



CITY OF SIERRA MADRE

ANNUAL BUDGET

FY 2017 - 2018



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City of Sierra Madre

Village of the Foothills

Adopted Budget



July 1, 2017 – June 30, 2018

City of Sierra Madre
Successor Agency
Sierra Madre Public Financing Authority

City Council and Elected Officials

<i>Rachelle Arizmendi</i>	<i>Mayor</i>
<i>Denise Delmar</i>	<i>Mayor Pro Tem</i>
<i>John Capoccia</i>	<i>Council Member</i>
<i>Gene Goss</i>	<i>Council Member</i>
<i>John Harabedian</i>	<i>Council Member</i>
<i>Melinda Carrillo</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>Marcie Medina</i>	<i>Assistant City Manager</i>
<i>Vincent Gonzalez</i>	<i>Planning & Community Preservation Director</i>
<i>Steve Heydorff</i>	<i>Fire Chief</i>
<i>Ryan Baker</i>	<i>Library & Community Services Director</i>
<i>Joe Ortiz</i>	<i>Police Chief</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 8, 2017

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

A budget of the past relies on how things have been done. It holds a status quo and does little to question. It fills ledgers with unfunded projects, defers maintenance, and dreams that a time will come again that is already long gone.

A budget of the present relies on study and faith. It discusses and contemplates. It knows the problems are there, but covers its bases, bandages its problems and keeps things moving for the year with marginal short-term gains. Ultimately it waits, hoping that Fortune will present herself.

A budget of the future relies on difficult action. It sets limited priorities, acknowledges that there are some things that we can't afford, and it lets go of them no matter how painful that may be. It looks at the hard road of debt obligations and decaying infrastructure and takes those first steps so that our children do not inherit the problem. It works within the reality of what we have, not with what we would like to have.

Over 8 weeks, twice a week, City Department Heads together went line-by-line through every number building a new budget focused on the future. We drilled each other on actual needs knowing the full scale of our City's problems. We supported each other with efficiencies instead of costs. We triaged priorities down to just three: a safe city, a reliable infrastructure, and an investment in community. We let go of projects and fights with the knowledge that we cannot afford more. We made cuts.

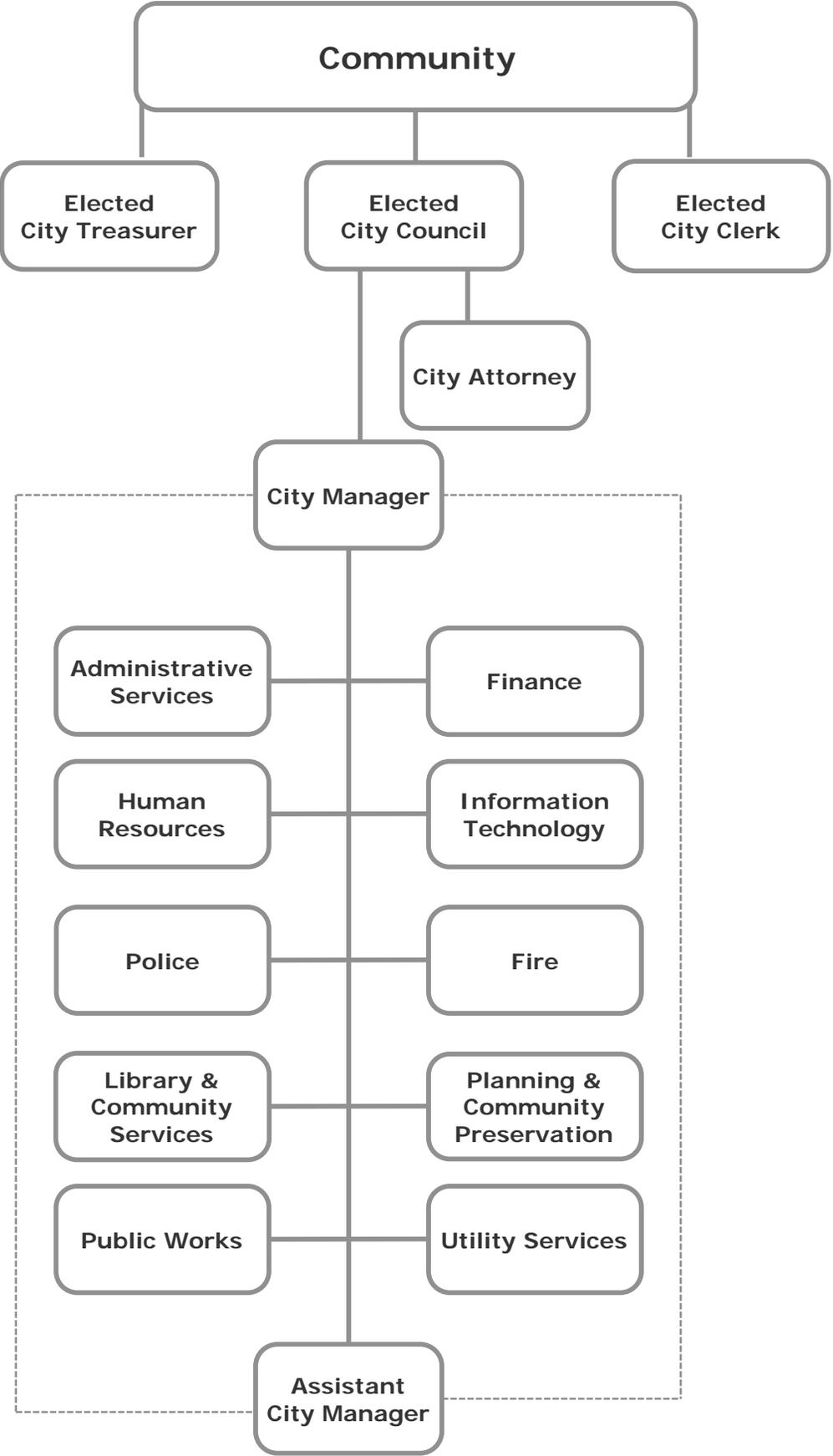
The budget before you takes on half a million dollars of previously unfunded increase needs, obligations to changing state laws, and pension debts without significantly adding to our overall expenditures. It takes steps toward the long-term sustainability of our water system. It begins to reorganize our departments into a more agile workforce and focuses on staff retention rather than paying for turn-over. It invests in equipment long overdue for replacement. It looks at solving problems creatively with what is available, not by asking voters to increase their taxes. And it is not complete...

This is just one step in a budget of the future. We will do this again next year, and the following, each year with painful decisions, but each year moving toward stability both near-term, and for a City of Sierra Madre that will outlive us all.

Respectfully,

Ryan Baker
Director of Library and Community Services

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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

General Information

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 Madrens 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

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

The City provides recreational programs at its six parks, an aquatics center, Community Recreation Center, Youth Activity Center and 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:

- 4th of July Parade and Festivities (July)
- Chamber of Commerce's Holiday Event (November)
- Chamber of Commerce's Wistaria Festival (March)
- Senior Excursions (all year)
- Friends of the Library Art Fair (May)
- Friends of the Library Wine and Cuisine Fund Raiser (February)
- Halloween Happenings (October)
- Huck Finn Campout and Fishing Derby (April)
- Mt. Wilson Trail Race (May)
- Rose Float Decorating (all year)
- Movies in the Park (June/July)
- Summer Concerts in the Park (June-August)
- Youth and Adult Sports Leagues (all ages; all year)

These events could not take place without the thousands of volunteer hours provided by local residents, schools, churches and civic organizations, including Chamber of Commerce, Civic Club, Kiwanis, Rotary, Rose Float Association, and Woman's Club. To learn more about volunteering in our community visit www.cityofsierramadre.com.

Education

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

Memorial Park

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



Milton & Harriet Goldberg Recreation Area

171 S. Sunnyside Ave.
Sierra Madre, California 91024

Bailey Canyon Wilderness Park

451 West Carter Avenue,
Sierra Madre, CA 91024



Mount Wilson Trail Park

189 East Mira Monte Avenue,
Sierra Madre, CA 91024

Lizzie's Trail Inn Museum

189 E. Mira Monte Ave
Sierra Madre, CA 91024

Sierra Vista Park

611 East 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 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 West 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

The Budget Process

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

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.

Capital Projects Funds do not have annual appropriated budgets. Instead, control over projects is maintained by means of a project-length capital improvement budget. This project-length budget authorizes total expenditures over the duration of a construction project, rather than year by year. Additionally, 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

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

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

FINANCIAL POLICIES & PROCEDURES

fiscal policy which sets the General Fund Undesignated Fund Balance Reserve at 50% of operating revenues.

Financial Structure and Operations

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

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

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

Measurement Focus and Basis of Accounting

The City of Sierra Madre's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Government Accounting Standards Board (GASB). Governmental (General, Special Revenue, Debt Service and Capital Projects) Fund Types 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.

FINANCIAL POLICIES & PROCEDURES

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 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

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. 17-27

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 2017-2018 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, 2017 and concluding on June 30, 2018 was submitted to the City Council and is on file at City Hall, Sierra Madre Public Library, and City website;

WHEREAS, on June 13, 2017, the City Manager did present the City's Fiscal Year 2017-2018 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, 2017 and concluding June 30, 2018.

SECTION 2. Appropriations for the City as described in the attached documents titled "City of Sierra Madre FY 2017-2018 Budget", are hereby adopted for the fiscal years commencing July 1, 2017 and concluding on June 30, 2018.

SECTION 3. , The City Manager and Director of Finance are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council on the 13th day of June 2017.

APPROVED AND ADOPTED, this 13th day of June 2017.

ORIGINAL SIGNED

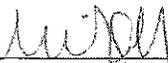


Rachelle Arizmendi, Mayor

I hereby certify that the foregoing Resolution Number 17-27 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13th day of June 2017, by the following vote.

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

NOES: None



Melinda Carrillo, City Clerk,
City of Sierra Madre, California

RESOLUTION NO. 17-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-2018 AT \$10,260,296 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, 2017 is \$9,898,134; and,

WHEREAS, the population factor provided by the State of California, Department of Finance is 0.997%; and,

WHEREAS, the inflationary factor provided by the State of California, Department of Finance is 1.0369%; 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 2017-2018 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 2017-2018 Appropriations Limit is calculated as shown on the document known as the "Gann Appropriations Limit Calculation" attached hereto as Exhibit "A", and,

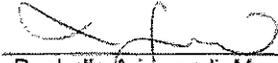
SECTION 2. The City of Sierra Madre does hereby adopt the per capita personal income element and the population change element of the calculation factor as those provided by the State Department of Finance; and,

SECTION 3. The appropriations limit for Fiscal Year 2017-2018 is hereby set at \$10,260,296 and

SECTION 4. The Fiscal Year 2017-2018 budgeted appropriations amount subject to the Limit is \$ 9,045,400; and,

SECTION 5. The City's budgeted appropriations for the year ending June 30, 2017 are in compliance with Article XII-B of the Constitution of the State of California, commonly known as the Gann Appropriations Limit.

RESOLUTION 17-28 APPROVED AND ADOPTED this 13th day of June 2017.



Rachelle Arizmendi, Mayor,
City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 17-28 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13th day of June 2017, by the following vote.

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

NOES: None

ABSTAIN: None



Melinda Carrillo, City Clerk,
City of Sierra Madre, California

CITY OF SIERRA MADRE
 GANN APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2017-2018

Appropriations Limit:	
Fiscal Year 2016-2017 Adopted Limit	\$ 9,898,134
Inflation Factor*	X 1.0369
Population Factor*	X 0.9997
Fiscal Year 2017-2018 Appropriation Limit	= \$ 10,260,295

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

Appropriations Subject to Limitation:	
Proceeds from Taxes	\$9,575,900
Exclusions	530,500
Appropriations Subject to Limitation	<u>\$9,045,400</u>
Amount Under Limit (A-B)	<u>1,214,896</u>

**RESOLUTION 17-29
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 2017-2018.**

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 14th 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, 2017; 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, 2017 through June 30, 2018 (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 13th day of June 2017.

ORIGINAL SIGNED



Rachelle Arizmendi, Mayor,
City of Sierra Madre, California

I hereby certify that the foregoing Resolution 17-29 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 13th day of June 2017 by the following vote:

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

NOES: None

ABSENT: None

ORIGINAL SIGNED



Melinda Carrillo, City Clerk,
City of Sierra Madre, California

RESOLUTION NO. 17-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING THE ORGANIZATIONAL STRUCTURE AND AMENDING THE
CLASSIFICATION PLAN AND SALARY MATRIX**

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

WHEREAS, The City has the opportunity to make improvements through reorganization without negatively impacting any current employees; and

WHEREAS, on May 9, 2017 the City Council approved the proposed organizational structure that includes reclassifying certain positions, creating two new full-time positions in the Finance Department and creating new Customer Service Representative position that provides support to the Water Department and Finance Department; and

WHEREAS, the proposed reorganization eliminates the two Deputy Director of Public Works positions, a full-time Associate Librarian, a part-time Analyst position from the Library, the Public Safety Director, two Community Service Officer's, and two Police Cadet positions.

WHEREAS, the proposed reorganization removes from the budget the Finance Director position, Assistant to the City Manager position, and the 500 hours for seasonal Recreation Leaders.

WHEREAS, the amended Classification Plan and Salary Matrix includes new and reclassified positions in conjunction with the organizational structure.

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. Reclassifying Deputy Director in the Water Division of Public Works to Utilities Director, two Water Pump Operators to Utilities Service Worker, the part-time Analyst in Library to a full-time Management Analyst, three CSO positions into one full-time position, one part-time event specialist to a full-time Recreation Coordinator, and combining two part-time positions into one full-time Administrative Aide for the Police Department.

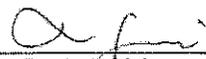
Section 2. The positions of Deputy Director of Public Works, one Associate Librarian, Public Safety Director, two Community Service Officer positions, and one Police Cadet is hereby eliminated.

Section 3 The addition of the Information Technology Manager and the Senior Accountant and changing the title of Senior Fiscal Services Manager to Finance Manager.

Section 4. The Finance Director, and the 500 hours for the seasonal Recreation Leaders be removed from the budget.

Section 5. That the Classification Plan and Salary Matrix be and the same are hereby attached hereto and made thereof.

PASSED, APPROVED AND ADOPTED this 9th day of May, 2017.



Mayor Rachelle Arizmendi
City of Sierra Madre, California

I hereby certify that the foregoing Resolution 17-21 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 9th day of May, 2017 by the following vote:

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

NOES: None

ABSENT: None



Melinda Carrillo, City Clerk
City of Sierra Madre, California

RESOLUTION NO. 17-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING THE POSITION RECLASSIFICATION THE ADDITION OF A NEW
SALARY RANGE AND AMENDING THE CLASSIFICATION PLAN AND SALARY
MATRIX**

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

WHEREAS, The City has the opportunity to make improvements through reorganization without negatively impacting any current employees; and

WHEREAS, on June 13, 2017 the City Council approved the proposed reclassification of the Administrative Assistant to the City Manager to Assistant City Clerk ; and

WHEREAS, the proposed addition of a new salary range in the Compensation Plan and Salary Matrix for the Fire Chief position.

WHEREAS, the amended Classification Plan and Salary Matrix includes the reclassified position and the addition of a new salary range.

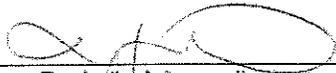
NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. Reclassifying the Assistant to the City Manager position to the Assistant City Clerk.

Section 2. Adding a new salary range in the Classification Plan and Salary Matrix for the Fire Chief position.

Section 3. That the Classification Plan and Salary Matrix be and the same are hereby attached hereto and made thereof.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2017.



Mayor Rachelle Arizmendi
City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 13th day of June, 2017 by the following vote:

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

NOES: None

ABSENT: None



Melinda Carrillo, City Clerk
City of Sierra Madre, California

PFA RESOLUTION NO. 70

A RESOLUTION OF THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SIERRA MADRE ADOPTING THE BUDGET FOR FISCAL YEAR 2017-2018 AND APPROPRIATING THE AMOUNTS BUDGETED

WHEREAS, a proposed biennial budget for the Public Financing Authority of Sierra Madre (Authority) for the fiscal years commencing July 1, 2017, and concluding on June 30, 2018 was submitted to the City Council acting as the Authority Board and is on file at City Hall; and

WHEREAS, On June 13, 2017, the Executive Director did present the Fiscal Year 2017-2018 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 13, 2017 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, 2017 and concluding June 30, 2018.

SECTION 2. Appropriations for the Agency as described in the attached documents titled "City of Sierra Madre FY 2017-2018 Budget", is hereby adopted for the fiscal years commencing July 1, 2017 and concluding June 30, 2018.

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 13th day of June 2017.

ORIGINAL SIGNED



Rachelle Arizmendi, Chairperson,
Public Financing Authority of the
City of Sierra Madre

I hereby certify that the foregoing PFA Resolution 70 was adopted at a regular meeting of the City Council and the Public Financing Authority of the City of Sierra Madre held on this 13th day of June 2017 by the following vote:

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

NOES: None

ABSENT: None

ORIGINAL SIGNED



Melinda Carrillo,
Secretary, Public Financing
Authority of the City of Sierra
Madre, California

City of Sierra Madre

Village of the Foothills



Authorized Positions

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AUTHORIZED POSITIONS

Department	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
<u>Citywide Totals</u>			
Full-Time Positions	61	63	70
Part-time Hours	54,165	59,463	48,673
TOTAL FTE	87.04	91.59	93.40
<u>Administrative Services</u>			
Full-Time Positions	9	9	12
Part-Time Hours	3,840	3,840	960
TOTAL FTE	10.85	10.85	12.46
<u>Community Services</u>			
Full-Time Positions	2	2	4
Part-Time Hours	3,885	3,429	1,009
TOTAL FTE	3.87	3.65	4.49
<u>Fire Department</u>			
Full-Time Positions	4	4	4
Part-Time Hours	28,200	30,144	31,104
TOTAL FTE	17.86	18.79	18.95
<u>Library Services</u>			
Full-Time Positions	4	4	5
Part-Time Hours	9,600	9,510	10,860
TOTAL FTE	8.62	8.57	10.22
<u>Planning & Community Preservation</u>			
Full-Time Positions	4	5	5
Part-Time Hours	960	960	960
TOTAL FTE	4.46	5.46	5.46
<u>Police Department</u>			
Full-Time Positions	20	20	22
Part-Time Hours	6,720	10,620	3,780
TOTAL FTE	22.93	24.81	23.82
<u>Public Works</u>			
Full-Time Positions	18	19	18
Part-Time Hours	960	960	-
TOTAL FTE	18.46	19.46	18.00

