



Amended Additional Documents Distributed for the City Council Meetings of May 30, 2023

Item No.	Agenda Item Description	Distributor	Document
2.	PUBLIC COMMENT	South Pasadena Chamber of Commerce	Email to Council
3.	ADOPT PROPOSED 6TH CYCLE (2021-2029) HOUSING ELEMENT AND APPROVE RELATED ENVIRONMENTAL ASSESSMENT	Angelica Frausto-Lupo, Community Development Director	PowerPoint
4.	REVIEW OF THE DRAFT PROPOSED FISCAL YEAR 2023-2024 BUDGET	John Downs, Interim Finance Director	PowerPoint
4.	REVIEW OF THE DRAFT PROPOSED FISCAL YEAR 2023-2024 BUDGET	John Downs, Interim Finance Director	Memo for Clarification (Attachment No. 5)
4.	REVIEW OF THE DRAFT PROPOSED FISCAL YEAR 2023-2024 BUDGET	John Downs, Interim Finance Director	Memo for Clarification (Attachment No. 6)
4.	REVIEW OF THE DRAFT PROPOSED FISCAL YEAR 2023-2024 BUDGET	John Downs, Interim Finance Director	Memo for Clarification (Attachment No. 7)

From: info.southpasadena.net
To: [City Council Public Comment](#)
Subject: City Council Meeting 5/30/2023, Item # 4 Public Comment
Date: Tuesday, May 30, 2023 11:54:47 AM

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Dear City Council Members,

On behalf of the Board of Directors, we, the Executive Committee of the Board, are urging the South Pasadena City Council to approve the requested Business Improvement Tax (BIT) allocation of \$157,000 to the South Pasadena Chamber of Commerce. This BIT allocation simply brings the chamber's BIT allocation back to the pre-covid levels of funding allocated to the chamber. In the last three years, the chamber has indeed been able to operate and "get by" on a lesser BIT allocation of \$105,000, however this is simply not a long term solution with rising operating costs and increasing stature of our events.

While unbeknownst to many residents, visitors and stakeholders, the weekly Farmers' Market is operated and organized by the South Pasadena Chamber of Commerce. Over the years, the Chamber has carefully developed, crafted and curated the weekly market to reflect the small town culture of South Pasadena and has won multiple commendations and "best of" awards along the way, making it a showpiece and tool to help bring shoppers and consumers to our community. Unlike farmers' markets in neighboring cities, our weekly farmer's market is more than just a market – it is a gathering spot, a place for young kids to run free, and a hub for families to socialize. It is THE uniquely "South Pasadena" event that the Chamber can organize because of the significant work we put into it, along with our long time relationships and understanding of the community.

To date, the Chamber continues to operate at an overall annual loss and rely on our limited financial reserves to fund many ongoing activities that benefit the entire business and greater community. This is an untenable situation; without the BIT allocation and continuing support of the City and City Council, the Chamber will likely need to restructure and/or cut our capabilities and events, including the Annual Eclectic Music Festival & Arts Crawl (which draws tens of thousands to our village), and the weekly Farmers' Market. We believe the residents and business community agree that these events are part of the fabric of the community and cutting down or eliminating these events would be a devastating loss to our community.

Thank you for your time and consideration,
South Pasadena Chamber of Commerce Executive Committee

Jason Mak - Board Member and Current Board Chair
Andrew Berk – Board Member and Immediate Past Chair
Steve Dahl – Board Member and Past Chair
Michele Downing – Board Member and Past Chair
Sam Hernandez – Board Member and Past Chair
Jamie Khuu Inzunza – Board Member and Past Chair

Kris Morrish – Board Member and Past Chair
John Vandercook – Board Member and Founding Chair

South Pasadena Chamber of Commerce
1121 Mission Street
South Pasadena, CA 91030

info@southpasadena.net

2021-2029 Housing Element

May 30, 2023

Prepared By: Community Development

Housing Element Background

A.D. - 5

Housing Element Background

- One of nine required General Plan elements
- Identifies goals and programs to meet the City's housing needs
- Updated every eight years through the Regional Housing Needs Allocation (RHNA) Process

Housing Element Background

- Housing Elements must contain:
 - Analysis of past performance towards meeting housing needs;
 - Analysis of population, employment, and household characteristics;
 - Identification of disproportionate segregation of populations by income or status; and
 - Identification of constraints on housing development.

6th Cycle RHNA

- In the regional distribution, SCAG allocated 2,067 new homes to South Pasadena in the following categories:
 - 578 Above Moderate Income
 - 334 Moderate Income
 - 398 Low Income
 - 757 Very-low Income

6th Cycle RHNA

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- Housing Elements for cities in the SCAG region needed to be certified by October 15, 2021 for the 6th RHNA cycle
- Few cities met this deadline
- 93 out of 197 jurisdictions are still out of compliance with State Housing Law

Housing Element Process

Housing Element Process

- City started the first draft in January 2019 when the City approved a community outreach strategy
- City prepared five drafts of the Housing Element
- Housing Element discussion was included on 17 Planning Commission or City Council agendas since 2020

Housing Element Process

Four year process - 24 outreach events

- 7 Community Meetings
- 2 Community Workshops
- 3 City Council Meetings
- 4 Joint City Council & Planning Commission Meetings
- 5 Planning Commission Meetings
- Pop Up events at the Farmers Market and other community group presentations

Housing Element Process

City submitted five drafts to HCD

- First Draft – October 21, 2021
- Second Draft – May 11, 2022
- Third Draft – September 15, 2022
- Fourth Draft – December 12, 2022
- Fifth Draft – March 24, 2023
- 5th Draft rescinded – April 27, 2023
- Revised 5th Draft submitted – May 5, 2023

Housing Element Process

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- City was sued by Californians for Homeownership in April 2022
- City entered into a Settlement Agreement on August 15, 2022
- Settlement Agreement requires City to adopt compliant Housing Element by May 31, 2023

South Pasadena's 2021-2029 Housing Element

Housing Element Organization

- Housing Needs Assessment
- Fair Housing Assessment
- Housing Constraints
- Housing Development Resources
- Review of Past Performance
- Housing Plan & Quantified Objectives

Housing Element Goals

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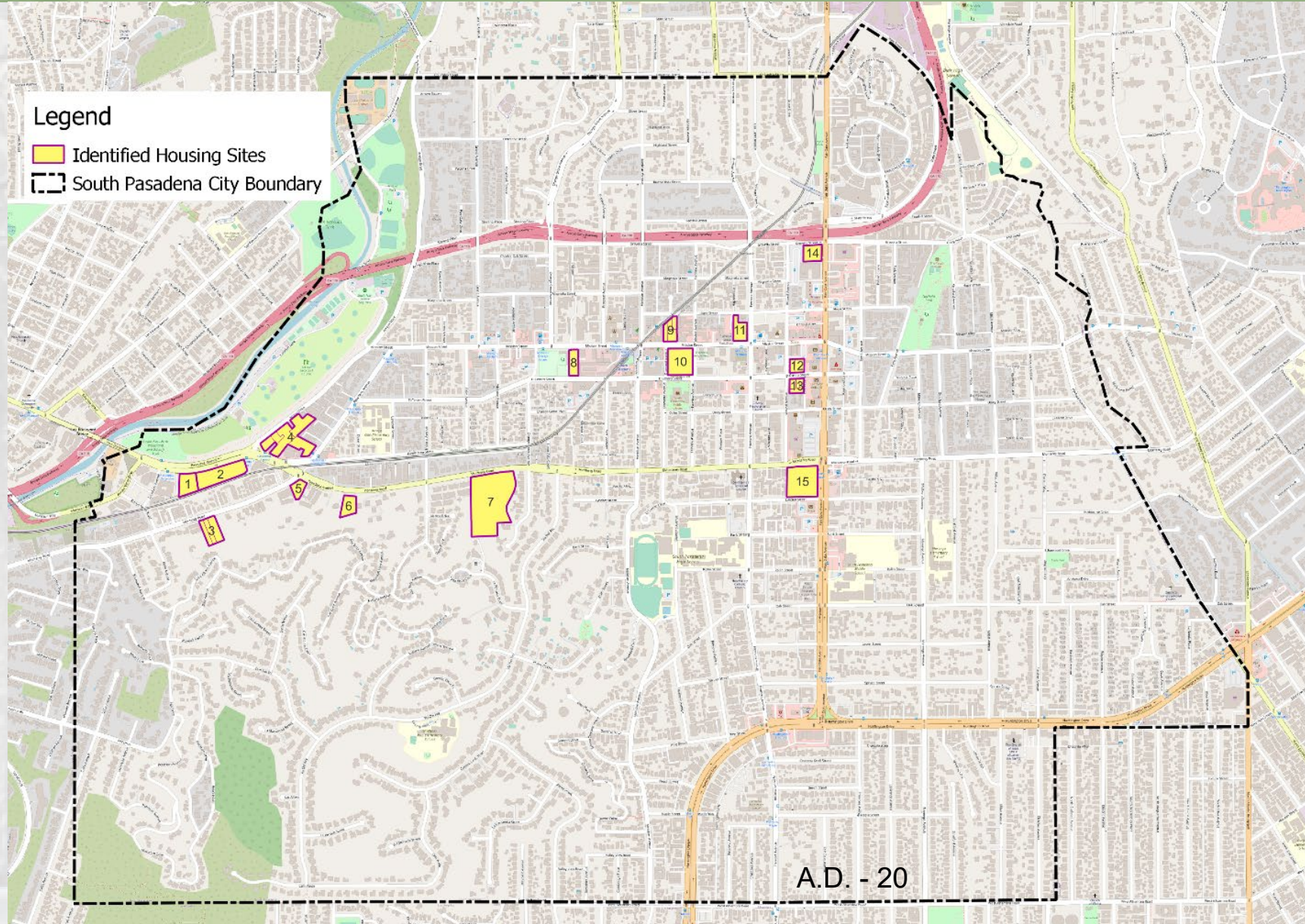
1. Conserve the existing housing stock
2. Encourage Affordable Housing
3. Increase housing production
4. Compliance with State Housing Laws
5. Promote fair housing
6. Tenant protections

Housing Element Programs

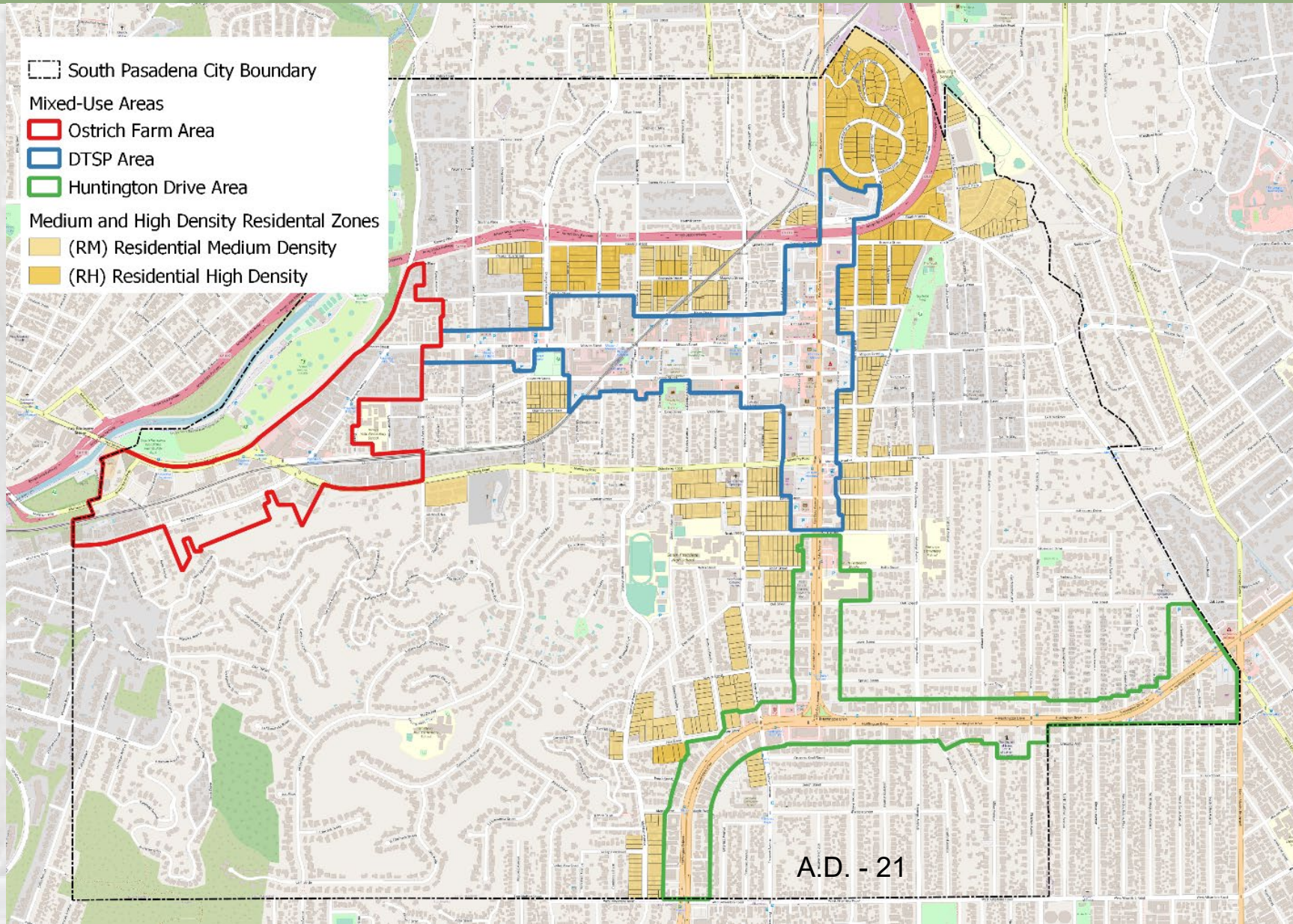
- Affordable housing on city-owned sites
- Revise Inclusionary Housing Ordinance
- Seek repeal of height limit
- Mixed-use development
- ADU production
- Missing Middle housing program
- Tenant protections

Programs to meet RHNA

Identified Parcels



Focus Areas for Re-zoning



Affirmatively Furthering Fair Housing (AFFH) Programs

Missing Middle Housing Program

Program 3.m (Implement SB 9 & SB 10) states that, “the City will create a “Missing Middle” housing program. ... Missing Middle housing types ... will include duplexes, triplexes, four-plexes, and cottage courts” at a density of 15 du/ac.



Stacked Duplex



Cottage Court

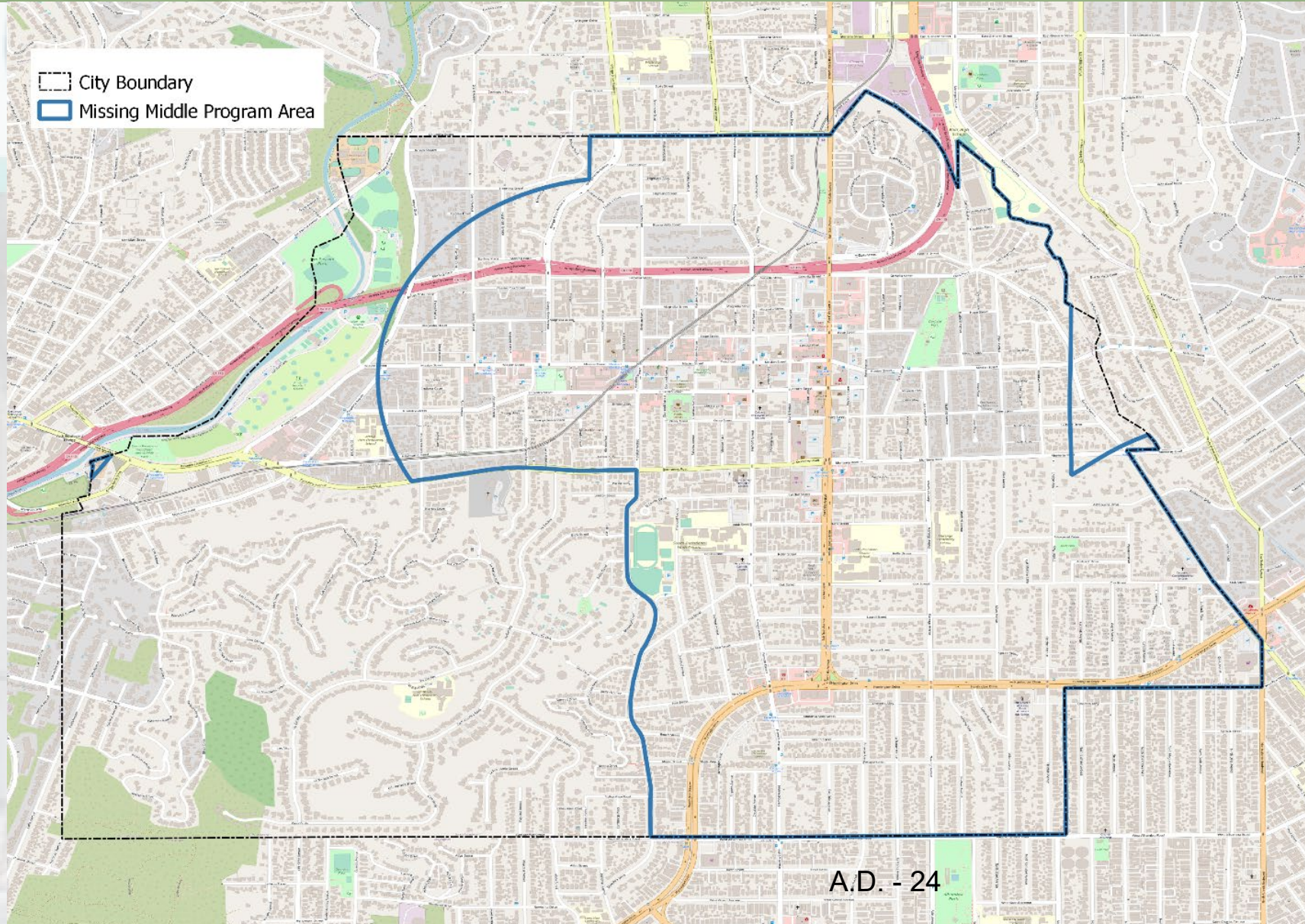


Side-by-side Duplex



Stacked Fourplex







Missing Middle Housing Program



Missing Middle & SB 9

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SB9 requires all local agencies to permit two residential units on a lot within a single-family residential zone, with a ministerial review (i.e. without a discretionary review process, environmental analysis, or a public hearing), if the development meets specific objective criteria, as outlined in the legislation. It also requires that all local agencies permit a subdivision of a lot into two lots within a single-family residential zone with a ministerial review, which can accommodate up to two units on each newly created lot.

If your lot is	5,000 sq/ft	10,000 sq/ft	15,000 sq/ft	20,000 sq/ft	25,000 sq/ft	30,000 sq/ft
and zoned RE or RS						
SB9 = lot split +/- or 2 units	2 lots, 2 units each	2 lots, 2 units each	2 lots, 2 units each	2 lots, 2 units each	2 lots, 2 units each	2 lots, 2 units each
ANY of these variations are permitted	Two Units (No Lot Split) 	Two Units (Lot Split) 	Three Units (Lot Split) 	Four Units (Lot Split) 	 <p>Two two-family units</p>	 <p>One single-family unit, One two-family unit</p>

Missing Middle & SB 10

SB10 creates a streamlined process for cities to voluntarily increase residential density up to 10 units per parcel when located in a transit-rich area. The area must be clearly delineated by ordinance which must be accompanied by a finding that the increased density is consistent with the City's statutory obligation to affirmatively further fair housing.

If your lot is	5,000 sq/ft	10,000 sq/ft	15,000 sq/ft	20,000 sq/ft	25,000 sq/ft	30,000 sq/ft
and zoned RE or RS						
SB10(MM) = 15 DU/A (RD3)	1 unit	3 units	5 units	6 units	8 units	10 units

These are the conceptual building patterns. Unit count increases with lot size.

