,511
Firefighter/Paramedics	12.00	1,828,628
Administrative Analyst	1.00	99,756
Subtotal	21.00	3,412,241
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		879,284
Overtime		635,500
Overtime - COVID-19		25,000
Fourth of July overtime and related benefits		3,025

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Uniform Allowance		800
Estimated Worker's Comp costs		225,500
Total Personnel Costs		5,181,350
Parks & Public Works Department		
Public Works Director	1.00	212,275
Management Analyst	1.00	106,147
Public Works Division Manager	1.00	156,038
Public Works Supervisor	3.00	326,179
Urban Forester	1.00	102,326
Maintenance Worker III	2.00	186,674
Maintenance Worker II	3.00	258,098
Maintenance Worker I	4.00	325,753
Park Attendants (Part-Time)	0.50	14,223
Subtotal	16.50	1,687,714
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		180,502
Overtime		2,650
Fourth of July overtime and related benefits		4,464
Uniform Allowance		2,600
Estimated Worker's Comp costs		23,100
Total Personnel Costs		1,901,030
Crowell Public Library Department		
Community Services Director	0.30	56,441
City Librarian	1.00	143,262
Management Analyst	0.50	57,658
Recreation Supervisor	0.10	12,249
Recreation Coordinator	0.35	30,212
Clerk Typist II	1.05	78,662
Librarian II	3.00	325,562
Librarian II (Part-Time)	0.42	36,871
Librarian I (Part-Time)	0.30	17,842
Library Assistant (Part-Time)	3.57	143,815
Clerk II (Part-Time)	6.47	202,594
Library Monitor (Part-Time)	0.20	7,834
Page (Part-Time)	1.33	39,288
Maintenance Assistant (Part-Time)	0.10	4,308
Subtotal	18.7	1,156,598
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		92,372

Total Compensation by Position Classification

Full-Time and Part-Time Employees

Classification	FTE	Salary & Benefits
Estimated PERS for Part-Time Employees		8,769
Estimated Worker's Comp costs		6,150
Total Personnel Costs		1,263,889
Recreation Department		
Community Services Director	0.70	141,303
Management Analyst	0.50	54,724
Recreation Supervisor	1.90	230,594
Recreation Coordinator	0.65	55,885
Clerk Typist II	0.95	71,736
Maintenance Assistant (Part-Time)	1.16	49,978
Child Development Specialist (Part-Time)	1.61	82,363
Recreation Specialist (Part-Time)	4.66	184,140
Assistant Recreation Specialist (Part-Time)	3.50	113,742
Program Leader (Part-Time)	0.86	25,345
Subtotal	16.49	1,009,810
Costs not allocable to individual positions:		
Fixed payment to pay down PERS Unfunded Liability		86,716
Estimated Worker's Comp costs		6,150
Total Personnel Costs		1,102,676
Non-Departmental		
Costs not allocable to individual positions:		
Retiree Medical Benefits (OPEB)		200,000
Total FTE Positions and Personnel Costs	131.67	18,889,764

CITY COUNCIL

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

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	13,562	26,389	27,437	28,308	27,894
	Total by Type	**$ 13,562**	**$ 26,389**	**$ 27,437**	**$ 28,308**	**$ 27,894**
Expenditures by Fund:						
101	General Fund	13,562	26,389	27,437	28,308	27,894
	Total by Fund	**$ 13,562**	**$ 26,389**	**$ 27,437**	**$ 28,308**	**$ 27,894**
Operating Budget Detail						
101-01-4376-0000	Materials & Supplies	4,299	4,831	3,975	3,464	3,975
101-01-4396-0000	Memberships & Dues	-	18,866	18,862	19,319	19,319
101-01-4420-0000	Printing	575	-	600	687	600
101-01-4480-0000	Travel & Meetings	4,224	943	2,000	1,714	2,000
101-01-4480-2872	Hospitality	4,464	1,749	2,000	3,124	2,000
	Total Services & Supplies	**$ 13,562**	**$ 26,389**	**$ 27,437**	**$ 28,308**	**$ 27,894**
	Total Operating Expenditures	**$ 13,562**	**$ 26,389**	**$ 27,437**	**$ 28,308**	**$ 27,894**

City Attorney

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	-	265,822	247,000	322,700	316,000
	Total by Type	**$ -**	**$ 265,822**	**$ 247,000**	**$ 322,700**	**$ 316,000**
Expenditures by Fund:						
101	General Fund	-	265,822	247,000	322,700	316,000
	Total by Fund	**$ -**	**$ 265,822**	**$ 247,000**	**$ 322,700**	**$ 316,000**
Operating Budget Detail						
101-06-4106-2755	Contract Legal Services-General	-	169,406	140,000	132,000	140,000
101-06-4106-2756	Contract Legal Services - Litigation	-	96,416	107,000	134,000	151,000
101-06-4106-2757	Contract Legal Services - COVID-19	-	-	-	56,700	25,000
	Total Services & Supplies	**$ -**	**$ 265,822**	**$ 247,000**	**$ 322,700**	**$ 316,000**
	Total Operating Expenditures	**$ -**	**$ 265,822**	**$ 247,000**	**$ 322,700**	**$ 316,000**

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CITY MANAGER'S OFFICE

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 2019-20 ACCOMPLISHMENTS

- Coordinated the 2019 municipal election for two council seats and Public Safety Parcel Tax
- Redesigned budget preparation and adoption process with support from the Council Budget Subcommittee
- Redesigned and launched City's new website
- Implemented the Envisio strategic plan management software
- Launched City social media pages and an enhanced weekly briefing and email communications format

FISCAL YEAR 2020-21 OBJECTIVES

- Refine website functionality and enhance online services
- Expand on community engagement efforts, including enhancing our newly launched social media communication platforms and creating better avenues for communicating with our large Chinese population
- Begin foundational work on a citywide records management program and update of our records retention schedule

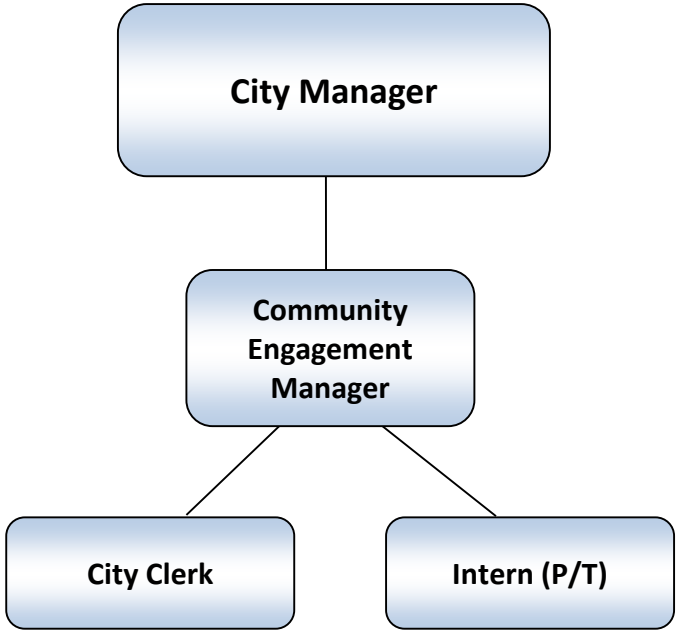
Priority Initiatives

- Launch a robust Chinese translation and engagement program

OPERATING METRICS

	FY 2018-19	FY 2019-20	
	Actual	Year to Date (as of April 2020)	Estimate for the Year
Public Records Requests Received	120	164	197
Avg. Length of Days to Complete Public Records Request	3	6	6
% of Public Records Requests in compliance with 10-day initial response requirement	100%	100%	100%
Website Visits - Total	243,720	214,414	257,297
Website Visits - Unique	187,834	157,573	189,088
Total Website Searches	12,223	8,699	10,438

CITY MANAGER'S OFFICE



City Manager's Office

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 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		-	1.00	1.00	1.00	-
Community Engagement Manager		-	-	-	-	1.00
City Clerk		1.00	1.00	1.00	1.00	1.00
Administrative Analyst		1.25	-	-	-	-
Part-Time						
Intern		-	0.50	0.50	0.50	0.50
	Total Full-Time FTE	3.25	3.00	3.00	3.00	3.00
	Total Part-Time FTE	-	0.50	0.50	0.50	0.50
	Department Total FTE	3.25	3.50	3.50	3.50	3.50
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	461,971	589,509	560,810	594,531
	Services & Supplies	-	119,548	258,564	225,629	211,239
	Total by Type	**$ -**	**$ 581,519**	**$ 848,073**	**$ 786,439**	**$ 805,770**
Expenditures by Fund:						
101	General Fund	-	581,519	848,073	786,439	805,770
	Total by Fund	**$ -**	**$ 581,519**	**$ 848,073**	**$ 786,439**	**$ 805,770**
Operating Budget Detail						
101-09-4001-0000	Full Time Salaries	-	323,398	425,139	405,831	418,011
101-09-4002-0000	Part Time Wages	-	16,484	21,902	18,706	21,280
101-09-4004-0000	Overtime	-	1,356	-		
101-09-4006-0000	Medicare	-	4,877	6,482	5,817	6,370
101-09-4008-3080	Retirement-City Manager	-	9,783	9,854	9,761	10,202
101-09-4008-6050	Retirement-PARS	-	80	821	541	798
101-09-4008-6160	Retirement - PERS	-	58,707	67,109	65,163	75,821
101-09-4010-0000	Cafeteria Benefit	-	36,090	46,202	42,991	50,050
101-09-4011-0000	Technology Allowance	-	2,771	3,600	3,600	3,600
101-09-4012-0000	Auto Allowance	-	8,425	8,400	8,400	8,400
	Total Personnel	**$ -**	**$ 461,971**	**$ 589,509**	**$ 560,810**	**$ 594,531**
101-09-4150-0000	Other Contract Services	-	46,103	38,495	36,861	94,300
101-09-4150-0500	Other Contract Services-IT	-	-	37,000	37,000	37,000
101-09-4202-0000	Advertising	-	33,022	40,000	48,353	40,000
101-09-4204-0000	Books & Periodicals	-	-	100	120	100
101-09-4220-0000	City Manager's Contingency	-	9,450	20,000	-	20,000
101-09-4290-0000	Election	-	425	103,350	86,590	200
101-09-4376-0000	Materials & Supplies	-	13,078	4,700	4,637	4,700
101-09-4396-0000	Memberships & Dues	-	6,185	3,154	3,100	3,174

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-09-4398-0000	Mileage	-	132	100	-	100
101-09-4420-0000	Printing	-	2,272	1,100	2,306	1,100
101-09-4468-0000	Staff Development	-	295	565	605	565
101-09-4480-0000	Travel & Meetings	-	8,586	10,000	6,056	10,000
	Total Services & Supplies	**$ -**	**$ 119,548**	**$ 258,564**	**$ 225,629**	**$ 211,239**
	Total Operating Expenditures	**$ -**	**$ 581,519**	**$ 848,073**	**$ 786,439**	**$ 805,770**

El Molino Viejo

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Services & Supplies	55,000	55,000	56,000	56,000	56,000
	Total by Type	**$ 55,000**	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**
Expenditures by Fund:						
101	General Fund	55,000	55,000	56,000	56,000	56,000
	Total by Fund	**$ 55,000**	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**
Operating Budget Detail						
101-95-4150-0000	Other Contract Services	55,000	55,000	56,000	56,000	56,000
	Total Services & Supplies	**$ 55,000**	**$ 55,000**	**$ 56,000**	**$ 56,000**	**$ 56,000**
	Total Operating Expenditures	**$ 55,000**	**$ 55,000**	**$ 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 2019-20 ACCOMPLISHMENTS

- City's Fiscal Year 2018-19 audited financial statements were finalized with no material weaknesses or significant deficiencies
- City received the Excellence Award for the Fiscal Year 2019-20 Operating Budget from the California Society of Municipal Finance Officers
- Upgraded the City's accounting system to a cloud based version with added features to track City billings easier
- With the City Treasurer, revised the City's Investment Policy in accordance with the Government Code and best practice standards
- With the City Treasurer, changed our banking relationship in order to get services that were desired by the Finance Department and ensured a better return on City monies
- Finalized the Transportation Reimbursement Agreement with San Marino Unified School District for use of Proposition A Local Return Funds
- Hired a full-time Finance Director to ensure stability of the department moving forward

FISCAL YEAR 2020-21 OBJECTIVES

- Submit Fiscal Year 2020-21 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 results from the Cost Allocation Plan & Comprehensive User Fee Study
- Update the City's Procurement Policy in accordance with the Government Code and best practice standards as well as Procurement Standards for Federal Awards
- Transition from a basic audited Financial Statement to a Comprehensive Annual Financial Report for the year ended June 30, 2020
- Update the City's website to add more options for City fees to be paid online and accessible to citizens and vendors

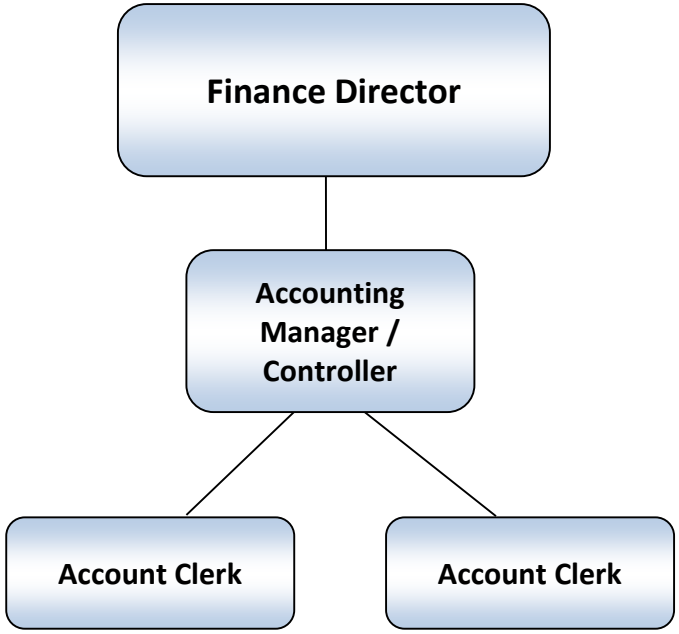
Priority Initiatives

- None

OPERATING METRICS

	FY 2018-19	FY 2019-20	
	Actual	Year to Date (as of April 2020)	Estimate for the Year
Average time to pay bills (Days)	19.2	15.6	15.9
Number of business days until month is closed	11.1	7.6	7.8
% of bank reconciliations completed by 15th of month	83%	96%	97%

FINANCE DEPARTMENT



Finance Department

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)						
Full-Time						
Administrative Services Director		1.00	-	-	-	-
Finance Director		-	1.00	1.00	1.00	1.00
Accounting Manager/Controller		-	1.00	1.00	1.00	1.00
Accountant		1.00	-	-	-	-
Account Clerk		1.00	2.00	2.00	2.00	2.00
	Total Full-Time FTE	3.00	4.00	4.00	4.00	4.00
	Total Part-Time FTE	-	-	-	-	-
	Department Total FTE	3.00	4.00	4.00	4.00	4.00
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	425,116	529,175	452,647	534,938
	Services & Supplies	-	358,426	374,834	356,235	374,315
	Total by Type	**$ -**	**$ 783,542**	**$ 904,009**	**$ 808,881**	**$ 909,253**
Expenditures by Fund:						
101	General Fund	-	660,015	780,259	724,177	785,090
207	Prop A Transit Funds	-	123,527	123,750	84,705	124,163
	Total by Fund	**$ -**	**$ 783,542**	**$ 904,009**	**$ 808,881**	**$ 909,253**
Operating Budget Detail						
101-11-4001-0000	Full Time Salaries	-	279,419	398,165	325,129	389,234
101-11-4002-0000	Part Time Wages	-	40,556	-	19,799	-
101-11-4004-0000	Overtime	-	733	-	-	-
101-11-4006-0000	Medicare	-	4,695	5,773	4,774	5,644
101-11-4008-6050	Retirement-PARS	-	-	-	-	
101-11-4008-6160	Retirement - PERS	-	53,269	62,068	55,986	72,860
101-11-4010-0000	Cafeteria Benefit	-	46,444	63,169	46,959	67,200
101-11-4016-0000	Retiree Medical Benefits (OPEB)	-	-	-	-	-
	Total Personnel	**$ -**	**$ 425,116**	**$ 529,175**	**$ 452,647**	**$ 534,938**
101-11-4150-0000	Other Contract Services	-	91,511	74,404	90,952	57,855
101-11-4150-0500	Other Contract Services-IT	-	-	26,069	26,069	27,373
101-11-4204-0000	Books & Periodicals	-	-	380	300	280
101-11-4290-0000	Election	-	(12)	-	-	-
101-11-4316-0000	Equipment Repair & Maintenance	-	9,392	9,159	8,531	9,159
101-11-4332-0000	Fees to Outside Agencies	-	790	825	985	975
101-11-4376-0000	Materials & Supplies	-	4,093	4,100	4,213	4,100
101-11-4396-0000	Memberships & Dues	-	590	1,120	1,136	1,185
101-11-4398-0000	Mileage	-	177	450	341	450

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-11-4412-0000	Postage	-	11,020	11,000	11,000	11,330
101-11-4420-0000	Printing	-	4,177	3,150	3,412	3,000
101-11-4468-0000	Staff Development	-	631	1,000	1,500	1,449
101-11-4480-0000	Travel & Meetings	-	723	3,000	2,504	3,000
101-11-4500-1980	Utilities-Electricity	-	44,685	51,500	51,803	53,000
101-11-4500-4950	Utilities-Natural Gas	-	1,596	1,500	1,706	1,600
101-11-4500-9025	Utilities-Telecommunications	-	17,980	15,817	19,718	19,913
101-11-4500-9460	Utilities-Water	-	1,016	1,200	951	1,236
101-11-4950-0001	Equipment Cost Allocation	-	46,530	46,410	46,410	54,248
207-11-4208-0750	Bus Transportation-Chamber	-	3,318	3,750	3,781	3,863
207-11-4208-1330	Bus Transportation-Dial a Ride	-	10,209	10,000	10,000	10,300
207-11-4208-8140	Bus Transportation-SMUSD Youth	-	110,000	110,000	70,924	110,000
	Total Services & Supplies	**$ -**	**$ 358,426**	**$ 374,834**	**$ 356,235**	**$ 374,315**
	Total Operating Expenditures	**$ -**	**$ 783,542**	**$ 904,009**	**$ 808,881**	**$ 909,253**

Non-Departmental

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	200,000	194,413	200,000
	Services & Supplies	222,033	407,014	615,616	603,939	607,616
	Debt Service	787,370	821,224	846,587	846,587	513,729
	Total by Type	**$ 1,009,403**	**$ 1,228,237**	**$ 1,662,203**	**$ 1,644,939**	**$ 1,321,345**
Expenditures by Fund:						
101	General Fund	222,033	407,014	805,100	787,836	807,616
204	CDBG Fund	-	-	10,516	10,516	-
401	Debt Service Fund	787,370	821,224	846,587	846,587	513,729
	Total by Fund	**$ 1,009,403**	**$ 1,228,237**	**$ 1,662,203**	**$ 1,644,939**	**$ 1,321,345**
Operating Budget Detail						
101-08-4016-0000	Retiree Medical Costs (OPEB)	-	-	200,000	194,413	200,000
	Total Personnel	**$ -**	**$ -**	**$ 200,000**	**$ 194,413**	**$ 200,000**
101-08-4150-0000	Other Contract Services	23,134	15,344	-	-	-
101-08-4150-0500	Citywide IT Contract Services	-	178,295	200,000	196,387	210,100
101-08-4150-0750	Cell Phone Contract Services	-	-	37,000	41,293	42,600
101-08-4150-0775	City Hall Credit Card Fees	-	-	20,000	19,211	22,000
101-08-4324-0000	Parking Lot Lease-SMUSD	-	-	63,600	63,600	33,416
101-08-4376-0000	Materials & Supplies-COVID-19	-	-	59,500	59,500	70,000
101-08-4399-0000	Non-Capitalized Equipment	755	-	-	-	-
101-08-4495-0000	Property Tax Admin Fee (SB2557)	198,144	213,374	225,000	213,432	229,500
204-08-4399-0000	Non-Capitalized Equipment	-	-	10,516	10,516	-
	Total Services & Supplies	**$ 222,033**	**$ 407,014**	**$ 615,616**	**$ 603,939**	**$ 607,616**
401-00-4360-0000	Debt Service Interest Expense	207,370	176,224	141,587	141,587	103,729
401-00-4402-00000	Debt Service Principal Repayment	580,000	645,000	705,000	705,000	410,000
	Total Debt Service	**$ 787,370**	**$ 821,224**	**$ 846,587**	**$ 846,587**	**$ 513,729**
	Total Operating Expenditures	**$ 1,009,403**	**$ 1,228,237**	**$ 1,662,203**	**$ 1,644,939**	**$ 1,321,345**

HUMAN RESOURCES

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 2019-20 ACCOMPLISHMENTS

- Updated recruitment templates and brochures for a more attractive presentation of San Marino
- Conducted approximately 40 recruitments for full-time and part-time classifications
- Coordinated workplace harassment training for all City employees to comply with California State Law
- Engaged a new benefits broker, resulting in lower cost for employee dental/vision premiums
- Completed negotiations with the City's three bargaining units
- Implemented a new applicant management system that will attract better applicant pools for recruitments and improve the efficiency of the hiring process

FISCAL YEAR 2020-21 OBJECTIVES

- Update New Employee Orientation and Onboarding process for all employees
- Update the employee performance review process
- Explore risk management/workers' compensation program opportunities for the agency
- Update the City's Personnel Rules and Policies

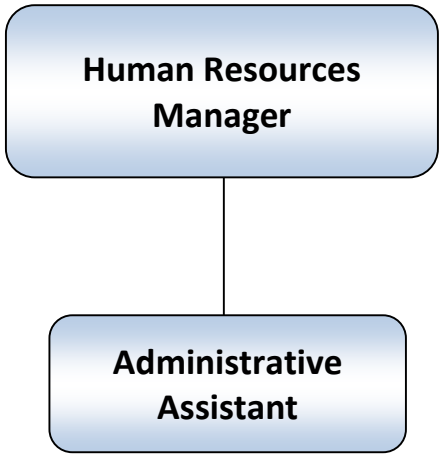
Priority Initiatives

- None

OPERATING METRICS

	FY 2018-19	FY 2019-20	
	Actual	Year to Date (as of April 2020)	Estimate for the Year
City Employees - FT	93	99	99
City Employees - PT	70	70	70
Full Time Vacancies	8	4	4
Number of workers' compensation claims	21	12	15
Cumulative workers' compensation days (off work)	345	203	256
Employee Evaluation Completion Rate	85%	65%	90%

HUMAN RESOURCES DEPARTMENT



Human Resources Department

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	-	-	-	-
Administrative Assistant		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	253,117	235,441	256,818
Services & Supplies	-	900,268	1,232,638	1,220,816	1,108,057
Total by Type	**$ -**	**$ 1,340,416**	**$ 1,485,755**	**$ 1,456,257**	**$ 1,364,875**
Expenditures by Fund:					
101 General Fund	-	632,850	506,023	489,821	429,793
595 Workers' Compensation Fund	-	110,853	190,517	143,612	153,710
596 General Liability Fund	-	596,713	789,215	822,824	781,372
Total by Fund	**$ -**	**$ 1,340,416**	**$ 1,485,755**	**$ 1,456,257**	**$ 1,364,875**
Operating Budget Detail					
101-10-4001-0000 Full Time Salaries	-	124,680	177,989	145,028	172,773
101-10-4002-0000 Part Time Wages	-	47,620	-	27,261	-
101-10-4004-0000 Overtime	-	193	-	-	-
101-10-4006-0000 Medicare	-	2,565	2,581	2,686	2,505
101-10-4008-6160 Retirement - PERS	-	29,324	35,194	36,374	41,790
101-10-4010-0000 Cafeteria Benefit	-	18,904	31,578	24,092	33,600
101-10-4016-0000 Retiree Medical Benefits (OPEB)	-	187,153	-	-	-
595-10-4015-0001 Workers' Comp Current Employee	-	29,709	5,775	-	6,150
Total Personnel	**$ -**	**$ 440,148**	**$ 253,117**	**$ 235,441**	**$ 256,818**
101-10-4106-3415 Contract Legal Services-Labor	-	109,136	90,000	103,243	90,000
101-10-4150-0000 Other Contract Services	-	81,215	90,805	86,667	29,563
101-10-4150-0500 Other Contract Services-IT	-	-	-	-	7,335
101-10-4204-0000 Reference Materials	-	488	350	350	350
101-10-4376-0000 Materials & Supplies	-	9,172	12,250	12,193	12,850
101-10-4396-0000 Memberships & Dues	-	688	1,431	1,849	1,431
101-10-4398-0000 Mileage	-	33	450	655	700
101-10-4412-0000 Postage	-	33	-	-	-
101-10-4436-0000 Recruitment	-	18,750	55,000	46,078	28,500
101-10-4468-0000 Staff Development	-	535	5,000	347	5,000
101-10-4480-0000 Travel & Meetings	-	2,361	3,300	2,903	3,300

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-10-4500-9025	Utilities-Telecommunications	-	-	95	95	95
595-10-4150-00000	Workers' Comp Contract Services	-	23,025	24,225	22,560	22,560
595-10-4356-0000	Workers' Comp Insurance Premiums	-	58,119	160,517	121,052	125,000
596-10-4356-3412	Insurance Premiums JPIA	-	596,713	789,215	822,824	781,372
	Total Services & Supplies	$ -	$ 900,268	$ 1,232,638	$ 1,220,816	$ 1,108,057
	Total Operating Expenditures	**-**	**1,340,416**	**1,485,755**	**1,456,257**	**1,364,875**

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PLANNING AND BUILDING DEPARTMENT

DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

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

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

FISCAL YEAR 2019-20 ACCOMPLISHMENTS

- Developed and launch a City-run Economic Development Program to build the business corridor (Priority Initiative)
- Developed the Fee Incentive and Façade Improvement Program
- Created a financial incentive program for planting heritage trees in the front yard (Priority Initiative)
- Continue to manage the Historic City Wide Survey (FY 2018-19 Priority Initiative)
- Adopted the Vacant Residential and Commercial Ordinance, the Tree Preservation Ordinance
- Adopted new provisions related to walls adjacent to an alley, and School uses on the Stoneman property
- Adopted the 2019 California Building Codes
- As of March 9, 2020, processed 56 Design Review applications and processed 5 Variance applications, and 12 Conditional Use Permit applications

