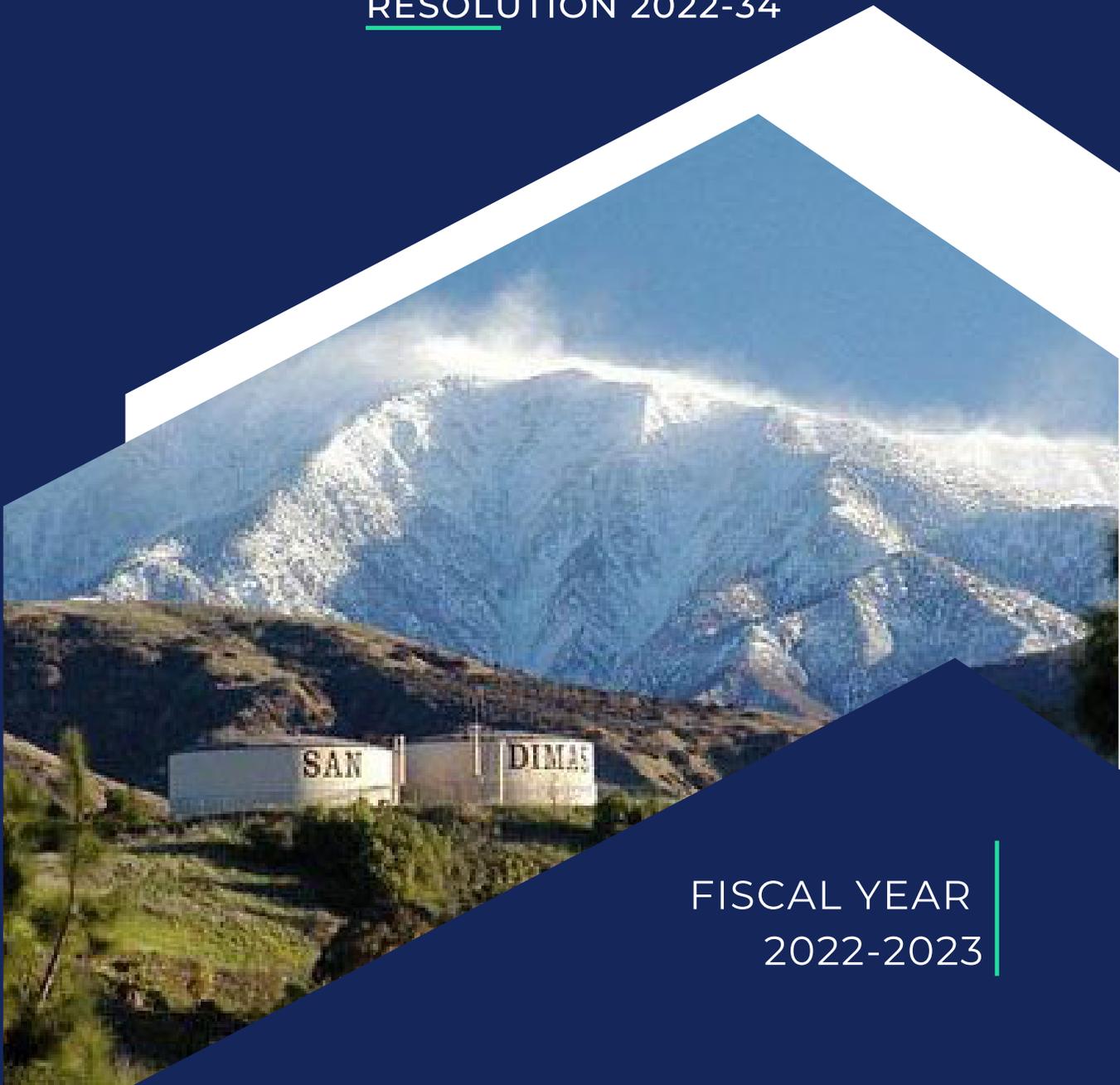
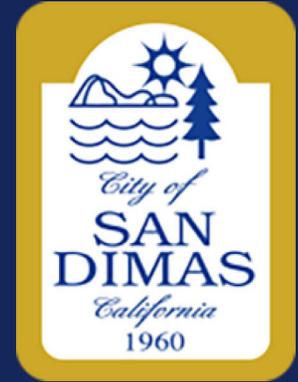


State of California
CITY OF SAN DIMAS

ADOPTED BUDGET

RESOLUTION 2022-34



FISCAL YEAR
2022-2023



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FISCAL YEAR 2022-23 BUDGET

LETTER OF TRANSMITTAL

Honorable Mayor and Members of the City Council:

Pursuant to Paragraph E (1), Section 2.24.070 of the San Dimas Municipal Code, it is my pleasure to submit to you the annual operating and capital improvement budget for Fiscal Year 2022-2023. This budget reflects a budget benefiting from the use of federal American Recovery Act funding and continues the commitment to support retaining a quality workforce where other cities are seeing the negative effects of high turnover. The pandemic had forced the City to adjust to a new reality of uncertainty and retraction. The 2022-23 budget reflects the City returning to more normal operations and supporting key City operations.

The 2022-23 budget reflects a commitment to strengthen the foundation of our City services and our City employees. Unlike many other cities, which are negatively impacted by high employee turnover rates and difficulty in recruiting qualified employees, our City has a lower turnover and vacancy rate – a significant benefit to our residents. We invest in ensuring our compensation and classification structures are competitive, our employees have the right tools to do their jobs, and to support staff in performing high quality work.

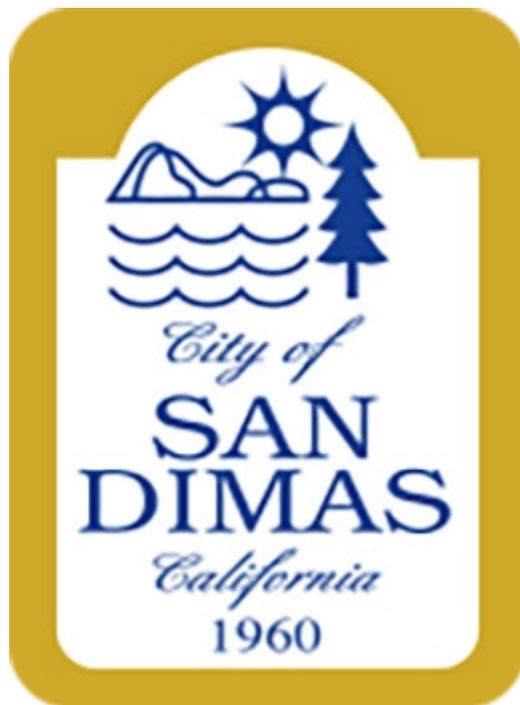
This budget also introduces program-based budgeting summary statements for several programs. The intent of these presentations is to consolidate multiple revenue and expenditures items throughout the budget and to present them in one location in an easy to understand format for the public. We will introduce them this year and continue to improve and expand upon them in subsequent years.

I am fortunate to be a part of this amazing City at a time where we are at a crossroads. Our City has been transitioning into a medium-sized city, and we must ensure we respond going forward in a multi-year fashion. We must understand and smartly adjust to the inevitable challenges ahead, take advantage of strategic opportunities, and ensure we remain accountable to our citizens.

Respectfully Submitted,



Chris Constantin
City Manager



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INTRODUCTION SECTION:

- MISSION STATEMENT
- ELECTED & APPOINTED OFFICIALS
- ORGANIZATIONAL CHART
- BUDGETED PERSONNEL
- CITY DEMOGRAPHICS
- SAN DIMAS SITE MAP
- BUDGET MESSAGE

ADOPTED DECEMBER 9, 1986

MISSION STATEMENT



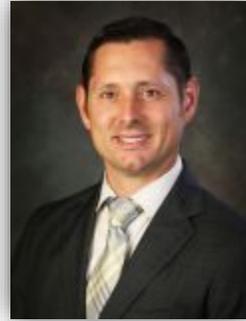
The City of San Dimas is committed to excellence in the planning of the community with due consideration for the physical and social environment. The City Council and all City employees are committed to well-maintained facilities and to being responsive to the needs of residents by providing necessary programs.

The City recognizes that its function is to serve the San Dimas residents and businesses and to address their concerns in a cooperative and courteous manner. San Dimas acknowledges that the community has a character which is enhanced by the preservation of its history, historical buildings and terrain. The City serves as a resource giving all people a sense of belonging to the City through programs, organizations and activities.

ELECTED & APPOINTED OFFICIALS



Emmett Badar
MAYOR



Eric Weber
MAYOR PRO TEM



Ryan Vienna
COUNCIL MEMBER



John Ebner
COUNCIL MEMBER



Denis Bertone
COUNCIL MEMBER

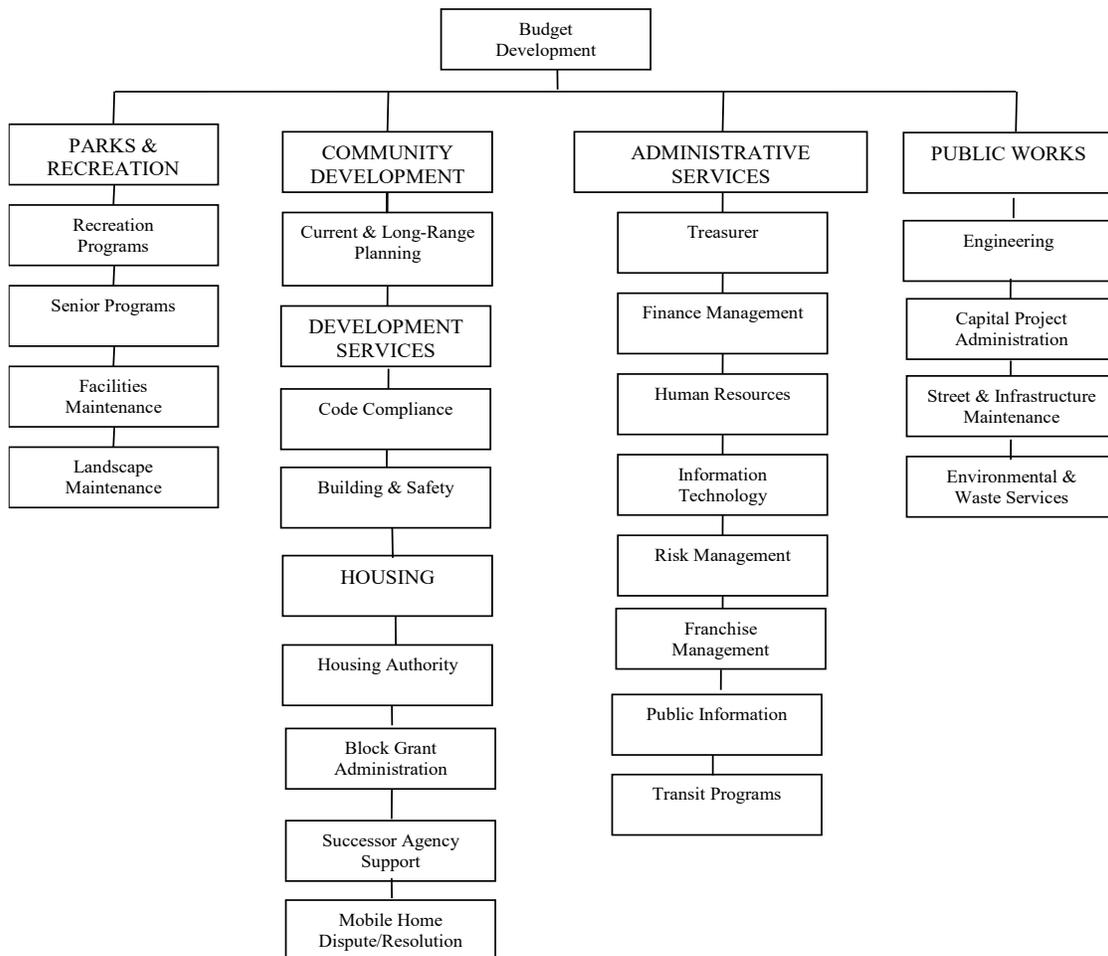
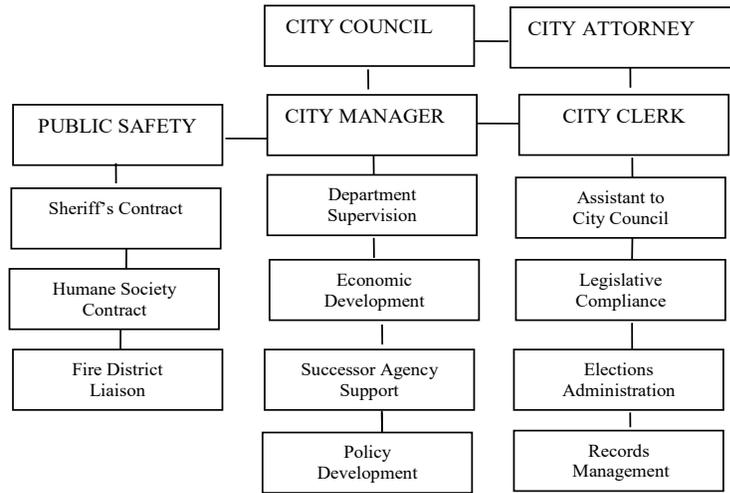
CITY OFFICIALS

Chris Constantin.....	City Manager
Brad McKinney.....	Assistant City Manager
Jeff Malawy.....	City Attorney
Debra Black.....	City Clerk
Michael O'Brien.....	Director of Administrative Services & City Treasurer
Henry Noh.....	Director of Community Development Services
Scott Wasserman.....	Director of Parks & Recreation
Shari Garwick.....	Director of Public Works

CITY COMMISSIONS

- Development Plan & Review Board
- Planning Commission
- Public Safety Commission
- Equestrian Commission
- Parks & Recreation Commission
- Golf Course Advisory Committee
- Senior Citizens Commission

CITY-WIDE ORGANIZATION CHART

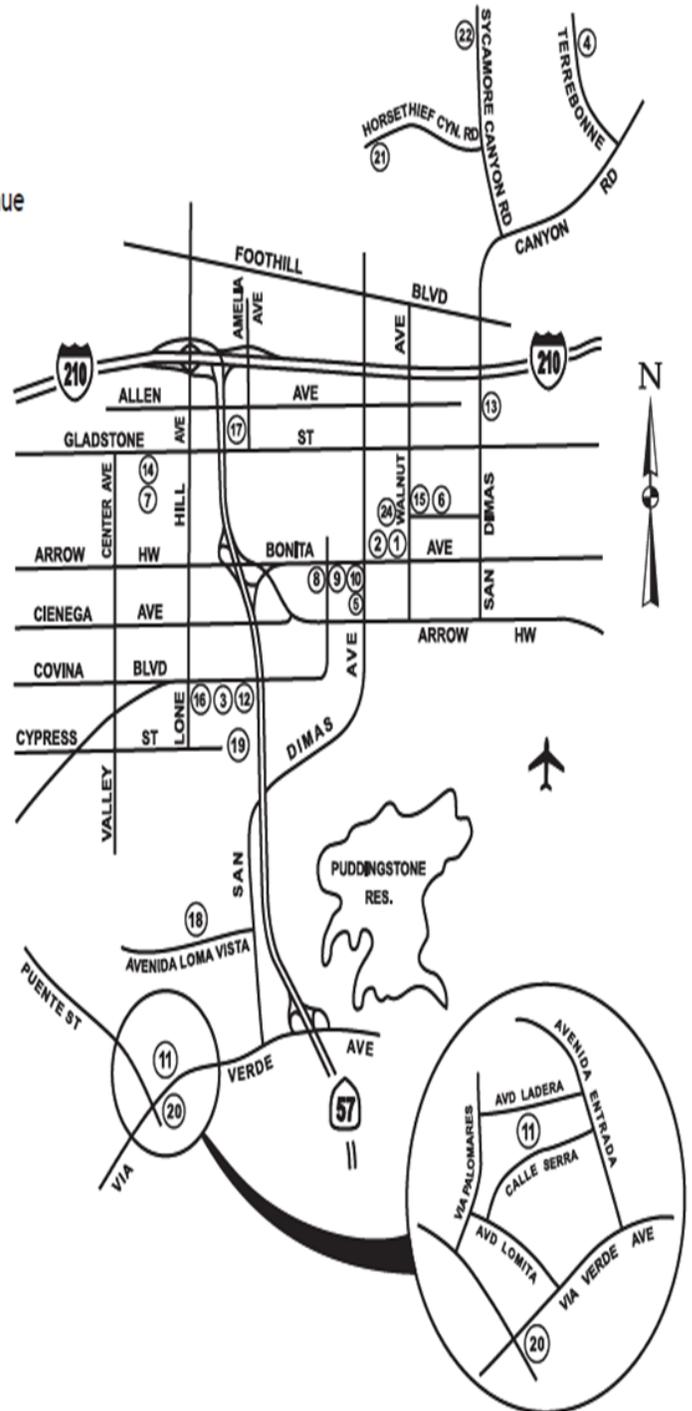


BUDGETED PERSONNEL

FULL TIME CLASSIFICATION BY DIVISION	# OF POSITIONS	FULL TIME CLASSIFICATION BY DIVISION	# OF POSITIONS
CITY COUNCIL/CITY MANAGER		PUBLIC WORKS ADMINISTRATION/ENGINEERING	
MAYOR & COUNCIL MEMBERS	5	DIRECTOR OF PUBLIC WORKS	1
CITY MANAGER	1	ENGINEERING MANAGER	1
ASSISTANT CITY MANAGER	1	ASSOCIATE ENGINEER	1
CITY CLERK	1	ASSISTANT ENGINEER	1
DEPARTMENTAL ASSISTANT	1	SENIOR ADMINISTRATIVE ANALYST	1
ADMINISTRATIVE SERVICES		ADMINISTRATIVE AIDE	2
ADMINISTRATIVE SERV. DIR./CITY TREASURER	1	PUBLIC WORKS INSPECTOR	1
INFORMATION TECHNOLOGY MANAGER	1	ADMINISTRATIVE SECRETARY	1
HUMAN RESOURCES MANAGER	1	PW STREET & VEHICLE MAINT/TRAFFIC CONTROL	
ACCOUNTING SUPERVISOR	2	PUBLIC WORKS MAINTENANCE MANAGER	1
ACCOUNTING TECHNICIAN	3	PUBLIC WORKS SUPERVISOR	1
HR ADMINISTRATIVE ANALYST	1	EQUIPMENT OPERATOR	1
SENIOR ADMINISTRATIVE ANALYST	1	STREET MAINTENANCE WORKER I & II	4
IT/GIS ADMINISTRATIVE ANALYST	1	EQUIPMENT MECHANIC	1
COMMUNITY DEVELOPMENT		PARKS & RECREATION	
DIRECTOR OF COMMUNITY DEVELOPMENT	1	DIRECTOR OF PARKS & RECREATION	1
PLANNING MANAGER	1	FACILITIES MANAGER	1
HOUSING MANAGER	1	RECREATION SERVICES MANAGER	1
BUILDING & SAFETY MANAGER	1	FACILITIES MAINT. SUPERVISOR	1
SENIOR BUILDING INSPECTOR	1	RECREATION SUPERVISOR	1
BUILDING INSPECTOR I	1	LANDSCAPE SUPERVISOR	1
SENIOR PLANNER	2	ADMINISTRATIVE AIDE	1
ASSOCIATE PLANNER	1	MUNICIPAL ARBORIST	1
SENIOR ADMINISTRATIVE ANALYST	1	FACILITIES MAINT. WORKER I & II	3
SENIOR CODE COMPLIANCE OFFICER	1	LANDSCAPE MAINT. WORKER I & II	5
ADMINISTRATIVE ANALYST	1	RECREATION COORDINATOR	3
ADMINISTRATIVE AIDE	1	DEPARTMENTAL ASSISTANT	2
DEPARTMENTAL ASSISTANT	1		
CODE COMPLIANCE OFFICER	2		
BUILDING PERMIT TECHNICIAN I	1		
TOTAL FULL TIME BUDGETED POSITIONS: 75			
PART TIME CLASSIFICATION BY DIVISION			
CITY MANAGER/ADMINISTRATIVE SERVICES		PARKS AND RECREATION*	
ADMINISTRATIVE ANALYST	1	BUILDING MAINTENANCE AIDE	9
COMMUNITY DEVELOPMENT		RECREATION LEADER	52
PLANNING INTERN	1	DRILL TEAM INSTRUCTOR	1
BUILDING INTERN	1	STUDENT UNION STAFF	4
PARKING ENFORCEMENT OFFICER II	1	SUPERVISING LIFEGUARD	1
PARKING ENFORCEMENT OFFICER	4	SENIOR LIFEGUARD	1
PUBLIC WORKS		LIFEGUARD	22
ENGINEERING INTERN	1	WATER SAFETY INSTRUCTOR	10
		CASHIER	12
		FITNESS INSTRUCTORS	5
TOTAL PART TIME BUDGETED POSITIONS: 126			

CITY OF SAN DIMAS SITE MAP

1. San Dimas City Hall, 245 E. Bonita Avenue
2. Community Building, 245 E. Bonita Avenue
Civic Center Park, 245 E. Bonita Avenue
Senior Citizen/Community Center, 201 E. Bonita Avenue
3. San Dimas Recreation Center, 990 W. Covina Blvd.
Student Union, 990 W. Covina Blvd.
4. San Dimas Canyon Golf Course, 2100 Terrebonne
5. Freedom Park, 213 S. San Dimas Avenue
6. Marchant Park, 425 E. Juanita Avenue
7. Lone Hill Park, 500 N. Shellman
8. Pioneer Park, 225 S. Cataract Avenue
9. Rhoads Park, 210 W. Bonita Avenue
10. The Depot, 210 W. Bonita Avenue
11. Ladera Serra Park, 975 Calle Serra
12. San Dimas High School, 800 W. Covina Blvd.
13. Allen Avenue School, 740 E. Allen Avenue
14. Gladstone School, 1314 W. Gladstone
15. Ekstrand School, 400 N. Walnut
16. Lone Hill School, 700 S. Lone Hill Avenue
17. Shull School, 825 N. Amelia Avenue
18. Loma Vista Park, 1165 Avenida Loma Vista
19. SportsPlex, 763 Cypress
20. Via Verde Park, 1010 Puente Avenue
21. Horsethief Canyon Park, 301 Horsethief Canyon Road
22. Sycamore Canyon Equestrian Center,
1525 Sycamore Canyon Road
23. Walker House, 121 N. San Dimas Avenue
24. San Dimas Library, 145 N. Walnut Avenue



KEY DEMOGRAPHICS

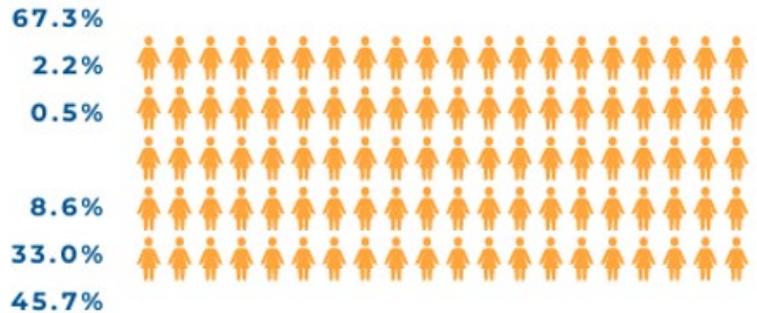
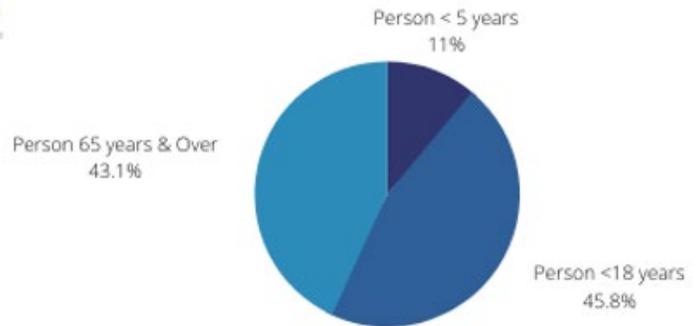
2020 CENSUS

City Population

34,924

BY RACE & HISPANIC ORIGIN:

- White
- Black or African American
- American Indian & Alaska Native
- Two or more Races
- Hispanic or Latino
- White, not Hispanic or Latino



OF CITY POPULATION AGES 25+, 2016-20 HIGH SCHOOL GRADUATES



OF CITY POPULATION AGES 25+, 2016-20 HAVE A BACHELOR DEGREE OR HIGHER

Families & Living Arrangements



- HOUSEHOLDS, 2016
11,396
- PERSONS PER HOUSEHOLD, 2016
2.9
- LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME, AGES +, 2016
30.4%

69.3% RATE OF OWNER OCCUPIED HOUSING



MEDIAN VALUE OF OWNER OCCUPIED HOUSING UNITS 2016-2020 **\$604,600**

MEDIAN GROSS RENT, 2016-2020 **\$1,829**

CSMFO OPERATING BUDGET EXCELLENCE AWARD



**CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET
FISCAL YEAR 2022-23**

BUDGET MESSAGE

The City establishes an annual operating and capital budget reflective of its planned activities. Revenues are projected conservatively, and expenditures reflect all budgeted positions will be filled, and all non-personnel expenses will be expended. For several years, the City has projected General Fund deficits at the beginning of each fiscal year only to end each year with surpluses due to revenue exceeding projections, planned expenditures not occurring, and capital activity supported by general operations not occurring as planned.

In 2019-20, COVID-19 changed the world and the operations of every city. San Dimas focused on keeping its doors open and providing the highest level of service within the constraints of public health restrictions. The massive investment of funding by the federal government across the economy has resulted in better economic output than predicted during the early stages of the pandemic.

However, with the significant economic investment, we are also seeing increases in the prices of many resources supporting our operations – fuel, consumer price index, and construction materials costs.

- Consumer price index for Los Angeles jumped 7.9-8.5% in March and April 2022, respectively from the same months in 2021 (US Bureau of Labor Statistics);
- Price of all grades of retail gasoline rose from \$4.13 to \$6.04 in late May 2021 to May 2022, respectively (US Energy Information Administration); and
- California Construction Cost Index increased 16.7% from May 2021 to May 2022 (Department of General Services).

The increased costs are passed along to the City through contractual escalators in agreements, increased competition for quality employees, and increased costs for basic goods and materials necessary for normal operations.

The City is projecting positive increases in the General Fund balances closing the 2021-22 fiscal year, and in this 2022-23 budget is projecting a small General Fund balance increase. The City also retains a healthy General Fund balance which is far more than the two months of operating expenditures recommended by the Government Finance Officers Association.

However, there are risks ahead the City must keep in the forefront. The economy shows signs of weakness, and any future downturn can have a negative pressure on revenues. The City will see the end of American Rescue Plan Act funding in two years, which will eat away at any surpluses generated from revenue exceeding projections, planned expenditures not occurring, and capital activity supported by general operations not occurring as planned. Additionally, the current employment market shows intense competition for qualified employees and significant increasing cost and lost efficiency from higher turnover rates.

Protecting the City's Most Valuable Service Asset.

City employees are the backbone providing the high-quality services to our residents. Currently, many cities in California are experiencing difficulties in recruiting critical positions. Some cities are offering hiring bonuses, while others are continuing to focus on cost of living adjustments to maintain competitiveness. These trends are happening in both the private and public sectors and resulting in service degradation.

San Dimas has been fortunate. City employees have been a priority, and this is reflective in the City's current guiding principles for budget development and budget priorities. On June 8, 2021, the City Council approved Resolution 2021-37 which established an initial set of budget policies, including 12 guiding principles for budget development, including the following principle

Reasonable and Sustainable Compensation – *Reasonable compensation levels in line with the labor market for similar governmental agencies are desired in order to minimize staff turnover and maintain City productivity.*

On February 8, 2022, the City Council established budget priorities which included the "Retention, investment, and development of City staff." In 2021, the City allocated annual resources to support professional development, and the City has been committed to supporting competitiveness with other cities by offering cost of living adjustments when the consumer price index supports such adjustment.

In looking at turnover rates, we were able to obtain information from a neighboring city to compare. Our rate has been falling from a rate of 14% in 2019 down to 9% in 2021 and with current data showing it may fall even more in 2022. A neighboring city¹ had an 11.5% turnover rate in 2019 and the rate has been increasing to 15% in 2021. Additionally, the City of San Dimas retains a very low vacancy rate. Both these factors are contrary to the market trend but very important for the City to maintain.

¹ One of our neighboring city does not track turnover, but they report difficulty in recruiting key positions.

To this end, this budget includes several items which are intended to maintain competitiveness with the market, ensuring internal equity in compensation structure, and to continue to foster low turnover and vacancy rates. The City is including a 3% cost of living adjustment for all employees starting the first pay period of the fiscal year. This is less than the 8.5% increase in consumer price index but based on our review of compensation with other similar cities and our pay schedule, the adjustment is sufficient to keep the City competitive in the marketplace. The City is also including adjustments to our salary tables, classifications, reclassifying positions currently working out of class, and adjusting standby and other pays to match best practices in the industry. The City had not done this in approximately 20 years, but it is in keeping with a priority set in the 2021-22 budget to evaluate the compensation structure. Ultimately, these changes are intended to continue maintaining low turnover and vacancy.

Returning to Normalcy and Focusing on the Future

While there are no state mandates for a City to create and approve a budget, the budget has become the de facto standard in articulating a plan for the year and implementing strategic objectives that are multiyear, as in the case of capital improvements.

In the 2021-22 budget, there were a number of organizational improvements in quality of life, operations, and in how we approach the budgetary decisions which were adopted and are continued into 2022-23.

Some of these changes were easier to implement in the short term, such as the following which have been implemented or are currently in process:

- Implementing a proven Customer Service Request system that leverages technology and aligns every part of the organization towards serving the needs of our residents.
 - Results: City deployed the “my San Dimas” application system which has been very successful in capturing service requests, enhancing timely response, and strengthening oversight of service activity. City will conduct a one year review to identify opportunities for improvement.
- Reducing the impact of accidents and traffic violations through the restoration of the City’s traffic motor unit
 - Results: According to the LASD, the City averaged 44 traffic collisions and 200 citations a month before the addition of a traffic motor. After restoring the traffic unit in 2021, the City’s average fell to an average of 23 traffic collisions and 293 citations a month. A new traffic unit started this calendar year after completing training, so we hope to continue this positive trend.
- Reorganizing the City’s Administrative Services Department and solidifying the City’s leadership team to provide stronger command and control redundancy for City

operations

- Results: The City has added support within the Information Systems and Human Resources area to provide more technical support for citywide needs and added more support for budget development through the Finance division. The 2022-23 budget includes additional changes to add Human Resources capacity to focus on training, policy development, and adds support to enhance public information, emergency services, and support for the City Manager's Office. The City is also investing in a centralized contract management system to provide stronger control over contracts, monitoring, and insurance renewals.

Some efforts require more thoughtful evaluation, resource investment, and implementation approaches. The City has been proceeding in these areas, but the efforts are multiyear. The efforts include:

- Moving to a more strategic way of thinking in how we address quality of life issues,
- Evaluating the City's fees and charges structure to ensure general tax resources are supporting broad community priorities and not resulting in taxpayer subsidies for activities not of a general community benefit,
- Creating the right mix of employee classifications, compensation, and personnel rules to facilitate a competitive workforce, redundancies, and most importantly, a financially sustainable workforce structure,
- Stabilizing and smoothing the City's approach to capital replacement to ensure funding is available at the time a replacement is necessary without resulting in an abnormal impact to current year resources, and
- Aligning community expectations in infrastructure investment to the resources necessary to maintain and improve capital improvements in an efficient and effective manner.

Results: The City has established the Capital Assets Reserve (Fund 100) and funded the estimated need for capital replacements through 2022-23. The City also completed a review and is implementing changes to the City's classification and compensation structure, but a review of personnel rules is still ongoing. The City is also in the latter stage of its fees and charges review and hopes to begin discussion of recommendations later this summer. The City is working to improve cost recovery at the Recreation Center and planning capital improvement efforts to address needs at the pool, but a broader conversation on the longer-term future of how to best manage the asset is still necessary.

Other changes are ongoing and are never really completed, which include:

- Ensuring accountability in City operations and resource allocation,
- Finding ways to leverage technologies, grant opportunities, innovation, and other industry developments to improve how we provide City programs and services which

maximize public investment, and

- Adjusting to the substantial new Federal and State mandates impacting our community.

Results: The City has enhanced accountability and resource allocation with the “my San Dimas” application. Shortly, the City will be proceeding with a performance audit of the development and permitting processes of the City to identify opportunities for improvement. The 2022-23 budget includes support for third-party grant services to identify and apply for additional grant funding. The City is moving forward with a web-based contracts software solution to strengthen the contract development, approval and oversight process. Additionally, the City is moving forward with a new agenda management system to facilitate streamlining in Council and Commission agenda preparation.

As described above, the City is working towards improving internal systems which support operations. It will be a multiyear effort.

2022-23 Budget Outlook

The adopted 2022-23 budget includes deficit spending but is anticipated to maintain a General Fund reserve balance of 92 percent. The General Fund represents the substantial portion of City operations, and as such, remains a primary focus in budget discussions.

General Fund Activity

Finance estimates that revenue minus expenditures will end 2021-22 and 2022-23 with positive changes in General Fund balances for \$1,249,948 and \$192,609, respectively. The General Fund continues to support operations in other funds and in most cases, capital improvement activity. Due to federal funding from the American Rescue Plan, the City will receive short term funding to support impacts related to the pandemic. For this and next year, this funding will help the City maintain its current financial position and operations. We cannot expect this funding to continue and must continue work begun in 2021-22 towards longer term financial sustainability.

Changing Assigned Reserve Fund Balances and Establishing Funding Goals

In 2021-22, the City shifted \$1 million to support the creation of a prefunding capital improvement reserve called the Capital Assets Reserve (Fund 100). On April 26, 2022, the City Council approved assigning another \$5.5 million to the Capital Assets Reserve to fund the estimated need for lifecycle capital assets bringing the total to \$6.5 million. Additionally, the City Council assigned fund balances to other categories such as Other Post-Employment

Benefits² (OPEB) and Compensated Absences³. These assignments were intended to enhance transparency that the City has planned and can address these future liabilities.

The City Council also established or increased funding goals for several key reserve categories, which included

- Revising the General Fund Reserve (including Funds 001, 070, and 100) funding level goal from 70% to 75% of General Fund operating expenditures.
-
- Establishing new funding level goals for the Capital Asset Reserve, OPEB, and Compensated Absences at 80% of estimated liabilities.

- Establishing a new funding level goal for the unassigned General Fund Reserve at 25% of General Fund operating expenditures.

The 2022-23 budget proposes fund balances which equal or exceed these funding goals.

Other Anticipated Operations Activity

The adopted 2022-23 budget includes a number of other changes which are outlined below.

- Some limited staffing additions to support needed operations including the
 - Funding of a Human Resource Administrative Analyst Position to support Human Resources functions;
 - Funding of Senior Administrative Analyst in the Administration Department to support the City Manager's Office;
 - Funding restoration of the building intern position to support daily Building Division's daily functions;
- Providing a 3% Cost of Living Adjustment (COLA) to City staff starting with the first pay period that includes July 1, 2022 and implementing recommended changes to classifications, salary tables, and reclassifications;
- Increasing funding of \$232,000 for state mandated waste compliance measures;
- Adding funding of \$276,851 for purchase of three trucks, current emission standards compliant City vehicles and a parking enforcement vehicle;
- Adding funding of \$157,000 for purchase of a Case 580 Tractor/Backhoe, public works yard cart replacement, and speed radar trailer with data collection capabilities;
- Adding funding of \$143,000 for Communication and technology equipment upgrades; and
- Adding Funding of \$200,000 for Municipal Parking Lot garbage bin enclosure rebuild.

² Other Post Employment Benefits are employee benefits, other than pension distributions, that employees may begin to receive from the City once they retire.

³ Compensated Absences are absences for which employees will be paid, such as vacation, sick leave, etc. Accounting standards require the City to measure the accrued absences as they represent a present liability to the City.

Other Planned Capital Activity

The adopted budget includes a number of projects to improve our City's infrastructure, parks, and buildings, which include the following:

Inclusionary Housing Ordinance	\$	75,000
Safety Element/Hazard Mitigation Plan	\$	175,000
Design - Foothill Blvd Median	\$	30,000
HTC Lodgepole Fence	\$	38,000
Ladera Serra HVAC Replacement	\$	35,000
Lone Hill Walkway	\$	15,000
Pioneer Park Court Lights	\$	18,000
Playground Surface Replacements LH & HTC	\$	268,841
Senior Center Art Room Renovation	\$	50,000
Senior Center Quiet Lounge Renovation	\$	25,000
Recreation Center Improvements	\$	1,000,000
Lone Hill Ave Reconstruction	\$	1,750,000
Eaton Rd et al resurfacing	\$	1,050,000
Lighting Projects	\$	350,000
Pavement Preservation	\$	444,000
Resurfacing of Bonita Ave west of San Dimas Ave (Design)	\$	75,000
Signal Improvements (Arrow Highway and Badillo)	\$	275,000
Lone Hill Park Infiltration Project (design)	\$	900,000
Catch Basin Cleaning and Filter installation	\$	230,000
Pearlana Drive/Billow Street rehabilitation	\$	600,000
Gladstone Resurfacing (Design)	\$	75,000
Resurfacing of Badillo St	\$	2,285,428
Total	\$	9,764,269

Conclusion

Going forward over the next 2 years, the City must address structural deficits in overall government activity to ensure the City remains financially sustainable for the long-term. One time funding from the federal government, short term saving measures, vacancy savings, and other unanticipated one-time revenue increases may provide short term benefit, but such activity does not resolve what is a difference between the City's capabilities and public expectations for service delivery.

The City also needs to fully consider its approach to quality of life and how to best address the needs of unhoused individuals. To this end, the City's new Housing/Quality of Life Manager will lead the effort to establish a quality of life plan that includes specific pieces regarding the unhoused and mechanisms to ensure a balance of compassion with accountability.

In reviewing our fees and charges, the City subsidizes benefits to non-residents and those deriving private benefits (i.e. someone doing a development project) with general tax revenue. While this is an acceptable policy direction for the City to consider, this reduces the City's ability to invest in other public benefit activity for City residents. As more public service is needed, looking to reduce subsidies to non-residents and those deriving private benefits is a reasonable mechanism to fund the additional service. Further, the City's fees and charges result in generally low-cost recovery for specific activity, so one area of future discussion needs to be to what extent should a fee based activity recover cost for anyone benefiting from the activity, including City residents. This question leads directly to how we balance paying for a common good, such as police, with specific activity, such as a recreation class, through general tax revenue versus fees. It is a complex discussion that we intend to have through future study sessions.

While it is natural to focus on the negatives, we must actively ensure that we also emphasize our strengths. We are well positioned to continue as a leader in the quality of life residents experience living in San Dimas. The focus should be to make continuous improvements, adjust to circumstances as they arise, and continue to celebrate our successes while learning from our mistakes.

It is an honor to be a part of this amazing organization and City, and I look forward to our many successes ahead.

Sincerely,



Chris Constantin
City Manager



FISCAL & BUDGETARY POLICIES SECTION

- BUDGET TIMELINE
- BUDGET PRIORITIES
- ANNUAL BUDGET POLICY
- APPROPRIATION LIMIT

BUDGET DEVELOPMENT TIMELINE

The budget process is a significant undertaking for staff and one of the most important duties of the City Council. The process begins in January as the City Manager meets with staff and gives general direction in preparing departments' budgets. On January 11th, a study session was conducted to begin discussion on the preliminary fiscal year 2022-23 budget. The City Council provided input on items they would like to see incorporated in the final budget. In May, proposed budget information is submitted for review by the budget team, and the creation of the draft budget document and the Capital Improvement Plan is developed to be presented to the Council and public.

December 14, 2021& January 11, 2022	Council Discussion of Budget Priorities
February 8, 2022	Council Priorities Confirmed & Presentation Budget Calendar
March 8, 2022	Mid-Year Report
March 23, 2022	Preliminary Budget figures are due
March 28-31, 2022	Completed meetings with each department to discuss budget submissions and goals
May 10, 2022	Council & Public Review of Preliminary Budget
June 14, 2022.....	Adoption of the Operating and Capital Improvement Program Budget for Fiscal Year 2022-23 and the 2022-23 Appropriations Limit

2022-23 BUDGET PRIORITIES

The City Council provided a listing of budget priorities during the December 11, 2021 and January 11, 2022 City Council meetings. On February 8, 2022, the City Council approved the following budget priorities:

- **Community Safety**

Foster safe enjoyment and a sense of community in the City which prioritizes public safety and emergency preparedness.