Unit Increase from Missing Middle

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If your lot is	5,000 sq/ft	10,000 sq/ft	15,000 sq/ft	20,000 sq/ft	25,000 sq/ft	30,000 sq/ft
Units allowed under SB 9	4 units	4 units	4 units	4 units	4 units	4 units
Units allowed under Missing Middle	1 units	3 units	5 units	6 units	8 units	10 units
Additional units allowed under Missing Middle	0 units	0 units	1 units	2 units	4 units	6 units

Renter Protections

Renter Protections

Consider implementing programs for:

- Rental registry
- Right to return
- Relocation assistance
- Rent stabilization

Revisions to the 5th Draft

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5th Draft Changes

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1. To Program 2.i and Program 2.m (Inclusionary Housing Ordinance) – a commitment to consult with the local development community
2. To Program 3.b (Mixed-Use Zoning) – a commitment to create objective development standards that include a Floor Area Ratio that facilitates maximum allowable densities in the downtown specific plan zones
3. To Program 3.m (Missing Middle Housing Program) – create a more detailed description for the Missing Middle housing program that included density, location and timing benchmarks

Environmental Assessment

Environmental Assessment

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- Court Order modifies and condenses typical CEQA evaluation process
- Environmental Assessment (EA) discloses anticipated impacts of Housing Element policies

Environmental Assessment

Significant and Unavoidable Impacts:

- Air Quality (Air Quality Management Plan Consistency, Air Quality Standards Violation, and Cumulative Air Quality Impacts);
- Greenhouse Gas Emissions (GHG Emissions);
- Noise (Direct and Cumulative Construction and Exterior Traffic Noise Standard Violation); and
- Population and Housing (Population Growth).

Next Steps

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Timeline

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- Court Order requires any necessary re-zoning related to Housing Element Implementation be completed within 120 days of adoption.
- The General Plan Update, Downtown Specific Plan and related Zoning Code Amendment will be advanced to meet this timeline.

Next Steps

General Plan Update process

- Workshops – June 3rd and June 17th
- Release of revised Draft – mid-July
- Planning Commission Study Session Aug 8th
- Open House – August 26th
- Final Public Hearings – late September and early October

Questions?

City Council Budget Workshop

May 30, 2023

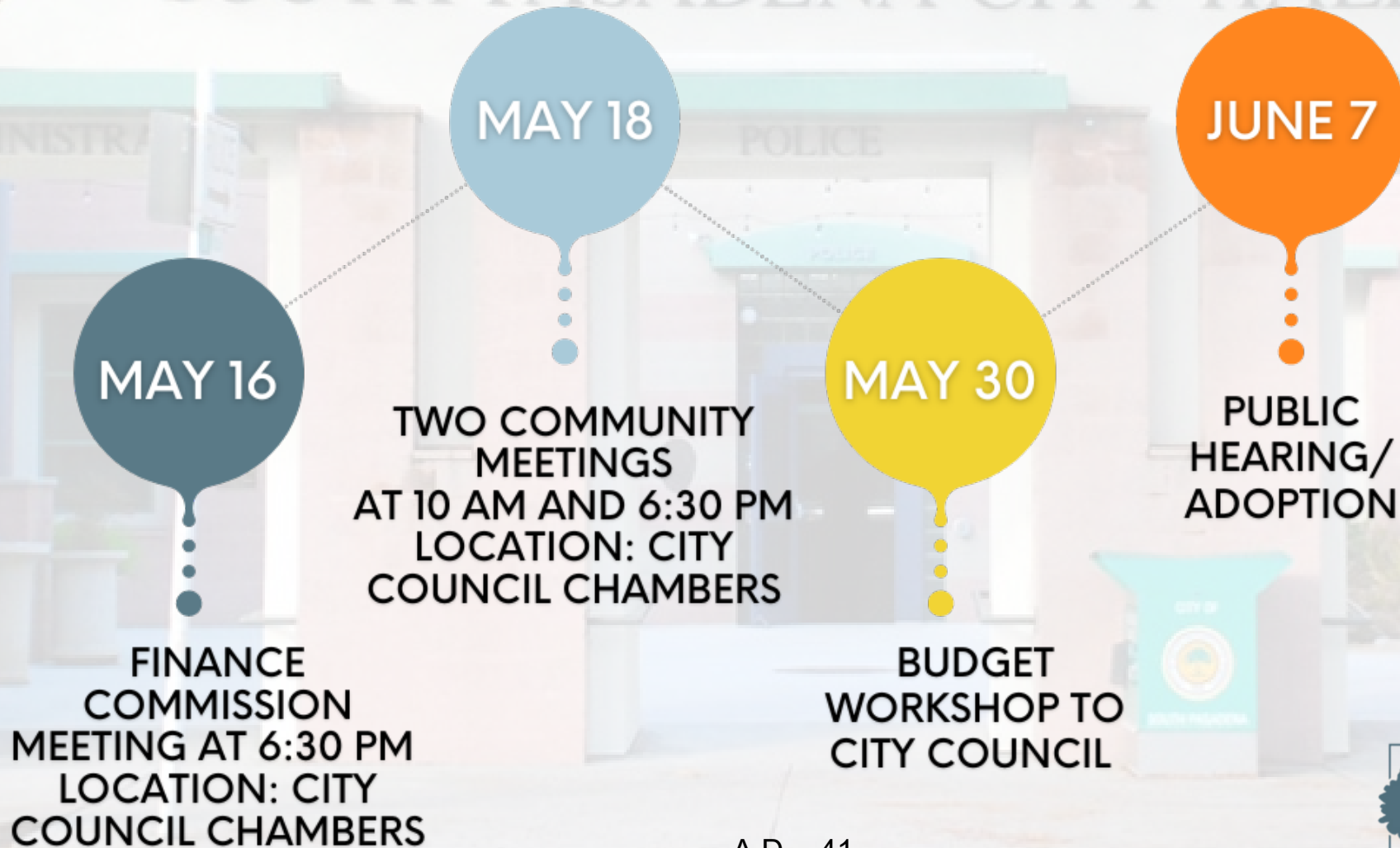
Prepared By: Citywide Departments

Proposed FY 23-24 Budget

- Zero-based budget
- Collaborative effort across all departments
- Significant community engagement
- Continuing 'clean up' efforts
- Unanticipated responsibilities that must be addressed

Community Engagement: Public Meetings

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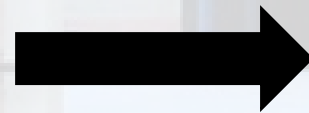


Community Engagement: Budget Survey

- Online Budget Survey was open between March 29 – April 28
- 152 responses received
- Survey was available on the City's website, mobile app, social media, newsletters, and local press distribution.

**Scan here to view the results summary
or visit the City's budget website!**

Copies are also available tonight.



Position Requests

- Collaborative oversight and management between Human Resources and Finance
- Creation of a Position Control Report
- Transition of some key temporary positions to permanent
- Return of pre-pandemic levels of service and resourcing of additional programs and services

One-Time GF Expenditures

General Fund One-Time Expenditures		
Department	Description	Amount
City Manager's Office	Caltrans Consultant - Civic Stone Jul - Oct 2022	30,464
Management Services	Network hardware replacement	42,000
Management Services	Temporary Staffing Services	25,000
Management Services	End of Live Servers Rebuild and Migration to Azure Cloud	80,000
Fire	Shared Command Vehicle	132,500
Community Development	Tenant protections programs analysis, development & implementation	400,000
Community Development	Removal of Racially Restrictive Covenants from City-owned properties	100,000
Community Development	Cultural Heritage Ordinance Update	200,000
Community Development	IHO in-lieu Fee Study (EPS)	23,000
Community Development	Ballot Measure & Height limit study	100,000
Community Development	GP/DTSP Consultant (Rangwalla)	150,000
Community Development	TruePoint electronic permit system implementation	151,000
Library	New carpet and paint in teen room	6,000
Library	Furniture for teen room	34,000
Library	New exterior book drops	15,000
Community Services	Mobile Senior Tables	4,900
Community Services	Reception area furniture at Senior Center	4,500
Community Services	Tables and chairs at War Memorial	2,000
Community Services	Electrical panel at Garfield Park for events	2,500
Community Services	Park signage	7,650
Community Services	Painting of Camp Med	10,500
	Total General Fund - one time appropriations	1,521,014

Changes to Budget - Revenue

	Draft #1 5/1- 5/4/23 City Council	Draft #2 5/16/23 Finance Commission	Difference	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
Estimated Revenue FY 2022/23						
General Fund Revenue	36,289,783	36,622,969	333,186	36,622,969	36,588,626	(34,343)
Other Funds Revenue	24,790,758	27,820,376	3,029,618	27,820,376	27,623,876	(196,500)
Total Estimated Revenue FY 2022/23	61,080,541	64,443,345	3,362,804	64,443,345	64,212,502	(230,843)
Proposed Revenue FY 2023/24						
General Fund Revenue	39,390,238	39,390,238	-	39,390,238	39,523,631	133,393
Other Funds Revenue	52,893,565	52,893,565	-	52,893,565	34,034,993	(18,858,573)
Total Proposed Revenue FY 2023/24	92,283,803	92,283,803	-	92,283,803	73,558,624	(18,725,180)

Changes to Budget - Expenditure

	Draft #1 5/1- 5/4/23 City Council	Draft #2 5/16/23 Finance Commission	Difference	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
Estimated Expenditures FY 2022/23						
General Fund Expenditures	35,541,357	35,681,208	139,851	35,681,208	35,681,208	-
Other Funds Expenditures	30,146,928	25,534,630	(4,612,298)	25,534,630	25,534,630	-
Total Estimated Expenditures FY 2022/23	65,688,285	61,215,838	(4,472,447)	61,215,838	61,215,838	-
Proposed Expenditures FY 2023/24						
General Fund Expenditures	40,389,197	40,135,633	(253,564)	40,135,633	39,630,567	(505,066)
Other Funds Expenditures	48,009,895	45,424,088	(2,585,807)	45,424,088	45,356,152	(67,937)
Total Proposed Expenditures FY 2023/24	88,399,092	85,559,721	(2,839,371)	85,559,721	84,986,719	(573,003)

Changes to Budget – GF Expenditure

	Draft #1 5/1-5/4 City Council	Draft #2 5/16/23 Finance Commission	Difference
General Fund Expenditure Summary	Estimated FY 2022/23	Estimated FY 2022/23	Estimated FY 2022/23
General Fund Reserve	40,000	-	40,000
City Council	71,388	71,388	-
City Manager	1,269,500	1,116,593	152,907
Management Services			-
Management Services	376,195	415,995	(39,800)
City Clerk	389,517	389,517	-
Elections	110,809	110,809	-
Human Resources	916,022	905,818	10,204
Transportation Planning		-	-
Legal Services	632,459	895,140	(262,681)
Information Systems	889,657	889,657	-
Finance			-
Finance	1,144,568	1,144,568	-
City Treasurer	8,752	8,752	-
Non-Dept/Overhead	4,243,825	2,669,105	1,574,720
Police	11,020,087	11,020,087	-
Fire			-
Fire	7,198,725	7,198,725	-
Emergency Preparedness	51,000	51,000	-
Public Works			-
Admin & Engineering	523,944	526,444	(2,500)
Environmental Services	140,241	140,241	-
Park Maintenance	454,540	504,755	(50,215)
Facilities Maintenance	891,333	907,533	(16,200)
Community Development	3,047,629	3,047,629	-
Library	1,866,927	1,866,927	-
Community Services			-
Senior Services	390,480	390,480	-
Community Services	369,805	421,305	(51,500)
Recreation and Youth Services	813,237	818,737	(5,500)
Capital Projects			-
Misc/Transfers Out	2,210,847	2,210,847	(1,489,285)
Totals	37,582,202	37,722,052	(139,850)

Changes to Budget – GF Expenditure

	Draft #1 5/1-5/4 City Council	Draft #2 5/16/23 Finance Commission	Difference
General Fund Expenditure Summary	Proposed FY 2023/24	Proposed FY 2023/24	Proposed FY 2023/24
General Fund Reserve	400,000	-	400,000
City Council	81,903	81,903	-
City Manager	1,275,708	1,275,708	-
Management Services			-
Management Services	338,992	370,697	(31,705)
City Clerk	485,568	477,368	8,200
Elections	63,900	63,900	-
Human Resources	917,715	917,715	-
Transportation Planning			-
Legal Services	500,000	500,000	-
Information Systems	1,159,502	1,151,511	7,991
Finance			-
Finance	1,060,542	1,054,412	6,130
City Treasurer	9,239	9,239	-
Non-Dept/Overhead	2,462,194	2,539,444	(77,250)
Police	11,958,260	11,980,205	(21,945)
Fire			-
Fire	7,303,809	7,353,809	(50,000)
Emergency Preparedness	55,000	55,000	-
Public Works			-
Admin & Engineering	1,315,144	1,251,130	64,014
Environmental Services	198,715	209,384	(10,669)
Park Maintenance	1,002,538	1,002,538	-
Facilities Maintenance	1,371,582	1,375,982	(4,400)
Community Development	4,141,922	4,151,922	(10,000)
Library	2,181,245	2,205,455	(24,210)
Community Services			-
Senior Services	541,529	543,529	(2,000)
Community Services	448,071	470,385	(22,314)
Recreation and Youth Services	1,116,122	1,094,399	21,723
Capital Projects			-
Misc/Transfers Out	865,000	865,000	-
Totals	41,254,200	41,000,635	253,565

Changes to Budget – GF Expenditure

	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
General Fund Expenditure Summary	Estimated FY 2022/23	Estimated FY 2022/23	Estimated FY 2022/23
General Fund Reserve	-	-	-
City Council	71,388	71,388	(0)
City Manager	1,116,593	1,116,593	(0)
Management Services			-
Management Services	415,995	415,995	(0)
City Clerk	389,517	389,517	0
Elections	110,809	110,809	0
Human Resources	905,818	905,818	0
Transportation Planning	-	-	-
Legal Services	895,140	895,140	-
Information Systems	889,657	889,657	(0)
Finance			-
Finance	1,144,568	1,144,568	(0)
City Treasurer	8,752	8,752	-
Non-Dept/Overhead	2,669,105	2,669,105	(0)
Police	11,020,087	11,020,087	(0)
Fire			-
Fire	7,198,725	7,198,725	(0)
Emergency Preparedness	51,000	51,000	-
Public Works			-
Admin & Engineering	526,444	526,444	0
Environmental Services	140,241	140,241	(0)
Park Maintenance	504,755	504,755	(0)
Facilities Maintenance	907,533	907,533	0
Community Development	3,047,629	3,047,629	(0)
Library	1,866,927	1,866,927	0
Community Services			-
Senior Services	390,480	390,480	(0)
Community Services	421,305	421,305	(0)
Recreation and Youth Services	A.D. - 498,737	818,737	0
Totals	35,511,205	35,511,208	(3)

Changes to Budget – GF Expenditure

	Draft #2 5/1-5/4 City Council	Draft #3 5/16/23 Finance Commission	Difference
General Fund Expenditure Summary	Proposed FY 2023/24	Proposed FY 2023/24	Proposed FY 2023/24
General Fund Reserve	-		-
City Council	81,903	81,903	0
City Manager	1,275,708	1,274,785	923
Management Services			-
Management Services	370,697	376,105	(5,408)
City Clerk	477,368	447,319	30,049
Elections	63,900	63,900	-
Human Resources	917,715	915,553	2,162
Transportation Planning		-	-
Legal Services	500,000	500,000	-
Information Systems	1,151,511	1,151,511	-
Finance			-
Finance	1,054,412	1,050,473	3,939
City Treasurer	9,239	9,239	0
Non-Dept/Overhead	2,539,444	2,539,444	-
Police	11,980,205	11,632,034	348,171
Fire			-
Fire	7,353,809	7,300,602	53,207
Emergency Preparedness	55,000	55,000	-
Public Works		-	-
Admin & Engineering	1,251,130	1,243,249	7,881
Environmental Services	209,384	207,480	1,904
Park Maintenance	1,002,538	975,901	26,637
Facilities Maintenance	1,375,982	1,344,778	31,204
Community Development	4,151,922	4,152,225	(303)
Library	2,205,455	2,211,234	(5,779)
Community Services			-
Senior Services	543,529	540,765	2,764
Community Services	470,385	466,119	4,266
Recreation and Youth Services	1,094,699	1,090,949	3,450
Capital Projects		-	-
Totals	40,135,635	39,630,567	505,068

General Fund FY 2022-23 Projected Summary

SOUTH PASADENA CITY HALL

General Fund

Beginning Balance 07/01/22	\$18,931,422
Revenues	36,588,626
Expenditures	(35,681,208)
Transfers Out	(2,210,847)
<u>Reserves Adjustment</u>	<u>1,834,998</u>
Projected End Balance 6/30/23	\$19,462,991

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		300,000	300,000
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
Total:	6,299,941	-	1,834,998	4,464,943

General Fund Summary FY 2023-24

General Fund

Beginning Balance 07/01/23	\$19,462,991
Revenues	39,523,631
Expenditures	(39,630,567)
Transfers In	4,693
Transfers Out	(1,265,000)
<u>Reserve Adjustments</u>	<u>500,000</u>
Projected End Balance 6/30/24	\$18,595,748

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

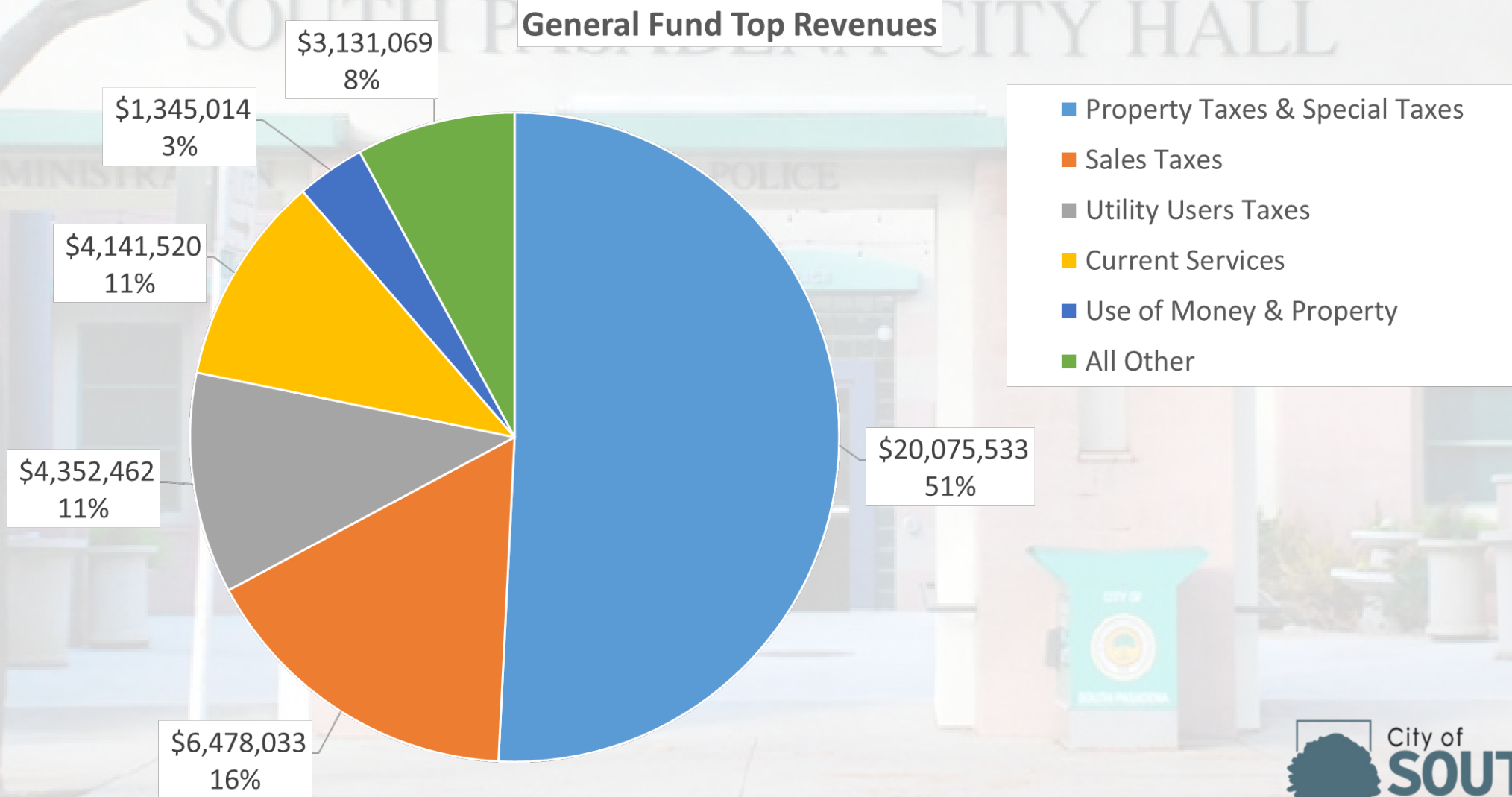
Gen Fund FY 2023-24 Proposed Reserves

	Beginning Balance FY 23-24	Additions	Deletions	Ending Balance FY 23-24
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	300,000		300,000	-
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	-
	4,464,943	-	500,000	3,964,943

