

# *City of Sierra Madre*

**ANNUAL BUDGET**

**FY 2019-2020**



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# City of Sierra Madre

*Village of the Foothills*

## Adopted Budget



**July 1, 2019 – June 30, 2020**

City of Sierra Madre  
Successor Agency  
Sierra Madre Public Financing Authority

### City Council and Elected Officials

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

### Executive Management

<i>Gabriel Engeland</i>	<i>City Manager</i>
<i>Teresa Highsmith</i>	<i>City Attorney</i>
<i>Colby Konisek</i>	<i>Finance Director</i>
<i>Vincent Gonzalez</i>	<i>Planning &amp; Community Preservation Director</i>
<i>Jim Hunt</i>	<i>Interim Police Chief</i>
<i>Kurt Norwood</i>	<i>Interim Fire Chief</i>
<i>Rebecca Silva-Barron</i>	<i>Community Services Manager</i>
<i>Christine Smart</i>	<i>City Librarian</i>
<i>Chris Cimino</i>	<i>Public Works Director</i>
<i>Jose Reynoso</i>	<i>Utility Services Director</i>

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# **City of Sierra Madre**

*Village of the Foothills*



## **Introduction**

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June 11, 2019

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

Two years ago management introduced a new 3-year budget plan with the intent of achieving continuously sustainable annual budgets. The approach is focused on responsible operations while meeting the community's core priorities of public safety, reliable infrastructure, and investment in community services.

The Fiscal Year 2019-2020 budget was prepared using the same zero-base budget model as the prior two years, where management evaluates each program and expenditure before formally recommending the allocation of resources for the budget. Fiscal Year 2019-2020 marks the beginning of sustainable budgets with total City-wide expenditures reduced by \$1.6 million from FY 2017-2018.

During FY 2018-2019, the City approved a pension rate stabilization plan in an effort to address pension costs and unfunded liabilities that have been projected to increase over time. The City's efforts reduced FY 2019-2020 budgeted expenses on a citywide basis by \$700,000. The City will continue to review and monitor these obligations, making corrections as necessary to conform to both the stabilization and budget plans.

As planning continues, the City has added several positions to help achieve the community's core priorities. The Fiscal Year 2019-2020 budget accommodated the complete transition of the Fire Services from a volunteer status to a professional career Fire Department. A new internship program was launched, and new positions were budgeted for the Library and Information Technology departments. This purposefully balanced budget has reduced ongoing expenditures while investing capital resources in the City's water distribution system, street repairs, and Information Technology infrastructure.

In the coming fiscal years, the City Council's leadership and vision will provide important direction that will maintain sustainability of future budgets and continue to provide basic City services and the core priorities.

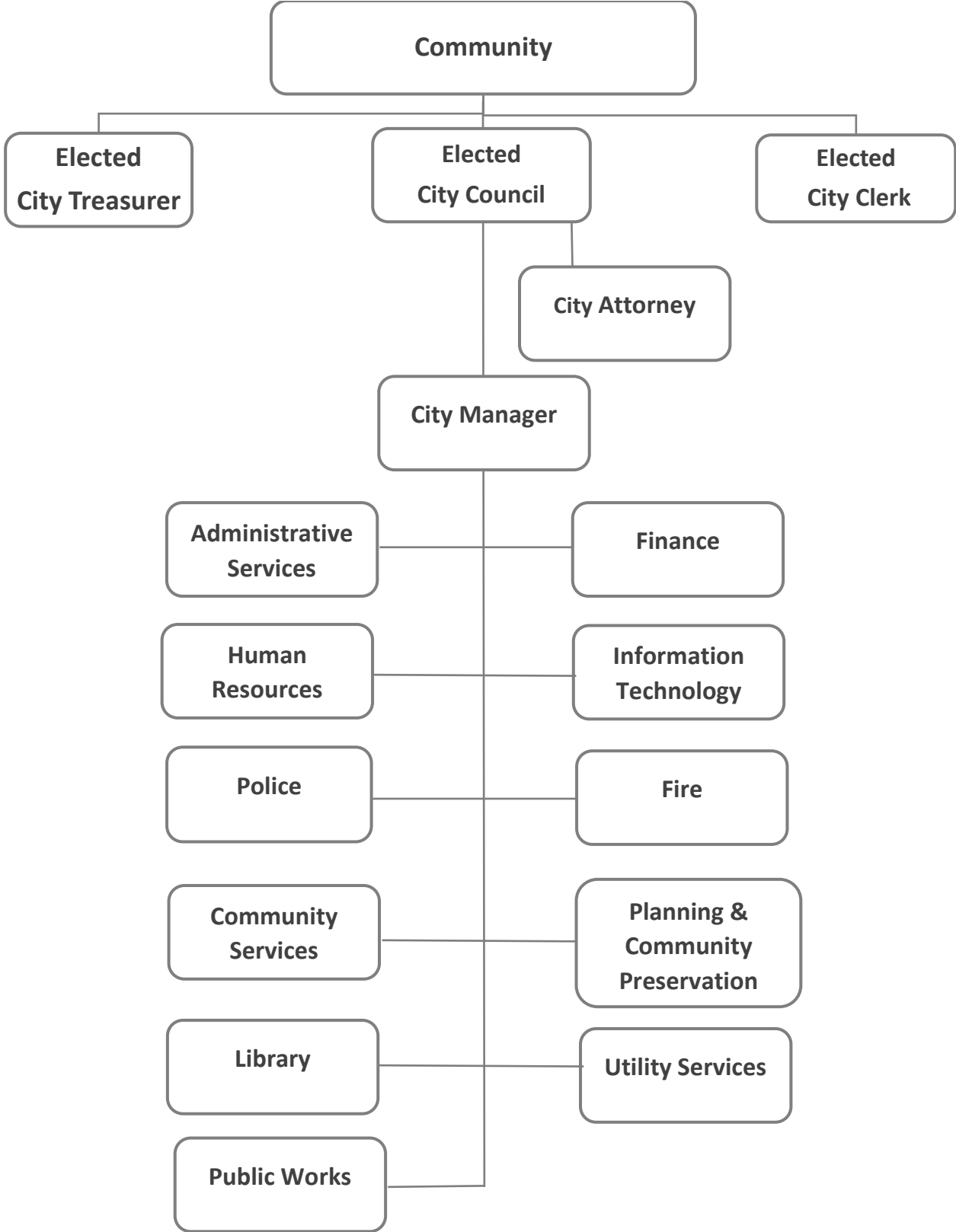
Respectfully,

Hillary Guirola-Leon  
Finance and Budget Manager  
City of Sierra Madre

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# CITY OF SIERRA MADRE ORGANIZATIONAL CHART





## MISSION STATEMENT

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

#### MISSION STATEMENT

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

#### VISION STATEMENT

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

#### CORE VALUES

not in priority order

The City of Sierra Madre values . . .

*Efficiency and effectiveness*

*Honesty and integrity*

*Financial accountability*

*Teamwork*

*Community participation*

*Small town character*



# Community Profile

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## *General Information*

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

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



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

## *Council-Manager Form of Government*

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

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

### *Recreation and City Events*

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

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

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

### *Education*

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

*Recreational & Wilderness Areas*

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**Memorial Park**

222 W. Sierra Madre Blvd.  
Sierra Madre, California 90124



**Milton & Harriet Goldberg Recreation Area**

171 S. Sunnyside Ave.  
Sierra Madre, CA 91024

**Bailey Canyon Wilderness Park**

451 W. Carter Ave.  
Sierra Madre, CA 91024

**Mount Wilson Trail Park**

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

**Lizzie's Trail Inn Museum**

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

**Sierra Vista Park**

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



**Richardson Historical House**

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





**City Facilities**

**City Hall**

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

**Community Recreation Center**

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

**Police and Fire Station**

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

**Aquatic Center**

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

**Public Works Facilities**

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

**Youth Activity Center**

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

**Public Library**

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

**Hart Park House Senior Center**

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





# **City of Sierra Madre**

*Village of the Foothills*



## **Financial Policies and Procedures**

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# Financial Policies & Procedures

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### *The Budget Process*

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The City budget process is an on-going, dynamic activity involving City Council, City staff, and City residents. While each year's budget process includes certain specific steps in the development of the current year's figures, the budget also addresses the City Council's Priorities, Strategic and Operational Goals.

### *Budgetary Control*

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

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

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

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

## FINANCIAL POLICIES & PROCEDURES

### *Budget Amendment Procedures*

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

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

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

#### *Purchase Order Carryovers*

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

#### *Administrative Carryovers*

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

#### *City Council Action*

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

### *Fund Balance Policy*

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

## FINANCIAL POLICIES & PROCEDURES

### *Financial Structure and Operations*

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

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

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

### *Measurement Focus and Basis of Accounting*

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

The modified accrual basis of accounting is followed by the Governmental and Expendable Trusts. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Accordingly, only current assets and current liabilities are included on their balance sheets. The reported fund balance provides an indication of available, spendable resources. Operating statements for Governmental Fund Types and Expendable Trust Funds report increases (revenues) and decreases (expenditures) in available spendable resources. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred. Liabilities are considered current when they are normally expected to be liquidated with expendable available financial resources.

The Proprietary (Enterprise and Internal Service) Funds are accounted for on an "economic resources" measurement focus. The Proprietary, Nonexpendable Trust, and Pension Trust Funds are accounted for using the accrual basis of accounting. Revenues or contributions are recognized when they are earned or due and expenses or benefits paid are recorded when the related liability is incurred. Accordingly, all assets and liabilities

## **FINANCIAL POLICIES & PROCEDURES**

are included on the balance sheet, and the reported fund equity provides an indication of the economic net worth of the fund. Operating statements for Proprietary Funds report increases (revenues) and decreases (expenses) in total economic net worth.

### *Cash Management*

---

The majority of unrestricted cash is combined into one pooled operating account to facilitate effective management of the City's resources. The basic tool for management of the City's cash is the investment policy approved annually by the City Council in compliance with State of California law. The City will invest only in those instruments authorized by the California Government Code Section 53601 and further restricted by the City's Investment Policy.

### *Fees & Rates*

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

# **City of Sierra Madre**

*Village of the Foothills*



# **Budget Resolutions**

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**RESOLUTION NO. 19-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AND THE SUCCESSOR AGENCY OF THE FORMER COMMUNITY REDEVELOPMENT AGENCY ADOPTING THE FISCAL YEAR 2019-2020 BUDGET AND APPROPRIATING THE AMOUNTS BUDGETED**

**WHEREAS**, a proposed annual budget for the City of Sierra Madre and the Successor Agency for the Fiscal Year commencing July 1, 2019 and concluding on June 30, 2020 was submitted to the City Council and is on file at City Hall, Sierra Madre Public Library, and City website;

**WHEREAS**, on June 11, 2019, the City Manager did present the City's Fiscal Year 2019-2020 Proposed Budget to the City Council for its consideration; and

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

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

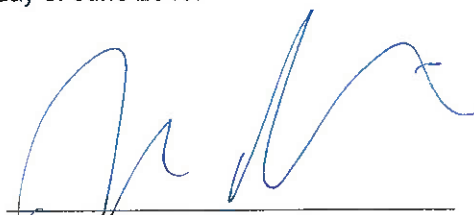
**SECTION 1.** The budget, as proposed, is adopted for the City of Sierra Madre for Fiscal Year commencing July 1, 2019 and concluding June 30, 2020.

**SECTION 2.** Appropriations for the City as described in the attached documents titled "City of Sierra Madre Proposed Budget FY 2019-2020", are hereby adopted for the Fiscal Year commencing July 1, 2019 and concluding on June 30, 2020.

**SECTION 3.** , The City Manager and Finance Director are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council on the 11<sup>th</sup> day of June 2019.

**APPROVED AND ADOPTED**, this 11<sup>th</sup> day of June 2019.

ORIGINAL SIGNED



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

I hereby certify that the foregoing Resolution Number 19-26 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 11<sup>th</sup> day of June 2019, by the following vote.

**AYES:** Mayor John Harabedian, Mayor Pro Tem John Capoccia, Council Members Rachele Arizmendi and Denise Delmar

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** Council Member Gene Goss



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

**RESOLUTION NO. 19-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-2020 AT \$11,029,762 IN ACCORDANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA**

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

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

**WHEREAS**, the Appropriations Limit adopted for the Fiscal Year ending June 30, 2019 is \$10,649,613; and,

**WHEREAS**, the population factor provided by the State of California, Department of Finance is 0.9973; and,

**WHEREAS**, the inflationary factor provided by the State of California, Department of Finance is 1.0385 and,

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

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

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

**WHEREAS**, the calculation for the FY 2019-2020 appropriations limit has been available to the public for inspection.

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

**SECTION 1.** The Fiscal Year 2019-2020 Appropriations Limit is calculated as shown on the document known as the "Gann Appropriations Limit Calculation" attached hereto as Exhibit "A", and,

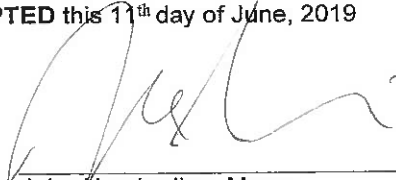
**SECTION 2.** The City of Sierra Madre does hereby adopt the per capita personal income element and the population change element of the calculation factor as those provided by the State Department of Finance; and,

**SECTION 3.** The appropriations limit for Fiscal Year 2019-2020 is hereby set at \$11,029,762 and

**SECTION 4.** The Fiscal Year 2019-2020 budgeted appropriations amount subject to the limit is \$8,084,200; and,

**SECTION 5.** The City's budgeted appropriations for the year ending June 30, 2020 are in compliance with Article XII-B of the Constitution of the State of California, commonly known as the Gann Appropriations Limit.

**RESOLUTION 19-27 APPROVED AND ADOPTED** this 11<sup>th</sup> day of June, 2019



John Harabedian, Mayor,  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 19-27 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 11<sup>th</sup> day of June, 2019, by the following vote.

**AYES:** Mayor John Harabedian, Mayor Pro Tem John Capoccia, Council  
Members Rachelle Arizmendi and Denise Delmar

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** Council Member Gene Goss



Sue Spears, City Clerk  
City of Sierra Madre, California

CITY OF SIERRA MADRE  
GANN APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2019-2020

**Appropriations Limit:**

Fiscal Year 2018-2019 Adopted Limit	\$ 10,649,613
Inflation Factor*	X 1.0385
Population Factor*	X <u>0.9973</u>
<b>Fiscal Year 2018-2019 Appropriation Limit</b>	<b>= \$ <u>11,029,762</u></b>

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

**Appropriations Subject to Limitation:**

Proceeds from Taxes	9,586,200
Exclusions	<u>1,502,000</u>
Appropriations Subject to Limitation	<u>8,084,200</u>
 Amount Under Limit (A-B)	 <u><u>2,945,562</u></u>

**RESOLUTION 19-28**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE**  
**ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR CITY**  
**SERVICES FOR FISCAL YEAR 2019-2020**

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

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

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

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

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

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

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

**WHEREAS**, it is the intention of the City Council to develop a revised schedule of fees and charges based on the City's budgeted and projected costs reasonably borne from the Fiscal Year beginning July 1, 2019; and

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

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

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

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

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

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

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

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

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

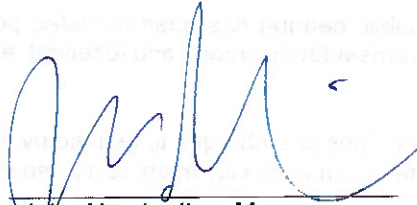
**SECTION 7. Repealer.** All Resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

**SECTION 8. Effective Date.** This Resolution shall go into full force and effect July 1, 2019 through June 30, 2020 (unless specifically listed as calendar year in the fee schedule), but shall be subject to the terms and conditions of the Sierra Madre Municipal Code.

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

**PASSED, APPROVED AND ADOPTED** this 11<sup>th</sup> day of June 2019.

ORIGINAL SIGNED



John Harabedian, Mayor  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution 19-28 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 11<sup>th</sup> day of June 2019 by the following vote:

AYES: Mayor John Harabedian, Mayor Pro Tem John Capoccia, Council Member Rachelle Arizmendi and Council Member Denise Delmar

NOES: None.

ABSENT: Council Member Gene Goss

ABSENT:

ORIGINAL SIGNED



Sue Spears, City Clerk  
City of Sierra Madre, California

**PFA RESOLUTION NO. 73**

**A RESOLUTION OF THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SIERRA MADRE ADOPTING THE BUDGET FOR FISCAL YEAR 2019-2020 AND APPROPRIATING THE AMOUNTS BUDGETED**

**WHEREAS**, a proposed annual budget for the Public Financing Authority of Sierra Madre (Authority) for the fiscal years commencing July 1, 2019, and concluding on June 30, 2020 was submitted to the City Council acting as the Authority Board and is on file at City Hall; and

**WHEREAS**, On June 11, 2019, the Executive Director did present the Fiscal Year 2019-2020 Budget to the City Council for its consideration; and the Public Financing Authority Board did, in a public meeting, carefully consider the proposed budget; and

**WHEREAS**, the Authority Board did, in a public meeting on June 11, 2019 receive input from the Executive Director, additional staff and the public; and

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

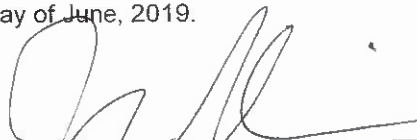
**SECTION 1.** The budget, as amended, is adopted as the budget for the Public Financing Authority of the City of Sierra Madre for Fiscal Year commencing July 1, 2019 and concluding June 30, 2020.

**SECTION 2.** Appropriations for the Agency as described in the attached documents titled "City of Sierra Madre Proposed Budget FY 2019-2020", are hereby adopted for the fiscal years commencing July 1, 2019 and concluding June 30, 2020.

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

**APPROVED AND ADOPTED** this 11<sup>th</sup> day of June, 2019.

ORIGINAL SIGNED

  
John Harabedian, Chairperson,  
Public Financing Authority of the  
City of Sierra Madre

I hereby certify that the foregoing PFA Resolution 73 was adopted at a regular meeting of the City Council and the Public Financing Authority of the City of Sierra Madre held on this 11<sup>th</sup> day of June 2019 by the following vote:


**AYES:** Mayor John Harabedian, Mayor Pro Tem John Capoccia, Council Members Rachele Arizmendi and Denise Delmar

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** Council Member Gene Goss

ORIGINAL SIGNED

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AND THE SUCCESSOR AGENCY OF THE FORMER COMMUNITY REDEVELOPMENT AGENCY ADOPTING THE FISCAL YEAR 2019-2020 BUDGET AND APPROPRIATING THE AMOUNTS OUTGOING

WHEREAS, a proposed annual budget for the City of Sierra Madre and the Successor Agency for the fiscal year commencing July 1, 2019 and continuing on June 30, 2020 was submitted to the City Council and is on file at City Hall, Sierra Madre Public Library and City website

WHEREAS, on June 27, 2019, the City Manager did present the City's Fiscal Year 2019-2020 Proposed Budget to the City Council for its consideration, and

WHEREAS, the City Council created staff to make changes to the proposed budget and those changes have been incorporated into the final budget document.

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

SECTION 1. The budget as proposed is attached to the City of Sierra Madre for the fiscal year commencing July 1, 2019 and continuing on June 30, 2020.

SECTION 2. All positions for the City as described in the attached document titled "Sierra Madre Proposed Budget FY 2019-2020" are hereby adopted for the fiscal year commencing July 1, 2019 and continuing on June 30, 2020.

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SECTION 3. The City Manager and Finance Director are hereby authorized to make any changes between budget and items in accordance with the Budget Policy Manual of the City of Sierra Madre, effective July 1, 2019.

APPROVED AND ADOPTED BY THE CITY COUNCIL

June 27, 2019

John Hatfield, Mayor  
City of Sierra Madre, California

It is hereby certified that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 27th day of June, 2019, at the time and place stated.

