

# **Fiscal Year 2023-2024 Proposed DRAFT Budget**

**May 16, 2023**

**Finance Commission Budget Workshop**

**Prepared By: City of South Pasadena Finance Department**

SOUTH PASADENA CITY HALL

**“Transparency  
and  
Collaboration”**

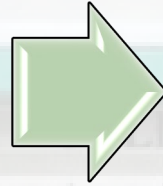
# Budget Process FY 23-24

- Zero Based Budget
- Major Clean Up (Budget and CIP)
- Department Collaboration
- Catching up on workload (cleaning up)
- Adding capacity (new positions)

# The Process

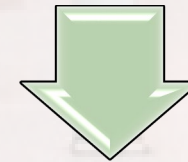
**March/April 2023:**

CIP Clean-up, Mid-Year Budget Review and Budget calendar



**March/April 2023:**

Revenue Estimates, Departmental submittals and City Manager Review

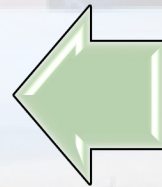


**June 2023:**

City Council Budget Review and Action – June 7

Adoption of Gann Limit

City Council Budget Review & Action – June 21 (alt)



**April/May 2023:**

Department Meetings and Budget Refinement, City Council 1-on-1 review sessions, presentation to Finance Commission on May 16

# General Fund FY 2022-23 Projected Summary

## General Fund

Beginning Balance 07/01/22	\$18,931,422
Revenues	36,622,969
Expenditures	<u>(37,892,055)</u>
<u>Reserve Adjustments</u>	<u>1,534,998</u>
Projected End Balance 6/30/23	\$19,197,334

Fund Balances reflect spendable (unassigned) balances and excludes reserves.

# Gen Fund FY 2022-23 Projected Reserves

	Beginning Balance FY 22-23	Additions	Deletions	Ending Balance FY 22-23
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	600,000			600,000
Library Park Drainage Reserve	22,000		22,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	345,876		40,000	305,876
Vehicle Replacement Reserve	100,000			100,000
SR-110 Interchange Proj (Rogan Fund Match)	1,410,000		1,410,000	-
Stables CIP Reserve	62,998		62,998	-
Mental Health Reserve	200,000			200,000
<b>Total:</b>	<b>6,299,941</b>	<b>-</b>	<b>1,534,998</b>	<b>4,764,943</b>

# General Fund Summary FY 2023-24

## General Fund

Beginning Balance 07/01/23	\$19,197,334
Revenues	39,390,238
Expenditures	(41,000,633)
<u>Reserve Adjustments</u>	<u>400,000</u>
Projected End Balance 6/30/24	\$17,986,938

Fund Balances reflect spendable (unassigned) balances and excludes reserves.

