



**CITY OF SOUTH PASADENA
SPECIAL JOINT MEETING OF THE CITY COUNCIL
AND THE FINANCE COMMISSION**

AGENDA

WEDNESDAY, APRIL 17, 2024, AT 5:01 P.M.

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena City Council Statement of Civility

As your elected governing board, we will treat each other, members of the public, and City employees with patience, civility, and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all City business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – **Webinar ID: 825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/82599992830> or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:

Mayor

Evelyn G. Zneimer

ROLL CALL OF CITY COUNCIL:

Mayor

Evelyn G. Zneimer

Mayor Pro Tem

Jack Donovan

Councilmember

Jon Primuth

Councilmember

Michael A. Cacciotti

Councilmember

Janet Braun

ROLL CALL OF FINANCE COMMISSION:

Chair

Peter Giulioni Jr.

Vice Chair

Sheila Rossi

Commissioner

Cynthia Quade

Commissioner

Y-Le Ho

Commissioner

Vacant

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on the agenda items only. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC COMMENT**1. PUBLIC COMMENT**

Public Comment will be limited to three minutes per speaker for the agenda items only.

ACTION/DISCUSSION**2. BUDGET KICK-OFF INCLUDING OVERVIEW OF BUDGET DEVELOPMENT, PROCESS AND POLICIES AND BUDGET PREVIEW**Recommendation

It is recommended that the City Council and Finance Commission receive and discuss the presentation and provide direction, if any.

3. PERSONNEL PRESENTATION INCLUDING AN OVERVIEW OF THE RECRUITMENT AND HIRING PROCESS, STATUS OF CURRENT POSITIONS, LABOR CONTRACTS AND COSTS, AND RISK MANAGEMENT INSURANCE OVERVIEWRecommendation

It is recommended that the City Council and Finance Commission receive and discuss the presentation and provide direction, if any.

4. CONSIDERATION OF REVIEW AND APPROVAL OF THE REVISED FISCAL YEAR 2024-2025 BUDGET CALENDARRecommendation

It is recommended that the City Council and Finance Commission review and approve the revised Fiscal Year 2024-2025 budget calendar.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS


April 17, 2024	Regular City Council Meeting	7:00 P.M.
April 17, 2024	Special City Council and Housing Authority Meeting	7:01 P.M.
April 24, 2024	Special Joint City Council and Finance Commission Meeting – LLMD and CIP Study Session	TBD
May 1, 2024	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public viewing on the City’s website:

www.southpasadenaca.gov/CityCouncilMeetings2022

ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **April 17 2024**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City website as required by law, on the date listed below.*

4/11/2024	/S/
Date	Amber Tardif, Deputy City Clerk



City of South Pasadena Finance Department

Memo

Date: April 17, 2024
To: The City Council and Finance Commission
From: John Downs, Finance Director
RE: Fiscal Year 2024-2025 Budget Kick Off

Welcome to Budget Kick-Off!

Staff's presentation tonight will include the current status of the budget process for Fiscal Year 2024-25, and overview of key information as discussed with City Council and Finance Commission, as well as next steps. As part of preparation, the attached documents are to help initiate the discussion on the development of the Fiscal Year 2024-2025 Budget. Please note that some of these documents are dynamic and changing, such as Professional Services Costs and Utility costs to-date

The Finance Budget Policies are also included to ensure that the City Council and Finance Commission are reviewing the policies for any improvements or changes, ahead of budget adoption, and just as a starting point tonight. The Budget Policies will also be taken up at the Finance Commission's next regular meeting, and staff looks to bring the Commission's recommendations to the City Council for consideration.

Management Services Department has also prepared a Personnel Presentation to follow Budget Kick-Off, including Position Control Report, updates on staffing and recommended critical hires, health insurance costs, authorized versus budgeted personnel and vacancy rates.

- Attachment 1: Updated Budget Calendar
- Attachment 2: FY 2023-24 Adopted Budget Policies
- Attachment 3: Draft FY 2024-25 Budget Development Conversation Starters (*Highlighted numbers will be provided early next week*)
- Attachment 4: FY23-24 Adopted Discretionary Projects Status Updates as of April 11, 2024
- Attachment 5: Draft Strategic Financials List: Short-Term Considerations, Long-Term Considerations, and Revenue Opportunities (*Highlighted numbers will be provided early next week*)
- Attachment 6: State and Local Fiscal Recovery Fund (SLFRF) Status Update

- Attachment 7: Specific Accounts Update (Professional Services, Contract Services, Utilities, Staff Development, Conferences/Travel)
- Attachment 8: Budget Survey Results as of April 10, 2024

ATTACHMENT 1
City of South Pasadena Revised Proposed 2024-25
Budget Calendar



City of South Pasadena Fiscal Year 2024-2025 Revised Proposed Budget Calendar

Feb 7	Budget Survey Live for Community Input
Feb 21	Joint Special Meeting with City Council and Finance Commission: Mid-year Budget Report and 5-year Financial Forecast
Feb 26	Budget request forms, narratives, KPIs distributed to departments
Feb 26	Budget Kickoff meeting for budget reps
Mar 18	Revenue/Expenditure projections (23-24) to Finance
Mar 19	All forms closed to departments at 12:00PM
March 28	Mid-year Budget Report to Finance Commission
April 17	Joint Special Meeting with City Council and Finance Commission: Budget Kickoff
April 18	Finance delivers department budget requests to City Manager; Narratives and Performance Indicators due to Finance
April 24	Joint Special Meeting with City Council and Finance Commission: Lighting and Landscaping Maintenance District (LLMD) and Capital Improvement Program (CIP)
April 22-25	Department review with City Manager and Finance Director
Apr 25	Executive Team Budget Meeting
Apr 29-May3	Finance prepares Proposed Operating and Capital Improvement Program (CIP) Budget
May 3-8	Individual Councilmember meetings with City Manager and Department Heads
May 7	Notice of Public Hearing published for Budget and CIP
May 8	Citywide Budget Presentation for employees
May 9	Public Community Meeting 1
May 13	Public Community Meeting 2
May 14	Budget Survey Closes at 6 P.M.
May 15	Joint Special Meeting with Council - Preliminary Budget to Finance Commission, City Council and Community Input
May 23	Budget Workshop and Community Input (overview)
May 29	Final Draft Budget to Finance Commission and Community Input
Jun 5	Joint Special Meeting with City Council and Finance Commission: Public Hearing/Adoption of Budget, CIP, Fees, GANN

ATTACHMENT 2
FY 2023-24 Adopted Budget Policies

FY 2023/2024 Budget Policies

PURPOSE STATEMENT

To enhance fiscal transparency and maintain and improve fiscal sustainability, the City of South Pasadena annually adopts fiscal policies to establish a framework to ensure a balanced budget, maintain healthy reserves, appropriately fund the City's infrastructure needs, establish fees and charges, and ensure compliance with City Council directives. This policy is adopted annually as part of the Budget adoption process and may be revised by City Council action.

1. ANNUAL BUDGET

The City adopts an annual budget. The City's fiscal year starts on July 1st and concludes on June 30th. The annual budget for the new fiscal year will be adopted before June 30th.

The following are key elements of the City's budget and budget process:

- Budgetary appropriations are made by the City Council, through formal budget adoption.
- The City Manager submits the Proposed Budget to the City Council no later than the final City Council meeting in May.
- The budget is adopted by the City Council before June 30th, following a public meeting where constituents are given an opportunity to comment on the Proposed Budget.
- Prior to consideration by the City Council, the Proposed Budget will be reviewed by the Finance Commission.

2. BALANCED BUDGET

The City strives to maintain a balanced operating budget for all governmental funds (all funds except the enterprise funds), with total on-going revenues equal to or greater than total on-going expenditure, so that at year end all these funds have a positive fund balance and the General Fund balance is maintained.

- The budget is balanced at the individual fund level. The estimated revenue sources must be sufficient to cover proposed uses.
- Ongoing operations are funded by recurring revenues.
- City policies on reserve requirements for specific funds are adhered to in the budget.
- If shortfalls are projected after the budget adoption, during quarterly financial reviews, the City Manager will present a plan to address such shortfalls with sustainable measures in order to achieve a balanced budget by fiscal year-end.
- Non-recurring revenues or one-time funding may be used to balance the budget during economic downturns, or as a result of unforeseen events.

3. APPROPRIATIONS AND BUDGETARY CONTROL

The City Council holds public hearings and adopts the City's annual budget and may modify appropriations with majority approval. During the fiscal year, any budget adjustments (increases in appropriations at the fund level) that cannot wait for the Mid-Year review or that exceed the City Manager's budget authority described below, must be submitted by the City's departments for City Council review and approval. The review and approval may occur at any City Council meeting, at the request of staff or the City Council. The City Council approves any revisions that increase the total budgeted expenditures or revenues at the fund level, and any changes to permanent and full-time positions.

The legal level of expenditures is controlled at the fund level, and appropriations lapse at the end of each fiscal year. Re-appropriation by the City Council only occurs for multi-year infrastructure and capital projects.

Department Heads may, without Council approval, amend individual line items within any fund in the maintenance and operations portions of the budget without increasing total appropriations for that division. The City Manager may, without Council approval, amend individual line items within any fund, and between divisions and programs, in the personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund.

4. GENERAL FUND RESERVES

General Fund Reserves are described as:

- Unassigned Fund Balance - These reserves are in spendable form and may become either restricted, committed, or assigned. The City strives to attain a General Fund undesignated fund balance equal to a minimum 30% of General Fund revenues at year end.
- Assigned Fund Balance – These reserves are set aside or earmarked for particular purposes, and the authority to designate these reserves can be delegated, and may take less formal action to limit how the reserves are used.
- Restricted Fund Balance – These reserves are subject to restrictions that are legally enforceable by outside parties, such as bondholders.
- Committed Fund Balance – These reserves are designated by the City Council, and are designated for specific purposes, through formal action. Committed balances can be modified by the City Council taking formal action.

Committed (Designated) Reserves shall be reviewed and designated annually by the City Council prior to Budget adoption. Upon designation of a reserve for a specific purpose, the Council will ensure the following:

- The purpose of the reserve will be specified at the time of designation.
- The City Council will also identify whether the designation is a one-time designation or whether an amount specified by the City Council will be added to the designated reserve on an annual basis.
- Nothing limits the City Council's authority to un-designate, or re-designate any General Fund Designated Reserve for another governmental purpose, pursuant to formal City Council action.

5. ENTERPRISE FUND

The City requires the water, sewer, and golf course enterprise funds be self-supporting. The City recognizes that enterprise funds function with accounting practices that are different from those used by governmental funds. Therefore, for enterprise funds, the City will strive to maintain operating budgets that produce annual net revenues that meet or exceed the compliance requirements of debt coverage ratios generally.

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$37.8 million 2016 Water Bond issuance. Bond debt service will be

paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements.

The Water Fund will maintain a reserve equal to 30% of revenues. The Sewer fund will maintain a reserve equal to 30% of revenues.

6. INFRASTRUCTURE

The City maintains a long-range fiscal perspective through the use of a Capital Improvement Program to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees. The City Council adopts capital projects budgets and may modify appropriations with majority approval. All changes in appropriations at the fund level during the year must be submitted to the City Council for approval.

Beginning in FY 2013/14, the City's goal has been to commit a minimum of \$2,000,000 per year towards street improvements. This amount has fluctuated based upon available resources

7. ACCOUNTING AND REPORTING STANDARDS

The City will comply with all requirements of generally accepted accounting principles, and will publish an Annual Comprehensive Financial Report (ACFR) in compliance with generally accepted accounting principles, prepared in coordination with our independent auditors, no later than the first quarter of each calendar year. The ACFR, along with the Auditor's report on internal controls and compliance, will be presented to the City Council at a public meeting, after first being presented to the Finance Commission. The City shall endeavor to achieve audits with minimal auditor findings in the form of significant deficiencies. The City shall swiftly and thoroughly respond, to auditor findings of material weakness.

8. MIDYEAR AND INTERIM FINANCIAL REPORTING

The City will publish a midyear budget update in March of each year. The midyear budget update shall present estimated outcomes and the implications for the budget year. The report shall give attention to the financial issues and policy matters anticipated to have the most significant short and long-term financial planning importance to the City Council. Pursuant to the content of the midyear report, the City Council shall provide specific and general direction to staff for short- and long-term budgetary planning.

To comply with the policy, the City Manager will ensure the following:

- The midyear budget update will be presented to the City Council in February or March of each year.
- At the midyear budget update, staff will present to the City Council any necessary adjustments to the budget. The adjustments are based on additional funding, or major changes in revenues or expenditures, or previously approved budget adjustments.
- Monthly budget updates will be provided to the City Council starting in the Spring of 2023.

9. RISK MANAGEMENT

The City will identify and quantify all areas of financial and operating risk, and prepare contingencies for those risks, including legal liabilities, infrastructure maintenance,

emergency response, and contract and employee obligations. The City will work with the City's insurance providers to seek full coverage of actuarially projected needs.

Liability and Workers Compensation liability is reported in accordance with GASB 10, and further explained below.

- The City manages risk through a combination of purchased insurance and self-insurance.
- The City self-insured workers' compensation claims with a self-insured retention of \$125,000 and general/auto liability claims, with a self-insured retention of \$100,000 per covered claim. Excess workers' compensation and general/auto liability insurance coverage shall be purchased.
- An annual actuarial study shall be conducted to provide an estimate of the self-insured liability to be recorded by the City in accordance with Governmental Accounting Standards Board Statement No. 10. This statement requires the City to accrue a liability on its financial statements for a reasonable estimate of the cost of claims and expenses associated with all reported and unreported claims.
- The City's goal is to maintain reserves to fund its outstanding self-insured liabilities at the minimum level of 70 percent.
- The City shall maintain a Self-Insurance Fund to both fund the liability reserve and workers compensation, and recover all associated risk management costs, including claim payments, insurance premiums and any deductibles, and claim administration (internal and external). The fund's revenues shall be generated through assessments to City funds based on their claim experience and outstanding liabilities. These departmental assessments shall be evaluated annually and adjusted as needed.
- Staff shall report to the Finance Commission and City Council at least annually on the claims processed, amounts paid, and steps taken to manage and reduce the City's risk and liability.

10. DEBT AND INVESTMENTS

The City will consider the use of debt for long-term capital assets when the cost of debt is lower than the City's investment return, and when operating revenues are available to pay the debt. We will maximize the investment return on City Cash balances within the higher concerns of safety and liquidity. An investment policy will be submitted annually to the City Council for review and adoption in September or October of each year. The City shall at all times maintain compliance with the California Government Code with respect to the content and function of its Investment Policy.