1. Maintaining public safety services
2. Establishing effective programs supporting public safety services (i.e. City Prosecutor services, County/Court partnerships)

- **High Performing Government**

Provide efficient and effective public service that is responsive to the needs of residents and businesses.

1. Retention, investment, and development of City staff
2. Provide for effective and safe working environment with appropriate tools, training, and safety equipment
3. Foster resiliency to respond to unforeseen circumstances

- **Infrastructure and Facilities**

Invest in the maintenance and improvement of City infrastructure and facilities that maximizes the public's use and enjoyment of public and private space.

1. Long-term focus on addressing and investing in infrastructure and facilities (i.e. Pavement Condition, Capital Assets, Parks amenities and facilities, Recreation Center, and Equestrian Center)
2. Considering Municipal Yard relocation, land acquisition and improvement costs
3. Gold Line Parking

- **Quality of Life**

Provide enrichment opportunities for all residents which foster community, lifelong learning, and healthy activities for people of all ages.

1. Homelessness

- **Economic Vitality**

Support a thriving and resilient ecosystem for local business and entrepreneurship.

1. Provide support for local businesses

- **Responsible/Sustainable Growth**

Establish policies that encourage a variety of land use and development types that not only maintain the community's character but allow the City to grow responsibly and support the long-term viability of a healthy, vibrant community.

1. Completing Downtown Specific Plan
2. Creating objective standards for development (i.e. addressing Federal/State mandates, supporting consistency in development)
3. Fostering affordable housing

- **Financial Sustainability**

Maintain a strong financial foundation with focus on the long-term sustainability.

1. Unfunded Pension Liabilities
2. Balance strengthening City's foundations with new investments
3. Considering the full lifecycle cost of activities
4. Focusing on needs versus wants

- **Transparency**

Promote open communications and engagement with the public.

1. Presenting fund balances and financials effectively

CITY OF SAN DIMAS FY 2022-23 BUDGET POLICY

Resolution 2022-41

A. INTRODUCTION

In its adoption of the Budget, the City Council recognizes that the appropriations approved for the operating and capital budgets are based upon estimates of municipal needs for the fiscal year. Therefore, in order to establish appropriate control in the administration of the Budget, the following policies are adopted to provide necessary authority for the City Manager to administer the Budget during the course of the fiscal year in the light of varying conditions which may occur and are authorized under San Dimas Municipal Code Section 2.24.070. The Assistant City Manager is delegated authority to sign as the City Manager in the absence of the City Manager or as authorized by the City Manager.

These policies are in addition and supplemental to any provisions contained in the San Dimas Municipal Code (Code), including the Personnel Rules & Regulations (PRRs), Part Time Employee Handbook, the Final Budget Resolution, all Salary Resolutions regarding pay, benefits and other terms and conditions of employment relating to other officers and employees, City of San Dimas Administrative Procedure and Policies, and other documents relating to the Budget, as such provisions may apply to the administration of the Budget.

All references to the Administrative Services Director and/or Finance Director shall refer to that individual empowered as the Finance Director, as defined in the San Dimas City Municipal Code.

B. DEFINITION

B.1 **Appropriations (Operating and Capital Budgets)**

The term “Appropriations” means the amounts approved for expenditure by the City Council in its adoption of the Budget, together with subsequent “**Supplemental Appropriations.**”

B.2 **Supplemental Appropriation**

The term “**Supplemental Appropriation**” means an increase and/or decrease in an existing appropriation(s) in the City Council Adopted Budget or a new appropriation(s).

B.3 **Carryover**

The term “**Carryover**” means the process of carrying over unspent appropriations or unrealized revenue from one fiscal year into a subsequent fiscal year. Carryovers shall be documented in a Budget Modification.

B.4 **Budget Modification**

The term “**Budget Modification**” means an adjustment to operating and capital project funding sources, pay schedules, job title allocations, changes in these Budget Policies, and other non-appropriation matters.

C. FISCAL CONTROL POLICIES

C.1 Off-Cycle Funding Requests

Off-cycle funding requests represent items not contemplated during the normal budget production and approval process which may result in exceeding a department and/or category appropriation. To ensure that all budget requests are considered in the context of the entire budget, consideration of funding request submitted outside the normal budget production process shall be subject to staff analysis to assist the City Council in evaluating the proposal. The formal analysis shall include, where applicable, the short-term and long-term budget impact and the impacts on other Council approved priorities; identified source of funding and impact on fund balance; and any other pertinent financial implications relevant for City Council decision-making.

C.2 Ongoing Expenditures

Approval of all expenditures which would result in an ongoing fiscal commitment should be funded only with ongoing revenue sources. One-time revenues, including fund balance and reserves, should be used only for one-time expenditures, such as capital improvements.

C.3 Statement of Fiscal Impact

All staff reports or action items to the City Council which relate to issues expected to have a fiscal impact on the City shall include a statement of fiscal impact. The impact will show the current year and multiyear impact of the recommended action.

C.4. Guiding Principles for Budget Development¹

The following principles shall guide budget development:

- C.4.a. A balance between public safety, infrastructure maintenance, and quality of life services is required to ensure a livable community.
- C.4.b. A budget must be sustainable into the future, not balanced with one-time fixes, such as transfers of reserves or set asides, and must reasonably reflect expenditures that match available revenues.
- C.4.c. Reducing funding for capital projects, or eliminating projects from the Capital Improvement Program, in order to support operating activities sacrifices the community’s long-term interests.

¹Adapted from: (1) "Budget Strategies for Challenging Fiscal Times" presented by Robert Leland, Director of Finance, City of Fairfield; (2) *Recommended Budget Practices* published by the National Advisory Council on State and Local Budgeting; (3) *A Budgeting Guide for Local Government* published by the International City/County Management Association; (4) *Model Practices for Municipal Governments* published by the Connecticut Town and City Management Association; and (5) *Strategic Recruitment for Government, Ten Innovative Practices for Designing, Implementing, and Measuring Recruitment Initiatives in Government* published by the Performance Institute.

- C.4.d. Continuous investment in technology, systems and equipment is needed to improve organizational efficiency, especially when staffing levels are reduced.
- C.4.e. Reasonable compensation levels in line with the labor market for similar governmental agencies are desired in order to minimize staff turnover and maintain City productivity; however, compensation levels must stay within a range that the city can sustainably afford while still providing the full range of city services that citizens expect from their city government. Total Compensation will be defined as all pay, benefit, and other elements that provide value to staff (i.e., hourly rate, specialty pays, insurance, time off, in-lieu payments, retirement plans, training, etc.).
- C.4.f. Additional revenue sources, such as grants and development related income, should be sought to augment City resources after due consideration of the cost associated with accepting a grant or approving development.
- C.4.g. Program cost recovery should be maximized, including reasonable General Fund indirect costs allocated to other funds, to reduce the need for program reductions and to reduce taxpayer subsidies where such subsidy is not in the public interest.
- C.4.h. Quality economic development and strengthening the City's economic base through implementation of supportive business strategies should be promoted to expand the City's revenue base and provide a net resource gain.
- C.4.i. Services and programs that serve a limited number of participants should be the focus of reductions, reformation, elimination, or reorganization, or should be considered for implementation by a private vendor or non-profit organization.
- C.4.j. Reductions should be avoided that could exacerbate liability issues for the City or have long-term consequences that would be costly to reverse.
- C.4.k. The budget must ensure administrative accountability, internal controls, and long-term financial stability.
- C.4.l. A balance of long-term liabilities and current operations is necessary to ensure the City avoids the growth in unrecognized or sudden significant liabilities.

D. FINANCIAL PLANNING AND IMPLEMENTATION POLICIES

D.1. Balanced Budget, Resiliency Plan and Deficit Spending Reduction Plan

The City shall establish a Resiliency Plan to ensure the long-term sustainability of the City's budget. Where appropriate, the City will establish a section within the Resiliency Plan to address deficit spending in a specific fund, activity, and/or program where such deficit spending materially impacts the long-term sustainability of the City's budget and where establishing a deficit spending reduction plan is necessary.

The goal is to achieve a balanced budget in which recurring revenues equal recurring

expenditures, where appropriate and prudent, and/or to balance the City's budget without overreliance on interfund loans, advances, or other short-term mechanisms indicative of financial stress.

Revenue Control

- D.1.a. The City will dedicate new ongoing revenue sources in the following manner and priority:
- Priority 1: Fixed cost increases, such as built-in contract escalators, benefit increases outside City control including CalPERS pension contributions, etc.;
 - Priority 2: Funding significant long-term liabilities and replenishing City reserve funds to established targets;
 - Priority 3: Replenishing internal service funds, such as infrastructure, vehicle, building maintenance, and technology funds, etc.;
 - Priority 4: Discretionary expenditures.
- D.1.b. The City will designate and assess fees for service and other fees in the following manner and fee will comply with all applicable laws.
- Category I – Fees that are determined to have a full cost recovery goal. Fees shall be updated regularly based on the total direct and indirect costs of providing the service.
 - Category II – Fees that are below full cost recovery goal. Fees are generally subsidized where collection of fees is not cost-effective; collection of fees would not comply with regulatory requirements; purpose of the fee is not to offset cost but to provide benefits to the recipients and the community. If fee is proposed to be Category II, the proposer will describe the level of subsidy, the reasoning and purpose why the fee is less than full cost recovery, and compliance with the intent of this fee category.
 - Category III – Penalty and fine fees. Fees in category III should be reviewed annually relative to the reasonableness for the fee and the fiscal effect as it relates to deterrence.
- D.1.c. One-time revenues and budgetary costs savings not anticipated during the fiscal year will be primarily dedicated to funding significant long-term liabilities and replenishing reserves and internal service funds to established targets.
- D.1.d. All revenue receipts shall be processed through the Finance Division. In the case revenue receipts are offset by any non-cash transaction or discounts, the Administrative Services Director's review and approval will be required.
- D.1.e. Any commitment by the City to perform or pay for services which will be reimbursed by another entity will be documented in either a written agreement prior to proceeding with the services or provided for in an approved fee schedule and approved by the City Manager, and if over \$50,000, the City Council. After approval, the City Manager may

appropriate funds reimbursing City operations up to \$50,000 per each individual service (e.g., Revenue reimbursed by the State Office of Emergency Services (OES)). All amounts appropriated under this provision will be reported to Council via budget modification reports.

Expenditure Control

- D.1.f. Expenditure controls safeguard limited government assets and ensure resources are maintained where they were originally approved during the budget process. To this end, while Budget Policy E.1 provides City Manager control over fund-level expenditures, tighter controls and authorizations are required to maximize safeguards over the use of funds. Operating and Capital expenditures will require the following approvals and processes:
- D.1.f.(1) **Changes between Personnel and Non-Personnel Expenditures** – Transfers of appropriations between personnel and non-personnel categories requires approval of the Administrative Services Director, City Manager, and City Council.
- Under \$10,000 – Administrative Services Director;
 - \$10,000 to \$50,000 – Administrative Services Director and City Manager;
 - Over \$50,000 – Administrative Services Director, City Manager, and City Council.
 - Exception: Any change intended to add new permanent personnel will require approval of the City Council.
- D.1.f.(2) **Changes between Departments** – Expenditures will be appropriated at the Department level. Department level is demonstrated by the second level of the accounting structure (i.e. 001-**4150**). Appropriation transfers between departments requires approval through a budget modification form by the Administrative Services Director, City Manager, and/or City Council based the following authorization amounts:
- Under \$10,000 – Administrative Services Director;
 - \$10,000 to \$50,000 – Administrative Services Director and City Manager;
 - Over \$50,000 – Administrative Services Director, City Manager, and City Council.
 - Exceptions: In the case of emergency, to prevent the loss of capital/grant funds, and/or other circumstance where delay would have a material negative impact to the City, the Administrative Services Director and City Manager can approve appropriation transfers and report such transfers to the City Council.
- D.1.f.(3) **Changes between Expenditure Categories** – Expenditures will be appropriated at the Category level which is demonstrated by the third level of the accounting structure (i.e. 001-4150-**020**). Within each category exists an object code which is demonstrated by the fourth level of the accounting structure (i.e. 001-4150-020-**001**). Departments can expend within the category as necessary without requiring

further action. Appropriation transfers between categories requires approval of the Department Director, Administrative Services Director, and/or City Manager based the following authorization amounts:

- Under \$25,000 – Administrative Services Director;
- \$25,000 to \$50,000 – Administrative Services Director and City Manager;
- Over \$50,000 – Administrative Services Director, City Manager, and City Council.
- Exceptions: In the case of emergency, to prevent the loss of capital/grant funds, and/or other circumstance where delay would have a material negative impact to the City. Administrative Services Director and City Manager approval is required and any such transfer will be reported to the City Council.
- Not Applicable: Non-discretionary items such as allocations, technology, fuel, and utilities are not available for transfer.

D.1.f.(4) **Fiscal Year-End Adjustments** – In order to expedite closing the accounting records at June 30th of each year, the City Manager is authorized to transfer an amount not to exceed \$5,000 between Departments within a single Fund in order to appropriate amounts to cover insignificant overages. A subsequent report will be made to Council listing total appropriations made within a Fund at fiscal year-end. This provision is only applicable to fiscal year-end adjustments and shall not be used at any other time.

D.1.f.(5) **Prepaid Expenses** – In limited instances, some City costs are required to be paid prior to receiving the service or product. Examples include annual licensing fees, annual memberships, insurance policies and software maintenance agreements. Many of the terms of these agreements require payment prior to July 1, which begins the new fiscal year. In addition, some prepayments offer a discount.

The City Manager is authorized to approve prepaid expenditures when the payment relates to an ongoing service provided to the City and when failing to make payment would either cause an interruption in ongoing City operations or cause the City to operate illegally (e.g., failing to renew software licensing). However, the payment classified as a prepaid expense shall not include more than a 10% increase over the prior year's payment for the same product or service. No later than the 1st meeting in September, Council will be provided a list of prepaid expenditures that occurred under this authority.

D.1.g. The City will refrain from allowing funds to fall into deficit positions or continuing growing existing fund balance deficits. Annual fund deficits should be eliminated by transferring funds into the deficit fund to maintain the previous year's fund balance. The only exceptions to this are funds in which future revenues are estimated to be sufficient to cover current deficits (e.g., Fee Funds and Capital Grant Funds) or where such deficit (or liability) is determined by a required actuarial review.

- D.1.h. The Finance Division will establish an appropriate purchasing process with adequate controls to ensure expenditures are properly approved and do not exceed City Council appropriations.
- D.1.i. The City will evaluate and consider personnel compensation and benefit expenditures from a total compensation perspective which will include both employee and employer items as well as any reasonably certain and reasonably anticipated future pension cost increase.
- D.1.j. Any revenue or expenditure item may be submitted to the City Council for review and/or approval at the recommendation of the City Manager. Exceptions to revenue and expenditure controls require City Council notification.
- D.1.k. All Council actions that appropriate funding or approve an agreement where such required funding is articulated in the recommendation or fiscal impact shall constitute formal appropriation authority and are not required to be resubmitted to Council for approval during the formal budget supplemental request process.

D.2. **Capital Improvement Program**

The Five-Year Capital Improvement Program (CIP) is developed and presented with the overall City budget.

- D.2.a. **Transfers Between Council Approved Capital Projects (Same Year – Reallocation of Funding Between Projects)** – Projects are approved over a five-year period by Council. Each budgeted project has been appropriated an amount that may include funding from multiple City Funds. Appropriation transfers between capital projects scheduled in the same year requires approval of the City Manager and City Council based the following authorization amounts:
- Up to \$50,000 – City Manager; or
 - Over \$50,000 – City Manager and City Council.
- D.2.b. **Transfers Between Council Approved Capital Projects (Different Years – Rescheduling Projects)** – Projects are approved over a five-year period by Council. Each budgeted project has been appropriated an amount that may include funding from multiple City funds. Appropriation transfers between capital projects scheduled in different years require approval of the City Manager and City Council based the following authorization amounts:
- Up to \$50,000 – City Manager; or
 - Over \$50,000 – City Manager and City Council.

Additional funding requirements for capital projects in excess of the total amount appropriated requires Council approval unless the initial appropriation included approval for contingency funding, in which, no further Council approval is necessary.

The approved budgets for the individual capital outlay projects and capital improvement projects remain as authorized until these projects are completed when an agreement to perform the project is executed. Any unexpended authorized appropriation for each capital project is automatically carried over from fiscal year to fiscal year until the funds of the individual capital project are expended up to the not to exceed amount of an executed agreement or its approved contingency or the capital project is canceled by the City Manager. Following the completion of the individual capital projects, the unexpended appropriation of each completed capital project shall be canceled, and the capital projects' funding sources shall be released from their unexpended funding commitment.

D.3. **Cost Allocation Plan (CAP) & Fee Studies**

The City Manager will ensure the timely completion of appropriate cost allocation plans and user fee studies. Generally, cost allocation plans should be completed every 3 years and reported to the City Council for review or as directed by the City Manager. Cost allocation charges (administrative overhead) will be assessed to each fund based on the results of the Plan. However, the General Fund will be required to make transfers to specific funds that do not have sufficient funding to pay for its share of the CAP (each fund's share of administrative overhead). Fee studies should be completed and reviewed every 5 years or as directed by the City Manager.

E. BUDGET ADMINISTRATION POLICIES

E.1. **Appropriations - Operating and Capital Budgets**

Appropriations approved for the Operating Budget Activities and Capital Budget Expenditure Accounts of the City's offices/departments are based upon estimates of needs for the fiscal year for projected service level requirements under normal conditions and circumstances.

However, as a result of changing conditions, unanticipated needs, emergencies, the availability of unforeseen State/Federal and/or other funding sources and like circumstances, it may be necessary during the course of the year to increase, reduce, eliminate, or provide new funding for Operating Budget Activities or Capital Budget Expenditure Accounts.

Therefore, in administering the Budget, the City Manager is authorized to provide each office/department with sufficient funding to meet its needs in such circumstances, so long as a decision to vary from approved appropriations does not exceed, except in the case of emergencies, the total appropriated expenditures of the affected municipal fund at the time of the decision. This policy includes, but is not limited to, the authority to supplement budgeted capital projects by transferring funds reflected in a Council-approved Capital

Improvement Program from a future year to the current fiscal year if the City Manager determines that the action is necessary to prevent a disruption to the construction schedule of the project, and that there is sufficient fund balance available to cover the expenditures.

In the event of an emergency, the City Manager is authorized to provide the resources necessary to meet the needs of the emergency subject to the limitations of available fund balance.

In all such instances, the City Manager shall report budgetary decisions to the City Council by means of an appropriate Supplemental Appropriation/Budget Modification.

E.2. **Supplemental Appropriation/Budget Modification Requirements**

Whenever the City Manager determines that a proposed budgetary adjustment does not fall within budget policies, or that it would add new or substitute substantially different projects, equipment, or programs to those approved for Operating Budget Activity or Capital Budget Expenditure Accounts, the City Manager shall submit to the City Council a Supplemental Appropriation or Budget Modification.

E.3. **Rebudget Authority**

Upon closing the financial books each fiscal year, the Administrative Services Director will review department requests to carryover unexpended funds and unrealized revenues to the ensuing fiscal year's budget. For those items approved by the City Manager and already encumbered, the Administrative Services Director shall carryover unexpended funds and unrealized revenues to the ensuing fiscal year's budget. The items carried over shall be documented in a Budget Modification. Unencumbered funds will either be released and available as one-time resources in the ensuing year's budget or in the case of unencumbered capital, considered for carryover based on a previously identified project need.

Grant and Donation funds may be carried over when the grantor allows use of such funds into the following fiscal year, when there are funds remaining, and when the purpose of the grant or donation (i.e., specific project) has not changed. The items shall be documented in a Budget Modification.

E.4. **Fund Reserves**

The City will maintain appropriate fund reserves which segregate resources for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

In accordance with GASB 54, the Administrative Services Director will classify each fund balance into one of the following five categories. GASB 54 applies to all governmental fund types (General Fund, Special Revenue Funds, Capital Projects Funds and Debt Services Funds), but does not apply to proprietary fund types (Enterprise Funds and Internal Service Funds).

Non-Spendable Fund Balance – Amounts that cannot be spent because they are a) not in a spendable form or b) legally or contractually required to be maintained intact. Examples includes inventories, prepared items, and advances to other funds.

Restricted Fund Balance – Amounts that are restricted by external parties, such as creditors, grantors, contributors, or laws/regulations of other governments, or restricted by law through constitutional provisions or enabling legislation. Examples include grants, bond proceeds, impact fees, and park dedication fees.

Committed Fund Balance – Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council. Examples include Emergency Reserve, Compensated Absences Reserve Fund, and Other Post-Employment Benefits Fund.

Assigned Fund Balance – Amounts constrained by the City’s intent to be used for specific purposes that are neither restricted nor committed. The intent can be expressed by a) the City Council through budgetary action or b) another body or official to which the City Council has delegated the authority. Examples include an approved General Fund appropriation for a multi-year capital expenditure.

Unassigned Fund Balance – Amount available in the General Fund that has not been appropriated for another purpose and is available for future expenditures.

E.4.a. **General Fund**

E.4.a.1 General Fund Reserves

Reserved

E.4.b. **Capital Assets Reserve (Fund 100)**

Fund 100 has been established to accumulate funds for the scheduling of significant capital assets, such as infrastructure, buildings, vehicles, equipment, and technology for the purpose of prefunding replacement and rehabilitation at the end of the capital assets useful life. The City will make annual contributions to prefund capital asset replacement and rehabilitation and reduce the operational impact of the related significant expenditures in the year the capital asset is needed. In accordance with GASB 54, this fund balance is committed.

E.4.b.1 Scheduled and Prefunded Capital Assets

Capital assets entered into the schedule and identified for prefunding are intended to identify liabilities associated with existing capital assets for which the City has adopted a funding schedule. Such capital assets will receive annual transfers to support full funding by the capital asset's replacement or rehabilitation schedule.

E.4.b.2 Scheduled and Unfunded Capital Assets

Capital assets entered into the schedule and not receiving annual funding allocations are intended to identify significant unfunded liabilities associated with existing capital assets. An appropriate funding target amount and year such fund is needed for replacement or rehabilitation will be established.

E.4.b.3 Pooled Capital Assets

Certain capital assets, such as buildings, include capital needs whose replacement or rehabilitation occurs in smaller, staged time frames or to which a specific replacement and rehabilitation date varies based on condition (i.e. carpets, etc.). To facilitate prefunding of such capital assets, a pooled amount will be specified in such manner (by building, location, etc.) to accommodate regular replacement and rehabilitation as needed, but to also achieve an annual funding contribution amount which is consistent and predictable.

E.4.b.4 Asset Management Schedules and Funding

The City will maintain an asset management schedule for scheduled assets which are intended to receive funding through the Capital Asset Reserve. The schedule will provide such detail to properly manage the asset and its replacement or rehabilitation. The City Manager, or designee, is authorized to allocate such appropriation and schedule such assets to Fund 100 to further the intent of the Capital Asset Reserve.

APPROPRIATIONS LIMIT

Resolution 2021-35 adopted June 8, 2021, updates the City of San Dimas appropriations limit as required by Proposition 4 (November 1979) and Proposition 111 (June 1990). The appropriations limit imposed by these propositions creates a restriction on the amount of revenue that a public agency can appropriate in any fiscal year. The limit is based on actual appropriations during the base 1978-79 fiscal year, with an increase in subsequent years based on a formula comprised of population estimates and cost of living factors. There are no financial impacts from calculating the appropriations limit unless the amount of revenues received from “proceeds of taxes” comes close to or exceeds the City’s appropriations limit.

The 2022-23 appropriations limit for the City of San Dimas is \$93,397,948. This amount is \$63,405,656 more than the projected tax proceeds.



RESOLUTION 2022-32

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS,
COUNTY OF LOS ANGELES, ADOPTING AN APPROPRIATIONS LIMIT FOR FISCAL
YEAR 2022-23 AND APPROPRIATE EXCESS REVENUES**

WHEREAS, the City Council of the City of San Dimas is authorized under the provisions of Article XIII B of the California Constitution to adopt an Appropriation Limit for fiscal year 2022-23; and

WHEREAS, implementation of Proposition 111 and SB88 (Chapter 60/90) modified the annual adjustment factors to be either the growth in California per capita personal income or the growth in nonresidential assessed valuation due to construction in the City; and

WHEREAS, the City elects to use the change in California per capita personal income as its cost of living growth factor for the 2022-23 fiscal year which is 7.55% or a factor of 1.0755; and

WHEREAS, the population factor under Proposition 111 is the change in population in the City or in the County; and

WHEREAS, the County's change in population provided by the State Department of Finance applicable to the fiscal year 2022-23 Limit is -.71% or a factor of .9929 and is greater than the City's negative growth rate of -0.86% or a factor of .9914; and

WHEREAS, the fiscal year 2021-22 Appropriations Limit of \$87,462,400 shall be used as the base toward calculating the Limit for fiscal year 2022-23; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby resolve that: The Appropriations Limit for fiscal year 2022-23 shall be \$93,379,144; and there are hereby appropriated assigned fund balances of all revenues subsequently received by City funds in excess of the 2021-22 appropriations up to the Appropriations Limit in the following funds: 1, 2, 4, 7-8,12, 20-23, 40-41, 70-78.

Per Capita Personal Income Change:	5.73%	=	1.0755 ratio
County Population Change	-0.71%	=	.9929 ratio
(City Population Change -0.86)			
Ratio of Change	1.0755 x	=	1.067864
Appropriations Limit 2021-22		=	\$87,462,400
Ratio of Change			<u>x 1.067864</u>
Appropriations Limit 2022-23		=	\$93,397,948

Resolution 2022-32
Appropriations Limit 2022-23
June 14, 2022

Page 2

PASSED, APPROVED AND ADOPTED this 14th day of June, 2022.



Emmett G. Badar, Mayor

ATTEST:



Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2022-32 was adopted by the City Council of San Dimas at its regular meeting of June 14, 2022 by the following vote:

AYES: Badar, Bertone, Ebiner, Vienna, Weber
NOES: None
ABSENT: None
ABSTAIN: None



Debra Black, City Clerk



FINANCIAL SUMMARIES

- CHART OF ACCOUNTS
- FUND DESCRIPTIONS
- OPERATING FUNDS
- CAPITAL PROJECT FUNDS
- DEBT SERVICE FUNDS
- LONG TERM DEBT
- SUMMARY OF ENDING BALANCES AND TRANSACTIONS – SCHEDULE 1
- HISTORICAL GENERAL FUND RESERVES

CHART OF ACCOUNTS

FUND NUMBER	FUND NAME
01	General Fund
02	Gas Tax
03	Walker House
04	City Hall/ CB
06	Sewer Expansion
07	City Wide Lighting District
08	Landscape Parcel Tax
12	Infrastructure
20	Community Parks & Facilities Development
21	Open Space District # 1
22	Open Space District # 2
23	Open Space District # 3
34	Housing Authority Successor
38	Successor Agency
39	Redevelopment Obligation Retirement
40	Community Development Block Grant
41	Citizen's Option for Public Safety
53	Golf Course
70	New Equipment Reserve Fund
71	Air Quality Management District
72	Prop A Transit
73	Prop C Transit
74	Measure R Transit
75	Landscape Maintenance
76	Measure M
77	Road Maintenance Rehab Act Fund
78	Measure W
100	Capital Assets Reserve
101	American Recovery Plan Act
113	Housing Authority

FUND DESCRIPTIONS

The budgeting and accounting system of the City of San Dimas is organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Funds maintain independent records of cash and/or resources together with all related liabilities, obligations, reserves and equities. The purpose of a fund is to carry out specific activities or attain certain objectives in accordance with special financial regulations, restrictions or limitations.

The largest single fund is the General Fund. Money in the General Fund can be used for any legal purpose—to underwrite operating expenditures or to fund capital improvement projects—and is the most flexible of all City funds.

Other funds are restricted in their use by law or by City Council action. This means that these funds may only be used for designated activities. Some funds, such as the Golf Course Maintenance and Operation fund, are restricted by City policy to certain activities.

The City's accounting and budgeting systems are in compliance with the Generally Accepted Accounting Principles (GAAP). This means that the modified accrual basis of accounting is used for governmental fund types. The modified accrual basis of accounting recognizes revenues when they are measurable and available and expenditures when they are incurred.

The City Manager's authorization limit for changes to the budget is limited to \$50,000 before authorization is required by the San Dimas City Council.

OPERATING FUNDS

Operating Funds account for the revenues and expenditures associated with the City's ongoing operations. Revenues in the operating funds are received from a variety of sources, and may be unrestricted in use, as in the General Fund, or restricted by law or policy in other special revenue funds. The following includes descriptions of the operating funds:

- **General Fund** - the main Operating Fund for the City. All general tax revenues and other receipts not allocated by law or contractual agreement to other funds are accounted for in this fund. The General Fund is the most flexible of all City funds. The major General Fund revenue sources are: property tax, sales tax, franchise tax, transient occupancy tax, business tax, motor vehicle licensing fees, building permit fees, charges for services, fees and interest earnings. The General Fund is used for daily operating expenditures such as: public safety, planning, community improvement, youth and senior program administration, street repair, building maintenance, and City administration.
- **Walker House** – this fund is used to account for receipts and expenditures of monies received from the repayment of principal and interest from the Successor Agency and to expenditures associated with the maintenance and operations of the Walker House.
- **Sewer Expansion Fund** – this fund is used to account for receipts and expenditures of monies apportioned to the City under sewer maintenance and industrial waste reimbursements from the County and private property connections to the public sewer fees.
- **Landscape Parcel Tax** – this fund is used to account for financial activity relating to the voter approved property tax assessment. Revenues include assessment to property owners and a transfer from the General Fund. Expenditures are exclusive to the maintenance of parks, parkways, medians, and trees.
- **Citizen's Option for Public Safety (COPS)** – this fund is used to account for receipts and expenditures of monies apportioned to the City from a State COPS grant for law enforcement.
- **Golf Course** – this fund is used to account for receipts and expenditures of monies for maintenance and operations of the San Dimas Canyon Golf Course. Surplus funds can be appropriated towards the repayment of a City loan made to the Golf Course.

- **New Equipment Reserve Fund** – this fund is used to account for expenditures associated with the acquisition of new equipment and vehicles for City use.
- **Air Quality Management District (AQMD) Fund** - this fund is used to account for clean air fees collected by the State and distributed by the Southern California Air Quality Management District (SCAQMD) for clean air projects.
- **Proposition A Fund** - this fund is used to account for the financial activity related to the City's share of Proposition A monies. Proposition A increased sales tax in Los Angeles County by one-half percent (0.5%) and is used for transportation related purposes.
- **Landscape Maintenance** — this fund is used to account for financial activity relating to landscaping of common areas within the Boulevard and Northwood's tracts. Revenues include assessment to property owners within the Boulevard and Northwood's tracts and expenditures related to the maintenance and upkeep of the common landscape areas.
- **Successor Agency Administration Fund** - this fund is used to account for the administrative costs of winding down the affairs of the former San Dimas Redevelopment Agency.
- **Measure W Fund** – this fund is used to account for receipts and expenditures of monies apportioned to the City under Measure W, a voter approved special tax levy collected annually on parcels within the Los Angeles County Flood Control District. The tax is levied at a rate of 2.5 cents per square foot of impermeable area, except as exempted.
- **American Recovery Plan Act** – this fund is used to account for revenue & expenditures identified to recapture lost revenue due to the effects of the pandemic lockdown. The funds originate from a Grant distribution through the Federal Government as part of the American Recovery Act
- **Housing Authority** – this fund is used to account for debt service payments associated with the 1998 Mobile Home Park Revenue Bonds. The bonds were issued to finance the Authority's acquisition of a mobile home park know as Charter Oak Mobile Home Estates. The Revenue Bonds were refinanced in 2020 to reduce the principal and interest.

CAPITAL PROJECTS FUNDS

Capital Projects Funds account for the acquisition and/or construction of major capital facilities. Capital Projects Funds include the following:

- **State Gas Tax Fund** - this fund is used to account for receipts and expenditures of monies apportioned to the City under Sections 2103, 2105, 2106, 2107 and 2107.5 of the California Streets and Highway Code.
- **Infrastructure** - this fund is used to account for major capital improvement projects associated with the Cities infrastructure.
- **Community Parks & Facilities Development** - this fund is used to account for the parks and facilities capital improvement projects.
- **Open Space District # 1** - this fund is used to account for revenues and expenditures associated with the acquisition and preservation of north & west districts open space.
- **Open Space District # 2** - this fund is used to account for revenues and expenditures associated with the acquisition and preservation of east districts open space.
- **Open Space District # 3** - this fund is used to account for revenues and expenditures associated with the acquisition and preservation of south districts open space.
- **Proposition C Fund** - this fund is used to account for the financial activity related to the City's share of Proposition C monies. Proposition C increased sales tax in Los Angeles County by one-half percent (0.5%) and is used for transportation related purposes.
- **Measure R Fund** - this fund is used to account for receipts and expenditures of monies apportioned to the City under Measure R, a voter approved retail transactions and use tax at the rate of one-half percent (0.5%) for a period of 30 years. This money is restricted to expenditures that maintain and improve City streets and for transportation services.
- **Measure M Fund** - this fund is used to account for receipts and expenditures of monies apportioned to the City under Measure R, a voter approved retail transactions and use tax at the rate of one-half percent (0.5%) for a period of 30 years. This money is restricted to expenditures that maintain and improve City streets and for transportation services.
- **Measure W Fund** – In November 2018 ballot, Los Angeles voters approved the Safe Clean Water Parcel Tax of 2.5 cents a square foot of “impermeable space.” Revenue generated from Measure W will be used to pay for regional and municipal projects that improve water quality & retention, prepare for future drought, and provide community benefits such as parks

or wetlands. It is anticipated that the funds will be used for storm water projects in compliance with the MS4 permit.

- **Road Maintenance Rehab** – this fund is used to account for receipts and expenditures of monies apportioned to the City under the Road Maintenance Rehab Act. The funds are generated by increases in the gas tax and vehicle license fees.
- **Capital Assets Reserve** – this fund will be used to replace & maintain current assets.

DEBT SERVICE FUNDS

Debt Service Funds account for financial activity associated with the issuance of debt, and the accumulation of resources for, and the payment of outstanding obligations on City and Successor Agency long-term debt, as described below:

- **City Hall –Community Building – Plaza Fund** –this fund is used to account for debt service payments associated with the renovation of the San Dimas Civic Center the was re-opened as the City Hall, the Plaza and Community Building in April 2011.

LOANS PAYABLE (City Debt)

City of San Dimas 2020 Lease Agreement

Source of Funds: Civic Center Fund – General

On June 2, 2010, the City of San Dimas Public Financing Authority issued \$8,395,000 Lease Revenue Bonds (Civic Center Renovation and Expansion), Series 2010. The bonds were used to finance the expansion and renovation of the City Hall, Plaza, and Community Center. On March 3, 2020 the City of San Dimas refinanced the Bonds and created the City of San Dimas 2020 Lease Agreement Loan in order to lower the interest rate to 1.890% and to accelerate the payoff of the debt by one year from 6/1/2025 to 6/1/2024.



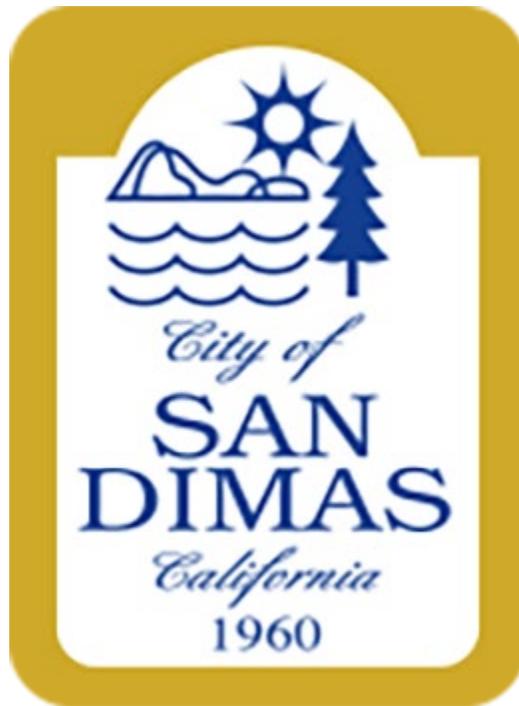
Fiscal Year Ending June 30	Beginning Balance	Principal Due	Interest Due	Ending Balance
2022-2023	\$1,349,000	\$669,000	\$22,330	\$680,000
2023-2024	\$ 680,000	\$680,000	\$ 9,639	\$ 0

1998 Mobile Home Park Housing Revenue Bonds

On June 18, 1998 the City of San Dimas Housing Authority issued \$8,075,000 of Mobile Home Park Revenue Bonds, Series 1998A. The bonds were issued to finance the Authority’s acquisition of a mobile home park known as Charter Oak Mobile Home Estates and to finance certain capital improvement thereto. On October 29th, 2020 The City of San Dimas Housing Authority refinanced the bonds at an interest rate of 1.85% and shortened the maturity date to fiscal year 2025-26.