City Clerk  
Sierra Madre, California

June 27, 2019

John Hatfield, Mayor

City of Sierra Madre, California

John Hatfield, Mayor  
City of Sierra Madre, California



# **City of Sierra Madre**

*Village of the Foothills*



## **Authorized Positions**

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## AUTHORIZED POSITIONS

Department	FY 2017-2018 Adopted	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b><u>Citywide Totals</u></b>			
Full-Time Positions	70	71	78
Part-time Hours	48,673	33,505	16,850
<b>TOTAL FTE</b>	<b>93.40</b>	<b>87.11</b>	<b>86.10</b>
<b><u>Administrative Services</u></b>			
Full-Time Positions	12	11	13.25
Part-Time Hours	960	960	2,880
<b>TOTAL FTE</b>	<b>12.46</b>	<b>11.46</b>	<b>14.63</b>
<b><u>Community Services</u></b>			
Full-Time Positions	4	4	3.75
Part-Time Hours	1,009	1,969	1,010
<b>TOTAL FTE</b>	<b>4.49</b>	<b>4.95</b>	<b>4.24</b>
<b><u>Fire Department</u></b>			
Full-Time Positions	4	12	15.5
Part-Time Hours	31,104	16,810	1,920
<b>TOTAL FTE</b>	<b>18.95</b>	<b>20.08</b>	<b>16.42</b>
<b><u>Library Services</u></b>			
Full-Time Positions	5	3	5
Part-Time Hours	10,860	8,066	8,160
<b>TOTAL FTE</b>	<b>10.22</b>	<b>6.88</b>	<b>8.92</b>
<b><u>Planning &amp; Community Preservation</u></b>			
Full-Time Positions	5	5	4.5
Part-Time Hours	960	-	-
<b>TOTAL FTE</b>	<b>5.46</b>	<b>5.00</b>	<b>4.50</b>
<b><u>Police Department</u></b>			
Full-Time Positions	22	20	20
Part-Time Hours	3,780	4,740	2,880
<b>TOTAL FTE</b>	<b>23.82</b>	<b>22.28</b>	<b>21.38</b>
<b><u>Public Works</u></b>			
Full-Time Positions	18	8	8
Part-Time Hours	-	-	-
<b>TOTAL FTE</b>	<b>18.00</b>	<b>8.00</b>	<b>8.00</b>
<b><u>Utilities</u></b>			
Full-Time Positions	-	8	8
Part-Time Hours	-	960	-
<b>TOTAL FTE</b>	<b>-</b>	<b>8.46</b>	<b>8.00</b>

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# **City of Sierra Madre**

*Village of the Foothills*



## **Budget Summaries**

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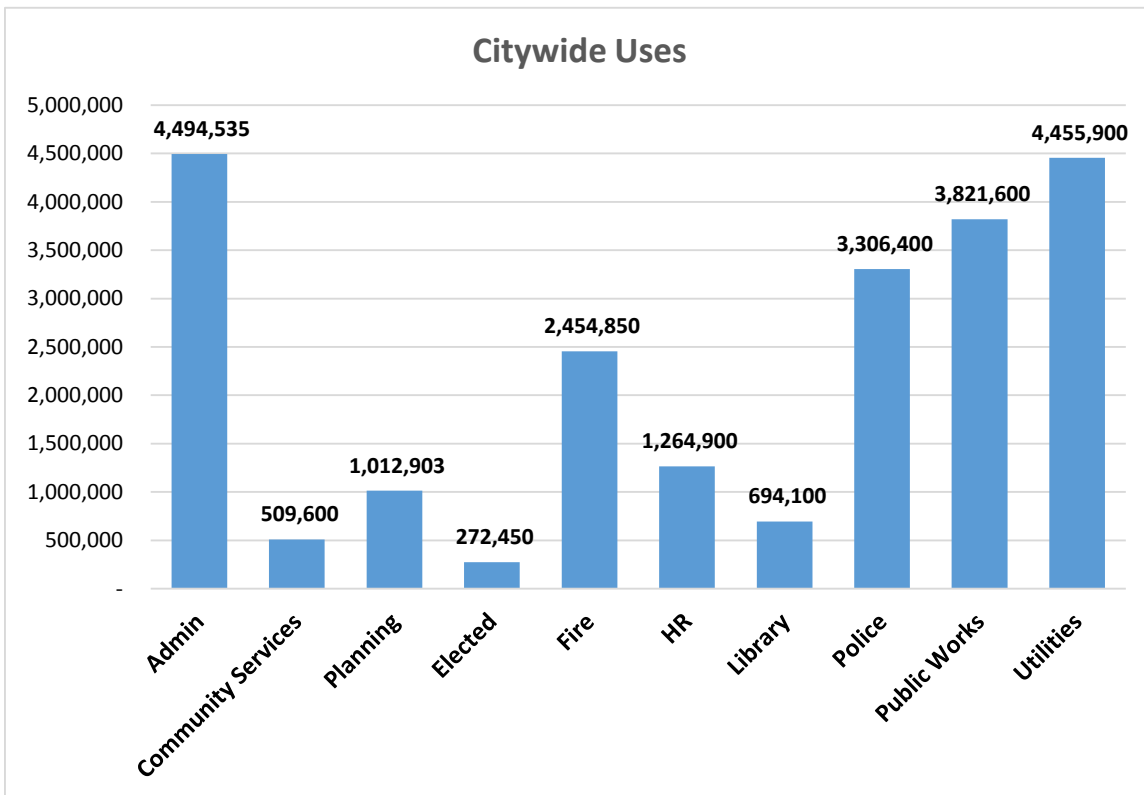
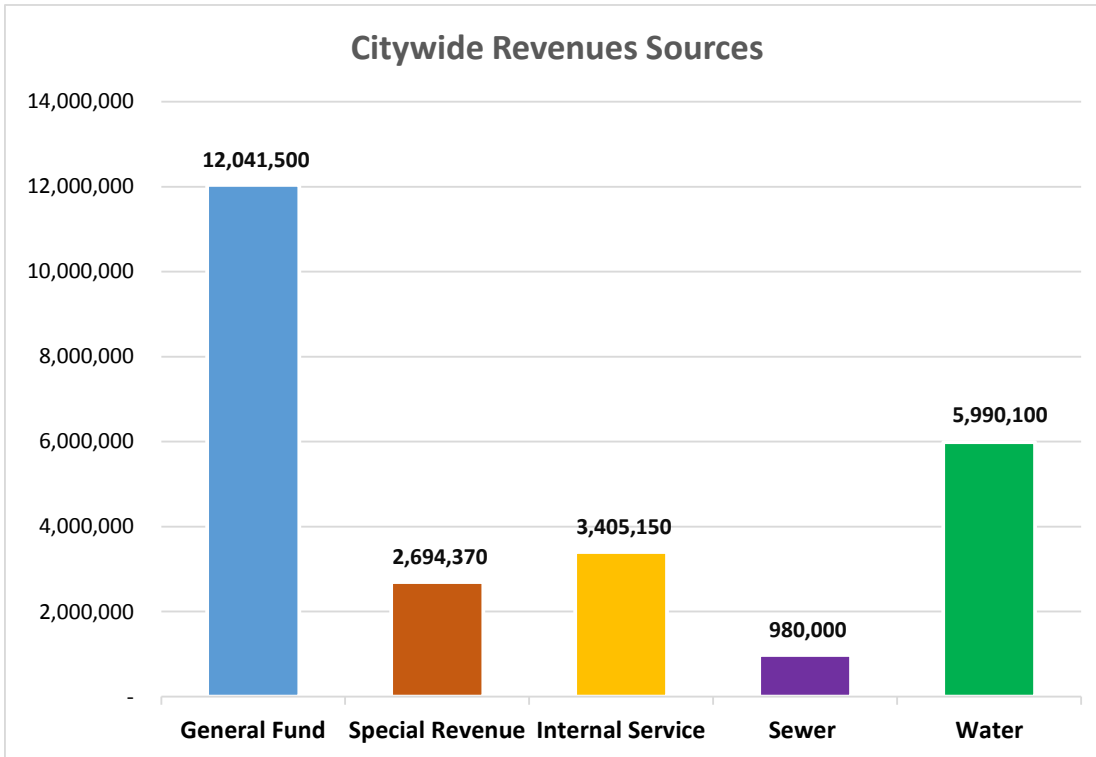


ESTIMATED FUNDS AVAILABLE BY FUND  
FY 2019-2020

<b>FUND</b>	<b>Estimated Funds Available 06/30/2019</b>	<b>Adopted Revenues FY 2019-2020</b>	<b>Adopted Expenditures FY 2019-2020</b>	<b>Projected Net Transfers In/(Out)</b>	<b>Estimated Funds Available 06/30/2020</b>
GENERAL FUND	6,379,893	12,041,500	10,221,603	(189,800)	8,009,990
ASSESSMENTS	981,698	211,800	105,800	3,200	1,090,898
COPS FUND	185,381	120,000	106,000		199,381
ENVIRONMENT FUND	-	82,500	87,500	5,000	-
FRIENDS OF THE LIBRARY DONATIONS	-	55,000	55,000		-
GAS TAX	(901)	278,930	241,200		36,829
CAPITAL PROJECTS FUND	1,925,227	-	160,000	160,000	1,925,227
LIBRARY GIFT AND MEMORIAL FUND	225,845	-	20,000		205,845
MEASURE M	16,039	156,780	156,700		16,119
MEASURE R	23,693	138,350	138,300		23,743
PROP A	318,594	226,860	165,800		379,654
PROP C	77	184,440	184,400		117
RMRA	185,300	181,830	181,800	0	185,330
SENIOR DONATION FUND	166,900	26,400	22,000		171,300
OTHER SPECIAL REVENUE	3,516,634	1,031,480	1,102,400		3,445,714
INTERNAL SERVICES	6,040,050	3,405,150	3,734,985	(19,700)	5,690,515
BUSINESS FUND	490,561	-	-		490,561
SEWER	423,580	980,000	844,150	16,900	576,330
WATER	2,757,262	5,990,100	4,360,900	24,400	4,410,862
SUCCESSOR AGENCY	(271,722)	-	398,700		(670,422)
<b>GRAND TOTAL</b>	<b>\$ 23,364,110</b>	<b>\$ 25,111,120</b>	<b>\$ 22,287,238</b>	<b>\$ -</b>	<b>\$ 26,187,992</b>

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CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Property Taxes	\$ 5,866,131	\$ 6,070,400	\$ 6,290,400
AB1X 26 - RDA Residual	331,888	324,000	325,800
Utility User Taxes	2,504,433	2,400,000	2,550,000
Franchise Fees	414,611	380,000	380,000
Sales Taxes	309,590	300,000	300,000
Business Licenses	308,875	270,000	280,400
Charges for Services	638,402	737,700	806,100
Fines and Forfeitures	118,324	148,100	148,900
Licenses and Permits	818,427	949,700	850,500
Other Revenues	743,010	101,400	109,400
<b>TOTAL GENERAL FUND</b>	<b>12,053,691</b>	<b>11,681,300</b>	<b>12,041,500</b>
<b>SPECIAL REVENUE FUNDS:</b>			
<b>ASSESSMENTS</b>			
Interest	5,122	200	
Property Taxes	228,236	221,300	211,800
<b>TOTAL ASSESSMENTS</b>	<b>233,358</b>	<b>221,500</b>	<b>211,800</b>
<b>PSAF</b>			
Revenue from Other Agencies	132,589	120,000	120,000
Interest	554		
<b>TOTAL PSAF</b>	<b>133,143</b>	<b>120,000</b>	<b>120,000</b>
<b>COPS FUND</b>			
Revenue from Other Agencies	100,000	100,000	120,000
Interest	1,202		
<b>TOTAL COPS</b>	<b>101,202</b>	<b>100,000</b>	<b>120,000</b>
<b>ENVIRONMENT FUND</b>			
Charges for Services	-	-	-
Donations	-	-	-
Interest	-	-	-
Licenses and Permits	99,774	93,000	82,500
<b>TOTAL ENVIRONMENT FUND</b>	<b>99,774</b>	<b>93,000</b>	<b>82,500</b>
<b>FRIENDS OF THE LIBRARY DONATIONS</b>			
Donations	61,434	135,000	55,000
<b>TOTAL FRIENDS OF THE LIBRARY DONATION</b>	<b>61,434</b>	<b>135,000</b>	<b>55,000</b>
<b>GAS TAX</b>			
Interest	(61)	-	-
Revenue from Other Agencies	236,579	283,400	278,930
<b>TOTAL GAS TAX</b>	<b>236,518</b>	<b>283,400</b>	<b>278,930</b>

## CITYWIDE REVENUE DETAIL BY FUND

<b>FUND</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>LIBRARY GIFT AND MEMORIAL FUND</b>			
Donations	107,730	-	-
Interest	1,271	-	-
<b>TOTAL LIBRARY GIFT AND MEMORIAL FUND</b>	<b>109,001</b>	<b>-</b>	<b>-</b>
<b>RMRA</b>			
Revenue from Other Agencies	64,513	182,800	181,830
<b>TOTAL RMRA</b>	<b>64,513</b>	<b>182,800</b>	<b>181,830</b>
<b>MEASURE M</b>			
Interest	381	-	-
Revenue from Other Agencies	115,658	151,900	156,780
<b>TOTAL MEASURE M</b>	<b>116,039</b>	<b>151,900</b>	<b>156,780</b>
<b>MEASURE R</b>			
Interest	2,398	-	-
Revenue from Other Agencies	127,625	134,000	138,350
<b>TOTAL MEASURE R</b>	<b>130,023</b>	<b>134,000</b>	<b>138,350</b>
<b>PROP A</b>			
Charges for Services	3,526	4,500	4,500
Interest	3,340	-	-
Revenue from Other Agencies	205,428	211,000	222,360
<b>TOTAL PROP A</b>	<b>212,294</b>	<b>215,500</b>	<b>226,860</b>
<b>PROP C</b>			
Interest	851	-	-
Revenue from Other Agencies	170,416	178,700	184,440
<b>TOTAL PROP C</b>	<b>171,267</b>	<b>178,700</b>	<b>184,440</b>
<b>SENIOR DONATIONS FUND</b>			
Donations	32,081	26,400	26,400
Interest	981	-	-
<b>TOTAL SENIOR DONATIONS FUND</b>	<b>33,062</b>	<b>26,400</b>	<b>26,400</b>
<b>OTHER SPECIAL REVENUES FUND</b>			
Donations	5,257	-	-
Interest	11,518	-	-
Other Revenues	45,446	-	406,100
Revenue from Other Agencies	48,789	148,400	505,380
<b>TOTAL OTHER SPECIAL REVENUES FUND</b>	<b>111,010</b>	<b>148,400</b>	<b>911,480</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>1,812,638</b>	<b>1,990,600</b>	<b>2,694,370</b>

CITYWIDE REVENUE DETAIL BY FUND

<b>FUND</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>INTERNAL SERVICE FUNDS</b>			
Charges for Services	4,778,031	4,443,200	3,379,550
Interest	24,602		-
Licenses and Permits	34,795	-	
Other Revenues	37,928	25,600	25,600
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>4,875,356</b>	<b>4,468,800</b>	<b>3,405,150</b>
<b>CAPITAL PROJECTS FUND</b>			
Other Revenues	17,281	-	-
Interest	5,285	-	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>22,566</b>	<b>-</b>	<b>-</b>
<b>ENTERPRISE FUNDS:</b>			
<b>BUSINESS FUND</b>			
Charges for Services	215,647	-	-
Donations	26,925	-	-
Interest	895	-	-
Licenses and Permits	38,584	-	-
	282,051	-	-
<b>SEWER</b>			
Charges for Services	916,701	920,000	970,000
Interest	7,601	3,000	10,000
Licenses and Permits			
	924,302	923,000	980,000
<b>WATER</b>			
Charges for Services	5,495,250	4,982,600	5,942,100
Fines and Forfeitures	26,071	26,000	28,000
Interest	24,299	20,000	20,000
Other Revenues		-	-
Revenue from Other Agencies		-	-
	5,545,620	5,028,600	5,990,100
<b>TOTAL ENTERPRISE FUNDS</b>	<b>6,751,973</b>	<b>5,951,600</b>	<b>6,970,100</b>
<b>SUCCESSOR AGENCY</b>			
Interest	5,820	-	-
Property Taxes	481,093	-	-
	<b>486,913</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL CITYWIDE REVENUES</b>	<b>26,003,137</b>	<b>24,092,300</b>	<b>25,111,120</b>

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CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2017-2018	FY 2018-2019	FY 2019-2020
	Actuals	Adopted	Adopted
<b>ADMINISTRATIVE SERVICES</b>			
GENERAL FUND			
Personnel	252,805	327,500	268,600
Maintenance & Operations	2,100,999	2,279,800	1,694,400
<b>TOTAL GENERAL FUND</b>	<b>2,353,804</b>	<b>2,607,300</b>	<b>1,963,000</b>
SEWER FUND			
Personnel	(5,525)	33,000	125,500
Maintenance & Operations	9,322	9,200	3,450
Debt	5,755	7,000	2,300
<b>TOTAL SEWER FUND</b>	<b>9,552</b>	<b>49,200</b>	<b>131,250</b>
WATER FUND			
Personnel	52,631	155,800	292,400
Maintenance & Operations	57,754	60,000	62,500
Debt	317,891	230,000	263,000
<b>TOTAL WATER FUND</b>	<b>428,276</b>	<b>445,800</b>	<b>617,900</b>
SUCCESSOR AGENCY			
Personnel	14,455	-	-
Maintenance & Operations	6,039	7,300	8,700
Debt	42,688	506,500	390,000
<b>TOTAL SUCCESSOR AGENCY</b>	<b>63,182</b>	<b>513,800</b>	<b>398,700</b>
INTERNAL SERVICES FUND			
Personnel	970,022	744,600	669,400
Maintenance & Operations	531,282	869,000	618,685
Capital Outlay	61,238	61,300	94,600
Debt	1,586	3,500	1,000
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>1,564,128</b>	<b>1,678,400</b>	<b>1,383,685</b>
<b>TOTAL ADMINISTRATIVE SERVICES</b>			
<b>DEPARTMENT</b>	<b>4,418,942</b>	<b>5,294,500</b>	<b>4,494,535</b>
<b>COMMUNITY SERVICES</b>			
GENERAL FUND			
Personnel	177,536	349,600	339,100
Maintenance & Operations	24,208	111,100	95,500
<b>TOTAL GENERAL FUND</b>	<b>201,744</b>	<b>460,700</b>	<b>434,600</b>
SENIOR DONATION FUND			
Maintenance & Operations	16,384	22,000	22,000
<b>TOTAL SENIOR DONATION FUND</b>	<b>16,384</b>	<b>22,000</b>	<b>22,000</b>

## CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2017-2018	FY 2018-2019	FY 2019-2020
	Actuals	Adopted	Adopted
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	159,318	156,500	13,000
Capital Outlay			40,000
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>159,318</b>	<b>156,500</b>	<b>53,000</b>
<b>BUSINESS FUND</b>			
Personnel	142,642	-	-
Maintenance & Operations	68,799	-	-
<b>TOTAL BUSINESS FUND</b>	<b>211,441</b>	<b>-</b>	<b>-</b>
<b>WATER FUND</b>			
Personnel	16,715	16,500	-
<b>TOTAL WATER FUND</b>	<b>16,715</b>	<b>16,500</b>	<b>-</b>
<b>TOTAL COMMUNITY SERVICES DEPARTMENT</b>	<b>605,602</b>	<b>655,700</b>	<b>509,600</b>
<b>ELECTED AND APPOINTED</b>			
<b>GENERAL FUND</b>			
Personnel	43,993	130,400	113,800
Maintenance & Operations	211,879	153,800	158,650
<b>TOTAL GENERAL FUND</b>	<b>255,872</b>	<b>284,200</b>	<b>272,450</b>
<b>INTERNAL SERVICES FUND</b>			
Maintenance & Operations	29,496	-	-
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>29,496</b>	<b>-</b>	<b>-</b>
<b>TOTAL ELECTED AND APPOINTED DEPARTMENT</b>	<b>285,368</b>	<b>284,200</b>	<b>272,450</b>
<b>FIRE</b>			
<b>GENERAL FUND</b>			
Personnel	1,295,714	1,576,400	1,938,100
Maintenance & Operations	448,099	496,100	395,250
Capital Outlay	7,984	17,500	26,000
Debt	92,000	92,000	42,000
<b>TOTAL GENERAL FUND</b>	<b>1,843,797</b>	<b>2,182,000</b>	<b>2,401,350</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	8,807	3,500	3,500
Debt	-	-	50,000
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>8,807</b>	<b>3,500</b>	<b>53,500</b>
<b>BUSINESS FUND</b>			
Personnel	19,513	-	-
<b>TOTAL BUSINESS FUND</b>	<b>19,513</b>	<b>-</b>	<b>-</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>1,872,117</b>	<b>2,185,500</b>	<b>2,454,850</b>



## CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2017-2018	FY 2018-2019	FY 2019-2020
	Actuals	Adopted	Adopted
<b>HUMAN RESOURCES</b>			
INTERNAL SERVICES FUND			
Personnel	284,245	306,200	230,100
Maintenance & Operations	702,997	798,600	1,034,800
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>987,242</b>	<b>1,104,800</b>	<b>1,264,900</b>
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>987,242</b>	<b>1,104,800</b>	<b>1,264,900</b>
<b>LIBRARY</b>			
GENERAL FUND			
Personnel	510,188	403,800	505,800
Maintenance & Operations	123,008	119,300	113,300
Capital Outlay	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>633,196</b>	<b>523,100</b>	<b>619,100</b>
FRIENDS OF THE LIBRARY DONATIONS			
Maintenance & Operations	49,394	55,000	55,000
Capital Outlay	19,146	80,000	-
<b>TOTAL FRIENDS OF THE LIBRARY DONATIONS</b>	<b>68,540</b>	<b>135,000</b>	<b>55,000</b>
LIBRARY GIFT AND MEMORIAL FUND			
Maintenance & Operations	47,477	8,500	6,000
Capital Outlay	-	14,000	14,000
<b>TOTAL LIBRARY GIFT AND MEMORIAL FUND</b>	<b>47,477</b>	<b>22,500</b>	<b>20,000</b>
OTHER SPECIAL REVENUE			
Maintenance & Operations	5,990	-	-
Capital Outlay	8,846	-	-
<b>TOTAL OTHER SPECIAL REVENUE</b>	<b>14,836</b>	<b>-</b>	<b>-</b>
<b>TOTAL LIBRARY SERVICES DEPARTMENT</b>	<b>764,049</b>	<b>680,600</b>	<b>694,100</b>
<b>PLANNING AND COMMUNITY PRESERVATION</b>			
GENERAL FUND			
Personnel	555,141	547,700	500,653
Maintenance & Operations	882,088	731,600	510,650
Capital Outlay	-	-	1,600
<b>TOTAL GENERAL FUND</b>	<b>1,437,229</b>	<b>1,279,300</b>	<b>1,012,903</b>
SUCCESSOR AGENCY			
Maintenance & Operations	66,860	-	-
<b>TOTAL SUCCESSOR AGENCY</b>	<b>66,860</b>	<b>-</b>	<b>-</b>
BUSINESS FUND			
Personnel	2,600	-	-
<b>TOTAL BUSINESS FUND</b>	<b>2,600</b>	<b>-</b>	<b>-</b>
WATER FUND			
Personnel	19,661	20,600	-
<b>TOTAL WATER FUND</b>	<b>19,661</b>	<b>20,600</b>	<b>-</b>
<b>TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT</b>	<b>1,526,350</b>	<b>1,299,900</b>	<b>1,012,903</b>

## CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2017-2018	FY 2018-2019	FY 2019-2020
	Actuals	Adopted	Adopted
<b>POLICE</b>			
GENERAL FUND			
Personnel	3,008,111	3,232,900	2,723,200
Maintenance & Operations	248,696	382,900	355,500
Capital Outlay	18,420		
<b>TOTAL GENERAL FUND</b>	<b>3,275,227</b>	<b>3,615,800</b>	<b>3,078,700</b>
COPS FUND			
Personnel	40,316	86,800	63,600
Maintenance & Operations	24,436	13,200	42,400
<b>TOTAL COPS FUND</b>	<b>64,752</b>	<b>100,000</b>	<b>106,000</b>
OTHER SPECIAL REVENUE FUND			
Personnel			121,700.00
Maintenance & Operations	7,614	6,600	-
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>7,614</b>	<b>6,600</b>	<b>121,700</b>
BUSINESS FUND			
Personnel	19,746	-	-
<b>TOTAL BUSINESS FUND</b>	<b>19,746</b>	<b>-</b>	<b>-</b>
CAPITAL PROJECTS FUND			
Capital Outlay	39,469	-	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>39,469</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>3,406,808</b>	<b>3,722,400</b>	<b>3,306,400</b>
<b>PUBLIC WORKS</b>			
GENERAL FUND			
Personnel	241,228	148,200	164,400
Maintenance & Operations	385,369	413,300	275,100
Capital Outlay	(7,023)	-	-
<b>TOTAL GENERAL FUND</b>	<b>619,574</b>	<b>561,500</b>	<b>439,500</b>
ASSESSMENTS			
Maintenance & Operations	63,661	145,900	105,800
<b>TOTAL ASSESSMENTS FUND</b>	<b>63,661</b>	<b>145,900</b>	<b>105,800</b>
ENVIRONMENT FUND			
Personnel	34,014	21,800	15,900
Maintenance & Operations	83,527	91,200	71,600
<b>TOTAL ENVIRONMENT FUND</b>	<b>117,541</b>	<b>113,000</b>	<b>87,500</b>
GAS TAX FUND			
Personnel	45,557	177,600	172,800
Maintenance & Operations	183,892	101,900	68,400
Capital Outlay	6,854	182,800	-
<b>TOTAL GAS TAX FUND</b>	<b>236,303</b>	<b>462,300</b>	<b>241,200</b>
MEASURE R FUND			
Capital Outlay	440,731	134,100	138,300
<b>TOTAL MEASURE R FUND</b>	<b>440,731</b>	<b>134,100</b>	<b>138,300</b>

## CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2017-2018	FY 2018-2019	FY 2019-2020
	Actuals	Adopted	Adopted
MEASURE M FUND			
Capital Outlay	100,000	151,900	156,700
TOTAL MEASURE M FUND	100,000	151,900	156,700
PROP A FUND			
Personnel	11,450	11,000	1,500
Maintenance & Operations	-	-	164,300
TOTAL PROP A FUND	11,450	11,000	165,800
PROP C FUND			
Maintenance & Operations	2,000	22,500	25,000
Capital Outlay	514,185	362,900	159,400
TOTAL PROP C FUND	516,185	385,400	184,400
RMRA FUND			
Capital Outlay	62,013	-	181,800
TOTAL RMRA FUND	62,013	-	181,800
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	13,755	60,000	90,000
Capital Outlay	290,809	234,600	784,200
TOTAL OTHER SPECIAL REVENUE FUND	304,564	294,600	874,200
CAPITAL PROJECTS FUND			
Maintenance & Operations	-	144,000	-
Capital Outlay	294,882	-	160,000
TOTAL CAPITAL PROJECTS FUND	294,882	144,000	160,000
INTERNAL SERVICES FUND			
Personnel	291,549	253,000	265,300
Maintenance & Operations	530,958	584,000	580,100
Capital Outlay	213,545	188,900	241,000
TOTAL INTERNAL SERVICES FUND	1,036,052	1,025,900	1,086,400
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>3,802,956</b>	<b>3,429,600</b>	<b>3,821,600</b>
<b>UTILITIES</b>			
SEWER FUND			
Personnel	483,595	359,900	314,800
Maintenance & Operations	330,299	286,400	171,900
Capital Outlay	206,177	206,200	226,200
TOTAL SEWER FUND	1,020,071	852,500	712,900
WATER FUND			
Personnel	758,807	698,000	643,600
Maintenance & Operations	2,512,652	2,204,400	2,235,200
Capital Outlay	597,997	633,500	864,200
TOTAL WATER FUND	3,869,456	3,535,900	3,743,000
<b>TOTAL UTILITIES DEPARTMENT</b>	<b>4,889,527</b>	<b>4,388,400</b>	<b>4,455,900</b>
<b>GRAND TOTAL CITYWIDE EXPENDITURES</b>	<b>22,558,961</b>	<b>23,045,600</b>	<b>22,287,238</b>

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CITYWIDE EXPENDITURES  
BY FUND AND CATEGORY

FUND	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Personnel	6,084,716	6,578,300	6,553,653
Maintenance & Operations	4,424,346	4,826,100	3,598,350
Debt	92,000	92,000	42,000
Capital Outlay	19,381	17,500	27,600
<b>TOTAL GENERAL FUND</b>	<b>10,620,443</b>	<b>11,513,900</b>	<b>10,221,603</b>
<b>SPECIAL REVENUE FUNDS:</b>			
<b>ASSESSMENTS</b>			
Maintenance & Operations	63,661	145,900	105,800
<b>TOTAL ASSESSMENTS</b>	<b>63,661</b>	<b>145,900</b>	<b>105,800</b>
<b>COPS FUND</b>			
Personnel	40,316	86,800	63,600
Maintenance & Operations	24,436	13,200	42,400
<b>TOTAL COPS</b>	<b>64,752</b>	<b>100,000</b>	<b>106,000</b>
<b>ENVIRONMENT FUND</b>			
Personnel	34,014	21,800	15,900
Maintenance & Operations	83,527	91,200	71,600
<b>TOTAL ENVIRONMENT FUND</b>	<b>117,541</b>	<b>113,000</b>	<b>87,500</b>
<b>FRIENDS OF THE LIBRARY DONATIONS</b>			
Maintenance & Operations	49,394	55,000	55,000
Capital Outlay	19,146	80,000	-
<b>TOTAL FRIENDS OF THE LIBRARY DONATIONS</b>	<b>68,540</b>	<b>135,000</b>	<b>55,000</b>
<b>GAS TAX</b>			
Personnel	45,557	177,600	172,800
Maintenance & Operations	183,892	101,900	68,400
Capital Outlay	6,854	182,800	-
<b>TOTAL GAS TAX</b>	<b>236,303</b>	<b>462,300</b>	<b>241,200</b>
<b>LIBRARY GIFT AND MEMORIAL FUND</b>			
Personnel			
Maintenance & Operations	47,477	8,500	6,000
Capital Outlay	-	14,000	14,000
<b>TOTAL LIBRARY GIFT AND MEMORIAL FUND</b>	<b>47,477</b>	<b>22,500</b>	<b>20,000</b>
<b>MEASURE M</b>			
Capital Outlay	100,000	151,900	156,700
<b>TOTAL MEASURE M</b>	<b>100,000</b>	<b>151,900</b>	<b>156,700</b>

CITYWIDE EXPENDITURES  
BY FUND AND CATEGORY

FUND	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>MEASURE R</b>			
Personnel			
Capital Outlay	440,731	134,100	138,300
<b>TOTAL MEASURE R</b>	<b>440,731</b>	<b>134,100</b>	<b>138,300</b>
<b>RMRA</b>			
Personnel			
Maintenance & Operations			
Capital Outlay	62,013	-	181,800
<b>TOTAL RMRA</b>	<b>62,013</b>	<b>-</b>	<b>181,800</b>
<b>PROP A</b>			
Personnel	11,450	11,000	1,500
Maintenance & Operations	-	150,200	164,300
<b>TOTAL PROP A</b>	<b>11,450</b>	<b>161,200</b>	<b>165,800</b>
<b>PROP C</b>			
Maintenance & Operations	2,000	22,500	25,000
Capital Outlay	514,185	362,900	159,400
<b>TOTAL PROP C</b>	<b>516,185</b>	<b>385,400</b>	<b>184,400</b>
<b>SENIOR DONATION FUND</b>			
Maintenance & Operations	16,384	22,000	22,000
<b>TOTAL SENIOR DONATION FUND</b>	<b>16,384</b>	<b>22,000</b>	<b>22,000</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Personnel	-		121,700
Maintenance & Operations	195,484	76,400	106,500
Capital Outlay	299,655	234,600	824,200
Debt	-	-	50,000
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>495,139</b>	<b>311,000</b>	<b>1,102,400</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>			
<b>EXPENDITURES</b>	<b>2,240,176</b>	<b>2,144,300</b>	<b>2,566,900</b>
<b>INTERNAL SERVICES</b>			
Personnel	1,545,816	1,303,800	1,164,800
Maintenance & Operations	1,794,733	2,251,600	2,233,585
Debt	1,586	3,500	1,000
Capital Outlay	274,783	250,200	335,600
<b>TOTAL INTERNAL SERVICES</b>	<b>3,616,918</b>	<b>3,809,100</b>	<b>3,734,985</b>
<b>CAPITAL PROJECTS FUND</b>			
Maintenance & Operations	-	144,000	-
Capital Outlay	334,351	-	160,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>334,351</b>	<b>144,000</b>	<b>160,000</b>

CITYWIDE EXPENDITURES  
BY FUND AND CATEGORY

<b>FUND</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>ENTERPRISE FUNDS:</b>			
<b>BUSINESS FUND</b>			
Personnel	184,501	-	-
Maintenance & Operations	68,799	-	-
<b>TOTAL BUSINESS FUND</b>	<b>253,300</b>	-	-
<b>SEWER</b>			
Personnel	478,070	392,900	440,300
Maintenance & Operations	339,621	295,600	175,350
Debt	5,755	7,000	2,300
Capital Outlay	206,177	206,200	226,200
<b>TOTAL SEWER</b>	<b>1,029,623</b>	<b>901,700</b>	<b>844,150</b>
<b>WATER</b>			
Personnel	847,814	890,900	936,000
Maintenance & Operations	2,570,406	2,264,400	2,297,700
Debt	317,891	230,000	263,000
Capital Outlay	597,997	633,500	864,200
<b>TOTAL WATER</b>	<b>4,334,108</b>	<b>4,018,800</b>	<b>4,360,900</b>
<b>TOTAL ENTERPRISE FUNDS EXPENDITURES</b>	<b>5,617,031</b>	<b>4,920,500</b>	<b>5,205,050</b>
<b>SUCCESSOR AGENCY</b>			
Personnel	14,455	-	-
Maintenance & Operations	72,899	7,300	8,700
Debt	42,688	506,500	390,000
<b>TOTAL SUCCESSOR AGENCY</b>	<b>130,042</b>	<b>513,800</b>	<b>398,700</b>
<b>GRAND TOTAL CITYWIDE EXPENDITURES</b>	<b>22,558,961</b>	<b>23,045,600</b>	<b>22,287,238</b>

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# General Fund Overview

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

## *General Fund Revenues*

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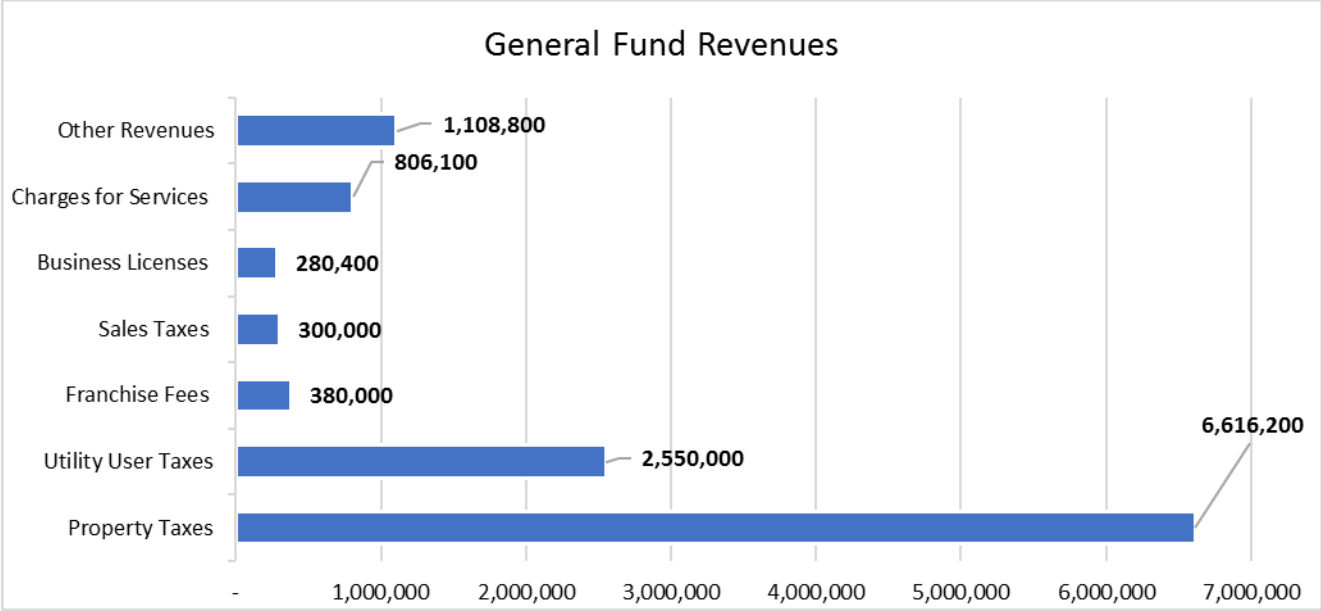
General Fund revenues are of particular interest as they fund basic City services. The City’s two major revenue sources are Property Taxes and Utility User Taxes, which make up 76 % of the General Fund Revenues. Overall, staff is estimating a 3% increase in General Fund revenues for Fiscal Year 2019-2020.

**Property Taxes** are the City’s largest revenue source representing 55 percent of the total General Fund revenue. They are derived from a portion of the one-percent property tax collected by the County of Los Angeles and allocated to the various governmental entities within the county. The City of Sierra Madre General Fund receives approximately \$21.91 for every \$100 collected. In accordance with State law, property is assessed at actual full cash value and the maximum tax is one percent of the assessed valuation. Proposition 13, passed by California voters in 1979, specified that an assessed value may increase at the rate of the Consumer Price Index, not to exceed two percent per year based on the 1979 value, unless the property is improved or sold to establish a new market value. In March 2004, California voters approved Proposition 57, the California Economic Recovery Bond Act, which allowed the state to purchase bonds to reduce the state budget deficit. The legislature enacted provisions that changed how revenues were distributed to schools and local governments. Consequently, effective July 1, 2004, the Motor Vehicle License Fee backfill was eliminated by the State and replaced dollar-for-dollar with property tax. The “property tax in-lieu of motor vehicle license fee” has risen annually and will continue to increase at the rate of growth in assessed valuation. The overall property tax revenue is projected to increase approximately 4% from last year’s estimated amount, which is attributed to an increase in current secured and unsecured tax projections.

**Utility User Taxes (UUT)** are the City’s second largest revenue source representing 21 percent of the total General Fund revenue. The City currently collects Utility User Tax (UUT) on six utility services.

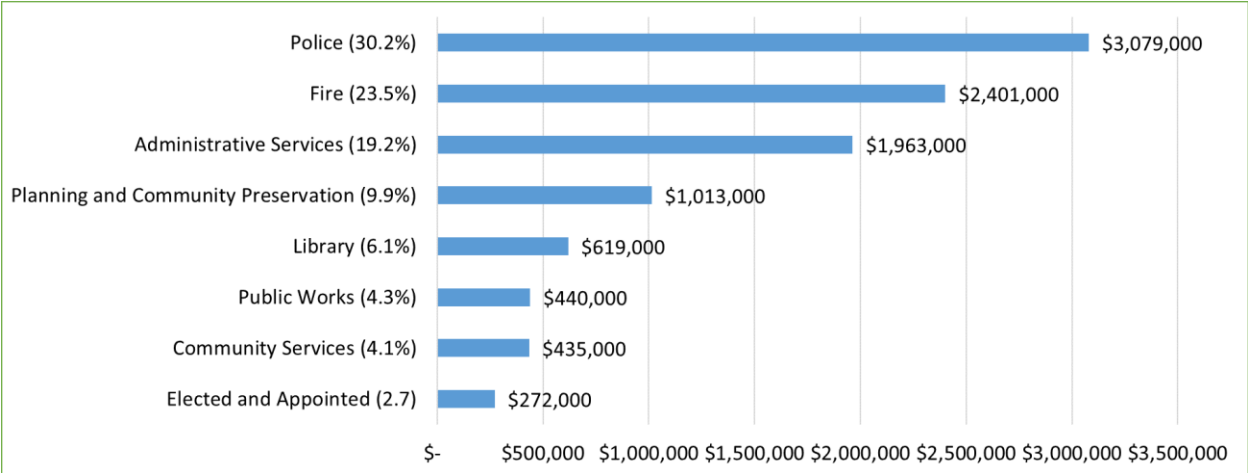
**Other Revenues** – are revenues, such as, Franchise Fees, Sales Taxes, Business Licenses, Fines & Forfeitures, Charges for Services make up the remainder 24 percent of the General Fund Revenues.