FISCAL YEAR 2020-21 OBJECTIVES

- Adopt a new Tree Preservation Ordinance
- Draft a new Wireless Ordinance
- Conclude the Historic City Wide Survey
- Manage the financial incentive program for planting heritage trees in the front yard (Priority Initiative)
- Manage the City-run Economic Development Program to build the business corridor (Priority Initiative)
- Adopt a new Public Nuisance process and a new appeals and Livable Area Ordinance
- Install and manage new Wayfinding signs for the Commercial areas

Priority Initiatives

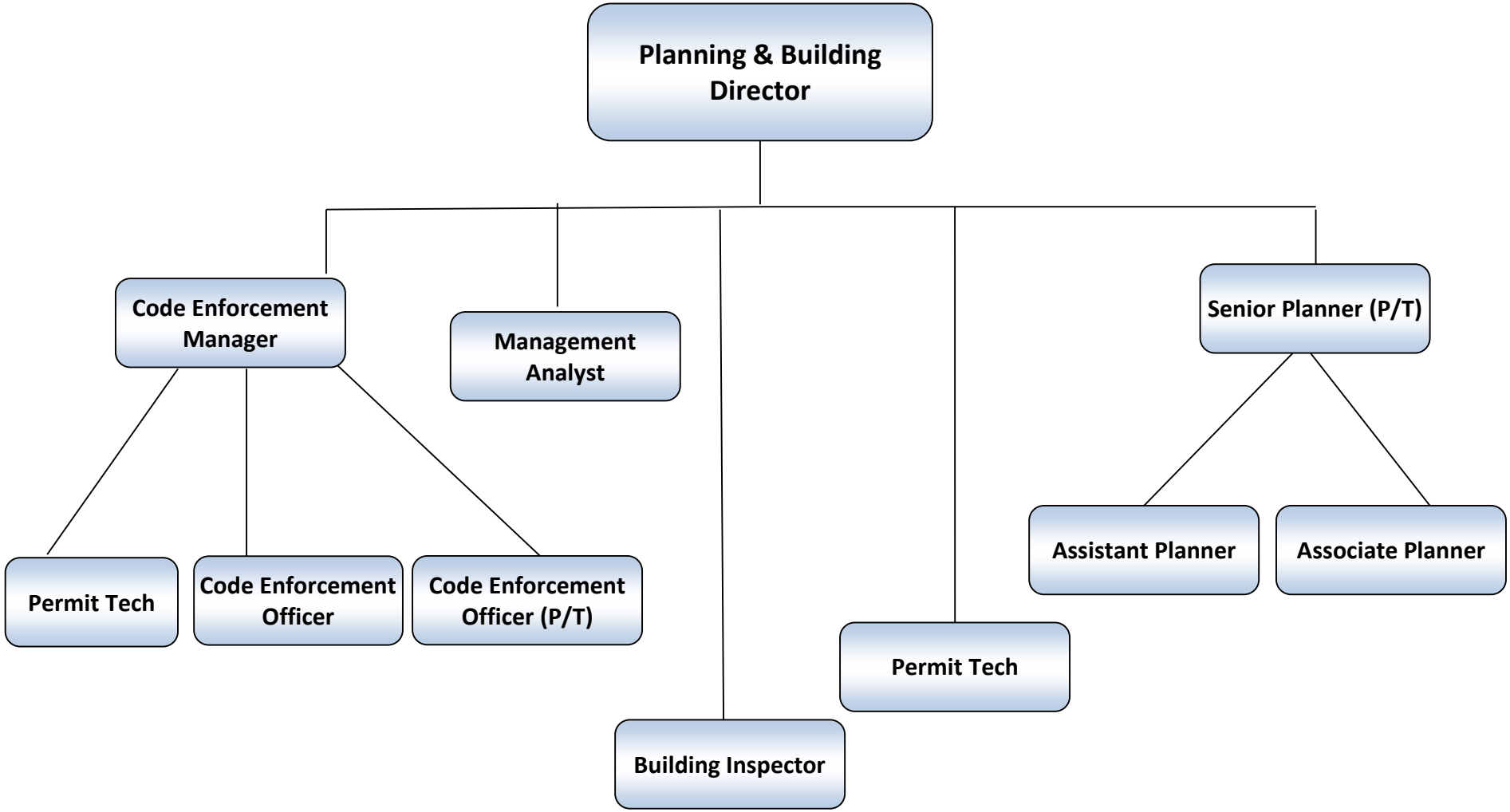
- Beautification Projects for Huntington Drive and Mission Street

OPERATING METRICS

	FY 2018-19	FY 2019-20	
	Actual	Year to Date (as of April 2020)	Estimate for the Year
Number of inspections	4,366	3,004	3,241
Construction Permits Issued	881	624	680
Construction Permits - apps filed	996	648	665
Permits - average days submit to issued	25	27	21
Plan Reviews - Received	578	648	689
Plan Reviews - Approved	640	624	660
Trees removed	73*	134	141
Trees planted	61*	323	367
Number of new business licenses issued – Inside New Accounts	113	132	152
Number of business license renewals processed	3,119	3,137	3,558
Open vs. Closed Code Cases:			
Open	552	509	530
Close	530	435	458
Code Violations Open Request - Property Maintenance	567	196	200

*Tree approvals and planting tracked by application and not by the quantity of the trees removed and planted.

PLANNING & BUILDING DEPARTMENT



Planning & Building Department

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Environmental Services Manager	1.00	-	-	-	-
Code Enforcement Manager	-	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	1.00	2.00	2.00	2.00	2.00
Code Compliance Coordinator	1.00	-	-	-	-
Code Enforcement Officer	-	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	-
Building Inspector I	-	-	-	-	1.00
Part-Time					
Senior Planner	-	0.50	0.50	0.50	0.50
Administrative Analyst	-	-	0.50	0.50	0.50
Code Enforcement Officer	-	0.50	0.50	0.50	0.50
Clerk II	0.92	-	-	-	-
Intern					
Total Full-Time FTE	7.00	8.00	8.00	8.00	8.00
Total Part-Time FTE	0.92	1.00	1.50	1.50	1.50
Department Total FTE	7.92	9.00	9.50	9.50	9.50

Operating Budget Summary

Expenditures by Type:						
	Personnel	836,974	897,352	1,122,894	1,011,718	1,138,679
	Services & Supplies	445,461	515,573	506,540	489,849	540,670
	Total by Type	**1,282,435**	**1,412,925**	**1,629,434**	**1,501,566**	**1,679,348**
Expenditures by Fund:						
101	General Fund	1,282,435	1,412,925	1,623,659	1,495,791	1,673,198
595	Workers Compensation Fund	-	-	5,775	5,775	6,150
	Total by Fund	**$ 1,282,435**	**$ 1,412,925**	**$ 1,629,434**	**$ 1,501,566**	**$ 1,679,348**

Operating Budget Detail

101-14-4001-0000	Full Time Salaries	572,050	614,157	721,479	658,637	707,260
101-14-4002-0000	Part Time Wages	56,710	46,048	97,901	91,623	101,591
101-14-4004-0000	Overtime	3,177	6,058	3,400	1,171	2,400
101-14-4006-0000	Medicare	7,281	7,469	11,881	9,252	11,728
101-14-4008-6050	Retirement-PARS	2,125	1,056	2,187	1,059	2,065
101-14-4008-6160	Retirement - PERS	93,563	118,376	153,725	142,990	172,984
101-14-4010-0000	Cafeteria Benefit	97,789	104,088	126,446	101,112	134,400
101-14-4011-0000	Technology Allowance	4,179	-	-	-	-
101-14-4013-0000	Uniform Allowance	100	100	100	100	100
595-14-4015-0001	Workers' Comp Current Employee	-	-	5,775	5,775	6,150
	Total Personnel	**$ 836,974**	**$ 897,352**	**$ 1,122,894**	**$ 1,011,718**	**$ 1,138,679**
101-14-4104-6270	Contract Building & Safety Svc	209,555	220,663	130,000	130,000	130,000
101-14-4106-0950	Contract Legal Svcs.-Code Enf.	55,221	60,150	35,000	54,000	54,000
101-14-4106-2755	Contract Legal Svcs.-General	96,161	47,278	-	-	-
101-14-4150-0000	Other Contract Services	40,465	126,665	244,967	219,451	140,379

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-14-4150-0001	Other Contract Services-Econ. Develop.	-	-	-	-	120,000
101-14-4150-0500	Other Contract Services-IT	-	-	46,162	45,678	46,162
101-14-4202-0000	Advertising	12,573	23,188	15,000	9,453	15,000
101-14-4204-0000	Reference Materials	99	360	1,500	1,291	200
101-14-4316-0000	Equipment Repair & Maintenance	2,669	3,749	2,600	2,466	2,600
101-14-4332-0000	LA county Publishing Fees	-	-	375	-	375
101-14-4376-0000	Materials & Supplies	6,349	5,255	6,000	5,957	6,000
101-14-4396-0000	Memberships & Dues	2,506	2,715	2,969	2,715	1,974
101-14-4398-0000	Mileage	467	1,109	400	877	1,400
101-14-4399-0000	Non-capitalized Equipment	2,771	-	-	-	-
101-14-4412-0000	Postage	354	1,218	900	888	900
101-14-4420-0000	Printing	3,343	3,813	2,000	3,449	3,000
101-14-4468-0000	Staff Development	2,521	3,801	3,920	2,020	3,510
101-14-4480-0000	Travel & Meetings	1,366	4,789	5,485	3,919	5,485
101-14-4500-9025	Utilities-Telecommunications	912	2,284	988	912	988
101-14-4508-0000	Vehicle Repair & Maintenance	2,591	2,712	2,450	2,404	2,450
101-14-4950-0001	Equipment Cost Allocation	5,538	5,824	5,824	4,368	6,247
	Total Services & Supplies	**$ 445,461**	**$ 515,573**	**$ 506,540**	**$ 489,849**	**$ 540,670**
	Total Operating Expenditures	**$ 1,282,435**	**$ 1,412,925**	**$ 1,629,434**	**$ 1,501,566**	**$ 1,679,348**

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POLICE DEPARTMENT

DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

Working with the community and city staff, the Department provides a full-range of services to the community. The services include:

- Respond to calls for service, traffic collision investigation, and enforcement
- Proactive patrolling of residential and commercial areas of the city
- Provide a strong community oriented approach to the reduction of crime and community partnerships
- Ensure the community has a feeling of safety
- Work with residents, businesses, community groups, and other city departments to collaboratively provide public safety and reduce crime
- 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
- Investigate all crimes resulting in filing appropriate charges with the District Attorney's office;
- Provide a variety of community engagement programs such as, Coffee with a Cop, town hall meetings, Community Police Academy, and other programs
- Work in collaboration with the community and other city departments to provide a safe environment during special events

FISCAL YEAR 2019-20 ACCOMPLISHMENTS

- Reduced residential burglaries by 22%, surpassing our 10% goal
- Enhanced staffing resources for Police Department by two sworn personnel (Priority Initiative)
- Enhanced the Neighborhood Watch Program through implementation of Block Captain training and Residential Security System seminar, adding four new groups and reached out to 840 residential homes, promoting the Neighborhood Watch Program (Priority Initiative)
- Reduced injury traffic collisions by 13%, surpassing our 5% goal

FISCAL YEAR 2020-21 OBJECTIVES

- Involve motorcycle officers in Neighborhood Watch groups to reduce and eliminate traffic complaints
- Develop and initiate a Bicycle and Pedestrian Traffic Safety Program
- Expand Neighborhood Watch goals by including traffic safety and complaint reduction
- Reduce injury traffic collisions by another 10%

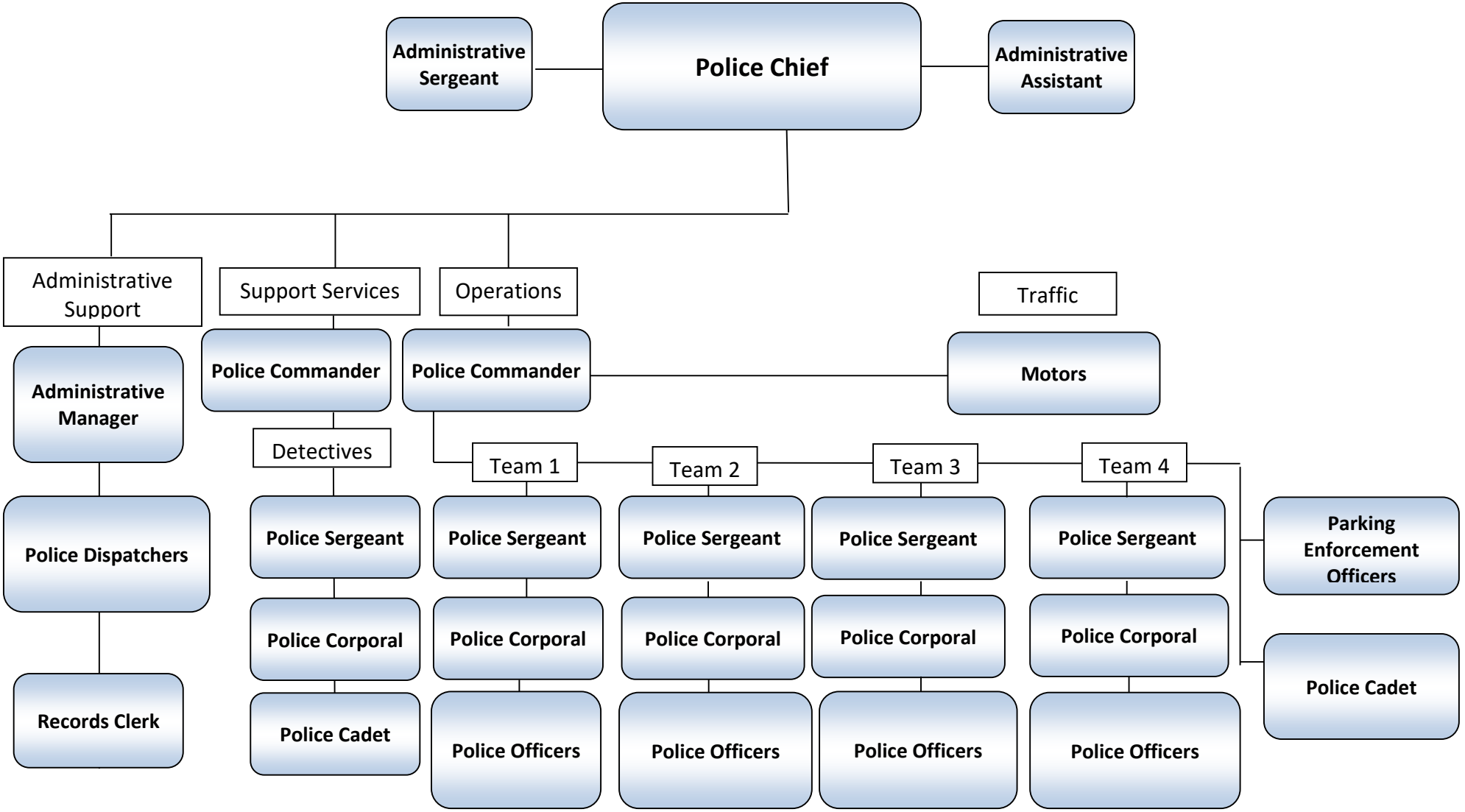
Priority Initiatives

- Traffic Safety Plan: This plan will provide a traffic safety program for the community through education and enforcement. The Motorcycle Officer Team will be recreated within the Police Department with current personnel and 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.

OPERATING METRICS

	FY 2018-19	FY 2019-2020	
	Actual	Year to Date (as of April 2020)	Estimate of the Year
Homicides	0	0	0
Burglaries	90	60	72
Larceny	109	124	149
Auto thefts	2	8	10
Number of calls for service	31,751	24,810	29,772
Average response time - all	3:11	2:10	2:40
Average response time - Priority 1	2:43	1:42	2:12
Total arrests	172	228	274
Total traffic collisions	193	189	227
Total injury traffic collisions	56	73	88
Total citations	2,777	2,347	2,816
Open Detective Cases	2,851	2,511	3,013
Overtime Hours	4,443	2,960	3,498
Total Number of subscribers to communication channels	1,869	2,084	2,501
Number of community outreach events (coffee with a cop, neighborhood watch meetings, community academies, etc.)	24	11	13

POLICE DEPARTMENT



Police Department

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00
Police Records Manager	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	-	-	-	
Administrative Assistant	-	1.00	1.00	1.00	1.00
Dispatcher/Clerk	4.00	4.00	5.00	5.00	5.00
Officer	15.00	15.00	17.00	17.00	17.00
Corporal	5.00	5.00	4.00	4.00	4.00
Sergeant	5.00	5.00	6.00	6.00	6.00
Records Clerk	1.00	1.00	1.00	1.00	1.00
Part-Time					
Dispatcher/Clerk	0.50	0.50	-	-	-
Cadet	1.00	1.00	1.00	1.00	1.00
Records Clerk	-	-	-	-	-
Parking Enforcement Officers	1.00	1.00	1.00	1.00	1.00
Total Full-Time FTE	35.00	35.00	38.00	38.00	38.00
Total Part-Time FTE	2.50	2.50	2.00	2.00	2.00
Department Total FTE	37.50	37.50	40.00	40.00	40.00

Operating Budget Summary

Expenditures by Type:						
	Personnel	5,130,336	5,593,262	6,388,213	6,286,676	6,715,853
	Services & Supplies	916,074	800,053	996,649	932,747	853,744
	Total by Type	**$ 6,046,410**	**$ 6,393,315**	**$ 7,384,862**	**$ 7,219,423**	**$ 7,569,597**
Expenditures by Fund:						
103	Public Safety Fund	5,858,175	6,167,341	7,049,381	6,949,236	7,364,990
104	4th of July Fund	12,737	5,406	8,475	6,032	8,475
217	Asset Forfeiture Fund	3,473	-	-	-	-
233	COPS Fund	91,898	91,898	106,832	106,832	60,832
240	Homeland Security Grant Fund	-	-	93,124	91,427	-
281	Donations Fund	2,473	-	-	-	-
595	Workers' Compensation Fund	77,654	128,670	127,050	65,896	135,300
	Total by Fund	**$ 6,046,410**	**$ 6,393,315**	**$ 7,384,862**	**$ 7,219,423**	**$ 7,569,597**

Operating Budget Detail

103-30-4001-0000	Full Time Salaries	3,177,827	3,205,343	3,844,056	3,746,836	3,940,858
103-30-4002-0000	Part Time Wages	48,434	68,061	67,711	47,633	69,329
103-30-4004-0000	Overtime	316,740	554,977	314,547	464,000	314,547
103-30-4004-0002	Overtime-Support	937	1,511	-	-	-
103-30-4006-0000	Medicare	49,085	52,233	56,668	53,849	58,148
103-30-4008-6050	Retirement-PARS	1,816	2,531	2,539	1,605	2,600
103-30-4008-6160	Retirement - PERS	939,306	1,083,798	1,363,702	1,299,073	1,522,747
103-30-4010-0000	Cafeteria Benefit	471,490	463,517	584,665	546,875	638,400
103-30-4011-0000	Technology Allowance	9,329	-	-	-	-
103-30-4013-0000	Uniform Allowance	18,800	21,550	18,800	20,700	25,450
103-30-4014-0000	Unemployment Payments	1,350	2,508	-	1,364	-
103-30-4015-0000	Workers' Compensation Salaries	1,774	850	-	25,329	-
103-30-4401-0000	Outside Services	3,057	2,307	-	7,484	-
104-30-4002-0000	Part Time Wages	179	1,084	-	593	-

Police Department

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
104-30-4004-0000	Police Overtime	11,728	3,882	8,000	5,353	8,000
104-30-4006-0000	Medicare	94	67	50	86	50
104-30-4008-6050	Retirement-PARS	7	32	-	-	-
104-30-4008-6160	Retirement - PERS	548	232	350	-	350
104-30-4010-0000	Cafeteria Benefit	181	109	75	-	75
595-30-4015-0001	Workers' Comp Current Employee	23,778	36,163	47,990	21,408	51,239
595-30-4015-0002	Workers' Comp Past Employee	53,876	92,507	79,060	44,488	84,061
	Total Personnel	**5,130,336**	**5,593,262**	**6,388,213**	**6,286,676**	**6,715,853**
103-30-4150-0000	Other Contract Services	350,391	297,974	315,632	295,632	348,906
103-30-4150-0500	Other Contract Services-IT	-	-	14,800	9,700	11,298
103-30-4204-0000	Books & Periodicals	368	300	800	500	500
103-30-4206-0000	Building Repair & Maintenance	17,610	-		-	-
103-30-4316-0000	Equipment Repair & Maintenance	5,724	11,104	50,267	50,000	50,267
103-30-4376-0000	Materials & Supplies	15,384	15,188	13,600	13,750	13,600
103-30-4376-0200	Community Relations-M&S	4,810	6,999	31,200	7,000	7,000
103-30-4376-0175	Ammunition	12,572	13,922	4,000	4,000	8,000
103-30-4396-0000	Memberships & Dues	5,177	5,050	6,290	5,829	6,170
103-30-4398-0000	Mileage	37	-	-	-	-
103-30-4399-0000	Non-capitalized Equipment	31,907	-	10,500	4,500	5,000
103-30-4412-0000	Postage	350	820	1,600	1,000	1,600
103-30-4415-0000	POST Training	35,085	27,277	30,000	28,225	33,000
103-30-4420-0000	Printing	4,629	1,285	4,000	4,000	4,000
103-30-4436-0000	Recruitment	22,296	19,400	15,000	14,325	15,000
103-30-4468-0000	Staff Development	7,764	8,595	10,000	5,556	10,000
103-30-4480-0000	Travel & Meetings	8,750	5,028	8,000	9,698	8,000
103-30-4492-0000	Uniforms	5,079	1,327	-	-	-
103-30-4492-0003	Uniforms-PERSable	3,181	16,833	19,000	19,000	27,500
103-30-4492-0004	Uniforms-Safety	13,550	(475)	4,000	4,713	4,000
103-30-4500-4950	Utilities-Natural Gas	357	546	500	526	520
103-30-4500-9025	Utilities-Telecommunications	16,189	21,363	18,100	17,130	16,300
103-30-4508-0000	Vehicle Repair & Maintenance	99,521	100,932	85,000	85,000	85,000

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
103-30-4950-0001	Equipment Cost Allocation	157,499	154,687	154,404	154,404	137,251
217-30-4399-0000	Non-capitalized Equipment	1,658	-	-	-	-
217-30-4613-0000	Equipment	1,815	-	-	-	-
233-30-4150-9470	Other Contract Services-CAD RMS	91,898	91,898	106,832	106,832	60,832
240-30-4613-0000	Equipment	-	-	93,124	91,427	-
281-30-4376-0000	Donation Fund -M&S	2,473	-	-	-	-
	Total Services & Supplies	**$ 916,074**	**$ 800,053**	**$ 996,649**	**$ 932,747**	**$ 853,744**
	Total Operating Expenditures	**$ 6,046,410**	**$ 6,393,315**	**$ 7,384,862**	**$ 7,219,423**	**$ 7,569,597**

FIRE DEPARTMENT

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 services for the City

FISCAL YEAR 2019-20 ACCOMPLISHMENTS

- Implemented a new "Water Watch" program in the City to help prevent juvenile drownings in our City
- Implemented technology changes to remain compatible with Verdugo Fire Dispatch Center
- Implemented Lexipol Standardized Fire Department Policies and Best Practices, within existing funding
- Launched a multi-year review of the City of San Marino's Very High Fire Severity Zone to determine if the designated area in Chapter 14, Article 13 of the San Marino City Code remains suitable

FISCAL YEAR 2020-21 OBJECTIVES

- Complete the multi-year review of the City of San Marino's Very High Fire Severity Zone to determine if the designated area in Chapter 14, Article 13 of the San Marino City Code remains suitable
- Conduct a review of the current Community Emergency Response Training (CERT) and develop a "Citizen Fire Academy" for residents' participation

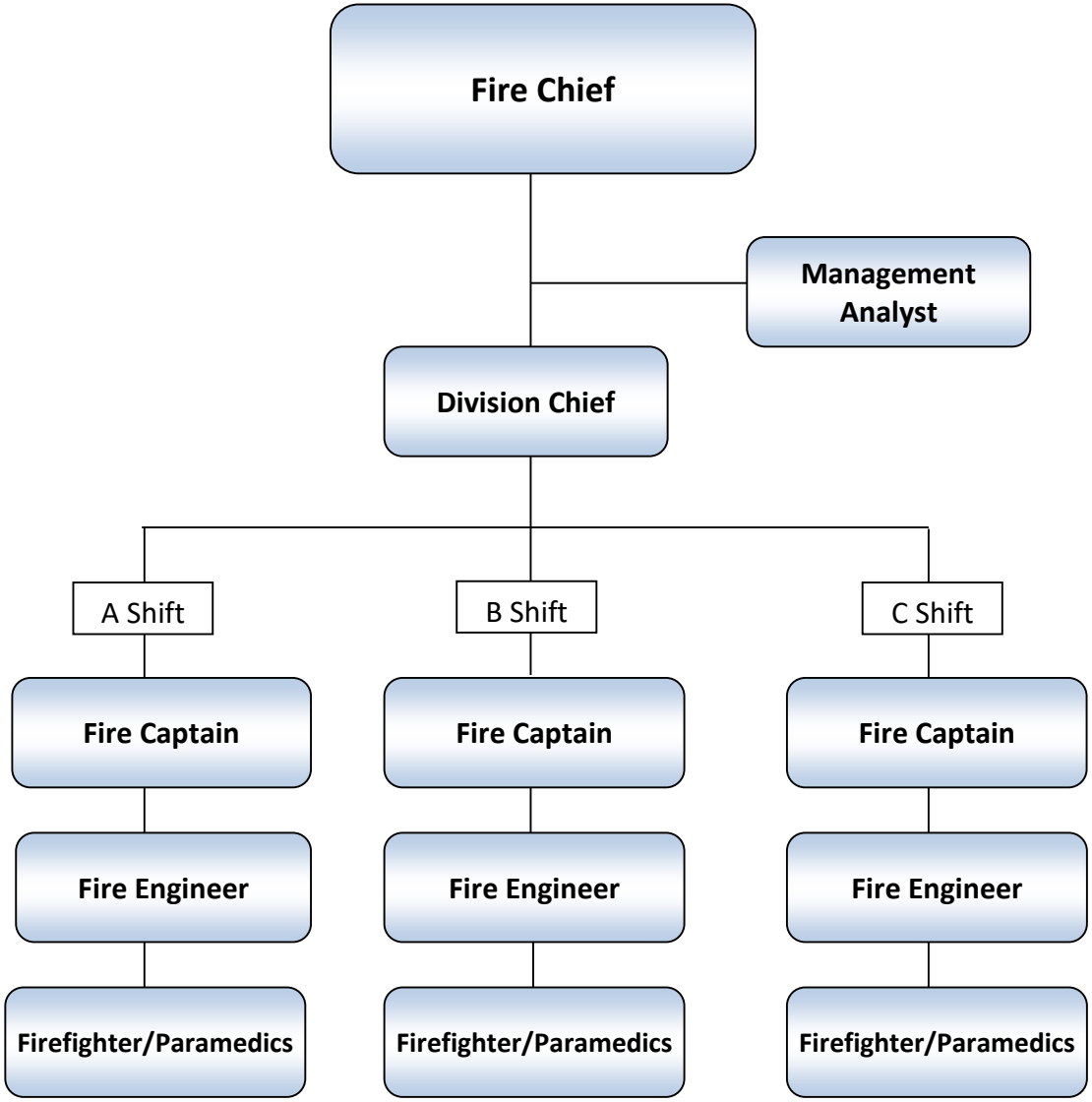
Priority Initiatives

- None

OPERATING METRICS

	FY 2018-19	FY 2019-20	
Description	**Actual**	**Year to Date (as of April 2020)**	**Estimate for the Year**
# of total responses	1,742	1,615	1,875
Responses in City	933	844	1,000
Responses out of City	809	771	875
# of San Marino events with other agency support	234	234	280
Average response time	0:04:08	00:04:06	00:04:06
Average turnout time	0:01:22	00:01:08	00:01:08
Total cardiac arrest incidents	9	12	13
Cardiac arrest return of spontaneous circulation	3	7	8
Overtime Hours	11,095	8,985	9,477