Sources of Funds: Housing Authority Fund

Fiscal Year Ending June 30	Beginning Balance	Principal Due	Interest Due	Ending Balance
2022-2023	\$1,878,300	\$457,400	\$30,518	\$1,420,900
2023-2024	\$1,420,900	\$464,700	\$21,988	\$956,200
2024-2026	\$956,200	\$956,200	\$17,769	\$0



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SCHEDULE 1: SUMMARY OF ESTIMATED ENDING BALANCES & TRANSACTIONS

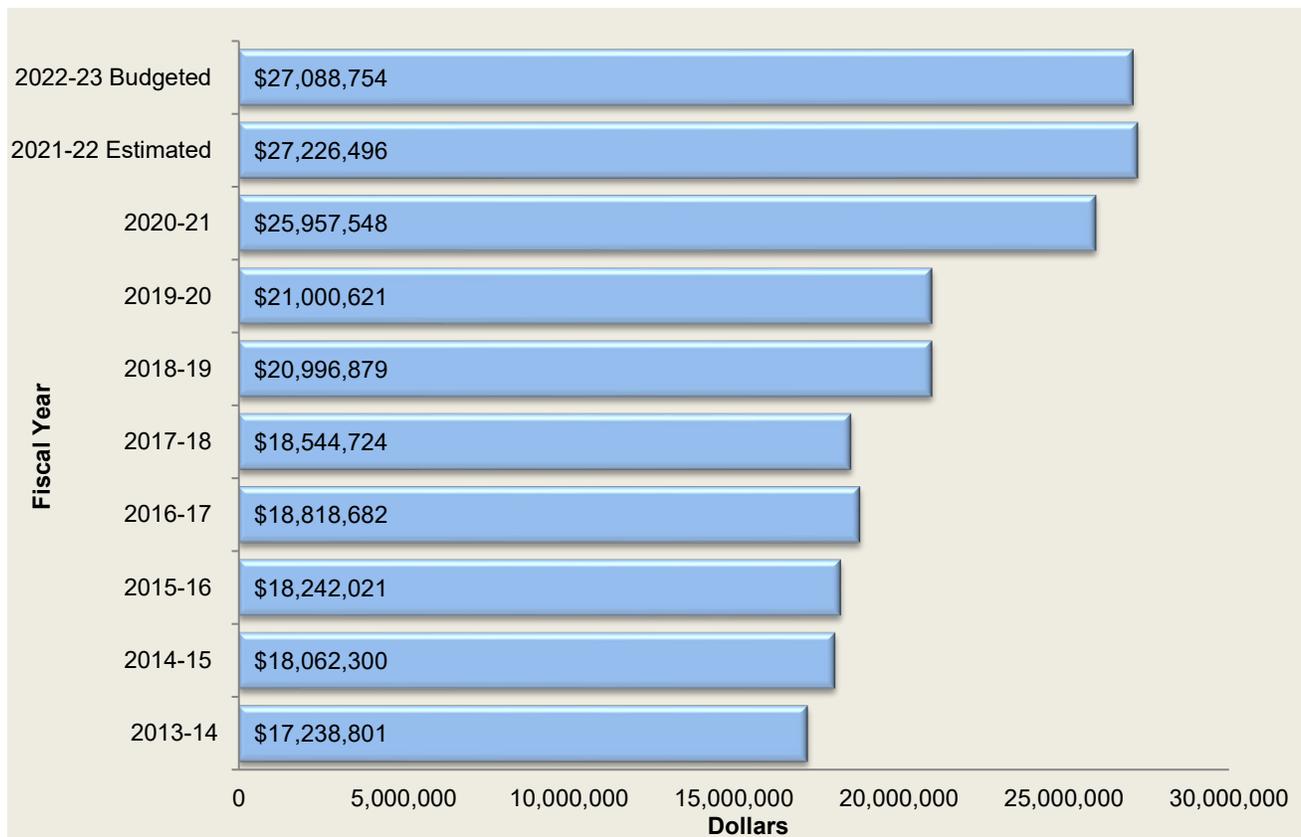
FUNDS	ESTIMATED BEGINNING 7/1/2022	ESTIMATED REVENUES 2022-23	TRANSFER IN 2022-23	TRANSFER OUT 2022-23	ESTIMATED EXPENDITURES 2022-23	USE OF RESERVES 2022-23	ESTIMATED ENDING BAL 6/30/2023
01 General	19,738,007	27,333,094	352,000	1,025,085	25,234,026	1,211,374	19,952,616
02 Gas Tax	172,453	1,004,000	-	225,000	641,175	-	310,278
03 Walker House	148,491	134,471	-	-	170,750	-	112,212
04 City Hall/CB	-	-	691,331	-	691,331	-	-
06 Sewer	1,149,226	60,835	-	-	248,000	-	962,061
07 Lighting	2,433,882	1,548,640	-	125,000	1,825,780	-	2,031,742
08 L/S Parcel Tax	111,340	935,000	86,820	-	1,133,160	-	-
12 Infrastructure	390,652	2,358,000	892,476	-	3,641,128	-	-
20 Comm Park/Fac	154,752	-	-	-	-	-	154,752
21 Open Sp #1	257,342	839,391	255,107	-	1,351,840	-	-
22 Open Sp #2	4,209	-	63,791	-	68,000	-	-
23 Open Sp #3	45,786	-	-	-	35,000	-	10,786
27 CC Pkg Dist	-	-	-	-	-	-	-
28 CC Redemption	235	-	-	-	-	-	235
29 CC Reserve	-	-	-	-	-	-	-
40 CDBG	-	171,220	-	-	171,220	-	-
41 COPS	202,267	151,000	-	-	190,000	-	163,267
53 Golf Course	1,021,715	939,000	-	-	632,000	-	1,328,715
70 New Equipment Reserve	968,489	15,000	-	-	22,000	-	961,489
71 AQMD	174,913	47,000	-	2,000	100,000	-	119,913
72 Prop A	694,410	837,064	-	-	749,175	-	782,299
73 Prop C	399,062	698,101	-	-	751,800	-	345,363
74 Measure R	536,132	521,076	-	-	559,000	-	498,208
75 Open Space Mnt	2,719	44,500	12,408	-	59,627	-	-
76 Measure M	965,833	589,886	-	-	960,000	-	595,719
77 Road Maint. Rehab Act	646,692	784,087	-	-	1,430,000	-	779
78 Measure W	1,490,675	605,000	-	-	1,298,093	-	797,582
100 Capital Assets Reserve	6,500,000	-	-	-	325,351	-	6,174,649
101 American Recovery Plan Act	1,793,534	4,021,429	-	-	3,131,574	-	2,683,389
ALL CITY FUNDS TOTAL	40,002,816	43,637,794	2,353,933	1,377,085	45,420,030	1,211,374	37,986,054
34 HOUSING AUTHORITY SUCCESSOR TOTAL	3,247,216	246,975	234,527	-	1,014,655	-	2,714,063
113 Housing Authority	5,421,499	1,820,000	-	-	2,552,715	-	4,688,784
38 /39 SUCCESSOR AGENCY TOTAL	123,857	2,181,951	-	-	2,291,840	-	13,968
GRAND TOTAL CITY AND ENTITIES	48,795,388	47,886,720	2,588,460	1,377,085	51,279,240	1,211,374	45,402,869

HISTORICAL GENERAL FUND RESERVES

The General Fund reserve is comprised of the General Fund (001), and interfund Equipment Replacement reserve fund (070) and Capital Asset Reserves (100). The City's goal is to maintain a minimum balance of equal to or greater than 75 percent of the General Fund operating budget. The current reserve balance of \$25,957,548 represents 114.07 percent of the 2020-21 General Fund Operating Expenditures and Transfers Out.

The estimated General Fund Reserve for the fiscal year ending 2021-22 is \$27,226,496 which would represent approximately 102 percent. of the 2021-22 General Fund Operating and ARPA expenditures and transfers out⁴.

Finally, the budgeted General Fund Reserve for 2022-23 is \$27,088,754 which would represent approximately 92 percent of the 2021-22 General Fund & ARPA operating expenditures and transfers out. A multi-year comparison of this reserve is shown below:



⁴ Revised from the mid-year report of 97 percent based on actual financial data received



REVENUES SECTION SUMMARY

- REVENUES DEFINED
- HISTORICAL TRENDS
- SUMMARY OF ESTIMATED REVENUES BY FUND - SCHEDULE 2
- SUMMARY OF GENERAL FUND REVENUES

DESCRIPTION OF REVENUES

City revenues are derived from a variety of sources. Some revenues such as property tax transient occupancy tax and business tax are generated locally. Other sources of revenue are sent to the State of California or County of Los Angeles, and remitted to the City at a later time. These monies are received by the city treasurer and distributed to the appropriate fund.

The following list summarizes the most significant sources of City revenues:

Property Tax, at a rate of 1 percent of current market value, is imposed on all real and tangible personal property located within the City limits. The tax is collected by the County tax collector and a portion is remitted to the City. The City receives 6.58 percent of collected property taxes. Revenue projections are based on estimates provided by HDL Companies

Other Taxes are collected locally, which include:

- **Business License Tax** that is collected from businesses for conducting business within the City. The tax rates are adjusted every April by a cost of living factor.
- **Franchise Fees** that are paid by electric, water and gas public utility companies, as well as the private cable television provider for the use of City right-of-way and for wear and tear to the City's streets. Revenue projections were based on historical trends and additional information provided by the franchisees.
- **Real Property Transfer Tax**, at a rate of \$1.10 per \$1,000, is collected by the County tax collector. The amount collected is based upon the value of the property transferred. One-half (0.5) of this tax is remitted to the City. Revenue projections were based on estimates provided by HDL Companies.
- **Sales Tax**, at the current rate of 9.50 percent, is levied on all retail goods sold within City limits and is collected and distributed by the State Board of Equalization as follows: State of California 6.25 percent; Proposition A one-half (0.5) percent; Proposition C one-half (0.5) percent; Measure R one-half (0.5) percent; Measure M (0.5) percent; Measure H (0.25) percent and point of sale, San Dimas (1.00) one percent. Revenue projections were based on estimates provided by HDL Companies.
- **Transient Occupancy Tax**, at a rate of 12 percent, is collected from the operators of hotels, motels and campgrounds located within San Dimas City limits. The tax is imposed on guests who are temporary users of City services while occupying a room in a lodging facility located in the City. Revenue projections were based on historical trends and analysis from HDL Companies.

License and Permit Fees are charged by the City to cover the costs of regulating various activities. This includes building permit fees, which are required for the construction of most

structures. In addition, the City charges fees for inspection/street permits, annual and temporary parking permits, bingo permits, and Storm Water inspection permits.

Fines and Penalties are revenues derived from penalties charged for violations of California law and City ordinances. Included in this category are local ordinance violations, motor vehicle violations, parking citations, parking bail, and administrative citations.

Use of Money and Property is the interest earned on idle cash, building rentals and from the lease of space in City-owned buildings.

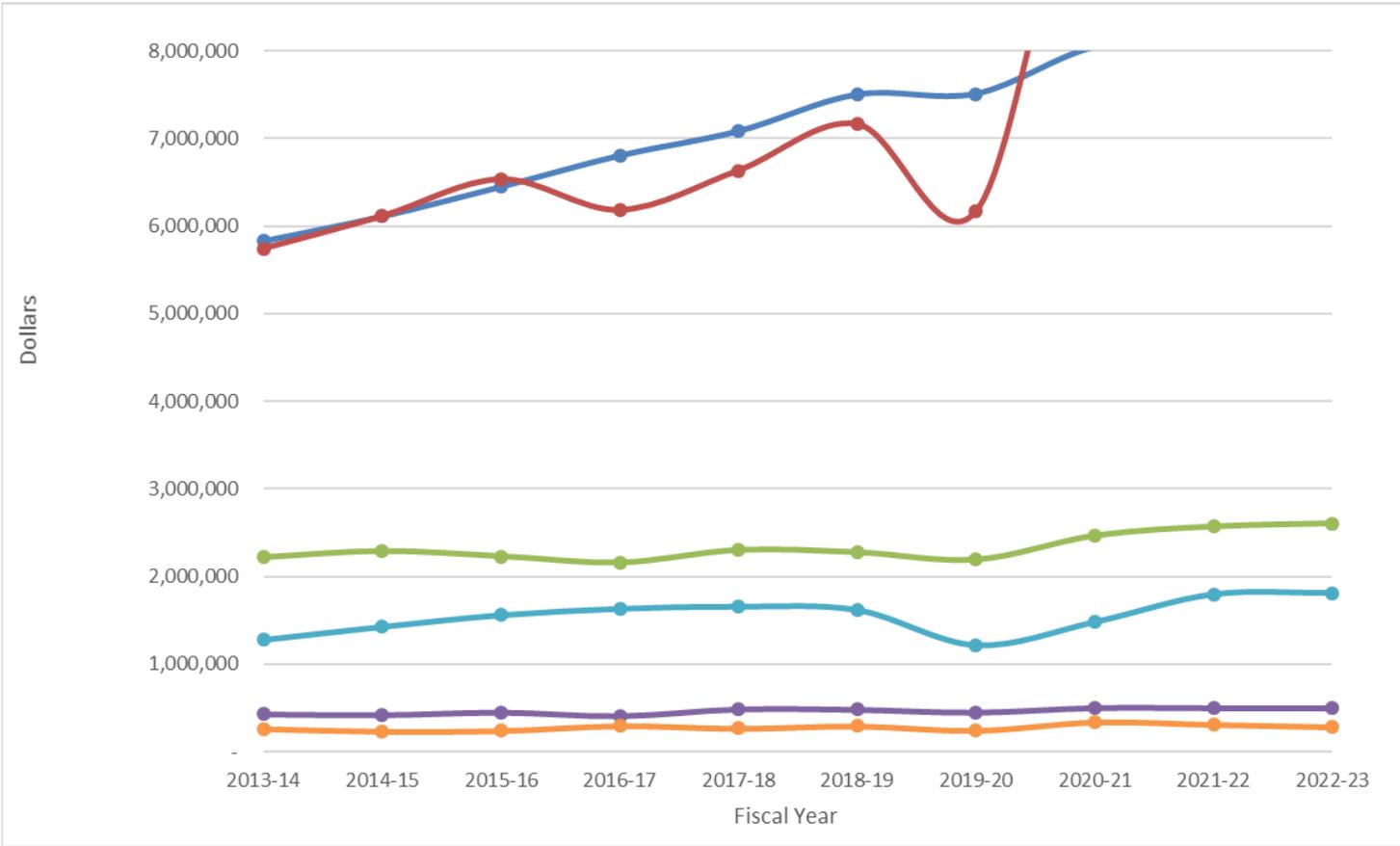
Revenue from Other Agencies is received and includes:

- **State Gas Tax** is received monthly on a per capita basis and a fixed annual amount based on population. Revenue projections are based on assumptions provided by the California Department of Finance.
- **Proposition A Local Return, Proposition C Local Return Measure R Local Return, and Measure M** each impose a one-half (0.5) percent sales tax, which is used to improve public and rapid transit. San Dimas is allocated a share of these funds based on population. Revenue projections are based on estimates provided by Los Angeles County Metropolitan Transportation Authority.
- **Road Maintenance & Rehabilitation Act** imposes increases in the cost per gallon of motor vehicle fuel to go along with a varying vehicle license fee based on vehicle value. Revenue projections are based on assumptions provided by the California Department of Finance.
- **Measure W** imposes a parcel tax that charges 2.5 cents per square foot of impermeable surface on a property. The tax is collected through property tax roll and distributed to cities via the County of Los Angeles. Revenue projections come from the County of Los Angeles.

Charges for Current Services are fees charged for specific services rendered by the City, and include:

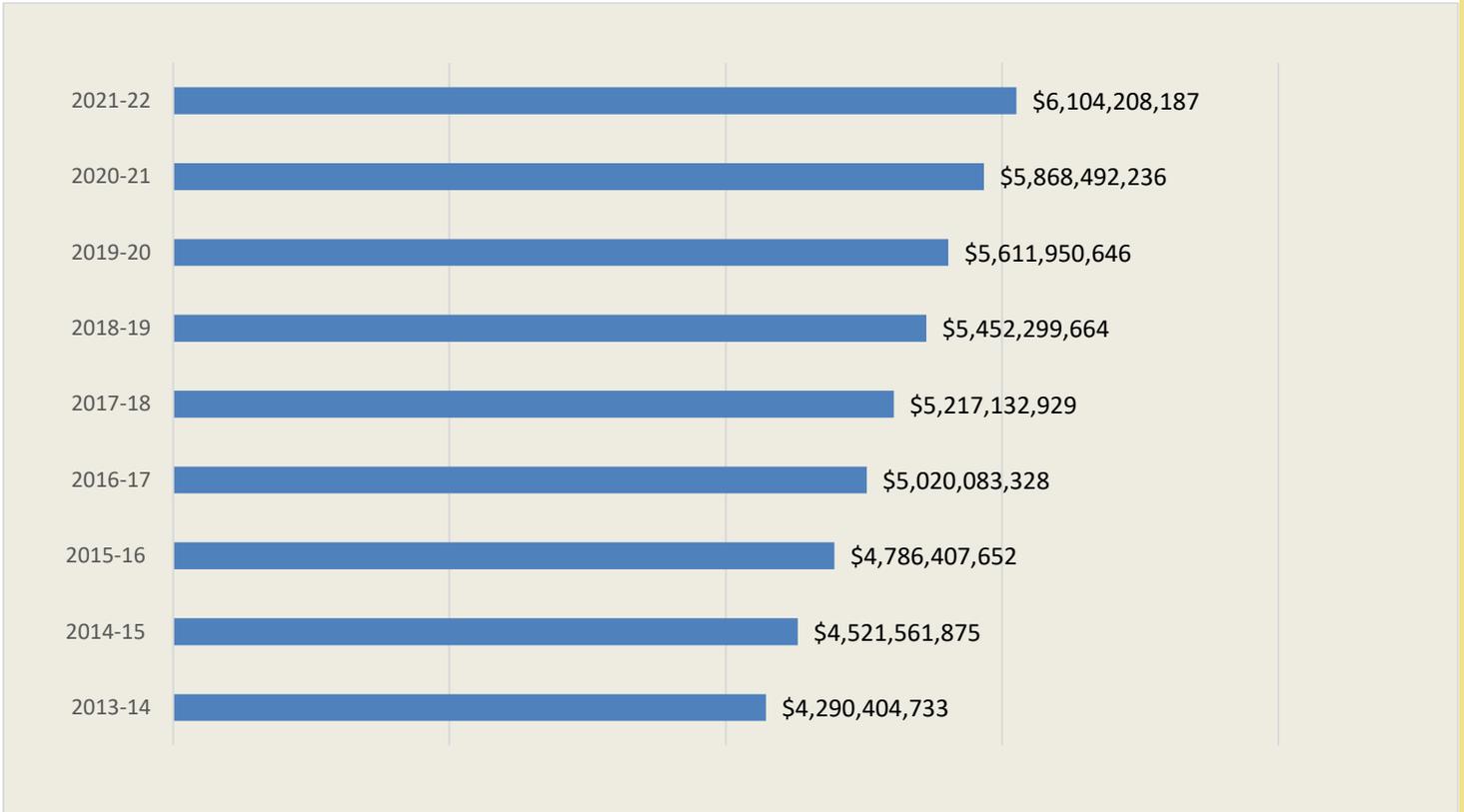
- **Administrative Fees** may be collected for staff time associated with the administration of Prop A, C, and Measure R programs and staff time associated with the administration of the Walker House and Charter Oak Park. Staff time is tracked through the City's internal timekeeping process.
- **Recreation Fees** include registration and course fees for a wide variety of programs, including youth and adult sports, facility rentals, Swim and Racquet Club programs and numerous special interest and self-improvement classes.

HISTORICAL REVENUE TRENDS – TAXES



		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Property Tax		\$5,830,247	\$6,112,582	\$6,450,221	\$6,806,170	\$7,084,555	\$7,502,690	\$7,510,804	\$8,044,993	\$8,140,481	\$8,609,738
Sales Tax		\$5,742,751	\$6,113,370	\$6,534,672	\$6,183,299	\$6,635,201	\$7,165,003	\$6,170,000	\$10,454,716	\$8,390,000	\$8,704,500
Franchise Tax		\$2,217,442	\$2,288,824	\$2,230,072	\$2,157,250	\$2,300,700	\$2,274,568	\$2,190,788	\$2,465,655	\$2,571,240	\$2,606,200
Business License Tax		\$430,500	\$421,744	\$450,041	\$410,337	\$486,555	\$481,438	\$450,000	\$501,960	\$500,000	\$500,000
Occupancy Tax		\$1,278,411	\$1,425,666	\$1,558,201	\$1,630,226	\$1,654,585	\$1,616,189	\$1,220,000	\$1,482,082	\$1,795,000	\$1,810,000
Other Taxes		\$260,889	\$231,978	\$238,442	\$294,058	\$264,732	\$291,060	\$241,500	\$336,125	\$307,615	\$281,000

ASSESSED VALUE OF TAXABLE PROPERTY



Source: 2021-22 HDL Property Tax Report

SCHEDULE 2: SUMMARY OF ESTIMATED REVENUES BY FUND

GENERAL FUND	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 ESTIMATED REVENUES	2022-23 ADOPTED BUDGET
TAXES				
Property Taxes less Administrative Fees	3,457,981	3,407,377	3,432,595	3,683,443
Residual Tax Distribution	445,477	400,000	400,000	400,000
Motor Vehicle In Lieu Triple Flip	4,141,535	4,279,862	4,307,886	4,526,295
Sales Tax	10,141,334	6,941,397	8,100,000	8,404,500
Sales Tax Prop 172	313,382	275,000	290,000	300,000
Franchise Tax	2,465,655	2,509,500	2,571,240	2,606,200
Business License Tax/Film Permits	506,688	497,500	504,615	503,000
PEG Tax	79,107	78,000	78,000	78,000
Transient Occupancy Tax	1,482,082	1,285,000	1,795,000	1,810,000
Documentary Stamp/Transfer Tax	252,290	170,000	225,000	200,000
Sub-Total	23,285,531	19,843,636	21,704,336	22,511,438
LICENSES AND PERMITS				
Building Permits	801,737	634,870	747,450	662,170
Inspection/Street Permits Eng	35,222	25,000	42,000	25,000
Annual Parking Permits	23,972	22,000	22,000	22,000
Temporary Parking Permits	248,980	200,000	230,000	225,000
Bingo Permits	-	50	50	50
Storm Water Inspection Permit	-	40,000	-	-
Sub-Total	1,109,911	921,920	1,041,500	934,220
FINES AND PENALTIES				
Local Ord Violations	9,849	6,000	7,500	7,500
Motor Vehicle Violations	57,018	75,000	80,000	80,000
Miscellaneous Offenses	1,664	2,100	2,100	2,100
Parking Citations	221,185	200,000	170,000	200,000
Parking Bail	60,010	60,000	50,000	50,000
Administrative Citations	3,622	2,000	4,000	4,000
Sub-Total	353,348	345,100	313,600	343,600
USE OF MONEY & PROPERTY				
Interest	411,272	600,000	450,000	450,000
Building Rentals	(314)	50,000	45,000	50,000
Adair Lease/Loan	35,883	36,144	24,144	24,828
Principal from/Int Loan Repay Sycamore Proj	4,313	-	-	-
Principal from Walker House Loan	1,130,560	851,147	851,147	1,172,634
Sub-Total	1,581,714	1,537,291	1,370,291	1,697,462

CITY OF SAN DIMAS

GENERAL FUND	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 ESTIMATED REVENUES	2022-23 ADOPTED BUDGET
INTERGOVERNMENTAL				
Motor Vehicle License Fees Excess/Mo	24,897	15,000	39,282	30,000
Homeowners Exemption	14,677	15,000	15,000	15,000
Metro/COG Open Streets Grant	-	-	85,000	-
Corona Virus Relief Funds	419,123	-	-	-
LEAP Grant	-	-	150,000	-
SB2 Planning Grant	-	-	160,000	-
Oil Payment Program/UOBG	-	10,000	5,000	5,000
Recycling Grant Mkt Sites	8,664	8,500	9,444	8,664
American Recovery Act	-	2,500,000	-	-
U.S.D.A. Summer Lunch Program	-	9,500	9,500	9,500
Sub-Total	467,361	2,558,000	473,226	68,164
SPECIAL CITY FUNDS				
02 State Gas Tax 2103, 2105, 2106, 2107, 2107.5	748,734	826,081	905,000	1,004,000
03 Walker House Fund	155,008	134,471	134,471	134,471
06 Sewer Construction	76,279	47,829	73,000	60,835
07 City Wide Lighting District	2,291,279	1,478,600	2,417,516	1,548,640
08 Landscape Parcel Tax	936,409	906,150	935,000	935,000
12 Infrastructure Replacement	20,000	2,241,000	73,950	2,358,000
20 Community Parks & Fac Development	338,178	-	279,722	-
21 Open Space District #1	559,679	-	330,000	839,391
22 Open Space District #2	60,670	-	-	-
23 Open Space District #3	210,000	-	-	-
40 Community Development Block Grt	275,032	253,583	253,583	171,220
41 Citizen's Option for Public Safety	158,170	100,500	162,285	151,000
53 Golf Course	921,651	541,099	968,160	939,000
70 New Equipment Reserve	-	-	20,000	15,000
71 Air Quality Management District	100,470	47,000	47,000	47,000
72 Prop A Transit	700,942	656,000	810,000	837,064
73 Prop C Transit	589,389	560,000	660,000	698,101
74 Measure R	441,279	405,000	505,000	521,076
75 Open Space Maintenance	44,171	44,000	44,500	44,500
76 Measure M	499,727	455,000	555,000	589,886
77 Road Maint. Rehab Act.	634,571	660,593	711,287	784,087
78 Measure W Fund	589,824	593,855	1,498,646	605,000
100 Capital Assets Reserve	-	-	-	-
101 ARPA Fund	-	-	4,021,429	4,021,429
TOTAL SPECIAL CITY FUNDS	10,351,462	9,950,761	15,405,549	16,304,700

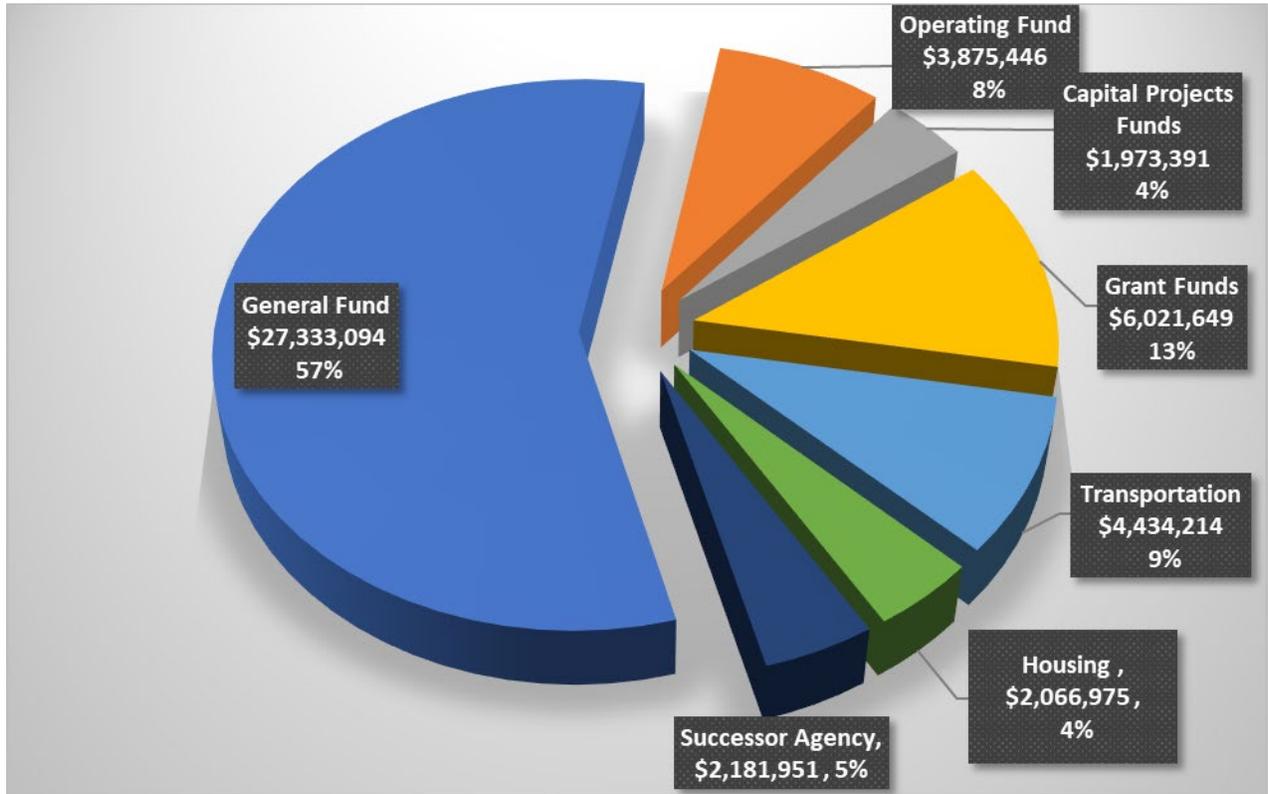
CITY OF SAN DIMAS

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 ESTIMATED REVENUES	2022-23 ADOPTED BUDGET
GENERAL FUND				
Sr Citizen Club Bingo Contribution	-	3,000	1,000	2,500
Miscellaneous	23,796	11,500	11,266	11,500
Sub-Total	527,206	490,494	551,229	477,000
TOTAL GENERAL FUND REVENUE				
	28,192,079	26,723,219	26,609,742	27,333,094
TRANSFERS IN FROM				
Transfer from Gas Tax Fund 02	225,000	225,000	225,000	225,000
Transfer from Lighting District Fund 07	125,000	125,000	125,000	125,000
Transfer from AQMD Fund 71	2,000	2,000	2,000	2,000
Sub-Total	352,000	352,000	352,000	352,000
SUB-TOTAL GENERAL FUND REVENUES/TRANSFERS				
	28,544,079	27,075,219	26,961,742	27,685,094
SPECIAL CITY FUNDS				
02 State Gas Tax 2103, 2105, 2106, 2107, 2107.5	748,734	826,081	905,000	1,004,000
03 Walker House Fund	155,008	134,471	134,471	134,471
06 Sewer Construction	76,279	47,829	73,000	60,835
07 City Wide Lighting District	2,291,279	1,478,600	2,417,516	1,548,640
08 Landscape Parcel Tax	936,409	906,150	935,000	935,000
12 Infrastructure Replacement	20,000	2,241,000	73,950	2,358,000
20 Community Parks & Fac Development	338,178	-	279,722	-
21 Open Space District #1	559,679	-	330,000	839,391
22 Open Space District #2	60,670	-	-	-
23 Open Space District #3	210,000	-	-	-
40 Community Development Block Grt	275,032	253,583	253,583	171,220
41 Citizen's Option for Public Safety	158,170	100,500	162,285	151,000
53 Golf Course	921,651	541,099	968,160	939,000
70 New Equipment Reserve	-	-	20,000	15,000
71 Air Quality Management District	100,470	47,000	47,000	47,000
72 Prop A Transit	700,942	656,000	810,000	837,064
73 Prop C Transit	589,389	560,000	660,000	698,101
74 Measure R	441,279	405,000	505,000	521,076
75 Open Space Maintenance	44,171	44,000	44,500	44,500
76 Measure M	499,727	455,000	555,000	589,886
77 Road Maint. Rehab Act.	634,571	660,593	711,287	784,087
78 Measure W Fund	589,824	593,855	1,498,646	605,000
100 Capital Assets Reserve	-	-	-	-
101 ARPA Fund	-	-	4,021,429	4,021,429
TOTAL SPECIAL CITY FUNDS	10,351,462	9,950,761	15,405,549	16,304,700

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 ESTIMATED REVENUES	2022-23 ADOPTED BUDGET
GENERAL FUND				
SPECIAL CITY FUNDS TRANSFERS IN				
Transfer to City Hall/Comm Bldg/Plaza Fund (04)	695,099	691,805	691,805	691,330
Transfer to Landscape Parcel Tax Fund (08)	20,000	-	-	86,820
Transfer to Infrastructure Fund (012)	-	-	-	-
Transfer to Comm. Pks. & Fac. Dev. Fund (20)				
Transfer to Open Space Dist (North & West) Fund (21)	559,679	-	-	255,107
Transfer to Open Space Dist. #2 Fund (22)	60,670	-	-	63,791
Transfer to Open Space Dist. #3 Fund (23)				
Transfer to Civic Center Parking Dist Fund (27)	-	-	-	-
Transfer in to Housing Authority Successor Fund (34)	226,112	170,229	170,229	234,527
Transfer to Open Space Maintenance Fund (75)	-	-	-	12,408
Transfer to Capital Asset Reserve (100)	-			-
SUB-TOTAL SPECIAL CITY FUNDS TRANSFERS IN	1,561,560	862,034	862,034	1,343,983
USE OF GENERAL FUND RESERVES				
Transfer to Infrastructure Fund (012)	-	1,195,585	1,195,585	892,476
Transfer to Open Space Dist. #1 Fund (21)				
Transfer to Open Space Dist. #2 Fund (22)				
Transfer to Open Space Dist. #3 Fund (23)	210,000	-	-	-
Transfer to Equipment Replacement Fund (70)	18,129	1,334,932	1,334,932	-
Transfer to Capital Assets Reserve Fund (100)	-	1,000,000	6,500,000	-
SUB-TOTAL TRANSFERS IN FROM RESERVES	228,129	3,530,517	9,030,517	892,476
GRAND TOTAL ALL CITY FUNDS REVENUE/TRANSFERS				
	40,685,230	41,418,531	52,259,842	46,226,253
OTHER ENTITIES				
34 HOUSING AUTHORITY SUCCESSOR TOTAL	223,325	123,792	170,677	246,975
38/39 SUCCESSOR AGENCY TOTAL	2,005,593	1,781,387	1,749,940	2,181,951
113 HOUSING AUTHORITY	4,145,146	1,270,000	1,820,000	1,820,000
GRAND TOTAL ALL CITY AND ENTITIES REVENUE/TRANSFERS				
	47,059,294	44,593,710	56,000,459	50,475,180

All Revenues by Category Funds

Total Operating Revenues \$47,886,720

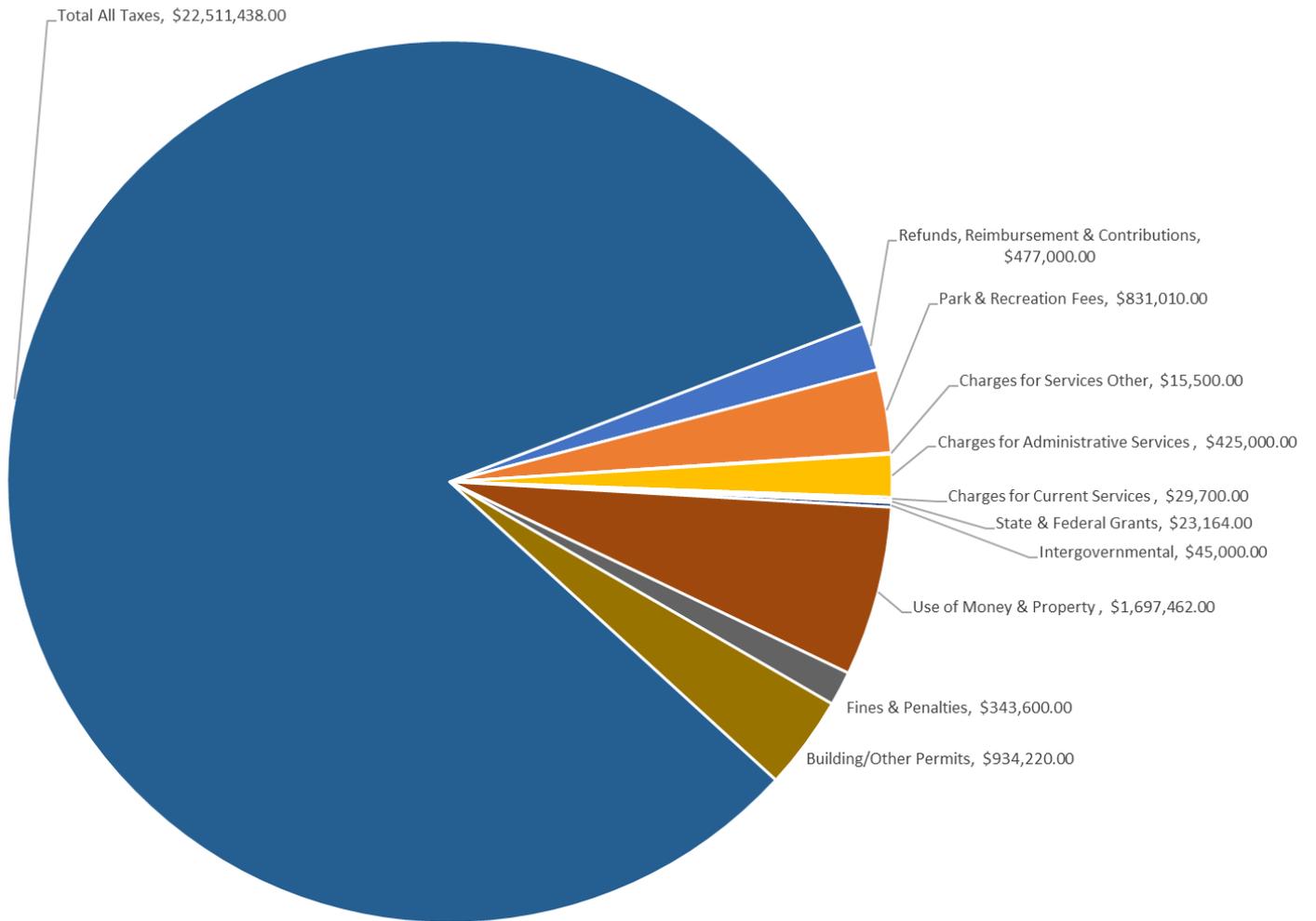


BUDGET SUMMARY – GENERAL FUND 01 – REVENUES

	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	REVISED	ADOPTED
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)		BUDGET	ESTIMATE	BUDGET
UNASSIGNED FUND BALANCE	16,807,966	18,700,314	21,966,738	11,607,717
ASSIGNED FUND BALANCE RISK/LAW	2,829,307	2,821,807	2,829,307	2,036,592
ASSIGNED FUND BALANCE EMERG SRV	283,795	121,492	207,285	1,000,000
ASSIGNED FUND BALANCE GENERAL PLAN UPDATE	250,000	250,000	250,000	250,000
ASSIGNED FUND BALANCES OPEB	-	-	-	2,978,932
ASSIGNED FUND BALANCES COMPENSATED ABSENCES	-	-	-	1,264,766
ASSIGNED FB - NPDES (281-004)	600,000	600,000	600,000	600,000
TOTAL GENERAL FUND BALANCE	20,771,068	22,493,613	25,853,330	19,738,007
GENERAL FUND DETAIL OF REVENUES				
311 PROPERTY TAX	8,044,993	8,087,239	8,140,481	8,609,738
312 SALES TAX	10,454,716	7,216,397	8,390,000	8,704,500
314 FRANCHISE FEE	2,465,655	2,509,500	2,571,240	2,606,200
315 LICENSE AND PERMIT TAXES/FEES	585,795	575,500	582,615	581,000
316 TRANSIENT OCCUPANCY TAXES	1,482,082	1,285,000	1,795,000	1,810,000
317 DOCUMENTARY STAMP	252,290	170,000	225,000	200,000
Total All Taxes	23,285,531	19,843,636	21,704,336	22,511,438
321 BUILDING & OTHER PERMITS	801,737	634,870	747,450	662,170
322 OTHER PERMITS	308,174	287,050	294,050	272,050
Total Building/Other Permits	1,109,911	921,920	1,041,500	934,220
FINES/PENALTIES & CITATIONS (331-332)				
331 FINES & PENALTIES	68,531	83,100	89,600	89,600
332 CITATIONS	284,817	262,000	224,000	254,000
Total Fines & Penalties	353,348	345,100	313,600	343,600
341 USE OF MONEY & PROPERTY	451,154	686,144	519,144	524,828
116 BALANCE SHEET REPAYMENT OF ADV. FROM GENERAL FUND	1,130,560	851,147	851,147	1,172,634
TOTAL USE OF MONEY & PROPERTY	1,581,714	1,537,291	1,370,291	1,697,462
353 INTERGOVERNMENTAL	24,897	15,000	39,282	30,000
355 Homeowners Exemption	14,677	15,000	15,000	15,000
356 State Grants	419,123	10,000	400,000	5,000
358 Misc Grants	8,664	8,500	9,444	8,664
359 Federal Grants	-	2,509,500	9,500	9,500
Total State/Federal/Other Grants & Intergovernmental	467,361	2,558,000	473,226	68,164
360 Charges for Current Services	31,480	27,500	26,100	29,700
361 Charges for Administrative Services	410,707	465,000	425,000	425,000
363 Auto Impound Storage Fees	18,507	10,000	15,000	15,000
364 Street/PW Serv Chgs/City Damages	-	-	-	-
365 Sale of Maps & Publications	130	500	-	500
Total Charges for Services	460,824	503,000	466,100	470,200
367 Recreation Fees	176,364	362,250	326,000	374,000
368 Recreation Center Fees	229,820	161,528	363,460	457,010
Total Recreation & Recreation Center Fees	406,184	523,778	689,460	831,010
369 Refunds & Reimbursements	81,745	104,994	171,963	90,000
370 Administrative Reimbursements	260,665	200,000	200,000	200,000
393 Contributions	161,000	174,000	168,000	175,500
395 Other Sources of Revenue	23,796	11,500	11,266	11,500
Total Ref/Reimbursements	527,206	490,494	551,229	477,000
SUB-TOTAL GENERAL FUND REVENUE	28,192,079	26,723,219	26,609,742	27,333,094
From Gas Tax Fund 02 (002)	225,000	225,000	225,000	225,000
From Lighting District Fund 07 (007)	125,000	125,000	125,000	125,000
From AQMD Fund 71 (071)	2,000	2,000	2,000	2,000
Total Transfers	352,000	352,000	352,000	352,000
TOTAL GENERAL FUND REVENUE & TRFS	28,544,079	27,075,219	26,961,742	27,685,094
TOTAL AVAILABLE FUNDS	49,315,147	49,568,832	52,815,072	47,423,101

General Fund Revenues

Total Operating Revenues \$27,333,094





EXPEDITURES SUMMARY

- EXPENDITURES - DEFINED
- SUMMARY OF ESTIMATED EXPENDITURES BY FUND - SCHEDULE 3
- SUMMARY OF GENERAL FUND EXPENDITURES
- SUMMARY OF TRANSFERS IN & USE OF RESERVES - SCHEDULE 4
- SUMMARY OF TRANSFERS OUT & USE OF FUNDS - SCHEDULE 5



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DESCRIPTION OF EXPENDITURES

City expenditures are spread across the operations of the four major departments; Administration, Public Works, Park & Recreation and Community Development Services. Additional expenditures are used for debt service payments, capital projects and equipment purchase.

The following list summarizes the most significant sources of City expenditures:

PERSONNEL:

101 **FULL TIME SALARES:**

These accounts represent the base pay including any longevity pay that has been earned by the employee employed under the budgeted position listed. Full time salaries include the following positions:

Administration Department:

City Manager - Under general direction of the City Council, directs, coordinates, and manages the overall administrative activities, programs and operations of the City; advises, initiates and oversees the implementation of City development goals in accordance with Council goals; oversees department heads as well as managers and staff assigned to the City Manager's Office; and performs related duties as required.