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	6,311,321	6,478,033
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	483,384
Total GF Revenues	28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,523,631

General Fund Top Revenues



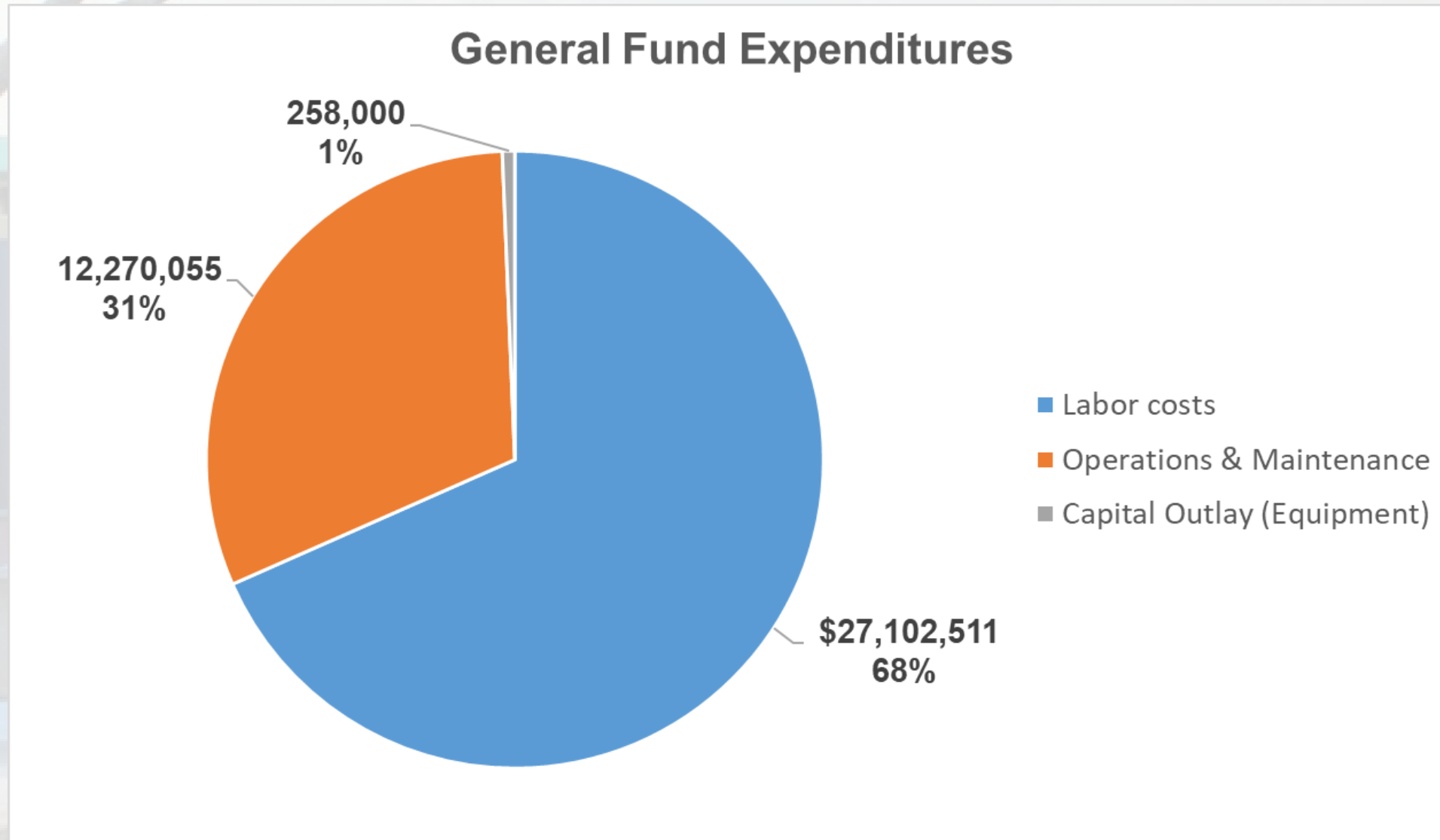
Expenditure Highlights

SOUTH PASADENA CITY HALL

General Fund Expenditures

Labor costs	\$	27,102,511
Operations & Maintenance		12,270,055
Capital Outlay (Equipment)		258,000
	\$	<hr/> 39,630,567

General Fund Expenditures

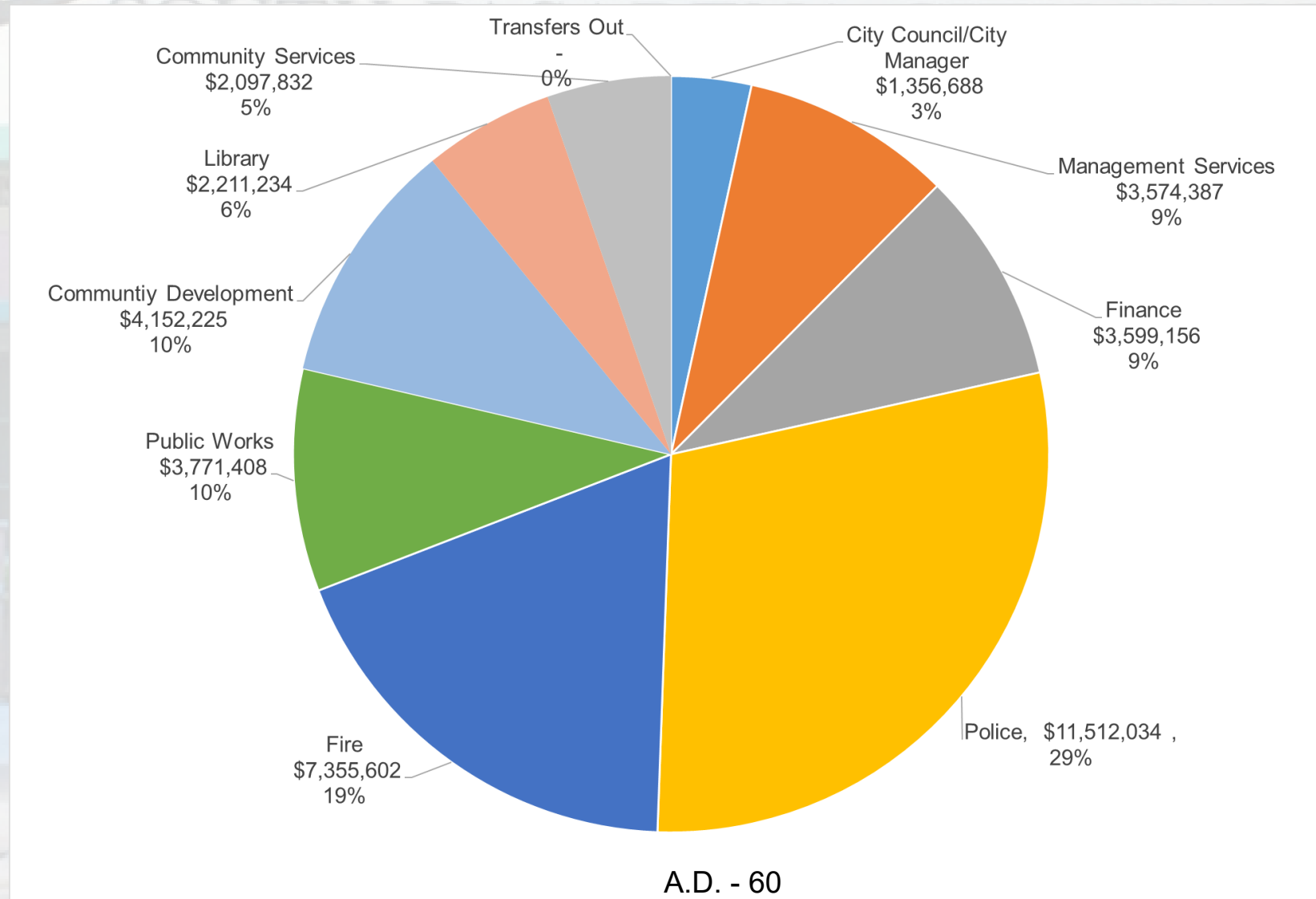


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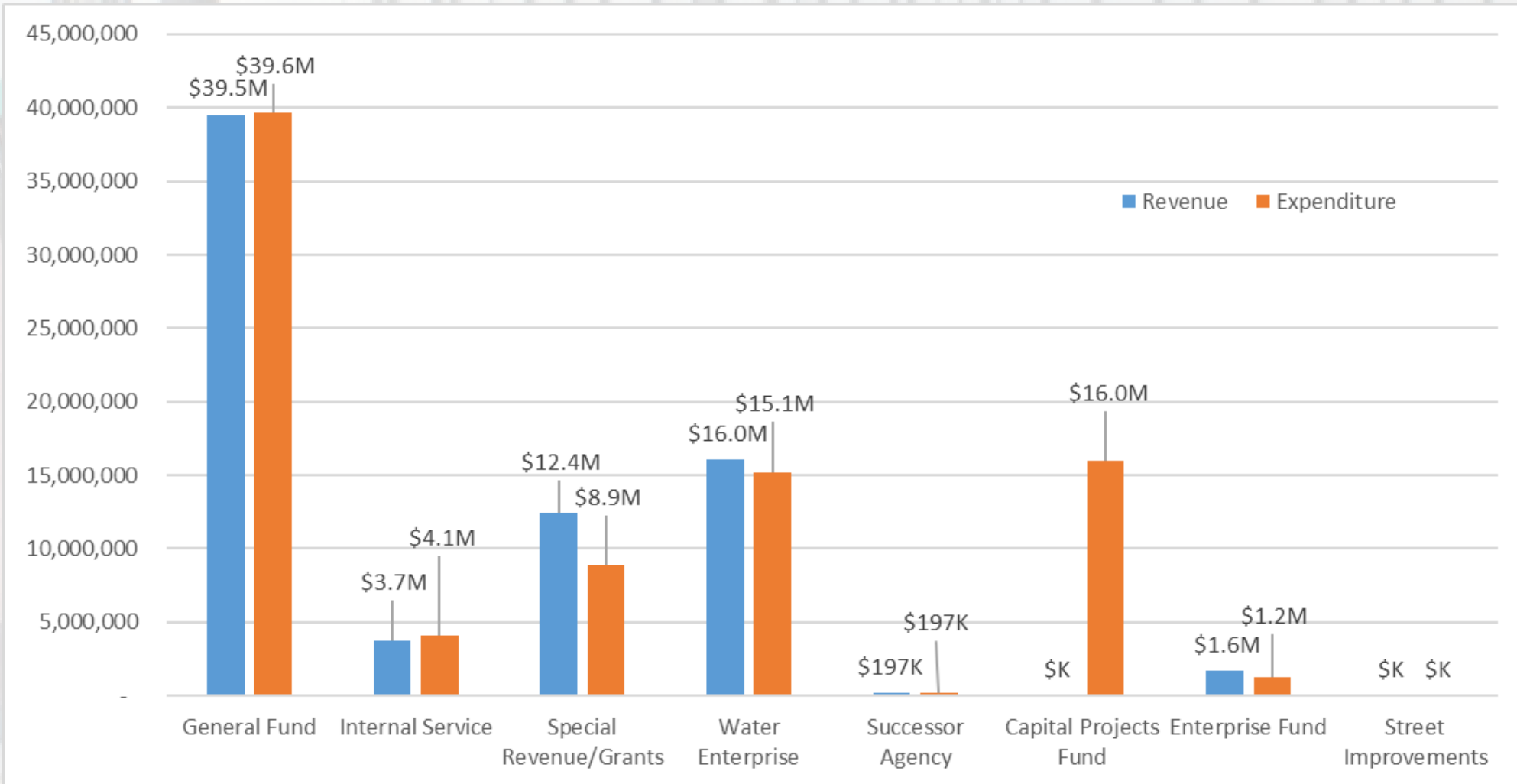
GF Expenditures by Department

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	1,274,785
Management Services						
Management Services	-	-	6,615	480,230	415,995	496,105
City Clerk	113,311	115,512	-	470,283	389,517	447,319
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	915,553
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	1,050,473
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	11,512,034
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
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	1,243,249
Environmental Services	54	653	55,009	304,980	140,241	207,480
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,152,225
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	540,765
Community Services	172,667	217,223	276,302	356,440	421,305	466,119
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,090,949
Capital Projects	-	-	-	-	170,000	-
			A.D. - 59			
Total GF Expenditures	26,230,381	28,023,640	32,725,100	37,273,183	35,681,208	39,630,567

GF Expenditures by Department



FY 2023-24 Proposed Budget – All Funds



Department Presentations

City Council

SOUTH PASADENA CITY HALL

Budget Overview:

Staff has consolidated all City Council related projects and line-items under the City Council budget, as well as provided for additional District-specific outreach.

City Council

Wish List Items:

Staff needs direction on the following City Council priority areas for initial funding requests:

- Vision 2050 \$100,000
- Library Master Plan \$150,000
- Multi-Cultural Community Event \$50,000

City Manager's Office

Department Budget Overview:

Status-quo budget with mid-year adjustments to providing services; funding for a new City website; wish list items from the City Council.

Core Services:

- Community Outreach & Engagement
- Operational oversight of the agency
- Economic Development and business liaisons
- Government Relations & Legislative Affairs
- Social Services Liaison & Veterans Affairs

No other requests or changes.

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Management Services Department

Department Budget Overview

- **Core Services of the Department:**

- **Management Services:** Innovation and Technology (IT), Grants Management, and Special Projects
- **Human Resources and Risk Management:** Human Resources Management, Recruitment, Employee Training, Labor Relations, Safety, and Risk Management
- **City Clerk:** Records Management, Elections, Boards, Commissions, and City Council Support

Management Services Department

Position Requests:

- **Human Resources Division:**
 - **Senior Human Resources Analyst**
 - *Reclassification of a Management Analyst position*
 - **Human Resources Analyst**
 - *Reclassification of a Management Analyst position*
 - **Human Resources Specialist**
 - *New Position*

Management Services Department

Other requests:

- **\$197K for IT Equipment Upgrades and Replacements**
 - *Network Hardware Replacements (\$42K), Rebuild of End of Life Servers (\$80K), and Workstation Equipment Replacements (\$75K)*
- **\$60K for Office 365 Annual Subscription**
- **\$32.5K for Recruitment, Onboarding and Employee Engagement**

Finance Department

Department Budget Overview:

- Accounts for all City and Successor Agency expenditures
- Administers business licensing and water billing through third-party vendors
- Accounts for revenue collection
- Performs city wide accounting functions, including grant accounting
- Processes the biweekly payroll through a third-party vendor
- Prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants
- Prepares the City's Annual Comprehensive Financial Report (ACFR)
- Prepares annual reports for the State Controller and other State and Federal agencies
- Prepares the City's annual budget.
- Prepares monthly investment reports to the City Council summarizing investment holdings and rates of return on investments.

Finance Department

Position Requests:

- New Full-time Accounting Technician I

Finance Department

Other requests:

Agency-wide Obligations

- CJPIA
- General Liability & Workers Compensation

Community Services Department

Department Budget Overview:

- Senior Services
 - Provides older adults with educational, social, physical, nutritional, and emotional services.
- Recreation and Youth Services
 - Coordinates recreational classes for children and adults, after-school and summer child care, facility and park reservations, and City special events
- Transit
 - Operates the Dial-A-Ride program offering essential transportation services for seniors and those with disabilities.
- Community Services
 - Provides general department oversight, budget and grant administration, and contract management of City owned facilities.

Community Services Department

Position Requests:

- Upgrade two part-time Management Aides to one full-time Management Aide
- Upgrade one part-time Community Services Coordinator to a full-time Community Services Coordinator

Community Services Department

Other Requests:

- New furniture for the Senior Center such as the reception area, mobile seminar tables, and chairs
- Increase costs of supplies for special events and Camp Med programs
- With an increase in class offerings, it yields to an increase in contract instructor payments
- Transit Division Assessment

Library

Department Budget Overview:

Essentially a status-quo budget, with just a slight increase (1.3%, or less than \$5,000) in Maintenance and Operations due to increased costs of materials and services.

Service Highlights:

- Open to the public 7 days a week for a total of 58 hours.
- Lend 28,000 items per month.
- Answer 2,500 patron questions per month.
- Issue 250 new library cards per month.
- Present 200 programs per year with more than 10,000 attendees.
- Welcome 15,000 visitors per month.

Library

Other Requests:

- Funding to enable librarians to attend The American Library Association's annual conference, which will be held in San Diego.
- Funds to paint, re-carpet and replace the furniture in the teen area.
- Funds to replace the curbside book drops on Oxley Street.

Community Development Department

Department Budget Overview:

- Comprised of five divisions: Planning, Building & Safety, Community Improvement, Housing, and Administration, Film & Art with 12 full-time employees, one part-time, and contracted staff for Building and Safety services.
- The department supports four Commissions: Planning Commission, Cultural Heritage Commission, Design Review Board, and Public Art.
- A large portion of the proposed budget is focused on implementation of the Housing Element, as well as completing the General Plan Update and Downtown Specific Plan.

Community Development Department

Position Requests:

- Upgrade one part-time Community Improvement Coordinator to a full-time position.
- Add one full-time Management Assistant position to assist with the administrative functions of the department and the Housing Division.