# Gen Fund FY 2023-24 Proposed Reserves

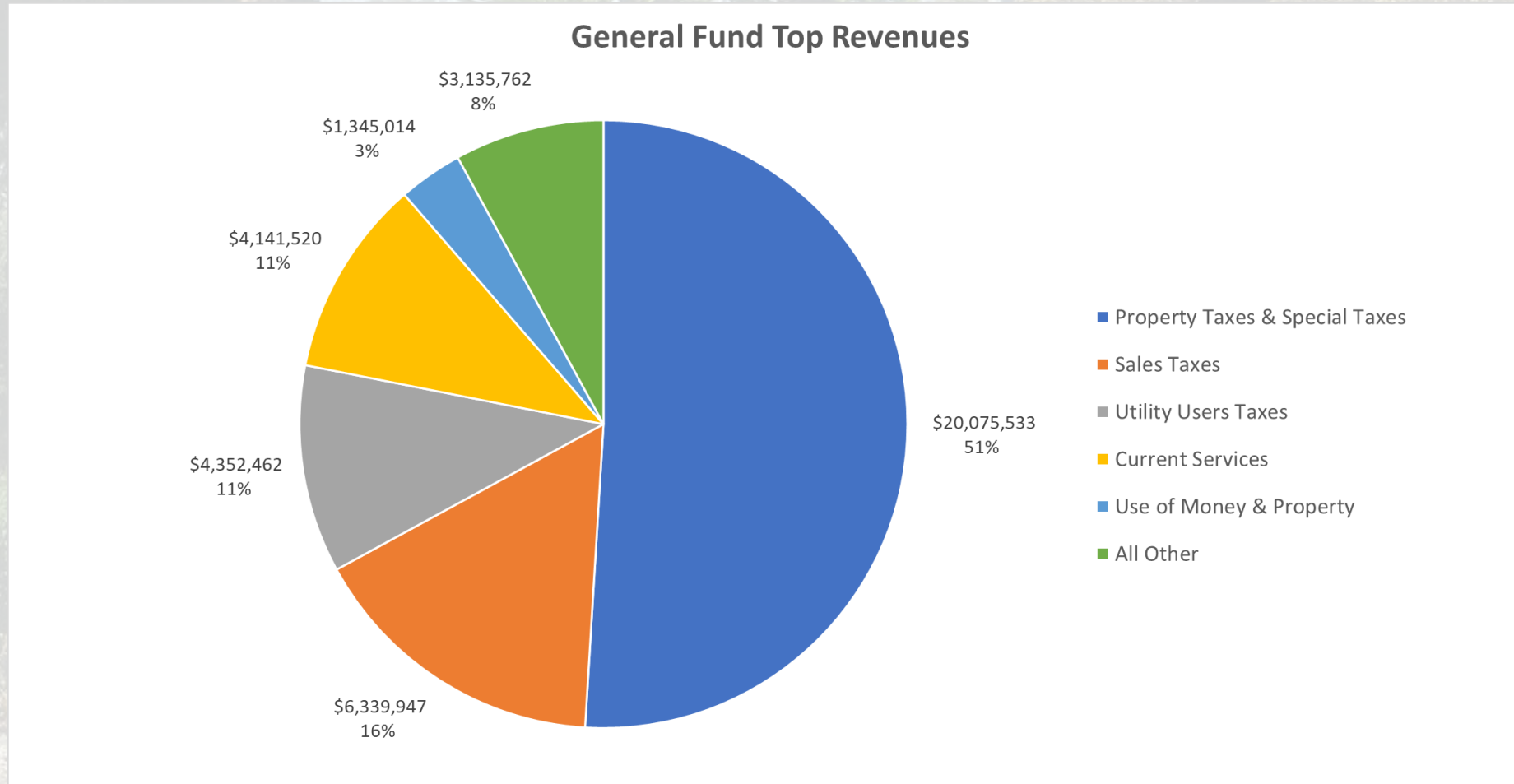
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Storm Water	600,000		200,000	400,000
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	305,876			305,876
Vehicle Replacement Reserve	100,000			100,000
Mental Health Reserve	200,000		200,000	-
	<b>4,764,943</b>	<b>-</b>	<b>400,000</b>	<b>4,364,943</b>



# Revenue Highlights

Revenue Category	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Property Taxes	15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
Assessments & Special Taxes	342,237	347,931	364,223	360,000	360,000	375,149
Sales Taxes	2,864,474	5,132,645	6,096,613	6,346,000	6,345,664	6,339,947
Utility Users Taxes	3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
Franchise Fees	950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
License & Permits	861,697	808,280	814,081	903,280	764,777	796,200
Fines & Forfeitures	264,601	143,449	52,291	140,000	56,500	58,000
Use of Money & Property	989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
Other Agencies	64,239	955,205	179,525	6,489,295	235,634	475,500
Current Services	2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520
All Other Revenues	74,367	183,717	250,501	84,500	40,743	46,508
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	488,077
<b>Total GF Revenues</b>	<b>28,817,965</b>	<b>37,635,460</b>	<b>34,652,238</b>	<b>42,849,230</b>	<b>36,622,969</b>	<b>39,390,238</b>