# GENERAL FUND OVERVIEW



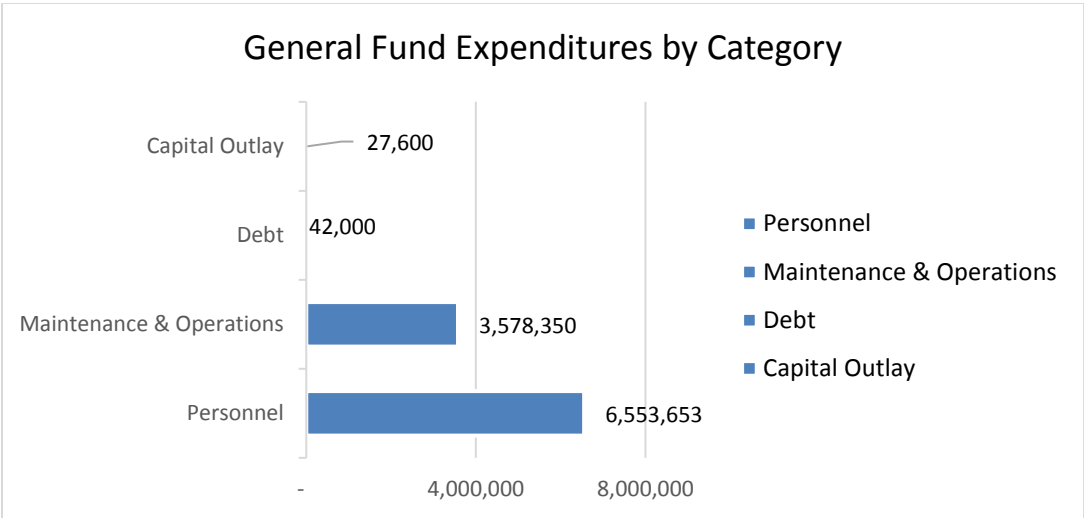
## General Fund Expenditures

The City's largest fund is the General fund. It provides the resources necessary to sustain the day-to-day activities and services to the community. All departments receive support from the General Fund, either directly or indirectly in the form of subsidies or cost allocation (overhead). Over half of the General Fund resources are used to provide public safety, with Police making up 30% and Fire 23% of the General Fund.



# GENERAL FUND OVERVIEW

Personnel costs make up 64% of the City's General Fund with most of the remaining costs consisting of Maintenance and Operations expenditures.



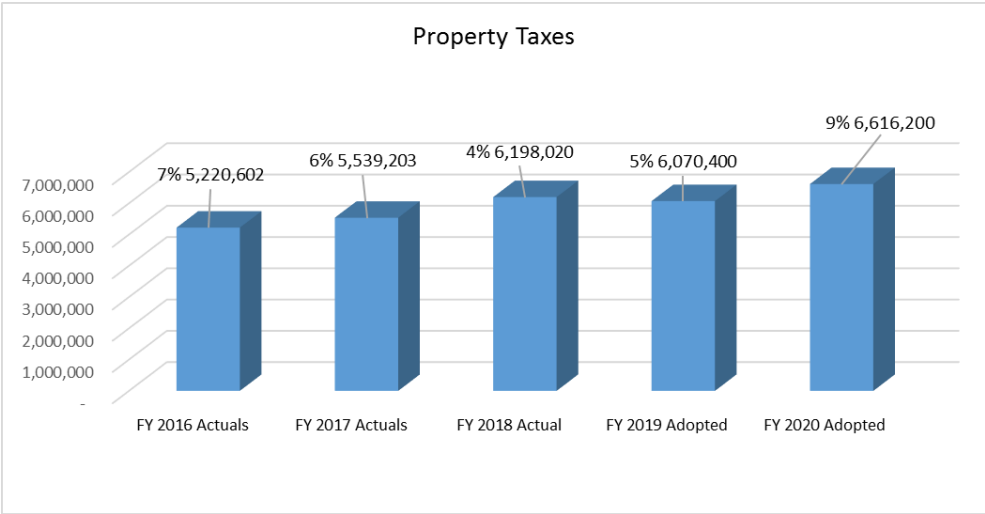
The General Fund projected Sources and Uses reflects a budget surplus of about \$1.8M. This is despite increasing costs for POA & CEA MOU increases, PERS unfunded accrued liability (UAL), and transition to a career Fire Department.

**GENERAL FUND OVERVIEW**

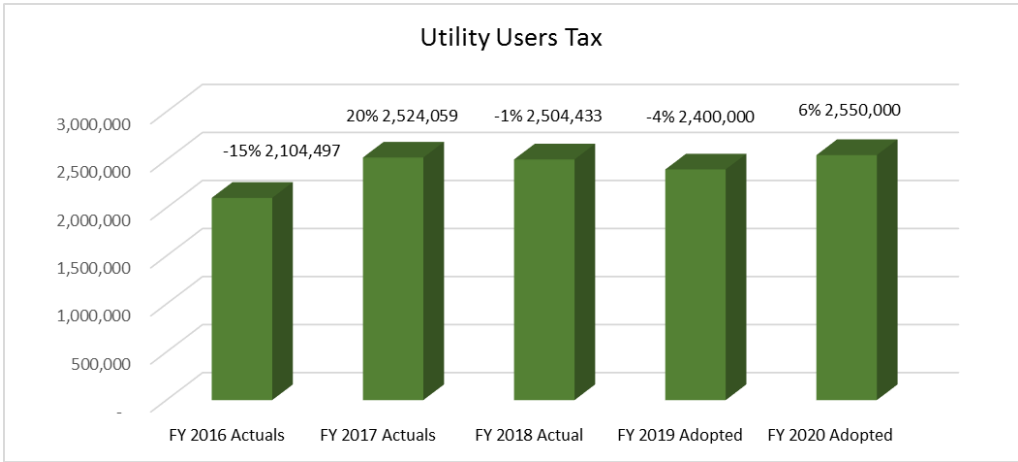
**CITY OF SIERRA MADRE FISCAL YEAR 2019-2020 BUDGET  
GENERAL FUND**

<b>GENERAL FUND</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>REVENUES</b>			
Property Taxes	\$ 5,866,131	\$ 6,070,400	\$ 6,290,400
AB1X 26 - RDA Residual	331,888	324,000	325,800
Utility User Taxes	2,504,433	2,400,000	2,550,000
Franchise Fees	414,611	380,000	380,000
Sales Taxes	309,590	300,000	300,000
Business Licenses	308,875	270,000	280,400
Charges for Services	638,402	737,700	806,100
Fines and Forfeitures	118,324	148,100	148,900
Licenses and Permits	818,427	949,700	850,500
Other Revenues	743,010	101,400	109,400
<b>TOTAL REVENUES</b>	<b>12,053,691</b>	<b>11,681,300</b>	<b>12,041,500</b>
<b>TRANSFERS IN</b>	-	138,200	-
<b>EXPENDITURES</b>			
Administrative Services	2,353,804	2,607,300	1,963,000
Community Services	201,744	460,700	434,600
Elected and Appointed	255,872	284,200	272,450
Fire	1,843,797	2,182,000	2,401,350
Library	633,196	523,100	619,100
Planning & Community Preservation	1,437,229	1,279,300	1,012,903
Police	3,275,227	3,615,800	3,078,700
Public Works	619,574	561,500	439,500
<b>TOTAL EXPENDITURES</b>	<b>10,620,443</b>	<b>11,513,900</b>	<b>10,221,603</b>
<b>TRANSFERS OUT</b>	109,173	16,000	189,800
<b>CONTINGENCY</b>	-	100,000	100,000
<b>NET CHANGE IN FUND BALANCE</b>	<b>1,324,075</b>	<b>189,600</b>	<b>1,530,097</b>

General Fund Trends



Property Taxes have increased steadily from year to year by 4% to 7% every year. The inflation rate has contributed to this increase plus increase in sale values of homes sold, and the reversal of the proposition 8 reductions.

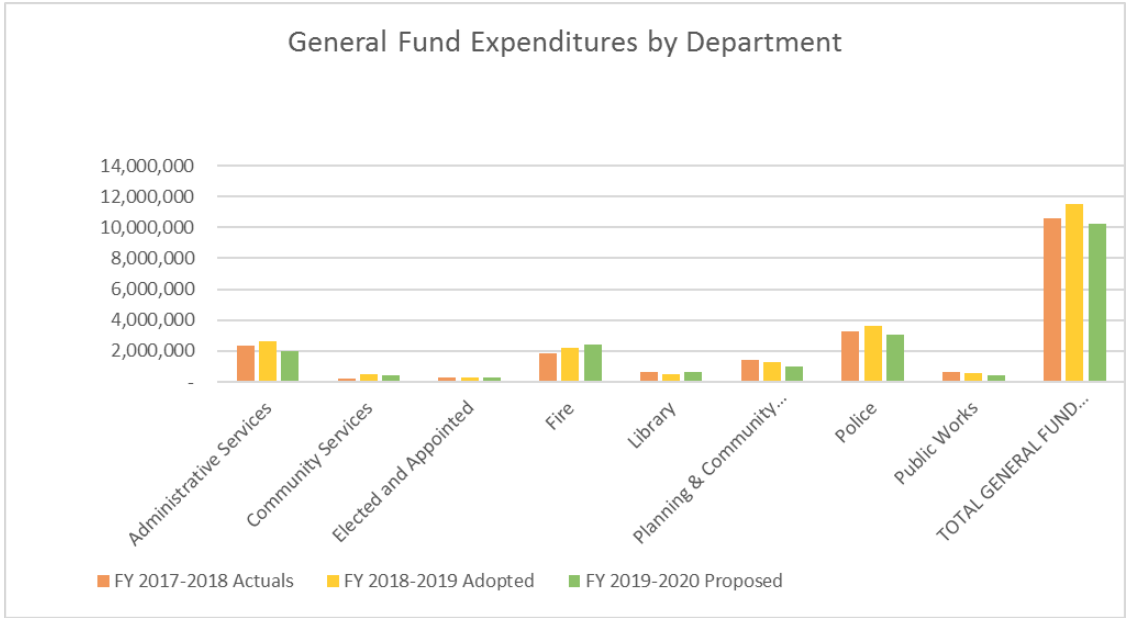
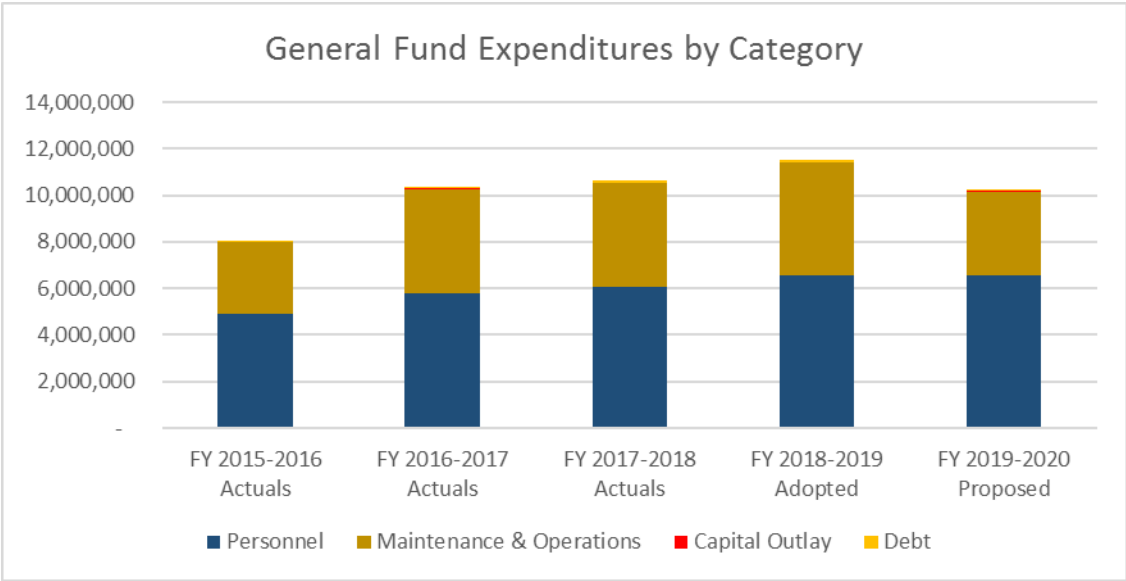


For FY 2016, there was a decrease of UUT revenues of 15%, this is due to the decrease of the Tax Rate by 2%. In FY 2017, the UUT revenues increased due to the voter approved increase of the UUT Tax Rate back to 10%. The UUT decrease in FY2018 and 2019 is due to decreases in the UUT Tax base, such as decrease in cable subscribers and conservation efforts. In 2020, UUT is expected to increase by 6% from 2019.

# GENERAL FUND OVERVIEW

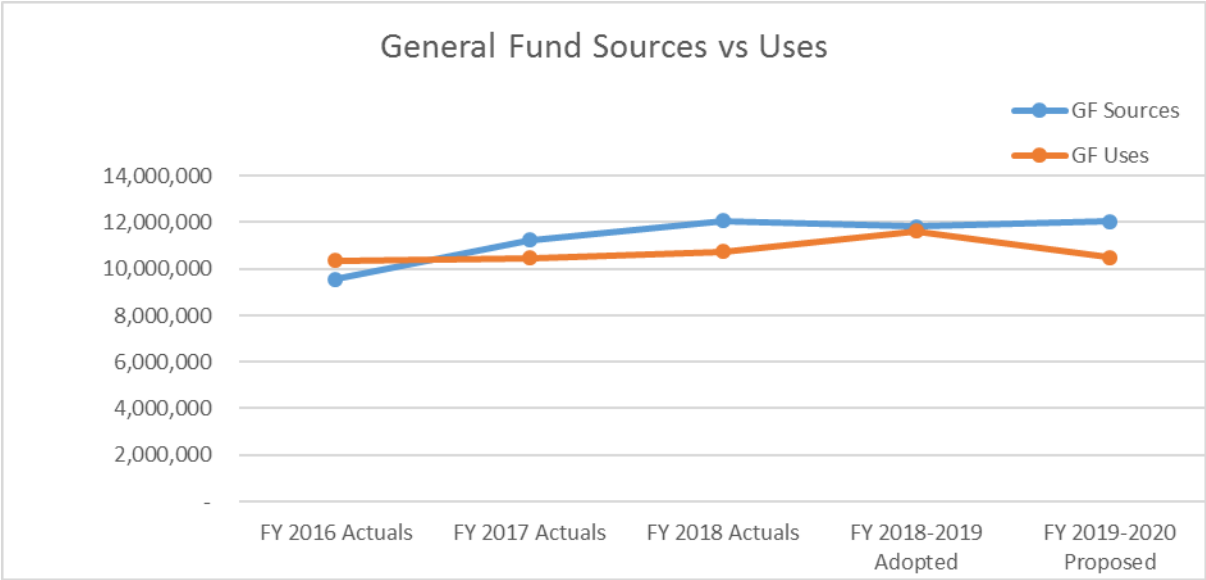
## General Fund Trends (Cont.)

The City has continually worked on containing costs across the board. The increase in personnel expenditures over the years are mainly due to rising costs of insurance and pension rates, with some of the fluctuations attributed to salary savings from vacant positions. For FY 2019-2020 the projected budget includes increases per the Police and CEA Association Memorandum of Understanding (MOU's) as well as increases in FTE's.



The shift of expenditures in FY17 and FY18 was due to the change in allocations, mainly the Worker's compensation allocation. The change in allocations also resulted in in a shift of expenditures from other General Fund departments to the Administrative Services Department which absorbs most allocations to the General Fund.

# GENERAL FUND OVERVIEW



For FY 2019-2020, a budget surplus of approximately \$1.8M is projected after providing for a balanced budget. This is the result of the use of zero based budget approach and the continued focus on reducing on-going costs, while one-time costs increase. This was also as a result of decreasing cost allocations to internal service funds for FY 2020 and the CalPERS prepayment.

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# **City of Sierra Madre**

*Village of the Foothills*



## **Department Budgets**

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# **City of Sierra Madre**

*Village of the Foothills*



## **Administrative Services Department**

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### ADMINISTRATIVE SERVICES DEPARTMENT

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

#### City Manager's Office Overview

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

The City Manager provides day-to-day direction to the department heads who run each of the City's departments/divisions. The City Manager also serves as the primary liaison point-of-contact with the City Attorney and the elected City Clerk. In addition, the City Manager coordinates with other governmental agencies, including adjacent municipalities and Los Angeles County; as well as co-ordinates with higher levels of government, including the City's elected officials at the State and Federal.

The City Manager implements City Council policy and directives, ensures the continued provision of municipal services in an efficient and effective manner, and plans for the long-term needs of the City. Ultimately the City Manager is responsible for the delivery of a timely budget to the City Council, and has oversight over the budget for the entire City. This includes control over expenditures and purchasing.

Many of the contracts the City has with other agencies for services are negotiated by and administered, or co-administered, by the City Manager. Section 2.08.070 of the Sierra Madre Municipal Code tasks the City Manager with the final oversight over enforcement of all laws and ordinance of the City, contracts and franchises and financial reporting to the City Council.

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

The City Manager's Office consist of four full-time employees, one shared employee (50%), and one part-time employee. The Information Technology department has two full-time employees.

#### Administrative Services Overview

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

**Asset Management:** Investing of idle funds; controlling fixed assets; collecting of accounts receivable; managing return on investment.

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

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

## ADMINISTRATIVE SERVICES DEPARTMENT

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

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

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

**Information Technology:** Maintaining and improving the City's technology processes, including network infrastructure; software, hardware and storage; vital public safety communications and records retention for the Police and Fire Departments.

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

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

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

#### **Board/Committee Liaisons**

The Department serves as liaison to the:

- Council Water Sub-committee
- Successor Agency
- Other special Council advisory committees

#### **Administrative Services Mission Statement**

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

#### **Accomplishments for FY 2018-2019**

- Refinanced the 1998 and 20018 water bonds to a new debt agreement at a lower rate of interest
- Made payments to PERS to lower the retirement plan's unfunded actuarial liability (UAL), raising the percentage funded to approximately 85%.
- IT: Installed fiber-based connectivity Citywide; installed specialized high-speed fiber communications between City Hall and Police Department; improved WiFi for the Library; upgrades and network refresh projects for the Library, Water Department SCADA system and the City Yard
- Completed the transition to a career-based, full-time Fire Department.

## ADMINISTRATIVE SERVICES DEPARTMENT

### **Accomplishments for FY 2018-2019, continued**

- Implemented a centralized preparation and management system for City Council agendas
- Audits completed on time and without findings.
- Year 2 of the zero-based budget process and reorganization resulted in a balanced budget with a surplus of \$190,000 and a contingency of \$100,000.

### **Objectives from FY 2018-2019 continued to FY 2019-2020**

- Continued education on water conservation.
- Complete the AMI WiFi-connected water meter project
- Continue water infrastructure improvement; manage ramp-up of water pipe replacement
- Continue creating Accounting Procedures and Policy Manuals.