FIRE DEPARTMENT



Fire Department

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 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		1.50	1.00	1.00	1.00	1.00
South Pasadena Division Chief		1.50	-	-	-	
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
Administrative Assistant		1.00	-	-	-	-
	Total Full-Time FTE	23.00	21.00	21.00	21.00	21.00
	Total Part-Time FTE	-	-	-	-	-
	Department Total FTE	23.00	21.00	21.00	21.00	21.00
Operating Budget Summary						
Expenditures by Type:						
	Personnel	4,633,713	5,074,786	4,968,979	5,160,555	5,181,350
	Services & Supplies	680,375	727,262	713,700	705,056	729,577
	Total by Type	**$ 5,314,088**	**$ 5,802,048**	**$ 5,682,679**	**$ 5,865,611**	**$ 5,910,927**
Expenditures by Fund:						
103	Public Safety Fund	5,140,309	5,514,708	5,467,904	5,522,420	5,682,402
104	4th of July Fund	2,783	1,010	3,025	1,908	3,025
281	Donations Fund	31	18,567	-	-	-
595	Workers Compensation Fund	170,965	267,763	211,750	341,283	225,500
	Total by Fund	**$ 5,314,088**	**$ 5,802,048**	**$ 5,682,679**	**$ 5,865,611**	**$ 5,910,927**
Operating Budget Detail						
103-34-4001-0000	Full Time Salaries	2,460,027	2,410,362	2,464,337	2,455,843	2,492,872
103-34-4001-0019	Full Time Salaries-COVID-19	-	-	-	-	-
103-34-4003-0000	Shared Fire Command	-	-	-	-	-
103-34-4004-0000	Overtime	499,872	697,393	469,000	538,000	469,000
103-34-4004-0003	Overtime-Strike Teams	83,798	68,776	127,500	970	127,500
103-34-4004-0019	Overtime-COVID-19	-	-	30,000	30,000	25,000
103-34-4004-0033	Overtime-Shared Command	57,605	38,520	39,000	54,076	39,000
103-34-4006-0000	Medicare	42,443	43,070	35,733	42,718	36,147
103-34-4008-6160	Retirement - PERS	907,926	1,093,713	1,254,387	1,252,283	1,409,707
103-34-4010-0000	Cafeteria Benefit	302,844	303,173	333,347	324,330	352,800
103-34-4011-0000	Technology Allowance	10,936	7,221	-	-	-
103-34-4013-0000	Uniform Allowance	800	813	900	800	800
103-34-4015-0000	Worker's Comp 4850 Pay	93,714	142,973	-	118,344	-
104-34-4004-0000	Fire Overtime (4th of July)	2,682	997	3,000	1,881	3,000
104-34-4006-0000	Medicare	36	13	25	27	25
104-34-4010-0000	Cafeteria Benefit	65	-	-	-	-
595-34-4015-0001	Workers' Comp Current Employees	150,066	207,669	174,994	221,403	173,975
595-34-4015-0002	Workers' Comp Past Employees	20,899	60,094	36,756	119,879	51,525
	Total Personnel	**$ 4,633,713**	**$ 5,074,786**	**$ 4,968,979**	**$ 5,160,555**	**$ 5,181,350**
103-34-4110-0000	Shared Command	63,266	131,060	115,000	95,000	115,000

Fire Department

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
103-34-4150-0000	Other Contract Services	174,191	165,710	151,900	166,569	188,400
103-34-4150-0500	Other Contract Services-IT	-	-	16,000	15,370	16,000
103-34-4204-0000	Books & Periodicals	584	431	400	400	400
103-34-4206-0000	Building Repair & Maintenance	22,923	16,179	18,750	15,000	18,750
103-34-4308-0000	Equipment Rental	-	-	400	400	400
103-34-4316-0000	Equipment Repair & Maintenance	14,120	12,787	15,000	14,000	15,000
103-34-4376-0000	Materials & Supplies	40,411	36,328	41,780	48,534	50,800
281-34-4376-0000	Materials & Supplies	31	-	-	-	-
103-34-4396-0000	Memberships & Dues	2,821	3,800	2,975	3,600	2,975
103-34-4398-0000	Mileage	-	-	100	250	100
103-34-4399-0000	Non-capitalized Equipment	10,548	29,287	12,300	12,300	12,300
281-34-4399-0000	Non-capitalized Equipment	-	18,567	-	-	-
103-34-4401-0000	Outside Services	5,180	4,920	3,000	6,370	3,000
103-34-4420-0000	Printing	1,130	506	450	450	450
103-34-4436-0000	Recruitment	18,936	9,224	16,600	16,250	16,600
103-34-4452-0000	Small Tools	525	507	500	500	500
103-34-4460-0003	Special Exp.Strike Team FEMP	3,306	2,380	12,000	-	12,000
103-34-4468-0000	Staff Development	7,690	6,594	14,130	8,000	14,130
103-34-4480-0000	Travel & Meetings	3,073	4,414	5,600	2,600	5,600
103-34-4492-0000	Uniforms	440	109	-	-	-
103-34-4492-0003	Uniforms-PERSable	9,143	7,399	7,400	7,400	7,400
103-34-4492-0004	Uniforms-Safety	20,935	20,524	23,000	22,000	23,000
103-34-4500-4950	Utilities-Natural Gas	1,877	1,922	1,900	2,084	1,900
103-34-4500-9025	Utilities-Telecommunications	9,358	17,050	15,700	22,964	23,200
103-34-4508-0000	Vehicle Repair & Maintenance	102,620	62,103	63,800	70,000	68,800
103-34-4950-0001	Equipment Cost Allocation	167,267	175,460	175,015	175,015	132,872
	Total Services & Supplies	**$ 680,375**	**$ 727,262**	**$ 713,700**	**$ 705,056**	**$ 729,577**
	Total Operating Expenditures	**$ 5,314,088**	**$ 5,802,048**	**$ 5,682,679**	**$ 5,865,611**	**$ 5,910,927**

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 2019-20 ACCOMPLISHMENTS

- Conducted a City-wide emergency operations exercise with City staff, Department Heads, and the School District for Active Shooter incidents
- Updated the City's Emergency Operations Plan to include: Alerts and Warnings Plan, Extreme Heat / Power Interruption Annex, and Disease Pandemic Annex
- Coordinated the City's emergency response to the COVID-19 pandemic

FISCAL YEAR 2020-21 OBJECTIVES

- Upgrade and improve the Emergency Operations Center
- Conduct a City-wide emergency operations exercise with City staff, Department Heads, and the School District
- Review and revise the City's Emergency Operations Plan for City Council adoption

Priority Initiatives

- None

OPERATING METRICS

	FY 2018-19	FY 2019-20	
Description	**Actual**	**Year to Date (as of April 2020)**	**Estimate for the Year**
EOC Activations	0	1	1

Emergency Management

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Services & Supplies	71,637	51,845	55,565	47,237	60,325
	Total by Type	**$ 71,637**	**$ 51,845**	**$ 55,565**	**$ 47,237**	**$ 60,325**
Expenditures by Fund:						
101	General Fund	71,637	51,845	55,565	47,237	60,325
	Total by Fund	**$ 71,637**	**$ 51,845**	**$ 55,565**	**$ 47,237**	**$ 60,325**
Operating Budget Detail						
101-36-4150-0000	Other Contract Services	18,921	12,788	7,500	-	11,000
101-36-4150-0500	Other Contract Services-IT	-	-	5,500	5,460	5,500
101-36-4316-0000	Equipment Repair & Maintenance	12,973	4,228	10,900	10,900	10,900
101-36-4376-0000	Materials & Supplies	6,919	15,813	13,000	13,000	13,000
101-36-4396-0000	Memberships & Dues	-	250	300	260	300
101-36-4399-0000	Non-capitalized Equipment	19,432	8,286	7,500	7,500	7,500
101-36-4468-0000	Staff Development	1,083	2,405	3,700	1,750	3,700
101-36-4480-0000	Travel & Meetings	-	180	-	-	-
101-36-4500-9025	Utilities-Telecommunications	8,094	3,680	2,950	4,152	4,210
101-36-4950-0001	Equipment Cost Allocation	4,215	4,215	4,215	4,215	4,215
	Total Services & Supplies	**$ 71,637**	**$ 51,845**	**$ 55,565**	**$ 47,237**	**$ 60,325**
	Total Operating Expenditures	**$ 71,637**	**$ 51,845**	**$ 55,565**	**$ 47,237**	**$ 60,325**

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 operation of the city's public infrastructure, and performs this mission through a combination of physical assets, best management practices and policies, and skilled personnel. Infrastructure assets include:

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

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

FISCAL YEAR 2019-20 ACCOMPLISHMENTS

- Procured web-based work order software so that Department staff is enabled to track and report efficiency, costs and effectiveness of service delivery via a smartphone application
- Designed a Lacy Park Rose Arbor replacement as close as feasible to the original arbor; construction in progress and scheduled to be completed before end of FY 2019-20
- Completed citywide vehicle and fleet review and utilization study and incorporated portions of the recommendations into the capital equipment budget
- Completed facility condition assessments of the Police Department and Fire Department
- Completed 2 miles of sidewalk replacement as part of multi-year replacement program including installation of parallel curb ramp on Huntington Drive (FY 2018-19 Priority Initiative)
- Hired an Urban Forester and initiated work on urban forestry program including tree removal and replacement policy and plans, condition assessments, and funding levels to maintain tree population
- Started citywide traffic circulation study and an existing conditions report has been generated. The Department anticipates the study will be completed early next FY 2020-21
- Started an assessment of the City's stormwater system which will be completed by early next FY 2020-21

FISCAL YEAR 2020-21 OBJECTIVES

- Perform a pavement condition assessment of all city alleys and all 7 city-owned parking lots (facilities that have been overlooked in the past and whose condition is undocumented)
- Connect the police department, the public works headquarters and fleet shop, and corporation yard security gates to the City Hall campus emergency generator

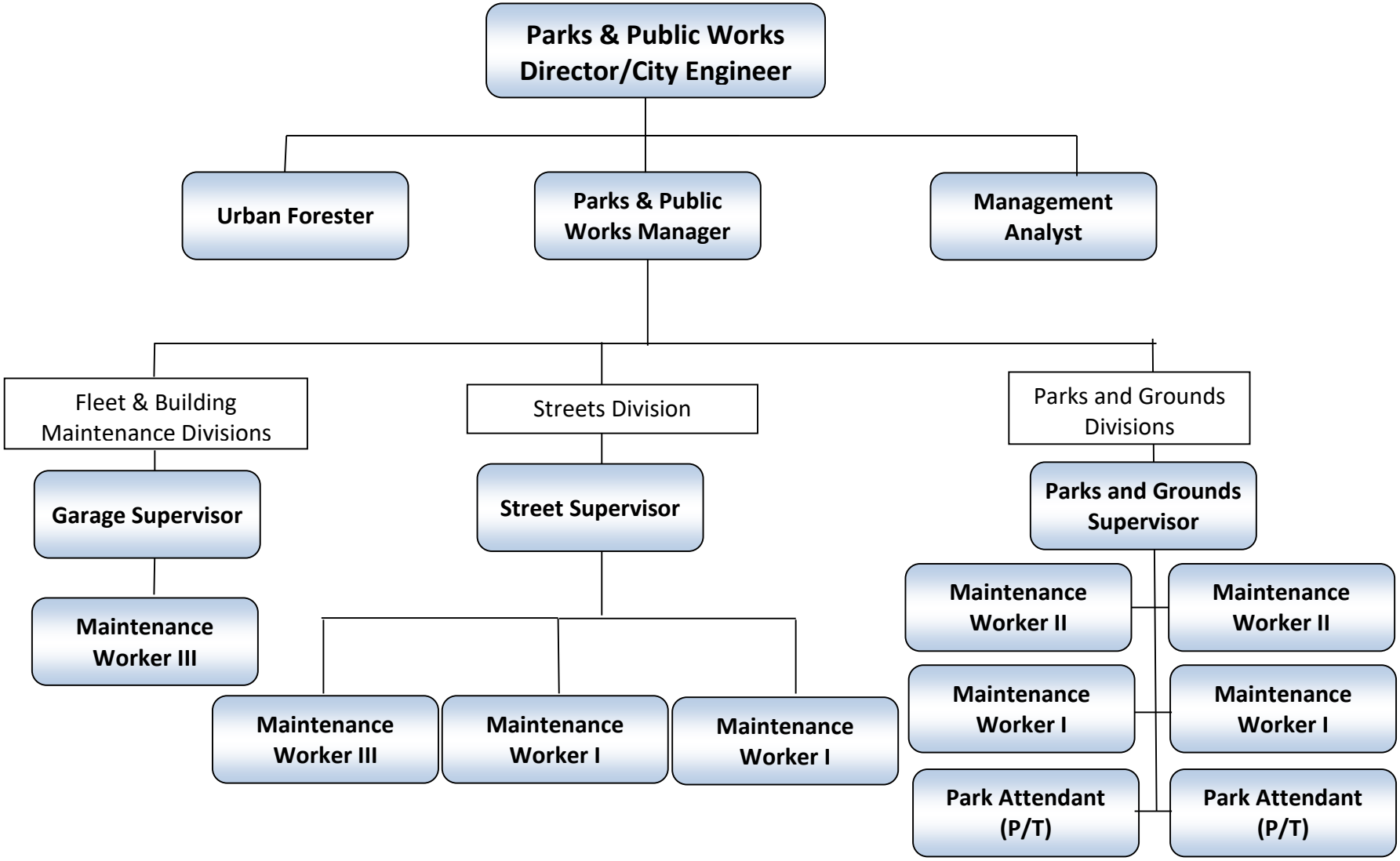
Priority Initiatives

- Complete the renovation of the San Marino Center into a state-of-the-art community center

OPERATING METRICS

	FY 2018-19	FY 2019-20	
	Actual	Year to Date (as of April 2020)	Estimate for the Year
Linear feet of sewer lines cleaned	139,702	122,175	122,175
Square footage of sidewalk replaced	14,410	57,900	57,900
Potholes replaced	356	450	480
Cost for Parks and Grounds upkeep	$540,276	$456,148.93	$535,000
Public trees planted	125	25	100
Public trees removed	44	78	90
Number of fleet vehicles	65	65	65
Number of vehicles serviced	800	560	654
% of fleet out of service per month	20%	18%	18%
Percent of adopted capital improvement projects completed		25	60
Number of unplanned events/issues	60	34	48

PARKS & PUBLIC WORKS DEPARTMENT



Parks and Public Works Department - Summary

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Administrative 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	1,782,605	1,761,753	1,805,806	1,724,882	1,901,030
Services & Supplies	1,409,164	1,531,987	1,664,245	1,708,806	1,731,404
Total by Type	**$ 3,191,769**	**$ 3,293,740**	**$ 3,470,051**	**$ 3,433,688**	**$ 3,632,434**
Expenditures by Fund:					
101 General Fund	3,169,201	3,286,410	3,429,487	3,423,291	3,594,870
104 4th of July Fund	4,827	413	4,464	5,744	4,464
215 Prop. C Transit Fund	6,000	6,390	10,000	-	10,000
281 Donations Fund	587	-	3,000	2,576	-
595 Workers' Compensation Fund	11,154	527	23,100	2,078	23,100
Total by Fund	**$ 3,191,769**	**$ 3,293,740**	**$ 3,470,051**	**$ 3,433,688**	**$ 3,632,434**
Expenditures by Division:					
Administration Division	477,437	379,352	474,693	465,598	501,238
Fleet Division	260,788	183,355	261,692	255,669	267,012
Sewer Division	287,201	390,531	348,500	344,282	356,300
Streets Division	928,167	878,178	957,887	879,000	897,739
Parks Division	525,706	498,500	540,987	545,142	558,471
Grounds Division	712,471	775,961	708,992	753,508	874,874
Building Maintenance Division	-	187,864	177,300	190,490	176,800
Total By Division	**$ 3,191,769**	**$ 3,293,740**	**$ 3,470,051**	**$ 3,433,688**	**$ 3,632,434**

Parks and Public Works Department - Summary

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditures by Division:						
Administration	Personnel	279,883	298,215	327,775	301,985	346,993
	Services & Supplies	197,554	81,137	146,918	163,612	154,245
	Total by Type	**$ 477,437**	**$ 379,352**	**$ 474,693**	**$ 465,598**	**$ 501,238**
Fleet	Personnel	201,106	151,107	230,263	224,611	233,633
	Services & Supplies	59,681	32,248	31,429	31,057	33,379
	Total by Type	**$ 260,788**	**$ 183,355**	**$ 261,692**	**$ 255,669**	**$ 267,012**
Sewer	Personnel	-	-	-	-	-
	Services & Supplies	287,201	390,531	348,500	344,282	356,300
	Total by Type	**$ 287,201**	**$ 390,531**	**$ 348,500**	**$ 344,282**	**$ 356,300**
Streets	Personnel	584,733	578,248	568,132	519,794	512,180
	Services & Supplies	343,433	299,930	389,755	359,206	385,559
	Total by Type	**$ 928,167**	**$ 878,178**	**$ 957,887**	**$ 879,000**	**$ 897,739**
Parks	Personnel	360,659	377,031	352,621	354,750	375,807
	Services & Supplies	165,047	121,469	188,366	190,392	182,664
	Total by Type	**$ 525,706**	**$ 498,500**	**$ 540,987**	**$ 545,142**	**$ 558,471**
Grounds	Personnel	356,223	357,152	327,015	323,741	432,417
	Services & Supplies	356,248	418,809	381,977	429,767	442,457
	Total by Type	**$ 712,471**	**$ 775,961**	**$ 708,992**	**$ 753,508**	**$ 874,874**
Bldg. Maintenance	Personnel	-	-	-	-	-
	Services & Supplies	-	187864.05	177300	190490	176800
	Total by Type	**$ -**	**$ 187,864**	**$ 177,300**	**$ 190,490**	**$ 176,800**
	Total by Division	**$ 3,191,769**	**$ 3,293,740**	**$ 3,470,051**	**$ 3,433,688**	**$ 3,632,434**

Parks and Public Works Administration

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	279,883	298,215	327,775	301,985	346,993
	Services & Supplies	197,554	81,137	146,918	163,612	154,245
	Total by Type	**$ 477,437**	**$ 379,352**	**$ 474,693**	**$ 465,598**	**$ 501,238**
Expenditures by Fund:						
101	General Fund	461,455	378,412	447,129	457,777	473,674
104	4th of July Fund	4,827	413	4,464	5,744	4,464
595	Workers' Compensation Fund	11,154	527	23,100	2,078	23,100
	Total by Fund	**$ 477,437**	**$ 379,352**	**$ 474,693**	**$ 465,598**	**$ 501,238**
Operating Budget Detail						
101-40-4001-0000	Full Time Salaries	219,391	237,560	246,251	240,043	260,111
101-40-4004-0000	Overtime	(2,171)	6,118	-	918	-
101-40-4006-0000	Medicare	3,040	3,462	3,571	3,560	3,772
101-40-4008-6160	Retirement - PERS	15,958	16,632	18,667	16,496	21,947
101-40-4010-0000	Cafeteria Benefit	26,501	31,362	31,722	33,148	33,600
101-40-4011-0000	Technology Allowance	1,607	-	-	-	-
101-40-4014-0000	Unemployment Insurance	(425)	2,141	-	-	-
104-40-4004-0000	Public Works Overtime	4,772	396	4,400	5,661	4,400
104-40-4006-0000	Medicare	15	6	64	82	64
104-40-4010-0000	Cafeteria Benefits	41	11	-	-	-
595-40-4015-0001	Workers' Comp Current Employee	-	527	-	2,005	-
595-40-4015-0002	Workers' Comp Past Employees	11,154	-	23,100	73	23,100
	Total Personnel	**$ 279,883**	**$ 298,215**	**$ 327,775**	**$ 301,985**	**$ 346,993**
101-40-4104-0000	Contract Engineering Services	56,075	42,439	93,000	93,000	93,000
101-40-4150-0000	Other Contract Services	56,560	9,206	8,800	10,674	9,020
101-40-4150-0500	Other Contract Services - IT	-	-	17,500	17,500	17,500
101-40-4206-0000	Building Repair & Maintenance	31,780	203	-	-	-
101-40-4260-0000	Damage to City Property Repair	25,606	9,214	10,000	17,500	10,000
101-40-4316-0000	Equipment Repair & Maintenance	-	622	500	500	500
101-40-4376-0000	Materials & Supplies	6,021	4,085	2,000	6,910	6,900
101-40-4396-0000	Memberships & Dues	5,944	1,130	1,965	1,900	2,190
101-40-4398-0000	Mileage	41	85	200	200	200
101-40-4399-0000	Non-Capital Equipment	938	1,260	-	-	-
101-40-4468-0000	Staff Development	4,337	2,218	1,555	2,487	1,555
101-40-4480-0000	Travel & Meetings	711	827	2,243	2,200	2,240

Parks and Public Works - Administration

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-40-4492-0003	Uniforms-PERSable	3,391	3,715	3,260	3,954	4,150
101-40-4492-0004	Uniforms-Safety	5,659	4,648	4,875	5,747	6,000
101-40-4500-9025	Utilities-Telecommunications	456	991	520	990	990
101-40-4508-0000	Vehicle Repair	35	493	500	50	-
	Total Services & Supplies	**$ 197,554**	**$ 81,137**	**$ 146,918**	**$ 163,612**	**$ 154,245**
	Total Operating Expenditures	**$ 477,437**	**$ 379,352**	**$ 474,693**	**$ 465,598**	**$ 501,238**

Parks and Public Works - Fleet

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	201,106	151,107	230,263	224,611	233,633
	Services & Supplies	59,681	32,248	31,429	31,056	33,379
	Total by Type	**$ 260,788**	**$ 183,355**	**$ 261,692**	**$ 255,668**	**$ 267,012**
Expenditures by Fund:						
101	General Fund	260,788	183,355	261,692	255,668	267,012
	Total by Fund	**$ 260,788**	**$ 183,355**	**$ 261,692**	**$ 255,668**	**$ 267,012**
Operating Budget Detail						
101-42-4001-0000	Full Time Salaries	142,208	91,107	150,273	147,760	145,413
101-42-4004-0000	Overtime	1,195	10,512	1,500	2,141	1,500
101-42-4006-0000	Medicare	1,065	1,273	2,179	2,020	2,108
101-42-4008-6160	Retirement - PERS	30,034	30,922	44,309	41,365	50,612
101-42-4010-0000	Cafeteria Benefit	26,406	17,093	31,382	31,224	33,600
101-42-4013-0000	Uniform Allowance	200	200	620	100	400
	Total Personnel	**$ 201,106**	**$ 151,107**	**$ 230,263**	**$ 224,611**	**$ 233,633**
101-42-4150-0000	Other Contract Services	34,260	4,740	7,000	6,677	7,000
101-42-4204-0000	Books & Periodicals	2,455	1,861	-	-	-
101-42-4316-0000	Equipment Repair & Maintenance	7,561	8,451	8,200	8,200	9,600
101-42-4376-0000	Materials & Supplies	3,806	3,942	3,500	3,500	3,500
101-42-4396-0000	Memberships and Dues	33	-	-	-	-
101-42-4452-0000	Small Tools	1,996	1,607	1,500	800	1,500
101-42-4508-0000	Vehicle Repair & Maintenance	647	618	200	850	750
101-42-4950-0001	Equipment Cost Allocation	8,925	11,029	11,029	11,029	11,029
	Total Services & Supplies	**$ 59,681**	**$ 32,248**	**$ 31,429**	**$ 31,056**	**$ 33,379**
	Total Operating Expenditures	**$ 260,788**	**$ 183,355**	**$ 261,692**	**$ 255,668**	**$ 267,012**

Parks and Public Works - Sewer

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	287,201	390,531	348,500	344,282	356,300
	Total by Type	**$ 287,201**	**$ 390,531**	**$ 348,500**	**$ 344,282**	**$ 356,300**
Expenditures by Fund:						
101	General Fund	287,201	390,531	348,500	344,282	356,300
	Total by Fund	**$ 287,201**	**$ 390,531**	**$ 348,500**	**$ 344,282**	**$ 356,300**
Operating Budget Detail						
101-44-4104-0000	Contracted Engineering NPDES	11,004	8,650	15,000	20,000	20,000
101-44-4106-5170	Contract Legal Svcs.-NPDES	3,753	3,569	5,000	1,282	5,000
101-44-4150-0000	Other Contract Services	121,797	194,598	156,000	156,000	163,800
101-44-4150-5170	Other Contract Services-NPDES	25,058	50,972	25,500	20,000	20,500
101-44-4150-9020	Contracted Street Sweeping	122,480	125,711	135,000	135,000	135,000
101-44-4376-0000	Materials and Supplies	72	-	-	-	-
101-44-4399-0000	Non-Capitalized Equipment	949	-	-	-	-
101-44-4460-5170	Special Expenses-NPDES	2,088	7,031	12,000	12,000	12,000
	Total Services & Supplies	**$ 287,201**	**$ 390,531**	**$ 348,500**	**$ 344,282**	**$ 356,300**
	Total Operating Expenditures	**$ 287,201**	**$ 390,531**	**$ 348,500**	**$ 344,282**	**$ 356,300**