Annually, the Investment Policy is reviewed by the City's Finance Commission, prior to being approved by the City Council. Additionally, the City Treasurer shall provide monthly reports to the City Council which shall include all reportable elements specified in the City's Investment Policy.

11. CONTROL OF FINANCIAL ASSETS

All financial assets will be under the direct authority of the City Treasurer and Finance Director. Regarding Capital Assets, the City will capitalize assets and equipment with individual minimum value of \$5,000 for non-infrastructure assets, and \$25,000 for infrastructure assets.

12. SCHEDULE OF FEES FOR SERVICES

The City will publish, and the Finance Department will update, the schedule of fees for services as a component of the annual budget. The Fee Schedule will be reviewed by the Finance Commission prior to implementation each July 1st.

13. LONG-TERM LIABILITIES

The City shall evaluate long-term liabilities (debt borrowing, compensated absences, claims and judgements, pensions, post-employment benefits (OPEB), on a case by case basis. The City will work with the California Public Employee Retirement System and the City's insurance providers to seek full coverage of actuarially projected needs.

Funding is budgeted on a pay-as-you-go basis for leave liabilities, and retiree health insurance costs. In accordance with GASB 45, a third-party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09.

14. GANN APPROPRIATIONS LIMIT

The City will annually adopt a Resolution establishing the City's appropriation limit (the Gann Limit) calculated in accordance with Article x111-B of the constitution of the State of California Government code and any other voter approved amendments or state legislation that affects the City's appropriations limit. The Gann Limit will be adopted by Resolution.

The City is restricted to an amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates or revised fee schedules. Alternatively, an excess of one year, may be offset against a deficit in the following year.

ATTACHMENT 3

Draft FY 2024-25 Budget Development Conversation
Starters

City of South Pasadena
DRAFT FY 2024-25 Budget Development Conversation Starters

Rev. 04-11-2024

Prioritized Staffing & Professional Development	Budgeted FY 23/24	Potential Considerations for FY24/25
Staffing: Prioritized Hirings and Vacancy Holds	TBD	TBD
Prioritized Training & Travel	263,403	92,763
Potential Programs/ Services for Consideration		
Annual Commissioner Congress Event	8,000	8,000
Mayor's Annual Engagements/Outreach	10,000	10,000
Library Comprehensive Plan- Phase I	150,000	150,000
Camp Med Summer*	67,000	67,000
Holiday Lights/ Décor in Downtown	15,000	20,000
Chamber BIT Contract (shift to revenue-neutral)	128,500	83,000
Gopher Abatement	20,000	20,000
Community Outreach Newsletter (mailed/hard-copy)	-	120,000
City Council Discretionary Funds	20,000	20,000
City Hall Open House (bi-annual)	-	20,000
MultiCultural Event (September 2024)	25,000	25,000
Arroyo Golf Course Master Plan**	150,000.00	150,000
Reduction of # of Concerts/ Movies in the Park, Shakespeare	-	TBD
Extend Certain Contracted Out Services***	-	TBD
Donation to South Pasadena Tournament of Roses	12,000	12,000
Development of Capital Replacement Plan (fleet management, vehicle and technology replacement)	-	-
Police Department Assessment Implementation	-	TBD
State and Local Fiscal Recovery Fund (SLFRF) Programming	3,498,717.00	1,400,000
Oaklawn Bridge structural Engineering and Rehab	-	TBD
Rent Registry	-	TBD
Fire Department Assessment Implementation	-	55,000
TOTAL	4,367,620	2,252,763

Notes:

* Staff suggests re-evaluating this program for next year on, as registration numbers have not returned post-COVID. Staff is preparing true-costing, inclusive of staffing, in preparation for budget discussions.

** Arroyo Golf Course Master Plan budget will be paid from Golf Course Account, and not General Fund.

***During budget development, staff will recommend extension of existing contract services to retain lower costs for services (i.e. Spectrum video archiving, IT services and business license processing).

Special Study Session is being planned for April 24, 2024 with Council and Finance Commission on LLMD + CIP

Staffing costs are not calculated into the amounts above; programming and services made possible through existing authorized staffing levels.

City of South Pasadena
DRAFT FY 2024-25 Budget Development Conversation Starters

Rev. 04-11-2024

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Staffing: Prioritized Hirings and Vacancy Holds	TBD	TBD
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ATTACHMENT 4
FY23-24 Adopted Discretionary Projects Status Updates
as of April 11, 2024

CITY OF SOUTH PASADENA
FY 23/24 TRANSFERS OUT – FUND 101
DISCRETIONARY PROJECTS APPROVED BY CITY COUNCIL STATUS UPDATE
Revised 04-11-2024

PROJECT	FY2024 FUNDING AMOUNT (GF)	STATUS	\$ EXPENDED TO-DATE (03/06/24)	\$ ANTICIPATED BY END OF FY 24
VoiP Phone System Installation	\$180,000	Implemented City-wide. System connects to all departments and divisions to ensure access to customer services and inquire/request fulfillment.	\$97,200	\$140,403
Community Development (CD) Permit Management Software	\$125,000	Implemented; currently running internal testing ahead of public-facing launch. The Department pursued and received a SB2 grant of up to \$150,000 to support this system and transition; accounting has yet to be finalized to confirm the total value, as the grant is facilitated in a reimbursement format. City staff has been submitting and applying reimbursable costs for review and payment during this process.	\$122,517.50*	\$145,000.00*
City/Civic Electric Vehicle (EV) Charging System	\$250,000	Infrastructure to support City Hall Electrification – expenditure match for approx. \$500,000 Mobile Source Air Pollution Reduction Review Committee (MSRC) grant. Project is in design phase and pending construction, expected to begin in the next 6-8 weeks in partnership with Southern California Edison (SCE).	\$44,257.50* (Does not include City Council approved \$183,344 for pending equipment purchase)	\$275,000*
Agenda Management System	\$50,000	Implemented; running internal testing for next two City Council meeting agenda’s in tandem with hard-copy process to ensure reliability and appropriate staff training.	\$8,400	\$17,388
City Website System & Design	\$60,000	Both the City Website and Employee Intranet sub-site are in-development. The website design has been completed and is in cue for vendor quality	Total website related costs to date (existing	Pending from Granicus accounting team, estimated and

CITY OF SOUTH PASADENA
FY 23/24 TRANSFERS OUT – FUND 101
DISCRETIONARY PROJECTS APPROVED BY CITY COUNCIL STATUS UPDATE
Revised 04-11-2024

		<p>control; staff training will take place in April, and a public launch is expected in May. Employee intranet design is in-development; launch is expected to follow website launch.</p> <p>The City Council approved \$39,867.26 for the total cost of the City website and employee intranet; \$21,100 are one-time fees for design and training, and \$18,870.23 are licensing fees, that will be billed annually with a CPI increase.</p> <p>Total cost of website: \$17,100, with \$15,000 licensing fees annually.</p> <p>Total cost of intranet: \$9,500, with \$5,000 licensing fees annually.</p>	<p>and new sites): \$25,862.18.</p> <p>Of this, the new website development costs to date: \$21,817.06</p>	<p>additional \$12,000, for a total estimate of \$37,297.06.</p>
City Hall Stormwater Project	\$300,000	<p>Project in Planning phase, which is not included in the Capital Improvement Program (CIP) budget; budget covers Design and Construction. Reporting to Metropolitan Water District for the Grant funding portion has already commenced. Staff is working with two firms to bring a design scope to Council.</p>	\$0.00*	\$100,000*
Arroyo Seco San Rafael & San Pascual Projects (stormwater)	\$300,000	<p>Stormwater compliance joint project with the City of Pasadena – total budget over \$10M – mostly grant funded, which South Pasadena has committed a \$437,500 match by agreement. Project design is 95% complete.</p>	\$70,630.00*	\$120,000*
Cover Deficit for Lighting and Landscaping	\$774,171	<p>Narrative included in the midyear budget report; this item needs to be further discussed for City Council direction. Staff has analyzed potential options for consideration, and will schedule a</p>	\$747,166.87 (not yet considering	Because the LLMD Fund is linked to sixty-seven (67) operational accounts including

CITY OF SOUTH PASADENA
FY 23/24 TRANSFERS OUT – FUND 101
DISCRETIONARY PROJECTS APPROVED BY CITY COUNCIL STATUS UPDATE
Revised 04-11-2024

Maintenance District (LLMD) Fund		<p>special study session with City Council and Finance Commission on April 24, 2024 on LLMD as well as Capital Improvement Program (CIP) as part of the budget development process.</p> <p>The LLMD to-date has received \$463,054.91 of revenues (tax assessments). We have already transferred \$284k of GF to cover the LLMD expenditures, and still have additional costs not factored into this; anticipate by year-end the GF 'cover' will be about \$600,000 or more.</p>	invoices yet to be processed)	wages and benefits for multiple staff, professional and contract services, equipment, fuel, and capital installations – a more comprehensive review is necessary to provide a FY 23-24 projection estimate considering year-to-date LLMD expenditures, revenue, and therefore, the anticipated General Fund contribution.
Cover Deficit for Business Improvement Tax Fund	\$78,109	<p>City Council reviews and considers funding proposal and funding level annually. The funding level of FY2024 was \$128,500, plus \$15,000 in-kind for public safety overtime costs to support special events. The deficit covered by the General Fund for this year was \$78,109, because the BIT (generated by business license and filming permits in the downtown district) generated only \$50,391 revenue.</p> <p>Forward looking: to-date, the BIT has generated \$40,913, as it took a significant hit due to filming strikes and film permit revenue generation down \$25,000 so far this year.</p>	\$90,997 (Inclusive of invoice payment included on 3/6 warrants)	\$128,500 + \$15,000 Public Safety in-kind staffing costs to support special events
Library Master Plan	\$150,000	Library Request for Qualifications yielded 14 proposals. Council subcommittee has been	\$0*	\$0*

CITY OF SOUTH PASADENA
FY 23/24 TRANSFERS OUT – FUND 101
DISCRETIONARY PROJECTS APPROVED BY CITY COUNCIL STATUS UPDATE
Revised 04-11-2024

		<p>formed, and working on establishing a project ad hoc, to include appointees from City commissions, community groups, and community at-large members.</p> <p>Once the ad hoc is formed, the group will review proposals and recommend award of contract to a consultant to the City Council, at which time, cost for consultant services for Phase I will be negotiated and determined.</p>		
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* Note: The financials approved or expended with these and any city services or projects do not include analysis of existing staffing and resources utilized to research, prepare and present various elements, contracts, processes of the projects, and only financial expenditures related to payment to consultants, vendors, partner agencies, etc.

Also note, not all costs associated with these projects will be incurred in FY2024; staff will work with City Council on encumbrances and roll-over of necessary funds to next year’s budget, to continue the funding appropriation, as some projects are multi-year.

ATTACHMENT 5

Draft Strategic Financials List: Short-Term Considerations,
Long-Term Considerations, and Revenue Opportunities

City of South Pasadena
DRAFT Potential Short-Term Reductions (through June 30, 2024)

Rev. 04-11-2024

Potential Hold/Pause on the Following Budgeted Areas:	Budgeted FY24	Cost Savings/ Funds Available
Prioritized Hirings and Vacancy Holds*	-	TBD
Prioritized Training & Travel (8060 & 8090 Accounts)	263,403	92,763
Contract Services	3,732,480	523,576
Professional / consultants	2,966,970	1,511,678.00
Employee Engagement Team	25,000	12,000
Reduce Fire Department Assessment Consulting Cost - Overbudgeted	100,000	55,000
Facilitate Cost Savings for Racially Restrictive Covenants (Housing Element)- Revisit FY 2025	100,000	100,000
Cultural Heritage Ordinance (Housing Element) - Revisit FY 2025	200,000	200,000
Tenant Protections (Housing Element) - Revisit FY 2025	100,000	100,000
Library Book Drops	15,000	15,000
Management Services Legal Services (HR)	130,000	20,000
Management Services Personnel Investigations	30,000	20,000
Remaining Budget for City Hall Security Contract	120,000	30,000
Reductions in Various Community Services Projects and Programs	-	-
Park Signage	7,650	7,650
Skate Park Repair (not doing)	5,000	5,000
Teen Center Cost Savings	7,500	7,500
War Memorial Building Flooring	5,500	5,500
1- Concert	5,000	5,000
1- Movie	3,300	3,300
Community Development Office Supplies Account- Overbudgeted	20,000	10,000
Community Development Postage Account- Overbudgeted	15,000	5,000
Community Development Advertising Account- Overbudgeted	10,000	5,000
Community Development Printing/Duplicating Account- Overbudgeted	11,000	5,000
Community Development Training Account - Overbudgeted	3,000	2,000
Community Development Boards & Commissions Account- Overbudgeted	4,675	2,000
Community Development Public Art Account- Revisit FY 2025	25,000	25,000
TOTAL	7,905,478	2,767,967

Note:

* Please refer to the PCR Vacancy List and staff suggested hire/hold recommendations. This is a dynamic number and document, and continues to evolve.

** Registration for Camp Med Summer 2024 is open, as has the seasonal PT hiring to support this programming.

*** Some consultants are project-specific, and others are for critical temporary staffing levels, such as in HR and Finance.

City of South Pasadena
DRAFT Potential Long-Term Considerations

Rev. 04-11-2024

Potential Program/Project/Service	Potential Savings	Potential Revenue
Farmer's Market Operations (City staff vs contracted out)	-	350,000
Focus Employee Engagement Team Budget to Holiday Staff Event	13,000	-
Direction on Tesla Fleet/ Electrification Project	-	-
City/Civic EV Charging System (match requirement for grant) & charging cost policy decision for staff and public facing chargers at City Hall	250,000	-
Facility Use Permitting & Maintenance Agreements	-	TBD
Direction on City Co Sponsorship Program and In-Kind Donations	16,000	-
Direction on Lighting and Landscaping Maintenance District*	775,000	-
Consider Contracting Out Certain Administrative Fire Department Services	TBD	-
Consider Regional Police Dispatch System	TBD	-
TOTAL	1,054,000+	350,000+

Note:

* City Management plans to schedule a special study session on LLMD with City Council and Finance Commission to determine next steps; staff analysis shows we need to either plan for this cost annually and make this an ongoing structural cost; analyze and possibly reduce/ scale back services, go out to the voters for reconsideration of the assessment fee, etc.