### **Objectives for FY 2019-2020**

- Complete implementation of AMI automated water meters
- Formal dissolution of the Redevelopment/Successor agency
- Continue to assess PERS performance and UAL issue and consider further action as appropriate
- IT: New phone system implementation; Centralized IT infrastructure management; disaster recovery and backup project for all City systems; EOC enhancements of phone- and radio communications systems
- Successfully complete Year 3 of the “*Three Years to Sustainability, Sustainable Budget*”, as planned

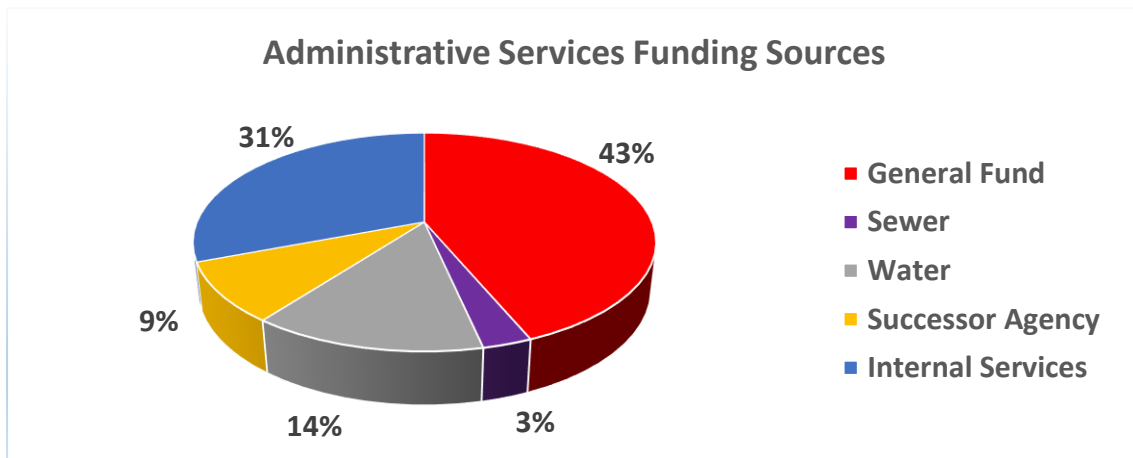
### **Performance Measures**

Performance Measures	Actual FY 2017-2018	Actual FY 2018-2019	Projected FY 2019-2020
Utility Bills Processed	22,801	20,899	22,000
Cash Register Transactions	25,001	23,790	24,000
Checks Issued	2,493	2,200	2,300

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>ADMINISTRATIVE SERVICES</b>			
Personnel	1,284,388	1,260,900	1,355,900
Maintenance & Operations	2,705,396	3,225,300	2,387,735
Capital Outlay	61,238	61,300	94,600
Debt	367,920	747,000	656,300
<b>TOTAL ADMINISTRATIVE SERVICES DEPARTMENT</b>	<b>4,418,942</b>	<b>5,294,500</b>	<b>4,494,535</b>

## ADMINISTRATIVE SERVICES DEPARTMENT

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Personnel	252,805	327,500	268,600
Maintenance & Operations	2,100,999	2,279,800	1,694,400
<b>TOTAL GENERAL FUND</b>	<b>2,353,804</b>	<b>2,607,300</b>	<b>1,963,000</b>
<b>SEWER FUND</b>			
Personnel	(5,525)	33,000	125,500
Maintenance & Operations	9,322	9,200	3,450
Debt	5,755	7,000	2,300
<b>TOTAL SEWER FUND</b>	<b>9,552</b>	<b>49,200</b>	<b>131,250</b>
<b>WATER FUND</b>			
Personnel	52,631	155,800	292,400
Maintenance & Operations	57,754	60,000	62,500
Debt	317,891	230,000	263,000
<b>TOTAL WATER FUND</b>	<b>428,276</b>	<b>445,800</b>	<b>617,900</b>
<b>SUCCESSOR AGENCY</b>			
Personnel	14,455	-	-
Maintenance & Operations	6,039	7,300	8,700
Debt	42,688	506,500	390,000
<b>TOTAL SUCCESSOR AGENCY</b>	<b>63,182</b>	<b>513,800</b>	<b>398,700</b>
<b>INTERNAL SERVICES FUND</b>			
Personnel	970,022	744,600	669,400
Maintenance & Operations	531,282	869,000	618,685
Capital Outlay	61,238	61,300	94,600
Debt	1,586	3,500	1,000
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>1,564,128</b>	<b>1,678,400</b>	<b>1,383,685</b>
<b>TOTAL ADMINISTRATIVE SERVICES DEPARTMENT</b>	<b>4,418,942</b>	<b>5,294,500</b>	<b>4,494,535</b>





# City of Sierra Madre

*Village of the Foothills*



## Community Services Department

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### **Department Overview**

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

The Department operates under the direction of the Community Services Manager, but not without the Community Services Team which consists of four full-time and two regular part-time employees providing administrative and operational support for Recreation, Community Special Events, Filming, and Senior Services from Monday through Thursdays, and seasonally through weekends for large scale special events, programming for Seniors, Family Movie Fridays, Summer Concerts Series, and oversight of the City’s six parks, two ball fields, and the Hart Park House. Community Services also oversees the lease agreements with Waterworks Aquatics, the lease agreement with the YMCA for added Recreational Classes, and serves as a partner with the City’s four youth sports leagues, including Sierra Madre Little League, Sierra Madre Girls Softball Association, Pony League, and AYSO Region 2.

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

### **Board/ Committee Liaisons**

The Department serves as liaison to the:

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

### **Community Services Mission Statement**

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

### **Accomplishments from FY 2018-2019**

- Introduced relevant programming in the Hart Park House Senior Center;
- Introduced ‘Calendar of Events’ for shared information on Community Services;
- Developed department reorganization plan to reduce workload redundancies by recreating Community Services Manager Position; and 2 Recreation Coordinators;
- Reanalyzed costs and fee structures for City Facility Rentals and Filming Division;
- YMCA Lease Agreement Renewal at Community Recreation Center (2019 – 2022)
- Effectively funded Summer Concerts Series with community philanthropic groups.

**COMMUNITY SERVICES DEPARTMENT**

**Objectives from FY 2018-2019 / continued to FY 2019-2020**

- Begin Update of the Youth Master Plan through Community Services Commission;
- Began implementation of Senior Master Plan with Senior Community Commission;
- Initiated Kersting Court Renovation Project Timeline/ Community Services Commission and successfully secured funding through Regional Park and Open Space District (RPOSD) in the amount of \$300,000, plus Public Arts Funds totaling \$57,714;
- Measure A Implementation, Technical Planning Workshops, Development;
- Prop 68 Funding for park development, restoration, and enhancement of state and local parks and recreational facilities;
- Maintenance & Servicing (M&S) Funds for upkeep and maintenance of previously funded projects completed through Prop A/ RPOSD;
- Continued Grant Projects Overview with Regional Park & Open Space District to secure alternative funding sources for long term projects, maintenance, and improvements.

**Department Goals FY 2019-2020**

- Measure A & Park Funding/ Prop A & Prop 68 Grants for parks and facilities renovation;
- Pursue Staff Training & Leadership Development through networking opportunities;
- Renegotiation of Agreements – Waterworks and Youth Sports Organizations
- Recreation Classes coordinated and managed through the Pasadena-Sierra Madre YMCA at the Community Recreation Center under agreement through 2022.
- Advance social media outlets, branding efforts, and traditional news media to promote Community Services Department.

**Performance Measures**

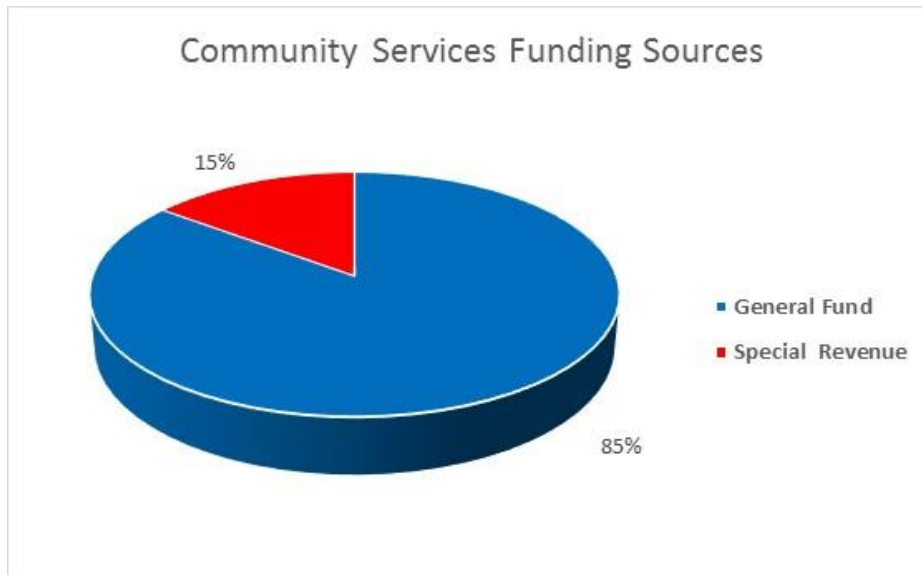
<b>Performance Measures</b>	<b>Actual FY 2017-2018</b>	<b>Actual FY 2018-2019</b>	<b>Projected FY 2019-2020</b>
Park Programs Presented	36	38	40
Park Programs Attendance	8,000 – 10,000	10,000 – 12,000	10,000 – 14,000
Senior Class Programs Attendance	2000	2620	3000
Senior Lunches Served	3000	5400	5400-5600
<b>Hart Park House</b> Special Events Senior Programs	Older American Reception Community Yard Sale Seniors Rock Concert Seniors Excursions Senior Café YWCA Lunch Program		
<b>Community Services</b> Special Events & Seasonal Programs	1 <sup>st</sup> Annual Holiday Movie Family Movie Fridays Concerts in the Park Summer Fun in The Park National “Kids to Parks” Day Huck Finn Fishing & Family Campout Events Mt. Wilson Trail Race & Pasta Feed 3 <sup>rd</sup> & 4 <sup>th</sup> of July Parade & Festivities Halloween Happenings & Downtown Trick-or-Treating		



## COMMUNITY SERVICES DEPARTMENT

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>COMMUNITY SERVICES</b>			
Personnel	336,893	366,100	339,100
Maintenance & Operations	268,709	289,600	130,500
Capital Outlay	-	-	40,000
<b>TOTAL COMMUNITY SERVICES DEPARTMENT</b>	<b>605,602</b>	<b>655,700</b>	<b>509,600</b>

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Personnel	177,536	349,600	339,100
Maintenance & Operations	24,208	111,100	95,500
<b>TOTAL GENERAL FUND</b>	<b>201,744</b>	<b>460,700</b>	<b>434,600</b>
<b>SENIOR DONATION FUND</b>			
Maintenance & Operations	16,384	22,000	22,000
<b>TOTAL SENIOR DONATION FUND</b>	<b>16,384</b>	<b>22,000</b>	<b>22,000</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	159,318	156,500	13,000
Capital Outlay			40,000
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>159,318</b>	<b>156,500</b>	<b>53,000</b>
<b>BUSINESS FUND</b>			
Personnel	142,642	-	-
Maintenance & Operations	68,799	-	-
<b>TOTAL BUSINESS FUND</b>	<b>211,441</b>	<b>-</b>	<b>-</b>
<b>WATER FUND</b>			
Personnel	16,715	16,500	-
<b>TOTAL BUSINESS FUND</b>	<b>16,715</b>	<b>16,500</b>	<b>-</b>
<b>TOTAL COMMUNITY SERVICES DEPARTMENT</b>	<b>605,602</b>	<b>655,700</b>	<b>509,600</b>



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# **City of Sierra Madre, California**

*Village of the Foothills*



## **Elected and Appointed Department**

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## ELECTED AND APPOINTED DEPARTMENT

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### Department Overview

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

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

### Elected Officials

#### *City Council*

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

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

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

#### *City Clerk*

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

#### *City Treasurer*

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

## ELECTED AND APPOINTED DEPARTMENT

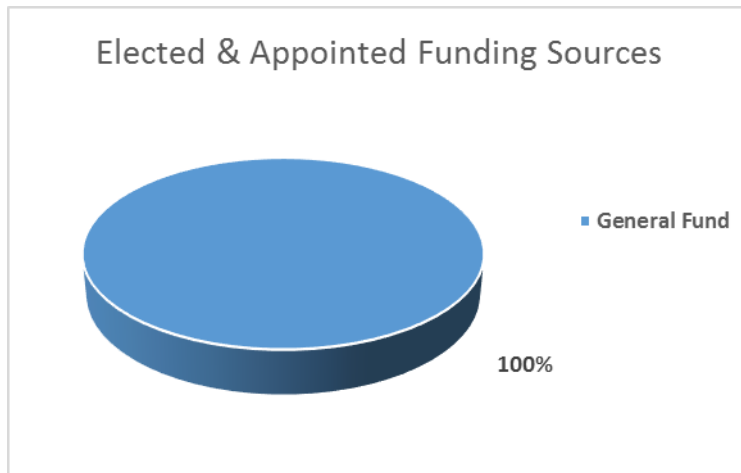
### Appointed Officials

#### *City Attorney*

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

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>ELECTED AND APPOINTED</b>			
Personnel	43,993	130,400	113,800
Maintenance & Operations	241,375	153,800	158,650
<b>TOTAL ELECTED AND APPOINTED DEPARTMENT</b>	<b>285,368</b>	<b>284,200</b>	<b>272,450</b>

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Personnel	43,993	130,400	113,800
Maintenance & Operations	211,879	153,800	158,650
<b>TOTAL GENERAL FUND</b>	<b>255,872</b>	<b>284,200</b>	<b>272,450</b>
<b>INTERNAL SERVICES FUND</b>			
Maintenance & Operations	29,496	-	-
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>29,496</b>	<b>-</b>	<b>-</b>
<b>TOTAL ELECTED AND APPOINTED DEPARTMENT</b>	<b>285,368</b>	<b>284,200</b>	<b>272,450</b>



# **City of Sierra Madre**

*Village of the Foothills*



# **Fire Department**

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### **Department Overview**

The Fire Department is responsible for fire suppression, rescue, and emergency medical services (EMS). The Department consists of twelve (12) full-time and thirteen (13) part-time personnel. Personnel are housed at the Fire Station in rotating 24 hour shifts. Each shift consists of an Engine Company (one Captain, one Engineer, and one Firefighter) and a Paramedic Rescue (two Paramedics). Engine Companies are responsible for responding to all fire, EMS, and inspection dispatches. Firefighters also conduct yearly measures to ensure the safety of the community. Such measures include, but are not limited to, inspections of schools, local businesses, apartments, and brush. Paramedics provide advanced life support and emergency medical care with transport capabilities. The Department also provides informational programs to educate the community about fire prevention.

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

### **Fire Department Mission Statement**

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

### **Accomplishments FY 2018-2019**

- Maintained operational readiness with minimal staffing.
- Hiring of a Part Time Interim Fire Chief
- Hiring of three (3) Full Time Firefighter Paramedics.
- Conducted an internal Fire Engineer exam and hired two (2) additional Full Time Fire Engineers.
- Conducted an open Firefighter Paramedic exam with the anticipation of hiring an additional three (3) Full Time Firefighter Paramedics.
- Replaced antiquated fire hose and equipment to maintain NFPA requirements.
- Implemented electronic Patient Care Reporting to meet Los Angeles County EMS Agency protocols.
- Increased live fire training in cooperation with the Monrovia and Arcadia Fire Departments. Live fire training is conducted at the Monrovia Fire Department's Regional Training Group (RTG) training tower located at Station 102.
- Continued cooperation with and support of the Sierra Madre Citizen Emergency Response Team (CERT) program.
- Provided yearly EMS training for CERT.
- Updated preplans for the schools, churches, commercial zones, and the City's interface zone.

**Objectives from FY 2018-2019 not completed / continued to FY 2019-2020**

- The number of qualified limited term firefighters continues to decrease due to the increased hiring at paid departments within Los Angeles County.

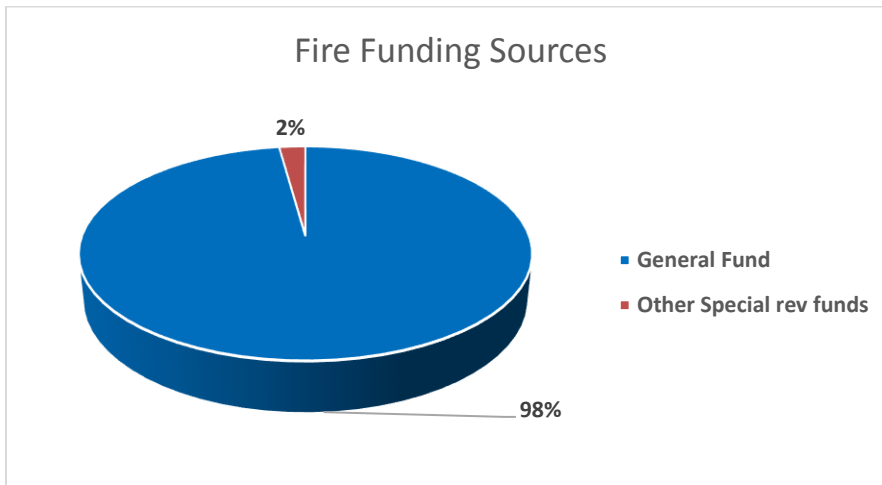
**Department Goals FY 2019-2020**

- Continue to provide high quality training to all Department personnel.
- Stabilize Department Staffing at all levels through paid personnel.
- Continue with schedule to replace all Motorola XDS 5000 radios over the next 3-4 Fiscal Years.
- Increase public knowledge of the Paramedic Subscription Program.
- Increase presence and visibility of Sierra Madre Fire Department in the community through public education and events at the fire station.
- Develop a comprehensive Fire Inspection Program for brush, multi family, and commercial.
- Continue to improve response time by all duty personnel.
- Continued cooperation and support of the Sierra Madre CERT Program.
- Continue to update preplans for the schools, churches, commercial zones and the City's interface zone.
- Acquiring Automatic Aid Agreements with Area C cities, obtaining inclusion into Verdugo Unified Response.

## FIRE SERVICES DEPARTMENT

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>FIRE</b>			
Personnel	1,315,227	1,576,400	1,938,100
Maintenance & Operations	456,906	499,600	398,750
Capital Outlay	7,984	17,500	26,000
Debt	92,000	92,000	92,000
<b>TOTAL FIRE DEPARTMENT</b>	<b>1,872,117</b>	<b>2,185,500</b>	<b>2,454,850</b>

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Personnel	1,295,714	1,576,400	1,938,100
Maintenance & Operations	448,099	496,100	395,250
Capital Outlay	7,984	17,500	26,000
Debt	92,000	92,000	42,000
<b>TOTAL GENERAL FUND</b>	<b>1,843,797</b>	<b>2,182,000</b>	<b>2,401,350</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	8,807	3,500	3,500
Debt		-	50,000
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>8,807</b>	<b>3,500</b>	<b>53,500</b>
<b>BUSINESS FUND</b>			
Personnel	19,513	-	-
<b>TOTAL BUSINESS FUND</b>	<b>19,513</b>	<b>-</b>	<b>-</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>1,872,117</b>	<b>2,185,500</b>	<b>2,454,850</b>



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# City of Sierra Madre

*Village of the Foothills*



## Human Resources Department

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### **Department Overview**

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

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

### **Human Resources Mission Statement**

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

### **Objectives from FY 2018-2019 Not Completed / Continued to FY 2019-2020**

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

### **Department Goals FY 2019-2020**

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

## HUMAN RESOURCES DEPARTMENT

### Performance Measures

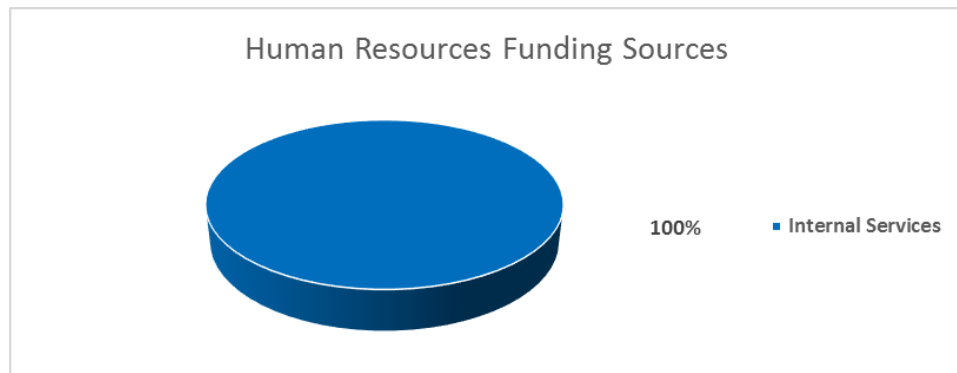
Performance Measures	Actual FY 2017-2018	Actual FY 2018-2019	Projected FY 2019-2020
Full-Time Recruitments	12	7	7
Part-Time Recruitments	10	17	8
% of Turnover	10%	16%	11%
Citywide Volunteers	600	450-500	450-500
Liability Claims Submitted	5	8	5
Workers Compensation Claims Submitted	12	7	5

### Operational Highlights FY 2019-20

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

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>HUMAN RESOURCES</b>			
Personnel	284,245	306,200	230,100
Maintenance & Operations	702,997	798,600	1,034,800
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>987,242</b>	<b>1,104,800</b>	<b>1,264,900</b>

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>INTERNAL SERVICES FUND</b>			
Personnel	284,245	306,200	230,100
Maintenance & Operations	702,997	798,600	1,034,800
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>987,242</b>	<b>1,104,800</b>	<b>1,264,900</b>
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>987,242</b>	<b>1,104,800</b>	<b>1,264,900</b>



# City of Sierra Madre

*Village of the Foothills*



## Library Department

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### **Department Overview**

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

The department operates under the direction of the City Librarian. Library staff consists of four full-time and 9 part-time employees providing 43 hours of public open hours. The Library provides access to current book and media materials through physical and electronic collections. The Library also produces programs focusing on reading, literacy, technology, and cultural growth, and maintains the City’s historical archives.