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City of Sierra Madre

Village of the Foothills



Budget Summaries

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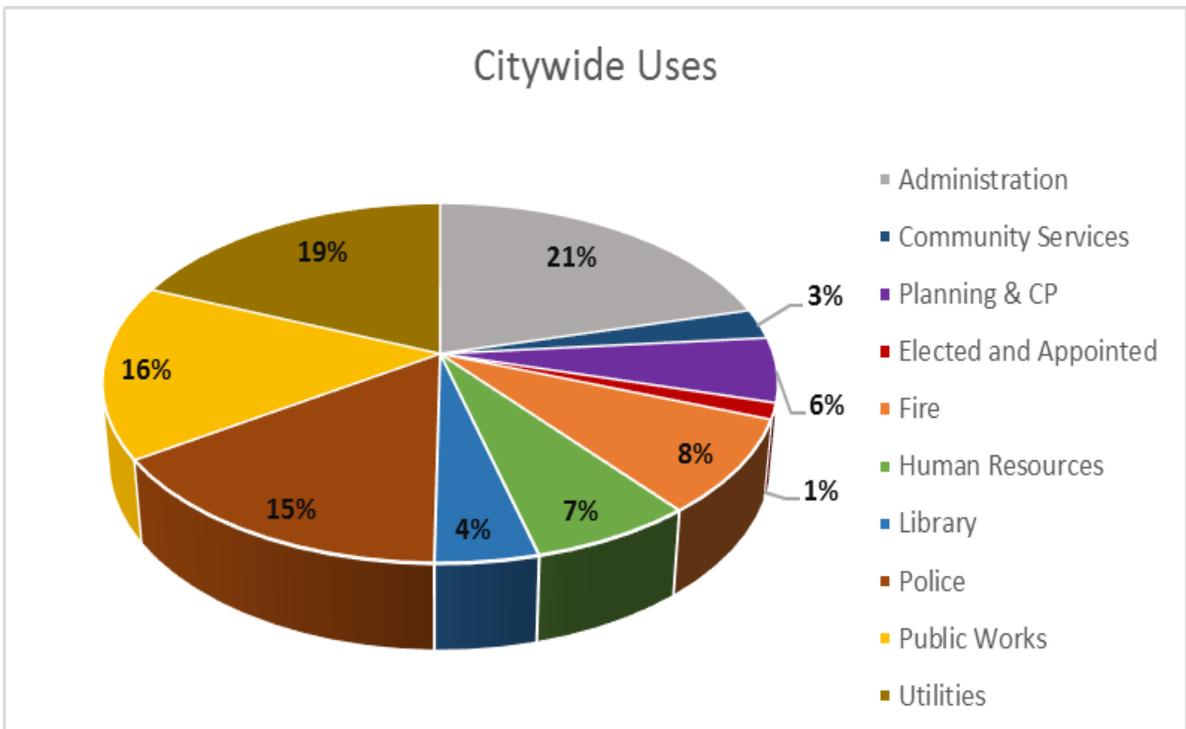
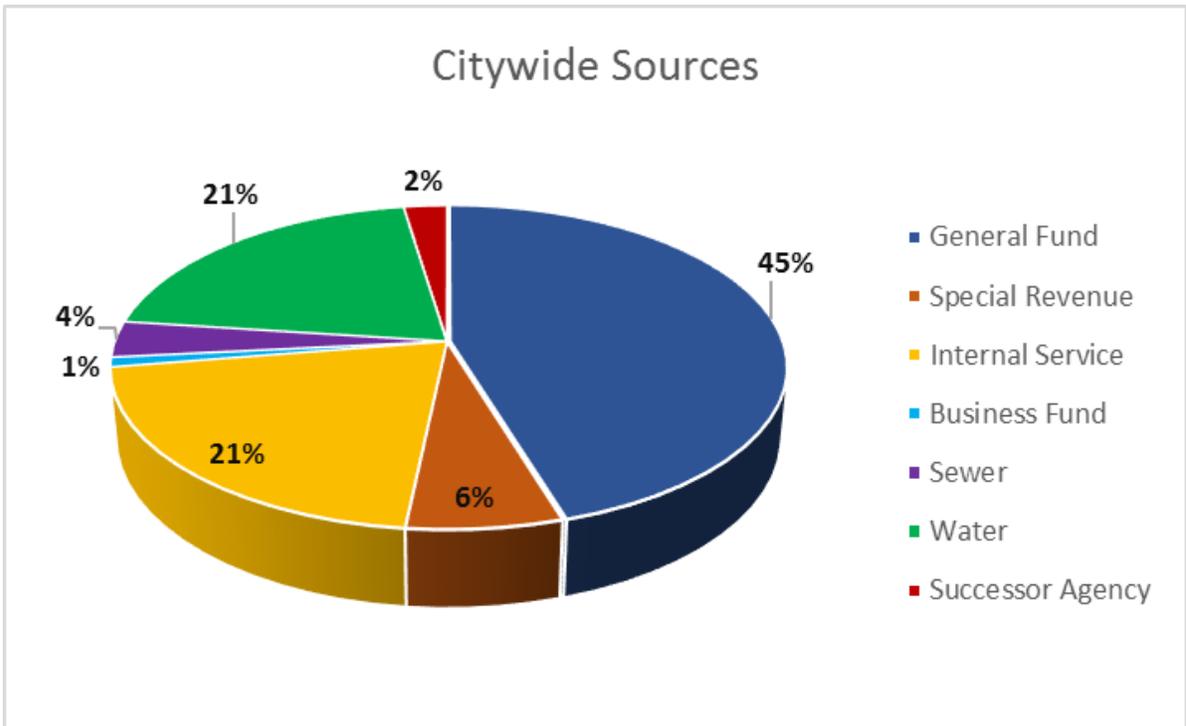


**ESTIMATED FUNDS AVAILABLE BY FUND
FY 2017-2018**

FUND	Estimated Funds Available 06/30/2017	Projected Revenues FY 2017-2018	Projected Expenditures FY 2017-2018	Projected Net Transfers In/(Out)	Estimated Funds Available 06/30/2018
GENERAL FUND	6,580,275	10,935,700	10,991,700	56,000	6,580,275
ASSESSMENTS	847,512	198,000	84,900	(21,500)	939,112
COPS FUND	-	100,000	62,000		38,000
ENVIRONMENT FUND	45,100	89,100	134,200		-
FRIENDS OF THE LIBRARY DONATIONS	-	155,000	155,000		-
GAS TAX	13,578	313,300	288,300		38,578
CAPITAL PROJECTS FUND	1,649,100	-	1,649,100		-
LIBRARY GIFT AND MEMORIAL FUND	139,866	-	66,700		73,166
MEASURE R	15,570	127,400	127,400		15,570
PROP A	209,494	209,300	187,300		231,494
PROP C	66,831	169,900	169,900		66,831
SENIOR DONATION FUND	157,249	21,600	20,600		158,249
OTHER SPECIAL REVENUE	248,981	172,900	10,000	(100,000)	311,881
INTERNAL SERVICES	2,756,400	5,020,400	4,531,300	(41,100)	3,204,400
BUSINESS FUND	278,142	233,500	264,300	30,000	277,342
SEWER	278,698	874,900	1,201,900	62,600	14,298
WATER	930,336	4,962,700	5,050,700	14,000	856,336
SUCCESSOR AGENCY	8,700	585,700	585,700		8,700
GRAND TOTAL	\$ 14,225,832	\$ 24,169,400	\$ 25,581,000	\$ -	\$ 12,814,232

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CITYWIDE SOURCES AND USES



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CITYWIDE REVENUES BY FUND

FUND	FY 2015-2016	FY 2016-2017	FY 2017-2018
	Actuals	Estimated	Adopted
GENERAL FUND	9,440,944	10,721,600	10,935,700
SPECIAL REVENUE FUNDS:			
ASSESSMENTS	198,137	182,300	198,000
COPS FUND	113,635	100,000	100,000
ENVIRONMENT FUND	92,944	77,000	89,100
FRIENDS OF THE LIBRARY DONATIONS	27,473	154,300	155,000
GAS TAX	245,582	234,800	313,300
LIBRARY GIFT AND MEMORIAL FUND	80,548	63,600	-
MEASURE R	125,240	126,900	127,400
PARAMEDIC	303,748	-	-
COMMUNITY DEVELOPMENT FUND	507,801	-	-
PROP A	205,145	209,000	209,300
PROP C	166,450	169,200	169,900
SENIOR DONATIONS FUND	29,283	21,600	21,600
OTHER SPECIAL REVENUES FUND	253,287	216,800	172,900
TOTAL SPECIAL REVENUE FUNDS	2,349,273	1,555,500	1,556,500
INTERNAL SERVICE FUNDS	4,424,910	4,561,500	5,020,400
ENTERPRISE FUNDS:			
BUSINESS FUND	269,379	233,000	233,500
SEWER	841,435	840,400	874,900
WATER	4,552,633	4,935,900	4,962,700
TOTAL ENTERPRISE FUNDS	5,663,447	6,009,300	6,071,100
SUCCESSOR AGENCY	529,257	496,900	585,700
GRAND TOTAL CITYWIDE REVENUES	22,407,831	23,344,800	24,169,400

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CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2015-2016	FY 2016-2017	FY 2017-2018
	Actuals	Estimated	Adopted
GENERAL FUND			
Property Taxes	\$ 5,220,602	\$ 5,524,600	\$ 5,779,000
AB1X 26 - RDA Residual	259,921	250,000	260,000
Utility User Taxes	2,104,697	2,645,000	2,610,000
Franchise Fees	364,020	364,000	360,000
Sales Taxes	341,052	275,000	280,000
Business Licenses	230,552	240,000	250,000
Charges for Services	328,155	691,000	678,300
Fines and Forfeitures	190,999	186,100	155,100
Licenses and Permits	168,079	499,800	501,800
Revenue from Other Agencies	3,688	500	-
Other Revenues	229,179	45,600	61,500
TOTAL GENERAL FUND	9,440,944	10,721,600	10,935,700
SPECIAL REVENUE FUNDS:			
ASSESSMENTS			
Interest	1,350	-	800
Property Taxes	196,787	182,300	197,200
TOTAL ASSESSMENTS	198,137	182,300	198,000
COPS FUND			
Revenue from Other Agencies	113,635	100,000	100,000
TOTAL COPS	113,635	100,000	100,000
ENVIRONMENT FUND			
Donations	1,918	-	-
Interest	80	-	100
Licenses and Permits	90,946	77,000	89,000
TOTAL ENVIRONMENT FUND	92,944	77,000	89,100
FRIENDS OF THE LIBRARY DONATIONS			
Donations	27,473	154,300	155,000
TOTAL FRIENDS OF THE LIBRARY DONATIONS	27,473	154,300	155,000
GAS TAX			
Interest	38	-	-
Revenue from Other Agencies	245,544	234,800	313,300
TOTAL GAS TAX	245,582	234,800	313,300
LIBRARY GIFT AND MEMORIAL FUND			
Donations	80,229	63,600	-
Interest	319	-	-
TOTAL LIBRARY GIFT AND MEMORIAL FUND	80,548	63,600	-

CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
MEASURE R			
Interest	588	-	-
Revenue from Other Agencies	124,652	126,900	127,400
TOTAL MEASURE R	125,240	126,900	127,400
PARAMEDIC			
Charges for Services	303,748	-	-
TOTAL PARAMEDIC	303,748	-	-
COMMUNITY DEVELOPMENT FUND			
Charges for Services	159,721	-	-
Licenses and Permits	348,080	-	-
TOTAL COMMUNITY DEVELOPMENT FUND	507,801	-	-
PROP A			
Charges for Services	4,454	5,000	4,500
Interest	442	-	-
Revenue from Other Agencies	200,249	204,000	204,800
TOTAL PROP A	205,145	209,000	209,300
PROP C			
Revenue from Other Agencies	166,450	169,200	169,900
TOTAL PROP C	166,450	169,200	169,900
SENIOR DONATIONS FUND			
Donations	28,972	21,600	21,600
Interest	311	-	-
TOTAL SENIOR DONATIONS FUND	29,283	21,600	21,600
OTHER SPECIAL REVENUES FUND			
Donations	37,930	-	-
Interest	4,152	-	-
Other Revenues	45,075	49,600	49,500
PSAF	110,434	100,000	100,000
Revenue from Other Agencies	55,696	67,200	23,400
TOTAL OTHER SPECIAL REVENUES FUND	253,287	216,800	172,900
TOTAL SPECIAL REVENUE FUNDS	2,349,273	1,555,500	1,556,500
INTERNAL SERVICE FUNDS			
Charges for Services	4,389,012	4,561,500	5,000,400
Interest	12,398	-	-
Licenses and Permits	23,500	-	20,000
TOTAL INTERNAL SERVICE FUNDS	4,424,910	4,561,500	5,020,400

CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
ENTERPRISE FUNDS:			
BUSINESS FUND			
Charges for Services	242,625	174,400	137,100
Donations	-	43,600	64,400
Interest	658	-	-
Licenses and Permits	26,096	15,000	32,000
	269,379	233,000	233,500
SEWER			
Charges for Services	837,264	840,100	871,500
Interest	2,869	-	3,000
Licenses and Permits	1,302	300	400
	841,435	840,400	874,900
WATER			
Charges for Services	4,473,159	4,845,700	4,934,700
Fines and Forfeitures	25,567	28,000	28,000
Interest	6,298	-	-
Other Revenues	-	-	-
Revenue from Other Agencies	47,609	62,200	-
	4,552,633	4,935,900	4,962,700
TOTAL ENTERPRISE FUNDS	5,663,447	6,009,300	6,071,100
SUCCESSOR AGENCY			
Interest	1,100	-	-
Property Taxes	528,157	496,900	585,700
	529,257	496,900	585,700
GRAND TOTAL CITYWIDE REVENUES	22,407,831	23,344,800	24,169,400

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CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
ADMINISTRATIVE SERVICES			
GENERAL FUND			
Personnel	333,524	309,900	317,800
Maintenance & Operations	1,165,341	1,799,200	1,900,400
TOTAL GENERAL FUND	1,498,865	2,109,100	2,218,200
SEWER FUND			
Personnel	79,083	73,300	72,400
Debt	9,645	12,000	6,500
TOTAL SEWER FUND	88,728	85,300	78,900
WATER FUND			
Personnel	142,644	118,300	115,000
Maintenance & Operations	19,254	20,000	62,100
Debt	417,072	399,900	376,000
TOTAL WATER FUND	578,970	538,200	553,100
SUCCESSOR AGENCY			
Personnel	27,376	25,300	24,500
Maintenance & Operations	15,559	11,400	16,300
Debt	74,704	392,500	390,700
TOTAL SUCCESSOR AGENCY	117,639	429,200	431,500
INTERNAL SERVICES FUND			
Personnel	423,298	543,100	982,600
Maintenance & Operations	515,692	892,400	604,600
Capital Outlay	48,403	120,400	118,400
Debt	2,662	3,500	3,500
TOTAL INTERNAL SERVICES FUND	990,055	1,559,400	1,709,100
TOTAL ADMINISTRATIVE SERVICES			
DEPARTMENT	3,274,257	4,721,200	4,990,800
COMMUNITY SERVICES			
GENERAL FUND			
Personnel	126,280	147,400	207,800
Maintenance & Operations	11,018	54,400	57,900
TOTAL GENERAL FUND	137,298	201,800	265,700
PROP A FUND			
Maintenance & Operations	146,896	-	149,900
TOTAL PROP A FUND	146,896	-	149,900
SENIOR DONATION FUND			
Maintenance & Operations	90,659	15,100	20,600
TOTAL SENIOR DONATION FUND	90,659	15,100	20,600

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	1,512	-	-
TOTAL OTHER SPECIAL REVENUE FUND	1,512	-	-
BUSINESS FUND			
Personnel	97,889	82,500	119,800
Maintenance & Operations	250,644	111,700	69,900
TOTAL BUSINESS FUND	348,533	194,200	189,700
WATER FUND			
Personnel	-	13,200	16,200
TOTAL BUSINESS FUND	-	13,200	16,200
TOTAL COMMUNITY SERVICES DEPARTMENT	724,898	424,300	642,100
ELECTED AND APPOINTED			
GENERAL FUND			
Personnel	45,374	47,900	56,700
Maintenance & Operations	334,998	175,700	259,600
TOTAL GENERAL FUND	380,372	223,600	316,300
INTERNAL SERVICES FUND			
Maintenance & Operations	24,861	25,000	25,500
TOTAL INTERNAL SERVICES FUND	24,861	25,000	25,500
TOTAL ELECTED AND APPOINTED DEPARTMENT	405,233	248,600	341,800
FIRE			
GENERAL FUND			
Personnel	760,382	1,239,500	1,286,200
Maintenance & Operations	275,806	627,000	635,700
Capital Outlay	-	22,000	17,500
Debt	91,046	92,000	91,100
TOTAL GENERAL FUND	1,127,234	1,980,500	2,030,500
PARAMEDIC FUND			
Personnel	563,269	-	-
Maintenance & Operations	298,339	-	-
TOTAL PARAMEDIC FUND	861,608	-	-
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	12,550	-	-
TOTAL OTHER SPECIAL REVENUE FUND	12,550	-	-
BUSINESS FUND			
Personnel	46,183	-	-
TOTAL BUSINESS FUND	46,183	-	-
TOTAL FIRE DEPARTMENT	2,047,575	1,980,500	2,030,500

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
HUMAN RESOURCES			
INTERNAL SERVICES FUND			
Personnel	465,583	359,400	213,300
Maintenance & Operations	1,389,900	1,421,100	1,397,600
TOTAL INTERNAL SERVICES FUND	1,855,483	1,780,500	1,610,900
TOTAL HUMAN RESOURCES DEPARTMENT	1,855,483	1,780,500	1,610,900
LIBRARY			
GENERAL FUND			
Personnel	589,079	603,100	687,600
Maintenance & Operations	144,443	123,200	109,700
Capital Outlay	4,657	14,000	-
TOTAL GENERAL FUND	738,179	740,300	797,300
FRIENDS OF THE LIBRARY DONATIONS			
Maintenance & Operations	26,494	54,300	55,000
Capital Outlay	-	100,000	100,000
TOTAL FRIENDS OF THE LIBRARY DONATIONS	26,494	154,300	155,000
LIBRARY GIFT AND MEMORIAL FUND			
Maintenance & Operations	32,144	49,600	52,700
Capital Outlay	-	14,000	14,000
TOTAL LIBRARY GIFT AND MEMORIAL FUND	32,144	63,600	66,700
TOTAL LIBRARY SERVICES DEPARTMENT	796,817	958,200	1,019,000
PLANNING AND COMMUNITY PRESERVATION			
GENERAL FUND			
Personnel	-	532,900	575,000
Maintenance & Operations	-	625,800	606,900
Capital Outlay	-	5,000	-
TOTAL GENERAL FUND	-	1,163,700	1,181,900
DEVELOPMENT SERVICES FUND			
Personnel	519,337	-	-
Maintenance & Operations	783,037	-	-
TOTAL DEVELOPMENT SERVICES FUND	1,302,374	-	-
LOW & MOD HOUSING SET ASIDE			
Maintenance & Operations	182,998	-	-
TOTAL LOW & MOD HOUSING SET ASIDE	182,998	-	-
INTERNAL SERVICES FUND			
Maintenance & Operations	12,034	-	-
TOTAL INTERNAL SERVICES FUND	12,034	-	-

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
SUCCESSOR AGENCY			
Personnel	61,292	59,000	-
Maintenance & Operations	-	-	154,200
TOTAL SUCCESSOR AGENCY	61,292	59,000	154,200
BUSINESS FUND			
Personnel	-	27,000	28,300
Maintenance & Operations	-	3,200	3,700
TOTAL BUSINESS FUND	-	30,200	32,000
WATER FUND			
Personnel	-	16,500	19,100
TOTAL WATER FUND	-	16,500	19,100
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT	1,558,698	1,269,400	1,387,200
POLICE			
GENERAL FUND			
Personnel	2,808,701	2,813,400	3,094,600
Maintenance & Operations	888,032	826,300	496,300
TOTAL GENERAL FUND	3,696,733	3,639,700	3,590,900
COPS FUND			
Personnel	55,213	74,600	62,000
Maintenance & Operations	40,362	25,400	-
TOTAL COPS FUND	95,575	100,000	62,000
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	22,632	3,000	-
TOTAL OTHER SPECIAL REVENUE FUND	22,632	3,000	-
BUSINESS FUND			
Personnel	16,709	-	42,600
TOTAL BUSINESS FUND	16,709	-	42,600
TOTAL POLICE DEPARTMENT	3,831,649	3,742,700	3,695,500
PUBLIC WORKS			
GENERAL FUND			
Personnel	234,200	290,500	181,100
Maintenance & Operations	258,703	338,200	393,800
Capital Outlay	-	178,500	16,000
TOTAL GENERAL FUND	492,903	807,200	590,900
ASSESSMENTS			
Maintenance & Operations	82,520	55,400	84,900
TOTAL ASSESSMENTS FUND	82,520	55,400	84,900

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
ENVIRONMENT FUND			
Personnel	49,200	46,200	35,000
Maintenance & Operations	66,502	120,100	99,200
TOTAL ENVIRONMENT FUND	115,702	166,300	134,200
GAS TAX FUND			
Personnel	18,499	-	106,300
Maintenance & Operations	222,305	226,000	155,000
Capital Outlay	-	-	27,000
TOTAL GAS TAX FUND	240,804	226,000	288,300
MEASURE R FUND			
Personnel	70,666	-	-
Maintenance & Operations	-	11,300	12,800
Capital Outlay	-	365,000	114,600
TOTAL MEASURE R FUND	70,666	376,300	127,400
PROP A FUND			
Personnel	9,954	10,200	10,800
Maintenance & Operations	-	168,300	26,600
TOTAL PROP A FUND	9,954	178,500	37,400
PROP C FUND			
Maintenance & Operations	-	30,700	20,500
Capital Outlay	-	290,000	149,400
TOTAL PROP C FUND	-	320,700	169,900
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	47,082	95,800	10,000
TOTAL OTHER SPECIAL REVENUE FUND	47,082	95,800	10,000
SEWER FUND			
Personnel	679,641	488,400	438,800
Maintenance & Operations	197,627	324,800	377,200
Capital Outlay	206,551	292,700	307,000
TOTAL SEWER FUND	1,083,819	1,105,900	1,123,000
WATER FUND			
Personnel	924,572	667,100	-
Maintenance & Operations	2,176,805	2,759,500	-
Capital Outlay	707,943	1,589,300	-
TOTAL WATER FUND	3,809,320	5,015,900	-

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
INTERNAL SERVICES FUND			
Personnel	310,948	287,500	284,700
Maintenance & Operations	643,007	570,100	583,100
Capital Outlay	163,962	499,600	318,000
TOTAL INTERNAL SERVICES FUND	1,117,917	1,357,200	1,185,800
TOTAL PUBLIC WORKS DEPARTMENT	7,070,687	9,705,200	3,751,800
UTILITIES			
WATER FUND			
Personnel	-	-	677,600
Maintenance & Operations	-	-	2,877,700
Capital Outlay	-	-	907,000
TOTAL WATER FUND	-	-	4,462,300
TOTAL UTILITIES DEPARTMENT	-	-	4,462,300
GRAND TOTAL CITYWIDE EXPENDITURES	21,565,297	24,830,600	23,931,900