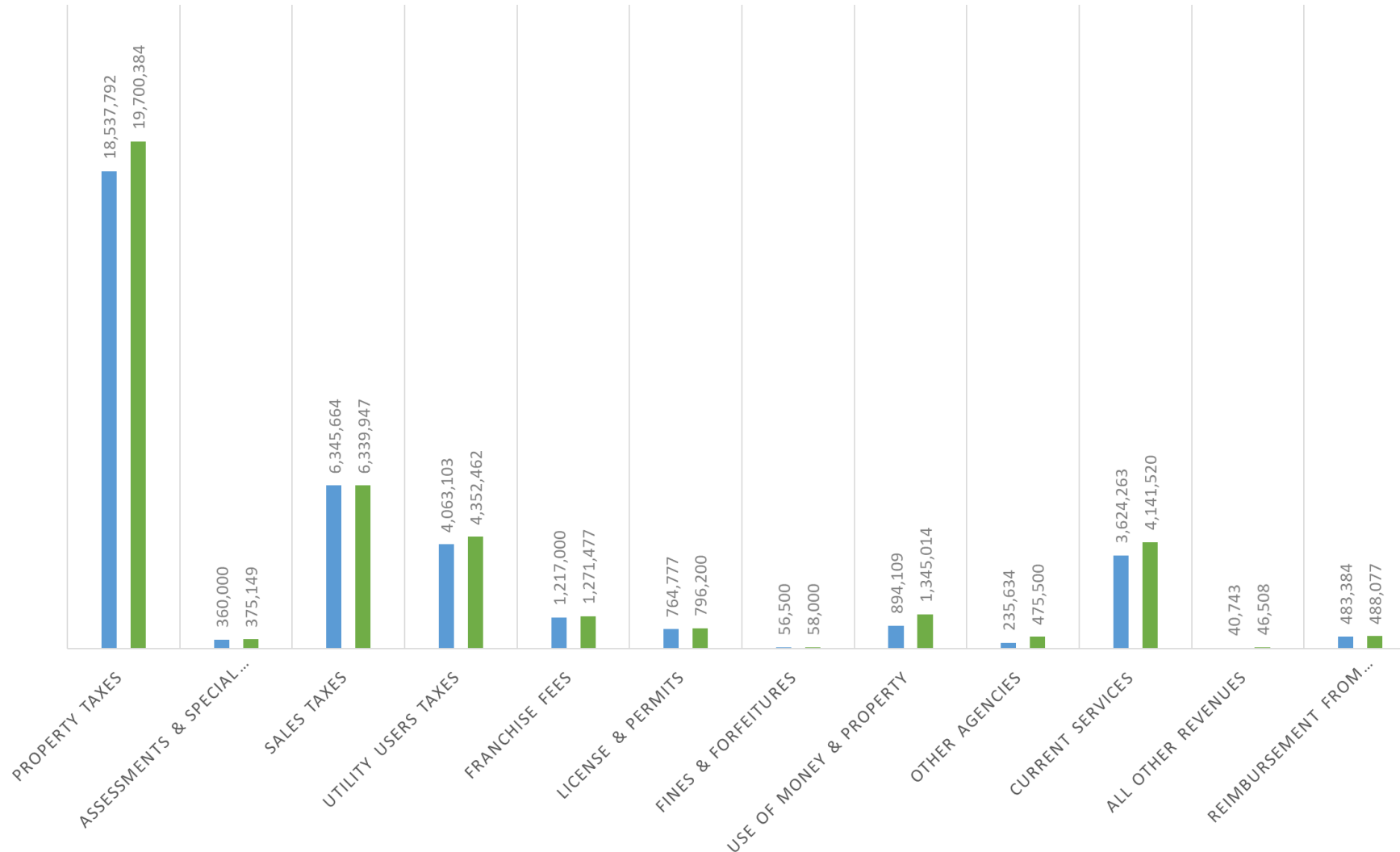
# General Fund Top Revenues



# General Fund Revenue FY 22/23 vs 23/24

FY 22/23 VS FY 23/24 GENERAL FUND REVENUE

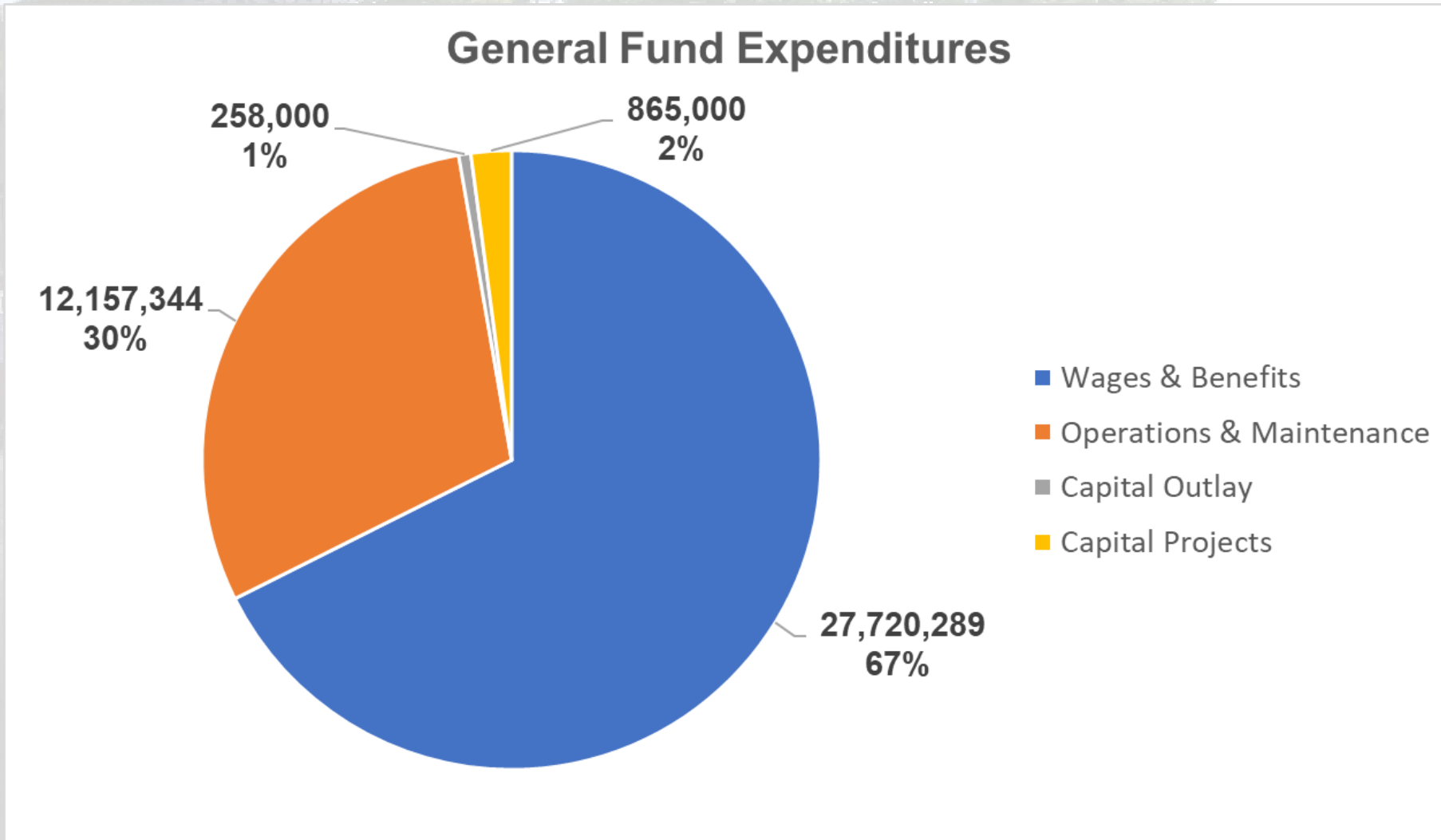
■ 2022/23 ■ 2023/24



# Expenditure Highlights

Labor costs	\$ 27,720,289
Maintenance & Operations	12,157,344
Transfers out (CIP)	865,000
Capital Outlay (Equipment)	<u>258,000</u>
<b>Total</b>	<b>\$ 41,000,633</b>