### **Board/Committee Liaisons**

The Department serves as liaison to the:

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

### **Library Mission Statement**

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

### **Accomplishments from FY 2018-2019**

- Strategically implemented reduced library hours and staffing.
- Received California Revealed grant for digitization of archival materials. Four items from the Sierra Madre Historical Archives were nominated for the project: *A Dictionary of Sierra Madre* (1906), *Bits from Wall’s Etched Books* (1943), *High Lights* (1940-1948), and the *Sierra Madre News* (1906-1999). All four nominations were awarded.
- Fully realized access to CENIC broadband, high-speed internet for both patrons and staff.
- Reviewed and addressed a portion of accessibility issues as reported by Disability Access Consultants.

## LIBRARY SERVICES DEPARTMENT

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- Set policies, cultivated programming, and implemented public use of STEAM Stations and Kits, including:
  - Cricut Crafting Machine,
  - Lulzbot 3D Printers,
  - Dash Coding Robotics Kits, and
  - Cubelets Modular Robotics Kits.
- Incorporated valuable staff training on incident management, publicity and new subscriptions into quarterly staff meetings.
- Added New York Times online subscription to digital library services through state grant.

### **Objectives from FY 2018-2019 not complete / continued to FY 2019-2020**

- Fully realize plans for new/remodeled library to address all ADA, safety and space issues

### **Department Goals FY 2019-2020**

- Modernize out-of-date Library policies, including Library Rules of Behavior, Forms, and Donations Policies.
- Work with Library Board and Committees to continue plans to address the future of the library, namely ADA, safety, and space issues.
- Cultivate a sustainable programming and outreach model that serves the community with allocated resources.
- Develop and implement plans for increased access to Library Services.

### **Performance Measures**

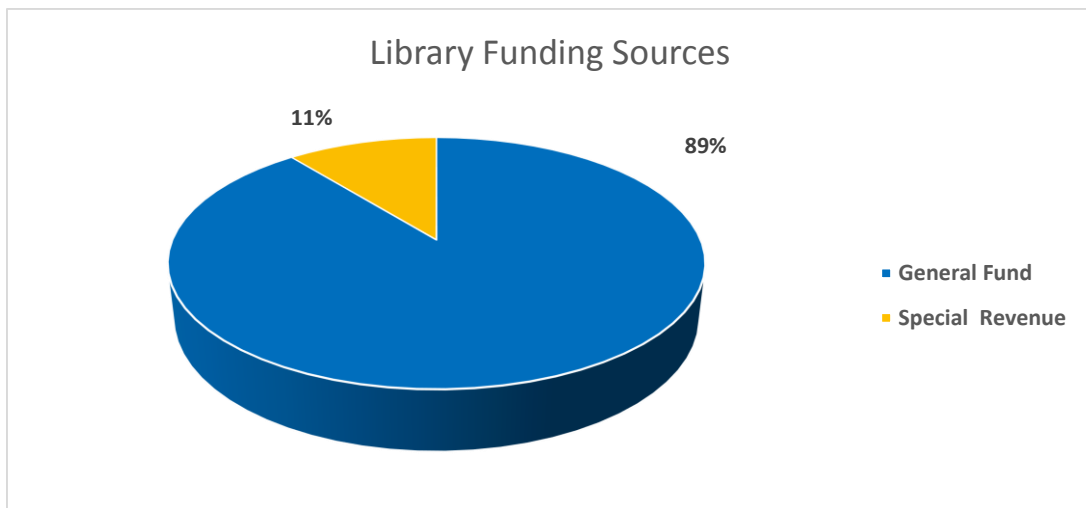
<b>Performance Measures</b>	<b>Actual FY 2017-2018</b>	<b>Estimated FY 2018-2019</b>	<b>Projected 2019-2020</b>
Library Materials Circulation	114,432	110,589	100,000
Library Programs Presented	517	500	400
Library Program Attendance	13,090	12,809	10,000
Teen Volunteers	65	66	65
Adult Volunteers	22	14	25



## LIBRARY SERVICES DEPARTMENT

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>LIBRARY SERVICES</b>			
Personnel	516,178	403,800	505,800
Maintenance & Operations	228,725	182,800	174,300
Capital Outlay	19,146	94,000	14,000
<b>TOTAL LIBRARY SERVICES DEPARTMENT</b>	<b>764,049</b>	<b>680,600</b>	<b>694,100</b>

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Personnel	510,188	403,800	505,800
Maintenance & Operations	123,008	119,300	113,300
<b>TOTAL GENERAL FUND</b>	<b>633,196</b>	<b>523,100</b>	<b>619,100</b>
<b>FRIENDS OF THE LIBRARY DONATIONS</b>			
Maintenance & Operations	49,394	55,000	55,000
Capital Outlay	19,146	80,000	-
<b>TOTAL FRIENDS OF THE LIBRARY DONATIONS</b>	<b>68,540</b>	<b>135,000</b>	<b>55,000</b>
<b>LIBRARY GIFT AND MEMORIAL FUND</b>			
Maintenance & Operations	47,477	8,500	6,000
Capital Outlay	-	14,000	14,000
<b>TOTAL LIBRARY GIFT AND MEMORIAL FUND</b>	<b>47,477</b>	<b>22,500</b>	<b>20,000</b>
<b>OTHER SPECIAL REVENUE FUNDS</b>			
Personnel	5,990	-	-
Maintenance & Operations	8,846	-	-
<b>TOTAL OTHER SPECIAL REVENUE FUNDS</b>	<b>14,836</b>	<b>-</b>	<b>-</b>
<b>TOTAL LIBRARY SERVICES DEPARTMENT</b>	<b>764,049</b>	<b>680,600</b>	<b>694,100</b>



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# City of Sierra Madre

*Village of the Foothills*



## Planning and Community Preservation Department

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## PLANNING & COMMUNITY PRESERVATION DEPARTMENT

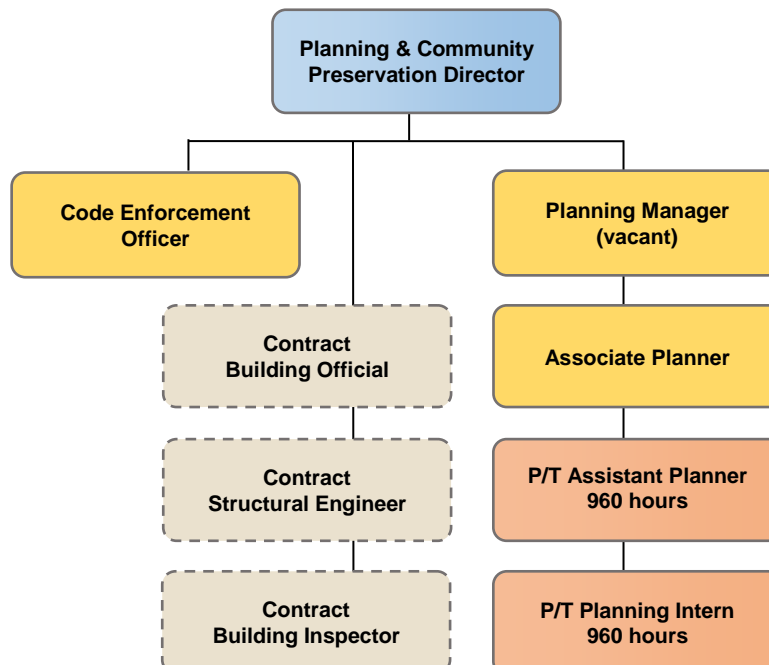
### ***Department Overview***

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

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

Department staffing includes 3 full-time staff members in addition to a part time planning assistant and a planning intern. The Department utilizes the services of a contract building official, contract building inspector and contract structural plan checker to review plans for compliance with adopted building codes prior to permit issuance. The chart below illustrates the organization of the Department by employee classification.

### **Organizational Chart**



## PLANNING & COMMUNITY PRESERVATION DEPARTMENT

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### **Board/Committee Liaisons**

The Department serves as liaison to the:

- Planning Commission

### **Department Mission Statement**

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

### **Accomplishments FY 2018-2019**

- Second Unit Ordinance
- Shared Mobility Device Ordinance
- Sidewalk Vendors Ordinance
- General Ordinance Cleanup
- Granted Local Historic Landmark status to the Becker Residence at 500 West Mariposa Avenue, September 2018, and granted a Mills Act Contract in December 2018.
- Submitted Annual Housing Report to State Housing & Community Development and State Office of Planning & Research
- Participated in Southern California Association of Governments (SCAG) Local Input Process
- Coordinated efforts with the SCAG to determine projected housing needs at all income levels within the City. SCAG utilizes the data to project future housing needs for the Regional Housing Needs Assessment (RHNA)

### **Objectives from FY 2018-2019 continued to FY 2019-2020**

- The Department will be completing the update of the Zoning Map for consistency with the Land Use Map.
- Commercial Zone Amendments
- Amend Commercial zone off-street parking ratio calculations and establish a parking credit program to allow required onsite parking to be provided in public parking lots.

### **Department Goals FY 2019-2020**

- Implement General Plan Update policies as prioritized by City Council.
- Update various zoning code ordinances/sections which are problematic, or in need of further clarification.
- Update various zoning code ordinances to achieve compliance with State mandates.
- Amend the R-2 Zone (Two-Family Residential).
- Amend the Density Bonus Ordinance.
- Implement program to require retrofit of soft-story buildings.
- Implement program to obtain compliance with 1986 state law requiring retrofit of unreinforced masonry buildings.

**PLANNING & COMMUNITY PRESERVATION DEPARTMENT**

**Performance Measures**

<b>Performance Measures</b>	<b>Actual FY 2016-17</b>	<b>Actual FY 2017-18</b>	<b>Projected FY 2018-19</b>
Planning Commission Meetings	23	19	24
Planning Applications Processed	96	79	88
Counter Traffic	1,825	1,717	1,771
Plan Checks	122	112	117
Building Inspections	1,455	1,572	1,513
Building Permits Issued	745	823	784
Code Enforcement Cases	193	179	186

**Operational Highlights FY 2019-2020**

**Mills Act Contract Policy Updates**

- Obtained Mills Act Annual Compliance Reports for all 24 contracts.
- Contracted with Sapphos Environmental, Inc. to prepare abbreviated historic resource evaluations at reduced cost to the property owner.
- Abbreviated reports are delivered in the form of a Primary Record for historic and non-historic properties; this format achieves the policy goal to build a citywide historic resource survey for properties 75 years of age and older.
- Contracts revised to a maximum 10 year term (prior contract renewal was in perpetuity).
- Contracts can be renewed for additional term with approved work plan.
- Established failure to comply policy that would automatically trigger cancellation for non-compliance.
- Exterior improvements only qualify, not interior, but allow limited system improvements (electrical, mechanical, plumbing).

**Staffing**

- The Department promoted a full time assistant planner to Associate planner and filled a vacant position with a part-time Assistant Planner.

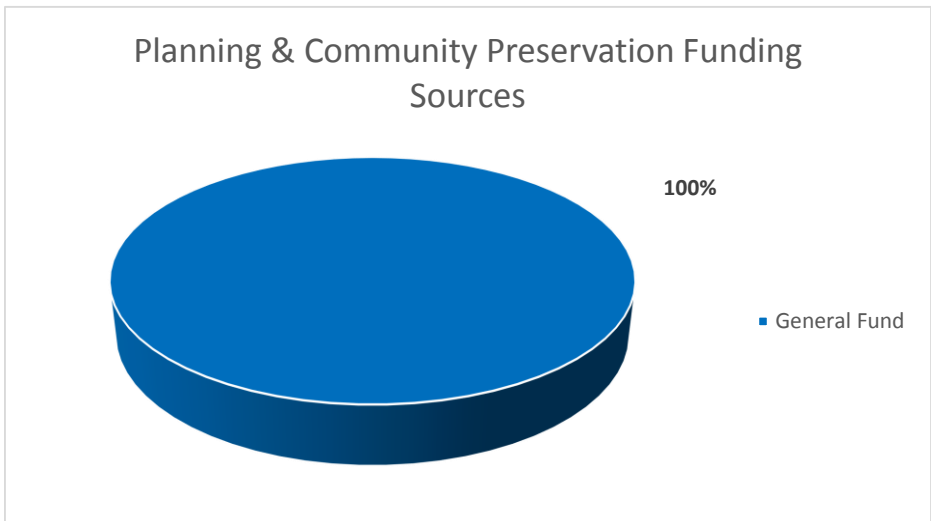
**Digital Scanning**

- The Department contracted with RCI Image Systems to scan archival building permits in digital format. This task was completed and the Department is coordinating efforts to scan project entitlements.

**PLANNING & COMMUNITY PRESERVATION DEPARTMENT**

<b>EXPENDITURE CATEGORY</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>PLANNING AND COMMUNITY PRESERVATION</b>			
Personnel	577,402	568,300	500,653
Maintenance & Operations	948,948	731,600	510,650
Capital Outlay	-	-	1,600
<b>TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT</b>	<b>1,526,350</b>	<b>1,299,900</b>	<b>1,012,903</b>

<b>FUND TYPE</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>GENERAL FUND</b>			
Personnel	555,141	547,700	500,653
Maintenance & Operations	882,088	731,600	510,650
Capital Outlay	-	-	1,600
<b>TOTAL GENERAL FUND</b>	<b>1,437,229</b>	<b>1,279,300</b>	<b>1,012,903</b>
<b>SUCCESSOR AGENCY</b>			
Maintenance & Operations	66,860	-	-
<b>TOTAL SUCCESSOR AGENCY</b>	<b>66,860</b>	<b>-</b>	<b>-</b>
<b>BUSINESS FUND</b>			
Personnel	2,600	-	-
<b>TOTAL BUSINESS FUND</b>	<b>2,600</b>	<b>-</b>	<b>-</b>
<b>WATER FUND</b>			
Personnel	19,661	20,600	-
<b>TOTAL WATER FUND</b>	<b>19,661</b>	<b>20,600</b>	<b>-</b>
<b>TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT</b>	<b>1,526,350</b>	<b>1,299,900</b>	<b>1,012,903</b>





# **City of Sierra Madre**

*Village of the Foothills*



# **Police Department**

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### **Department Overview**

The Sierra Madre Police Department is committed to ensuring a safe environment for those who live, visit, and work in Sierra Madre. The Police Department consists of twenty full-time employees, eleven part-time employees, five Reserve Officers, and fifteen Police Volunteers. The Department is responsible for partnering with the community to prevent crime and to promote health and safety. The Department also enforces and monitors traffic violations, investigates crimes, and handles code enforcement in the absence of the City's Code Enforcement Officer.

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

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

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

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

**Motto:** Serving those we protect.

### **Accomplishments FY 2018-2019**

#### **Administration**

The Sierra Madre Police Department finished the 2018 calendar year fully staffed. In 2018, department personnel continued the mission of generating positive contacts within the community. Sierra Madre Police Officers work daily to deliver the highest quality service through their dedication, teamwork, and partnerships to endure that our residents live in a safe community.

The Sierra Madre Police Department is proud to have established a positive community policing partnership with the residents, businesses, and visitors to the city. We have been extremely successfully in our efforts to engage the entire community through many social media platforms, community outreach programs, downtown foot patrols, business checks and established stakeholders within the department with an active and fluid volunteer force.

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

#### **Patrol**

Officers responded to 15,180 calls for service, with an average response time of 2:28 minutes (on priority calls) and 3:23 minutes (on non-priority calls). Officers authored 786 police reports, with an increase in residential/auto burglaries. There was a decrease in commercial burglaries and thefts from motor vehicles. Officers continued to walk downtown in the Business District during their shifts and increased visibility in the residential neighborhoods.

***Investigations***

The Detective Bureau was assigned 786 cases to investigate. The Detective Bureau authored and served six search warrants, sent multiple types of evidence to the crime lab such as DNA, computer, drug, blood, or latent prints forensic processing. Numerous felony and misdemeanor cases were filed with the Los Angeles County District Attorney's Office.

***Community Partnerships***

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

The department routinely joins the community in sharing information on crime prevention at Business Watch, Neighborhood Watch, and Town Hall Meetings, along with school presentations on drug awareness, church events, and Coffee with a Cop. The department also shares information with the community along with current events and safety concerns via social media platforms of Facebook, Instagram, Twitter and Nixle. Currently, the department has 63 active Neighborhood Watch Block Captains throughout the City.

The department along with the Sierra Madre Police Association again participated in the [#PINKPATCHPROJECT](#) and the [#NOSHAVENOVEMBER](#) cancer awareness campaigns.

During 2018 both the Pink Patch Project and No Shave November programs separately raised money for cancer awareness. The department was able to contribute \$1,000.00 towards the City of Hope for the Pink Patch Project and \$525.00 towards three different causes (Prevent Cancer Foundation, Fight Colorectal Cancer, and the St. Jude Children's Research Hospital) for the No Shave November.

***Community Services Officers (CSO)***

The department currently has two Community Services Officers (CSO). The CSO's conducted a multitude of tasks which include assisting patrol officers in the field, parking enforcement, overseeing the department's social media and community outreach programs, utilizing venues like "Coffee with a Cop", Neighborhood/Business Watch Meetings, and the preparation of the Police Blotter. One of the CSO's oversees and updates the department's Facebook page to communicate and interact with residents and visitors to the community.

***Volunteers/Reserve Police Officers***

The Sierra Madre Police Reserve Officers and Volunteers continue to augment the department through handling special assignments and details, so that the full-time police officers can increase their visibility and availability in the field. This year the SMPD Reserve Officers and Volunteers provided 1,345 hours of service to the city. Based on the California value of volunteer time, the SMPD Reserve Officers and Volunteers provided over \$38,278.00 of value to the City of Sierra Madre. Our Reserve Police Officers perform the same functions in the community as a full-time officer, but like our Volunteers they are not paid for the services they provide.