CITYWIDE EXPENDITURES BY FUND AND CATEGORY

FUND	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	4,897,540	5,984,600	6,406,800
Maintenance & Operations	3,078,341	4,569,800	4,460,300
Debt	91,046	92,000	91,100
Capital Outlay	4,657	219,500	33,500
TOTAL GENERAL FUND	8,071,584	10,865,900	10,991,700
SPECIAL REVENUE FUNDS:			
ASSESSMENTS			
Maintenance & Operations	82,520	55,400	84,900
TOTAL ASSESSMENTS	82,520	55,400	84,900
COPS FUND			
Personnel	55,213	74,600	62,000
Maintenance & Operations	40,362	25,400	-
TOTAL COPS	95,575	100,000	62,000
ENVIRONMENT FUND			
Personnel	49,200	46,200	35,000
Maintenance & Operations	66,502	120,100	99,200
TOTAL ENVIRONMENT FUND	115,702	166,300	134,200
FRIENDS OF THE LIBRARY DONATIONS			
Maintenance & Operations	26,494	54,300	55,000
Capital Outlay	-	100,000	100,000
TOTAL FRIENDS OF THE LIBRARY DONATIONS	26,494	154,300	155,000
GAS TAX			
Personnel	18,499	-	106,300
Maintenance & Operations	222,305	226,000	155,000
Capital Outlay	-	-	27,000
TOTAL GAS TAX	240,804	226,000	288,300
LIBRARY GIFT AND MEMORIAL FUND			
Maintenance & Operations	32,144	49,600	52,700
Capital Outlay	-	14,000	14,000
TOTAL LIBRARY GIFT AND MEMORIAL FUND	32,144	63,600	66,700
MEASURE R			
Personnel	70,666	-	-
Maintenance & Operations	-	11,300	12,800
Capital Outlay	-	365,000	114,600
TOTAL MEASURE R	70,666	376,300	127,400

**CITYWIDE EXPENDITURES
BY FUND AND CATEGORY**

FUND	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
PARAMEDIC			
Personnel	563,269	-	-
Maintenance & Operations	298,339	-	-
TOTAL PARAMEDIC	861,608	-	-
DEVELOPMENT SERVICES FUND			
Personnel	519,337	-	-
Maintenance & Operations	783,037	-	-
TOTAL DEVELOPMENT SERVICES FUND	1,302,374	-	-
PROP A			
Personnel	9,954	10,200	10,800
Maintenance & Operations	146,896	168,300	176,500
TOTAL PROP A	156,850	178,500	187,300
PROP C			
Maintenance & Operations	-	30,700	20,500
Capital Outlay	-	290,000	149,400
TOTAL PROP C	-	320,700	169,900
SENIOR DONATION FUND			
Maintenance & Operations	90,659	15,100	20,600
TOTAL SENIOR DONATION FUND	90,659	15,100	20,600
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	83,776	98,800	10,000
TOTAL OTHER SPECIAL REVENUE FUND	83,776	98,800	10,000
TOTAL SPECIAL REVENUE FUNDS			
EXPENDITURES	3,159,172	1,755,000	1,306,300
INTERNAL SERVICES			
Personnel	1,199,829	1,190,000	1,480,600
Maintenance & Operations	2,585,494	2,908,600	2,610,800
Debt	2,662	3,500	3,500
Capital Outlay	212,365	620,000	436,400
TOTAL INTERNAL SERVICES	4,000,350	4,722,100	4,531,300
ENTERPRISE FUNDS:			
BUSINESS FUND			
Personnel	160,781	109,500	190,700
Maintenance & Operations	250,644	114,900	73,600
TOTAL BUSINESS FUND	411,425	224,400	264,300

**CITYWIDE EXPENDITURES
BY FUND AND CATEGORY**

FUND	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
SEWER			
Personnel	758,724	561,700	511,200
Maintenance & Operations	197,627	324,800	377,200
Debt	9,645	12,000	6,500
Capital Outlay	206,551	292,700	307,000
TOTAL SEWER	1,172,547	1,191,200	1,201,900
WATER			
Personnel	1,067,216	815,100	827,900
Maintenance & Operations	2,196,059	2,779,500	2,939,800
Debt	417,072	399,900	1,283,000
Capital Outlay	707,943	1,589,300	-
TOTAL WATER	4,388,290	5,583,800	5,050,700
TOTAL ENTERPRISE FUNDS EXPENDITURES	5,972,262	6,999,400	6,516,900
SUCCESSOR AGENCY			
Personnel	88,668	84,300	24,500
Maintenance & Operations	198,557	11,400	170,500
Debt	74,704	392,500	390,700
TOTAL SUCCESSOR AGENCY	361,929	488,200	585,700
GRAND TOTAL CITYWIDE EXPENDITURES	21,565,297	24,830,600	23,931,900

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General Fund Overview

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

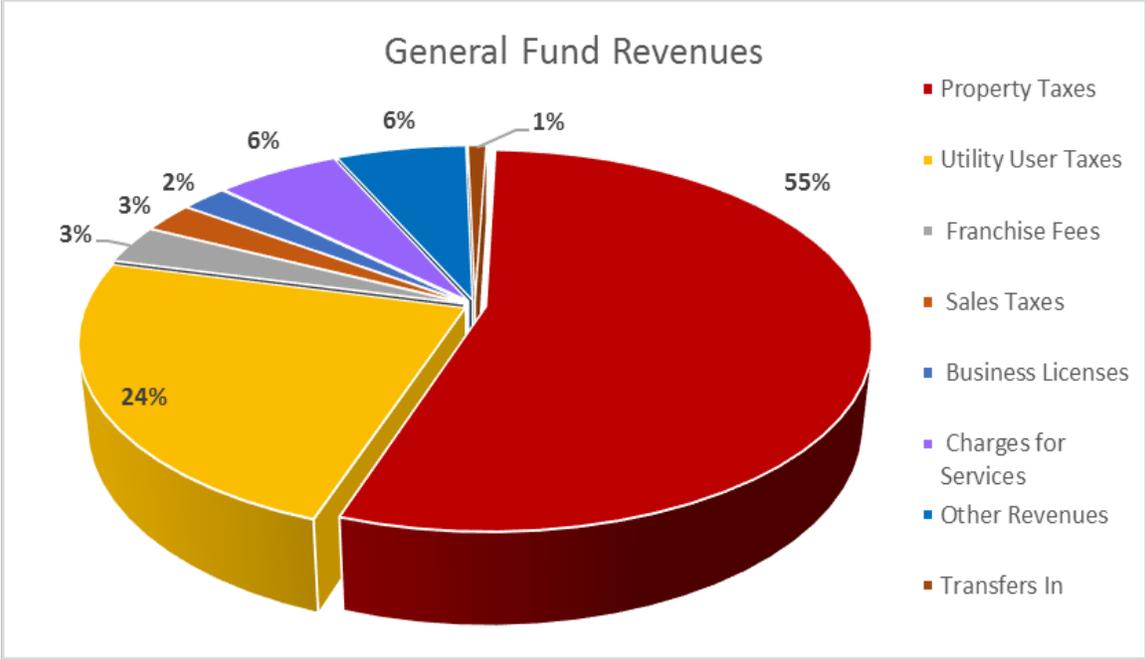
General Fund revenues are of particular interest as they fund basic City services. The City’s two major revenue sources are Property Taxes and Utility User Taxes, which make up 79 % of the General Fund Revenues. Overall, staff is estimating a 2% increase in General Fund revenues for Fiscal Year 2017-2018.

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. percent from last year’s estimated actual, 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 24 percent of the total General Fund revenue slightly down from 25 percent in FY 2017. The City currently collects Utility User Tax (UUT) on six utility services. On April 2016, the voters approved a new UUT initiative which resulted in a 10% Utility Users Tax rate effective July 1, 2016.

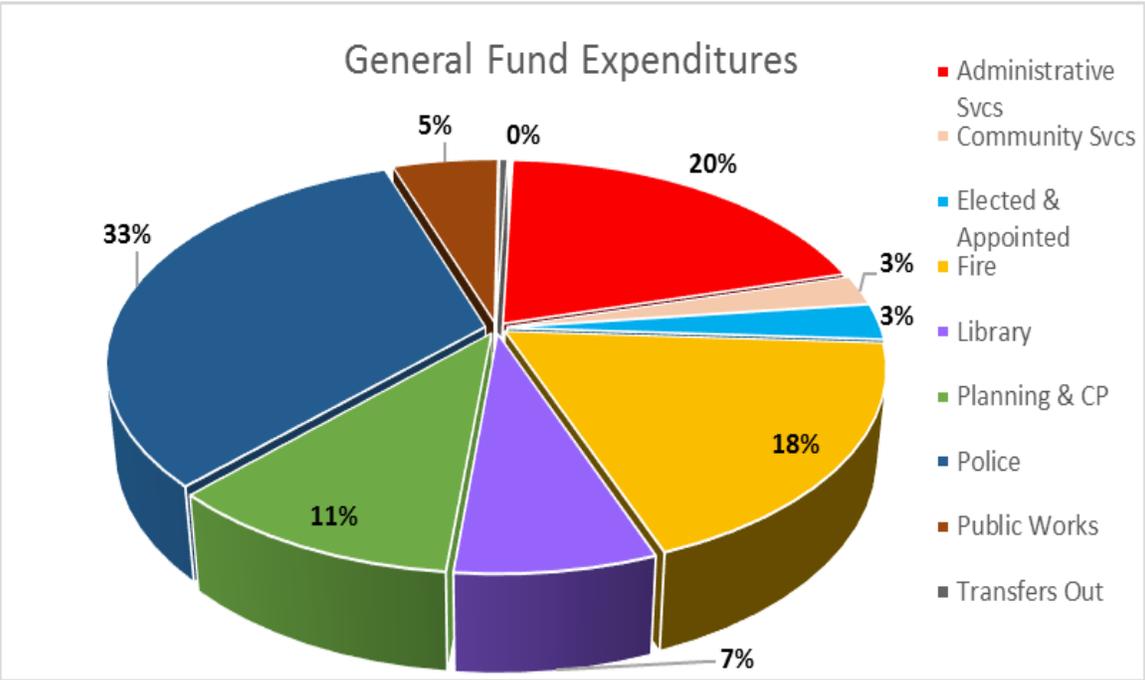
Other Revenues – are revenues, such as, Franchise Fees, Sales Taxes, Business Licenses, Fines & Forfeitures, Charges for Services make up the remainder 21 percent of the General Fund Revenues.

GENERAL FUND OVERVIEW



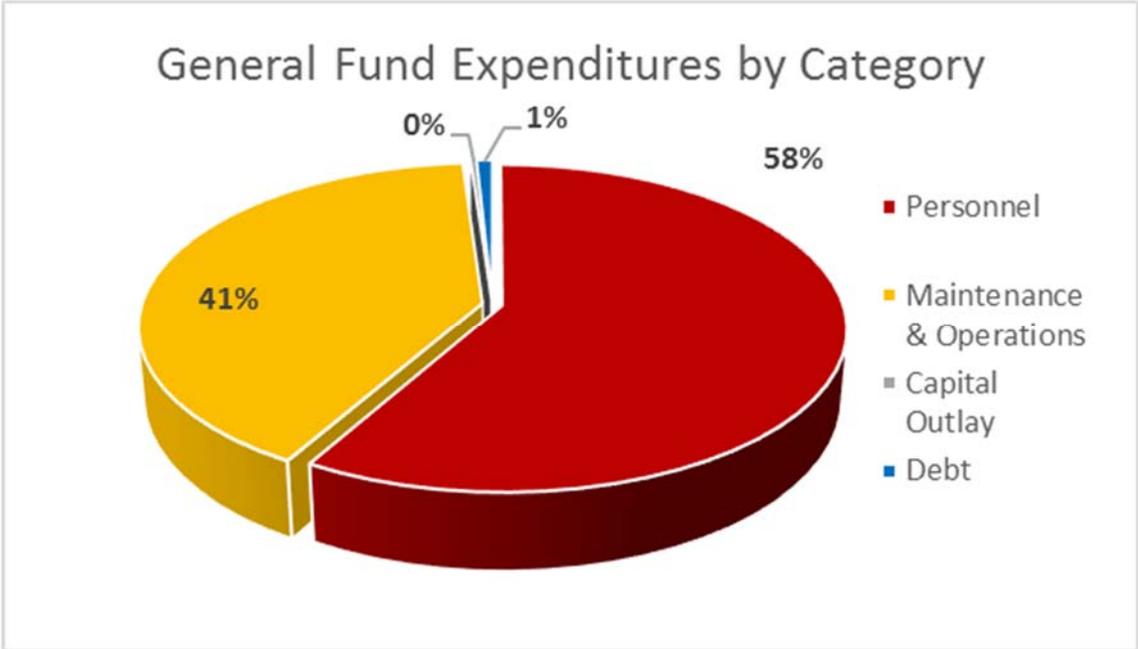
General Fund Expenditures

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 33% and Fire 18% of the General Fund.



GENERAL FUND OVERVIEW

Personnel costs make up 58% of the City's General Fund with most of the remaining costs consisting of Maintenance and Operations Expenditures. The personnel expenditure category % is projected to increase from 54% in FY 17 to 58% in FY 17. This is mainly due to cost of living adjustments per approved Memorandum of Understandings for the Police Officers Association and the California Employee's Association.



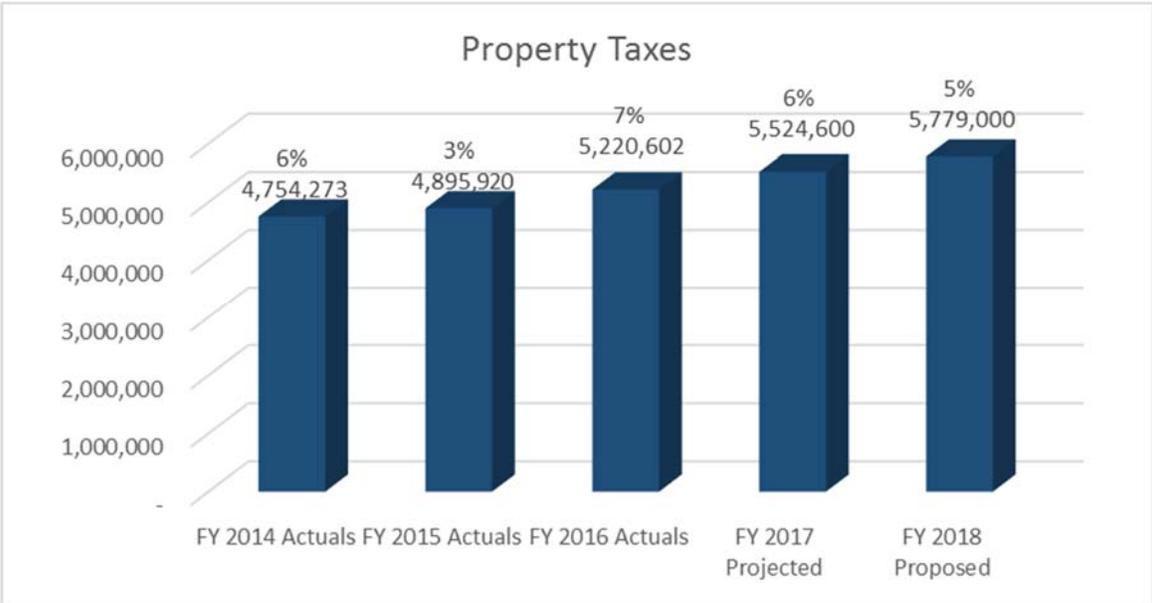
The General Fund projected Sources and Uses reflects a balanced budget. This is despite increasing costs of about \$500 thousand for POA & CEA MOU increases, PERS unfunded accrued liability (UAL), minimum wage increases, and prevailing wage on public works projects.

GENERAL FUND OVERVIEW

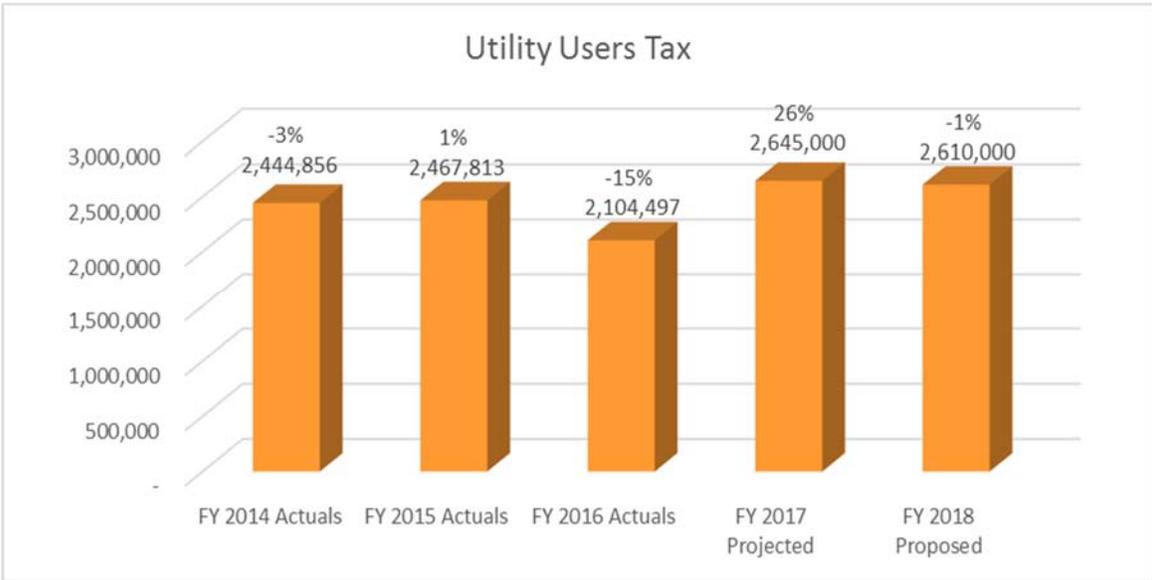
**CITY OF SIERRA MADRE FISCAL YEAR 2017-2018 BUDGET
GENERAL FUND**

GENERAL FUND	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
REVENUES			
Property Taxes	\$ 5,220,602	\$ 5,524,600	\$ 5,779,000
AB1X 26 - RDA Residual	259,921	250,000	260,000
Utility User Taxes	2,104,697	2,645,000	2,610,000
Franchise Fees	364,021	364,000	360,000
Sales Taxes	341,052	275,000	280,000
Business Licenses	230,552	240,000	250,000
Charges for Services	328,155	691,000	678,300
Fines and Forfeitures	190,999	186,100	155,100
Licenses and Permits	168,079	499,800	501,800
Other Revenues	232,866	46,100	61,500
TOTAL REVENUES	9,440,944	10,721,600	10,935,700
TRANSFERS IN	110,434	100,000	100,000
EXPENDITURES			
Administrative Services	1,498,863	2,109,100	2,218,200
Community Services	137,298	201,800	265,700
Elected and Appointed	380,373	223,600	316,300
Fire	1,127,234	1,980,500	2,030,500
Library	738,179	740,300	797,300
Planning & Community Preservation	-	1,163,700	1,181,900
Police	3,696,734	3,639,700	3,590,900
Public Works	492,903	807,200	590,900
TOTAL EXPENDITURES	8,071,584	10,865,900	10,991,700
TRANSFERS OUT	1,418,487	33,900	44,000
CHANGE IN FUND BALANCE BEFORE CIP	61,307	(78,200)	-
TRANSFERS OUT TO CIP	857,500	-	-
NET CHANGE IN FUND BALANCE	(796,193)	(78,200)	-

General Fund Trends



Property Taxes have increased steadily from year to year by 3% 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.

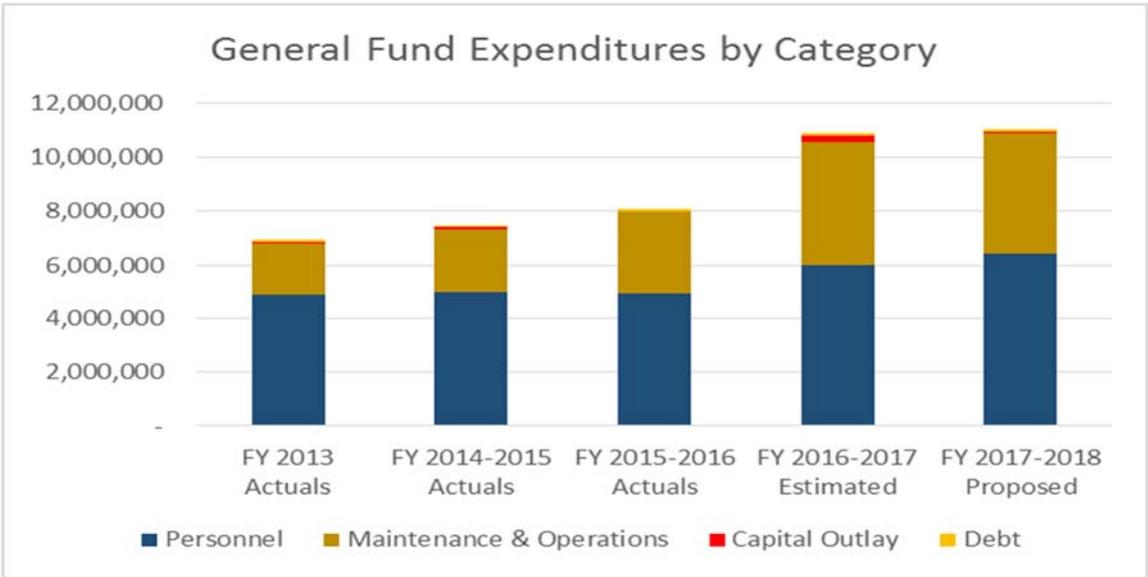


Although the Utility User Tax rate did not change between FY 2013 and FY 2015, the revenues from this source have fluctuated. This is mainly due to the fluctuation of the base of the tax. For FY 2016, there was a decrease of UUT revenues of 15%, this is due to the decrease of the Tax Rate by 2%. In FY 2017, the UUT revenues increased due to the voter approved increase of the UUT Tax Rate back to 10%.