Assistant City Manager - Under general direction of the City Manager, plans, directs, leads, and manages the development and execution of assigned City-wide programs, projects, and services; directs and administer the City's public information, cable franchise, social media, intergovernmental relations and legal services; oversees and conducts a variety of complex analyses and oversees the work of assigned staff; represents the City Manager; and performs other related duties as assigned.

Administrative Services Director/ City Treasurer - Under general direction of the City Manager, organizes, plans, and directs the City's administrative services, including finance, budgeting, accounting, human resources, risk management, information technology, and related services and special projects; directs and participates in the development, communications, and implementation of administrative policies and practices; participates as a member of the Executive Management Team; and performs other related duties as assigned

City Clerk - Responsible for attending Council meetings and finalizing Council minutes; preparing agendas and assembling agenda materials; administering elections in conjunction

with Los Angeles County elections; updating the Municipal Code; maintaining all records of the City, and providing information to staff and to the public.

Human Resources Manager – Under administrative direction, organizes, plans, manages, and engages in professional and technical human resources/risk management functions, including talent acquisition, selection, classification, job evaluation, compensation, benefits, training and organizational development, labor and employee relations, personnel policies and rules, Workers' Compensation and employee safety; and advises and assists executive staff and employees; and performs other related duties as required

Information Systems Manager - Under administrative direction, performs a variety of managerial, professional, technical and analytical tasks in maintaining the City's information system including LAN servers, personal computers, system printers, telephone system, document imaging, WEB page and various software applications and information technology; and performs related duties as required.

Accounting Supervisor - Under general supervision, organizes, coordinates, supervises, and participates in technical, administrative, and professional accounting and budgeting functions, including general ledger, payroll, accounts payable, accounts receivable, Federal and State grants, budgeting, business licenses, and other regulated; and performs related duties as required.

Senior Accounting Technician – Under general supervision, prepares closing journal entries and generates various financial statements and statistical reports, enforces and maintains City payroll program; monitors and maintains City grants and other City revenue; and performs related duties as required.

Accounting Technician - Under general supervision, perform a variety of financial transactions, record keeping and processing functions related to accounts payable, accounts receivable, business license program, general ledger; and performs related duties as required.

Senior Administrative Analyst - Under administrative direction, performs responsible professional and technical administrative analytical and supervisory duties in the operation of departments; conducts specialized and difficult studies and analyses of various projects; coordinates programs and activities; may supervise activities of an assigned administrative area; assists management in performing a wide variety of staff functions; writes comprehensive and analytical reports.

Information System/GIS Administrative Analyst - Under general direction from the Information Systems Administrator, performs technical and professional duties in developing,

maintaining and administering the geographic information system (GIS) database and integration of other applications with the GIS systems; and performs related work as required. The position would also maintain and develop software systems that integrate with the Cities GIS program such as Asset Management and My San Dimas platforms

HR Administrative Analyst - Under administrative direction, performs a variety of professional-level analytical assignments and special projects related to the department or the City; researches and prepares reports, budgetary analyses and studies; and performs related duties as required.

Departmental Assistant - Under general supervision, performs a wide variety of clerical, customer service, office support and basic accounting tasks in support of an assigned department and/or division; provides departmental specific assistance to Administrative Secretaries and other professional and managerial staff; and performs related duties as required.

Community Development Services:

Director of Community Development - Under general direction, plans and directs development operations including current planning, design review, advance planning, subdivision review, environmental review, code compliance, regional planning, building and safety, and related activities; directs staffing, budget and policies of the department; and performs related duties as required.

Building & Safety Manager - Under administrative direction, plans, oversees, and manages the work of the Building and Safety Division, including field inspection, plan check, permit review and administrative procedures to ensure compliance with federal, state and local building, and zoning codes, standards and ordinances; acts as the City's Building Official in this capacity; and performs related duties as required.

Planning Manager - Under administrative direction, manages the work of the Planning Division; plans, organizes, manages and participates in major planning functions of the City, including supervision of other planning personnel; reviews, prepares and presents staff reports related to current and advance planning; and performs related duties as assigned.

Housing Manager - Under administrative direction, manages the work of the Housing Division; plans, organizes, manages and participates in major Housing programs administered by the City, including supervision of other Housing personnel; reviews, prepares and presents staff reports related to current and advance housing measures; and performs related duties as assigned

Senior Building Inspector - Under general supervision, performs varied complex inspection work in the enforcement of building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; and performs related duties as required. Other representative duties include reviewing plans for building code compliance, processing building permit applications, and advising the public and design community on matters relating to construction and other code requirements.

Building Inspector I - Under general supervision, performs varied inspection work in the enforcement of building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; and performs related duties as required.

Senior Planner - Under general supervision, performs varied and responsible professional planning work; administers and performs work on relatively difficult current and advance planning projects; and performs related duties as assigned.

Senior Administrative Analyst - Under administrative direction, performs responsible professional and technical administrative analytical and supervisory duties in the operation of departments; conducts specialized and difficult studies and analyses of various projects; coordinates programs and activities; may supervise activities of an assigned administrative area; assists management in performing a wide variety of staff functions; writes comprehensive and analytical reports.

Senior Code Compliance Officer – Under general supervision, coordinates and participates in code enforcement and neighborhood preservation activities assigned to the Community Development Department; conducts and coordinates field inspections and implements code enforcement programs designed to provide a quality of life envisioned by the City's General Plan and its Mission statement; and performs related duties as required

Associate Planner - Under general supervision, performs varied and responsible professional planning work; administers and performs work on relatively difficult current and advance planning projects; and performs related duties as assigned.

Administrative Analyst - Under administrative direction, performs a variety of professional-level analytical assignments and special projects related to the department or the City; researches and prepares reports, budgetary analyses and studies; and performs related duties as required.

Assistant Planner - Under general supervision, performs entry and journey-level current or advanced professional planning functions in support of staff and management; and performs related duties as assigned.

Building Permit Technician - Under general supervision, performs technical and clerical functions related to the review, processing, and maintenance of building permits and related records; calculates fees, prepares monthly and annual revenue reports, and tracks status of plan checks and inspections; and performs related duties as required.

Code Compliance Officer - Under general supervision, investigates and responds to complaints or inquiries regarding zoning, sign and land use ordinances, and public nuisances; enforces standards and corresponds with appropriate parties; performs related duties as required.

Administrative Aide - Under general supervision, coordinates and completes administrative tasks and technical tasks and projects; prepares various spreadsheets and documents for records and reports; assists in performing other types of departmental assignments; and performs related duties as required.

Departmental Assistant - Under general supervision, performs a wide variety of clerical, customer service, office support and basic accounting tasks in support of an assigned department and/or division; provides departmental specific assistance to Administrative Secretaries and other professional and managerial staff; and performs related duties as required.

Parks & Recreation:

Director of Parks & Recreation - Under general direction, plans, oversees, and directs the services of the Parks and Recreation Department, including related facility capital improvements, maintenance and repair; oversees Parks and Recreation Division managers, and indirectly, departmental staff; controls staffing levels and departmental budget; participates as a member of the executive management team; and performs related duties as required.

Recreation Manager - Plans, organizes, manages and leads all activities and programs within the Recreation Services Division; Directs the development of innovative recreational programs, partnerships and events for the community. Develops policy recommendations, communication and marketing plans, funding mechanisms and approaches to service delivery. Manages staffing and budget for the division; and performs related duties as required.

Facilities Manager – Plans, directs and manages the staff and operations of the Facilities Maintenance Division. Develops, implements, administers and monitors systems, programs, policies and procedures for the Division. Oversees, organizes and manages the maintenance and repair of recreational facilities and city buildings for the Facilities Division. Develops policy recommendations, communication and maintenance plans, funding mechanisms and approaches to service delivery. Manages staffing and budget for the division, coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the Director of Parks and Recreation; and performs other related duties as required.

Landscape Maintenance Manager - Under administrative direction, plans, organizes and manages the activities of the Landscape Maintenance Division; manages the development, maintenance and servicing of City parks, grounds, parkways, street trees, recreational trails, medians, irrigation systems, weed abatement to include pesticide and herbicide applications, rights-of-way and recreation facilities; develops division objectives; administers the tree trimming contract; and performs other related duties as required.

Facilities Maintenance Supervisor - Supervises, prioritizes, assigns and reviews the work of staff engaged in the maintenance and repairs of City buildings, facilities, and structures. Supervises and coordinates facilities maintenance programs and monitors budget and schedules. Performs related technical and complex work within assigned area of responsibility. Provides supervision, direction and oversight of staff, contracts, and contractors; schedules and inspects work and prepares reports; performs administrative tasks; and performs other related duties as required.

Landscape Maintenance Supervisor - Under general supervision, assigns, coordinates, and supervises the work of crews engaged in maintenance, construction, and development of parks, related facilities, and trees on city property; provides supervision, direction and oversight of staff, contracts, and contractors; makes direct contact with community members to facilitate operations, and performs other related duties as required.

Recreation Supervisor - Under general supervision this position plans, organizes and oversees programs and special events for youth, adults, seniors and the community at large.

Administrative Aide - Under general supervision, coordinates and completes administrative tasks and technical tasks and projects; prepares various spreadsheets and documents for records and reports; assists in performing other types of departmental assignments; and performs related duties as required.

Departmental Assistant - Under general supervision, performs a wide variety of clerical, customer service, office support and basic accounting tasks in support of an assigned department and/or division; provides departmental specific assistance to Administrative Secretaries and other professional and managerial staff; and performs related duties as required.

Facilities Worker I - Under general supervision, performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, or repair of City buildings, facilities and equipment; and performs other related duties as required.

Facilities Worker II - Under general supervision, performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, or repair of City buildings, facilities and equipment; and performs other related duties as required. The position is distinguished from Facilities Maintenance Worker I by having a broader range and significant work skills based upon experience and additional training.

Landscape Maintenance Worker I - Under general supervision, performs semi-skilled tasks for the planning, and care of landscaped areas, City parks and recreational facilities and their maintenance; and performs other related duties as required.

Landscape Maintenance Worker II - Under general supervision, performs semi-skilled tasks for the planning, and care of landscaped areas of City parks and recreational facilities and their maintenance; and performs other related duties as required. The position is distinguished from Landscape Maintenance Worker I by having a broader range and significant work skills based upon experience and additional training.

Municipal Arborist - Under general supervision, assigns, coordinates, and supervises the work of crews engaged in maintenance, construction, and development of parks, related facilities, and trees on city property; provides supervision, direction and oversight of staff, contracts, and contractors; makes direct contact with community members to facilitate operations, and performs other related duties as required.

Recreation Coordinator - Under general supervision, leads part-time and voluntary recreational staff; assists in the planning, scheduling, promotion, and supervision of recreation activities; and performs related duties as required.

Public Works Department:

Director of Public Works - Under general direction, plans, directs and oversees the operations, budget and staffing of the Engineering Division, Building and Safety Division, and Maintenance

Division of the Public Works Department; supervises, reviews and approves capital improvement projects, private property development, right-of-way activities, traffic administration, transportation planning, and related projects; works closely with City Manager, City Council and committees to evaluate and meet priorities; and performs related duties as required.

Engineering Manager - To assist in the planning, directing, managing, supervising, and coordinating of the administrative support activities and operations of the Engineering Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex staff assistance to the City Engineer.

Public Works Manager - Under administrative direction, supervises, plans and coordinates the activities and operations of the Maintenance Division within the Public Works Department; coordinates assigned activities with other division, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Public Works Director.

Associate Engineer - Under general supervision, performs professional and technical engineering functions within the Public Works Department; prepares engineering reports, makes cost estimates, and inspects status of private development and public works projects; assists engineering staff with related assignments; and performs related duties as required.

Assistant Engineer - Under supervision, performs journey level professional and technical engineering functions within the Public Works Department; prepares engineering reports, makes cost estimates, and inspects private development and public works projects; assists engineering staff with related assignments; and performs related duties as required.

Administrative Analyst - Under administrative direction, performs a variety of professional-level analytical assignments and special projects related to the department or the City; researches and prepares reports, budgetary analyses and studies; and performs related duties as required.

Administrative Aide - Under general supervision, coordinates and completes administrative tasks and technical tasks and projects; prepares various spreadsheets and documents for records and reports; assists in performing other types of departmental assignments; and performs related duties as required.

Public Works Maintenance Supervisor - Under general supervision, supervises, assigns, reviews and participates in the work of staff responsible for street sweeping (in-house & contract services), concrete & asphalt maintenance (in-house & contract services), maintenance yard facility maintenance, equipment maintenance and graffiti removal within the Maintenance Division of the Public Works Department; performs administrative task, report writing, acts as

Public Works Maintenance Superintendent in absences; and performs other related duties as required.

Public Works Inspector - Under general supervision, assists, coordinates or implements public information, marketing and publicity activities and materials and performs related duties as required.

Administrative Secretary - Under administrative direction, perform a wide range of administrative, clerical, customer service, office support and accounting tasks in support of an assigned department and/or division; provide assistance to department director; and perform related duties as required.

Street Maintenance Worker I - Under general supervision, cleans, maintains and repairs City streets, sewer lines, drains, catch basins, storm drains, traffic signs and related public works facilities throughout the City; and performs related duties as required.

Street Maintenance Worker II - Under general supervision, cleans, maintains and repairs City streets, sewer lines, drains, catch basins, storm drains, traffic signs and related public works facilities throughout the City; and performs related duties as required. The position is distinguished from Street Maintenance Worker I by having a broader range and significant work skills based upon experience and additional training.

Equipment Operator - Under general supervision, operates construction and maintenance equipment in a variety of maintenance activities including asphalt, concrete, park maintenance and sanitation work; and performs other related duties as required

Equipment Mechanic - Performs semi-skilled, skilled, and administrative work in the repair and maintenance of vehicles and mechanical equipment operated by the City. Responsible for preventive maintenance program, vehicle/equipment maintenance and coordination of efforts for records and fleet/inventory control management. Manages the contracting and/or outsourcing of specific mechanical functions or operations. Performs mechanical repairs and preventative maintenance on city equipment

102 PART TIME SALARIES

These accounts represent the base pay earned by the employee employed under the budgeted position listed. Part time salaries include the following positions:

Administration Department:

Administrative Analyst PT - Under administrative direction, performs a variety of professional-level analytical assignments and special projects related to the department or the City;

researches and prepares reports, budgetary analyses and studies; and performs related duties as required.

Community Development Services Department:

Parking Enforcement Officer I - Under general supervision, performs operational and para-professional duties related to the enforcement of the City's overnight parking ordinance; performs other related code enforcement duties to support code enforcement and permit operations, as assigned.

Parking Enforcement Officer II - Under general supervision, performs operational and para-professional duties related to the enforcement of the City's overnight parking ordinance; performs other related code enforcement duties to support code enforcement and permit operations, as assigned.

Planning Intern - Under general supervision, performs entry level professional planning work, zoning enforcement, and performs related work as required.

Building Intern - Under general supervision, performs entry level professional planning work, zoning enforcement, and performs related work as required.

Parks & Recreation Department:

Building Maintenance Aide - Under general supervision, performs custodial services to maintain assigned area in a clean, orderly, safe and secure fashion, and performs related duties as required. Must be available mornings, evenings, weekends and holidays.

Cashier - Under general supervision, serves as the Swim & Racquet Club cashier and receptionist; and performs related work as required.

Supervising Lifeguard - Under general supervision of the Recreation Coordinator at the San Dimas Swim and Racquet Club, the Supervising Lifeguard/Instructor will organize, and evaluate daily pool operations and staff. Supervising Lifeguard/Instructor will supervise aquatic staff, maintenance staff, set guarding rotations, and perform duties related to instructors and lifeguards. Supervising Lifeguard/Instructor will inspect and observe pool area, monitor patrons and staff, and respond to potential hazards and unsafe conditions.

Senior Lifeguard/Instructor - Under direction, this is an advanced position responsible for assisting in the organization and direction of aquatics programs and in the training of pool personnel and performing related duties as required. The Senior Lifeguard/Instructor is a part-time hourly position. This class receives assignments from and reports to the Supervisory Team.

Lifeguard - Under direction this position provides pool supervision, performs rescues, enforces safety rules and related duties as required. The Lifeguard is a part-time hourly position. This class receives assignments from and reports to the Supervisory Team.

Recreation Specialists - Under direction of the Recreation Coordinator, this position will assist with planning, coordinating, promoting and implementing activities and services for older adults and other duties as assigned.

Senior Recreation Leader - Under supervision of the Recreation Coordinators, Senior Recreation Leaders are responsible for assisting coordinating and conducting a variety of youth & senior recreation activities, and providing general supervision of program participants across all programs

Recreation Leader - Under supervision, Recreation Leaders are responsible for coordinating and conducting a variety of youth recreation activities, and providing general supervision of children or teens at a summer day camp, playground program or sports program. Recreation leaders must be available Monday - Friday, 7:00 a.m. - 6:00 p.m., and additional hours as assigned.

Shooting Stars Director - The Shooting Star Dance Team Director is responsible for organizing and coordinating the Shooting Star dance team activities including choreography, promotion, try-outs, practices and competitions.

Fitness Instructors - Under general supervision, organizes, prepares, and teaches fitness classes for seniors and other participants, such as Aerobics, Step, Kick-Boxing, Yoga, Pilates, Aqua Aerobics, Zumba, and Kettle Bell; prepares and maintains participant activity records and resources; and performs other related duties as required.

Water Safety Instructor - Under general supervision this position teaches swimming lessons and/or specialized aquatic classes to the public. This position also monitors the use of the swimming pool and enforces safety rules. The Swim Instructor is a part-time hourly position. This class receives assignments from and reports to the Supervisory Team.

Public Works Department:

Engineering Intern - Under general supervision, performs professional civil engineering work in the design, construction and maintenance of public works projects; and performs related duties as required.

103 Overtime & Standby Pay – Provides for costs associated with nonexempt employees who are required to work beyond their regular 40 hour per week schedule during a particular shift.

Standby Pay is for employees who are on call and must report to work if called in for an emergency event.

Operations:

- 010 Advertising** – Provides for the cost of the community newsletter, contribution to the San Dimas Chamber of Commerce for work done on behalf of the City, advertising job postings, City events, legal advertisements, public meetings & hearing notices, bid notices, and other legal notifications.
- 011 Vehicle & Equipment Maintenance** – Provides for the cost to maintain City vehicles and equipment.
- 012 Car Allowance** – Provides for monthly car allowances for positions approved by City Council. Also provides mileage reimbursements for employee's attending meetings on behalf of the City.
- 014 Insurance Costs** – Provides for general, property and environmental liability insurance.
- 015 Maintenance** – Provides for maintenance of City equipment and machinery.
- 016 Publications & Dues** – Provides for subscriptions to various professional publications and newsletters along with dues for associations, organizations, committees, and consortiums.
- 017 Postage** – Provides for the cost of postage for City mailings.
- 018 Printing and Duplication** – Provides for the printing of various forms, letterhead, stationary, business cards, signs, flyers and multi-language printing.
- 019 Rental of Property and Equipment** – Provides for the rental costs of various equipment or use of property for City events and City use.
- 020 Professional Services** – Provides for consultants, auditing services, information system technology services, engineering services, plan checks, independent hearing officers, legal services, pest control, administration of the City's National Pollutant Discharge Elimination System programs and contract police services with the Los Angeles Sheriffs. professional services require specialized knowledge and skill usually of a mental or intellectual nature and usually requiring a license, certification, or registration
- 021 Travel & Meetings** – Provides for expenses associated with attendance at conferences, meetings, legislative seminars, and trainings.

- 022 Utility Costs** – Provides for expenses related to City electrical, water and telephone services including City issued cell phones for employees in the field and on call who need to be reached outside of the office.
- 023 Contract Services** - services provided through agreement with another agency, organization, or individual on behalf of the organization. The work performed that does not require specialized knowledge and skill usually of a mental or intellectual nature requiring a license, certification, or registration
- 030 Supplies** – Provides for office and computer supplies including but not limited to; paper, certificates, archive storage boxes, organizers, calendars, computer hardware, receipt tapes, and other general supplies.
- 031 Building Maintenance & Supplies** – Provides for supplies, maintenance and repairs associated with City facilities.
- 033 Special Departmental Supplies** – Provides supplies for the Senior and Recreation Center activities, coffee, general tools and equipment.
- 034 Fees** – Fees for programs and use of recreation software for recreation program transactions.
- 035 Technology Subscriptions** – Provides for the technology subscriptions & licenses to support on-going city business.
- 038 Maintenance of signs** - Provides for the maintenance expenses towards City signs and programs.
- 041 Capital Outlay** – Provides for improvements to City facilities and equipment purchases.
- 110 Summer Food Program** – Federally funded program that reimburses sponsors for administrative and operational costs to provide meals for children 18 years of age and younger during periods when they are out of school for fifteen (15) or more consecutive school days.
- 200 Employee Benefits** – Provides for employee retirement plans, cafeteria payments for insurance coverages, retiree health benefits, Medicare, workers compensation, unemployment and long-term disability insurance plans, deferred compensation employer match program, cell phone allowance, notary public commission stipend and safety footwear allowance.
- 460 Oil Payment Program** - The Department of Resources Recycling and Recovery (Cal Recycle) administered program to provide opportunities for local governments/other eligible jurisdictions to receive payments for used oil and used oil filter collection/recycling programs

SCHEDULE 3 : SUMMARY OF ESTIMATED EXPENDITURES BY FUND

GENERAL GOVERNMENT	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 ESTIMATED EXPENDITURES	2022-23 ADOPTED BUDGET
4110 City Council	54,754	62,720	67,220	94,420
4120 City Manager	390,873	487,263	407,218	715,818
4150 Administrative Services	1,054,795	1,296,662	1,175,608	1,559,245
4170 City Attorney	364,165	290,000	515,000	650,000
4180 Economic Development	-	15,000	5,500	19,000
4190 General Services	4,646,173	5,387,471	4,432,725	4,915,980
Sub-Total	6,510,760	7,539,116	6,603,271	7,954,463
PUBLIC SAFETY				
4210 Public Safety	7,644,334	7,965,507	7,238,468	7,774,636
4211 Risk Management/Law Enforcement	-	7,500	-	7,500
4212 Emergency Services	76,510	14,300	56,800	39,741
Sub-Total	7,720,844	7,987,307	7,295,268	7,821,877
COMMUNITY DEVELOPMENT SERVICES				
4308 Community Development	1,240,550	1,169,928	1,907,764	1,282,506
4309 Development Services	-	-	-	-
4310 Administration and Engineering	848,657	1,225,723	979,723	1,038,416
4311 Building and Safety	459,808	494,593	436,323	510,097
4341 Street Maintenance	820,924	1,144,275	1,075,870	1,211,700
4342 Vehicle Maintenance	252,205	321,871	374,668	403,525
4345 Traffic Control	235,182	393,721	434,721	493,367
Sub-Total	3,857,326	4,750,111	5,209,069	4,939,611
PARKS & RECREATION				
4410 Facilities	696,807	784,534	730,914	691,243
4411 Civic Center	250,992	307,860	192,380	232,582
4412 Senior Center	201,488	268,704	224,668	245,938
4414 Park Maintenance	343,267	374,387	316,892	372,145
4415 Parkways & Trees	526,549	528,130	544,075	612,066
4420 Recreation	1,085,643	1,544,036	1,412,178	1,413,493
4430 Recreation Center	478,451	709,970	655,799	950,608
Sub-Total	3,583,197	4,517,621	4,076,906	4,518,075
TOTAL GENERAL FUND EXPENSE	21,672,127	24,794,155	23,184,514	25,234,026

CITY OF SAN DIMAS

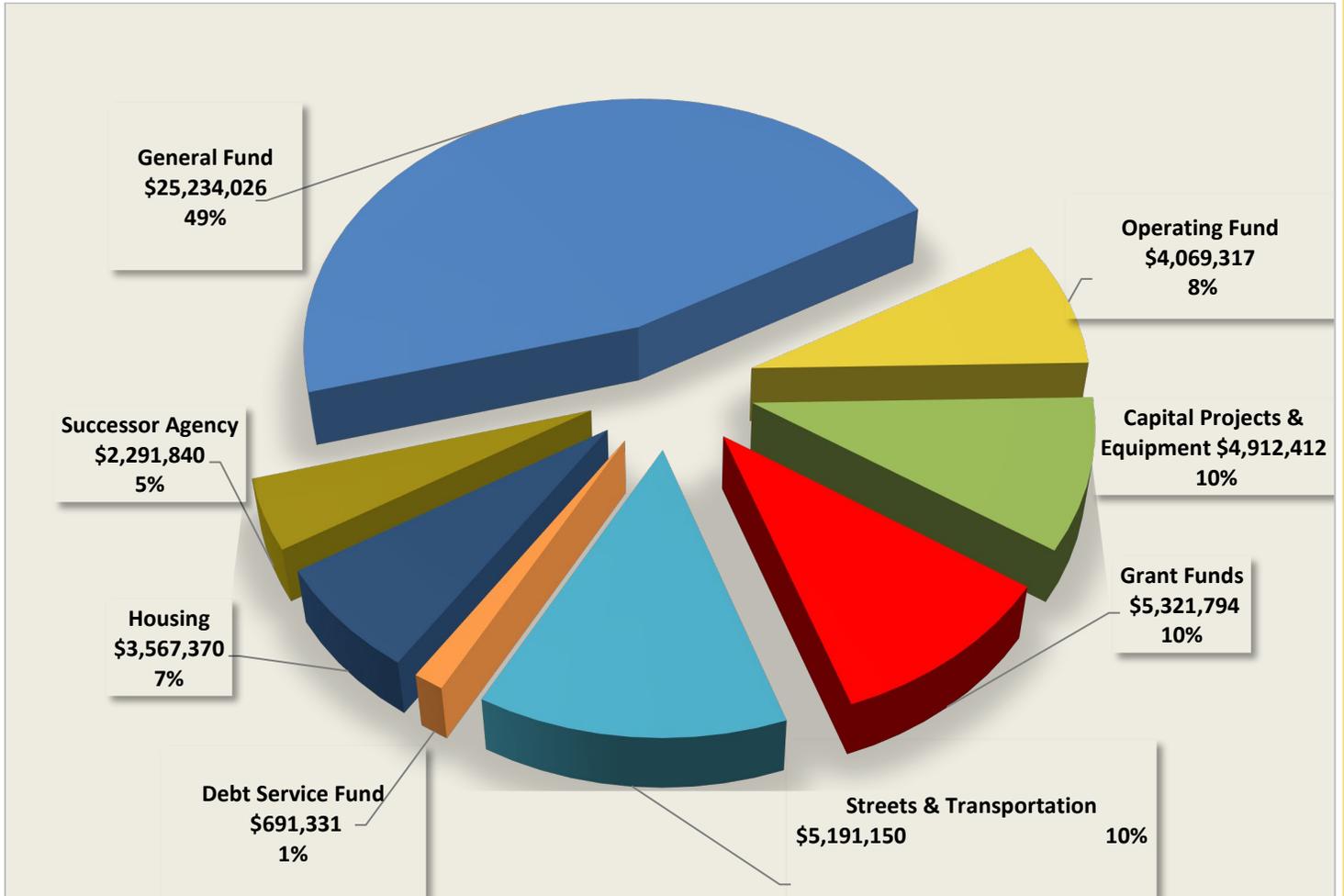
GENERAL GOVERNMENT	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 ESTIMATED EXPENDITURES	2022-23 ADOPTED BUDGET
TRANSFERS OUT				
Transfer to City Hall Fund 04	695,099	691,805	691,805	691,330
Transfer to Landscape Maint. Fund 08	20,000	-	-	86,820
Transfer to Housing Fund 34 (20% loan set aside)	226,112	170,229	170,229	234,527
Transfer to Open Space Maintenance Fund 75	-	-	-	12,408
Sub-Total Transfers Out	941,211	862,034	862,034	1,025,085
USE OF RESERVES				
Transfer to Infrastructure Fund 12	-	1,195,585	1,195,585	892,476
Transfer to Open Space District # 1 Fund 21	559,679	-	-	255,107
Transfer to Open Space District # 2 Fund 22	60,670	-	-	63,791
Transfer to Open Space District # 3 Fund 23	210,000	-	-	-
Transfer to Equipment Repl Fund 70	18,129	1,334,932	1,334,932	-
Transfer to Capital Assets Reserve Fund 100	-	1,000,000	6,500,000	-
Sub-Total Use of Reserves	848,478	3,530,517	9,030,517	1,211,374
TOTAL GENERAL FUND EXPENDITURES & TRANSFERS	23,461,817	29,186,706	33,077,065	27,470,485
SPECIAL CITY FUNDS				
02 State Gas Tax 2105, 2106, 2107	631,773	1,113,785	1,841,941	641,175
03 Walker House	164,662	340,929	341,089	170,750
04 City Hall/CB/Plaza Debt Service Fund	695,099	691,805	691,805	691,331
06 Sewer Construction	46,429	248,000	248,000	248,000
07 City Wide Lighting District	1,896,871	2,583,800	3,180,178	1,825,780
08 Landscape Parcel Tax	936,312	977,276	989,982	1,133,160
12 Infrastructure Replacement	1,021,074	3,525,572	1,530,857	3,641,128
20 Community Parks & Fac Dev	229,386	20,000	254,230	-
21 Open Space District #1	436,471	-	273,187	1,351,840
22 Open Space District #2	209,578	-	251,002	68,000
23 Open Space District #3	164,214	-	-	35,000
40 Community Development Block Grt	275,032	253,583	253,583	171,220
41 Citizen's Option for Public Safety	144,460	190,000	160,000	190,000
53 Golf Course	452,147	541,099	662,160	632,000
70 New Equipment Reserve	143,464	418,061	490,661	22,000
71 Air Quality Management District	13,464	30,000	136,131	100,000
72 Prop A Transit	387,419	1,091,668	1,236,362	749,175
73 Prop C Transit	117,357	1,671,500	2,662,565	751,800

CITY OF SAN DIMAS

GENERAL GOVERNMENT	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	ESTIMATED	ADOPTED
		BUDGET	EXPENDITURES	BUDGET
74 Measure R	300,000	1,309,000	1,525,901	559,000
75 Open Space Maintenance	68,348	51,685	52,893	59,627
76 Measure M	-	970,000	1,357,208	960,000
77 Road Maint. Rehab Act	-	823,000	1,373,000	1,430,000
78 Measure W	188,364	588,000	409,431	1,298,093
100 Capital Assets Reserve	-	-	-	325,351
101 American Recovery Plan Act	-	-	2,227,895	3,131,574
TOTAL SPECIAL CITY FUNDS	8,521,924	17,438,763	22,150,061	20,186,004
SPECIAL CITY FUNDS TRANSFERS OUT				
Transfer from Gas Tax (02)	225,000	225,000	225,000	225,000
Transfer from City Wide Lighting District Fund (07)	125,000	125,000	125,000	125,000
Transfer from AQMD Fund (71)	2,000	2,000	2,000	2,000
SUB-TOTAL SPECIAL CITY FUNDS	352,000	352,000	352,000	352,000
GRAND TOTAL ALL CITY FUNDS EXPENDITURES & TRANSFERS	32,335,741	46,977,469	55,579,126	48,008,489
OTHER ENTITIES				
34 HOUSING AUTHORITY SUCCESSOR TOTAL	570,291	542,422	657,693	1,014,655
38/39 SUCESSOR AGENCY TOTAL	2,245,316	1,781,387	1,922,569	2,291,840
113 HOUSING AUTHORITY	5,086,766	1,219,839	1,739,479	2,552,715
GRAND TOTAL ALL CITY AND ENTITIES EXPENDITURES & TRANSFERS	40,238,114	50,521,117	59,898,867	53,867,699

All Expenditures by Category Funds

Total Operating Expenditures \$51,279,240



BUDGET SUMMARY – GENERAL FUND 01 EXPENDITURES

	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	REVISED	ADOPTED
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)		BUDGET	ESTIMATE	BUDGET
GENERAL FUND DETAIL OF EXPENDITURES				
01-4110 CITY COUNCIL				
101 Councilmembers	39,720	39,720	39,720	39,720
020 Professional Services	-	-	-	15,000
021 Travel & Meeting	4,692	12,500	17,000	22,500
033 Council Special Departmental supplies	342	500	500	7,200
033 Council Recognition (001)	10,000	10,000	10,000	10,000
Total City Council	54,754	62,720	67,220	94,420
01-4120 CITY MANAGER				
101 FT Personnel Salaries	314,526	322,613	340,617	607,268
103 Overtime	-	-	-	-
010 Legal Advertising	32,196	35,000	35,000	35,000
012 Car Allowance (1)	5,503	4,800	4,800	4,800
016 Publications & Dues	6,585	11,550	9,016	11,550
020 Election Services (001)	26,838	100,000	7,407	50,000
021 Travel & Meetings	5,215	12,800	9,878	6,200
033 Special Departmental Supplies	10	500	500	1,000
Total City Manager	390,873	487,263	407,218	715,818
01-4150 ADMINISTRATIVE SERVICES				
101 FT Personnel Salaries	922,216	1,029,871	1,024,707	1,057,950
102 PT Personnel Salaries	47,400	67,291	70,291	69,100
103 Overtime	669	500	500	500
010 Advertising	1,138	2,000	2,000	2,500
012 Car Allowance (1 + Misc Mileage)	2,650	7,600	7,600	7,600
016 Publications & Dues	4,989	5,400	5,390	7,787
018 Printing	1,145	2,500	377	2,100
020 Professional Services	28,945	42,500	5,150	140,008
021 Travel & Meeting	1,046	8,500	4,125	13,500
033 Special Departmental Supplies	577	5,500	13,500	14,700
038 Equipment	109	1,000	1,000	12,000
408 Annual Awards / Program	159	4,000	-	20,000
424 Accident Prevention Program	-	2,500	-	2,500
430 Sick Leave Incentive Program	23,404	28,000	17,468	25,000
431 Productivity Program	8,614	15,000	13,000	18,500
433 Physical Examinations	1,910	1,000	2,000	2,000
434 Employee Training	6,689	70,000	5,000	160,000
435 Employee Assistance Program	3,135	3,500	3,500	3,500
Total Administrative Services	1,054,795	1,296,662	1,175,608	1,559,245
01-4170 CITY ATTORNEY				
020 Professional Services (Legal Services)	364,165	290,000	515,000	650,000
Total Legal Services	364,165	290,000	515,000	650,000
01-4180 ECONOMIC DEVELOPMENT				
016 Publications & Dues (001)	-	5,000	5,500	5,500
020 Professional Services (001)	-	10,000	-	13,500
Total Economic Development	-	15,000	5,500	19,000

CITY OF SAN DIMAS

	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	REVISED	ADOPTED
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)		BUDGET	ESTIMATE	BUDGET
01-4190 GENERAL SERVICES				
010 Advertising	63,653	77,000	66,500	91,000
014 Insurance	480,075	457,194	455,693	539,075
015 Maintenance	48,950	51,557	52,200	106,700
016 Publications & Dues	40,278	46,655	1,944	2,004
017 Postage	13,758	15,000	15,000	15,000
018 Printing & Duplication	2,184	2,500	2,000	2,500
019 Rent of Property & Equipment	3,132	3,310	3,310	3,800
020 Professional Services	564,200	825,755	99,686	102,664
022 City Cell Phones (003)	22,170	32,000	30,000	32,000
030 General Supplies	24,690	6,700	5,356	6,700
033 Special Department Supplies	5,193	3,000	5,500	5,000
038 Public Access Equipment (001)	1,801	17,500	-	-
101 City Wide Salary Exp Accrual Yr End (000)	31,085	50,000	50,000	50,000
200 Employee Benefits	3,335,412	3,789,300	3,640,536	3,954,393
460 Oil Payment Program/UOBG (041)	9,592	10,000	5,000	5,144
Total General Services	4,646,173	5,387,471	4,432,725	4,915,980
01-4210 PUBLIC SAFETY				
015 Maintenance of Equipment	-	1,000	1,000	1,000
018 Printing	1,522	1,500	-	1,500
020 Public Safety Contract Law	7,401,794	7,705,807	6,973,968	7,506,921
021 Travel & Meeting	-	-	-	-
411 Parking Services	73,600	51,200	61,000	51,200
412 Maintenance of Prisoners	-	1,000	-	1,015
413 Animal Control Services	166,507	200,000	200,000	208,000
428 Community Involvement Program Crime Prevention	911	5,000	2,500	5,000
Total Public Safety	7,644,334	7,965,507	7,238,468	7,774,636
01-4211 RISK MANAGEMENT/LAW ENFORCEMENT				
014 Uninsured Claims (003)	-	7,500	-	7,500
Total Risk Management/Law Enforcement	-	7,500	-	7,500
01-4212 EMERGENCY SERVICES				
020 Professional Services	1,821	2,500	10,000	7,541
033 Emergency Supplies/Equipment	67,256	11,800	31,800	32,200
078 Emergency Repairs	7,433	-	15,000	-
Total Emergency Services	76,510	14,300	56,800	39,741
01-4308 COMMUNITY DEVELOPMENT				
101 FT Salary Personnel	894,646	945,548	981,331	1,032,300
102 PT Salary Personnel	120,216	130,000	136,000	140,000
103 Overtime	1,862	5,000	3,000	5,000
012 Car Allowance (1)	17,850	21,600	20,000	21,600
016 Publications & Dues	27,269	5,080	7,000	3,860
018 Printing	2,595	6,000	6,000	10,350
020 Professional Services	164,726	12,000	725,245	32,000
021 Travel & Meeting	8,338	33,700	19,888	26,700
029 Uniforms	530	1,300	1,300	3,000
033 Special Departmental Supplies	2,518	9,700	8,000	7,696
Total Community Development	1,240,550	1,169,928	1,907,764	1,282,506

	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	REVISED	ADOPTED
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)		BUDGET	ESTIMATE	BUDGET
01-4310 PUBLIC WORKS ADMIN/ENG				
101 FT Salary Personnel	740,183	873,923	900,923	955,051
102 PT Salary Personnel	48,651	30,000	33,000	35,000
103 Overtime	-	2,000	2,000	2,000
012 Car Allowance (3)	9,600	9,600	12,600	12,600
016 Publication & Dues	4,880	6,200	12,200	14,000
020 Professional Services	43,924	285,000	-	-
021 Travel & Meeting	-	10,000	10,000	10,000
033 Special Departmental Supplies	1,419	9,000	9,000	9,765
Total PW Admin/Eng	848,657	1,225,723	979,723	1,038,416
01-4311 BUILDING & SAFETY				
101 FT Salary Personnel	379,123	403,623	415,623	433,407
102 PT Salary Personnel	-	-	-	35,000
103 Overtime	191	1,000	1,000	1,000
012 Car Allowance (1)	3,600	3,600	3,600	3,900
016 Publications & Dues	1,067	2,470	100	10,190
018 Printing	644	1,000	500	1,500
020 Professional Services	68,627	70,000	10,000	12,000
021 Travel & Meeting	3,708	9,000	2,500	8,000
029 Uniforms	1,161	1,400	1,800	3,300
033 Special Departmental Supplies	1,687	2,500	1,200	1,800
Total Building & Safety	459,808	494,593	436,323	510,097
01-4341 STREET MAINTENANCE				
101 FT Salary Personnel	377,883	394,575	380,870	411,950
103 Overtime	20,497	28,000	38,000	45,000
016 Publications & Dues	-	3,000	3,000	3,000
019 Equipment Rental Misc Projects (000)	5,365	2,500	2,500	2,500
020 Professional Services	236,785	315,000	329,000	365,150
021 Travel & Meeting	431	9,600	9,600	9,600
024 NPDES Services	88,585	272,000	173,300	228,500
028 Hazardous Waste Disposal	3,400	10,000	10,000	11,000
029 Uniforms	5,469	9,600	9,600	13,000
033 Special Departmental Supplies (000)	82,509	100,000	120,000	122,000
Total Street Maintenance	820,924	1,144,275	1,075,870	1,211,700
01-4342 VEHICLE/YARD MAINTENANCE				
101 FT Salary Personnel	12,675	60,571	48,000	69,550
103 Overtime	-	-	3,500	5,000
011 Vehicle Use & Maintenance	87,187	106,500	106,500	131,500
016 Publication & Dues	-	600	600	200
020 Professional Services	78,210	80,000	94,968	106,000
021 Travel & Meeting (000)	-	1,500	1,500	1,500
022 Utilities	26,841	25,700	32,600	41,500
029 Maintenance Uniforms (000)	101	-	-	-
031 Building Maintenance & Supplies	1,681	7,000	7,000	16,275
033 Special Departmental Supplies (000)	29,278	20,000	40,000	32,000
041 Capital Outlay	16,232	20,000	40,000	-
Total Vehicle/Yard Maintenance	252,205	321,871	374,668	403,525