City of South Pasadena
DRAFT Potential Revenue Generating Opportunities

Rev. 04-11-2024

Potential Revenue Generating Opportunity/ Program	Potential Revenue/ Opportunity	Frequency
Switch to BMO/ Higher Yield Bank Accounts	TBD	annual
Unprogrammed SLFRF funds	1,400,000	one-time
Master Fee Study + Interim CPI Adjustment (2018)	TBD	annual
Paramedic Service Revenue Program (PPGEMT)	100000	annual
Public Safety House Alarm Registry Program	TBD	annual
Public Safety False Alarm Recovery Fee (in Fee Sheduled; needs Ordinance Change)	TBD	annual
Development Impact Fee Schedule	TBD	per project
Development Staff Cost Coverage Schedule	TBD	per project
Short-Term Rental and Transit Occupancy Tax (TOT) Revenue	130,000	annual
Municipal Code Update-- Code Enforcement Citations Processing	TBD	*in progress; annual
Municipal Code Update -- Code Enforcement Cost Recovery	TBD	-
Sidewalk Repair Program	TBD	-
TOTAL	1,630,000+	

City of South Pasadena
DRAFT Potential Short-Term Reductions (through June 30, 2024)
Rev. 04-11-2024

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TOTAL	7,905,478	2,767,967

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City of South Pasadena
DRAFT Potential Long-Term Considerations
Rev. 04-11-2024

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Facility Use Permitting & Maintenance Agreements	-	TBD
Direction on City Co Sponsorship Program and In-Kind Donations	16,000	-
Direction on Lighting and Landscaping Maintenance District*	775,000	-
Consider Contracting Out Certain Administrative Fire Department Services	TBD	-
Consider Regional Police Dispatch System	TBD	-
TOTAL	1,054,000+	350,000+

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City of South Pasadena
DRAFT Potential Revenue Generating Opportunities

Rev. 04-11-2024

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Development Impact Fee Schedule	TBD	per project
Development Staff Cost Coverage Schedule	TBD	per project
Short-Term Rental and Transit Occupancy Tax (TOT) Revenue	130,000	annual
Municipal Code Update-- Code Enforcement Citations Processing	TBD	*in progress; annual
Municipal Code Update -- Code Enforcement Cost Recovery	TBD	-
Sidewalk Repair Program	TBD	-
TOTAL	1,630,000+	

ATTACHMENT 6
State and Local Fiscal Recovery Fund (SLFRF) Status
Update

SLFRF Overview

Revenue \$ 6,059,235

Expenditures

Salaries \$ 813,916

Contract Services \$ 29,709 Community Services - Civic Plus \$29,709
Axon Enterprise/Taser and body camera \$70,000.00 / CDW

Professional Services \$ 122,982 Government/Office 365 \$52,982

Machinery & Equipment \$ 152,047 Breathing Apparatus \$152,046

Expenditure Total: \$ **1,118,654**

Balance as of June 30, 2023: \$4,940,581 (page 15)

SLRFR PRGRAMING PER CITY COUNCIL

- \$1 million for COVID-19 Emergency Response – expended and seeking reimbursement via SLFRF and Federal Emergency Management Agency (FEMA)
- \$1 million for Fire Department Air Utility (AU) 81 apparatus and replacement of ambulance
- \$3 million for salaries and Capital Improvement Program (CIP) infusion
- \$300,000 for Public Works Automatic Asphalt Truck
- \$530,000 for Citywide technology enhancements:
 - o\$160,000 – Library Radio Frequency Identification (RFID) Automated System
 - o\$150,000 – Employee Engagement and Retention
 - o\$100,000 – IT Master Plan
 - o\$70,000 – Police Electronic Control Device (ECD) Replacements
 - o\$50,000 – Community Services Registration Software

SLRFR FY 23-24 BUDGETED PROGRAMMING

- \$160,000 Library RFID Project
- \$600,000 Fire Air Utility Apparatus
- \$100,000 IT Master Plan
- \$300,000 Public Works Utility Truck
- \$2,338,717 Salaries and CIP

Total: \$3,498,717

Estimated Program Balance as of June 30, 2024: \$1,441,864

SUMMARY

Revenue	\$	6,059,235
Expenditures FY 22-23	\$	(1,118,654.01)
Expenditures FY 23-24	\$	(3,498,717)
Unprogrammed Balance	\$	1,441,864

ATTACHMENT 6

Specific Accounts Update (Professional Services, Contract Services, Utilities, Staff Development, Conferences/Travel)

**City of South Pasadena
Specific Account Updates
Year-to-date through March 2023
As of April 11, 2024**

Dues & Memberships

Account	Fund	Object	Description	Budget	YTD Actuals	Enc.	Balance
101-1010-1011-8060-000	101	8060-000	Dues/Subscriptions/Memberships	500.00	0.00	0.00	500.00
101-2010-2011-8060-000	101	8060-000	Dues & Memberships	47,062.00	40,108.58	0.00	6,953.42
101-2020-2012-8060-000	101	8060-000	Dues & Memberships	650.00	0.00	0.00	650.00
101-2030-2031-8060-000	101	8060-000	Dues & Memberships	900.00	870.00	0.00	30.00
101-2030-2032-8060-000	101	8060-000	Dues & Memberships	475.00	100.00	0.00	375.00
101-2030-2033-8060-000	101	8060-000	Dues & Memberships	800.00	490.00	0.00	310.00
101-2030-2034-8060-000	101	8060-000	Dues & Memberships	6,319.00	5,238.43	0.00	1,080.57
101-3010-3011-8060-000	101	8060-000	Dues & Memberships	971.00	955.00	0.00	16.00
101-3010-3041-8060-000	101	8060-000	Dues & Memberships	1,525.00	1,737.13	0.00	-212.13
101-4010-4011-8060-000	101	8060-000	Dues & Memberships	3,700.00	825.00	0.00	2,875.00
101-5010-5011-8060-000	101	8060-000	Dues & Memberships	1,500.00	850.00	0.00	650.00
101-6010-6011-8060-000	101	8060-000	Dues & Memberships	4,400.00	0.00	0.00	4,400.00
101-6010-6601-8060-000	101	8060-000	Dues/Memberships	700.00	0.00	0.00	700.00
101-7010-7011-8060-000	101	8060-000	Dues & Memberships	15,009.00	14,357.46	0.00	651.54
101-8010-8011-8060-000	101	8060-000	Dues & Memberships	5,400.00	3,703.00	0.00	1,697.00
101-8030-8021-8060-000	101	8060-000	Dues/Membership/Subscription	1,030.00	691.47	0.00	338.53
101-8030-8031-8060-000	101	8060-000	Dues & Memberships	705.00	705.00	0.00	0.00
101-8030-8032-8060-000	101	8060-000	Dues/Membership	1,195.00	520.00	0.00	675.00
General Fund Total				92,841.00	71,151.07	0.00	21,689.93
205-8030-8024-8060-000	205	8060-000	Dues & Memberships	13,170.00	10,219.00	0.00	2,951.00
205-8030-8025-8060-000	205	8060-000	Dues & Memberships	1,500.00	997.48	0.00	502.52
210-6010-6501-8060-000	210	8060-000	Dues/Memberships	1,800.00	0.00	0.00	1,800.00
215-6010-6310-8060-000	215	8060-000	Dues/Memberships	400.00	0.00	0.00	400.00
226-2010-2029-8060-000	226	8060-000	HOA Dues	10,000.00	5,628.91	4,020.65	350.44
230-6010-6116-8060-000	230	8060-000	Dues/Memberships/Subscriptions	500.00	0.00	0.00	500.00
500-3010-3012-8060-000	500	8060-000	Dues & Memberships	424.00	40.00	0.00	384.00
500-6010-6710-8060-000	500	8060-000	Dues & Memberships	10,700.00	4,140.92	0.00	6,559.08
500-6010-6711-8060-000	500	8060-000	Dues & Memberships	5,600.00	2,594.00	0.00	3,006.00
503-6010-6713-8060-000	503	8060-000	Dues & Memberships	2,500.00	0.00	0.00	2,500.00
Total Other Funds				\$ 46,594.00	\$ 23,620.31	\$ 4,020.65	\$ 18,953.04
Total				\$ 139,435.00	\$ 94,771.38	\$ 4,020.65	\$ 40,642.97

**City of South Pasadena
Specific Account Updates
Year-to-date through March 2023
As of April 11, 2024**

Convention & Meeting Expenses

Account	Fund	Object	Description	Budget	YTD Actuals	Enc.	Balance
101-1010-1011-8090-000	101	8090-000	Convention & Meeting Expense	11,485.00	12,242.78	0.00	-757.78
101-1020-1021-8090-000	101	8090-000	Convention & Meeting Expense	0.00	0.00	0.00	0.00
101-1020-1022-8090-000	101	8090-000	Conference & Meeting Expense	0.00	0.00	0.00	0.00
101-2010-2011-8090-000	101	8090-000	Convention & Meeting Expense	23,948.00	17,673.47	0.00	6,274.53
101-2010-2013-8090-000	101	8090-000	Convention & Meeting Expense	0.00	0.00	0.00	0.00
101-2010-2021-8090-000	101	8090-000	Convention & Meeting Expense	0.00	0.00	0.00	0.00
101-2030-2031-8090-000	101	8090-000	Convention & Meeting Expense	4,000.00	3,719.50	0.00	280.50
101-2030-2033-8090-000	101	8090-000	Convention & Meeting Expense	2,460.00	1,078.67	0.00	1,381.33
101-2030-2034-8090-000	101	8090-000	Convention & Meeting Expense	7,250.00	145.07	0.00	7,104.93
101-3010-3011-8090-000	101	8090-000	Convention & Meeting Expense	6,793.00	8,838.46	0.00	-2,045.46
101-4010-4011-8090-000	101	8090-000	Convention & Meeting Expense	8,000.00	7,226.85	0.00	773.15
101-5010-5011-8090-000	101	8090-000	Conference & Meeting Expense	3,000.00	1,200.00	0.00	1,800.00
101-6010-6011-8090-000	101	8090-000	Conference & Meeting Expense	3,700.00	2,771.94	0.00	928.06
101-6010-6015-8090-000	101	8090-000	Conference & Meeting Expense	600.00	0.00	0.00	600.00
101-7010-7011-8090-000	101	8090-000	Conference & Meeting Expense	27,075.00	7,182.13	0.00	19,892.87
101-8010-8011-8090-000	101	8090-000	Conference & Meeting Expense	6,845.00	302.48	0.00	6,542.52
101-8030-8021-8090-000	101	8090-000	Conference & Meeting Expense	2,000.00	480.00	0.00	1,520.00
101-8030-8031-8090-000	101	8090-000	Convention & Meeting Expense	2,000.00	2,745.00	0.00	-745.00
101-8030-8032-8090-000	101	8090-000	Conference & Meeting Expense	2,500.00	2,448.72	0.00	51.28
General Fund Total				111,656.00	68,055.07	0.00	43,600.93
205-8030-8025-8090-000	205	8090-000	Conference & Meeting Expense	2,000.00	1,479.34	0.00	520.66
207-8030-8025-8090-000	207	8090-000	Conference & Meeting Expense	0.00	0.00	0.00	0.00
210-6010-6501-8090-000	210	8090-000	Conference & Meetings	800.00	0.00	0.00	800.00
215-6010-6310-8090-000	215	8090-000	Conference & Meetings	500.00	0.00	0.00	500.00
230-6010-6116-8090-000	230	8090-000	Conference & Meeting Expense	0.00	0.00	0.00	0.00
274-4010-4019-8090-000	274	8090-000	Conference & Meeting Expense	0.00	0.00	0.00	0.00
500-3010-3012-8090-000	500	8090-000	Convention & Meeting Expense	3,512.00	543.50	0.00	2,968.50
500-6010-6710-8090-000	500	8090-000	Conference & Meeting Expense	3,500.00	1,770.00	0.00	1,730.00
503-6010-6713-8090-000	503	8090-000	Conference & Meeting Expense	2,000.00	0.00	0.00	2,000.00
Total Other Funds				\$ 12,312.00	\$ 3,792.84	\$ -	\$ 8,519.16
Total				\$ 123,968.00	\$ 71,847.91	\$ -	\$ 52,120.09

**City of South Pasadena
Specific Account Updates
Year-to-date through March 2023
As of April 11, 2024**

Utilities

Account	Fund	Object	Description	Budget	YTD Actuals	Enc.	Balance
101-3010-3041-8140-000	101	8140-000	Utilities	495,000.00	305,375.17	0.00	203,798.51
101-6010-6015-8140-000	101	8140-000	Utilities	0.00	114.27	0.00	-114.27
101-6010-6410-8140-000	101	8140-000	Utilities	50,000.00	32,764.36	0.00	17,235.64
101-6010-6601-8140-000	101	8140-000	Utilities	247,000.00	167,508.19	0.00	79,491.81
General Fund Total				792,000.00	505,761.99	0.00	300,411.69
205-8030-8025-8140-000	205	8140-000	Utilities	3,000.00	0.00	0.00	3,000.00
210-6010-6501-8140-000	210	8140-000	Utilities	2,000.00	0.00	0.00	2,000.00
215-6010-6115-8140-000	215	8140-000	Utilities	150,000.00	117,580.62	0.00	32,419.38
215-6010-6201-8140-000	215	8140-000	Utilities	170,000.00	90,421.65	0.00	79,578.35
215-6010-6310-8140-000	215	8140-000	Utilities	2,000.00	0.00	0.00	2,000.00
230-6010-6116-8140-000	230	8140-000	Utilities	2,000.00	0.00	0.00	2,000.00
232-6010-6417-8140-000	232	8140-000	Utilities	31,500.00	8,868.50	0.00	22,631.50
295-8040-8041-8140-000	295	8140-000	Utilities	7,495.00	3,718.17	0.00	3,776.83
295-8040-8042-8140-000	295	8140-000	Utilities	67,700.00	35,537.84	0.00	32,162.16
500-6010-6710-8140-000	500	8140-000	Utilities	83,000.00	58,035.96	0.00	24,964.04
500-6010-6711-8140-000	500	8140-000	Utilities	7,000.00	1,262.08	0.00	5,737.92
500-6010-6711-8152-000	500	8152-000	Pumping Power	935,000.00	574,689.88	0.00	360,310.12
Total Other Funds				1,460,695.00	890,114.70	0.00	570,580.30
Total				\$ 2,252,695.00	\$ 1,395,876.69	\$ -	\$ 870,991.99