GENERAL FUND OVERVIEW

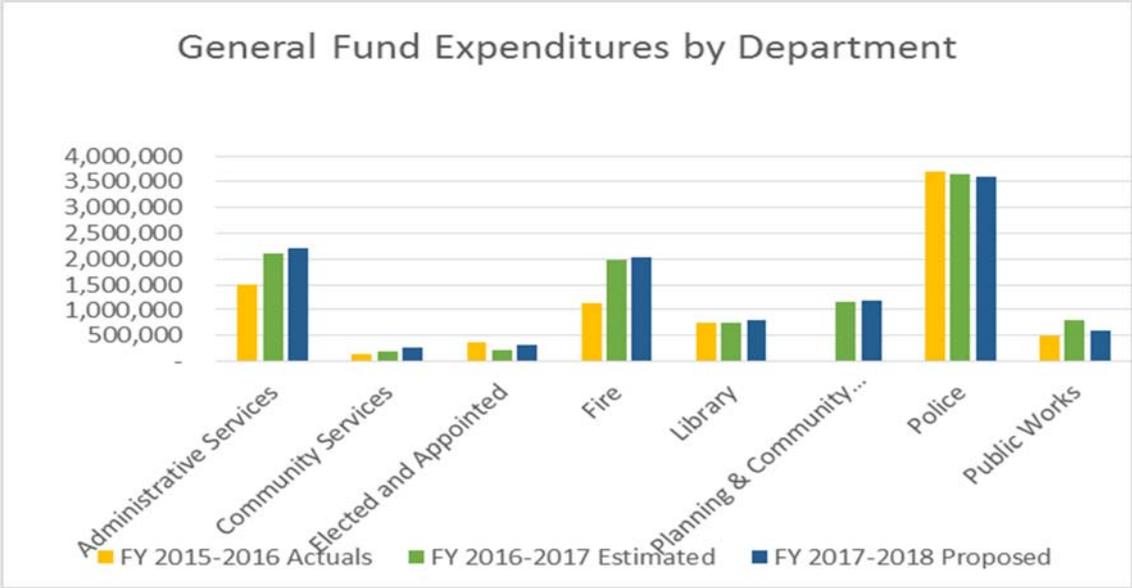
General Fund Trends (Cont.)

The City has continually worked on containing costs across the board. The increase in personnel expenditures are mainly due to rising costs of insurance and pension rates, with some of the fluctuations attributed to salary savings from vacant positions over the years. For FY 2017-2018 the projected budget includes increases per the Police and CEA Association Memorandum of Understanding (MOU's). Increases in expenditures in FY2017 was mainly due to the collapsing of the Paramedic, Recreation and Community Development Fund operations to the General Fund. This activities were tracked in separate funds with a Transfer Out from the General Fund. Also, in FY 2017, M&O expenditures increased as a result of a shift of expenditures from Personnel to Maintenance & Operations which is due to the adjustment of the Workers' Compensation Rate and the change of the allocation methodology for all internal services.

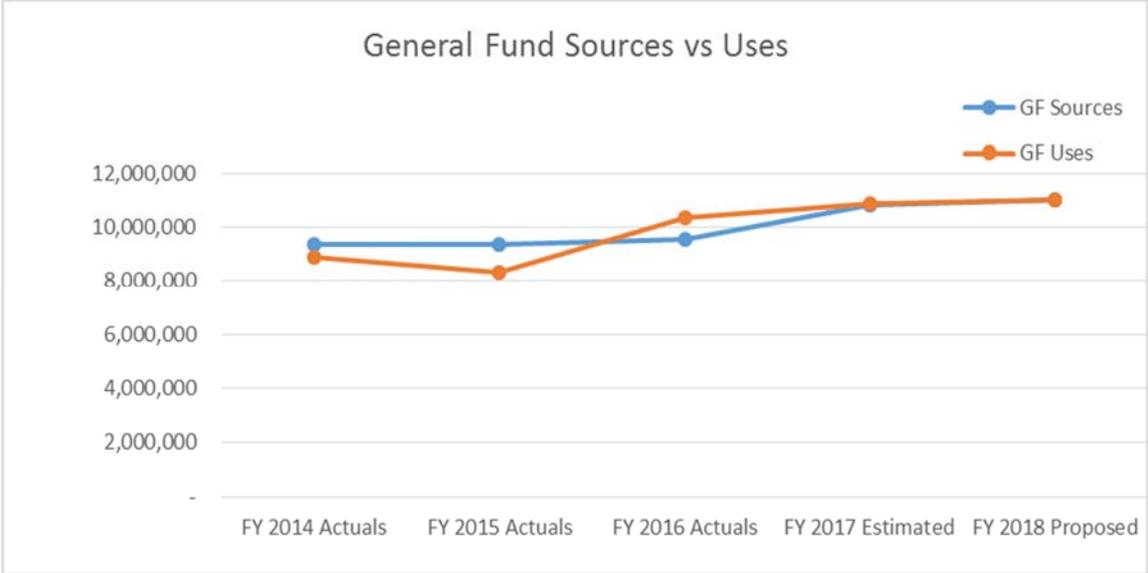


The shift of expenditures in FY17 was due to the change in allocations, mainly the WC allocation. The change in allocations also resulted in in a shift of expenditures from other General Fund departments to the Administrative Services Department which absorbs most allocations to the General Fund.

GENERAL FUND OVERVIEW



In FY 2016, General Fund revenues decreased mainly due to the reduction in the Utility User Tax from 10% to 8% per the UUT sunset clause. The rising costs of operations mainly due to CIP activity and Sheriff’s contract created a shortfall of about \$796 thousand for the FYE 2016. For FY 2017 revenues are projected to increase by about 8%, with expenditures increasing by about 1.4%. The budget for FY 2017-2018 is projected to be balanced in spite of about \$500 thousand of increased costs due to MOU increases, PERS AUL, minimum wage increases, and increased costs of public works project due to prevailing wage requirements. The increases were mainly off-set by salary savings due to reorganization of various City departments and a zero based budget approach to the budgeting process.



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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/she 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, and one part-time employee.

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

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.

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 2016-2017

- Fully staffed Sierra Madre Police Department.
- Kersting Court Renovation Project.
- Improved community communication with social media, Nixle, E-Newsletter Village View.
- Audits completed on time without significant findings.
- Negotiated Field Use Memorandum of Understanding with local youth sports organizations.
- Zero based budget process and reorganization resulted in reduction of budget expenditures by \$1 million.
- Conducted community outreach sessions related to conservation and water

ADMINISTRATIVE SERVICES DEPARTMENT

Objectives from FY 2016-2017 not completed/continued to FY 2017-2018

- Continued education on water conservation.
- Improve water infrastructure.
- Creating Accounting Procedure and Policy Manuals.
- Online business license renewals, online yard sale permits and utility billing enhancements.

Department Goals FY 2017-2018

- Continue to evaluate service levels and associated costs and to strategize the balance of internal and external sources to maximize the funding.
- Continue to identify appropriate, diversified revenues to maintain City's financial health in all service levels.
- Continue to seek local, state and Federal grants to increase financial assistance in maintaining, repairing and replacement of infrastructure.
- Develop five, ten, and twenty year, all inclusive, Capital Improvement Plan (CIP) that includes City policy for evaluating and prioritizing CIP projects and purchases.
- Encourage increased and innovative uses of technology to become more efficient and effective.
- Explore long-term financial sustainability measure.

Performance Measures

Performance Measures	Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018
Utility Bills Processed	22,428	22,801	23,000
Cash Register Transactions	23,628	23,966	24,200
Checks Issued	2,473	2,577	2,600

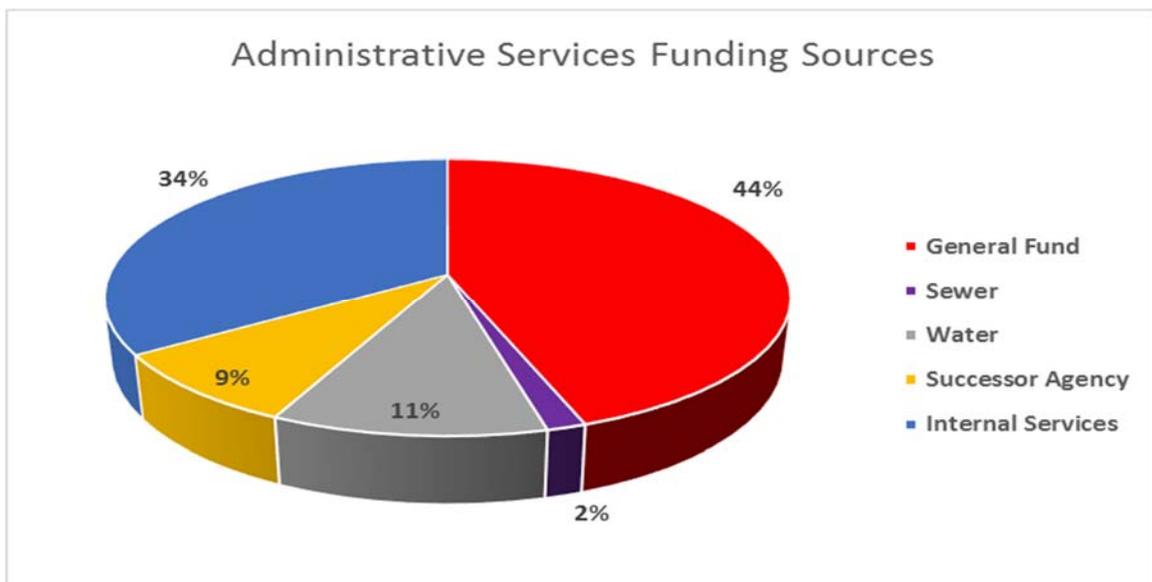
Operational Highlights FY 2017-2018

- Improved service and funding in Community Services and Library.
- Leadership model for government efficiencies.

EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
ADMINISTRATIVE SERVICES			
Personnel	1,005,925	1,069,900	1,512,300
Maintenance & Operations	1,715,846	2,723,000	2,583,400
Capital Outlay	48,403	120,400	118,400
Debt	504,083	807,900	776,700
TOTAL ADMINISTRATIVE SERVICES DEPARTMENT	3,274,257	4,721,200	4,990,800

ADMINISTRATIVE SERVICES DEPARTMENT

FUND TYPE	FY 2015-2016	FY 2016-2017	FY 2017-2018
	Actuals	Estimated	Adopted
GENERAL FUND			
Personnel	333,524	309,900	317,800
Maintenance & Operations	1,165,341	1,799,200	1,900,400
TOTAL GENERAL FUND	1,498,865	2,109,100	2,218,200
SEWER FUND			
Personnel	79,083	73,300	72,400
Debt	9,645	12,000	6,500
TOTAL SEWER FUND	88,728	85,300	78,900
WATER FUND			
Personnel	142,644	118,300	115,000
Maintenance & Operations	19,254	20,000	62,100
Debt	417,072	399,900	376,000
TOTAL WATER FUND	578,970	538,200	553,100
SUCCESSOR AGENCY			
Personnel	27,376	25,300	24,500
Maintenance & Operations	15,559	11,400	16,300
Debt	74,704	392,500	390,700
TOTAL SUCCESSOR AGENCY	117,639	429,200	431,500
INTERNAL SERVICES FUND			
Personnel	423,298	543,100	982,600
Maintenance & Operations	515,692	892,400	604,600
Capital Outlay	48,403	120,400	118,400
Debt	2,662	3,500	3,500
TOTAL INTERNAL SERVICES FUND	990,055	1,559,400	1,709,100
TOTAL ADMINISTRATIVE SERVICES DEPARTMENT	3,274,257	4,721,200	4,990,800



City of Sierra Madre

Village of the Foothills



Library & Community Services Department

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Department Overview

The Library and Community Services Department provides opportunities to the community for recreation, personal growth, cultural & physical enrichment, and lifelong learning. The department operates under the direction of the Director of Library and Community Services.

The Library consists of four full-time and twelve regular part-time employees providing open library hours to the public Monday through Saturday. The Library provides access to current book and media materials through physical and electronic collections. The Library also produces programs focusing on reading, literacy and cultural growth, as well as maintaining the City's historical archives.

Community Services staff consists of two full-time employees and three regular part-time employees providing community events, senior programming, and use oversight of the City's six parks, two ball fields, and Senior Center. Community Services also oversees the lease agreements with Waterworks for aquatics programming, the lease agreement with the YMCA for recreation classes, and serves as a partner with the City's four youth sports leagues.

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
- Community Services Commission
 - Special Events committees
 - Waterworks Advisory Board
- Senior Community Commission

Library Mission Statement

The Sierra Madre Public Library is the heart and soul of our vital, engaged and inclusive community. The Library provides opportunities for diverse citizens of all ages to come together and participate in learning experiences that enable them to become more well-rounded and compassionate people. The enriched environment of the Library nurtures creative and intellectual curiosity, and provides one of the city's best places to socialize and bond with peers. The Library is an indispensable community resource, promoting literacy skills that enhance life in the 21st century.

Our expert staff and volunteers guide patrons to get the most out of the Library. We believe that the courage, expertise and persistence of a few individuals can alter the lives of many, and that the library is the place for these individuals to find the tools they need for leadership.

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 2016-2017

- Completed the Library Facility Master Plan
- Developed department reorganization plan to reduce workload redundancies
- Completed running broadband connection fiber cabling into the Library building
- Increased programming in the Library and the Senior Center
- Introduced cross-programming and shared advertising between departments
- Introduced resource sharing opportunities and cross-programming between Library and Community Services.
- Begin implementation of the Senior Master Plan.
- Reanalyzed costs and fee structures for City facility rentals and Library services
- Negotiated a field use agreement between community sports organizations.

Objectives from FY2016-2017 not complete / continued to FY 2017-2018

- Activate CENIC/CalRen broadband connection to Library
- Analyze costs per use for database subscriptions
- Expand library collections to include non-traditional formats
- Begin update of the Youth Master Plan
- Begin Middle School Field grant project and field updates.

Department Goals FY 2017-2018

- Develop plans and logistics for future Library/Cultural Center facilities
- Implement new facility and Library fee schedules
- Replace Library computers
- Initiate improvements to Kersting Court
- Complete improvements to the Duty Man property
- Pursue new grant opportunities provided by Measure A funding
- Pursue staff training opportunities

LIBRARY & COMMUNITY SERVICES DEPARTMENT

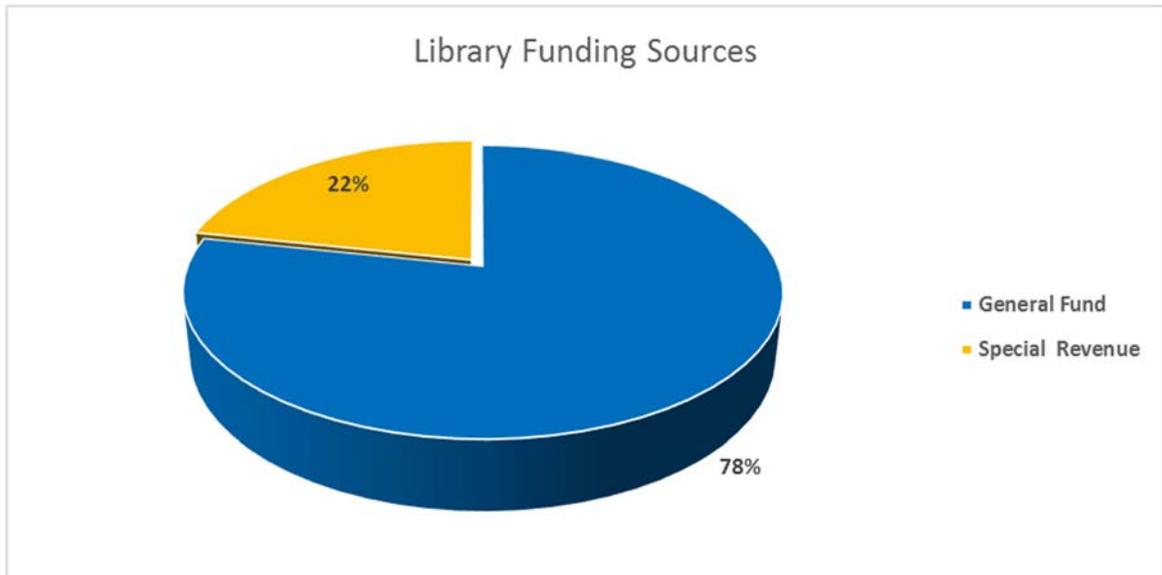
Performance Measures

Performance Measures	Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018
Library Materials Circulation	94,283	96,500	98,000
Library Programs Presented	296	370	370
Library Program Attendance	7,833	12,000	12,000
Teen Volunteers	58	65	70
Adult Volunteers	29	22	25
Senior Class Programs Attendance	1552	1700	2000
Senior Lunches Served	3266	3200	3200
Park Programs Presented	36	36	36
Park Programs Attendance	5200 (est)	5200	5200
Special events – Senior	Older American Reception Community Yard Sale		
Special events – Community Services	Mt. Wilson Trail Race 4 th of July Events Huck Finn Events Halloween Happenings		
Special events -- Library	One Book One City Library Open House Bookmark Contest		

EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
LIBRARY SERVICES			
Personnel	589,079	603,100	687,600
Maintenance & Operations	203,081	227,100	217,400
Capital Outlay	4,657	128,000	114,000
TOTAL LIBRARY SERVICES DEPARTMENT	796,817	958,200	1,019,000

LIBRARY & COMMUNITY SERVICES DEPARTMENT

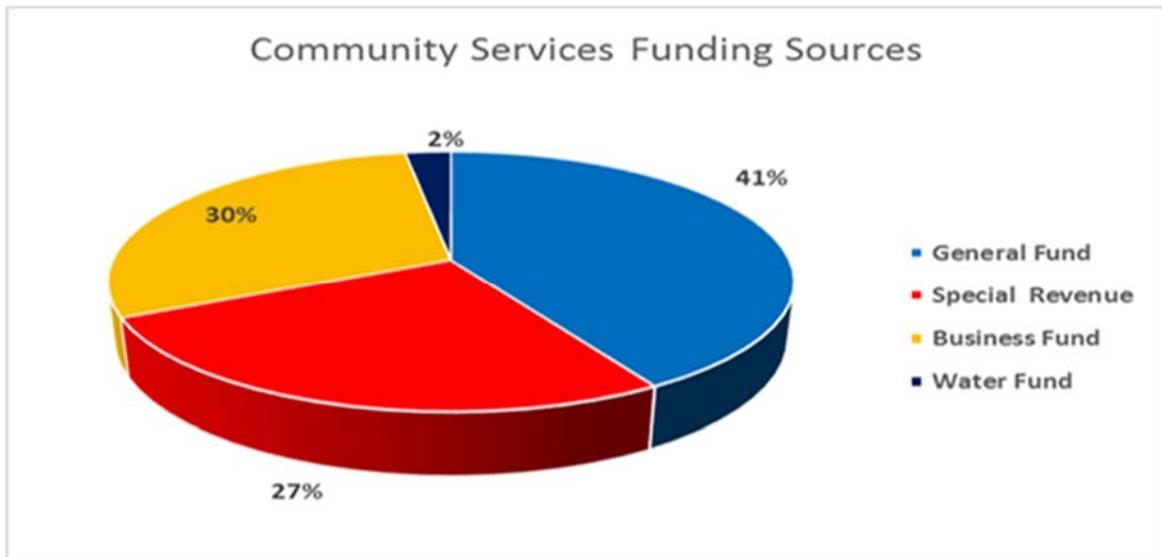
FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	589,079	603,100	687,600
Maintenance & Operations	144,443	123,200	109,700
Capital Outlay	4,657	14,000	-
TOTAL GENERAL FUND	738,179	740,300	797,300
FRIENDS OF THE LIBRARY DONATIONS			
Maintenance & Operations	26,494	54,300	55,000
Capital Outlay	-	100,000	100,000
TOTAL FRIENDS OF THE LIBRARY DONATIONS	26,494	154,300	155,000
LIBRARY GIFT AND MEMORIAL FUND			
Maintenance & Operations	32,144	49,600	52,700
Capital Outlay	-	14,000	14,000
TOTAL LIBRARY GIFT AND MEMORIAL FUND	32,144	63,600	66,700
TOTAL LIBRARY SERVICES DEPARTMENT	796,817	958,200	1,019,000



EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
COMMUNITY SERVICES			
Personnel	224,169	243,100	343,800
Maintenance & Operations	500,729	181,200	298,300
Capital Outlay	-	-	-
TOTAL COMMUNITY SERVICES DEPARTMENT	724,898	424,300	642,100

LIBRARY & COMMUNITY SERVICES DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	126,280	147,400	207,800
Maintenance & Operations	11,018	54,400	57,900
TOTAL GENERAL FUND	137,298	201,800	265,700
PROP A FUND			
Maintenance & Operations	146,896	-	149,900
TOTAL PROP A FUND	146,896	-	149,900
SENIOR DONATION FUND			
Maintenance & Operations	90,659	15,100	20,600
TOTAL SENIOR DONATION FUND	90,659	15,100	20,600
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	1,512	-	-
TOTAL OTHER SPECIAL REVENUE FUND	1,512	-	-
BUSINESS FUND			
Personnel	97,889	82,500	119,800
Maintenance & Operations	250,644	111,700	69,900
TOTAL BUSINESS FUND	348,533	194,200	189,700
WATER FUND			
Personnel	-	13,200	16,200
TOTAL BUSINESS FUND	-	13,200	16,200
TOTAL COMMUNITY SERVICES DEPARTMENT	724,898	424,300	642,100



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City of Sierra Madre, California

Village of the Foothills



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 three seats eligible in 2018. 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.