Community Development Department

Other Requests:

- Research and develop tenant protection programs, i.e., rent registry program, right to return policy, relocation assistance, rent stabilization, and an occupancy inspection program
- Remove racially restrictive covenants from City-owned properties
- Review and update the Cultural Heritage Ordinance
- Update the Community Improvement program including recording substandard properties, and administrative citation hearings
- Conduct a Community Development department assessment

Public Works Department

Department Budget Overview:

- Engineering & Administration
 - Permitting, Land Development, and Right-of-Way / Utility
 - Capital Improvement Program & PWC
 - Budgeting, Grants, Invoices, Interagency Coordination
 - Transportation & MTIC
- Operations & Maintenance
 - Buildings / Facilities
 - Parks and Urban Forest Management
 - Traffic Signals & Street Lights
 - Street / Sidewalk Maintenance & Traffic Control
 - Storm Drain and Sewer System Maintenance

Public Works Department

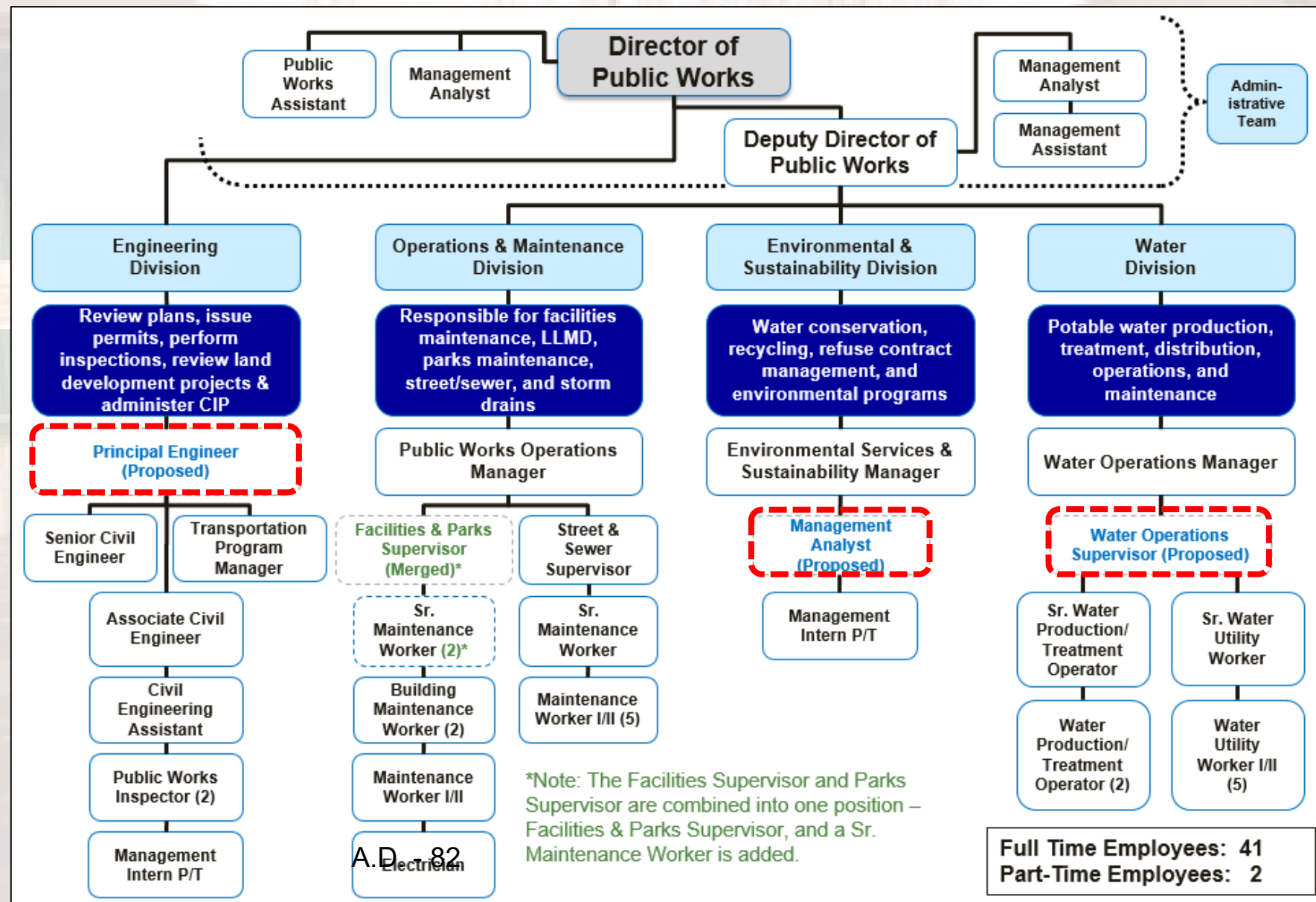
Department Budget Overview (continued):

- Environmental Services & Sustainability
 - Water Conservation
 - Refuse & Recycling
 - Climate Action Plan & Green Action Plan
 - Waste Minimization
 - Environmental Programs & NREC
- Water
 - Production & Treatment
 - Distribution & Storage
 - Water Resources and Supply Planning

Public Works Department

Position Requests:

- Re-establish Sustainability Analyst
- Re-establish Water Supervisor
- Add Principal Engineer



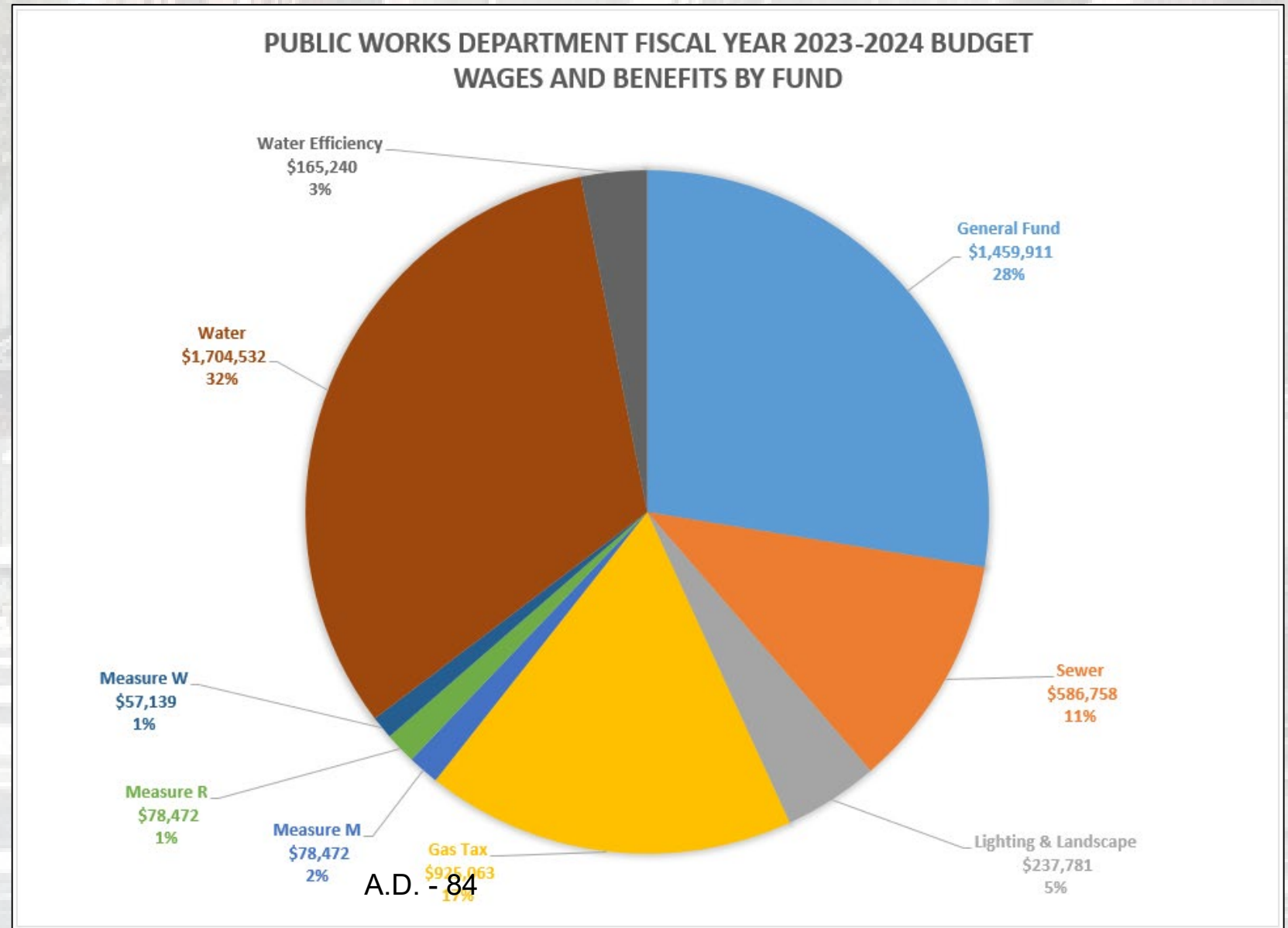
Public Works Department

Notable Updates:

- Additional Safety Measures (Fire Extinguishers, Eye Wash Maintenance, First Aid, etc.)
- Cost Increases for Utilities
- Cost Increases for Landscaping & Pest Control
- Cost Increases for Contracted Services
- Increase Park Repairs & Building Maintenance Budgets
- Re-establish Budgets for Vehicle & Equipment Repairs
- Vehicle Purchases
- Slow Streets Program Budget
- Increased Transportation Studies & Evaluations
- Increased Water System Components (hydrants, pipes, valves, etc.)
- Increased Water Regulatory Fees^{A.D. -83}

Public Works Department

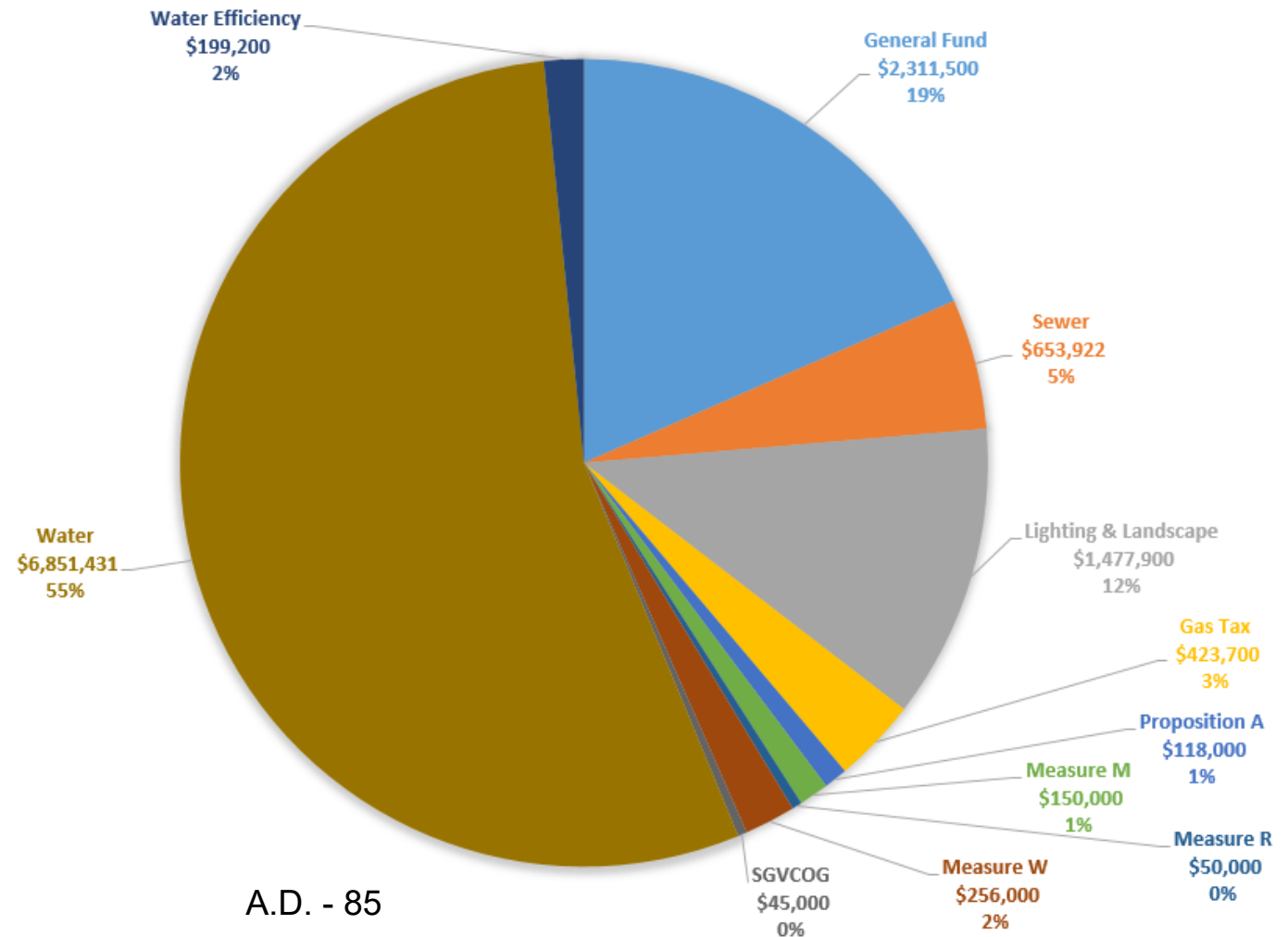
Funding:



Public Works Department

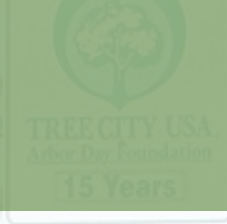
Funding:

PUBLIC WORKS DEPARTMENT FISCAL YEAR 2023-2024 BUDGET
OPERATIONS, MAINTENANCE, & VEHICLES/EQUIPMENT BY FUND



A.D. - 85

Police Department



Department Budget Overview:

- **The Police Department provides a full range of law enforcement and crime deterrence services:**
 - Street patrol, traffic patrol, crime investigation and analysis, parking enforcement, and a community crime prevention program
- **Support Services Division:**
 - Consists of training, records, property evidence, dispatch, and administrative support
- **Patrol Division:**
 - Consists of sworn personnel including the Chief of Police, Deputy Chief of Police, Lieutenants, Sergeants, Corporals, and Officers

Police Department

Position Requests:

- **Office of Professional Standards (OPS) Sergeant:**
 - Responsible for Department's Internal Affairs investigations, oversees training for all officers, hiring and processing of new employees, and promotional testing. Also oversees with City's Emergency operations Center (EOC) and Emergency Management for the Police Department.
- **Police Clerk I:**
 - Brings the Department back to 2019 staffing levels and completes clerical duties and interacts with the public and department personnel for the preparation of court reports, addition of data to the records management system, and assist citizens at the front counter.
- **Administrative Secretary:**
 - Provides general secretarial assistance to a department head, including calendar management, creation of correspondence documents, and invoice processing.

Fire Department

Department Budget Overview:

- **The Fire Department is an “All Risk” Fire Rescue Agency**
 - Provides year round, 24/7 emergency response for medical emergencies, fires, hazardous materials and rescue incidents.
- **Emergency Management**
 - Coordinates emergency management for the City including the Emergency Operation Center and updates to the City’s Local Hazard Mitigation Plan and Emergency Operations Plan.
- **Public Education**
 - Provides public education including Community Emergency Response Training (CERT), fire safety and first aid education for various community partners.

Fire Department

Position Requests:

- Upgrade one part-time Management Aide to one full-time Management Assistant.

Fire Department

Other Requests:

- Increase costs for professional services for Fire Department assessment and Critical Incident Stress Debriefing/Counseling (CISD).
- Increase costs for emergency medical supplies.
- Increase costs for contract services with the City of San Marino for shared command services.

CIP Overview

- Five (5) Year Plan for improvements of City infrastructure
- Connection between the General Plan, various master planning documents and the Annual Budget
- List of Projects and Funding Sources
- Year 1 is adopted into budget for implementation, Years 2-5 are for planning

CIP Overview

- Included:
 - Streets, Utilities, Buildings, Parks
 - Multi-Year Large Projects including Technology
 - Master Plans
- Not Included:
 - Operations & Maintenance
 - Vehicles or Routine Capital Purchases
 - Stand-Alone Studies

CIP Format

Project ID / Account Name / Title	Appropriated 2022-2023	Projected 2022-2023	Carryover from 2022-2023	Proposed 2023-2024	Proposed 2024-2025	Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028	Total Proposed 5-Year
...
5139/9224 Citywide Facilities Repairs	\$ 150,000	\$33,729	\$116,271	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,366,271
5158/9157 Golf Course/ Driving Range Netting Replacement	\$ 750,000	\$19,407	\$730,593	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730,593
...
Total	\$ 14,316,132		\$ 13,050,556	\$ 3,317,516	\$ 20,126,656	\$ 42,764,075	\$ 34,386,934	\$ 25,604,056	\$ 139,249,792

FY 23-24 Total: A.D. - 93
\$16,368,072

FY 23-24 Capital Improvement Program

General Building & Facilities

825 Mission Yard Security Gates

Citywide Facilities Assessment/ Security Enhancement / Citywide Facilities Repairs

FD Fire Station Front Bay Apparatus Door Replacement

PD Front Counter/Lobby Remodel, Locker Room Remodel, Briefing/Training Room Update, & 1st Floor Interior Paint, Drywall, & Millwork

War Memorial HVAC Repairs

*FD Diesel Exhaust System Replacement

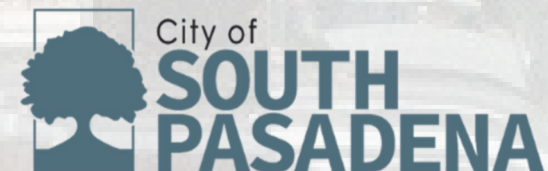
*Senior Center Flooring

Housing Authority

*308 San Pascual Residence Improvements

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**New Projects*



FY 23-24 Capital Improvement Program

Information Technology

Voice-over Internet Protocol (VoIP) Phone/Network System

CD Permit Management Software

Computerized Maintenance Mgmt System (CMMS) / Geographic Info System (GIS)

Agenda Management System

City Website System & Design

Customer Care System

Community Services & Parks

Grevelia & Berkshire Pocket Parks

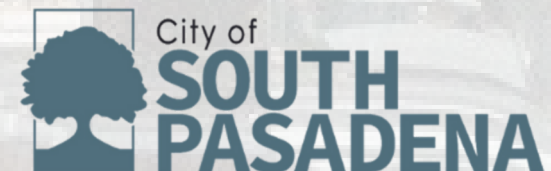
Golf Course/Driving Range Netting Replacement

*Parks Master Plan

*Snake Trail Improvements

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**New Projects*



FY 23-24 Capital Improvement Program

Library

Library HVAC Repairs (includes Library HVAC for Children's Room)

Library Northeast Ramp Lighting and Improvements (*moved into future year*)

Library Security Camera System

*Library Facility Improvements (includes Library Repair and Waterproof Children's Room Windows)

*Library Roof

FY 23-24 Capital Improvement Program

Sewer

Sewer System Repair, Rehabilitation, & Replacement

Stormwater

Rio Hondo Load Reduction (LRS) Alhambra Wash Treat System *(moved into future year)*

Arroyo Seco San Rafael & San Pascual Projects

Huntington Drive Green Street

*City Hall Stormwater Project

Sustainability

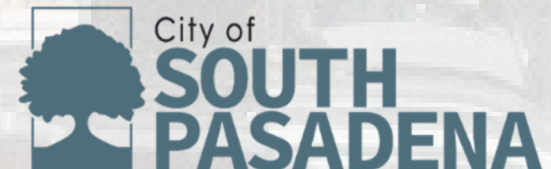
Climate Action Plan

Civic Center/City Hall EV Charging Systems

Civic Center/Mound Solar Panel Installation

A.D. - 97

**New Projects*



FY 23-24 Capital Improvement Program

Streets

Street Repavement & Repairs

Sidewalk Replacement & Repairs

Transportation

Fremont/Huntington Mobility Active Transportation (MAT) & Mobility Improvement Projects (MIP)

North-South Corridor (Fair Oaks) ITS Deployment

Rectangular Rapid Flashing Beacons (Mission & Fremont)