**City of South Pasadena
Specific Account Updates
Year-to-date through March 2023
As of April 11, 2024**

Professional Services

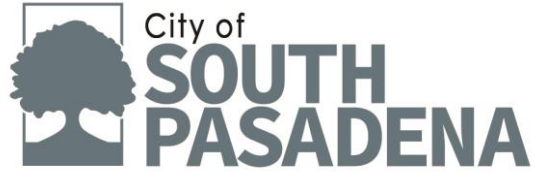
Account	Fund	Object	Description	Budget	YTD Actuals	Enc.	Balance
101-1020-1021-8170-000	101	8170-000	Professional Service	0.00	0.00	0.00	0.00
101-1020-1022-8170-000	101	8170-000	Professional Service	35,204.00	0.00	0.00	35,204.00
101-2010-2011-8170-000	101	8170-000	Professional Service	28,500.00	22,088.17	3,447.50	2,964.33
101-2010-2501-8170-000	101	8170-000	Professional Services	0.00	7,211.40	0.00	-7,211.40
101-2030-2031-8170-000	101	8170-000	Professional Service	10,000.00	0.00	0.00	10,000.00
101-2030-2032-8170-000	101	8170-000	Professional Service	301,000.00	258,935.61	22,378.43	19,685.96
101-2030-2033-8170-000	101	8170-000	Professional Service	90,000.00	42,405.00	32,595.00	15,000.00
101-2030-2034-8170-000	101	8170-000	Professional Service	95,000.00	631.91	507.93	93,860.16
101-3010-3011-8170-000	101	8170-000	Professional Service	149,887.00	98,568.96	13,271.45	38,046.59
101-3010-3041-8170-000	101	8170-000	Professional Services	135,000.00	46,911.46	9,398.04	78,690.50
101-4010-4011-8170-000	101	8170-000	Professional Service	220,823.00	107,682.29	31,468.27	81,672.44
101-5010-5011-8170-000	101	8170-000	Professional Service	103,950.00	23,743.78	11,706.22	68,500.00
101-6010-6011-8170-000	101	8170-000	Professional Service	400,000.00	112,351.41	220,246.59	67,402.00
101-6010-6015-8170-000	101	8170-000	Professional Services	75,000.00	13,256.25	20,997.75	40,746.00
101-6010-6410-8170-000	101	8170-000	Professional Service	15,000.00	3,655.00	6,745.00	4,600.00
101-7010-7011-8170-000	101	8170-000	Professional Services	1,291,806.10	263,637.25	70,725.54	957,443.31
101-8010-8011-8170-000	101	8170-000	Professional Service	15,800.00	8,528.69	2,196.31	5,075.00
General Fund Total				2,966,970.10	1,009,607.18	445,684.03	1,511,678.89
103-2010-2501-8170-000	103	8170-000	Professional Services	97,400.00	70,281.59	0.00	27,118.41
110-3010-3011-8170-000	110	8170-000	Professional Services	1,000.00	0.00	0.00	1,000.00
205-8030-8025-8170-000	205	8170-000	Professional Services	30,000.00	25,601.00	0.00	4,399.00
206-2030-2032-8170-000	206	8170-000	Professional Service	34,420.00	15,900.00	18,519.99	0.01
206-2030-2034-8170-000	206	8170-000	Professional Services	84,000.00	52,027.37	31,972.63	0.00
207-6010-6011-8170-000	207	8170-000	Professional Services	30,000.00	19,143.41	10,856.59	0.00
210-6010-6501-8170-000	210	8170-000	Professional Service	100,000.00	7,009.25	10,825.75	82,165.00
215-6010-6201-8170-000	215	8170-000	Professional Service	10,000.00	9,325.00	0.00	675.00
215-6010-6310-8170-000	215	8170-000	Professional Service	25,500.00	13,005.00	12,495.00	0.00
227-7200-7211-8170-000	227	8170-000	Professional Service	4,000.00	1,978.00	0.00	2,022.00
230-6010-6116-8170-000	230	8170-000	Professional Service	3,000.00	0.00	0.00	3,000.00
233-6010-6011-8170-000	233	8170-000	Professional Services	180,473.00	24,710.00	144,793.00	10,970.00
236-6010-6011-8170-000	236	8170-000	Professional Services	555,750.00	42,549.76	417,065.74	96,134.50
239-6010-6011-8170-000	239	8170-000	Professional Service	135,000.00	1,015.00	34,310.00	99,675.00
249-2010-2011-8170-000	249	8170-000	Professional Services	0.00	9,990.00	0.00	-9,990.00
295-8040-8041-8170-000	295	8170-000	Professional Services	101,996.00	58,333.31	0.00	43,662.69
500-3010-3012-8170-000	500	8170-000	Professional Services	429,013.00	250,450.74	123,362.26	55,200.00
500-6010-6710-8170-000	500	8170-000	Professional Service	184,500.00	0.00	0.00	184,500.00
500-6010-6711-8170-000	500	8170-000	Professional Service	210,000.00	60,652.40	18,341.00	131,006.60
Total Other Funds				2,216,052.00	661,971.83	822,541.96	731,538.21
Total				\$ 5,183,022.10	\$ 1,671,579.01	\$ 1,268,225.99	\$ 2,243,217.10

**City of South Pasadena
Specific Account Updates
Year-to-date through March 2023
As of April 11, 2024**

Contract Services

Account	Fund	Object	Description	Budget	YTD Actuals	Enc.	Balance
101-2010-2011-8180-000	101	8180-000	Contract Services	10,000.00	232.00	0.00	9,768.00
101-2030-2031-8180-000	101	8180-000	Contract Services	120,000.00	57,451.22	27,148.78	35,400.00
101-2030-2032-8180-000	101	8180-000	Contract Services	211,332.00	100,282.32	0.00	111,049.68
101-2030-2033-8180-000	101	8180-000	Contract Services	83,200.00	27,008.92	31,746.88	24,444.20
101-2030-2034-8180-000	101	8180-000	Contract Services	142,000.00	67,344.77	20,883.76	53,771.47
101-3010-3011-8180-000	101	8180-000	Contract Services	117,373.75	94,770.14	17,897.31	4,706.30
101-3010-3041-8180-000	101	8180-000	Contract Services	19,000.00	14,872.83	4,127.17	0.00
101-4010-4011-8180-000	101	8180-000	Contract Services	686,472.00	389,930.02	229,443.94	67,098.04
101-5010-5011-8180-000	101	8180-000	Contract Services	264,372.00	250,780.51	12,636.85	954.64
101-5010-5012-8180-000	101	8180-000	Contract Services	25,500.00	16,500.00	0.00	9,000.00
101-6010-6011-8180-000	101	8180-000	Contract Services	50,000.00	0.00	0.00	50,000.00
101-6010-6410-8180-000	101	8180-000	Contract Services	721,766.00	395,027.11	266,763.89	59,975.00
101-6010-6601-8180-000	101	8180-000	Contract Services	308,000.00	154,764.22	75,519.07	77,716.71
101-7010-7011-8180-000	101	8180-000	Contract Services	794,500.00	494,998.37	286,360.01	13,141.62
101-8010-8011-8180-000	101	8180-000	Contract Services	84,050.00	81,814.94	406.75	1,828.31
101-8030-8021-8180-000	101	8180-000	Contract Services	63,461.00	10,251.20	53,209.05	0.75
101-8030-8031-8180-000	101	8180-000	Contract Services	8,450.00	4,826.21	3,563.11	60.68
101-8030-8032-8180-000	101	8180-000	Contract Services	23,004.00	12,971.75	5,370.81	4,661.44
General Fund Total				3,732,480.75	2,173,826.53	1,035,077.38	523,576.84
205-8030-8024-8180-000	205	8180-000	Contract Services	88,600.00	26,527.00	3,360.00	58,713.00
205-8030-8025-8180-000	205	8180-000	Contract Services	18,932.00	14,315.00	377.00	4,240.00
210-6010-6501-8180-000	210	8180-000	Contract Services	140,000.00	18,335.28	0.00	121,664.72
215-6010-6115-8180-000	215	8180-000	Contract Services	158,000.00	45,550.63	18,928.49	93,520.88
215-6010-6310-8180-000	215	8180-000	Contract Services	300,000.00	251,745.00	48,255.00	0.00
215-6010-6416-8180-000	215	8180-000	Contract Services	145,000.00	42,727.04	102,272.96	0.00
228-7200-7220-8180-000	228	8180-000	Contract Services	10,000.00	2,755.00	0.00	7,245.00
230-6010-6116-8180-000	230	8180-000	Contract Services	140,000.00	3,200.00	2,571.42	134,228.58
232-6010-6417-8180-000	232	8180-000	Contract Services	52,500.00	18,000.00	14,500.00	20,000.00
236-6010-6011-8180-000	236	8180-000	Contract Services	15,000.00	8,112.07	6,887.93	0.00
239-6010-6011-8180-000	239	8180-000	Contract Services	95,000.00	0.00	0.00	95,000.00
260-8030-8023-8180-000	260	8180-000	Contract Services	19,599.00	19,599.00	0.00	0.00
295-8040-8041-8180-000	295	8180-000	Contract Services	151,048.00	85,623.53	0.00	65,424.47
295-8040-8042-8180-000	295	8180-000	Contract Services	266,890.00	144,476.50	0.00	122,413.50
295-8040-8043-8180-000	295	8180-000	Contract Services	128,725.00	79,107.76	0.00	49,617.24
295-8040-8044-8180-000	295	8180-000	Contract Services	71,850.00	67,362.64	0.00	4,487.36
295-8040-8045-8180-000	295	8180-000	Contract Services	10,616.00	6,049.51	0.00	4,566.49
500-6010-6710-8180-000	500	8180-000	Contract Services	158,000.00	26,720.77	49,240.25	82,038.98
500-6010-6711-8180-000	500	8180-000	Contract Services	1,150,000.00	0.00	0.00	1,150,000.00
Total Other Funds				3,119,760.00	860,206.73	246,393.05	2,013,160.22
Total 2 - 33				\$ 6,852,240.75	\$ 3,034,033.26	\$ 1,281,470.43	\$ 2,536,737.06

ATTACHMENT 8
Budget Survey Results as of April 10, 2024



FY 2024-2025 Citywide Budget Survey

Results as of April 10, 2024

1. What is the most important reason you choose to live in the City of South Pasadena? (70 responses)

- Schools
- Community
- The school system and the library. The dedication to being a tree city.
- Quality of life; walkability; easy access to resources (e.g., library, post office, senior center, gold line, restaurants, shopping. Relative safety (no city is perfect).
- I live with my parents and had no choice of what city or state I could live in, but I believe my parents made the right choice of where our family should live.
- schools
- It is one of the more pedestrian friendly cities in LA. Its not difficult to walk and bike around, and has access to transit. It works well as a "15 min city", although it could certainly still improve in this regard. Also great schools.
- Family friendly, good schools, safe
- The most important reason I choose to live in the City of South Pasadena is the strong sense of community identity.
- Older historic well kept neighborhood- DEFINITELY NOT THATFEEL ANYMORE!
- The schools and walkability
- walkability
- Walkable streets and sense of community.
- high quality schools, walkable streets and small community feel
- Safety, schools, and walkability
- The small town charm.
- It's a walkable community.
- Location and walkability
- Great Community and Neighborhoods with proximity to DTLA.
- Walkability
- Nice place to live
- Safe for my family, quiet, relatively clean
- Close proximity to Los Angeles and centrally located in the metro area, as well as good schools.
- Schools and proximity to LA

- Small town feel
- A walkable and very livable city
- Schools; small town; proximity to job
- Walkable active lifestyle, connected by transit
- Great public schools and diverse community.
- It is a safe, close knit small town community
- It's a small community that supports our children .
- Small town with good schools
- Multi-modal transportation options (highly walkable, access to public transit, access to major motor vehicle arteries)
- Walkability, quick access to public transportation, parks, public schools
- Schools and community. Its proximity to Downtown LA, diversity, and quality schools make it a unique option. While La Canada and San Marino offer some of these qualities, the diversity is not present.
- Strong community.
- Education
- Quality of life
- Security
- Small town feel with good school District
- Peaceful, quiet, safe for children.
- Environment is the best in LA county.
- School District
- I own property and do not live here
- Safe, family neighborhood with lots of trees
- proximity to our business
- Public Schools
- Quality schools, community feel, trees, access to downtown
- Born and raised here
- The community feel. Excellent, local businesses in walking distance
- Beauty of the neighborhoods lots of trees close to downtown Los Angeles and the schools at the time
- I work in this city and also fell in love with the small town charm and liberal ideals.
- High Quality Schools
- the view from our house, location in LA metro area
- Quality of the school district
- I have lived here all my life and just consider this home.
- Community, Family Friendly, Safety, Walkability, Schools, Parks
- Many reasons
- Small town feel, walkability, short work commute, schools initially, but eventually kids went elsewhere
- Walkability and community
- School District
- The good schools and walkability.

- Charming neighborhoods, good neighbors, mature tree canopy, sense of place and community especially around schools but also senior le
- excellent schools for my children
- Safety and School Districts
- Walkability/access to public transit

2. What would you consider your top three priorities to maintain in the City's budget? (70 responses)

- Police, fire, streets
- Library, infrastructure, dedication to environmental sustainability
- Library, Senior Center, Safety
- Have a fully staff fire department and a fully staff police department and approve anything both departments need for this year's budget.
- Police, Fire, Community Services
- 1. Street studies/improvement to benefit walking, biking and transit 2. Community events like the farmers market, arroyofest, and the upcoming arts crawl 3. Parks
- Keep Police and Fire Departments full staffed, Street Repairs/Resurfacing, Parks/Library and Recreation Funding
- Safety, Library, Public Works
- *Road maintenance *single family dwellings *open ground - STOP BUILDING ON EVERY SQUARE INCH
- Schools, Traffic controls, housing
- Slow street program, electrification of city operations, water conservation and sustainability
- Supporting local independent businesses, historical preservation projects, projects that support walkable streets.
- Safer street designs for pedestrians and cyclists, attract and support new businesses especially night life-too many empty storefronts and difficult for businesses to open here, improve library and community services
- Schools, police, library
- Number one, we need our roads paved for safety and appearance. Also, we need to maintain our good police and fire departments and give them the resources they need. And to retain the small town charm by reducing blight along our historic core and by ensuring that any new developments stay minimal and keep the historic flavor intact.
- Street paving, library, leaf blower enforcement
- Community services, public works, staffing
- Public Safety, Community Development, Public Works
- Parks, Library, Street/Sidewalk Maintenance
- 1) public works department (maintain & improve infrastructure, adapt to climate change), 2) fire department & code enforcement (maintain infrastructure & residents' wellbeing), 3) library & recreation (happiness, wellbeing, & so many other benefits)