**POLICE DEPARTMENT**

**Department Goals FY 2019 – 2020**

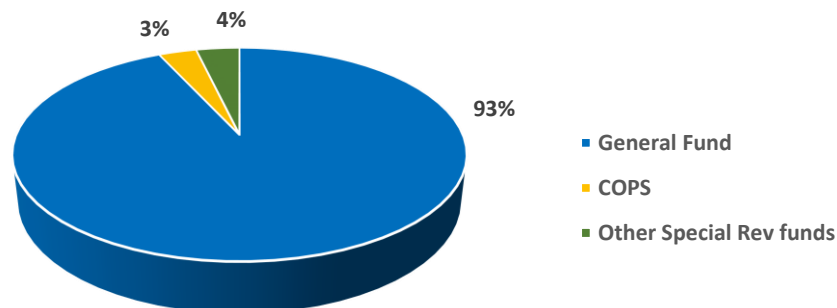
- Build on the department’s vision to become the model for 21<sup>st</sup> century small town policing by developing a plan to restructure, and operate more efficiently and effectively.
- Increase the professional development of all agency personnel
- Increase the retention of valuable employees
- Reduce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

<b>EXPENDITURE CATEGORY</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>POLICE</b>			
Personnel	3,068,173	3,181,500	2,908,500
Maintenance & Operations	280,746	540,900	397,900
Capital Outlay	57,889	-	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>3,406,808</b>	<b>3,722,400</b>	<b>3,306,400</b>

<b>FUND TYPE</b>	<b>FY 2017-2018 Actuals</b>	<b>FY 2018-2019 Adopted</b>	<b>FY 2019-2020 Adopted</b>
<b>GENERAL FUND</b>			
Personnel	3,008,111	3,094,700	2,723,200
Maintenance & Operations	248,696	521,100	355,500
Capital Outlay	18,420	-	-
<b>TOTAL GENERAL FUND</b>	<b>3,275,227</b>	<b>3,615,800</b>	<b>3,078,700</b>
<b>COPS FUND</b>			
Personnel	40,316	86,800	63,600
Maintenance & Operations	24,436	13,200	42,400
<b>TOTAL COPS FUND</b>	<b>64,752</b>	<b>100,000</b>	<b>106,000</b>
<b>OTHER SPECIAL REVENUE FUND</b>			
Personnel			121,700
Maintenance & Operations	7,614	6,600	-
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>7,614</b>	<b>6,600</b>	<b>121,700</b>
<b>CAPITAL PROJECTS FUND</b>			
Capital Outlay	39,469	-	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>39,469</b>	<b>-</b>	<b>-</b>
<b>BUSINESS FUND</b>			
Personnel	19,746	-	-
<b>TOTAL BUSINESS FUND</b>	<b>19,746</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>3,406,808</b>	<b>3,722,400</b>	<b>3,306,400</b>

Police Funding Sources



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# **City of Sierra Madre**

*Village of the Foothills*



## **Public Works Department**

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### **Department Overview**

The Public Works Department (PWD) consists of six (6) full time employees and two (2) part-time positions. The Department is responsible for the maintenance of all City infrastructure, including streets, storm drains, maintenance of all City buildings, park and landscape contract and City owned trees. The PWD also maintains the City's vehicle fleet. Staff's responsibility extends to various environmental compliance efforts including stormwater quality, air quality, solid waste landfill diversion programs, and local wildlife and tree protection codes. Department staff administers the City's contracts for Public Works projects, engineering services, solid waste disposal, street sweeping, transportation, ground maintenance, facility maintenance, Community Development Block Grants, and tree trimming services. Department staff is also the primary contact for the So. Cal. Gas Company, Southern California Edison, Clean Power Alliance, Athens Services, Spectrum Cable and Frontier Phone Service.

The Department at City Hall under the direction of Director Cimino with James Carlson PT (80%) and Jen Peterson PT (30%) the Public Works office is continuing to complete important projects and supporting the other departments with their facility needs and events. The PW Field Crew has worked without one full time employee, instead we have filled the position with two part time employees. We plan on filling the full time position early in the new fiscal year. The PWD is always looking for ways to better the department and utilize our skills to the benefit our residents, businesses and visitors.

### **Board/Committee Liaisons**

The Public Works Staff serves as liaison to the:

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

### **Public Works Mission Statement**

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

### **Accomplishments for FY2018-2019**

- ADA compliant public restrooms at City Hall.
- Street Improvement Project, Staff continues to accomplish the tough jobs and the infill of streets, alley's and sidewalks that were previously overlooked.

## PUBLIC WORKS DEPARTMENT

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- Continued to utilize recently completed ADA audit to prioritize and address access deficiencies at various sidewalk locations and curb ramps to improve access.
- Continue to partnering with Edison and their contractors for city-wide infrastructure improvements to improve the reliability of the power distribution system including pole maintenance and replacement and tree-line clearance activities.
- Partnering project with the Los Angeles County Department of Public Works to complete phase 2 of the Bridge Preventative Maintenance Program.
- Coordinated with Athens Services for two compost-giveaway events, and Christmas Tree Recycling program.
- Coordinated with EENR Commission to hold forth annual Wild & Scenic Film Festival Program.
- Hosted annual Household Hazardous Waste Round-up event.
- Completed the remodel of the Corporate Yard building.
- Completed the installation of the downtown crosswalk flashing lights.
- Reinitiated the emergency community alert system using the rehabilitated civil defense siren at the Corporate Yards.
- Completed the first phase of the Water Main Replacement Program and started with Phase 2 to commence at the beginning of next FY.

### **Objectives for FY 2018-2019 Not Completed/Continued to FY 2019-2020**

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

### **Department Goals FY 2019-2020**

- Continuing the aggressive water main replacement program in conjunction with the Utilities Department.
- Continue water conservation-related activities that relate to city facilities.
- Continue implementation of NPDES Municipal Permit requirements.
- Continue installation of drywells in parkways.
- Continue taking action on ADA compliance assessment.
- Continue the Maintenance Yard (Water) Solar Energy Project.

**PUBLIC WORKS DEPARTMENT**

**PERFORMANCE MEASURES**

<b>Street Division</b>	<b>Actual FY 2017-2018</b>	<b>Actual FY 2018-2019</b>	<b>Projected FY 2019-2020</b>
Potholes Repaired (each)	727	420	
Installed New Sidewalk (sq. ft.)		4,000	2,000
Replaced Damaged Sidewalk (sq.ft.)	7350	5,500	5,000
Temporary Repairs on Sidewalk (sq. ft.)	2200	1,200	1,500
Street Resurfaced (sq. ft.)	454600	74,000	180,000
Streets Slurry Sealed (sq. ft.)	Included	900,000	200,000
Curb and Gutter Repaired/Replaced (lf)		900	500
PW Service Requests Resolved	470	500	NA
Trees Trimmed	43	12	15
Trees Removed	68	55	50
Trees Planted	16	16	15
Trees Inspected	187	170	180
Private Trees Trim/Removal Permits	24	24	25
Stormwater Samples Taken (Maint. Yard)	2	2	2
Community Events Setup/Supported	25	25	25
Encroachment Application	70	113	110
Excavation Application	62	60	60
Grading Plan Checks	25	15	20

**Operational Highlights FY 2019-2020**

- Public Works counter hours at City Hall. Monday through Thursday 7:30 am to 5:30 pm.
- Initiating the Water Main Replacement Program and accomplishing the replacement of 8,800 feet of water main in the first year with another 8,00 scheduled to start in July 2019.
- Partnering with the City of Pasadena to resurface North Michillinda together to have a complete resurfaced street. Also to add a new pedestrian sidewalk to Michillinda from Sierra Madre Blvd. to Highland Avenue with new environmentally safe trees.
- Street resurfacing will continue during this budget cycle.
- Hire the consultant to assist with the process to initiate the new assessment district 218 process for the new “Downtown Landscaping and Lighting Maintenance District”.

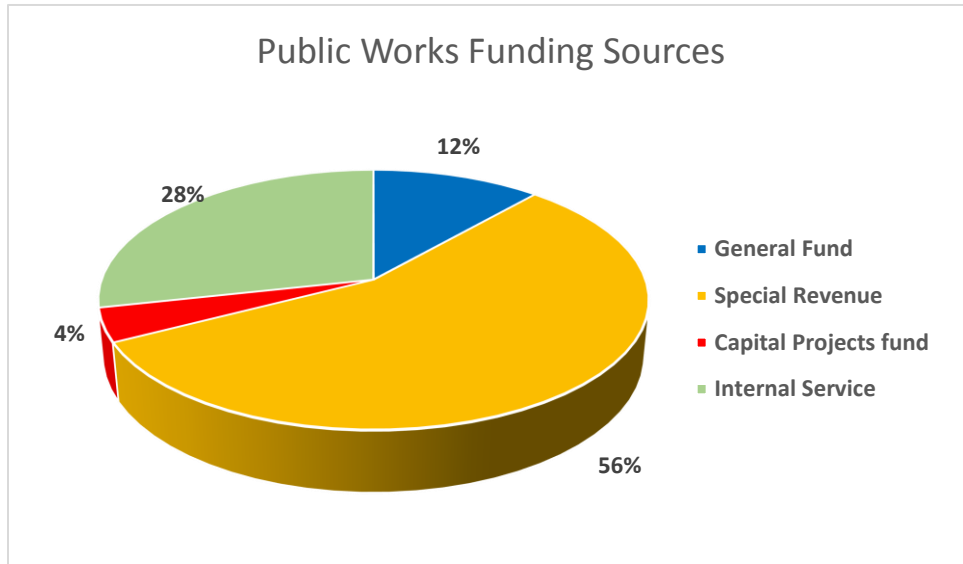
**PUBLIC WORKS DEPARTMENT**

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>PUBLIC WORKS</b>			
Personnel	623,798	611,600	619,900
Maintenance & Operations	1,263,162	1,562,800	1,380,300
Capital Outlay	1,915,996	1,255,200	1,821,400
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>3,802,956</b>	<b>3,429,600</b>	<b>3,821,600</b>

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>GENERAL FUND</b>			
Personnel	241,228	148,200	164,400
Maintenance & Operations	385,369	413,300	275,100
Capital Outlay	(7,023)	-	-
<b>TOTAL GENERAL FUND</b>	<b>619,574</b>	<b>561,500</b>	<b>439,500</b>
<b>ASSESSMENTS</b>			
Maintenance & Operations	63,661	145,900	105,800
<b>TOTAL ASSESSMENTS FUND</b>	<b>63,661</b>	<b>145,900</b>	<b>105,800</b>
<b>ENVIRONMENT FUND</b>			
Personnel	34,014	21,800	15,900
Maintenance & Operations	83,527	91,200	71,600
<b>TOTAL ENVIRONMENT FUND</b>	<b>117,541</b>	<b>113,000</b>	<b>87,500</b>
<b>GAS TAX FUND</b>			
Personnel	45,557	177,600	172,800
Maintenance & Operations	183,892	101,900	68,400
Capital Outlay	6,854	182,800	-
<b>TOTAL GAS TAX FUND</b>	<b>236,303</b>	<b>462,300</b>	<b>241,200</b>
<b>MEASURE R FUND</b>			
Capital Outlay	440,731	134,100	138,300
<b>TOTAL MEASURE R FUND</b>	<b>440,731</b>	<b>134,100</b>	<b>138,300</b>
<b>MEASURE M FUND</b>			
Capital Outlay	100,000	151,900	156,700
<b>TOTAL MEASURE M FUND</b>	<b>100,000</b>	<b>151,900</b>	<b>156,700</b>
<b>PROP A FUND</b>			
Personnel	11,450	11,000	1,500
Maintenance & Operations	-	-	164,300
<b>TOTAL PROP A FUND</b>	<b>11,450</b>	<b>11,000</b>	<b>165,800</b>
<b>PROP C FUND</b>			
Maintenance & Operations	2,000	22,500	25,000
Capital Outlay	514,185	362,900	159,400
<b>TOTAL PROP C FUND</b>	<b>516,185</b>	<b>385,400</b>	<b>184,400</b>
<b>RMRA FUND</b>			
Capital Outlay	62,013	-	181,800
<b>TOTAL RMRA FUND</b>	<b>62,013</b>	<b>-</b>	<b>181,800</b>

## PUBLIC WORKS DEPARTMENT

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>OTHER SPECIAL REVENUE FUND</b>			
Maintenance & Operations	13,755	60,000	90,000
Capital Outlay	290,809	234,600	784,200
<b>TOTAL OTHER SPECIAL REVENUE FUND</b>	<b>304,564</b>	<b>294,600</b>	<b>874,200</b>
<b>CAPITAL PROJECTS FUND</b>			
Maintenance & Operations	-	144,000	-
Capital Outlay	294,882	-	160,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>294,882</b>	<b>144,000</b>	<b>160,000</b>
<b>INTERNAL SERVICES FUND</b>			
Personnel	291,549	253,000	265,300
Maintenance & Operations	530,958	584,000	580,100
Capital Outlay	213,545	188,900	241,000
<b>TOTAL INTERNAL SERVICES FUND</b>	<b>1,036,052</b>	<b>1,025,900</b>	<b>1,086,400</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>3,802,956</b>	<b>3,429,600</b>	<b>3,821,600</b>



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# **City of Sierra Madre**

*Village of the Foothills*



## **Utility Services Department**

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## UTILITY SERVICES DEPARTMENT

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### Department Overview

The Utility Services Department consists of seven (7) full time employees and (1) part-time position. The Department is responsible for production of groundwater and distribution of potable water to the community. In addition, the department is responsible for water systems maintenance and infrastructure repair of 55 miles of water distribution mains, four groundwater wells, eight storage reservoirs and 1 horizontal well. The Utility Services Department also maintains 32 miles of sewer mains including 866 sewer manholes.

### **Board/Committee Liaisons**

The Department serves as liaison to the:

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

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

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

### **Accomplishments for FY 2018-2019**

- Completed rate study for water and sewer.
- Imported 1300 acre feet of water for groundwater recharge.
- Diverted 1700 acre feet of local rain runoff to Sierra Madre Spreading Basins for groundwater recharge.
- Completed over 50% of AMI (advanced metering infrastructure) implementation. AMI will give residents the ability to track and monitor water consumption and better manage use.
- Cleaned 80,000 feet of sewer mains.
- Continued water conservation programs, including monitoring and enforcement of City-adopted and state regulations.
- Replaced 600 water meters
- Installed 1,900 AMI radio endpoints on water meters.

**UTILITY SERVICES DEPARTMENT**

**Objectives for FY 2018-2019 Not Completed/Continued to FY 2019-2020**

- Evaluate and Rehabilitate Well 4
- Complete Multi-Agency Cooperative Agreement with the Los Angeles County Department of Public Works, the Raymond Basin Management Board, and the City of Arcadia to fund a series of projects intended to capture rainwater runoff for groundwater recharge.

**Department Goals FY 2019-2020**

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

**PERFORMANCE MEASURES**

	Actual	Actual	Projected
<b>Water Division</b>	<b>FY 2017-2018</b>	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>
Distribution Main Replaced (IF)	2,000	8,800	8,000
Repaired Service Leaks	46	52	40
Repaired Mainline Leaks	395	391	200
Valves Exercised	-	150	600
Hydrants Flushed	540	20	100
Meters Replaced	507	600	500
AMI Radios Installed	-	1,900	1,900
New Services Installed	0	0	0
Water Produced (Gallons)	717 MG	750 MG	750 MG
Water Meter Readings	23,796	23,796	23,796
<b>Sewer Division</b>			
Sewer Mains Cleaned (LF)	160,000	100,000	160,000
Manholes Inspected	352	350	500

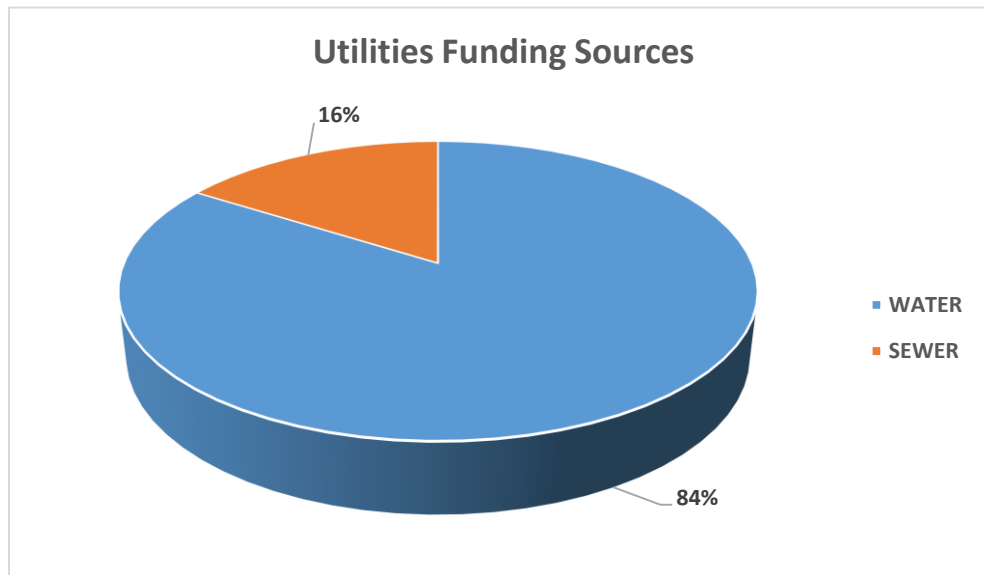
**Operational Highlights FY 2018-2019**

- Multi-Agency Grant Award: Received Bureau of Reclamation Grant in the amount of \$126,667 to be used towards implementation and completion of AMI project.

## UTILITY SERVICES DEPARTMENT

EXPENDITURE CATEGORY	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>UTILITIES</b>			
Personnel	1,242,402	1,057,900	958,400
Maintenance & Operations	2,842,951	2,490,800	2,407,100
Capital Outlay	804,174	839,700	1,090,400
<b>TOTAL UTILITY SERVICES DEPARTMENT</b>	<b>4,889,527</b>	<b>4,388,400</b>	<b>4,455,900</b>

FUND TYPE	FY 2017-2018 Actuals	FY 2018-2019 Adopted	FY 2019-2020 Adopted
<b>WATER FUND</b>			
Personnel	758,807	698,000	643,600
Maintenance & Operations	2,512,652	2,204,400	2,235,200
Capital Outlay	597,997	633,500	864,200
<b>TOTAL WATER FUND</b>	<b>3,869,456</b>	<b>3,535,900</b>	<b>3,743,000</b>
<b>SEWER FUND</b>			
Personnel	483,595	359,900	314,800
Maintenance & Operations	330,299	286,400	171,900
Capital Outlay	206,177	206,200	226,200
<b>TOTAL SEWER FUND</b>	<b>1,020,071</b>	<b>852,500</b>	<b>712,900</b>
<b>TOTAL UTILITY SERVICES DEPARTMENT</b>	<b>4,889,527</b>	<b>4,388,400</b>	<b>4,455,900</b>



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# **City of Sierra Madre**

*Village of the Foothills*



## **Capital Purchases and Capital Projects**

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PROJECT	DEPT.	FUND #	FUND Name	ACCT #	2019-20	2020-21	2021-22	2022-23	2023-24	Unfunded	NOTES
<b>Storm Drain/ NPDES Projects</b>											
Local BMP's	PW	38015	Measure W	38015-81201-52200	\$ 10,000						GASB 54.6/9/16
<b>Storm Drain/ NPDES Projects Subtotal</b>					<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>Sewer projects</b>											
Sewer repairs	UTIL	72000	Sewer	72000-81200-56010	\$ 20,000						Per Sewer Master Plan recommendation
Update Sewer System Management Plan	UTIL	72000	Sewer	72000-81200-56010	\$ 80,000						Required by State every five years
<b>Sewer Projects Subtotal</b>					<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>Street Projects</b>											
<b>Street Resurfacing or Replacement</b>											
Citywide Street Reconst.	PW	37009	Prop C	37009-85000-56015	\$ 159,400	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		Projected available funding
Citywide Street Reconst.	PW	38007	Measure R	38007-83500-56010	\$ 138,300	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000		Projected available funding
Citywide Street Reconst.	PW	40000	Capital Projects	40000-83500-56010	\$ 160,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		Projected available funding
Citywide Street Reconst.	PW	38013	RMRA	38013-83500-56010	\$ 181,800	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000		Projected available funding
Citywide Street Reconst.	PW	38012	Measure M	38012-83500-56010	\$ 156,700	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		Projected available funding
Citywide Street Reconst.	PW	38006	TDA	38006-83600-56010	\$ 29,600	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200		Projected available funding