City Elections are budgeted in the City Clerk's department. The FY 2017-2018 budget will include the scheduled elections of three City Council seats.

ELECTED AND APPOINTED DEPARTMENT

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.

Appointed Officials

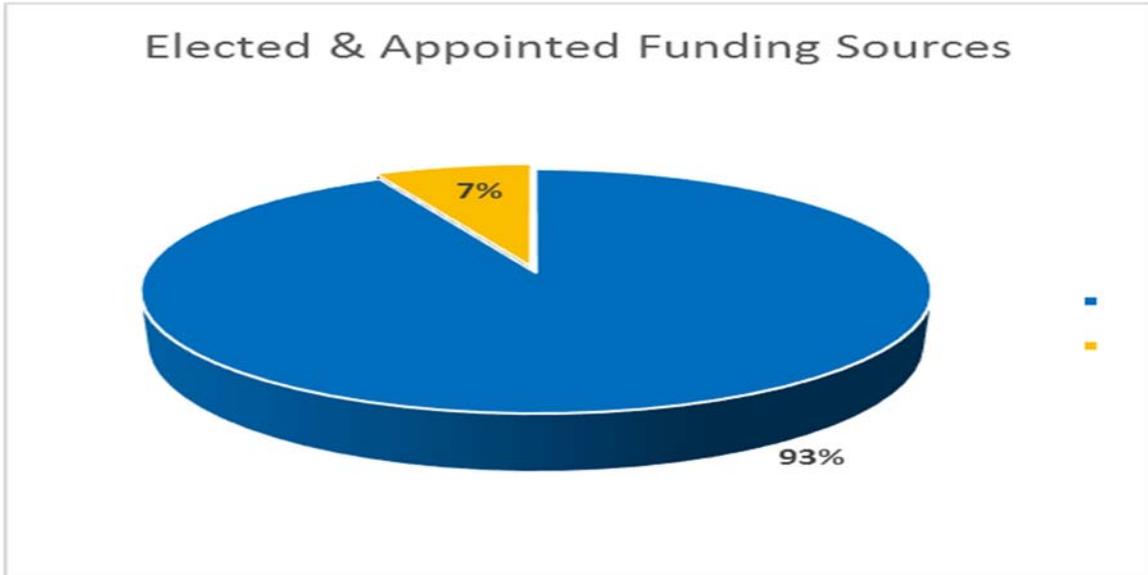
City Attorney

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 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
ELECTED AND APPOINTED			
Personnel	45,374	47,900	56,700
Maintenance & Operations	359,859	200,700	285,100
TOTAL ELECTED AND APPOINTED DEPARTMENT	405,233	248,600	341,800

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	45,374	47,900	56,700
Maintenance & Operations	334,998	175,700	259,600
TOTAL GENERAL FUND	380,372	223,600	316,300
INTERNAL SERVICES FUND			
Maintenance & Operations	24,861	25,000	25,500
TOTAL INTERNAL SERVICES FUND	24,861	25,000	25,500
TOTAL ELECTED AND APPOINTED DEPARTMENT	405,233	248,600	341,800

ELECTED AND APPOINTED DEPARTMENT



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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 four (4) full-time, twenty-four (24) part-time, and eleven (11) volunteer personnel. Personnel are housed at the Fire Station in rotating 24 hour shifts. Each shift consists of an Engine Crew (one Captain, one Engineer, and minimum one Firefighter) and a Paramedic Crew (two Paramedics). Engine Crews are responsible for responding to all fire, EMS, and inspection dispatches. Firefighters also conduct yearly measures to ensure the safety of the community that include, but are not limited to, inspections of schools, local businesses, apartments, and brush. Paramedics provide advanced life support and emergency medical care. 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 2016-2017

- Maintained operational readiness with minimal staffing.
- Authorized Part-Time Engineers and Part-Time Paramedics to be entered into CalPERS and ACA, increasing total hours to over 1,250 hours (fifty-two 24-hour shifts).
- Implemented an EMS Dispatch Fee for non-transport EMS calls.
- Increased Paramedic Subscriptions by 13%.
- Replaced four XDS 5000 radios with XDS 8000 radios as Motorola no longer supports the XDS 5000 radios.
- The Department reduced paper waste by converting to paperless Incident Reports and Fire Permits. All reports and permits are now completed through the Department's incident reporting software and backed up in a cloud based server.
- 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.
- Applied for the Assistance to Firefighters Grant (AFG) for the purchase of Personal Protective Equipment. Awards will be announced during the 2017-2018 Fiscal Year.
- Applied for the Staffing for Adequate Fire & Emergency Response (SAFER) grant for the hiring of three full-time Firefighter/Paramedics. Awards will be announced during the 2017-2018 Fiscal Year.
- Continued cooperation with and support of the Sierra Madre Citizen Emergency Response Team (CERT) program.

FIRE SERVICES DEPARTMENT

- Provided yearly EMS training for CERT.
- Updated preplans for the schools, churches, commercial zones, and the City's interface zone.

Objectives from FY 2016-2017 not completed / continued to FY 2016-2017

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

Department Goals FY 2017-2018

- Continue to provide high quality training to all Department personnel.
- Continue to seek grant funding for the department
- 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. Three radios will be replaced in the 2017/2018 Fiscal Year.
- Purchase a washer/extractor to clean and extract carcinogens known to cause cancer from firefighters' turn-out gear.
- 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.
- Complete construction of the Children's Fire Education Area.
- 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.

Performance Measures

- Total incident volume increased in 2016 by 13%.
- Due to the reduced number of volunteer and part-time personnel, cumulative training hours decreased in 2016.
- Engine 41 and RA 41 Response Times decreased.
- The Sierra Madre Fire Department continues to operate at the lowest Cost per Capita, Cost per Call, and Cost per parcel compared to six neighboring Departments.

Performance Measures	Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018
Fire Calls	10	15	20
Rescues/EMS Calls	790	810	820
Total Incidents	1,092	1,100	1,125
Avg. Response Time RA41	4:30	< 5 min	< 5 min
Avg. Response Time E41	4:52	< 5 min	< 5 min
Fire Inspections	2,038	~1,900	~1,900
Training Hours	5,446	~6,100	~6,100

FIRE SERVICES DEPARTMENT

City	Department Budget 16/17	Total Calls 2016	Population	Total Parcels	Cost per Call	Cost per Capita	Cost per Parcel
Alhambra	\$17,141,483	6,752	85,551	19,247	\$2,539	\$200	\$891
Arcadia	\$15,007,400	5,509	58,408	16,508	\$2,724	\$257	\$909
Monrovia	\$10,713,342	4,148	37,463	10,398	\$2,583	\$286	\$1,030
Pasadena	\$44,642,000	20,116	142,250	38,484	\$2,219	\$314	\$1,160
San Marino	\$6,176,337	2,038	13,464	4,709	\$3,031	\$459	\$1,312
Sierra Madre	\$1,843,000	1,092	11,163	4,103	\$1,688	\$165	\$449
S. Pasadena	\$5,021,470	2,482	26,151	7,009	\$2,023	\$192	\$716
Average:	\$14,363,576	6,020	53,493	14,351	\$2,401	\$268	\$924

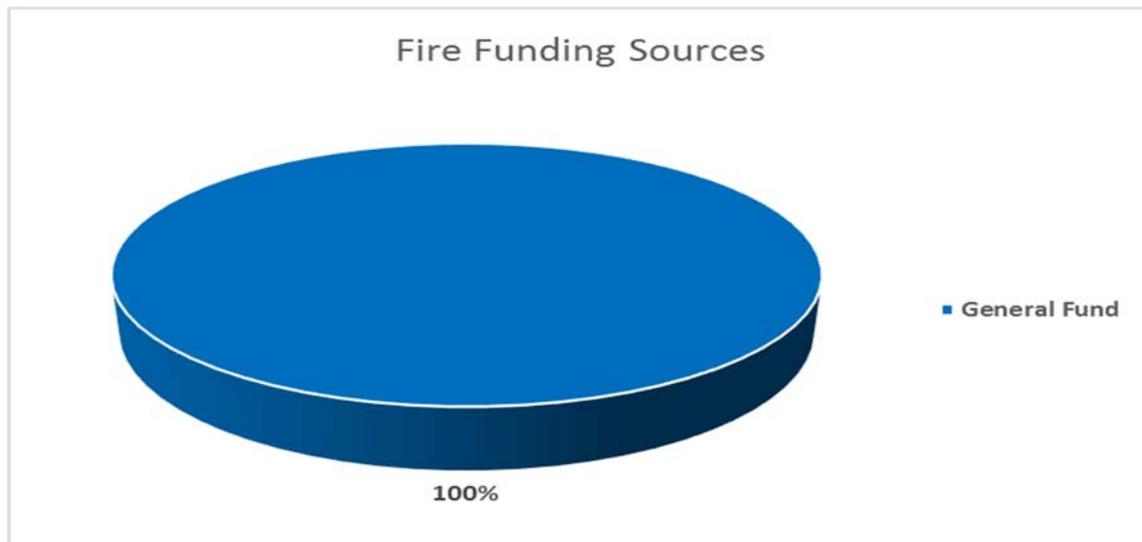
Operational Highlights FY 2016-2017

- Water Tender 41 was dispatched on two Mutual-Aid incidents in 2016. Sierra Madre personnel provided 291 hours of Mutual-Aid service and the Department received \$48,852.93 from the State of California.
- A decline in volunteers has resulted in the need to increase part-time staffing costs.
- Sierra Madre Fire Department entered an automatic aid agreement with the County of Los Angeles on October 1, 2015. In 2016 the Sierra Madre Fire Department responded to 27 automatic aid incidents in the Chantry Flat Recreation Area, and has received automatic aid from Los Angeles County at 32 incidents within Sierra Madre city limits.
- Sierra Madre contracted Battalion Chief Services with the Cities of Arcadia and Monrovia in 2015. Arcadia Battalion Chiefs responded to 37 incidents within Sierra Madre in 2016.

EXPENDITURE CATEGORY	FY 2015-2016	FY 2016-2017	FY 2017-2018
	Actuals	Estimated	Adopted
FIRE			
Personnel	1,369,834	1,239,500	1,286,200
Maintenance & Operations	586,695	627,000	635,700
Capital Outlay	-	22,000	17,500
Debt	91,046	92,000	91,100
TOTAL FIRE DEPARTMENT	2,047,575	1,980,500	2,030,500

FIRE SERVICES DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	760,382	1,239,500	1,286,200
Maintenance & Operations	275,806	627,000	635,700
Capital Outlay	-	22,000	17,500
Debt	91,046	92,000	91,100
TOTAL GENERAL FUND	1,127,234	1,980,500	2,030,500
PARAMEDIC FUND			
Personnel	563,269	-	-
Maintenance & Operations	298,339	-	-
TOTAL PARAMEDIC FUND	861,608	-	-
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	12,550	-	-
TOTAL OTHER SPECIAL REVENUE FUND	12,550	-	-
BUSINESS FUND			
Personnel	46,183	-	-
TOTAL BUSINESS FUND	46,183	-	-
TOTAL FIRE DEPARTMENT	2,047,575	1,980,500	2,030,500



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 130 employees and 550 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.

Board/Committee Liaison

The Department serves as liaison to the:

- Municipal Volunteer Program (MVP) Committee
- Safety Committee

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.

Accomplishments FY 2016/2017

- Agreed upon a two-year Memorandum of Understanding with the Classified Employees Association.
- Hosted annual volunteer and employee appreciation programs throughout the year.
- Completed City wide facility, programs, sidewalks inspection for the ADA Self-evaluation AND Transition Plan.
- Implemented new ADA DAC software to maintain transition plan and ADA communication.

Objectives from FY 2016-2017 Not Completed / Continued to FY 2017-2018

- Continuing to train and refine NeoGov.
- Replacing broken office furniture (mainly chairs).
- Review completed ADA self-evaluation and transition plan.
- Review RME and prioritize list of deficiencies to correct.

HUMAN RESOURCES DEPARTMENT

- Address remaining findings in the 2015 Risk Management Evaluation.
- Continue to stay on top of the City- wide recruitment.
- Implement Incode Employee web-based Self-service.

Department Goals FY 2017-2018

- Complete the job description updates.
- 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 increase starting January 1, 2018 and any resulting compaction.
- Adjust any positions effected by the new FLSA overtime exemption rules.
- ADA training for Department Heads and supervisors.
- Implement contract tracking system.
- Implement Executive Team policy overview trainings.
- Revamp the Municipal Volunteer Program (MVP)

Performance Measures

Performance Measures	Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018
Full-Time Recruitments	15	7	8
Part-Time Recruitments	24	15	12
% of Turnover	6.2%	10%	8%
Citywide Volunteers	550	600	600
Liability Claims Submitted	12	10	8
Workers Compensation Claims Submitted	13	10	8

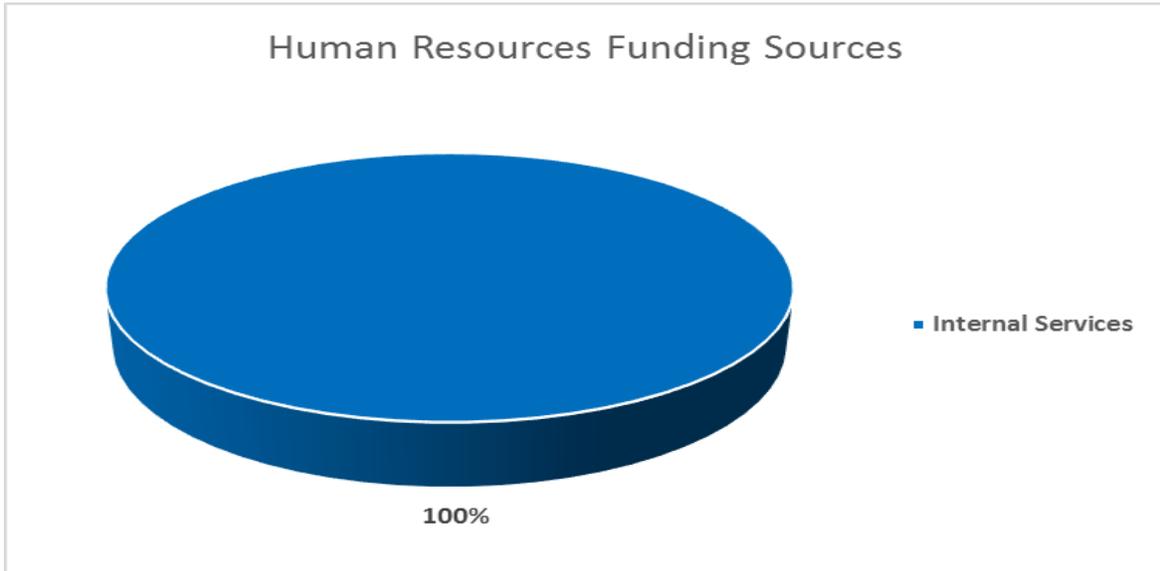
Operational Highlights FY 2017-18

- Will need to plan for the increase to California Minimum Wage which begins January 1, 2018 and will continue each year until the Minimum Wage is \$15 beginning January 1, 2022.

HUMAN RESOURCES DEPARTMENT

EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
HUMAN RESOURCES			
Personnel	465,583	359,400	213,300
Maintenance & Operations	1,389,900	1,421,100	1,397,600
TOTAL HUMAN RESOURCES DEPARTMENT	1,855,483	1,780,500	1,610,900

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
INTERNAL SERVICES FUND			
Personnel	465,583	359,400	213,300
Maintenance & Operations	1,389,900	1,421,100	1,397,600
TOTAL INTERNAL SERVICES FUND	1,855,483	1,780,500	1,610,900
TOTAL HUMAN RESOURCES DEPARTMENT	1,855,483	1,780,500	1,610,900



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City of Sierra Madre

Village of the Foothills



Planning and Community Preservation Department

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Department Overview

The Planning and Community Preservation Department is responsible for the City's Planning and Building and Safety programs. 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 includes the processing of development applications, conducting the required environmental review (CEQA), managing the discretionary and public review application process, and review of plans as part of the plan check process. Building and Safety Services of the Department responds to inquiries relating to building development, building plan check review, on-site inspections, and issuance of permits in compliance with adopted building codes. The Planning and Community Preservation Department also 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, which serves to preserve Sierra Madre's historic treasures. Filming Services are overseen by a part-time film coordinator to monitor on location filming and photo shoots. 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, etc.

Department staffing consists of 5.46 full time employee equivalents, which includes 5 full-time staff members and 960 hours of part-time staffing. 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.

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 2016-2017

Municipal Code Text Amendments

- General Plan Amendment and Zone Change adopted to achieve consistency with the Land Use Map and Zoning Map. Adopted April 11, 2017.
- Adopted amendments to the Discretionary Demolition Permit Ordinance. Effective March 28, 2017.

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

- Developed a Group Living Facilities Ordinance. Effective March 3, 2017.
- Municipal Code Text Amendment to redesignate parcels from Hillside Management Zone to Open Space in the Zoning Map to achieve conformance with the Land Use Map (February 14, 2017).
- Adopted amendments to the California International Building Code (effective December 8, 2016).
- Adopted amendment to the R-1 Zone (One-Family Residential). Effective October 27, 2016.
- Adopted amendments to Chapter 17.28, R-3 Zone (Multiple Family Residential) to allow densities of approximately 13 units per acre and establish a maximum allowable floor area. Effective August 12, 2016.
- Adopted amendments to Chapter 17.38, Institutional Zone effective July 14, 2016.
- Updated Planning and Development Fees. Adopted July 13, 2017.

State Mandated Municipal Code Text Amendments

- Amendments to Chapter 17.10, Uses Related to Marijuana (City Council first reading anticipated June 27, 2017).
- Adopted Urgency Ordinance 1383-U, amending Chapter 17.22 Second Units (December 13, 2016).

Historic Designations / Mills Act Contracts

- Granted a Mills Act Contract to the Webster House at 101 West Bonita Avenue, December 13, 2016.
- Granted Local Historic Landmark status to the Webster House at 101 West Bonita Avenue, November 2016.

Professional Service Agreements

- Entered into a Professional Services Agreement on November 3, 2016 with RCI Image Systems to perform document image scanning services for construction plans, building permits, and planning applications.

Objectives from FY 2016-2017 continued to FY 2017-2018

- Amendments to the R-3 Zone (Multiple Family Residential) Design Development Standards (City Council adoption anticipated July 25 2017).

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

- Adopt the updated Zoning Map to conform to the Land Use Map in the General Plan (Anticipated September 2017)
- Create a new Vacant Property Registration Ordinance
- Update the Nonconforming Uses Ordinance
- Amend the R-2 Zone (Two-Family Residential)
- Density Bonus Ordinance Amendments
- Management of current Mills Act contracts, annual monitoring for compliance with contracts, and processing of any new applications.

Department Goals FY 2017-18

- 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.
- Develop a plan that addresses parking, walkability, and pedestrian activity in the core area.
- Continue to achieve compliance with legal deadlines for discretionary approvals.
- Update Public Facilities Fee Impact Study (Development Impact Fees) to update methodology and fees to be charged to development.
- Update monitoring of and compliance with the 18 Mills Act contracts with the assistance of a non-paid historic preservation intern.

Performance Measures

Performance Measures	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18
Planning Commission Meetings	19	23	22
Planning Applications Processed	50	96	106
Counter Traffic	1,874	1,825	1,717
Plan Checks	100	122	125
Building Inspections	1,549	1,455	1,396
Building Permits Issued	792	745	786
Code Enforcement Cases	140	193	157

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

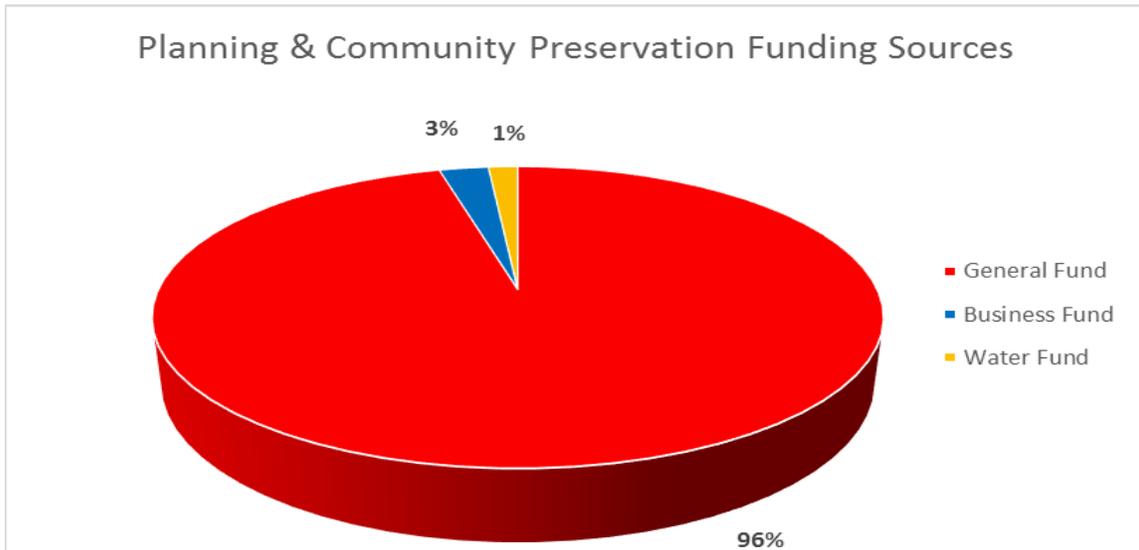
Operational Highlights FY 2017-2018

- The Department completed eleven Municipal Code Text Amendments to implement the General Plan.
- The Department will be completing the update of the Zoning Map for consistency with the Land Use Map of the 2015 General Plan.
- The Department will be completing an updated Development Impact Fee Study.
- The Department will continue to contract for full-time Building and Safety services on a percentage of fees basis, under the three-year contract (60% of plan check fees, 70% of permit fees) approved in May 2016.
- The Department completed its second full fiscal year overseeing Filming.
- The Department completed its first full fiscal year overseeing a full-time Code Enforcement Officer.

EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
PLANNING AND COMMUNITY PRESERVATION			
Personnel	580,629	635,400	622,400
Maintenance & Operations	978,069	629,000	764,800
Capital Outlay	-	5,000	-
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT	1,558,698	1,269,400	1,387,200

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	-	532,900	575,000
Maintenance & Operations	-	625,800	606,900
Capital Outlay	-	5,000	-
TOTAL GENERAL FUND	-	1,163,700	1,181,900
DEVELOPMENT SERVICES FUND			
Personnel	519,337	-	-
Maintenance & Operations	783,037	-	-
TOTAL DEVELOPMENT SERVICES FUND	1,302,374	-	-
LOW 7 MOD HOUSING SET ASIDE			
Maintenance & Operations	182,998	-	-
TOTAL LOW & MOD HOUSING SET ASIDE	182,998	-	-
INTERNAL SERVICES FUND			
Maintenance & Operations	12,034	-	-
TOTAL INTERNAL SERVICES FUND	12,034	-	-
SUCCESSOR AGENCY			
Personnel	61,292	59,000	-
Maintenance & Operations	-	-	154,200
TOTAL SUCCESSOR AGENCY	61,292	59,000	154,200
BUSINESS FUND			
Personnel	-	27,000	28,300
Maintenance & Operations	-	3,200	3,700
TOTAL BUSINESS FUND	-	30,200	32,000
WATER FUND			
Personnel	-	16,500	19,100
TOTAL WATER FUND	-	16,500	19,100
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT	1,558,698	1,269,400	1,387,200



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City of Sierra Madre

Village of the Foothills



Police Department

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Department Overview

The men and women of the Sierra Madre Police Department are committed to ensuring a safe environment for those who live, visit, and work in Sierra Madre. The Police Department consists of 22 full-time employees, sixteen (10) part-time employees, six (6) Reserve Officers, one (1) Community Service Officers and fourteen (14) 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 Statement

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

Accomplishments FY 2016-2017

Dispatch Center

The two radio consoles for SMPD were approximately twenty years old, failing and no longer supported by any telecommunication company. The antiquated radio console system was eventually replaced with an upgraded system and placed into operation by December, 2016. The new radio consoles now allow the dispatcher to communicate directly with all police officers, Fire, EMS personnel and other police agencies to coordinate their activities.

Administration

SMPD sustainability and survival. With the leadership of Chief Giannone and the efforts of all the remaining department personnel, we kept the doors open to the PD. Personnel worked hard to recruit, hire and train staff and the department began to rebuild. To date, we are fully staffed. On May 10th, 2017, Chief of Police Joe Ortiz was appointed as the 14th Police Chief of the Sierra Madre Police Department.

For the first time in the history of SMPD, the city sponsored two police recruits to attend a police academy. One of our recruits was voted to be the Honor Recruit by academy staff, other recruits and overall standings in the 22-week academy.

Patrol

Officers were dispatched to 8,938 calls for service, with an average response time of 3-4 minutes. Officers authored 748 police reports, with an increase in residential burglaries. Officers continue to walk downtown in the Business District during their shifts.

Investigations

The Detective Bureau wrote multiple search warrants, sent multiple types of evidence to the crime lab for DNA, computer, or latent print forensic processing. Numerous felony and misdemeanor cases were filed with the Los Angeles County District Attorney's Office

Community Partnerships

In 2016, Chief Ortiz served as President of the San Gabriel Valley Police Officers Association. This Association consists of rank and file along with command staff from local police departments. They meet monthly for training presentations and sharing of vital information. Chief Ortiz currently serves on the JPA-Board of Directors for the Los Angeles Regional Interoperable Communications Systems (LA-RICS). The proposed Los (LA-RICS) will vastly improve radio and broadband communication for police, firefighters, paramedics and other emergency responders in Los Angeles County.

Staff 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 SMPD also shares this information with the community along with current events and safety concerns via social media platforms of Facebook, Instagram, Twitter and Nixle.

Currently, Sierra Madre Police Department has 63 active NW Block Captains throughout the City and presented 18 NW meetings throughout the year.

The Sierra Madre Police Officers Association participated in the [#PINKPATCHPROJECT](#) by advancing the funds to purchase the SMPD's pink shoulder patches and Pink Patch T-shirts. These were sold at various venues and events throughout the City. Due to overwhelming support from the community the SMPOA was able to hand deliver a check to the City of Hope for \$2,400.00 to assist in the fight against cancer.

Community Services Officers

We have one (1) Community Services Officer. In addition to assisting patrol officers with their duties, the officer oversees the department's social media and community outreach, utilizing venues like "Coffee with a Cop", Neighborhood/Business Watch Meetings, and the preparation of the Police Blotter. The Police Department recently created its own Facebook page.

Volunteers/Reserve Police Officers

The Sierra Madre Police Volunteers continue to augment the department by conducting special assignments and details, so that police officers can increase their availability in the field. This year, our Sierra Madre Police Volunteers volunteered almost 1100 hours of service to the city. Based on the California value of volunteer time, which is \$27.59, the SMPD Volunteers provide over \$32,500.00 of value to the City of Sierra Madre.

Our Reserve Police Officers perform law enforcement duties in the community and often assist at Neighborhood Watch meetings and city events.

Public Safety Committee

In 2015, the City of Sierra Madre formed a committee to act as an advisory panel for all aspect of Public Safety within the community. The committee currently has five members on the board, one council liaison and one staff member on committee and meet once a month.

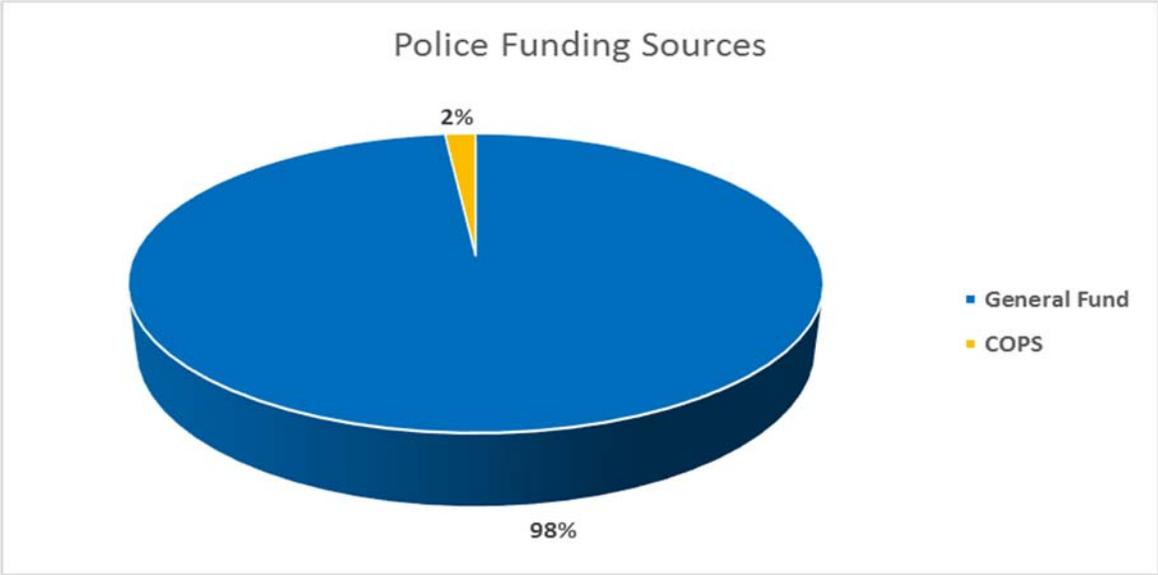
As the scope of the Committee and projects came to completion, the council decided to move the committee from a standing committee to an Adhoc or activated committee and there was no reason to continue to meet regularly. On behalf of the City Council, City Manager and the Police and Fire Departments we want to thank the Public Safety Committee for all of their hard work and dedication.

POLICE DEPARTMENT

Department Goals FY 2017 – 2018

Our goal(s) are to enhance the Community Partnership Crime Prevention Awareness Program and to Increase Neighborhood Watch Programs as well as Business Watch Programs. We will continue our recruiting efforts to hire more Reserve Police Officers. In Fall 2017, the department plans on implementing the County-Wide Text to 911 program.

EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
POLICE			
Personnel	2,880,623	2,888,000	3,199,200
Maintenance & Operations	951,026	854,700	496,300
Capital Outlay			
TOTAL POLICE DEPARTMENT	3,831,649	3,742,700	3,695,500
FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	2,808,701	2,813,400	3,094,600
Maintenance & Operations	888,032	826,300	496,300
TOTAL GENERAL FUND	3,696,733	3,639,700	3,590,900
COPS FUND			
Personnel	55,213	74,600	62,000
Maintenance & Operations	40,362	25,400	-
TOTAL COPS FUND	95,575	100,000	62,000
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	22,632	3,000	-
TOTAL OTHER SPECIAL REVENUE FUND	22,632	3,000	-
BUSINESS FUND			
Personnel	16,709	-	42,600
TOTAL BUSINESS FUND	16,709	-	42,600
TOTAL POLICE DEPARTMENT	3,831,649	3,742,700	3,695,500



City of Sierra Madre

Village of the Foothills



Public Works Department

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Department Overview

The Public Works Department consists of eleven (11) full time employees and no (0) part-time positions. The Department is responsible for the maintenance of all City infrastructure, including facilities, streets, storm drains and the sewer system, maintenance of all City buildings, parks, landscaped areas and City owned trees. The Public Works Department also maintains the City's vehicle fleet. Department staff administers the City's contract solid waste disposal, street sweeping, transportation, ground maintenance, facility maintenance, and tree trimming services. Department staff is also the primary contact for the So. Cal. Gas Company, Southern California Edison, Spectrum Cable and Frontier Phone Service.

The Department has made some changes with the advancement of Director Cimino and not backfilling his old position of Deputy Director. Our long time Mechanic Daniel Rodriguez has retired, the department was able to fill the position with Dony King from the Street/Sewer division. Dony came to us with fleet mechanic experience and has been an assistant to Danny for a few years. This leaves one position open in the Street/Sewer division. The department may make a few more changes this coming year to better the department and utilize our skills to the city's advantage.

Board/Committee Liaisons

The Department serves as liaison to the:

- Energy, Environment and Natural Resources Commission
- Water Sub-committee
- Raymond Basin Management Board
- COG Water resources Committee
- Los Angeles Regional Agency (Solid Waste)
- Los Angeles Permit Group (Stormwater)
- Rio Hondo (San Gabriel River Water Quality Group)

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 FY2016-2017

- Initiation of the new three year contracts for Landscape and Janitorial Service.
- Street Inventory update (PCI).
- Street Improvement Project, West Grandview Ave. Idlehour and Skyland Dr.
- Sewer Project, repaired high priority deficient sections of pipe and lined 2,000 LF.
- Installation of a drainage swell behind Lizzy's trail Inn to help with the erosion control.
- Start phase 1 of the partnering project with the Los Angeles County Department of Public Works on a The Bridge Preventative Maintenance Program that June 2017 and will continue into July.

- Installation of the new City Hall and Public Safety building signs to complete the Civic Center Landscape project.
- Continue the reduction of water consumption across all City-owned Parks and Facilities water accounts for a total of over 30%.
- Utilized recently completed ADA audit to prioritize and address access deficiencies at various sidewalk locations and pathway around Sierra Vista Park playground area.
- Coordination of the CDBG funding program to make ADA improvements to playground surfaces at Memorial and Sierra Vista Park. Project completion in July 2017.
- Continued implementation of EWMP while working to revise plan.
- Coordinated solid waste routing improvements with Athens Services in the Canyon areas.
- Coordinated with Athens Services for two compost-giveaway events.
- Organized two tours of the Athens Sun Valley Material Recovery Facility.
- Coordinated the CEQA review of proposed City Solar Project.
- Participated in Sierra Madre Elementary School's STEAM efforts.
- Coordinated with WCA for construction of two memorial benches at Bailey Canyon park created from felled Deodar Cedar tree.
- Coordinated with EENR Commission to hold successful second annual Wild & Scenic Film Festival Program.
- Organized successful Local Tree Appreciation Photo Submission program to promote the Community Forest and Tree Care.
- Renewed Tree City USA status.
- Coordinated with SCE for city-wide infrastructure improvements including pole maintenance and replacement and tree-line clearance activities.
- Hosted annual Household Hazardous Waste Round-up event.
- Coordinated with Sierra Madre Library for Waterwise Landscaping Workshop.
- Install 15 new water-less urinals in city facilities.

Objectives for FY 2016-2017 Not Completed/Continued to FY 2017-2018

- Continue with the street improvement program.
- 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.

Department Goals FY 2017-2018

- Continue water conservation-related activities that relate to city facilities.
- Sewer master Plan; Video inspect the whole system to locate deficiencies for repair.
- Continue implementation of NPDES Municipal Permit requirements.

PUBLIC WORKS DEPARTMENT

- Continue installation of drywells in parkways.
- Continue taking action on ADA compliance assessment.
- Complete Maintenance Yard (Water) and Civic Center Solar Energy Project.
- 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.
- Straighten out the two downtown lighting and parking district; combine the three districts into one "Central Business Maintenance District".

PERFORMANCE MEASURES

Street/sewer Division	Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018
Potholes repaired (each)	575	657	600
Sewers Cleaned (lf)	186,176	76,760	200,000
Replaced damaged sidewalk (sq ft)	10,000	10,000	10,000
Temporary Repairs on sidewalk (sq ft)	3,000	4,700	4,000
PW Service requests resolved	850	850	950
Trees trimmed	24	36	40
Trees removed	75	59	60
Trees planted	0	0	12
Trees inspected	155	152	160
Private trees trim/removal permits	0	24	30
Streets resurfaced (sq ft)	0	142,500	170,000
Stormwater samples taken (Maint. Yard)	4	1	2
Sewer main repairs (ea)	0	12	10
Sewer main replacement or lining(lf)	0	2000	0
Sewer manhole repairs	7	33	20
Community Events setup/supported	16	24	25
Encroachment application	0	334	100
Excavation application	65		50
Grading Plan Checks	15		20

PUBLIC WORKS DEPARTMENT

Operational Highlights FY 2017-2018

- Public Works counter hours at City Hall will go back to regular hours. Monday through Thursday 7:30 am to 5:30 pm.
- Direct billing by Athens for all solid waste pick up to include trash hauling, street sweeping and catch basin cleaning.
- Street resurfacing will continue during this budget cycle.
- Assessment District consolidation, this will include eliminating the three existing business districts into one that will include all business district maintenance.

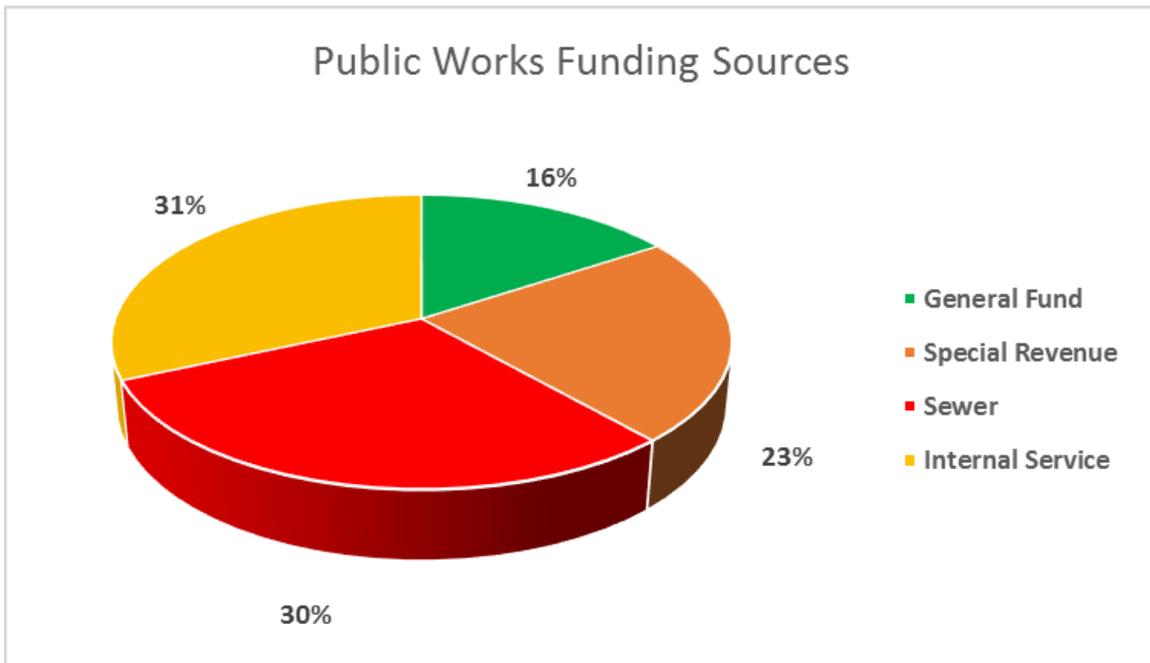
EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
PUBLIC WORKS			
Personnel	2,297,680	1,789,900	1,056,700
Maintenance & Operations	3,694,551	4,700,200	1,763,100
Capital Outlay	1,078,456	3,215,100	932,000
TOTAL PUBLIC WORKS DEPARTMENT	7,070,687	9,705,200	3,751,800

PUBLIC WORKS DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
GENERAL FUND			
Personnel	234,200	290,500	181,100
Maintenance & Operations	258,703	338,200	393,800
Capital Outlay	-	178,500	16,000
TOTAL GENERAL FUND	492,903	807,200	590,900
ASSESSMENTS			
Maintenance & Operations	82,520	55,400	84,900
TOTAL ASSESSMENTS FUND	82,520	55,400	84,900
ENVIRONMENT FUND			
Personnel	49,200	46,200	35,000
Maintenance & Operations	66,502	120,100	99,200
TOTAL ENVIRONMENT FUND	115,702	166,300	134,200
GAS TAX FUND			
Personnel	18,499	-	106,300
Maintenance & Operations	222,305	226,000	155,000
Capital Outlay	-	-	27,000
TOTAL GAS TAX FUND	240,804	226,000	288,300
MEASURE R FUND			
Personnel	70,666	-	-
Maintenance & Operations	-	11,300	12,800
Capital Outlay	-	365,000	114,600
TOTAL MEASURE R FUND	70,666	376,300	127,400
PROP A FUND			
Personnel	9,954	10,200	10,800
Maintenance & Operations	-	168,300	26,600
TOTAL PROP A FUND	9,954	178,500	37,400
PROP C FUND			
Maintenance & Operations	-	30,700	20,500
Capital Outlay	-	290,000	149,400
TOTAL PROP C FUND	-	320,700	169,900

PUBLIC WORKS DEPARTMENT

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	47,082	95,800	10,000
TOTAL OTHER SPECIAL REVENUE FUND	47,082	95,800	10,000
SEWER FUND			
Personnel	679,641	488,400	438,800
Maintenance & Operations	197,627	324,800	377,200
Capital Outlay	206,551	292,700	307,000
TOTAL SEWER FUND	1,083,819	1,105,900	1,123,000
WATER FUND			
Personnel	924,572	667,100	-
Maintenance & Operations	2,176,805	2,759,500	-
Capital Outlay	707,943	1,589,300	-
TOTAL WATER FUND	3,809,320	5,015,900	-
INTERNAL SERVICES FUND			
Personnel	310,948	287,500	284,700
Maintenance & Operations	643,007	570,100	583,100
Capital Outlay	163,962	499,600	318,000
TOTAL INTERNAL SERVICES FUND	1,117,917	1,357,200	1,185,800
TOTAL PUBLIC WORKS DEPARTMENT	7,070,687	9,705,200	3,751,800



City of Sierra Madre

Village of the Foothills



Utility Services Department

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Department Overview

The Utility Services Department consists of seven (7) full time employees and two (1) part-time positions and is supported by the public works Management Analyst and Administrative Aid. The Department is responsible for production of ground water 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 distribution mains, four groundwater wells, eight storage reservoirs and 1 horizontal well.