- Public works and infrastructure improvements, environmental programs, and social services.
- Police, public events, recreation, and library
- Police - traffic enforcement and patrol, street maintenance and repaving, signature city events such as Fourth of July fireworks
- Street light maintenance, road repairs, senior center
- Public works, police & fire department, library
- Continue street and water system improvements; begin implementation of new General Plan and Specific Plan; climate change mitigation
- Schools, Library, Safety
- Roads, Roads, Roads
- Physical infrastructure repair, addition of housing, library services.
- Police and Fire, Road Repairs, CalPERS obligations
- The senior center, the park and recreation with concerts in the park and the fireworks. Lastly our fire department and police.
- Police, parks, community resources
- Library and Community Center, any funding to address housing to include purchase/transfer of CalTrans houses and promotion of ADU construction, any funding to speed up development of the large number of empty commercial and retail buildings in the city (which could look like increased staffing to review permit applications, external consultants to advise the City on zoning or policy changes, etc.)
- 1 - Safer streets - bike lanes/pedestrian access priority and sidewalk maintenance/traffic slowing measures, penalizing dangerous drivers/IMPOUND THEIR DAMN CARS ALREADY!!! 2 - well maintained and accessible park spaces with ample seating for visitors and enforcing of off leash dog laws! 3 - Safe, clean and well maintained public transit hubs/stops/stations - specifically near the metro station, ironworks museum area and shops on Mission but on Fair Oaks bust stop areas and sidewalks as well.
- Increase vibrancy of downtown to generate more sales tax. Allow strategic development to generate more property tax. Build “town and town” relationships to support of successful schools.
- Hire fewer people in the city manager's office, train staff to be more effective and be more transparent on how the city is spending our money.
- Library, Public Works, Schools
- Education, community services Safety
- Security police and healthcare
- 1. Safety (police officers should be trained on avoiding racial bias, and how to work with mentally ill). 2. Clean city.(no littering, no messiness, citing businesses, and homes with messy yards, and forcing no dog poop. we pay a lot of money to live here and it needs to stay clean.) 3. From what I know, and from people I have visited, there are a lot of slumlords that need to improve their properties’ appearances. Tenant rights
- Infrastructure (roads, sewers, etc.), Police / Fire, Parks
- Police, schools, small business support
- Roads, schools, parks

- Start saving and stop spending. Focus on what citizens need. Why is the city clerk expenditures increasing significantly. City manager expenditures need to continue to trend downward. What are these expenses? Decrease budget for Human Resources. What is being done for the citizens that need such a high budget for the. What are the Finance overhead expenses?
- Better oversight of city plans, savings, better selection of vendors/services. Too much overspending on a lot of improvement projects.
- fire, police, public works
- Infrastructure, pedestrian safety, public education
- hiring and salary freeze, no extra projects planned that require input from studies/experts, get up to date on all account balances and outstanding debts
- City Infrastructure, Police & Fire Department, Community Services
- Free community events, clean public spaces, :)
- Public Library
- economic development, capital improvement projects
- The library. The parks. Communication and Outreach
- Maintain Library services, maintain the sustainability programs, and maintain technology improvements
- Public safety (police), Streets and public utilities, Parks
- schools, roads
- Traffic safety around schools, street maintenance, library maintenance
- Library services, Community Services-parks and recreation, city services-maintaining streets, sidewalks, trees
- 1. Library Funding 2. Safer Streets, Sidewalks, Bike Lanes for All 3. Park/Playground Improvements
- Community development, community services, public works
- Education, Safety
- community events including bike activities and parks, library, schools
- Library, Public Works, Community Services
- Balanced budget, safety and city long term growth
- Housing authority, improved allocation of SLURF funds, electrical grid maintenance
- Urban forest care, Library, Senior programs, well maintained streets and sidewalks, help residents with permits and planning in care and update their built infrastructure
- tax land owners
- Law enforcement and crime deterrence, Public Works street maintenance, Recreation and Youth services.
- Public services (e.g., library, library programming), infrastructure, parks

3. What would you consider your top three priorities to add into the City's budget? (70 responses)

- N/A
- Affordable housing construction, more money for roads/infrastructure, more money for the Library to be updated
- Upgrades to the Library & Senior center that include PARKING.
- Police department, fire department, and keeping a reasonable level of all city staff which fits on the Fiscal year 2024-2025 budget.
- unsure
- 1. Housing affordability 2. Adult sports leagues 3. Some kind of weekly event series on a weekend evening with music and what not, near the mission downtown/train station.
- New curbside trash service that offers recycling containers, recruiting more small businesses to try and fill our empty storefronts along Fair Oaks and Mission, and trying to reclaim the Rialto for all city residents to use.
- Maintain staff so there is continuity in the key infrastructure to run the operations; move forward on housing plans to generate additional income; address the physical infrastructure of aging buildings, which are key components of the City's assets.
- * Deal with homelessness *methods/ solutions to increasing crime *aid to take buildings/businesses BACK to historic status
- Bike access/lanes, Better Recreational facilities, reduction of traffic
- Safer street designs for pedestrians and cyclists, city bus service, public pool or water play area
- All three of the above.
- Safer street designs for pedestrians and cyclists, attract and support new businesses especially night life-too many empty storefronts and difficult for businesses to open here,
- More bike lanes - kids can't even bike here safely anymore. More traffic control - increased enforcement from police and lights synced for residents and not to move traffic from Alhambra to Pasadena.
- (1) Road improvements everywhere. It's embarrassing to literally cross a city line and see how well-maintained other cities' roads are compared to ours. (2) Moving the power lines underground when possible along that north-south corridor just east of Fair Oaks and make a pedestrian/bike path. (3) More money to keep planting new trees and vegetation to keep the city green.
- Protected bike lanes, environmental sustainability
- Right to Counsel for renters, improved community communications, economic development
- Fix the Streets, Build a new Library, Parking/parking/parking
- Bicycle infrastructure, pedestrian infrastructure, batting cages
- 1) assistance to low income residents (pay rent, repair buildings & plants, point residents to government & private organizations through outreach-not waiting for residents to make contact, install heat pumps / air conditioners and so on for climate change adaptation, etc.), 2) make landlords prioritize tenants' wellbeing (no evictions except for cause, buildings in good condition, re-model for climate change, etc.), 3) counselors for

resolving disputes between neighbors & in households which includes domestic violence (trained counselors, trained police force, initial contact, follow-ups until the dispute or violence is resolved)

- More street maintenance
- Affordable housing built or subsidized by city fees on developers and landlords, complete streets that are more inviting and safe for pedestrians and cyclists, upgrades to city buildings, parks, etc.
- Create safe places for people to bike and walk.
- Additional traffic enforcement officer, neighborhood traffic management planning and implementation, park maintenance and improvements
- Improve safety on Orange Grove Ave between the freeway and Columbia street. Library. More traffic officers
- Increase \$ to public works
- A more robust web site, take advantage of GIS tools
- Improving active mobility infrastructure
- Street resurfacing. Road repair. Pothole repair.
- Subsidized housing, services/support for renters.
- Fund the planning department so that building permits, plan review etc can be handled in a timely manner. Add additional cops and civilian staff to the PD. Raise salaries for police and fire.
- The community float, more money towards a better ride for our seniors and concerts in the park.
- Social workers/homeless outreach, funding for historic route 66 (centennial in 2026), funding/protecting historic sites and businesses
- none
- Follow Pasadena's lead and add an office of RENT CONTROL!!! Let's stop pricing everyone out of the city!!! NEXT = Slowing speed limits and ENFORCING THE LAW, raised crosswalks, no more favoring drivers - fair transportation access citywide - safer upgraded sidewalks, crossings, protected bike lanes, eliminating parking within 30ft of corners, street narrowing to force reduce speed - more park upkeep and seating areas/benches around town for eating/drinking/conversing with friends.
- Invest more into our library and parks.
- We need to cut, not add.
- More walkability
- Renovation and upgrades to Orange Grove park Traffic circle studies for the south of Huntington neighborhood Better bike infrastructure
- Orphanages convents and churches
- 1. Mental health.
- Add efficiency, don't add costs
- None -- you're out of money
- Repaving streets in Monterey Hills and other neglected areas.
- Road maintenance, road maintenance, and road maintenance

- Focus on public spaces, parks and school improvements and upgrades making the city a desirable place to visit and live. Save up to make big and nicer upgrades. Prioritize Safety. Adequate resources for all citizens. Especially for families and children.
- Safety, Infrastructure, Community programs
- improved public services
- Infrastructure, pedestrian safety, public education
- infrastructure support, add in a contingency fund for unexpected expenses, more infrastructure support
- More community events! Reduced cost youth programs and affordable after school care for middle class families. Full day kindergarten.
- In house Building and Safety Plan Checker
- retain businesses, attract more businesses, housing
- More summer concerts
- Add more funding for Library services including updating the building, add more public safety officers, and add more environmental programs
- None
- repave the roads in the hills
- Maintaining solvency!
- improving city services, expanding library and community services, slow streets
- 1. Mental Health Services 2. Homelessness Support 3. Affordable Housing
- The Recreation dept needs funds for a dog park at Garfield Park. There is a huge problem of residents letting their dogs go unleashed.
- High speed (fiber) internet access for all, Pedestrian safety
- financial and budget oversight
- Transparent city financial situation, Police budget, more frequent police patrol to maintain safety of the residence
- Affordable housing, Rent control, Universal aftercare for students K-12
- Tree care, plant more trees, create more shade,
- improve bike lanes
- Recruit and Fill Vacant Police Department Sworn and Non Sworn Positions, hire Environmental & Sustainability Manager, City Staff retention and hiring
- Improve walkability and add new or improve dedicated/protected bike lanes.

**4. Is there a specific need not met that you would like to be considered?
(71 responses)**

- No

- n/a
- We have a great historic library that is crumbling before my eyes. The lights often don't work and every time it rains staff have to put garbage cans out to collect all the water leaks. The building is always busy, but despite that it is falling apart.
- Upgrades to the Library & Senior Center that include PARKING.
- Please keep mind the that the fire department and police department are most important over any other city department part of the this year budget. The city council should not be cutting back on the fire department and police department part of the budget at all.
- no
- I would love an adult soccer league. When I lived in Colorado most cities ran their own sports leagues. We have the arroyo Fields and they aren't used all year round. Make a soccer league. There are lots of activities for children here but far fewer specifically for adults. I think people would be happy to pay for it too
- I would like to have a different trash collection agency. Athens consistently leaves my cans sideways on the ground with lids pushed inside so they crack and their trucks leak oil on my driveway. For over 20 years, they have used my driveway to take out my neighbors cans. I have called many times over the years to ask if they could please not do this, and the manager says of course but it never changes. My neighbors get a nice clean driveway and can park their cars in the way, and I am paying the price. The drivers speed like crazy up here in Monterey Hills and drop trash in the street. It is time for a new curbside company who can respect our properties and provide us recycling containers, etc.If the LA trash trucks can get around the Silver Lake narrow hills, they can get around ours.
- * FIX Library Alley - don't just fill in potholes- completely rebuild structure of the road.
- Recreational facilities for adult fitness
- Our current wet weather is predicted to become much drier and hotter this year. Water conservation and preparation for heat emergencies should be done now.
- -
- more opportunities for safe and fun night-time activities for teens and adults, safer streets
- Slow down our streets
- My biggest concern, as mentioned, is road improvements! I think it's been at least 10 years since anyone paid attention to it, and our streets are literally crumbling!
- It's not safe to get most places on a bike in town.
- Economic development done by a department within the city not a consultant or the Chamber of Commerce
- We need more parking and more vibrant downtown area.
- Reopen the batting cages
- Consideration of the impacts of the additional residents through RHNA will have on the city: infrastructure, schools, mobility options, parks & green spaces, city services (library, parks & rec, time required of city staff, etc.), and so on. Start looking now to see what needs to be done in five years and in ten years.
- Streets are in horrible condition
- Automated traffic enforcement using cameras and sensors.

- Na
- Street maintenance (actual street condition as well as striping maintenance and improvement to better control traffic)
- Orange grove Ave is unsafe between the freeway and Columbia Street
- Fix the streets
- Can't have enough emergency preparedness
- Active mobility infrastructure that reduces car traffic by schools
- The streets are like that of third world countries.
- No.
- A full time public information officer would be very helpful.
- Yes, we need to find a way to have rents frozen in our community, because we're driving away families that can't afford our greedy land lords. My apt now rents for 2700. If we can't get a handle on this situation our school s will suffer and our community because south pasadena has always been known for families but rent is out of control.
- .
- SPPD and SPFD do not have adequate resources—whether internal or external—to address individuals experiencing mental health emergencies, which in my personal, day-to-day, lived experience of living in South Pasadena, are on a rise.
- BAN AIRBNBS!!! It is monopolization of housing and hurts the entire community. Also, fine property owners huge fines for leaving homes and storefronts vacant - it has been done elsewhere and helps the entire community by forcing them to lower rent.
- No.
- The building department is dysfunctional and needs to be more like it was 10 years ago.
- In particular, please look at ways to slow traffic down on Meridian, behind the high school track. Despite being a major pedestrian area, there is nothing to impede drivers from speeding excessively. This stands in stark contrast to the front entrance, which has multiple speed bumps, stop signs, and pedestrian crossings to ensure safety. The Meridian entrance is far more dangerous and changes should be enacted immediately.
- Renovation and upgrades to Orange Grove park
- None
- Deteriorating roads and other infrastructure
- Repaving Indiana and Alta Vista
- Road maintenance
- Infrastructure. I've been a resident for over 7 years and only now there is improvement to the streets (Monterey). There has been minimal improvement for the last 7 years. Especially to Monterey Hills area. Where is the money going?
- Infrastructure. Upgrading Eddy House. If the house is upgraded it could be utilized for events. What is the cultural and heritage budget expense being used for if not to upgrade the house.
- Intersection of Mission and Pasadena is dangerous. Frequent accidents there and pedestrians are unseen. Lights at the crosswalk have not been fixed in years
- more roads paved, potholes fixed everywhere!
- Street condition needs to be better.

- Mentioned above.
- Poor customer service at City Hall. Friendly, helpful employees serving residents at the counter are a thing of the past. Emails and phone calls are now preferred, but good luck getting a response.
- na
- .
- We have amazing police officers but know they are overworked and spread thin. With the growing number of public safety incidents we need more officers.
- Street repairs
- yes, the repaving of the Monterey Hills roads
- more sustainability projects for the future
- We need more support for our small, independent businesses that make South Pas unique. We don't need another corporate, chain business in our community! I hate to see families eating from McDonald's, Krispy Kreme and Starbucks at Garfield Park when they could be eating from a local business instead. South Pas can help, promote, and give small businesses a break to thrive.
- Rent control. My rent has gone up almost 9% two years in a row. At this rate, I don't know how much longer we can afford to live here.
- High speed (fiber) internet access for all residents
- Better housing
- Road condition, too many uneven pavement and potholes
- AFFORDABLE HOUSING!!!
- several Free electric chargers in the city
- yes; ignoring whiny folks that seek to rip up bikeways at the cost of taxpayers
- Expanding or upgrading Dial-A-Ride to microtransit model, available for all community members
- Make main school routes safe for young children with protected bike lanes; encourage local residents to walk/bike to local activities rather than drive by favoring active transit over cars (more one-way streets + dedicated bike lanes).
- If the budget situation is so bad that the city must suddenly charge SPEF to use the golf course, then I know there are bigger issues.