# General Fund Expenditures



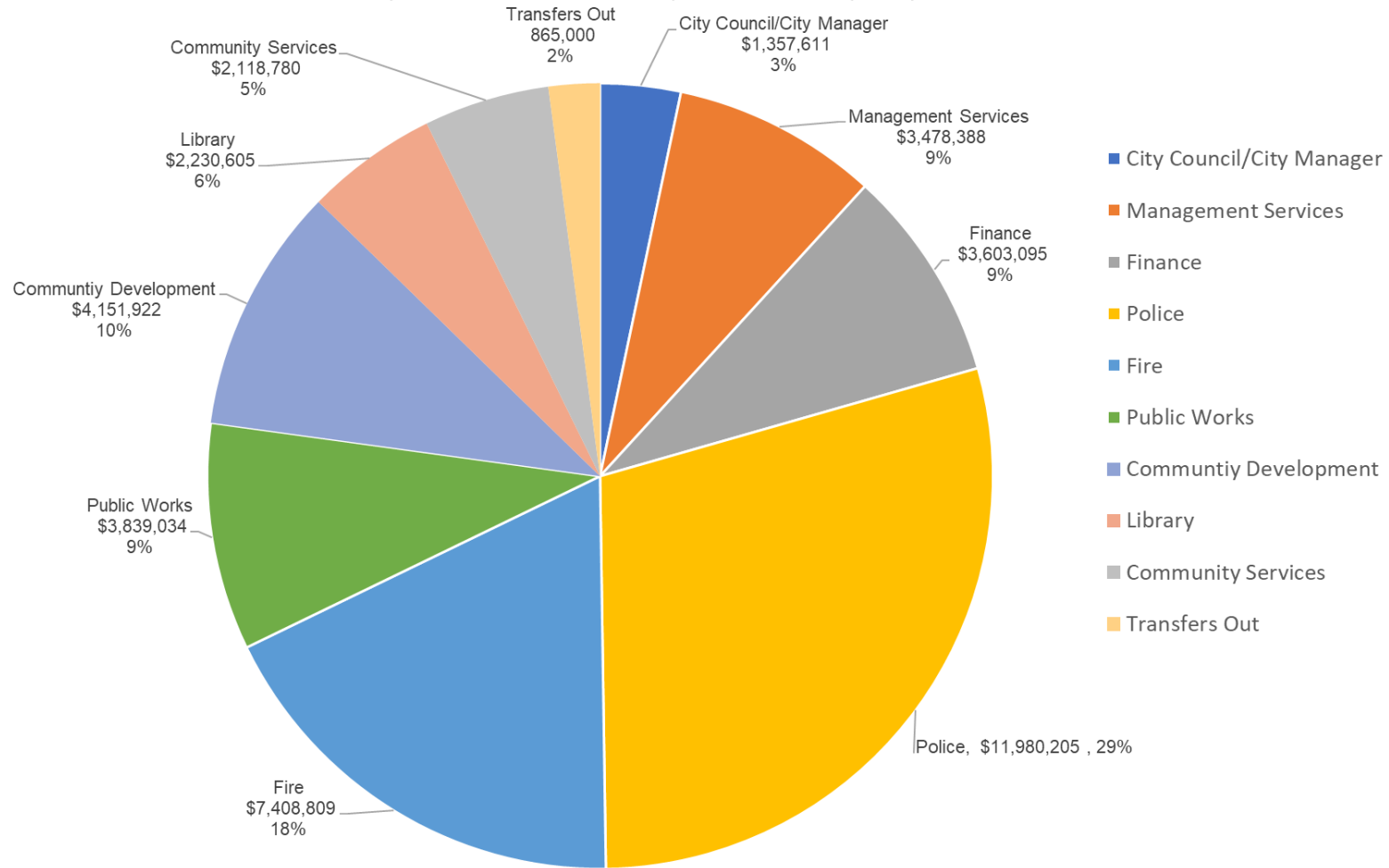


# GF Expenditures by Department

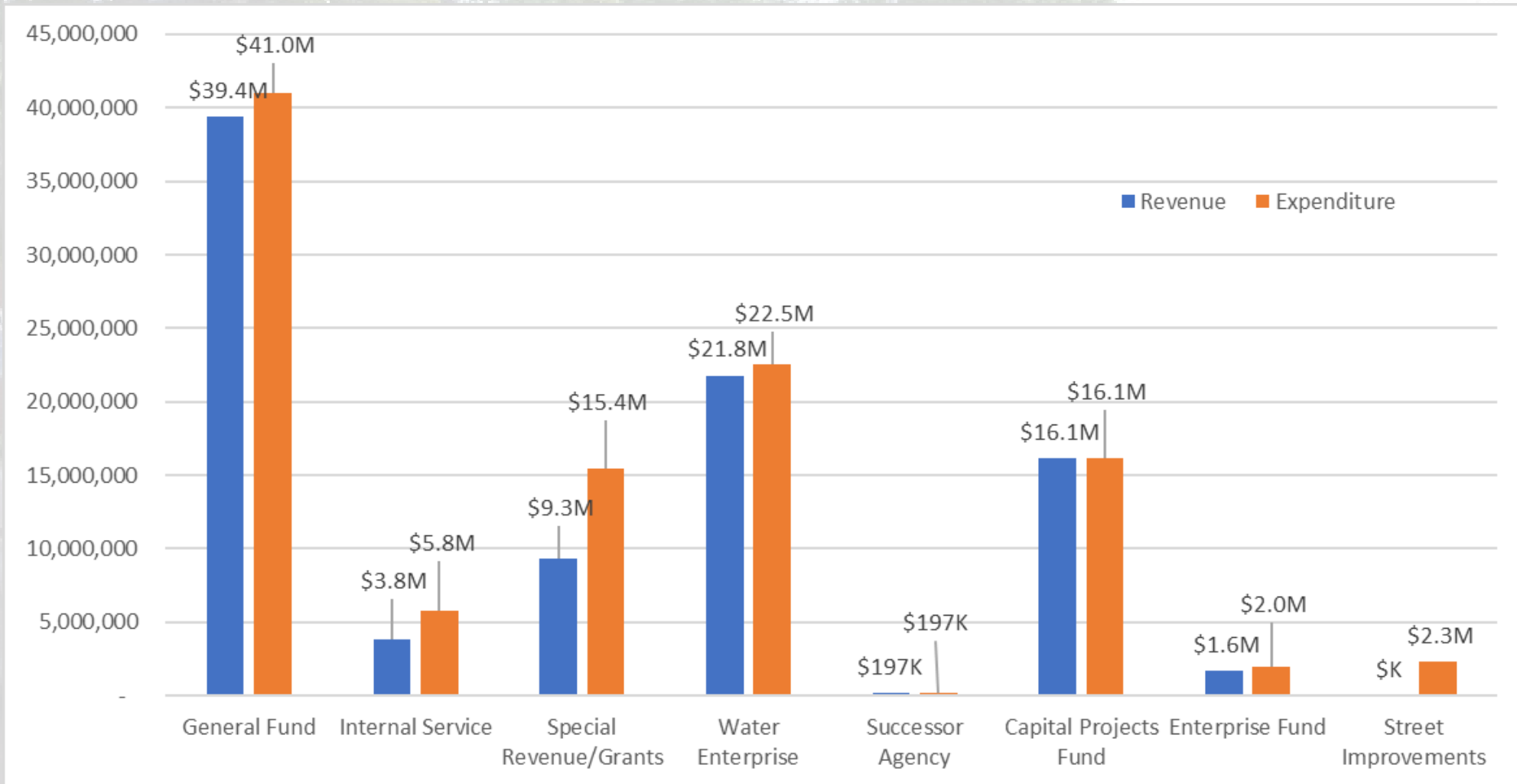
Department/Program Exp	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
City Council	45,401	35,890	45,446	49,194	71,388	81,903
City Manager	1,512,868	1,577,656	1,815,368	1,201,339	1,116,593	1,275,708
Management Services						
Management Services	-	-	6,615	480,230	415,995	370,697
City Clerk	113,311	115,512	-	470,283	389,517	477,368
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	917,715
Transportation Planning	12,835	287	90	-	-	-
Legal Services	492,566	607,285	572,032	895,140	895,140	500,000
Information Systems	573,881	541,110	-	833,200	889,657	1,151,511
Finance						
Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,054,412
City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,980,205
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,353,809
Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
Public Works						
Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,251,130
Environmental Services	54	653	55,009	304,980	140,241	209,384
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	1,002,538
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,375,982
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,151,922
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,205,455
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	543,529
Community Services	172,667	217,223	276,302	356,440	421,305	470,385
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,094,399
Capital Projects	-	-	-	-	-	-
Misc/Transfers Out	2,451,729	2,521,877	1,255,700	721,562	2,210,847	865,000
<b>Total GF Expenditures</b>	<b>28,682,111</b>	<b>30,545,517</b>	<b>33,980,800</b>	<b>37,994,745</b>	<b>37,722,055</b>	<b>41,000,633</b>