CITY OF SAN DIMAS

	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	REVISED	ADOPTED
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)		BUDGET	ESTIMATE	BUDGET
01-4345 TRAFFIC CONTROL				
101 FT Salary Personnel	120,247	123,921	129,921	135,842
103 Overtime	1,358	10,000	10,000	10,000
016 Publication & Dues	-	300	300	300
020 Professional Services	42,626	165,000	185,000	200,725
021 Travel & Meeting	-	2,500	2,500	2,500
033 Special Departmental Supplies (000)	42,332	44,000	44,000	48,000
038 Sign Maintenance	20,424	33,000	48,000	52,000
041 Capital Outlay	8,195	15,000	15,000	44,000
Total Traffic Control	235,182	393,721	434,721	493,367
01-4410 FACILITIES				
101 FT Salary Personnel	444,304	488,464	504,964	496,467
102 PT Salary Personnel	95,188	115,505	121,505	85,801
103 Overtime	4,007	3,000	3,000	3,000
012 Car Allowance	3,000	3,000	3,000	3,000
015 Maintenance of Equipment	9,777	15,250	15,250	13,780
016 Publications & Dues	420	275	275	275
021 Travel & Meeting	342	400	400	400
022 Utilities	18,687	68,460	63,520	68,520
023 Contract Services	95,957	71,180	-	-
029 Uniforms	5,134	5,000	5,000	5,500
031 Building Maintenance & Supplies	16,128	6,000	6,000	7,000
033 Special Departmental Supplies	3,092	5,000	5,000	7,500
041 Capital Outlay	771	3,000	3,000	-
Total Facilities	696,807	784,534	730,914	691,243
01-4411 CIVIC CENTER				
015 Maintenance of Equipment	5,122	40,360	40,360	44,382
020 Professional Services	-	1,560	1,560	3,700
022 Utilities	114,010	121,920	127,960	123,000
023 Contract Services	102,348	123,020	-	-
031 Building Maintenance & Supplies	18,511	10,000	10,000	11,500
033 Special Departmental Supplies	5,425	5,000	6,500	5,000
041 Capital Outlay	5,576	6,000	6,000	45,000
Total Civic Center	250,992	307,860	192,380	232,582
01-4412 SENIOR CENTER				
101 FT Salary Personnel	89,154	116,710	122,710	129,500
013 Senior Programs (003)	11,855	40,564	40,564	40,314
015 Maintenance of Equipment	4,182	15,650	15,650	24,124
022 Utilities	25,975	30,650	32,744	34,250
023 Contract Services (000)	53,754	52,130	-	-
031 Building Maintenance & Supplies	6,039	5,000	5,000	5,750
033 Special Departmental Supplies	773	3,000	3,000	5,000
041 Capital Outlay	9,756	5,000	5,000	7,000
Total Senior Center	201,488	268,704	224,668	245,938
01-4414 PARK MAINTENANCE				
101 FT Salary Personnel	232,660	237,174	249,319	293,861
103 Overtime	569	1,000	2,000	1,800
015 Maintenance of Equipment	1,895	4,500	4,500	4,585
016 Publications & Dues	340	1,500	1,500	1,785
018 Printing	-	200	200	200
020 Professional Services	39,258	49,858	46,418	51,428

CITY OF SAN DIMAS

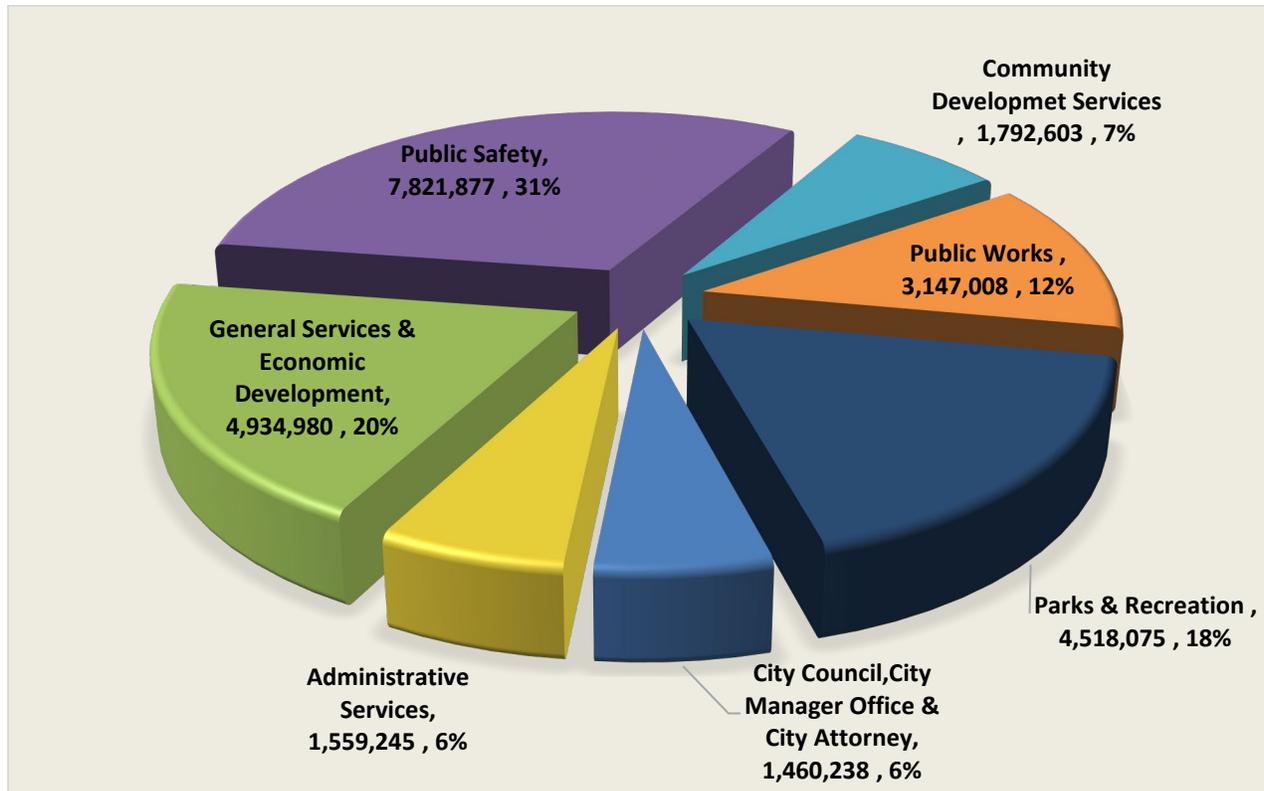
	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	REVISED	ADOPTED
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)				
	2020-21	2021-22	2021-22	2022-23
	ACTUAL	ADOPTED	REVISED	PROPOSED
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)				
	BUDGET	BUDGET	ESTIMATE	BUDGET
01-4414 PARK MAINTENANCE CONTINUED				
021 Travel & Meetings	-	1,000	1,000	1,000
022 Cell Phones	110	-	-	288
023 Contract Services	60,962	67,000	-	-
029 Uniforms	3,137	2,155	2,155	2,198
033 Special Departmental Supplies	4,336	10,000	9,800	15,000
Total Park Maintenance	343,267	374,387	316,892	372,145
01-4415 MEDIAN & PARKWAY MAINTENANCE				
101 FT Salary Personnel	278,522	280,217	295,362	346,647
103 Overtime	1,226	1,000	3,000	1,500
016 Publications & Dues	-	1,240	1,240	1,440
020 Professional Services	94,883	111,068	110,868	118,177
021 Travel & Meetings	120	850	850	825
022 Utilities	150,966	127,600	126,600	137,154
029 Uniforms	767	2,155	2,155	2,198
033 Special Departmental Supplies	65	4,000	4,000	4,125
Total Parkways & Median Island Maint	526,549	528,130	544,075	612,066
01-4420 RECREATION				
101 FT Salary Personnel	529,041	576,409	536,255	517,800
102 PT Salary Personnel	330,351	505,059	568,359	525,348
103 Overtime (000)	450	1,000	1,000	1,000
012 Car Allowance (2)	9,050	13,000	13,000	10,000
013 Senior Programs	43	500	-	-
016 Publications & Dues	130	1,945	1,945	1,730
018 Printing & Duplication	1,268	4,700	4,700	5,200
019 Rent of Property & Equipment	27,802	33,710	33,710	58,410
020 Professional Services	110,701	208,784	209,284	244,760
021 Travel & Meeting	1,102	9,425	9,425	9,235
033 Special Departmental Supplies	31,031	37,895	25,000	30,510
034 Program Fees	44,674	142,110	-	-
110 Summer Food Program	-	9,500	9,500	9,500
Total Recreation	1,085,643	1,544,036	1,412,178	1,413,493
01-4430 SAN DIMAS RECREATION CENTER				
101 FT Salary Personnel	-	66,975	69,975	75,250
102 PT Salary Personnel	243,255	355,545	373,545	427,457
103 Overtime	136	-	-	-
010 Advertising	-	-	-	1,050
012 Car Allowance (1)	-	490	400	490
015 Maintenance of Equipment	6,173	35,319	25,319	27,225
016 Publications & Dues	-	3,433	1,000	2,065
018 Printing	-	1,450	1,000	1,450
019 Rent of Property & Equipment	1,322	1,800	1,800	3,000
020 Professional Services	34,373	11,585	11,585	205,281
021 Travel & Meeting	375	815	815	815
022 Utilities	76,624	95,200	119,260	122,300
023 Contract Sevices (000)	104,207	87,758	-	-
029 Uniforms	-	3,500	3,500	4,200
031 Building Maintenance & Supplies	7,841	4,500	6,000	7,000
033 Special Departmental Supplies	4,145	33,000	33,000	35,000
034 Program Fees	-	8,600	8,600	8,025
041 Capital Outlay (001)	-	-	-	30,000
Total SAN DIMAS RECREATION CENTER	478,451	709,970	655,799	950,608

CITY OF SAN DIMAS

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
GENERAL FUND DETAIL OF EXPENDITURES (CONTINUED)				
SUB-TOTAL GENERAL EXPENDITURES	21,672,128	24,794,156	23,508,624	25,234,026
01-5000 Transfers Out/Loans				
099 Transfer to City Hall/CB Plz Fund 04 (004)	695,099	691,805	691,805	691,331
099 Transfer to Landscape Maint Fund 08 (008)	20,000	-	-	86,820
099 Transfer to Infrastructure (012)	-	-	-	-
099 Transfer to Housing Fund 34 (20% loan set aside) (034)	226,112	170,229	170,229	234,527
099 Transfer to Fund 75 (075)	-	-	-	12,408
Total Transfers Out/Loans	941,211	862,034	862,034	1,025,086
01-5000 Use of Reserves				
099 Reserves to Infrastructure (012)	-	1,195,585	1,195,585	892,476
099 Reserves to Open Space #1 Fund 21 (021)	559,679	-	-	255,107
099 Reserves to Open Space #2 Fund 22 (022)	60,670	-	-	63,791
099 Reserves to Open Space #3 Fund 23 (023)	210,000	-	-	-
099 Reserves to Equip Replacement 70 (070)	18,129	1,334,932	1,334,932	-
099 Reserves to Capital Reserve Fund 100 (100)	-	1,000,000	6,500,000	-
Total Use of Reserves	848,478	3,530,517	9,030,517	1,211,374
TOTAL GENERAL FUND EXP/TRFS	23,461,817	29,186,706	33,077,065	27,470,485
FUND BALANCE DETAIL				
UNASSIGNED FUND BALANCE (281-001)	21,966,738	16,610,627	11,607,717	11,829,826
ASSIGNED FB RISK MGT/LAW ENF (281-076)	2,829,307	2,814,307	2,036,592	2,029,092
ASSIGNED FB EMERG SERVICES (281-078)	207,285	107,192	1,000,000	1,000,000
ASSIGNED FB GENERAL PLAN (281-079)	250,000	250,000	250,000	250,000
ASSIGNED FB OPEB	-	-	2,978,932	2,978,932
ASSIGNED FB COMPENSATED ABSENCES	-	-	1,264,766	1,264,766
ASSIGNED FB - NPDES (281-004)	600,000	600,000	600,000	600,000
TOTAL ENDING GENERAL FUND BALANCE	25,853,330	20,382,126	19,738,007	19,952,616
TOTAL EXP/TRFS/AND FUND BALANCE	49,315,147	49,568,832	52,815,072	47,423,101

General Fund Operating Expenditures

Total General Fund Expenditures \$25,234,026



SCHEDULE 4: SUMMARY OF TRANSFERS IN & USE OF RESERVES

ALL FUNDS	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATED TRANSFERS	2022-23 ADOPTED BUDGET
01 General Fund From Fund 02 Gas Tax	225,000	225,000	225,000	225,000
01 General Fund From 07 Lighting Dist	125,000	125,000	125,000	125,000
01 General Fund From Fund 20 Community Parks	-	-	-	-
01 General Fund From Fund 71 AQMD	2,000	2,000	2,000	2,000
04 City Hall/CB/Plaza From 01 General Fund	695,099	691,805	691,805	691,331
08 Landscape Parcel Tax From 01 General Fund	20,000	-	-	86,820
08 Landscape Parcel Tax From 020 Comm. Park	-	-	-	-
12 Infrastructure From 01 Gen Fund	-	1,195,585	1,195,585	892,476
20 Comm. Park/Fac Dev From 01 Gen Fund	-	-	-	-
021 Open Space Dist. #1 From Fund 01 Gen Fund	559,679	-	-	255,107
022 Open Space Dist. #2 From Fund 01 Gen Fund	60,670	-	-	63,791
023 Open Space Dist. #3 From Fund 01 Gen Fund	210,000	-	-	-
34 Housing Authority Successor from Fund 01	226,112	170,229	170,229	234,527
70 New Equipment Reserve From Fund 01	18,129	1,334,932	1,334,932	
75 Open Space Maintenance from Fund 01 Gen Fund	-	-	-	12,408
100 Capital Assets Reserve From Fund 01	-	1,000,000	6,500,000	
TOTAL TRANSFERS IN	2,141,689	4,744,551	10,244,551	2,588,460

SCHEDULE 5: SUMMARY OF TRANSFERS OUT & USE OF FUNDS

ALL FUNDS	2019-20 ACTUAL	2020-21 ADOPTED BUDGET	2020-21 REVISED ESTIMATED TRANSFERS	2021-22 ADOPTED BUDGET
01 General Fund to Fund 04	695,099	691,805	691,805	691,331
01 General Fund to Fund 08	20,000	-	-	86,820
01 General Fund to Fund 12	-	1,195,585	1,195,585	892,476
01 General Fund to Fund 20	-	-	-	-
01 General Fund to Fund 021	559,679	-	-	255,107
01 General Fund to Fund 022	60,670	-	-	63,791
01 General Fund to Fund 023	210,000	-	-	-
01 General Fund to Fund 34	226,112	170,229	170,229	234,527
01 General Fund to Fund 70	18,129	1,334,932	1,334,932	
01 General Fund to Fund 75	-	-	-	12,408
01 General Fund to Fund 100	-	1,000,000	6,500,000	
02 State Gas Tax Fund to Fund 01	225,000	225,000	225,000	225,000
07 City Wide Lighting District to Fund 01	125,000	125,000	125,000	125,000
020 Community Parks Fund to Fund 01	-	-	-	-
020 Community Parks Fund to Fund 08	-	-	-	-
71 AQMD to Fund 01	2,000	2,000	2,000	2,000
TOTAL TRANSFERS OUT	2,141,689	4,744,551	10,244,551	2,588,460



PERFORMANCE INDICATORS & CAPITAL PROGRAM SECTION:

- GENERAL FUND COST CENTERS: FUNCTIONS & OPERATIONAL PLANS
- CAPITAL IMPROVEMENT PROGRAM OVERVIEW

ADMINISTRATIVE SERVICES

- Awarded the CSMFO Excellence in Budgeting Award for fiscal year 2021-22
- Processed 179 Public Records Requests
- Processed 35 Agenda Packets with 9,375 pages
- Master Municipal Clerk certification completed by City Clerk
- Technical Training for Clerks Series 100 and 400 completed by Departmental Assistant
- Facilitated City Clerk entry level training for staff in Public Works and Parks and Recreation
- Updated the Boards Commissions and Committees Handbook
- Facilitated training for Commissioners
- New City Website Launched November, 2021 to meet with the Americans with Disability Act requirements. The new website can be translated to various languages to help us communicate with all of our community and has added features that increase functionality.
- Security Cameras added to Freedom and Lone Hill Park to provide safety. The system uses latest camera software technology to safeguard our parks.
- Closed Captioning added to City Council Meetings. Live and re-aired broadcast on channel 3 and San Dimas YouTube channel will have this feature to viewers.
- Upgraded City's mobile device and added Mobile Device Management. Allows field staff with better screen size to perform business transaction with apps, communications and enhanced mobile security with device management.
- Email protection and employee training campaign subscription. Continue to educate and train employees from phishing emails to safeguard city's computer network.
- Successfully recruited and hired 6 full time positions and held three hiring events for the Parks and Recreation Department resulting in hiring over 20 new part time positions.

City of San Dimas

City Council
Department

City Council
Cost Center

4110
Cost Center No.

Function:

- To establish policies that will promote and maintain community standards and values, and provide policy direction to the City Manager.
- Oversee performance of the Local Government.
- Oversee effectiveness of programs.
- Pass ordinances and resolutions.
- Regulate land use through zoning laws.

Operational Plans:

- Hold regular City Council meetings to conduct the official business of the City organization and address community issues and concerns.
- Provide representation to regional associations, and work with neighboring communities to address areas of mutual concern.
- Represent the City on issues that involve local, County, State and Federal government agencies.
- Maintain a system of citizen commissions and committees that advise and inform the City Council on various issues.
- Be accessible to the media and the citizens of San Dimas for information and questions.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	5.00	5.00	5.00	5.00
Expenditures				
Elected Officials Salary	39,720	39,720	39,720	39,720
Other Operating Costs	15,034	23,000	27,500	54,700
Capital Outlay (041)	-	-	-	-
Total Expenditures:	54,754	62,720	67,220	94,420
% Change			7%	40%
Source of Funds	General Fund			

City of San Dimas

Administration
Department

City Manager
Cost Center

4120
Cost Center No.

Function:

- To Implement City Council Policy direction, provide overall project supervision, promote economic stability through business development and retention, and promote organizational stability through financial and human resources management.

- To maintain official City documents & records; respond to requests for public records; record the legislative actions of the City Council; administer municipal elections; maintain the municipal code; process liability claims; act as the filing officer for economic interest and campaign statements and perform all other work required by the provisions of the government Code of the State of California.

Operational Plans:

- Present a budget document for City Council consideration that is balanced and easily understood by the public.

- Respond to citizen contacts and requests for information.

- Coordinate and provide direction on economic development projects.

- Facilitate and create meaningful partnerships with community-based organizations and other cities.

- Provide quality responsive administrative support to the City Council

- Ensure compliance with all applicable laws, Government Code, Brown Act, Political Reform Act, Public Records Act, and Elections Code.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	2.00	2.00	2.00	4.00
Expenditures				
FT Personnel Salary (101)	314,526	322,613	340,617	607,268
Professional Services (020)	26,838	100,000	7,407	50,000
Other Operating Costs (Various)	49,509	64,650	59,194	58,550
Capital Outlay (041)	-	-	-	-
Total Expenditures:	390,873	487,263	407,218	715,818
% Change			-16%	76%
Source of Funds	General Fund			

City of San Dimas

<u>Administration</u> Department	<u>Administrative Services</u> Cost Center	4150 <u>Cost Center No.</u>		
Function:				
<ul style="list-style-type: none"> ▪ To recruit, through innovative, creative and traditional practices, highly qualified employees; retain those employees by providing competitive compensation and benefits; assist employees by interpreting the Personnel Rules and Regulations and Administrative Policies by responding to questions and concerns; and coordinate the recruitment and open enrollment process. ▪ To provide strategic planning, development, research, staff coordination, purchasing, implementation maintenance, and evaluation of Citywide technology and information system technology, including data, voice, phone system, radio, and technology capital infrastructure ▪ To administer and coordinate the fiscal activities of the City and Successor Agency. This includes all aspects of accounting, investing, business licensing, payroll, debt administration, fixed asset accounting, grant reporting and preparation of financial reports, and budget preparation. ▪ To provide public information, public relations and marketing support for the City organization; oversee community outreach, manage content of the City's website and serve as the City's liaison with news media. 				
Operational Plans:				
<ul style="list-style-type: none"> ▪ Attract, train and retain quality employees for the City organization ▪ Provide administrative and technology support services to the City Council, City Manager and all operating department on a daily and long-range planning basis. ▪ Ensure the City's compliance with Generally Accepted Accounting Principles (GAAP). ▪ Provide a comprehensive public information program that distributes accurate information on a timely basis through a variety of different media. 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	10.00	12.00	12.00	11.00
Expenditures				
FT Personnel Salary (101)	922,216	1,029,871	1,024,707	1,057,950
PT Personnel Salary (102)	47,400	67,291	70,291	69,100
Professional Services (020)	28,945	42,500	5,150	140,008
Other Operating Costs (Various)	56,234	157,000	75,460	292,187
Capital Outlay (041)	-	-	-	-
Total Expenditures:	1,054,795	1,296,662	1,175,608	1,559,245
% Change			-9%	33%
Source of Funds	General Fund			

City of San Dimas

<u>Administration</u> Department	<u>City Attorney</u> Cost Center	<u>4170</u> Cost Center No.		
<u>Function:</u>				
<ul style="list-style-type: none"> ▪ To provide legal services to the City Council, Commissions and staff. The City contracts with Alshire & Wynder LLP ▪ Provide effective legal counsel. 				
<u>Operational Plans:</u>				
<ul style="list-style-type: none"> ▪ Provide legal review and assistance in land use, planning, purchasing, code enforcement, and related municipal matters. ▪ Review and approve resolutions, contracts and agreements. ▪ Assist in the development, review and approval of ordinances. ▪ Assist with Public Records Act responses. ▪ Assist with special litigation issues. ▪ Assist with special development projects 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	-	-	-	-
Expenditures				
FT Personnel Salary	-	-	-	-
Professional Services (020)	364,165	290,000	515,000	650,000
Capital Outlay (041)	-	-	-	-
Total Expenditures:	364,165	290,000	515,000	650,000
% Change			78%	26%
Source of Funds	General Fund			

City of San Dimas

<u>Public Safety</u> Department	<u>Emergency Services</u> Cost Center	<u>4212</u> Cost Center No.		
<u>Function:</u>				
<ul style="list-style-type: none"> ▪ To emphasize emergency response coordination, staff and volunteer training, communication systems, recovery efforts, public information, emergency plan development and revision. ▪ Prepare, update and exercise the procedures for responding to disasters. ▪ Make investments in disaster preparedness needed to provide the City with effective emergency response capability. 				
<u>Operational Plans:</u>				
<ul style="list-style-type: none"> ▪ Develop and direct one tabletop exercise and/or City EOC activation to train City staff each year, or one multi-agency functional exercise. ▪ Provide training to all EOC staffing members to ensure familiarity with the Mobile EOC operations and equipment. ▪ Maintain an equipment purchase and maintenance plan to meet emergency preparedness response and recovery needs. ▪ Support City Community Emergency Response Team 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	-	-	-	-
Expenditures				
FT Personnel Salary	-	-	-	-
Other Operating Costs	76,510	14,300	56,800	39,741
Capital Outlay (041)	-	-	-	-
Total Expenditures:	76,510	14,300	56,800	39,741
% Change			297%	-30%
Source of Funds	General Fund			

City of San Dimas

<u>General Government</u> Department	<u>General Services</u> Cost Center	<u>4190</u> Cost Center No.
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Function:

- To provide general operating services to all departments, not attributable to any single department, such as telephone, postage, copying, professional auditing and information system services, software programs, merchant services, special projects, and employee benefits.

Operational Plans:

- Contract with vendors for products and services that can provide the greatest value for the cost to the citizens of San Dimas and its employees.
- Provide excellent insurance coverage for City Facilities and equipment in case of natural disasters or accidents.
- Provide competitive benefit packages to attract and retain the best talent available for the organization.
- Provide software programs and IT security that can enhance employee efficiency, enhanced reporting and metrics to meet the City's transparency goals while protecting sensitive information.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	-	-	-	-
Expenditures				
Professional Services (020)	564,200	825,755	99,686	102,664
Insurance Costs (014)	480,075	457,194	455,693	539,075
Employee Benefits (200)	3,335,412	3,789,300	3,640,536	3,954,393
Other Operating Costs (Various)	266,486	315,222	236,810	319,848
Capital Outlay (041)	-	-	-	-
Total Expenditures:	4,646,173	5,387,471	4,432,725	4,915,980
% Change			-18%	11%
Source of Funds	General Fund			

City of San Dimas

<u>Public Safety</u> Department	<u>Public Safety</u> Cost Center	<u>4210</u> Cost Center No.		
Function:				
<ul style="list-style-type: none"> ▪ Provide 24 hour, 365 days a year response to calls for service, general law enforcement activities, including emergencies, traffic collisions and enforcement, crime investigations, disaster response and assessment, and proactive preventative patrol. ▪ To provide directed traffic enforcement to areas of the City with higher than average rates of traffic collisions and areas that receive frequent complaints or requests for enforcement with the objective of ensuring the safe movement and parking of vehicles. ▪ To manage community outreach and crime prevention programs including Neighborhood Watch, National Night Out and the City of San Dimas CERT program. 				
Operational Plans:				
<ul style="list-style-type: none"> ▪ To enforce Federal, State and local laws that protects life and property. ▪ To maintain compliance of police policies and procedures with ever changing Federal, State, and local laws through reviewing, analyzing and updating as required. ▪ Establish and maintain safe vehicular and pedestrian passage throughout the City. ▪ To conduct physical patrol of all areas of the City to reduce the probability of crimes. ▪ To respond to calls for service, prepare reports, issue citations and make arrests. ▪ To resolve problems through community-based policing. 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	Contracted	Contracted	Contracted	Contracted
Expenditures				
Public Safety Contract Services (020)	6,734,165	6,957,383	6,225,544	6,759,956
Liability Trust Fund (020-014)	667,629	748,424	748,424	746,965
Other Operating Costs (Various)	76,033	59,700	64,500	59,715
Animal Control Services (413)	166,507	200,000	200,000	208,000
Total Expenditures:	7,644,334	7,965,507	7,238,468	7,774,636
% Change			-9.13%	7%
Source of Funds	General Fund			

City of San Dimas

Public Safety
Department

Risk Management/Law Enforcement
Cost Center

4211
Cost Center No.

Function:

- Make payment on uninsured claims that must be paid by the City of San Dimas .
- Process all City liability claims.

Operational Plans:

- Reduce the number of accidents claims through training and up to date polices and procedures.
- Maintain City propey, right of ways, sidewalk and trees to mitigate the risk of injury or harm.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	-	-	-	-
Expenditures				
FT Personnel Salary	-	-	-	-
Other Operating Costs	-	7,500	-	7,500
Capital Outlay (041)	-	-	-	-
Total Expenditures:	-	7,500	-	7,500
Source of Funds	General Fund			

City of San Dimas

<u>Public Safety</u> Department	<u>Emergency Services</u> Cost Center	<u>4212</u> Cost Center No.		
Function:				
<ul style="list-style-type: none"> ▪ To emphasize emergency response coordination, staff and volunteer training, communication systems, recovery efforts, public information, emergency plan development and revision. ▪ Prepare, update and exercise the procedures for responding to disasters. ▪ Make investments in disaster preparedness needed to provide the City with effective emergency response capability. 				
Operational Plans:				
<ul style="list-style-type: none"> ▪ Develop and direct one tabletop exercise and/or City EOC activation to train City staff each year, or one multi-agency functional exercise. ▪ Provide training to all EOC staffing members to ensure familiarity with the Mobile EOC operations and equipment. ▪ Maintain an equipment purchase and maintenance plan to meet emergency preparedness response and recovery needs. 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	-	-	-	-
Expenditures				
FT Personnel Salary	-	-	-	-
Other Operating Costs	76,510	14,300	56,800	39,741
Capital Outlay (041)	-	-	-	-
Total Expenditures:	76,510	14,300	56,800	39,741
% Change			297%	-30%
Source of Funds	General Fund			

COMMUNITY DEVELOPMENT

Building

- 100 Planning applications submitted
- 5,385 Inspection types completed
- 1,022 Building permits issued

Development Projects:

- Dixie Rose BBQ (Groundbreaking May 2022)
- Popeyes (Opened April 2022)
- Total Wine and More Tenant Improvement (Opened June 2022)
- Burlington Tenant Improvement (Opened May 2022)
- Sketchers Tenant Improvement (Opened June 2022)
- Baby Bros Pizza (Opened June 2022)

Code Compliance

- 507 Complaints/Open Code Cases and 193 Violations Resolved.
- Coordinated efforts between City, Sheriff and Sander's Towing for a 2nd Etch and Catch Program in March 2022

Housing

- Rehab Assistance - 12 Single Family Homes, 17 mobile homes.
- Lift Program – 9 mobile homes.
- Charter Oak Mobile Home Estates Space Rent Program – 27 Homeowners receiving space rent credit

Planning

- Housing Element submitted to HCD review. Working with Consultant to finalize.
- Downtown Specific Plan underway
- Municipal Code Text Amendments underway:
 - Single Family – Codify policies and update procedural process
 - RV Parking – Amend amount of time RV can be parked in public right-of-way & overnight parking fees underway
 - SB 9 ordinance underway
 - SP-11 grading MCTA & updated Environmental underway

City of San Dimas

Community Development
Department

Community Development
Cost Center

4308/4309
Cost Center No.

Function:

- Responsible for the orderly development of the community; to ensure that new development is attractive and compatible with the surroundings consistent with the City's codes and policies; to analyze land use and development proposals from an environmental zoning, land use and development proposals from an environmental, zoning, land use and design review standpoint; to provide information and assistance to the public on the City's planning process; to encourage public participation in land use and design review matters; to serve as the coordinators among the various City department and other outside agencies in land use and design matters, and to staff and advise the Planning Commission.

- The Community Development Department also conducts advance planning studies and projects in order to update and improve City codes and policies in response to new issues and legal requirements; to prepare annual mandated reports and to implement Federal and State mandates.

Operational Plans:

- Provide public information on development and planning issues at the public counter and by phone.

- Provide planning and environmental support for City projects, and assist other departments by providing zoning analysis for City proposed projects, preparation and/or management of CEQA documentation for City projects, and coordinating review by the planning commission.

- Manage environmental review of land use development proposals, including Environmental Impact Report contracts, and facilitate the review and action by the appropriate review body. Implement the City's land use standards and processes and zoning administration.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	10.00	10.00	10.00	10.00
Expenditures				
FT Personnel Salary (101)	894,646	945,548	981,331	1,032,300
PT Personnel Salary (102)	120,216	130,000	136,000	140,000
Professional Services (020)	164,726	12,000	725,245	32,000
Other Operating Expenditures (Various)	60,962	82,380	65,188	78,206
Capital Outlay (041)	-	-	-	-
Total Expenditures:	1,240,550	1,169,928	1,907,764	1,282,506
% Change			63%	-33%
Source of Funds	General Fund			

City of San Dimas

Community Development
Department

Building & Safety
Cost Center

4311
Cost Center No.

Function:

- To regulate construction and occupancy of buildings in accordance with local, State and Federal laws; provide plan check and inspection services; manage building permit records; and provide public information regarding code requirements and property history.
- Ensure the safety of buildings in the City of San Dimas.

Operational Plans:

- Ensure building standards to safeguard life, health, and property through plan review and inspection procedures.
- Verify State contractor's licensing, workers compensation insurance, and City business taxes and licenses prior to permit issuance.
- Perform on-site building inspections for new construction or remodeling to ensure compliance with approved plans and applicable requirements, conditions, standards, regulations, and codes.
- Provide timely and thorough review of building plans for compliance with disabled access, energy, fire and life safety, architectural, structural, electrical, plumbing, and mechanical regulations.
- Conduct regular Citywide inspection and respond quickly to citizen complaints for the purpose of enforcing minimum development, housing, fire, and life safety standards to ensure the safety of our citizens.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	4.00	4.00	4.00	4.00
Expenditures				
FT Personnel Salary (101)	379,123	403,623	415,623	433,407
PT Personnel Salary (102)	-	-	-	35,000
Professional Services (020)	68,627	70,000	10,000	12,000
Other Operating Costs (Various)	12,058	20,970	10,700	29,690
Capital Outlay (041)	-	-	-	-
Total Expenditures:	459,808	494,593	436,323	510,097
% Change			-12%	17%
Source of Funds	General Fund			

PUBLIC WORKS

Grant Funding

- Applied for \$15,552,000 in grants
- Received \$1,188,950 in grant funding as of June 6, pending determination for \$14,000,000

CIP projects

- Bid or constructed \$4.7 million in street infrastructure improvements with \$5.5 million more in the final stages of design (Cooperative projects pending LA County approval)

Gold Line

- Improvements in 6 crossing requiring full closure of street
- Over 1000 plan sheets reviewed and approved

Traffic Safety

- 44 Traffic Safety review request items with 18 requiring installation of striping/signage improvements or other physical adjustments in addition to heightened traffic enforcement
- Reviewed 22 Special Event Permits requiring traffic control review or coordination

Streets Maintenance

- Repaired over 1,320 potholes
- Replaced 654 signs
- Repaired over \$150,000 in concrete removals (1600 Sf of sidewalk, drive approach, curb and gutter)
- Converted City Parking lot lights to LED
- Purchased fork lift and ice machine
- Major repairs performed in house on Backhoe and Dump truck saving downtime and repair costs
- Multiple fabrication modifications performed in house to increase safety on vehicles (Forklift, Kubota, Trailer gate)
- PW Yard building modifications to promote better efficiency for ongoing operations and in the event of relocation
- Increase walkability by upgrading over 20 ADA ramps to modern accessibility standards

Private Developments

- Accepted final transfer of public improvements for Brandywine totaling \$1,616,000
- Inspected over \$15,000,000 in private and public improvements at Brasada Development in the northern foothills
- Reviewed 8 major private development projects

Administration

- 1,145 calls for service of which 245 were on GoGov
- Over 250 encroachment permits issued
- Conducted over 1,563 inspections
- Issued 39 contracts
- Processed 12 Records Requests
- Implemented 2 parking districts
- Processing Sewer Assessment District application
- Conducted 13 outreach events to businesses and residents
- Inspecting 5G mobile network installations for MCI, Frontier, AT+T

Environmental Division

- Launched Organics recycling compliance program Citywide
- Completed Municipal Code Text Amendment implementing Organics Recycling State Mandates
- Met or exceeded state requirements for Waste and Storm Water compliance
- Provided table top organics recycling bucket to residents
- Negotiated Organic program costs with Waste Management
- Corrected 48 Illicit discharge violations

City of San Dimas

<u>Public Works</u> Department	<u>Public Works Admin/Engineering</u> Cost Center	<u>4310</u> Cost Center No.		
Function:				
<ul style="list-style-type: none"> ▪ To provide public safety in the areas of traffic engineering and all infrastructure within the public right of way, including streets, street lights, sidewalks, striping, traffic signals, bicycles, and pedestrian facilities, traffic safety around school zones, sewer and storm drains. ▪ Responsible for compliance with the Americans with Disabilities Act (ADA) within the public right of way; responsible for administering street maintenance contracts, and capital improvement projects, and compliance with the National Pollutant Discharge Elimination System (NPDES) Program; provide plan check and inspection services for grading and public works permits, utility work permits, development reviews, tract/parcel map checks, lot line adjustments, and compliance certificates. Respond to public inquires regarding traffic, parking, drainage and public works issues. 				
Operational Plans:				
<ul style="list-style-type: none"> ▪ Provide public information on engineering and traffic issues at the public counter and by phone. Issue public works and grading/on-site improvement permits. ▪ Provide mapping and documentation support through AutoCAD and GIS services. ▪ Update the pavement management program to provide a method of documenting roadway pavement conditions throughout the community to prioritize capital improvement projects. ▪ Provide contract management and administration associated with designated/assigned Capital Improvement Program projects. 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	8.00	8.00	9.00	9.00
Expenditures				
FT Personnel Salary (101)	740,183	873,923	900,923	955,051
PT Personnel Salary (102)	48,651	30,000	33,000	35,000
Professional Services (020)	43,924	285,000	-	-
Other Operating Costs (Various)	15,899	36,800	45,800	48,365
Capital Outlay (041)	-	-	-	-
Total Expenditures:	848,657	1,225,723	979,723	1,038,416
% Change			-20%	6%
Source of Funds	General Fund			

City of San Dimas

<u>Public Works</u> Department	<u>Street Maintenance</u> Cost Center	4341 Cost Center No.		
Function:				
<ul style="list-style-type: none"> ▪ To maintain the City's asphalt and concrete structures (street, sidewalk, curbs and gutters), litter and graffiti removal so that the public can have safe, clean and functional right of ways. ▪ Manage contract street sweeping services. ▪ Manage the National Pollution Discharge Elimination System (NPDES) Compliance and Enforcement Program of the Clean Water Act that regulates point source discharges to the nation's waters. 				
Operational Plans:				
<ul style="list-style-type: none"> ▪ Monitor and insure contractor is providing an efficient street sweeping maintenance program. ▪ Manage street striping program and maintenance of street signs and City sidewalks. ▪ Ensure the City's compliance with NPDES/MS4 permit standards through ongoing monitoring, and ensure that development complies with appropriate submittals of Storm Water Pollution Prevention Plans as required. ▪ Implement the Watershed Management Plan through program administration, commercial and industrial inspections, monitoring of illicit discharges and connections, construction project inspections, public education and outreach, and implementation of best practices. 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	5.00	5.00	5.00	5.00
Expenditures				
FT Personnel Salary (101)	377,883	394,575	380,870	411,950
Professional Services (020)	236,785	315,000	329,000	365,150
NPDES (024)	88,585	272,000	173,300	228,500
Other Operating Costs (Various)	117,671	162,700	192,700	206,100
Capital Outlay (041)	-	-	-	-
Total Expenditures:	820,924	1,144,275	1,075,870	1,211,700
% Change			-6%	13%
Source of Funds	General Fund			

City of San Dimas

Public Works
Department

Vehicle/Yard Maintenance
Cost Center

4342
Cost Center No.

Function:

- To provide routine maintenance and repair of City vehicles and equipment in the motor fleet, oversee the purchase of fuel and maintenance parts, develop vehicle specifications, purchase new vehicles, sell surplus equipment and ensure compliance with all applicable State and Federal regulations to vehicle maintenance and fueling facilities.

Operational Plans:

- Maintain the City's fleet and equipment.
- Coordinate and perform safety inspections and environmental compliance.
- Purchase, store and distribute fuel.
- Continually analyze collected data and evaluate operations using the best available technology, and incorporate results.
- Perform vehicle repair and maintenance as well as coordinate purchase of vehicles scheduled for replacement.
- Administer vehicle purchasing, DMV reporting, and inventory control.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	1.00	1.00	1.00	1.00
Expenditures				
FT Personnel Salary (101)	12,675	60,571	48,000	69,550
Vehicle Equipment (011)	87,187	106,500	106,500	131,500
Professional Services (020)	78,210	80,000	94,968	106,000
Other Operating Costs (Various)	31,060	29,100	52,600	54,975
Utilities (022)	26,841	25,700	32,600	41,500
Capital Outlay (041)	16,232	20,000	40,000	-
Total Expenditures:	252,205	321,871	374,668	403,525
% Change			16%	8%
Source of Funds	General Fund			

City of San Dimas

<u>Public Works</u> Department	<u>Traffic Control</u> Cost Center	4345
		Cost Center No.

Function:

- To provide for public safety in the areas of traffic engineering through traffic surveillance and controls systems.
- Maintain and update signal synchronization system to better manage the flow of traffic.
- To ensure safe conditions for the employees and others working on or near roads. Plan and prepare worksites, coordinate and control traffic, operate radios to communicate and clean up worksite.