Parks and Public Works - Streets

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	584,733	578,248	568,132	519,794	512,180
	Services & Supplies	343,433	299,930	389,755	359,206	385,559
	Total by Type	**$ 928,167**	**$ 878,178**	**$ 957,887**	**$ 879,000**	**$ 897,739**
Expenditures by Fund:						
101	General Fund	922,167	871,788	947,887	879,000	887,739
215	Prop. C Transit Fund	6,000	6,390	10,000	-	10,000
	Total by Fund	**$ 928,167**	**$ 878,178**	**$ 957,887**	**$ 879,000**	**$ 897,739**
Operating Budget Detail						
101-48-4001-0000	Full Time Salaries	406,513	390,159	381,244	340,775	329,055
101-48-4002-0000	Part Time Wages	16,256	9,296	-	-	-
101-48-4004-0000	Overtime	40	14,549	-	-	-
101-48-4006-0000	Medicare	6,109	5,983	5,503	4,923	4,771
101-48-4008-6050	Retirement-PARS	444	349	-	-	
101-48-4008-6160	Retirement - PERS	66,090	78,088	91,586	88,398	101,954
101-48-4010-0000	Cafeteria Benefit	87,238	79,174	87,369	84,965	75,600
101-48-4011-0000	Technology Allowance	1,393	-	-	-	-
101-48-4013-0000	Uniform Allowance	650	650	2,430	733	800
	Total Personnel	**$ 584,733**	**$ 578,248**	**$ 568,132**	**$ 519,794**	**$ 512,180**
101-48-4150-0000	Other Contract Services	59,591	51,912	83,500	83,500	83,500
101-48-4316-0000	Equipment Repair & Maintenance	6,552	2,667	1,500	2,500	1,500
101-48-4376-0000	Materials & Supplies	100,859	71,884	111,549	90,000	110,000
101-48-4376-9242	Public Safety Commission	2,178	2,286	10,000	10,000	10,000
101-48-4396-0000	Memberships and Dues	95	225	-	-	-
101-48-4399-0000	Non-Capitalized Equipment	868	-	-	-	-
101-48-4452-0000	Small Tools	779	226	1,000	1,000	1,000
101-48-4500-1980	Utilities-Electricity	97,687	88,822	97,020	97,020	97,020
101-48-4500-9025	Utilities-Telecommunications	912	912	920	920	920
101-48-4508-0000	Vehicle Repair & Maintenance	22,702	23,340	23,000	23,000	23,000
101-48-4950-0001	Equipment Cost Allocation	45,210	51,266	51,266	51,266	48,619
215-48-4150-0000	Other Contract Services	6,000	6,390	10,000	-	10,000
	Total Services & Supplies	**$ 343,433**	**$ 299,930**	**$ 389,755**	**$ 359,206**	**$ 385,559**
	Total Operating Expenditures	**$ 928,167**	**$ 878,178**	**$ 957,887**	**$ 879,000**	**$ 897,739**

Parks and Public Works - Parks

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	360,659	377,031	352,621	354,750	375,807
	Services & Supplies	165,047	121,469	188,366	190,392	182,664
	Total by Type	**$ 525,706**	**$ 498,500**	**$ 540,987**	**$ 545,142**	**$ 558,471**
Expenditures by Fund:						
101	General Fund	525,120	498,500	537,987	542,566	558,471
281	Donations Fund	587	-	3,000	2,576	-
	Total by Fund	**$ 525,706**	**$ 498,500**	**$ 540,987**	**$ 545,142**	**$ 558,471**
Operating Budget Detail						
101-50-4001-0000	Full Time Salaries	210,349	217,857	226,066	224,387	234,412
101-50-4002-0000	Part Time Wages	47,894	34,597	12,012	12,715	13,520
101-50-4004-0000	Overtime	336	8,602	500	450	500
101-50-4006-0000	Medicare	3,884	3,952	3,439	3,264	3,595
101-50-4008-6050	Retirement PARS	454	476	450	524	507
101-50-4008-6160	Retirement - PERS	40,790	49,402	57,345	56,026	68,072
101-50-4010-0000	Cafeteria Benefit	55,699	61,318	51,644	48,800	54,600
101-50-4011-0000	Technology Allowance	929	-	-	-	-
101-50-4013-0000	Uniform Allowance	325	325	1,165	433	600
101-50-4014-0000	Unemployment Payments		502	-	-	-
101-50-4015-0000	Workers' Comp Current Employee	-	-	-	8,152	-
	Total Personnel	**$ 360,659**	**$ 377,031**	**$ 352,621**	**$ 354,750**	**$ 375,807**
101-50-4150-0000	Other Contract Services	23,325	22,103	29,750	29,750	29,750
101-50-4206-0000	Building Repair & Maintenance	8,510	4,960	5,000	5,000	5,000
101-50-4316-0000	Equipment Repair & Maintenance	792	502	500	500	500
101-50-4376-0000	Materials & Supplies	12,743	13,789	25,700	14,500	25,700
101-50-4399-0000	Non-Capitalized Equipment	1,277	-	-	-	-
101-50-4401-0000	Outside Services	743	-	-	-	-
101-50-4404-0000	Plants	8,745	3,635	25,000	25,000	25,000
101-50-4420-0000	Printing	-	-	1,000	-	-
101-50-4452-0000	Small Tools	57	633	750	300	750
101-50-4500-4950	Utilities-Natural Gas	427	451	500	500	500
101-50-4500-9025	Utilities-Telecommunications	1,320	1,328	1,300	1,300	1,300
101-50-4500-9460	Utilities-Water	73,742	42,169	67,900	75,000	67,900
101-50-4508-0000	Vehicle Repair & Maintenance	11,652	8,933	5,000	13,000	5,000

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-50-4950-0001	Equipment Cost Allocation	21,127	22,966	22,966	22,966	21,264
281-50-4206-9400	Bldg. Rep & Maint-War Memorial	587	-	3,000	2,576	-
	Total Services & Supplies	**$ 165,047**	**$ 121,469**	**$ 188,366**	**$ 190,392**	**$ 182,664**
	Total Operating Expenditures	**$ 525,706**	**$ 498,500**	**$ 540,987**	**$ 545,142**	**$ 558,471**

Parks and Public Works - Grounds

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	356,223	357,152	327,015	323,741	432,417
	Services & Supplies	356,248	418,809	381,977	429,767	442,457
	Total by Type	**$ 712,471**	**$ 775,961**	**$ 708,992**	**$ 753,508**	**$ 874,874**
Expenditures by Fund:						
101	General Fund	712,471	775,961	708,992	753,508	874,874
	Total by Fund	**$ 712,471**	**$ 775,961**	**$ 708,992**	**$ 753,508**	**$ 874,874**
Operating Budget Detail:						
101-52-4001-0000	Full Time Salaries	263,958	252,280	218,065	222,009	285,959
101-52-4002-0000	Part-Time Wages	-	-	-	-	-
101-52-4004-0000	Overtime	1,256	13,047	650	1,075	650
101-52-4006-0000	Medicare	4,128	3,991	3,149	3,224	4,146
101-52-4008-6050	Retirement PARS	-	-	-	-	-
101-52-4008-6160	Retirement - PERS	41,246	47,022	51,909	53,200	69,462
101-52-4010-0000	Cafeteria Benefit	44,746	40,387	51,557	43,908	71,400
101-52-4011-0000	Technology Allowance	464	-	-	-	-
101-52-4013-0000	Uniform Allowance	425	425	1,685	325	800
	Total Personnel	**$ 356,223**	**$ 357,152**	**$ 327,015**	**$ 323,741**	**$ 432,417**
101-52-4150-0000	Other Contract Services	238,466	247,698	249,000	249,000	249,000
101-52-4150-0500	Other Contract Services - IT	-	-	2,000	2,000	2,000
101-52-4316-0000	Equipment Repair & Maintenance	2,539	1,964	2,000	1,500	2,000
101-52-4376-0000	Materials & Supplies	8,496	9,946	8,500	6,000	8,500
101-52-4399-0000	Non-capitalized Equipment	517	-	-	-	-
101-52-4401-0000	Outside Services	540	-		-	-
101-52-4404-0000	Plants	10,856	16,428	13,900	6,500	13,900
101-52-4452-0000	Small Tools	140	1,212	750	-	750
101-52-4500-9025	Utilities-Telecommunications	456	456	520	460	520
101-52-4500-9460	Utilities-Water	68,277	117,942	84,000	140,000	144,000
101-52-4508-0000	Vehicle Repair & Maintenance	14,654	11,857	10,000	13,000	10,000
101-52-4950-0001	Equipment Cost Allocation	11,306	11,307	11,307	11,307	11,787
	Total Services & Supplies	**$ 356,248**	**$ 418,809**	**$ 381,977**	**$ 429,767**	**$ 442,457**
	Total Operating Expenditures	**$ 712,471**	**$ 775,961**	**$ 708,992**	**$ 753,508**	**$ 874,874**

Parks and Public Works - Building Maintenance

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	-	-	-	-	-
	Services & Supplies	-	187,864	177,300	190,490	176,800
	Total by Type	**$ -**	**$ 187,864**	**$ 177,300**	**$ 190,490**	**$ 176,800**
Expenditures by Fund:						
101	General Fund	-	187,864	177,300	190,490	176,800
	Total by Fund	**$ -**	**$ 187,864**	**$ 177,300**	**$ 190,490**	**$ 176,800**
Operating Budget Detail						
101-53-4150-0000	Other Contract Services	-	121,185	107,200	107,200	107,200
101-53-4206-0000	Building Repair & Maintenance	-	35,799	38,700	51,000	38,700
101-53-4376-0000	Materials & Supplies	-	30,844	30,400	32,290	30,400
101-53-4508-0000	Vehicle Repair & Maintenance	-	36	1,000	-	500
	Total Services & Supplies	**$ -**	**$ 187,864**	**$ 177,300**	**$ 190,490**	**$ 176,800**
	Total Operating Expenditures	**$ -**	**$ 187,864**	**$ 177,300**	**$ 190,490**	**$ 176,800**

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)						
Community Services Department						
	Total Full-Time FTE	11.75	11.00	11.00	11.00	11.00
	Total Part-Time FTE	28.49	28.56	28.56	28.56	24.17
	Total Community Services FTE	**40.24**	**39.56**	**39.56**	**39.56**	**35.17**
Operating Budget Summary						
Expenditures by Type:						
	Personnel	2,184,992	2,152,979	2,401,160	1,993,707	2,366,565
	Services & Supplies	1,350,959	1,080,827	1,166,488	960,704	1,174,341
	Total by Type	**$ 3,535,950**	**$ 3,233,806**	**$ 3,567,648**	**$ 2,954,411**	**$ 3,540,906**
Expenditures by Fund:						
101	General Fund	3,147,981	2,938,420	3,227,380	2,673,824	3,344,363
104	4th of July Fund	31,415	35,657	37,936	39,662	-
105	San Marino Center Fund	68,862	62,218	57,846	56,723	-
204	CDBG Fund	4,723	1,463	2,966	1,493	-
206	LA County Park Bond Fund	21,747	19,099	-	17,831	-
207	Prop. A Transit Fund	110,582	111,253	129,745	75,386	119,143
281	Donations Fund	150,534	65,697	103,500	89,492	65,100
595	Workers' Compensation Fund	107	-	8,275	-	12,300
	Total by Fund	**$ 3,535,950**	**$ 3,233,806**	**$ 3,567,648**	**$ 2,954,411**	**$ 3,540,906**

COMMUNITY SERVICES DEPARTMENT – LIBRARY

DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

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

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

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

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

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

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

- The San Marino Public Library Foundation seeks to develop an endowment program as well continuing to assist the library with capital projects and to replace all of the library's public internet access computers.

- The Library Board of Trustees provide guidance on the needs, policy, and budget considerations of the library.

FISCAL YEAR 2019-20 ACCOMPLISHMENTS

- In *Library Journal*'s 2019 "Star Libraries" listing, Crowell Public Library was ranked in the top 5% in the nation of libraries in its class (up from 5.9% last year)
- The library grossed over $261,000 in passport acceptance fees (up from about $200,000 last year)
- The library completed RFID (Radio Frequency Identification) tagging of the 90,000 print materials in the library

FISCAL YEAR 2020-21 OBJECTIVES

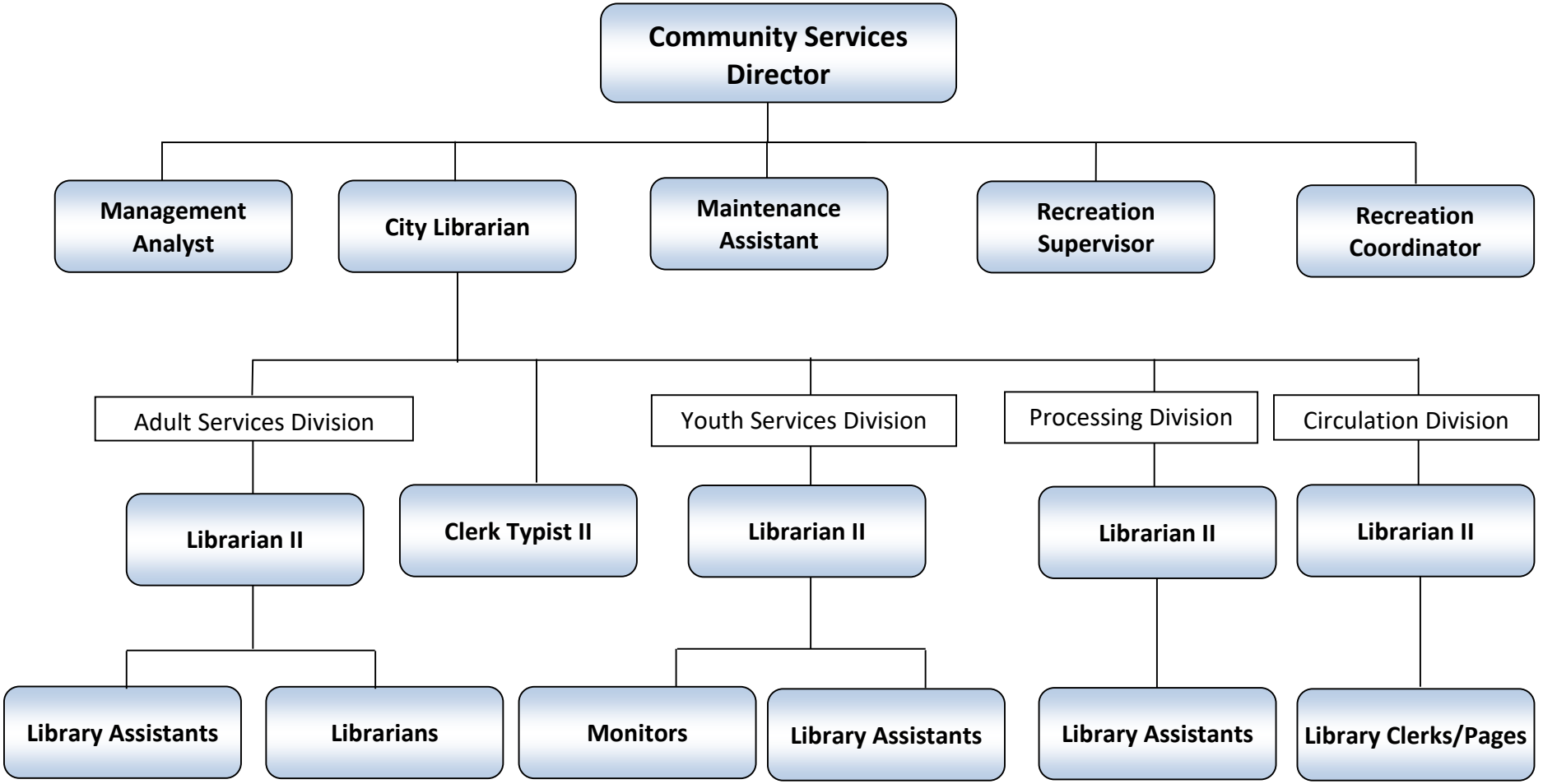
- Replace 36 public internet-access computers
- In conjunction with the Recreation Division, install a "Story Walk" circuit in Lacy Park.
- Continue virtual programming and altered circulation patterns in response to COVID-19.

OPERATING METRICS

*Please note that due to COVID-19, all programs and activities hosted by Library were cancelled, effective March 12, 2020, which impacted the participation and financial figures presented for FY 2019-20.

	FY 2018-19	FY 2019-20	
	Actual	Year to Date (as of April 2020)	Estimate for the Year*
# of Library visitors	289,443	207,812	207,812
Total circulation	244,410	162,894	210,623
% resident circulation	26%	34%	40%
Programs offered	461	304	380
Total program attendees	13,690	7,806	8,606
Average program attendance per event	30	25	20
Barth Room usage per month (all events, including non-community rentals)	383	252	255

CROWELL PUBLIC LIBRARY



Crowell Public Library Summary

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)					
Full-Time					
Coimmunity Services Director	-	-	-	-	0.30
City Librarian	1.00	1.00	1.00	1.00	1.00
Management Analyst	0.75	1.00	1.00	1.00	0.50
Librarian II	3.00	3.00	3.00	3.00	3.00
Clerk Typist II	1.00	1.00	1.00	1.00	1.05
Recreation Supervisor	-	-	-	-	0.10
Recreation Coordinator	0.20	-	-	-	0.35
Part-Time					
Librarian II	0.42	0.42	0.42	0.42	0.42
Librarian I	0.30	0.30	0.30	0.30	0.30
Library Assistant	3.57	3.57	3.57	3.57	3.57
Library Clerk II	6.47	6.47	6.47	6.47	6.47
Library Monitor	0.20	0.20	0.20	0.20	0.20
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	6.00	6.00	6.30
Total Part-Time FTE	12.39	12.39	12.39	12.39	12.39
Total FTE	**18.34**	**18.39**	**18.39**	**18.39**	**18.69**

Operating Budget Summary

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditures by Type:						
	Personnel	1,026,106	1,065,879	1,178,750	1,073,126	1,263,889
	Services & Supplies	585,757	376,092	422,198	386,348	388,978
	Total by Type	**$ 1,611,863**	**$ 1,441,971**	**$ 1,600,948**	**$ 1,459,474**	**$ 1,652,867**
Expenditures by Fund:						
101	General Fund	1,473,841	1,381,740	1,495,673	1,374,297	1,586,217
281	Restricted Donations Fund	138,022	60,231	99,500	85,177	60,500
595	Workers Compensation Fund	-	-	5,775	-	6,150
	Total by Fund	**$ 1,611,863**	**$ 1,441,971**	**$ 1,600,948**	**$ 1,459,474**	**$ 1,652,867**

Crowell Public Library Summary

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditures by Division:						
Administration	Personnel	319,346	348,724	380,669	362,371	439,332
	Services & Supplies	387,240	200,876	246,448	222,746	216,228
	Total by Type	**$ 706,586**	**$ 549,600**	**$ 627,117**	**$ 585,117**	**$ 655,560**
Adult Services	Personnel	179,174	175,606	188,238	182,847	195,224
	Services & Supplies	124,907	112,033	113,950	113,070	110,950
	Total by Type	**$ 304,081**	**$ 287,639**	**$ 302,188**	**$ 295,917**	**$ 306,174**
Childrens' Services	Personnel	161,997	178,152	181,212	168,691	187,690
	Services & Supplies	51,618	49,743	43,500	33,710	43,500
	Total by Type	**$ 213,615**	**$ 227,895**	**$ 224,712**	**$ 202,401**	**$ 231,190**
Processing	Personnel	85,646	82,428	95,291	72,621	92,295
	Services & Supplies	21,992	13,440	18,300	16,821	18,300
	Total by Type	**$ 107,639**	**$ 95,868**	**$ 113,591**	**$ 89,442**	**$ 110,595**
Circulation	Personnel	279,943	280,969	333,340	286,596	349,349
	Services & Supplies	-	-	-	-	-
	Total by Type	**$ 279,943**	**$ 280,969**	**$ 333,340**	**$ 286,596**	**$ 349,349**
	Total by Division	**$ 1,611,863**	**$ 1,441,971**	**$ 1,600,948**	**$ 1,459,474**	**$ 1,652,867**

Library - Administration

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	319,346	348,724	380,669	362,371	439,332
	Services & Supplies	387,240	200,876	246,448	222,746	216,228
	Total Operating Expenditures	**$ 706,586**	**$ 549,600**	**$ 627,117**	**$ 585,117**	**$ 655,560**
Expenditures by Fund:						
101	General Fund	640,396	548,105	582,342	548,269	646,410
281	Donations Fund	66,190	1,495	39,000	36,848	3,000
595	Workers Compensation Fund	-	-	5,775	-	6,150
	Total Operating Expenditures	**$ 706,586**	**$ 549,600**	**$ 627,117**	**$ 585,117**	**$ 655,560**
Expenditure Budget Detail						
101-90-4001-0000	Full Time Salaries	215,341	235,571	233,618	227,238	279,115
101-90-4002-0000	Part Time Wages	11,032	10,161	13,669	14,109	13,669
101-90-4004-0000	Overtime	1,372	-	-	-	-
101-90-4006-0000	Medicare	3,192	3,332	3,586	3,335	4,245
101-90-4008-6050	Retirement PARS	48	43	513	188	513
101-90-4008-6160	Retirement - PERS	46,278	57,964	76,911	70,647	82,827
101-90-4010-0000	Cafeteria Benefit	40,185	41,638	46,597	46,477	52,813
101-90-4011-0000	Technology Allowance	1,764	-	-	-	-
101-90-4014-0000	Unemployment Payments	134	15	-	377	-
595-90-4015-0001	Workers Comp-Current Employees	-	-	5,775	-	6,150
	Total Personnel	**$ 319,346**	**$ 348,724**	**$ 380,669**	**$ 362,371**	**$ 439,332**
101-90-4150-0000	Other Contract Services	108,572	55,692	24,000	23,173	24,000
101-90-4150-0500	Other Contract Services-IT	-	-	34,300	30,443	31,950
101-90-4206-0000	Building Repair & Maintenance	85,944	-	-	-	-
101-90-4316-0000	Equipment Repair & Maintenance	4,831	4,143	8,000	6,686	9,700
101-90-4376-0000	Materials & Supplies	16,817	18,297	13,000	10,600	13,000
101-90-4396-0000	Memberships & Dues	738	4,882	3,475	2,637	3,475
101-90-4398-0000	Mileage	590	705	700	177	700
101-90-4399-0000	Non-capitalized Equipment	901	6,347	5,650	5,464	11,550
101-90-4412-0000	Postage	11,416	10,769	10,500	6,305	10,500
101-90-4420-0000	Printing	2,469	1,819	2,550	1,068	2,550

Library - Administration

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-90-4468-0000	Staff Development	362	540	605	108	605
101-90-4480-0000	Travel & Meetings	940	270	1,795	1,720	1,795
101-90-4500-1980	Utilities-Electricity	67,935	71,839	80,000	74,259	80,000
101-90-4500-4950	Utilities-Natural Gas	2,936	5,831	4,000	4,422	4,500
101-90-4500-9025	Utilities-Telecommunications	2,724	2,697	2,500	2,853	2,800
101-90-4500-9460	Utilities-Water	5,892	5,177	6,000	5,609	6,000
101-90-4950-0001	Equipment Cost Allocation	7,984	10,373	10,373	10,373	10,103
281-90-4316-0000	Equipment Repair & Maintenance	2,748	-	0	(147)	-
281-90-4376-0773	Supplies - Best Sellers	1,132	-	-	-	-
281-90-4399-1120	Non-Cap. Equipment-Crain Art Gal	4,052	-	1,000	72	1,000
281-90-4613-0000	Equipment	54,054	-	36,000	36,000	-
281-90-4613-9506	Wish List Purchases	4,204	1,495	2,000	923	2,000
	Total Services & Supplies	**$ 387,240**	**$ 200,876**	**$ 246,448**	**$ 222,746**	**$ 216,228**
	Total Operating Expenditures	**$ 706,586**	**$ 549,600**	**$ 627,117**	**$ 585,117**	**$ 655,560**

Library - Adult Services

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	179,174	175,606	188,238	182,847	195,224
	Services & Supplies	124,907	112,033	113,950	113,070	110,950
	Total by Type	**$ 304,081**	**$ 287,639**	**$ 302,188**	**$ 295,917**	**$ 306,174**
Expenditures by Fund:						
101	General Fund	280,873	268,166	282,188	278,295	289,174
281	Donations Fund	23,208	19,473	20,000	17,622	17,000
	Total by Fund	**$ 304,081**	**$ 287,639**	**$ 302,188**	**$ 295,917**	**$ 306,174**
			-	-	-	-
Expenditure Budget Detail						
101-91-4001-0000	Full Time Salaries	67,046	73,301	78,884	65,090	74,171
101-91-4002-0000	Part Time Wages	83,634	72,372	76,957	76,360	85,706
101-91-4004-0000	Overtime	-	-	-	-	-
101-91-4006-0000	Medicare	2,112	2,046	2,260	1,992	2,318
101-91-4008-6050	Retirement-PARS	1,131	921	2,886	1,462	3,214
101-91-4008-6160	Retirement-PERS	13,059	14,065	13,211	26,411	14,488
101-91-4010-0000	Cafeteria Benefit	12,006	12,901	14,040	11,532	15,326
101-91-4011-0000	Technology Allowance	186	-	-	-	
	Total Personnel	**$ 179,174**	**$ 175,606**	**$ 188,238**	**$ 182,847**	**$ 195,224**
101-91-4370-0335	Library Materials/Books	45,533	41,867	40,500	40,000	40,500
101-91-4370-1496	Library Materials-DVDs	3,948	3,861	4,000	3,500	4,000
101-91-4370-1985	Library Mats-Electronic Rsrcs	38,343	30,118	37,000	38,285	37,000
101-91-4370-6805	Library Mats-Print Subs	9,697	7,249	7,450	8,461	7,450
101-91-4370-8585	Library Mats-Standing Orders	4,178	9,465	5,000	5,202	5,000
281-91-4150-2575	Other Contract Services	3,310	3,100	3,000	3,571	3,000
281-91-4150-2576	Other Contract Services-Lib Fc	-	-	-	900	-
281-91-4370-0000	Adult Materials-Other	360	2,969	3,000	210	-
281-91-4370-0776	Adult Chinese Language Mats.	2,505	1,581	2,500	2,188	2,500
281-91-4370-2575	Adult Materials-Friends	14,980	10,365	10,000	10,009	10,000
281-91-4376-0000	Supplies	-	-	-	8	-
281-91-4376-2575	Materials & Supplies-Friends	2,053	1,458	1,500	737	1,500
	Total Services & Supplies	**$ 124,907**	**$ 112,033**	**$ 113,950**	**$ 113,070**	**$ 110,950**
	Total Operating Expenditures	**$ 304,081**	**$ 287,639**	**$ 302,188**	**$ 295,917**	**$ 306,174**