Grevelia Street and Fair Oaks Avenue

Pedestrian Crossing Devices

FY 23-24 Capital Improvement Program

Water

Water Main Pipeline Repairs

Raymond & Bilikie Elevated Tanks Study & Improvements

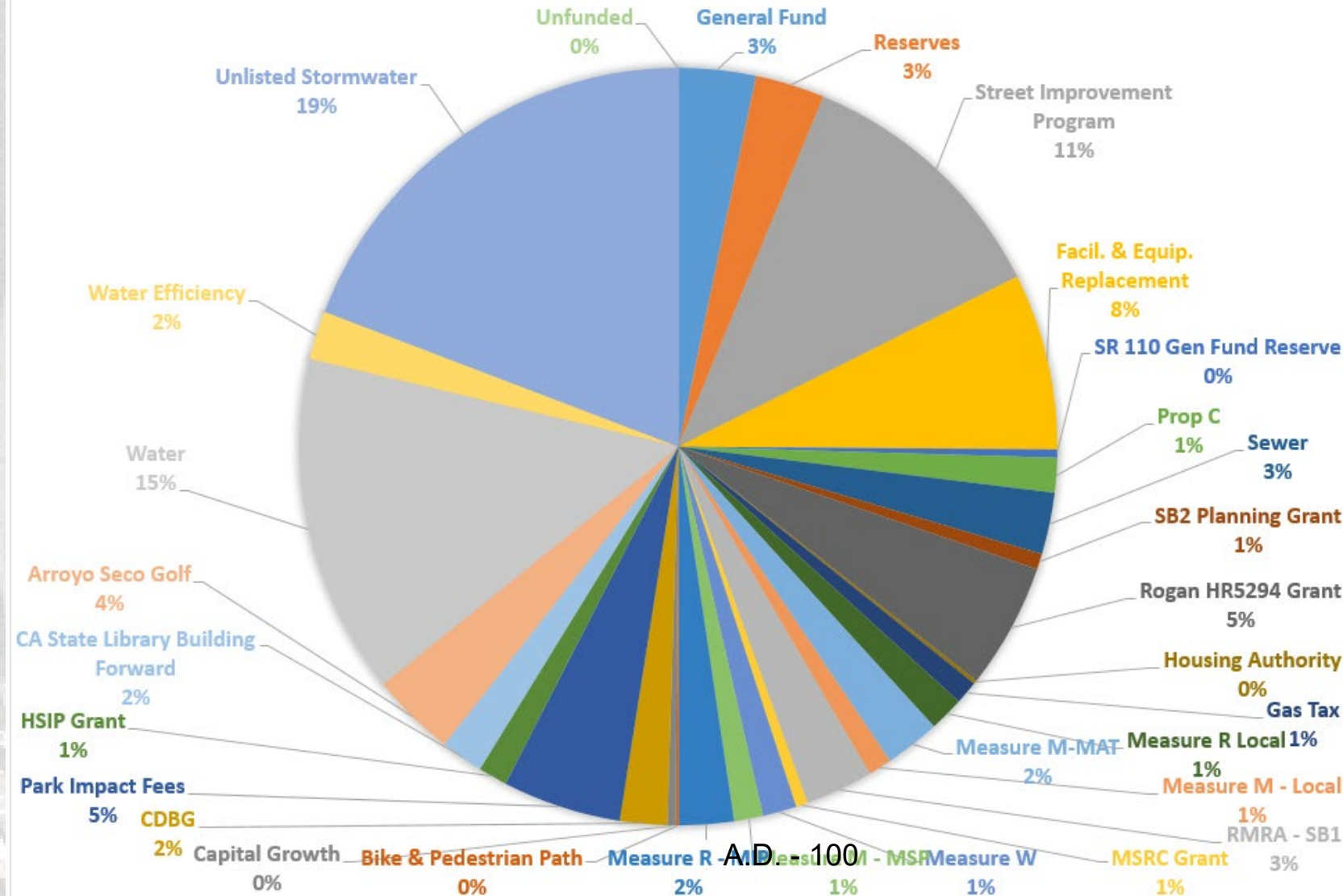
Westside Reservoir Design/Construction

Water Facility Site Improvements

Advanced Metering Infrastructure (AMI)

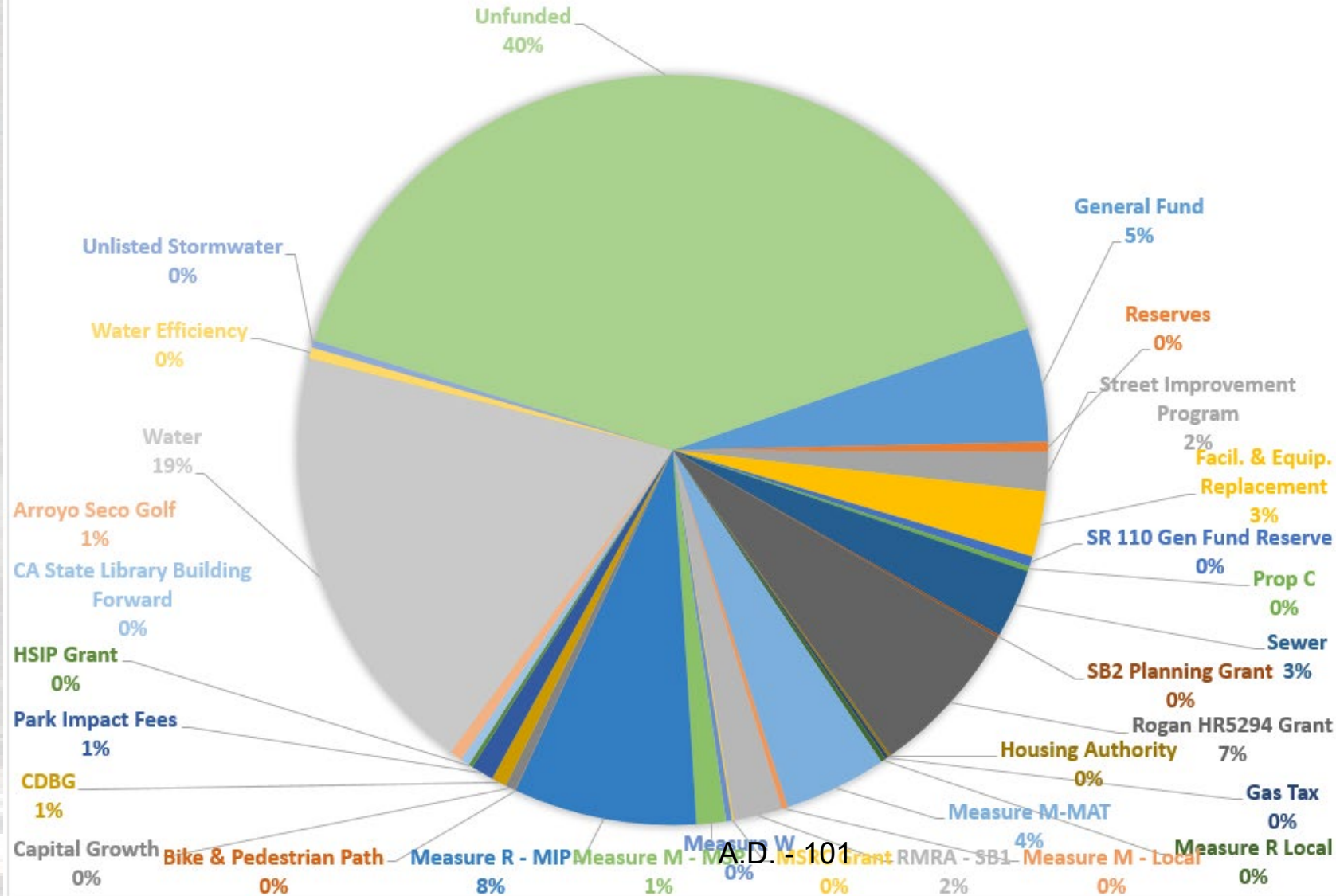
FY 23-24 Capital Improvement Program

FISCAL YEAR 2023-2024 CIP FUNDING SOURCES



FY 23-24 Capital Improvement Program

5-YEAR FY 2023-2024 TO 2027-2028 CIP FUNDING SOURCES



Next Steps

Upcoming Dates:

- June 1
 - Revised Proposed Budget to Finance Commission
- June 7
 - City Council consideration on Adopting the Proposed FY 23/24 Budget

Direction Needed

Line items that need City Council direction for the FY 2023-24 Proposed Budget:

- Chamber of Commerce Business Improvement Tax (BIT) Proposal and Funding Level
- Landscaping & Lighting Maintenance District (LLMD) funding level & source

QUESTIONS?



City of South Pasadena
Finance Department

Memo

Date: May 30, 2023

To: The Honorable City Council

Via: Aminé Chaparyan, City Manager *DKM for AC*

From: John Downs, Interim Finance Director

May 30, 2023 City Council Meeting Item No. 4 Review of the Draft
Proposed Fiscal Year 2023-2024 Budget – Additional Attachment #5

This memo adds an additional attachment to Item No. 4. The attachment shall be reflected as Attachment 5 – Proposed Fiscal Year 2023-2024 BIT Request.

ATTACHMENT 5
Proposed Fiscal Year 2023-2024
BIT Request

South Pasadena Chamber of Commerce

Memo to: Arminé Chaparyan, City Manager, Domenica Megerdichian, Deputy City Manager

CC: Chamber Board of Directors

Date: Friday, March 17, 2023, updated May 20, 2023

From: Laurie Wheeler

Subject: 2023-2024 Proposed BIT Request

The Business Improvement Tax (BIT) ordinance (Ordinance # 1738) was created in 1978 by City Council after the voters approved adding a tax to the annual business license fee. It was designed specifically to provide funding for the Chamber of Commerce, as the “one voice” for business in South Pasadena. The BIT has been, and continues to be, vital to the Chamber when it was implemented to bridge the traditional gap between funding and service expectations caused by the small business sector in a bedroom community.

Each year during the budget process for the upcoming fiscal year, the City Council designates an allocation from the BIT Fund to the Chamber, which is to be used to fulfill the requirements of the BIT Ordinance. The allocation amount is determined, in part, by the anticipated revenue that will be received from business licenses. The allocation for the 2022-2023 fiscal year is \$105,500. Of that allocation, \$12,000 is mandated as a pass-through to the South Pasadena Tournament of Roses.

For the 2023-2024 fiscal year, the Chamber is requesting an allocation of funds in the amount of \$157,500. Of that, \$12,000 will continue to be used to fund the SPTOR. We are asking for this amount to continue to provide the programming and events that benefit the businesses in South Pasadena, in particular, the Eclectic Music Festival & Arts Crawl.

The Chamber fulfills all of the requirements of the BIT ordinance, and delivers on the requirements of the annual contract. Those requirements include:

1. The coordination of the holiday decorations
2. Investment in the promotion of public events that take place on or in public places
3. Furnishing music in public place
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

The Chamber budget is allocated into three categories, the Business Improvement Tax (BIT), Chamber revenue and the weekly Farmers’ Market. The BIT fund budget, along with statements of projected revenues for the year is below. Once approved, the contract will take effect on July 1, 2023.

CHAMBER 2022-2023 BUDGET SNAPSHOT

	BIT	Chamber	Farmers' Market	Total
Income	\$105,500	\$102,216	\$234,225	\$441,941
<u>Expense</u>	<u>\$105,500</u>	<u>\$113,229</u>	<u>\$220,350</u>	<u>\$439,079</u>
Fund Balance	\$ 0	(\$ 11,013)	\$ 13,875	\$ 2,862

To this end, the Chamber continues to operate an award-winning Farmers' Market, and remits 7% of the revenue generated by the Farmers' Market to the City (5% right-of-way and 2% CIP). In addition, the Chamber serves as a business resource center, visitor information center, community art gallery and is a well-respected resource for connecting individuals and organizations in creating a strong community.

The BIT funds have been and will continue to be used to benefit the business community: Arts Crawls - held quarterly to encourage shopping and dining in the South Pasadena business district.

- Outreach and coordination with merchants to program special events
- Street closure (summer and fall)
- Interactive art activities for all ages
- Graphics and posters for promotion and marketing
- Advertising - print, digital, social media
- Communications - news releases, articles, maps

Business and Visitor Resource Center - The Chamber office serves as a resource for businesses and visitors.

- Fields and responds to calls, visits and e-mail inquiries from the public as well as businesses
- Serves as a community art gallery, curated by the South Pasadena Arts Council
- Offers literature, transit schedules, local newspaper (South Pasadena Review), and other guides, resources, news and information, as well as a display of member business cards, flyers and promotional materials.

Holiday Décor -

- The Chamber owns a very modest collection of holiday décor, which is stored, installed and removed by an outside vendor each year.
- Additionally, prior to the 2022 holiday season, the Chamber supplemented BIT funds to add lights to trees on Mission Street.
- In 2023, the City and Chamber worked to replace those lights; and at the request of the Deputy City Manager, we will hold \$5,000 of the 2022-23 BIT fund to augment the décor plan for 2023 season.

Website - A resource for businesses, residents and visitors

- Event information, maps, flyers, etc. are posted on the website, where anyone can access information, registration and details for these local events.

- Funds will be used to increase the viewing capacity of the website. During the 2023 Eclectic, over 80,000 people attempted to access the event map, causing the site to 'crash'.
- Member businesses are listed by category and many are in a "Guide to South Pasadena", which is arranged by category, with links to the business websites, photos, etc.
- Learning Center - features resources, videos, information to assist businesses directly with their operational needs.
- Community Calendar is a resource for the entire community as it lists events sponsored by organizations and businesses; serving multiple purposes and users

SPTOR - Since the Chamber was first created, in 2004, the BIT contract always included a mandate to fund the SPTOR float efforts. The Chamber would be open to working with the city to facilitate continuing SPTOR support outside of BIT.

The Chamber anticipates that the funding from the BIT of the above categories will remain consistent, even though costs have increased and the Arts Crawls (in particular) have grown in popularity, participation, and activity levels.

Eclectic Music Festival - As indicated on the document attached as well as in the estimated budget below, the BIT did not provide funding for the Eclectic in 2019, 2022 or 2023. The event was supported by fund raisers, local sponsor support, vendor and artisan contributions, revenue from beverage sales, as well as Chamber events and activities, including the Farmers' Market. Although it is an extremely popular and successful event, the Eclectic has been operating on a 'shoestring' budget. To date, the planning, organizing, designing and coordinating work has been done by the Chamber staff (of 2 people) supplemented by volunteers, with a few paid contractors. The funding allocation requested would allow the Chamber to augment and stabilize the infrastructure, improve signage, wayfinding and marketing, as well as covering any city staffing costs as per the City's newly adopted Co-Sponsorship Policy. The infrastructure component would include retaining the services of a professional event planning firm, who could also help secure additional corporate sponsorship support, as well as more equipment, such as barricades, security and logistics staff, and wayfinding.

<u>Service/Item</u>	<u>Estimated Cost</u>
Professional Event Planning firm	\$20,000
Contracted staff (would include security, logistics)	\$ 4,000
Equipment (barricades, fencing, etc.)	\$ 4,000
City Staffing	<u>\$15,000</u>

One of the primary goals of this request is that the Chamber will be able to use this year's allocation to develop a sustainable, ongoing source of funds to produce the Eclectic. This will be accomplished through corporate sponsorship. The event planning firm will assist with that endeavor by identifying, contacting, and working with potential sponsors. These sponsors will enable the Chamber to continue to produce this event for the businesses and community,

which will, in turn, allow the Chamber to use our funding to further the support, promotions and events throughout the year that help the small businesses in South Pasadena thrive.

Further, it is not expected that the requested funding increase will cover the costs of the Eclectic. Costs overall have increased significantly (sound/staging, labor, rental equipment, etc.). As the event grows, so does the need to program more and varied activities for the guests. New requirements for one-day vendors at the City Co-Sponsored and special events will require more coordination with each vendor to ensure compliance.

Advertising – The requested funds for advertising will be used to increase the promotion, outreach and support we can provide merchants.

- Develop, refine and launch the Discover South Pas program in partnership with the City
- Design and produce a branded “shop local” street banner and promotional campaign
- Develop a holiday shopping campaign in collaboration with the local businesses
- Enhance and expand the marketing and advertising reach for various events, such as the Arts Crawl (print and digital ads, additional wayfinding and informational signage for the events)

The following is a summary break-down of the funding of the programs and projects funded with the BIT allocation. Each of these meets the criteria for which the funds can be used:

Business Improvement Tax Allocations

	2022-2023		2023-2024	
Events – Arts Crawls	\$30,000	28%	\$30,000	19%
Events – Eclectic Music Festival			\$40,000	25%
SPTOR	\$12,175	11%	\$12,000	8%
Advertising	\$		\$ 8,000	5%
Holiday Decorations	\$10,000	10%	\$10,000	6%
Website	\$ 3,225	3%	\$ 9,000	6%
Business Resource Center (rent)	\$ 9,300	9%	\$ 8,000	5%
Administration	\$40,800	39%	\$40,500	26%
TOTAL	\$105,500		\$157,500	

Also attached to this report are some preliminary historical statistics about the Eclectic Music Festival. Also included is a budget comparison between the 2019 and 2023 Eclectic Music Festivals. The 2020 and 2021 events were cancelled due to Covid. The Eclectic returned in 2022, but on a smaller scale and footprint. The 2019 event provides a valid comparison, since

both events included a full street closure of Mission Street between Fair Oaks and Meridian. The 2023 budget is still a draft, and is in the process of being finalized as the event wrap-up continues.

We respectfully request the renewal of our annual contract f 2023-2024 in the amount of \$157,500. We will continue to provide services, resources and events that benefit the entire business community, and encourage visitors to Eat-Shop-Enjoy South Pasadena. Finally, the Chamber and this event have not been immune to rising labor and material costs across categories required to put on this event. We do anticipate that these costs will continue to increase as they are, and as we attract more visitors to South Pasadena, thus we are calling for the increased budget to make this event sustainable for years to come. Thank you for your consideration.

Respectfully submitted,
Laurie Wheeler
President/CEO



City of South Pasadena Finance Department

Memo

Date: May 30, 2023
To: The Honorable City Council
Via: Arminé Chaparyan, City Manager
From: John Downs, Interim Finance Director

May 30, 2023 City Council Meeting Item No. 4 Review of the Draft
Proposed Fiscal Year 2023-2024 Budget – Additional Attachment #6

This memo adds an additional attachment to Item No. 4. The attachment shall be reflected as Attachment 6 – Summary of Budget Changes.