5. Do you have any general input or feedback for the City's FY 2024-2025 Budget that you would like staff and City Council to consider? (71 responses)

- no
- No
- .
- The police budget is ridiculously high and I do not see why it continues to increase every year.

- Whether you like it or not, people still have cars and drive. I'm all for expanded housing and business development, but you need to consider parking to ensure that community services and local businesses are easily accessed.
- City council should prioritize what important for the city and that how the budget should look like. Not everything will fit on the Fiscal year 2024-2025 budget. But most important parts that keep the city running should be part of the Fiscal year 2024-2025 Budget. Any budget cuts to police department or fire department should first go through the public safety commission. The public safety commission I trust in making good budget decisions for the police and fire department budget.
- Please consider more funding for our library and children's programs. We need more for our teens to do. Thank you.
- n/a
- Shift monies from “ Woke” projects and put them into making South Pasadena the uniquely charming community it is meant to be
- Renovation of the existing tennis courts
- Thank you for soliciting feedback.
- -
- prioritize activities and opportunities to keep the city thriving and make it a destination, keep people spending money in town, how to absorb new housing and residents
- Our streets feel so much less safe than they did when we moved here 13 years ago. Speeding, distracted driving, road rage, running red lights and stop signs - it's gotten out of control and there is zero police presence to keep our community safe - especially our children and elderly.
- I would like the city to work towards implementing the design work last year done by Toole, instead of building a traffic inducing and wildly expensive hook ramp.
- Increase and improve staffing and end reliance on consultants.
- Less administrative expense and more money to projects (streets, public safety, library) that directly improve the City.
- Reopen the batting cages
- I keep hearing public comment in city council meetings that there are problems with the budget and the budgeting process. I would like to hear that those are all resolved so that I can have confidence in our finance department and the budgeting process.
- Use sales tax and utility tax money for basic services, as promised. Police, fire, streets, library, parks. Stop all social justice and climate activism nonsense. Focus on the basics.
- It seems problematic to hire more police as recommended in the SPPD Assessment when crime is level or down and a budget deficit is projected.
- Your planning staff has wasted hundreds of thousands of dollars on the Housing Element and also whenever a project or store is presented they do their best to add conditions to make it harder for the business or store to operate. This leads to tons more meetings and tons of wasted money.
- Streamline bureaucratic red tape and hurdles, so that staff can get things done, whether it's basic, standard day-to-day operational/maintenance items or more significant/capital

improvements. Way too much inefficiency and wheel spinning and nowhere near enough work getting accomplished.

- Please help make Orange Grove Ave safe. More police and a redesign
- Help the small businesses thrive here
- Indiana from Monterey Road up to the recent improvement near Oak Crest is in dire condition. Time to fix
- We need more active mobility infrastructure that de-prioritizes cars and makes more room for bikes and pedestrians. Please upgrade the streets leading to our elementary schools (e.g., El Centro, Marengo) by replacing one of the car lanes with a protected two-way bike lane, so car traffic is reduced to one-way and our children can more safely bike/walk to school with independence, reducing the need for parents to drive. Also, please work with Trader Joe's to install rapid EV chargers in the old Von's parking lot. Our city has a large % of renters who may not have access to EV chargers at their homes, but with the new TJs being developed it brings a great opportunity to provide the community with a place to rapidly charge their EVs while grocery shopping. Availability of an easy 20 minute rapid charge 1-2 times a week would make it easier for our community members to consider transitioning to EVs. It would also encourage customers to get meals at the nearby restaurants. Bike parking at the new TJs, and protected bike lanes to get there, would be fabulous. I bike to the old TJs, but I do not feel comfortable biking on Monterey/Fair Oaks. Thank you.
- Fix the roads!!!
- Do not be intimidated by those residents who do not want any change and are against any new building. We have a severe housing crisis, and our community must adapt.
- The recent financial news was quite dire, be sure these possible shortfalls are addressed in a prudent manner.
- Not really. Just don't waste money. Families are really important.
- The City needs to produce a comprehensive presentation on its process. Based on the yearly turmoil around the budget I personally have no confidence in the City's ability to perform basic budgeting functions. The City also needs to have some kind of communication about the declining state of street-level retail and hospitality business along Mission. The area is cratering, with long-time businesses getting pushed out only to be replaced a revolving door of businesses who are open for a year or two and then shutter their doors. Mission is at risk of turning into a zombie business district and there seems to be no awareness or sense of urgency about this coming from City Hall.
- library, parks, public transportation, farmers market & schools are the top priority in these overpriced, every real working family on the damn brink of homelessness times.
- Let's not bite the hand that feeds. Charging SPEF high fees for the golf course use is not going to generate the money you need and seems more symbolic. However, the schools are what bring people here, so let's not hurt the one thing that is positive in the budget - property taxes, which are generated by people coming here for the schools.
- The city needs to reevaluate the city manager and her effectiveness.
- Continue with the walkability plans!
- A long term plan for upgrades to all the recreational facilities

- None
- Balance the budget - that is your job.
- Stop adding functions with a serious structural deficit. Focus on core functions. Stay out of the housing business, drop the stupid Climate Action Plan, withdraw from the Clean Power Alliance, and pave the streets.
- Evenly distribute road repair funds. Stop with the updated bulb out crossings and painted bike lanes in the Milan areas that don't do much for safety but visually discourage movie and commercial filming and the revenue that comes from that activity.
- Where is all the money going? Why are we fiscal trouble?
- Cut out unnecessary spending. Not necessary to upgrade city vehicles to Tesla cars when we are in a deficit! Old apartment/condos need to be reassessed and required to maintain a clean and modern facade. Impose fines. Start saving money and control the budget or you will see people leaving this city.
- Stop unnecessary spending. Pocket park budget is high when the money can be saved and used to upgrade current parks with high traffic. These pocket parks will not be utilized and will waste the city's money. Volunteers are cleaning up Arroyo Secco trail. The city should support these community activities.
- **BALANCE THE BUDGET**
- Stop hiring experts to study new budget items. Hold tight as is until we get our finances back in order. Stop listening to special interest groups and look at actual problems vs. population
- Street condition needs to be better.
- N/a
- Additional consideration to deal with the needs of the homeless/safety of residents
- more grant funding, public-private partnerships, renegotiate contracts, identify cost reduction measures
- Whenever I have interacted with any city staff, they are always helpful, friendly, and cheerful. We need to do more to retain the staff that the city already so that they do not move to other cities/jobs. A few of my favorite staff members have left because they are not getting enough support, both financial and professional. I am glad you are doing this survey for the public as I feel that people (city council) are out of touch with what residents need/want.
- City Council seems to spend much time focused on ancillary projects and priorities (for example, the long running effort to purchase CalTrans homes, renewable energy efforts, etc.) but little time focused on core requirements (basic fiscal health, stabilizing the fiscal management department/staffing, etc.). We would respectfully request that the Council deprioritize pet projects and refocus on basic fiscal management of the city.
- Seems like the city offers NO services other than a good school district.
- I was shocked and dismayed by the animosity shown towards SPEF at recent Council meetings, particularly by Mayor Zneimer, and the fight over the petty pittance of \$5,000 in usage fee that the City will ultimately pay in 4th of July fees to SPUSD anyway. What a way to treat devoted parent constituents.

- hold on any new staff positions, the city could use newer facilities:Library, Senior Center, Youth Services, Parks and Recreation-
- none
- The police budget is way too high and the Teslas are ridiculous.
- High speed (fiber) internet access for all residents
- I was shocked by the discovery of shortfall. I would also like transparency of projected CALPERS obligations and what the budget breakdown is in detail. Also is the expectation of "revenue sources" expected to be higher property taxes? Given the SALT cap, we already pay a lot of taxes that we get double taxed on.
- N/A
- Why the real estate projects stalled for a long time? It could help to bring in more revenue.
- We need South Pas city specific rent control and affordable housing development, fund the staff to make this happen. Pull money from the police budge if you need to, because affordable housing makes it easier for folks to have a home, keeps them off the streets, and makes for a safer community.
- Stop letting volunteers/commissioners dictate public finance. The City needs to have the guts to do its job and not succumb to “tail wags dog” reactive actions to loud and aggressive tactics. Let the hired professionals do their job. Protect the integrity of professionals that are hired to do the people’s business. Incredibly annoying to see lack of leadership at times and inability to hold the line with personal agendas of various people harassing staff especially staff in finance department. This lack of leadership has cost us valuable staff and has led to a \$10M increase in the operating budget of the City since 2020.
- The City of South Pasadena should reallocate the \$400,000 spent on tenant protection programs back to the General Fund because this action aligns with fiscal responsibility and addresses immediate financial challenges. Homeowners, contributing through property taxes, significantly support the city's revenue, while tenants do not directly contribute in this manner. Given the projected budget deficits ranging from \$1.8 million to \$3.9 million over the next five years, leading to reserves falling below the city’s 30% target, reallocating funds is a prudent decision. This move also supports the Finance Commission's advice, prioritizing essential city services and financial stability.
- Add electric charging station at the old Vons parking lot/new TJs lot to help multifamily dwelling residents have easy access to charging while they shop, encouraging us to also eat meals at the local restaurants, etc.
- I've lived in South Pas for 18 years and it seems like things have been falling apart due to the city council leadership (or lack of). Start with getting the budget under control.



City of South Pasadena
Management Services
Department

Memo

Date: April 11, 2024
To: The Honorable City Council
Via: Arminé Chaparyan, City Manager *APC*
From: Luis Frausto, Management Services Department Director
Subject: Attachments for Personnel Presentation

The attached handouts are designed to complement the material for the personnel presentation to be held during the budget kick-off meeting.

Attachments:

1. Budget Authorized Positions vs. Filled Positions, as of 3/31/2024
2. HR Position Control Report, as of 4/11/2024
3. HR Vacancy Report, by Department, as of 4/11/2024
4. Active Recruitment Summary Report, as of 4/11/2024
5. Labor and Benefit Costs Breakdown, as of 12/31/2023
6. City Benefit Costs for Select Benefits, 5 Year Historical
7. Medical Insurance City/Employee Costs, as of 4/11/2024
8. Insurance Premium costs, 5 Year Historical
9. Organizational Charts, by Department (*Attachment forthcoming*)

ATTACHMENT 1

Budget Authorized Positions vs. Filled Positions, as of
3/31/2024

Budgeted Positions vs. Filled Positions As of March 31, 2024

Full Time Positions					
Department	Budgeted Positions	Filled Positions	Number of Vacant Positions	% of Positions Filled	% of Positions Unfilled
City Manager's Office	5	4	1	80%	20%
Community Development	13	11	2	85%	15%
Community Services	9	9	0	100%	0%
Finance	9	8	1	89%	11%
Fire	23	21	2	91%	9%
Library	10	10	0	100%	0%
Management Services	8	6	2	75%	25%
Police	55	44	11	80%	20%
Public Works	41	35	6	85%	15%
Totals:	173	148	25	86%	14%

Part Time Positions					
Department	Budgeted Positions	Filled Positions	Number of Vacant Positions	% of Positions Filled	% of Positions Unfilled
City Manager's Office	1	1	0	100%	0%
Community Development	0	0	0	0%	0%
Community Services	45	32	13	71%	29%
Finance	0	0	0	0%	0%
Fire	0	0	0	0%	0%
Library	33	24	9	73%	27%
Management Services	0	0	0	0%	0%
Police	6	2	4	33%	67%
Public Works	2	1	1	50%	50%
Totals:	87	60	27	69%	14%

Total Positions:	260	208	52	80%	20%
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ATTACHMENT 2
HR Position Control Report, as of 4/11/2024

HR Position Control Report (PCR) as of 04/11/2024

Position #	Department	Position Title	Position Status	FT or PT	FTE	Recruitment Status
1	City Council	Council Member	Filled	FT	0.00	
2	City Council	Council Member	Filled	FT	0.00	
3	City Council	Council Member	Filled	FT	0.00	
4	City Council	Mayor	Filled	FT	0.00	
5	City Council	Mayor Pro Tem	Filled	FT	0.00	
11	City Manager	Administrative Secretary	Filled	FT	1.00	
7	City Manager	Assistant to the City Manager	Vacant	FT	1.00	HOLD
9	City Manager	City Manager	Filled	FT	1.00	
10	City Manager	Deputy City Manager	Filled	FT	1.00	
8	City Manager	Management Analyst	Filled	FT	1.00	
12	City Manager	Management Intern	Filled	PT	0.50	
6	City Treasurer	City Treasurer	Filled	FT	0.00	
163	Community Development	Administrative Secretary	Filled	FT	1.00	
166	Community Development	Assistant Planner	Vacant	FT	1.00	HOLD
160	Community Development	Associate Planner	Filled	FT	1.00	
161	Community Development	Associate Planner	Filled	FT	1.00	
158	Community Development	Community Development Director	Filled	FT	1.00	
162	Community Development	Community Improvement Coordinator	Filled	FT	1.00	HIRE
168	Community Development	Deputy Community Development Director	Filled	FT	1.00	
157	Community Development	Film Liaison	Filled	FT	1.00	
170	Community Development	Permit Counter Technician	Filled	FT	1.00	
159	Community Development	Planning Manager	Filled	FT	1.00	
266	Community Development	Senior Community Improvement Coordinator	Filled	FT	1.00	
167	Community Development	Senior Planner	Filled	FT	1.00	
164	Community Development	Senior Planner	Filled	FT	1.00	
227	Community Services	Community Services Coordinator	Filled	PT	0.50	
217	Community Services	Community Services Director	Filled	FT	1.00	
219	Community Services	Community Services Supervisor	Filled	FT	1.00	
238	Community Services	Community Services Supervisor	Filled	FT	1.00	
232	Community Services	Deputy Community Services Director	Filled	FT	1.00	
259	Community Services	Management Aide	Filled	PT	0.50	
260	Community Services	Management Aide	Filled	PT	0.50	
228	Community Services	Management Aide	Vacant	PT	0.50	HOLD
226	Community Services	Management Analyst	Filled	FT	1.00	
220	Community Services	Management Assistant	Filled	FT	1.00	
222	Community Services	Management Intern	Vacant	PT	0.50	HOLD
250	Community Services	Program Specialist	Filled	FT	1.00	
231	Community Services	Recreation Camp Director	Filled	PT	0.50	
225	Community Services	Recreation Leader	Filled	PT	0.50	
235	Community Services	Recreation Leader	Filled	PT	0.50	
218	Community Services	Recreation Leader	Filled	PT	0.50	
223	Community Services	Recreation Leader	Filled	PT	0.50	
229	Community Services	Recreation Leader	Filled	PT	0.50	
230	Community Services	Recreation Leader	Filled	PT	0.50	
233	Community Services	Recreation Leader	Filled	PT	0.50	
234	Community Services	Recreation Leader	Filled	PT	0.50	
236	Community Services	Recreation Leader	Filled	PT	0.50	
242	Community Services	Recreation Leader	Filled	PT	0.50	