<b>Other Street Improvement Projects</b>											
Update Pavement Management System	PW	37009	Prop C	37009-83500-56010			\$ 16,000				Mandatory every two years
Street Centerline Stripping	PW	38014	Traffic Congestion Relief Program	38014-83500-56010	\$ 37,000						
<b>Street Projects subtotal</b>					<b>\$ 862,800</b>	<b>\$ 817,200</b>	<b>\$ 833,200</b>	<b>\$ 817,200</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>Parks Improvements</b>											
Resurface Memorial Park Tennis Court	PW		Unfunded							\$ 8,500	Five year life
Resurface Sierra Vista Tennis Court	PW		Unfunded							\$ 8,500	Five year life
Replace Sierra Vista Park Playground equipment	PW		Unfunded							\$ 125,000	Ten year life
Replace Turtle Park Playground equipment	PW		Unfunded							\$ 75,000	Ten year life
Repair Volleyball Court	PW		Unfunded							\$ 10,000	Seven year life
Replace Memorial Park Playground equipment	PW		Unfunded							\$ 75,000	
Kersting Court Redesign	PW	37010	County Prop A Park Dev	37010-85000-56002	\$ 280,000					\$ 313,000	CSC Priority 1; Grant awarded to cover part of the total expenditures.
Sprouse up the Park facilities, Pavilions	PW	60001	Facilities	60001-83200-56010	\$ 7,500						
ADA ramp by bandshell	PW	38002	CDBG	38002-83200-56002	\$ 90,000						

PROJECT	DEPT.	FUND #	FUND Name	ACCT #	2019-20	2020-21	2021-22	2022-23	2023-24	Unfunded	NOTES
<b>Parks Projects Subtotal</b>											
					\$ 377,500	\$	\$	\$	\$	\$ 615,000	
<b>Facility Improvements</b>											
Continue Maintenance yard fence replacement, along GV Ave 2 year program.	PW	34002	Development impact fees	34002-81000-56010	\$ 50,000	\$ 30,000					
Resurface Maint. Yard Install storm water clarifier	PW		Unfunded							\$ 90,000	Possible Measure W funding
CH Carpeting/Basement Council Chambers and Conference Room	PW	34002	Development impact fees	34002-83000-56010	\$ 39,000						
Conference room remodel	PW	60001	Facilities	60001-83200-56010	\$ 40,000						Turn room add closet and audio/visual, make new office
HVAC Replacement PS/CH YAC	PW	60001	Facilities	60001-83200-56010	\$ 30,000	\$ 30,000					2 units PD 2-units CH, 4 units-REC
HVAC Duct maintenance and Duct Replacement	PW	60001	Facilities	60001-83200-56010	\$ 20,000						PS/CH Facilities
Paint and Trim repair exterior PS/City Hall	PW	60001	Facilities	60001-83200-56010	\$ 60,000						
Repace City-Owned parking lots	PW	34002	Development Fees	34002-80000-56010	\$ 200,000						
Hart Park House office expansion	PW	34002	Development impact fees	34002-70000-56010	\$ 40,000						PW Crew
Paint outside YAC	PW	60001	Facilities	60001-83200-56010	\$ 40,000						New Building siding and trim
Fire Captain and Fire Chief Office Remodel	PW	60001	Facilities	60001-83200-56010	\$ 50,000						
Fire Apparatus Room Paint	PW	60001	Facilities	60001-83200-56010	\$ 10,000						
Turnout Locker Ventilation	PW	60001	Facilities	60001-83200-56010	\$ 10,000						
Library mechanical, electrical, plumbing	PW		Unfunded							\$ 220,000	During Major Remodel
Library - Construct Access ramp to basement	PW		Unfunded							\$ 10,000	During Major Remodel
Library - Create Space for Friends operation	PW		Unfunded							\$ 10,000	During Major Remodel
Library Painting - exterior & interior	PW		Unfunded							\$ 35,000	During Major Remodel
Library Resurface/expand Parking lot	PW		Unfunded							\$ 150,000	During Major Remodel
Library Structural and Seismic Upgrades	PW		Unfunded							\$ 165,000	During Major Remodel
Library Remodel/reconfigure staff work area	PW		Unfunded							\$ 10,000	During Major Remodel



PROJECT	DEPT.	FUND #	FUND Name	ACCT #	2019-20	2020-21	2021-22	2022-23	2023-24	Unfunded	NOTES
Library New Service Desk	PW		Unfunded							\$ 12,000	During Major Remodel
Library New Stacks- ADA upgrade, replace non-conforming original shelving	PW		Unfunded							\$ 136,000	During Major Remodel
Library HVAC	PW		Unfunded							\$ 25,000	During Major Remodel
Library Re-Roof with TPO Membrane; Remove and Re-Set HVAC Equipment	PW		Unfunded							\$ 64,000	Leaks repaired, new roof during remodel
Library Replace 1955 Windows	PW		Unfunded							\$ 50,000	During Major Remodel
Library New Restrooms, Elevator and Meeting Room	PW		Unfunded							\$ 500,000	During Major Remodel
Library Electrical Systems: Rewire Single Service Upgrade, Basement Subpanel, Lighting, Fire Alarm, Telecom	PW		Unfunded							\$ 174,000	During Major Remodel
Library New Carpet	PW		Unfunded							\$ 39,000	During Major Remodel
Library Design & Architectural Fees	PW	39006	Friends of Library							\$ 70,000	Friends of the Library Funding
<b>Facilities Projects Subtotal</b>					\$ 589,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 1,760,000	

<b>Water System Improvements</b>											
Well Rehabilitation	UTIL	71000	Water	71000-81100-56011	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		Well Rehab subject to efficiency test
Water Main Design	UTIL	71000	Water	71000-81100-56011	\$ 120,000						
City-wide Water Main Replacement	UTIL	71000	Water	71000-81100-56011	\$ 1,000,000						
West Tunnel Chlorine Generator	UTIL	71000	Water	71000-81100-56011	\$ 80,000						
West Tunnel Rehab	UTIL	71000	Water	71000-81100-56011	\$ 100,000						
Automated Meter Reading Infrastructure	UTIL	71000	Water	71000-81100-56011	\$ 757,000						
Replace fence at Maint/Spreading	UTIL	71000	Water	71000-81100-56010	\$ 50,000						
<b>Water Projects Subtotal</b>					\$ 2,307,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	

<b>TOTAL</b>	\$ 4,246,300	\$ 1,077,200	\$ 1,033,200	\$ 1,017,200	\$ -	\$ 2,375,000
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PURCHASE	DEPT.	FUND #	FUND NAME	ACCOUNT NUMBER	2019-20	2020-21	2021-22	2022-23	2023-24	Unfunded	NOTES
<b>IT</b>											
Computer replacement policy (20 annually) - MP	IT	60003	IT	60003-30000-56009	\$25,000	\$50,000	\$50,000				Four year rotation
Physical Server Infrastructure Replacement - MP	IT	60003	IT	60003-30000-56010	\$57,500	\$57,500					Domain, database, and core server infrastructure
Virtual Server Infrastructure Replacement - MP	IT	60003	IT			\$45,000					Virtual Server infrastructure for virtualization initiative
Network Refresh - MP	IT	60003	IT	60003-30000-56010	\$150,000						CH, PD, Library and Yard Core Network equipment replacement
Physical Network wiring - MP	IT	60003	IT	60003-30000-56010	\$15,000	\$15,000	\$15,000				Network wiring of all buildings, currently inadequate
Onsite Disaster Recovery Server	IT	60003	IT	--			\$25,000				Ability to run any application from the cloud
Point to Point Microwave link CH/PD to Library	IT	60003	IT	60003-30000-56010	\$20,000						High speed wireless link to library
VoIP Telephony/collab - MP	IT	60003	IT	60003-30000-56010	\$65,000						Telephone system replacement
Storage Area Network (SAN)	IT	60003	IT			\$115,000					City Wide storage solution
PD Server Infrastructure Replacement	IT	60003	IT								Five year rotation
Payroll Software	IT	60003	IT							\$50,000	Payroll Coding Solutions Review
Budgeting Software	IT	60003	IT			\$50,000					
Ruggedized laptops for police cars	IT	60003	IT			\$5,000	\$5,000		\$5,000		Estimated cost to replace two expired device(s)-five year life
<b>IT Department Total</b>					\$ 332,500	\$ 337,500	\$ 95,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000

Police Department	PD	Unfunded	Unfunded								Estimated cost to replace one expired device. UNFUNDED
Police Radios for Dispatch											\$15,000
<b>Police Department Total</b>											\$ 15,000

Public Works Department	PW	Unfunded	Unfunded								
Charging Station											
Garage and shop roofs	PW	60001	Unfunded	60001-83200-56010	\$60,000						Every 10 years
PW Radios for base and vehicles	PW	60000	Fleet	60000-83100-56006	\$30,000						
PD Mobile Radios-Dual Ban	PW	60000	Fleet	60000-83100-56006	\$9,500	\$9,500					Estimated cost to replace outdated, unit radio each year.
Patrol Vehicle	PW	60000	Fleet	60000-83100-56006	\$50,000	\$60,000					Annual rotation
In-car camera for patrol vehicle(s)	PW	60000	Fleet	60000-83100-56006	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000		Annual rotation
<b>Public Works Department Total</b>					\$ 156,500	\$ 76,500	\$ 76,500	\$ 7,000	\$ 7,000	\$ 7,000	\$ 100,000

TOTAL		\$489,000	\$414,000	\$171,500	\$12,000	\$12,000	\$12,000	\$7,000	\$7,000	\$165,000

# **City of Sierra Madre**

*Village of the Foothills*



## **Appendix**

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### A

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

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

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

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

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

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

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

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

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

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

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

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

### B

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

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

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

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

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

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

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

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

## C

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

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

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

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

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

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

Consumer Price Index (CPI)

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

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

## D

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

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

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

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

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

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

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

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

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

## E

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

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

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

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

## F

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

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

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

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

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

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

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

## G

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

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

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

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

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

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

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

## I

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

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

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

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

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

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



## J

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

## L

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

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

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

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

## M

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

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

## N

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

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

## O

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

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

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

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

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

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

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

## P

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

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

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

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

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

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

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

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

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

## R

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

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

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

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

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

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

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

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

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

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

## S

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

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

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

## T

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

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

## U

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

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

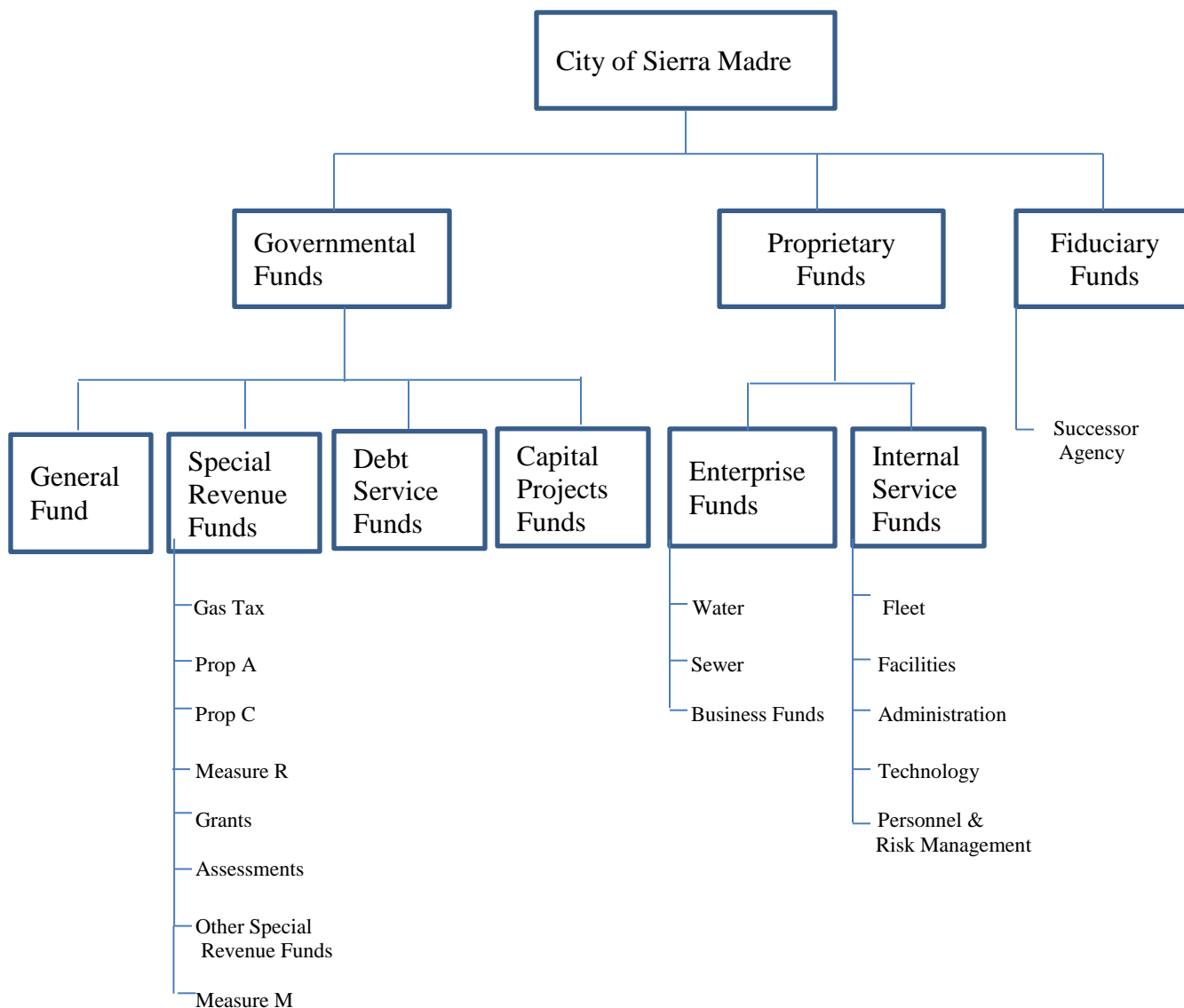
**Utility Users Tax (UUT):** A tax imposed on users for various utilities in the City including Telephone, Gas, Electric and Water/Sewer services.

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## FUND OVERVIEW

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



## FUND OVERVIEW

**Governmental Funds** - funds generally used to account for activities primarily supported by taxes, grants, and similar revenue sources. There are five different types of funds. Governmental Funds include the General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds.

**General Fund** - one of five governmental fund types that serves as the chief operating fund of a government. The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** - used to account for revenues derived from specific sources which are usually required by law or administrative regulation to be accounted for in a separate fund for specified purposes other than debt service or capital projects. Special Revenue funds of the City include:

- Gas Tax Fund - is used to account for state gasoline taxes received by the City. These funds may be used for street maintenance, right-of-way acquisition, and street construction.
- Prop A Fund - the City receives a portion of the ½ % sales tax approved for transportation related programs from the Metropolitan Transit Authority (MTA). The funds are restricted for local transportation projects that reduce congestion or improve public transportation systems. The City funds its “Round-About” fixed route shuttle bus and “Dial-a-Ride” programs from these revenues.
- Prop C Fund - the City receives a portion of the ½ % sales tax approved for transportation related programs and capital projects. The funds are restricted for local transportation programs and projects that reduce congestion or benefit mass transit systems.
- Measure R
- Grants Funds account for federal, state and local grants received by the City and the expenditure of those funds.
- Assessment Districts

**Debt Service Funds** - governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Capital Projects Funds** - established to account for resources used for the acquisition and construction of capital facilities by the City, except those financed by proprietary funds.

**Proprietary Funds** - funds used to account for activities that receive significant support from fees and charges and operate more like a business. There are two different types of proprietary funds: Enterprise funds and Internal Service funds.

**Enterprise Funds** - established to account for the operations and financing of self-supporting activities of a governmental unit that renders services on a user charge basis to the general public, similar to private business enterprises. Enterprise funds of the City include:

## FUND OVERVIEW

- Water used to account for the operation, maintenance, and capital facility financing of the City's water system. Its major revenue source is from user charges.
- Sewer is used to account for the operation, maintenance, and capital facility financing of the City's wastewater system. Its major revenue source is from user charges.
- Business Funds are used to account for special events, filming, Recreation Classes, Strike Team, and Aquatics operations.

**Internal Service Funds** - used to account for the financing of centralized services to different funds and City departments on a cost reimbursement basis (including replacement costs). Internal Service funds of the City include Fleet, Facilities Management, Administration, Technology, and Personnel & Risk Management.

**Fiduciary Funds** - used to report assets held in a trustee or agency capacity for others, which therefore cannot be used to support the government's own programs. The main Fiduciary fund of the City is the:

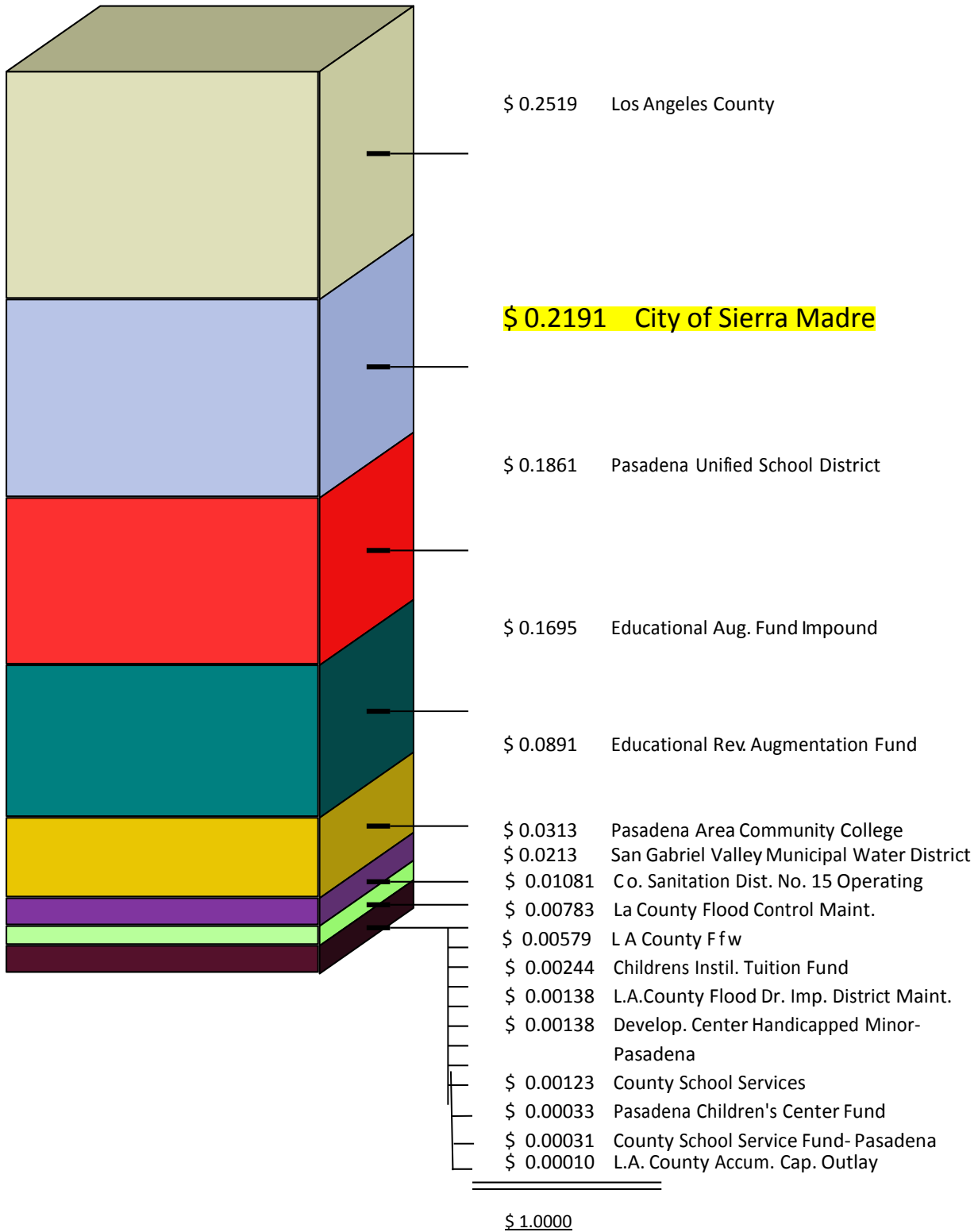
Successor Agency Fund - With the passage of AB1x26, the California Legislature dissolved all Redevelopment Agencies in California. The City of Sierra Madre assumed the role of Successor Agency to facilitate the dissolution of the non-housing funds and the debt service payments of Tax Increment bond service payments. This fund is a Private Purpose Trust Fund

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## PROPERTY TAX DOLLAR BREAKDOWN



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