ATTACHMENT 6

Summary of Budget Changes

City of South Pasadena
 Summary of Revenue Budget Changes
 FY 2023-24 Budget

	Draft #1 5/1-5/4/23			Draft #2 5/16/23			Draft #3 5/30/23		
	City Council	Finance Commission	Difference	Finance Commission	City Council	Difference	Finance Commission	City Council	Difference
Estimated Revenue FY 2022/23									
General Fund Revenue	36,289,783	36,622,969	333,186	36,622,969	36,588,626	(34,343)	36,622,969	36,588,626	(34,343)
Other Funds Revenue	24,790,758	27,820,376	3,029,618	27,820,376	27,623,876	(196,500)	27,820,376	27,623,876	(196,500)
Total Estimated Revenue FY 2022/23	61,080,541	64,443,345	3,362,804	64,443,345	64,212,502	(230,843)	64,443,345	64,212,502	(230,843)
Proposed Revenue FY 2023/24									
General Fund Revenue	39,390,238	39,390,238	-	39,390,238	39,523,631	133,393	39,390,238	39,523,631	133,393
Other Funds Revenue	52,893,565	52,893,565	-	52,893,565	34,034,993	(18,858,573)	52,893,565	34,034,993	(18,858,573)
Total Proposed Revenue FY 2023/24	92,283,803	92,283,803	-	92,283,803	73,558,624	(18,725,180)	92,283,803	73,558,624	(18,725,180)

City of South Pasadena
 Budget Changes by Account # - Operating Revenue
 FY 2023-24 Budget
 From May 1, 2023 Onwards

Columns to Update Estimated FY 2022-23 or							Date of change
Account #	Fund	Proposed FY 2023-24	Original Amount	Updated Amount	Change	Reason	
101-0000-0000-4000-000	101	Estimated 2022-23	13,425,000	14,083,630	658,630	Property Taxes Secured Based on HdL projections	5/4/2023
101-0000-0000-4010-000	101	Estimated 2022-23	416,300	90,856	(325,444)	Property Taxes Unsecured Based on HdL projections	5/4/2023
Subtotal of General Fund Changes for Estimated 2022-23 Revenue from Draft #1 to Draft #2:					333,186		

206-0000-0000-5073-000	206	Estimated 2022-23	-	3,029,618	3,029,618	Updated balance as \$3m of SLFRF was received in July 2022	5/4/2023
Subtotal of Other Funds Changes for Estimated 2022-23 Revenue from Draft #1 to Draft #2:					3,029,618		

101-0000-0000-4000-000	101	Estimated 2022-23	14,083,630	13,758,186	(325,444)	Property Tax - Current Secured - Updated values provided by HdL	5/16/2023
101-0000-0000-4010-000	101	Estimated 2022-23	90,856	416,300	325,444	Property Tax - Unsecured - Updated values provided by HdL	5/16/2023
101-0000-0000-4200-000	101	Estimated 2022-23	2,891,664	2,949,321	57,657	Sales & Use Tax - Updated values provided by HdL	5/16/2023
101-0000-0000-4200-002	101	Estimated 2022-23	3,114,000	3,022,000	(92,000)	Sales & Use Tax - Measure A - Updated values provided by HdL	5/16/2023
Subtotal of General Fund Changes for Estimated 2022-23 Revenue from Draft #2 to Draft #3:					(34,343)		

103-0000-0000-9911-000	103	Estimated 2022-23	1,489,285	-	(1,489,285)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
108-0000-0000-9911-000	108	Estimated 2022-23	338,483	-	(338,483)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
209-0000-0000-5071-000	209	Estimated 2022-23	-	2,800,000	2,800,000	Add revenue for Carlyle Library bequest	5/16/2023
215-0000-0000-9911-000	215	Estimated 2022-23	383,079	-	(383,079)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
227-0000-0000-9911-000	227	Estimated 2022-23	196,500	-	(196,500)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
310-0000-0000-9911-000	310	Estimated 2022-23	425,808	-	(425,808)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
505-0000-0000-9911-000	500	Estimated 2022-23	2,448,838	-	(2,448,838)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
550-0000-0000-9911-000	550	Estimated 2022-23	557,388	-	(557,388)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
Subtotal of General Fund Changes for Estimated 2022-23 Revenue from Draft #2 to Draft #3:					(3,039,381)		

101-0000-0000-4200-000	101	Proposed 2023-24	2,850,235	2,972,321	122,086	Sales & Use Tax - Updated values provided by HdL	5/16/2023
101-0000-0000-4200-002	101	Proposed 2023-24	3,105,000	3,121,000	16,000	Sales & Use Tax - Measure A - Updated values provided by HdL	5/16/2023
101-0000-0000-9911-000	101	Proposed 2023-24	4,693	-	(4,693)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
Subtotal of General Fund Changes for Proposed 2023-24 Revenue from Draft #2 to Draft #3:					133,393		

238-0000-0000-5071-014	238	Proposed 2023-24	-	102,700	102,700	City / EV Charging System MSRC Grant Funds	5/16/2023
238-0000-0000-5071-014	238	Proposed 2023-24	-	144,225	144,225	MSRC Grant Tesla Model Y Down Payment and Lease	5/16/2023
260-0000-0000-5075-049	260	Proposed 2023-24	296,723	407,782	111,059	Added in revenue from CDBG approved April 2023	5/16/2023
281-0000-0000-5071-000	281	Proposed 2023-24	-	368,445	368,445	New Grant for Library roof and facilities repair	5/16/2023
310-0000-0000-9911-000	310	Proposed 2023-24	425,808	-	(425,808)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
400-0000-0000-9911-000	400	Proposed 2023-24	16,128,868	-	(16,128,868)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
505-0000-0000-9911-000	500	Proposed 2023-24	2,501,050	-	(2,501,050)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
550-0000-0000-9911-000	550	Proposed 2023-24	529,276	-	(529,276)	Removed transfers from revenue section; Transfers will be presented in a separate schedule	5/16/2023
Subtotal of Other Funds Changes for Proposed 2023-24 Revenue from Draft #2 to Draft #3:					(18,858,573)		

City of South Pasadena
 Summary of Expenditures Budget Changes
 FY 2023-24 Budget

	Draft #1 5/1-5/4/23			Draft #2 5/16/23			Draft #2 5/16/23			Draft #3 5/30/23		
	City Council	Finance Commission	Difference	Finance Commission	City Council	Difference	Finance Commission	City Council	Difference	Finance Commission	City Council	Difference
Estimated Expenditures FY 2022/23												
General Fund Expenditures	35,541,357	35,681,208	139,851	35,681,208	35,681,208	-	35,681,208	35,681,208	-	35,681,208	35,681,208	-
Other Funds Expenditures	30,146,928	25,534,630	(4,612,298)	25,534,630	25,534,630	-	25,534,630	25,534,630	-	25,534,630	25,534,630	-
Total Estimated Expenditures FY 2022/23	65,688,285	61,215,838	(4,472,447)	61,215,838	61,215,838	-	61,215,838	61,215,838	-	61,215,838	61,215,838	-
Proposed Expenditures FY 2023/24												
General Fund Expenditures	40,389,197	40,135,633	(253,564)	40,135,633	39,630,567	(505,066)	40,135,633	39,630,567	(505,066)	40,135,633	39,630,567	(505,066)
Other Funds Expenditures	48,009,895	45,424,088	(2,585,807)	45,424,088	45,356,152	(67,937)	45,424,088	45,356,152	(67,937)	45,424,088	45,356,152	(67,937)
Total Proposed Expenditures FY 2023/24	88,399,092	85,559,721	(2,839,371)	85,559,721	84,986,719	(573,003)	85,559,721	84,986,719	(573,003)	85,559,721	84,986,719	(573,003)

General Fund Expenditure Summary	Draft #1 5/1-5/4 City Council Estimated FY 2022/23	Draft #2 5/16/23 Finance Commission Estimated FY 2022/23	Difference Estimated FY 2022/23
General Fund Reserve	40,000	-	40,000
City Council	71,388	71,388	-
City Manager	1,269,500	1,116,593	152,907
Management Services			-
Management Services	376,195	415,995	(39,800)
City Clerk	389,517	389,517	-
Elections	110,809	110,809	-
Human Resources	916,022	905,818	10,204
Transportation Planning		-	-
Legal Services	632,459	895,140	(262,681)
Information Systems	889,657	889,657	-
Finance			-
Finance	1,144,568	1,144,568	-
City Treasurer	8,752	8,752	-
Non-Dept/Overhead	4,243,825	2,669,105	1,574,720
Police	11,020,087	11,020,087	-
Fire			-
Fire	7,198,725	7,198,725	-
Emergency Preparedness	51,000	51,000	-
Public Works			-
Admin & Engineering	523,944	526,444	(2,500)
Environmental Services	140,241	140,241	-
Park Maintenance	454,540	504,755	(50,215)
Facilities Maintenance	891,333	907,533	(16,200)
Community Development	3,047,629	3,047,629	-
Library	1,866,927	1,866,927	-
Community Services			-
Senior Services	390,480	390,480	-
Community Services	369,805	421,305	(51,500)
Recreation and Youth Services	813,237	818,737	(5,500)
Capital Projects			-
Misc/Transfers Out	721,562	2,210,847	(1,489,285)
Totals	37,582,202	37,722,052	(139,850)

General Fund Expenditure Summary	Draft #1 5/1-5/4 City Council Proposed FY 2023/24	Draft #2 5/16/23 Finance Commission Proposed FY 2023/24	Difference Proposed FY 2023/24
General Fund Reserve	400,000	-	400,000
City Council	81,903	81,903	-
City Manager	1,275,708	1,275,708	-
Management Services			-
Management Services	338,992	370,697	(31,705)
City Clerk	485,568	477,368	8,200
Elections	63,900	63,900	-
Human Resources	917,715	917,715	-
Transportation Planning			-
Legal Services	500,000	500,000	-
Information Systems	1,159,502	1,151,511	7,991
Finance			-
Finance	1,060,542	1,054,412	6,130
City Treasurer	9,239	9,239	-
Non-Dept/Overhead	2,462,194	2,539,444	(77,250)
Police	11,958,260	11,980,205	(21,945)
Fire			-
Fire	7,303,809	7,353,809	(50,000)
Emergency Preparedness	55,000	55,000	-
Public Works			-
Admin & Engineering	1,315,144	1,251,130	64,014
Environmental Services	198,715	209,384	(10,669)
Park Maintenance	1,002,538	1,002,538	-
Facilities Maintenance	1,371,582	1,375,982	(4,400)
Community Development	4,141,922	4,151,922	(10,000)
Library	2,181,245	2,205,455	(24,210)
Community Services			-
Senior Services	541,529	543,529	(2,000)
Community Services	448,071	470,385	(22,314)
Recreation and Youth Services	1,116,122	1,094,399	21,723
Capital Projects			-
Misc/Transfers Out	865,000	865,000	-
Totals	41,254,200	41,000,635	253,565

General Fund Expenditure Summary	Draft #2 5/16/23 Finance Commission Estimated FY 2022/23	Draft #3 5/30/23 City Council Estimated FY 2022/23	Difference Estimated FY 2022/23
General Fund Reserve	-		-
City Council	71,388	71,388	(0)
City Manager	1,116,593	1,116,593	(0)
Management Services			-
Management Services	415,995	415,995	(0)
City Clerk	389,517	389,517	0
Elections	110,809	110,809	0
Human Resources	905,818	905,818	0
Transportation Planning	-	-	-
Legal Services	895,140	895,140	-
Information Systems	889,657	889,657	(0)
Finance			-
Finance	1,144,568	1,144,568	(0)
City Treasurer	8,752	8,752	-
Non-Dept/Overhead	2,669,105	2,669,105	(0)
Police	11,020,087	11,020,087	(0)
Fire			-
Fire	7,198,725	7,198,725	(0)
Emergency Preparedness	51,000	51,000	-
Public Works		-	-
Admin & Engineering	526,444	526,444	0
Environmental Services	140,241	140,241	(0)
Park Maintenance	504,755	504,755	(0)
Facilities Maintenance	907,533	907,533	0
Community Development	3,047,629	3,047,629	(0)
Library	1,866,927	1,866,927	0
Community Services			-
Senior Services	390,480	390,480	(0)
Community Services	421,305	421,305	(0)
Recreation and Youth Services	818,737	818,737	0
Totals	35,511,205	35,511,208	(3)

General Fund Expenditure Summary	Draft #1 5/1-5/4 City Council Proposed FY 2023/24	Draft #2 5/16/23 Finance Commission Proposed FY 2023/24	Difference Proposed FY 2023/24
General Fund Reserve	-		-
City Council	81,903	81,903	0
City Manager	1,275,708	1,274,785	923
Management Services			-
Management Services	370,697	376,105	(5,408)
City Clerk	477,368	447,319	30,049
Elections	63,900	63,900	-
Human Resources	917,715	915,553	2,162
Transportation Planning		-	-
Legal Services	500,000	500,000	-
Information Systems	1,151,511	1,151,511	-
Finance			-
Finance	1,054,412	1,050,473	3,939
City Treasurer	9,239	9,239	0
Non-Dept/Overhead	2,539,444	2,539,444	-
Police	11,980,205	11,632,034	348,171
Fire			-
Fire	7,353,809	7,300,602	53,207
Emergency Preparedness	55,000	55,000	-
Public Works		-	-
Admin & Engineering	1,251,130	1,243,249	7,881
Environmental Services	209,384	207,480	1,904
Park Maintenance	1,002,538	975,901	26,637
Facilities Maintenance	1,375,982	1,344,778	31,204
Community Development	4,151,922	4,152,225	(303)
Library	2,205,455	2,211,234	(5,779)
Community Services			-
Senior Services	543,529	540,765	2,764
Community Services	470,385	466,119	4,266
Recreation and Youth Services	1,094,399	1,090,949	3,450
Capital Projects		-	-
Totals	40,135,635	39,630,567	505,068

City of South Pasadena
Summary of Estimated FY 2022-23 Expenditure Changes
Expenditure Summary All Funds by Department
FY 2023-24 Budget

	Draft #1 5/1-5/4/23 City Council	Draft #2 5/16/23 Finance Commission	Difference	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
City Council						
Wages & Benefits	19,888	19,888	-	19,888	19,888	-
Operations & Maintenance	51,500	51,500	-	51,500	51,500	-
Capital Outlay	-	-	-	-	-	-
City Manager						
Wages & Benefits	1,123,170	881,155	(242,015)	881,155	881,155	-
Operations & Maintenance	146,330	347,438	201,108	347,438	347,438	-
Capital Outlay	-	-	-	-	-	-
Management Services						
Wages & Benefits	1,264,400	1,088,369	(176,031)	1,088,369	1,088,369	-
Operations & Maintenance	1,950,259	2,418,567	468,308	2,418,567	2,418,567	-
Capital Outlay	100,000	100,000	-	100,000	100,000	-
Finance						
Wages & Benefits	1,597,044	1,511,610	(85,434)	1,511,610	1,511,610	-
Operations & Maintenance	7,826,531	7,801,331	(25,200)	7,801,331	7,801,331	-
Capital Outlay	-	-	-	-	-	-
City Treasurer						
Wages & Benefits	8,752	8,752	-	8,752	8,752	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Police						
Wages & Benefits	9,595,647	9,595,647	-	9,595,647	9,595,647	-
Operations & Maintenance	1,554,440	1,554,440	-	1,554,440	1,554,440	-
Capital Outlay	180,000	180,000	-	180,000	180,000	-

City of South Pasadena
 Summary of Estimated FY 2022-23 Expenditure Changes
 Expenditure Summary All Funds by Department
 FY 2023-24 Budget

	Draft #1 5/1-5/4/23 City Council	Draft #2 5/16/23 Finance Commission	Difference	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
Fire						
Wages & Benefits	6,314,569	6,314,569	-	6,314,569	6,314,569	-
Operations & Maintenance	935,156	935,156	-	935,156	935,156	-
Capital Outlay			-	-	-	-
Public Works						
Wages & Benefits	4,033,242	4,033,242	-	4,033,242	4,033,242	-
Operations & Maintenance	12,483,353	7,827,971	(4,655,382)	7,827,971	7,827,971	-
Capital Outlay	30,000	30,000	-	30,000	30,000	-
Community Development						
Wages & Benefits	1,573,629	1,573,629	-	1,573,629	1,573,629	-
Operations & Maintenance	1,485,700	1,485,700	-	1,485,700	1,485,700	-
Capital Outlay			-	-	-	-
Library						
Wages & Benefits	1,482,862	1,482,862	-	1,482,862	1,482,862	-
Operations & Maintenance	328,165	328,165	-	328,165	328,165	-
Capital Outlay	55,900	55,900	-	55,900	55,900	-
Community Services						
Wages & Benefits	1,586,141	1,586,141	-	1,586,141	1,586,141	-
Operations & Maintenance	2,055,460	2,112,460	57,000	2,112,460	2,112,460	-
Capital Outlay	169,999	169,999	-	169,999	169,999	-
Non-Departmental						
Operations & Maintenance	3,737,452	4,025,030	287,578	4,025,030	4,025,030	-

City of South Pasadena
 Summary of Estimated FY 2022-23 Expenditure Changes
 Expenditure Summary All Funds by Department
 FY 2023-24 Budget

	Draft #1 5/1-5/4/23 City Council	Draft #2 5/16/23 Finance Commission	Difference	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
Successor Agency						
Operations & Maintenance	196,600	200,193	3,593	200,193	200,193	-
Redevelopment						
Operations & Maintenance	196,600	196,600	-	196,600	196,600	-
CIP	1,240,576	-		-	-	
SLFRF	2,560,520	3,498,717		3,498,717	3,498,717	
OPEB Trust Fund	1,000	1,000		1,000	1,000	
Carlyle						
Total	65,884,885	61,416,031	(4,166,475)	61,416,031	61,416,031	-

City of South Pasadena
Summary of Proposed FY 2023-24 Expenditure Changes
Expenditure Summary All Funds by Department
FY 2023-24 Budget

	Draft #1 5/1-5/4/23 City Council	Draft #2 5/16/23 Finance Commission	Difference	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
City Council						
Wages & Benefits	19,703	19,703	-	19,703	19,703	-
Operations & Maintenance	62,200	62,200	-	62,200	62,200	-
Capital Outlay	-	-	-	-	-	-
City Manager						
Wages & Benefits	1,060,298	1,060,298	-	1,060,298	1,059,376	(922)
Operations & Maintenance	220,410	325,910	105,500	325,910	325,910	-
Capital Outlay	-	-	-	-	-	-
Management Services						
Wages & Benefits	1,122,196	1,153,901	31,705	1,153,901	1,118,897	(35,004)
Operations & Maintenance	2,146,481	2,130,290	(16,191)	2,130,290	2,258,490	128,200
Capital Outlay	197,000	197,000	-	197,000	197,000	-
Finance						
Wages & Benefits	1,753,002	1,805,252	52,250	1,805,252	1,797,323	(7,929)
Operations & Maintenance	6,592,307	6,616,817	24,510	6,616,817	10,116,534	3,499,717
Capital Outlay	-	-	-	-	-	-
City Treasurer						
Wages & Benefits	9,239	9,239	-	9,239	9,239	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Police						
Wages & Benefits	10,714,382	10,736,327	21,945	10,736,327	10,268,156	(468,171)
Operations & Maintenance	1,619,878	1,619,878	-	1,619,878	1,785,380	165,502
Capital Outlay	228,011	228,011	-	228,011	228,011	-

City of South Pasadena
 Summary of Proposed FY 2023-24 Expenditure Changes
 Expenditure Summary All Funds by Department
 FY 2023-24 Budget

	Draft #1 5/1-5/4/23 City Council	Draft #2 5/16/23 Finance Commission	Difference	Draft #2 5/16/23 Finance Commission	Draft #3 5/30/23 City Council	Difference
Fire						
Wages & Benefits	6,586,609	6,586,609	-	6,586,609	6,533,402	(53,207)
Operations & Maintenance	772,200	822,200	50,000	822,200	822,200	-
Capital Outlay	-	-	-	-	-	-
Public Works						
Wages & Benefits	5,440,445	5,440,445	-	5,440,445	5,293,365	(147,080)
Operations & Maintenance	11,653,253	11,679,653	26,400	11,679,653	11,679,653	-
Capital Outlay	817,000	857,000	40,000	857,000	857,000	-
Community Development						
Wages & Benefits	2,031,341	2,031,341	-	2,031,341	2,032,844	1,503
Operations & Maintenance	2,130,781	2,140,781	10,000	2,140,781	2,135,581	(5,200)
Capital Outlay	-	-	-	-	-	-
Library						
Wages & Benefits	1,780,850	1,805,060	24,210	1,805,060	1,810,839	5,779
Operations & Maintenance	341,395	341,395	-	341,395	341,395	-
Capital Outlay	59,000	59,000	-	59,000	59,000	-
Community Services						
Wages & Benefits	2,088,558	2,100,116	11,558	2,100,116	2,105,054	4,938
Operations & Maintenance	2,206,272	2,185,188	(21,084)	2,185,188	2,170,899	(14,289)
Capital Outlay	-	-	-	-	-	-
Non-Departmental						
Operations & Maintenance	3,920,496	3,720,922	(199,574)	3,720,922	3,721,100	178

City of South Pasadena
 Summary of Proposed FY 2023-24 Expenditure Changes
 Expenditure Summary All Funds by Department
 FY 2023-24 Budget

	Draft #1 5/1-5/4/23			Draft #2 5/16/23			Draft #2 5/16/23			Draft #3 5/30/23		
	City Council	Finance Commission	Difference	Finance Commission	City Council	Difference	Finance Commission	City Council	Difference	Finance Commission	City Council	Difference
Successor Agency												
Operations & Maintenance	200,600	200,600	-	200,600	200,600	-	200,600	200,600	-	200,600	200,600	-
Redevelopment												
Operations & Maintenance	196,600	196,600	-	196,600	196,600	-	196,600	196,600	-	196,600	196,600	-
CIP	16,128,868	16,128,868	-	16,128,868	16,128,868	-	16,128,868	15,981,568	(147,300)	16,128,868	15,981,568	(147,300)
SLFRF	3,498,717	3,498,717	-	3,498,717	3,498,717	-	3,498,717	-		3,498,717	-	
OPEB Trust Fund	1,000	1,000	-	1,000	1,000	-	1,000	-		1,000	-	
Carlyle	2,800,000	-		-	-		-	-		-	-	
Total	88,399,092	85,760,321	161,229	85,760,321	85,187,319	2,926,715	85,760,321	85,187,319	2,926,715	85,760,321	85,187,319	2,926,715