Library - Children's Services

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	161,997	178,152	181,212	168,691	187,690
	Services & Supplies	51,618	49,743	43,500	33,710	43,500
	Total by Type	**$ 213,615**	**$ 227,895**	**$ 224,712**	**$ 202,401**	**$ 231,190**
Expenditures by Fund:						
101	General Fund	164,991	188,632	184,212	171,694	190,690
281	Donations Fund	48,624	39,263	40,500	30,707	40,500
	Total by Fund	**$ 213,615**	**$ 227,895**	**$ 224,712**	**$ 202,401**	**$ 231,190**
Expenditure Budget Detail						
101-92-4001-0000	Full Time Wages	75,994	78,446	83,565	83,588	85,117
101-92-4002-0000	Part Time Wages	52,226	60,197	50,717	40,917	50,717
101-92-4006-0000	Medicare	1,818	1,967	1,947	1,762	1,970
101-92-4008-6050	Retirement-PARS	1,145	870	1,902	847	1,902
101-92-4008-6160	Retirement-PERS	17,584	22,304	27,326	26,104	30,955
101-92-4010-0000	Cafeteria Benefits	13,231	14,368	15,755	15,473	17,029
	Total Personnel	**$ 161,997**	**$ 178,152**	**$ 181,212**	**$ 168,691**	**$ 187,690**
281-92-4150-2575	Other Contract Services-Friends	4,675	2,390	3,500	2,133	3,500
101-92-4370-0000	Materials/Books/Media	2,993	10,480	3,000	3,003	3,000
281-92-4370-0000	Children's Materials - Other	4,954	2,550	5,000	3,003	5,000
281-92-4370-0335	Lib. Materials/Books/Media	-	-	-	47	-
281-92-4370-2575	Children's Materials-Friends	31,302	28,102	24,000	22,024	24,000
281-92-4376-2575	Materials & Supplies-Friends	7,694	6,221	8,000	3,500	8,000
	Total Services & Supplies	**$ 51,618**	**$ 49,743**	**$ 43,500**	**$ 33,710**	**$ 43,500**
	Total Operating Expenditures	**$ 213,615**	**$ 227,895**	**$ 224,712**	**$ 202,401**	**$ 231,190**

Library - Processing

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditure Budget Summary						
Expenditures by Type:						
	Personnel	85,646	82,428	95,291	72,621	92,295
	Services & Supplies	21,992	13,440	18,300	16,821	18,300
	Total by Type	**$ 107,639**	**$ 95,868**	**$ 113,591**	**$ 89,442**	**$ 110,595**
Expenditures by Fund:						
101	General Fund	107,639	95,868	113,591	89,442	110,595
	Total by Fund	**$ 107,639**	**$ 95,868**	**$ 113,591**	**$ 89,442**	**$ 110,595**
Expenditure Budget Detail						
101-93-4001-0000	Full Time Salaries	26,437	29,330	33,430	23,367	29,921
101-93-4002-0000	Part Time Wages	48,722	42,355	50,164	39,832	50,164
101-93-4006-0000	Medicare	1,078	1,038	1,212	862	1,161
101-93-4008-6050	Retirement-PARS	1,364	1,379	1,881	1,366	1,881
101-93-4008-6160	Retirement-PERS	2,769	2,571	2,364	1,778	2,356
101-93-4010-0000	Cafeteria Benefits	5,277	5,754	6,240	5,415	6,812
	Total Personnel	**$ 85,646**	**$ 82,428**	**$ 95,291**	**$ 72,621**	**$ 92,295**
101-93-4150-0000	Other Contract Services	14,310	8,786	12,300	11,436	12,300
101-93-4376-0000	Materials & Supplies	7,682	4,654	6,000	5,385	6,000
	Total Services & Supplies	**$ 21,992**	**$ 13,440**	**$ 18,300**	**$ 16,821**	**$ 18,300**
	Total Operating Expenditures	**$ 107,639**	**$ 95,868**	**$ 113,591**	**$ 89,442**	**$ 110,595**

Library - Circulation

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	279,943	280,969	333,340	286,596	349,349
	Total by Type	**$ 279,943**	**$ 280,969**	**$ 333,340**	**$ 286,596**	**$ 349,349**
Expenditures by Fund:						
101	General Fund	279,943	280,969	333,340	286,596	349,349
	Total by Fund	**$ 279,943**	**$ 280,969**	**$ 333,340**	**$ 286,596**	**$ 349,349**
Operating Budget Detail						
101-94-4001-0000	Full Time Salaries	60,795	64,577	66,852	71,736	68,094
101-94-4002-0000	Part Time Wages	184,432	178,145	219,406	175,610	229,926
101-94-4006-0000	Medicare	3,527	3,500	4,151	3,594	4,321
101-94-4008-6050	Retirement-PARS	6,287	6,249	8,228	6,493	8,622
101-94-4008-6160	Retirement-PERS	14,297	17,178	21,861	21,328	24,763
101-94-4010-0000	Cafeteria Benefit	10,605	11,320	12,842	7,835	13,623
	Total Personnel	**$ 279,943**	**$ 280,969**	**$ 333,340**	**$ 286,596**	**$ 349,349**
	Total Operating Expenditures	**$ 279,943**	**$ 280,969**	**$ 333,340**	**$ 286,596**	**$ 349,349**

COMMUNITY SERVICES DEPARTMENT – RECREATION

DEPARTMENT PURPOSE

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

DEPARTMENT DESCRIPTION

Recreation focuses on providing various programs and activities designed to meet the needs and interests of the community through four main programming areas. Some classes and programs are also offered in conjunction with the Library to further the mission of community service. Recreation ultimately strives to help build a strong sense of community and unity through its offerings. This goal is attained through the congregation of neighbors at community events or through more intimate class settings where participants expand their skills and teamwork. Furthermore, the four main programming areas of Youth, Adult, Community Events & Cultural Enrichment, and Contract Activities help ensure that everyone within the City of San Marino has something to enjoy.

The process to maintain a robust Recreation program requires constant evaluation and must creatively address the evolving trends. Recreation recently underwent an extensive and thorough process to revitalize its services to better address the changing needs of the San Marino community. For the past two decades, Recreation was mandated to meet a high level of cost recovery which placed emphasis on a small selection of offerings that resulted in stagnant programming. Recreation is now on track to energize a more dynamic set of offerings that work well in the changing landscape of recreational services. As stated earlier, Recreation ultimately aims to build a strong sense of community and the division seeks to achieve this goal with its long-term revitalization plan.

In addition, Recreation oversees the operation and rental of all facilities within the City that the public may use to conduct classes, community meetings, and/or other miscellaneous rentals.

Lastly, the Recreation Commission, appointed by the City Council, provides guidance on the needs, policy, and programming considerations of Recreation.

FISCAL YEAR 2019-20 ACCOMPLISHMENTS

- Developed and distributed the Recreation Needs Assessment survey in conjunction with GreenPlay, LLC to aid the division in creating a plan to re-envision recreational services
- The plan to re-envision Recreation was approved by the City Council on April 24, 2020.
- During the COVID-19 pandemic, Recreation shifted some of its services and resources to be virtually accessible thereby indicating Recreation's ability to adapt to changing landscapes.

FISCAL YEAR 2020-21 OBJECTIVES

- Implement Phase 1 of the Recreation Re-Envisioning Plan
- Establish a Youth Commission to engage resident youth on matters in the City
- Coordinate with the San Marino Unified School District to expand the wellness program and establish intergenerational mentoring as part of the community services offerings for residents.

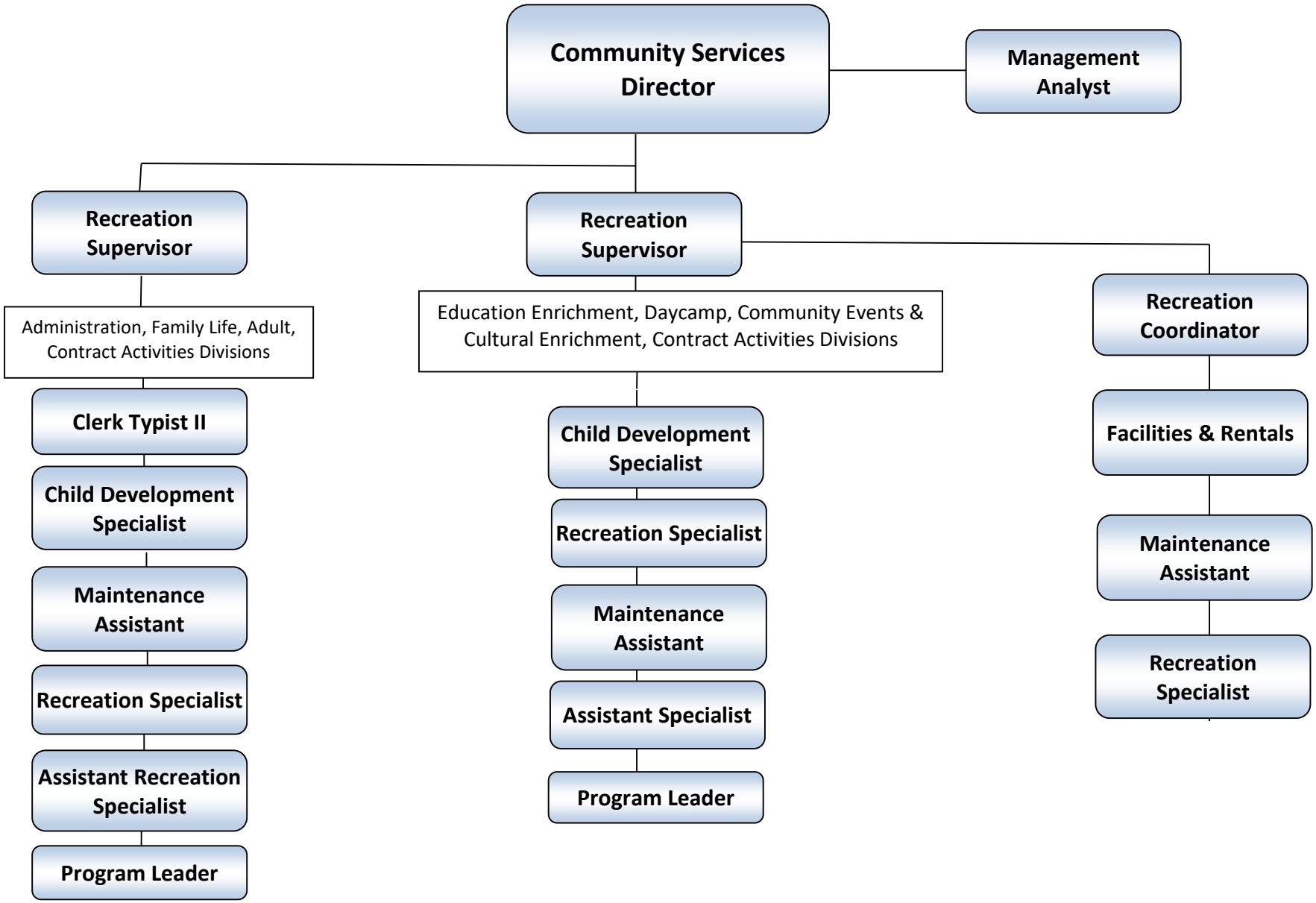
OPERATING METRICS

*Please note that due to COVID-19, all programs and activities hosted by Recreation were cancelled, effective March 12, 2020, which impacted the participation and financial figures presented for FY 2019-20. **Activities marked with " ** " were significantly impacted.**

	FY 2018-19	FY 2019-20	
	Actual	Year to Date (as of April 2020)	Estimate for the Year
YOUTH PROGRAMS			
Day Camp ***			
# of participants	1,392	356	356
Cost to run	$ 158,469	$ 115,251	$ 143,515
Revenue generated	$ 149,407	$ 28,287	$ 28,287
Family Life Enrichment ***			
# of participants	1,853	1,246	1,246
% residents	30%	30%	30%
Cost to run	$ 355,501	$ 234,250	$ 264,971
Revenue generated	$ 422,032	$ 227,804	$ 227,804
Education Enrichment ***			
# of participants	1,615	1,504	1,504
% residents	100%	100%	100%
Cost to run	$ 196,731	$ 146,306	$ 172,821
Revenue generated	$ 210,524	$ 149,236	$ 149,236
ADULT PROGRAMS			
Senior Trips ***			
# of participants	239	178	178
Cost to run	$ 41,819	$ 35,886	$ 37,685
Revenue generated	$ 24,164	$ 18,362	$ 18,362
CONTRACT ACTIVITIES			
Contract Classes ***			
# of participants	3,194	1,598	1,598
% residents	53%	70%	70%
Cost to run	$ 252,705	$ 179,204	$ 185,821
Revenue generated	$ 311,802	$ 216,322	$ 216,322
Aquatics ***			
# of participants	1,518	241	241
Cost to run	$ 120,242	$ 68,272	$ 66,261
Revenue generated	$ 52,164	$ 12,926	$ 12,926
COMMUNITY EVENTS & CULTURAL ENRICHMENT			
4th of July (2019)			
# of participants	8,511	9,159	9,159
Cost to run	$ 35,243	$ 27,016	$ 27,016
Revenue generated	$ 43,720	$ 54,705	$ 54,705
Track Meet (2020)			
# of participants	342	362	362
% residents	100%	100%	100%
Cost to run	$5,476	$5,296	$5,296
Revenue generated	$5,532	$ 6,050	$ 6,050

	FY 2018-19	FY 2019-20	
	Actual	**Year to Date (as of April 2020)**	**Estimate for the Year**
Egg Hunt ** (2020)			
# of participants	2,964	Cancelled	Cancelled
% residents	46%		
Cost to run	$6,189		
Revenue generated	$4,228		
Memorial Day ** (2020)			
# of participants	300	Cancelled	Cancelled
FACILITIES AND RENTALS			
Number of facility rentals **	54	60	60
Facility rental revenue	$ 80,595	$ 82,928	$ 82,928

RECREATION


Community Services Director
Management Analyst
Recreation Supervisor
Recreation Supervisor
Recreation Coordinator
Administration, Family Life, Adult, Contract Activities Divisions
Education Enrichment, Daycamp, Community Events & Cultural Enrichment, Contract Activities Divisions
Clerk Typist II
Child Development Specialist
Maintenance Assistant
Recreation Specialist
Assistant Recreation Specialist
Program Leader
Child Development Specialist
Recreation Specialist
Maintenance Assistant
Assistant Specialist
Program Leader
Facilities & Rentals
Maintenance Assistant
Recreation Specialist

Recreation Summary

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Authorized Positions (Full-Time Equivalents)						
Full-Time						
Community Services Director		-	1.00	1.00	1.00	0.70
Recreation Manager		1.00	-	-	-	-
Management Analyst		1.00	-	-	-	0.50
Recreation Supervisor		2.00	2.00	2.00	2.00	1.90
Recreation Coordinator		0.80	1.00	1.00	1.00	0.65
Clerk Typist II		1.00	1.00	1.00	1.00	0.95
Part-Time						
Maintenance Assistant		1.20	1.21	1.21	1.21	1.16
Child Development Specialist		1.60	1.61	1.61	1.61	1.61
Recreation Specialist		6.16	6.28	6.28	6.28	4.66
Assistant Recreation Specialist		2.75	2.67	2.67	2.67	3.50
Program Leader		2.33	2.34	2.34	2.34	0.86
Pool Manager		0.17	0.17	0.17	0.17	-
Assistant Pool Manager		0.29	0.30	0.30	0.30	-
Lifeguards		0.39	0.38	0.38	0.38	-
Water Safety Instructors		1.09	1.09	1.09	1.09	-
Cashiers		0.12	0.12	0.12	0.12	-
	Total Full-Time FTE	5.80	5.00	5.00	5.00	4.70
	Total Part-Time FTE	16.10	16.17	16.17	16.17	11.78
	Total FTE	**21.90**	**21.17**	**21.17**	**21.17**	**16.48**

Operating Budget Summary

Expenditures by Type:						
	Personnel	1,158,886	1,087,100	1,222,410	920,581	1,102,676
	Services & Supplies	765,202	704,735	744,290	574,356	785,363
	Total by Type	**$ 1,924,087**	**$ 1,791,836**	**$ 1,966,700**	**$ 1,494,937**	**$ 1,888,039**
Expenditures by Fund:						
101	General Fund	1,674,140	1,556,680	1,731,707	1,299,527	1,758,146
104	4th of July Fund	31,415	35,657	37,936	39,662	-
105	San Marino Center Fund	68,862	62,218	57,846	56,723	-
204	CDBG Fund	4,723	1,463	2,966	1,493	-
206	LA County Park Bond Fund	21,747	19,099	-	17,831	-
207	Prop. A Transit Fund	110,582	111,253	129,745	75,386	119,143
281	Donations Fund	12,512	5,466	4,000	4,314	4,600
595	Workers' Compensation Fund	107	-	2,500	-	6,150
	Total by Fund	**$ 1,924,087**	**$ 1,791,836**	**$ 1,966,700**	**$ 1,494,937**	**$ 1,888,039**

Recreation Summary

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Expenditures by Division:						
Administration	Personnel	249,409	239,216	275,042	296,898	301,991
	Services & Supplies	178,017	127,721	132,197	119,600	90,437
	Total by Type	**$ 427,427**	**$ 366,937**	**$ 407,239**	**$ 416,498**	**$ 392,428**
Youth	Personnel	622,062	576,707	639,219	434,404	445,935
	Services & Supplies	242,605	239,240	254,507	173,947	225,285
	Total by Type	**$ 864,667**	**$ 815,947**	**$ 893,726**	**$ 608,352**	**$ 671,220**
Adult	Personnel	19,721	15,955	15,905	16,938	106,117
	Services & Supplies	40,577	34,756	44,689	32,261	52,551
	Total by Type	**$ 60,298**	**$ 50,711**	**$ 60,594**	**$ 49,199**	**$ 158,668**
Community Events &	Personnel	37,480	34,598	29,168	19,282	112,123
Cultural Enrichment	Services & Supplies	50,697	68,236	67,417	65,274	93,167
	Total by Type	**$ 88,177**	**$ 102,834**	**$ 96,585**	**$ 84,556**	**$ 205,290**
Contract Classes	Personnel	174,924	158,460	203,970	93,915	70,479
	Services & Supplies	217,998	214,488	224,025	164,978	259,149
	Total by Type	**$ 392,923**	**$ 372,948**	**$ 427,995**	**$ 258,893**	**$ 329,628**
Facilities & Rentals	Personnel	55,290	62,164	59,106	59,143	66,031
	Services & Supplies	35,306	20,294	21,455	18,296	64,774
	Total by Type	**$ 90,596**	**$ 82,458**	**$ 80,561**	**$ 77,439**	**$ 130,805**
	Total by Division	**$ 1,924,087**	**$ 1,791,836**	**$ 1,966,700**	**$ 1,494,937**	**$ 1,888,039**

Recreation - Administration

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	249,409	239,216	275,042	296,898	301,991
	Services & Supplies	178,017	127,721	132,197	119,600	90,437
	Total by Type	**$ 427,427**	**$ 366,937**	**$ 407,239**	**$ 416,498**	**$ 392,428**
Expenditures by Fund:						
101	General Fund	426,942	366,572	404,739	416,498	381,678
104	4th of July Fund	364	365	-	-	-
206	LA County Park Bond Fund	13	-	-	-	-
207	Prop. A Transit Fund	-	-	-	-	-
281	Donations Fund	-	-	-	-	4,600
595	Workers' Compensation Fund	107	-	2,500	-	6,150
	Total by Fund	**$ 427,427**	**$ 366,937**	**$ 407,239**	**$ 416,498**	**$ 392,428**
Operating Budget Detail						
101-60-4001-0000	Full Time Salaries	143,982	127,250	158,710	63,707	153,226
101-60-4002-0000	Part Time Wages	48,118	52,622	52,624	175,604	62,868
101-60-4004-0000	Overtime	795	550	500	893	500
104-60-4004-0000	Recreation Overtime	345	346		-	
101-60-4006-0000	Medicare	2,718	2,499	3,208	3,245	3,133
104-60-4006-0000	Medicare	5	5		-	
101-60-4008-6050	Retirement - PARS	149	67	573	209	2,358
101-60-4008-6160	Retirement - PERS	24,703	25,075	27,001	32,599	29,824
101-60-4010-0000	Cafeteria Benefit	25,102	20,803	29,926	18,242	43,932
104-60-4010-0000	Cafeteria Benefit	14	14		-	
101-60-4011-0000	Technology Allowance	1,163	-	-	-	-
101-60-4014-0000	Unemployment Payments	2,208	9,985	-	2,400	-
595-60-4015-0001	Workers' Comp Current Employee	107	-	2,500	-	6,150
	Total Personnel	**$ 249,409**	**$ 239,216**	**$ 275,042**	**$ 296,898**	**$ 301,991**
101-60-4150-0000	Other Contract Services	48,392	38,417	32,994	33,424	32,833
101-60-4150-0500	Other Contract Services - IT	-	-	5,953	-	5,123
101-60-4206-0000	Building Repair & Maintenance	32,591	-	-	-	-
101-60-4316-0000	Equipment Repair & Maintenance	2,317	2,168	2,103	2,103	2,120
101-60-4324-0000	Facility Rental	2,302	2,305	2,150	2,311	2,150
101-60-4376-0000	Materials & Supplies	8,715	8,673	10,575	6,712	9,355
101-60-4396-0000	Memberships & Dues	890	1,165	685	881	685

Recreation - Administration

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-60-4398-0000	Mileage	362	373	702	548	812
101-60-4399-0000	Non-capitalized Equipment	4,417	1,270	880	359	780
101-60-4412-0000	Postage	4,105	3,483	3,920	3,706	3,040
101-60-4420-0000	Printing	16,801	17,344	17,784	14,524	13,800
101-60-4468-0000	Staff Development	3,292	-	-	-	-
101-60-4480-0000	Travel & Meetings	294	64	500	1,155	500
101-60-4500-1980	Utilities-Electricity	24,394	21,819	25,000	22,426	-
101-60-4500-4950	Utilities-Natural Gas	1,289	1,660	1,400	1,107	-
101-60-4500-9025	Utilities-Telecommunications	9,661	10,519	9,600	9,600	-
101-60-4500-9460	Utilities-Water	3,554	3,749	3,312	4,152	-
101-60-4508-0000	Vehicle Repair & Maintenance	2,537	2,621	2,548	4,500	2,548
101-60-4950-0001	Equipment Cost Allocation	12,091	12,091	12,091	12,091	12,091
206-60-4206-0000	Building Repair & Maintenance	13	-	-	-	-
281-60-4150-0000	Memorial Day Contract Services	-	-	-	-	500
281-60-4150-0002	Track Meet Contract Services	-	-	-	-	2,300
281-60-4376-0002	Track Meet Materials & Supplies	-	-	-	-	1,800
	Total Services & Supplies	**$ 178,017**	**$ 127,721**	**$ 132,197**	**$ 119,600**	**$ 90,437**
	Total Operating Expenditures	**$ 427,427**	**$ 366,937**	**$ 407,239**	**$ 416,498**	**$ 392,428**

Recreation - Youth

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	622,062	576,707	639,219	434,404	445,935
	Services & Supplies	242,605	239,240	254,507	173,947	225,285
	Total by Type	**$ 864,667**	**$ 815,947**	**$ 893,726**	**$ 608,352**	**$ 671,220**
Expenditures by Fund:						
101	General Fund	762,125	710,703	776,744	540,459	563,804
207	Prop. A Transit Fund	97,410	102,008	115,482	66,507	107,416
281	Donations Fund	5,132	3,236	1,500	1,386	-
	Total by Fund	**$ 864,667**	**$ 815,947**	**$ 893,726**	**$ 608,352**	**$ 671,220**
Operating Budget Detail						
101-62-4001-0000	Full Time Salaries	173,462	184,998	179,722	154,088	68,897
101-62-4002-0000	Part Time Wages	361,545	305,753	383,967	198,481	322,248
101-62-4004-0000	Overtime	410	614	-	456	-
101-62-4006-0000	Medicare	7,355	6,672	8,173	5,642	5,627
101-62-4008-6050	Retirement PARS	5,804	3,845	5,231	3,427	12,084
101-62-4008-6160	Retirement - PERS	41,571	45,030	27,975	46,446	23,456
101-62-4010-0000	Cafeteria Benefit	30,755	28,661	34,151	25,865	13,623
101-62-4011-0000	Technology Allowance	1,161	-	-	-	-
101-70-4014-0000	Unemployment Benefits	-	1,134	-	-	-
	Total Personnel	**$ 622,062**	**$ 576,707**	**$ 639,219**	**$ 434,404**	**$ 445,935**
101-62-4102-0000	Contracted Teacher Services	107,176	100,622	96,689	74,813	74,813
101-62-4324-0000	Facility Rental	11,161	11,571	11,287	12,223	14,000
101-62-4376-0000	Materials & Supplies	19,233	17,201	24,149	13,255	20,231
101-62-4486-0000	Trips & Events	2,078	4,495	5,000	5,714	8,425
101-62-4500-9025	Utilities-Telephone	415	107	400	50	400
207-60-4208-0000	Bus Transportation	97,410	102,008	115,482	66,507	107,416
281-74-4376-0000	M&S - Fundraiser	5,132	3,236	1,500	1,386	-
	Total Services & Supplies	**$ 242,605**	**$ 239,240**	**$ 254,507**	**$ 173,947**	**$ 225,285**
	Total Operating Expenditures	**$ 864,667**	**$ 815,947**	**$ 893,726**	**$ 608,352**	**$ 671,220**