Operational Plans:

- Respond to requests from residents for the installation of traffic control devices, research traffic/pedestrian counts and sight distances as needed, and review requests on an as needed basis.
- Conduct traffic engineering studies, including speed surveys, traffic volume monitoring and parking studies, and/or manage contracts for such services.
- Oversee traffic control of work sites and events conducted on City streets.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	2.00	2.00	2.00	2.00
Expenditures				
FT Personnel Salary (101)	120,247	123,921	129,921	135,842
Professional Services (020)	42,626	165,000	185,000	200,725
Other Operating Costs (Various)	43,690	56,800	56,800	60,800
City Signage (038)	20,424	33,000	48,000	52,000
Capital Outlay (041)	8,195	15,000	15,000	44,000
Total Expenditures:	235,182	393,721	434,721	493,367
% Change			10%	13%
Source of Funds	General Fund			

PARKS & RECREATION

- The Parks and Recreation Department maintained recreation programming to the extent allowable by State and County public health directives. While other cities closed public facilities and cancelled public activities, San Dimas continued to offer limited programs and services without closing any facilities.
- The department completed several planning documents in the previous fiscal year that include a Community Recreation Needs Assessment and an Asset Management Plan. The findings from these documents were synthesized into an overall Strategic Plan that includes specific goals and objectives to meet the recreation needs of San Dimas residents.
- Staff worked with the Parks and Recreation Commission to updated the Field Allocation Policy that is used to allocate athletic fields to youth sports organizations. Revisions include making fields available on Sundays for youth sports and adjusting the definitions of user groups eligible to rent fields.
- Staff worked with the Parks and Recreation Commission to update the Community Forest Management Plan that is used by Park Maintenance to care for the City's community forest consisting of approximately 9,000 trees. Revisions include updating the City's tree palette, developing drought guidelines, and refining best management practices.
- Staff worked with the Senior Commission to develop a strategic plan tailored to senior services. The plan addresses specific marketing strategies, programming and services that are unique to senior residents.

City of San Dimas

<u>Parks & Recreation</u> Department	<u>Facilities</u> Cost Center	<u>4410</u> Cost Center No.		
Function:				
<ul style="list-style-type: none"> ▪ To provide necessary maintenance and repairs of City facilities and equipment including City Hall, Senior Center, Community Building, Recreation Center and structures at the various City parks. The services provided include: safety evaluations, emergency repairs, painting, minor repairs of equipment, electrical repairs, litter control, restroom and janitorial service, lighting, and supply maintenance. ▪ Provide the use and rental of City facilities, fields, and parks to the community. 				
Operational Plans:				
<ul style="list-style-type: none"> ▪ Maintain City facilities to ensure a healthy and safe environment for the public and City employees. ▪ Schedule the use and rental of City facilities to the community. ▪ Develop and implement water and energy efficiency projects to City buildings and facilities. ▪ Manage contracts for janitorial services and repairs. ▪ Manage the purchasing and distribution of building supplies. 				
Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	5.50	5.50	5.50	5.50
Expenditures				
FT Personnel Salary (101)	444,304	488,464	504,964	496,467
PT Personnel Salary (102)	95,188	115,505	121,505	85,801
Contract Services (023)	95,957	71,180	-	-
Other Operating Costs (Various)	41,900	37,925	37,925	40,455
Utilities (022)	18,687	68,460	63,520	68,520
Capital Outlay (041)	771	3,000	3,000	-
Total Expenditures:	696,807	784,534	730,914	691,243
% Change			-7%	-5%
Source of Funds	General Fund			

City of San Dimas

Parks & Recreation
Department

Civic Center
Cost Center

4411
Cost Center No.

Function:

- Monitor costs for maintaining and operating the Civic Center, including utilities, maintenance of equipment, supplies and any additional capital outlay purchases.

Operational Plans:

- Manage and maintain equipment on site including HVAC system, electrical panels, kitchen, appliances and bathroom fixtures.
- Manage use of water, electricity, telephone systems and supplies.

	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Budget Distribution				
Full Time Employees	-	-	-	-
Expenditures				
Professional Services (020)	-	1,560	1,560	3,700
Other Operating Costs (Various)	29,058	55,360	56,860	60,882
Utilities (022)	114,010	121,920	127,960	123,000
Contract Services (023)	102,348	123,020	-	-
Capital Outlay (041)	5,576	6,000	6,000	45,000
Total Expenditures:	250,992	307,860	192,380	232,582
% Change			-38%	21%
Source of Funds	General Fund			

City of San Dimas

Parks & Recreation
Department

Senior Center
Cost Center

4412
Cost Center No.

Function:

- Monitor costs for maintaining and operating the Senior Center, including utilities, maintenance of equipment, supplies and any additional capital outlay purchases.

Operational Plans:

- Manage and maintain equipment on site including HVAC system, electrical panels kitchen and bathroom fixtures and appliances.
- Manage use of water, electricity, telephone systems and supplies.
- Work with the senior community and transit providers to assist with access to department programs
- Provide free income tax assistance for low-income seniors and families.
- Provide excursions for senior groups.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	-	2.00	2.00	2.00
Expenditures				
FT Personnel Salary	89,154	116,710	122,710	129,500
Other Operating Costs	22,849	64,214	64,214	75,188
Utilities (022)	25,975	30,650	32,744	34,250
Contract Services (023)	53,754	52,130	-	-
Capital Outlay (041)	9,756	5,000	5,000	7,000
Total Expenditures:	201,488	268,704	224,668	245,938
% Change			-16%	9%
Source of Funds	General Fund			

City of San Dimas

Parks & Recreation
Department

Park Maintenance
Cost Center

4414
Cost Center No.

Function:

- To maintain park landscapes, horse and walking trails within the City limits, irrigation systems, playground and landscape equipment.
- Manage contract for equestrian trail maintenance and pest control.
- Manage the landscape services contract for areas within the boundaries of the landscape parcel tax.

Operational Plans:

- Oversee the contract services for landscaping and trail maintenance.
- Maintain playground equipment and make any necessary repairs.
- Install CalSense controllers to monitor and control the use of water.
- Maintain the parks irrigation system and make any necessary repairs.
- Maintain sportsplex and City fields.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	3.50	3.00	3.00	3.00
Expenditures				
FT Personnel Salary	232,660	237,174	249,319	293,861
Professional Services (020)	39,258	49,858	46,418	51,428
Other Operating Costs (Various)	10,387	20,355	21,155	26,856
Contract Services (023)	60,962	67,000	-	-
Capital Outlay (041)	-	-	-	-
Total Expenditures:	343,267	374,387	316,892	372,145
% Change			-15%	17%
Source of Funds	General Fund			

City of San Dimas

Parks & Recreation
Department

Medians & Parkway Maintenance
Cost Center

4415
Cost Center No.

Function:

- Manage the turf removal program on City medians by replacing turf with drought tolerant landscaping.
- Manage the landscape maintenance contract overseeing the maintenance of the medians.
- Manage City trees and determine the tree trimming schedules.

Operational Plans:

- Manage the tree trimming contract and update the tree trimming schedule as needed.
- Oversee the landscape maintenance contract to assure proper care of median plants.
- Oversee the capital projects to replace turf medians with drought tolerant landscaping.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	3.50	3.00	3.00	3.00
Expenditures				
FT Personnel Salary	278,522	280,217	295,362	346,647
Professional Services (020)	94,883	111,068	110,868	118,177
Other Operating Costs (Various)	2,178	9,245	11,245	10,088
Utilities (022)	150,966	127,600	126,600	137,154
Capital Outlay (041)	-	-	-	-
Total Expenditures:	526,549	528,130	544,075	612,066
% Change			3%	12%
Source of Funds	General Fund			

City of San Dimas

Parks & Recreation
Department

Parks & Recreation
Cost Center

4420
Cost Center No.

Function:

- To provide administrative and clerical support for the programs provided by the Parks & Recreation Department, including: social services, youth programs, senior citizen programs, park and median development, park and tree maintenance recreation center and sportsplex.
- To provide recreation classes covering a variety of cultural, physical fitness, special interest and self-improvement subjects for all ages to produce the City of San Dimas newsletter and recreation guide on a quarterly basis to promote recreation activities.
- To provide customer service and registration for all Parks & Recreation programming; to administer the park permit program and oversee facility rentals.
- To provide for Citywide special events which include but are not limited to, Holiday Extravaganza, Easter Egg Hunt, Halloween Spooktacular, Music in the Park, Movies in the Park and National Night Out.

Operational Plans:

- Ensure a wide range of healthy recreational activities for people of all age groups and needs.
- Provide a recreation center that offers various interests for persons of all ages to experience the benefits of physical and mental activities.
- Assist with additional community special events such as Earth day.
- Provide activities at special events that promote health and wellness to the community.
- Provide facilities that can be used by the public or for a number of special programs or events.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	9.50	6.50	6.50	6.50
Expenditures				
FT Personnel Salary (101)	529,041	576,409	536,255	517,800
PT Personnel Salary (102)	330,351	505,059	568,359	525,348
Professional Services (020)	110,701	208,784	209,284	244,760
Other Operating Costs (Various)	115,550	253,785	98,280	125,585
Capital Outlay (041)	-	-	-	-
Total Expenditures:	1,085,643	1,544,036	1,412,178	1,413,493
% Change			-9%	0%
Source of Funds	General Fund			

City of San Dimas

Parks & Recreation
Department

Recreation Center
Cost Center

4430
Cost Center No.

Function:

- To provide after school teen services and activities.
- To provide gym services for members of the recreation center and work with Silver Fit to provide discounted activities for seniors.
- To provide swim safety programs.
- To provide a swim facility inconjunction with Bonita Unified School Distrcet for San Dimas High School aquatic activities.

Operational Plans:

- Maintain the Recreation Center Facility and swimming pool.
- Maintain gym equipment and replace equipment when necessary.
- Provide swim safety courses exercise programs.
- Provide after school teen activities and programs that are fun, interactive and promote healthy active living.

Budget Distribution	2020-21 Actuals	2021-22 Budget	2021-22 Estimated	2022-2023 Adopted Budget
Full Time Employees	-	1.00	1.00	1.00
Expenditures				
FT Personnel Salary	-	66,975	69,975	75,250
PT Personnel Salary	243,255	355,545	373,545	427,457
Professional Services (020)	34,373	11,585	11,585	205,281
Other Operating Costs (Various)	19,992	92,907	81,434	90,320
Contract Services (023)	104,207	87,758	-	-
Utilities (022)	76,624	95,200	119,260	122,300
Capital Outlay (041)	-	-	-	30,000
Total Expenditures:	478,451	709,970	655,799	950,608
% Change			-8%	45%
Source of Funds	General Fund			



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CAPITAL IMPROVEMENT PROGRAM OVERVIEW

Every year as part of the budget development process, the Capital Improvement Plan is updated to respond to changes in community priorities and the availability of funding sources. Portions of the City budget are devoted to projects that maintain and improve the City's physical infrastructure of streets, storm drains, sewers, parks, sidewalks, buildings, right-of-way landscaping, streetlights, and traffic signals.



Most CIP projects are paid from “dedicated funds,” monies that are mandated for use in capital improvements and cannot be used for operating expenses. However, some General Fund monies are also used to build and maintain the physical infrastructure of the City. The amount of General Fund money budgeted for CIP projects is balanced with the City's other programmatic needs approved by the City Council.

In order to develop the CIP budget, the following steps are taken:

- CIP Project proposals are submitted by each department.
- CIP requests are analyzed by staff to determine need and funding availability.
- The CIP is presented to City Council for review by the City Manager.
- The City Council approves the CIP budget.

Along with the \$10.4 million in carryover and new projects, staff had identified an additional \$32.4 million in Special Fund and General Fund money to be spent on infrastructure projects over the next four years. The data on the following pages identifies the capital improvement projects and their funding sources on a year-by-year basis for fiscal years 2022-23 through 2026-27. More detailed descriptions followed for capital improvement projects budgeted in fiscal year 2022-23.

CAPITAL IMPROVEMENT PROJECT PLAN & POTENTIAL FUNDING SCHEDULE

Fiscal Year	Department	Funding Sources	Project/Equipment	Projected Cost
FY 2022-23				
	Community Development	Grant Funding/General Fund	Inclusionary Housing Ordinance	\$ 75,000
	Community Development	Grant Funding/General Fund	Safety Element/Hazard Mitigation Plan	\$ 175,000
	Parks and Recreation	Infrastructure Fund/General Fund	Design - Foothill Blvd Median	\$ 30,000
	Parks and Recreation	Fund 021 Open Space District Fund	HTC Lodgepole Fence	\$ 38,000
	Parks and Recreation	Fund 023 Open Space District Fund	Ladera Serra HVAC Replacement	\$ 35,000
	Parks and Recreation	Fund 021 Open Space District Fund	Lone Hill Walk Way	\$ 15,000
	Parks and Recreation	Fund 022 Open Space District Fund	Pioneer Park Court Lights	\$ 18,000
	Parks and Recreation	Prop 68 Per Capita Grant (75%), Fund 021 (25%)	Playground Surface Replacements LH & HTC	\$ 268,841
	Parks and Recreation	Fund 022 Open Space District Fund	SCCC Art Room Renovation	\$ 50,000
	Parks and Recreation	Fund 022 Open Space District Fund	SCCC Quiet Lounge Renovation	\$ 25,000
	Parks and Recreation	Measure A Grant (\$640K), Fund 021 (\$360K)	SDRC Improvements	\$ 1,000,000
	Public Works	Proposition C, Measure M, RMRA	Lone Hill Ave Reconstruction	\$ 1,750,000
	Public Works	Measure R, Measure M, RMRA	Eaton Rd et al resurfacing	\$ 1,050,000
	Public Works	Lighting District	Lighting Projects	\$ 350,000
	Public Works	Gas Tax, Measure M, Measure R, RMRA	Pavement Preservation	\$ 444,000
	Public Works	RMRA	Resurfacing of Bonita Ave west of San Dimas Ave (Design)	\$ 75,000
	Public Works	Lighting District	Signal Improvements (Arrow Highway and Badillo)	\$ 275,000
	Public Works	Grant Funds/Measure W	Lone Hill Park Infiltration Project (design)	\$ 900,000
	Public Works	Measure W	Catch Basin Cleaning and Filter installation	\$ 230,000
	Public Works	SB-1/RMRA	Pearlana/Billow street rehabilitation	\$ 600,000
	Public Works	RMRA	Gladstone Resurfacing (Design)	\$ 75,000
	Public Works	Gas Tax, Lighting District, Proposition C, Measure R	Resurfacing of Badillo St	\$ 2,285,428
			Total	\$ 9,764,269
FY 2023-24				
	Administrative Services	Equipment Replacement Fund	City Hall Servers, Computers, Monitors & AV Equipment	\$ 1,000,000
	Community Development	LEAP Grant/General Fund	Downtown Specific Plan	\$ 500,000
	Community Development	Grant Funding/General Fund	Inclusionary Housing Ordinance	\$ 75,000
	Community Development	Grant Funding/General Fund	Safety Element/Hazard Mitigation Plan	\$ 175,000
	Parks and Recreation	Infrastructure Fund/General Fund	Foothill Blvd Median	\$ 445,000
	Parks and Recreation	Infrastructure Fund/General Fund	Lone Hill Ave. Median	\$ 86,400
	Parks and Recreation	Infrastructure Fund/General Fund	Gladstone St Median	\$ 79,300
	Parks and Recreation	Fund 021	Horsethief Canyon People Park - Walking Path	\$ 150,000
	Parks and Recreation	Fund 021	Horsethief Canyon Park Soccer Field	\$ 100,000
	Parks and Recreation	Fund 022	Community Building - Audio Visual System	\$ 65,000
	Parks and Recreation	Infrastructure Fund/General Fund	SCCC - Kitchen remodel & appliances replacement	\$ 100,000
	Parks and Recreation	Fund 022	Pioneer Park - Basketball Court Resurfacing & Amenity	\$ 54,000
	Parks and Recreation	Fund 021	SDRC Playground Equipment Replacement	\$ 200,000
	Public Works	Measure R, Measure M, RMRA	Gladstone St resurfacing (Amelia to San Dimas Ave)	\$ 2,000,000
	Public Works	Lighting District	Lighting Projects	\$ 170,000
	Public Works	Measure M	Arrow Highway resurfacing (Design)	\$ 75,000
	Public Works	Gas Tax, Measure R	Pavement Preservation	\$ 444,000
	Public Works	Grant Funding/Measure M	San Dimas Ave Sidewalk and Bike path Improvements	\$ 800,000
	Public Works	RMRA	Via Vaquero east of San Dimas Ave Pavement rehab	\$ 400,000
	Public Works	Measure W	Marchant Park Infiltration project	\$ 800,000
	Public Works	Measure W	Catch Basin Cleaning and Filter installation	\$ 240,000
			Total	\$ 7,958,700
FY 2024-25				
	Community Development	Grant Funding/General Fund	Comprehensive General Plan Update (Multiple Years)	\$ 1,166,666
	Parks and Recreation	Fund 021	Kiwanis Komer Playground & Surface Replacement	\$ 165,000
	Parks and Recreation	Infrastructure Fund/General Fund	Exterior & Interior Lights - City Hall & SCCC	\$ 345,000
	Parks and Recreation	Fund 021	Lone Hill Park - Court Lights	\$ 20,000
	Public Works	Proposition C, Measure R, Measure M, RMRA	Bonita et al resurfacing	\$ 2,250,000
	Public Works	Lighting District	Lighting Projects	\$ 170,000
	Public Works	Measure W	Catch Basin Cleaning and Filter installation	\$ 250,000
	Public Works	Gas Tax, Measure R	Pavement Preservation	\$ 494,000
	Public Works	Measure W	Marchant Park infiltration Project	\$ 800,000
			Total	\$ 5,660,666
FY 2025-26				
	Community Development	Grant Funding/General Fund	Comprehensive General Plan Update (Multiple Years)	\$ 1,166,666
	Parks and Recreation	Infrastructure Fund/General Fund	Martin House - Exterior/Interior Lights	\$ 12,300
	Parks and Recreation	Infrastructure Fund/General Fund	SDRC - Large Bleacher & ADA Ramp	\$ 50,000
	Parks and Recreation	Infrastructure Fund/General Fund	SDRC - Locker Room & Shower remodel	\$ 65,000
	Parks and Recreation	Fund 022	Civic Center Park Stage	\$ 20,000
	Parks and Recreation	Fund 021/022	Court Lights - Marchant, Pioneer, Splex	\$ 65,000
	Parks and Recreation	Fund 021	Splex Field Lights	\$ 500,000
	Parks and Recreation	Fund 021	Splex - Varsity & JV Softball Fields	\$ 64,000
	Public Works	Propositions C, Measure R, Measure M, RMRA	Arrow Highway Resurfacing	\$ 2,500,000
	Public Works	Gas Tax, Measure R	Pavement Preservation	\$ 494,000
	Public Works	Measure M/Infrastructure	Residential Street rehabilitation project	\$ 350,000
	Public Works	Measure W	Catch Basin Cleaning and Filter installation	\$ 250,000
			Total	\$ 5,536,966
FY 2026-27				
	Community Development	Grant Funding/General Fund	Comprehensive General Plan Update (Multiple Years)	\$ 1,166,667
	Community Development	Grant Funding/General Fund	Comprehensive Code Update (Multiple Years)	\$ 1,500,000
	Parks and Recreation	Fund 022	Marchant Park Tennis/Basketball Court Resurface	\$ 38,000
	Parks and Recreation	Infrastructure Fund/General Fund	Martin House - Patio/Veranda	\$ 60,000
	Public Works	Gas Tax, Measure R	Pavement Preservation	\$ 494,000
	Public Works	Propositions C, Measure R, Measure M, RMRA	Cypress St from West of Valley to South of San Dimas High	\$ 2,750,000
	Public Works	Measure W	Catch Basin Cleaning and Filter installation	\$ 250,000
			Total	\$ 6,258,667
			Projected 5 Year Total	\$ 35,179,268

PROJECT DETAIL & FUNDING PLAN

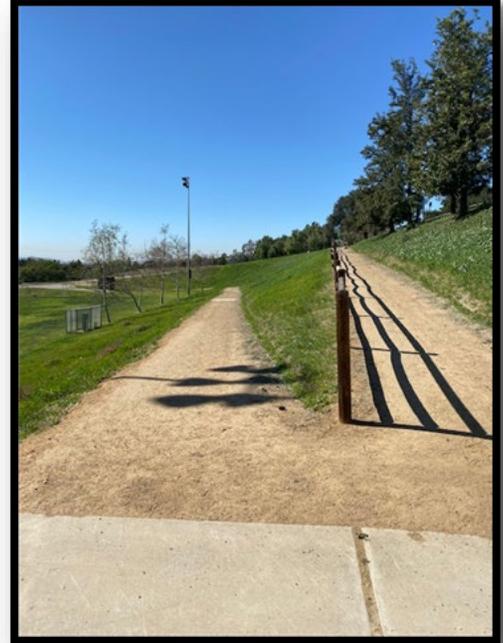
PROJECT: HORSETHIEF CANYON PARK LODGEPOLE FENCE

DESCRIPTION: The City of San Dimas has miles of multi-use trails throughout the City. The trail or access path to the soccer field in Horsethief Canyon Park is used quite heavily and in need for a safer access.

HISTORY/JUSTIFICATION: The soccer field access path need fencing for an improved and safer access.

SCHEDULING: The following is programmed to begin in Fiscal Year 2022-23.

IMPACTS TO OPERATING BUDGET: This project is anticipated to cost \$38,000. This project is funded through Fund 21, Open Space District (North & West).



Funding Source	<u>Adopted Budget 2022-23</u>	<u>Total Cost</u>
021 – Open Space District	\$38,000	\$38,000
Grand Total	\$38,000	\$38,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: LONE HILL PARK WALK WAY

DESCRIPTION: Lone Hill Park is a popular park adjacent to Gladstone Middle School, with many amenities such as playgrounds, basketball court, tennis courts, baseball field.

HISTORY/JUSTIFICATION: The baseball field bleacher needs to connect to the pad and improvements made for ADA Accessibility to the walkway.

SCHEDULING: The following is programmed to begin in Fiscal Year 2022-23.

IMPACTS TO OPERATING BUDGET: This project is anticipated to cost \$15,000. This project is funded through Fund 21, Open Space District (North & West).



Funding Source	Adopted Budget 2022-23	Total Cost
021 – Open Space District	\$15,000	\$15,000
Grand Total	\$15,000	\$15,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: PIONEER PARK TENNIS COURT LIGHTS

DESCRIPTION: The lights at the Pioneer Park Tennis Courts need to be upgraded to energy-sufficient LED.

HISTORY/JUSTIFICATION: LED lights provide adequate lighting that is evenly distributed to all corners of the court at half the energy costs of traditional lights. Replacing sport court lights to LED lights will result in utility cost savings.

SCHEDULING: The following is programmed to begin in Fiscal Year 2022-23

IMPACTS TO OPERATING BUDGET: This project is anticipated to cost \$18,000. This project is funded through Fund 22, Open Space District (East).



Funding Source	Adopted Budget 2022-23	Total Cost
022 – Open Space District #2	\$18,000	\$18,000
Grand Total	\$18,000	\$18,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: LONE HILL PARK & HORSETHIEF CANYON PARK PLAYGROUND SURFACE REPLACEMENT

DESCRIPTION: Replacement of existing playground surface from Engineered Wood Fiber to ADA Compliant Pour-In-Place rubber at Lone Hill Park and Horsethief Canyon Park playgrounds.

HISTORY/JUSTIFICATION: The playground replacement will be mainly funded by State of California Prop 68 Per Capita grant (75%). The playground surface replacement for Lone Hill Park and Horsethief Canyon Park will complete ADA compliance on all San Dimas park playgrounds.

Lone Hill Playground	Total cost \$197,900	Grant \$160,000	City Match \$37,900
Horsethief Canyon	Total cost \$ 46,500	Grant \$ 39,391	City Match \$ 7,109
10% Contingency	<u>\$ 24,440</u>		<u>\$ 24,440</u>
Total	\$268,840	\$199,391	\$69,449

SCHEDULING: The project is scheduled to take place during the 2022-23 FY.

IMPACTS TO OPERATING BUDGET: The funding will be from Fund 21, Open Space District #1 & Prop 68 Grant proceeds.

Funding Source	Adopted Budget 2022-23	Total Cost
021 – Open Space District #1	\$69,450	\$69,450
Prop 68 Grant	\$199,391	\$199,391
Grand Total	\$268,841	\$268,841



PROJECT DETAIL & FUNDING PLAN

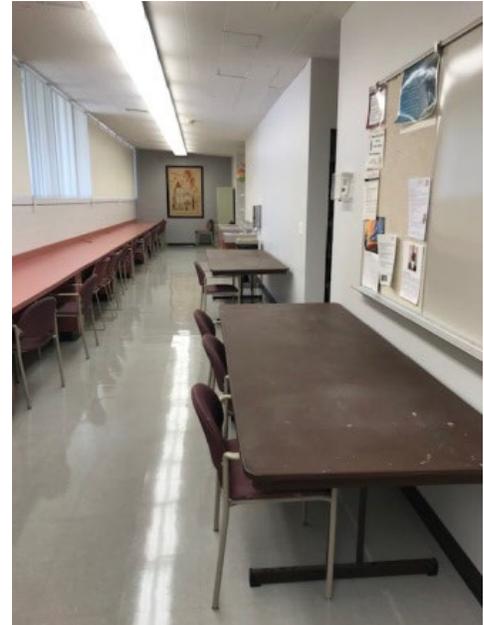
PROJECT: ARTS & CRAFT ROOM RENOVATION

DESCRIPTION: The SCCC arts and craft room is not conducive for the instructor and participants. The room has outdated furnishings, lack of storage space

HISTORY/JUSTIFICATION: SCCC participants have asked for several years about the possibility of making necessary adjustments to the furniture/desks that are currently in this room. In addition, the Senior Commission has pointed out the need to make these adjustments in order to meet the objective. The budget for the Arts and Crafts Room renovation was appropriated in FY2020-21. Due to the pandemic and the building not open to the public from March 2020 until November 2021, the project will not be stated until FY22-23.

SCHEDULING: The project is scheduled to take place during the 2022-23 FY.

IMPACTS TO OPERATING BUDGET: This project is funded through Fund 22, Open Space District (East).



Funding Source	Actual Expenses 2020-21	Amended Budget 2021-22	Adopted Budget 2022-23	Total Cost
022 – Open Space District #2	\$50,000	\$0.00	\$50,000	\$100,000
Grand Total	\$50,000	\$0.00	\$50,000	\$100,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: QUIET LOUNGE RENOVATION

DESCRIPTION: The SCCC quiet lounge has not been in use for several years due to its condition. The carpet flooring needs to be replaced, the walls need to be repainted, furniture to be replaced and décor updated.

HISTORY/JUSTIFICATION: During the pandemic, the SCCC building was not open for the public. Now that senior programs are back in full session, more rooms are needed to hold the programs, activities, meetings and a quiet area where seniors can sit and read.

SCHEDULING: The project is scheduled to take place during the 2022-23 FY.

IMPACTS TO OPERATING BUDGET: This project is funded through Fund 22, Open Space District #2 (East).



Funding Source	Adopted Budget 2022-23	Total Cost
022 – Open Space District #2	\$25,000	\$25,000
Grand Total	\$25,000	\$25,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: SAN DIMAS RECREATION CENTER IMPROVEMENTS

DESCRIPTION: The San Dimas Recreation Center was built in 1970 and opened in 1980. It is the home for the Department’s aquatics programs. It is also used by San Dimas High School for their PE classes, swimming program and boys & girls water polo. The facility is in need of many repairs. There are some components that have not been replaced or repaired in a number of years.

HISTORY/JUSTIFICATION: The various repairs and improvements will be mainly funded by State of California Measure A Per Capita grant, which have accumulated to approximately \$640,000. The improvements will focus on re-plastering the pool, pool decks, boilers, chemical rooms, sewer reconnection. This is the only competition sized pool in the City. Due to the age of the facility and lack of resources/investments over the last three decades, the pool is in dire need of repairs and improvements.

SCHEDULING: The project is scheduled to take place during the 2022-23 FY

IMPACTS TO OPERATING BUDGET: The funding will be from Fund 21; Open Space District #1 & Measure A Grant proceeds.

Funding Source	Adopted Budget 2022-23	Total Cost
021 – Open Space District #1	\$360,000	\$360,000
Measure A Grant	\$640,000	\$640,000
Grand Total	\$1,000,000	\$1,000,000



PROJECT DETAIL & FUNDING PLAN

PROJECT: TRASH SCREENS AND FILTERS FOR CITY STORM DRAIN NETWORK

DESCRIPTION: The NPDES Municipal Separate Storm Sewer System (MS4) Permit regulates municipal discharges of storm water and non-storm water from the associated Permittees. The MS4 Permit mandates that the City implement specified stormwater management programs to address the challenges of preventing stormwater pollution. As part of this program, the scope of work consists of the installation, operation, and maintenance of approximately 325 certified storm drain grates and filters for the City Storm Drain Network. This project will be phased over the next ten years.



HISTORY/JUSTIFICATION:

The waste discharge requirements for Municipal Separate Storm Water System (MS4) Permit mandates the City comply with the Trash Total Maximum Daily Load (TMDL) by retrofitting existing City catch basins to capture trash prior to entering the storm drain.

SCHEDULING: The following is programmed to begin in Fiscal Year 2022-23: The project consists of all labor, materials, tools and equipment to install approximately 30 Full Capture Systems throughout the City Storm Drain Network.

IMPACTS TO OPERATING BUDGET: This project is anticipated to cost \$90,000 annually and take approximately 11 years to complete the installation of all full capture systems at approximately 30 screens per year. This project is funded through Safe Clean Water Program Funds (Measure W). Originally, it was proposed to complete the project in one budget cycle; this will now be spread over 11 years.

Funding Source	Actual Expenses 2020-21	Adopted Budget 2021-22	Adopted Budget 2022-23	Total Cost
078 - Measure W	-	\$90,000	\$90,000	\$180,000
Grand Total	-	\$90,000	\$90,000	\$180,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: CITY-WIDE CATCH BASIN CLEANING SERVICES

DESCRIPTION: The NPDES Municipal Separate Storm Sewer System (MS4) Permit regulates municipal discharges of storm water and non-storm water from the associated Permittees to prevent stormwater pollution. The scope of work consists of cleaning approximately 993 catch basins throughout the city to comply with the MS4 Permit requirements.

HISTORY/JUSTIFICATION: Under the MS4 Permit, the City is required to clean catch basins a number of times annually. The number of cleanings is based on the trash/sediment loading of the catch basin. Per the MS4 Permit, 213 of the City’s basins are required to be cleaned twice a year (once in wet season and once in the dry season) and 780 catch basins that are required to be cleaned only once a year (in the dry season). The City formerly contracted with Los Angeles County (County) for this service. However, in 2018 the City transitioned from the County contract which required all basins to be cleaned 4 times a year. The cost for the City to contract catch basin cleaning services separately as a maintenance expenditure is less than half of what the County would charge.



SCHEDULING: The following is programmed Spring 2022-23: The maintenance work consists of all labor, materials, tools and equipment to remove debris from approximately 213 classification B catch basins with and without inserts. Some of the work includes: remove catch basin manhole, sweep walls and floor, dispose of collected debris at a legal disposal site, grease threads of the securing bolts in the lid, re-stencil date of cleaning inside catch basin and prior to replacing lid and crease set screws, remove existing NPDES “No-Dumping” logo and re-stencil, complete and submit required maintenance logs after each scheduled cleaning

The following is programmed for 2022-23: The maintenance work consists of all labor, materials, tools and equipment to remove debris from approximately 780 catch basins during the dry season and approximately 213 classification B catch basins to be cleaned once during the wet season. The work is the same as above. The budget also includes the GIS mapping of the basins. Once the Safe Clean Water Program Funds are available, funds may be transferred to that cost center.

IMPACTS TO OPERATING BUDGET: This maintenance contract is anticipated to cost \$110,000 annually.

Funding Source	Actual Expenses 2020-21	Adopted Budget 2021-22	Adopted Budget 2022-23	Total Cost
001 - General Fund (NPDES)	\$ -	\$ 14,000	\$ 14,000	\$ 28,000
078 - Measure W	\$90,396	\$110,000	\$110,000	\$338,396
Grand Total	\$90,396	\$124,000	\$124,000	\$366,396

PROJECT DETAIL & FUNDING PLAN

PROJECT: LONE HILL PARK STORM WATER PROJECT DESIGN

DESCRIPTION: In September 2021, the Los Angeles County Board of Supervisors awarded \$900,000 for the design phase of a stormwater project at Lone Hill Park through the Safe Clean Water Regional Funds to the City of San Dimas. Once the design is complete, at a future funding cycle, City staff the City intends to seek additional grant funding to construct the project.



HISTORY/JUSTIFICATION: The City must build storm water treatment and infiltration facilities in order to comply with the Municipal Separate Storm Sewer System (MS4) permit. Los Angeles County voters approved Measure W, the Safe Clean Water Program, which provides a mechanism for obtaining funds for these types of projects. The Regional funds from the Safe Clean Water Program are competitive and separate from the Municipal Safe Clean Water Funds the City receives annually.

SCHEDULING: The following is programmed.

IMPACTS TO OPERATING BUDGET: This design only project is grant funded with no required City fund match.

Funding Source	Actual Expenses 2020-21	Adopted Budget 2021-22	Adopted Budget 2022-23	Total Cost
078 - Measure W	-	-	<u>\$900,000</u>	<u>\$900,000</u>
Grand Total	-	-	\$900,000	\$900,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: DESIGN OF BONITA AVENUE PAVEMENT REHABILITATION AND STRIPING

DESCRIPTION: The City’s Capital Improvement Program schedules and finances infrastructure projects that improve and maintain the City’s infrastructure.

This project will provide design of pavement rehabilitation and striping improvements on Bonita Avenue from San Dimas Ave to the eastern City limits (Puddingstone Channel). The design will incorporate potential Active Transportation improvements (bikeways and sidewalk). Recommendations for the Active Transportation improvements will be based on a grant study funded through the San Gabriel Valley Council of Governments Multi Year Sub regional Program (MSP) for Active Transportation Projects. This project is design only with projected build dates in FY 2024-25.



HISTORY/JUSTIFICATION: Bonita Avenue is the main east west corridor through the City’s downtown and civic center. It is the gateway to San Dimas. The street has deteriorated over the years and requires major rehabilitation/reconstruction.

SCHEDULING: The monies allocated in FY 2022-23 are for design of the improvements only with construction slated for FY 2024-25.

IMPACTS TO OPERATING BUDGET: This project will design street improvements on Bonita Avenue from San Dimas Avenue east to the City limits (Puddingstone Channel). The money for design will be funded from RMRA funds.

Funding Source	Actual Expenses 2020-21	Budget FY 2021-22	Adopted Budget 2022-23	Total Cost
077 – RMRA	0	0	\$ 75,000	\$75,000
Grand Total	0	0	\$ 75,000	\$75,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: REPLACEMENT OF 6.6KV STREET LIGHTING SYSTEM

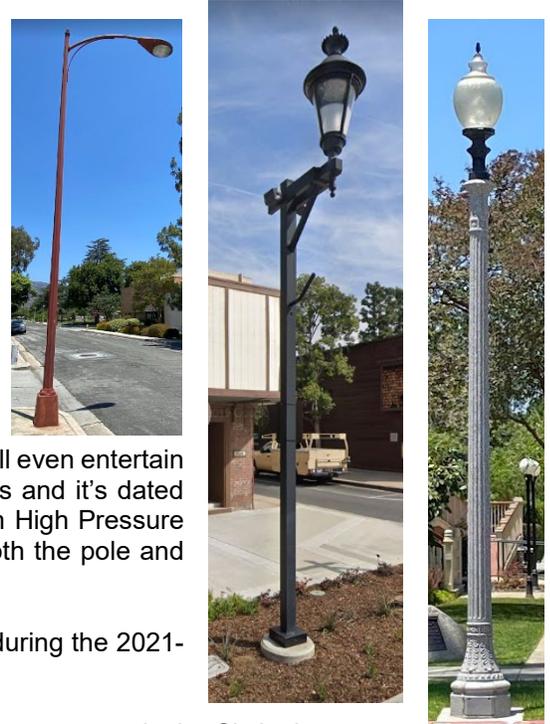
DESCRIPTION: The project consists of removing eleven (11) existing deteriorating red steel street lights and replacing them with new street lights consistent with the theme on San Dimas Avenue, Bonita Avenue, and Iglesia Street. The area includes the east side of San Dimas Avenue from Bonita Avenue to 1st Street, Bonita Avenue from San Dimas Avenue to Iglesia Street, and Iglesia Street from Bonita Avenue to 1st Street.

The design of the new system was initiated in the 2021-22 fiscal year and the total estimated for construction contract costs for this project is approximately \$250,000.

HISTORY/JUSTIFICATION: The existing red steel light poles are old and deteriorating. These lights are part of an antiquated system which is energized using a higher than normal voltage system of 6.6 kilo-volts (kV). The 6.6kV system is challenging to work on which limits which contractors will even entertain troubleshooting issues that arise. In addition to removing these street lights and it's dated circuit to upgrade the poles, the lighting fixtures will also be upgraded from High Pressure Sodium Vapor (HPSV) to Light Emitting Diodes (LED). The upgrade of both the pole and the light fixture, creates a safer environment in the City's downtown area.

SCHEDULING: The street light upgrade street is scheduled to take place during the 2021-22 FY.

IMPACTS TO OPERATING BUDGET: This project will improve safety and appearance in the City's downtown area. The funding will be form Fund 7, City Wide Lighting District.



Funding Source	<u>Actual Expenses 2020-21</u>	<u>Adopted Budget 2021-22</u>	<u>Adopted Budget 2022-22</u>	<u>Total Cost</u>
007 – City Wide Lighting District	-	80,000	250,000	330,000
Grand Total	-	80,000	250,000	330,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: BADILLO STREET ET AL STREET IMPROVEMENTS

DESCRIPTION: This is a cooperative project with the County of Los Angeles. This Road Improvement Project entails substantial street rehabilitation on two major arterial street corridors shared with LA County.

- Badillo Street from Covina Boulevard to Cypress Avenue of which 83% is within the City's jurisdiction
- Covina Hills Road from Via Verde to 1100 feet north of which 90% is within LA County's jurisdiction.



The project will consist of removal and replacement of pavement sections, removal and replacement of damaged sidewalks, driveways, upgrade of curb ramps to meet ADA requirements, and traffic signal upgrades/enhancements. The total construction cost of the project is estimated at just over \$2,000,000 with the majority of the funding coming from the County's and the City's shares of STPL (Surface Transportation Program Local) funds and the remaining portion from several restricted transportation funds, lighting funds, and infrastructure funds.

HISTORY/JUSTIFICATION: Due to the high traffic volumes and the existing conditions of these streets, street maintenance is beyond routine and street rehabilitation is necessary for safety and prolonging the life of the roadway.

SCHEDULING: The project streets were planned for street rehabilitation during 2019-20, but due to challenges with coordinating with other public agencies such as LA County and Caltrans the construction will now take place during 2022-23.

IMPACTS TO OPERATING BUDGET: This project will drastically improve the conditions of these major streets and hence also improve the overall rating of our streets on the City's pavement management program, which is designed to minimize the cost of ongoing street maintenance.

Funding Source	<u>Actual Expenses 2020-21</u>	<u>Adopted Budget 2021-22</u>	<u>Adopted Budget 2022-23</u>	<u>Total Cost</u>
002 - Gas Tax		\$100,000	0.00	\$ 100,000
012 - Infrastructure Fund	\$455	-	\$1,895,428	\$1,895,883
007 - City Wide Lighting District		\$130,800	0.00	\$ 130,800
073 - Prop C		\$120,000	0.00	\$ 120,000
074 - Measure R		\$ 55,000	0.00	\$ 55,000
Grand Total	\$455	\$405,800	\$1,895,428	\$2,301,683

PROJECT DETAIL & FUNDING PLAN

PROJECT: BUS STOP ENHANCEMENT PROGRAM

DESCRIPTION: Foothill Transit owns and operates the bus system in San Dimas and determines bus routes and bus stop locations. There are currently 34 active bus stop locations in San Dimas, 18 of the bus stops have bus shelters. Foothill Transit only places the bus stop pole and sign indication which bus route the stop services. The City installs and maintains the other amenities at the bus stop. In March 2022, Foothill Transit Notified the City that the grant application for \$40,000 has been approved to improve the current bus stop amenities.



HISTORY/JUSTIFICATION: The City's existing wooden bus shelter standard is ageing, difficult to maintain, and fabricated site specific. This combined with the lack of durability of the material and difficulty in sanitizing the wooden structure makes this a necessary time to upgrade the bus stop amenities to increase safety, decrease maintenance cost, and provide a quality experience for San Dimas residents for many years to come.