Position #	Department	Position Title	Position Status	FT or PT	FTE	Recruitment Status
244	Community Services	Recreation Leader	Filled	PT	0.50	
245	Community Services	Recreation Leader	Filled	PT	0.50	
247	Community Services	Recreation Leader	Filled	PT	0.50	
249	Community Services	Recreation Leader	Filled	PT	0.50	
251	Community Services	Recreation Leader	Filled	PT	0.50	
252	Community Services	Recreation Leader	Filled	PT	0.50	
253	Community Services	Recreation Leader	Filled	PT	0.50	
254	Community Services	Recreation Leader	Filled	PT	0.50	
255	Community Services	Recreation Leader	Filled	PT	0.50	
257	Community Services	Recreation Leader	Filled	PT	0.50	
258	Community Services	Recreation Leader	Filled	PT	0.50	
261	Community Services	Recreation Leader	Filled	PT	0.50	
262	Community Services	Recreation Leader	Filled	PT	0.50	
263	Community Services	Recreation Leader	Filled	PT	0.50	
264	Community Services	Recreation Leader	Filled	PT	0.50	
237	Community Services	Recreation Leader	Vacant	PT	0.50	HOLD
231	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
239	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
240	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
241	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
243	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
246	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
248	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
256	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
265	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
221	Community Services	Site Manager	Filled	PT	0.50	
212	Community Services	Trans Driver	Filled	FT	1.00	
213	Community Services	Trans Driver	Filled	FT	1.00	HIRE
214	Community Services	Trans Driver P.T.	Filled	PT	0.50	
216	Community Services	Trans Driver P.T.	Filled	PT	0.50	
215	Community Services	Trans Driver P.T.	Vacant	PT	0.50	HOLD
16	Finance	Accountant	Filled	FT	1.00	
17	Finance	Accountant	Vacant	FT	1.00	HIRE
25	Finance	Accounting Technician I	Filled	FT	1.00	
18	Finance	Deputy Finance Director	Vacant	FT	1.00	HIRE
19	Finance	Director of Finance	Filled	FT	1.00	
15	Finance	Finance Manager	Filled	FT	1.00	
13	Finance	Management Analyst	Filled	FT	1.00	
14	Finance	Management Analyst	Filled	FT	1.00	
24	Finance	Management Assistant	Filled	FT	1.00	
94	Fire Department	Fire Captain	Filled	FT	1.00	
98	Fire Department	Fire Captain	Filled	FT	1.00	
103	Fire Department	Fire Captain	Filled	FT	1.00	
104	Fire Department	Fire Chief	Filled	FT	1.00	
105	Fire Department	Fire Division Chief	Filled	FT	1.00	
107	Fire Department	Fire Division Chief	Filled	FT	1.00	
93	Fire Department	Fire Engineer	Filled	FT	1.00	
95	Fire Department	Fire Engineer	Filled	FT	1.00	
96	Fire Department	Fire Engineer	Filled	FT	1.00	
99	Fire Department	Fire Engineer	Filled	FT	1.00	
100	Fire Department	Fire Engineer	Filled	FT	1.00	
101	Fire Department	Fire Engineer	Filled	FT	1.00	
110	Fire Department	Fire Inspector	Filled	FT	1.00	
97	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
102	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
106	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
108	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
109	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
112	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
113	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
114	Fire Department	Firefighter / Paramedic	Filled	FT	1.00	
115	Fire Department	Firefighter / Paramedic	Vacant	FT	1.00	
111	Fire Department	Management Assistant	Filled	FT	1.00	

Position #	Department	Position Title	Position Status	FT or PT	FTE	Recruitment Status
175	Library	Administrative Secretary	Filled	FT	1.00	
189	Library	Library Public Services Manager	Filled	FT	1.00	
188	Library	Library Support Services Manager	Filled	FT	1.00	
194	Library	Librarian	Filled	FT	1.00	
200	Library	Librarian	Filled	FT	1.00	
211	Library	Librarian	Filled	FT	1.00	
192	Library	Librarian	Filled	FT	1.00	
178	Library	Librarian - Substitute	Vacant	PT	0.50	HOLD
184	Library	Librarian PT	Filled	PT	0.50	
176	Library	Librarian PT	Filled	PT	0.50	
177	Library	Librarian PT	Filled	PT	0.50	
183	Library	Librarian PT	Filled	PT	0.50	
193	Library	Library Aide I	Filled	PT	0.50	
201	Library	Library Aide I	Filled	PT	0.50	
202	Library	Library Aide I	Filled	PT	0.50	
203	Library	Library Aide I	Filled	PT	0.50	
204	Library	Library Aide I	Filled	PT	0.50	
207	Library	Library Aide I	Filled	PT	0.50	
209	Library	Library Aide I	Filled	PT	0.50	
174	Library	Library Aide I	Filled	PT	0.50	
197	Library	Library Aide I	Vacant	PT	0.50	HOLD
208	Library	Library Aide I	Vacant	PT	0.50	HOLD
171	Library	Library Clerk II	Filled	FT	1.00	
190	Library	Library Director	Filled	FT	1.00	
172	Library	Library Technical Assist	Filled	FT	1.00	
173	Library	Substitute Librarian	Filled	PT	0.50	
180	Library	Substitute Librarian	Filled	PT	0.50	
198	Library	Substitute Librarian	Filled	PT	0.50	
199	Library	Substitute Librarian	Filled	PT	0.50	
186	Library	Substitute Librarian	Vacant	PT	0.50	HOLD
205	Library	Substitute Librarian	Filled	PT	0.50	
283	Library	Substitute Librarian	Filled	PT	0.50	
206	Library	Substitute Librarian	Filled	PT	0.50	
282	Library	Substitute Librarian	Vacant	PT	0.50	HOLD
210	Library	Substitute Librarian	Vacant	PT	0.50	HOLD
191	Library	Substitute Reference Librarian	Filled	PT	0.50	
179	Library	Typist Clerk I	Filled	PT	0.50	
185	Library	Typist Clerk I	Filled	PT	0.50	
195	Library	Typist Clerk I	Vacant	PT	0.50	HOLD
181	Library	Typist Clerk II	Filled	PT	0.50	
182	Library	Typist Clerk II	Filled	PT	0.50	
187	Library	Typist Clerk II	Filled	PT	0.50	
196	Library	Typist Clerk II	Vacant	PT	0.50	HOLD
28	Management Services	Chief City Clerk	Filled	FT	1.00	HIRE
32	Management Services	Management Services Director	Filled	FT	1.00	
30	Management Services	Senior Human Resource Analyst	Vacant	FT	1.00	HIRE
27	Management Services	Senior Management Analyst	Filled	FT	1.00	
33	Management Services	Deputy City Clerk	Filled	FT	1.00	
29	Management Services	Human Resource Analyst	Filled	FT	1.00	
35	Management Services	Human Resources & Risk Manager	Filled	FT	1.00	
36	Management Services	Management Assistant	Filled	FT	1.00	
68	Police Department	Deputy Police Chief	Filled	FT	1.00	HIRE

Position #	Department	Position Title	Position Status	FT or PT	FTE	Recruitment Status
91	Police Department	Management Analyst	Vacant	FT	1.00	HIRE
40	Police Department	Parking Control Officer	Filled	FT	1.00	
79	Police Department	Parking Control Officer	Filled	FT	1.00	
80	Police Department	Parking Control Officer	Filled	FT	1.00	
42	Police Department	Police Assistant	Filled	FT	1.00	
53	Police Department	Police Assistant	Filled	FT	1.00	
54	Police Department	Police Assistant	Filled	FT	1.00	
59	Police Department	Police Assistant	Filled	FT	1.00	
63	Police Department	Police Assistant	Filled	FT	1.00	
81	Police Department	Police Assistant	Filled	FT	1.00	
82	Police Department	Police Assistant	Filled	FT	1.00	
78	Police Department	Police Assistant	Vacant	FT	1.00	HIRE
277	Police Department	Police Assistant	Vacant	FT	1.00	HOLD
76	Police Department	Police Assistant II	Filled	FT	1.00	
73	Police Department	Police Cadet	Filled	PT	0.50	
74	Police Department	Police Cadet	Filled	PT	0.50	HIRE
92	Police Department	Police Cadet	Filled	PT	0.50	
268	Police Department	Police Cadet	Vacant	PT	0.50	HOLD
269	Police Department	Police Cadet	Vacant	PT	0.50	HOLD
270	Police Department	Police Cadet	Vacant	PT	0.50	HOLD
67	Police Department	Police Chief	Filled	FT	1.00	
52	Police Department	Police Clerk II	Filled	FT	1.00	
58	Police Department	Police Clerk II	Filled	FT	1.00	
83	Police Department	Police Clerk II	Filled	FT	1.00	
84	Police Department	Police Clerk II	Vacant	FT	1.00	HIRE
38	Police Department	Police Corporal	Filled	FT	1.00	
39	Police Department	Police Corporal	Filled	FT	1.00	
51	Police Department	Police Corporal	Filled	FT	1.00	
64	Police Department	Police Corporal	Filled	FT	1.00	
70	Police Department	Police Corporal	Filled	FT	1.00	
71	Police Department	Police Corporal	Vacant	FT	1.00	HOLD
60	Police Department	Police Lieutenant	Filled	FT	1.00	
48	Police Department	Police Lieutenant	Vacant	FT	1.00	HOLD
43	Police Department	Police Officer	Filled	FT	1.00	
44	Police Department	Police Officer	Filled	FT	1.00	
45	Police Department	Police Officer	Filled	FT	1.00	
46	Police Department	Police Officer	Filled	FT	1.00	
47	Police Department	Police Officer	Filled	FT	1.00	
49	Police Department	Police Officer	Filled	FT	1.00	
50	Police Department	Police Officer	Filled	FT	1.00	
55	Police Department	Police Officer	Filled	FT	1.00	
65	Police Department	Police Officer	Filled	FT	1.00	
66	Police Department	Police Officer	Filled	FT	1.00	
69	Police Department	Police Officer	Filled	FT	1.00	
72	Police Department	Police Officer	Filled	FT	1.00	
75	Police Department	Police Officer	Filled	FT	1.00	
77	Police Department	Police Officer	Filled	FT	1.00	
85	Police Department	Police Officer	Filled	FT	1.00	
86	Police Department	Police Officer	Filled	FT	1.00	
87	Police Department	Police Officer	Filled	FT	1.00	
88	Police Department	Police Officer	Filled	FT	1.00	HIRE
89	Police Department	Police Officer	Filled	FT	1.00	HIRE
56	Police Department	Police Officer	Vacant	FT	1.00	HIRE
90	Police Department	Police Officer	Vacant	FT	1.00	HIRE
37	Police Department	Police Sergeant	Filled	FT	1.00	
41	Police Department	Police Sergeant	Filled	FT	1.00	
57	Police Department	Police Sergeant	Filled	FT	1.00	
61	Police Department	Police Sergeant	Filled	FT	1.00	
62	Police Department	Police Sergeant	Filled	FT	1.00	
276	Police Department	Police Sergeant (Office of Professional Standards)	Vacant	FT	1.00	HOLD
116	Public Works	Associate Civil Engineer	Vacant	FT	1.00	HOLD

Position #	Department	Position Title	Position Status	FT or PT	FTE	Recruitment Status
145	Public Works	Building Maintenance Worker	Filled	FT	1.00	
146	Public Works	Building Maintenance Worker	Filled	FT	1.00	
131	Public Works	Civil Engineering Assistant	Filled	FT	1.00	
121	Public Works	Deputy Public Works Director	Filled	FT	1.00	
123	Public Works	Director of Public Works	Filled	FT	1.00	
135	Public Works	Electrician	Filled	FT	1.00	
122	Public Works	Envir. & Sustain. Manager	Filled	FT	1.00	
278	Public Works	Facilities and Parks Supervisor	Filled	FT	1.00	
141	Public Works	Maintenance Worker I	Filled	FT	1.00	
136	Public Works	Maintenance Worker I/II	Filled	FT	1.00	
137	Public Works	Maintenance Worker I/II	Vacant	FT	1.00	HIRE
138	Public Works	Maintenance Worker II	Filled	FT	1.00	
139	Public Works	Maintenance Worker II	Filled	FT	1.00	
144	Public Works	Maintenance Worker II	Filled	FT	1.00	
120	Public Works	Management Analyst	Filled	FT	1.00	
125	Public Works	Management Analyst	Filled	FT	1.00	
273	Public Works	Management Analyst	Vacant	FT	1.00	
126	Public Works	Management Assistant	Vacant	FT	1.00	HIRE
129	Public Works	Management Intern	Filled	PT	0.50	
127	Public Works	Management Intern	Vacant	PT	0.50	HOLD
274	Public Works	Principal Engineer	Filled	FT	1.00	
117	Public Works	Public Works Assistant	Vacant	FT	1.00	HIRE
118	Public Works	Public Works Inspector	Filled	FT	1.00	
124	Public Works	Public Works Inspector	Filled	FT	1.00	
119	Public Works	Public Works Operations Manager	Filled	FT	1.00	
128	Public Works	Senior Civil Engineer	Filled	FT	1.00	
142	Public Works	Senior Maintenance Worker	Filled	FT	1.00	
143	Public Works	Senior Maintenance Worker	Filled	FT	1.00	
271	Public Works	Senior Maintenance Worker	Filled	FT	1.00	
148	Public Works	Senior Water Production/Treatment Operator	Filled	FT	1.00	
147	Public Works	Senior Water Utility Worker	Filled	FT	1.00	
140	Public Works	Street Supervisor	Filled	FT	1.00	
267	Public Works	Transportation Planning Manager	Filled	FT	1.00	
156	Public Works	Water Operations Manager	Filled	FT	1.00	
272	Public Works	Water Operations Supervisor	Vacant	FT	1.00	HIRE
149	Public Works	Water Production/Treatment Operator	Filled	FT	1.00	
154	Public Works	Water Production / Treatment Operator	Filled	FT	1.00	
151	Public Works	Water Utility Worker I	Filled	FT	1.00	
155	Public Works	Water Utility Worker I	Vacant	FT	1.00	
150	Public Works	Water Utility Worker II	Filled	FT	1.00	
152	Public Works	Water Utility Worker II	Filled	FT	1.00	
153	Public Works	Water Utility Worker II	Filled	FT	1.00	