Recreation - Adult

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	19,721	15,955	15,905	16,938	106,117
	Services & Supplies	40,577	34,756	44,689	32,261	52,551
	Total by Type	**$ 60,298**	**$ 50,711**	**$ 60,594**	**$ 49,199**	**$ 158,668**
Expenditures by Fund:						
101	General Fund	43,687	40,003	44,689	40,151	146,941
204	CDBG Fund	4,723	1,463	2,966	1,493	-
207	Prop. A Transit Fund	11,888	9,245	12,939	7,555	11,727
	Total by Fund	**$ 60,298**	**$ 50,711**	**$ 60,594**	**$ 49,199**	**$ 158,668**
Operating Budget Detail						
101-64-4001-0000	Full Time Salaries	8,346	8,991	8,552	9,104	65,670
204-64-4001-0000	Full Time Salaries	3,350	24	-	32	-
101-64-4002-0000	Part-Time Salaries	4,127	2,633	1,890	2,100	2,671
204-64-4002-0000	Part-Time Salaries	217	1,364	2,819	1,385	-
101-64-4006-0000	Medicare	187	170	152	748	813
204-64-4006-0000	Medicare	50	20	41	20	-
101-64-4008-6050	Retirement - PARS	85	26	70	22	100
204-64-4008-6050	Retirement - PARS	8	51	106	52	-
101-64-4008-6160	Retirement - PERS	785	1,239	715	1,999	24,091
204-64-4008-6160	Retirement - PERS	322	2	-	3	-
101-64-4010-0000	Cafeteria Benefits	1,421	1,433	1,560	1,472	12,772
204-64-4010-0000	Cafeteria Benefits	776	1	-	1	-
101-64-4011-0000	Technology Allowance	46	-	-	-	-
	Total Personnel	**$ 19,721**	**$ 15,955**	**$ 15,905**	**$ 16,938**	**$ 106,117**
101-64-4102-0000	Contracted Teacher Services	4,720	4,800	6,500	7,430	9,200
101-64-4376-0000	Materials & Supplies	252	132	250	-	340
101-64-4486-0000	Trips & Events	23,717	20,579	25,000	17,276	31,284
207-64-4208-0000	Bus Transportation	11,888	9,245	12,939	7,555	11,727
	Total Services & Supplies	**$ 40,577**	**$ 34,756**	**$ 44,689**	**$ 32,261**	**$ 52,551**
	Total Operating Expenditures	**$ 60,298**	**$ 50,711**	**$ 60,594**	**$ 49,199**	**$ 158,668**

Recreation - Community Events and Cultural Enrichment

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	37,480	34,598	29,168	19,282	112,123
	Services & Supplies	50,697	68,236	67,417	65,274	93,167
	Total by Type	**$ 88,177**	**$ 102,834**	**$ 96,585**	**$ 84,556**	**$ 205,290**
Expenditures by Fund:						
101	General Fund	49,746	65,312	56,149	41,966	205,290
104	4th of July Fund	31,051	35,292	37,936	39,662	-
281	Donations Fund	7,380	2,230	2,500	2,928	-
	Total by Fund	**$ 88,177**	**$ 102,834**	**$ 96,585**	**$ 84,556**	**$ 205,290**
Operating Budget Detail						
101-66-4001-0000	Full Time Wages	19,526	20,227	16,634	7,552	66,207
104-66-4001-0000	Full Time Wages	-	-	-	-	-
101-66-4002-0000	Part Time Wages	3,212	4,844	4,938	3,163	7,480
104-66-4002-0000	Part Time Wages	6,725	2,979	-	1,583	-
101-66-4002-0000	Overtime	15	45	-	71	-
104-66-4004-0000	Recreation Overtime	485	-	-	-	-
101-66-4006-0000	Medicare	311	348	447	171	1,068
104-66-4006-0000	Medicare	102	42	-	30	-
101-66-4008-6050	Retirement-PARS	55	54	451	51	281
101-66-4008-6160	Retirement-PERS	3,612	3,739	4,113	5,085	23,464
104-66-4008-6050	Retirement-PARS	153	70	-	59	-
104-66-4008-6160	Retirement-PERS	220	98	-	53	-
101-66-4010-0000	Cafeteria Benefits	2,816	2,152	2,585	1,465	13,623
104-66-4010-0000	Cafeteria Benefits	10	-	-	-	-
101-66-4011-0000	Technology Allowance	238	-	-	-	-
	Total Personnel	**$ 37,480**	**$ 34,598**	**$ 29,168**	**$ 19,282**	**$ 112,123**
101-66-4150-0000	Other Contract Services	591	-	-	-	56,865
101-66-4150-0001	Egg Hunt Contract Services	911	958	2,161	2,161	-
101-66-4150-0003	Snow Day Contract Services	484	-	-	-	-
101-66-4150-0006	Memorial Day Contract Services	1,632	1,642	2,050	2,050	-
101-66-4308-0000	Equipment Rental	9,308	15,055	10,200	10,200	14,200
101-66-4356-0000	Liability Insurance Premium	3,093	5,649	3,745	3,745	3,895
101-66-4376-0000	Materials & Supplies	53	192	-	-	12,257

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
101-66-4376-0001	Egg Hunt Materials & Supplies	2,749	3,010	3,590	1,526	-
101-66-4376-0002	Track Meet Materials & Supplies	204	2,488	215	215	-
101-66-4376-0005	Free Rec Day M&S	430	440	500	513	-
101-66-4376-0006	Memorial Day M&S	578	11	520	-	-
101-66-4420-0000	Printing	(73)	4,458	4,000	4,000	5,950
104-66-4150-0000	Other Contract Services	21,359	29,267	34,986	34,986	-
104-66-4376-0000	Materials & Supplies	1,998	2,836	2,950	2,950	-
281-66-4150-0006	Memorial Day Contract Services	500	-	-	-	-
281-66-4150-0002	Track Meet Contract Services	1,562	1,730	2,000	1,200	-
281-66-4150-3000	Military Banner Contract Srvcs	2,749	500	500	-	-
281-66-4376-0002	Track Meet Materials & Supplies	1,875	-	-	1,728	-
281-66-4376-3000	Military Banner M&S	694	-	-	-	-
	Total Services & Supplies	**$ 50,697**	**$ 68,236**	**$ 67,417**	**$ 65,274**	**$ 93,167**
	Total Operating Expenditures	**$ 88,177**	**$ 102,834**	**$ 96,585**	**$ 84,556**	**$ 205,290**

Recreation - Contract Classes

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	174,924	158,460	203,970	93,915	70,479
	Services & Supplies	217,998	214,488	224,025	164,978	259,149
	Total by Type	**$ 392,923**	**$ 372,948**	**$ 427,995**	**$ 258,893**	**$ 329,628**
Expenditures by Fund:						
101	General Fund	391,639	372,948	426,671	257,569	329,628
207	Prop. A Transit Fund	1,284	-	1,324	1,324	-
	Total by Fund	**$ 392,923**	**$ 372,948**	**$ 427,995**	**$ 258,893**	**$ 329,628**
Operating Budget Detail						
101-68-4001-0000	Full Time Salaries	65,825	54,666	70,363	35,417	35,701
101-68-4002-0000	Part Time Wages	81,882	81,972	102,723	38,983	14,918
101-68-4004-0000	Overtime	421	188	-	40	-
101-68-4006-0000	Medicare	2,171	1,933	2,506	1,262	734
101-68-4008-6050	Retirement PARS	2,580	2,589	3,852	1,761	559
101-68-4008-6160	Retirement - PERS	9,408	9,682	10,908	10,705	10,904
101-68-4010-0000	Cafeteria Benefits	12,242	7,430	13,618	5,746	7,663
101-68-4011-0000	Technology Allowance	395	-	-	-	-
	Total Personnel	**$ 174,924**	**$ 158,460**	**$ 203,970**	**$ 93,915**	**$ 70,479**
101-68-4102-0000	Contracted Teacher Services	185,365	178,996	181,324	134,929	193,287
101-68-4150-0000	Other Contract Services	11,012	13,820	11,700	11,051	43,321
101-68-4324-0000	Facility Rental	16,698	16,975	18,382	15,051	16,741
101-68-4376-0000	Materials & Supplies	1,765	1,592	6,010	1,583	5,450
101-68-4486-0000	Trips & Events	372	230	700	433	-
101-68-4492-0004	Uniforms-Safety	1,115	2,644	4,125	339	-
101-68-4500-9025	Utilities-Telecommunications	388	231	460	268	350
207-62-4208-0000	Bus Transportation	1,284	-	1,324	1,324	-
	Total Services & Supplies	**$ 217,998**	**$ 214,488**	**$ 224,025**	**$ 164,978**	**$ 259,149**
	Total Operating Expenditures	**$ 392,923**	**$ 372,948**	**$ 427,995**	**$ 258,893**	**$ 329,628**

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Projected	2020-21 Adopted
Operating Budget Summary						
Expenditures by Type:						
	Personnel	55,290	62,164	59,106	59,143	66,031
	Services & Supplies	35,306	20,294	21,455	18,296	64,774
	Total by Type	**$ 90,596**	**$ 82,458**	**$ 80,561**	**$ 77,439**	**$ 130,805**
Expenditures by Fund:						
101	General Fund	-	1,141	22,715	2,884	130,805
105	San Marino Center Fund	68,862	62,218	57,846	56,723	-
206	LA County Park Bond Fund	21,733	19,099	-	17,831	-
	Total by Fund	**$ 90,596**	**$ 82,458**	**$ 80,561**	**$ 77,439**	**$ 130,805**
Operating Budget Detail						
Facilities						
101-70-4001-0000	Full Time Wages	-	-	-	-	23,022
101-70-4002-0000	Part Time Wages	-	-	-	-	22,864
101-70-4006-0000	Medicare	-	-	-	-	665
101-70-4008-6050	Retirement-PARS	-	-	-	-	857
101-70-4008-6160	Retirement-PERS	-	-	-	-	12,663
101-70-4010-0000	Cafeteria Benefit	-	-	-	-	5,960
SM Center						
105-82-4001-0000	Full Time Wages	13,089	13,995	14,111	17,289	-
105-82-4002-0000	Part Time Wages	16,073	19,267	15,358	12,692	-
105-82-4004-0000	Overtime	76	200	-	245	-
105-82-4006-0000	Medicare	412	473	430	382	-
105-82-4008-6050	Retirement-PARS	101	166	161	37	-
101-82-4008-6160	Retirement-PERS	-	2,177	-	-	-
105-82-4008-6160	Retirement-PERS	3,689	2,502	3,485	5,227	-
105-82-4010-0000	Cafeteria Benefit	3,251	3,576	3,666	3,545	-
105-82-4011-0000	Technology Allowance	116	-	-	-	-
Thurnher House						
101-84-4001-0000	Full Time Salaries	-	-	8,466	-	-
206-84-4001-0000	Full Time Salaries	7,853	8,397	-	8,999	-
101-84-4002-0000	Part Time Wages	-	-	8,802	-	-
206-84-4002-0000	Part Time Wages	6,276	6,518	-	4,538	-
206-84-4004-0000	Overtime	46	120	-	196	-
101-84-4006-0000	Medicare	-	-	150	-	-
206-84-4006-0000	Medicare	200	213	-	215	-
101-84-4008-6050	Retirement-PARS	-	-	187	-	-
206-84-4008-6050	Retirement-PARS	4	1	-	-	-
101-84-4008-6160	Retirement-PERS	-	1,089	2,090	2,199	-
206-84-4008-6160	Retirement-PERS	2,084	1,324	-	1,392	-
101-84-4010-0000	Cafeteria Benefit	-	-	2,200	-	-
206-84-4010-0000	Cafeteria Benefit	1,950	2,146	-	2,186	-
206-84-4011-0000	Technology Allowance	70	-	-	-	-
	Total Personnel	**$ 55,290**	**$ 62,164**	**$ 59,106**	**$ 59,143**	**$ 66,031**

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Projected	2020-21 Adopted
101-70-4150-0000	Other Contract Services	-	-	-	-	1,275
101-70-4206-0000	Building Repair & Maintenance	-	-	-	-	-
101-70-4376-0000	Materials & Supplies	-	-	-	-	1,300
101-70-4500-1980	Utilities-Electricity	-	-	-	-	40,500
101-70-4500-4950	Utilities-Gas	-	-	-	-	2,890
101-70-4500-9025	Utilities-Telephone	-	-	-	-	11,259
101-70-4500-9460	Utilities-Water	-	-	-	-	7,200
105-82-4150-0000	Other Contract Services	669	391	1,275	384	-
105-82-4206-0000	Building Repair & Maintenance	13,013	-	-	-	-
105-82-4376-0000	Materials & Supplies	828	-	1,300	-	-
105-82-4500-1980	Utilities-Electricity	14,323	14,666	15,000	10,808	-
105-82-4500-4950	Utilities-Gas	905	1,675	960	1,899	-
105-82-4500-9025	Utilities-Telephone	1,387	1,516	1,380	1,781	-
105-82-4500-9460	Utilities-Water	931	1,615	720	2,434	-
206-84-4206-0000	Building Repair & Maintenance	2,967	-	-	-	-
206-84-4376-0000	Materials & Supplies	-	11	-	-	-
101-84-4376-0000	Materials & Supplies	-	-	500	-	-
206-84-4500-4950	Utilities-Natural Gas	283	369	-	304	-
101-84-4500-4950	Utilities-Natural Gas	-	52	320	685	350
206-84-4500-9025	Utilities-Telephone	-	-	-	-	-
	Total Services & Supplies	**$ 35,306**	**$ 20,294**	**$ 21,455**	**$ 18,296**	**$ 64,774**
	Total Operating Expenditures	**$ 90,596**	**$ 82,458**	**$ 80,561**	**$ 77,439**	**$ 130,805**

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Capitalized Equipment Purchases

By Functional Category & Line Item

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
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**

Capitalized Equipment Purchases

By Functional Category & Line Item

		2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Adopted
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	**ADOPTED 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

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.

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
Police
Fleet

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
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	**ADOPTED 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

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
Police
Fleet

YEAR FIRST PROPOSED
FY19/20

CAPITAL EXPENSE TYPE
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	**ADOPTED 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

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.

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	**ADOPTED 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

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."**

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	**ADOPTED 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

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	**ADOPTED 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

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."**

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Enhanced Ballistic Protection Package*	XXXX

PROPOSING DEPARTMENT
Police
Patrol

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
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	**ADOPTED 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

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

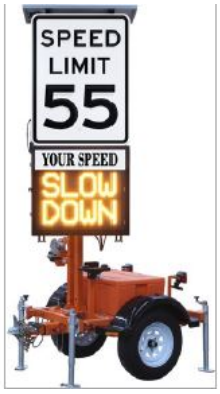
PROPOSING DEPARTMENT
Police
Patrol

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	**ADOPTED 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

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	**ADOPTED 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

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5

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	**ADOPTED 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

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.

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	**ADOPTED 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

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
Fire
Operations

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
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	**ADOPTED 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

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.

Capital Expense Request Template Ver 2.5

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	**ADOPTED 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

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $2,000/year.

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	**ADOPTED 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

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.

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	**ADOPTED 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

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.

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Capital Improvement Projects

By Project Category & Project Line Item

		2018-19	2019-20		2020-21	
		Actual	Budget	Estimated	Re-Appropriation	Adopted
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**

Capital Improvement Projects

By Project Category & Project Line Item

		2018-19	2019-20		2020-21	
		Actual	Budget	Estimated	Re-Appropriation	Adopted
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

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	**ADOPTED 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.

Capital Expense Request Template Ver 2.5

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

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	**ADOPTED 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

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	**ADOPTED 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

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	**ADOPTED 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

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	**ADOPTED 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.

Capital Expense Request Template Ver 2.5

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

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	**ADOPTED 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

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 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

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	**ADOPTED 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

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

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	**ADOPTED 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

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

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	**ADOPTED 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	**ADOPTED 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

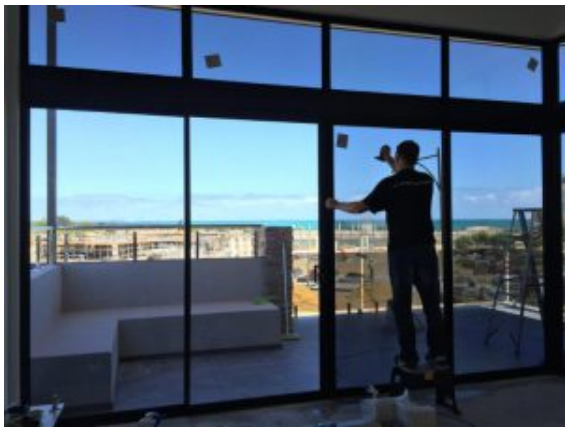
PROPOSING DEPARTMENT
Community Services

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	**ADOPTED 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

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

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	**ADOPTED 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	**ADOPTED 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

COST ESTIMATE NOTES
The design phase will be included with the San Marino Center renovation project.

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	**ADOPTED 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

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

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	**ADOPTED 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

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	**ADOPTED 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	**ADOPTED 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

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	**ADOPTED 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

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE 9-1-1 Dispatch Center Renovation*	XXXX

PROPOSING DEPARTMENT
Police

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
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	**ADOPTED 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

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."**

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	**ADOPTED 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

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

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	**ADOPTED 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

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	**ADOPTED 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.**

Capital Expense Request Template Ver 2.5

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 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 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

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	**ADOPTED 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

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	**ADOPTED 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
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 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

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	**ADOPTED 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
Parks & Public Works
Stormwater

YEAR FIRST PROPOSED
FY18/9

CAPITAL EXPENSE TYPE
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

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	**ADOPTED 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

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	**ADOPTED 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.

Capital Expense Request Template Ver 2.5

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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 2020-21

Current Year Progress Report, Potential FY 2020-21 Priority Initiatives **January 31 (F)**

- Operational Plans (Continuous Operations) will carry over
- Status Report on FY20 Priority Initiatives
- ET offers a compilation of commentary on SWOT-like information
- New Priority Initiatives to be Brainstormed
    - Executive Team Suggestions
    - City Council Brainstorming
    - Need to consider the 8 Critical Success Factors *and* Departmental Workload
    - Select top preferences
- Community engagement between now and February 28 to gain input on desired priority initiatives, including February 3rd Town Hall Meeting

FY 2019-20 Midyear Review, Five Year Financial Forecast, and FY 2020-21 Projections **February 12 (W)**

- Presentation of the FY 2019-20 midyear report, Five Year Financial Forecast (General Fund and CIP), revenue and expenditure projections for FY 2020-2021, and updated long term financial projection(s)

Selection of FY 2020-21 Priority Initiatives **February 28 (F)**

- Staff will present analysis of each potential item, as well as results from any community engagement
- Council will select priority initiatives for the next year (once established, over the course of the year, no new ones get added without subtractions)
- *(CIP Presented to Public Safety Commission)*

Capital Improvement Plan (CIP) Presentation **March 27 (F)**

- Detailed discussion with Council related to CIP
- *(Draft operational budgets shared with appropriate Commissions/Boards for feedback)*

Recreation Re-envisioning Budget Presentation **April 24 (F)**

Preliminary Budget Study Session **May 29 (F), June 5 (F)**

- Departments will present Programs, Goals, and Metrics
- Council will offer comments and adjustments

City Manager's Proposed Budget and Capital Improvement Plan **June 26 (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 2020-21 San Marino budget. (The number following the name of each fund corresponds to the number assigned in the City's accounting system for the fund.)

General Fund Group

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

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

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

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

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

Special Revenue Funds

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

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

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

Prop. A Transit Fund (207) – This fund is used to record the receipt and disbursement of the ½ cent sales tax approved by the voters in 1982 and 1990. Approximately 25% of the monies generated by the tax are returned to local agencies to be used for public transportation services. This money funds the Dial-a-ride, recreation, athletic trip and merchant transportation services.

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

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

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

Transportation Development Act (TDA) Fund (214) - This fund is used to record the receipt and disbursement of funds received from the State of California through 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:	13,087 as of January 1, 2020
Registered Voters:	8,477, or 65% of City Population
Demographics:	30% European-American; 59% Asian-American; 11% Other
Business Licenses:	592 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
Monrovia
Bradbury
Arcadia
Duarte
Adams Square
EAGLE ROCK
The Huntington Library, Art Collections, and
San Marino
East San Gabriel
Azusa
Azusa Pacific University
ATWATER VILLAGE
HIGHLAND PARK
South Pasadena
Mayflower Village
Temple City
NORTHEAST LOS ANGELES
CYPRESS PARK
Hermon Park (Arroyo Seco Park)
North El Monte
Alhambra
EL MONTE CITY
SILVER LAKE
MONTECITO HEIGHTS
Rosemead
ECHO PARK
Dodger Stadium
Arthur Park
El Monte
CHINATOWN
Monterey Park
El Monte Busway
Los Angeles
City Terrace
South San Gabriel
South El Monte
DOWNTOWN
Whittier Narrows Recreation Area
CITY OF SAN MARINO
East Los
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.

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 2014-15 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.

General Fund "Income Statement"

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

The five-year trend shows an excess of revenues over expenditures of between $4.2 million and $5.7 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. As of June 30, 2019, the unassigned fund balance is 59% of annual revenues.

Summary of Citywide Net Position - Last Five Years

	FY 2014-15 Audited	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited	FY 2018-19 Audited
Assets:					
Cash and Investments	$ 22,130,382	$ 23,812,564	$ 25,200,349	$ 29,073,856	$ 35,798,037
Receivables	1,112,559	1,411,425	1,828,767	1,407,695	1,189,296
Capital Assets	191,516,729	192,536,926	193,671,643	194,032,139	193,203,453
All Other	263,153	137,761	237,370	101,007	99,606
Total Assets	215,022,823	217,898,676	220,938,129	224,614,697	230,290,392
Deferred Outflows of Resources:					
Deferred Pension-Related Items	2,041,008	2,158,881	5,993,479	8,623,301	7,629,729
Deferred OPEB-Related Items	-	-	-	185,544	277,720
Total Deferred Outflows of Resources	2,041,008	2,158,881	5,993,479	8,808,845	7,907,449
Liabilities:					
Current Liabilities	1,831,889	1,897,970	1,741,244	1,370,808	3,307,417
Net Pension Liability	17,958,075	20,149,559	25,733,314	29,738,565	29,894,997
OPEB Obligation/Liability	161,584	208,560	221,575	5,683,301	5,657,580
All Other	7,085,954	6,496,460	6,021,621	5,327,552	3,413,819
Total Liabilities	27,037,502	28,752,549	33,717,754	42,120,226	42,273,813
Deferred Inflows of Resources:					
Deferred Pension-Related Items	5,991,529	3,471,237	2,631,902	2,308,485	2,010,038
Deferred OPEB-Related Items	-	-	-	589,830	734,128
Total Deferred Inflows of Resources	5,991,529	3,471,237	2,631,902	2,898,315	2,744,166
Net Position:					
Net Investment in Capital Assets	191,516,729	192,536,926	193,671,643	194,032,139	193,203,453
Restricted	1,298,249	2,042,351	2,257,902	2,580,542	4,136,997
Unrestricted	(8,780,178)	(6,745,506)	(5,347,593)	(8,207,680)	(4,160,588)
Total Net Position	$ 184,034,800	$ 187,833,771	$ 190,581,952	$ 188,405,001	$ 193,179,862

Summary of General Fund Balance Sheets - Last Five Years

	FY 2014-15 Audited	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited	FY 2018-19 Audited
Assets:					
Cash and Investments	$ 20,643,338	$ 21,897,190	$ 22,882,016	$ 12,148,777	$ 17,619,956
Receivables	1,104,092	1,308,828	1,690,374	1,162,033	919,654
All Other	293,205	190,828	311,832	172,425	77,713
Total Assets	$ 22,040,635	$ 23,396,846	$ 24,884,222	$ 13,483,235	$ 18,617,323
Liabilities:					
Current Liabilities	$ 1,236,948	$ 1,561,731	$ 1,300,760	$ 1,033,718	$ 1,267,964
Deferred Inflows of Resources	122,157	19,612	33,905	-	-
Fund Balances:					
Nonspendable	82,441	68,829	94,928	88,202	90,803
Restricted	172,193	171,899	-	-	-
Committed	-	-	-	191,752	250,984
Unassigned	20,426,896	21,574,775	23,454,629	12,169,563	17,007,572
	20,681,530	21,815,503	23,549,557	12,449,517	17,349,359
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 22,040,635	$ 23,396,846	$ 24,884,222	$ 13,483,235	$ 18,617,323

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

Statement of Revenues, Expenditures and Changes in Fund Balance

	FY 2014-15 Audited	FY 2015-16 Audited	FY 2016-17 Audited	FY 2017-18 Audited	FY 2018-19 Audited
Revenues	$ 25,569,068	$ 26,215,928	$ 27,229,011	$ 27,879,556	$ 28,947,615
Expenditures	19,953,415	22,063,433	22,028,752	22,631,466	23,293,766
Excess / (Deficiency)	5,615,653	4,152,495	5,200,259	5,248,090	5,653,849
Other Financing Sources (Uses)					
Total Transfers In	-	6,000	12	800	172,690
Transfers Out:					
Capital Projects	(2,803,781)	(2,174,853)	(2,705,655)	(15,052,005)	-
Debt Service	(699,615)	(736,461)	(760,562)	(788,170)	(821,224)
Capitalized Equipment	(139,823)	-	-	(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	(3,643,219)	(2,974,944)	(3,466,205)	(16,348,130)	(754,007)
Net Change in Fund Balances	**$ 1,972,434**	**$ 1,177,551**	**$ 1,734,054**	**$ (11,100,040)**	**$ 4,899,842**
Unassigned Fund Balance, End of of Year	**$ 20,426,896**	**$ 21,574,775**	**$ 23,454,629**	**$ 12,169,563**	**$ 17,007,572**
Unassigned Fund Balance as % of Revenue	80%	82%	86%	44%	59%
Unassigned Fund Balance as % of Expenditures	102%	98%	106%	54%	73%

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	Projected	16,600,000	832,147	5.28%	69%
Fiscal Year 2020-21	Estimated	17,264,000	664,000	4.00%	69%

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 2020-21, there will be no change in the parcel tax rates from FY 2019-20 levels. The parcel tax will generate approximately $3.3 million for the operations of the Police and Fire departments. The tax does not fully fund the departments, however; the tax supports approximately 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		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	Projected	3,347,499	(9,701)	-0.29%	27%
Fiscal Year 2020-21	Estimated	3,347,499	-	0.00%	26%

RESOLUTION NO. R-20-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA ADOPTING THE OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2020-21 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 2020-21 beginning on July 1, 2020; 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 31st, February 28th, March 27th, May 29th, and June 5th, 2020.

WHEREAS, on June 26th, 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 2020-2021, 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 June 26th, 2020 as the official Operating and Capital Budget for the City of San Marino for the Fiscal Year 2020-2021 beginning July 1, 2020 and the respective amounts specified therein are appropriated for their designated purpose.

SECTION 2. That total estimated revenues, from all funds and sources, are $32,212,451; total proposed expenditures, from all funds and sources, are $37,398,782; and total transfers in/out between funds are $9,937,717.

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

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

PASSED, APPROVED AND ADOPTED this 26th day of June, 2020.