City of South Pasadena
 Summary of Proposed FY 2023-24 Wages and Benefits Change
 FY 2023-24 Budget

	Draft #1 5/1-5/4/23			Draft #2 5/16/23			Draft #2 5/16/23			Draft #3 5/30/23		
	City Council	Finance Commission	Difference	Finance Commission	City Council	Difference	Finance Commission	City Council	Difference	Finance Commission	City Council	Difference
General Fund												
City Council	19,703	19,703	-	19,703	19,703	(0)	19,703	19,703	(0)	19,703	19,703	(0)
City Manager	1,060,299	1,060,299	-	1,060,299	1,059,376	(923)	1,060,299	1,059,376	(923)	1,060,299	1,059,376	(923)
Management Services	1,122,196	1,153,901	31,705	1,153,901	1,118,897	(35,004)	1,153,901	1,118,897	(35,004)	1,153,901	1,118,897	(35,004)
Finance	1,234,176	1,286,426	52,250	1,286,426	1,282,487	(3,939)	1,286,426	1,282,487	(3,939)	1,286,426	1,282,487	(3,939)
City Treasurer	9,239	9,239	-	9,239	9,239	(0)	9,239	9,239	(0)	9,239	9,239	(0)
Police	10,714,382	10,736,327	21,945	10,736,327	10,268,156	(468,171)	10,736,327	10,268,156	(468,171)	10,736,327	10,268,156	(468,171)
Fire	6,586,609	6,586,609	-	6,586,609	6,533,402	(53,207)	6,586,609	6,533,402	(53,207)	6,586,609	6,533,402	(53,207)
Public Works	1,580,877	1,527,533	(53,345)	1,527,533	1,459,908	(67,624)	1,527,533	1,459,908	(67,624)	1,527,533	1,459,908	(67,624)
Community Development	2,031,340	2,031,340	-	2,031,340	2,032,844	1,504	2,031,340	2,032,844	1,504	2,031,340	2,032,844	1,504
Library	1,780,851	1,805,061	24,211	1,805,061	1,810,839	5,778	1,805,061	1,810,839	5,778	1,805,061	1,810,839	5,778
Community Services	1,501,261	1,503,852	2,591	1,503,852	1,507,660	3,808	1,503,852	1,507,660	3,808	1,503,852	1,507,660	3,808
Total General Fund	27,640,932	27,720,289	79,357	27,720,289	27,102,511	(617,778)	27,720,289	27,102,511	(617,778)	27,720,289	27,102,511	(617,778)
Other Funds	4,965,691	5,028,002	40,735	5,028,002	4,945,687	(82,082)	5,028,002	4,945,687	(82,082)	5,028,002	4,945,687	(82,082)

City of South Pasadena
 Budget Changes by Account # - Operating Expenditures
 FY 2023-24 Budget
 From May 1, 2023 Onwards

Fund #	Department	Fund-Dept-Div	Obj Code	Category	Columns to Update			Reason	Date of change	
					Estimated FY 2022-23 or Proposed FY 2023-24	Original Amount	Updated Amount			
101	City Manager	101-2010-2011	7000-000	W&B	Estimated 2022-23	778,808	589,285	(189,523)	Moved HR personnel incorrectly allocated in original estimation	5/4/2023
101	City Manager	101-2010-2011	7010-000	W&B	Estimated 2022-23	-	20,819	20,819	Update to reflect management intern	5/4/2023
101	City Manager	101-2010-2011	7020-000	W&B	Estimated 2022-23	-	4,797	4,797	Update to reflect staff overtime	5/4/2023
101	City Manager	101-2010-2011	7100-000	W&B	Estimated 2022-23	187,487	141,862	(45,625)	Reclassify HR Staff Labor	5/4/2023
101	City Manager	101-2010-2011	7108-000	W&B	Estimated 2022-23	8,026	6,073	(1,953)	Reclassify HR Staff Labor	5/4/2023
101	City Manager	101-2010-2011	7110-000	W&B	Estimated 2022-23	13,768	10,418	(3,351)	Reclassify HR Staff Labor	5/4/2023
101	City Manager	101-2010-2011	7130-000	W&B	Estimated 2022-23	82,488	62,414	(20,073)	Reclassify HR Staff Labor	5/4/2023
101	City Manager	101-2010-2011	7140-000	W&B	Estimated 2022-23	1,691	1,280	(412)	Reclassify HR Staff Labor	5/4/2023
101	City Manager	101-2010-2011	7150-000	W&B	Estimated 2022-23	5,427	4,107	(1,321)	Reclassify HR Staff Labor	5/4/2023
101	City Manager	101-2010-2011	7160-000	W&B	Estimated 2022-23	825	624	(201)	Reclassify HR Staff Labor	5/4/2023
101	City Manager	101-2010-2011	7170-000	W&B	Estimated 2022-23	21,263	16,088	(5,174)	Reclassify HR Staff Labor	5/4/2023
								(242,015)		
101	City Manager	101-2020-2012	8050-000	O&M	Estimated 2022-23	6,000	8,328	2,328	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	City Manager	101-2020-2012	8190-000	O&M	Estimated 2022-23		71,200	71,200	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	City Manager	101-2020-2012	8220-000	O&M	Estimated 2022-23	-	7,180	7,180	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	City Manager	101-2020-2012	8230-000	O&M	Estimated 2022-23	-	8,400	8,400	Pulled up GL and funds have been used this FY for this account	5/4/2023
220	City Manager	220-2010-2301	8185-000	O&M	Estimated 2022-23		105,500	105,500	Pulled up GL and funds have been used this FY for this account	5/4/2023
220	City Manager	220-2010-2301	8255-000	O&M	Estimated 2022-23	-	6,500	6,500	Pulled up GL and funds have been used this FY for this account	5/4/2023
								201,108		
101	Management Services	101-2030-2031	8000-000	O&M	Estimated 2022-23	-	16,000	16,000	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	Management Services	101-2030-2031	8010-000	O&M	Estimated 2022-23	-	300	300	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	Management Services	101-2030-2031	8050-000	O&M	Estimated 2022-23	-	2,000	2,000	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	Management Services	101-2030-2031	8060-000	O&M	Estimated 2022-23	-	2,000	2,000	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	Management Services	101-2030-2031	8090-000	O&M	Estimated 2022-23	-	4,000	4,000	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	Management Services	101-2030-2031	8110-000	O&M	Estimated 2022-23	-	500	500	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	Management Services	101-2030-2031	8170-000	O&M	Estimated 2022-23	-	15,000	15,000	Pulled up GL and funds have been used this FY for this account	5/4/2023
101	Management Services	101-2030-2034	8170-000	O&M	Estimated 2022-23	4,173	170,000	165,827	Current expenses are higher than estimated	5/4/2023
101	Management Services	101-2010-2501	8160-000	O&M	Estimated 2022-23	632,459	895,140	262,681	Current expenses are higher than estimated	5/4/2023
								468,308		
101	Management Services	101-2030-2034	7000-000	W&B	Estimated 2022-23	168,482	189,523	21,040	Reclassify HR Staff Labor	5/4/2023
101	Management Services	101-2030-2034	7010-000	W&B	Estimated 2022-23	37,919	162,315	124,396	Reclassify HR Staff Labor	5/4/2023

City of South Pasadena
 Budget Changes by Account # - Operating Expenditures
 FY 2023-24 Budget
 From May 1, 2023 Onwards

Fund #	Department	Fund-Dept-Div	Obj Code	Category	Columns to Update			Reason	Date of change	
					Estimated FY 2022-23 or Proposed FY 2023-24	Original Amount	Updated Amount			
101	Management Services	101-2030-2034	7020-000	W&B	Estimated 2022-23	-	30,615	30,615	Reclassify HR Staff Labor	5/4/2023
101	Management Services	101-2030-2034	7100-000	W&B	Estimated 2022-23	231,641	45,625	(186,017)	Revised estimate of HR Retirement based on better projections	5/4/2023
101	Management Services	101-2030-2034	7108-000	W&B	Estimated 2022-23	198,550	1,953	(196,597)	Revised estimate of HR Retirement based on better projections	5/4/2023
101	Management Services	101-2030-2034	7110-000	W&B	Estimated 2022-23	-	3,351	3,351	Moved HR personnel incorrectly allocated in original estimation	5/4/2023
101	Management Services	101-2030-2034	7130-000	W&B	Estimated 2022-23	-	20,073	20,073	Moved HR personnel incorrectly allocated in original estimation	5/4/2023
101	Management Services	101-2030-2034	7140-000	W&B	Estimated 2022-23	-	412	412	Moved HR personnel incorrectly allocated in original estimation	5/4/2023
101	Management Services	101-2030-2034	7150-000	W&B	Estimated 2022-23	-	1,321	1,321	Moved HR personnel incorrectly allocated in original estimation	5/4/2023
101	Management Services	101-2030-2034	7160-000	W&B	Estimated 2022-23	-	201	201	Moved HR personnel incorrectly allocated in original estimation	5/4/2023
101	Management Services	101-2030-2034	7170-000	W&B	Estimated 2022-23	-	5,174	5,174	Moved HR personnel incorrectly allocated in original estimation	5/4/2023
								(176,032)		
101	Public Works	101-6010-6410	8170-000	O&M	Estimated 2022-23	-	50,215	50,215	PY \$132k, CY est 50k, Budget is \$400k, should we estimate more	5/4/2023
101	Public Works	101-6010-6601	8105-000	O&M	Estimated 2022-23	-	15,000	15,000	Update fuel expenses	5/4/2023
101	Public Works	101-6010-6601	8200-000	O&M	Estimated 2022-23	-	500	500	Estimate training costs	5/4/2023
210	Public Works	210-6010-6501	8105-000	O&M	Estimated 2022-23		15,000	15,000	Update fuel expenses	5/4/2023
210	Public Works	210-6010-6501	8120-000	O&M	Estimated 2022-23		600	600	Current expenses are higher than estimated	5/4/2023
210	Public Works	210-6010-6501	8170-000	O&M	Estimated 2022-23	1,000	5,600	4,600	Current expenses are higher than estimated	5/4/2023
210	Public Works	210-6010-6501	8400-000	O&M	Estimated 2022-23		69,022	69,022	overhead allocation estimate	5/4/2023
230	Public Works	230-6010-6116	8020-000	O&M	Estimated 2022-23		120,000	120,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8070-000	O&M	Estimated 2022-23		100	100	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8100-000	O&M	Estimated 2022-23		26,000	26,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8105-000	O&M	Estimated 2022-23		20,000	20,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8110-000	O&M	Estimated 2022-23		35,000	35,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8130-000	O&M	Estimated 2022-23		1,000	1,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8132-000	O&M	Estimated 2022-23		3,000	3,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8134-000	O&M	Estimated 2022-23		3,500	3,500	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8170-000	O&M	Estimated 2022-23		3,000	3,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8180-000	O&M	Estimated 2022-23		20,000	20,000	Update current expenses	5/4/2023
230	Public Works	230-6010-6116	8200-000	O&M	Estimated 2022-23		500	500	Update current expenses	5/4/2023
500	Public Works	500-6010-6710	8105-000	O&M	Estimated 2022-23		20,000	20,000	Update current expenses	5/4/2023
500	Public Works	500-6010-6710	8229-000	O&M	Estimated 2022-23		5,000	5,000	Update current expenses	5/4/2023
500	Public Works	500-6010-6710	8400-000	O&M	Estimated 2022-23		117,114	117,114	Update current expenses	5/4/2023
500	Public Works	500-6010-6711	8140-000	O&M	Estimated 2022-23		7,000	7,000	Update current expenses	5/4/2023
500	Public Works	500-6010-6711	8180-000	O&M	Estimated 2022-23	6,000,000	600,000	(5,400,000)	Update to correct amount	5/4/2023
500	Public Works	500-6010-6711	8400-000	O&M	Estimated 2022-23		205,267	205,267	Update current expenses	5/4/2023
101	Public Works	101-6010-6011	8170-000	O&M	Estimated 2022-23	47,715	50,215	2,500	Update current expenses	5/4/2023
101	Public Works	101-6010-6601	8060-000	O&M	Estimated 2022-23	-	700	700	Updated estimated costs	5/4/2023
								(4,655,382)		

City of South Pasadena
 Budget Changes by Account # - Operating Expenditures
 FY 2023-24 Budget
 From May 1, 2023 Onwards

Fund #	Department	Fund-Dept-Div	Obj Code	Category	Columns to Update			Reason	Date of change	
					Estimated FY 2022-23 or Proposed FY 2023-24	Original Amount	Updated Amount			
101	Community Services	101-8030-8031	8090-000	O&M	Estimated 2022-23	-	1,500	1,500	Update current expenses	5/4/2023
101	Community Services	101-8030-8031	8264-000	O&M	Estimated 2022-23	-	50,000	50,000	Was missed with original draft	5/4/2023
101	Community Services	101-8030-8032	8020-000	O&M	Estimated 2022-23		5,500	5,500	Update current expenses	5/4/2023
								57,000		
	General Fund Reserve			Other	Estimated 2022-23	40,000	-	(40,000)		5/4/2023
	Misc Transfers			Other	Estimated 2022-23	721,562	2,210,847	1,489,285	Adjust transfers due to CIP	5/4/2023
								1,449,285		
101	Finance	101-3010-3041	7131-000	W&B	Estimated 2022-23	3,583,391	2,094,105	(1,489,286)	Formula error caught and corrected	5/4/2023
101	Finance	101-3010-3041	7131-000	W&B	Estimated 2022-23	660,434	575,000	(85,434)	Made correction to the calculation	5/4/2023
								(1,574,720)		
220	City Manager	220-2010-2301	8185-000	O&M	Proposed 2023-24		105,500	105,500	Use prior year budget until Council provides direction	5/4/2023
								105,500		
101	Management Services	101-2030-2031	7000-000	W&B	Proposed 2023-24	163,617	165,804	2,187	Update Management Services Directory Salary Schedule	5/4/2023
101	Management Services	101-2030-2031	7010-000	W&B	Proposed 2023-24	49,504	78,000	28,496	Added retiree helping through December 2023	5/4/2023
101	Management Services	101-2030-2031	7100-000	W&B	Proposed 2023-24	21,696	21,986	290	Update Management Services Directory Salary Schedule	5/4/2023
101	Management Services	101-2030-2031	7100-010	W&B	Proposed 2023-24	50,128	50,376	248	Update Management Services Directory Salary Schedule	5/4/2023
101	Management Services	101-2030-2031	7108-000	W&B	Proposed 2023-24	1,636	1,658	22	Update Management Services Directory Salary Schedule	5/4/2023
101	Management Services	101-2030-2031	7110-000	W&B	Proposed 2023-24	2,314	2,338	24	Update Management Services Directory Salary Schedule	5/4/2023
101	Management Services	101-2030-2031	7170-000	W&B	Proposed 2023-24	6,159	6,597	438	Added retiree helping through December 2023	5/4/2023
								31,705		
101	Management Services	101-2030-2033	8040-000	O&M	Proposed 2023-24	8,850	44,850	36,000	Move Expense for Outlook Newspaper from 8170 to 8180	5/4/2023
101	Management Services	101-2030-2033	8180-000	O&M	Proposed 2023-24	111,000	75,000	(36,000)	Move Expense for Outlook Newspaper from 8170 to 8180	5/4/2023
101	Management Services	101-2030-2032	8180-000	O&M	Proposed 2023-24	215,027	207,036	(7,991)	Removed 2nd docusign expense and moved Zoom expense from	5/4/2023
								(7,991)		
101	Finance	101-3010-3011	8060-000	O&M	Proposed 2023-24	1,395	971	(424)	Allocate partial expenses to water fund	5/4/2023
101	Finance	101-3010-3011	8090-000	O&M	Proposed 2023-24	10,055	6,793	(3,262)	Allocate partial expenses to water fund	5/4/2023
101	Finance	101-3010-3011	8200-000	O&M	Proposed 2023-24	6,360	3,916	(2,444)	Allocate partial expenses to water fund	5/4/2023
								(6,130)		
101	Finance	101-3010-3041	7131-000	W&B	Proposed 2023-24	540,000	592,250	52,250	Made correction to the calculation	5/4/2023
								52,250		
101	Finance	101-3010-3041	8170-000	O&M	Proposed 2023-24	110,000	135,000	25,000	Add in OPEB Actuarial Services by Bartel	5/4/2023
								25,000		
500	Finance	500-3010-3012	8060-000	O&M	Proposed 2023-24	-	424	424	Allocate partial expenses to water fund	5/4/2023
500	Finance	500-3010-3012	8090-000	O&M	Proposed 2023-24	300	3,512	3,212	Allocate partial expenses to water fund	5/4/2023
500	Finance	500-3010-3012	8200-000	O&M	Proposed 2023-24	500	2,504	2,004	Allocate partial expenses to water fund	5/4/2023
								5,640		
101	Police	101-4010-4011	7000-000	W&B	Proposed 2023-24	5,561,902	5,612,851	50,949	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7100-000	W&B	Proposed 2023-24	915,858	920,014	4,156	Personnel Update - See attached worksheet	5/4/2023

City of South Pasadena
 Budget Changes by Account # - Operating Expenditures
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Fund #	Department	Fund-Dept-Div	Obj Code	Category	Columns to Update			Reason	Date of change	
					Estimated FY 2022-23 or Proposed FY 2023-24	Original Amount	Updated Amount			
101	Police	101-4010-4011	7108-000	W&B	Proposed 2023-24	54,682	55,191	509	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7110-000	W&B	Proposed 2023-24	217,279	217,843	564	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7130-000	W&B	Proposed 2023-24	868,440	890,760	22,320	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7140-000	W&B	Proposed 2023-24	12,234	12,474	240	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7150-000	W&B	Proposed 2023-24	44,309	45,209	900	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7160-000	W&B	Proposed 2023-24	5,544	5,643	99	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7170-000	W&B	Proposed 2023-24	87,226	87,980	753	Personnel Update - See attached worksheet	5/4/2023
101	Police	101-4010-4011	7180-000	W&B	Proposed 2023-24	58,546	-	(58,546)	Personnel Update - See attached worksheet	5/4/2023
								21,945		
101	Fire	101-5010-5011	8183-000	O&M	Proposed 2023-24	82,500	132,500	50,000	Contract Services - San Marino (surplus funds from end of FY 22/23 to be used FY 23/24)	5/4/2023
								50,000		
101	Public Works	101-6010-6011	7000-000	W&B	Proposed 2023-24	530,593	485,874	(44,719)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7100-000	W&B	Proposed 2023-24	54,847	51,270	(3,578)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7108-000	W&B	Proposed 2023-24	5,306	4,859	(447)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7110-000	W&B	Proposed 2023-24	6,677	6,192	(486)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7130-000	W&B	Proposed 2023-24	81,858	68,466	(13,392)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7140-000	W&B	Proposed 2023-24	1,127	983	(144)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7150-000	W&B	Proposed 2023-24	4,448	3,908	(540)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7160-000	W&B	Proposed 2023-24	515	455	(59)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6011	7170-000	W&B	Proposed 2023-24	10,084	9,436	(648)	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7000-000	W&B	Proposed 2023-24	50,368	57,821	7,453	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7100-000	W&B	Proposed 2023-24	5,761	6,357	596	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7108-000	W&B	Proposed 2023-24	504	578	75	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7110-000	W&B	Proposed 2023-24	547	628	81	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7130-000	W&B	Proposed 2023-24	5,682	7,914	2,232	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7140-000	W&B	Proposed 2023-24	88	112	24	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7150-000	W&B	Proposed 2023-24	331	421	90	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7160-000	W&B	Proposed 2023-24	40	50	10	Personnel Update - See attached worksheet	5/4/2023
101	Public Works	101-6010-6015	7170-000	W&B	Proposed 2023-24	730	838	108	Personnel Update - See attached worksheet	5/4/2023
210	Public Works	210-6010-6501	7000-000	W&B	Proposed 2023-24	393,780	408,851	15,071	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7100-000	W&B	Proposed 2023-24	39,925	41,140	1,214	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7108-000	W&B	Proposed 2023-24	3,916	4,066	151	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7110-000	W&B	Proposed 2023-24	8,244	8,408	164	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7130-000	W&B	Proposed 2023-24	51,165	55,629	4,464	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7140-000	W&B	Proposed 2023-24	803	851	48	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7150-000	W&B	Proposed 2023-24	2,938	3,118	180	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7160-000	W&B	Proposed 2023-24	399	419	20	Personnel Update - See attached worksheet; update	5/4/2023
210	Public Works	210-6010-6501	7170-000	W&B	Proposed 2023-24	5,710	5,928	219	Personnel Update - See attached worksheet; update	5/4/2023
230	Public Works	230-6010-6116	7000-000	W&B	Proposed 2023-24	659,940	663,666	3,727	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7100-000	W&B	Proposed 2023-24	58,382	58,680	298	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7108-000	W&B	Proposed 2023-24	6,554	6,592	37	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7110-000	W&B	Proposed 2023-24	21,770	21,811	40	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7130-000	W&B	Proposed 2023-24	119,721	120,837	1,116	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7140-000	W&B	Proposed 2023-24	1,847	1,859	12	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7150-000	W&B	Proposed 2023-24	6,374	6,419	45	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7160-000	W&B	Proposed 2023-24	891	896	5	Personnel Update - See attached worksheet	5/4/2023
230	Public Works	230-6010-6116	7170-000	W&B	Proposed 2023-24	9,569	9,623	54	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7000-000	W&B	Proposed 2023-24	36,678	40,405	3,727	Personnel Update - See attached worksheet	5/4/2023