ATTACHMENT 3

HR Vacancy Report, by Department, as of 4/11/2024

HR Vacancy Report as of 04/11/2024

Position #	Department	Position Title	Position Status	FT or PT	FTE	Recruitment Status
7	City Manager	Assistant to the City Manager	Vacant	FT	1.00	HOLD
166	Community Development	Assistant Planner	Vacant	FT	1.00	HOLD
228	Community Services	Management Aide	Vacant	PT	0.50	HOLD
222	Community Services	Management Intern	Vacant	PT	0.50	HOLD
237	Community Services	Recreation Leader	Vacant	PT	0.50	HOLD
231	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
239	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
240	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
241	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
243	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
246	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
248	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
256	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
265	Community Services	Recreation Leader	Vacant	PT	0.50	SEASONAL HIRE
215	Community Services	Trans Driver P.T.	Vacant	PT	0.50	HOLD
17	Finance	Accountant	Vacant	FT	1.00	HIRE
18	Finance	Deputy Finance Director	Vacant	FT	1.00	HIRE
115	Fire Department	Firefighter / Paramedic	Vacant	FT	1.00	HIRE
178	Library	Librarian - Substitute	Vacant	PT	0.50	HOLD
197	Library	Library Aide I	Vacant	PT	0.50	HOLD
208	Library	Library Aide I	Vacant	PT	0.50	HOLD
186	Library	Substitute Librarian	Vacant	PT	0.50	HOLD
282	Library	Substitute Librarian	Vacant	PT	0.50	HOLD
210	Library	Substitute Librarian	Vacant	PT	0.50	HOLD
195	Library	Typist Clerk I	Vacant	PT	0.50	HOLD
196	Library	Typist Clerk II	Vacant	PT	0.50	HOLD
30	Management Services	Senior Human Resource Analyst	Vacant	FT	1.00	HIRE
91	Police Department	Management Analyst	Vacant	FT	1.00	HIRE
78	Police Department	Police Assistant	Vacant	FT	1.00	HIRE
277	Police Department	Police Assistant	Vacant	FT	1.00	HOLD
268	Police Department	Police Cadet	Vacant	PT	0.50	HOLD
269	Police Department	Police Cadet	Vacant	PT	0.50	HOLD
270	Police Department	Police Cadet	Vacant	PT	0.50	HOLD
84	Police Department	Police Clerk II	Vacant	FT	1.00	HIRE
71	Police Department	Police Corporal	Vacant	FT	1.00	HOLD
48	Police Department	Police Lieutenant	Vacant	FT	1.00	HOLD
56	Police Department	Police Officer	Vacant	FT	1.00	HIRE
90	Police Department	Police Officer	Vacant	FT	1.00	HIRE
276	Police Department	Police Sergeant (Office of Professional Standards)	Vacant	FT	1.00	HOLD
116	Public Works	Associate Civil Engineer	Vacant	FT	1.00	HOLD

Position #	Department	Position Title	Position Status	FT or PT	FTE	Recruitment Status
137	Public Works	Maintenance Worker I/II	Vacant	FT	1.00	HIRE
273	Public Works	Management Analyst	Vacant	FT	1.00	HIRE
126	Public Works	Management Assistant	Vacant	FT	1.00	HIRE
127	Public Works	Management Intern	Vacant	PT	0.50	HOLD
117	Public Works	Public Works Assistant	Vacant	FT	1.00	HIRE
272	Public Works	Water Operations Supervisor	Vacant	FT	1.00	HIRE
155	Public Works	Water Utility Worker I	Vacant	FT	1.00	HIRE

ATTACHMENT 4
Active Recruitment Summary Report, as of 4/11/2024

Active Recruitment Summary

By Department

04/11/2024

Position Name	Position Type	Department	Recruitment Status
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Recreation Leader - Summer Seasonal	Part Time	Community Services	1st Interview
Accountant	Full Time	Finance	Requisition
Fire Engineer	Full Time	Fire	1st Interview
Librarian/Children's Services	Part Time	Library	Pending start date
Human Resources Analyst	Full Time	Management Services	SME Review
Management Analyst	Full Time	Police	SME Review
Police Assistant	Full Time	Police	Pre-Background
Police Assistant	Full Time	Police	Pre-Background
Police Cadet	Part Time	Police	Pre-Background
Police Cadet	Part Time	Police	Pre-Background
Police Cadet	Part Time	Police	Pre-Background
Police Clerk II	Full Time	Police	Background
Police Officer	Full Time	Police	Pre-Background
Police Officer	Full Time	Police	Pre-Background
Police Officer	Full Time	Police	Pre-Background
Police Officer	Full Time	Police	Job Posted
Police Officer Recruit	Full Time	Police	Written Test
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	PAT
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Police Officer Recruit	Full Time	Police	Pre-Background
Maintenance Worker I	Full Time	Public Works	SME Review
Management Analyst	Full Time	Public Works	Background

Department	# of Recruitments
Community Services	9
Finance	1
Fire	1
Library	1
Management Services	1
Police	23
Public Works	2
Grand Total	38

ATTACHMENT 5

Labor and Benefit Costs Breakdown, as of 12/31/2023

Labor and Benefits Costs Breakdown				
Department	Budgeted Labor Cost FY 2023/2024	Actual Labor Costs as of 12/31/2023	Budgeted Benefits Cost FY 2023/2024	Actual Benefits Cost as of 12/31/2023
City Council & Treasurer	\$ 26,472.00	\$ 16,002.00	\$ 2,469.00	\$ 1,321.00
City Manager's Office	\$ 737,517.00	\$ 417,951.00	\$ 321,859.00	\$ 215,396.00
Management Services	\$ 774,856.00	\$ 523,746.00	\$ 270,101.00	\$ 183,622.68
Community Development	\$ 1,405,791.00	\$ 739,291.00	\$ 575,623.00	\$ 336,536.65
Community Services	\$ 1,088,036.00	\$ 450,861.00	\$ 226,279.00	\$ 120,552.29
Finance	\$ 539,718.00	\$ 291,745.00	\$ 150,519.00	\$ 58,380.66
Fire	\$ 4,173,610.00	\$ 2,040,395.00	\$ 2,359,793.00	\$ 1,822,022.56
Library	\$ 1,278,435.00	\$ 664,183.00	\$ 532,403.00	\$ 311,712.43
Police	\$ 6,850,290.00	\$ 3,470,089.00	\$ 3,351,810.00	\$ 2,242,548.15
Public Works	\$ 976,501.00	\$ 449,959.00	\$ 483,410.00	\$ 281,247.22
TOTALS	\$ 17,851,226.00	\$ 9,064,224.00	\$ 8,274,266.00	\$ 5,573,340.16

ATTACHMENT 6

City Benefit Costs for Select Benefits, 5 Year Historical

City Benefit Costs for Select Benefits										
Fiscal Year	AD&D	Life	Dental	Vision	Medical	Medical Cost Increase	Medical Opt-Out	Empower 1%	Total Cost	% Change
2018/2019	\$ 2,250	\$ 10,125	\$ 86,148	\$ 27,921	\$ 1,174,355	-	\$ 92,640	\$ 26,580	\$ 1,420,019	-
2019/2020	\$ 2,574	\$ 11,583	\$ 87,748	\$ 27,987	\$ 1,219,620	4%	\$ 82,800	\$ 28,448	\$ 1,460,760	3%
2020/2021	\$ 2,466	\$11,097	\$ 99,918	\$ 29,469	\$ 1,344,900	10%	\$ 88,200	\$ 27,574	\$ 1,603,624	10%
2021/2022	\$ 2,520	\$ 11,340	\$ 101,368	\$ 28,646	\$ 1,300,020	-3%	\$ 93,600	\$ 28,184	\$ 1,565,678	-2%
2022/2023	\$ 2,502	\$ 11,259	\$ 103,288	\$ 28,264	\$ 1,392,388	7%	\$ 84,900	\$ 99,852	\$ 1,722,403	10%
2023/2024*	\$ 2,502	\$11,259	\$ 103,288	\$ 28,264	\$ 1,448,032	4%	\$ 84,900	\$ 128,000	\$1,806,245	5%

These numbers do not include employee-paid costs related to these benefits and are unaudited.

* These are projections. Fluctuations in cost are mainly due to number of new hires and terminations throughout a Fiscal Year.

ATTACHMENT 7
Medical Insurance City/Employee Costs, as of
4/11/2024

2024 City Paid Medical Contribution

PSEA-FT

	Employer Contribution Base	Flex Contribution	Max City Paid Contribution	Opt-Out Allowance
EE Only	\$625	\$200	\$825	\$300
EE + 1	\$1,300	\$260	\$1,560	
EE + 2	\$1,500	\$360	\$1,860	

PSEA - PT

	Employer Contribution Base	Flex Contribution	Max City Paid Contribution	Opt-Out Allowance
All Coverage Levels		Ineligible	Ineligible	Ineligible

POA

	Employer Contribution Base	Flex Contribution	Max City Paid Contribution	Opt-Out Allowance
EE Only	\$625	\$200	\$825	\$300
EE + 1	\$1,300	\$260	\$1,560	
EE + 2	\$1,500	\$360	\$1,860	

FFA

	Employer Contribution Base	Flex Contribution	Max City Paid Contribution	Opt-Out Allowance
EE Only	\$625	\$200	\$825	\$300
EE + 1	\$1,300	\$260	\$1,560	
EE + 2	\$1,500	\$360	\$1,860	

MGNT - NR

	Employer Contribution Base	Flex Contribution	Max City Paid Contribution	Opt-Out Allowance
EE Only	\$915	\$0	\$915	\$300
EE + 1	\$1,650	\$0	\$1,650	
EE + 2	\$1,950	\$0	\$1,950	

ATTACHMENT 8
Insurance Premium costs, 5 Year Historical

City Insurance Premium Costs								
Year	Estimated Reported Payroll	General Liability	GL Excess	Workers Comp Excess	Property Liability	Cybersecurity Liability	Totals	% Change (Increase)
2019/2020	\$ 14,166,600	\$ 350,062	\$ 23,202	\$ 412,531	\$ 43,500	\$ 1,600	\$ 830,895	
2020/2021	\$ 13,997,044	\$ 464,398	\$ 36,249	\$ 423,168	\$ 66,687	\$ 2,550	\$ 993,052	19.52%
2021/2022	\$ 15,102,529	\$ 511,645	\$ 44,483	\$ 439,264	\$ 85,210	\$ 7,494	\$ 1,088,096	9.57%
2022/2023	\$ 16,729,438	\$ 642,829	\$ 57,802	\$ 483,350	\$ 100,000	\$ 9,937	\$ 1,293,918	18.92%
2023/2024	\$ 15,922,140	\$ 946,510	\$ 65,609	\$ 451,317	\$ 126,938	\$ 9,408	\$ 1,599,782	23.64%
2024/2025*	\$ 15,972,320	\$ 1,215,000	\$ 92,000	\$ 496,000	\$ 178,000	\$ 14,100	\$ 1,995,100	24.71%
Pricing is 'normalized' to city payroll, so if payroll is increasing during this time, underwriters consider that increased exposure and it will result in higher premiums. These figures are unaudited. *High end estimates from PRISM.								

Budgeted vs. Actuals for FY 23-24						
Budgeted 23/24	\$982,000.00	\$ 81,000.00	\$ 455,867.00	\$ 127,000.00	\$ 16,400.00	\$ 1,662,267
Actuals 23/24	\$946,510.00	\$ 65,609.00	\$ 451,317.00	\$ 126,938.00	\$ 9,408.00	\$ 1,599,782


ATTACHMENT 9
Organizational Charts, by Department
(Attachment forthcoming)



City Council Agenda Report

ITEM NO. 4

DATE: April 17, 2024

FROM: Arminé Chaparyan, City Manager 

PREPARED BY: John Downs, Finance Director

SUBJECT: **Consideration of Review and Approval of the Revised Fiscal Year 2024-2025 Budget Calendar**

Recommendation

It is recommended that the City Council review and approve the updated Fiscal Year 2024-2025 Revised Proposed Budget Calendar.

Executive Summary

The Budget Calendar for Fiscal Year 2024-2025 has been developed with input from the City Council and Finance Commission and incorporates additional meetings.

Background

The updated budget calendar included for fiscal year 2024-2025 includes meeting dates for the community, Finance Commission, and City Council. The City Council reviewed and provided feedback on edits they would like to see on the FY 2024-2025 budget calendar. The updated version provided tonight for consideration updated timelines, included the Joint Special Meeting for the City Council and Finance Commission on April 24, 2024.

Fiscal Impact

The objective of the calendar is to provide a time frame for the budget development process that includes dates and times for milestones as well as meetings, including public outreach.

Key Performance Indicators and Strategic Plan

This item does not align with any KPI and/or strategic plan priority.

Commission Review and Recommendation

This item is being presented to the Finance Commission simultaneously with the City Council on April 17, 2024

Attachment: Fiscal Year 2024-2025 Revised Proposed Budget Calendar

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ATTACHMENT

Revised Proposed Fiscal Year 2024-2025 Budget Calendar

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City of South Pasadena Fiscal Year 2024-2025 Revised Proposed Budget Calendar

Feb 7	Budget Survey Live for Community Input
Feb 21	Joint Special Meeting with City Council and Finance Commission: Mid-year Budget Report and 5-year Financial Forecast
Feb 26	Budget request forms, narratives, KPIs distributed to departments
Feb 26	Budget Kickoff meeting for budget reps
Mar 18	Revenue/Expenditure projections (23-24) to Finance
Mar 19	All forms closed to departments at 12:00PM
March 28	Mid-year Budget Report to Finance Commission
April 17	Joint Special Meeting with City Council and Finance Commission: Budget Kickoff
April 18	Finance delivers department budget requests to City Manager; Narratives and Performance Indicators due to Finance
April 24	Joint Special Meeting with City Council and Finance Commission: Lighting and Landscaping Maintenance District (LLMD) and Capital Improvement Program (CIP)
April 22-25	Department review with City Manager and Finance Director
Apr 25	Executive Team Budget Meeting
Apr 29-May3	Finance prepares Proposed Operating and Capital Improvement Program (CIP) Budget
May 3-8	Individual Councilmember meetings with City Manager and Department Heads
May 7	Notice of Public Hearing published for Budget and CIP
May 8	Citywide Budget Presentation for employees
May 9	Public Community Meeting 1
May 13	Public Community Meeting 2
May 14	Budget Survey Closes at 6 P.M.
May 15	Joint Special Meeting with Council - Preliminary Budget to Finance Commission, City Council and Community Input
May 23	Budget Workshop and Community Input (overview)
May 29	Final Draft Budget to Finance Commission and Community Input
Jun 5	Joint Special Meeting with City Council and Finance Commission: Public Hearing/Adoption of Budget, CIP, Fees, GANN