Board/Committee Liaisons

The Department serves as liaison to the:

- Water Sub-Committee
- San Gabriel Valley Municipal Water District
- Raymond Basin Management Board

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 FY 2016-2017

- Continued water conservation programs, including monitoring and enforcement of City-adopted and state regulations.
- Resumed groundwater production.
- Replaced 1,500' of water main on N. Michillinda Ave.
- Completed Water System Master Plan including a hydraulic model to highlight water system deficiencies and priorities system improvement.
- Imported 1,750 acre feet of water for groundwater recharge.
- Continue tracking of imported water chemical constituents in groundwater proving that Sierra Madre spreading basins recharge the Eastern Unit of the Raymond Basin.

Objectives for FY 2016-17 Not Completed/Continued to FY 2017-18

- Rehabilitate Well 4.
- Replace Santa Anita Creek Diversion Structure (East Raymond Basin Project).
- Replace highest priority water mains.

UTILITY SERVICES DEPARTMENT

Department Goals FY 2017-2018

- Continue water conservation-related activities
- Reduce water system loss by replacing highest priority water mains.
- Continue implementation of NPDES Municipal Permit requirements.
- Replace water meters to allow for 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.
- Complete rate study for water and sewer.

PERFORMANCE MEASURES

Water Division	Actual FY 2015-2016	Actual FY 2016-2017	Projected FY2017- 2018
Conservation Courtesy Letters	72	33	50
Conservation Notices of Violation	348	40	50
Conservation Administrative Citations	46	18	25
Water Audits Performed	37	13	20
Community Events setup/supported	16	24	34
Transmission/Distribution Main Replaced (lf)	1,750	1,750	840 - 4,015*
Repaired service leaks	19	28	40
Repaired mainline leaks	550	328	365
Valves exercised	267	3	300
Hydrants Flushed	2,148	1000	1,000
Meters replaced	0	80	300
New services installed	0	0	0
Water Produced (Gallons)	671 MG	650 MG	652 MG
Water meter readings	23,796	23,796	23,796

** The list is subject to change based on the completion of the Master Plan in FYE 2017.*

Operational Highlights FY 2017-2018

- Multi-Agency Cooperative Agreement: The City has entered into a 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

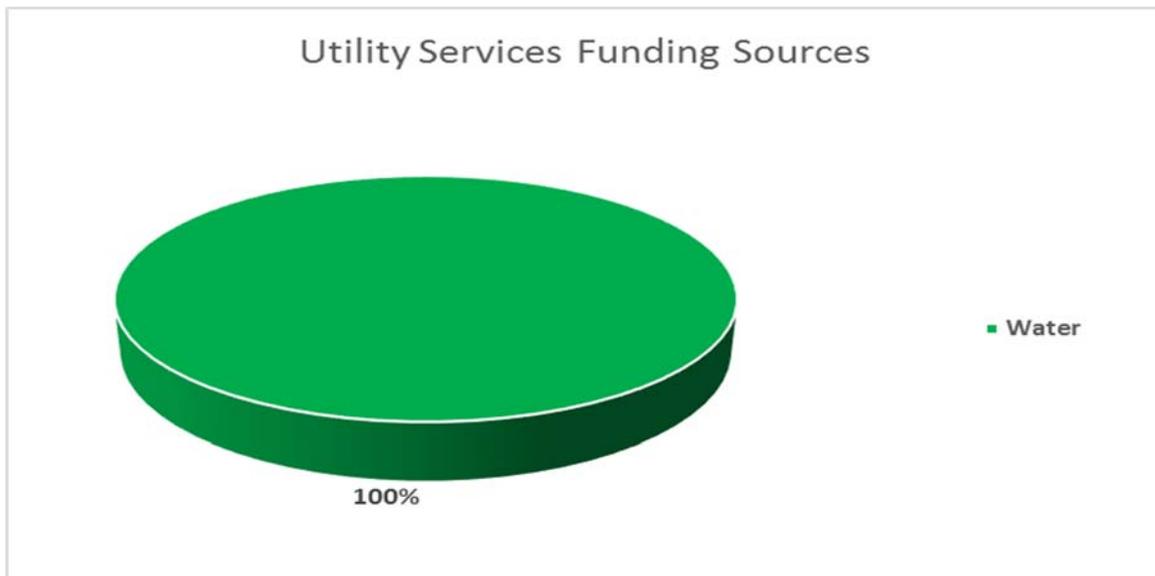
UTILITY SERVICES DEPARTMENT

projects intended to capture rainwater runoff for groundwater recharge. The overall project costs are estimated at \$22,000,000. Sierra Madre's share of the project cost is \$900,938. The first 50% installment payment on this was paid in 2015; the second installment will be split between this fiscal year and FY 2017-18.

- The City is partnering with the Los Angeles County Department of Public Works on a The Bridge Preventative Maintenance Program that is expected to begin in FY 2016-17.

EXPENDITURE CATEGORY	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
UTILITIES			
Personnel	-	-	677,600
Maintenance & Operations	-	-	2,877,700
Capital Outlay	-	-	907,000
TOTAL UTILITY SERVICES DEPARTMENT	-	-	4,462,300

FUND TYPE	FY 2015-2016 Actuals	FY 2016-2017 Estimated	FY 2017-2018 Adopted
WATER FUND			
Personnel	-	-	677,600
Maintenance & Operations	-	-	2,877,700
Capital Outlay	-	-	907,000
TOTAL WATER FUND	-	-	4,462,300
TOTAL UTILITY SERVICES DEPARTMENT	-	-	4,462,300



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City of Sierra Madre

Village of the Foothills



Capital Purchases and Capital Projects

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FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

Included with the budget for City Council authorization is a 5-Year capital improvement program (CIP) which covers the next budget and four years beyond. The 5-Year CIP allows for medium range planning of expenditures and phasing of projects. The CIP is comprised of two portions, Capital Projects, which can be best described as mainly construction-related activities; have a useful life greater than a one year and have activity that will expand over several periods to complete; and Capital Purchases, which are just that, purchases of major pieces of equipment, necessary for the general operation of the City, have a useful life greater than one year, and are valued at \$5,000 or more (per unit).



The CIP budget represents a major investment in the community's future and infrastructure, while maintaining significant funding for operations and service levels to meet City Council goals. The Fiscal Years 2017-2022 Capital Improvement Program (CIP) is a multi-year plan for capital expenditures to replace and expand the City's infrastructure, vehicles and equipment. The program is updated annually to reflect the latest

Council priorities, to provide updated cost estimates, and to identify available revenue sources.

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



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

service enhancements designed into the projects.

CAPITAL IMPROVEMENT PROJECTS and PURCHASES

Purchases and Projects

A. Major Purchases

In FY 2017-2018, the Fleet Fund will replace a two Police Patrol vehicles. In this budget, the Technology fund will invest in updating the City's IT networks, including computers and servers.

B. Major Projects

The City of Sierra Madre will continue its street and parking area repavement projects as funded by Proposition C, Measure R, Gas Tax funds, and Measure M. The Sewer fund will continue the sewer main replacement five year projects as outlined in the Sewer Master Plan. General Fund, Storm Drain projects, including carryovers over from prior years, and include installation of catch basin inserts and joint storm water planning with other regional agencies.

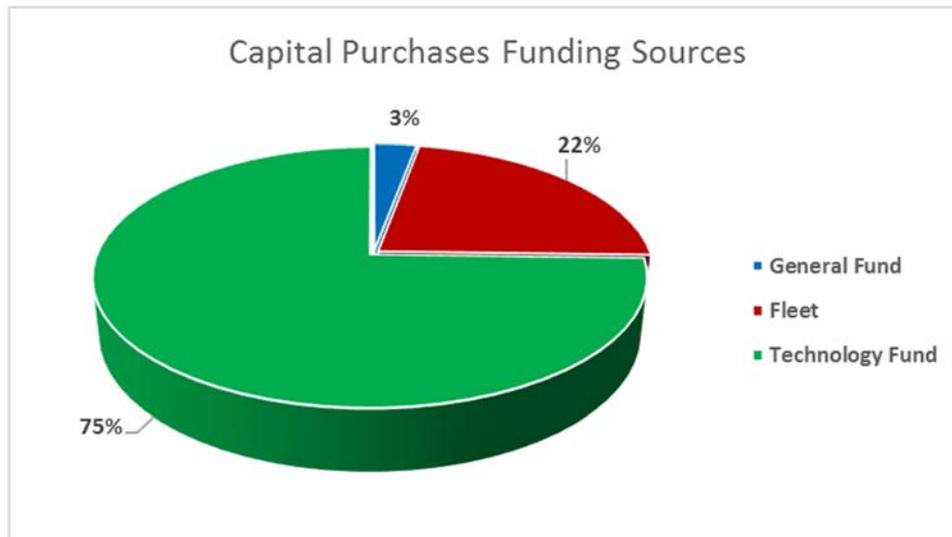


Capital Purchases Summary

The Capital Purchases Summary lists 40 individual items of equipment that should be purchased or replaced within the next five fiscal years or soon thereafter. These range from computers and related operating and software systems to park equipment to specialized equipment. The City has an annual vehicle replacement schedule. The CIP for FY 2017-2018 lists 11 proposed capital purchases totaling \$659,500.

CAPITAL IMPROVEMENT PROGRAM

		FY 2016-17						
		Carryover	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-22	Unfunded
ADMIN	Technology	82,000	476,900	415,500	273,500	273,500	273,500	200,000
	Unfunded			80,000				75,000
ADMIN Total		\$ 82,000	\$ 476,900	\$ 495,500	\$ 273,500	\$ 273,500	\$ 273,500	\$ 275,000
FIRE	Fleet		4,000					450,000
	General Fund			32,000	12,000			
	Paramedic			35,000				
FIRE Total			\$ 4,000	\$ 67,000	\$ 12,000			\$ 450,000
LIB	General Fund							83,700
	Library G&M							
	Unfunded							155,000
LIB Total								\$ 238,700
P&CP	General Fund	5,000						
	Unfunded							65,000
P&CP Total		\$ 5,000						\$ 65,000
PD	Fleet		120,000	60,000	60,000	60,000	60,000	60,000
	General Fund	74,000	18,600	20,100	20,100	49,100	18,000	18,000
	Unfunded			15,000	15,000	15,000	15,000	15,000
PD Total		\$ 74,000	\$ 138,600	\$ 95,100	\$ 95,100	\$ 124,100	\$ 93,000	\$ 93,000
PW	AQMD							
	Fleet		20,000	120,000				
	Unfunded							1,000,000
	Water							6,500
PW Total			\$ 20,000	\$ 120,000				\$ 1,006,500
Grand Total		\$ 161,000	\$ 639,500	\$ 777,600	\$ 380,600	\$ 397,600	\$ 366,500	\$ 2,128,200



CAPITAL IMPROVEMENT PROGRAM

Capital Project Summary

The purpose of the CIP is to fund capital projects and capital acquisitions that will provide a long-term benefit to the citizens of Sierra Madre. The majority of the plan is maintained at the same level as last year and there have been some new needs identified this year that have had an impact on the CIP budget.

The Capital Project Summary lists 121 projects recently completed, underway, or planned for the next 5 fiscal years. As with the capital purchases, these cover a wide range of community improvements, from resurfacing streets to Water and Sewer Main Replacement. The CIP for FY 2017-2018 lists 19 projects totaling \$1,649,100 million.

Unfunded Capital Improvements

Included in the list of budgeted Capital Improvements are lists of the many unfunded City



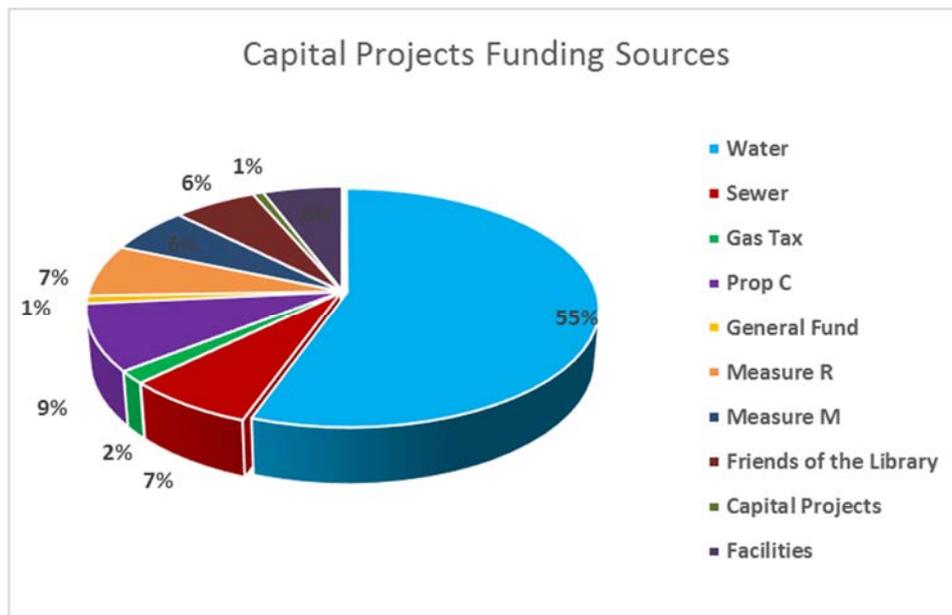
CIP needs. Projects in the Capital Improvement Program are ranked using various criteria such as the amount of funds available, importance to the overall mission of the Division and strategic priorities of the City Council. The unfunded list is an important component of the CIP process as it keeps the total City needs in the spotlight allowing City Council and staff to plan for the future.

This is not an all-inclusive list and will continue to grow as the City's buildings and infrastructures age. Additionally, with each passing year, the inflationary factor of construction, materials, and supplies continue to rise at rate twice the normal consumer price index which leads to additional unplanned expenses. The current estimates to complete the list as presented is over \$97 million. These include primarily water and sewer system improvements, but also include the street resurfacing, City facility improvements, and unfunded technology and equipment

purchases.

CAPITAL IMPROVEMENT PROGRAM

		FY 2016-17						
		Carryover	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-22	Unfunded
ADMI	Unfunded					40,000		115,000
ADMIN Total						\$ 40,000		\$ 115,000
C-SVC FACILITIES		-	-	-	17,000	125,000	75,000	
	Future	-						100,000
	Unfunded	-						658,500
	General Fund	14,000	6,000					15,000
	Recreation Donations	15,000						
	Capital Projects Fund	40,000	12,000					
C-SVCS Total		\$ 69,000	\$ 18,000	\$ -	\$ 17,000	\$ 125,000	\$ 75,000	\$ 773,500
LIB	Unfunded							400,000
	General Fund	35,000						35,000
LIB Total		\$ 35,000						\$ 435,000
PW	CDBG GRANT	43,900						
	FACILITIES	15,000	55,000					164,000
	WATER	600,000	915,000	36,800	296,300	74,400	200,000	4,791,700
	SEWER		120,000	100,000				
	Unfunded		-	315,000	304,000	52,000		74,374,500
	Gas Tax		27,000	-	-	-		
	Prop C	290,000	149,500	150,000	166,000	150,000		
	Measure R	365,000	114,600	24,000	24,000	24,000		
	General Fund	841,000	10,000	115,000	20,000			5,600,000
	Outside Agency	-						4,639,000
	Friends of the Library		100,000					70,000
	Capital Projects Fund	192,600	-	-	-	-		
	Measure M		100,000	100,000				125,000
PW Total		\$ 2,347,500	\$ 1,591,100	\$ 840,800	\$ 810,300	\$ 300,400	\$ 200,000	\$ 89,764,200
P&CP FACILITIES			40,000					3,000
	Unfunded							7,000
P&CP Total			\$ 40,000					\$ 10,000
Grand Total		\$ 2,451,500	\$ 1,649,100	\$ 840,800	\$ 827,300	\$ 465,400	\$ 275,000	\$ 91,097,700



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PURCHASE	DEPT.	FUND #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-22	Unfunded	STATUS
Administration										
Upgrade GIS software	P&CP	Unfunded							\$65,000	
Computer replacement policy (10-15 annually)	ADMIN	60003	\$20,000	\$37,500	\$37,500	\$37,500	\$37,500	\$37,500		4yr rotation
Microsoft office licensing	ADMIN	60003		\$36,000	\$36,000	\$36,000	\$36,000	\$36,000		IT policy budgeted annually
Council Chambers AV, Wi-Fi, Streaming Improvements	ADMIN	60003								IT one time use of reserves, should be planned every 10 years
City Servers	ADMIN	60003	\$62,000	\$65,000	\$30,000					five year rotation
IT Master Plan	ADMIN	60003		\$338,400	\$232,000	\$200,000	\$200,000	\$200,000	\$200,000	
Land Management ERP	ADMIN	60003			\$80,000					
Document Management	ADMIN	Unfunded			\$80,000					
Computer Rooms' A/C units	ADMIN	60001		\$20,000						
Fire Department										
Utility Truck	FIRE	60000		\$4,000						every 10 years
Fire Dept. MDC's	FIRE	10000			\$12,000					every two years (replaces 2)
Thermal Imaging Camera	FIRE	10000			\$8,000					every six years
Jaws-of-life	FIRE	10000			\$24,000					every 20 year
Ambulance	FIRE	60000								every seven years 2022-23
Cardiac defibrillators	FIRE	36001			\$35,000					every six years
Water Tender 2010	FIRE	60000								
Fire Engine KME 2010	FIRE	60000								
Fire Engine 1999	FIRE	60000							\$450,000	UNFUNDED
Library										
Records retention/preservation	ADMIN	Unfunded							\$75,000	est \$100,000
Library information system upgrade	LIB	10000							\$55,700	seven year rotation with (annual lease)
RFID	LIB	10000							\$28,000	RFID 50% Gift & Memorial & 50% GF
RFID	LIB	39002								RFID 50% Gift & Memorial & 50% GF
Outdoor Furniture	LIB	Unfunded							\$50,000	every 7-10 years
Self Check Machine	LIB	Unfunded							\$25,000	one time purchase(annual maintenance)
Shelving	LIB	Unfunded							\$80,000	one time purchase (ADA)
Planning & Community Preservation										
Storage Shelves	P&CP	10000	\$5,000							
Police Department										
PD Mobile Radios-Dual Ban	PD	10000		\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	Estimated cost to replace outdated, unit radio each year.

PURCHASE	DEPT.	FUND #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-22	Unfunded	STATUS
Ruggedized laptops for police cars	PD	IT								Estimated cost to replace two expired device(s)-five year life.
Safety Vests for officers	PD	10000	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100			7-year life expectancy
Patrol Vehicle	PD	60000	\$120,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	annual rotation
In-car camera for patrol vehicle(s)	PD	10000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	annual rotation
Police Dispatch Console replacement (2)	PD	10000	\$74,000							UNFUNDED
Police Radios for Dispatch	PD	Unfunded		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	UNFUNDED
Stancil Dispatch Recorder	PD	10000				\$29,000				
Replacement of hand guns	PD	10000		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Public Works										
Backhoe replacement	PW	60000		\$120,000						every 20 years
Telescopic Boom Lift	PW	60000								UNFUNDED
Update Urban Water Management Plan	PW	71000							\$6,500	State Requirement, 5-year intervals
Radio Read Meter/Software	PW	Unfunded							\$1,000,000	possible master lease
Replace Tire Mounting Machine	PW	60000	\$20,000							
Replace #5105 GMC Sonoma	PW	60000								
Replace #5111 1996 Ford Utility	PW	38003								every 10 years
Replace #5101 1996 Chevy Utility	PW	60000								every 10 years
Replace #5118 1999 Chevy Pickup	PW	38003								every 10 years
Replace #5115 2002 Chevy Utility	PW	60000								every 10 years
Replace #5124 1982 Ford Dump Truck	PW	60000								every 10 years
Replace #5201 1993 Deere Backhoe	PW	60000								
TOTAL			\$161,000	\$659,500	\$777,600	\$380,600	\$397,600	\$366,500	\$2,128,200	

PROJECT	DEPT.	Fund #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-21	Unfunded	STATUS
Storm Drain/ NPDES Projects										
Catch Basin Inserts	PW	10000	\$ 157,000	\$ -						GASB 54 6/9/15
Regional BMP's	PW	10000	\$ 60,000	\$ 50,000						GASB 54 6/9/15
Local BMP's	PW	10000	\$ 100,000	\$ 10,000	\$ 20,000	\$ 20,000				GASB 54 6/9/16
EWMP Development	PW	10000								
NPDES Vehicle Washing Station	PW	10000	\$ 75,000							GASB 54 6/9/15
Storm Drain/ NPDES Projects Subtotal			\$ 392,000	\$ 10,000	\$ 70,000	\$ 20,000	\$ -	\$ -	\$ -	
Sewer projects										
Sewer repairs per Sewer System Management Plan	PW	72000		\$ 100,000	\$ 100,000					Per Sewer Master Plan recommendation
Update Sewer System Management Plan	PW	72000		\$ 20,000						Required by State every 5 years
Sewer Projects Subtotal			\$ -	\$ 120,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
Street Resurfacing or Replacement										
Street Reconst. - STPL Exchange	PW	40000	\$ 192,600	\$ -	\$ -	\$ -	\$ -			STPL Exchange for Metro Funds
Street Reconst. - Prop. C West Grandview	PW	37009	\$ 290,000							projected available funding
Citywide Street Reconst. - Prop C	PW	37009		\$ 149,500	\$ 150,000	\$ 150,000	\$ 150,000			projected available funding
Street Reconst. - Measure R	PW	38007	\$ 365,000	\$ 114,600	\$ 24,000	\$ 24,000	\$ 24,000			projected available funding
Street Reconst. - Gen Fund	PW	10000	\$ 404,000						\$ 5,550,000	Allocated from GF reserves GASB 54 6/24/14
Street Reconst - Gas Tax	PW	38005		\$ 27,000	\$ -	\$ -	\$ -			New Gas Tax
Repave City-owned parking lots	PW	Unfunded		\$ 225,000					\$ 500,000	UNFUNDED
Repave East Montecito	PW	Unfunded							\$ 125,000	possible Prop C or Measure R
Street Reconst-Measure M	PW	38012		\$ 100,000	\$ 100,000				\$ 125,000	Measure M
Other Street Improvement Projects										
Bridge Preventative Maintenance	PW	10000								PROCEEDING UNDER COUNTY/STATE PROG; City match paid.
Update Pavement Management System	PW	37009	\$ -		\$ 16,000					Mandatory 3-year Cycle
Street Projects subtotal			\$ 1,251,600	\$ 391,100	\$ 499,000	\$ 190,000	\$ 174,000	\$ -	\$ 6,300,000	
Parks Improvements										
Resurface Memorial Park Tennis Court	C-SVCS	60001	\$ -		\$ 8,500					5 year life