GRETCHEN SHEPHERD ROMEY, MAYOR

ATTEST:

Amanda Merlo
AMANDA MERLO
ACTING CITY CLERK

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

I, HEREBY CERTIFY that the foregoing Resolution No. R-20-16 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 26TH day of June, 2020, by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, Mayor Shepherd Romey

NOES: None

ABSTAIN: None

ABSENT: None

Amanda Merlo
AMANDA MERLO
ACTING CITY CLERK

RESOLUTION NO. R-20-17

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 2020-21

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 2020-21 Appropriations Limit are the County population change of -0.11% and the change in California Per Capita Personal Income of 3.73%.

SECTION 2. The FY 2020-21 Appropriations Limit for the City of San Marino for the Fiscal Year 2020-21 is hereby determined to be $28,759,196 in accordance with calculations contained in Exhibit A hereto.

SECTION 3. Appropriations designated in the Fiscal Year 2020-21 Proposed Budget that are subject to the limit total $21,794,776, representing an amount that is 76% of the limit.

PASSED, APPROVED AND ADOPTED this 26th day of June, 2020.

Gretchen Shepherd Romey

GRETCHEN SHEPHERD ROMEY, MAYOR

ATTEST:

Amanda Merlo

AMANDA MERLO,
ACTING CITY CLERK

I HEREBY CERTIFY that the foregoing Resolution No. R-20-17 was adopted by the City Council of the City of San Marino at an Adjourned Regular Meeting of the City Council held on the 26th day of June, 2020, by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, Mayor Shepherd Romey

NOES: None

ABSENT: None

ABSTAIN: None

Amanda Merlo
AMANDA MERLO
ACTING CITY CLERK

City of San Marino
Fiscal Year 2020-21
Gann Appropriations Limit Calculation

2019-20	Base Limit:		$	24,525,245
2020-21	Change in CA Per Capital Income	3.73%		
2020-21	Change in LA County Population:	-0.11%		
2020-21	Combined Adjustment Factor			1.0361
2020-21	Limit Before Voter Approved Override		$	25,411,697
2020-21	Voter Approved Override - Public Safety Parcel Tax		$	3,347,499
2020-21	**Appropriations Limit**		**$**	**28,759,196**
2020-21	Amount Subject to Appropriations Limit		$	21,794,776
2020-21	Percentage of San Marino Appropriations Subject to Limit			76%

EXHIBIT B

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 2020-21 Appropriations Limit was adopted by resolution on June 26, 2020 as required by the California Government Code. The City's FY 2020-21 appropriations limit is $28,759,196 and its appropriations subject to limitation is $21,794,776. The appropriations margin, the difference between the limit and the appropriations subject to limitation, is therefore $6,964,420, and appropriations subject to limitation are 76% of the limit.

For the past five fiscal years, appropriations subject to limitation have ranged between 73% and 83% of the legal limit. The FY 2020-21 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 2020-21 is the second 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 2020-21

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

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

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

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

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

City of San Marino
Schedule of Fees for Service - Fiscal Year 2020-21

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

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

City of San Marino
Schedule of Fees for Service - Fiscal Year 2020-21

S-171	ENCROACHMENT RENEWAL PERMIT	$75 per permit
S-172	STREET DAMAGE RESTORATION FEE - RESIDENTIAL STREETS AND ALLEYS	Resurfaced/reconstructed 5 years ago or less - $8.00 per sq. ft. Resurfaced/reconstructed 5 -10 years ago - $7.00 per sq. ft. Resurfaced/reconstructed 10 - 15 years ago - $6.50 per sq. ft. Resurfaced/reconstructed 1 - 20 years ago - $6.00 per sq. ft. Resurfaced/reconstructed 20+ years - $5.00 per sq. ft.
S-173	STREET DAMAGE RESTORATION FEE -NON-RESIDENTIAL STREETS AND ALLEYS	Resurfaced/reconstructed 5 years ago or less - $20.00 per sq. ft. Resurfaced/reconstructed 5 -10 years ago - $17.00 per sq. ft. Resurfaced/reconstructed 10 - 15 years ago - $14.0]0 per sq. ft. Resurfaced/reconstructed 1 - 20 years ago - $11.00 per sq. ft. Resurfaced/reconstructed 20+ years - $8.00 per sq. ft.
S-174	MAINTENANCE HOLE PERMIT	Individual Permit - $150.00 Annual Permit - $275.00
S-141	SEWER SERVICES	None
S-066	SEWER LATERAL INSTALLATION PERMIT	$155 per permit
S-142	NPDES BUSINESS INSPECTION PROCESS	submits results to the City for review) Fats, Oils, and Grease (FOG) Inspection - No Change
S-143	CITY PROPERTY DAMAGE REPAIR	Charge the actual cost of repair, including City staff at the fully allocated hourly rates.
S-144	RIGHT OF WAY SPILL RESPONSE	Charge the actual cost of clean up, including City staff at the fully allocated hourly rates.
S-151	LACY PARK RESERVATION PROCESSING	Park Weekend Admission Fee - Non-Resident - $5 Park Group Activity Permit: Resident - $145 Non-Resident - $290 Sports Activity Permit -$85 Park Group Activity Permit Late Fee - $25 Park Closure Fee - $1,400 per day plus any staff costs and loss of revenue
Administration:		
S-160	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-150	GARAGE SALE PERMIT	$5 per permit
S-148	INSUFFICIENT FUNDS CHECK PROCESSING	$25 per returned check
S-149	CHECK REISSUANCE	$35 per check Payroll Check - No Charge
S-152	MOTION PICTURE PERMIT	$270 per day processing fee plus: Private Property - $500 per day Public Streets - $2,500 per day Public Parks & Buildings - $2,000 per day Late fees for fees collected less than 10 days prior to filming - 20% of fees paid Various Staff Standby fees
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-155	DOCUMENT REPRODUCTION	First five pages - No Charge Each additional page - $0.20 per page Copies by a third party vendor - Actual Cost
S-156	DOCUMENT CERTIFICATION	$15 per document
S-157	DISK REPRODUCTION	$2.50 per media device
S-158	CANDIDATE FILING PROCESSING	Fee is limited by State law: $25 per candidate
S-159	INITIATIVE FILING PROCESSING	Fee is limited by State law: $200 per initiative, refunded if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.

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CITY OF SAN MARINO

5-YEAR CAPITAL EQUIPMENT AND IMPROVEMENT PLAN

Prepared By:

City of San Marino
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Adopted June 26, 2020

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City of San Marino

Memorandum

TO: Mayor Shepherd Romey and members of the City Council

FROM: Michael Throne, PE, Director of Parks and Public Works/City Engineer
Jacqueline Ruiz, Management Analyst

DATE: June 26, 2020

SUBJECT: FY 2020-21 CAPITAL BUDGET AND 5-YEAR PLAN

DEVELOPING A CAPITAL PLAN FOR THE FUTURE

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

With such a list, and limited funding from year to year, it is important to have 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 maintaining public infrastructure and facilities. Each year the CIP serves as a 5-year strategic plan for creating, maintaining, and funding present and future infrastructure.

A similar activity involves capital equipment and vehicles. Capital equipment encompasses 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. Additionally, the Council identified public safety as a critical success factor with direction to launch a traffic safety program.

The first step in ascertaining the condition of the City's assets was the completion of the fleet utilization report, which outlined the immediate replacement of 6 police cars as many vehicles in the current patrol car fleet have exceeded its functional life.

2020 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 new information: the year the request was first proposed and the capital cost estimates per year include the specified fiscal year.

The Fiscal Year 2020-21 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 to provide well-maintained infrastructure.

	B	N	O	P	Q	R	S
1	Description	5-yr Capital Equipment Expenditure Plan					
2		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	5-yr Totals
3							
4	**ADMINISTRATION**						
5	ID card printer	-					-
6	Citywide computer replacement	35,505	32,875	30,245	22,355		120,980
7	Data retention compliance	-	-	-	-		-
8	**Total Administration**	**35,505**	**32,875**	**30,245**	**22,355**	**-**	**120,980**
9	**PLANNING AND BUILDING**						
10	Code enforcement vehicle replacement	-			25,000		25,000
11	**Total Planning and Building**	**-**	**-**	**-**	**25,000**	**-**	**25,000**
12	**POLICE**						
13	Taser replacement program	7,350	7,350	7,350	7,350		29,400
14	PD data storage and archive	12,000					12,000
15	Enhanced ballistic protection package	19,500			16,500		36,000
16	Police paddy wagon restoration	-			25,000		25,000
17	In-car video system	62,000					62,000
18	Police motorcycles (priority initiative)	91,000					91,000
19	Speed display trailer (priority initiative)	12,000					12,000
20	Portable speed display signs (priority initiative)	10,000					10,000
21	Patrol car replacement	342,000	57,000				399,000
22	Watchguard upgrades	-	1,200	8,000		1,200	9,200
23	**Total Police**	**555,850**	**65,550**	**15,350**	**48,850**	**1,200**	**685,600**
24	**FIRE**						
25	Body armor outfitting	12,000					12,000
26	Autopulse resuscitation system	18,000					18,000
27	Medical cart	-	20,000				20,000
28	Units E91/RA91 mobile radios	24,000	32,000				56,000
29	Old engine #1 restoration	-				45,000	45,000
30	Unit RA91 replacement	275,000					275,000
31	Thermal image cameras	-	16,500				16,500
32	Command staff vehicle replacement	-	45,000				45,000
33	Handheld radio replacement	-		224,000			224,000
34	**Total Fire**	**329,000**	**113,500**	**224,000**	**-**	**45,000**	**711,500**
35	**PARKS AND PUBLIC WORKS**						
36	Small engine equipment replacement	5,000		5,000			10,000
37	Truck tire changing/balancing machine	15,000					15,000
38	Sewer maintenance jet	-		45,000			45,000
39	Hedge trimmer attachment	-			12,000		12,000
40	Changeable message sign with trailer	-			50,000		50,000
41	**Total Parks and Public Works**	**20,000**	**-**	**50,000**	**62,000**	**-**	**132,000**
42	**COMMUNITY SERVICES**						
43	Thornton Rm projector replacement	-	1,500				1,500
44	Program and facilities management system	-	48,500				48,500
45	Library security camera system upgrade	-					-
46	**Total Community Services**	**-**	**48,500**	**-**	**-**	**-**	48,500
47	**TOTALS-ALL FUNDS**	**940,355**	**260,425**	**319,595**	**158,205**	**46,200**	**1,723,580**
48	**Notes**						
49	Issued with draft budget						

CAPITAL EQUIPMENT PURCHASES

COMPLETED OR PLANNED TO BE COMPLETED BY

JUNE 30, 2020

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Domain Name Simplification	0550

PROPOSING DEPARTMENT
Administration
Finance

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

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

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

COMPLETED

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	11,500					$ 11,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 11,500	$ 0	$ 0	$ 0	$ 0	$ 11,500

COST ESTIMATE NOTES
The final cost of this work was $11,500.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Web-based Job Search System	0550

PROPOSING DEPARTMENT
Administration
Human Resources

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

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

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

COMPLETED

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	11,500					$ 11,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 11,500	$ 0	$ 0	$ 0	$ 0	$ 11,500

COST ESTIMATE NOTES

Expected to be completed by June 2020. Final cost for implementation and license fee is $9,835. Savings due to the vendor chosen was less than initially projected.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Firearm Replacement Program	0500

PROPOSING DEPARTMENT
Police
Administration

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

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

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

COMPLETED

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	6,000					$ 6,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 6,000	$ 0	$ 0	$ 0	$ 0	$ 6,000

COST ESTIMATE NOTES
The final cost of this purchase is $5,954.86

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Police Department Router Upgrade	0500

PROPOSING DEPARTMENT
Police
Administration

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

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

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

COMPLETED

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	9,500					$ 9,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 9,500	$ 0	$ 0	$ 0	$ 0	$ 9,500

COST ESTIMATE NOTES
Expected to be completed by March 2020. Final cost is $9,492.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Storage Container	0560

PROPOSING DEPARTMENT
Police
Administration

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

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

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

COMPLETED

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	7,000					$ 7,000
ENGINEERING						0
ENVIRONMENTAL	2,500					$ 2,500
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 10,000	$ 0	$ 0	$ 0	$ 0	$ 10,000

COST ESTIMATE NOTES
Will be completed by end of FY19/20. Final cost is $9,900.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Heart Monitor Replacement	0000

PROPOSING DEPARTMENT
Fire
Operations

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

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

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

COMPLETED

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	38,000					$ 38,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 38,000	$ 0	$ 0	$ 0	$ 0	$ 38,000

COST ESTIMATE NOTES
Completed in FY19/20. Final cost was $35,059.41

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Public Works Work Order System	0500

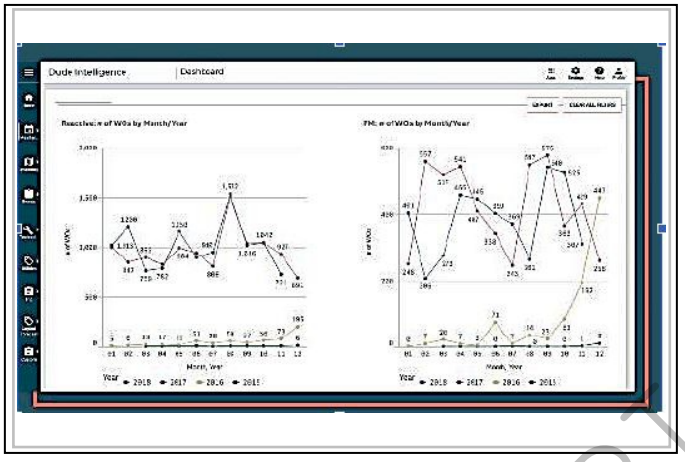
PROPOSING DEPARTMENT
Parks & Public Works
City Engineering

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The Department procured GoGov web-based work order software so that staff is enabled to track and report efficiency, costs and effectiveness of service delivery via a desktop and smartphone application. Using this product will result in a refinement of service levels, performance measures, and improve supervisory control. Full implementation will require all maintenance workers to have access to mobile devices. System will also be accessible to citizens to report maintenance needs.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	25,000					$ 25,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 25,000	$ 0	$ 0	$ 0	$ 0	$ 25,000

COST ESTIMATE NOTES
The Department requested $25,000 in FY18/19. The final cost is $10,000. Savings due to the Department identified a more suitable service request platform which incorporated into the existing GoGov app used by code enforcement for less cost that originally estimated for a different system. The app will be on-line in April 2020.

COMPLETED

CAPITAL EQUIPMENT PURCHASES

NEW OR CONTINUING

FY20/21

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Identification Card Printer*	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Human Resources	FY19/20	Equipment/Vehicle

Employee IDs serve as a form of instant identification and a level of security for everyone who works for the City. They are a level of security which helps protect staff as well as sensitive information. They are used to restrict access to certain areas (e.g. Police Department, evidence room, and City Hall). The current printer utilized by staff has aged and is failing to produce durable identification cards. The recommended printer will meet the needs of the City by efficiently creating functional and high definition identification cards that will last longer. All issued cards will include: employee photo, name, title, and additional descriptive text as required.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	9,000
TOTAL ESTIMATED FUNDING	$ 9,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION		9,000				$ 9,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 9,000	$ 0	$ 0	$ 0	$ 9,000

COST ESTIMATE NOTES

Acquisition refers to the initial setup including on site-installation of the printer and training by the vendor. The cost for the purchase of identification cards, both HID proximity and standard ID card, is also included in the acquisition cost. A 3 year warranty is included in the cost to procure the printer.

***Originally titled "Fargo HDP500 Photo ID Card Printer."**

Capital Expense Request Template Ver 2.5

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

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 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

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

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

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."**

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

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."**

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

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 Police Motorcycles	NEW

PROPOSING DEPARTMENT
Police
Fleet

YEAR FIRST PROPOSED
FY19/20

CAPITAL EXPENSE TYPE
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

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

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

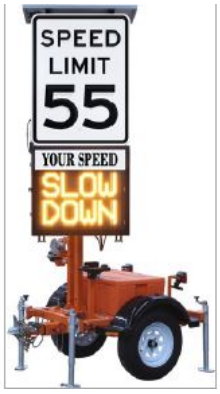
PROPOSING DEPARTMENT
Police
Patrol

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

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

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Patrol Car Replacement	XXXX

PROPOSING DEPARTMENT
Police
Fleet

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
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

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 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

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
Fire
Operations

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
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

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 as of December 31, 2018 and require replacement prior to failure. New units are recommended before the department can no longer locate spares and/or compatible replacement parts. The Department is requesting to purchase three (3) radios in FY 20/21 and four (4) additional radios in FY 21/22. 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

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $2,000/year.

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

To ensure the ability to respond to emergency medical service incidents, it is recommended that an RA be replaced every 12 years. The current reserve RA791 was purchased in 2008 and is currently 12 years old. The purchase of a new RA, the Fire Department will move the current front-line RA 91 purchased in 2015 to reserve status. Not funding this request will reduce reliability and result in the Fire Department operating with a 14 year old ambulance by the time a new ambulance is placed in service. 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, or for surge capacity. The Reserve RA may also be staffed by off-duty crews to provide additional resources and coverage in the event of a disaster or for special events.

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

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.

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

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.

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

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.

PLANNED AND FUTURE CAPITAL EQUIPMENT EXPENDITURES FY21/22 TO FY23/24

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Old Engine #1 Restoration	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire Operations	FY20/21	Equipment/Vehicle

The antique fire engine "Old #1" is unsafe to operate in its current state. Assessments are being conducted to provide estimates on scope of work and cost.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	45,000
TOTAL ESTIMATED FUNDING	$ 45,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION					45,000	45,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 45,000	$ 45,000

COST ESTIMATE NOTES

The Fire Department currently allocates $500 per year to maintain this capital asset.

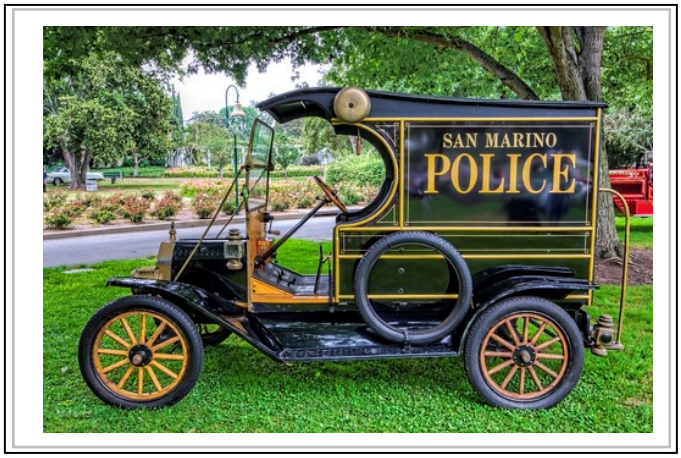
CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Police Paddy Wagon Restoration	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Police Operations	FY20/21	Equipment/Vehicle

The antique Police Department "Paddy Wagon" is unsafe and unreliable to operate in its current state. Assessments are being conducted to provide estimates on the scope of work and cost.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION					25,000	$ 25,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 25,000	$ 25,000

COST ESTIMATE NOTES

The Police Department does not currently allocate funds specifically for the maintenance of the Paddy Wagon. All maintenance of the Paddy Wagon is accomplished using funds from the Vehicle Repair and Maintenance account, which is also used to maintain the police fleet.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Data Retention Compliance	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
City Manager	FY18/19	Equipment/Vehicle

Establish a system and process to ensure compliance with state mandated retention and Public Records requirements. Work is expected to consist of policy development, hardware to handle storage, and long-term archiving. This is a placeholder item pending the review and recommendation of the City Clerk in FY 21/22.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	TBD
TOTAL ESTIMATED FUNDING	TBD

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						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

COST ESTIMATE NOTES

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

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Watch Guard Upgrade	0585

PROPOSING DEPARTMENT
Police
Administration

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The WatchGuard System houses all audio and video recordings captured through the patrol vehicles in the field. Each vehicle has a monitor, DVR, and mic worn by the officers. All contacts in the field are captured through this system. Typically the microphone boxes get the most wear and tear, as they are worn daily for the entire shift. In the past, we have needed to replace about 4 mic's every other year. The replacement has averaged $1,200. Servers should be replaced on a 5-year schedule as they wear out.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	10,400
TOTAL ESTIMATED FUNDING	$ 10,400

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	1,200		1,200	8,000		$ 10,400
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 1,200	$ 0	$ 1,200	$ 8,000	$ 0	$ 10,400

COST ESTIMATE NOTES
This expenditure will not be necessary if the proposed FY20/21 expenditure "In-Car Video System" is approved.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Thornton Conference Room Display	XXXX

PROPOSING DEPARTMENT
Community Services
Library

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The Thornton Conference Room is frequently used for various community meetings and events. A display will allow these groups to make video presentations and allow for online conferences, thereby increasing the use of the Thornton room. Staff recommends the installation of a display as opposed to a projector as the glare from the sunlight makes it challenging to see projected images rather than backlit images.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	1,500
TOTAL ESTIMATED FUNDING	$ 1,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION			1,500			$ 1,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 1,500	$ 0	$ 0	$ 1,500

COST ESTIMATE NOTES
Cost estimate includes a high-definition television display, wall mount, and wireless HDMI adapter. The estimate is higher as the location of installation will determine if electrical wiring must also be installed.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Program and Facilities Management Software*	0000

PROPOSING DEPARTMENT
Community Services

YEAR FIRST PROPOSED
FY19/20

CAPITAL EXPENSE TYPE
Software

Currently, the Recreation Division uses an outdated version of RecTrac to manage most of its programs, registrations, and financial information. However, the system has proven to be inefficient. Staff identified ActiveNet as a significantly more powerful tool that will consolidate all facility rentals in a single location, better manage program registrations/attendance for Rec and the Library, export financial information directly to the Finance Department, and offer an online registration portal. Furthermore, ActiveNet would be able to capture more data and information which is crucial for reporting purposes.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	48,500
TOTAL ESTIMATED FUNDING	$ 48,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION			48,500			$ 48,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 48,500	$ 0	$ 0	$ 48,500

COST ESTIMATE NOTES
Quote includes the first year's subscription, service costs, technical services, two credit card pin pads, and related fees. The estimated cost to maintain this capital asset is $27,000/year.

***Originally titled "Recreation Reservation Tracking System."**

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Security Camera System	XXXX

PROPOSING DEPARTMENT
Community Services
Library

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

Currently the Crowell Library uses a Nest Security Camera system that is not reliable as it relies on a subscription that is not always accessible. The Nest system provides limited coverage, which decreases security for patrons and employees. Staff recommends to procure and install a CCTV security camera system 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
Equip Cost Alloc (591)	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
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ TBD	$ 0	$ 0	$ TBD

COST ESTIMATE NOTES
Staff are reviewing if this stand-alone project may be included in a city-wide security-enhancement project for FY21/22.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Code Enforcement Vehicle Replacement	XXXX

PROPOSING DEPARTMENT
Planning & Building
Code Enforcement

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The Department inherited a 2012 Smart car from the Police Department and is currently using it for code enforcement purposes. It may require replacement in the future pursuant to the 2020 fleet audit and replacement schedule.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION					25,000	$ 25,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 25,000	$ 25,000

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

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Thermal Imaging Cameras	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire Operations	FY20/21	Equipment/Vehicle

A thermal imaging camera (TIC) is a device that detects heat and translates the detected thermal energy into a picture. TICs are utilized when responding to and entering dangerous to life and health environments including interior fire attack(s), hazardous material incidents, traffic collisions, and wilderness rescues. TICs enable responding firefighters to locate hot spots, locate trapped fire victims, conduct search and rescue operations, and execute self-rescues as needed. New models of TICs are the size of a smart phone which would allow San Marino firefighters to carry a TIC as part of their standard equipment.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	16,500
TOTAL ESTIMATED FUNDING	$ 16,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION			16,500			$ 16,500
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 16,500	$ 0	$ 0	$ 16,500

COST ESTIMATE NOTES

Thermal imaging cameras cost an estimated $750 per device and have an estimated lifespan of 4 years. Maintenance fees would be limited to replacement batteries and would not represent a significant impact on the existing Equipment Maintenance account.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Medical Cart	NEW

PROPOSING DEPARTMENT
Fire
Operations

YEAR FIRST PROPOSED
FY20/21

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The 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.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	20,000
TOTAL ESTIMATED FUNDING	$ 20,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION			20,000			$ 20,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 20,000	$ 0	$ 0	$ 20,000

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

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Command Staff Vehicle Replacement	XXXX

PROPOSING DEPARTMENT
Fire
Operations

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

Replace one 2015 Ford Explorer Command Staff vehicle with one Chevrolet Tahoe. The current front-line Command vehicle is part of the Department's emergency response system. Fire Department Command Staff require the reliability associated with front-line emergency response when responding to incidents within the City. In 2019, the Fire Department and Public Works conducted an annual inspection/vehicle condition assessment of all Fire Department vehicles and determined that the current Command Staff vehicle had exceeded 50,000 miles, does not contain adequate capacity for emergency response equipment, and for reliability purposes the vehicle should be replaced. The Fire Department completed replacement of one Command Staff vehicle in FY19/20 and is requesting replacement of the second vehicle in FY21/22.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION	45,000		45,000			$ 90,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 45,000	$ 0	$ 45,000	$ 0	$ 0	$ 90,000

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $1,000/year. Purchase of a new vehicle would ensure maintenance costs do not escalate due to the effects of exceeding unit service life.

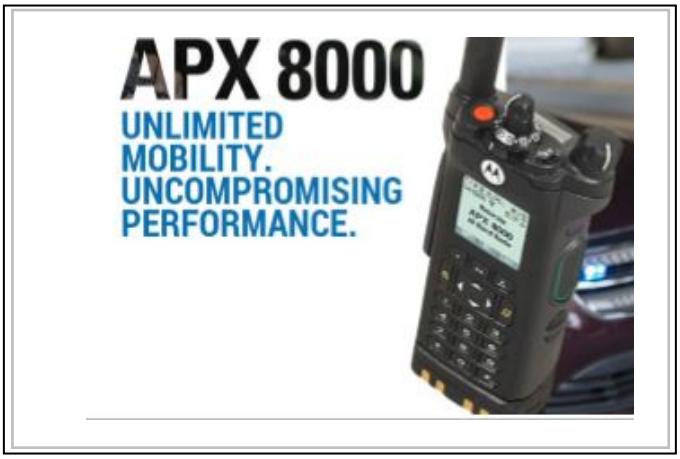
CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Handheld Radios*	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire Operations	FY18/19	Equipment/Vehicle

The Fire Department will need to replace the 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 before the department can no longer program the radios and locate spares and/or compatible replacement parts. Each firefighter (including the fire command vehicle and Unit E91) is assigned a handheld radio.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	224,000
TOTAL ESTIMATED FUNDING	$ 224,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION				224,000		$ 224,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 224,000	$ 0	$ 224,000

COST ESTIMATE NOTES

The estimated cost to maintain this capital asset is $1,500/year.