City of South Pasadena
 Budget Changes by Account # - Operating Expenditures
 FY 2023-24 Budget
 From May 1, 2023 Onwards

Fund #	Department	Fund-Dept-Div	Obj Code	Category	Columns to Update				Reason	Date of change
					Estimated FY 2022-23 or Proposed FY 2023-24	Original Amount	Updated Amount	Change		
239	Public Works	239-6010-6011	7100-000	W&B	Proposed 2023-24	3,800	4,098	298	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7108-000	W&B	Proposed 2023-24	367	404	37	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7110-000	W&B	Proposed 2023-24	398	439	40	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7130-000	W&B	Proposed 2023-24	4,767	5,883	1,116	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7140-000	W&B	Proposed 2023-24	64	76	12	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7150-000	W&B	Proposed 2023-24	241	286	45	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7160-000	W&B	Proposed 2023-24	30	35	5	Personnel Update - See attached worksheet	5/4/2023
239	Public Works	239-6010-6011	7170-000	W&B	Proposed 2023-24	532	586	54	Personnel Update - See attached worksheet	5/4/2023
500	Public Works	500-6010-6710	7170-000	W&B	Proposed 2023-24			(63)	Personnel Update - See attached worksheet	
						13,738	13,675			5/4/2023
								(21,209)		
101	Public Works	101-6010-6601	8070-000	O&M	Proposed 2023-24	-	700	700	Didn't flow into Budget Draft but was discussed and approved	5/4/2023
101	Public Works	101-6010-6601	8134-000	O&M	Proposed 2023-24	36,300	40,000	3,700	Additional installation of new units of Cintas Eye Wash Stations	5/4/2023
215	Public Works	215-6010-6310	8140-000	O&M	Proposed 2023-24	-	2,000	2,000	Didn't flow into Budget Draft but was discussed and approved	5/4/2023
500	Public Works	500-6010-6710	8105-000	O&M	Proposed 2023-24	-	20,000	20,000	Didn't flow into Budget Draft but was discussed and approved by CM in budget meeting	5/4/2023
								26,400		
503	Public Works	503-6010-6713	8540-000	Capital Outlay	Proposed 2023-24	-	40,000	40,000	Didn't flow into Budget Draft but was discussed and approved by CM in budget meeting	5/4/2023
								40,000		
101	Community Development	101-7010-7011	8040-000	O&M	Proposed 2023-24	-	10,000	10,000	Advertising - notice neighboring prop owners of projects	5/4/2023
								10,000		
101	Library	101-8010-8011	7000-000	W&B	Proposed 2023-24	883,799	901,091	17,292	Update Library Directors Salary Schedule	5/4/2023
101	Library	101-8010-8011	7100-000	W&B	Proposed 2023-24	96,336	98,629	2,293	Update Library Directors Salary Schedule	5/4/2023
101	Library	101-8010-8011	7100-010	W&B	Proposed 2023-24	149,295	153,309	4,014	Update Library Directors Salary Schedule	5/4/2023
101	Library	101-8010-8011	7108-000	W&B	Proposed 2023-24	8,737	8,910	173	Update Library Directors Salary Schedule	5/4/2023
101	Library	101-8010-8011	7110-000	W&B	Proposed 2023-24	19,582	19,770	188	Update Library Directors Salary Schedule	5/4/2023
101	Library	101-8010-8011	7170-000	W&B	Proposed 2023-24	65,746	65,997	251	Update Library Directors Salary Schedule	5/4/2023
								24,211		
101	Community Services	101-8030-8021	7020-000	W&B	Proposed 2023-24	-	2,000	2,000	Provides compensation for hours worked beyond normal	5/4/2023
101	Community Services	101-8030-8031	7000-000	W&B	Proposed 2023-24	232,255	240,553	8,298	Update Community Service Directors Salary Schedule	5/4/2023
101	Community Services	101-8030-8031	7010-000	W&B	Proposed 2023-24	-	10,500	10,500	Need part-time staff for this division	5/4/2023
101	Community Services	101-8030-8031	7100-000	W&B	Proposed 2023-24	26,820	27,920	1,100	Update Community Service Directors Salary Schedule	5/4/2023
101	Community Services	101-8030-8031	7100-010	W&B	Proposed 2023-24	47,992	50,114	2,123	Update Community Service Directors Salary Schedule	5/4/2023
101	Community Services	101-8030-8031	7108-000	W&B	Proposed 2023-24	2,323	2,406	83	Update Community Service Directors Salary Schedule	5/4/2023
101	Community Services	101-8030-8031	7110-000	W&B	Proposed 2023-24	2,631	2,721	90	Update Community Service Directors Salary Schedule	5/4/2023
101	Community Services	101-8030-8031	7170-000	W&B	Proposed 2023-24	3,368	3,488	120	Update Community Service Directors Salary Schedule	5/4/2023

City of South Pasadena
 Budget Changes by Account # - Operating Expenditures
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 From May 1, 2023 Onwards

Fund #	Department	Fund-Dept-Div	Obj Code	Category	Columns to Update			Reason	Date of change	
					Estimated FY 2022-23 or Proposed FY 2023-24	Original Amount	Updated Amount			
					Proposed FY 2023-24	Original Amount	Updated Amount	Change		
101	Community Services	101-8030-8032	7020-000	W&B	Proposed 2023-24	-	2,500	2,500	Provides compensation for hours worked beyond normal	5/4/2023
101	Community Services	101-8030-8032	7170-000	W&B	Proposed 2023-24	61,320	37,096	(24,223)	Updated calculation for FICA	5/4/2023
205	Community Services	205-2010-2210	7000-000	W&B	Proposed 2023-24	16,277	17,383	1,106	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-2010-2210	7100-000	W&B	Proposed 2023-24	2,158	2,305	147	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-2010-2210	7100-010	W&B	Proposed 2023-24	4,987	5,282	295	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-2010-2210	7108-000	W&B	Proposed 2023-24	163	174	11	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-2010-2210	7110-000	W&B	Proposed 2023-24	177	189	12	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-2010-2210	7170-000	W&B	Proposed 2023-24	236	252	16	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-8030-8024	7000-000	W&B	Proposed 2023-24	24,415	26,075	1,660	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-8030-8024	7100-000	W&B	Proposed 2023-24	3,237	3,458	220	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-8030-8024	7100-010	W&B	Proposed 2023-24	7,480	7,922	442	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-8030-8024	7108-000	W&B	Proposed 2023-24	244	261	17	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-8030-8024	7110-000	W&B	Proposed 2023-24	265	283	18	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-8030-8024	7170-000	W&B	Proposed 2023-24	354	378	24	Update Community Service Directors Salary Schedule	5/4/2023
205	Community Services	205-8030-8025	7000-000	W&B	Proposed 2023-24	206,931	275,655	68,724	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7020-000	W&B	Proposed 2023-24		5,000	5,000	In narratives but didn't flow to Budget detail	5/4/2023
205	Community Services	205-8030-8025	7100-000	W&B	Proposed 2023-24	24,724	30,222	5,498	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7108-000	W&B	Proposed 2023-24	2,069	2,757	687	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7110-000	W&B	Proposed 2023-24	3,628	4,374	746	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7130-000	W&B	Proposed 2023-24	43,470	47,070	3,600	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7140-000	W&B	Proposed 2023-24	603	768	165	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7150-000	W&B	Proposed 2023-24	2,185	2,795	610	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7160-000	W&B	Proposed 2023-24	272	371	99	Personnel Update - See attached worksheet	5/4/2023
205	Community Services	205-8030-8025	7170-000	W&B	Proposed 2023-24	10,423	11,419	996	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7000-000	W&B	Proposed 2023-24	68,724	-	(68,724)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7100-000	W&B	Proposed 2023-24	5,498	-	(5,498)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7108-000	W&B	Proposed 2023-24	687	-	(687)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7110-000	W&B	Proposed 2023-24	746	-	(746)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7130-000	W&B	Proposed 2023-24	3,600	-	(3,600)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7140-000	W&B	Proposed 2023-24	165	-	(165)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7150-000	W&B	Proposed 2023-24	610	-	(610)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7160-000	W&B	Proposed 2023-24	99	-	(99)	Personnel Update - See attached worksheet	5/4/2023
207	Community Services	207-8030-8025	7170-000	W&B	Proposed 2023-24	996	-	(996)	Personnel Update - See attached worksheet	5/4/2023
								11,558		
295	Community Services	295-8030-8045	8180-000	O&M	Proposed 2023-24	31,700	10,616	(21,084)	Draft had incorrect amount	5/4/2023
								(21,084)		
	General Fund Reserve			Other	Proposed 2023-24	400,000	-	(400,000)		5/4/2023
	Library			Other	Proposed 2023-24	2,800,000	-	(2,800,000)	Spend down of bequest	5/4/2023
								(3,200,000)		
	Transfers			Other	Estimated 2022-23	2,210,847		(2,210,847)	Removed transfers	5/16/2023
	Capital Projects			Other	Estimated 2022-23	-	170,000	170,000	Erroneously missed, should be \$170,000	5/16/2023
								(2,040,847)		
101	City Manager	101-2010-2011	7100-010	W&B	Proposed 2023-24	111,098	110,175	(923)	Personnel Update - See attached worksheet	5/16/2023
								(923)		
101	Management Services	101-2030-2031	7000-000	W&B	Proposed 2023-24	165,804	170,781	4,977	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2031	7100-000	W&B	Proposed 2023-24	21,986	22,646	660	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2031	7108-000	W&B	Proposed 2023-24			50		
101	Management Services	101-2030-2031	7110-000	W&B	Proposed 2023-24	1,658	1,708	50	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2031	7170-000	W&B	Proposed 2023-24	2,338	2,392	54	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2031	7170-000	W&B	Proposed 2023-24	6,597	6,263	(334)	Personnel Update - See attached worksheet	5/16/2023

City of South Pasadena
 Budget Changes by Account # - Operating Expenditures
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Fund #	Department	Fund-Dept-Div	Obj Code	Category	Columns to Update			Reason	Date of change	
					Estimated FY 2022-23 or Proposed FY 2023-24	Original Amount	Updated Amount			
101	Management Services	101-2030-2033	7000-000	W&B	Proposed 2023-24	216,948	182,655	(34,293)	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2033	7100-000	W&B	Proposed 2023-24	17,356	14,612	(2,744)	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2033	7108-000	W&B	Proposed 2023-24	2,169	1,827	(342)	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2033	7110-000	W&B	Proposed 2023-24			(372)		
						2,356	1,984		Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2033	7170-000	W&B	Proposed 2023-24	3,146	2,648	(498)	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2034	7000-000	W&B	Proposed 2023-24	311,868	315,854	3,987	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2034	7100-000	W&B	Proposed 2023-24	31,518	31,290	(228)	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2034	7100-010	W&B	Proposed 2023-24	38,262	37,944	(318)	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2034	7108-000	W&B	Proposed 2023-24	3,119	3,159	40	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2034	7110-000	W&B	Proposed 2023-24	3,387	3,430	43	Personnel Update - See attached worksheet	5/16/2023
101	Management Services	101-2030-2034	7170-000	W&B	Proposed 2023-24	10,266	4,580	(5,686)	Personnel Update - See attached worksheet	5/16/2023
								(35,004)		
101	Management Services	101-2030-2033	8180-000	O&M	Proposed 2023-24	75,000	83,200	8,200	Add in funds for municipal codification services in print and on	5/16/2023
101	Management Services	101-2030-2031	8180-000	O&M	Proposed 2023-24	575,105	695,105	120,000	Update for City Hall Security contract	5/16/2023
								128,200		
101	Finance	101-3010-3011	7000-000	W&B	Proposed 2023-24	538,709	535,178	(3,531)	Personnel Update - See attached worksheet	5/16/2023
101	Finance	101-3010-3011	7100-000	W&B	Proposed 2023-24	43,044	42,762	(283)	Personnel Update - See attached worksheet	5/16/2023
101	Finance	101-3010-3011	7108-000	W&B	Proposed 2023-24	5,373	5,338	(35)	Personnel Update - See attached worksheet	5/16/2023
101	Finance	101-3010-3011	7110-000	W&B	Proposed 2023-24	6,004	5,966	(38)	Personnel Update - See attached worksheet	5/16/2023
101	Finance	101-3010-3011	7170-000	W&B	Proposed 2023-24	7,811	7,760	(51)	Personnel Update - See attached worksheet	5/16/2023
500	Finance	500-3010-3012	7000-000	W&B	Proposed 2023-24	389,478	386,094	(3,384)	Personnel Update - See attached worksheet	5/16/2023
500	Finance	500-3010-3012	7100-000	W&B	Proposed 2023-24	32,785	32,378	(408)	Personnel Update - See attached worksheet	5/16/2023
500	Finance	500-3010-3012	7100-010	W&B	Proposed 2023-24	9,565	9,486	(79)	Personnel Update - See attached worksheet	5/16/2023
500	Finance	500-3010-3012	7108-000	W&B	Proposed 2023-24	3,886	3,852	(34)	Personnel Update - See attached worksheet	5/16/2023
500	Finance	500-3010-3012	7110-000	W&B	Proposed 2023-24	4,321	4,285	(37)	Personnel Update - See attached worksheet	5/16/2023
500	Finance	500-3010-3012	7170-000	W&B	Proposed 2023-24	5,647	5,598	(49)	Personnel Update - See attached worksheet	5/16/2023
								(7,929)		
106	Finance			O&M	Proposed 2023-24	-	3,499,717	3,499,717	Add SLRFRF Funds	
								3,499,717		
101	Police	101-4010-4011	7000-000	W&B	Proposed 2023-24	5,612,851	5,196,021	(416,830)	Personnel Update - See attached worksheet	5/16/2023
101	Police	101-4010-4011	7010-000	W&B	Proposed 2023-24	75,278	104,419	29,141	Correction to PD part-time staff missed	5/16/2023
101	Police	101-4010-4011	7100-000	W&B	Proposed 2023-24	920,014	863,575	(56,439)	Personnel Update - See attached worksheet	5/16/2023
101	Police	101-4010-4011	7100-010	W&B	Proposed 2023-24	1,237,622	1,237,237	(385)	Personnel Update - See attached worksheet	5/16/2023
101	Police	101-4010-4011	7108-000	W&B	Proposed 2023-24	55,191	51,023	(4,168)	Personnel Update - See attached worksheet	5/16/2023
101	Police	101-4010-4011	7110-000	W&B	Proposed 2023-24	217,843	202,168	(15,675)	Personnel Update - See attached worksheet	5/16/2023
101	Police	101-4010-4011	7170-000	W&B	Proposed 2023-24	87,980	84,165	(3,815)	Personnel Update - See attached worksheet	5/16/2023
								(468,171)		
105	Police	105-4010-4011	8101-000	O&M	Proposed 2023-24	366,000	531,502	165,502	Calculations based off of Staff Report for Tesla	5/16/2023
								6,460,937		
101	Fire	101-5010-5011	7000-000	W&B	Proposed 2023-24	2,787,440	2,745,719	(41,721)	Personnel Update - See attached worksheet	5/16/2023
101	Fire	101-5010-5011	7100-000	W&B	Proposed 2023-24	545,254	538,397	(6,857)	Personnel Update - See attached worksheet	5/16/2023
101	Fire	101-5010-5011	7108-000	W&B	Proposed 2023-24	27,315	26,898	(417)	Personnel Update - See attached worksheet	5/16/2023
101	Fire	101-5010-5011	7110-000	W&B	Proposed 2023-24	242,374	238,767	(3,606)	Personnel Update - See attached worksheet	5/16/2023
101	Fire	101-5010-5011	7170-000	W&B	Proposed 2023-24	40,679	40,074	(605)	Personnel Update - See attached worksheet	5/16/2023
								(53,207)		
101	Public Works	101-6010-6011	7000-000	W&B	Proposed 2023-24	485,874	479,259	(6,615)	Personnel Update - See attached worksheet	5/16/2023
101	Public Works	101-6010-6011	7100-000	W&B	Proposed 2023-24	51,270	50,837	(433)	Personnel Update - See attached worksheet	5/16/2023



City of South Pasadena
Finance Department

Memo

Date: May 30, 2023

To: The Honorable City Council

Via: Arminé Chaparyan, City Manager *DVM for AC*

From: John Downs, Interim Finance Director

May 30, 2023 City Council Meeting Item No. 4 Review of the Draft
Proposed Fiscal Year 2023-2024 Budget – Additional Attachment #7

This memo adds an additional attachment to Item No. 4. The attachment shall be reflected as Attachment 7 – One-Time General Fund Expenditures.

ATTACHMENT 7
One-Time General Fund
Expenditures

General Fund One-Time Expenditures		
Department	Description	Amount
City Manager's Office	Caltrans Consultant - Civic Stone Jul - Oct 2022	30,464
Management Services	Network hardware replacement	42,000
Management Services	Temporary Staffing Services	25,000
Management Services	End of Live Servers Rebuild and Migration to Azure Cloud	80,000
Fire	Shared Command Vehicle	132,500
Community Development	Tenant protections programs analysis, development & implementation	400,000
Community Development	Removal of Racially Restrictive Covenants from City-owned properties	100,000
Community Development	Cultural Heritage Ordinance Update	200,000
Community Development	IHO in-lieu Fee Study (EPS)	23,000
Community Development	Ballot Measure & Height limit study	100,000
Community Development	GP/DTSP Consultant (Rangwalla)	150,000
Community Development	TruePoint electronic permit system implementation	151,000
Library	New carpet and paint in teen room	6,000
Library	Furniture for teen room	34,000
Library	New exterior book drops	15,000
Community Services	Mobile Senior Tables	4,900
Community Services	Reception area furniture at Senior Center	4,500
Community Services	Tables and chairs at War Memorial	2,000
Community Services	Electrical panel at Garfield Park for events	2,500
Community Services	Park signage	7,650
Community Services	Painting of Camp Med	10,500
	Total General Fund - one time appropriations	1,521,014