# GF Expenditures By Department

General Fund Expenditures including Transfers By Department



# FY 2023-24 Proposed Budget – All Funds



Total Revenues = \$92.3M

Total Expenditures = \$105.4M



# Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

Project Name	Total Cumulative Obligations
Salaries and CIP	2,761,750
One Time Stipend	238,250
Safety Clothing Equipment	152,048
Contract Services	50,000
Library RFID Project	160,000
Rescue Ambulance	282,609
Air Utility Apparatus	600,000
IT Master Plan	100,000
Covid-19 Emergency Response	1,000,000
Public Works Automatic Asphalt Truck	300,000
Employee Engagement & Retention	150,000
Axon Enterprise - Police Electronic Control Device	70,000
<b>Total Obligated</b>	<b>5,864,657</b>
<b>Total SLFRF</b>	<b>6,059,235</b>
<b>Remainder</b>	<b>(194,578)</b>

# Budget Requests

## Finance

- Position Changes
  - New Full-time Accounting Technician I
- Agency-wide Obligations
  - CJPIA
  - General Liability & Workers Compensation

## Community Services

- Position Changes
  - Upgrade (2) PT Management Aide to (1) FT Management Aide
  - Upgrade (1) PT Community Svcs Coordinator to (1) FT Community Svcs Coordinator

# Budget Requests, Continued

## **Fire**

- Position Changes
  - Upgrade (1) PT Management Aide to (1) FT Management Assistant

## **Management Services**

- Position Changes
  - New Full-time Human Resource Specialist



# Budget Requests, Continued

## Community Development

- Position Changes
  - Upgrade (1) PT Comm. Imp. Coordinator to (1) FT Comm. Imp. Coordinator
  - New Full-Time Management Assistant
- \$1,000,000 in Housing Element Implementation

## Public Works

- Position Changes
  - New Full-Time Principal Engineer
  - New Full-Time Water Operations Supervisor
  - New Full-Time Management Analyst (Water/Sustainability)

# Budget Requests, Continued

## Police

### Position Changes

- New Full-Time Sergeant (Office of Professional Standards)
- New Full-Time Police Clerk I
- New Full-Time Police Admin Assistant

# Wish List Items

<b>Project</b>	<b>Cost</b>
Vision 2050	\$ 100,000
Library Master Plan	150,000
Arroyo Seco Master Plan	100,000
Multi-Cultural City Celebration	50,000
<b>Total</b>	<b>\$ 400,000</b>



# Finance Commission Review

SOUTH PASADENA CITY HALL

- May 16
  - Preliminary Budget to Finance Commission
- June 1
  - Revised Budget to Finance Commission

# Next Steps

- Staff to provide survey responses
- City Council and community to review the proposed budget and ask questions/ further refine

## Upcoming Dates:

- May 10
  - Presentation to City employees
- May 18 (10:00 am and 6:30 pm)
  - Public Community meeting – Budget Workshop
- May 30
  - Budget Workshop to City Council
- June 7 or June 21
  - City Council consideration on Adopting the Proposed FY 23/24 Budget



# QUESTIONS?