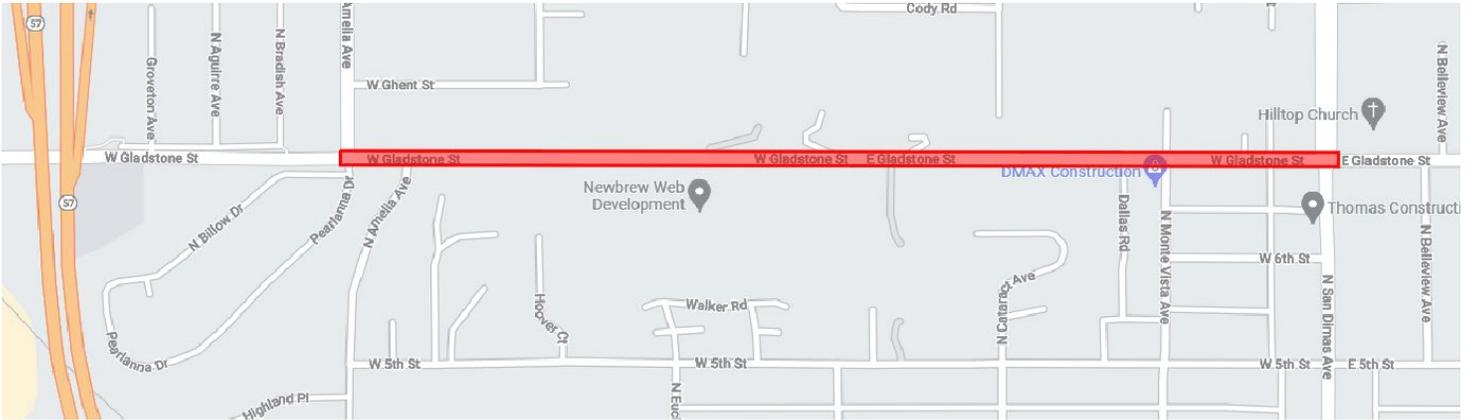
SCHEDULING: The Bus Stop Enhancement Program is schedule to start the 2022-23 Fiscal Year budget. This project can be 10 years to complete if all 18 wooden bus shelters are replaced.

IMPACTS TO OPERATING BUDGET: This project will update the amenities at 18 bus stops within the City of San Dimas. The cost to remove an existing wooden bus shelter and replace it with a prefabricated unit including a bench and solar lighting is approximately \$20,000. Replacement of all 18 wooden shelters would be programmed over several years and is expected to cost \$360,000. Two bus stop upgrades will be funded by Foothill Transit and two bus stop upgrades will be funded by Metro Goldline. The City receives funding for bus stop maintenance including shelters through Proposition A Transit programs (Fund 72) where the City collects approximately \$650,000 annually. Most of these funds are used for the Get About Transportation and Dial-a-Cab programs. Each fiscal year, the City budgets approximately \$19,000 for bus stop maintenance from fund 72. Future fiscal year budgets along with grant funds will require 10 years or more to replace the existing 14 wooden bus shelters at rate or replacement of two bus shelters per year.

Funding Source	Actual Expenses 2020-21	Amended Budget 2021-22	Adopted Budget 2022-23	Total Cost
072 - Prop A	0	\$19,000	\$60,000	\$79,000
BSEP – Grant	0	0	\$40,000	\$40,000
Grand Total	0	\$19,000	\$100,000	\$119,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: DESIGN OF GLADSTONE STREET FROM AMELIA AVENUE SAN DIMAS AVENUE



DESCRIPTION: The City’s Capital Improvement Program schedules and finances infrastructure projects that improve and maintain the City’s infrastructure.

Gladstone Street is a key arterial that provides connection to commercial and local streets. The section of Gladstone Street sees an average traffic volume of about 10,000 vehicles per day. These traffic volumes have increased the rate of degradation of the pavement which has resulted in the need to repair numerous potholes in the last few years. In addition to City staff conducting visual inspection to verify the deteriorating conditions of these streets, the City’s pavement management program has also identified these streets requiring to be repaired by means of a street rehabilitation project.

The project will consist of removal and replacement of pavement sections and concrete repairs. The total construction cost of the project is estimated at approximately \$2,000,000. This year’s budget is for design of the project which will determine the most economical repair methodology. The design is estimated to cost \$75,000.

HISTORY/JUSTIFICATION: This arterial serves approximately 10,000 vehicles per day and provides a critical connection to Commercial and local streets. The street is beyond routine maintenance and in need of street rehabilitation for safety and to prolong the life of the roadway. In addition to increasing safety, this project would help decrease future maintenance costs and provide a quality street for our residents for decades to come.

SCHEDULING: Gladstone Street from Amelia Avenue San Dimas Avenue project schedule includes design of the street FY 2022-23 with reconstruction in FY 2023-24.

IMPACTS TO OPERATING BUDGET: This project will improve the conditions of this key arterial street and will reduce the maintenance costs that have escalated in the last few years due to the poor condition of the pavement. Funding source is as follows:

Funding Source	Actual Expenses 2021-22	Adopted Budget 2021-22	Adopted Budget 2022-23	Total Cost
077 – RMRA	0	0	\$75,000	\$75,000
Grand Total	0	0	\$75,000	\$75,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: LONE HILL AVENUE STREET IMPROVEMENT PROJECT

DESCRIPTION: The City’s Capital Improvement Program schedules and finances infrastructure projects that improve and maintain the City’s infrastructure.

The Lone Hill Avenue Street Improvement project will reconstruct approximately 121,000 square feet of pavement using approximately 4800 tons of asphalt concrete. This project would repair Lone Hill Avenue between Covina Boulevard and W. Cienega Avenue including Brighton Court. The project also includes minor concrete repairs and accessible corner ramp upgrades.



HISTORY/JUSTIFICATION: Lone Hill Avenue is a critical traffic corridor just North of San Dimas High School and Lone Hill Middle School. Due to severe pavement degradation, full street reconstruction is necessary to increase safety, decrease maintenance cost and provide a quality street for our residents for decades to come.

SCHEDULING: The Lone Hill Avenue Street Improvement Project is scheduled to start construction in June of 2023 with construction to be completed in August prior to the start of the school year.

IMPACTS TO OPERATING BUDGET: This project will repair a section of Lone Hill Avenue that is showing excessive wear. This street section will require maintenance to keep the street in safe working order. Repairing this street section will reduce the future maintenance cost required and will provide an aesthetically pleasing smooth street surface to our residents. The estimated project cost is \$1,753,000 (\$1,573,000 for Construction Contract Costs and \$200,000 for Construction Engineering) budgeted using Prop C (fund 73), Measure M (fund 76), RMRA (fund 77). This project was funded and approved for the 2021-22 Fiscal Year budget and will be completed in the 2022-23 Fiscal Year.

Funding Source	Actual Expenses <u>2020-21</u>	Amended Budget <u>2021-22</u>	Adopted Budget <u>2022-23</u>	Total Cost
073 - Prop C	0	\$46,500	\$700,000	\$746,500
076 - Measure M	0	0	\$430,000	\$430,000
077 – RMRA/SB1	0	\$93,000	\$530,000	\$623,000
Grand Total	0	\$93,000	\$1,660,000	\$1,753,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: PAVEMENT PRESERVATION

DESCRIPTION: The City utilizes a pavement management program to schedule routine maintenance of residential streets, which ensures cost effective resurfacing on a ten-year maintenance cycle. The pavement preservation funds are focused to maximize the benefit and extend the pavement life. Pavement preservation techniques include Slurry and Crack Sealing of streets, thin overlays, and removal of patches of failed pavement.

HISTORY/JUSTIFICATION: Routine street maintenance is necessary for safety and prolonging the life of the roadway. With an aging infrastructure the preservation techniques used in the past will have to be combined with more extensive measures and therefore this project will also include more pavement repairs and grind & overlay of selected streets.

SCHEDULING: The following streets are planned for pavement preservation in 2022-23

- Selected residential streets based on existing conditions citywide.
- Selected various City Park parking lots within Maintenance Zone 6 which includes Sportsplex



IMPACTS TO OPERATING BUDGET: This project will maintain our residential streets in accordance with the City’s pavement management plan, which is designed to minimize the cost of ongoing street maintenance. The pavement preservation provides proactive maintenance to extend the pavement life, and serves to avoid the need for more costly major rehabilitation and/or pavement reconstruction. Typical pavement reconstruction costs are approximately four to six times the cost of a pavement preservation project.

Funding Source	Actual Expenses <u>2020-21</u>	Adopted Budget <u>2021-22</u>	Adopted Budget <u>2022-23</u>
002- Gas Tax	\$360,866	\$983,682	\$350,000
012 - Infrastructure Fund (Parks)	\$ 40,000	\$ 50,000	\$ 50,000
073 - Prop C	-	\$ 40,000	-
074 - Measure R	\$300,000	\$101,091	\$ 84,000
Grand Total	\$700,866	\$1,174,773	\$484,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: BILLOW DRIVE AND PEARLANNA DRIVE STREET REHABILITATION PROJECT

DESCRIPTION: The City’s Capital Improvement Program schedules and finances infrastructure projects that improve and maintain the City’s infrastructure.

The residential street of Billow Drive and Pearlanna Drive located south of Gladstone Street and Amelia Avenue Intersection have been showing distress and have fallen in dire repair. In addition, City staff conducting visual inspection to verify the deteriorating conditions of these streets as result of resident’s concerns, the City’s pavement management program has also identified these streets requiring to be repaired by means of a street rehabilitation project.

This project will consist of removal and replacement of pavement sections and concrete repairs. The Total construction cost of the project is estimated at approximately \$600,000.



HISTORY/JUSTIFICATION: These residential streets are showing excessive wear and are quite aged. Due to the severe pavement degradation, these streets are beyond routine maintenance and in need of street rehabilitation for safety and to prolong the life of the roadway. In addition to increasing safety, this project would help decrease future maintenance costs and provide a quality street for our residents for decades to come.

SCHEDULING: The Billow Drive and Pearlanna Drive Street Rehabilitation Project is scheduled to start construction in June of 2023 with construction to be completed in August prior to the start of the school year.

IMPACTS TO OPERATING BUDGET: This project will drastically improve the conditions of this residential neighborhood and improve the overall rating of our streets on the City’s pavement management program, which is designed to minimize the cost of ongoing street maintenance. Repairing these street section will reduce the future maintenance cost required and will provide an aesthetically pleasing smooth street surface to our residents. Funding source is as follows:

Funding Source	Actual Expenses <u>2019-20</u>	Adopted Budget <u>2022-23</u>	Adopted Budget <u>2022-23</u>	Total Cost
077 – RMRA	0	0	\$600,000	\$600,000
Grand Total	0	0	\$600,000	\$600,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: WOODEN STREET LIGHT REPLACEMENT CIVIC CENTER

DESCRIPTION: The City’s Capital Improvement Program schedules and finances infrastructure projects that improve and maintain the City’s infrastructure.

The wooden street light poles that are on the south, east and north side of the Civic Center are to be replaced with steel Copenhagen street light and marbelite nostalgia street light per approved City Council layout. This project consists of the removal thirteen (13) wooden Copenhagen street lights; one (1) is to be removed due to close proximity to recent installation of Nostalgia Street light for the Civic Center Sidewalk project and one (1) street light to be added on Bonita Avenue near Iglesia Street to improve pedestrian/vehicle visibility.

HISTORY/JUSTIFICATION: As most utility companies assume their wooden poles provide 30 to 40 years of service life, the wooden Copenhagen street lights are well over 30 years old and have reached the end of their service life. The street light replacement is necessary to increase safety, decrease maintenance cost and provide quality street lighting for our residents. This project was scheduled to be completed Fiscal Year 2021-2022, upon field investigation it was determined that existing conduits were corroded and in need of replacement. The budget was increased for Fiscal Year 2022-23 for electrical engineering design and for conduit replacement.

SCHEDULING: The street light upgrade is scheduled to take place during the 2022-23 FY.

IMPACTS TO OPERATING BUDGET: This project will be replacing the existing wooden Copenhagen street light with the steel Copenhagen street light and marbelite street light. The street light replacement is necessary to increase safety, decrease maintenance cost and provide quality street lighting and visibility. The estimated project cost is \$260,000 (\$182,000 for Construction Contract Costs, \$26,000 for Design and \$52,000 for Construction Engineering) budgeted using the City-Wide Light District Funds 7. This project was funded and approved for the 2021- 22 and 2022-23 Fiscal Year budget and will be completed in the 2022-23 Fiscal Year.



Funding Source	<u>Actual Expenses 2020-21</u>	<u>Adopted Budget 2021-22</u>	<u>Adopted Budget 2022-23</u>	<u>Total Cost</u>
07 - Lighting	0	\$180,000	\$80,000	\$260,000
Grand Total	0	\$180,000	\$80,000	\$260,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: HORSETHIEF CANYON PARK WATER QUALITY IMPROVEMENTS

DESCRIPTION: The City’s Capital Improvement Program schedules and finances infrastructure projects that improve and maintain the City’s infrastructure.

This project will install additional water quality treatment devices to ensure that stormwater runoff from the park remains clean from dirt and debris. These devices will help infiltrate the rain water and reduce flow velocity and volume to protect natural streams.

HISTORY/JUSTIFICATION: Horsethief Canyon Park is a natural park developed in the northern part of the City in the foothill area. It has steep slopes and, in the past, vegetation has played a key role in preventing erosion and debris runoff. With ever increasing drought conditions reducing the available vegetation, these new water quality devices will infiltrate rainwater, slow down the velocity of the runoff and prevent erosion to keep stormwater runoff clear and free from soil and debris. Additionally, the infiltration will provide a water source to maintain existing vegetation and provide potential recharge of the groundwater system.



SCHEDULING: This project is scheduled to be completed in FY 2022-23.

IMPACTS TO OPERATING BUDGET:

Funding Source	Actual Expenses <u>2020-21</u>	Budget FY <u>2021-22</u>	Adopted Budget <u>2022-23</u>	<u>Total Cost</u>
012 – Infrastructure Funds	0	\$33,644	\$ 0	\$ 33,000
101 – American Recovery Act	0	\$0	\$ 280,000	\$280,000
Grand Total	0	\$33,000	\$ 280,000	\$313,000

PROJECT DETAIL & FUNDING PLAN

PROJECT: SIDEWALK RECONSTRUCTION ON THE EAST SIDE OF SAN DIMAS CANYON ROAD SOUTH OF ALLEN AVE

DESCRIPTION: The City’s Capital Improvement Program schedules and finances infrastructure projects that improve and maintain the City’s infrastructure.

This project will replace the existing sidewalk that has been lifted by tree roots. The City is coordinating with Bonita Unified School District to relocate the sidewalk further east in order to save the mature parkway trees that have lifted the sidewalk.

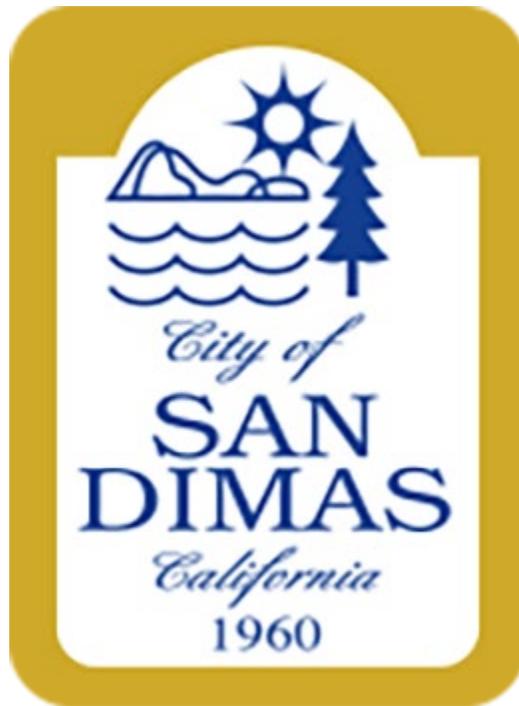
HISTORY/JUSTIFICATION: The sidewalk on the east side of San Dimas Canyon Road is heavily traveled by parents and students accessing Allen Avenue Elementary School. It also provides a nicely shaded pedestrian walk for the surrounding neighborhood. The same trees that provide shade have also lifted the sidewalk in several locations creating an uneven pathway. The City and Bonita Unified School District are working together to relocate the sidewalk to the east away from area impacted by the tree roots. This project will not only require relocating the sidewalk, but easements and relocating the school fence line. A successful project will not only provide a flatter walking surface, but preserve the trees and shade for a better walking experience.



SCHEDULING: This project is scheduled to be completed in FY 2022-23.

IMPACTS TO OPERATING BUDGET:

Funding Source	Actual Expenses <u>2020-21</u>	Budget FY <u>2021-22</u>	Adopted Budget <u>2022-23</u>	Total Cost
012 – Infrastructure Fund	0	0	\$ 200,000	\$200,000
Grand Total	0	0	\$ 200,000	\$200,000



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PROGRAM BASED BUDGETING SECTION:

The City of San Dimas is transitioning to Program Based budgeting to ensure a more accurate prioritization of programs, reflecting the City's goals & objectives.

By developing reasonable estimates of what it costs to provide individual programs & services provides a more transparent perspective of "where the money goes", and it facilitates more informed discussion on cost/benefits between programs and public benefit.

The following initial programs have been identified:

- Street Maintenance & Replacement Program
- City Tree Program
- Information System & Cable Television
- Building & Safety
- Recreation Center

The City intends to continue developing the program-based budgeting format for other programs.

SERVICE PROGRAM, LEVELS & WORK PLAN

DEPARTMENT: PUBLIC WORKS

PROGRAM: STREET MAINTENANCE & REPLACEMENT

FUNDS: 001,002,012,073,074,076,077

Function

To maintain the City's asphalt and concrete structures (street, sidewalk, curbs and gutters). Manage contract street sweeping services along with compliance with the National Pollution Discharge Elimination System program that regulates the source of discharges to the nation's waters.

<i>Financial Data</i>	<i>Actual</i> 20-21	<i>Estimated</i> 21-22	<i>Adopted</i> 22-23
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	2020-21	2021-22	2022-23
Revenues			
Taxes & Interest	2,913,700	3,336,287	3,597,150
Grants & Reimbursements	-	-	2,216,000
TOTAL	2,913,700	3,336,287	5,813,150
	2020-21	2021-22	2022-23
Expenditures			
Salaries and Benefits	715,993	745,861	786,594
Services and Supplies	423,380	660,000	733,600
Capital Projects	920,977	8,603,644	6,783,228
TOTAL	2,060,350	10,009,505	8,303,422
Revenues less Expenditures	733,963	(6,693,227)	(2,597,117)
Funding Sources	2020-21	2021-22	2022-23
General Fund (001)	1,135,537	1,402,861	1,517,194
Infrastructure Fund (012)	47,120	178,166	2,397,428
Gas Tax (002)	542,758	1,682,804	813,000
Prop C (073)	34,935	2,489,565	701,800
Measure R (074)	300,000	1,525,901	484,000
Measure M (076)	-	1,357,208	960,000
RMRA (077)	-	1,373,000	1,430,000
TOTAL	2,060,350	10,009,505	8,303,422

SERVICE PROGRAM, LEVELS & WORK PLAN

DEPARTMENT: Recreation
PROGRAM: City Trees
FUNDS: 001,008,075

Function

To maintain, replenish and grow the City's urban forest. Promoting a lush urban forest helps to enhance the physical appearance of the City and helps to mitigate rising temperatures through shade from tree canopy cover which can help promote outdoor activities.

<i>Financial Data</i>	<i>Actual</i> <i>20-21</i>	<i>Estimated</i> <i>21-22</i>	<i>Adopted</i> <i>22-23</i>
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	2020-21	2021-22	2022-23
Revenues			
Taxes & Interest	240,575	258,100	328,000
TOTAL	240,575	258,100	328,000
	2020-21	2021-22	2022-23
Expenditures			
Salaries and Benefits	142,962	144,777	151,143
Tree Maintenance. Services	213,000	218,100	278,000
Utilities	125,000	\$100,000	110,000
Tree Replacement	41,688	20,000	30,000
Sidewalk repair	45,000	90,000	90,000
TOTAL	567,650	572,877	659,143
Revenues less Expenditures	(327,075)	(314,777)	(331,143)
Funding Sources	2020-21	2021-22	2022-23
General Fund (001)	237,962	214,777	231,143
Landscape Parcel Tax (008)	219,718	250,600	319,900
Infrastructure Fund (012)	89,113	100,000	100,000
Assessment Districts (075)	20,857	7,500	8,100
TOTAL	567,650	572,877	659,143

SERVICE PROGRAM, LEVELS & WORK PLAN

DEPARTMENT: Administration

PROGRAM: Information Systems & Cable Television

FUNDS: 001,070,101

Function

To maintain the cities information systems hardware and software programs along with providing cable television programming and live streaming of public meetings. Programs include, Financial and permitting systems, Microsoft office products, GovQA, GIS and the City Website among other programs.

<i>Financial Data</i>	<i>Actual</i>	<i>Estimated</i>	<i>Adopted</i>
	<i>20-21</i>	<i>21-22</i>	<i>22-23</i>

	2020-21	2021-22	2022-23
Revenues			
Peg Fee	79,107	78,000	78,000
TOTAL	79,107	78,000	78,000
	2020-21	2021-22	2022-23
Expenditures			
Salaries and Benefits	197,885	303,464	327,451
Professional Services	339,280	361,570	521,274
Capital Equipment	21,112	275,600	142,000
TOTAL	558,277	940,634	990,725
Revenues less Expenditures	(479,170)	(862,634)	(912,725)
Funding Sources	2020-21	2021-22	2022-23
General Fund (001)	538,946	394,359	733,455
New Equipment (070)			
	19,331	258,100	-
ARPA (101)		288,175	257,270
TOTAL	558,277	940,634	990,725

SERVICE PROGRAM, LEVELS & WORK PLAN

DEPARTMENT: Community Development

PROGRAM: Building & Safety

FUNDS: 001,101

Function

To regulate construction and occupancy of buildings in accordance with local, state and Federal laws; provide plan check and inspection services; manage building permit records; and provide public information regarding code requirements and property history. Above all ensure the safety of buildings within the City of San Dimas.

<i>Financial Data</i>	<i>Actual</i>	<i>Estimated</i>	<i>Adopted</i>
	<i>20-21</i>	<i>21-22</i>	<i>22-23</i>

		2020-21	2021-22	2022-23
Revenues				
Construction Permits		534,980	509,450	452,170
	TOTAL	534,980	509,450	452,170
		2020-21	2021-22	2022-23
Expenditures				
Salaries and Benefits		625,173	660,183	690,121
Professional Services		68,627	80,000	82,000
Other Expenditures		8,267	6,100	24,790
	TOTAL	702,067	746,283	796,911
Revenues less Expenditures		(167,087)	(236,833)	(344,741)
Funding Sources		2020-21	2021-22	2022-23
General Fund (001)		702,067	676,283	726,911
ARPA (101)			70,000	70,000
	TOTAL	702,067	746,283	796,911

SERVICE PROGRAM, LEVELS & WORK PLAN

DEPARTMENT: Parks & Recreation

PROGRAM: Recreation Center

FUNDS: 001,020,022,101

Function

To provide fitness activities for those young and old through the fitness center and pool. The recreation center also acts as an after-school program facility to provide students a fun and safe alternative for the time between school ending and parental care availability.

<i>Financial Data</i>	<i>Actual</i>	<i>Estimated</i>	<i>Adopted</i>
	<i>20-21</i>	<i>21-22</i>	<i>22-23</i>
	2020-21	2021-22	2022-23
Revenues			
Recreation Center Fees	229,820	363,460	457,010
Grants/Reimbursements	-	-	640,000
TOTAL	229,820	363,460	1,097,010
	2020-21	2021-22	2022-23
Expenditures			
Salaries and Benefits	539,556	686,358	771,940
Professional/Contract Services	44,008	99,343	287,326
Utilities	76,624	119,260	122,300
Other Expenditures	19,856	81,434	90,320
Capital Improvements	225,498	3,112	1,030,000
TOTAL	905,542	989,507	2,301,886
Revenues less Expenditures	(675,722)	(626,047)	(1,204,876)
	2020-21	2021-22	2022-23
Funding Sources			
General Fund (001)	680,044	916,395	1,301,886
Community Parks Development (020)	225,498	3,112	-
Open Space District North & West (022)	-	-	1,000,000
ARPA (101)	-	70,000	-
TOTAL	905,542	989,507	2,301,886



SPECIAL FUNDS SECTION:

Special Funds are established to provide expenditures for a specific purpose. Revenue obtained for these funds comes from a variety of sources and in most cases, by statute or policy, restricts the use of the money.

FUND 02 - STATE GAS TAX

Public Works capital improvement projects are primarily budgeted in Funds 2, 12, 73, 74 76 and 77. There are a number of significant projects that were completed or will be started in FY 2022-23. Funding for many of the projects comes from several project Funds.

The revenue for this fund comes from State Gas Tax which is subject to a “triple-flip formula” and relies on State estimates which they anticipate to be \$994,000 for Fiscal Year 2022-23. State Gas Tax revenue is statutorily restricted and can only be used for street maintenance, repair and construction. Budget highlights include:

- Annual Pavement Preservation Program – Budget amount \$350,000 – Annual street program of slurry seal, pavement repairs and other pavement preservation techniques.
- Sidewalk repair – \$288,175 to address hazardous sidewalks across various locations within the City in order to mitigate potential injuries from trip and fall incidents.
- Transfer to General Fund – Budget amount \$225,000 – The transfer reimburses the General Fund for personnel costs associated with eligible street improvement projects.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
STATE GAS TAX FUND 02				
RESTRICTED FUND BALANCE	1,442,433	1,124,205	1,334,394	172,453
REVENUE				
341 Use of Money & Property	7,566	10,000	8,000	10,000
358 Gas Taxes	741,168	816,081	897,000	994,000
Total Revenue	748,734	826,081	905,000	1,004,000
Total Available Funds	2,191,167	1,950,286	2,239,394	1,176,453
EXPENDITURES (4841)				
020 Professional Services	3,000	3,000	3,000	3,000
041 Capital Outlay	836	-	-	-
554 Pavement	360,866	360,000	983,682	350,000
557 Via Verde	-	340,000	340,000	-
559 Sidewalk Repair	267,071	265,000	339,474	288,175
616 Golden Hills Road	-	45,785	75,785	-
639 Badillo St.	-	100,000	100,000	-
EXPENDITURES (5000)				
099 Transfer to General Fund	225,000	225,000	225,000	225,000
Total Expenditures	856,773	1,338,785	2,066,941	866,175
RESTRICTED FUND BALANCE	1,334,394	611,501	172,453	310,278
Total Estimated Requirements and Restricted Fund Balance	2,191,167	1,950,286	2,239,394	1,176,453

FUND 03 – WALKER HOUSE LLC

This Fund was set up for the Walker House LLC. Established for the tax credit program. This fund received revenue from the tax credit distribution. Annually it receives revenue generated from uses of the house and repayment of the loan from the Redevelopment Agency. With the Concessionaire Agreement the budget projects rent revenue and utility expense off sets. Expenses include insurance, maintenance and utilities for the house.

- Maintenance of Building - \$34,776 – Contract services to clean and maintain the house and grounds.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
WALKER HOUSE LLC FUND 03				
ASSIGNED FUND BALANCE	364,763	384,417	355,109	148,491
REVENUE				
341 Use of Money & Property	22,538	2,000	2,000	2,000
369 Utilities Reimbursement	-	-	-	-
393 Historic Tax Credits	-	-	-	-
341 Interest Fr 38 for Loan	47,004	38,244	38,244	33,533
Balance Sheet				
116 Due from other funds	85,466	94,227	94,227	98,938
Total Revenue	155,008	134,471	134,471	134,471
Total Available Funds	519,771	518,888	489,580	282,962
EXPENDITURES - (4410)				
014 Insurance	46,026	52,300	52,300	56,739
015 Maintenance of Equipment	21,951	28,800	28,800	27,435
020 Professional Services	25,000	25,000	25,000	25,000
022 Utilities	14,273	19,600	19,760	20,800
023 Contract Services	53,942	209,229	209,229	34,776
031 Janitorial Supplies	967	3,000	3,000	3,000
033 Special Departmental Supplies	2,503	3,000	3,000	3,000
Total Expenditures	164,662	340,929	341,089	170,750
ASSIGNED FUND BALANCE	355,109	177,959	148,491	112,212
Total Estimated Requirements and Assigned Fund Balance	519,771	518,888	489,580	282,962

FUND 04 – CIVIC CENTER RENOVATION

This Fund was created to show the expenses for the Civic Center renovation project. The fund received the \$5.5 million general fund reserves that were committed to the project and the \$7.5 million proceeds from the COP. Beginning in FY 11-12 the only ongoing expense is the annual COP debt service which is funded by a General Fund transfer. In fiscal year 2019-20 the City completed a refunding of the Civic Center Bonds which lowered the variable interest rate down to 1.89% which is anticipated to generate a savings of \$362,436 in interest costs throughout the remaining terms of the loan. The refunding loan had a cost of issuance that totaled \$99,262 which was paid with bond reserves that were held with the prior bond's fiscal agent U.S. Bank.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
CITY HALL/COMM BLDG/PLAZA FUND 04				
ASSIGNED FUND BALANCE	-	-	-	-
REVENUE				
397 Other Financing Sources	-			
500 Transfers in	695,099	691,805	691,805	691,331
Total Revenue	695,099	691,805	691,805	691,331
Total Available Funds	695,099	691,805	691,805	691,331
EXPENDITURES (4411)				
049 Debt Service	695,099	691,805	691,805	691,331
Total Expenditures	695,099	691,805	691,805	691,331
ASSIGNED FUND BALANCE	-	-	-	-
Total Estimated Requirements and Assigned Fund Balance	695,099	691,805	691,805	691,331

FUND 06 - SEWER EXPANSION

The Sewer Expansion fund receives revenue from private property connections to the public sewer fees, sewer maintenance and industrial waste reimbursement from the County.

- Video and repair City maintained sewer lines - \$175,000 – The County will not assume maintenance of lines that are need of repair. The goal is to repair existing City lines for ultimate transfer to the County.

**CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET**

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
SEWER EXPANSION FUND 06				
ASSIGNED FUND BALANCE	1,294,376	1,124,205	1,324,226	1,149,226
REVENUES				
364 Industrial Waste/Sewer Charges	63,712	35,000	65,000	48,000
372 Bonelli Sewer Maintenance	7,817	7,829	8,000	7,835
392 Sewer Connection Fees	4,750	5,000	-	5,000
Total Revenue	76,279	47,829	73,000	60,835
Total Available Funds	1,370,655	1,172,034	1,397,226	1,210,061
EXPENDITURES (4310)				
020 Professional Services	46,039	73,000	73,000	73,000
EXPENDITURES (4841)				
604 Miscellaneous Sewer Projects	390	175,000	175,000	175,000
Total Expenditures	46,429	248,000	248,000	248,000
ASSIGNED FUND BALANCE	1,324,226	924,034	1,149,226	962,061
Total Estimated Requirements and Assigned Fund Balance	1,370,655	1,172,034	1,397,226	1,210,061

FUND 07 - CITY WIDE LIGHTING DISTRICT

The City-Wide Lighting District receives revenue from a property tax assessment to be used exclusively for public lighting purposes. The money is used to maintain traffic signals and street lights, electricity, and special street light projects. Most of the expenditures are for ongoing maintenance and operations. Budget highlights include:

- Lights on San Dimas/Bonita/Iglesia Replacement - \$250,000 to replace the lights on San Dimas, Bonita and Iglesia Ave.
- The largest expense for the fund comes from the electricity costs to power the street lights across the City. This year the anticipated cost is \$630,000
- General Fund Transfer - \$125,000 – Reimburse the General Fund for personnel costs and administrative expenses associated with eligible street lighting projects.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
CITY WIDE LIGHTING DISTRICT FUND 07				
RESTRICTED FUND BALANCE	3,052,136	2,959,509	3,321,544	2,463,882
REVENUES				
311 Property Taxes	1,442,848	1,336,000	1,418,686	1,450,500
313 Property Taxes District B	96,403	86,700	90,948	91,700
355 Homeowners Exemption	5,992	5,900	6,240	6,440
358 Misc. Grants	746,036	50,000	901,642	-
Total Revenue	2,291,279	1,478,600	2,417,516	1,548,640
Total Available Funds	5,343,415	4,438,109	5,739,060	4,012,522
EXPENDITURES (4341)				
020 Professional Services	29,295	454,000	464,000	124,780
022 Utilities	551,476	580,000	580,000	630,000
033 Special Departmental Supplies	3,764	30,000	30,000	40,000
041 Capital Outlay	186,019	510,000	525,000	530,000
EXPENDITURES (4345)				
020 Professional Services	155,036	434,000	434,000	369,000
022 Utilities	38,428	70,000	70,000	82,000
041 Capital Outlay	2,158	120,000	170,000	20,000
602 Badillo Street	-	130,800	130,800	-
660 Bonita Ave,	930,695	-	521,378	-
657 Arrow Hwy	-	225,000	225,000	-
EXPENDITURES (5000)				
099 Transfer Out	125,000	125,000	125,000	125,000
Total Expenditures	2,021,871	2,678,800	3,275,178	1,920,780
RESTRICTED FUND BALANCE	3,321,544	1,759,309	2,463,882	2,091,742
Total Estimated Requirements and Restricted Fund Balance	5,343,415	4,438,109	5,739,060	4,012,522

FUND 08 - LANDSCAPE PARCEL TAX

This fund receives revenue from a voter approved property tax assessment. Per voter approval the money is used exclusively to maintain parks, parkways, medians, and trees. Annually the City Council has the authority to raise the amount of the assessment by the CPI. The revenue generated by the assessment does not fully cover the entire cost of the landscape maintenance. The expenses for the City personnel performing landscape maintenance functions are paid by the General Fund. Budget highlights include:

- Sportsplex Maintenance – Budget amount \$49,955 – The School District reimburses the City for 65% of this expense.
- Landscape Maintenance Contract – The City contracts for landscape maintenance service for parks, parkways and medians. The City rebid the contract and was awarded to a new contractor starting July 2019. The scope of work in the new contract was increased, thus the total contract cost increased.
- Water – As mentioned previously water expense is difficult to budget for not knowing water restrictions, revised rate structures and changes to median islands. The budget estimate is based upon best estimates taking all those factors into consideration, which reflects a significant increase.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
LANDSCAPE PARCEL TAX FUND 08				
RESTRICTED FUND BALANCE	146,225	117,500	166,322	111,340
REVENUES				
369 Reimbursements	30,300	25,750	35,000	35,000
371 Assessments	906,109	880,400	900,000	900,000
500 Transfers In	20,000	-	-	86,820
Total Revenue	956,409	906,150	935,000	1,021,820
Total Available Funds	1,102,634	1,023,650	1,101,322	1,133,160
EXPENDITURES				
PARK MAINTENANCE (4414)				
020 Professional Services	210,678	250,376	249,832	280,507
022 Utilities	384,680	308,300	322,000	345,690
033 Special Departmental Supplies	15,136	20,000	20,000	20,000
Sub-Total Park Maintenance	610,494	578,676	591,832	646,197
PARKWAYS & TREES (4415)				
020 Professional Services	287,789	352,800	352,800	432,898
022 Utilities	28,169	25,800	25,350	31,715
033 Special Departmental Supplies	9,860	20,000	20,000	22,350
Sub-Total Parkways & Trees	325,818	398,600	398,150	486,963
Total Expenditures	936,312	977,276	989,982	1,133,160
RESTRICTED FUND BALANCE	166,322	46,374	111,340	-
Total Estimated Requirements and Restricted Fund Balance	1,102,634	1,023,650	1,101,322	1,133,160

FUND 12 - INFRASTRUCTURE

This fund provides for capital improvement projects for the City's varied infrastructure including streets, facilities, medians, storm drains. Revenue sources for the Fund are General Fund transfers, grants for specific projects and private development requirements.

Revenue highlights include:

- Transfer from General Fund reserves - \$2,195,585 – The transfer from General Fund reserves is will fund the proposed projects and leave a reserve of \$1,000,000 for future infrastructure needs.

Budget highlights include:

- Badillo Road - \$1,895,428 – Total anticipated cost for the reconstruction of Badillo road is \$2,285,428 which includes Gas tax, Lighting District, Proposition C and Measure R funds. The majority of the expenditures will be reimbursed through STPL funding.
- Via Verde Street Resurfacing Project - \$412,000. Total anticipated cost of the project is \$3,342,000 which includes the following funding sources: Gas Tax, Proposition C, Measure R and Measure M.

**CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET**

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
INFRASTRUCTURE FUND 12				
ASSIGNED FUND BALANCE	1,653,048	88,987	651,974	390,652
REVENUES				
358 Misc. Grants	20,000	25,000	25,000	25,000
359 State Grants	-	-	-	77,000
369 Reimbursements	-	2,216,000	48,950	2,256,000
500 Transfers In	-	1,195,585	1,195,585	892,476
Total Revenue	20,000	3,436,585	1,269,535	3,250,476
Total Available Funds	1,673,048	3,525,572	1,921,509	3,641,128
EXPENDITURES (4310)				
020 Professional Services	-	-	-	48,950
EXPENDITURES (4410)				
929 Horse Trail Fencing	162,931	10,000	-	10,000
937 Repair/Replace	44,113	-	10,000	10,000
EXPENDITURES (4841)				
554 Pavement	40,000	50,000	50,000	50,000
557 Via Verde	-	387,000	-	412,000
602 San Dimas Canyon Ave.	-	73,500	73,500	-
616 Repairs & Installations	-	30,000	30,000	117,000
639 Badillo	455	1,895,428	-	1,895,428
650 Tree/Plant Removal & Replacements	476,203	16,000	-	-
658 Alleys	148,882	40,000	133,247	20,000
691 Wheel Chair Ramps	20,000	40,000	40,000	94,250
692 Sidewalks	45,261	100,000	100,000	308,500
693 City Yard	57,990	500,000	592,010	400,000
696 Municipal Parking Lots	-	30,000	63,927	200,000
702 Covina Blvd	6,665	-	24,666	-
813 Storm Drain Repair	18,574	70,000	129,863	25,000
814 Storm Drain Maintenance	-	50,000	50,000	50,000
927 Horse Theif Canyon Park	-	33,644	33,644	-
929 San Dimas Ave.	-	200,000	200,000	-
Total Expenditures	1,021,074	3,525,572	1,530,857	3,641,128
ASSIGNED FUND BALANCE	651,974	-	390,652	-
Total Est Req and Assigned Fund Balance	1,673,048	3,525,572	1,921,509	3,641,128

FUND 20 - COMMUNITY PARKS AND FACILITIES DEVELOPMENT

The Community Parks and Facilities Development fund receives revenue from property development taxes and grants for specific projects. Beginning with the 2020-21 budget the approach for funding park projects has shifted to budgeting by its location within the open space districts which can be identified in funds 21,22 and 23. Fund 20 will continue to record tax revenues and the funds collected will be distributed to the open space funds in order to fund future projects. Fund 20 will be used for generic purchases such as bench or table replacements.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
COMMUNITY PARKS & FACILITIES DEVELOPMENT FUND 20				
ASSIGNED FUND BALANCE	20,468	175,579	129,260	154,752
REVENUES				
319 Development Tax	13,500	-	6,600	-
358 Misc. Grants	324,678	-	273,122	-
393 Contributions	-	-	-	-
500 Transfers In	-	-	-	-
Total Revenue	338,178	-	279,722	-
Total Available Funds	358,646	175,579	408,982	154,752
EXPENDITURES (4410)				
605 Sports Plex	374	-	-	-
937 Repair/Replace	175,079	20,000	200,518	-
929 Pedestrian & Equestrian Bridge	-	-	50,600	-
EXPENDITURES (4430)				
430 Recreation Center Improvements	53,933	-	3,112	-
Total Expenditures	229,386	20,000	254,230	-
ASSIGNED FUND BALANCE	129,260	155,579	154,752	154,752
Total Estimated Expenditures and Assigned Fund Balance	358,646	175,579	408,982	154,752

FUNDS 21, 22 AND 23 – OPEN SPACE DISTRICTS

The City is divided into three geographic areas for the purpose of the Open Space Districts. District #1, Fund 21, is the north and west area, District #2, Fund 22, is the east, and District # 3, Fund 23, is the south. Each District receives revenue from the development of property within their respective Districts in the form of Quimby fees. As it is uncertain when residential sub-divisions may occur, no new revenue is projected.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
OPEN SPACE DISTRICT #1 (NORTH & WEST) FUND 21				
ASSIGNED FUND BALANCE	77,321	-	200,529	257,342
REVENUES				
319 Quimby Fees	-	-	-	-
356 State Grant	-	-	330,000	640,000
369 Reimbursements	-	-	-	-
393 Contributions	-	-	-	199,391
500 Transfers in	559,679	-	-	255,107
Total Revenue	559,679	-	330,000	1,094,498
Total Available Funds	637,000	-	530,529	1,351,840
EXPENDITURES (4410)				
601 Lone Hill	60,613	-	269,387	-
605 SPLEX/Field Improvements	124,561	-	-	-
650 Medians	79,732	-	3,800	-
927 Horsethief Canyon Park	171,565	-	-	1,000,000
928 Northern Foothill Trails	-	-	-	268,840
EXPENDITURES (4430)				
430 Recreation Center Improvements	-	-	-	38,000
927 Horsethief Canyon Park	-	-	-	30,000
EXPENDITURES (4841)				
650 Medians	-	-	-	15,000
Total Expenditures	436,471	-	273,187	1,351,840
ASSIGNED FUND BALANCE	200,529	-	257,342	-
Total Estimated Requirements and Assigned Fund Balance	637,000	-	530,529	1,351,840

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
OPEN SPACE DISTRICT #2 (EAST) FUND 22				
ASSIGNED FUND BALANCE	404,119	6,368	255,211	4,209
REVENUE				
356 State Grants	-	-	-	-
500 Transfers in	60,670	-	-	63,791
Total Revenue	60,670	-	-	63,791
Total Available Funds	464,789	6,368	255,211	68,000
EXPENDITURES (4410)				
041 Capital Outlay	-	-	150,000	-
603 Civic Center	195,678	-	64,902	50,000
924 Pioneer Park Tennis Court Lights	-	-	-	18,000
937 Repair Replace	13,900	-	36,100	-
Total Expenditures	209,578	-	251,002	68,000
ASSIGNED FUND BALANCE	255,211	6,368	4,209	-
Total Estimated Requirements and Assigned Fund Balance	464,789	6,368	255,211	68,000

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
OPEN SPACE DISTRICT #3 (SOUTH) FUND 23				
ASSIGNED FUND BALANCE	-	40,070	45,786	45,786
REVENUE				
500 Transfers in	210,000	-	-	-
Total Revenue	210,000	-	-	-
Total Available Funds	210,000	40,070	45,786	45,786
EXPENDITURES (4410)				
937 Repair Replace	164,214	-	-	35,000
Total Expenditures	164,214	-	-	35,000
ASSIGNED FUND BALANCE	45,786	40,070	45,786	10,786
Total Estimated Requirements and Assigned Fund Balance	210,000	40,070	45,786	45,786

FUND 34 – HOUSING AUTHORITY SUCCESSOR FUND

With the passage of ABx1 26, the Housing Set-Aside was also dissolved. The City adopted a Resolution declaring the San Dimas Housing Authority as the successor agency to the Housing programs. The Housing Authority assumed all of the housing assets, liabilities and responsibilities of the former Redevelopment Agency. The Authority continues to administer management and operations of the Authority owned housing developments. The Authority also administers two previous approved development agreements providing financial assistance for low- and moderate-income housing. The Fund includes encumbered and unencumbered assets from the previous Set-Aside fund.