***Originally titled "Portable Radio Replacement."**

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Sewer Maintenance Jet Device	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Storm/ Wastewater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

A sewer jet can be used to clear small blockages in city sewer mains and small-diameter storm drain culverts, which will improve service call responsiveness and reduce the need to call-out an after-hours plumbing contractor. The unit will also enable the City to comply with our sewer system management plan and stormwater quality regulations. Acquisition was recommended in the 2019 wastewater collection system condition assessment study.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	45,000
TOTAL ESTIMATED FUNDING	$ 45,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION				45,000		$ 45,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 45,000	$ 0	$ 45,000

COST ESTIMATE NOTES
The 2019 wastewater collection system condition assessment report recommends procurement of such a device to assist with state and federal regulations. The estimate cost to maintain this capital asset is $500/year. It is recommended to purchase it in FY22/23 to coincide with the start of the citywide sewer rehab program. This recommendation will be revisited in that fiscal year to assess its need based on monitoring of sewer overflows and call-outs.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Hedge Trimmer Attachment	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Parks & Grounds

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

This attachment to our JCB tractor will allow for safe and efficient biannual trimming of the ¼ mile-long stand of oleanders on Huntington Drive, which is currently performed by maintenance personnel by hand, on ladders and other supporting platforms. The service life of this equipment is 15 years.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	12,000
TOTAL ESTIMATED FUNDING	$ 12,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	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	$ 0	$ 0	$ 0	$ 12,000	$ 12,000

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $250/year. This proposal may prove to be unwarranted based on future task efficiently analysis of data collected from the PW work order system.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Trailered Changeable Message Sign	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Equipment/Vehicle

The Department owns a single changeable message sign (CMS) that is over 10-years old and is no longer reliable. A new CMS will use the latest technology enabling it to be programmed via mobile device. It is recommended to procure a pair, one for each end of the work zone in a phased-in approach. The original CMS will be deployed for use as a community message board.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (591)	50,000
TOTAL ESTIMATED FUNDING	$ 50,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION					50,000	$ 50,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 50,000	$ 50,000

COST ESTIMATE NOTES
Each unit is estimated to cost $25,000 each. The estimated cost to maintain this capital asset is $250/year.

	B	H	I	J	K	AB	AC	AD	AE	AF	AG
1	Program Category/Project Name	FY 20/21 Capital Budget				5-yr Capital Improvement Expenditure Plan					
2		Re-budget from FY19/20	Re-appropriation from FY19/20	New FY 20/21 Funding	Total FY 20/21 Budget	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	5-yr Totals
3											
4	**RIGHT-OF-WAY**										
5	Citywide Traffic Circulation Study		75,000	-	75,000	75,000	-	-	-	-	75,000
6	Biennial Pavement Condition Assessment		-	15,000	15,000	15,000		10,000		10,000	25,000
7	Annual Marking, Striping and Signing Program		45,000	45,000	90,000	90,000	45,000	45,000	45,000	45,000	270,000
8	Streetlight Management Program	45,000	-	54,000	99,000	99,000	54,000			-	153,000
9	Traffic Control Devices Program		-	85,000	85,000	85,000	70,000	105,000			260,000
10	Sidewalk Replacement (2018 PI, 2019 PI)		-	439,600	439,600	439,600	411,710	425,000	450,000	450,000	2,176,310
11	Street Rehabilitation Program (2018 PI)		2,107,300	3,500,000	5,607,300	5,607,300	3,500,000	3,500,000	3,500,000	3,500,000	19,607,300
12	Street Tree Management Plan		-	50,000	50,000	50,000					50,000
13	Measure R 710 North Improvements		-	-	-	-	600,000	1,800,000	11,600,000		14,000,000
14	Huntington Drive/Mission St Beautification		-	1,000,000	1,000,000	1,000,000					1,000,000
15	Bridge Maintenance Program		-		-	-	10,000		10,000		20,000
16	Alley Improvement Program (TO BE DEVELOPED)		-		-	-					-
17	Business District Improvement Program (TO BE DEVELOPED)		-		-	-					-
18	**Total Right-of-Way**	**45,000**	**2,227,300**	**5,188,600**	**7,460,900**	**7,460,900**	**4,690,710**	**5,885,000**	**15,605,000**	**4,005,000**	**37,636,610**
19	**PARKS AND GROUNDS**										
20	Lacy Park - Master Plan (2019 PI)		-		-	-					-
21	Lacy Park - Landscape Structures (Rose Arbor)(2019 PI)	-	-	-	-	-					-
22	Sierra Madre Median Park bus shelter replacement		-	15,000	15,000		15,000	75,000			90,000
23	Lacy Park - Hardscape (Public Stair Replacement)		-	80,000	80,000		80,000				80,000
24	Condition Assessment - Park & Street Trees		-		-	-			50,000		50,000
25	Lacy Park - Irrigation (TO BE DEVELOPED)		-		-	-					-
26	Median Management Program (TO BE DEVELOPED)		-		-	-					-
27	Park Tree Replacement Program (TO BE DEVELOPED)		-		-	-					-
28	Playground Management Program (TO BE DEVELOPED)		-		-	-					-
29	**Total Parks System**	**-**	**-**	**95,000**	**95,000**	**-**	**95,000**	**75,000**	**50,000**	**-**	**220,000**
30	**CIVIC FACILITIES**										
31	Lacy Park- Restroom		182,420		182,420	182,420					
32	Library - Entry canopy		-	-	-	-					-
33	City Hall Campus - PD Lobby Remodeling	8,000		-	8,000	8,000					8,000
34	City Hall Campus - Fire Station Appartus Doors	70,000		-	70,000	70,000					70,000
35	Lacy Park - Emergency telephones		-	15,000	15,000	15,000					15,000
36	Condition Assessment - Public Buildings		14,785	10,000	24,785	24,785					24,785
37	City Hall Campus - EV Charging Stations			-	-	-	65,000				65,000
38	San Marino Center renovation		-	400,000	400,000	400,000	4,400,000				4,800,000
39	City Hall Campus - FS HVAC Upgrades		-	5,000	5,000	5,000					5,000
40	City Hall Campus - EOC improvements		-	6,000	6,000	6,000					6,000
41	City Hall Campus - Security Gates		-	-	-	-	15,000				15,000
42	City Hall Campus - FS H&S Upgrades		-	57,000	57,000	57,000					57,000
43	City Hall Campus - Emergency Generator Sys			60,000	60,000	60,000					60,000
44	City Hall Campus - 911 Dispatch Renovation		-	75,000	75,000	75,000					75,000
45	City Hall Campus - Chambers, Barth AV Upgrade		-	-	-	-	92,000				92,000
46	Library - Bottle Water Station		-	5,000	5,000	5,000					5,000
47	Library - Barth Rm lighting upgrades		-	-	-	-					-
48	Library - window tinting		-	15,000	15,000	15,000					15,000
49	Library - Computer Rm Renovation		-	2,500	2,500	2,500	22,500				25,000
50	City Hall Campus - FS bathroom remodeling		-	-	-	-	25,000				25,000
51	Library - Interior Painting		-	-	-	-		33,000			33,000
52	Lacy Park - Maintenance Buildings		-		-	-					-
53	The Old Mill		-		-	-	30,000				30,000
54	Stoneman Fire Safety System Improvements		39,300		39,300	39,300					
55	Stoneman Center renovation (TO BE DEVELOPED)		-		-	-					-
56	The Thurnher House (TO BE DEVELOPED)		-		-	-					-
57	Parking Lot Improvements (TO BE DEVELOPED)		-		-	-					-
58	**Total Civic Facilities System**	**78,000**	**54,085**	**650,500**	**782,585**	**965,005**	**4,649,500**	**33,000**	**-**	**-**	**5,425,785**
59	**WASTEWATER COLLECTION SYSTEM**										
60	Sewer Master Plan -Condition Assessment		53,583		53,583	53,583					53,583
61	Sewer Main Rehabilitation Program		-	50,000	50,000	50,000	50,000	600,000	815,000	815,000	2,330,000
62	Lift Station Improvement Program		300,000		300,000	300,000	133,000	285,000	-	-	718,000
63	Quinquennial SSMP Update		-		-	-	5,000			-	5,000
64	**Total Wastewater Collection System**	**-**	**300,000**	**50,000**	**403,583**	**403,583**	**188,000**	**885,000**	**815,000**	**815,000**	**3,106,583**
65	**STORMWATER SYSTEM**										
66	Condition Assessment		17,825	-	17,825	17,825	-	-	-	-	17,825
67	Trash Capture Filter Program			25,000	25,000	25,000	25,000				50,000
68	Drainage Inlet Replacement Program		-	30,000	30,000	30,000					30,000
69	Culvert Replacement Program		9,000	50,000	59,000	59,000					59,000
70	Drainage Wash Improvement Program			50,000	50,000	50,000					50,000
71	Rio Hondo LRS	252,239		-	252,239	252,239					252,239
72	**Total Stormwater System**	**252,239**	**26,825**	**155,000**	**434,064**	**434,064**	**25,000**	**-**	**-**	**-**	**459,064**
73	**TOTALS - ALL GOVERNMENTAL FUNDS**	**375,239**	**2,608,210**	**6,139,100**	**9,176,132**	**9,263,552**	**9,648,210**	**6,878,000**	**16,470,000**	**4,820,000**	**46,848,042**
74											

COMPLETED CAPITAL CONSTRUCTION PROJECTS

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Lacy Park Master Plan	0150

PROPOSING DEPARTMENT
Parks & Public Works
City Engineering

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Parks & Grounds

2019 City Council Priority Initiative. Using former master plan, engage community to understand current desires and vision through 2049, and determine needs in preparation of the park's centennial in 2029. The final product would include a matrix of amenities, life-cycle, and maintenance costs.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

COMPLETED

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	5,000					$ 5,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 5,000	$ 0	$ 0	$ 0	$ 0	$ 5,000

COST ESTIMATE NOTES
Engineering includes community engagement and outreach materials and, if needed, outside expert assistance. The project is planned to be completed by August 31, 2020, with a final cost of under $1,000 as a consultant was not needed and expenses were low (reproduction of large drafwins).

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Rose Arbor Reconstruction	7150

PROPOSING DEPARTMENT
Parks & Public Works
Parks & Grounds

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Parks & Grounds

This project was approved by the City Council in January 2020 and is currently under construction. The contractor is estimating an early completion in May 2020.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)(see note)	421,345
Donations (281)	250,000
TOTAL ESTIMATED FUNDING	$ 671,345

COMPLETED

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	671,345					$ 671,345
CONST. MGT.						0
LEGAL						0
TOTALS	$ 671,345	$ 0	$ 0	$ 0	$ 0	$ 671,345

COST ESTIMATE NOTES
The contractual completion date is August 2020. The project budget is not to exceed $671,345.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Entry Canopy	0888

PROPOSING DEPARTMENT
Community Services
Library

YEAR FIRST PROPOSED
FY 18/19

CAPITAL EXPENSE TYPE
Civic Facilities

This project was approved by the City Council in 2019. It involved the installation of a canopy at the main entrance to protect it from rain entry due to the lack of a protective overhang.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

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

COMPLETED

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	3,970					$ 3,970
CONST. MGT.						0
LEGAL						0
TOTALS	$ 3,970	$ 0	$ 0	$ 0	$ 0	$ 3,970

COST ESTIMATE NOTES
The final cost is $3,970. The estimated cost to maintain this capital asset is $200/year. This project is scheduled for completion by June 1, 2020.

PREVIOUSLY APPROVED AND TO BE COMPLETED IN FY20/21

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Citywide Traffic Circulation Study	48-0500

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 consultant contract to perform a comprehensive study of traffic patterns including recomendations related to business district parking, speed reduction, safety improvements, and circulation changes to improve traffic flow through the city on appropriate streets and reduce cut-through traffic on neighborhood residential streets.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394) FY18/19 (See note below)	150,000
TOTAL ESTIMATED FUNDING	$ 150,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	150,000					$ 150,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$150,000	$ 0	$ 0	$ 0	$ 0	$ 150,000

COST ESTIMATE NOTES
The work is expected to be completed by late Summer 2020. The maximum contract amount is $150,000.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE City Hall Campus- Police Department Lobby Renovation	XXXX

PROPOSING DEPARTMENT
Police
Building

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

The City Council in 2019 approved the renovation of the Police Department lobby contingent on a detailed assessment of the building's condition. The study performed by EMG, and reviewed by the Public Safety Commission, recommended in addition to the previously identified need to update the lobby, making repairs to the exterior masonry block wall, installing a basic fire alarm system, and performing a structural analysis of the building to establish its long-term reliability. This work is recommended for FY20/21.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	32,000
TOTAL ESTIMATED FUNDING	$ 32,000

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	8,000	24,000				$ 32,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 8,000	$ 24,000	$ 0	$ 0	$ 0	$ 32,000

COST ESTIMATE NOTES
No funds were expensed in FY19/20 and it is recommended to re-budget that amount and appropriate $24,000 of additional funding for the repairs recommended by the condition assessment.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE City Hall Campus – Fire Apparatus Doors	0887

PROPOSING DEPARTMENT
Fire
Civic Facilities

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

This project was approved by the City Council in 2019. Although the bid process will be underway in April, no funds have been expensed and consequently this project is recommended to be re-budgeted for FY20/21. Installation of the apparatus doors is expected to be completed by August 2020.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION	70,000	70,000*				$ 70,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 70,000	$ 70,000	$ 0	$ 0	$ 0	$ 70,000

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $3,000/year. Estimated cost is for quarterly preventative maintenance. Installation of new doors will decrease emergency repairs. ***Amount shown is anticipated re-budgeted request.**

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Stormwater System Condition Assessment	46-0001

PROPOSING DEPARTMENT
Parks & Public Works
Stormwater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Stormwater

This work was included in the FY18/19 budget and an award of contract was made to Dudek by the City Council on May 8, 2019. This study will assess the condition of all city-owned culverts, channels, washes, manholes, and drainage inlets, and provide a replacement and maintenance schedule. Results of the study are expected in August 2020.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394) See note below	142,500
TOTAL ESTIMATED FUNDING	$ 142,500

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING	142,500					$ 142,500
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 142,500	$ 0	$ 0	$ 0	$ 0	$ 142,500

COST ESTIMATE NOTES
Project was approved by the City Council on May 8, 2019. Approximately $67,500 of study costs have been invoiced by the consultant and full billing will occur at project completion this August.

RECURRING FY20/21

CAPITAL CONSTRUCTION PROJECTS AND PROGRAMS

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

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 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

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
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

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 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

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

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

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 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

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.

Capital Expense Request Template Ver 2.5

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

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

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 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

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.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Drainage Inlet Replacement 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 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

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 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

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.

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 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 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

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.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Rio Hondo Load Reduction Strategy	8025

PROPOSING DEPARTMENT
Parks & Public Works
Stormwater

YEAR FIRST PROPOSED
FY18/9

CAPITAL EXPENSE TYPE
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

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

NEW FY20/21
CAPITAL CONSTRUCTION

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

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).

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

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 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				$ 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 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

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 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

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 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

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 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

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 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

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5

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

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 9-1-1 Dispatch Center Renovation*	XXXX

PROPOSING DEPARTMENT
Police

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
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

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."** 3||

Capital Expense Request Template Ver 2.5

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

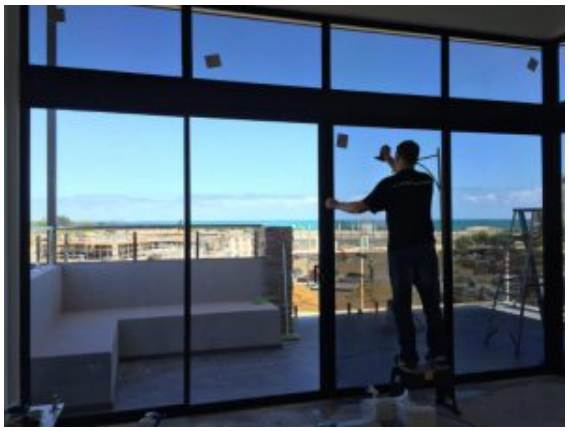
PROPOSING DEPARTMENT
Community Services

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

COST ESTIMATE NOTES
This is an order-of-magnitude estimate for general budgeting purposes.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Computer Room Renovation	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Services	FY18/19	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 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

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

PLANNED AND FUTURE CAPITAL CONSTRUCTION PROJECTS AND PROGRAMS FY21/22 TO FY23/24

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Metro Measure R 710 North Projects	XXXX

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 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. A funding agreement approved by the City Council and executed by the Metro Board has not yet been received and is expected by fall 2020.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	0
Measure R (243)	14,000,000
Total Project Cost Shown	
TOTAL ESTIMATED FUNDING	$14,000,000

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	600,000			$ 600,000
ENVIRONMENTAL						0
CONSTRUCTION				1,800,000	11,600,000	$ 13,400,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 600,000	$ 1,800,000	$ 11,600,000	$ 14,000,000

COST ESTIMATE NOTES

Project costs to be determined based on final project descriptions. Cost estimates per fiscal year is based on Metro instructions to complete all work in 5 fiscal years commencing July 1, 2020. As of date of the adoption of the CIP, funding agreements have not been received or executed.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Electric Vehicle Charging Stations	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Parks & Public Works	FY18/19	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 Crowell Public Library and City Hall. If the City were to purchase electric or plug-in hybrid vehicles in the future having the infrastructure already in-place would be advantageous.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	65,000
TOTAL ESTIMATED FUNDING	$ 65,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING			5,000			$ 5,000
ENVIRONMENTAL						0
CONSTRUCTION			60,000			$ 60,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 65,000	$ 0	$ 0	$ 65,000

COST ESTIMATE NOTES

The estimated cost is for up to 5 locations. The cost to maintain all 5 stations is estimated at $1,000/year for charging cable replacement, unit servicing and electrical expenses.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE City Hall Campus- Security Gates	XXXX

PROPOSING DEPARTMENT
Parks & Public Works

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

Appropriate signage indicating the rear-portion of City Hall, which includes the patrol car standby area, police evidence storage, employee parking, the fleet shop, and readily accessible tools and materials, was not a public area was installed in lieu of the proposed security gates. However, unauthorized individuals have continued to be found in this area posing a security threat. It is therefore recommended to install a key-card security gate from the corporation yard to the EOC courtyard.

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	$ 0	$ 15,000	$ 0	$ 0	$ 15,000

COST ESTIMATE NOTES
Estimate based on vendor quotes.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE A/V Upgrades in Council Chambers and Barth Room	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Administration	FY20/21	Civic Facilities

The Council Chambers and Barth Room are not equipped with appropriate A/V equipment to allow for effective filming and editing of Council and Commission meetings. This request would allow us to install an easy-to-use, high-end system in both rooms to provide better video and audio quality in our recordings (and for attendees), and expand our filming from Council meetings to all City meetings. These enhancements are complementary to other upgrades previously approved for the Barth Room.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (591)	92,000
TOTAL ESTIMATED FUNDING	$ 92,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION			92,000			$ 92,000
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 92,000	$ 0	$ 0	$ 92,000

COST ESTIMATE NOTES

Cost estimates were provided by IntelesysOne and include installation and setup in both rooms, as well as training of staff. Each system includes 800 total recording hours dynamically allocated across up to 4 devices. Annual support (operating) costs after first year will be $10,550 total for both units and include coverage for major equipment pieces, software support, and storage.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Library – Barth Community Room Lighting	NEW

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Community Services	FY20/21	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

COST ESTIMATE NOTES

The design phase will be included with the San Marino Center renovation project.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Sierra Madre Median Park Bus Shelter Replacement	NEW

PROPOSING DEPARTMENT
Parks & Public Works
Parks & Grounds

YEAR FIRST PROPOSED
FY20/21

CAPITAL EXPENSE TYPE
Parks & Grounds

The existing frame-on construction bus shelter in the Sierra Madre median park located at the intersection of Sierra Madre Boulevard and Huntington Drive is in dilapidated condition with evidence of dry rot, insect infestation, and most likely does not meet the current building code for disability access, seismic resistance, and electrical safety. It is recommended therefore to replace the shelter with one that complies with current building codes and with materials more durable.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	15,000
Measure A (see note below)	
Proposition C (see note below)	
Proposition 68 (see note below)	
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			15,000			$ 15,000
ENVIRONMENTAL						0
CONSTRUCTION				50,000 to 75,000		TBD
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 15,000	$ 50,000 to 75,000	$ 0	$ 15,000

COST ESTIMATE NOTES
The first step will be to design an appropriate replacement shelter with associated park landscaping, and then prepare an estimate of probable construction cost. At that time, a proposed construction budget would be presented for Council consideration. Construction funding may be available using regional transit and state park bond monies. The estimated cost to maintain this capital asset is $7,000/year.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Public Stair Replacement- Virginia Rd to Park Pl	NEW

PROPOSING DEPARTMENT
Parks & Public Works
Parks & Grounds

YEAR FIRST PROPOSED
FY20/21

CAPITAL EXPENSE TYPE
Parks & Grounds

The existing concrete stairway from Virginia Rd to Park Pl has reached the end of its service lift (it is estimated to be over 50 years old) and is now experiencing structural failure 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 building codes for public stairways.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	80,000
TOTAL ESTIMATED FUNDING	$ 80,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING			5,000			$ 5,000
ENVIRONMENTAL						0
CONSTRUCTION			75,000			$ 75,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 80,000	$ 0	$ 0	$ 80,000

COST ESTIMATE NOTES
The estimated cost to maintain this capital asset is $200/year for handrailing painting or minor concrete repairs or patching. The estimated life of a new concrete stairway is 50 to 75 years.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Quinquennial SSMP Update	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Wastewater

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
WW Collection

The San Marino sewer system management plan (SSMP) is a state-required operations and maintenance manual for the City's wastewater collection system. Regulations necessitate a review and update every 5 years of the policies and procedures contained within, which is best performed by an outside engineering expert. The latest update is May 2019.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (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			5,000			$ 5,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 5,000	$ 0	$ 0	$ 5,000

COST ESTIMATE NOTES

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Bridge Maintenance Program	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
City Engineering

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

Caltrans biennially inspects city-owned bridges (Circle Drive and Lorain Road) and recommends repairs and improvements. Utilizing this information, an outside bridge engineer will be used to develop a maintenance and capital replacement program.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	20,000
TOTAL ESTIMATED FUNDING	$ 20,000

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	$ 20,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 10,000	$ 0	$ 10,000	$ 20,000

COST ESTIMATE NOTES
Cost to be determined after completion of the 2020 Caltrans bridge inspection.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE City Hall Campus – Fire Station Bathroom Remodel	XXXX

PROPOSING DEPARTMENT	YEAR FIRST PROPOSED	CAPITAL EXPENSE TYPE
Fire	FY18/19	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. Requested capital funds are for architectural design services. Formulation of a preliminary construction budget, which is estimated to cost $250,000-$500,000.

DESCRIPTION AND JUSTIFICATION



PHOTOGRAPH OR DIAGRAM

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

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING			25,000			$ 25,000
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 25,000	$ 0	$ 0	$ 25,000

COST ESTIMATE NOTES

Requested capital funds are for architectural design services; there are no maintenance fees associated with this request.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Old Mill- Pedestrian Lighting	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Civic Facilities

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

Replace and upgrade existing pedestrian lighting at the Old Mill in cooperation with the Old Mill Foundation. Lighting design work anticipated to be performed by volunteers.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	30,000
TOTAL ESTIMATED FUNDING	$ 30,000

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
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 30,000	$ 0	$ 0	$ 30,000

COST ESTIMATE NOTES
Lighting design to be performed by volunteer efforts. The estimates cost to maintain this capital asset is $1,500/year.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Crowell Public Library- Interior Painting	XXXX

PROPOSING DEPARTMENT
Community Services
Library

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

The painted interior of the library has not been repainted since the building's construction in 2008. Consequently and especially in high-traffic areas such as the lobby, restrooms, reading areas and meeting rooms, age, wear and tear has diminished the luster and freshness of the interior. It is recommended therefore to repaint the interior. Depending on budget constraints, the work can be phased over time.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	33,000
TOTAL ESTIMATED FUNDING	$ 33,000

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION				33,000		$ 33,000
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 33,000	$ 0	$ 33,000

COST ESTIMATE NOTES

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Park Landscaping Condition Assessment	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Parks & Grounds

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Parks & Grounds

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

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (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					50,000	$ 50,000
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 50,000

COST ESTIMATE NOTES
Estimated cost for Lacy Park is $35,000 and for median parks is $15,000.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Alley Improvement Program	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Right-of-Way

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

After performing a condition assessment of all public alleys as part of the biennial pavement condition assessment study, implement a capital rehabilitation and improvement program.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	
TOTAL ESTIMATED FUNDING	$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

COST ESTIMATE NOTES
Costs to be determined after completion of 2020 pavement condition assessment study.

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Business District Improvement Program	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
City Engineering

YEAR FIRST PROPOSED
FY18/19

CAPITAL EXPENSE TYPE
Right-of-Way

Program scope to-be-developed in conjunction with economic development activities.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Capital Fund (394)	
TOTAL ESTIMATED FUNDING	$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**PROPOSED FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

COST ESTIMATE NOTES
Program costs to be determined.

Capital Expense Request Template Ver 2.5

CITY OF SAN MARINO
CAPITAL BUDGET REQUEST

TITLE Stoneman Renovation	XXXX

PROPOSING DEPARTMENT
Parks & Public Works
Civic Facilities

YEAR FIRST Adopted
FY18/19

CAPITAL EXPENSE TYPE
Civic Facilities

Renovate Stoneman per a to-be-developed scope of work.

DESCRIPTION AND JUSTIFICATION

PHOTOGRAPH OR DIAGRAM

TOTAL ANTICIPATED FUNDING	
FUNDING SOURCE (IF KNOWN)	AMOUNT
Equip Cost Alloc (394)	0
TOTAL ESTIMATED FUNDING	$ 0

CAPITAL COST ESTIMATES BY YEAR

CATEGORY	FY19/20 BUDGET	**Adopted FY20/21**	FY21/22	FY22/23	FY23/24	5-YR. TOTALS
ACQUISITION						0
ENGINEERING						0
ENVIRONMENTAL						0
CONSTRUCTION						0
CONST. MGT.						0
LEGAL						0
TOTALS	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

COST ESTIMATE NOTES
A construction cost estimate would be established upon completion of conceptual plans based of potential public use of facility.