PROJECT	DEPT.	Fund #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-21	Unfunded	STATUS
Resurface Sierra Vista Tennis Court	C-SVCS	60001	\$ -			\$ 8,500				5 year life
Replace Sierra Vista Park Playground equipment	C-SVCS	60001	\$ -	\$ -			\$ 125,000			10 year life
Replace Turtle Park Playground equipment	C-SVCS	60001	\$ -		\$ -			\$ 75,000		10 year life
Repair Volleyball Court	C-SVCS	Future	\$ -						\$ 25,000	Est 7 years
Replace Memorial Park Playground equipment	C-SVCS	Future	\$ -						\$ 75,000	expected replacement 2020
Heasley Field Light Box	C-SVCS	Unfunded	\$ -						\$ 8,500	CSC Priority 2; possible grant funding
Kersting Court Bell Tower Renovation	C-SVCS	10000	\$ 14,000	\$ 6,000					\$ 15,000	CSC Priority 1; possible grant funding
Convert Dutyman house into rec site	C-SVCS	37003	\$ 15,000							Pending CSC decision on new usage
Replace Pool House & Equip.	C-SVCS	Unfunded	\$ -						\$ 650,000	UNFUNDED
Dog Park Relocation	C-SVCS	40000	\$ 40,000	\$ 12,000						
Parks Projects Subtotal			\$ 69,000	\$ 18,000	\$ -	\$ 17,000	\$ 125,000	\$ 75,000	\$ 773,500	

Facility Improvements										
Library mechanical, electrical, plumbing	LIB	Unfunded							\$ 220,000	Pending 2015 Library Needs assessment - UNFUNDED
Construct Access ramp to basement	LIB	Unfunded							\$ 10,000	Pending 2015 Library Needs assessment
Create Space for Friends operation	LIB	Unfunded							\$ 10,000	Pending 2015 Library Needs assessment
Downtown Wi-Fi	ADMIN	Unfunded							\$ 25,000	UNFUNDED
Install Solar Panels	PW	Unfunded							\$ 50,000	UNFUNDED
Paint City Hall	ADMIN	Unfunded				\$ 40,000			\$ 40,000	Possible facilities maintenance funding
Paint PS Building	PW	Unfunded				\$ 40,000			\$ 40,000	Possible facilities maintenance funding
Painting - exterior & interior is needed	LIB	10000	\$ 35,000						\$ 35,000	GSAB 54 6/24/14
Refurbish PW Facil.	PW	Unfunded							\$ 31,500	Possible facilities maintenance funding
Remodel front counters at city hall	ADMIN	Unfunded							\$ 50,000	Possible facilities maintenance funding
Remodel/reconfigure staff work area	LIB	Unfunded							\$ 10,000	Pending 2015 Library Needs assessment
Resurface Maint. Yard	PW	Unfunded			\$ 90,000				\$ 90,000	UNFUNDED

PROJECT	DEPT.	Fund #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-21	Unfunded	STATUS
Resurface/expand Library Parking lot	LIB	Unfunded							\$ 150,000	UNFUNDED
Reconfigure common work area (cubicles)	P&CP	Unfunded							\$ 7,000	Possible facilities maintenance funding
CH Carpeting	P&CP	60001		\$ 40,000					\$ 3,000	Possible facilities maintenance funding
Resurface City hall parking lot	PW	10000	\$ 45,000		\$ 45,000				\$ 50,000	GF Reserves GSAB 54 6/24/14
Paint Rose Float Barn	PW	Unfunded							\$ 10,500	Per Rose Float Assoc. 4/12/15 request
Council Chambers ADA improvements (carpet, seating)	PW	60001		\$ 40,000					\$ 100,000	Possible facilities maintenance funding
Replacement of City entrance/population and parking directional signs	PW	Unfunded							\$ 15,000	Unfunded - could sell old entrance/population signs
Replacement of City park and facility monument signs	PW	Unfunded							\$ 21,500	Unfunded - CH, PS, SVP, Goldberg Park - Parks & Facilities Master Plan
Wayfinding Signage	PW	Unfunded							\$ 20,000	Unfunded
Library Structural and Seismic Upgrades	PW	Unfunded		\$ -		\$ 165,000				Possible Friends of the Library Funding
Remove Library Interior Stair & Dumbwaiter for New Stacks	PW	Unfunded		\$ -		\$ 3,000				Possible Library Gift & Funding
New Library Service Desk	PW	Unfunded			\$ -		\$ 12,000			Possible Friends of the Library Funding
New Library Stacks- ADA upgrade, replace non-conforming original shelving	PW	Unfunded		\$ -		\$ 136,000				Possible Friends of the Library & CDBG Funding
Library HVAC	PW	Unfunded							\$ 25,000	
Library Re-Roof with TPO Membrane; Remove and Re-Set HVAC Equipment	PW	60001		\$ 10,000					\$ 64,000	
Replace Library 1955 Windows	PW	Unfunded							\$ 50,000	
New Library Restrooms, Elevator and Meeting Room	PW	Unfunded							\$ 500,000	\$33,000 Public Facilities Fees

PROJECT	DEPT.	Fund #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-21	Unfunded	STATUS
Electrical Systems: Rewire Single Service Upgrade, Basement Subpanel, Lighting, Fire Alarm, Telecom	PW	Unfunded							\$ 174,000	
Library New Carpet	PW	Unfunded							\$ 39,000	
Library Design & Architectural Fees	PW	39006		\$ 100,000					\$ 70,000	Friends of the Library Funding
Library ADA Improvements (CDBG)	PW	38002	\$ 43,900							
Maintenance yard Entry and West Side fence repl.	PW	60001	\$ 15,000	\$ 5,000						
Upgrade YAC elevator for ADA	PW	Unfunded							\$ 75,000	Unfunded
Facilities Projects Subtotal			\$ 138,900	\$ 195,000	\$ 135,000	\$ 304,000	\$ 92,000	\$ -	\$ 1,985,500	
Water System Improvements										
Well 3 Rehabilitation	PW	71000							\$ 160,000	Pending Water Master Plan
Well 4 Rehabilitation	PW	71000	\$ 200,000							
Well 5 Rehabilitation	PW	71000			\$ 200,000				\$ 160,000	Pending Water Master Plan
Well 6 Rehabilitation	PW	71000					\$ 200,000		\$ 160,000	Pending Water Master Plan
SCADA Upgrade	PW	71000							\$ 25,000	Pending Water Master Plan
Rehabilitate West Tunnel	PW	71000							\$ 88,000	Pending Water Master Plan
Automate Inlet Weir at Spreading Basins (State)	PW	71000								
Sierra Place MR	PW	71000	\$ 200,000							FYE Phase 1
Manzanita Ave. MR	PW	71000		\$ 200,000						
Replace Zone III Canyon Main (Canyon Crest/Brookside) & Canyon Crest Main Replacement	PW	71000	\$ 100,000						\$ 252,400	Ensure redundancy in service to east side of city FYE17 Phase 2
Woodland Drive, West Montecito, Fern Glen, and Fern Drive Main Replacement	PW	71000							\$ 534,000	Pending Water Master Plan
Canyon Crest, Colony/Fane and Montecito west of Baldwin Main Replacement	PW	71000	\$ 635,000							
Santa Anita Court MR Sierra Pl. to Mtn. Trail	PW	71000							\$ 76,900	Pending Water Master Plan
Santa Anita Court MR Mtn. Trail to Rancho	PW	71000							\$ 63,300	Pending Water Master Plan
Colony Drive MR	PW	71000							\$ 123,100	Pending Water Master Plan
Fane Street MR	PW	71000							\$ 63,300	Pending Water Master Plan

PROJECT	DEPT.	Fund #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-21	Unfunded	STATUS
N. Michillinda MR Alegria - Fairview	PW	71000							\$ 282,200	Pending Water Master Plan
W. Alegria MR Sunnyside - East End	PW	71000							\$ 34,100	Pending Water Master Plan
Key Vista MR Sierra Keys - West End	PW	71000							\$ 35,500	Pending Water Master Plan
Fairview Ave MR Grove St. - Michillinda	PW	71000							\$ 222,300	Pending Water Master Plan
Lower Brookside x-country MR	PW	71000							\$ 103,700	Pending Water Master Plan
Gateway Lane, Gateway Terr. MR	PW	71000							\$ 180,900	Pending Water Master Plan
Michillinda to end W. Bonita MR	PW	71000							\$ 203,700	Pending Water Master Plan
Baldwin - Hermosa Liliano DR. MR	PW	71000							\$ 359,900	Pending Water Master Plan
Arno - Stonehouse Auburn Res. Main	PW	71000							\$ 230,000	Pending Water Master Plan
Rehabilitate East Tunnel Tunnels Chlorination Facility	PW	71000		\$ 80,000					\$ 325,000	Pending Water Master Plan
Scrubber San Gabriel Court MR	PW	71000					\$ 74,400		\$ 74,400	Pending Water Master Plan
Kaia Lane Main repl. Arno Drive Main Repl.	PW	71000		\$ 36,800					\$ 36,800	Pending Water Master Plan
Water System Repairs Water reservoir maintenance	PW	Unfunded				\$ 96,300			\$ 96,300	Pending Water Master Plan
Water Reservoir treatment dispensing mixers	PW	71000	\$ 100,000						\$ 1,000,000	Pending Water Master Plan
Auburn Reservoir exterior re- coating/ladder replacement	PW	71000	\$ -							Est \$30,000 each, 3 needed
Auburn Reservoir Inlet/outlet modification; install flex coupling	PW	Unfunded							\$ 50,000	water deferred maintenance
Auburn Reservoir Replacement	PW	Unfunded							\$ 30,000	water deferred maintenance
Carter Reservoir Replacement	PW	Unfunded							\$ 4,050,000	Seismic reliability improvement
Replace fence at Maint/Spreading	PW	Unfunded							\$ 230,000	Est \$230,000
Main Plant Reconst	PW	Unfunded							\$ 50,000	UNFUNDED
Replace Main Plant generator	PW	Unfunded							\$ 2,310,000	UNFUNDED
City-wide Water Main Replacement	PW	Unfunded							\$ 350,000	UNFUNDED
									\$ 40,000,000	UNFUNDED

PROJECT	DEPT.	Fund #	2016-17 Carryover	2017-18	2018-19	2019-20	2020-21	2020-21	Unfunded	STATUS
SGVMWD pipeline	PW	Unfunded							\$ 17,000,000	Possible SGVMWD project
Development of Computer Modeling of the Water System	PW	Outside Agency	\$ -							
Federally-funded water projects										
Well 7 construction	PW	Unfunded							\$ 1,800,000	Possible Federal (WRDA)
Wells 3-6 Replacement	PW	Unfunded							\$ 4,403,000	Possible Federal (WRDA)
Zone 2 interconnect with Arcadia	PW	Unfunded							\$ 975,000	Possible Federal (WRDA)
Zone 2 Pipeline - Lima	PW	Unfunded							\$ 360,000	Possible Federal (WRDA)
Outside Agency Projects										
Street light LED conversion	PW	Outside Agency							\$ 100,000	UNFUNDED
Edison undergrounding	PW	Outside Agency							\$ 2,000,000	UNFUNDED
Santa Anita Creek Div. Pipeline	PW	Outside Agency							\$ 200,000	Possible Federal (WRDA) Est \$200,000 (Thru FY 2014-15)
Santa Anita Creek Diversion Structure	PW	71000							\$ 900,900	Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Creek Spreading Grd.	PW	Outside Agency								Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Dam Rehab	PW	Outside Agency								Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Debris Basin Rehab.	PW	Outside Agency								Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Spreading Grounds Booster Pump Station	PW	Outside Agency							\$ 1,000,000	Possible Federal (WRDA) Est \$1,000,000
Sierra Madre Creek Diversion Rehab.	PW	Outside Agency							\$ 85,000	Possible Federal (WRDA) Est \$85,000
Sierra Madre Spreading Grounds Rehab	PW	Outside Agency							\$ 1,254,000	Possible Federal (WRDA) Est \$1,254,000
Water Projects Subtotal			\$ 600,000	\$ 915,000	\$ 36,800	\$ 296,300	\$ 74,400	\$ 200,000	\$ 82,038,700	
TOTAL			\$ 2,451,500	\$ 1,649,100	\$ 840,800	\$ 827,300	\$ 465,400	\$ 275,000	\$ 91,097,700	

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.

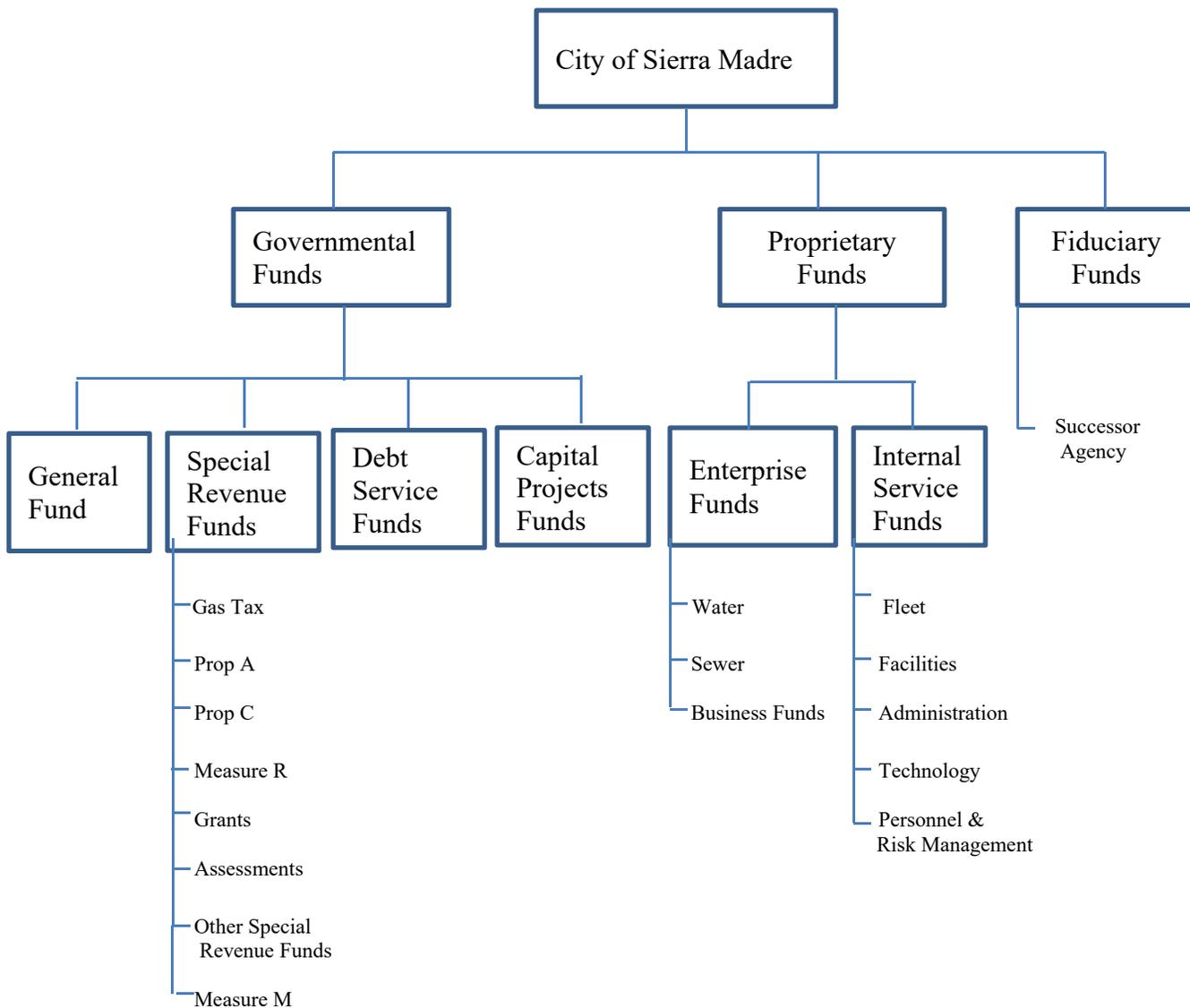
Utility Users Tax (UUT): A tax imposed on users for various utilities in the City including Telephone, Gas, Electric and Water/Sewer services.

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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.

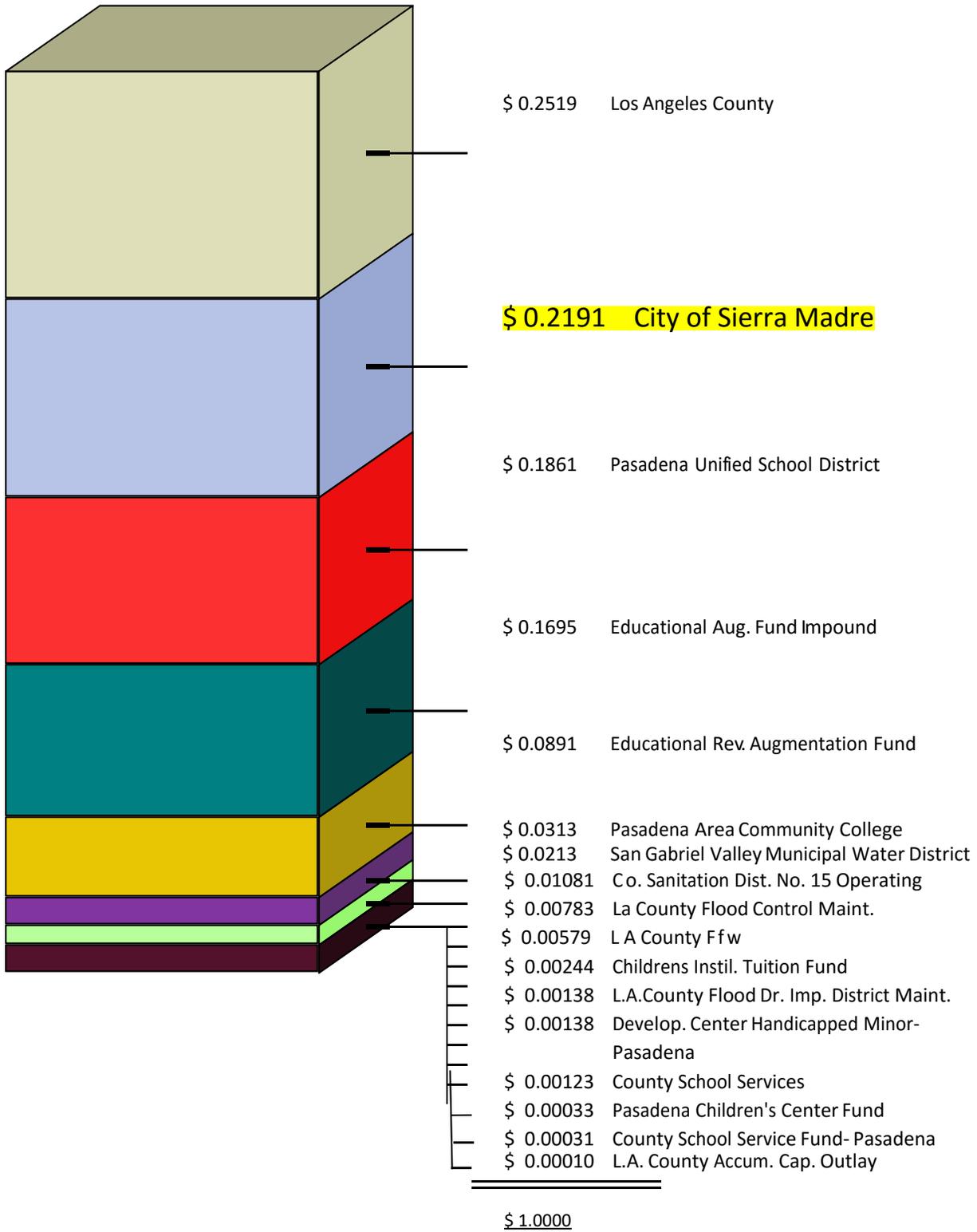
Fiduciary Funds - used to report assets held in a trustee or agency capacity for others, which therefore cannot be used to support the government's own programs. The main Fiduciary fund of the City is the:

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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