As part of the agreement to pay back former redeveloping agency loans from the General Fund, 20 percent of all payments received through the Recognized Obligation Payment Schedule (ROPS) must be allocated for low income housing purposes and are demonstrated by a transfer in to the housing fund 34 from the general fund.

- Staffing - Due to the increase in housing and homeless programs the budget includes salary and benefit costs for staffing that work solely on housing matters which includes a Housing Manager, Senior Management Analyst and Administrative Aide. The Authority Fund will also reimburse the General Fund \$200,000, for any staff time required of for legal, accounting, administration or management of the program.
- Mobile Home Mobility Ramps - \$200,000 – Funds to assist mobile home parks to upgrade accessibility ramps.
- Mobile Home Rehabilitation - \$200,000 Funds to assist mobile home parks renovations and upgrades.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
HOUSING AUTHORITY SUCCESSOR FUND 34 (02-01-12)				
RESTRICTED FUND BALANCE	3,105,581	2,602,701	2,984,727	2,667,940
RESTRICTED FB GROVE STATION L&M	579,276	579,276	579,276	579,276
TOTAL RESTRICTED FUND BALANCE	3,684,857	3,181,977	3,564,003	3,247,216
REVENUE				
341 Use of Money & Property	223,325	123,792	128,826	128,826
358 Misc Grants	-	-	41,851	118,149
500 Transfer in	226,112	170,229	170,229	234,527
Total Revenue	449,437	294,021	340,906	481,502
Total Available Funds	4,134,294	3,475,998	3,904,909	3,728,718
EXPENDITURES (4120)				
012 Car Allowance	-	-	-	3,000
016 Publications & Dues	-	-	-	2,000
020 Professional Services	280,466	108,000	219,500	207,000
021 Travel & Meetings	-	-	-	1,400
EXPENDITURES (4308)				
101 FT Personnel Salaries	-	139,497	104,947	131,175
200 Employee Benefits	-	50,310	34,500	48,650
EXPENDITURES (4802)				
014 Insurance	10,031	10,300	10,300	11,086
015 Maintenance	27,513	39,680	21,109	100,000
020 Professional Services	73,748	6,780	71,218	77,244
022 Utilities	15,620	15,900	15,900	15,600
033 Special Departmental Supplies	1,464	6,955	-	2,500
851 Mobile Home Rehabilitation	74,740	75,000	90,220	215,000
863 Mobility Ramps	75,500	90,000	90,000	200,000
864 Property Improvements	11,209	-	-	-
Total Expenditures	570,291	542,422	657,693	1,014,655
RESTRICTED FUND BALANCE	2,984,727	2,354,301	2,667,940	2,134,787
RESTRICTED FB GROVE STATION L&M	579,276	579,276	579,276	579,276
TOTAL ENDING FUND BALANCE	3,564,003	2,933,577	3,247,216	2,714,063
Total Est Req. & Restricted Fund Balance	4,134,294	3,475,998	3,904,909	3,728,718

FUND 38 – SUCCESSOR AGENCY

Funds 38 and 39 account for the enforceable obligations of the former Redevelopment Agency. Fund 39 is the Redevelopment Obligation Retirement Fund. With changes to the dissolution process this past year, the Successor Agency now submits a Recognized Obligation Payment Schedule (ROPS) annually instead of every six months, listing all of the enforceable obligations during that period. Once approved by the Oversight Board and Department of Finance, the County Auditor/Controller remits the requested amount to the Agency. The remittance from the County is deposited and held in Fund 39 until the obligation payment becomes due. The funds are transferred to Fund 38 to pay the expenditures.

Fund 38 contains the expenditures for the enforceable obligations of the Successor Agency as identified on the ROPS. Funds are received from Fund 39 to make the payment obligations.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
SUCCESSOR AGENCY FUND 38				
ASSIGNED FUND BALANCE				
	(846,292)	(1,045,005)	(1,086,015)	(1,258,644)
TOTAL RESTRICTED FUND BALANCE	(846,292)	(1,045,005)	(1,086,015)	(1,258,644)
REVENUE				
500 Transfers in	2,005,593	1,781,387	1,749,940	2,181,951
Total Revenue	2,005,593	1,781,387	1,749,940	2,181,951
Total Available Funds	1,159,301	736,382	663,925	923,307
BALANCE SHEET				
251 Long term Dept Advance from Walker House 003 Principal	1,220,300	804,192	945,374	1,271,572
EXPENDITURES (4120)				
020 Professional Services	180,778	150,000	150,000	150,000
500 Interest on Debt Walker House Fund 003	204,818	179,426	179,426	143,422
565 Costco Parking Lot Lease	639,420	647,769	647,769	726,846
Total Expenditures & Balance Sheet	2,245,316	1,781,387	1,922,569	2,291,840
RESTRICTED FUND BALANCE	(1,086,015)	(1,045,005)	(1,258,644)	(1,368,533)
Total Estimated Requirements and Restricted Fund Balance	1,159,301	736,382	663,925	923,307

FUND 39 – REDEVELOPMENT OBLIGATION RETIREMENT FUND

On December 29, 2011 the California Supreme Court issued its ruling in the lawsuit challenging AB1X26 and AB1X27 relating to Redevelopment Agencies in California. The court upheld AB1X26, eliminating Redevelopment Agencies and found AB1X27, the bill to allow for the continued existence of Redevelopment Agencies with a voluntary payment, to be unconstitutional. The result being that the provisions of AB1X26 remain law and thus dissolved the San Dimas Redevelopment Agency as of January 31, 2012.

Pursuant to Health and Safety Code Section 34170.5, the Successor Agency created a Redevelopment Obligation Retirement Fund to be administered by the Successor Agency. The City assigned Fund 39 for this purpose to receive bi-annual remittances from the County for the transfer to the Successor Agency to meet the obligations of the dissolved Redevelopment Agency. The budget in this fund reflects the remittances and transfer amount to comply with AB1X26.

**CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET**

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
REDEVELOPMENT OBLIGATION RETIREMENT FUND 39				
RESTRICTED FUND BALANCE	1,610,883	1,982,096	1,351,055	1,382,501
REVENUE				
370 Retirement Obligation Payments	1,745,765	1,781,386	1,781,386	2,181,951
Total Revenue	1,745,765	1,781,386	1,781,386	2,181,951
Total Available Funds	3,356,648	3,763,482	3,132,441	3,564,452
EXPENDITURES (5000)				
099 Transfers Out	2,005,593	1,781,386	1,749,940	2,181,951
Total Expenditures	2,005,593	1,781,386	1,749,940	2,181,951
RESTRICTED FUND BALANCE	1,351,055	1,982,096	1,382,501	1,382,501
Total Estimated Requirements and Restricted Fund Balance	3,356,648	3,763,482	3,132,441	3,564,452

FUND 40 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

This fund administers the City's CDBG programs. Revenue for this Fund is from Federal Block Grants administered through the County to fund the programs listed. The program budget is approved by the City Council in January of each year.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 40				
RESTRICTED FUND BALANCE	-	-	-	-
CARRY OVER PROGRAM INCOME	-	-	-	-
REVENUES				
359 Federal Grants	275,032	253,583	253,583	171,220
Total Revenue	275,032	253,583	253,583	171,220
Total Available Funds	275,032	253,583	253,583	171,220
EXPENDITURES (4112)				
819 CDBG Services	28,250	40,716	40,716	27,395
820 Housing Rehabilitation	106,937	162,867	162,867	133,825
852 Small Business Grants	75,000	40,000	40,000	-
858 CDBG Programs	64,845	10,000	10,000	10,000
Total Expenditures	275,032	253,583	253,583	171,220
RESTRICTED FUND BALANCE	-	-	-	-
Total Estimated Requirements and Restricted Fund Balance	275,032	253,583	253,583	171,220

FUND 41 - CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS)

This fund is for the administration of the State COPS grant. The program provides for supplemental money for law enforcement. The past several years the City has used the funds to fund a portion of the School Resource Officer and the Supplemental Sergeant position, directed patrol and miscellaneous equipment. The budget proposes continuing with those expense items again this year. In addition, the City will contract with the Sheriff's Department for two license plate reader cars to be deployed in the City.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
CITIZEN'S OPTION FOR PUBLIC SAFETY FUND 41				
RESTRICTED FUND BALANCE	186,272	178,061	199,982	202,267
REVENUES				
341 Use of Money & Property	1,443	500	1,000	1,000
358 COPS Grants	156,727	100,000	161,285	150,000
Total Revenue	158,170	100,500	162,285	151,000
Total Available Funds	344,442	278,561	362,267	353,267
EXPENDITURES (4210)				
020 Professional Services (Public Safety Services)	107,285	135,000	115,000	125,000
038 Equipment	37,175	35,000	35,000	45,000
434 Employee Training	-	20,000	10,000	20,000
Total Expenditures	144,460	190,000	160,000	190,000
RESTRICTED FUND BALANCE	199,982	88,561	202,267	163,267
Total Estimated Requirements and Restricted Fund Balance	344,442	278,561	362,267	353,267

FUND 53 - GOLF COURSE

The Golf Course fund receives revenue from the San Dimas Canyon Golf Course and clubhouse leases. The ongoing expenditures are for utilities, audit services and incidental maintenance. The largest expense is for interest on prior loan payments to the City for the original acquisition of the golf course. In 2013 the City refinanced the loan changing the terms of the loan. The loan repayment, budgeted at \$180,000 this year, is the remaining balance available after all expenses. The revenues are budgeted at about the same levels as the last two years. Expenditures are consistent with last year with the exception of water. The most variable expense is water. The City's contribution towards water expense is capped at \$95,000 per year. The lease operator contributes \$160,000 per year towards the expense. If the actual annual expense is less than those two contributions the excess will be carried over in a reserve to be used for future water expenses. It is anticipated that the water expense will exceed the annual contributions and thus draw from the water expense reserves.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
GOLF COURSE FUND 53				
ASSIGNED FB RESTRICTED FOR CAPITAL	158,353	-	251,396	557,396
ASSIGNED FB RESTRICTED FOR GC WATER/IMP	294,332	449,652	464,319	464,319
REVENUES				
341 Use of Money & Property	606,331	381,099	808,160	779,000
369 Contributions	160,000	160,000	160,000	160,000
Balance Sheet				
113 Advance of Funds	155,320	-	-	-
Total Revenue	921,651	541,099	968,160	939,000
Total Available Funds	1,215,983	990,751	1,432,479	1,403,319
EXPENDITURES (4410)				
021 Travel & Meeting	-	200	-	200
022 Utilities	267,347	292,800	255,250	292,800
023 Contract Services	12,564	8,600	3,562	4,000
026 Interest Payment on General Fund Loan	168,286	239,499	403,348	335,000
041 Capital Outlay	3,950	-	-	-
Total Expenditures	452,147	541,099	662,160	632,000
ASSIGNED FB for Rev over Exp and Adj. for Wtr FB	(48,121)	-	-	-
ASSIGNED FUND BALANCE CAPITAL	251,396		557,396	864,396
ASSIGNED FUND BALANCE	464,319	449,652	464,319	464,319
ASSIGNED FB RESTRICTED FOR GC WATER/IMP	667,594	449,652	1,021,715	1,328,715

FUND 70 - EQUIPMENT REPLACEMENT

This fund is used for new capital equipment purchases for the City including vehicles, office equipment and information technology. The primary source of ongoing revenue for this fund has been in the form of transfers from the General Fund. The 2021-22 budget included a reserve fund transfer of \$1,334,932 to fund current and future equipment replacement needs.

Significant capital equipment purchases and budget changes include:

- Radar Trailer w/ data collection \$22,000

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
EQUIPMENT REPLACEMENT FUND 70				
ASSIGNED FUND BALANCE	229,553	83,129	104,218	968,489
REVENUE				
391 Sale of Property	-	-	20,000	15,000
500 Transfers In	18,129	1,334,932	1,334,932	-
Total Revenue	18,129	1,334,932	1,354,932	15,000
Total Available Funds	247,682	1,418,061	1,459,150	983,489
EXPENDITURES (4314)				
039 Vehicles/Riding Equipment & Outfitting	124,133	197,561	197,561	-
041 Capital Outlay (Technology & Equipment)	19,331	220,500	293,100	22,000
Total Expenditures	143,464	418,061	490,661	22,000
ASSIGNED FUND BALANCE	104,218	1,000,000	968,489	961,489
Total Estimated Requirements and Assigned Fund Balance	247,682	1,418,061	1,459,150	983,489

FUND 71 - AIR QUALITY MANAGEMENT DISTRICT (AQMD)

The revenue for this fund comes from a portion of the vehicle license fees allocated to air quality programs. The funds are governed by guidelines established by the Southern California Air Quality Management District and can only be used on expenditures that have a direct effect on improving air quality. Major projects include:

- Purchase electric or hybrid vehicles - \$100,000 – To purchase electric or hybrid vehicles and any additional charging stations that are necessary. Vehicles will be used by City employees when traveling to offsite trainings or meetings.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
AQMD FUND 71				
RESTRICTED FUND BALANCE	181,038	255,543	266,044	174,913
REVENUE				
341 Use of Money & Property	1,145	2,000	2,000	2,000
358 AQMD Grant Funds	99,325	45,000	45,000	45,000
Total Revenue	100,470	47,000	47,000	47,000
Total Available Funds	281,508	302,543	313,044	221,913
EXPENDITURES (4190)				
041 Capital Outlay	13,464	30,000	136,131	100,000
EXPENDITURES (5000)				
099 Transfers Out	2,000	2,000	2,000	2,000
Total Expenditures	15,464	32,000	138,131	102,000
RESTRICTED FUND BALANCE	266,044	270,543	174,913	119,913
Total Estimated Requirements and Restricted Fund Balance	281,508	302,543	313,044	221,913

FUND 72 - PROP A TRANSIT

Revenue received in this fund is from a portion of sales tax within L.A. County. The money can only be used for mass transit and paratransit projects and services. Since Prop A taxes are a portion of the countywide sales tax, the amount of revenue had declined significantly but in the past two years has experienced growth.

- Dial-A-Cab – Budget amount \$258,000 – Expenditures for the City subsidized San Dimas Dial-A-Cab service.
- Get About Services – Budget amount \$205,275 – Approximately the same as last year.
- Recreational Transit – \$85,000 – Transit services for adult, family and teen recreation excursions and is the same as last year.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
PROP A TRANSIT FUND 72				
RESTRICTED FUND BALANCE	807,249	530,475	1,120,772	694,410
REVENUE				
312 Sales Taxes	695,834	650,000	800,000	829,564
341 Use of Money & Property	5,108	5,000	5,000	5,000
395 Other Sources of Revenue	-	1,000	5,000	2,500
Total Revenue	700,942	656,000	810,000	837,064
Total Available Funds	1,508,191	1,186,475	1,930,772	1,531,474
EXPENDITURES (4120)				
016 Publications & Dues	-	3,500	3,500	3,500
020 Professional Services	66,692	112,400	102,400	102,400
EXPENDITURES (4125)				
041 Capital Outlay	-	16,000	-	-
433 Get About Services	139,600	141,015	141,015	205,275
434 Recreational Transit	1,991	85,000	20,000	85,000
442 Sr. Handicap Bus Buy down	2,400	10,000	10,000	10,000
445 Dial A Cab	88,165	204,753	204,753	258,000
453 Park & Ride	70,318	500,000	735,694	25,000
455 Bus Stops	18,253	19,000	19,000	60,000
Total Expenditures	387,419	1,091,668	1,236,362	749,175
RESTRICTED FUND BALANCE	1,120,772	94,807	694,410	782,299
Total Estimated Requirements and Restricted Fund Balance	1,508,191	1,186,475	1,930,772	1,531,474

FUND 73 - PROP C TRANSIT

This fund receives revenue from a portion of sales tax within L.A. County. The use of the funds are similar to Prop A guidelines with the exception that Prop C funds can be used for street improvements to streets that support mass transit. Similar to Prop A revenues are increased slightly. Budget highlights include:

- Lonehill Ave. \$700,000 for the repair of Lonehill Ave. Street project. Additional funding from Measure M in the amount of 430,000 and \$530,000 from RMRA funds for a total project cost of \$1,660,000

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
PROP C TRANSIT FUND 73				
RESTRICTED FUND BALANCE	1,929,595	1,337,601	2,401,627	399,062
REVENUE				
312 Sales Tax	577,169	550,000	650,000	688,101
341 Use of Money & Property	12,220	10,000	10,000	10,000
Total Revenue	589,389	560,000	660,000	698,101
Total Available Funds	2,518,984	1,897,601	3,061,627	1,097,163
EXPENDITURES (4120)				
020 Professional Services	82,422	165,000	150,000	50,000
EXPENDITURES (4125)				
016 Publications & Dues	-	-	3,000	-
EXPENDITURES (4841)				
041 Capital Outlay	1,500	1,500	1,500	1,800
453 Goldline Art Improvements	-	-	20,000	-
554 Pavement	-	-	40,000	-
557 Via Verde Ave.	21,720	1,400,000	1,453,280	-
601 Lone Hill Ave.	-	-	46,500	700,000
639 Badillo St.	-	105,000	120,000	-
667 Covina Blvd	11,715	-	828,285	-
Total Expenditures	117,357	1,671,500	2,662,565	751,800
RESTRICTED FUND BALANCE	2,401,627	226,101	399,062	345,363

FUND 74 – MEASURE R TRANSIT

In November 2008 voters passed Measure R, a ½ cent sales tax increase in Los Angeles County to finance new transportation projects and programs and accelerate many of those already in the pipeline. The increase in sales tax became effective July 1, 2009. Similar to Prop A and C funds the city receives an annual local share. The funds are restricted to use on transportation related programs and projects including street improvements.

- Eaton Road Repair - \$400,000 to complete the reconstruction of Eaton road. Additional funding from Measure M in the amount of 500,000 and \$150,000 from RMRA funds for a total project cost of \$1,050,000.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
MEASURE R TRANSIT FUND 74				
RESTRICTED FUND BALANCE	1,415,754	1,188,107	1,557,033	536,132
REVENUE				
312 Sales Tax	433,477	400,000	500,000	516,076
341 Use of Money & Property	7,802	5,000	5,000	5,000
Total Revenue	441,279	405,000	505,000	521,076
Total Available Funds	1,857,033	1,593,107	2,062,033	1,057,208
EXPENDITURES (4120)				
020 Professional Services	-	15,000	-	-
EXPENDITURES (4841)				
554 Pavement	300,000	84,000	101,091	84,000
557 Via Verde Ave.	-	500,000	550,000	-
616 Street Maintenance	-	75,000	75,000	75,000
638 Cienega	-	-	-	-
639 Badillo	-	35,000	55,000	-
929 San Dimas Ave.	-	-	-	-
663 Puente Ave.	-	-	-	-
667 Covina Blvd	-	-	144,810	-
640 Via Vaquero	-	600,000	600,000	-
642 Eaton Road	-	-	-	400,000
Total Expenditures	300,000	1,294,000	1,525,901	559,000
RESTRICTED FUND BALANCE	1,557,033	299,107	536,132	498,208
Total Estimated Requirements and Restricted Fund Balance	1,857,033	1,593,107	2,062,033	1,057,208

FUND 75 - LANDSCAPE MAINTENANCE ASSESSMENT DISTRICTS

The revenue in this fund comes from assessments of homeowners in the Boulevard and Northwoods tracts to fund for the maintenance and operations of common landscape areas.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
OPEN SPACE MAINTENANCE FUND 75				
RESTRICTED FUND BALANCE BOULEVARD	20,689	20,949	6,649	7,229
RESTRICTED FUND BALANCE NORTHWOODS	14,600	7,790	4,463	(4,510)
TOTAL RESTRICTED FUND BALANCE	35,289	28,739	11,112	2,719
REVENUES				
371 Assessment Fees	44,171	44,000	44,500	44,500
500 Tranfers in from General Fund	-	-	-	12,408
Total Revenue	44,171	44,000	44,500	56,908
Total Available Funds	79,460	72,739	55,612	59,627
EXPENDITURES				
BOULEVARD (4440)				
020 Professional Services (Landscape)	18,374	4,945	4,405	5,345
022 Utilities	5,757	4,950	5,515	5,915
Sub-total Boulevard	24,131	9,895	9,920	11,260
NORTHWOODS (4443)				
020 Professional Services (Landscape)	20,060	20,790	22,108	23,822
022 Utilities	24,157	21,000	20,865	24,545
Sub-total Northwoods	44,217	41,790	42,973	48,367
Total Expenditures	68,348	51,685	52,893	59,627
RESTRICTED FUND BALANCE BOULEVARD	6,649	21,054	7,229	6,469
RESTRICTED FUND BALANCE NORTHWOODS	4,463	-	(4,510)	(6,469)
TOTAL RESTRICTED FUND BALANCE	11,112	21,054	2,719	-
Total Estimated Requirements and Restricted Fund Balance	79,460	72,739	55,612	59,627

FUND 76 – MEASURE M TRANSIT

This is a Fund set up for the revenue and expenditures for the County-wide additional sales tax for transit that was approved 3 years ago. In FY 2022-23, we anticipate receiving \$550,000. Projects include:

- Eaton Road Repair - \$500,000 to complete the reconstruction of Eaton road. Additional funding from Measure R in the amount of 400,000 and \$150,000 from RMRA funds for a total project cost of \$1,050,000.
- Lonehill Ave - \$430,000 for the repair of Lonehill Ave. Street project. Additional funding from Prop C in the amount of \$700,000 and \$530,000 from RMRA funds for a total project cost of \$1,660,000

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
MEASURE M FUND 76				
RESTRICTED FUND BALANCE	1,268,314	921,769	1,768,041	965,833
REVENUE				
312 Sales Tax	491,145	450,000	550,000	584,886
341 Use of Money & Property	8,582	5,000	5,000	5,000
Total Revenue	499,727	455,000	555,000	589,886
Total Available Funds	1,768,041	1,376,769	2,323,041	1,555,719
EXPENDITURES (4841)				
554 Pavement	-	-	87,208	-
667 Covina Blvd	-	-	300,000	-
929 San Dimas Ave.	-	30,000	30,000	30,000
557 Via Verde	-	690,000	690,000	-
601 Lone Hill	-	-	-	430,000
640 Via Vaquero	-	150,000	150,000	-
641 Derby Kent	-	100,000	100,000	-
642 Eaton Road	-	-	-	500,000
Total Expenditures	-	970,000	1,357,208	960,000
RESTRICTED FUND BALANCE	1,768,041	406,769	965,833	595,719
Total Estimated Requirements and Restricted Fund Balance	1,768,041	1,376,769	2,323,041	1,555,719

FUND 77 – ROAD MAINTENANCE REHAB

In 2017 the State legislature approved a new state-wide transportation funding program by adoption of SB 1. The revenue is generated by increases in the gas tax and vehicle license fee. There is a local return formula component. The City's share is anticipated to be \$775,087 next year. A requirement of these funds is that they are allocated to specific identified projects. In FY 2022 -23 the City has identified the Derby Kent and Via Vaquero as projects for use of these funds.

- Lonehill Ave. \$530,000 for the repair of Lonehill Ave. Street project. Additional funding from Prop C in the amount of \$700,000 and \$430,000 from Measure M funds for a total project cost of \$1,660,000
- Pearlanna Drive- \$600,000 – Pavement rehabilitation Pearlanna Drive & Billow Drive Grind & Overlay.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
ROAD MAINT. REHAB ACT FUND 77				
RESTRICTED FUND BALANCE	673,834	1,260,689	1,308,405	646,692
REVENUE				
312 Sales Tax	629,291	652,093	704,287	775,087
341 Use of Money & Property	5,280	8,500	7,000	9,000
Total Revenue	634,571	660,593	711,287	784,087
Total Available Funds	1,308,405	1,921,282	2,019,692	1,430,779
EXPENDITURES (4841)				
601 Lone Hill Ave.	-	93,000	93,000	530,000
637 Gladstone/Pearlanna & Billow	-	-	-	675,000
640 Via Vaquero	-	300,000	300,000	-
641 Derby Kent	-	400,000	400,000	-
642 Eaton Road ET Al	-	30,000	30,000	150,000
660 Bonita Ave.	-	-	-	75,000
667 Covina Blvd	-	-	550,000	-
Total Expenditures	-	823,000	1,373,000	1,430,000
RESTRICTED FUND BALANCE	1,308,405	1,098,282	646,692	779
Total Estimated Requirements and Restricted Fund Balance	1,308,405	1,921,282	2,019,692	1,430,779

FUND 78 – MEASURE W

The revenue for this fund is derived from a voter approved special tax levy collected annually on parcels within the Los Angeles County Flood Control District. The tax is levied at a rate of 2.5 cents per square foot of impermeable area, except as exempted. The fund is anticipated to generate \$600,000 per year for Storm Water infrastructure projects, operations and maintenance. Budget Highlights include:

- Lone Hill Park Design – \$900,000 to design storm water capture systems and other park enhancements.
- Professional NPDES pollutant monitoring and reporting as required under the guidelines of the permit - \$308,093.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
MEASURE W FUND 78				
RESTRICTED FUND BALANCE	-	441,063	401,460	1,490,675
REVENUE				
311 Property Taxes	588,855	588,855	593,646	600,000
341 Use of Money & Property	969	5,000	5,000	5,000
359 State Grant	-	-	900,000	-
Total Revenue	589,824	593,855	1,498,646	605,000
Total Available Funds	589,824	1,034,918	1,900,106	2,095,675
EXPENDITURES (4341)				
024 NPDES Services	188,364	286,500	319,431	308,093
EXPENDITURES (4841)				
813 Storm Drains	-	301,500	90,000	90,000
601 Lone Hill Park Design	-	-	-	900,000
Total Expenditures	188,364	588,000	409,431	1,298,093
RESTRICTED FUND BALANCE	401,460	446,918	1,490,675	797,582
Total Estimated Requirements and Restricted Fund Balance	589,824	1,034,918	1,900,106	2,095,675

FUND 100 – CAPITAL ASSETS RESERVE

Funds are transferred into fund 100 from the General Fund in order to build up over time the financial capital necessary to replace and maintain future identified and scheduled City Facility and Infrastructure projects.

- Replacement vehicles - \$311,851 to replace vehicles that have reached the end of their useful life.
- Technology and Equipment replacements - \$13,500 to replace City cell phones and tablets that have reached the end of their useful life.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
Capital Assets Reserve 100				
RESTRICTED FUND BALANCE	-	-	-	6,500,000
REVENUE				
500 Transfers In (001)	-	1,000,000	6,500,000	-
Total Revenue	-	1,000,000	6,500,000	-
Total Available Funds	-	1,000,000	6,500,000	6,500,000
EXPENDITURES (5000)				
039 Vehicles/Riding Equipment & Outfitting	-	-	-	311,851
041 Capital Outlay (Technology & Equipment)	-	-	-	13,500
099 Transfer Out	-	-	-	-
Total Expenditures	-	-	-	325,351
RESTRICTED FUND BALANCE	-	-	-	6,174,649
Total Estimated Requirements and Restricted Fund Balance	-	-	-	6,499,999

FUND 101 – AMERICAN RESCUE PLAN ACT

The revenue from this fund comes from a Grant distribution through the Federal Government as part of the American Rescue Plan Act. The City is utilizing the funds to recapture lost revenues due to the effects of the pandemic lockdowns and public health measures.

The recaptured revenues must be used towards general governmental expenditures and not debt, or pension payments. The funds also cannot be used to build upon reserves.

CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
ARPA FUND 101				
RESTRICTED FUND BALANCE	-	-	-	1,793,534
REVENUE				
American Recovery Act	-	-	4,021,429	4,021,429
Transfers In (500-001)	-	-	-	-
Total Revenue	-	-	4,021,429	4,021,429
Total Available Funds	-	-	4,021,429	5,814,963
EXPENDITURES (Various)				
020 Professional Services	-	-	1,698,198	1,707,413
023 Contract Services	-	-	364,088	541,292
038 Equipment	-	-	17,500	15,000
041 Capital Outlay	-	-	8,000	127,000
034 Programs	-	-	135,109	148,865
035 Technology Subscriptions & Licenses	-	-	-	312,004
434 Training	-	-	5,000	-
927 Horsethief Canyon Park	-	-	-	280,000
Total Expenditures	-	-	2,227,895	3,131,574
RESTRICTED FUND BALANCE	-	-	1,793,534	2,683,389
Total Estimated Requirements and Restricted Fund Balance	-	-	4,021,429	5,814,963

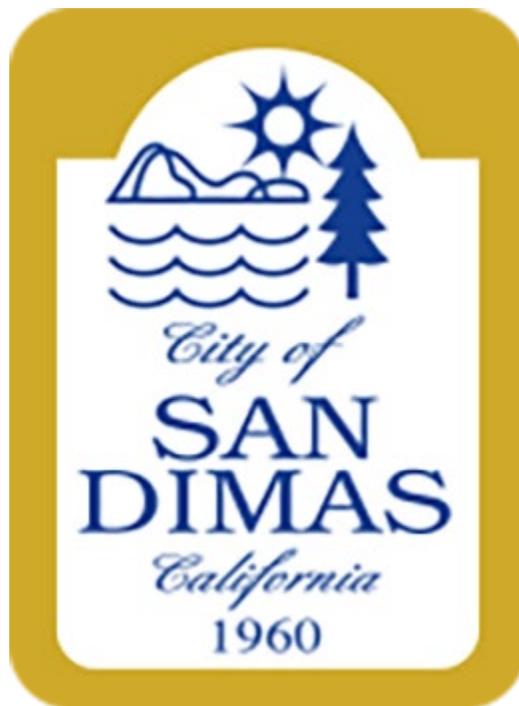
FUND 113 – HOUSING AUTHORITY

The revenue for this fund is derived from rents collected at the Mobile Home Park. The revenue is used to make payments on the Bond and to operate the property.

- Capital Improvements to the Charter Oak Mobile Home Park - \$1,000,000

**CITY OF SAN DIMAS
ANNUAL CAPITAL AND OPERATING BUDGET**

	2020-21 ACTUAL	2021-22 ADOPTED BUDGET	2021-22 REVISED ESTIMATE	2022-23 ADOPTED BUDGET
Housing Authority Trustee Administration Fund 113				
RESTRICTED FUND BALANCE	6,282,597	5,603,579	5,340,977	5,421,499
REVENUE				
341 Use of Money & Property	1,826,746	1,270,000	1,820,000	1,820,000
397 Refunding Bond Proceeds	2,318,400	-	-	-
Total Revenue	4,145,146	1,270,000	1,820,000	1,820,000
Total Available Funds	10,427,743	6,873,579	7,160,977	7,241,499
EXPENDITURES (4120)				
012 Car Allowance	-	-	-	3,000
014 Insurance	10,833	11,100	11,100	11,972
020 Professional Services	501,581	250,000	820,000	1,570,000
049 Debt Service Payment	547,602	468,932	468,932	487,918
506 Operation of Property	300,070	300,000	300,000	300,000
101 Full Time Employees	-	139,497	104,947	131,175
200 Employee Benefits	-	50,310	34,500	48,650
EXPENDITURES (4411)				
020 Professional Services (Cost of Issuance)	126,680	-	-	-
027 Debt Pay to Old Bond Escrow	3,600,000	-	-	-
Total Expenditures	5,086,766	1,219,839	1,739,479	2,552,715
RESTRICTED FUND BALANCE	5,340,977	5,653,741	5,421,499	4,688,784
Total Estimated Requirements and Restricted Fund Balance	10,427,743	6,873,579	7,160,977	7,241,499



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GLOSSARY OF TERMS



Amendment An amendment is a change in the budget that occurs after its initial adoption. Such a change will consist of an increase or decrease in revenues that are recognized or in the level of authorized expenditures. City staff may implement some amendments, but most require formal action by the City Council.

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

Assessed Valuation A dollar value placed on real estate or other property by Los Angeles County as a basis for levying property taxes.

Audit A review of the City's accounts by an independent auditing firm to substantiate fiscal year end funds, salaries, reserves and cash on hand and to determine whether the financial statements of a government are presented fairly in conformity with GAAP.

Beginning/Ending Fund Balance Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand but the amount of financial resources available for use. Generally, this represents the detail of the entire annual operating surpluses and deficits since the funds' inception.

Bond A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate.

Budget A fiscal plan of financial operation listing an estimate of proposed applications or expenditures and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Expenditure Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

Capital Improvement A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of same.

Capital Outlay A budget appropriation category which budgets all equipment having a unit cost of more than a pre-approved amount and an estimated useful life over a pre-approved period.

Debt Service Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or certificates of participation (COP's).

Debt Service Fund This fund type is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit An excess of expenditures over revenues (resources).

Department An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Division A sub-section (or activity) within a department which furthers the objectives of the City Council by providing specific services.

Expenditure The actual spending of Governmental funds set aside by appropriation.

Fee A fee is a charge imposed by the City on the beneficiary of a service it provides. Its purpose is to help recover some or all of the cost incurred by the City in providing a service. By law, a fee may not exceed the cost of providing a service.

Fiscal Year A twelve-month period of time to which a budget applies. In the City of San Dimas the fiscal year is July 1 through June 30.

Fixed Asset Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than buildings and land. In the private sector, these assets are referred to most often as property, plant and equipment.

Full Time Position A full time position is one in which an employee is budgeted to work 40 hours per week or 2,080 hours each year. All full-time positions receive benefits such as holiday, vacation, sick pay, retirement benefits, health insurance, etc.

Fund An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

General Fund The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general obligations. Examples of divisions financed by the General Fund include Administration, City Council, Planning, Public Safety, Public Works, and Parks and Recreation.

Grant Contributions of cash or other assets from another governmental entity to be used to expend for specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

Interfund Transfer 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.

Line-Item A line-item is the detailed grouping of expenditures used in the City's accounting system. It is subordinate to an expense category. Typical line items are: professional services, office supplies, travel, postage, office equipment, motor vehicles, etc.

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.

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. An ordinance has a higher legal standing than that of a Resolution.

Part Time Position A part time position is one in which an employee is budgeted to work less than 20 hours per week or for less than six months during the year. Part time employees do not receive benefits such as holiday, vacation, sick pay, retirement benefits, health insurance, etc. but do receive Medicare benefits and a portion of their earnings deposited in a deferred compensation plan instead of social security.

Personal Services A budget category which generally accounts for full time, regular part time and part time employees, overtime expense, and all employee benefits, such as medical, dental and retirement.

Project Area A redevelopment project area is an area of the City that has been established by the adoption of a Redevelopment Plan and within which the Redevelopment Agency is authorized to use special powers granted by State law.

Reclassification The City maintains a classification system for all positions which establishes job titles, general duties and responsibilities, and compensation. Occasionally, employees are found to be working tasks or functions that fall outside their existing classification. When this occurs, a study is conducted by the Personnel Division and recommendation is made for proper classification.

Redevelopment This term refers to activities undertaken to renovate blighted areas within the City and to provide housing to low- and moderate-income persons. Blight consists of a variety of conditions that constitute a serious physical, social, and economic burden on the community and that cannot be corrected by private enterprise acting alone. Redevelopment activities may include, but are not limited to, the acquisition and conveyance of property, site clearance, and the provision of streets, utilities, parks, and other public improvements.

Regular Part Time Position A regular part time position is one in which an employee is budgeted to work 20 hours or more per week. Regular part time employees receive retirement benefits, Medicare benefits, and a portion of their health insurance should they elect to enroll through the City's plan.

Reserve An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution A special order of the City Council which has lower legal standing than an Ordinance.

Revenue Bonds A type of bond usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of facilities.

Single Audit An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

Special Revenue Funds This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

Tax A tax is a levy imposed by a local government in conformance with the Government Code to raise revenue for public purposes. There are two types of taxes: general taxes are imposed for general governmental purposes, and special taxes are imposed for specific purposes.

RESOLUTION 2022-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, ADOPTING A BUDGET FOR FISCAL YEAR 2022-23

WHEREAS, the City Manager has presented to the San Dimas City Council a proposed budget for Fiscal Year July 1, 2022-June 30, 2023; and

WHEREAS, the City Council of the City of San Dimas has conducted a public meeting on June 8, 2021, to consider the Fiscal Year 2022-23 budget document; and

WHEREAS, the City Council of the City of San Dimas has concluded its review and intends to approve and adopt the Fiscal Year 2022-23 budget for the City and the Capital Improvement Program and establish budget policy (Exhibit A).

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of San Dimas does hereby resolve that:

SECTION 1. The proposed Fiscal Year 2022-23 budget document entitled "2022-23 Operating and Capital Improvement Program Budget" and filed with the City Clerk with an expenditure budget of \$51,279,240, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved, adopted, and appropriated.

SECTION 2. The City Council recognizes that the proposed 2022-23 budget will require adjustments from time to time, and accordingly, the City Manager or his designee is authorized to act in accordance with established budget policies and procedures.

SECTION 3. That the City Clerk is instructed to forward a copy of the Resolution and the Fiscal Year 2022-23 Budget to the Auditor/Controller of the County of Los Angeles, in accordance with Section 53901 of the Government Code.

SECTION 10. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 14th, day of June 2022.



Emmett G. Badar, Mayor

ATTEST:



Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2022-34 was adopted by the City Council of San Dimas at its regular meeting of June 14th, 2022 by the following vote:

AYES: Badar, Bertone, Ebiner, Vienna, Weber
NOES: None
ABSENT: None
ABSTAIN: None



Debra Black, City Clerk